

SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

ANNUAL MEETING

24 JUNE 2013

PRESENT: Councillor A Atkin (Chair)

Councillors: A Bosmans, A Buckley, T Fox, I Hussain,
S Phillips, C Ross, S M Richards, J Satur and D Woodhouse

S Pick, L Noble and M McCoolle (South Yorkshire Joint
Secretariat)

J Courtney, M Shaw, S Chu, B Sandy and J Roberts (South
Yorkshire Fire & Rescue Service)

Apologies for absence were received from Councillors
J Andrews and A Cave

1 **TO APPOINT THE CHAIR OF THE AUTHORITY FOR THE ENSUING YEAR**

RESOLVED – That Councillor J Andrews be appointed Chair of the Authority for the ensuing year.

2 **TO APPOINT THE VICE-CHAIR OF THE AUTHORITY FOR THE ENSUING YEAR**

RESOLVED – That Councillor A Atkin be appointed Vice-Chair of the Authority for the ensuing year.

3 **CHAIR'S REMARKS**

The Chair welcomed to the Authority Councillors S Phillips, S Richards and I Hussain, and gave thanks and best wishes to the outgoing Members Councillors M Iqbal, M Maroof, and Councillor Cooper-Holmes for his experience and guidance as Lead Member for the Environment and Lifewise.

Councillor Fox informed the Authority that Councillor Cave had been suffering from Meniere's disease for some time, which had now worsened, and her Doctor had advised her to take one month away from work. Councillor Cave wished to retain the Lead Member role for Member Learning and Development, but did not feel able to continue as Chair of the Workforce and Organisational Development Board (WOD). Councillor Cave wished to pass on her best wishes to the new Chair of WOD Board, and was happy to provide them with any support they may need in the role. Councillor Atkin, on behalf of the Authority, wished Councillor Cave a speedy recovery.

4 **MEMBERSHIP OF THE FIRE AND RESCUE AUTHORITY**

A report of the Clerk and Treasurer was submitted which requested Members to note the membership of the Authority as notified by the District Councils.

RESOLVED – That Members noted the membership of the Authority as notified by the District Councils:-

Barnsley	Councillors J Andrews and A Cave
Doncaster	Councillors A Bosmans, S Phillips and D Woodhouse
Rotherham	Councillors A Atkin and A Buckley
Sheffield	Councillors I Hussain, T Fox, C Ross, S Richards and J Satur

5 AUTHORITY MEETING ARRANGEMENTS

A report of the Clerk and Treasurer was submitted requesting the Authority to determine the appointment of Members to the Committees, Boards and Policy Development Group, and also the appointment of Chairs and Vice-Chairs of the Committees (other than the Standards Committee).

RESOLVED – That the Authority approved:-

i) The meeting structure as set out below:-

Committee/ Working Party	Terms Of Reference	Members
Audit Committee	The agreed terms of reference were set out at Appendix A. Please note that all members of the Authority (except the Chair and Vice-Chair) are members of the Audit Committee.	A Bosmans (Chair), C Ross, T Fox, D Woodhouse, A Buckley, J Satur, A Cave, I Hussain, S Richards and S Phillips 3 Independent Members:- Mrs C Marshall Mrs A Bingham Mr C Wane
Appointments Committee	The agreed terms of reference were set out at Appendix B. Please note that members do not usually serve on both the Appointments and the Appeals Committee.	J Andrews, A Atkin, A Bosmans, J Satur, D Woodhouse and I Hussain
Appeals and Standards Committee	The agreed terms of reference were set out at Appendix C.	C Ross, A Cave, A Buckley, T Fox, S Richards and S Phillips
Principal Officers	The agreed terms of reference were set out at Appendix D.	D Woodhouse A Atkin (sub)

Review Committee A		S Richards S Phillips (sub) A Bosmans T Fox (sub)
Principal Officers Review Committee B	The agreed terms of reference were set out at Appendix D.	A Atkin C Ross (sub) I Hussain A Buckley (sub) A Cave A Bosmans (sub)
Principal Officers Review Committee C	The agreed terms of reference were set out at Appendix D	C Ross A Atkin (sub) T Fox J Andrews (sub) J Satur A Bosmans (sub)
Workforce and Organisational Development Board	The agreed terms of reference were set out at Appendix E	T Fox (Chair) J Andrews, A Atkin, A Bosmans, A Cave and I Hussain
Policy Development Group	The agreed terms of reference were set out at Appendix F	J Andrews, A Atkin, T Fox, A Bosmans and S Phillips
Scrutiny Board	The suggested revisions to the terms of reference were set out at Appendix G. Please note that currently all members of the Authority (except the Chair and Vice-Chair) are members of the Scrutiny Board. However, the membership of Scrutiny Board should be the six Members not nominated to serve on Workforce and Organisational Development Board above. It should still exclude the Chair and Vice-Chair.	A Buckley, C Ross, J Satur, D Woodhouse, S Richards and S Phillips
Collaboration and Shared Services 'Task and Finish' Group	This is a sub-group of the Scrutiny Board and is made up of a Member from each District Council. The Key Areas of Focus were set out at Appendix I.	A Cave, A Buckley, A Bosmans and S Richards
Stakeholder Engagement	The agreed terms of reference were set out at	All FRA Members

Board	Appendix H	
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- ii) The terms of reference of the Committees as set out in Appendices A to H of the report.

6 FUTURE MEETING DATES

A report of the Clerk and Treasurer was submitted requesting the Authority to agree a schedule of meeting dates for 2013-2014.

RESOLVED – That Members:-

- i) Approved the following schedule of meeting dates for 2013-2014:-

	Jun 13	July 13	Aug13	Sept13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	Mar 14	April 14	May 14	June 14
Full Authority	24th AGM	29th		2 nd (Special) 30th	28th	25th		27th	17th	31st	28th	19th	30 th AGM
Audit Committee		29th		23rd		25th		27th		31st		19th	
Workforce & Organisational Development Board		18 th		19 th (prov)									
Scrutiny Board						14 th			6 th				19th

- ii) Agreed to cancel the Authority meeting scheduled for 19 August 2013.
- iii) Agreed that a 'Special' meeting of the Authority be held on Monday 2 September 2013.
- iv) Agreed to cancel the Authority meeting scheduled for 16 December 2013 and replace with a Members' Corporate Planning Workshop.

7 ARRANGEMENTS UNDER SECTION 41 OF THE LOCAL GOVERNMENT ACT 1985

A report of the Clerk and Treasurer was submitted requesting the Authority to consider the appointments of District Council representatives under Section 41 of the Local Government Act 1985.

RESOLVED – That the Authority agreed to appoint the following Members to answer questions at meetings of the constituent councils on the discharge of the functions of this Authority:-

Authority	Member	Substitute
Barnsley	Councillor J Andrews	Councillor A Cave
Doncaster	Councillor S Phillips	Councillor A Bosmans
Rotherham	Councillor A Atkin	Councillor A Buckley
Sheffield	Councillor T Fox	Councillor I Hussain

8 OUTSIDE BODIES

A report of the Clerk and Treasurer was submitted which allowed the Authority to consider whether it wished to re-affiliate to the various outside bodies listed in the report; and to consider representation of the Authority on the outside bodies.

RESOLVED – That the Authority agreed:-

- i) To re-affiliate to the various outside bodies listed in the report.
- ii) To appoint Members to serve on the outside bodies as set out below for 2013/14, and that in accordance with Standing Order 24, the appointments continue until the next annual meeting of the Authority, or membership ceases:-

Outside Body	Member Representation
LGA General Assembly	Section 41 Members
LGA Fire Commission	Chair/Vice-Chair or their nominee
LGA Urban Commission	Chair & Vice-Chair or their nominee
LGA Rural Commission	Chair & Vice-Chair or their nominee
Association of Metropolitan Fire Authorities (AMFRA)	Chair & Vice-Chair
Yorkshire Purchasing Organisation (YPO)	Councillor A Atkin
Local Government Yorkshire & Humber (LGYH)	Councillor Andrews or nominee
Community Safety Partnerships (CSPs)	Section 41 Members
Rotherham Partnership Governance Board	Councillor Atkin (Sub Councillor Buckley)
Joint Secretariat Management Board	Councillor Andrews or nominee

CHAIR