

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:***
 - (a) ***in relation to the Capital Programme Working Party, in March 2009; and***
 - (b) ***in relation to the Resources Committee and responsibility for the Authority's Treasury Management Strategy, Practices and Policies, in February 2010.***

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 2011;***
- (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 2011;***
- (d) ***that the Authority appoints a Lead Member both for Equality and Diversity and Climate Change, the term of office to be until the Annual Meeting in 2011;***
- (e) ***that appointments be made to Outside Bodies as indicated in this Schedule, the term of office to be until the Annual Meeting in 2011 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 (date and time to be confirmed).***

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

RESOURCES COMMITTEE

7 Members in total

(2009/10 Membership: Councillors Gordon, Horsfall, Hughes OBE, Smith, Turner, Woodman and Yeomans).

HUMAN RESOURCES AND MANAGEMENT COMMITTEE

7 Members in total

(2009/10 Membership: Councillors Boyd, Burridge-Clayton, Cann, Manning, Mrs. Nicholson, Turner and Wallace).

AUDIT AND PERFORMANCE REVIEW COMMITTEE

7 Members in total

(2009/10 Membership: Councillors Burridge-Clayton, Dyke, Gribble, Mills, Radford, Viney and Way).

COMMUNITY SAFETY AND CORPORATE PLANNING COMMITTEE

7 Members in total

(2009/10 Membership: Councillors Eastman, Foggin, Fry, Healey, Leaves, Manning and Woodman).

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 2011)

(2009/10 Membership: Councillors Gribble, Horsfall, Manning, Mills, Randall Johnson and Yeomans).

CAPITAL PROGRAMME WORKING PARTY

4 Members in total

(2009/10 Membership: Councillors Fry, Smith, Wallace and Woodman).

EQUALITY AND DIVERSITY LEAD MEMBER

One appointment (Councillor Eastman in 2009/10).

MEMBER CHAMPION FOR CLIMATE CHANGE

One appointment (Councillor Leaves in 2009/10).

(B) APPOINTMENTS TO OUTSIDE BODIES

LOCAL GOVERNMENT ASSOCIATION (LGA)

(a) Fire Service Forum

One appointment – usually Authority Chairman (Councillor Hughes OBE in 2009/10).

(Date of next meeting: Friday 18 June 2010 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.

(2009/10 appointees: Councillors Hughes OBE [Chairman][5 Service and 1 Corporate Vote]; Healey, Horsfall and Viney [4 Service votes each]).

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 6 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 (Councillor Gordon in 2009/10).

Date of next meeting: 10.15hours, Wednesday 27 October 2010 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 (Councillor Smith in 2009/10).

Date of next meeting: Tuesday 7 September 2010 in Chester (followed by Annual Conference to take place in Chester on Wednesday 8 September 2010, attendance at which is an approved duty).

DEVON STRATEGIC PARTNERSHIP

One Member (Councillor Way in 2009/10).

SAFER DEVON PARTNERSHIP EXECUTIVE GROUP

One Member (Councillor Randall Johnson in 2009/10).

SOMERSET LOCAL STRATEGIC PARTNERSHIP

One Member (Councillor Horsfall in 2009/10).

SOUTH WEST COUNCILS

The South West Councils brings together the 41 local authorities in the region to:

- Provide a voice for constituent local authorities on major issues affecting the South West;
- Influence Government policy as it affects the region;
- Encourage partnership working between local authorities and other organisations and agencies in the South West on policy issues where a broader regional approach is required;
- Promote the sharing of good practice;
- Support councils through delivery of the Regional Improvement and Efficiency Partnership ([SW RIEP](#)).

One Member (Councillor Hughes OBE in 2009/10).

Known dates of meetings in 2010:

- Friday 16 July 2010 11.00 – 14.00hours, Devon County Council County Hall, Exeter;
- Friday 12 November 2010 10.00 – 16.00hours, Devon County Council County Hall, Exeter.

SOUTH WEST PROVINCIAL COUNCIL

The Provincial Council is the joint negotiating machinery for the South West. It comprises the employers' side (South West Employers) and the trade union side and provides a forum for discussion, debate and negotiation on human resource issues.

The Provincial Council meets twice yearly and the Employers' side has a Management Committee, which meets three times a year to continue business.

The functions of the Provincial Council are:

- To exchange ideas with the view of increasing the understanding of the two Sides;
- To promote good industrial relations practice and training, including the development of good personnel practice;
- To undertake tasks as required by the National Joint Council;
- To establish and give legitimacy to dispute and conciliation machinery;
- To facilitate, should the need arise, the negotiation of collective agreements;
- To issue advice, as appropriate, to Local Authorities and Unions;
- To provide a forum for discussion on key strategic issues affecting Local Government industrial relations/training/personnel.

One Member (historically Chair of the Human Resources Management and Development Committee) (Councillor Wallace in 2009/10).

Known dates of meetings in 2010:

- Friday 2 July 2010 10.00 – 15.00hours, Tewkesbury Borough Council offices.

SOUTH WEST REGIONAL MANAGEMENT BOARD

Three Main Members and three Named Substitutes. NOTE: provisional Board meeting dates for 2010/11, all commencing at 11.00hours at Devon & Somerset Fire & Rescue Service HQ unless otherwise notified:

- Friday 1 October 2010
- Thursday 11 November 2010
- Wednesday 26 January 2011
- Wednesday 23 March 2011
- Wednesday 23 June 2011

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 (currently Councillor Healey).
- (b) The Annual General Meeting (AGM) of the Company will be held at the Devon & Somerset Fire and Rescue Service Headquarters at a date and time to be confirmed. The Authority is required to appoint an authorised representative to attend, speak and vote on its behalf at this AGM. The authorised representative should not be the Authority appointed Director to the Company.

DEVON AND EXETER RACIAL EQUALITY COUNCIL

One Member (Councillor Manning in 2009/10).

PLYMOUTH AND DISTRICT RACIAL EQUALITY COUNCIL

One Member (Councillor Gordon in 2009/10).

SOMERSET RACIAL EQUALITY COUNCIL

One Member (Councillor Turner in 2009/10).

(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 implement and regularly monitor the Authority's Treasury Management Policies and Practices.
8. To ensure effective scrutiny of the Authority's Treasury Management Strategy and Policies.
9. 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.