



BEDFORDSHIRE FIRE AND RESCUE AUTHORITY

Members of Executive Committee.

Bedford Borough Councillors: C Atkins

Central Bedfordshire Councillors: J Chatterley and D McVicar

Luton Borough Councillors: Y Waheed and D Franks

A meeting of **Executive Committee** will be held at **Conference Room, Fire and Rescue Service Headquarters, Kempston, Bedford MK42 7NR** on **Tuesday, 24 March 2020** starting at **10.00 am**.

John Atkinson
Secretary/Monitoring Officer

A G E N D A

Item	Subject	Lead	Purpose of Discussion
1.	Apologies		
2.	Declaration of Disclosable Pecuniary and Other Interests		Members are requested to disclose the existence and nature of any disclosable pecuniary interest and any other interests as required by the Fire Authority's Code of Conduct (see note below)
3.	Communications		

Item	Subject	Lead	Purpose of Discussion
4.	Minutes		To confirm the minutes of the meeting held on 4 February 2019 (Pages 3 - 6)
5.	Public Participation		To receive any questions put to the Authority under the Public Participation Scheme
6.	Governance Review Update	Secretary/ Monitoring Officer	To consider a report (Pages 7 - 16)
7.	Review of Authority Effectiveness	Chair/CFO	Verbal discussion

DECLARATIONS OF INTEREST

From 1 July 2012 new regulations were introduced on Disclosable Pecuniary Interests (DPIs). The interests are set out in the Schedule to the Code of Conduct adopted by the Fire Authority on 28 June 2012. Members are statutorily required to notify the Monitoring Officer (MO) of any such interest which they, or a spouse or civil partner or a person they live with as such, have where they know of the interest.

A Member must make a verbal declaration of the existence and nature of any Disclosable Pecuniary Interest and any other interest as defined in paragraph 7 of the Fire Authority's Code of Conduct at any meeting of the Fire Authority, a Committee (or Sub-Committee) at which the Member is present and, in the case of a DPI, withdraw from participating in the meeting where an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.

MINUTES OF EXECUTIVE COMMITTEE MEETING HELD ON 4 FEBRUARY 2019

Present: Councillors F Chapman, J Chatterley (Vice Chair in the Chair), J Mingay and Y Waheed
CFO P Fuller, DCFO A Hopkinson, Mr J Atkinson and Ms D Clarke

6 Apologies

6.1 There were no apologies.

7 Declaration of Disclosable Pecuniary and Other Interests

7.1 There were no declarations of interest.

8 Communications

8.1 There were no communications.

9 Public Participation

9.1 Members noted that no questions had been received in accordance with the public participation scheme approved at the meeting of the Fire and Rescue Authority held on 5 April 2000 (Minute 99/fa/94 refers).

10 Minutes

RESOLVED:

That the Minutes of the meeting of the Executive Committee held on 17 July 2018 be confirmed and signed as a true record.

11 Principal Officer Vacancy

RESOLVED:

That, pursuant to Sections 100A (2) and 100A (4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting on the grounds that consideration of the following items of business is likely to involve the disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act (as amended):

Item: Principal Officer Vacancy

The meeting ended at 12.04 pm

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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For Publication

Bedfordshire Fire and Rescue Authority
Executive Committee
24 March 2020

REPORT AUTHOR: CHIEF FIRE OFFICER and SECRETARY/MONITORING OFFICER

SUBJECT: GOVERNANCE REVIEW UPDATE

For further information on this report contact: Nicky Upton
Democratic and Regulatory Services Supervisor
Tel No: 01234 845149

Background Papers:

Implications (tick ✓):

LEGAL		FINANCIAL	
HUMAN RESOURCES		EQUALITY IMPACT	
ENVIRONMENTAL		POLICY	
CORPORATE RISK	Known	OTHER (please specify)	
	New	CORE BRIEF	

Any implications affecting this report are noted at the end of the report.

PURPOSE:

To review the future governance arrangements of the FRA, in particular the role and responsibilities of members of the Executive Committee.

RECOMMENDATION:

That:

1. Each member of the Executive be allocated a special area of responsibility as shown in Appendix A;
 2. The terms of reference of the Executive Committee be revised and adopted as shown in Appendix B.
 3. No changes be made to the Scheme of Member Allowances at this time but that this be reviewed in December 2020.
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1 Introduction

- 1.1 On 19 July 2019 the FRA made a number of changes to its governance arrangements in response to a governance review that had taken place. The decisions made by the FRA were as follows:
- That the Policy and Challenge Groups be suspended;
 - That two additional FRA meetings be added to the 2019/20 calendar – 4 September 2019 and 6 November 2019 and the updated calendar of meetings be approved;
 - That the interim Executive Committee elected at the Annual Meeting remain in place with the remaining seven members being members of the Audit and Standards Committee;
 - That FRA Meetings continue to be held at Dunstable Community Fire Station, when possible, with the Annual Meeting held at Fire and Rescue Service Headquarters;
 - That the terms of reference of the Executive Committee be amended to include the management of the employment relationship between the FRA and the Chief Fire Officer; and
 - That the decision to suspend the Policy and Challenge Groups for a trial period be reviewed in the next Member Development Day in October 2019.

- 1.2 Further discussions took place at the Members' Development Day in October 2019 and also at the Budget Workshop held in January 2020. At that workshop the Chairman made some suggestions about the way in which the role of Executive Member might be enhanced and it was decided to refer the Chairman's proposal for consideration by the Executive Committee.
2. The Chairman's Proposals
 - 2.1 The Chairman has attended a number of national and regional meetings since he was elected in June 2019. The experience that he has gained since then has led him to the conclusion that the Bedfordshire FRA is at a disadvantage because of a lack of continuity. He proposes to address this by asking each member of the Executive to accept responsibility for a discreet area of the FRAs business (portfolio). Members would attend regional and national meetings that related to their portfolio and, in this way, would gain experience and knowledge that they could bring back to their work within the FRA.
 - 2.2 The diagram attached as Appendix A shows how these arrangements would be organised and Appendix B sets out revised terms of reference for the Executive Committee including the portfolio arrangements.
3. Special Responsibility Allowances
 - 3.1 Executive Members currently receive an SRA based on an assessment that their additional responsibilities will spend 6 days undertaking their special responsibilities. It is difficult to say at this stage how the adoption of portfolios will affect this assessment and so it is suggested that no change be made to the FRAs Scheme of Member Allowances at this stage and that this should be reviewed in December 2020.
4. Conclusion
 - 4.1 The Committee is asked to consider the proposals set out in this report and the appendices and to recommend to the FRA that they be adopted.

PAUL FULLER
CHIEF FIRE OFFICER CBE QFSM MStJ DL

JOHN ATKINSON
SECRETARY/MONITORING OFFICER

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FRA EXECUTIVE

Chair

Vice chair

Bedford

Central Beds

Luton

AUDIT AND STANDARDS

Scrutiny function by all FRA Members not having executive roles, internal, external audit, Nolan principles, etc

Executive responsible for PO appointments, CFO working relationship, matters between meetings not otherwise delegated, specific lead roles to scrutinise Authority's statutory compliance and meeting targets

Prevention and Protection

Fire safety Order and other fire safety legislation, National framework as appropriate
Fire and rescue Services Act

Operational response, preparedness

Fire and Rescue services Act, Civil Contingencies Act, National framework as appropriate

Corporate Risk, Health and Safety

HASAWA, Governance Combination scheme order

People Board, Staffing, Diversity Champion

Employment law, equality duty/legislation

Collaboration

Police and Crime Act

National Meetings, seminars, LGA, CFA conference etc ought to be attended by the responsible lead.

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EXECUTIVE COMMITTEE

The Executive Committee has been established to undertake the following functions on behalf of the FRA:

Decisions

- To take urgent decisions in between meetings of the FRA;
- To appoint selection panels and carry out the arrangements for the appointment of the Chief Fire Officer and Principal Officers;
- To exercise the FRA's responsibilities in respect of employment disputes including collective grievances/collective disputes and, and matters referred to the FRA under stage two of the Internal Dispute Resolution Procedure (IDRP) and other related matters.
- To manage the employment relationship between the FRA and the CFO, including such matters as objective setting and appraisal, discipline and grievances.

Policy Development

- To provide support and constructive challenge to the Principal Officer Team in the development of strategies and plans within the overall policy objectives agreed by the FRA.
- To keep abreast of developments and policies at national, regional and local level and to provide reports to the FRA on any significant developments.

Delegated Powers and Reporting Arrangements

The Executive Committee is authorised to exercise any functions of the FRA that come within its terms of reference. Decisions taken by the Committee under its delegated powers will be reported to the next meeting of the FRA, except where the decision taken is quasi judicial or where the subject matter considered is exempt from publication under Schedule 12A of the Local Government Act 1972.

Membership

The membership of the Executive Committee shall be as follows:

- The Chair and Vice Chair of the FRA; and
- One Member from each constituent authority.

The Chair of the FRA shall be Chair of the Executive Committee.

In the event that a political party or constituent authority is not represented at a meeting of the Executive Committee, a named observer from that party/constituent authority may attend the meeting.

Special Responsibilities

Each member of the Executive Committee will have special responsibility for one of the following portfolios:

1. Prevention and Protection

Including the Fire Safety Order, other fire safety legislation and the National Framework as appropriate.

2. Operational Performance and Preparedness

Including the Fire and Rescue Services Act, the Civil Contingencies Act and the National Framework as appropriate.

3. Corporate Risk, Health and Safety

Including the FRA's responsibilities under the Health and Safety at Work Act, Governance and the Combination Scheme Order.

4. People Board, Staffing, Diversity Champion

Including employment law, the equality duty and related legislation.

5. Collaboration.

Including the FRA's responsibilities within the Police and Crime Act 2017.

Where possible the portfolios will be agreed amongst the members of the Executive Committee following the Authority's annual meeting. However, in the event that they cannot be agreed, the portfolios will be allocated by the Chair of the FRA.

Portfolio holders will carry out the following responsibilities within their portfolios:

- To act as a sounding board for senior officers and provide support to deal with any problems at a strategic level.
- To review, in conjunction with senior officers, the effectiveness of service within their portfolio.
- To report to the FRA on significant issues arising within his/her portfolio.

- To represent the FRA on bodies, at events and at conferences as agreed by the FRA related to his/her portfolio and to provide feedback to the FRA on any relevant or significant issues.

Quorum

Business shall not be transacted at any meeting of the Executive Committee unless at least three members of the Committee are present with at least one member from two of the constituent authorities.

Support

The Committee will be supported by the Principal Officer Team and the FRA's Secretary /Monitoring Officer.

Regularity of Meetings

The Executive Committee will meet as and when required to transact any business within its terms of reference.

Review of Terms of Reference

The Terms of Reference are reviewed by the FRA on an annual basis at the Annual Meeting.

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