

DEVON & SOMERSET FIRE & RESCUE AUTHORITY
(Annual Meeting)

29 May 2014

Present:-

Councillors Ball, Bown, Mrs. Bowyer, Brooksbank, Burrige-Clayton, Colthorpe, Dyke, Eastman, Edmunds, Ellery, Greenslade, Healey, Horsfall, Knight, Prior-Sankey, Radford, Randall Johnson, J Smith, Woodman and Yeomans.

Apologies:-

Councillors Chugg, Owen and Way

DSFRA/1. Election of Chair

RESOLVED that Councillor Healey be elected Chair of the Authority until its Annual Meeting in 2015.

DSFRA/2. Minutes

RESOLVED that the Minutes of the Budget Meeting held on 24 February 2014 be signed as a correct.

DSFRA/3. Election of Vice Chair

Nominations were invited for the post of Vice-Chair.

Councillor Ellery proposed, with Councillor Yeomans seconding, that Councillor Greenslade be elected Vice-Chair.

Councillor Eastman proposed, with Councillor Radford seconding, that Councillor Randall Johnson be elected Vice-Chair.

A secret ballot was then held, having been agreed by the majority of those present in accordance with Standing Orders, following which it was

RESOLVED that Councillor Greenslade be elected Vice-Chair of the Authority until its Annual Meeting in 2015.

DSFRA/4. Review of Constitutional Framework Governance Documents

The Authority considered a report of the Clerk to the Authority (DSFRA/14/7) on the outcome of the most recent review of the Authority's constitutional framework governance documents (Standing Orders, Financial Regulations etc.). The documents were derived from a number of sources - some statutory, some best practice – and were reviewed at least annually to ensure fitness for purpose.

The report proposed a number of changes to the documents including:

- a revision to Standing Orders arising from anticipated Regulations on openness to meetings;
- revisions to Financial Regulations clarifying officer delegations on debt write off and establishing appropriate controls for advance payments;
- corresponding revisions to the Scheme of Delegations; and

- inconsequential amendments to a number of documents stemming from the internal management restructure undertaken in 2013.

In introducing the report, the Clerk made specific reference to the fourth bullet point of paragraph 2.9 referring to a proposed revision, in relation to Firefighters Pensions Schemes, to the Scheme of Delegations. The Clerk indicated that this was inaccurate and should be deleted from the report, the correct position being that both Firefighter Pensions Schemes were currently being reviewed to determine appropriate delegations. The outcomes of this review would be reported initially to the Human Resources Management & Development Committee with a view to an appropriate recommendation then being made to the next Authority meeting, as indicated in paragraph 2.12 of the report.

Councillor Knight **MOVED**, with Councillor Ellery seconding, that the recommendations in report DSFRA/14/7 be approved, subject to immediate implementation of the proposed revision to Standing Orders arising from the anticipated Regulations on openness of meetings. The motion was put to the vote and declared **CARRIED** whereupon it was

RESOLVED

- (a) that the Clerk be authorised to make those amendments to Standing Orders and meeting agenda sheets as indicated in paragraphs 2.3 and 2.4 of report DSFRA/14/7 and arising from the proposed openness of local authority meeting Regulations;
- (b) that, in relation to Financial Regulations:
 - (i) the proposed change to Financial Regulation D7, as identified in paragraph 2.5 and 2.6 of this report and dealing with, amongst other things, advance payments and clarification of limits of officer delegations for debt write-off and overpayment of salary /allowance, be approved;
 - (ii) the change to Financial Regulations arising from clarification of governance arrangements for commercial trading activities, as identified in paragraph 2.7, be noted;
 - (iii) the consequential changes to Financial Regulations arising from the internal management restructure, as outlined in paragraph 2.8 of this report, be noted;
- (c) that, in relation to the Scheme of Delegations:
 - (i) the revisions as identified in paragraph 2.9 of the report be endorsed (subject to deletion of the fourth bullet point on Firefighters' Pensions Schemes delegations);
 - (ii) the revisions as identified in paragraph 2.11 of the report be approved;
- (d) that the minor revisions to the Corporate Governance Code, Strategy for the Prevention and Detection of Fraud and Corruption and "Whistleblowing" Code (Confidential Reporting Strategy), as indicated in paragraphs 2.13 and 2.15 of the report, be noted;
- (e) that, subject to (a) to (d) above, the constitutional framework governance documents as listed in paragraph 1.1 of the report be endorsed.

DSFRA/5.

Schedule of Appointments to Committees, Outside Bodies Etc.

The Authority considered a report of the Clerk to the Authority (DSFRA/14/8) seeking endorsement to the Authority's current committee structure and associated Terms of Reference, together with appointments to committees etc. and outside bodies for the forthcoming (2014-15) municipal year.

RESOLVED

- (a) that, in accordance with Standing Orders, appointments be made to Committees etc. as shown below for the 2014-15 municipal year, the term of office to be until the Authority annual meeting in 2015:

Audit & Performance Review Committee

Councillors Ball, Edmunds, Healey, Horsfall, Radford and Way (plus one vacancy – indicative appointment Plymouth Labour)

Commercial Services Committee

Councillors Ball, Dyke, Edmunds, Healey, Randall Johnson and Woodman (plus one vacancy – indicative appointment Conservative)

Community Safety & Corporate Planning Committee

Councillors Bown, Bowyer, Colthorpe, Eastman, Ellery, Owen and Prior-Sankey

Determinations & Dispensations Committee

Councillors Bown, Horsfall, Prior-Sankey and Randall Johnson (plus one vacancy – indicative appointment Plymouth Labour)

Human Resources Management & Development Committee

Councillors Bown, Brooksbank, BurrIDGE-Clayton, Chugg, Horsfall, Knight and J Smith

Resources Committee

Councillors Brooksbank, BurrIDGE-Clayton, Chugg, Dyke, Greenslade and Yeomans (plus one vacancy – indicative appointment Plymouth Labour).

Capital Programme Working Party

Councillors Bown, Greenslade, Randall Johnson and Woodman

Equality & Diversity Member Champion

Councillor Randall Johnson

Climate Change & Sustainability Member Champion

Councillor Horsfall

- (b) that the appointment of Mr. David Watson as the Authority's Independent Person as required by the procedures introduced by the Localism Act 2011, for a further twelve months until the Authority's annual meeting in 2015, be confirmed;

- (c) that appointments be made to Outside Bodies as shown below for the 2014-15 municipal year, the term of office to be until the Authority's annual meeting in 2015 unless otherwise indicated:

LOCAL GOVERNMENT ASSOCIATION (LGA)

Fire Commission

Authority Chairman

General Assembly

Authority Chairman (exercising two Service and one Corporate vote); Councillors Dyke, Randall Johnson and Woodman (each exercising 1 Service vote)

DEVON STRATEGIC PARTNERSHIP BI-ANNUAL WORKSHOP

Councillor Radford

SOUTH WEST COUNCILS

Authority Chairman

SOUTH WEST PROVINCIAL COUNCIL

Chair of the Human Resources Management & Development Committee

SOUTH WEST FORUM OF FIRE AUTHORITIES

Authority Chairman

- (d) that the Terms of Reference for the Authority Committees etc. as set out Appendix B to this report be confirmed.

DSFRA/6. Draft Calendar of Meetings 2014-15

RESOLVED that the draft Authority Calendar of Meetings for the 2014-15 municipal year, as appended to report DSFRA/14/9, be approved.

The meeting started at 10.00hours and finished at 11.00hours.