

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 agree 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;
- 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;
- e) Agree the constitutions of its committees, as set out in the Appendix to the report; and
- f) Confirm the delegation to the Monitoring Officer as detailed in paragraph 5 of the report.

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.

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. Councillor Sahota was appointed to both these roles at the Fire Authority meeting in June 2017.

The Fire Authority is asked to re-confirm these appointments for the coming year.

8 Committee Terms of Reference

At its meeting on 24 April 2019, the Fire Authority agreed to change its Committee structure to a 2-Committee structure.

This new structure comprises a Strategy and Resources Committee (SaR), which has a “decision-making” function and a newly formed Standards, Audit and Performance (SAP) Committee, which has a “holding to account” function. This change means that the Authority’s Standards and Human Resources Committee has ceased to exist with its functions being reallocated to either the SaR or the SAP Committees. The Authority’s Strategy and Planning Working Group has also been renamed as the Strategic Advisory Group (SAG)

The proposed terms of reference for all the Authority’s committees and panels, including the Strategic Advisory Group and Shropshire Fire Risk Management Services Ltd. can be viewed via the following link:

<https://www.shropshirefire.gov.uk/meeting/26-june-2019>

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

A brief synopsis of the changes is given below

Strategy and Resources Committee

Changes have been made to the Strategy and Resources Committee terms of reference to incorporate the decision-making functions that were part of the Standards and Human Resources Committee terms of reference. There have also been amendments to reflect the changes in titles of the committees and working groups.

Standards, Audit and Performance Committee

Changes have been made to the terms of reference for the former Audit and Performance Management Committee to incorporate the scrutiny functions that previously sat with the Standards and Human Resources Committee. There have also been amendments to reflect the changes in titles of the committees and working groups.

Hearings Panel

Changes have been made to show where the membership of the Hearings Panel will be drawn from following the removal of the Standards and Human Resources Committee from the Committee structure.

The terms of reference for the Hearings Panel have also been amended to reflect the decision of the Fire Authority at its April 2019 meeting to delegate hearings related to employee appeals and grievances to the Chief Fire Officer as the Head of Paid Service. This delegation is now set out within the Authority's Scheme of Delegation to Officers. The Hearings Panel has retained the hearing of appeals related to firefighter pension schemes and the hearing of complaints against the Chief Fire Officer and Members.

Strategic Advisory Group

The terms of reference for the Strategy and Planning Working Group have been amended to reflect the change in title of this Group. The constitution of the Group remains largely unchanged.

Brigade Managers' Employment Panel

No amendments are proposed.

Pensions Panel

A minor amendment has been made to remove reference to the Standards and Human Resources Committee as this no longer exists.

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 Appendix

Constitution of Committees

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/26-june-2019>

12 Background Papers

Shropshire and Wrekin Fire and Rescue Authority

Standing Orders for the Regulation of Proceedings and Business