

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

28 May 2015

Present:-

Councillors Ball, Bown, Burrige-Clayton, Colthorpe, Dyke, Eastman, Edmunds, Ellery, Greenslade, Healey, Horsfall, Knight, Leaves, Radford, Randall Johnson, Redman, Singh, Way, Wheeler, Woodman and Yeomans

Apologies:-

Councillors Chugg and Hill

**DSFRA/1. Election of Chair**

Nominations were requested for the post of Authority Chair for the forthcoming (2015-16) municipal year. Councillor Greenslade proposed, with Councillor Yeomans seconding, that Councillor Healey be elected. There being no other nominations, it was

**RESOLVED** that Councillor Healey be elected Authority Chair until the Annual Meeting of the Authority in 2016.

**DSFRA/2. Minutes**

**RESOLVED** that the Minutes of the Budget meeting held on 20 February 2015 be signed as a correct record.

**DSFRA/3. Outgoing and New Members**

The Authority paid tribute to former Member Stephen Brooksbank and welcomed Councillors Redman and Wheeler as new Authority Members.

**DSFRA/4. Election of Vice-Chair**

The Chair requested nominations for the post of Authority Vice-Chair for the forthcoming (2015-16) municipal year. Councillor Ellery proposed, with Councillor Way seconding, that Councillor Greenslade be elected. There being no other nominations, it was

**RESOLVED** that Councillor Greenslade be elected Authority Vice-Chair until the Annual Meeting of the Authority in 2016.

**DSFRA/5. Review of Constitutional Governance Framework Documents**

The Authority considered a report of the Clerk to the Authority (DSFRA/15/9) on the outcome of the latest annual review of the Authority's constitutional governance framework documents. While the vast majority of the documents remained current and fit for purpose, amendments were proposed to:

- Standing Orders in relation to the procedure for disciplinary action against the Authority's statutory officers (prompted by recent Regulatory changes in this respect); and

- replace the former Procurement and Contract Regulations with a new document, Contract Standing Orders, drafted to reflect recent legislative changes (notably the new European Procurement Regulations which came into force on 26 February 2015), the development of a new Corporate Procurement Strategy for the Devon & Somerset Fire & Rescue Service and internal changes in responsibilities, working practices and systems stemming from the new Procurement Strategy.

#### **RESOLVED**

- (a) that the proposed revision to Standing Order 43 (Disciplinary Action), as set out at paragraph 3.5 of report DSFRA/15/9 be approved;
- (b) that, linked to (a), the proposed procedure for investigating allegations of misconduct by the Authority's Head of Paid Service (Chief Fire Officer), Monitoring Officer and Chief Finance Officer (Treasurer), as set out in Appendix A to the report, be approved;
- (c) that the Contract Standing Orders attached as Appendix C to the report be approved (to replace the Contract and Procurement Regulations); and
- (d) that, subject to (a) to (c) above, the constitutional governance framework documents as identified at paragraph 1.1 of this report be endorsed.

#### **DSFRA/6.**

#### **Schedule of Appointments to Committees, Outside Bodies Etc.**

The Authority considered a report of the Clerk to the Authority (DSFRA/15/10) 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 (2015-16) municipal year.

#### **RESOLVED**

- (a) that, in accordance with Standing Orders, appointments be made to Committees etc. as shown below for the 2015-16 municipal year, the term of office to be until the Authority annual meeting in 2016:

##### **Audit & Performance Review Committee**

Councillors Ball, Edmunds, Healey, Horsfall, Radford, Randall Johnson, Singh and Way.

##### **Commercial Services Committee**

Councillors Ball, Dyke, Edmunds, Healey, Leaves, Randall Johnson and Woodman.

##### **Community Safety & Corporate Planning Committee**

Councillors Bown, Colthorpe, Eastman, Ellery, Hill, Leaves and Redman.

##### **Determinations & Dispensations Committee**

Councillors Bown, Horsfall, Randall Johnson, Redman and Wheeler.

**Human Resources Management & Development Committee**

Councillors Bown, Burridge-Clayton, Chugg, Horsfall, Knight and Wheeler (NOTE: one vacancy outstanding – indicative Conservative appointee).

**Resources Committee**

Councillors Burridge-Clayton, Chugg, Dyke, Greenslade, Singh and Yeomans (NOTE: one vacancy outstanding – indicative Conservative appointee).

**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 2016, be confirmed;
- (c) that appointments be made to Outside Bodies as shown below for the 2015-16 municipal year, the term of office to be until the Authority's annual meeting in 2016 unless otherwise indicated:

***LOCAL GOVERNMENT ASSOCIATION (LGA)***

**Fire Commission (2 direct appointments)**

Authority Chairman and Councillor Ellery.

**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 (once appointed).

***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 report DSFRA/15/10 be confirmed.

**DSFRA/7. Draft Calendar of Meetings 2015-16**

**RESOLVED** that the draft Authority Calendar of Meetings for the 2015-16 municipal year, as appended to report DSFRA/15/11, be approved.

The meeting started at 10.00hours and finished at 10.25hours.