

AWDURDOD TÂN CANOLBARTH A GORLLEWIN CYMRU



MID AND WEST WALES FIRE AUTHORITY

**COFNODION
CYFARFOD Y GWEITHGOR DATBLYGU AELODAU
MINUTES
OF THE MEETING OF THE MEMBER DEVELOPMENT
WORKING GROUP
9 RHAGFYR / DECEMBER 2009 10:00 – 11:35**

**PENCADLY GWASANAETH TÂN,
HEOL LLWYN PISGWYDD, CAERFYRDDIN
FIRE SERVICE HEADQUARTERS,
LIME GROVE AVENUE, CARMARTHEN**

PRESENOLDEB/ATTENDANCE

Presennol yn y Cyfarfod/Present at Meeting:

CADEIRYDD/CHAIRMAN: J Dudley

AELODAU/MEMBERS: Cyng/Cllrs: T E Evans, C Philpott, G Thomas, R Llewellyn,

YMDDIHEURIADAU/APOLOGIES: Cyng/Cllrs: P Llewellyn, R Lewis

YN BRESENNOL /IN ATTENDANCE: B Bassett, R Smith, S Flather

1 DECLARATION BY MEMBERS OF ANY PERSONAL INTERESTS

None were declared.

2 CHAIR'S ANNOUNCEMENTS / PERSONAL MATTERS

None were declared.

3 TO CONFIRM AND CONSIDER THE MINUTES OF THE MEMBER DEVELOPMENT WORKING GROUP MEETING HELD ON 24TH SEPTEMBER 2009

The minutes of the meeting held on 24th September 2009 were received and confirmed as a true record.

Matters arising from the minutes of the meeting held on 24th September 2009

Councillor J Dudley made reference to item 5, paragraph 3 of the minutes, requesting an update on the number of member Personal Development Interviews undertaken. The Head of Corporate Communications and Member Support confirmed that 23 of the 25 interviews had been completed to date. Members were further informed that the Member training schedule would be finalised once all training requests had been received from Members during their interviews. Members were pleased to note that a training session entitled 'The role of a Member in a Major Catastrophe' had been scheduled for 8th February 2010.

Following a question from Councillor J Dudley, Committee were informed that no requests had been received from Members to be provided with a mentor.

4 TO RECEIVE A REPORT ON GUIDANCE TO NEW MEMBERS OF THE FIRE AUTHORITY

Consideration was given to a draft guidance leaflet to inform potential new Members of the commitment that would be required to the Fire Authority. Committee noted that the guidance leaflet outlined the Authority's committee structure, location and timings of meetings, and the roles and responsibilities of elected Members.

Councillor R Llewellyn noted that the accessibility questionnaire recently distributed to Members would determine Member preference in terms of meeting arrangements, which demonstrated the Service's ongoing commitment in meeting the current needs of Members.

Councillor T E Evans emphasised that Members needed to be aware of the commitment required to enable them to fulfil their duties and to adhere to the Authority's attendance protocol.

It was reported that the leaflet would be distributed to the six Unitary Authorities, including Council Leaders, for the information of potential new Members, prior to their Annual General Meetings. Councillor C Philpott noted that it would be useful to incorporate the leaflet into the Members' induction programme.

A discussion ensued on possible new headings for the document whereby committee deemed 'Mid and West Wales Fire Authority – Your Part in Our Success' to be most appropriate.

Committee commended the Head of Corporate Communications and Member Support for producing a clear and concise document that outlined the involvement that would be required from potential new Members.

RESOLUTION

It was resolved that:

The leaflet be revised to incorporate Committee's amendments for consideration at the next Member Development Working Group meeting.

5 TO RECEIVE A REPORT ON MEMBER ATTENDANCE FOR THE PERIOD JUNE – NOVEMBER 2009

Committee were reminded that at the Fire Authority meeting held 26th October 2009 the Authority approved the use of tables to monitor Members' attendance at meetings of the Authority and its standing Committees for reporting to the Member Development Working Group.

Members gave consideration to attendance levels for the period June – November 2009 and noted the following observations:

- An overall attendance level across Authority and Committee meetings of 65% with Member attendance falling within a range of between 13% and 100%. In previous years overall attendance had been in the order of 80%.
- Individual member attendance at Authority meetings of between 0% and 100%.

Individual member attendance at Committee meetings of:

- People and Organisational Development – between 0% and 100%
- Performance Review & Audit – between 0% and 100%
- Resources – between 0% and 100%
- Standards – between 0% and 100%

Average Committee attendance levels:

- **Fire Authority** – 67% (compared with 71% for the previous reporting period December 2008 – June 2009)

- **People and Organisational Development** – 50% (compared with 65% for the previous reporting period December 2008 – June 2009)
- **Performance Review & Audit** – 60% compared with 63% for the previous reporting period December 2008 – June 2009)
- **Resources** – 76% compared with 67% for the previous reporting period December 2008 – June 2009)
- **Standards** – 67% compared with 67% for the previous reporting period December 2008 – June 2009)

The overall attendance figures for Member training and briefing events was disappointing, with an average of only 45%.

It was emphasised that the returns were purely statistical and individually could not take into account any particular reason for non-attendance, nor could they reflect the wide range of other contributions that Members make to the work of the Authority outside the formal committee process.

Members were pleased to note that the Resources Committee had seen an improvement in attendance levels compared with the previous six month reporting period. It was disappointing, however, that attendance levels for the Performance, Review and Audit Committee and the People and Organisational Development Committee were below the performance monitoring standard of 66%.

Members explored possible reasons for non attendance and noted that a variety of factors could hinder Member attendance e.g. ill health, conflicting personal or constituent authority commitments, timing of Authority meetings etc. Members expressed the view that those Members who could not give the time commitment to the Fire Authority should inform their Constituent Authorities, with a view to reviewing their membership. Members were informed that Councillor D Howells had recently been appointed onto the Fire Authority as a Swansea representative to replace Councillor A Jopling.

Councillor J Dudley highlighted that attendance protocols within Constituent Authorities stipulated that failure to attend meetings for a period of six months resulted in termination of membership, if deemed appropriate.

Members were reminded that the composition of the Fire Authority consisted of 25 elected members, appointed by the Constituent Authorities from amongst their own membership having regard both to the relative numbers of electors in the individual constituent authorities' areas and also to the requirement of political proportionality across the combined area. Concerns were raised regarding the low attendance levels of Members representing the same Constituent Authority which could hinder the two way flow of communication between councils and the Fire Authority. Committee noted the responsibility of Fire Authority Members for advising their constituent authorities regarding Fire Authority issues, however a lack of knowledge and awareness on these matters could have a negative impact on both the council and the Fire Authority. It was emphasised that Member engagement was essential to the functioning of the Fire Authority when

resolutions were made.

Councillor C Philpott made reference to the Silver Charter and noted that the attendance protocol, together with implementation of the accessibility questionnaire results would evidence the Authority's commitment in facilitating all aspects of member attendance.

Councillor G Thomas emphasised the need to act upon the statistics presented, applying a diplomatic and informal approach to highlight the attendance issues.

Members agreed that the Chair of the Fire Authority would contact individual Members to discuss attendance records, as appropriate, with a view to resolving any issues that could impact on their attendance levels. Furthermore, in terms of good governance the information would be forwarded to the relevant Constituent Authorities on an annual basis.

RESOLUTION

It was recommended that

The summary of Member attendance at meetings of the Authority and its standing Committees be noted;

the Chair of the Fire Authority contact Members to discuss individual attendance records, as appropriate

Attendance information be forwarded to the relevant Constituent Authorities on an annual basis

6 TO RECEIVE A REPORT ON AMENDMENTS TO THE AUTHORITY'S CONSTITUTION

The Authority's Constitution was formally adopted by the Authority in September 2002 and had been updated on a continuing basis since that time to reflect changed circumstances, the last update being in April 2009.

Consideration was given to a number of minor changes that were now required to reflect changed circumstances, as follows:

<p><u>Part 4.2</u></p> <p>Appendix 1 Politically Restricted Posts</p> <p>Under the Local Government and Housing Act, posts meeting the following criteria are regarded as Politically Restricted: -</p>	<p><u>Part 4.2</u></p> <p><i>Amendments to the Local government & Housing Act 1989 by the Local Democracy Act 2009 – with effect from 12th January 2010</i></p> <p>Appendix 1 Politically Restricted Posts</p>
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<ul style="list-style-type: none"> • Head of Paid Service • Statutory Chief Officers • Non Statutory Chief Officers • Deputy Chief Officers • Treasurer • Monitoring Officer • Anyone paid at the equivalent of Spinal Column Point 44 of the National Scale (currently £35,852) or above. • Posts not falling under the above which the Fire and Rescue Authority consider to fall within the following:- <ul style="list-style-type: none"> ○ Anyone giving advice on a regular basis to the Fire and Rescue Authority, any Committee or Sub Committee, or any Joint Committee on which the Fire and Rescue Authority is represented, or ○ Anyone speaking on behalf of the Fire Authority on a regular basis to journalists and broadcasters. 	<p>Under the Local Government and Housing Act, posts meeting the following criteria are regarded as Politically Restricted: -</p> <ul style="list-style-type: none"> • Head of Paid Service • Statutory Chief Officers • Non Statutory Chief Officers • Deputy Chief Officers • Treasurer • Monitoring Officer • Posts not falling under the above which the Fire and Rescue Authority consider to fall within the following:- <ul style="list-style-type: none"> ○ Anyone giving advice on a regular basis to the Fire and Rescue Authority, any Committee or Sub Committee, or any Joint Committee on which the Fire and Rescue Authority is represented, or ○ Anyone speaking on behalf of the Fire Authority on a regular basis to journalists and broadcasters.
<p><u>Article 10</u> 10.2 Management arrangements</p> <p>B Chief Officers - the Authority's current temporary management structure at Chief Officer level is set out in the table below. A more detailed explanation of responsibilities is set out in Part 2.</p>	<p><u>Article 10</u> 10.2 Management arrangements</p> <p>B Chief Officers - the Authority's management structure at Chief Officer level is set out in the table below. A more detailed explanation of responsibilities is set out in Part 2.</p>

1. Post	2. Function and areas of responsibility	1. Post	2. Function and areas of responsibility
Chief Fire Officer / Head of Paid Service	<ul style="list-style-type: none"> ▪ Overall corporate management and operational responsibility. ▪ Overall management responsibility for all officers and services. ▪ Strategic and corporate policies ▪ Professional Advisor to the Authority ▪ Line management for Corporate Risk, Equalities and Diversity, Corporate Communications and Member Support 	Chief Fire Officer / Head of Paid Service	<ul style="list-style-type: none"> ▪ Overall corporate management and operational responsibility. ▪ Overall management responsibility for all officers and services. ▪ Strategic and corporate policies ▪ Professional Advisor to the Authority ▪ Line management for Corporate Communications and Member Support
Deputy Chief Fire Officer/ Director of Service Delivery	<ul style="list-style-type: none"> ▪ Deputising for the Chief Fire Officer ▪ The six County Commands ▪ Service Control ▪ Transport 	Deputy Chief Fire Officer/ Director of Development	<ul style="list-style-type: none"> ▪ Deputising for the Chief Fire Officer ▪ People and Organisational Development ▪ Strategic Planning and Performance

<p>Assistant Chief Officer/Director of Resources & Procurement</p> <ul style="list-style-type: none"> ▪ Finance ▪ Procurement ▪ Information Technology & Communications ▪ Premises <p>Assistant Chief Fire Officer/Director for Operational Risk</p> <ul style="list-style-type: none"> ▪ Operational Risk Management ▪ Civil Contingencies and Resilience <p>Assistant Chief Fire Officer/Director for Strategic Support and Development</p> <ul style="list-style-type: none"> ▪ Community Risk Reduction ▪ People & Organisational Development 	<p>Assistant Chief Officer/Director of Resources</p> <ul style="list-style-type: none"> ▪ Finance ▪ Procurement ▪ Information Technology & Communications ▪ Estates <p>Assistant Chief Fire Officer/Director of Risk</p> <ul style="list-style-type: none"> ▪ Operational Risk ▪ Community Risk Reduction <p>Assistant Chief Fire Officer/Director of Delivery</p> <ul style="list-style-type: none"> ▪ The six County Commands ▪ Service Control ▪ Transport 											
<p><u>Article 14</u></p> <p>14.3 Publication:</p> <p>b. The Clerk will give a printed copy of this Constitution to each Councillor, soon after he or she has provided a declaration of acceptance of office on first being nominated to the Authority.</p>	<p><u>Article 14</u></p> <p>14.3 Publication:</p> <p>b. The Clerk will provide an electronic copy of this Constitution to each Councillor, soon after he or she has provided a declaration of acceptance of office on first being nominated to the Authority.</p>											
<p><u>PART 5</u> <u>SCHEDULES 2 & 3</u></p> <p>COOPTees' ALLOWANCE</p> <table border="1" data-bbox="302 1650 850 1911"> <tr> <td>Chair of Standard</td> <td>362.50</td> <td>362.50</td> <td rowspan="2">New Allowance for 2008/09, effective 1st January 2009 (pro rata).</td> </tr> <tr> <td>Other Independent Members</td> <td>190.00</td> <td>190.00</td> </tr> </table>	Chair of Standard	362.50	362.50	New Allowance for 2008/09, effective 1 st January 2009 (pro rata).	Other Independent Members	190.00	190.00	<p><u>PART 5</u> <u>SCHEDULES 2 & 3</u></p> <p><i>Update reference to financial year to 2009/10.</i></p> <p>COOPTees' ALLOWANCE</p> <table border="1" data-bbox="894 1688 1373 1906"> <tr> <td>Chair of Standards</td> <td>362.50</td> </tr> <tr> <td>Other Independent Members</td> <td>190.00</td> </tr> </table>	Chair of Standards	362.50	Other Independent Members	190.00
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<p>Travel Allowances And Subsistence Allowances</p> <p>(Note – Ceiling of £26 per day effective from 3rd February 2009, and £28 per day from 1st April 2009. The above are the maximum amounts payable subject to the production of receipts.)</p>	<p>Travel Allowances And Subsistence Allowances</p> <p>(Note – Ceiling of £28 per day effective from 1st April 2009. The above is the maximum amount payable subject to the production of receipts).</p>
<p>Part 6 –Management Structure</p>	<p>Updated Managerial Structure Flowchart, as approved by the Fire Authority on 29th June 2009 (copy attached).</p>
<p><u>Definitions</u></p> <p><u>Old</u></p> <p>Modernisation Working Group Integrated Risk Management Plan Chief Finance Officer Risk Reduction Plan Personnel Committee</p> <p>Head of People and Organisational Development Finance Manager Director of Resources and Procurement Corporate Services Manager</p> <p>ICT Manager</p> <p>Procurement Manager Information Server Head of People and Organisational Change</p> <p>Equality and Employment Officer Transport Services Manager Estates Manager Human Resources Manager Corporate Risk Manager Corporate Communications and Member Support Administrative Officer Corporate Services</p>	<p><u>Definitions</u></p> <p><u>New</u></p> <p>Member Development Working Group Strategic Plan Director of Resources Strategic Plan People & Organisational Development Committee Corporate Head of People and Organisational Development Head of Finance Director of Resources Head of Corporate Communications and Member Support Head of Information and Communications Technology Head of Procurement Business Information Server Corporate Head of People and Organisational Development Equality and Diversity Officer Head of Transport Head of Estates Head of Human Resources Head of Corporate Risk Member Support Officer</p> <p>Corporate Communications and Member Support</p>

Councillor C Philpott made reference to Article 14, publication of the constitution, stating that the Authority should make a provision that hard copies and large print versions of the document should be made available upon request in order to meet the needs of members.

RESOLUTION:

It was recommended that:

The Authority approves the changes to the constitution

7 TO RECEIVE A VERBAL UPDATE REGARDING THE MEMBERS' ACCESSIBILITY QUESTIONNAIRE

The Head of Corporate Communications and Member Support informed Committee that an accessibility questionnaire had been distributed to all Fire Authority Members to ensure that meeting arrangements met the current needs of Members.

Committee noted that once all returns had been collated and analysed the most appropriate arrangements could be determined. Members were also encouraged to highlight to the Service any change of circumstances throughout the year that could impact on attendance levels.

RESOLUTION:

It was recommended that:

8 TO RECEIVE A PRESENTATION FROM THE VICE CHAIR OF THE FIRE AUTHORITY – MEMBER DEVELOPMENT

Councillor C Philpott gave a presentation relating to Member Development from a Member's perspective. The aim of the presentation was to equip Members with the information and understanding required to fulfil their roles as Fire Authority Members. Councillor C Philpott requested feedback from the Committee and noted that the final version would be incorporated in the Authority's Member Induction Programme.

The presentation outlined the background of the Fire Service, together with the resources available to meet its needs. Members were also provided with an overview of the decision making process, the responsibilities of Members and the future challenges facing the Authority.

Committee conveyed their gratitude to Councillor Philpott for an interesting and valuable presentation.

RESOLUTION:

It was recommended that:

The presentation be further refined to incorporate suggestions provided by Committee and subsequently form part of the induction programme for new Members of the Authority.