



DEVON & SOMERSET FIRE & RESCUE AUTHORITY

REPORT REFERENCE NO.	DSFRA/11/32
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
DATE OF MEETING	16 DECEMBER 2011
SUBJECT OF REPORT	PROPOSED AMENDMENT TO STANDING ORDER 13 – ADDRESSES BY REPRESENTATIVE BODIES
LEAD OFFICER	Clerk to the Authority
RECOMMENDATIONS	<i>that the Authority consider with a view to approving the proposed amendment to Standing Order 13 (Addresses by Representative Bodies) as set out in the Appendix to this report</i>
EXECUTIVE SUMMARY	This report sets out a proposed amendment to the Standing Order allowing representative bodies to address full Authority meetings. It is proposed in light of issues raised by the Fire Brigades Union at its recent Industrial Relations Committees and following discussion with the Chairman.
RESOURCE IMPLICATIONS	Nil.
EQUALITY IMPACT ASSESSMENT	Not applicable.
APPENDICES	A. Amended Standing Order 13
LIST OF BACKGROUND PAPERS	Authority Standing Orders

1. PROPOSED REVISION TO STANDING ORDER 13

- 1.1 The Authority's current Standing Orders (specifically, Standing Order 13) make provision for representative bodies to address the Authority. This is subject to obtaining the prior permission of the Chairman and, with a requirement that this permission be sought at least ten clear working days prior to the meeting to be addressed.
- 1.2 At recent Industrial Relations Committee (IRC) meetings, the Fire Brigades Union has raised the issue that the ten day prior notification requirement effectively prevents it from requesting permission to address the Authority on matters to be considered at any particular meeting (as the legal requirement on availability for public inspection of agendas is only five clear working days).
- 1.3 Consequently, in the spirit of openness and following discussion with the Chairman, it is proposed to amend the Standing Order to reduce the notice period from ten clear working days prior to the meeting to two clear working days. This would then align with the timescales relating to the submission of questions and petitions from the public. No other modifications to Standing Order 13 are proposed and it will remain the case that any address by a representative body will be subject to prior permission of the Chairman.
- 1.4 Contextually, it should be noted that the main channel for dialogue between the Service and representative bodies on all industrial relations matters is via the established Industrial Relations Committees and that all representative bodies are classed as key stakeholders for all major Authority and Service initiatives (e.g. the Corporate Plan incorporating the Integrated Risk Management Plan) for the purposes of consultation and comment.
- 1.5 A copy of Standing Order 13, amended as indicated above (and indicated by ***bold, italics***), is appended to this report.

MIKE PEARSON
Clerk to the Authority

13. **ADDRESSES BY REPRESENTATIVE BODIES**

- (1) The Authority will not receive questions or petitions either from its employees or recognised employee representative bodies, for which separate industrial relations processes exist. In the event of representative bodies wishing to address a meeting of the Authority prior permission in writing must be sought of the Chair to the Authority – via the Clerk to the Authority - at least **two clear working days** prior to the date of the meeting to be addressed. The request for permission must clearly identify:-
 - (a) the precise nature and content of the address to be made, which must (making the necessary changes) fall within the scope of petitions as set out in Standing Order 12(6) above; and
 - (b) the name(s) of those to attend the meeting to make the address. This will be restricted to a maximum of three delegates per representative body.
- (2) The delegate(s) from a representative body with permission to address a meeting of the Authority will limit the address to a maximum of ten minutes. The Authority may either refer the matter which is the subject of an address without debate to a relevant committee, take it into consideration if it relates to an item on a current or forthcoming agenda (at the time that item is to be considered), or note it.
- (3) Subject to Paragraph (1) above of this Standing Order, only one address per representative body per meeting will be allowed.
- (4) In the event of more than one representative body wishing to address a meeting of the Authority, then maximum time permitted for all addresses will not exceed twenty minutes.
- (4) A summary record of addresses delivered will be made in the minutes of the Authority's meeting.