

**M. Pearson
CLERK TO THE AUTHORITY**

**To: The Chairman and Members of the
Devon & Somerset Fire & Rescue
Authority
(see below)**

**SERVICE HEADQUARTERS
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DEVON & SOMERSET FIRE & RESCUE AUTHORITY
(Annual Meeting)

Tuesday 14 July 2009

A meeting of the Devon & Somerset Fire & Rescue Authority will be held on the above date, **commencing at 10:00 hours in the Conference Rooms in Somerset House, Service Headquarters** to consider the following matters.

M. Pearson
Clerk to the Authority

A LARGE PRINT VERSION OF THIS AGENDA IS AVAILABLE ON REQUEST

AGENDA

1. **Election of Chairman**
2. **Apologies**
3. **Minutes** of the Annual Meeting held on 28 May 2008 attached (Page 1).
4. **Items Requiring Urgent Attention**

Items which, in the opinion of the Chairman, should be considered at the meeting as matters of urgency.

5. **Election of Vice Chairman**

6. **Declarations of Interest**

Members are asked to consider whether they have any **personal/personal and prejudicial interests** in items as set out on the agenda for this meeting and declare any such interests at this time. *Please refer to the Note 2 at the end of this agenda for guidance on interests.*

PART 1 – OPEN COMMITTEE

7. **Review of Constitutional Governance Framework Documents**

Report of the Clerk to the Authority (DSFRA/09/18) attached (Page 11)

8. **Schedule of Appointments to Committees, Working Parties Etc. and Appointments to Outside Bodies**

Schedule (DSFRA/09/19) attached (Page 17)

9. **Devon & Somerset Fire & Rescue Authority Draft Calendar of Meetings 2009/10**

Draft (DSFRA/09/20) attached (Page 26)

PART 2 – ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF THE PRESS AND PUBLIC

Nil

MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

Membership:-

Councillors Hughes OBE (Chairman), Healey (Vice Chairman), Boyd, Burridge-Clayton, Cann, Dyke, Eastman, Foggin, Fry, Gordon, Gribble, Horsfall, Leaves, Manning, Mills, Mrs. Nicholson, Radford, Randall Johnson, Smith, Turner, Viney, Wallace, Way, Woodman, Yeomans

NOTES

1. ACCESS TO INFORMATION

Any person wishing to inspect any minutes, reports or lists of background papers relating to any item on this agenda should contact Steve Yates on the telephone number shown at the top of this agenda.

2. DECLARATIONS OF INTERESTS BY MEMBERS

What Interests do I need to declare in a meeting?

As a first step you need to declare any personal interests you have in a matter. You will then need to decide if you have a prejudicial interest in a matter.

What is a personal interest?

You have a personal interest in a matter if it relates to any interests which you must register, as defined in Paragraph 8(1) of the Code.

You also have a personal interest in any matter likely to affect the well-being or financial position of:-

- (a) you, members of your family, or people with whom you have a close association;
- (b) any person/body who employs/has employed the persons referred to in (a) above, or any firm in which they are a partner or company of which they are a director;
- (c) any person/body in whom the persons referred to in (a) above have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of which you are a Member or in a position of general control or management and which:-
 - you have been appointed or nominated to by the Authority; or
 - exercises functions of a public nature (e.g. a constituent authority; a Police Authority); or
 - is directed to charitable purposes; or
 - one of the principal purposes includes the influence of public opinion or policy (including any political party or trade union)

more than it would affect **the majority** of other people in the Authority's area.

Anything that could affect the quality of your life (or that of those persons/bodies listed in (b) to (d) above) either positively or negatively, is likely to affect your/their "well being". If you (or any of those persons/bodies listed in (b) to (d) above) have the potential to gain or lose from a matter under consideration – to a **greater extent** than **the majority** of other people in the Authority's area - you should declare a personal interest.

What do I need to do if I have a personal interest in a matter?

Where you are aware of, **or ought reasonably to be aware of**, a personal interest in a matter you must declare it when you get to the item headed "Declarations of Interest" on the agenda, or otherwise as soon as the personal interest becomes apparent to you, **UNLESS** the matter relates to or is likely to affect:-

- (a) any other body to which you were appointed or nominated by the Authority; or
- (b) any other body exercising functions of a public nature (e.g. membership of a constituent authority; other Authority such as a Police Authority);

of which you are a Member or in a position of general control or management. In such cases, provided you do not have a prejudicial interest, you need only declare your personal interest if and when you speak on the matter.

Can I stay in a meeting if I have a personal interest?

You can still take part in the meeting and vote on the matter unless your personal interest is also a prejudicial interest.

What is a prejudicial interest?

Your personal interest will also be a **prejudicial** interest if **all** of the following conditions are met:-

- (a) the matter is not covered by one of the following exemptions to prejudicial interests in relation to the following functions of the Authority:-
 - statutory sick pay (if you are receiving or entitled to this);
 - an allowance, payment or indemnity for members;
 - any ceremonial honour given to members;

- setting council tax or a precept; **AND**
- (b) the matter affects your financial position (or that of any of the persons/bodies as described in Paragraph 8 of the Code) or concerns a regulatory/licensing matter relating to you or any of the persons/bodies as described in Paragraph 8 of the Code); **AND**
- (c) a member of the public who knows the relevant facts would reasonably think your personal interest is so significant that it is likely to prejudice your judgement of the public interest.

What do I need to do if I have a prejudicial interest?

If you have a prejudicial interest in a matter being discussed at a meeting, you must declare that you have a prejudicial interest (and the nature of that interest) as soon as it becomes apparent to you. You should then leave the room unless members of the public are allowed to make representations, give evidence or answer questions about the matter by statutory right or otherwise. If that is the case, you can also attend the meeting for that purpose.

You must, however, leave the room **immediately after you have finished speaking (or sooner if the meeting so decides)** and you cannot remain in the public gallery to observe the vote on the matter. Additionally, you must not seek to **improperly influence** a decision in which you have a prejudicial interest.

What do I do if I require further guidance or clarification on declarations of interest?

If you feel you may have an interest in a matter that will need to be declared but require further guidance on this, please contact the Clerk to the Authority – preferably before the date of the meeting at which you may need to declare the interest. Similarly, please contact the Clerk if you require guidance/advice on any other aspect of the Code of Conduct.

**DEVON AND SOMERSET FIRE AND RESCUE AUTHORITY
(Annual Meeting)**

28 May 2008

Present:-

Councillors B. Hughes (Chair), Button, Clatworthy, Dyke, Foggin, Ford, Galloway, Gordon, Hannon, Healey, S Hughes, Leaves, Lewis, Mochnacz, Mrs. Nicholson, Mrs. Parsons, Phillips, Shadrick, Tully, Viney, Wallace, Way and Yeomans.

Also in attendance:-

Messrs. Phillips and Watson (Independent Members of the Standards Committee).

Apologies:-

Councillors Fry and Lewis.

DSFRA/1. Election of Chair

RESOLVED that Councillor B. Hughes be elected Chair of the Authority until its Annual Meeting in 2009.

DSFRA/2. Minutes

RESOLVED that the Minutes of the Annual Meeting of the Authority held on 30 May 2007 be signed as a correct record.

DSFRA/3. Change in Authority Membership

The Chair welcomed Councillors Hannon and Shadrick (Devon County Council appointees), Leaves and Viney (Plymouth City Council appointees) as new Members of the Authority.

He also paid tribute to outgoing Members (Councillors Barton, Beer, Hannaford and Rennie) and stated that he would be writing to them on behalf of the Authority to thank them for their contribution to its work.

DSFRA/4. Election of Vice-Chair

Councillor Dyke proposed, and Councillor Galloway seconded, Councillor Mochnacz as Vice-Chair.

Councillor Clatworthy proposed, and Councillor Yeomans seconded, Councillor Healey as Vice-Chair.

The Chair **MOVED**, and Councillor Phillips seconded:-

“that the appointment of Vice-Chair should be determined by a secret ballot in accordance with Standing Orders”.

Councillor Way moved that the motion be **AMENDED** to provide for the appointment to be determined by show of hands. This amendment was seconded by Councillor Ford. The amendment was put to the vote, with 11 voting for it and 11 against.

In accordance with Standing Orders the Chair then exercised a casting vote and the amendment was declared **LOST** by 12 votes to 11.

The substantive motion for the appointment to be determined by a secret ballot was then put to the vote and declared **CARRIED BY** 14 votes to 2.

Following the secret ballot, 11 votes were cast in favour of Councillor Mochnacz and 11 in favour of Councillor Healey. At this stage the Chair indicated that he would not wish to exercise a second or casting vote and would wish the matter to be determined by lot.

Councillor Button **MOVED** and Councillor Way seconded:-

“that, in accordance with Standing Order 48, the Standing Orders on voting on appointments be suspended to enable the election of Vice-Chair to be determined other than by exercise by the Chair of a second or casting vote or by lot.”

The motion was put to the vote and declared **LOST** by 11 votes to 10.

At this point the Chair exercised a casting vote following which it was

RESOLVED that Councillor Healey be elected Vice-Chair of the Authority until its Annual Meeting in 2009.

DSFRA/5. Declarations of Interest

Members were invited to consider whether they had any **personal/personal and prejudicial interests** in items as set out on the agenda for this meeting and declare any such interests at this time.

No such interests were declared.

DSFRA/6. Review of Constitutional Framework Documents

The Authority considered a report of the Clerk (DSFRA/08/9) on the outcome of a review of the constitutional documents (Standing Orders; Financial Regulations etc) governing the operation of the Authority. The majority of documents remained “fit for purpose” with the exception of the following as highlighted in the report:-

- the opportunity had been taken to revise Standing Orders to clarify actual working practices of the Authority; to reflect legislative changes in relation to the Standards Committee and the operation of the local assessment regime; and to align them to those of Cornwall County Council (which in turn were based on the standard model adopted by the majority of authorities) given that Cornwall currently provided the Authority with its general legal advice;
- Procurement and Contract Regulations, where the review process and been commenced with a view to submitting revised regulations to a future meeting;

- the Scheme of Delegations, where advice from the Department for Communities and Local Government would be sought on appropriate delegations in relation to firefighters pensions with a view to submitting revised regulations to a future meeting; and
- the Corporate Governance Code which, while by and large still fit for purpose, would require some consequential amendments to reflect changes in the senior management structure of the Service.

Additionally, the Clerk circulated at the meeting a further proposed revision to Standing Orders relating to the appointment of Sub-Committees by the Standards Committee.

RESOLVED

- (a) that, subject to the further amendment as indicated by the Clerk at the meeting in relation to the appointment of Sub-Committees by the Standards Committee, the revised Standing Orders as circulated with the agenda for the meeting be approved including:-
 - (i) the removal of the requirement for Committee and Sub-Committee Membership to include at least one representative from each constituent authority; and
 - (ii) the removal of the requirement for substitute Members attending Committee and Sub-Committee meetings to be from the same appointing constituent authority as the substantive Member;
- (b) that the intention to submit revised Procurement and Contract Regulations and a Scheme of Delegations to a future meeting be noted;
- (c) that the Clerk to authorised to make those consequential amendments to the Corporate Governance Code as may be required following the outcomes of the review of internal service management meeting structure;
- (d) that, subject to (a) to (c) above, the constitutional documents as identified in paragraph 1.1 of report DSFRA/08/9 be endorsed and the contents of the report noted.

DSFRA/7. Attendance at Devon and Somerset Fire and Rescue Authority Meetings during the 2007/08 Municipal Year

In line with the request made at the last meeting (Minute DSFRA/95(b) refers), the Authority received for information a schedule of Member attendance at Authority meetings (including Committee meetings) during the 2007/08 municipal year.

DSFRA/8. Devon and Somerset Fire and Rescue Authority Approved Scheme of Members Allowances

(a) General Review

The Authority considered a report of the Clerk (DSFRA/08/11) and a report of the Independent Consultant (Mr. Brian Tanner) on a review of the Authority's approved Scheme of Members Allowances undertaken in accordance with the decision of the Shadow Authority at its meeting on 23 January 2007 (Minute SDSFRA/34 refers).

The report of the Clerk outlined the legal framework and budgetary provision in 2008/09 for Members' Allowances. While the Authority was not required to establish its own Independent Remuneration Panel (IRP) it was required to "have regard to" any recommendations made by the IRPs of its constituent authorities in relation to allowances payable by those authorities.

Nonetheless, given the sensitivities involved in the issue it was considered prudent to seek an independent review of the Scheme and, following a quotation exercise, Mr. Tanner (former Chief Executive of Somerset County Council and Chair of the Devon County Council IRP) had been commissioned to undertake the review. In setting the 2008/09 budget, some allowance had been made for an increase in allowances in light of the review.

Mr. Tanner's report referred to the recommendations of the IRPs of the constituent authority. Additionally, the review had also featured an analysis of allowances paid by some 14 other combined fire and rescue authorities; together with indicative contact time by Members on Devon and Somerset Fire and Rescue Authority matters.

Mr. Tanner's report concluded by making a number of recommendations based upon his review findings, including an increase in basic allowance (payable to all Members) and to the special responsibility allowances payable to the Chairman etc. Mr. Tanner attended the meeting and, with the permission of the Chair, presented his review and responded to questions from Members.

In the ensuing debate, Members commented in particular on the following:-

- that the recommended increase still left the basic allowance below the average basic allowance paid by other combined fire authorities who had responded to the review. This seemed inconsistent with the fact that the newly-created Devon and Somerset Fire and Rescue Authority was the largest non-metropolitan fire and rescue authority;
- that no recommendation had been made for a special responsibility allowance for the Director appointed by the Authority to the Local Authority Controlled Company (LACC) with governance responsibility for the new Regional Control Centre (RCC). This post was, however, felt to be both demanding and of increasing importance to the Authority.

Councillor Dyke **MOVED** and Councillor Galloway seconded:-

"that the annual basic allowance payable to all Members of the Authority should be £2,000 effective from the date of approval"

The Motion was put to the vote and declared **CARRIED** by 11 votes for, 8 against.

There then followed a debate as to whether an additional Special Responsibility Allowance (SRA) should be introduced in relation to the appointment by the Authority of a Director on the Local Authority Controlled Company (LACC) with governance responsibility for the South West Regional Control Centre (RCC).

The Chair **MOVED** and Cllr. Yeomans seconded:-

“that a new Special Responsibility Allowance of 1 x Basic should be introduced for the Director of the RCC LACC.”

This Motion was put to the vote and declared **CARRIED** by 17 votes for and none against.

There then followed a debate as to the multiplier to be applied for the Special Responsibility Allowances (SRAs) for the positions of Authority Chair, Authority Vice-Chair and Committee Chairs, and for the basic allowance to be payable to Independent Members of the Standards Committee.

Councillor Clatworthy **MOVED** and Councillor Phillips seconded:-

“that the multiplier for special responsibility allowances payable, and for the basic allowance for Independent Members of the Standards Committee, should be as follows:-

Chair	5 x Basic
Vice-Chair	3 x Basic
Committee Chair(other than Standards Committee)	2 x Basic
Independent Member of Standards Committee	£500

The Motion was put to the vote and declared **CARRIED** by 16 votes for, 6 against.

RESOLVED that the Devon and Somerset Fire and Rescue Authority Approved Scheme of Members Allowances be amended to reflect the following annual allowances to be paid with effect from the date of the current meeting:-

ALLOWANCE	BASIC MULTIPLIER	AMOUNT £
Basic (payable to ALL Members of the Authority)		2,000
Special Responsibility Allowance (payable IN ADDITION to Basic Allowance)		
- Authority Chair	X 5	10,000
- Authority Vice-Chair	X 3	6,000
- Committee Chair	X 2	4,000
- Regional Control Centre Local Authority Controlled Company Director	X 1	2,000
Independent Members of Standards Committee	N/A	500

(**NOTE:** in accordance with Standing Orders:-

- Councillors Button, Foggin, Ford, Gordon, Hannon, Healey and Yeomans requested that their votes **AGAINST** the decision for a Basic Allowance of £2,000 be recorded; and

- Councillors Button, Ford and Gordon requested that their votes **AGAINST** the decision as to the multipliers to be applied for special responsibility allowances be recorded.)

(b) Payment of Expenses for Appointments NOT made by the Authority

RESOLVED

- (i) that travel and subsistence payments for the Members as indicated be approved for the 2008/09 municipal year in connection with their attendance at meetings of the following bodies to which they were NOT directly appointed by the Authority, subject to their retaining the posts indicated:-
- to Councillor Mochnacz in relation to meetings of the HSE Sickness Management Forum;
 - to Councillor Gordon as a Labour Group substitute on the Urban Commission Steering Group (**NOTE: NOT** the Urban Commission, to which the Authority does directly appoint) in instances where the Labour Group will not reimburse such allowances (i.e. where there is NOT full attendance at the meeting in question and Cllr. Gordon's presence as a substitute is required);
 - to Cllr. Mrs Parsons in relation to her appointment as a "balancing" Member on the Local Government Association Fire Forum.
- (ii) that a report be submitted to a future meeting on approved duties and associated expense payments.

DSFRA/9. Schedule of Appointments to Committees, Working Parties etc. and Appointments to Outside Bodies

The Authority considered a Schedule of Appointments (DSFRA/08/12) to which was appended revised draft Terms of Reference for Committees amended to reflect either legislative changes (e.g. Standards Committee); to normalise current practices (e.g. approval by the Audit and Performance Review Committee of the Annual Statement of Accounts and Annual Governance Statement); and generally to clarify advisory powers as opposed to areas where Committees had delegated authority with power to act.

RESOLVED

- (a) that the revised Terms of Reference for Committees as set out in Annex 2 to Schedule DSFRA/08/12 be approved;
- (b) that appointments be made to Committees etc. and outside bodies as indicated below until the Annual Meeting of the Authority in 2009;
- (c) that attendance be approved for the appointees to both the Rural and Urban Commissions to attend the Commission conferences to be held in 2008;

COMMITTEES, WORKING PARTIES ETC.

RESOURCES COMMITTEE

Councillors Mrs. Fry, Gordon, Healey, B. Hughes, Lewis, Way and Yeomans

HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT COMMITTEE

Councillors Cann, L. Ford, Galloway, Mrs. Parsons, Phillips, Shadrick and Viney.

AUDIT AND PERFORMANCE REVIEW COMMITTEE

Councillors Button, Clatworthy, Hannon, Lewis, Mochnacz, Mrs. Nicholson and Wallace.

COMMUNITY SAFETY AND CORPORATE PLANNING COMMITTEE

Councillors Dyke, Foggin, Mrs. Fry, S. Hughes, Leaves, Phillips and Tully

STANDARDS COMMITTEE

Councillors Galloway, S. Hughes, Mrs. Nicholson, Phillips, Way and Yeomans.

Messrs. Phillips, Watson and Withers (Independent Member appointed in accordance with the Local Government Act 2000) (appointment reaffirmed until Annual Meeting in 2009).

CAPITAL PROGRAMME WORKING PARTY

Councillors Gordon, Lewis, Shadrick and Wallace.

APPOINTMENTS TO OUTSIDE BODIES

LOCAL GOVERNMENT ASSOCIATION (LGA)

(a) Fire Service Forum

Chair of the Authority (Councillor B. Hughes).

(b) General Assembly

Member	No. votes exercised
Chair (Councillor B. Hughes)	5 Service and 1 Corporate
Councillor Gordon	4 Service
Councillor Healey	4 Service
Councillor Lewis	4 Service

(NOTE:- The General Assembly usually meets twice a year (in July and December) and actual Authority attendance will be determined by subject matter on the agenda for the meeting in question).

(c) Urban Commission

Councillor Gordon

(d) Rural Commission

Councillor Mrs. Parsons

DEVON STRATEGIC PARTNERSHIP

Councillor Mrs. Fry.

SAFER DEVON PARTNERSHIP

Councillor S. Hughes.

SOUTH WEST EMPLOYERS

Chair of the Human Resources Management and Development Committee
(once appointed)

SOUTH WEST REGIONAL MANAGEMENT BOARD

Main Members	Substitutes
Chair of the Authority (Cllr. B. Hughes)	Councillor Mrs. Fry
Vice-Chair of the Authority (Councillor Healey)	Councillor Mrs. Parsons
Councillor Gordon	Councillor Mrs. Nicholson

SOUTH WEST FORUM OF FIRE AUTHORITIES

As per South West Regional Management Board above.

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

Councillor Mochnacz, the Term of Office to be either until he resigns from the position OR ceases to be a Member of this Authority.

DEVON AND EXETER RACIAL EQUALITY COUNCIL

Councillor Button

PLYMOUTH AND DISTRICT RACIAL EQUALITY COUNCIL

Councillor Leaves

SOMERSET RACIAL EQUALITY COUNCIL

Councillor Tully.

DSFRA/10. Devon and Somerset Fire and Rescue Authority – Draft Calendar of Meetings to May 2009

RESOLVED that the Calendar of Meetings 2008/09, as amended at the meeting and appended to these Minutes, be approved.

The meeting started at 10.30hours and finished at 12.50hours.

**APPENDIX TO THE MINUTES OF THE ANNUAL MEETING OF THE AUTHORITY HELD ON 28
MAY 2008**

**DEVON & SOMERSET FIRE & RESCUE AUTHORITY
CALENDAR OF MEETINGS 2008/09**

MEETING	TIME AND DATE OF MEETING
June 2008	
Member Engagement Workshop	18.00, Monday 16 June 2008
Community Safety & Corporate Planning Committee	14.00hours, Wednesday 18 June 2008
Human Resource Management & Development Committee	14.00 hours, Thursday 19 June 2008
Audit and Performance Review Committee	10.00 hours, Monday 30 June 2008
July 2008	
Standards Committee	10.00 Monday 7 July 2008
Resources Committee	10.00 hours, Monday 21 July 2008
DEVON & SOMERSET FIRE & RESCUE AUTHORITY	10.00 hours, Thursday 31 July 2008
September 2008	
Community Safety & Corporate Planning Committee	14.00 hours Thursday 4 September 2008
Member Workshop	18.00hours on Thursday 4 September 2008
Human Resource Management & Development Committee	10.00 hours, Friday 12 September 2008
Standards Committee	10.00 hours, Wednesday 17 September 2008
Capital Programme Working Party	10.00 hours, Monday 22 September 2008
Audit & Performance Review Committee	1000 hours, Monday 29 September 2008
October 2008	
Resources Committee	10.00 hours, Friday 3 October 2008
DEVON & SOMERSET FIRE & RESCUE AUTHORITY	10.00 hours, Thursday 23 October 2008
November 2008	
Community Safety & Corporate Planning Committee	10.00 hours, Thursday 6 November 2008
Human Resource Management & Development Committee	10.00 hours, Friday 14 November 2008
Audit & Performance Review Committee	1000 hours, Friday 21 November 2008
December 2008	
Resources Committee	14.00 hours, Monday 8 December, 2008
DEVON & SOMERSET FIRE & RESCUE AUTHORITY	10.00 hours, Thursday 18 December 2008
January 2009	
Community Safety & Corporate Planning Committee	14.00 hours, Wednesday 14 January 2009
Member Workshop	18.00hours Wednesday 14 January 2009
Capital Programme Working Party	10.00 Wednesday 21 January 2009
Human Resource Management & Development Committee	14.00 hours, Thursday 22 January 2009
February 2009	
Resources Committee	10.00 hours, Wednesday 4 February 2009
Audit & Performance Review Committee	10.00 hours Friday 5 February 2009

MEETING	TIME AND DATE OF MEETING
DEVON & SOMERSET FIRE & RESCUE AUTHORITY (BUDGET)	1000 hours, Wednesday 18 February 2009
March 2009	
Standards Committee	10.00 hours, Wednesday 11 March 2009
DEVON & SOMERSET FIRE & RESCUE AUTHORITY	1000 hours, Tuesday 31 March 2009
April 2009	
Member Workshop	18.00 hours, Monday 6 April 2009
Human Resource Management & Development Committee	10.00 hours, Wednesday 15 April 2009
Resources Committee	10.00 hours, Thursday 23 April 2009
May 2009	
COUNTY COUNCIL ELECTIONS	Thursday 7 May 2009 *
DEVON & SOMERSET FIRE & RESCUE AUTHORITY ANNUAL AND ORDINARY MEETING	10.00 hours, Wednesday 27 May 2009 *

(NOTE - “*” = subject to change pending outcome of Boundary Commission review).



DEVON & SOMERSET FIRE & RESCUE AUTHORITY

REPORT REFERENCE NO.	DSFRA/09/18
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (ANNUAL MEETING)
DATE OF MEETING	14 JULY 2009
SUBJECT OF REPORT	REVIEW OF CONSTITUTIONAL GOVERNANCE FRAMEWORK DOCUMENTS
LEAD OFFICER	Clerk to the Authority
RECOMMENDATIONS	<p>(a) <i>that the proposed revision to the Authority's Standing Orders, as set out in paragraph 2.4 of this report, be approved;</i></p> <p>(b) <i>that the revised Financial Regulations as enclosed separately with the agenda for this meeting (Appendix A to this report) be approved;</i></p> <p>(c) <i>that the revised Scheme of Delegations as enclosed separately with the agenda for this meeting (Appendix B to this report) be approved;</i></p> <p>(d) <i>that the revised Member/Officer Protocol as enclosed separately with the agenda for this meeting (Appendix C to this report) be approved;</i></p> <p>(e) <i>that the revised Strategy for the Prevention of Fraud and Corruption as enclosed separately with the agenda for this meeting (Appendix D to this report) be approved;</i></p> <p>(f) <i>that, subject to (a) to (e) above, the constitutional governance framework documents as listed at paragraph 1.1 of this report be endorsed;</i></p> <p>(g) <i>that it be noted that further amendments to the documents may be submitted to future meetings of the Authority as and when required.</i></p>
EXECUTIVE SUMMARY	This report sets out information on a review of the Authority's constitutional governance framework documents (Standing Orders, Financial Regulations etc) and, where appropriate, makes recommendations for changes.

RESOURCE IMPLICATIONS	Nil.
EQUALITY IMPACT ASSESSMENT	An initial assessment has revealed that there are no equality issues arising from this report.
APPENDICES	<ul style="list-style-type: none"> A. Revised Financial Regulations B. Revised Scheme of Delegations C. Revised Member/Officer Protocol D. Revised Strategy on the Prevention and Detection of Fraud and Corruption
LIST OF BACKGROUND PAPERS	Nil.

1. **BACKGROUND**

1.1 At its inaugural meeting on 11 April 2007 the Authority approved a number of “in-principle” decisions previously approved by the Shadow Authority, including its Constitutional Governance Framework documents (Minute DSFRA/5 refers). These documents include, amongst other things:-

- Members’ Code of Conduct;
- Member/Officer Protocol;
- Policy on Gifts and Hospitality;
- Standing Orders;
- Financial Regulations;
- Procurement and Contract Regulations;
- Scheme of Delegations;
- Corporate Governance Code;
- Treasury Management Policy;
- Strategy on the Prevention and Detection of Fraud and Corruption; and
- “Whistleblowing” Code (Confidential Reporting Policy).

1.2 The constitutional operation of the Authority also features a Committee structure (with associated terms of reference. This is addressed by a Schedule elsewhere on the agenda for this meeting.

1.3 The documents listed above were drafted by reference to a number of sources, some statutory; some based upon “models” issued either by central government or by professional bodies (e.g. the Chartered Institute for Public Finance Accountancy – CIPFA); and others best practice. While there is no legal requirement for the documents to be reviewed, it is nonetheless considered best practice to review the documents at least on an annual basis to ensure that they continue to be “fit for purpose”. This clearly does not preclude making revisions at any time to any of the documents where this might be required by changes in legislation or internal structure; or the approval of new documents to enhance the governance framework. Recent examples of this include:

- Consequential changes to the terminology and definitions used in both the Corporate Governance Code and “Whistleblowing” (Confidential Reporting Policy) Code required as a result of changes in Service internal management;
- Changes to the Treasury Management Policy where, in light of the economic downturn, appropriate revisions were approved by the Authority at its meeting on 31 March 2009 [Minute DSFRA/89 refers];
- Approval by the Authority, at its meeting on 6 May 2009, of a document setting out the accountabilities, roles and responsibilities of a Devon & Somerset Fire & Rescue Authority Member (Minute DSFRA/98 refers).

- 1.4 The documents listed at paragraph 1 above have been subject to initial review over the last twelve months and will continue to be subject to ongoing review with any further proposed revisions submitted to future meetings of the Authority as required. Following the initial review it is considered that majority of these documents remain “fit for purpose” and require no amendment or modification. The remainder of this report deals with those documents where it is suggested that some revision may be necessary. When reviewing any of the Authority’s constitutional governance framework documents due regard is taken of:
- any current “best practice” models;
 - any existing national guidance and model documents;
 - similar documents in use by other combined fire and rescue authorities; and
 - similar documents in use by constituent authorities.

2. STANDING ORDERS

- 2.1 The Authority’s Standing Orders were subject to considerable review during 2007/08, with substantial amendments being proposed to and agreed by the Authority at its last Annual Meeting.
- 2.2 By and large it is felt that these Standing Orders continue to reflect best practice and remain fit for purpose although there is one issue relating to the Minutes of the Annual Meeting where it is suggested amendment may be appropriate.
- 2.3 The Standing Orders currently provide for the Minutes of the previous Annual Meeting to be submitted for approval to the next Annual Meeting (Standing Order 6(1)(c) refers). Although permissible and largely a historical practice, this is now somewhat archaic and does not accord with the procedures in place for other Authorities, where the Minutes of the Annual Meeting are submitted to the next ordinary meeting for confirmation.
- 2.4 Consequently, it is suggested that the Authority’s Standing Orders be amended by deletion of Standing Order 6(1)(C) and minor revision to Standing Order 7(2)(b) to read:
- “approve as a correct record and sign the minutes of the last ordinary meeting of the Authority (including where these are of the Annual Meeting)”

3. FINANCIAL REGULATIONS

- 3.1 The Authority’s Financial Regulations are based on the best practice model issued by the Chartered Institute for Public Finance Accountancy. It has been necessary to revise these, however, largely to reflect the change in internal management structure (i.e. the establishment of a single Senior Management Board in place of the former Executive Management Group and Service Management Team). A revised version is enclosed separately with the agenda for this meeting as Appendix A to this report.
- 3.2 One change of substance is proposed, however. Financial Regulation B17 currently provides:
- “The prior approval of the Authority will be required for **any** new proposal, of **whatever amount**, which:
- (a) creates a financial commitment for future years; and/or
 - (b) changes existing policies, initiates new policies or ceases existing policies; and or

(c) materially extends or reduces the Authority's services"

3.3 While the need for an appropriate safeguard in terms of committing the Authority to significant future initiatives is appreciated, it is nonetheless felt that the current wording is a little too wide in its scope and does not accord with the remainder of the Financial Regulations which allows scope for officers to act (e.g. virements) subject to compliance with prescribed financial limits. Consequently, it is proposed that Financial Regulation B17 should be amended to bring it into line with the remainder of the Financial Regulations and also with the provisions of Standing Orders. The proposed rewording for Financial Regulation B17 is set out below:

"The prior approval of the Authority will be required for any new proposal which:

- (a) creates a financial commitment for future years ***which cannot be contained within existing approved budget limits or exceeds the in-year virement thresholds indicated in the Schedule to these Regulations***; and/or
- (b) represents a substantial policy change in Authority service provision."

4. SCHEME OF DELEGATIONS

4.1 The Authority's Scheme of Delegations was initially developed having due regard to Schemes in operation for other combined fire and rescue authorities. It has been necessary to revise these, however, largely to reflect the change in internal management structure (i.e. the establishment of a single Senior Management Board in place of the former Executive Management Group and Service Management Team). A revised version is enclosed separately with the agenda for this meeting as Appendix B to this report.

4.2 Two changes are proposed, however, although these are largely intended for clarification purposes. It is proposed that Delegation 4.17 (Matters Delegated to the Chief Fire Officer – Personnel) should have the following sub-paragraph included:

- "(b) to effect changes in the establishment structure subject to any financial implications being contained from within existing resources and to compliance with the virement thresholds as contained in the Authority's Financial Regulations"

4.3 Effectively, this amendment is proposed for clarification purposes and to ensure alignment between the Scheme of Delegations and Financial Regulations.

4.4 Additionally, it is proposed to amend the sub-paragraph in Delegation 4.17 (Matters Delegated to the Chief Fire Officer – Personnel) dealing with secondments to reflect changes to the government department with overall responsibility for fire and rescue nationally and that the Service may on occasion may wish to approve secondments to other relevant agencies (e.g. Audit Commission). The proposed new wording for the sub-paragraph is:

- "approve secondments to the Fire Service College, appropriate government department(s) and other relevant agencies subject to all costs being met by the seconding agency. Authorisation to fill vacancies in the Service arising from substantive secondments"

4.5 Clarification will be sought from the Department for Communities and Local Government on appropriate delegations in relation to Firefighters Pensions Scheme (both old and new) and a report on this submitted to a future meeting of the Authority.

5. MEMBER/OFFICER PROTOCOL

5.1 A revised version of this document, page numbered separately, is enclosed with the agenda for this meeting as Appendix C to this report. The revisions proposed are intended to provide greater clarification and are summarised below:

- inclusion, at paragraph 2.1, of an extract from the former National Code of Local Government Conduct for Members summarising the respective roles and accountabilities of Members and officers;
- general revision of Section 2 to reflect the Members' Code of Conduct currently in force;
- inclusion of new Sections 8 and 9 dealing, respectively, with media relations and access to authority premises.

6. STRATEGY ON THE PREVENTION AND DETECTION OF FRAUD AND CORRUPTION

6.1 A revised version of this document, page numbered separately, is enclosed with the agenda for this meeting as Appendix D to this report. The overall substance of the document has not been subject to revision although amendments have been made to:

- reflect changes in the management structure of the Service (specifically, the dissolution of the former Executive Management Group and Service Management Team and establishment of the Senior Management Board);
- clarify the reporting process and align "ownership" of the document to the two appropriate responsible statutory officers i.e. the Chief Financial Officer (Treasurer to the Authority) and Monitoring Officer (Clerk to the Authority).

7. CONCLUSION

7.1 As indicated earlier, the Authority's constitutional framework governance documents have been subject to initial review and this report identifies proposed amendments to certain of these documents arising from this review.

7.2 The review progress is a dynamic rather than static one and consequently further revisions to the documents may be submitted to future Authority meetings as and when the need arises.

MIKE PEARSON
Clerk to the Authority

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.

**DEVON & SOMERSET FIRE & RESCUE AUTHORITY
CALENDAR OF MEETINGS 2009/10**

NOTES

1. All meetings will be held at Devon & Somerset Fire & Rescue Service Headquarters unless otherwise indicated.
2. Consideration has been given to constituent authority calendars of meetings (as available) to seek to avoid potential clashes.
3. Each cycle features at least one full Authority workshop intended to promote greater Member engagement with the work of the Authority. Each workshop has, wherever practicable, been aligned to either a full Authority or Committee meeting in an effort to make best use of Members' available time.
4. Workshops before the February 2010 full Authority meeting are each likely to feature some issues relating to the setting of the 2010/11 budget. The programme for subsequent workshops will be determined nearer the time. Members are invited to suggest matters that they would like raised at each Workshop.
5. Further, Committee-specific, Workshops may be arranged to take place on the conclusion of each Committee meeting. Once appointed, Members of each Committee are invited to consider this and suggest items that they would wish raised.
6. Known dates of outside body meetings have been included (shown in italics) in the Calendar. These will only affect those Members appointed to those outside bodies.
7. Subject to any amendments that may be made at the Annual Meeting, Members are asked to note in their diaries all dates relevant to them.

MEETING	TIME AND DATE OF MEETING
CYCLE 1	
July 2009	
Induction Session – Visit to Regional Control Centre (RCC)	10.30hours, Monday 27 July 2009 at RCC (departing SHQ 09.30hours).
Standards Committee	14.15hours, Wednesday 29 July 2009
Induction Session – Resourcing the Service	10.00hours, Friday 31 July 2009
Capital Programme Working Party (CPWP)	15.00hours, Friday 31 July 2009
August 2009	
RECESS MONTH – NO MEETINGS	
September 2009	
Workshop (all Authority Members) – 2010/11 Corporate Plan and Budget	10.00hours, Friday 4 September 2009
<i>LGA Rural Commission</i>	<i>Tuesday 8 September 2009, Cambridge</i>
<i>LGA Rural Commission Conference</i>	<i>Wednesday 9 September 2009, Cambridge</i>
Resources Committee (RC)	10.00hours, Monday 14 September 2009

MEETING	TIME AND DATE OF MEETING
Workshop (all Authority Members) – 2010/11 Corporate Plan and Budget follow up session (if required)	11.30hours Monday 14 September (OR on conclusion of Resources Committee meeting [whichever is later])
Audit & Performance Review Committee (APRC)	10.00hours, Wednesday 16 September 2009
DEVON & SOMERSET FIRE & RESCUE AUTHORITY	10.00hours, Monday 28 September 2009
September 2009 (Cont/...)	
<i>South West Regional Management Board</i>	<i>11.00hours, Wednesday 30 September 2009</i>
CYCLE 2	
October 2009	
<i>LGA Fire Services Forum</i>	<i>Friday 16 October 2009 Local Government House, London</i>
Community Safety & Corporate Planning Committee (CSCPC)	14.15hours, Monday 19 October 2009
Workshop (all Authority Members) – 2010/11 budget issues	10.00hours, Tuesday 27 October 2009
Human Resources Management & Development Committee (HRMDC)	14.15hours, Tuesday 27 October 2009
<i>LGA Urban Commission</i>	<i>Wednesday 28 October 2009 Local Government House, London</i>
November 2009	
Standards Committee	10.00hours, Tuesday 3 November 2009
Capital Programme Working Party	10.00hours, Thursday 5 November 2009
<i>South West Regional Management Board</i>	<i>11.00hours, Monday 9 November 2009</i>
Resources Committee	10.00hours, Monday 16 November 2009
Audit & Performance Review Committee	10.00hours, Thursday 26 November 2009
Workshop (all Authority Members) – 2010/11 budget issues	11.30hours Thursday 26 November 2009 (OR on conclusion of APRC meeting [whichever is later])
December 2009	
DEVON & SOMERSET FIRE & RESCUE AUTHORITY	10.00hours, Monday 14 December 2009
Workshop (all Authority Members) – 2010/11 budget issues	Monday 14 December 2009 (on conclusion of full Authority meeting)
CYCLE 3	
January 2010	
Human Resources Management & Development Committee	10.00hours, Thursday 14 January 2010

MEETING	TIME AND DATE OF MEETING
Workshop (all Authority Members) – 2010/11 budget issues	11.30hours Thursday 14 January 2010 (OR on conclusion of HRMDC meeting [whichever is later])
<i>South West Regional Management Board</i>	<i>11.00hours, Thursday 28 January 2010</i>
Community Safety & Corporate Planning Committee	10.00hours, Friday 29 January 2010
February 2010	
Resources Committee (Budget)	14.15hours, Monday 8 February 2010
Audit & Performance Review Committee	10.00hours, Monday 15 February 2010
DEVON & SOMERSET FIRE & RESCUE AUTHORITY (BUDGET)	10.00hours, Friday 19 February 2010
Workshop (all Authority Members)	Friday 19 February 2010 (on conclusion of full Authority meeting)
CYCLE 4	
March 2010	
Standards Committee	14.15hours, Wednesday 3 March 2010
Capital Programme Working Party	10.00hours, Wednesday 17 March 2010
<i>South West Regional Management Board</i>	<i>11.00hours, Monday 22 March 2010</i>
Community Safety & Corporate Planning Committee	10.00hours, Thursday 25 March 2010
Workshop (all Authority Members)	11.30hours Thursday 25 March 2010 (OR on conclusion of CSCPC meeting [whichever is later])
April 2010	
Human Resources Management & Development Committee	10.00hours, Wednesday 14 April 2010
Resources Committee	10.00hours, Thursday 29 April 2010
Workshop (all Authority Members)	11.30hours Thursday 29 April 2010 (OR on conclusion of Resources Committee meeting [whichever is later])
May 2010	
Audit & Performance Review Committee	10.00hours, Thursday 13 May 2010
DEVON & SOMERSET FIRE & RESCUE AUTHORITY ANNUAL AND ORDINARY MEETINGS	14.15hours, Friday 28 May 2010
June 2010	
<i>South West Regional Management Board</i>	<i>11.00hours, Tuesday 22 June 2010</i>