

SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

ANNUAL MEETING

29 JUNE 2015

PRESENT: Councillor J Andrews (Chair)
Councillor A Atkin (Vice-Chair)
Councillors: A Buckley, A Cave, G Furniss, P Haith,
C Ransome, C Ross, S M Richards and J Satur

D Cutting, M McCarthy, L Noble and M McCoolle (South
Yorkshire Joint Authorities)

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

F Foster and D Hanson (BMBC)

Apologies for absence were received from Councillor
E Hughes, Councillor R Munn, R Bywater, ACO M Blunden,
A Frostdick, J Bell, I Rooth and G Kirk

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

RESOLVED – That Councillor Andrews was appointed as Chair of the Authority for the ensuing year.

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

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

3 CHAIR'S REMARKS

Councillor Andrews welcomed the new Members onto the Authority, and he gave thanks to the former Members for all of their dedication and hard work whilst on the Authority.

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 J Andrews and A Cave
Doncaster	Councillors E Hughes, P Haith and C Ransome
Rotherham	Councillors A Atkin and A Buckley
Sheffield	Councillors G Furniss, R Munn, S M Richards, C Ross and J Satur

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

5 AUTHORITY GOVERNANCE ARRANGEMENTS

A report of the Clerk to the Fire and Rescue Authority was submitted 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 Appeals and Standards Committee).

Councillor Andrews requested that a report setting out the benefits of the Workforce and Organisational Development Board as compared to the Joint Liaison Forum (JLF) be presented to the Authority Meeting on 27 July.

RESOLVED – That Members:-

- i) Approved the meeting structure as set out below:-

Committee/ Working Party	Terms Of Reference	Members
Audit Committee	The agreed terms of reference are 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. The Authority is requested to appoint Councillors Furniss, Munn, Hughes and Haith to serve on the Audit Committee.	S M Richards (Chair), C Ross, A Buckley, J Satur, and C Ransome 3 Independent Members:- Mrs A Bingham Mrs C Marshall Mr C Wane
Appointments Committee	The agreed terms of reference are 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, J Satur, C Ransome, E Hughes and S M Richards
Appeals and Standards Committee	The agreed terms of reference are set out at Appendix C .	C Ross, A Cave, A Buckley, P Haith, R Munn and G Furniss
Principal	The agreed terms of reference are set out at Appendix D .	C Ransome A Atkin (sub)

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Officers Review Committee A		S Richards G Furniss (sub) R Munn J Andrews (sub)
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Principal Officers Review Committee B	The agreed terms of reference are set out at Appendix D.	A Atkin C Ross (sub) E Hughes A Buckley (sub) A Cave R Munn (sub)
Principal Officers Review Committee C	The agreed terms of reference are set out at Appendix D.	C Ross A Atkin (sub) A Buckley J Andrews (sub) J Satur G Furniss (sub)
Workforce and Organisational Development Board	The future of the Workforce and Organisational Development Board was currently under review, and would be considered at the Fire Authority Meeting on 27 July 2015.	
Policy Development Group	The agreed terms of reference are set out at Appendix F.	J Andrews, A Atkin, S M Richards P Haith
Scrutiny Board	The agreed terms of reference are 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 (Chair), C Ross, J Satur, S Richards, C Ransome and E Hughes
Collaboration & 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 are set out at Appendix I.	A Cave, A Buckley, S Richards and E Hughes

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Stakeholder Engagement Board	The agreed terms of reference are set out at Appendix H .	All FRA Members J Satur (Chair)
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- ii) Approved the terms of reference of the Committees as set out in Appendix A to H.
- iii) Appointed Members to Committees where vacancies exist, noting the split between Scrutiny Board and Workforce and Organisational Development Board.
- iv) Appointed Councillors Furniss, Munn, Hughes and Haith 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).
- vi) Noted that the Workforce and Organisational Development Board was currently under review, and that a report setting out the work of the Board would be presented to the Authority Meeting on 27 July 2015.

6 FUTURE MEETING DATES 2015/16

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 2015/16.

RESOLVED – That Members:-

- i) Agreed the current governance framework of 8 meetings per year for both FRA and Policy Development Group, 6 meetings of Audit Committee underpinned by the Appeals and Standards Committee, Appointments Committee and the three Boards (Stakeholder Engagement, Workforce and Organisational Development and Scrutiny).
- ii) Approved the suggested schedule of meeting dates for 2015/16 set out below:-

Fire and Rescue Authority	Audit Committee	Workforce & Organisational Development Board	Scrutiny Board	Stakeholder Engagement Board
29 June 2015* (Annual & Ordinary)			18 June 2015*	17 June 2015*
27 July 2015*	27 July 2015*	July 2015**		
21 September***	21 September 2015*	September 2015**		16 September 2015*
19 October 2015*				
30 November	30 November	November 2015**	26 November	

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2015*	2015*		2015	
				9 December 2015*
4 January 2016	4 January 2016	January 2016**		
15 February 2016			February 2016**	
	21 March 2016	March 2016**		March 2016**
11 April 2016				
	16 May 2016			
27 June 2016 (Annual & Ordinary)			June 2016**	June 2016**
25 July 2016	25 July 2016	July 2016**		
19 September 2016	19 September 2016	September 2016**		September 2016**
17 October 2016				
28 November 2016	28 November 2016	November 2016**	November 2016**	
				December 2016**

* Meeting dates already arranged.

**Meeting dates to be arranged.

***Proposed change from dates already agreed at the request of SYFR.

7 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 that the Authority considered 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 J Andrews	Cllr A Cave
Doncaster	Cllr P Haith	Cllr E Hughes
Rotherham	Cllr A Atkin	Cllr A Buckley
Sheffield	Cllr S Richards	Cllr J Satur

8 OUTSIDE BODIES

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

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listed in the report, and to consider 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 2015/16, 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)	Councillors Andrews and Atkin
Yorkshire Purchasing Organisation (YPO)	Councillor A Atkin
Community Safety Partnerships	Section 41 Members
Rotherham Partnership Governance Board	Councillor Atkin (Sub Councillor Buckley)

CHAIR