

DEVON & SOMERSET FIRE & RESCUE AUTHORITY

(Annual Meeting)

28 May 2010

Present:-

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

DSFRA/1. Election of Chairman

Nominations were requested for the post of Chairman of the Authority until its Annual Meeting in 2011.

Councillor Gribble proposed Councillor Healey as Chairman. This was seconded by Councillor Manning.

Councillor Smith proposed Councillor Hughes OBE as Chairman. This was seconded by Councillor Foggin.

In accordance with Standing Order 26(3), Councillor Dyke **MOVED** that this issue be resolved by secret ballot. This was seconded by Councillor Gribble and upon being put to the vote was **CARRIED** by a majority present and voting.

The secret ballot was then conducted and on the results of which it was

RESOLVED that, by virtue of his receiving the majority of votes cast by those present and voting, Councillor Healey be elected Chairman of the Authority until its Annual Meeting in 2011.

DSFRA/2. Outgoing Chairman and Appointment of New Member to the Authority

Councillor Healey and the Authority joined to pay tribute to Councillor Bernard Hughes OBE, outgoing Chairman of the Authority, for all of his dedicated service over the years in securing the Devon & Somerset Fire & Rescue Authority a highly respected position both locally and nationally.

Councillor Healey also welcomed Councillor Ann Bown as a new Member of the Authority, appointed by Somerset County Council in place of Councillor Wallace who had stood down to pursue other duties.

DSFRA/3. Election Of Vice-Chairman

Nominations were requested for the post of Vice-Chairman of the Authority until its Annual Meeting in 2011.

Councillor Dyke proposed Councillor Boyd as Vice-Chairman. This was seconded by Councillor Eastman.

Councillor Mrs. Nicholson proposed Councillor Fry as Vice-Chairman. This was seconded by Councillor Foggin.

In accordance with Standing Order 26(3), Councillor Cann **MOVED** that this issue be resolved by secret ballot. This was seconded by Councillor Woodman and upon being put to the vote was **CARRIED** by a majority present and voting.

The secret ballot was then conducted and on the results of which it was

RESOLVED that, by virtue of his receiving the majority of votes cast by those present and voting, Councillor Boyd be elected Vice-Chairman of the Authority until its Annual Meeting in 2011.

DSFRA/4. Declarations of Interest

Members were 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.

Councillors Healey and Woodman declared, by virtue of their being, respectively, the current Authority appointed Director and alternate Director, personal but non-prejudicial interests in the items relating to the appointment of an Authority Director to South West Fire Control Ltd. (the Local Authority Controlled Company with overall governance responsibility for the Regional Control Centre) and the appointment of an Authority representative to attend the company's Annual General Meeting.

(SEE ALSO MINUTE DSFRA/6 BELOW)

DSFRA/5. Review of Constitutional Governance Framework Documents

The Authority considered a report of the Clerk to the Authority (DSFRA/10/11) on the outcome of a review of the Authority's constitutional governance framework documents. The documents were subject to review at least once per year and more frequently if required by changes in legislation or other circumstances. While the majority of the documents remained fit for purpose, revisions were proposed to the Scheme of Delegations and Financial Regulations to clarify the position in relation to claim settlements. Additionally, the Authority was informed that further amendments may be required arising from the Service business transformation process being undertaken to secure excellence for both the Service and the Authority.

RESOLVED

- (a) that the proposed revisions to the Authority's Scheme of Delegations and Financial Regulations as set out in Section 2 of report DSFRA/10/11 be approved;
- (b) 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;
- (c) that, subject to (a) and (b) above, the constitutional governance framework documents as listed at paragraph 1.1 of the report be endorsed;
- (d) that it be noted that further amendments to the documents may be submitted to future meetings of the Authority as and when required.

DSFRA/6. Schedule Of Appointments To Committees, Working Parties Etc. And Appointments To Outside Bodies

(Councillors Healey and Woodman declared, by virtue of their being Authority appointed Director and alternate Director, respectively, personal but non-prejudicial interests in this item in so far as it related to the appointment of an Authority Director to South West Fire Control Ltd. [the Local Authority Controlled Company with overall governance responsibility for the Regional Control Centre] and the appointment of an Authority representative to attend the company's Annual General Meeting).

The Authority considered a Schedule of Appointments to Committees and Outside Bodies (DSFRA/10/12) to which was appended, for information, a copy of the existing Terms of Reference for each of the Committees within the current structure.

RESOLVED

- (a) that the Terms of Reference for Committees as set out in Annex 1 to Schedule DSFRA/10/12 be endorsed;
- (b) that the appointments as indicated below be made to Committees etc. and Outside Bodies, the Term of Office to be until the Annual Meeting of the Authority in 2011 unless otherwise indicated;
- (c) that appointments of Authority Equality and Diversity Champion and Carbon Management Champion be deferred pending production of role profiles for those positions, to be considered at a future meeting;
- (d) 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;
- (e) that Councillor Boyd be appointed to attend, speak and vote on behalf of the Authority at the South West Fire Control Ltd. Annual General Meeting 2010 (date, time and venue to be confirmed)

(A) COMMITTEES ETC.

Resources Committee

Councillors Gordon, Horsfall, Hughes OBE, Smith, Turner, Woodman and Yeomans.

Human Resources Management and Development Committee

Councillors Bown, Boyd, Burrige-Clayton, Cann, Manning, Mrs. Nicholson and Turner.

Audit and Performance Review Committee

Councillors Burrige-Clayton, Dyke, Gribble, Mills, Radford, Viney and Way.

Community Safety and Corporate Planning Committee

Councillors Eastman, Foggin, Fry, Healey, Leaves, Manning and Woodman.

Standards Committee

Councillors Gribble, Horsfall, Manning, Mills, Randall Johnson and Yeomans.

Capital Programme Working Party

Councillors Bown, Fry, Smith and Woodman.

(B) OUTSIDE BODIES

Local Government Association

(i) Fire Service Forum

Authority Chairman.

(ii) General Assembly

Member	Votes Exercised
Authority Chairman	1 Corporate and 5 Service
Councillor Fry	4 Service
Councillor Horsfall	4 Service
Councillor Viney	4 Service

(iii) Urban Commission

Councillor Gordon.

(iv) Rural Commission

Councillor Smith.

Devon Strategic Partnership

Councillor Way.

Safer Devon Partnership Executive Group

Councillor Randall Johnson.

Somerset Strategic Partnership

Councillor Horsfall.

South West Councils

Authority Chairman.

South West Provincial Council

Chairman of the Human Resources Management and Development Committee.

South West Regional Management Board

Substantive Member	Named Substitute
Authority Chairman	Councillor Fry
Authority Vice-Chairman	Councillor Mills
Councillor Gordon	Councillor Gribble

South West Forum of Fire Authorities

As per South West Regional Management Board above.

South West Fire Control Ltd.

Councillor Woodman.

Devon and Exeter Racial Equality Council

Councillor Manning.

Plymouth and District Racial Equality Council

Councillor Gordon.

Somerset Racial Equality Council

Councillor Turner.

(SEE ALSO MINUTE DSFRA/4 ABOVE)

DSFRA/7. Devon & Somerset Fire & Rescue Authority Draft Calendar Of Meetings 2010/11 Municipal Year

RESOLVED that, subject to amending the date of the June 2010 Members Forum to Monday 28 June 2010, commencing at 10.00hours, the draft Authority Calendar of Meetings for the 2010/11 Municipal Year be approved.

The meeting started at 14.15hours and finished at 15.18hours.