

**M. Pearson  
CLERK TO THE AUTHORITY**

---

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

**SERVICE HEADQUARTERS  
THE KNOWLE  
CLYST ST GEORGE  
EXETER  
DEVON  
EX3 0NW**

---

Your ref :  
Our ref :  
Website : www.dsfire.gov.uk

Date : 20 May 2010  
Please ask for : Steve Yates  
Email : syates@dsfire.gov.uk

Telephone : 01392 872200  
Fax : 01392 872300  
Direct Telephone : 01392 872329

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

**Friday 28 May 2010**

The Annual Meeting of the Devon & Somerset Fire & Rescue Authority will be held on the above date, **commencing at 14.15 hours in the Conference Rooms in Somerset House, Service Headquarters** to consider the following matters.

M. Pearson  
Clerk to the Authority

**AGENDA**

1. **Election of Chairman**
2. **Apologies**
3. **Items Requiring Urgent Attention**

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

4. **Election Of Vice-Chairman**
5. **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**

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

Report of the Clerk to the Authority (DSFRA/10/11) attached (Page 1)

**7. Schedule Of Appointments To Committees, Working Parties Etc. And Appointments To Outside Bodies**

Schedule (DSFRA/10/12) attached (Page 12)

**8. Devon & Somerset Fire & Rescue Authority Draft Calendar Of Meetings 2010/11 Municipal Year**

Draft Calendar (DSFRA/10/13) attached (Page 22)

**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 and Yeomans.

Independent Members of the Standards Committee:

Messrs. Phillips, Watson and Withers.

## 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 & SOMERSET FIRE & RESCUE AUTHORITY



<b>REPORT REFERENCE NO.</b>	DSFRA/10/11
<b>MEETING</b>	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (ANNUAL MEETING)
<b>DATE OF MEETING</b>	28 MAY 2010
<b>SUBJECT OF REPORT</b>	REVIEW OF CONSTITUTIONAL GOVERNANCE FRAMEWORK DOCUMENTS
<b>LEAD OFFICER</b>	Clerk to the Authority
<b>RECOMMENDATIONS</b>	<p>(a) <i>that the proposed revisions to the Authority's Scheme of Delegations and Financial Regulations as set out in Section 2 of this report be approved;</i></p> <p>(b) <i>that the Clerk be authorised to make consequential amendments to the Constitutional Framework governance documents, to reflect changes in job titles and re-alignment of responsibilities arising from the Senior Management Board restructure, and to issue revised documents accordingly;</i></p> <p>(c) <i>that, subject to (a) and (b) above, the constitutional governance framework documents as listed at paragraph 1.1 of this report be endorsed;</i></p> <p>(d) <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>
<b>EXECUTIVE SUMMARY</b>	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.
<b>RESOURCE IMPLICATIONS</b>	Nil.
<b>EQUALITY IMPACT ASSESSMENT</b>	An initial assessment has revealed that there are no equality issues arising from this report.
<b>APPENDICES</b>	A. Current Section 4 of Scheme of Delegations
<b>LIST OF BACKGROUND PAPERS</b>	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 now include, amongst other things:-

- The Accountabilities, Roles and Responsibilities of Members of the Devon & Somerset Fire & Rescue Authority
- Members’ Code of Conduct;
- Member/Officer Protocol;
- Policy on Gifts and Hospitality;
- Scheme of Members Allowances;
- 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 referred to 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:

- 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).
- revisions to the Financial Regulations, Scheme of Delegations, Member/Officer Protocol and Strategy on the Prevention of Fraud and Corruption approved by the Authority at its Annual Meeting held on 14 July 2009 (Minute DSFRA/6 refers);
- revisions to the Treasury Management Policy (to insert additional clauses as recommended in the revised CIPFA Treasury Management Code of Practice 2009), and associated, consequential revisions to the Terms of Reference of the Resources Committee, approved by the Authority at its Budget Meeting on 19 February 2010 (Minute DSFRA/47(b) refers).

- 1.4 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.
- 1.5 Each of the Authority's Constitutional Framework documents have again 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, it will be necessary to make minor, consequential revisions to a number of these documents to reflect revised job titles and the re-allocation of officer responsibilities arising from the restructure of the Senior Management Board (SMB), as endorsed by the Authority at its meeting on 14 December 2009 (Minute DSFRA/39 refers). Work to identify where changes will be required as commenced and it is recommended that – as the changes are not substantial but merely reflect responsibilities under the new SMB structure – the Clerk be authorised to effect these changes and to issue revised documents as appropriate.
- 1.6 With the exception of the minor, consequential, changes arising from the revised SMB structure, it is considered that majority of the Constitutional Governance Framework documents remain "fit for purpose" and require – at this stage - no amendment or modification.
- 1.7 Members will be aware, however, of the Service aspiration to excellence and the associated business transformation programme commenced in the current financial year and featuring, amongst other things, fundamental reviews of both Service support and Service delivery. It is likely that, as this programme progresses, further changes to the Constitutional Governance Framework documents may be required. These will be submitted to the Authority for consideration as and when the need arises.
- 1.8 The remainder of this report deals with proposed revisions to the Authority's approved Scheme of Delegations.

## **2. SCHEME OF DELEGATIONS AND FINANCIAL REGULATIONS**

- 2.1 In reviewing the Authority's approved Scheme of Delegations, it is felt that they would benefit from further clarification in relation to the general and personnel matters delegated to the Chief Fire Officer – specifically in relation to the settlement of claims against the Authority, and the making of ex-gratia payments and the making of compromise agreements related to employment issues. These are currently covered in Section 4 of the Scheme of Delegations, which is reproduced at Appendix A for ease of reference.
- 2.2 As with many of the matters delegated, it is accepted that there is a fine balance to be drawn between promoting efficiency and effective management in what can properly be delegated to officer level and those matters where it is proper that decision making should be exercised by Members. In achieving this balance a number of factors need to be considered such as appropriate safeguards on public expenditure and transparency of process.

- 2.3 Such an approach has already been adopted for several areas (e.g. virements, stock write-offs, debt write-offs) with Financial Regulations specifying appropriate levels for decision making by the Treasurer, the Resources Committee or the full Authority as the case may be.
- 2.4 As with any large organisation, the Service is required to have in place processes to address any claims that may be made against it, ranging from third-party insurance claims through to employment-related matters such as Employment Tribunal decisions or compromise agreements. It is felt that it is in these areas that further clarity to the Scheme of Delegations is needed to align the process with that already in place for matters such as virements etc.
- 2.5 Consequently, the following revisions are proposed to the Scheme of Delegations:
- (a) the addition of the following sentence to the end of this paragraph 4.2:  
“Any claim settled in accordance with this delegation will be subject to the provisions of paragraph 4.6 below”
  - (b) a revision to paragraph 4.6 to read:  
“To negotiate and approve, in consultation with the Treasurer and/or Clerk as necessary, the settlement of claims by or against the Authority up to the thresholds as set out in the Schedule to the Financial Regulations.”
  - (c) a revision to paragraph 4.8 to read:  
“To approve ex gratia payments up to the thresholds as set out in the Schedule to the Financial Regulations in the case of loss or damage to an employee’s clothing and equipment during the course of employment (subject to there being no negligence on the part of the employee) or in relation to any incidental expenditure arising from assault/serious injury to employees at work.”
- 2.6 In relation to existing sub-paragraphs 4.17 (i) and (j), further clarification is still being sought from the Department for Communities and Local Government on those matters that can be properly delegated under both the old and new Firefighters Pensions Scheme. Once this information has been obtained a further report will be submitted to the Authority.
- 2.7 The thresholds associated with the revisions proposed at paragraph 2.5 (a) to (d) above are set out – shown in grey - in the proposed revised Schedule to Financial Regulations as reproduced overleaf.



	<b>Resources Committee</b>	<b>Full Authority</b>
<i>In-Year Virements</i>		
(a) Movement between objective budget headings (i.e. Service function headings)*	£100,000	£200,000
(b) Movement between subjective budget headings (i.e. individual budget headings within objective headings)*	£50,000	£150,000
* In the event of any virement between both objective and subjective budget headings, the lower limit will apply		
<u>Capital Programme</u>		
(a) Financing of individual scheme from revenue budget	£50,000	£150,000
(b) Excess of estimated expenditure for individual major capital scheme over approved Capital Programme provision *	10% or £100,000 (whichever is the lesser)	20% or £200,000 (whichever is the lesser)
(c) Excess of overall expenditure on Other Projects or Ring Fenced generic capital budgets over approved budget provision. *	5%	10%
* subject always to the additional expenditure being contained from within the overall Capital Programme limit for the year in question		
<u>Assets</u>		
(a) Material Asset	£25,000	£50,000
(b) Redundant Stock and Equipment – individual item or cumulative amount of the same item	£25,000	£50,000
(c) Stock and equipment discrepancies – individual item or cumulative amount of the same item.	£10,000	£50,000
<u>Income and Expenditure</u>		
Debt Write off	£10,000	£50,000
Overpayment of salary or allowance	£5,000	£25,000
Making of Grants	£5,000	£25,000
<u>Settlement of Claims*</u>		
Employee claims	£25,000	£75,000
Ex gratia payments to employees	£5,000	£25,000
Claims made by the Authority	£50,000	£100,000
All other claims	£10,000	£50,000
* excludes claims covered by insurance arrangements as such are delegated entirely to the Chief Fire Officer.		

**3. CONCLUSION**

3.1 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.

3.2 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**

**SCHEME OF DELEGATIONS SECTION 4**

**MATTERS DELEGATED TO THE CHIEF FIRE OFFICER**

**(a) General**

- 4.1 To exercise the functions of Head of Paid Service.
- 4.2 In consultation with the Legal Adviser as necessary, to institute, defend or settle legal proceedings (either in the name of the Authority or an individual officer of the Authority) at common law or under any enactment, statutory instruments order or bye law conferring functions upon the Authority (or in respect of functions undertaken by it) and to lodge an appeal in respect of any such proceedings. For the avoidance of doubt, this delegation shall extend to the taking of all procedural steps including service of notices - statutory or otherwise - counter-notices, the Laying of Informations and to any proceedings which the Chief Fire Officer considers expedient to take for the protection of the interests of the inhabitants of the Authority's area. **(NOTE: this function may also be exercised by the Clerk to the Authority).**
- 4.3 To exercise the Authority's powers as consultee under any legislation including objecting to the issue of licences, consents, registrations or permissions and/or submitting responses or representations.
- 4.4 In the absence of the post-holder and subject to consultation with appropriate officers as indicated, power to exercise any of the functions delegated to the Clerk as detailed in Section 5 below.
- 4.5 In accordance with Standing Orders and in cases of urgency ONLY, power to act on behalf of the Fire and Rescue Authority, subject ALWAYS to consultation with other officers of the Fire and Rescue Authority (as appropriate) and with the Chairman or Vice-Chairman and to a report being submitted on any action so taken to the next ordinary meeting of the Fire and Rescue Authority.
- 4.6 To negotiate and approve, in consultation with the Treasurer and/or Clerk as necessary, the settlement of claims by or against the Authority below £10,000. The settlement of any claim above this amount must be approved by the Authority.
- 4.7 In consultation with the Treasurer, to approve the making of any grant up to and including the limit as set out in Financial Regulations.
- 4.8 To approve ex gratia payments up to and including £5,000 in the case of loss or damage to an employee's clothing and equipment during the course of employment (subject to there being no negligence on the part of the employee) or in relation to any incidental expenditure arising from assault/serious injury to employees at work. Any proposal for an ex-gratia payment above £5,000 must be approved by the Authority.

**(b). Operational**

- 4.9 In accordance with the Fire and Rescue Services Act (“the Act”) 2004:-
- (i). to exercise power to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any fire and rescue authority function in accordance with Section 5;
  - (ii). to ensure that the core functions of the Authority as provided for by Sections 6 to 9 of the Act are duly exercised in accordance with the Authority’s Integrated Risk Management Plan and any associated policies approved by the Authority;
  - (iii). to exercise power to respond to any other eventualities in accordance with Section 11;
  - (iv). to provide other staff/equipment for other purposes as appropriate in accordance with Section 12;
  - (v). to enter into reinforcement schemes with other fire and rescue authorities in accordance with Section 13;
  - (vi). to enter into arrangements with other employers of firefighters (excluding other fire and rescue authorities) for the discharge of firefighting, road traffic accidents or other emergencies in accordance with Section 15;
  - (vii). to enter into arrangements for the discharge of functions by others in accordance with Section 16 of the Act;
  - (viii). to exercise powers at or under sea in accordance with Section 20;
  - (ix). to provide information as requested to the Secretary of State in accordance with Section 26;
  - (x). to provide information in connection with pensions etc. in accordance with Section 35;
  - (xi). to make arrangements for water supplies in accordance with Part 5, Sections 38 to 43;
  - (xii). to authorise employees of the Authority for the purposes of Part 6, Sections 44, 45 and 46 (powers of entry in the event of an emergency and for information gathering/fire investigation purposes) and furnish them with evidence of authority.
- 4.10 To the extent not covered elsewhere in this Scheme of Delegations, decisions on operational deployment of staff, equipment etc. and the use of buildings in accordance with the approved Integrated Risk Management Plan. This delegation DOES NOT include the power to close a fire station unless that is explicitly mentioned in the approved Plan or has been the subject of a separate resolution by the Authority.
- 4.11 To enter into agreements in respect of fire alarm systems in circumstances where special arrangements are provided to transmit the call from the protected premises to the Fire and Rescue Service Mobilising Centre.
- 4.12 To offer training to outside bodies in aspects in which the Service has expertise.
- 4.13 To authorise the exercise of powers of entry, inspection and survey and the carrying out of emergency works by staff of the Service or contractors acting on behalf of the Fire and Rescue Authority and/or the Service on land or buildings.

**(c). Fire Safety**

- 4.14 To exercise all the powers of the Authority under the Regulatory Reform (Fire Safety) Order 2005 including, amongst other things:-
- (i). appoint inspectors in accordance Article 26(1) of the Order and furnish them with evidence of authority;
  - (ii). in accordance with Article 26(3) of the Order, make arrangements with either the Health and Safety Commission or the Office of Rail Regulations for the for the performance of the Authority's functions in relation to any particular premises;
  - (iii). in accordance with Article 28(1), to give consent to a duly appointed inspector (or any other person authorised by the Secretary of State) authorising in writing an employee of the fire and rescue service to exercise powers conferred on a fire inspector by virtue of Article 27 of the Order.

**(d). Asset Management**

- 4.15 To agree, following consultation with the Legal Adviser as necessary, the terms and arrangements for the acquisition (whether by purchase, lease or licence) of land and/or buildings required for Authority purposes subject to:-
- (i). prior approval of the Authority for any acquisition involving a conveyance;
  - (ii). compliance with Financial Regulations (or Procedures made thereunder) and this Scheme of Delegations in relation to thresholds for capital expenditure.
- 4.16 To agree, following consultation with the Legal Adviser as necessary, the terms and arrangements for the disposal of Authority land and/or buildings considered surplus to requirements subject to:-
- (i). prior approval of the Authority for any disposal involving a conveyance;
  - (ii). compliance with Section 123 of the Local Government Act 1972.

**(e). Personnel**

- 4.17 Subject to:-
- (i). any statutory restrictions and requirements;
  - (ii). any conditions of Service requirements;
  - (iii). such policies, procedures and practices that may from time to time be determined by the Authority;
  - (iv). the provisions of paragraph 4.18 below
- the power to deal with all matters relating to the appointment (including the method of appointment), suspension, dismissal, relegation, pay, promotion, supervision, compensation, conditions of service, redundancy, recruitment, qualification, training, health, safety, welfare, housing allowances and the provision of telephones and pay and any other matters relating to the paid employment of persons by the Service, both uniformed and non-uniformed.

In particular, this delegation shall include the power to:-

- (a) effect minor variations in the establishment between uniformed and non-uniformed posts where this is in the best interests of the Service and subject to consultation with representative bodies and to there being no additional resource implications associated with the variation;
- (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;
- (c) 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;
- (d) determine applications submitted by individual members of the Service for approval to carry on outside employment and to determine those occupations likely to present any unacceptable risk of injury or unfitness and impose limitations as appropriate;
- (e) exercise in the first instance, and in accordance with the National Joint Council for Local Authority Fire and Rescue Services Scheme of Conditions and Service (the "Grey Book"), discretion on extensions of sick pay for uniformed firefighters;
- (f) consider on their individual merits requests for extensions of service beyond the normal retirement age and, if appropriate and subject to a satisfactory medical exam, to approve such requests in line with the conditions as set out in the new Grey Book and the Firefighters' Pension Scheme.
- (g) exercise discretion over broken service with another authority for the purpose of calculating service for the long service bounty scheme;
- (h) approve for membership of a Local Authority, Health Authority or other Public Body (including school/college governing body), to stand as a parliamentary candidate or be a Justice of the Peace and approval of special paid or unpaid leave in relation to these functions;
- (i) [NOTE: this sub-paragraph from the former Devon Fire and Rescue Authority Scheme of Delegations addresses discretionary powers under the Firemens' Pensions Scheme Order 1992. In light of changes to uniformed pensions schemes, including the introduction of the New Firefighters Pension Scheme 2006, these matters are still subject to clarification and will form the basis of a further report to the next Authority meeting].
- (j) [NOTE: this sub-paragraph from the former Devon Fire and Rescue Authority Scheme of Delegations addresses discretionary powers under the Firemens' Pensions Scheme Order 1992. In light of changes to uniformed pensions schemes, including the introduction of the New Firefighters Pension Scheme 2006, these matters are still subject to clarification and will form the basis of a further report to the next Authority meeting].
- (k) in consultation with the Treasurer, approve premature retirement of staff (other than uniformed firefighters) on grounds of permanent ill-health and/or the efficiency of the Service and where appropriate the exercise of discretion in respect of the award of added years.

4.18 The power in paragraph 4.17 above shall NOT include any matter:-

- (i). relating to the posts of Chief Fire Officer, Deputy and Assistant Chief Fire Officer and the Offices of Clerk, Treasurer and Legal Adviser;

- (ii). arising from a proposal for major restructuring;
- (iii). which is a major change in the Authority's or Service's policies, procedures or practices and
- (iv). under the Superannuation Acts relating to the payment and enhancement of pensions.

4.19 Jointly with the Treasurer, to agree in the best interests of employees under Regulation H6 of the Local Government Pensions Scheme Regulations, 1995, to commute pension payments in cases of exceptional ill-health.

**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]).

<b>Member</b>	<b>No. votes exercised</b>
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.

**DEVON & SOMERSET FIRE & RESCUE AUTHORITY DRAFT CALENDAR OF MEETINGS  
2010/11 MUNICIPAL YEAR**

**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 Members Forum, to which all Authority Members are invited, intended to promote greater Member engagement with the work of the Authority. Each Forum has, wherever practicable, been aligned to either a full Authority or Committee meeting in an effort to make best use of Members' available time. Where aligned to a Committee, the Forum will commence on the conclusion of that particular Committee and more indicative timings for the start of the Forum will be given following despatch of the agenda for the relevant Committee.
4. Forum sessions before the February 2011 full Authority meeting are each likely to feature some issues relating to the setting of the 2011/12 budget. The programme for subsequent Forums will be determined nearer the time. Members are invited to suggest matters that they would like raised at each Forum.
5. Committee-specific workshops may be arranged as requested to take place on the conclusion of those Committee meetings where a Forum is not scheduled. 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.
8. The dates shown for the South West Regional Management Board are provisional only and are subject to confirmation at the Annual Meeting of the Board to be held on Tuesday 22 June 2010.

<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY</b>	
<b>Draft Calendar of meetings 2010/11</b>	
<b>Date/Time of Meeting</b>	<b>Name of Meeting</b>
<b>Cycle 1</b>	
<b>June 2010</b>	
Thursday 10 June 2010 10.00hours	Community Safety and Corporate Planning Committee (CSCP)
Wednesday 16 June 2010 10.00 hours	Capital Programme Working Party
Thursday 17 June 2010 10.00 hours	Human Resources Management and Development Committee (HRMD)

**DEVON & SOMERSET FIRE & RESCUE AUTHORITY**

**Draft Calendar of meetings 2010/11**

<b>Date/Time of Meeting</b>	<b>Name of Meeting</b>
<i>Friday 18 June 2010, Local Government House, Smith Square London</i>	<i>Local Government Association Fire Service Forum</i>
Wednesday 30 June 2010 10.00 hours <b>(NOTE: Statutory requirement to approve Statement of Accounts and AGS by end of June)</b>	Audit and Performance Review Committee (APRC)
Wednesday 30 June 2010 (on rising of APRC)	DSFRA Members Forum
<b>July 2010</b>	
<i>Friday 2 July 2010 10.00hours to 15.00hours (approx.) at the offices of Tewkesbury Borough Council</i>	<i>South West Provincial Councils Annual General Meeting</i>
<i>Tuesday 6 July 2010 at Bournemouth International Centre</i>	<i>Local Government Association General Assembly</i>
Friday 9 July 2010 10.00 hours	Standards Committee (SC)
Friday 16 July 2010 10.00 hours	Resources Committee (RC)
<i>Friday 16 July 2010 11.00hours to 14.00hours, Devon County Council County Hall, Exeter</i>	<i>South West Councils</i>
Friday 30 July 2010 10.00hours	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY</b>
Friday 30 July 2010 (on rising of DSFRA)	DSFRA Members Forum
<b>August 2010 – RECESS MONTH – NO MEETINGS</b>	
Monday 30 August 2010	Public Holiday
<b>Cycle 2</b>	
<b>September 2010</b>	
Monday 6 September 2010 10.00 hours	Community Safety and Corporate Planning Committee
Monday 6 September 2010 (on rising of CSCP)	DSFRA Members Forum
<i>Tuesday 7 September 2010, Chester (time and venue to be confirmed)</i>	<i>Local Government Association Rural Commission</i>
<i>Friday 8 September 2010, Chester (time and venue to be confirmed)</i>	<i>Local Government Association Rural Commission Annual Conference</i>
Thursday 9 September 2010 10.00 hours	Capital Programme Working Party
Thursday 16 September 2010 10.00 hours <b>(NOTE: full Authority approval of draft Corp. plan needed mid-Sept. to allow sufficient time for public consultation period)</b>	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY</b>
Thursday 16 September 2010 ( on rising	DSFRA Members Forum

**DEVON & SOMERSET FIRE & RESCUE AUTHORITY**

**Draft Calendar of meetings 2010/11**

<b>Date/Time of Meeting</b>	<b>Name of Meeting</b>
on DSFRA)	
Monday 20 September 2010 14.00 hours	Human Resources Management and Development Committee
Wednesday 29 September 2010 10.00 hours <b>(NOTE: Statutory requirement to approve final Statement of Accounts pre- end of September)</b>	Audit and Performance Review Committee
<b>October 2010</b>	
<i>Friday 1 October 2010 11.00hours</i>	<i>South West Regional Management Board</i>
Thursday 21 October 2010 10.00 hours	Resources Committee
Thursday 21 October 2010 (on rising of Resources)	DSFRA Members Forum
<i>Wednesday 27 October 2010 at 10.15hours, Local Government House, Smith Square, London</i>	<i>Local Government Association Urban Commission</i>
Friday 29 October 2010 10.00 hours	Standards Committee
<b>November 2010</b>	
Wednesday 3 November 2010 14.00 hours	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY</b>
<b>Cycle 3</b>	
Monday 8 November 2010 10.00 hours	Community Safety and Corporate Planning Committee
<i>Thursday 11 November 2010 11.00hours</i>	<i>South West Regional Management Board</i>
Friday 12 November 2010 10.00 hours	Human Resources Management and Development Committee
<i>Friday 12 November 2010 10.00hours to 16.00hours, Devon County Council County Hall, Exeter</i>	<i>South West Councils</i>
Wednesday 17 November 2010 10.00 hours	Audit and Performance Review Committee
Wednesday 17 November 2010 (on rising of APRC)	DSFRA Members Forum
Monday 29 November 2010 10.00 hours	Resources Committee
<b>December 2010</b>	
Thursday 16 December 2010 10.00 hours	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY</b>
Thursday 16 December 2010 (on rising of DSFRA)	DSFRA Members Forum
Monday 27 December 2010	Public Holiday
Tuesday 28 December 2010	Public Holiday

**DEVON & SOMERSET FIRE & RESCUE AUTHORITY**

**Draft Calendar of meetings 2010/11**

<b>Date/Time of Meeting</b>	<b>Name of Meeting</b>
<b>Cycle 4</b>	
<b>January 2011</b>	
Monday 3 January 2011	Public Holiday
Thursday 13 January 2011 10.00 hours	Community Safety and Corporate Planning Committee
Thursday 13 January 2011 (on rising of CSCP)	DSFRA Members Forum
Wednesday 19 January 2011 10.00 hours	Capital Programme Working Party
Monday 24 January 2011 10.00 hours	Human Resources Management and Development Committee
<i>Wednesday 26 January 2011 11.00hours</i>	<i>South West Regional Management Board</i>
<b>February 2011</b>	
Wednesday 2 February 2011 10.00 hours	Audit and Performance Review Committee
Wednesday 2 February 2011 (on the rising of APRC)	DSFRA Members Forum
Thursday 3 February 2011 10.00 hours	Resources Committee (budget)
Wednesday 16 February 2011 10.00 hours <b>(NOTE: budget meeting must be held before end of February to enable billing authorities to be notified of precept).</b>	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY (Budget)</b>
<b>Cycle 5</b>	
<b>March 2011</b>	
Friday 4 March 2011 10.00 hours	Standards Committee
Thursday 10 March 2011 at 10.00hours	DSFRA Members Forum
<i>Wednesday 23 March 2011 11.00hours</i>	<i>South West Regional Management Board</i>
<b>April 2011</b>	
Monday 11 April 2011 10.00 hours	Human Resources Management and Development Committee
Monday 11 April 2011 (on rising of HRMD)	DSFRA Members Forum
Friday 22 April 2011	Public Holiday
Monday 25 April 2011	Public Holiday
<b>May 2011</b>	
Monday 2 May 2011	Public Holiday

**DEVON & SOMERSET FIRE & RESCUE AUTHORITY**  
**Draft Calendar of meetings 2010/11**

<b>Date/Time of Meeting</b>	<b>Name of Meeting</b>
Thursday 12 May 2011 10.00 hours	Audit and Performance Review Committee
Wednesday 18 May 2011 10.00 hours	Resources Committee
Wednesday 18 May 2011 (on rising of Resources)	DSFRA Members Forum
Friday 27 May 2011 10.00 hours	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY (Annual Meeting)</b>
Friday 27 May 2011 (on rising of Annual Meeting)	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY (Ordinary Meeting)</b>
Monday 30 May 2011	Public Holiday
<b>June 2011</b>	
Wednesday 23 June 2011 11.00hours	<i>South West Regional Management Board</i>

DRAFT