

Committee Membership, Appointments and Constitution

Report of the Clerk

For further information about this report please contact Germaine Worker, Head of Human Resources and Administration, on 01743 260210.

1 Purpose of Report

This report asks the Fire Authority to confirm appointments to committees and to the Local Government Association Fire Services Commission and to review the constitution of its committees.

2 Recommendations

The Fire Authority is asked to:

- a) Consider and decide upon the appointment of Members to serve on committees (see Appendix A);
- b) Appoint its representative on the Local Government Association Fire Services Commission;
- c) Appoint an Equality and Diversity Member Champion;
- d) Appoint a Risk Management and Audit Member Champion; and
- e) Review and agree the proposed amendments to the constitution of its various committees, as set out in Appendix B.

3 Background

In accordance with the Fire Authority's Standing Order 7(2) for the Regulation of Proceedings and Business, the Fire Authority is required at least annually to review the constitution and composition of any committees or sub-committees, which it has appointed.

4 Membership of Committees

Members will already have reviewed and decided upon the allocation of seats on committees to political groups at item 9a on the agenda for this meeting.

The Fire Authority is now asked to agree the appointment of named Members to serve on its committees. Appendix A sets out the proposed membership and shows where there are vacancies, which need to be filled.

Membership of the Strategic Planning Working Group will depend upon the decisions made by the Fire Authority at the previous paper 9a – Committee Composition and Allocation of Seats to Political Groups.

5 Delegation to Monitoring Officer

At the Annual Meeting in 2014 Members delegated permanent authority to the Monitoring Officer to approve changes to committee membership, proposed during the year by the appropriate Political Group Leader. This enables changes to be made quickly without the need to refer them to the full Fire Authority for ratification.

6 Local Government Association Fire Services Commission

Each year the Fire Authority appoints its representative on the Local Government Association Fire Services Commission, which has historically been the Chair of the Authority. Members are asked to consider whether this arrangement should continue and appoint its representative accordingly.

7 Member Champions

The Fire Authority has two Member Champion roles; one for Equality and Diversity and one for Risk Management and Audit. Previously both these roles were held by Councillor Jean Jones who retired from the Fire Authority in May 2017.

The Fire Authority is, therefore, asked to appoint to both of these roles. The Role Descriptions for which are available on the website via the link below:

<https://www.shropshirefire.gov.uk/meeting/14-june-2017>

8 Committee Terms of Reference

The current terms of reference for all committees, panels, the Strategic Planning Working Group and Shropshire Fire Risk Management Services Ltd. can be viewed via the following link:

<https://www.shropshirefire.gov.uk/meeting/14-june-2017>

Proposed changes to the terms of reference are set out below, with additions shown in bold italics and deletions struck through.

Strategy and Resources Committee

The Strategy and Resources Committee reviewed its terms of reference in March, where one minor change was recommended by the Committee:

- To review and agree the role descriptions of the Committee's Chair and Vice-Chair and of the Chair and Vice-Chair of the ~~Strategic Risk~~ **Strategy** and Planning Working Group

This reflects the change to the name of the Working Group which is set out below.

Audit and Performance Management Committee

The Audit and Performance Management Committee reviewed its terms of reference in April and proposed the following change:

- Monitoring reports on implementation of Annual Plan Aims and ~~Public Value Measures~~ **Service Targets**
- Exception reports on Directorate objectives, where they lead to a failure in a ~~Public Value Measure~~ **Service Targets**

These changes reflect the current terminology used.

Standards and Human Resources Committee

The Standards and Human Resources Committees also reviewed its terms of reference in March, when no changes were proposed.

Strategic Planning Working Group

The only change proposed is to the name of the Working Group and is as follows:

Strategic *Strategy and* Planning Working Group

This change is recommended by the Strategy and Resources Committee as it considers that the amended name better reflects the work that the Group undertakes.

Brigade Managers' Employment Panel

No amendments are proposed.

Pensions Panel

No amendments are proposed.

Shropshire Fire Risk Management Services Ltd.

No amendments are proposed

9 Financial Implications

There are no financial implications arising from this report.

10 Legal Comment

Under its Standing Orders for the Regulation of Proceedings and Business the Fire Authority is required at least annually:

- To consider the constitution of its committees and sub-committees and their membership (Standing Order 6.3); and
- To review the constitution and composition of any committees or sub-committees which have been appointed (Standing Order 7.2).

11 Appendices

Appendix A

Proposed Membership of Committees

Appendix B

As the Constitution of Committees is a lengthy document, it has not been attached to save the costs of photocopying and postage. It can, however, be viewed via the following link:

<https://www.shropshirefire.gov.uk/meeting/14-june-2017>

12 Background Papers

Shropshire and Wrekin Fire and Rescue Authority

Standing Orders for the Regulation of Proceedings and Business

Membership of Committees

Committee	Political Group		
	Conservative	Labour	Liberal Democrat
Strategy and Resources 7 Members Current Chair Keith Roberts Vice-Chair Nigel Hartin	Seats – 4 1 vacancy Eric Carter Keith Roberts Paul Wynn	Seats - 2 1 vacancy 1 vacancy	Seats - 1 Nigel Hartin
Audit and Performance Management 7 Members Current Chair Vice-Chair Chris Mellings	Seats - 4 1 vacancy 1 vacancy Peter Adams Miles Hosken	Seats - 2 1 vacancy Jane Pinter	Seats - 1 Chris Mellings
Standards and Human Resources 7 Members Current Chair Peter Adams Vice-Chair	Seats - 3 1 vacancy Peter Adams Miles Hosken	Seats – 2 1 vacancy Leon Murray	Seats – 2 1 vacancy Chris Mellings
Pensions Panel 3 Members Done on an ad-hoc basis, when the Panel meets	Seats - 3 Chair of Fire Authority, Vice-Chair of Fire Authority and Chair of Standards and Human Resources Committee		
Brigade Managers' Employment Panel 7 Members Current Chair Vice-Chair Eric Carter	Seats – 4 1 vacancy Peter Adams (as Chair of Standards and Human Resources Committee) Eric Carter David Minnery	Seats - 2 1 vacancy 1 vacancy	Seats – 1 Nigel Hartin
Strategic Planning Working Group <i>Number of Members and allocation of seats to be determined at paper 9a on the agenda for this meeting</i>	Seats	Seats	Seats
Shropshire Fire Risk Management Services Ltd 4 Members + Deputy Chief Fire Officer 1 Member vacancy to be filled	Seats – 2 Eric Carter		Seats – 2 Nigel Hartin Chris Mellings