

**MINUTES of a MEETING of the WILTSHIRE & SWINDON FIRE AUTHORITY
held at the WILTSHIRE FRS TRAINING & DEVELOPMENT CENTRE, DEVIZES
on THURSDAY 25 JUNE 2009**

Present : Cllr M Bawden, Mr P A Brown, Mr P Davis (up to the end of the business in minute no.25), Mr C Devine, Mrs M Groom (up to the end of the business in minute no.22), Brigadier R Hall, Mr H R Marshall, Cllr D Montaut, Mr C Newbury, Mr J Osborn, Cllr D Wren.

12 Membership

The Clerk reported that the constituent authorities had appointed the following to be members of the Authority for the ensuing year :

Swindon Borough Council :

Cllr M Bawden, Cllr N Martin, Cllr D Montaut, Cllr D Wren.

Wiltshire Council :

Mr P A Brown, Mr P Davis, Mr C Devine, Mrs M Groom, Brigadier R Hall, Mr H R Marshall, Mr C Newbury, Mr J Osborn, Mr G Payne.

13 Election of Chairman

Cllr Wren having relinquished the position of Vice-Chairman prior to the meeting, Mr C Newbury was appointed to preside for this item of business which was conducted in accordance with the provisions of Standing Orders.

Brigadier R Hall was elected Chairman for the ensuing year and took the chair for the remainder of the meeting.

14 Election of Vice Chairman

Members agreed to suspend Standing Order 5.2 for this item of business to avoid the need for a secret ballot for the election of Vice Chairman.

Cllr D Wren was elected Vice Chairman for the ensuing year.

15 Minutes of Last Meeting

The minutes of the meeting held on 13 February 2009 were confirmed and signed.

16 Apologies

Apologies for absence were received from Cllr N Martin, Mr G Payne and Mr J Carine, the outgoing Chairman of the Standards Committee.

17 Members' Interests

The Chairman reminded members of the need to declare any personal or prejudicial interests or dispensations granted by the Standards Committee.

18 Chairman's Announcements

The Chairman welcomed the newly-appointed members of the Authority. They replaced six members who had either retired from local government service or who had been unsuccessful at the local elections earlier in the month, namely Paul Batchelor, Bobbie Chettleburgh, Tony Molland, Margaret White, Pat Rugg and Jerry Willmott. The Chairman wished to place on record the Authority's appreciation of their service, especially that of Pat Rugg who had been a member with one short break since the Authority's inception in 1997. Referring to Jerry Willmott's retirement after a long and distinguished service, the Chairman noted that tributes had been paid at the previous meeting of the Authority, and a more

informal farewell with a presentation had taken place earlier in the month. He said that Mr Willmott had asked that his thanks be conveyed to all concerned.

The Chairman asked members to note that dates were being arranged to enable them to visit some of the Service's fire stations and other premises as part of their induction programme.

Finally, the Chairman referred to the Local Government Association's Equality and Diversity Charter for Fire & Rescue Authorities and encouraged all members who had not already done so to sign up to it. The document had been given to the newly-elected members.

19 Membership of Committees and Representations on Other Bodies

On considering a paper by the Clerk,

Resolved :

- (a) *To approve the appointment of members to serve on the committees and other bodies for the ensuing year, i.e. until the annual meeting of the Authority in 2010 as set out in the table appended to these minutes;*
- (b) *To re-appoint Mr D Barker as a lay member of the Standards Committee to serve for a two-year period, i.e. until the annual meeting of the Authority in 2011;*
- (c) *To appoint Mr D Inight and Mr R McMillan to serve as lay members of the Standards Committee to serve for two and four years respectively, i.e. until the annual meetings of the Authority in 2011 and 2013;*
- (d) *To appoint Mr D Barker as Chairman of the Standards Committee for the remainder of his period of office as a lay member of the Committee :*
- (e) *To re-appoint Mr Davis, and to appoint Cllr M Bawden, Mr C Devine, Mr H R Marshall, Mr C Newbury and Mr G Payne to the pool of members from which an Appeal Committee may be formed;*
- (f) *To nominate members to the four workstreams as shown at the foot of the table appended to these minutes;*
- (g) *To appoint Cllr D Wren to the Board of Directors of South West Fire Control Service Limited;*
- (h) *To defer the appointment of a person to represent the Authority and to vote on the Authority's behalf at general meetings of South West Fire Control Service Limited to a later date;*
- (i) *To note that the Programme & Scrutiny Board will be asked to consider the nomination of members as 'champions'.*

20 Standards Committee

The minutes of the meeting of the Committee held on 13 February 2009 were received.

21 Finance Review Committee

The minutes of the meeting of the Finance Review Committee held on 21 April 2009 were received.

22 Annual Audit and Inspection Letter

On considering the Audit Commission's Annual Audit and Inspection Letter for 2007/08,

Resolved :

To receive with pleasure the Annual Audit and Inspection Letter from the Audit Commission.

23 Medium Term Financial Strategy

On considering a paper by the Finance Director and Chief Fire Officer & Chief Executive,

Resolved :

To approve the Medium Term Financial Strategy 2009/10 – 20011/12 as presented subject to :

- (j) member input into the process for the preparation of the annual budget being started at an earlier stage than hitherto;*
- (ii) members being given options to consider in terms of the overall annual budget and the consequent level of precept; and*
- (iii) detailed budgeting proposals and their implications being considered initially by each of the workstreams.*

24 Protection, Prevention and Intervention

A short visual presentation was made.

25 Programme & Scrutiny Board

The minutes of meetings of the Board held on 12 March and 21 May 2009 were received. On considering the recommendations of the Programme Board contained in the minutes of the meeting of 21 May 2009,

Resolved :

- (a) To agree in principle the need for a review of the Authority's committee structure, particularly the roles and responsibilities of the Programme & Scrutiny Board and the Finance Review Committee;*
- (b) To ask the Clerk and Chief Fire Officer & Chief Executive in consultation with the Chairman of the Authority and the Group Leaders to prepare detailed proposals for consideration by the Authority at its September meeting;*
- (c) To ask the Clerk to draft a written procedural protocol to accompany the proposals referred to in (b) above;*
- (d) To establish a Selection Panel with delegated power to deal with all matters relating to the appointment of persons to fill the two current vacancies of Deputy Chief Officer and Assistant Chief Officer, Communities;*
- (e) To appoint the Chairman of the Authority, the Vice Chairman of the Authority, and the Group Leaders to be members of the Selection Panel referred to in (d) above.*

26 Regional Management Board

The minutes of meetings of the Regional Management Board held on 28 January and 23 March 2009 were received.

(Duration of meeting 2.30pm to 4.05pm)

WILTSHIRE AND SWINDON FIRE AUTHORITY
MEMBERSHIP OF COMMITTEES AND REPRESENTATIVES ON OUTSIDE BODIES
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Committee/body	No of places	Allocation of places where rules on political proportionality apply	Member(s) or representatives 2009/10	Deputies where permitted 2009/10
Regional Management Board	1	n/a	Brigadier R Hall	Councillor D Wren
Finance Review Committee	5	Conservatives – 3 Liberal Democrat – 1 Other -1	Councillor M Bawden Mr C Devine Councillor N Martin Mr J Osborn Mr C Newbury	n/a
Urgency Committee	5	Conservatives – 3 Liberal Democrat – 1 Other -1	Brigadier R Hall Councillor D Wren Mr P Davis Mr H R Marshall Councillor D Montaut	n/a
Standards Committee (Chairman : Mr D Barker)	3 + 3 lay	n/a	Mr P Brown Mr H R Marshall Councillor D Montaut Mr D Barker) Mr D Inight) lay members Mr R McMillan)	n/a
Staffing Committee	3	n/a	Mr P Davis Mr J Osborn Councillor D Wren	n/a
Programme Board	4	n/a	Brigadier R Hall Councillor D Wren Mr J Osborn + one to be advised	n/a

LGA General Assembly	4	n/a	Brigadier R Hall Councillor D Wren Mr H R Marshall Mr C Newbury	None
LGA Fire Forum	1	n/a	Brigadier R Hall	Councillor D Wren
Rural Commission	2	n/a	Mr P A Brown Mrs M Groom	None
South West Councils	1	n/a	Brigadier R Hall	Councillor D Wren
South West Provincial Council	1	n/a	Councillor D Wren	Mr P A Brown
Wiltshire Assembly	1	n/a	Mr H R Marshall	Mr R Payne
Wiltshire Public Service Board	1	n/a	Brigadier R Hall	Councillor D Wren
South West Fire Control Service Limited	1	n/a	Councillor D Wren	To be advised

Programme & Scrutiny Board Workstreams

Workstream

People
Communities
Finance & Resources
Performance & Risk

Mr P Davis
Mr H R Marshall
Mr C Devine
Mr J Osborn

Mr P A Brown
Mr R Payne
Cllr N Martin
Cllr D Montaut

Pool of members for Appeal Committee

Cllr M Bawden
Mr P Davis
Mr C Devine
Mr H R Marshall
Mr C Newbury
Mr R Payne