

SOUTH WALES FIRE & RESCUE AUTHORITY

ANNUAL GENERAL MEETING

MONDAY 8 JUNE 2015 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 8 June 2015 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 2015/16 3
4. Election of Deputy Chairperson of the Fire & Rescue Authority for Municipal year 2015/16 5
5. To agree the Committee Membership for the Municipal Year 2015/16 7
6. Election of Chairperson of Finance, Audit & Performance Management Committee from its Committee Members for the Municipal Year 2015/16 13
7. Election of Deputy Chairperson of the Finance, Audit & Performance Management Committee from its Committee Members for the Municipal Year 2015/16 15
8. Election of Chairperson of HR & Equalities Committee from its Committee Members for the Municipal Year 2015/16 17
9. Election of Deputy Chairperson of HR & Equalities Committee from its Committee Members for the Municipal Year 2015/16 19

10. To Agree the Appointment of Representatives to other Groups and outside bodies for the Municipal Year 2015/16 21
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) 25
12. To agree the Cycle of Meetings for the Municipal Year 2015/16 27

Signature of Proper Officer:



MEMBERSHIP

Councillors:

Jennifer Morgan	Blaenau Gwent	Lab	Val Smith	Monmouthshire	Ind
	Bridgend	Lab	Maureen Powell	Monmouthshire	Cons
Clive James	Bridgend	Lab	Paul Hannon	Newport	Lab
Tudor Davies	Caerphilly	Lab	Majid Rahman	Newport	Lab
Chris Hawker	Caerphilly	Lab	Steve Bradwick	Rhondda Cynon Taf	Lab
Colin Elsbury	Caerphilly	Plaid	Sylvia Jones	Rhondda Cynon Taf	Lab
Keith Hyde	Cardiff	Lib Dem	Barrie Morgan	Rhondda Cynon Taf	Lab
Rod McKerlich	Cardiff	Cons	Sue Pickering	Rhondda Cynon Taf	Lab
Georgina Phillips	Cardiff	Lab	Alan Jones	Torfaen	Lab
Mohammad Javed	Cardiff	Lab	Phil Seabourne	Torfaen	Lab
Dilwar Ali	Cardiff	Lab	Eric Hacker	Vale of Glamorgan	Ind
Ernie Galsworthy	Merthyr Tydfil	Lab	Pam Drake	Vale of Glamorgan	Lab

AGENDA ITEM NO 3

**Election of Chairperson of the Fire & Rescue Authority for
Municipal Year 2015/16**

AGENDA ITEM NO 4

**Election of Deputy Chairperson of the Fire & Rescue Authority for
Municipal Year 2015/16**

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

AGENDA ITEM NO 5
 8 JUNE 2015

**TO AGREE COMMITTEE MEMBERSHIP FOR THE MUNICIPAL YEAR
 2015/16**

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
- 1.1.2 Standards Committee
- 1.1.3 HR & Equalities Committee
- 1.1.4 Local Pensions Board

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. As Members will be aware, it has been custom and practice for many years 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 Authorities are represented on the Committee where financial issues are considered.

1.3 At the time of writing this report it has been assumed that although it is known that some individual Members of the Authority will change, the political balance of the Authority would not change. 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 2014/15 are detailed in Appendix 2. Members are also reminded of the Independent Remuneration Panel 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	18	2	1	1	2
Finance, Audit & Performance Management (NOT POLITICALLY BALANCED – 1 FROM EACH UNITARY AUTHORITY)	10	/	/	/	/	/
Finance, Audit & Performance Management (POLITICALLY BALANCED – INDIVIDUAL PARTIES)	10	7	1	0	0	1
Finance, Audit & Performance Management (POLITICALLY BALANCED – MINORITY PARTIES IN COALITION)	10	7.5	2.5			
H R & Equalities (POLITICALLY BALANCED – INDIVIDUAL PARTIES)	15	11.3	1.3	0	0	1.3

H R & Equalities (POLITICALLY BALANCED – MINORITY PARTIES IN COALITION)	15	11	4			
Local Pensions Board (POLITICALLY BALANCED – INDIVIDUAL PARTIES)	11 (inc. Chair of Board)	8.25	0.92	0	0	0.92
Local Pensions Board (POLITICALLY BALANCED – MINORITY PARTIES IN COALITION)	11 (inc. Chair of Board)	8.25	2.75			
Total	60					
Standards	3					

HR & Equalities Committee Members:		
Cllr G Phillips	Cardiff	Labour
Cllr B Morgan	Rhondda Cynon Taf	Labour
Cllr E Galsworthy	Merthyr Tydfil	Labour
Cllr M Rahman	Newport	Labour
Cllr S J Jones	Rhondda Cynon Taf	Labour
Cllr S Pickering	Rhondda Cynon Taf	Labour
Cllr P Seabourne	Torfaen	Labour
Cllr A Jones	Torfaen	Labour
Cllr S Bradwick	Rhondda Cynon Taf	Labour
Cllr R McKerlich	Cardiff	Conservative
Cllr C Elsbury	Caerphilly	Plaid Cymru
Cllr M Powell	Monmouthshire	Conservative
Cllr E Hacker	Vale of Glamorgan	Independent
Cllr P Drake	Vale of Glamorgan	Labour
Cllr J Morgan	Blaenau Gwent	Labour
Standards Committee – Elected Members in addition to independent Members:		
Cllr B Morgan	Rhondda Cynon Taf	Labour
Cllr V Smith	Monmouthshire	Independent
Cllr J Morgan	Blaenau Gwent	Labour
Andrew Clemes	Independent Member	
Geoffrey Hughes	Independent Member	

AGENDA ITEM NO 6

**Election of Chairperson of Finance, Audit & Performance
Management Committee from its Committee Members for the
Municipal Year 2015/16**

AGENDA ITEM NO 7

**Election of Deputy Chairperson of Finance, Audit & Performance
Management Committee from its Committee Members for the
Municipal Year 2015/16**

AGENDA ITEM NO 8

**Election of Chairperson of HR & Equalities Committee from its
Committee Members for the Municipal Year 2015/16**

AGENDA ITEM NO 9

**Election of Deputy Chairperson of HR & Equalities Committee from
its Committee Members for the Municipal Year 2015/16**

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

AGENDA ITEM NO 10
 8 JUNE 2015

TO AGREE THE APPOINTMENT OF REPRESENTATIVES TO OTHER GROUPS AND OUTSIDE BODIES FOR THE MUNICIPAL YEAR 2015/16

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 names of those who undertook such roles in 2014/15.
- 1.2 In addition to the appointments that the Authority normally makes, this year the Authority is also required to appoint one Member to sit on the National Pensions Committee for Wales. This post will require attendance at mandatory training run by the Welsh Government. The individual Member who sits on the National Pensions Committee for Wales cannot also sit on the Local Pensions Board. The first meeting of the National Pensions Committee is on 15 June 2015.

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	
Chairman	
Representative on LGA Fire Committee	
Chairman	
Community Safety Partnership Representatives	
Cllr J Morgan	Blaenau Gwent
Cllr C Elsbury	Bridgend
Cllr M Javed	Caerphilly
Cllr P Drake	Cardiff
Cllr E Galsworthy	Vale of Glamorgan
Cllr V Smith	Merthyr Tydfil
Cllr M Rahman	Monmouthshire
Cllr S Jones	Newport
Cllr P Seabourne	Rhondda Cynon Taf
	Torfaen
Representatives on Standing orders Working Group	
Cllr V Smith	Monmouthshire
Cllr C James	Bridgend
Cllr S Pickering	Rhondda Cynon Taf
Cllr S Jones	Rhondda Cynon Taf
Cllr K Hyde	Cardiff
Representatives on Innovation & Awards Panel	
Cllr V Smith	Monmouthshire
Cllr A Jones	Torfaen
Representatives on FAPM Working Group	
Cllr V Smith	Monmouthshire
Cllr C Smith	Bridgend
	Caerphilly
Cllr P Hannon	Newport
Cllr S Jones	Rhondda Cynon Taf
Cllr S Pickering	Rhondda Cynon Taf
Cllr M Powell	Monmouthshire
Cllr E Hacker	Vale of Glamorgan
Cllr E Galsworthy	Merthyr Tydfil
Cllr C James	Bridgend
Cllr P Drake	Vale of Glamorgan
Cllr J Morgan	Blaenau Gwent
Cllr A Jones	Torfaen
Cllr D Ali	Cardiff

Representatives on ICT Steering Group	
Cllr P Drake	Vale of Glamorgan
Cllr A Jones	Torfaen
Cllr C Elsbury	Caerphilly
Cllr D Ali	Cardiff

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

AGENDA ITEM NO 11
8 JUNE 2015

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)

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.
- 1.2 In addition, Members are also provided with a copy of the Public Services Ombudsman for Wales Updated Guidance for Members on the Code of Conduct (also on the disc).
- 1.3 Members are also advised that due to continual updates in the guidance coming through for the new Local Pensions Board, it will be necessary to further amend the terms of reference for this Committee and therefore the necessary changes have not as yet been incorporated to date and a further report will be brought to Members at their next Fire & Rescue Authority meeting to request the relevant changes.

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.

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

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

AGENDA ITEM NO 12
 8 JUNE 2015

TO AGREE THE CYCLE OF MEETINGS FOR THE MUNICIPAL YEAR 2015/16

SUMMARY

This report provides details of the proposed cycle of Committee and Working Group meetings for the Municipal Year 2014/15.

RECOMMENDATION

That the cycle of Committee and Working Group meetings for the municipal year 2015/16 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 2015/16 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 2015/16 detailed in Appendix 1 to the report be agreed.

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

MEETING/COMMITTEE CALENDAR 2015 - 2016²⁹

	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
	Local Pension Board Mandatory Training		Carol Service

	JUNE 2015					JULY 2015					AUGUST 2015					
Sun	-	7	14	21	28	-	5	12	19	26	-	2	9	16	23	30
Mon	1	8	15	22	29	-	6	13	20	27	-	3	10	17	24	31
Tue	2	9	16	23	30	-	7	14	21	28	-	4	11	18	25	
Wed	3	10	17	24	-	1	8	15	22	29	-	5	12	19	26	
Thur	4	11	18	25	-	2	9	16	23	30	-	6	13	20	27	
Fri	5	12	19	26	-	3	10	17	24	31	-	7	14	21	28	
Sat	6	13	20	27	-	4	11	18	25	-	1	8	15	22	29	
	SEPTEMBER 2015					OCTOBER 2015					NOVEMBER 2015					
Sun	-	6	13	20	27	-	4	11	18	25	1	8	15	22	29	
Mon	-	7	14	21	28	-	5	12	19	26	2	9	16	23	30	
Tue	1	8	15	22	29	-	6	13	20	27	3	10	17	24	-	
Wed	2	9	16	23	30	-	7	14	21	28	4	11	18	25	-	
Thur	3	10	17	24	-	1	8	15	22	29	5	12	19	26	-	
Fri	4	11	18	25	-	2	9	16	23	30	6	13	20	27	-	
Sat	5	12	19	26	-	3	10	17	24	31	7	14	21	28	-	
	DECEMBER 2015					JANUARY 2016					FEBRUARY 2016					
Sun	-	6	13	20	27	-	3	10	17	24	31	-	7	14	21	28
Mon	-	7	14	21	28	-	4	11	18	25	-	1	8	15	22	29
Tue	1	8	15	22	29	-	5	12	19	26	-	2	9	16	23	-
Wed	2	9	16	23	30	-	6	13	20	27	-	3	10	17	24	-
Thur	3	10	17	24	31	-	7	14	21	28	-	4	11	18	25	-
Fri	4	11	18	25	-	1	8	15	22	29	-	5	12	19	26	-
Sat	5	12	19	26	-	2	9	16	23	30	-	6	13	20	27	-
	MARCH 2016					APRIL 2016					MAY 2016					
Sun	-	6	13	20	27	-	3	10	17	24	1	8	15	22	29	
Mon	-	7	14	21	28	-	4	11	18	25	2	9	16	23	30	
Tue	1	8	15	22	29	-	5	12	19	26	3	10	17	24	31	
Wed	2	9	16	23	30	-	6	13	20	27	4	11	18	25	-	
Thur	3	10	17	24	31	-	7	14	21	28	5	12	19	26	-	
Fri	4	11	18	25	-	1	8	15	22	29	6	13	20	27	-	
Sat	5	12	19	26	-	2	9	16	23	30	7	14	21	28	-	

13 June 2016 - AGM



30 CALENDR CYFARFOD/PWYLLGOR 2015 - 2016

- Cyfarfod Yr Awdurdod Tân ac Achub
- Pwyllgor Safonau
- Cyllid, Asedau a Pherfformiad Gweithgor Rheoli
- Pwyllgor Bwrdd Pensiynau Lleol
- Hyfforddiant Gorfodol y Bwrdd Pensiynau Lleol

- Cyfarfod AD & Chydraddoldeb
- Cyfarfod Pwyllgor Ariannu, Archwilio a Rheoli Perfformiad
- Noson Wobrywo
- Pwyllgor Materion Cenedlaethol
- Gwasanaeth Carolau

	MEHEFIN 2015					GORFENNAF 2015					AWST 2015					
Sul	-	7	14	21	28	-	5	12	19	26	-	2	9	16	23	30
Llun	1	8	15	22	29	-	6	13	20	27	-	3	10	17	24	31
Mawrth	2	9	16	23	30	-	7	14	21	28	-	4	11	18	25	
Merch	3	10	17	24	-	1	8	15	22	29	-	5	12	19	26	
Iau	4	11	18	25	-	2	9	16	23	30	-	6	13	20	27	
Gwen	5	12	19	26	-	3	10	17	24	31	-	7	14	21	28	
Sad	6	13	20	27	-	4	11	18	25	-	1	8	15	22	29	
	MEDI 2015					HYDREF 2015					TACHWEDD 2015					
Sul	-	6	13	20	27	-	4	11	18	25	1	8	15	22	29	
Llun	-	7	14	21	28	-	5	12	19	26	2	9	16	23	30	
Mawrth	1	8	15	22	29	-	6	13	20	27	3	10	17	24	-	
Merch	2	9	16	23	30	-	7	14	21	28	4	11	18	25	-	
Iau	3	10	17	24	-	1	8	15	22	29	5	12	19	26	-	
Gwen	4	11	18	25	-	2	9	16	23	30	6	13	20	27	-	
Sad	5	12	19	26	-	3	10	17	24	31	7	14	21	28	-	
	RHAGFYR 2015					IONAWR 2016					CHWEFROR 2016					
Sul	-	6	13	20	27	-	3	10	17	24	31	-	7	14	21	28
Llun	-	7	14	21	28	-	4	11	18	25	-	1	8	15	22	29
Mawrth	1	8	15	22	29	-	5	12	19	26	-	2	9	16	23	-
Merch	2	9	16	23	30	-	6	13	20	27	-	3	10	17	24	-
Iau	3	10	17	24	31	-	7	14	21	28	-	4	11	18	25	-
Gwen	4	11	18	25	-	1	8	15	22	29	-	5	12	19	26	-
Sad	5	12	19	26	-	2	9	16	23	30	-	6	13	20	27	-
	MAWRTH 2016					EBRILL 2016					MAI 2016					
Sul	-	6	13	20	27	-	3	10	17	24	1	8	15	22	29	
Llun	-	7	14	21	28	-	4	11	18	25	2	9	16	23	30	
Mawrth	1	8	15	22	29	-	5	12	19	26	3	10	17	24	31	
Merch	2	9	16	23	30	-	6	13	20	27	4	11	18	25	-	
Iau	3	10	17	24	31	-	7	14	21	28	5	12	19	26	-	
Gwen	4	11	18	25	-	1	8	15	22	29	6	13	20	27	-	
Sad	5	12	19	26	-	2	9	16	23	30	7	14	21	28	-	

13 Mehefin 2016 - CCB



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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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