

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



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

**COFNODION CYFARFOD CYFFREDINOL BLYNYDDOL  
YR AWDURDOD**

Ystafell Caer,  
Pencadlys Y Gwasanaeth Tân Ac Achub, Caerfyrddin

**Dydd Mercher 7 Mehefin 2017**

**MINUTES OF THE AUTHORITY  
ANNUAL GENERAL MEETING**

The Caer Suite,  
Fire and Rescue Service Headquarters, Carmarthen

**Wednesday 7 June 2017**

10.00 – 11.05

**84% PRESENOLDEB/ATTENDANCE**

Presennol yn y Cyfarfod/Present at Meeting:

<b>CADEIRYDD/CHAIR:</b>	R Rees-Evans (Clerk items 1 to 4)
<b>IS-GADEIRYDD/DEPUTY CHAIR:</b>	J Curtice
<b>AELODAU/MEMBERS:</b>	Cyng/Cllrs: A Brinn, M Charles, M Crowley, K Curry, C Evans, L Frayling, J Hale, T Hennegan, P James, K Laurie-Parry, R Lewis, A Llewelyn, K Madge, G Tanner, G Walker, J Warman, E Williams, A Woolcock, T Van-Rees
<b>YMDDIHEURIADAU/APOLOGIES:</b>	Cyng/Cllrs: S Joseph, C Mills, D Thomas, E Thomas
<b>YN BRESENNOL /IN ATTENDANCE:</b>	C Davies, M Crennell, R Quin, K Jones, R Thomas, I Cray, S Jenkins, M Harries, D Daycock, C Jackson, C Williams

## 1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors S Joseph, C Mills, D Thomas and E Thomas .

## 2 DECLARATION BY MEMBERS OF ANY PERSONAL INTERESTS

All Members present declared that they had a personal interest in any matters relating to, or likely to affect their own Constituent Authority.

Councillor R Rees-Evans declared a prejudicial interest in item 4 of the Agenda, namely the Election of the Chair of the Authority for the municipal year 2017/18.

Councillor J Curtice declared a personal interest in item 5 of the Agenda, namely the Election of the Deputy Chair of the Authority for the municipal year 2017/18.

Councillor J A Hale declared a personal interest by way of membership of the UNISON Trade Union and notified the meeting that he would be requesting a dispensation from the Standards Committee.

Councillor G Walker declared a personal interest by way of out of trade membership of the Fire Brigades Union.

## 3 PERSONAL MATTERS / ANNOUNCEMENTS

The Clerk drew Members' attention to a programme which provided an overview of the day's proceedings.

It was agreed that the Personal Matters and Announcements would be Adjourned until the election of the Chair for the municipal year 2017/18 (item adjourned).

## 4 ELECTION OF CHAIR FOR THE MUNICIPAL YEAR 2017/2018

Councillor R Rees-Evans was proposed and duly seconded. There were no other nominations.

Upon being put to the vote,

***It was RESOLVED that Councillor R Rees-Evans be elected Chair of the Fire and Rescue Authority for the municipal year 2017/2018.***

## 3 PERSONAL MATTERS / ANNOUNCEMENTS [continued from item 3]

[continued]

Councillor R Rees-Evans stated that it was a great honour to be elected as Chair and extended his gratitude for the confidence shown in him by Members. Councillor R Rees-Evans commented that he looked forward to working with Members for the benefit of the Fire Authority in its entirety during the forthcoming year.

The Chair was delighted to welcome back Cllr P James to the Authority following his period of ill-health.

The Chair paid tribute to Cllr J Dudley for her sterling contribution to the work of the Fire Authority during her term of office as Chair.

The Chair extended a very warm welcome to the twelve new Members of the Fire Authority and paid tribute to those Members who, for a variety of reasons, had not returned following the local elections. These were Councillors Cyril Anderson, Peter Black, Janice Dudley, Wynne Evans, Stephen Davies, Roy Llewellyn, Suzanne Paddison, Karen Pearson, Phil Pritchard, Gillian Thomas, Tony Wilcox and Jan Williams. Members were informed that suitable letters of thanks had been issued to each of these Members to thank them for their contribution to the Authority.

At the invitation of the Chair, the Clerk/Monitoring Officer made reference to correspondence received by Members relating to a criminal prosecution due to be heard in Swansea Crown Court on 17 July 2017. The Clerk/Monitoring Officer explained the legal situation whereby Members were advised that the matter was sub-judice and as such it would be inappropriate for any Officer or Member to make any comments or interfere in the legal process in any way until the trial had concluded.

## **5 ELECTION OF DEPUTY CHAIR FOR THE MUNICIPAL YEAR 2017/2018**

Councillor J Curtice was nominated and duly seconded. There were no other nominations.

Upon being put to a vote,

***It was RESOLVED that Councillor J Curtice be elected Deputy Chair of the Fire and Rescue Authority for the municipal year 2017/2018.***

In response, Councillor J Curtice stated that it was a great pleasure to be elected as Deputy Chair and would endeavour to fully support the Chair during the next twelve months to hopefully provide an excellent service to the citizens of Mid and West Wales.

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

The Clerk/Monitoring Officer reported that, in accordance with the Constitution, the Authority was required to appoint Members to serve on its Committees and to allocate those seats to reflect the overall political composition of the Authority, as far as practicable. Members were further advised that appointments to the Committees should, as far as possible, also reflect the geographical makeup of the Authority, though the composition of the committees could be subject to change throughout the year. Attention was drawn to the overall political makeup of the Authority, which was set out at Appendix 1 of the report and Members were requested to unanimously agree the allocation of seats to the unaffiliated Member.

The Clerk/Monitoring Officer confirmed that notification had been received that the Conservatives, Independents (other than one unaffiliated independent member), Liberal Democrats and Plaid Cymru parties had formed the Coalition Alliance (CA) Group and there was also a Labour Party (Labour) Group, therefore committee appointments were made on that basis.

The Clerk / Monitoring Officer further reported that a single member could not form a political group, and could only be allocated a place on a Committee should the Full Authority unanimously resolve to do so.

It was reported that the final composition of committees and working groups would be ratified on conclusion of the meeting, and that the minuted representation would reflect this.

The Fire Authority agreed the composition and appointment of Members to Committees, Working Groups and other fora for the 2017/18 Municipal Year, as follows:-

**Performance Audit and Scrutiny Committee (15 Members)**

<b>Political Party</b>	<b>2017/18 Representation</b>
Liberal Democrats (CA)	Kelvyn Curry (Powys)
Plaid Cymru (CA)	Alun Llewelyn (Neath Port Talbot)
Plaid Cymru (CA)	Elwyn Williams (Carmarthenshire) – <b>DEPUTY CHAIR</b>
Plaid Cymru (CA)	Paul James (Ceredigion)
Conservatives (CA)	Richard Lewis (Swansea)
Independent (CA)	Lyndon Frayling (Pembrokeshire)
Independent (CA)	Karen Laurie-Parry (Powys)
Independent (CA)	Tim Van-Rees (Powys)
Labour	Matthew Crowley (Neath Port Talbot)
Labour	Kevin Madge (Carmarthenshire)
Labour	John Warman (Neath Port Talbot)
Labour	Terry Hennegan (Swansea - <b>CHAIR</b> )
Labour	Jan Curtice (Swansea)
Labour	Gloria Tanner (Swansea)
Independent Unaffiliated	Gordon Walker (Swansea)

**Resource Management Committee (15 Members)**

<b>Political Party</b>	<b>2017/18 Representation</b>
Independent (CA)	Karen Laurie-Parry (Powys)
Independent (CA)	Tim Van-Rees (Powys)
Liberal Democrats (CA)	Rowland Rees-Evans (Ceredigion)
Conservative (CA)	Aden Brinn (Pembrokeshire)
Conservative (CA)	Claire Mills (Powys)
Plaid Cymru (CA)	Elwyn Williams (Carmarthenshire)
Plaid Cymru (CA)	Mansel Charles (Carmarthenshire)
Independent (CA)	Edward Thomas (Carmarthenshire) <b>CHAIR</b>

Independent (CA)	Stephen Joseph (Pembrokeshire)
Labour	Colin Evans (Carmarthenshire)
Labour	John Warman (Neath Port Talbot)
Labour	Kevin Madge (Carmarthenshire)
Labour	Joe Hale (Swansea)
Labour	Arwyn Woolcock (Neath Port Talbot)
Labour	Matt Crowley (Neath Port Talbot) <b>DEPUTY CHAIR</b>

### **Appointments Committee (10)**

<b>Composition</b>	<b>2017/18 Representation</b>
Chair of the Authority	Rowland Rees Evans (Ceredigion) (CA)
Deputy Chair of the Authority	Jan Curtice (Swansea) (Labour)
Chair Performance Audit & Scrutiny	Terry Hennegan (Swansea) (Labour)
Chair of Resource Management	Edward Thomas (Carmarthenshire) (CA)
Leader of the Labour group <i>(substituted by Deputy Leader due to dual role of Leader)</i>	Arwyn Woolcock (NPT) (Labour)
Leader of the Coalition Alliance group	Paul James (Ceredigion) (CA)
1 Member to maintain political proportionality - CA	Mansel Charles (Carmarthenshire) (CA)
1 Member to maintain political proportionality - CA	Claire Mills (Powys) (CA)
1 Member to maintain political proportionality - CA	Richard Lewis (Swansea) (CA)
1 Member to maintain political proportionality - (Labour)	Joe Hale (Swansea) (Labour)

### **Shortlisting Panel (6)**

<b>Composition</b>	<b>2017/18 Representation</b>
Chair of the Authority	Rowland Rees Evans (Ceredigion) (CA)
Deputy Chair of the Authority	Jan Curtice (Swansea) (Labour)
Chair Performance Audit & Scrutiny	Terry Hennegan (Swansea) (Labour)
Chair of Resource Management	Edward Thomas (Carmarthenshire) (CA)
Leader of the Labour group <i>(substituted by Deputy Leader due to dual role of Leader)</i>	Arwyn Woolcock (NPT) (Labour)
Leader of the Coalition Alliance group	Paul James (Ceredigion) (CA)

### **Democratic Services Forum (10)**

<b>Composition</b>	<b>2017/18 Representation</b>
Chair of the Fire Authority	Rowland Rees Evans

	(Ceredigion) (CA)
Deputy Chair of Authority	Jan Curtice (Swansea) (Labour)
Chair of Performance Audit & Scrutiny	Terry Hennegan (Swansea) (Labour)
Chair of Resource Management	Edward Thomas (Carmarthenshire) (CA)
Carmarthenshire	Colin Evans (Carmarthenshire) (Labour)
Ceredigion – Paul James (CA) (Plaid Cymru)	Paul James (Ceredigion) (CA)
Neath Port Talbot - Suzanne Paddison (Labour)	John Warman (Neath Port Talbot) (Labour)
Pembrokeshire - Anthony Wilcox (Labour)	Aden Brinn (Pembrokeshire) (CA)
Powys (CA)	Karen Laurie-Parry (Powys) (CA)
Swansea - Joe Hale (Labour)	Richard Lewis – Swansea (CA)

### **Annual Improvement Planning Working Group (6)**

<b>Area</b>	<b>2017/18 Representation</b>
Carmarthenshire	Kevin Madge (Labour) Reserve: Elwyn Williams (CA)
Ceredigion	Rowland Rees-Evans (CA) Reserve: Paul James (CA)
Neath Port Talbot	Arwyn Woolcock (Labour) Reserve: Alun Llewelyn (CA)
Pembrokeshire	Stephen Joseph (CA) Reserve – Aden Brinn (CA)
Powys	Tim Van-Rees(CA) Karen Laurie-Parry (CA)
Swansea	Joe Hale (Labour) Reserve: Jan Curtice (Labour)

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

<b>Composition</b>	<b>2017/18 Representation</b>
Fire Authority Member	Cllr Tim Van-Rees (Powys) (CA)
Fire Authority Member	Cllr Jan Curtice (Swansea) (Labour)
Fire Authority Member	Cllr Lyndon Frayling (Pembrokeshire) (CA)
Independent Member	G Storr (Independent Member)
Independent Member	M Jehu (Independent Member)
Independent Member	R Jenkins (Independent Member)
Independent Member	H Jones (Independent Member)

### **Investigating, Disciplinary and Disputes Committee (5)**

<b>Composition</b>	<b>2017/18 Representation</b>
Deputy Chair of the Authority	Jan Curtice (Swansea) (Labour)
Chair of Resource Management	Edward Thomas (Carmarthenshire) (CA)
Member - Kelvyn Curry (CA) (Liberal Democrat)	Kelvyn Curry (Powys) (CA)
Member - Jan Curtice (Labour)	Arwyn Woolcock (Neath Port Talbot) (Labour)
Member - Colin Evans (Labour)	Colin Evans (Carmarthenshire) (CA)

#### **Investigating, Disciplinary and Disputes Appeals Committee (5)**

<b>Composition</b>	<b>2017/18 Representation</b>
Chair of the Fire Authority	Rowland Rees Evans (Ceredigion) (CA)
Deputy Chair of the Resource Management Committee	Matthew Crowley (Neath Port Talbot) (Labour)
Member – (CA)	Paul James (Ceredigion) (CA)
Member – (CA)	Claire Mills (Powys) (CA)
Member – (Labour)	Terry Hennegan (Swansea) (Labour)

#### **Chief Officers' Remuneration Committee (5)**

<b>Composition</b>	<b>2017/18 Representation</b>
Chair of the Fire Authority	Rowland Rees Evans (Ceredigion) (CA)
Deputy Chair of the Fire Authority	Jan Curtice (Swansea) (Labour)
Chair of the Resource Management	Edward Thomas (Carmarthenshire) (CA)
Leader of the Labour Group	Terry Hennegan (Swansea) (Labour)
Leader of the Coalition Alliance Group	Paul James (Ceredigion) (CA)

#### **Joint Consultative Forum (4)**

<b>Composition</b>	<b>2017/18 Representation</b>
Chair of the Authority	Rowland Rees Evans (Ceredigion) (CA)
Deputy Chair of the Authority	Jan Curtice (Swansea) (Labour)
Chair of Resource Management Committee	Edward Thomas (Carmarthenshire) (CA)
Deputy Chair of Resource Management Committee	Matthew Crowley (Neath Port Talbot) (Labour)

#### **Local Pension Board (2)**

<b>Composition</b>	<b>2017/18 Representation</b>
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1 Member - CA	Claire Mills (Powys) (CA)
1 Member - Labour	Arwyn Woolcock (NPT) (Labour)

### **Firefighters' Pension Scheme Advisory Board for Wales**

<b>Composition</b>	<b><u>2017/18 Representation</u></b>
Chair of the Fire Authority	Arwyn Woolcock (NPT) (Labour)

### **RESOLUTION**

*It was RESOLVED UNANIMOUSLY that*

- 1. Members approve the membership and composition of the Authority's Committees and other bodies and the appointment of Members to serve on them as indicated be agreed, subject to further notification where appropriate.*
- 2. The Unaffiliated Member be allocated a place on a Committee*

### **7 TO APPROVE ATTENDANCE AND REPRESENTATION AT THE AUTHORITY'S STANDING CONFERENCES, AND OTHER EVENTS**

The Clerk/ Monitoring Officer presented the report whereby Members gave consideration to the schedule, attached at Appendix 1 to the report, setting out the Authority's standing conferences, external training and development seminars and Memorial Services in order for Members to determine their representation on them for 2017/18.

### **RESOLUTION**

*It was RESOLVED that:*

- 1. Members' attendance for 2017/18 at the Authority's Standing Conferences, external Training and Development Seminars and Memorial Services, set out at Appendix 1 be approved in principle.*
- 2. The existing policy in respect of representation, namely that a final decision on representation be delegated jointly to the Chair and Chief Fire Officer to be made once the programme for each conference has been received in the light of its relevance to the needs of the Service, be reaffirmed.*

### **8 TO CONFIRM APPOINTMENTS OF MEMBERS TO OUTSIDE BODIES**



The Clerk/Monitoring Officer presented the report and informed Members that the Authority was represented by Members on a variety of outside bodies as detailed in Appendix 1 to the report, and Members were asked to consider representation at these bodies and confirm nominations for 2017/18.

Members gave consideration to the continued attendance at these outside bodies, and determined representation on them for 2017/18 as follows:

<b>Committee/Forum</b>	<b>Representation in 2017/18</b>
WLGA Coordinating Committee	Chair
WLGA Council	Chair
WLGA Fire and Rescue Panel	Chair <b>and</b> Deputy Chair
LGA Fire Commission 2016/17	Chair
FRA Chiefs & Chairs meetings with Minister	Chair <b>or</b> Deputy Chair
National Issues Committee	Chair <b>and</b> Deputy Chair
Public Service Boards	Chair <b>and</b> Deputy Chair
Swansea Public Service Board Scrutiny Panel	Cllr J Warman

## **RESOLUTION**

***It was RESOLVED that Members agree the representation of the Authority on the outside bodies as set out for 2017/18.***

## **9 TO APPROVE THE DIARY OF MEETINGS FOR 2017/18**

The Clerk / Monitoring Officer introduced the schedule of meetings for 2017/18 as set out in Appendix 1 of the report, which provided the dates for the Fire and Rescue Authority and its Committees, and other bodies for 2017/18, though these could be changed or added to if necessary.

Cllr T Hennegan requested that Members be provided with a calendar of meeting dates which had been promulgated in previous years, and it was agreed that this would be circulated to Members in due course.

## **RESOLUTION**

***It was RESOLVED that the following schedule of meetings for 2017/18 be approved:***

<b>FIRE AUTHORITY (10:00 Caer Suite)</b>	18 September 2017
	11 December 2017
	05 February 2018
	19 March 2018
	6 June 2018 (AGM)
<b>RESOURCE MANAGEMENT COMMITTEE (10:00 Caer Suite)</b>	17 July 2017
	13 November 2017
	15 January 2018
	16 April 2018
<b>PERFORMANCE, AUDIT AND SCRUTINY COMMITTEE (10:00 Caer Suite)</b>	24 July 2017
	23 October 2017
	29 January 2018
	23 April 2018
<b>STANDARDS COMMITTEE (10:30 Tywi)</b>	31 July 2017
	04 December 2017
<b>JOINT CONSULTATIVE FORUM (13:00 Caer Suite)</b>	18 September 2017
	05 February 2018
<b>DEMOCRATIC SERVICES FORUM (10:00 Caer Suite)</b>	16 October 2017
	26 March 2018
<b>ANNUAL IMPROVEMENT PLANNING WORKING GROUP (14:00 Caer Suite)</b>	03 July 2017
	04 September 2017
	29 January 2018
<b>CHIEF OFFICERS' REMUNERATION COMMITTEE</b>	9 October 2017 (10:00 Tywi)
	9 April 2018 (10:00 Tywi) <i>{changed post meeting to 16 April 2018, 13:00hrs Tywi}</i>
<b>LOCAL PENSION BOARD (14:00 Caer Suite)</b>	10 July 2017
	20 November 2017
	12 March 2018

## 10 TO RECEIVE AND APPROVE A REPORT ON THE TIMING OF COMMITTEE PRE-MEETINGS

The Clerk/Monitoring Officer presented the report on the timings of committee pre-meetings, explaining that, at its Annual General Meeting on 8 June 2016, the Fire Authority had resolved to bring forward all meetings of the Fire Authority and its Committees by one hour to commence at 10.00am. The Constitution had been updated to reflect this change and timings of the pre-meetings had been revised accordingly.

Members were informed that discussions had since taken place surrounding the timings of Committee pre-meetings which currently commence at 8.45am. It was reported that, given that political group briefings did not take place prior to meetings of the Resource Management Committee or Performance, Audit and Scrutiny Committee, it was felt that a pre-meet commencement time of 9.15am would facilitate ease of attendance, yet still allow sufficient time for Committee Chairs and Deputy Chairs to be adequately briefed. The situation regarding the full Fire Authority meetings would remain unchanged, as they were normally preceded by political group meetings.

The Clerk/Monitoring Officer reported that the matter had been considered at the Democratic Services Forum on 27 March 2017, and the Forum had recommended that the timings of the Committee pre-meetings be revised from 8:45am to 9:15am.

### RESOLUTION

***It was RESOLVED that the timings of Committee pre-meetings be revised to commence at 9.15am.***

## 11 TO RECEIVE AND APPROVE THE MEMBER DEVELOPMENT STRATEGY 2017-2022

The Clerk / Monitoring Officer introduced a report on the Member Development Strategy 2017-22. Members were informed that the Strategy had been developed in line with the Authority's commitment to creating an environment of learning and development so as to equip Members with the necessary skills to achieve the highest standards of professionalism and performance in carrying out their duties on the Fire Authority.

The Clerk / Monitoring Officer provided Members with an overview of the Member Development Strategy 2017-2022 outlined in Appendix 1 of the report which provided a synopsis of the Authority's coherent approach to Member Development in terms of role descriptions, a competency framework and Individual Development Reviews. Members were informed that the strategy had been considered at a meeting of the Democratic Services Forum on 27 March 2017 and would be supported by an annual Training and Development Programme for Members.

Cllr J Warman highlighted the importance of attending the training and development opportunities provided to Fire Authority Members which he felt had proven to be extremely beneficial in the past as a means of ensuring that Members were kept abreast of new legislation pertinent to the Authority.

**RESOLUTION**

***It was RESOLVED that the Member Development Strategy 2017-2022 be approved.***

**12 TO RECEIVE AND APPROVE A REPORT ON MEMBER CHAMPIONS**

The Clerk / Monitoring Officer introduced a report on Member Champions which were elected Members of the Authority appointed by the Fire Authority to act as advocate or spokesperson for a particular theme or area of the Authority’s business. Consideration was given to the role descriptions attributed to each area/theme requiring a Member Champion and it was reported that the main responsibility of each Champion was to encourage communication and positive action over the issue they represented.

**RESOLUTION**

***It was RESOLVED that***

- 1. the draft role descriptions for the Member Champion roles be approved;***
- 2. Members be appointed to the Member Champion roles as follows:***

**Member Champions**

<b>Area/ Theme</b>	<b>Champion</b>
<b>Sustainability and Environmental Champion</b>	Cllr Kelvyn Curry
<b>Welsh Language Champion</b>	Cllr Mansel Charles
<b>Health and Safety Champion</b>	John Warman
<b>Business Risk Management Champion</b>	Allocated to the role of the Deputy Chair of PASC – Elwyn Williams
<b>Member Development Champion</b>	Allocated to the role of the Deputy Chair of the Fire Authority – Jan Curtice

\*NB final appointment of Member Champions was ratified on the conclusion of the meeting, reflected in the minuted representation matrix set out above.

### **13 TO RECEIVE A VERBAL UPDATE ON THE 2017/18 PAY NEGOTIATIONS**

The Chief Fire Officer reported that a formal pay claim had been received from the employees' side of the National Joint Council (NJC) which reflected the significant widening of the role, skills and expertise required of firefighters, including additional responsibilities in terms of Marauding Terrorist Firearms Attack (MTFA), and the medical-related trials being undertaken in a substantial number of services through the auspices of the NJC. It was explained that the National Employers intended to consult with Fire and Rescue Authorities before responding to the claim, which would be made before 1st July 2017, and accordingly, arrangements had been put in place to hold a series of meetings which required the attendance of the Chief Fire Officer and Chair of the Authority. The Chief Fire Officer sought Members' guidance in order that the views of the Fire Authority could be articulated at the meeting.

A number of Members emphasised their reluctance for any provision of services to be curtailed should an agreement not be reached, in particular the excellent, life-saving medical response provision. Members also raised concerns that the medical response services could be jeopardised should an agreement not be reached. It was however acknowledged that any pay increases over 1% would have budgetary implications.

#### **RESOLUTION**

***It was RESOLVED that verbal update on the 2017/18 pay negotiations be noted.***

### **14 Any other items of business that by reason of special circumstance, the Chair decides should be considered as a matter of urgency, pursuant to Section 100B(4)(b) of the Local Government Act 1972.**

There were no items of urgent business.

The meeting ended at 11:05