

FIRE & RESCUE AUTHORITY SUMMONS
SOUTH WALES FIRE & RESCUE AUTHORITY
ANNUAL GENERAL MEETING
MONDAY 6 JUNE 2011 at 1030 HOURS

You are summoned to attend the South Wales Fire & Rescue Authority Annual General Meeting to be held at the Headquarters on **Monday 6 June 2011 at 10:30 am.**

A G E N D A

1. Apologies for Absence
2. Declarations of Interest

Members of the Fire & Rescue Authority are reminded of their personal responsibility to declare both orally and in writing any personal and/or prejudicial interest in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 2000, the Fire & Rescue Authority's Standing Orders and the Members Code of Conduct

3. Election of Chairperson of the Fire & Rescue Authority for Municipal year 2011/12
4. Election of Vice Chairperson of the Fire & Rescue Authority for Municipal year 2011/12
5. To Agree the Committee Membership for the Municipal Year 2011/12 3
6. Election of Chairperson of Finance, Audit & Performance Management Committee
7. Election of Vice Chairperson of the Finance, Audit & Performance Management Committee

8. Election of Chairperson of HR & Equalities Committee
9. Election of Vice Chairperson of HR & Equalities Committee
10. To Agree the Appointment of Representatives to Other Groups and Outside Bodies 9
11. To Receive Copies of Standing Orders (General, Procedural & Contract), Financial Regulations, Scheme of Delegations to Officers and Committee Terms of Reference (available electronically & circulated with this agenda on disk) 13
12. To Agree the Cycle of Meetings for the Municipal Year 2011/12. 15

Signature of Proper Officer:



MEMBERSHIP

Councillors:

D	Bolter	Caerphilly	S J	Jones	Rhondda Cynon Taff
S	Bradwick	Rhondda Cynon Taff	L W	Kelloway	Cardiff
M	Bartlett	Blaenau Gwent	C	Mann	Caerphilly
J	Daniel	Rhondda Cynon Taff	R	McKerlich	Cardiff
D T	Davies	Caerphilly	R	Patel	Cardiff
A M	Ernest	Vale of Glamorgan	G	Price	Merthyr Tydfil
L	Ford	Cardiff	W J	Routley	Newport
R J W	Greenland	Monmouthshire	D	Sage	Bridgend
D	Hando	Newport	P	Seabourne	Torfaen
K	Hyde	Cardiff	V	Smith	Monmouthshire
C	James	Bridgend	G	Stacey	Rhondda Cynon Taff
R	Jones	Torfaen	E T	Williams	Vale of Glamorgan

SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 5

ANNUAL GENERAL MEETING

6 JUNE 2011

REPORT OF THE ACO CORPORATE SERVICES

TO AGREE COMMITTEE MEMBERSHIP FOR THE MUNICIPAL YEAR 2011/12

SUMMARY

The report provides details of the number of Members required for each Fire & Rescue Authority Committee to assist Members nominations. Advice will be given upon the political balance of each Committee on the day of the AGM once political groups are confirmed.

RECOMMENDATION

That Members determine whether membership of the Finance, Audit & Performance Management Committee is politically balanced or is not politically balanced but contains a representative from each constituent Unitary Authority.

That nominations for membership of each of the Fire & Rescue Authority Committees be received.

1. ISSUE

1.1 As Members will be aware, Standing Orders provide that the Fire & Rescue Authority is to appoint the Committees required by Procedural Standing Order 4.1. These Committees are:

1.1.1 Finance, Audit and Performance Management Committee

1.1.2 Standards Committee

1.1.3 HR and Equalities Committee

1.2 In accordance with sections 15-17 of the Local Government and Housing Act 1989 such Committees are to be politically balanced unless unanimously agreed otherwise by Members. As Members will be aware, it has been custom and practice for many years for membership of the Finance, Audit & Performance Management

Committee to reflect the Constituent Authorities rather than political balance to ensure that all Authorities are represented on this Committee where financial issues are considered.

- 1.3 At the time of writing this report it has been assumed that Members nominated to sit on the Fire & Rescue Authority for 2010/11 will be returned to their position for the 2011/12 municipal year. The political balance calculations at Appendix 1 have therefore been done on this basis. Should any different notifications be received from any of the Constituent Councils before the AGM, further advice will be provided at the meeting.
- 1.4 For convenience, the names of the Members who sat on each Committee in 2010/11 are detailed in Appendix 2.

2. RECOMMENDATION

- 2.1 That Members determine whether membership of the Finance, Audit & Performance Management Committee is politically balanced or is not politically balanced but contains a representative from each Constituent Unitary Authority.
- 2.2 That nominations for membership of each of the Fire & Rescue Authority Committees be received.

S CHAPMAN **ACO - CORPORATE SERVICES**

Background Papers:

None

Contact Officer:

S Chapman – ACO Corporate Services

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APPENDIX 1**NUMBER OF MEMBERS REQUIRED FOR EACH COMMITTEE
(IF FAPM CTTEE NOT POLITICALLY BALANCED)**

COMMITTEE	MEMBERS	Lab	Con	Lib Dem	Plaid	Ind
Fire & Rescue Authority	24	9	6	3	4	2
Finance & Audit	10	/	/	/	/	/
H R & Equalities	15	6	4	2	2	1
Total	49					
Standards	3					

**NUMBER OF MEMBERS REQUIRED FOR EACH COMMITTEE
(IF FAPM CTTEE IS POLITICALLY BALANCED)**

COMMITTEE	MEMBERS	Lab	Con	Lib Dem	Plaid	Ind
Fire & Rescue Authority	24	9	6	3	4	2
Finance & Audit	10	4	2	1	2	1
H R & Equalities	15	6	4	2	2	1
Total	49	19	12	6	8	4
Standards	3					

2010/11 MEMBERSHIP OF COMMITTEES

Finance & Audit Committee Members:		
Cllr R J W Greenland (Chairman)	Monmouth	Conservative
Cllr C Mann (Vice Chairman)	Caerphilly	Plaid Cymru
Cllr E T Williams	Vale of Glamorgan	Conservative
Cllr M Bartlett	Blaenau Gwent	Independent
Cllr G Price	Merthyr Tydfil	Independent
Cllr L W Kelloway	Cardiff	Liberal Democrat
Cllr W Routley	Newport	Conservative
Cllr S Jones	Rhondda Cynon Taff	Labour
Cllr B Jones	Torfaen	Labour
Cllr C James	Bridgend	Labour
HR & Equalities		
Cllr R McKerlich (Chairman)	Cardiff	Conservative
Cllr V Smith	Monmouthshire	Conservative
Cllr E T Williams	Vale of Glamorgan	Conservative
Cllr G Price	Merthyr Tydfil	Independent
Cllr D Hando	Newport	Liberal Democrat
Cllr K Hyde	Cardiff	Liberal Democrat
Cllr J Daniel	RCT	Plaid Cymru
Cllr L Ford (Vice Chair)	Cardiff	Plaid Cymru
Cllr Greenland	Monmouthshire	Conservative
Cllr G Stacey	Rhondda Cynon Taff	Labour
Cllr S Jones	Rhondda Cynon Taff	Labour
Cllr C Beynon	Torfaen	Labour
Cllr D T Davies	Caerphilly	Labour
Cllr S Bradwick	Rhondda Cynon Taff	Labour
Cllr C James	Bridgend	Labour

Standards Committee – Elected members in addition to independent Members		
Cllr V Smith Cllr D Bolter Cllr D Sage	Monmouthshire Caerphilly Bridgend	Conservative Plaid Cymru Labour
Mrs Rowena Griffin Ms Helen Roberts Mr Andrew Clemes Mr Geoffrey Hughes	Independent Member Independent Member Independent Member Independent Member	

SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 10

ANNUAL GENERAL MEETING

6 JUNE 2011

REPORT OF THE ACO CORPORATE SERVICES

TO AGREE APPOINTMENT OF REPRESENTATIVES TO OTHER GROUPS AND OUTSIDE BODIES

SUMMARY

The report provides details of the nominations required to represent the Fire & Rescue Authority at Working Groups and on outside bodies.

RECOMMENDATION

That nominations for representation to the Working Groups and outside organisations detailed in Appendix 1 to the report be received.

1. ISSUE

1.1 Members are required to appoint representatives to outside bodies to discharge Fire & Rescue Authority functions. In addition, the Fire & Rescue Authority has previously agreed for the Members to undertake roles on various Working Groups and boards set up by the Fire & Rescue Authority. For Members information, details of these roles and the 2010/11 representatives are attached at Appendix 1 to this report.

2. RECOMMENDATION

2.1 That nominations for representation to the Working Groups and outside organisations detailed in Appendix 1 to the report be received.

S CHAPMAN
ACO - CORPORATE SERVICES

Background Papers:

None

Contact Officer:

S Chapman – ACO Corporate Services

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APPENDIX 1

Representative to WLGA		
Chairperson		
Representative on LGA Fire Committee		
Chairperson		
Representative to Fire Brake Wales		
Vice Chairperson		
Representatives on Standing Orders Working Group		
Cllr L W Kelloway Cllr R McKerlich Cllr V Smith	Cardiff Cardiff Monmouthshire	
Representatives on Asset Management Working Group		
Cllr V Smith (Chairperson) Cllr L W Kelloway Cllr D T Davies Cllr C James Cllr J Daniel Cllr S Jones Cllr L Ford Cllr C Mann Cllr D Sage	Monmouthshire Cardiff Caerphilly Bridgend Rhondda Cynon Taff Rhondda Cynon Taff Cardiff Caerphilly Bridgend	

Representatives on Working Group Finance		
Cllr R J W Greenland (Chairperson)	Monmouthshire	
Cllr C James	Bridgend	
Cllr L W Kelloway	Cardiff	
Cllr G Price	Merthyr	
Cllr D T Davies	Caerphilly	
Cllr W J Routley	Newport	
Representative on Innovation & Awards Panel		
Cllr V Smith	Monmouthshire	
Community Safety Partnership Representatives		
Cllr M Bartlett	Blaenau Gwent	
Cllr D Sage	Bridgend	
Cllr C Mann	Caerphilly	
Cllr K Hyde	Cardiff	
Cllr E Williams	Vale of Glamorgan	
Cllr G Price	Merthyr Tydfil	
Cllr V Smith	Monmouthshire	
Cllr W J Routley	Newport	
CllrS Bradwick	Rhondda Cynon Taff	
Cllr R Jones	Torfaen	

SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 11

ANNUAL GENERAL MEETING

6 JUNE 2011

REPORT OF THE ACO CORPORATE SERVICES

TO RECEIVE COPIES OF STANDING ORDERS (GENERAL, PROCEDURAL AND CONTRACT) FINANCIAL REGULATIONS, SCHEME OF DELEGATED POWERS AND TERMS OF REFERENCE**SUMMARY**

To provide Members with the Fire & Rescue Authority's relevant constitutional documents in accordance with General Standing Order 20.7.

RECOMMENDATION

That Members receive the Standing Orders (General, Procedural & Contract), Financial Regulations, Scheme of Delegations and Terms of Reference of the Fire & Rescue Authority detailed on the disc provided to Members with the report.

1. ISSUE

1.1 In accordance with General Standing Order 20.7 Members are provided with a disc copy of the most up to date version of the Fire & Rescue Authority's Standing Orders, Scheme of Delegations and Financial Regulations.

2. RECOMMENDATION

2.1 That Members receive the Standing Orders (General, Procedural & Contract), Financial Regulations, Scheme of Delegations and Terms of Reference of the Fire & Rescue Authority detailed on the disc provided to Members with the report.

S CHAPMAN
ACO - CORPORATE SERVICES

Background Papers:

None

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SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 12

ANNUAL GENERAL MEETING

6 JUNE 2011

REPORT OF THE ACO CORPORATE SERVICES

TO AGREE THE CYCLE OF MEETINGS FOR THE MUNICIPAL YEAR 2011/12**SUMMARY**

This report provides details of the proposed cycle of Committee and Working Group meetings for the Municipal Year 2011/12.

RECOMMENDATION

That the cycle of Committee and Working Group meetings for the municipal year 2011/12 detailed in Appendix 1 to the report be agreed.

1. ISSUE

1.1 Members are requested to receive and approve the attached cycle of Committee and Working Group meetings for the municipal year 2011/12 as detailed in Appendix 1 to this report.

2. RECOMMENDATION

2.1 That the cycle of Committee and Working Group meetings for the municipal year 2011/12 detailed in Appendix 1 to the report be agreed.

S CHAPMAN**ACO - CORPORATE SERVICES****Background Papers:**

None

Contact Officer:

S Chapman – ACO Corporate Services

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MEETING/COMMITTEE CALENDAR 2011 - 2012

	Annual General Meeting		HR and Equalities Committee
	Fire Authority Meeting		Finance Audit and Performance Management Committee
	Standards Committee		Presentation Evening
	Working Group Finance		Commencement of the Pre-election Period
	Working Group Asset Management		Local Authority Elections

JUNE 2011						JULY 2011						AUGUST 2011					
Sun	-	5	12	19	26	-	3	10	17	24	31	-	7	14	21	28	-
Mon	-	6	13	20	27	-	4	11	18	25		1	8	15	22	29	-
Tue	-	7	14	21	28	-	5	12	19	26		2	9	16	23	30	-
Wed	1	8	15	22	29	-	6	13	20	27	-	3	10	17	24	31	-
Thur	2	9	16	23	30	-	7	14	21	28	-	4	11	18	25	-	-
Fri	3	10	17	24	-	1	8	15	22	29	-	5	12	19	26	-	-
Sat	4	11	18	25	-	2	9	16	23	30	-	6	13	20	27	-	-
SEPTEMBER 2011						OCTOBER 2011						NOVEMBER 2011					
Sun	-	4	11	18	25	-	2	9	16	23	30	-	6	13	20	27	
Mon	-	5	12	19	26	-	3	10	17	24	31	-	7	14	21	28	
Tue	-	6	13	20	27	-	-	4	11	18	-	1	8	15	22	29	
Wed	-	7	14	21	28	-	5	12	19	26	-	2	9	16	23	30	
Thur	1	8	15	22	29	-	6	13	20	27	-	3	10	17	24	-	
Fri	2	9	16	23	30	-	7	14	21	28	-	4	11	18	25	-	
Sat	3	10	17	24	-	1	8	15	22	29	-	5	12	19	26	-	
DECEMBER 2011						JANUARY 2012						FEBRUARY 2012					
Sun	-	4	11	18	25	1	8	15	22	29	-	-	5	12	19	26	
Mon	-	5	12	19	26	2	9	16	23	30	-	-	6	13	20	27	
Tue	-	6	13	20	27	3	10	17	24	31	-	-	7	14	21	28	
Wed	-	7	14	21	28	4	11	18	25	-	-	1	8	15	22	29	
Thur	1	8	15	22	29	5	12	19	26	-	-	2	9	16	23	-	
Fri	2	9	16	23	30	6	13	20	27	-	-	3	10	17	24	-	
Sat	3	10	17	24	31	7	14	21	28	-	-	4	11	18	25	-	
MARCH 2012						APRIL 2012						MAY 2012					
Sun	-	4	11	18	25	1	8	15	22	29	-	6	13	20	27	-	
Mon	-	5	12	19	26	2	9	16	23	30	-	7	14	21	28	-	
Tue	-	6	13	20	27	3	10	17	24	-	1	8	15	22	29	-	
Wed	-	7	14	21	28	4	11	18	25	-	2	9	16	23	30	-	
Thur	1	8	15	22	29	5	12	19	26	-	3	10	17	24	31	-	
Fri	2	9	16	23	30	6	13	20	27	-	4	11	18	25	-	-	
Sat	3	10	17	24	31	7	14	21	28	-	5	12	19	26	-	-	

11 June 2012 - AGM

