

SCHEDULE OF APPOINTMENTS TO COMMITTEES, WORKING PARTIES ETC. AND APPOINTMENTS TO OUTSIDE BODIES

NOTES

1. *The Authority, at its inaugural meeting on 11 April 2007, ratified the Committee Structure as reflected in this Schedule (Minute DSFRA/5 refers). The Terms of Reference for each Committee were reviewed in 2008 and further modified – in relation to the Capital Programme Working Party – in March 2009. The current Terms of Reference for each body are set out in Annex 1 to this Schedule.*
2. *The Authority's Standing Orders provide for it to determine appointments to Committees taking account of the principles of the Local Government and Housing Act 1989 (political proportionality).*
3. *In addition to appointing a Director to serve on South West Fire Control Ltd. (the Local Authority Controlled Company responsible for overall governance of the Regional Control Centre), the Authority is eligible to nominate one of its Members (other than the appointed Director) to attend the Annual Meeting of the Company*

RECOMMENDATIONS

- (a) *that the Terms of Reference for Committees as set out in Annex 1 to this Schedule be endorsed;*
- (b) *that appointments be made to Committees in accordance with Standing Orders, the term of office to be until the Annual Meeting in 2010;*
- (c) *that the appointments of Messrs. Phillips, Watson and Withers as Independent Members of the Authority's Standards Committee be re-affirmed until the Annual Meeting of the Authority in 2010;*
- (d) *that the Authority appoints a Lead Members both for Equality and Diversity and Climate Change;*
- (e) *that appointments be made to Outside Bodies as indicated in this Schedule, the term of office to be until the Annual Meeting in 2010 unless otherwise indicated;*
- (f) *that an authorised representative be appointed to attend, speak and vote on behalf of the Authority at the South West Fire Control Service Ltd. Annual General Meeting to be held at Devon & Somerset Fire & Rescue Service Headquarters on Monday 9 November 2009 (time to be confirmed).*

(A) **COMMITTEES, WORKING PARTIES ETC.**

RESOURCES COMMITTEE

7 Members in total

HUMAN RESOURCES AND MANAGEMENT COMMITTEE

7 Members in total

AUDIT AND PERFORMANCE REVIEW COMMITTEE

7 Members in total

COMMUNITY SAFETY AND CORPORATE PLANNING COMMITTEE

7 Members in total

STANDARDS COMMITTEE

9 Members in total – six to be appointed by the Authority PLUS three Statutory Independent Members (currently Messrs. Phillips, Watson and Withers – appointments to be re-affirmed until the Annual Meeting in 2010)

CAPITAL PROGRAMME WORKING PARTY

4 Members in total

EQUALITY AND DIVERSITY LEAD MEMBER

One appointment.

MEMBER CHAMPION FOR CLIMATE CHANGE

One appointment.

(B) **APPOINTMENTS TO OUTSIDE BODIES**

LOCAL GOVERNMENT ASSOCIATION (LGA)

(a) **Fire Service Forum**

One appointment – usually Authority Chairman.

(Date of next meeting: Friday 16 October in Local Government House, Smith Square, Westminster, London)

(b) **General Assembly**

Four appointments – normally, Chairman of the Authority and one representative from each of the three other constituent authorities, exercising the votes as shown.

Member	No. votes exercised
Chairman	5 Service and 1 Corporate
	4 Service
	4 Service
	4 Service

(**NOTE:-** The General Assembly usually meets annually with Authority attendance being dependent on inclusion of fire and rescue related items in the business to be discussed. Date of next meeting: Tuesday 10 July 2010 at Bournemouth International Centre.

(c) **Urban Commission**

This provides a forum for Member authorities whose areas are wholly **or partly** urban. The purpose of this Commission is to:-

- provide the forum in which urban authorities can discuss matters of common concern and exchange good practice and experience;
- assist the LGA take into account the needs, priorities and aspirations of urban authorities in formulating and promoting its policies; and
- help the LGA to promote the role and interests of urban authorities and the ability of those authorities to meet the needs of the communities they serve.

One Member appointment exercising one corporate vote.

Date of next meeting: Wednesday 16 October 2009 at Local Government House.

(d) **Rural Commission**

This provides a forum for Member authorities with an interest in rural affairs. The purpose of this Commission is to:-

- provide the forum in which rural authorities can discuss matters of common concern and exchange good practice and experience;
- assist the LGA take into account the needs, priorities and aspirations of rural authorities in formulating and promoting its policies; and
- help the LGA to promote the role and interests of rural authorities and the ability of those authorities to meet the needs of the communities they serve.

One Member appointment exercising one corporate vote.

Date of next meeting: Tuesday 8 September 2009 in Cambridge (Conference to take place in Cambridge on Wednesday 9 September 2009, attendance at which is an approved duty).

DEVON STRATEGIC PARTNERSHIP

One Member.

SAFER DEVON PARTNERSHIP EXECUTIVE GROUP

One Member.

SOMERSET LOCAL STRATEGIC PARTNERSHIP

One Member.

SOUTH WEST COUNCILS (formerly South West Local Government Association (new for 09))

One Member

SOUTH WEST PROVINCIAL COUNCIL (new for 09) (subsuming SOUTH WEST EMPLOYERS)

One Member (historically Chair of the Human Resources Management and Development Committee).

SOUTH WEST REGIONAL MANAGEMENT BOARD

Three Main Members and three Named Substitutes. NOTE: Board meeting dates for 2009/10, all commencing at 11.00hours at Devon & Somerset Fire & Rescue Service HQ unless otherwise notified:

- Wednesday 30 September 2009;
- Monday 9 November 2009;
- Thursday 28 January 2010;
- Monday 22 March 2010;
- Tuesday 22 June 2010.

SOUTH WEST FORUM OF FIRE AUTHORITIES

As per South West Regional Management Board above.

(NOTE:- This Forum, comprising the Chairmen and Chief Fire Officers of South West fire and rescue services, was the predecessor to the South West Regional Management Board and designed to discuss matters of mutual concern for brigades in the South West and to give a stronger voice with respect to the Local Government Association. On establishment of the South West Regional Management Board, Members felt nonetheless that it would be beneficial to retain the South West Forum to enable matters of mutual interest to be discussed in a less formal setting.)

SOUTH WEST FIRE CONTROL SERVICE LTD (THE LOCAL AUTHORITY CONTROLLED COMPANY [LACC] RESPONSIBLE FOR OVERALL GOVERNANCE OF THE SOUTH WEST REGIONAL CONTROL CENTRE

- (a) To appoint a Member Director to remain in office until either he/she resigns OR ceases to be a Member of this Authority.
- (b) The Annual General Meeting (AGM) of the Company will be held at the Devon & Somerset Fire and Rescue Service Headquarters on Monday 9 November 2009 (time to be confirmed). The Authority is required to appoint an authorised representative to attend, speak and vote on its behalf at this AGM.

DEVON AND EXETER RACIAL EQUALITY COUNCIL

One Member.

PLYMOUTH AND DISTRICT RACIAL EQUALITY COUNCIL

One Member.

SOMERSET RACIAL EQUALITY COUNCIL

One Member.

(NOTE: Affiliate Membership of the Councils is free and entitles the Authority to two places on each Council – one Member and one Officer. The Constitutions for each Council provide for there to be a minimum of three meetings per year (including an Annual General Meeting). Membership of the Councils is considered appropriate to assist the Authority with its statutory equality and diversity duties under the Race Relations (Amendment) Act 2000.

DEVON AND SOMERSET FIRE AND RESCUE AUTHORITY

COMMITTEES, WORKING PARTIES ETC. - TERMS OF REFERENCE

RESOURCES COMMITTEE

Advisory ONLY

1. To give preliminary consideration to and recommend to the Authority a provisional budget and Council Tax requirement for the forthcoming year.
2. To consider in the first instance the financial implications of any proposals for which resources have not already been approved and to make recommendations on these as appropriate to the Authority.

Matters with Delegated Power to Act

3. To consider budget monitoring reports and to approve any necessary modifications and specifically to authorise virements within the thresholds as set out in the Financial Regulations subject to all financial implications being contained within the overall revenue budget.
4. In accordance with Procurement and Contract Regulations:-
 - to determine from time to time contract financial thresholds for the purpose of determining the appropriate tendering process to be applied;
 - to authorise further negotiations with tenderers following receipt of tenders in circumstances other than those currently provided for in Procurement and Contract Regulations;
 - to accept a tender other than that providing best value for money when it is considered such acceptance is in the best financial interests of the Authority or it is considered there are other special circumstances.
5. In accordance with Financial Regulations:
 - to approve of the acquisition or disposal of any land or buildings subject to a conveyance;
 - to approve of the disposal of any material asset where the estimated disposal value is within the thresholds as set out in the Schedule to the Regulations;
 - to write off any redundant stock and equipment within the thresholds as set out in the Schedule to the Regulations;
 - to write-off any stock and equipment deficiencies within the thresholds as set out in the Schedule to the Regulations;
 - to write-off any debt within the thresholds as set out in the Schedule to the Regulations;
 - to write off any overpayment of salary or allowance within the thresholds as set out in the Schedule to the Regulations;
 - to make any grant within the thresholds as set out in the Schedule to the Regulations.
6. To monitor progress of schemes included in the approved Capital Programme including the schedule of individual schemes funded from either the Ring Fenced Maintenance or Other Projects generic capital budgets and specifically in accordance with Financial Regulations:
 - to approve any proposal to finance a capital scheme from the revenue budget where the level of expenditure to be incurred is within the thresholds as set out in the Schedule to the Regulations;

- to approve any excess of estimated expenditure for an individual major capital scheme over approved Capital Programme provision within the thresholds as set out in the Schedule to the Regulations and subject to the additional expenditure being contained from within the overall capital programme limit for the year in question;
 - to approve the excess of overall expenditure on Other Projects or Ring Fenced generic capital budgets over the approved budget provision within the thresholds as set out in the Schedule to the Regulations and subject to the additional expenditure being contained from within the overall capital programme limit for the year in question.
7. To approve responses to external consultation documents on issues within the remit of this Committee and as referred by officers.

HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT COMMITTEE

Advisory ONLY

1. To consider and make recommendations to either the Resources Committee or the Authority, as appropriate, on any proposed changes in Service structure, terms and conditions of service, or issues in relation to equality and fairness, pensions entitlements, health and safety and training of all employees where the financial implications of any such changes cannot be met from within existing resources or would require a virement(s) in excess of the lower threshold as set out in Financial Regulations.

Matters with Delegated Power to Act

2. Where a discretionary policy has been determined, to consider individual cases as may be referred by the Chief Fire Officer.
3. To approve and monitor a Member Development Strategy.
4. To provide in the first instance for membership of Appointments Panels for the posts of Chief Fire Officer, Deputy Chief Fire Officer, Assistant Chief Fire Officer, Treasurer and Clerk.
5. To approve and monitor the operation of any Code of Conduct for Employees.
6. To approve responses to external consultation documents on issues within the remit of the Committee and as referred by officers.

AUDIT AND PERFORMANCE REVIEW COMMITTEE

Advisory ONLY

1. To oversee the content and operation of the Authority's Strategy on the Prevention and Detection of Fraud and Corruption, making recommendations to the Authority as appropriate.

Matters with Delegated Power to Act

2. To oversee internal and external audit arrangements and to approve annual audit plans.
3. To receive the reports of internal and external audit and external assessments of the organisation and to ensure that any recommendations and findings are appropriately addressed, implemented and monitored.
4. To receive regular reports monitoring the performance of the Service against agreed plans and agree action to address any shortfalls identified.
5. To receive regular corporate risk management reports and agree action to ensure that corporate risks are effectively managed.
6. To consider and approve the Authority's Statement of Accounts and Annual Governance Statement for the previous financial year.
7. To approve responses to external consultation documents on issues within the remit of the Committee and as referred by officers.

COMMUNITY SAFETY AND CORPORATE PLANNING COMMITTEE

Advisory ONLY

1. To oversee development of the Corporate Plan and make recommendations as appropriate to the Authority.
2. To develop community safety priorities and make recommendations as appropriate to the Authority.

Matters with Delegated Power to Act

3. To consider and monitor the community risk profile to ensure that services are delivered effectively.
4. To approve new partnership arrangements in accordance with the Authority's Partnership Framework.
5. To approve responses to external consultation documents on issues within the remit of the Committee and as referred by officers.

STANDARDS COMMITTEE

PREAMBLE

The Standards Committee is a statutory committee of the Authority. Its membership and functions are governed by the Local Government Act 2000 (as amended).

(A) GENERAL TERMS OF REFERENCE

1. To promote and maintain high standards of conduct by Members of the Authority;
2. To assist Members of the Authority in observing its approved Code of Conduct.

(B) SPECIFIC TERMS OF REFERENCE

3. To approve and monitor the operation of the Code of Conduct for Members of the Authority;
4. To ensure that Code of Conduct training is provided for Members of the Authority;
5. To grant dispensations in accordance with the provisions of the Relevant Authorities (Standards Committee) (Dispensations) Regulations 2002 (and any amending legislation);
6. To operate the local assessment regime for consideration of alleged breaches of the Code of Conduct, including Assessment and Review Sub-Committees, as required by the Local Government Act 2000 (as amended);
7. To consider and act upon any reports that may be referred to it by the Monitoring Officer in accordance with any regulations made in accordance with Section 66 of the Local Government Act 2000 (as amended);
8. To oversee the content and operation of the Authority's "Whistleblowing" Code (Confidential Reporting Policy).
9. To approve responses to external consultation documents on issues within the remit of this Committee and as referred by officers.

CAPITAL PROGRAMME WORKING PARTY

To oversee the development of the Authority's asset management plans making recommendations as appropriate to the Resources Committee and/or full Authority.