

**Minutes of the Annual Meeting of
West Midlands Fire and Civil Defence Authority**

26th July, 2004 at 11.30 a.m.
at the Fire Service Headquarters, Birmingham

Present: Councillors Birbeck, Bowen, S Davis, G Davies, Eustace, Foster, Haque, Hinton, Hogarth, Howard, Idrees, Jackson, Kazi, Lawrence, Mulhall, Perry, Pitt, Rogers, Ryder, Singh, Underhill and Ward.

Apologies: Councillors Afzal, Matchet, Ross and Wallace.

32/04 **Election of Chair**

Resolved that Councillor Hinton be elected Chair of the Authority for the period ending with the Annual Meeting of the Authority in 2005.

33/04 **Election of Vice-Chair**

Resolved that Councillor Hogarth be elected Vice-Chair of the Authority for the period ending with the Annual Meeting of the Authority in 2005.

34/04 **Chair's Announcements**

Welcome

The Chair welcomed new Members of the Authority and those who had been reappointed following the municipal elections.

Death of Firefighters serving in London Fire Brigade

The Chair reported that on 20th July, 2004, two firefighters serving in the London Fire Brigade had tragically died following an incident in Bethnall Green. The Authority stood in silent tribute as a token of respect to their memory.

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Members Induction Events and Visits

The Chair reported that an induction day for all Members of the Authority would take place on Friday, 13th August, 2004 at Handsworth Community Fire Station.

Further induction events would be arranged in the future, including visits to Brigade Workshops, Brigade Training Centre, Fire Control, Walsall Community Fire Station and the Fire Service College. The Authority would also visit Parliament on 30th November, 2004 to meet Members of both Houses.

Audit Opinion – Pay Verification

The Chair reported that the Authority had received its second audit opinion from the external auditors, KPMG, regarding the pay verification. The Authority had made significant progress since the first audit and was recognised as one of the best performing authorities in the country with regard to modernisation. The audit report noted that the Authority was leading nationally on a number of areas of work.

Exercise ‘Horizon’

The Chair and the Chief Fire Officer reported on feedback from Exercise ‘Horizon’ which had taken place on 18th July, 2004 at the National Exhibition Centre, Birmingham. This major simulation event had been to test the response of the emergency services to a Chemical, Biological, Radiological and Nuclear (CBRN) incident. The Chief Fire Officer was of the opinion that overall, the event had been positive and successful. It was recognised that there were lessons to be learned by all of the services involved and debriefings were currently taking place. Further reports would be produced on the implications arising from the simulation event and potential developments for the future.

Business Plan and Best Value Performance Plan

The Authority received a copy of the recently published Business Plan and Best Value Performance Plan for information.

Fund Raising Event

The Chair reported on a successful fund raising event held at West Midlands Police Tally Ho! Sports Club on 25th July, 2004 in support of the memorial for the late Firefighter Ricki Bhalla. The Chief Fire Officer undertook to review the system for notifying Members of the Authority of future events.

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Mr S Griffiths – Senior Democratic Services Officer, Sandwell Metropolitan Borough Council

The Chair reported that Steve Griffiths, Senior Democratic Services Officer, would be leaving the employment of Sandwell MBC in August, 2004 to take up a position with Dudley MBC. The Authority thanked Steve for his past service in support of the Clerk to the Authority and wished him well in his future career.

35/04 **Minutes**

Resolved that the minutes of the meeting held on 19th April, 2004 be confirmed as a correct record.

36/04 **Membership of the Authority 2004/2005**

The Clerk reported on the membership of the Authority for 2004/2005.

37/04 **Questions on Discharge of Functions**

Resolved that the following members be nominated under Section 41 of the Local Government Act 1985 to answer questions put in the course of proceedings of constituent Councils on the discharge of the Authority's functions:-

Councillor

| | |
|---------------|---------|
| Birmingham | Howard |
| Coventry | Matchet |
| Dudley | Ryder |
| Sandwell | Hinton |
| Solihull | Hogarth |
| Walsall | Pitt |
| Wolverhampton | Singh |

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38/04

Constitution of Committees, Panels and Fora, Terms of Reference and Member Portfolios 2004/2005

The Authority considered a report on the constitution of Committees, Panels and Fora, the terms of reference and Member portfolios for 2004/2005.

The Authority had adopted changes to its Committee structure and political governance arrangements in recent years in line with the commitment to the principles of the Government's modernisation agenda. The proposals aimed to ensure that the Authority:-

- continued to be best placed to respond to a range of internal and external issues and deliver on its commitment to modernisation and other key objectives in the Best Value Performance Plan and Business Plan;
- adopted decision making processes that were open, transparent, accountable and inclusive in line with Government expectations on strengthening local democracy.

Consideration was given to portfolios for key positions held by Members of the Authority. Individual Members would not have delegated powers to act on behalf of the Authority, however, the portfolios would more clearly define roles and assist with future reviews of remuneration.

The issues of Best Value Performance Review and Equality and Diversity remained central to the business of the Authority. Rather than establishing two separate Committees, as in previous years, it was proposed to establish two Lead Member portfolios to take special responsibility for Performance Management and Equality and Diversity. The Lead Members would be appointed to serve on the Executive Committee to ensure that these issues were properly represented within the Authority's mainstream decision making processes and governance arrangements. Each Lead Member would have a nominated Deputy.

Lead Members would have a key role to 'champion' issues at the Policy Planning Forum, the Executive Committee and Authority meetings. Lead Members would meet with officers on a regular basis to discuss progress on issues within their portfolio areas. In certain circumstances, the Authority might also consider the establishment of 'task and finish' groups to provide for Lead Members (and other nominated Members) to work with officers on particular initiatives or

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projects and to develop recommendations for consideration by the Authority or the Executive Committee.

To reflect the workload and special responsibilities of portfolio holders, it was recommended that the Lead Members (and their Deputies) be entitled to the same levels of remuneration previously afforded to the Chairs (and Vice-Chairs) of the former Best Value Performance Review and Equality and Diversity Committees. A report on the necessary amendments to the Members' Allowances Scheme would be submitted to the Executive Committee, including consideration of future elected Member portfolios.

Subject to the outcome of national negotiations, it was anticipated that the Disciplinary Committee would no longer be required when the Fire Service (Discipline) Regulations 1985 were revoked. Pending the outcome of national agreements, however, the Disciplinary Committee would be reconstituted to deal with any outstanding cases.

The membership, terms of reference and constitution of the Joint Consultative Panel had been the subject of ongoing discussions (see Note 9/03 of the Joint Consultative Panel). Subject to the outcome of national negotiations, the size, membership and constitution of the Joint Consultative Panel would be included on the agenda for the next scheduled meeting of the Panel for consideration as a matter of urgency.

Resolved:-

- (1) that the following Committees and Advisory Bodies be constituted for the year ending with the Annual Meeting of the Authority in 2005:-

Committees

Appeals
Appointments
Disciplinary
Executive
Standards.

Advisory Bodies

Joint Consultative Panel
Policy Planning Forum;

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- (2) that the functions as set out in Appendix 1 be assigned to the bodies referred to in resolution (1) above and that the Authority's powers and duties be delegated to Committees accordingly, except where the functions provide otherwise;
- (3) that the proposals for the adoption of Member portfolios, as detailed in the report and as set out in Appendix 2, be approved;
- (4) that the calendar of meetings during 2004/2005, as set out in Appendix 3, be approved;
- (5) that a report on the necessary amendments to the Authority's Members' Allowances Scheme be submitted to the Executive Committee in due course, to include consideration of the future Member portfolios.

39/04 **Constitution and Political Balance of Committees 2004/2005**

The Authority considered the constitution and political balance of Committees and the assignment of members during 2004/2005.

With reference to Minute No. 24/04, the Clerk reported that two applications had been received in response to the advertisement for the Independent Chair of the Standards Committee. Guidance from the Standards Board for England recommended that there should be at least two independent representatives on the Standards Committee. Both of the applicants met the required criteria and it was considered unnecessary to hold a meeting of the Appointments Committee. The Clerk recommended that both persons should be appointed to serve on the Standards Committee until the annual meeting of the Authority in 2007.

Resolved:-

- (1) that the constitution and political balance of the Committees and Advisory Bodies established under Minute No. 38/04 be as referred to in Appendix 4;
- (2) that Members and substitute Members be appointed to Committees for the period ending with the Annual Meeting of the Authority in 2005 as indicated in

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Appendix 5;

- (3) that pending the outcome of a review of the size, membership, terms of reference and constitution of the Joint Consultative Panel, Authority employees be appointed to serve on the Panel, with voting rights, and that whole time trade union officials be entitled to attend meetings of the Panel in an observer capacity, without voting rights;
- (4) that the Chairs and Vice-Chairs of Committees and the principal elected Member on the Joint Consultative Panel be as indicated in Appendix 5;
- (5) that the following Members be appointed as the Lead and Deputy Lead Members in respect of following portfolios:-

Equality and Diversity

Lead Member - Councillor Kazi

Deputy Lead Member – Councillor Ryder

Performance Management

Lead Member - Councillor Lawrence

Deputy Lead Member – Councillor Idrees.

40/04 **Appointment of Representatives to Serve on Other Bodies**

The Authority considered the appointment of representatives to serve on other bodies during 2004/2005.

Resolved:-

- (1) that the Chair and Vice-Chair (Councillors Hinton and Hogarth) and Councillor Eustace (or their substitutes) be appointed to serve on the West Midlands Regional Management Board for the period ending with the Annual Meeting of the Authority in 2005;
- (2) that the Chair and Vice-Chair (Councillors Hinton and Hogarth), Councillors Howard and Kazi (or their nominees) be appointed to serve on the Local Government Association General Assembly for the period ending with the Annual Meeting of the Authority in 2005;

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- (3) that the Chair (Councillor Hinton) (or his nominee) be authorised to exercise the Authority's Corporate Vote at the Local Government Association General Assembly and the Authority's General Assembly votes be as previously allocated;
- (4) that the Chair (Councillor Hinton), Vice-Chair (Councillor Hogarth) and Councillor Eustace (or their nominees) be appointed to serve on the Local Government Association Fire Service Forum for the period ending with the annual meeting of the Authority in 2005;
- (5) that the Vice-Chair (Councillor Hogarth) and the Chief Fire Officer (or their nominees) be appointed to serve on the Local Government Association Urban Commission for the period ending with the Annual Meeting of the Authority in 2005;
- (6) that the following nominations be made in respect of the West Midlands Local Government Association:-

Association - Observer Member

Chair of the Authority - Councillor Hinton (or his nominee);

Provincial Council

Councillor Underhill (substitute: Councillor Wallace);

- (7) that Councillor Ryder (or his nominee) be appointed as an observer member to attend meetings of the Black Country Consortium on behalf of the Authority for the period ending with the Annual Meeting of the Authority in 2005;
- (8) that Councillor Kazi (or his nominee) be nominated to serve on the West Midlands Community Safety Sub-Committee for the period ending with the Annual Meeting of the Authority in 2005.

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41/04 Standing Orders of the Authority

The Authority considered a review of Standing Orders setting out the procedural rules by which the Authority transacted its business. The review aimed to update the Standing Orders, to adopt a plain English style and to apply other good practices in accordance with the principles of the modernisation of decision-making structures.

Resolved that the Standing Orders of the Authority, as set out in Appendix 6, be approved and adopted.

42/04 Delegations to Chief Officers

The Authority considered a review of the list of the powers delegated to Chief and Statutory Officers. The review aimed to update the delegations and to validate the continued relevance of certain powers and duties that had been previously delegated by the Authority.

Resolved:-

- (1) that the list of powers delegated to the Authority's Chief and Statutory Officers, as set out in Appendix 7, be approved;
- (2) that the Treasurer submit a quarterly report where appropriate to the Executive Committee on individual items of general income that are written off as irrecoverable up to and including £1,000, in accordance with the delegated powers.

43/03 Internal Audit Report

The Treasurer submitted the Audit Service annual report, which summarised the results of the audits of the financial affairs of the Authority during 2003/2004. The Authority noted the report and the action taken.

Derek Cadman of Sandwell Audit Services would retire from local government service in August, 2004 and he placed on record his appreciation to Members and Officers of the Authority. The Authority thanked Mr Cadman and wished him well in the future.

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44/04 **Revised Brigade Standing Order – Partnership Working, Funding and/or Goods, Works or Services Provided Freely from External Sources**

The Authority considered revisions to Brigade Standing Order No. 22/2 relating to partnership working, funding and/or goods, works or services provided freely from external sources. The Standing Order had previously referred to 'sponsorship', however, in recent years, a number of partnership, funding and other opportunities had presented themselves to the Authority.

The revised Standing Order would clarify the ownership and procedures involved with the maintenance of a database to record partnership working, funding and/or goods, works or services provided freely from external sources. The revised procedures would speed up the process for accepting such opportunities whilst maintaining appropriate levels of transparency.

Resolved that the revised Brigade Standing Order No. 22/2 relating to partnership working, funding and/or goods, works or services provided freely from external sources, as set out in Appendix 8, be approved and adopted.

45/04 **Monitoring of Finances**

The Authority received a report on the monitoring of finances during 2004/2005.

46/04 **Action on Matters of Urgency**

The Authority received a report on action taken on matters of urgency, following consultation with the Chair and Vice-Chair, in respect of the following:-

- (a) National Mutual Aid Agreement;
- (b) Refurbishment of Bournbrook Community Fire Station (Mechanical, Electrical and Structural Cabling).

47/04 **Minutes of the Executive Committee**

The minutes of the meetings held on 28th April, 17th May and 24th

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June, 2004 were received.

48/04 **Minutes of the Best Value Performance Review Committee**

The minutes of the meeting held on 17th May, 2004 were received.

49/04 **Minutes of the Standards Committee**

The minutes of the meeting held on 5th April, 2004 were received.

Resolved that the recommendations of the Committee, as set out in Minute No. 2/04, be approved and adopted.

50/04 **Minutes of the Appeals Committee**

The minutes of the meeting held on 22nd April, 2004 were received.

51/04 **Minutes of the Disciplinary Committee**

The minutes of the meetings held on 29th April, 27th May and 7th July, 2004 were received.

52/03 **Notes of the Policy Planning Forum**

The notes of the meeting held on 17th May, 2004 were received.

53/03 **Notes of the Joint Consultative Panel**

The notes of the meeting held on 5th April, 2004 were received.
Reference as made to the need to delete the name of Councillor Underhill from the list of apologies.

54/04 **Minutes of the West Midlands Regional Management Board**

The minutes of the annual meeting held on 7th May, 2004 were submitted.

Resolved that the acts, proceedings and recommendations of the West Midlands Regional Management Board, as set out in the minutes, be approved and adopted.

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55/04 **Exclusion of the Public and Press**

Resolved that the public and press be excluded from the rest of the meeting to avoid the possible disclosure of exempt information under Part I of Schedule 12A to the Local Government Act 1972 relating to negotiations or consultation on labour relations matters and disclosure would be likely to prejudice those negotiations.

56/04 **Update on the Industrial Dispute Over Fire Service Pay and Conditions**

The Authority considered a report on the situation with regard to the national dispute over fire service pay and conditions. The Fire Brigades' Union (FBU) had notified this and other fire authorities that a trade dispute would exist on 30th July, 2004 if the remaining 3.5% of the pay rise agreed from November, 2003 and the 4.2% pay rise agreed from July, 2004 was not honoured.

The Authority considered its draft response to the FBU. The Authority remained committed to honouring the terms of the pay and conditions agreement. However, the Authority also supported the position taken by the national employers in respect of the issue of stand down time. Until agreement was reached with the national employers, the Authority would not release the remaining 3.5% of the pay rise agreed from November, 2003 or the 4.2% due from 1st July, 2004.

The Authority urged the FBU to work with the National Employers to secure an agreement to the dispute without recourse to industrial action. Members also expressed support for the efforts being made by the General Secretary of the Trades Union Congress to achieve a speedy resolution to the matters in dispute.

Resolved:-

- (1) that the Authority note the situation with regard to the industrial dispute over fire service pay and conditions;

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- (2) that the Authority note the letter from the FBU regarding the trade dispute that will exist on 30th July, 2004 if the remaining 3.5% of the pay rise agreed from November, 2003 and the 4.2% pay rise agreed from July, 2004 is not honoured;
- (3) that the Authority's response to the letter from the FBU be approved;
- (4) that a letter be sent to the General Secretary of the Trades Union Congress in support of the efforts to achieve a speedy resolution to the matters in dispute.
- (5)

(Meeting ended at 12.43 p.m.)

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| <p><i>Contact Officer: Steve Griffiths Democratic Services Unit 0121-569 3791</i></p> |
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Constitution and Terms of Reference 2004/2005

Executive Committee

To deal with all matters of an urgent nature which cannot reasonably be delayed until the next ordinary meeting of the Authority or appropriate committee.

To consider and monitor the Authority's budget as necessary and to make appropriate recommendations.

To award contracts in circumstances where it is recommended to accept other than the lowest tender received.

To open and consider tenders for contracts where the estimated value exceeds £100,000.

To deal with matters that can be dealt with locally as part of the modernisation agenda.

To consider recommendations arising from meetings of the West Midlands Regional Management Board.

To deal with matters relating to the Members Allowances Scheme.

To consider and make recommendations to the Authority on the conditions of service and salary of the posts of Chief Fire Officer, Deputy Chief Fire Officer and Assistant Chief Officers.

To consider partnership working, funding and/or goods, works or services provided freely from external sources, including external funding agreements.

To consider all matters associated with the Private Finance Initiative as it relates to the work of the Authority.

To deal with any other matters referred to it by the Authority.

To submit its minutes to the Authority.

Appointments Committee

To make the appointments of the Chief Fire Officer, Deputy Chief Fire Officer and Assistant Chief Officers.

To submit its minutes to the Authority.

Disciplinary Committee

Powers delegated as provided for in Regulation 9 and 12 of the Fire Services (Discipline) Regulations 1985.

Appeals Committee

To hear and decide upon:-

Appeals arising from decisions of the Disciplinary Hearing as provided for in Regulation 13 of the Fire Services (Discipline) Regulations 1985.

Appeals against decisions of the Chief Fire Officer under the grievance procedure

Disputes under the national conditions of service for uniformed personnel.

Appeals against dismissal made in accordance with the Authority's disciplinary procedures and ACAS Guidelines.

Appeals under the Firemen's Pension Scheme Order.

Appeals under the Local Government Superannuation Regulations.

Policy Planning Forum

To provide for the consideration of key policy areas affecting the Authority and service delivery.

To submit its notes to the Authority.

Standards Committee

To promote and maintain high standards of conduct by members of the Authority.

To assist members of the Authority to observe the Authority's Code of Conduct, specifically:-

To advise the Authority on the adoption or revision of a Code of Conduct.

To monitor the operation of the Authority's Code of Conduct.

To advise, train or arrange for training for members of the Authority on matters relating to the Authority's Code of Conduct.

To exercise any functions which the Authority may consider appropriate from time to time.

To submit its minutes to the Authority.

Joint Consultative Panel

To maintain regular methods of consultation between the Authority and the recognised representative bodies and to consider and make recommendations on any issues which may arise.

To consider and make recommendations to the Authority on any relevant matter referred to it by the Authority or by the relevant employee organisations.

To consider and make recommendations to the Authority on the application of the terms and conditions of service for employees.

To discharge such other functions as are specifically assigned to it.

In appropriate circumstances, to refer any question coming before it to the National Joint Council for consideration and advice where such action is deemed advisable; to inform the National Joint Council or any other appropriate body concerned of any recommendations of the Panel which appear to be of more than local interest provided that any such action shall be by way of a recommendation to the Authority prior to its submission.

West Midlands Fire and Civil Defence Authority
Member Portfolios 2004/2005

Chair of the Authority

To provide overall political leadership and strategic policy direction to the Authority.

To ensure continuous improvement in service delivery and the implementation of best practice through the application of Authority policy and all relevant legislation, regulations, directives and statutory requirements affecting the work of the Authority.

To chair the Executive and Appointments Committees and any other meetings as required by the Authority;

To serve as a representative on other bodies as nominated by the Authority.

To represent the Authority at any meetings as may be required from time to time in connection with the work of the Authority at local, regional, national or international level.

To take overall political responsibility within the Authority for:

- Business Planning and the Best Value Performance Plan;
- Comprehensive Performance Assessment;
- Policy and budgetary strategy formulation;
- Modernisation issues;
- Local, regional, national and international issues;
- Health and Safety;
- Implementing E-Governance (IEG) and the Freedom of Information Act 2000;
- Risk Management and the Integrated Risk Management Plan;
- Procurement;
- Press and media relations and the promotion of the image of the Authority;
- Civic and ceremonial issues;
- Equality and Diversity;
- Sustainability;

- any other initiatives as from time to time may be adopted by or imposed on the Authority.

To oversee the efficient and effective conduct of business within the Authority and to work with other elected Members on issues that cut across or fall within the terms of reference or portfolios of other Members, Committees, Panels or Fora.

To ensure the proper implementation of decisions of the Authority and its Committees and to ensure that due consideration is given to any recommendations arising from those Committees.

To ensure the involvement of local people and communities in the decision making processes of the Authority, as necessary.

To undertake his/her duties in accordance with the Authority's Code of Conduct and any other policies, procedures or protocols which may be adopted by the Authority from time to time.

Vice-Chair of the Authority

To support and assist the Chair of the Authority to provide overall political leadership and strategic policy direction to the Authority.

To support continuous improvement in service delivery and the implementation of best practice through the application of Authority policy and all relevant legislation, regulations, directives and statutory requirements affecting the work of the Authority.

To Chair the Authority, relevant Committees or other meetings as may be required, in the absence or inability to act of the Chair of the Authority;

To serve as a representative on other bodies as nominated by the Authority.

To represent the Authority at any meetings as required from time to time in connection with the work of the Authority at local, regional, national or international level.

To support and assist the Chair of the Authority to fulfil his/her overall political management responsibilities within the Authority for:

- Business Planning and the Best Value Performance Plan;
- Comprehensive Performance Assessment;
- Policy and budgetary strategy formulation;
- Modernisation issues;
- Local, regional, national and international issues;
- Health and Safety;
- Implementing E-Governance (IEG) and the Freedom of Information Act 2000;
- Risk Management and the Integrated Risk Management Plan;
- Procurement;
- Press and media relations and the promotion of the image of the Authority;
- Civic and ceremonial issues;
- Equality and Diversity;
- Sustainability;
- any other initiatives as from time to time may be adopted by or imposed on the Authority.

To take lead responsibility on any specific initiatives that may be required from time to time by the Authority, the Chair of the Authority or one of its Committees, Panels or Fora.

To assist and support the Chair in the efficient and effective conduct of business within the Authority and to work with other elected Members on issues that cut across or fall within the terms of reference or portfolios of other Members, Committees, Panels or Fora.

To assist in ensuring the proper implementation of decisions of the Authority and its Committees and to ensure that due consideration is given to any recommendations arising from those Committees.

To assist in ensuring the involvement of local people and communities in the decision-making processes of the Authority, as necessary.

To undertake his/her duties in accordance with the Authority's Code of Conduct and any other policies, procedures or protocols which may be adopted by the Authority from time to time.

Lead Member for Equality and Diversity

To take a leading role within the Authority for:-

- standards and targets being achieved in relation to equality and diversity.
- the development and maintenance of a positive approach in relation to equality and diversity with regard to employment and service delivery and to celebrate diversity within the West Midlands Fire and Civil Defence Authority.
- The Race Equality Scheme.

To support continuous improvement in service delivery and the implementation of best practice through the application of Authority policy and all relevant legislation, regulations, directives and statutory requirements affecting the work of the Authority.

To Chair and participate in any other meetings as may be required from time to time by the Authority.

To serve as a representative on other bodies as nominated by the Authority.

To represent the Authority at any meetings as required from time to time in connection with the work of the Authority at local, regional, national or international level.

To take lead responsibility on any specific initiatives that may be required from time to time by the Authority, the Chair of the Authority or one of its Committees, Panels or Fora.

To assist and support the efficient and effective conduct of business within the Authority and to work with other elected Members on issues that cut across or fall within the terms of reference or portfolios of other Members, Committees, Panels or Fora.

To assist in ensuring the proper implementation of decisions of the Authority and its Committees and to ensure that due consideration is given to any recommendations.

To assist in ensuring the involvement of local people and communities in the decision-making processes of the Authority, as necessary.

To undertake his/her duties in accordance with the Authority's Code of Conduct and any other policies, procedures or protocols adopted by the Authority from time to time.

Lead Member for Performance Management

To take a leading role within the Authority for ensuring:-

- that existing service provision has been fully and appropriately challenged and that viable alternatives have been considered.
- that appropriate comparisons have been made with other organisations in the setting of performance measures, performance targets and benchmarking.
- that full and appropriate consultation has taken place regarding the outcomes of Best Value Reviews.
- that full consideration has been given to and appropriate use has been made of competition in the process of service provision.
- that issues relating to performance management and the Comprehensive Performance Assessment are considered.

To support continuous improvement in service delivery and the implementation of best practice through the application of Authority policy and all relevant legislation, regulations, directives and statutory requirements affecting the work of the Authority.

To Chair and participate in any other meetings as may be required from time to time by the Authority.

To serve as a representative on other bodies as nominated by the Authority.

To represent the Authority at any meetings as required from time to time in connection with the work of the Authority at local, regional, national or international level.

To take lead responsibility on any specific initiatives that may be required from time to time by the Authority, the Chair of the Authority or one of its Committees, Panels or Fora.

To assist and support the efficient and effective conduct of business within the Authority and to work with other elected Members on issues that cut across or fall within the terms of reference or portfolios of other Members, Committees, Panels or Fora.

To assist in ensuring the proper implementation of decisions of the Authority and its Committees and to ensure that due consideration is given to any recommendations.

To assist in ensuring the involvement of local people and communities in the decision-making processes of the Authority, as necessary.

To undertake his/her duties in accordance with the Authority's Code of Conduct and any other policies, procedures or protocols adopted by the Authority from time to time.

West Midlands Fire and Civil Defence Authority
Calendar of Meetings 2004/2005

Authority

(all meetings will commence at 11.00am with the exception of the annual meeting which will start at 11.30am)

27th September, 2004

22nd November, 2004

14th February, 2005 (budget and precept setting)

18th April, 2005

27th June, 2005 (annual meeting).

Executive Committee

Schedule of meetings to be agreed in consultation with the Chair and Vice-Chair of the Authority.

Policy Planning Forum

(start times to be advised depending on the business to be discussed)

13th August, 2004 (induction event)

Schedule of meetings to be agreed in consultation with the Chair and Vice-Chair of the Authority.

Joint Consultative Panel

(meetings will commence at 11.00am)

20th September, 2004

6th December, 2004

4th April, 2005

APPENDIX 4

West Midlands Fire and Civil Defence Authority
Political Balance of Committees for 2004/2005

| <u>Committee</u> | <u>Labour</u> | <u>Conservative</u> | <u>Liberal Democrat</u> | <u>Total</u> |
|--------------------------------|---------------|---------------------|-----------------------------|------------------------|
| Appointments | 4 | 4 | 1 | 9 |
| Disciplinary | 4 | 5 | - | 9 |
| Appeals | 2 | 3 | - | 5 |
| Executive | 3 | 3 | 1 | 7 |
| <hr/> | | | | |
| Total | 13 | 15 | 2 | 30 |
| <hr/> | | | | |
| Joint Consultative Panel | 5 | 5 | 1 | 11 |
| Policy Planning Forum | 12 | 13 | 2 | 27 |
| Standards Committee | 1 | 1 | 1 | 3 (+ 2 independent) |

APPENDIX 5

West Midlands Fire and Civil Defence Authority **Membership of Committees 2004/2005**

| Executive Committee (7 elected members) (Lab 3; Con 3; Lib Dem 1) | | Appeals Committee (5 elected members) (Con 3; Lab 2) | |
|---|-------------------|--|-------------------|
| Member | Substitute | Member | Substitute |
| Hinton (Chair) | Mulhall | G Davies (Chair) | Haque |
| Hogarth (Vice-Chair) | Matchet | S Davis (Vice-Chair) | Ward |
| Eustace | Jackson | Clerk to select 3 Members (following consultation with Group Leaders) as and when necessary in accordance with proportionality and subject to eligibility. | |
| Howard | Ward | | |
| Kazi | Idrees | | |
| Lawrence | Rogers | | |
| Underhill | Wallace | | |
| Appointments Committee (9 elected members) (Lab 4; Con 4; Lib Dem 1) | | Disciplinary Committee (9 elected members) (Con 5; Lab 4) | |
| Member | Substitute | Member | Substitute |
| Hinton (Chair) | Haque | Matchet (Chair) | S Davis |
| Hogarth (Vice-Chair) | Howard | Mulhall (Vice-Chair) | Ross |
| G Davies | Idrees | Afzal | Haque |
| Eustace | Jackson | Birbeck | Lawrence |
| Foster | S Davis | Bowen | Singh |
| Jevon | Birbeck | Rogers | Pitt |
| Kazi | Wallace | Ryder | Perry |
| Matchet | Ward | Wallace | Idrees |
| Mulhall | Ross | Ward | Foster |

| Joint Consultative Panel (11 elected members + employee representatives) (Lab 5; Con 5; Lib Dem 1) | | Standards Committee (3 elected members + 2 Independent Persons) (Lab 1; Con 1; Lib Dem 1) | |
|---|------------|--|------------|
| Member | Substitute | Member | Substitute |
| Underhill (Principal Member) | Hinton | Jackson | Eustace |
| Bowen | Singh | Ryder | Pitt |
| Foster | S Davis | Singh | G Davies |
| Haque | Wallace | | |
| Idrees | Kazi | | |
| Jackson | Eustace | | |
| Jevon | Lawrence | | |
| Perry | Hogarth | | |
| Pitt | Ryder | | |
| Rogers | Ward | | |
| Ross | Afzal | | |

STANDING ORDERS OF THE AUTHORITY

To be inserted.

APPENDIX 7

DELEGATIONS TO OFFICERS

To be inserted

APPENDIX 8

BRIGADE STANDING ORDER 22/2

To be inserted.