

---

**SUBJECT:** EXECUTIVE COMMITTEE

---

**Author and contact:** Nicky Upton, Democratic and Regulatory Services Supervisor  
[Democratic.Services@bedsfire.gov.uk](mailto:Democratic.Services@bedsfire.gov.uk)

---

Background Papers: Governance Review: Constitutional Updates Report submitted to Executive Committee 14.03.23  
[Constitution Updates \(moderngov.co.uk\)](#)  
[Item 06 CU App A BFRS desktop governance review.pdf \(moderngov.co.uk\)](#)  
[Exec 140323 TOR Final.pdf \(moderngov.co.uk\)](#)  
[STANDING ORDERS \(moderngov.co.uk\)](#)  
[Item 06 CU App D Call in Provisions.pdf \(moderngov.co.uk\)](#)  
[Item 06 CU App E Task and Finish Groups.pdf \(moderngov.co.uk\)](#)  
[Item 06 CU App F Scheme of Delegation.pdf \(moderngov.co.uk\)](#)

Appendix	Title	Protective Marking
1	Minutes of the Executive Committee Meeting held on 14 March 2023	N/A
2	Restricted Minutes of the Executive Committee meeting held on 14 March 2023	Yes

---

## Implications

This table provides a short statement of the impact of the recommendations in this report and/or a reference to the relevant paragraph/s in the report.

Will this report affect any of the following?

	<b>Yes / No</b>	<b>Impact / Reference</b>
Financial Implications	No	
Risk Management	Yes	Robust governance arrangements will reduce the risk to the Service by employing clear procedure to base decision making on. This will serve to increase accountability and transparency.
Legal Implications	Yes	These documents have been subject to legal review and scrutiny.
Privacy and Security Implications	No	
Duty to Collaborate	No	
Health and Safety Implications	No	
Equality, Diversity and Inclusion	Yes	By amending the protocol on public participation, we must ensure that we remain open and accessible to a wide range of individuals. One thing that we must be careful of is that we have an alternative means of communication open for members of the public so that those of the public without access to the internet are able to participate in meetings without difficulty.
Environmental Sustainability	No	
Consultation and Communication	Yes	The Fire Authority have been well consulted through this process. The suggestions emanated from the LGA review of governance that was carried out in collaboration with officers and members.

## PURPOSE:

1. To receive the Minutes of the Executive Committee held on 14 March 2023.
2. To recommend to the Fire Authority the adoption of the proposed constitutional updates.

## RECOMMENDATIONS:

That:

1. the submitted minutes of the meeting held on 14 March 2023 be received; and
2. the Executive Committee recommends the following documents for approval
  - i. draft Terms of Reference for the Authority and the Executive and Audit and Standards Committee
  - ii. draft procedural rules for Task and Finish Groups (including Call in Task and Finish Groups)
  - iii. draft procedural Standing Orders for the Authority and its Committees
  - iv. an additional procedural Standing Order (6b for call-in)
  - v. draft Scheme of Delegation to Officers

---

### 1. Executive Summary

- 1.1 The minutes of the Executive Committee held on 14 March 2023 are appended for Members' consideration.
- 1.2 The Executive Committee reviewed the proposed constitutional updates and are now recommending approval by the Fire Authority with the following amendments. Links to documents presented at the Executive Committee meeting are available under background papers at the top of this report.
- 1.3 Terms of Reference (ToR):
  - the Authority ToR, point 5, to include the following wording: Any proposed fundamental changes resulting from CRMP [work will be presented back to the FRA, such as a station closure or relocation](#).
  - Executive ToR, point 3, to include the following wording: To determine and oversee programmes specified below, and to determine future priority programmes as and when required:
    - a) Community Risk Management Plan (CRMP)
    - b) Strategic Assets [such as fleet, estates and equipment](#) and Sustainability
    - c) Budget

## d) Collaboration

### 1.4 Standing Order 6b, Call in:

- number of members required to be changed from 5 to 2 (Standing Order 6b.2)
- with respect to the procedural rules for Task and Finish Group, the following, point 12, has been amended to:

“12. Task and Finish Groups are informal working parties, not formal Committees, therefore [with the exception of Call-in Task and Finish Groups](#) the provisions of s. 100A of the Local Government Act 1972 with regard to publication of agenda and access to meetings [will](#) not apply.”

### 1.5 Standing Orders (SO):

- 6a Public Participation to include an extra line, point 10: “The Chairperson has the discretion to accept questions from the public which are not received nor raised in accordance with the foregoing provisions of this Standing Order.”

## 2. Recommendation

### 2.1 The Authority adopts the following documents, as amended:

- i. draft Terms of Reference for the Authority and the Executive and Audit and Standards Committee
- ii. draft procedural rules for Task and Finish Groups (including Call in Task and Finish Groups)
- iii. draft procedural Standing Orders for the Authority and its Committees
- iv. an additional procedural Standing Order (6b for call-in)
- v. draft Scheme of Delegation to Officers

**COUNCILLOR P DUCKETT  
CHAIR OF EXECUTIVE COMMITTEE**