

SOUTH WALES FIRE & RESCUE AUTHORITY

ANNUAL GENERAL MEETING

MONDAY, 12 JUNE 2017 AT 1030 HOURS

You are required to attend the South Wales Fire & Rescue Authority Annual General Meeting to be held at the Headquarters on **Monday, 12 June 2017 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 2017/18 3

4. Election of Deputy Chairperson of the Fire & Rescue Authority for Municipal Year 2017/18 5

5. To agree the Committee Membership for the Municipal Year 2017/18 7

6. Election of Chairperson of Finance, Audit & Performance Management Committee from its Committee Members for the Municipal Year 2017/18 11

7. Election of Deputy Chairperson of the Finance, Audit & Performance Management Committee from its Committee Members for the Municipal Year 2017/18 13

8. Election of Chairperson of HR & Equalities Committee from its Committee Members for the Municipal Year 2017/18 15

9. Election of Deputy Chairperson of HR & Equalities Committee from its Committee Members for the Municipal Year 2017/18 17

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|-----|---|----|
| 10. | To Agree the Appointment of Representatives to other Groups and outside bodies for the Municipal Year 2017/18 | 19 |
| 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) | 23 |
| 12. | To agree the Cycle of Meetings for the Municipal Year 2017/18 | 25 |

Signature of Proper Officer:



MEMBERSHIP

Councillors:

| | | | | | |
|----------------|----------------|---------|-----------------|-------------------|------|
| Godfrey Thomas | Blaenau Gwent | Lab | Val Smith | Monmouthshire | Ind |
| Charles Smith | Bridgend | Lab | Louise Brown | Monmouthshire | Cons |
| David White | Bridgend | Lab | Ken Critchley | Newport | Lab |
| Tudor Davies | Caerphilly | Lab | Herbie Thomas | Newport | Lab |
| Adrian Hussey | Caerphilly | Lab | Steve Bradwick | Rhondda Cynon Taf | Lab |
| Colin Elsbury | Caerphilly | Plaid | Graham Stacey | Rhondda Cynon Taf | Lab |
| Dan Naughton | Cardiff | Lib Dem | Aurfron Roberts | Rhondda Cynon Taf | Lab |
| Mike Philips | Cardiff | Cons | Sue Pickering | Rhondda Cynon Taf | Lab |
| Dilwar Ali | Cardiff | Lab | David Thomas | Torfaen | Lab |
| Peter Wong | Cardiff | Lab | Steven Evans | Torfaen | Lab |
| Heather Joyce | Cardiff | Lab | | Vale of Glamorgan | |
| | Merthyr Tydfil | | | Vale of Glamorgan | |

SOUTH WALES FIRE & RESCUE AUTHORITY
ANNUAL GENERAL MEETING
REPORT OF THE DEPUTY CHIEF OFFICER

AGENDA ITEM NO 3
12 JUNE 2017

**TO ELECT THE CHAIRPERSON OF THE FIRE & RESCUE AUTHORITY
FOR THE MUNICIPAL YEAR 2017/18**

SOUTH WALES FIRE & RESCUE AUTHORITY
ANNUAL GENERAL MEETING

AGENDA ITEM NO 4
12 JUNE 2017

**TO ELECT THE DEPUTY CHAIRPERSON OF THE FIRE & RESCUE
AUTHORITY FOR THE MUNICIPAL YEAR 2017/18**

**TO AGREE COMMITTEE MEMBERSHIP FOR THE MUNICIPAL YEAR
2017/18**

SUMMARY

The report provides details of the number of Members required for each Fire & Rescue Authority committee. Advice will be given upon the political balance of each committee on the day of the AGM once membership nominations from Authorities have been received and political groups are confirmed.

RECOMMENDATION

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

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

1. ISSUE

- 1.1 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 & Performance Management Committee (10 members)
 - 1.1.2 Standards Committee (3 members)
 - 1.1.3 HR & Equalities Committee (15 members)
 - 1.1.4 Local Pensions Board (7 members)
- 1.2 In accordance with sections 15-17 of the Local Government and Housing Act 1989 such committees (with the exception of the Standards Committee) are to be politically balanced unless unanimously agreed otherwise by Members. This is a decision for Members to determine.
- 1.3 As Members may be aware, it has been custom and practice for many years within the Authority for the membership of the Finance Audit & Performance Management Committee to reflect the inclusion of the constituent authorities rather than be politically balanced. This ensures that all ten authorities are represented on the committee where financial issues are considered.

- 1.3 At the time of writing this report not all of the nominations had been received from the constituent Councils and political group membership had not been considered by nominees. It has therefore not been possible to include political balance calculations within this report and advice will be provided on this issue at the meeting itself.
- 1.4 Members are reminded of the Independent Remuneration Panel assessment of the requirements of a minimum 20 days per year time commitment per Authority Member to the Authority when determining membership of committees (and also working groups and outside bodies detailed in later reports).

2. RECOMMENDATION

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

| | |
|---------------------------------------|---------------------------|
| Contact Officer: | Background Papers: |
| Sally Chapman Deputy Chief Officer | None |

APPENDIX 1

NUMBER OF MEMBERS REQUIRED FOR EACH COMMITTEE

| COMMITTEE | MEMBERS | Lab | Con | Lib Dem | Plaid | Ind |
|---|----------------|------------|------------|--------------------|--------------|------------|
| Fire & Rescue Authority | 24 | | | | | |
| Finance, Audit & Performance Management (NOT POLITICALLY BALANCED – 1 FROM EACH UNITARY AUTHORITY) | 10 | / | / | / | / | / |
| Finance, Audit & Performance Management (POLITICALLY BALANCED – INDIVIDUAL PARTIES) | 10 | | | | | |
| Finance, Audit & Performance Management (POLITICALLY BALANCED - SOME MINORITY PARTIES IN COALITION) | 10 | | | | | |
| H R & Equalities (POLITICALLY BALANCED – INDIVIDUAL PARTIES) | 15 | | | | | |
| H R & Equalities (POLITICALLY BALANCED – SOME MINORITY PARTIES IN COALITION) | 15 | | | | | |

| | | | | | | |
|--|-------------------------------|--|--|--|--|--|
| Local Pensions Board (POLITICALLY BALANCED – INDIVIDUAL PARTIES) | 7 (inc. Chair of Board) | | | | | |
| Local Pensions Board (POLITICALLY BALANCED – SOME MINORITY PARTIES IN COALITION) | 7 (inc. Chair of Board) | | | | | |
| Total | | | | | | |
| Standards | 3 | | | | | |

SOUTH WALES FIRE & RESCUE AUTHORITY
ANNUAL GENERAL MEETING

AGENDA ITEM NO 6
12 JUNE 2017

**TO ELECT THE CHAIRPERSON OF THE FINANCE, AUDIT &
PERFORMANCE MANAGEMENT (FAPM) COMMITTEE FOR THE
MUNICIPAL YEAR 2017/18**

Please note – only those Members elected to sit on the FAPM
Committee may nominate and vote on this item

SOUTH WALES FIRE & RESCUE AUTHORITY
ANNUAL GENERAL MEETING

AGENDA ITEM NO 7
12 JUNE 2017

**TO ELECT THE DEPUTY CHAIRPERSON OF THE FINANCE, AUDIT &
PERFORMANCE MANAGEMENT COMMITTEE FOR THE MUNICIPAL
YEAR 2017/18**

Please note – only those Members elected to sit on the FAPM
Committee may nominate and vote on this item

SOUTH WALES FIRE & RESCUE AUTHORITY
ANNUAL GENERAL MEETING

AGENDA ITEM NO 8
12 JUNE 2017

**TO ELECT THE CHAIRPERSON OF THE HR & EQUALITIES
COMMITTEE FOR THE MUNICIPAL YEAR 2017/18**

Please note – only those Members elected to sit on the HR &
Equalities Committee may nominate and vote on this item

SOUTH WALES FIRE & RESCUE AUTHORITY
ANNUAL GENERAL MEETING

AGENDA ITEM NO 9
12 JUNE 2017

**TO ELECT THE DEPUTY CHAIRPERSON OF THE HR & EQUALITIES
COMMITTEE FOR THE MUNICIPAL YEAR 2017/18**

Please note – only those Members elected to sit on the HR &
Equalities Committee may nominate and vote on this item

SOUTH WALES FIRE & RESCUE AUTHORITY
ANNUAL GENERAL MEETING
REPORT OF THE DEPUTY CHIEF OFFICER

AGENDA ITEM NO 10
 12 JUNE 2017

**TO AGREE APPOINTMENT OF REPRESENTATIVES TO OTHER
 GROUPS AND OUTSIDE BODIES FOR THE MUNICIPAL YEAR 2017/18**

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 working groups set up by the Fire & Rescue Authority. For Members' information, details of these roles are attached at Appendix 1 to this report, together with the positions of those who undertook such roles in 2016/17 where appropriate.

2. RECOMMENDATION

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

| | |
|---------------------------------------|---------------------------|
| Contact Officer: | Background Papers: |
| Sally Chapman Deputy Chief Officer | None |

APPENDIX 1

| MEMBER | AUTHORITY |
|--|---|
| Representative to WLGA | |
| Chairperson | |
| Representative on LGA Fire Committee | |
| Chairperson | |
| Community Safety Partnership Representatives | |
| Cllr Cllr Cllr Cllr Cllr Cllr Cllr Cllr Cllr Cllr Cllr | Blaenau Gwent Bridgend Caerphilly Cardiff Vale of Glamorgan Merthyr Tydfil Monmouthshire Newport Rhondda Cynon Taf Torfaen |
| Representatives on Standing Orders Working Group | |
| | |
| Representatives on Innovation & Awards Panel | |
| | |
| Representatives on FAPM Working Group | |
| | |

| | |
|--|--|
| Representative on National Pensions Committee for Wales | |
| Chairperson of HR & Equalities Cttee | |
| Representatives on ICT Strategic Steering Group | |
| | |

SOUTH WALES FIRE & RESCUE AUTHORITY
ANNUAL GENERAL MEETING
REPORT OF THE DEPUTY CHIEF OFFICER

AGENDA ITEM NO 11
 12 JUNE 2017

TO RECEIVE COPIES OF STANDING ORDERS (GENERAL, PROCEDURAL AND CONTRACT) FINANCIAL REGULATIONS, SCHEME OF DELEGATED POWERS AND TERMS OF REFERENCE (AVAILABLE ELECTRONICALLY & CIRCULATED PREVIOUSLY TO MEMBERS WITH THIER MEMBERS HANDBOOK)

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 in the Members Handbook provided to Members.

1. ISSUE

1.1 In accordance with General Standing Order 20.7 Members are provided with a disk 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 in the Members Handbook provided to Members.

| | |
|---------------------------------------|---------------------------|
| Contact Officer: | Background Papers: |
| Sally Chapman Deputy Chief Officer | Members Handbook |

SOUTH WALES FIRE & RESCUE AUTHORITY
ANNUAL GENERAL MEETING
REPORT OF THE DEPUTY CHIEF OFFICER

AGENDA ITEM NO 12
 12 JUNE 2017

TO AGREE THE CYCLE OF MEETINGS FOR THE MUNICIPAL YEAR 2017/18

SUMMARY

This report provides details of the proposed cycle of training, committee and working group meetings for the municipal year 2017/18.

RECOMMENDATION

That the cycle of training, committee and working group meetings for the municipal year 2017/18 detailed in Appendix 1 to the report be agreed.

1. ISSUE

- 1.1 Members are requested to receive and approve the attached cycle of training, committee and working group meetings for the municipal year 2017/18 as detailed in Appendix 1 to this report. Meetings will commence at 1030 hours unless Members are otherwise advised.

2. RECOMMENDATION

- 2.1 That the cycle of committee and working group meetings for the municipal year 2017/18 detailed in Appendix 1 to the report be agreed.

| | |
|---------------------------------------|---------------------------|
| Contact Officer: | Background Papers: |
| Sally Chapman Deputy Chief Officer | None |

MEETING/COMMITTEE CALENDAR 2017 - 2018

| | |
|---|---|
| Fire & Rescue Authority Meeting | HR & Equalities Committee |
| Standards Committee | Finance, Audit & Performance Management Committee |
| Finance, Asset & Performance Management Working Group | Presentation Evening |
| Local Pension Board Committee | National Issues Committee |
| AGM | Carol Service |
| Fire & Rescue Authority Training | |

| | JUNE 2017 | | | | | JULY 2017 | | | | | AUGUST 2017 | | | | | |
|------|----------------|----|----|----|----|--------------|----|----|----|----|---------------|----|----|----|----|----|
| 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 | 25 | - | 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 | 31 |
| Fri | 2 | 9 | 16 | 23 | 30 | - | 7 | 14 | 21 | 28 | - | 4 | 11 | 18 | 25 | - |
| Sat | 3 | 10 | 1 | 24 | - | 1 | 8 | 15 | 22 | 29 | - | 5 | 12 | 19 | 26 | - |
| | SEPTEMBER 2017 | | | | | OCTOBER 2017 | | | | | NOVEMBER 2017 | | | | | |
| Sun | - | 3 | 10 | 17 | 24 | 1 | 8 | 15 | 22 | 29 | - | 5 | 12 | 19 | 26 | |
| Mon | - | 4 | 11 | 18 | 25 | 2 | 9 | 16 | 23 | 30 | - | 6 | 13 | 20 | 27 | |
| Tue | - | 5 | 12 | 19 | 26 | 3 | 10 | 17 | 24 | 31 | - | 7 | 14 | 21 | 28 | |
| Wed | - | 6 | 13 | 20 | 27 | 4 | 11 | 18 | 25 | - | 1 | 8 | 15 | 22 | 29 | |
| Thur | - | 7 | 14 | 21 | 28 | 5 | 12 | 19 | 26 | - | 2 | 9 | 16 | 23 | 30 | |
| Fri | 1 | 8 | 15 | 22 | 29 | 6 | 13 | 20 | 27 | - | 3 | 10 | 17 | 24 | - | |
| Sat | 2 | 9 | 16 | 23 | 30 | 7 | 14 | 21 | 28 | - | 4 | 11 | 18 | 25 | - | |
| | DECEMBER 2017 | | | | | JANUARY 2018 | | | | | FEBRUARY 2018 | | | | | |
| Sun | - | 3 | 10 | 17 | 24 | 31 | - | 7 | 14 | 21 | 28 | - | 4 | 11 | 18 | 25 |
| Mon | - | 4 | 11 | 18 | 25 | - | 1 | 8 | 15 | 22 | 29 | - | 5 | 12 | 19 | 26 |
| Tue | - | 5 | 12 | 19 | 26 | - | 2 | 9 | 16 | 23 | 30 | - | 6 | 13 | 20 | 27 |
| Wed | - | 6 | 13 | 20 | 27 | - | 3 | 10 | 17 | 24 | 31 | - | 7 | 14 | 21 | 28 |
| Thur | - | 7 | 14 | 21 | 28 | - | 4 | 11 | 18 | 25 | - | 1 | 8 | 15 | 22 | - |
| Fri | 1 | 8 | 15 | 22 | 29 | - | 5 | 12 | 19 | 26 | - | 2 | 9 | 16 | 23 | - |
| Sat | 2 | 9 | 16 | 23 | 30 | - | 6 | 13 | 20 | 27 | - | 3 | 10 | 17 | 24 | - |
| | MARCH 2018 | | | | | APRIL 2018 | | | | | MAY 2018 | | | | | |
| 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 2018 - AGM

Gwasanaeth Tân ac Achub
De CymruSouth Wales
Fire and Rescue Service

RAISING AWARENESS - REDUCING RISK

| | | |
|-----|--|----|
| 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 | |
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| 4. | Election of Deputy Chairperson of the Fire & Rescue Authority for Municipal Year 2017/18 | 5 |
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