

## KENT AND MEDWAY FIRE AND RESCUE AUTHORITY

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MINUTES of the Annual Meeting of the Kent and Medway Fire and Rescue Authority held at Kent Fire and Rescue Service Headquarters, The Godlands, Tovil, Maidstone on Thursday, 13 June 2013.

PRESENT:- Mr N J D Chard (Chairman), Mr T G Mason (Vice-Chairman), Mrs A Allen, Mr M J Angell, Mr H G R Birkby, Mr N Bond, Mr R E Brookbank, Mr G Cowan, Ms C J Cribbon, Mr D S Daley, Dr M R Eddy, Mr T Gates, Mr P Godwin, Mr A V H Gulvin, Mr M J Harrison, Mr M Heale, Mrs S V Hohler, Mr S J G Koowaree, Mr S C Manion, Mr A Marsh, Mr R J Parry, Mrs P A V Stockell and Mr A Terry.

APOLOGIES:- Ms S J Carey and Mr V B Hewett.

OFFICERS:- The Chief Executive, Miss A Millington; the Director, Finance and Corporate Services, Mr C Kerr; the Director, Operational Policy and Resilience, Mr S Demetriou; the Director, Service Delivery, Mr S Griffiths; the Monitoring Officer, Mr G D Wild; and the Clerk to the Authority, Mr S C Ballard.

### UNRESTRICTED ITEMS

#### 1. Election of Chairman for 2013/14

*(Item A1)*

- (1) Mr Mason moved, Mr Harrison seconded, that Mr Chard be elected Chairman of the Authority.
- (2) There being no other nominations, Mr N J D Chard was declared elected as Chairman of the Authority for 2013/14.

*Mr Chard thereupon took the Chair.*

#### 2. Election of Vice-Chairman for 2013/14

*(Item A2)*

- (1) Mr Chard moved, Mr Angell seconded, that Mr Mason be elected Vice-Chairman of the Authority.
- (2) There being no other nominations, Mr T G Mason was declared elected as Vice-Chairman of the Authority for 2013/14.

#### 3. Membership

*(Item A3)*

- (1) The list of Members appointed by the constituent Councils to serve on the Authority for 2013/14 was noted.
- (2) The Clerk reported that, since the list of appointments had been published, Mr Davies had resigned and Kent County Council had appointed Mr A Marsh to serve in his place.
- (3) RESOLVED that the Authority place on record its thanks to its immediate-past Chairman, Mr Cope, and other newly-retired Members (Mr Burgess, Mr Chell, Mr Christie, Mr Craske, Mr Ferrin, Mr Hayton, Mr Hirst, Mr Homewood, Mr London, Mr Northey and Mr Tolputt) for their contributions to the work of the Authority during their periods of office.

**4. Minutes - 13 February 2013**

*(Item A5)*

RESOLVED that the Minutes of the Authority meeting held on 13 February 2013 be approved and signed by the Chairman as a correct record.

**5. Human Resources and Equalities Committee - 27 March 2013**

*(Item A6)*

RESOLVED that the Minutes of the Human Resources and Equalities Committee meeting held on 27 March 2013 be noted.

**6. Audit and Governance Committee - 17 April 2013**

*(Item A7)*

RESOLVED that the Minutes of the Audit and Governance Committee meeting held on 17 April 2013 be noted.

**7. Planning and Performance Committee - 23 April 2013**

*(Item A8)*

RESOLVED that the Minutes of the Planning and Performance Committee meeting held on 23 April 2013 be noted.

**8. Proposed Changes to Committee Structure**

*(Item B1 - Report by Chief Executive)*

- (1) Members considered proposals to merge the Audit & Governance and Human Resources & Equalities Committees into a new General Purposes Committee, and to introduce a new Members' Bulletin designed to reduce the number of 'For Information' items appearing on Authority and Committee agendas. Members also considered suggested revisions to the Calendar of Meetings for 2013/14 to reflect the proposed changes in the Committee structure.
- (2) As an addition to the printed report, the Chief Executive suggested that it was now more appropriate for the General Purposes Committee, rather than the Planning and Performance Committee, to oversee the Authority's approach to Environmental Management, and recommended that the Terms of Reference of the two Committees should be amended accordingly.
- (3) RESOLVED that:-
  - (a) Responsibility for overseeing the Authority's approach to Environmental Management be transferred from the Planning and Performance Committee to the new General Purposes Committee, and the Terms of Reference of the two Committees be amended accordingly;
  - (b) the Audit and Governance Committee and the Human Resources and Equalities Committee be merged into a new General Purposes Committee, with Terms of Reference (taking account of the decision in sub-paragraph (a) above) as attached at Appendix 1 to these Minutes;
  - (c) no changes be made to the 'Guidance on Issues to be Considered by the Authority', or the Terms of Reference of the Planning and Performance Committee (except as described in sub-paragraph (a) above), the Senior Officer Appointment and Conditions Committee, and Hearings Panels;
  - (d) a Members' Bulletin be introduced, to be circulated to Members on a regular basis with a view to reducing the number of 'For Information' items appearing on Authority and Committee agendas;

- (e) the Planning and Performance Committee and the new General Purposes Committee each continue to meet three times each year, and the amended Calendar of Meetings attached at Appendix 6 to the report be approved.

**9. Constitution of Committees and Appointments to Committees and Outside Bodies for 2013/14**

*(Item B2 - Report by Clerk to the Authority)*

- (1) As required by the Local Government and Housing Act 1989, the Authority reviewed its scheme of proportionality to reflect its new political composition resulting from the Kent County Council election on 2 May 2013.
- (2) RESOLVED that:-
  - (a) the Authority's Committees be constituted on a basis fully reflecting the Authority's changed political proportionality, as shown in the Table in paragraph 4 of the report;
  - (b) Hearings Panels continue to comprise four Members, but with one Member drawn from each of the four party groups;
  - (c) the appointment of Member Champions for 2013/14 be deferred pending the outcome of the review of the Members' Allowances Scheme;
  - (d) the Authority continue in membership of the outside bodies to which it has previously belonged, but the allocation of the Authority's places and its 17 votes on the LGA General Assembly be changed to reflect the Authority's new political proportionality, as set out in paragraph 8 of the report;
  - (e) the appointment of Members to serve on Committees and outside bodies for 2013/14, as set out in Appendix 2 to these Minutes, be noted.

**10. Member Attendance at Conferences**

*(Item B3 - Report by Chief Executive)*

- (1) Members considered changing the existing arrangements regarding Members' attendance at Conferences.
- (2) RESOLVED that:-
  - (a) a party of Members, normally comprising the Chairman and/or Vice-Chairman, together with the Leaders of the other party groups or their nominees, continue to attend the LGA Annual Fire Conference held each Spring;
  - (b) there normally be no Member attendance at any other Conference, including the LGA Annual Conference and the LGA General Assembly meeting which always forms part of the Conference, unless agreed as an exception by the Chief Executive in consultation with the Chairman, and (in the case of Conferences outside Europe) the other Group Leaders also.

**11. Review of Members' Allowances Scheme**

*(Item B4 - Report by Clerk to the Authority)*

- (1) The Authority considered a report suggesting that a review of its Members' Allowances Scheme should be undertaken during the Summer, and proposing detailed arrangements for the review.

(2) RESOLVED that:-

- (a) a full review of the Authority's Members' Allowances Scheme be undertaken during the Summer, and the outcome be reported to the Authority's meeting on 16 October 2013;
- (b) pending the outcome of the review, Special Responsibility Allowances (SRAs) in relation to Committee appointments (ie, Committee Chairman, Committee Vice-Chairman, opposition group Spokespersons) be paid only in respect of one Committee, and the Vice-Chairman of the Authority continue to receive an SRA of 50% of the Chairman's SRA while also serving as Vice-Chairman of a main Committee;
- (c) the proposed arrangements for carrying out the review, as set out in the report, be approved, including the appointment of Mrs Janet Waghorn as independent advisor to undertake the review.

**KENT & MEDWAY FIRE & RESCUE AUTHORITY**

**GENERAL PURPOSES COMMITTEE**

**TERMS OF REFERENCE**

1. To advise the Authority on its budget strategy and precept level.
2. To determine the Authority's policy on the establishment and use of reserves, and agree the setting and revision of the Authority's prudential indicators for capital financing.
3. To determine the Authority's policies on asset management, including the Authority's estate, vehicles and information systems.
4. To review expenditure against the Authority's agreed revenue and capital budgets, and approve the annual statement of accounts, on behalf of the Authority.
5. To review the External Auditors' Management Letter to the Authority and any reports from the External Auditor, and make recommendations to the Authority as necessary.
6. To ensure that processes are in place which deliver effective controls and audit functions, including the agreement of the internal audit programme and action plan; and liaise with external auditors over their appointment, plans and fees.
7. To ensure that processes are in place which deliver effective corporate governance and risk management arrangements, and review their operation.
8. To approve the Authority's arrangements for Treasury Management and insurance.
9. To approve payment for services to anyone not a member of the Service under Section 15 of the Fire and Rescue Services Act 2004.
10. To receive annual reports on compliments, complaints and Freedom of Information requests received by the Service.
11. To ensure that processes which deliver value for money are maintained and developed.
12. To promote and maintain high standards of conduct by Members of the Authority.
13. To advise the Authority on the adoption or revision of its Code of Conduct for Members and oversee arrangements to assist Members to observe the Code.
14. To oversee the procedure for considering any complaints that a Member of the Authority has breached the Code of Conduct for Members.
15. To oversee the Member Activity Report procedure and consider Member Activity Reports each year.
16. To consider and agree the Authority's Workforce Strategy, and report to the Authority on any issues arising from it which impact on the Authority's overall plans and budgets.
17. To consider and agree new human resource policies, and significant amendments to existing policies, including pay and conditions of service, other than those remitted to the Senior Officers' Appointments and Conditions Committee.

18. To consider the implications of UK and European legislation on employment issues and of National Joint Council Agreements for the Authority.
19. To agree and monitor the Authority's equality objectives, and report periodically to the Authority on their progress.
20. To review the Service's performance against the corporate health targets and objectives set in the Corporate Plan in relation to diversity, sickness and ill-health retirement.
21. To consider and agree the Authority's Health and Safety Framework, and its arrangements for delivering occupational health services. This will include an annual report on relevant health and safety and accident statistics.
22. To consider any issues arising from the Service's Learning and Organisational Development Strategy, and arrangements for the provision of training for employees including any regional training strategies.
23. To consider any arrangements with the constituent authorities or other local authorities and public sector bodies for use by the Authority of the services of staff of those organisations, and for the making of contracts and payments on behalf of the Authority with/to those authorities, other than those which are dealt with as part of partnership collaboration arrangements.
24. To oversee the Authority's approach to Environmental Management.

**COMMITTEE AND OUTSIDE BODY APPOINTMENTS 2013/14****General Purposes Committee**

<u>Conservative (8)</u>	<u>Labour (2)</u>	<u>Lib Dem (1)</u>	<u>UKIP (2)</u>
Mrs A Allen	Mr G Cowan	Mr D S Daley	Mr H G R Birkby
Mr M J Angell (VC)	Mr P Godwin (Sp)		Mr M Heale (Sp)
Ms S J Carey			
Mr T Gates (Ch)			
Mr V B Hewett			
Mr S C Manion			
Mr T G Mason			
Mrs P A V Stockell			

**Planning and Performance Committee**

<u>Conservative (8)</u>	<u>Labour (2)</u>	<u>Lib Dem (1)</u>	<u>UKIP (2)</u>
Mr R Brookbank	Ms C J Cribbon	Mr S J G Koowaree	Mr N Bond
Mr N J D Chard (Ch)	Dr M R Eddy (Sp)		Mr A Terry (Sp)
Mr J A Davies			
Mr A V H Gulvin			
Mr M J Harrison			
Mrs S V Hohler			
Mr T G Mason (VC)			
Mr R J Parry			

**Senior Officer Appointment and Conditions Committee**

<u>Conservative (4)</u>	<u>Labour (1)</u>	<u>Lib Dem (1)</u>	<u>UKIP (1)</u>
Mr M J Angell	Mr G Cowan	Mr D S Daley	Mr A Terry
Mr N J D Chard (Ch)*			
Mr T Gates			
Mr T G Mason			

**APPOINTMENTS TO OUTSIDE BODIES 2013/14**

**LGA General Assembly** (*Chairman plus one Member from each of the other three Groups. One corporate vote (on general issues) allocated to Chairman. 17 votes on fire issues allocated between Members on proportional basis. Notional appointments/votes as meetings not normally attended.*)

<u>Conservative</u>	<u>Labour</u>	<u>Lib Dem</u>	<u>UKIP</u>
Mr N J D Chard* (1 'corporate' vote and 10 votes on fire issues)	Mr G Cowan (3 votes on fire issues)	Mr S J G Koowaree (1 vote on fire issues)	Mr A Terry (3 votes on fire issues)

**LGA Fire Services Commission** (*One Member nominated by controlling group.*)

Mr N J D Chard

**South East Fire Improvement Partnership Board** (*One Member, normally the Chairman.*)

Mr N J D Chard \*

(\*As Chairman of the Authority)