

WILTSHIRE & SWINDON FIRE AUTHORITY

REPORT REFERENCE NO.	9
MEETING	FIRE AUTHORITY
MEETING DATE	12 JUNE 2014
SUBJECT OF REPORT	MEMBERSHIP OF COMMITTEES AND REPRESENTATION ON OTHER BODIES 2014/15
LEAD OFFICER	LINDSAY GOWLAND, Clerk to the Authority
RECOMMENDATIONS	<p>(a) To appoint members of the Authority to the committees and external bodies listed in the attached table to serve for the ensuing year, i.e. until the annual meeting of the Authority in 2015.</p> <p>(b) To appoint six members to the pool of members for appeals.</p> <p>(c) To nominate Lead and Deputy Lead Members for each of the workstreams and Member Champions.</p> <p>(d) To note the requirement for the Liberal Democrat group on the Authority to notify the Clerk of their group leader.</p>
EXECUTIVE SUMMARY	This paper informs members of the committees of the Authority and of the outside bodies on which the Authority is formally represented and invites the Authority to appoint members, representatives and (where permitted) deputy representatives for the ensuing year.
APPENDICES	Membership of committees and representatives on other bodies for the immediate past year (2013/14).

Background

- 1 The table appended to this paper lists in column 1 the committees of the Authority and the outside bodies on which the Authority is formally represented, and in columns 4 and 5 the members appointed to each in the immediate past year. *The names in italics are those of persons who are no longer members of the Authority.*

- 2 This paper assumes the Authority is content that the size of each committee remains the same as hitherto. However, the Authority may wish to review the number and terms of reference of the workstreams at a later date in the light of any changes to the Service's management structure.

Political Proportionality

- 3 The allocation of places on the Authority's committees is governed by statutory rules. It is possible for the Authority to agree that the allocation of a committee's places is on some other basis, provided no member of the Authority votes against such a proposal.
- 4 The rules do not apply to the Programme & Scrutiny Board (because it is an informal body with no executive powers), and appointments to any of the outside bodies.
- 5 In the immediate past year there have been two political groups on the Authority, Conservative and Liberal Democrat. They now have nine and two members respectively. As the Liberal Democrat group leader is no longer a member of the Authority, the group is required to notify the Clerk of the member it wishes to be recognised as its leader.
- 6 Of the remaining two members, one is a Labour councillor and one an Independent. In respect of committees to which the rules of political proportionality apply, the Authority has a duty to ensure a proportion of places is allocated to members who do not belong to a political group on the Authority.

Ethics Committee

- 7 Under the rules on political proportionality, the allocation of five places is:
 - a. Conservative 3
 - b. Liberal Democrat 1
 - c. Other 1
- 8 In accordance with the relevant statutory provisions and the Authority's approved procedure for dealing with complaints of breaches of the Members' Code of Conduct, the Authority has appointed two independent persons. They have been given a standing invitation to attend meetings of the Ethics Committee as observers.
- 9 The next meeting of the Committee is scheduled for 23 October 2014 at 2 p.m.

Finance Review & Audit Committee

- 10 Under the rules on political proportionality, the allocation of five places is:
 - a. Conservative 3
 - b. Liberal Democrat 1
 - c. Other 1
- 11 The next meeting of the Committee is scheduled for 30 June 2014 at 2 p.m.

Staffing Committee

- 12 The Authority has previously agreed that the rules on political proportionality should not apply to the Staffing Committee to enable each of the groups to be represented on it without the need to increase the number of places from the current three.
- 13 The next meeting of the Committee is scheduled for 2 December at 2.30 p.m.

Urgency Committee

- 14 Under the rules on political proportionality, the allocation of five places is:
 - a. Conservative 3
 - b. Liberal Democrat 1
 - c. Other 1
- 15 Meetings are held as and when required.

Appeal Committee

- 16 By convention, the rules on proportionality do not apply. As and when the Committee needs to meet, three members are drawn from a pool of six. It is a requirement that members receive appropriate training before serving on an appeal.

There are also three Member Champions

Programme & Scrutiny Board

- 17 This has no executive powers and consequently membership does not have to be determined proportionally. The Board comprises the Chairman and Vice-Chairman of the Authority and the Group Leaders. It oversees four workstreams for each of which there is a Lead and one or more Deputy Lead Members.

External Bodies

- 18 The outside bodies to which the Authority is invited to appoint representatives and (where permitted) deputy representatives are shown in the second part of the accompanying table.

Delegations

- 19 Functions which are delegated to the Authority's committees are set out in the Members' Handbook together with the terms of reference of the Programme & Scrutiny Board and the workstreams.

Members' Allowances

- 20 Attendance at all of the committees and bodies listed in the attached table qualifies for the payment of travelling and subsistence allowances in accordance with the Authority's approved Scheme of Allowances. These allowances may also be claimed by Lead and Deputy Lead Members and Member Champions.
- 21 The leaders of the political groups are entitled to receive a special responsibility allowance.

Policy Implications

- 22 Members collectively have responsibility for the Authority's governance. The appointment of members to committees and to partner organisations is one aspect of this.

HR, Equality and Diversity Implications

23 None which has not already been mentioned.

Environmental Implications

24 None.

Financial and Legal Implications

25 The payment of members' allowances falls to be met from the Democratic Representation budget.

Combination Implications

26 There are no implications for Combination

Conclusion

27 The Authority is invited to consider the following recommendations.

Recommendations

- 28 (a) To appoint members of the Authority to the committees and external bodies listed in column one of the attached table to serve for the ensuing year, i.e. until the annual meeting of the Authority in 2015.
- (b) To appoint six members to the pool of members for appeals.
- (c) To nominate Lead and Deputy Lead Members for each of the Workstreams.
- (d) To note the requirement for the Liberal Democrat group on the Authority to notify the Clerk of their group leader.

LINDSAY GOWLAND

Clerk to the Authority

Unpublished documents used in the preparation of this report:

None.

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