

SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

ANNUAL MEETING

27 JUNE 2016

PRESENT: Councillor A Cave (Chair)
Councillor A Atkin (Vice-Chair)
Councillors: N Akther, S Ayriss, P Haith, S Howard, B Johnson,
C Ransome, J Satur and G Weatherall

(Joint Authorities Governance Unit)

CFO J Courtney, DCFO J Roberts, ACFO M Blunden,
B Sandy, S Dunker, F Edmonds, M Topham and AM S Helps
(South Yorkshire Fire & Rescue Service)

D Terris, J Bell, A Frosdick, A Hunt, M McCarthy, D Cutting,
L Noble, R Winter and M McCoolle (Barnsley MBC)

Dr A Billings (South Yorkshire Police and Crime
Commissioner)

Apologies for absence were received from Councillor
A Buckley, Councillor E Hughes and F Foster

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

RESOLVED – That Members agreed that Councillor Cave be appointed as Chair of the Authority for the ensuing year.

All Members voted in favour of the above appointment, with the exception of Councillors Ransome and Ayriss who voted against the decision.

2 TO APPOINT A VICE-CHAIR FOR THE AUTHORITY FOR THE ENSUING YEAR

RESOLVED – That Members agreed that Councillor Atkin be appointed as Vice-Chair of the Authority for the ensuing year.

3 CHAIR'S REMARKS

Councillor Cave welcomed the new Members to the meeting, and introductions were made. Members' attention was drawn to a number of challenges faced by the Authority in the coming year which included the Police and Crime Bill, Devolution and the unknown future of Fire and Rescue Authorities.

Councillor Cave paid tribute to the Members who had left the Authority following the recent local elections; Councillor Andrews, who had been the Chair of the Authority for almost 17 years, Councillor Richards who had been the Chair of the Audit Committee, Councillor Munn, and Councillor Furniss who had gone on to become an MP. She wished them all the very best for the future.

Councillor Cave reminded the Authority that the meeting would be webcast live and that it would be archived for future use. Members noted a number of general housekeeping requirements.

D Terris reiterated that the core purpose of the Authority was to ensure an efficient and effective Fire and Rescue Service for South Yorkshire in terms of advising, supporting, challenging, and to ensure that the Service was the best that it could be; Members were requested to keep the core purposes of the Authority in mind.

4 MEMBERSHIP OF THE FIRE AND RESCUE AUTHORITY

A report of the Clerk to the Fire and Rescue Authority was submitted to inform Members of the membership of the Authority as notified by the District Councils:-

Barnsley	Councillors A Cave and S Howard
Doncaster	Councillors E Hughes, P Haith and C Ransome
Rotherham	Councillors A Atkin and A Buckley
Sheffield	Councillors S Ayris, N Akther, B Johnson, J Satur and G Weatherall

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

5 REVIEW OF THE FIRE AND RESCUE AUTHORITY GOVERNANCE STRUCTURE

A report of the Clerk to the Fire and Rescue Authority was presented which reported on the conclusions and recommendations of the Task and Finish Group's work in relation to the review of the Authority's governance structure.

L Noble referred Members to the two Task and Finish Group meetings held in April 2016, which (over both meetings) had been attended by five Members, two Independent members, CFO Courtney and the Deputy Clerk and had been independently facilitated.

The Task and Finish Group had debated whether the Scrutiny Board should be open to the public. The Group had determined that there was not a requirement for it to open its meetings up for public attendance, as the minutes and decisions of the Board were reported to the Authority in an open and transparent way via agendas and minutes, to which the Authority and Audit Committee had public access. L Noble commented that additional guidance on how members of the public could attend meetings and raise questions had been included on the Fire and Rescue Authority website.

RESOLVED – That Members agreed:-

- i) To approve the Authority’s revised governance structure at Appendix A.
- ii) To approve the outline work programmes (non-exhaustive) for the Authority and its sub-Committees/Boards at Appendix B.
- iii) The Terms of Reference for the Authority’s revised governance structure at Appendix C.
- iv) To review the FRA’s governance structure in a year (May 2017).
- v) To discharge the recommendation to review the Chair’s delegated powers under the Scheme of Delegation to ensure they were fit for purpose, as this was now complete.

6 AUTHORITY GOVERNANCE ARRANGEMENTS

A report of the Clerk to the Fire and Rescue Authority was presented to request the Authority to determine the appointment of Members to the Committees and Boards, and also the appointment of Chairs and Vice-Chairs of the Committees (other than the Appeals and Standards Committee).

RESOLVED – That Members:-

- i) Approved the meeting structure as detailed below:-

Committee/ Working Party	Notes	Members
Audit and Governance Committee	<p>The agreed terms of reference are set out at Appendix A.</p> <p>Please note that all Members of the Authority (except the Chair and Vice-Chair) are Members of the Audit Committee.</p>	<p>Cllr P Haith (Chair) Cllr G Weatherall Cllr S Howard Cllr E Hughes Cllr C Ransome</p> <p>3 Independent Members:- Mrs A Bingham Mrs C Marshall Mr C Wane</p>
Appointments Committee	<p>The agreed terms of reference are set out at Appendix B. These have been amended following the recommendations from the Internal Audit report into overtime payments to Principal Officers (Audit Committee 14.12.15 and FRA 4.1.16).</p> <p>Please note that Members do not usually serve on both the Appointments and the Appeals Committee.</p>	<p>Cllr A Atkin, Cllr J Satur Cllr C Ransome Cllr A Cave Cllr B Johnson Cllr G Weatherall</p>

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Appeals and Standards Committee	The agreed terms of reference are set out at Appendix C.	Cllr A Buckley Cllr P Haith Cllr S Ayris Cllr S Howard Cllr E Hughes Cllr N Akther
Principal Officers Review Committee A	The agreed terms of reference are set out at Appendix D.	Cllr C Ransome Cllr A Atkin (sub) Cllr N Akther Cllr J Satur (sub) Cllr G Weatherall Cllr S Howard (Sub)
Principal Officers Review Committee B	The agreed terms of reference are set out at Appendix D.	Cllr A Atkin Cllr S Ayris (sub) Cllr E Hughes Cllr A Buckley (sub) Cllr A Cave Cllr P Haith (sub)
Principal Officers Review Committee C	The agreed terms of reference are set out at Appendix D.	Cllr S Ayris Cllr A Atkin (sub) Cllr A Buckley Cllr B Johnson (sub) Cllr J Satur Cllr G Weatherall (sub)
Performance and Scrutiny Board	The agreed terms of reference are set out at Appendix E. Please note – Membership of the Performance and Scrutiny Board should exclude the Chair.	Cllr A Buckley (Chair) Cllr N Akther Cllr J Satur Cllr B Johnson Cllr S Ayris Cllr A Atkin
Stakeholder Planning Board	The agreed terms of reference are set out at Appendix G.	All FRA Members Cllr J Satur (Chair)
Corporate	The Task and Finish Group proposed	All FRA Members

Advisory Group	a new Group (a combination of the dissolved Policy Development Group and Corporate Planning Workshops) and the proposed terms of reference are contained within the report on governance arrangements.	(No Chair required)
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- ii) Approved the terms of reference of the Committees as set out in Appendices A to F.
- iii) Appointed Members to Committees and Boards where vacancies exist.
- iv) Appointed Councillors to serve on the Audit Committee.
- v) Appointed the Chair and Vice-Chair (if required) of each Committee and Board (other than the Appeals and Standards Committee).

7 FUTURE MEETING DATES 2016/17

A report of the Clerk to the Fire and Rescue Authority was submitted to set out a schedule of meeting dates for the Authority in 2016/17.

RESOLVED – That Members:-

- i) Agreed the current governance framework of 8 meetings per year for both FRA and 6 meetings of Audit Committee underpinned by the Appeals and Standards Committee, Appointments Committee and the two Boards (Stakeholder Planning and Scrutiny).*
- ii) Approved the suggested schedule of meeting dates for 2016/17 as set out below:-

Fire and Rescue Authority	Audit Committee	Scrutiny Board	Stakeholder Engagement Board
27 June 2016* (Annual & Ordinary)		23 June 2016*	21 June 2016*
25 July 2016*	25 July 2016*		
19 September 2016*	19 September 2016*	September 2016**	14 September 2016*
17 October 2016*			
28 November 2016*	28 November 2016*	November 2016**	
			14 December 2016*
16 January 2017	16 January 2017		
13 February 2017		March 2017**	
	20 March 2017		March 2017**

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3 April 2017			
	15 May 2017		
26 June 2017 (Annual & Ordinary)		June 2017**	June 2017**
24 July 2017	24 July 2017		
18 September 2017	18 September 2017		September 2017**
16 October 2017			
27 November 2017	27 November 2017	November 2017**	
			December 2017**

* Meeting dates already arranged

**Meeting dates to be arranged

8 ARRANGEMENTS UNDER SECTION 41 OF THE LOCAL GOVERNMENT ACT 1985

A report of the Clerk to the Fire and Rescue Authority was submitted to request 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	Cllr A Cave	Cllr S Howard
Doncaster	Cllr P Haith	Cllr E Hughes
Rotherham	Cllr A Atkin	Cllr A Buckley
Sheffield	Cllr J Satur	Cllr G Weatherall

9 OUTSIDE BODIES

A report of the Clerk to the Fire and Rescue Authority was submitted in order for Members to consider whether the Authority wished to re-affiliate to the various outside bodies listed in the report and to consider the representation of the Authority on outside bodies.

RESOLVED – That Members agreed:-

- i) To re-affiliate to the various outside bodies listed in the report.
- ii) To appoint representatives to serve on the outside bodies as set out below for 2016/17, 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
Yorkshire and Humberside Employers' Organisation	Councillor A Atkin
Community Safety Partnerships	Section 41 Members
SSUK Board	Section 41 Members
HOPE CIO Board – Trustee Member	Councillor E Hughes Councillor A Cave

- iii) That the Authority should become a member of the Yorkshire and Humberside Employers' Organisation, and duly appointed Councillor Atkin as representative.
- iv) To learning and development to support Members on Outside Bodies as part of the 2016/17 Learning and Development Schedule.
- v) To evaluate, where possible, the Authority's participation in Outside Bodies as part of the Annual report in 2017.

CHAIR