

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

RECOMMENDATIONS

- (a) *that the Terms of Reference for Committees as set out in Annex 1 to this Schedule be endorsed;*
- (b) *that, in accordance with Standing Orders, appointments be made to Committees etc. as shown in Part A of this Schedule for the 2011/12 municipal year, the term of office to be until the Authority Annual Meeting in 2012 (or, for the Standards Committee, the “appointed day”, whichever is the sooner);*
- (c) *that the appointments of Messrs. Phillips, Watson and Withers as Independent Members of the Authority’s Standards Committee be re-affirmed until the “appointed day” or the Annual Meeting of the Authority in 2011, whichever is the sooner;*
- (d) *that appointments be made to Outside Bodies as shown in Part B of this Schedule for the 2011/12 municipal year, the term of office to be until the Annual Meeting in 2012 unless otherwise indicated.*
- (e) *that the Authority confirms the term of office for its appointed Director to South West Fire Control Ltd. (currently Councillor Woodman) to be until he resigns from that position, ceases to be a Member of this Authority OR until the Company is formally dissolved.*

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;
 - (c) in relation to the Human Resources Management and Development Committee and responsibility for determination of complaints relating to Stage 2 of the Firefighters Pensions Scheme Internal Disputes Resolution Procedure, in March 2010.

The current Terms of Reference for each body are set out in Annex 1 to this Schedule.

2. The Localism Bill published in December 2010 contains provisions for the abolition of the current standards regime for Members. These provisions, however, have yet to be enacted. Pending this and in line with guidance from both government and Standards for England, it is proposed that the Authority's Standards Committee be re-appointed until either the "appointed day" (i.e. the statutory date for abolition of the former regime) OR the next Authority Annual Meeting (whichever is the sooner). This would also entail confirming the appointment of the current three independent members for the same period. Although appointed, it is not proposed that any meetings of the Standards Committee should be scheduled in the Calendar of Meetings – rather, meetings will be called as and when the need arises.
3.
 - (a) The Schedule indicates purely the allocation of places to Committees and Outside Bodies for the previous (2010/11) municipal year. It should not be interpreted as any form of recommendation in relation to appointments for the forthcoming, 2011/12, municipal year;
 - (b) Names in round brackets – () – indicates that the person is no longer a Member of the Authority as a result of the 2011 elections. Names in square brackets – [] - indicates a Member in the former, 2010/11, municipal year who – at the time of producing this agenda – it is understood will be replaced by their appointing constituent authority;
 - (c) 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).
4. Role profiles for the Equality and Diversity and Climate Change and Sustainability Member Champions were recommended by, respectively, the Human Resources Management and Development Committee at its meeting on 17 June 2010 and the Resources Committee on 16 July 2010. These role profiles were subsequently approved by the Authority at its meeting on 30 July 2010.
5. The South West Regional Management Board, to which this Authority formerly appointed three main Members and three named Substitute Members, was formally dissolved with effect from 31 March 2011. The Board has been replaced by a reconstituted, informal South West Forum of Fire Authorities comprising the Chairs and Chief Fire Officers of the south west region fire and rescue authorities.
6. The Authority currently appoints one of its Members (currently, Councillor Woodman) as a Director on South West Fire Control Ltd. (the Local Authority Controlled Company – LACC - responsible for overall governance of the Regional Control Centre). The term of this appointment currently is until the appointed Member either resigns or ceases to be a Member of this Authority. With the cancellation of the FiReControl Project, South West Fire Control Ltd. is in the process of seeking formal dissolution. Until this happens, however, Directors of the company remain in post and consequently, it is proposed that the Authority should confirm the term of office of the currently appointed Director as being until he resigns, ceases to be a Member of this Authority OR until the company itself is formally dissolved.

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

RESOURCES COMMITTEE

7 Members in total

(2010/11 Membership: Councillors Gordon, Horsfall, Hughes OBE, Smith, [Turner], Woodman and Yeomans).

HUMAN RESOURCES AND MANAGEMENT COMMITTEE

7 Members in total

(2010/11 Membership: Councillors Bown, Boyd, Burridge-Clayton, Cann, (Manning), [Mrs. Nicholson] and [Turner]).

AUDIT AND PERFORMANCE REVIEW COMMITTEE

7 Members in total

(2010/11 Membership: Councillors Burridge-Clayton, Drean, Dyke, Gribble, Mills, Radford and Way).

COMMUNITY SAFETY AND CORPORATE PLANNING COMMITTEE

7 Members in total

(2010/11 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 OR until the “appointed day”, whichever is sooner)

(2010/11 Membership: Councillors Gribble, Horsfall, (Manning), Mills, Randall Johnson and Yeomans).

CAPITAL PROGRAMME WORKING PARTY

4 Members in total

(2010/11 Membership: Councillors Bown, Fry, Smith and Woodman).

EQUALITY AND DIVERSITY MEMBER CHAMPION

One appointment (Shared appointment by Councillors Randall Johnson and [Turner] in 2010/11).

CLIMATE CHANGE AND SUSTAINABILITY MEMBER CHAMPION

One appointment (Councillor Leaves in 2010/11).

(B) APPOINTMENTS TO OUTSIDE BODIES

LOCAL GOVERNMENT ASSOCIATION (LGA)

(a) Fire Service Commission

One appointment – usually Authority Chairman (Councillor Healey).

(Date of next meeting: Friday 17 June 2011 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.

(2010/11 appointees: Councillors Healey [Chairman][5 Service and 1 Corporate Vote]; Drean, Fry and Horsfall [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 28 June 2011 at the Birmingham International Conference 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 2010/11).

Date of next meeting: TBC, October 2011 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 2010/11).

Date of next meeting: Tuesday 6 September 2011 in the Assembly Rooms, Bath (followed by Annual Conference to take place at the same venue on Wednesday 7 September 2011, attendance at which is an approved duty).

DEVON STRATEGIC PARTNERSHIP

One Member (Councillor Way in 2010/11).

SAFER DEVON PARTNERSHIP EXECUTIVE GROUP

One Member (Councillor Randall Johnson in 2010/11).

SOMERSET STRATEGIC PARTNERSHIP

One Member (Councillor Horsfall in 2010/11).

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 (Chairman – Councillor Healey – in 2010/11).

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 Cann in 2010/11).

SOUTH WEST FORUM OF FIRE AUTHORITIES

Authority Chairman

(NOTE:- This reconstituted Forum, comprising the Chairmen and Chief Fire Officers of South West fire and rescue services, replaced the formal South West Regional Management Board which was formally dissolved on 31 March 2011. The purpose of the Forum is to enable matters of mutual interest to be discussed in a less formal setting.)

DEVON AND EXETER RACIAL EQUALITY COUNCIL

One Member (Councillor (Manning) in 2010/11).

PLYMOUTH AND DISTRICT RACIAL EQUALITY COUNCIL

One Member (Councillor Gordon in 2010/11).

SOMERSET RACIAL EQUALITY COUNCIL

One Member (Councillor [Turner] in 2010/11).

(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 appoint from amongst its Members a Panel of three Members with delegated authority to consider and determine complaints made by individuals under Stage 2 of the Firefighters' Pensions Scheme Internal Dispute Resolution Procedure.
7. 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.