

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



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

**NOTE: THESE MINUTES ARE SUBJECT TO CONFIRMATION BY THE FIRE AUTHORITY AT ITS  
NEXT MEETING**

**COFNODION  
CYFARFOD YR AWDURDOD TAN**

Ganolfan Gynadledda,  
Pencadlys Y Gwasanaeth Tân Ac Achub, Caerfyddin  
**24 MEHEFIN 2013**

**MINUTES  
OF THE FIRE AUTHORITY MEETING**

The Conference Centre,  
Fire and Rescue Service Headquarters, Carmarthen  
**24 JUNE 2013**

**11.00 – 12.45**

**80% PRESENOLDEB/ATTENDANCE**

Presennol yn y Cyfarfod/Present at Meeting:

|                              |  |
|------------------------------|--|
| GADEIRYDD/ CHAIR:            | R Llewellyn  |
| IS-GADEIRYDD/ DEPUTY CHAIR:  | G Thomas   |
| AELODAU/MEMBERS:             | Cyng/Cllrs: J Bayliss, K W Curry,<br>J Curtice, J Dudley, W E Evans,<br>T Hennegan, P James, K Pearson,<br>G Jones, A Lewis, R Lewis, C Lloyd,<br>D R Rees-Evans, S Paddison,<br>D E Williams, G Walker, A Wilcox,<br>E Williams |
| YMDDIHEURIADAU/APOLOGIES:    | Cyng/Cllrs: T J Richards, W D Thomas,<br>K Tampin  |
| YN BRESENNOL /IN ATTENDANCE: | R Smith, P Bates, D Daycock, C Davies,<br>D Masson, E Aitken, K Jones,<br>R Quin, J Maunder  |

## **1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors TJ Richards, WD Thomas and K Tampin

## **2 DECLARATIONS BY MEMBERS OF ANY PERSONAL OR PREJUDICIAL INTERESTS**

All Members present declared that they had a personal interest in any matters relating to, or likely to affect their own Constituent Authority, and Councillors T Hennegan and W Evans, Chairs of the Performance Audit and Scrutiny and Resource Management Committees respectively, declared a prejudicial interest regarding item 12.

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

The Chair reminded the meeting that all Members had the right to speak in the language of their choice at Fire Authority meetings and encouraged the use of the simultaneous translation service made available to them.

The Chair congratulated Rev Canon Iltyd Prothero on being appointed as an Honorary Canon of St David's Cathedral in recognition of his hard work and dedication as Chaplain to the Fire & Rescue Service, Carmarthenshire Mental Health Services and for his proactive youth work. The Bishop of St David's, the Right Reverend J Wyn Evans bestowed the honour on Canon Iltyd in a Service at St David's Cathedral on Thursday, 20th June which the Chair and Officers attended.

Sincere condolences were extended to Assistant Chief Officer Derek Masson on the recent passing of his father.

The Authority were informed that a training session on Chairing Skills would be held after the meeting at which all Members were encouraged to attend. Members were also requested to complete and return the annual accessibility questionnaire which had been handed out at the start of the meeting.

## **4 TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE FIRE AUTHORITY MEETING HELD ON 11 FEBRUARY 2013**

The minutes of the Fire Authority meeting held on 11 February 2013 were confirmed and approved as a true record of the proceedings, subject to the following amendments:

Page 11, Item 16, the heading to read 'To Receive the Pay Policy Statement 2013/14, and

Page 11, item 17, the final words of the third sentence to read 'Exempt Information'

**5 TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE EXTRAORDINARY MEETING OF THE FIRE AUTHORITY HELD ON 16 APRIL 2013**

The minutes of the Extraordinary Meeting of the Fire Authority held on 16 April 2013 were confirmed and approved as a true record of proceedings, subject to the following amendment:

Page 11, fourth paragraph to read: 'Against the motion'

It was agreed to record that the audio function had failed at the Extraordinary General Meeting of the Fire Authority.

Councillor Walker made reference to the discussion on the legal advice received on the Self Rostered Crewing system being fully compliant with the Working Time Regulations 1998 and the challenge in this regard by the FBU legal advisors.

The Clerk indicated that an update report on the new crewing arrangements at Llanelli Community Fire Station would be presented to the next meeting of the Performance Audit and Scrutiny Committee on 22<sup>nd</sup> July 2013 and the opportunity would be available to raise any further issues at that meeting.

**6 TO RECEIVE, CONSIDER AND NOTE THE MINUTES OF THE PERFORMANCE, AUDIT AND SCRUTINY COMMITTEE HELD ON 29 APRIL 2013**

The minutes of the Performance, Audit and Scrutiny Committee held on 29 April 2013 were considered and noted.

As past Chair of the Committee, Councillor Dudley thanked Members for their support during her term of office.

**7 TO RECEIVE, CONSIDER AND NOTE THE MINUTES OF THE RESOURCE MANAGEMENT COMMITTEE HELD ON 13 MAY 2013**

The minutes of the Resource Management Committee held on 13 May 2013 were considered and noted.

**8 TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE ANNUAL GENERAL MEETING OF THE FIRE AUTHORITY HELD ON 5 JUNE 2013**

The minutes of the Annual General Meeting of the Fire Authority held on 5 June 2013 were confirmed and approved as a true record of the proceedings.

**Matters Arising from the Minutes of the Annual General Meeting held on 5 June 2013**

6 – To approve the composition of the Authority's Committees and to appoint Members to serve upon them

Further to the approval of the composition and appointment of Members to Committees and Working Groups for the 2013/2014 Municipal Year at the Annual General Meeting, Members had been aware that the final composition would be ratified pending further consideration following the meeting.

Accordingly, further amendments to the composition of Committees and Working Groups were recorded and an updated table of Committee Membership would be circulated following the meeting.

**9 TO RECEIVE, CONSIDER AND NOTE THE MINUTES OF THE SPECIAL MEETING OF THE PERFORMANCE, AUDIT AND SCRUTINY COMMITTEE HELD ON 5 JUNE 2013**

The minutes of the Special Meeting of the Performance, Audit and Scrutiny Committee held on 5 June 2013 were considered and noted.

**10 TO RECEIVE, CONSIDER AND NOTE THE MINUTES OF THE SPECIAL MEETING OF THE RESOURCE MANAGEMENT COMMITTEE HELD ON 5 JUNE 2013**

The minutes of the Special Meeting of the Resource Management Committee held on 5 June 2013 were considered and noted.

**11 TO RECEIVE A REPORT ON ATTENDANCE AT THE LGA ANNUAL FIRE CONFERENCE AND EXHIBITION 10-12 MARCH 2013**

The Deputy Chief Fire Officer reported that he and the Chair of the Fire Authority had attended the Annual LGA Fire Conference and Exhibition 2013 which had been held at the Hilton Brighton Metropole in Brighton on 12-13 March 2013. Over 300 delegates from all over the country were in attendance including the Chair and Deputy Chief Fire Officer from North Wales Fire & Rescue Service.

The report provided a summary of the main items of interest from what was an extremely well attended, topical and useful event. The Conference had departed from the usual style of having a single "theme." Given the range of significant issues facing Fire and Rescue Authorities, it had focussed on discussions around as many subject areas as possible, including Localism, Fire finance, sprinklers, the Fire Service College as well as a Ministerial address.

The Chair recommended that the Authority continue to support this conference in future years, subject to the usual stipulations around the relevance of the agenda.

**RESOLUTION**

***It was RESOLVED:***

***That the report be noted***

## 12 TO RECEIVE A REPORT ON THE RECOMMENDATIONS OF THE INDEPENDENT REMUNERATION PANEL FOR WALES

Councillor T Hennegan and Councillor W Evans retired from the meeting having previously declared a prejudicial interest regarding this agenda item.

The Clerk presented a report which summarised the findings contained within the Final Report of the Independent Remuneration Panel (IRPW) (December 2012) regarding members of Fire Authorities in Wales, and sought Members' views as to whether to pay the two standing Committee Chairs (namely the Resources Committee and the Performance, Audit and Scrutiny Committee's) a senior salary payment of £5,095 for the Municipal year 2013/14 onwards.

Members were aware that the Independent Remuneration Panel for Wales had published their annual report at the end of December 2012, under the requirements of the Local Government (Wales) Measure 2011. Under the powers provided by the measure the Panel had produced a new set of regulations (IRPW Regulations) which came into effect on 1 April 2012, and which applied to payments made to Members and co-opted Members of Local Authorities, National Park Authorities, and Welsh Fire & Rescue Authorities.

It was reported that whilst the structure of each Authority in Wales differed somewhat, during 2012/13 both North Wales and South Wales Fire and Rescue Authorities had approved the payment of senior salaries.

Members noted that the Authority's existing Scheme of Members' Remuneration had been approved on 16th April 2012 when the resolution had been made not to pay a senior salary to Committee chairs and that the decision be re-visited in 12 months' time. Therefore, the Resource Management Committee and Performance, Audit and Scrutiny Committee continued to be Chaired by Members who did not receive a senior salary for 2012/13.

The cost of the new salary payments should Members agree to paying the maximum number allowed under the scheme would be £53,011 in the financial year 2012/13 against a budget of £46,893. The full year total cost of the new salary payments including ordinary members would be £53,720.

The Democratic Services Forum had considered this item at their meeting on 17<sup>th</sup> June 2013 and had made the recommendation that in the light of the current economic climate, that Senior Salary payments not be made, but that a thorough review of the payments be undertaken in 12 months' time.

The Forum had also expressed the view that it would be helpful to find out from the two previous past Chairs of the Resource Management Committee and Performance, Audit and Scrutiny Committee how much additional work was involved in chairing the two Committees.

Previous Chairs of Committees confirmed the additional work attached to the role and

a debate ensued as to whether the additional work should receive the Senior Salary remuneration.

A number of Members, although acknowledging the additional work involved in the role of Chair of Committee, were of the view that payment of the Senior Salary was inappropriate in the current economic climate. Furthermore they were of the view that in order to ensure fairness that no enhanced payments be paid and proposed that the payment for the Deputy Chair of the Authority be revoked.

Other Members were opposed to this proposal, particularly in view of the fact that the Deputy Chair of the Fire Authority stood in for the Chair on many occasions and undertook duties in excess of those of a Chair of a Committee.

The Chair proposed the recommendation as follows:

*That the Fire Authority approve the payment of Senior Salaries for Committee Chairs for the Municipal year 2013/14 onwards.*

An amendment to the recommendation was moved as follows:

*That the Senior Salary currently paid to the Deputy Chair of the Fire Authority be revoked and that a decision on the payment of Senior Salaries to the Deputy Chair and Chairs of Committees be deferred for one year.*

Upon being put, the amendment to the recommendation was carried and became the substantive motion

## **RESOLUTION**

***It was RESOLVED that***

***The Senior Salary currently paid to the Deputy Chair of the Fire Authority be revoked from 24<sup>th</sup> June 2013, and that a decision on the payment of Senior Salaries to the Deputy Chair and the Chairs of Committees be deferred for one year.***

***(NB: The Clerk advised that he would need to check with the Independent Remuneration Panel for Wales whether revocation of the Senior Salary for the Deputy Chair was within the remit of the Fire Authority)***

### **13 TO APPROVE THE WELSH LANGUAGE MONITORING REPORT 2012/13**

The Deputy Chief Fire Officer introduced the Welsh Language Monitoring report and informed Members that as part of the Welsh Language Scheme's monitoring process an annual progress report had to be submitted to the Welsh Language Commissioner by 30th June each year. The Annual Monitoring Report contained areas of achievements and areas for development measured against the commitments made in the Service's Welsh Language Scheme.

The monitoring report provided the formal basis on which compliance with the Service's

statutory Welsh Language Scheme was evaluated and provided a clear picture of the progress made in 2012/13.

The Service had a role in sustaining and fostering the Welsh language heritage and to this end had adopted an incremental and inclusive approach in the implementation of its Welsh Language Scheme and had sought to ensure that all requirements were carried out with sensitivity and positive encouragement. During the reporting period the Service had invested both time and resources to ensure compliance with the Scheme and there had been significant progress to fully embed the Welsh language across the organisation.

The Welsh Language Monitoring report for 2012/13 had demonstrated that the Service had been making progress in its drive towards improving its bilingual services and the profile of the Welsh language within the Service had been raised considerably. Systems and procedures had been implemented which had set a firm foundation for the recording of information, monitoring progress and mainstreaming the Welsh language and these would continue to be further enhanced. There was also clear evidence of leadership and commitment at corporate management and senior management level.

Members welcomed the report and congratulated those Officers with responsibility for promoting the Welsh Language within the Service. In response to a query from a Member regarding possible cost savings in producing separate documents in Welsh or English only, according to preference, it was responded that the number of paper copies had reduced significantly with documents being disseminated electronically wherever possible. There was also the issue of compliance with Welsh Language legislation and of providing a language choice to the end user. When appropriate translation costs were shared with North and South Wales Fire & Rescue Services.

It was further noted that the Service provided documents in the language of other ethnic groups within the Service area including Polish and Chinese and had forged strong links with these communities across the organisations area.

## **RESOLUTION**

***It was RESOLVED that the Welsh Language Monitoring Report for 2012/13 be approved***

### **14 TO RECEIVE A REPORT ON THE SETTING UP OF AN EMERGENCY ISSUES COMMITTEE**

The Clerk presented a report requesting that the Fire Authority give consideration to setting up an Emergency Issues Committee to meet as required in order to deal with emergency issues that arose, without the need to convene a full Fire Authority meeting.

It was noted that the two other Fire Authorities in Wales did not have Emergency Committees, though North Wales Fire and Rescue Authority did have an Executive Panel

It was proposed that the Committee would be made up of 5 Members comprising of the Chair, Deputy Chair, Leader of the Coalition Alliance Group, Leader of the Labour Group and either the Chair of Resource Management Committee or the Chair of the Performance, Audit and Scrutiny Committee, and would be as far as possible politically proportionate.

The Committee would deal with urgent issues arising where it would be impractical or inappropriate to convene a full Fire Authority meeting. The Committee would have full power to deal with any matter arising with immediate effect, but would report its decisions to the next available full Fire Authority meeting.

Consideration had been given to this matter by the Democratic Services Forum at its meeting on 17<sup>th</sup> June 2013 where Members had been of the view that they wished the current arrangements to remain of convening an extraordinary meeting of the full Fire Authority as the need arose. The power given to officers under article 19.34 of the Constitution to make urgent decisions would however remain.

Members did not feel that there was a need to set up an emergency issues committee as such matter could be dealt with under the existing Constitutional provisions.

## **RESOLUTION**

**It was resolved**

***That there should not be an emergency issues committee set up, and that a full meeting of the Fire Authority be convened as necessary in order for members to consider any emergency or urgent matters.***

**15      *There were no items of urgent business***

The meeting closed at 12:45.