

## Committee Membership, Appointments and Constitution

### Report of the Clerk

For further information about this report please contact Anthea Lowe, Clerk and Monitoring Officer, on 01952 383219 or Germaine Worker, Head of Human Resources and Administration, on 01743 260210.

### 1 Purpose of Report

This report asks the Fire Authority to agree the constitutions of its committees; confirm appointments to those committees and to the Local Government Association Fire Services Commission; and to appoint Member Champions.

### 2 Recommendations

The Fire Authority is asked to:

- a) Agree the constitutions of its committees, as set out in Appendix A to the report;
- b) Consider and decide upon the appointment of Members to serve on committees, as set out in Appendix B to the report;
- c) Confirm the delegation to the Monitoring Officer as detailed in paragraph 6 of the report.
- d) Appoint its representative on the Local Government Association Fire Services Commission;
- e) Appoint an Equality and Diversity Member Champion; and
- f) Appoint a Risk Management and Audit Member Champion;

### 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 Committee Terms of Reference

The proposed terms of reference for all the Authority's committees and panels are shown in Appendix A to the report with additions shown in bold italics and deletions struck through. A brief synopsis of the proposed changes is given below.

### **Strategy and Resources Committee**

There are no changes proposed to these terms of reference at present.

There is, however, an ongoing piece of work around the delegations to this Committee following the changes to the Authority's committee structure in 2019. It is anticipated that a report on this will be taken to the Committee in November 2020 for consideration.

### **Standards, Audit and Performance Committee**

It is recommended that reference to the Committee receiving monitoring reports on the performance of the Fire Authority controlled company, Shropshire Fire Risk Management Services Limited be deleted.

This amendment reflects the Fire Authority's decision in October 2019 to formally close Shropshire Fire Risk Management Services Limited.

### **Hearings Panel**

No amendments are proposed.

### **Strategic Advisory Group**

It is proposed that the quorum for this Group be reduced from 4 to 3 members.

This bring the Group into line with the rest of the Fire Authority's committees and panels and complies with the Authority's Standing Orders for Proceedings and Business which when applied to committees require that a quorum for a committee shall be one-third of the total number of Members of the committee.

### **Brigade Managers' Employment Panel**

It is proposed that the membership of this Panel specifically includes the Chair and Vice-Chair of the Fire Authority and the leaders of each political group.

This amendment is proposed to ensure to ensure that the senior roles within the Fire Authority are involved in the recruitment and appointment process for senior officer posts.

### **Pensions Panel**

Reference to the Pensions Panel not being subject to the political balance requirements has been removed from these terms of reference.

This follows legal advice received prior to the Fire Authority's Annual Meeting in 2019 which clarified that as the Pensions Panel has delegated decision making powers, it should be included in the overall political balance of the Authority.

### **Shropshire Fire Risk Management Services (SFRMS) Ltd.**

The Terms of Reference for SFRMS Ltd. have been deleted following the Fire Authority's decision, in October 2019, to formally close the company.

## **5 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. Current Membership of the Committees is set out in Appendix B to the report.

## **6 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.

## **7 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.

## **8 Member Champions**

The Fire Authority has two Member Champion roles; one for Equality and Diversity and one for Risk Management and Audit. Councillor Parry was appointed to the Equality and Diversity Champion role and Councillor Sahota was appointed as Risk Management and Audit Champion in June 2019.

The Fire Authority is asked to appoint Members to these roles for the coming year.

## **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**  
Constitution of Committees

**Appendix B**  
Membership of Committees

## 12 Background Papers

**Shropshire and Wrekin Fire and Rescue Authority**  
Standing Orders for the Regulation of Proceedings and Business