

**AWDURDOD TÂN AC ACHUB CANOLBARTH A GORLLEWIN  
CYMRU**



**MID AND WEST WALES FIRE AND RESCUE AUTHORITY**

**COFNODION  
CYFARFOD CYFFREDINOL BLNYDDOL YR AWDURDOD**

**GANOLFAN GYNADLEDDA  
PENCADLYS Y GWASANAETH TÂN AC ACHUB,  
CAERFYRDDIN**

**Dydd Mercher 1 Mehefin 2011**

**MINUTES  
OF THE AUTHORITY ANNUAL GENERAL MEETING**

**THE CONFERENCE CENTRE  
FIRE AND RESCUE SERVICE HEADQUARTERS,  
CARMARTHEN**

**Wednesday 1 June 2011**

**11.00 – 12.00**

**80% PRESENOLDEB/ATTENDANCE**

Presennol yn y Cyfarfod/Present at Meeting:

|                                     |  |
|-------------------------------------|--|
| <b>CADEIRYDD/CHAIRMAN:</b>          | C Philpott   |
| <b>IS-GADEIRYDD/VICE CHAIRMAN:</b>  | R Llewellyn  |
| <b>AELODAU/MEMBERS:</b>             | Cyng/Cllrs: A Woolcock, M Williams,<br>G Thomas, J Holmes, J Dinham,<br>A Davies, D Davies, T Tudor, T Evans,<br>J Dudley, J J J Davies, S Lloyd-<br>Janes, J Newbury, D Thomas, N<br>Holley, P Smith, M Pepper, G Ratcliffe |
| <b>YMDDIHEURIADAU/APOLOGIES:</b>    | P Llewellyn, P James, D Howells,<br>H Morris   |
| <b>YN BRESENNOL /IN ATTENDANCE:</b> | R Smith, P Bates, E Aitken,<br>D Daycock, C Davies, J Cameron,<br>J Maunder  |

**1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors D Howells, P James, P Llewellyn and H Morris

**2 DECLARATION BY MEMBERS OF ANY PERSONAL INTERESTS**

All Members present declared that they had a personal interest regarding all matters that related to or affected their own Constituent Authority.

**3 PERSONAL MATTERS/CHAIR'S ANNOUNCEMENTS**

Councillor T E Evans announced the passing of ex firefighter Rhys Thomas Daniel JP. Members requested that the condolences of the Fire Authority be passed onto Mr Daniel's family.

**4 ELECTION OF CHAIRPERSON FOR THE MUNICIPAL YEAR 2011/2012**

Councillor C Philpott was proposed and duly seconded. Cllr Philpott accordingly declared a personal interest. There were no other nominations.

Upon being put to the vote,

***It was RESOLVED that Councillor C Philpott be elected Chair of the Fire and Rescue Authority for the ensuing year 2011/2012.***

**5 ELECTION OF VICE CHAIRPERSON FOR THE MUNICIPAL YEAR 2011/2012**

Councillor R Llewellyn was nominated and duly seconded. Cllr Llewellyn accordingly declared a personal interest. There were no other nominations.

Upon being put to a vote,

***It was RESOLVED that Councillor R Llewellyn be elected Vice Chair of the Fire and Rescue Authority for the ensuing year 2011/2012.***

**6 TO APPROVE THE COMPOSITION OF THE AUTHORITY'S COMMITTEES AND TO APPOINT MEMBERS TO SERVE UPON THEM**

The Fire Authority approved the composition and appointment of Members to Committees and Working Groups for the 2011/2012 Municipal Year, ensuring that all seats on the Authority's Standing Committees were allocated in a manner that reflected the overall political composition of the Authority. It was noted that none of the Swansea Labour Fire Authority members were in attendance at the meeting and the Chair together with the Vice Chair and Leader of the Labour Group would contact them to enquire as to why they were not present, to agree a way forward.

Reference was made to the Member attendance figures of the Scrutiny Group which had been set out in the report at the request of the Chair of the

Performance, Review and Audit Committee. The Authority was advised that the information was already in the public domain, but that the minutes would reflect that attendance was not mandatory. Further consideration would be given to the means of communication regarding scrutiny meetings in the future.

### **Performance, Review and Audit (10)**

Councillors: M Williams, M Pepper, A Davies, P Smith (subject to confirmation), C Philpott, J Holmes, J J J Davies, P James, J Dudley, one Labour vacancy (name to be confirmed).

### **People and Organisational Development (10)**

Councillors: P Llewellyn, D Howells, S Lloyd-Janes, A Woolcock, C Philpott, J Holmes, R Llewellyn, M Williams, P James, one Labour vacancy (name to be confirmed).

### **Resources (15)**

Councillors: G Ratcliffe, D Davies, JJJ Davies, N Holley, G Thomas, M Pepper, S Lloyd-Janes, T Tudor, H Morris, TE Evans, J Newbury, R Llewellyn, D Thomas, J Dinham, A Woolcock

### **Member Development Working Group (8)**

Councillor C Philpott (Chair of the Authority)  
Councillor R Llewellyn (Vice Chair of the Authority)  
Councillor D Davies (Carmarthenshire)  
Councillor P James (Ceredigion)  
Councillor D Howells (Swansea)  
Councillor J Dudley (Neath Port Talbot)  
Councillor P Llewellyn (Pembrokeshire)  
Councillor G Thomas (Powys)

### **Risk Reduction Planning (RRP) Working Group (6)**

Councillor J J J Davies (Carmarthenshire)  
Councillor T E Evans (Ceredigion)  
Councillor C Philpott (Swansea)  
Councillor A Woolcock (Neath Port Talbot)  
Councillor P Llewellyn (Pembrokeshire)  
Councillor M Williams (Powys)

### **Standards Committee (3)**

|             |  |
|-------------|--|
| J Holmes    | Already serving a 4 year term from 3 <sup>rd</sup> June 2009       |
| R Llewellyn | Already serving a 4 Year term from 10 <sup>th</sup> December 2009  |
| A.P Davies  | Already serving a 4 year term from 28 <sup>th</sup> September 2009 |

## Scrutiny Group

|                     |                                      |
|---------------------|--------------------------------------|
| All Members of PRAC | As Committee Membership<br>2011/2012 |
| Member of Resources | J Dinham                             |
| Member of Resources | G Thomas                             |
| Member of Resources | H Morris                             |
| Member of POD       | M Williams                           |
| Member of POD       | D Thomas (subject to confirmation)   |
| Member of POD       | P Llewellyn                          |

## Appointments Committee (10)

|   |                                    |
|---|------------------------------------|
| Chair of the Authority                          | C Philpott                         |
| Vice Chair of the Authority                     | R Llewellyn                        |
| Chair of People & Organisational<br>Development | Jeff Holmes                        |
| Chair of Performance Review & Audit             | J Dudley                           |
| Chair of Resources                              | A Woolcock                         |
| Leader of the Labour Group                      | A Davies                           |
| Independent Member                              | M Pepper                           |
| Plaid Cymru Member                              | Dyfrig Thomas                      |
| Labour Member                                   | S Lloyd-Janes                      |
| Labour Member                                   | P Smith (subject to confirmation ) |

## Shortlisting Panel (5)

|   |            |
|---|------------|
| Chair of the Authority                          | C Philpott |
| Chair of People & Organisational<br>Development | J Holmes   |
| Chair of Performance Review & Audit             | J Dudley   |
| Chair of Resources                              | A Woolcock |
| Leader of the Independent Group                 | TE Evans   |
| Leader of the Labour Group                      | A Davies   |

## **RESOLUTION**

***It was RESOLVED that the Membership and composition of the Authority's Committees and Working Groups be approved***

### **7 TO APPROVE THE FIRE AUTHORITY'S STANDING CONFERENCES, AND AGREE THE REPRESENTATION AT, AND NOMINATION FOR EACH CONFERENCE**

The report set out the schedule of Authority's standing conferences, external training and development seminars and Memorial Services in order for Members to determine their representation for 2011/12.

It was noted that due to the current economic climate two Standing Conferences had not been convened for this year, namely the Fire and Rescue Conference and the Irish CFOA Conference.

Committee were informed that as part of the Service Review Program, in which attendance at standing conferences and events had been reviewed, annual attendance at the Ypres Armistice Remembrance Ceremony be reduced and that Members attending covered their own costs.

However, following discussion, Members were strongly of the view that attendance at the Ceremony was worthwhile and agreed that funding for a maximum of two members should be provided. This would uphold the longstanding tradition of Fire Authority Members laying a wreath at the Menin Gate in remembrance of those who lost their lives during the Great War. It was further agreed that the Irish CFOA Conference should be removed from the Authority's list of Standing Conferences in future years.

## RESOLUTION

*It was RESOLVED that*

***Members affirmed the existing policy in respect of representation, namely that a final decision on representation be made by Chair and Vice Chair in collaboration with the Chief Fire Officer once the programme for each conference had been received and it's relevance in the context of a devolved Service evaluated***

## 8 TO CONFIRM APPOINTMENTS OF MEMBERS TO OUTSIDE BODIES

The report set out the Authority's representation on a variety of outside bodies which demonstrated the Authority's commitment to collaboration and partnership working. Members were asked to confirm or otherwise nominations for representation on the following bodies for 2011/2012:

|  |  |
|--|--|
| WLGA Fire and Rescue Panel                                   | Chair <b>and</b> Vice Chair  |
| Chair & Chief's Ministerial Fire & Rescue Liaison Group      | Chair <b>or</b> Vice Chair   |
| WLGA Co-ordinating Committee                                 | One representative from the three Welsh Fire & Rescue Authority's (currently from North Wales Fire and Rescue Service) |
| Employers Side Representative for the National Joint Council | Councillor T.E. Evans – nomination made by the WLGA who are content for Councillor Evans to continue.                  |
| Firebrake Trustees Meeting                                   | Chair  |
| Ceredigion Community Safety Partnership                      | Councillor Paul James  |

## RESOLUTION

*It was RESOLVED that the Authority's representation to outside bodies be approved as tabled above.*

### 9 TO APPROVE THE DIARY OF MEETINGS FOR 2011-2012

The report set out the diary of meetings for 2011-2012 which provided the dates for the Fire and Rescue Authority and its Committees, together with the programme for members training and development:

## RESOLUTION

*It was RESOLVED that the following list of meetings and the programme for members training and development for 2011-2012 be approved:*

### SCHEDULE OF MEETINGS 2011-2012

|  |                               | TRAINING & DEVELOPMENT PROGRAMME                                |
|--|-------------------------------|---|
| <b>FIRE AUTHORITY</b>                          | 1 June 2011 (AGM)             | <b>Induction Training</b>                                       |
|  | 27 June 2011                  | <b>Welsh Language in Meetings</b>                               |
|  | 26 September 2011             | <b>Presentation Skills</b>                                      |
|  | 24 October 2011               | <b>Corporate Risk</b>   |
|  | 5 December 2011               | <b>Probity, Corporate Governance &amp; good decision making</b> |
|  | 6 February 2012               | <b>Site visit – venue subject to confirmation</b>               |
|  | 14 May 2012                   |   |
| <b>RESOURCES</b>                               | 11 July 2011                  | <b>Site visit – venue subject to confirmation</b>               |
|  | 14 November 2011              | <b>IT Training - 1</b>  |
|  | 9 January 2012                | <b>IT Training - 2</b>  |
|  | 2 April 2012                  |   |
| <b>PEOPLE &amp; ORGANISATIONAL DEVELOPMENT</b> | 13 June 2011                  |   |
|  | 12 September 2011             | <b>Practical Session - Earlswood</b>                            |
|  | 19 December 2011              | <b>Equality &amp; Diversity</b>                                 |
|  | 12 March 2012                 | <b>Mentoring</b>  |
| <b>PERFORMANCE, REVIEW AND AUDIT COMMITTEE</b> | 25 July 2011                  | <b>Scrutiny</b>   |
|  | 10 October 2011               | <b>Scrutiny</b>   |
|  | 23 January 2012               | <b>Scrutiny</b>   |
|  | 23 April 2012                 | <b>Scrutiny</b>   |
| <b>STANDARDS</b>                               | 7 November 2011 (TBC)         |   |
|  | 26 March 2012 (TBC)           |   |
| <b>JOINT CONSULTATIVE COMMITTEE</b>            | 24 October 2011               |   |
|  | 14 May 2012                   |   |
| <b>MEMBER DEVELOPMENT WORKING GROUP</b>        | 18 <sup>th</sup> July 2011    |   |
|  | 31 <sup>st</sup> October 2011 |   |
|  | 30 <sup>th</sup> January 2012 |   |
|  | 30 <sup>th</sup> April 2012   |   |

## 10 TO RECEIVE THE MEMBER SUPPORT AND DEVELOPMENT STRATEGY

In October 2008, Mid & West Wales Fire Authority's commitment to member development was recognised in that it was awarded the bronze level of the WLGA Wales Charter for Member Support & Development (WCMSD).

Mid & West Wales Fire & Rescue Authority were commended for going above and beyond the standards needed in order to attain the Member's Charter, in particular by demonstrating that Members were undertaking personal development interviews and being given individual development plans and performance reviews to ensure bespoke opportunities were created in accordance with feedback from Members.

To maintain the Fire Authority's commitment to member development a revised Member Development strategy has been created for 2011-2014 with a supporting development programme in the form of a Member development training brochure

Members requested that the brochure be sent to all Democratic Services departments within the six Unitary Authority areas

### **RESOLUTION**

*It was RESOLVED that*

- 1. Members approve the draft Member Development Programme*
- 2. Members approve the Member Development Training Brochure*