

**NOT PROTECTIVELY MARKED**

<b>REPORT REFERENCE NO.</b>	11
<b>MEETING</b>	FIRE AUTHORITY
<b>MEETING DATE</b>	11 JUNE 2015
<b>SUBJECT OF REPORT</b>	MEMBERSHIP OF COMMITTEES AND REPRESENTATION ON OTHER BODIES 2015/16
<b>LEAD OFFICER</b>	LINDSAY GOWLAND, Clerk to the Authority
<b>RECOMMENDATIONS</b>	<p>(a) To appoint members of the Authority to the committees and external bodies listed in the attached table to serve until Combination, i.e. until 31 March 2016.</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 decide whether to continue with the current system of substitutes.</p>
<b>EXECUTIVE SUMMARY</b>	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.
<b>APPENDICES</b>	A. Membership of committees and representatives on other bodies for the immediate past year (2014/15).

**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.

**Political Proportionality**

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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.
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 3 Conservatives, 1 Liberal Democrat and 1 Other.
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 22 October 2015.

### **Finance Review & Audit Committee**

10. Under the rules on political proportionality, the allocation of five places is 3 Conservatives, 1 Liberal Democrat and 1 Other.
11. The next meeting of the Committee is scheduled for 30 June 2015.

### **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 13 October 2015.

### **Urgency Committee**

14. Under the rules on political proportionality, the allocation of five places is 3 Conservative, 1 Liberal Democrat and 1 Other.

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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.

### **Substitutions**

17. At the CFA on 12 Feb 15 it was resolved that the political groups would provide the Clerk with the names of up to two members from each group to act as substitutes for the places allocated to them on each of the committees of the Wiltshire & Swindon Fire Authority. It was agreed that this issue would be reviewed at the AGM.

18. Members are invited to review the system of substitutes and whether they wish to continue it or introduce some other system. The substitutes are shown at Annex A.

### **External Bodies**

19. 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**

20. 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.

### **Policy Implications**

21. 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**

22. None which has not already been mentioned.

### **Environmental Implications**

23. None

### **Financial and Legal Implications**

24. The payment of members' allowances for attendance at meetings falls to be met from the Democratic Representation budget.

### **Combination Implications**

25. There are no implications for Combination.

### **Recommendations**

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26. To appoint members of the Authority to the committees and external bodies listed in column one of the attached table to serve until Combination.
27. To appoint six members to the pool of members for appeals
28. To nominate Lead and Deputy Lead Members for each of the Workstreams.
29. To decide whether to continue with the current system of substitutes.

Lindsay Gowland  
**Clerk to the Authority**

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**Unpublished documents used in the preparation of this report:**

None

**Author:**

Lindsay Gowland, tel. 01380 737243, e-mail [lindsay.gowland@wiltsfire.gov.uk](mailto:lindsay.gowland@wiltsfire.gov.uk)

**Media enquiries concerning this report should be made to:**

Louise Knox, tel. 01380 731126, e-mail [louise.knox@wiltsfire.gov.uk](mailto:louise.knox@wiltsfire.gov.uk)