

<p><b>Minutes of the West Midlands Regional Management Board</b></p>
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**26th July, 2005 at 11.00 a.m.**  
**at Staffordshire Fire and Rescue Service Headquarters**

**Present:**        **Representing Hereford and Worcester Fire Authority**  
Councillors Bean, G Davis, and Brigadier Jones;  
**Representing Shropshire and Wrekin Fire Authority**  
Councillors Eade, Hartin and Morgan;  
**Representing Stoke on Trent and Staffordshire Fire Authority**  
Councillor Banks, Bloomer and D Davis;  
**Representing Warwickshire County Council**  
Councillors Haynes and Hobbs;  
**Representing West Midlands Fire and Civil Defence Authority**  
Councillors Eustace, Hinton and Hogarth.

**Advisors:**  
Chief Fire Officer Doig (Staffordshire Fire and Rescue Service);  
Chief Fire Officer Hayden (Hereford and Worcester Fire and  
Rescue Service);  
Chief Fire Officer Sheehan (West Midlands Fire Service);  
Chief Fire Officer Taylor (Shropshire Fire and Rescue Service).  
Deputy Chief Fire Officer Brice (Warwickshire Fire and Rescue  
Service).

A Brandon (Regional Procurement Project Manager);  
M Griffiths (representing the Treasurer);  
J Gregory (Legal Adviser);  
N Summers (Clerk);  
C Witham (Deputy Legal Adviser);  
S Worrall (Programme Manager).

**Visitor:**        Jean Cole (Government Office West Midlands);

**Observer:**       Mr A Rotchell.

**Apologies:**       Councillor Shilton;  
Chief Fire Officer Brown;  
Lynda Bateman.

26/05       **Councillor J Haynes**

Councillor Haynes thanked members for their support during his term of office as Chair of the Regional Management Board.

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Members expressed their appreciation to Councillor Haynes for his work in chairing the Board and encouraging partnership working across a large region.

**27/05     Election of Chair**

**Resolved** that Councillor Hinton be elected Chair of the Regional Management Board for the period until the commencement of the annual meeting of the Board in 2006.

**28/05     Election of Vice Chairs**

**Resolved** that the Councillors D Davis, G Davis, Hobbs and Morgan, as Chairs of their respective Fire Authorities, be elected Vice-Chairs of the Regional Management Board for the period until the commencement of the annual meeting of the Board in 2006.

**29/05     Chair's Announcements**

The Chair expressed his wish that the Board should continue to make excellent progress in moving regional working forward, quoting the regional procurement strategy as an example of what could be achieved.

**30/05     Membership of Regional Management Board 2005/06**

The Clerk reported on the membership of the Regional Management Board for 2005/06.

**31/05     Constitutional Arrangements 2005/06**

The Clerk reported that governance arrangements for the Board were set out in the agreement made between the constituent Fire Authorities which took effect on 1st April 2004, and which included procedural Standing Orders. These arrangements were still considered fit for purpose.

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The Board had approved (Minute No 17/05) protocols for the management of business at future meetings, and it was proposed to append these to Standing Orders.

The Board had also decided (Minute No 21/05) to set up a Chairs' Committee on stakeholder engagement and draft terms of reference were submitted for consideration.

It was further proposed to re-constitute the Programme Board as a member/officer working group as in 2004/05.

**Resolved:**

- (1) that the protocols set out in Appendix 1 to these minutes be formally adopted as an addendum to Standing Orders;
- (2) that the Chairs' Committee on Stakeholder Engagement be re-appointed for 2005/06 with the terms of reference attached as Appendix 2 to these minutes;
- (3) that the Programme Board be re-constituted for 2005/06 with the same membership and terms of reference as in 2004/05;
- (4) that meetings of the Programme Board be held as indicated in Appendix 3 to these minutes.

**32/05      Regional Management Board Programme of Meetings 2005/06**

The Board considered a calendar of meetings for 2005/06.

It was suggested that the Chairs of the five constituent authorities needed to meet on a regular basis for informal discussion.

**Resolved:**

- (1) that the calendar of meetings set out in Appendix 3 to these minutes be approved;
- (2) that Chairs meet at the conclusion of the next

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Programme Board meeting (3rd October 2005) to discuss detailed arrangements for stakeholder engagement and a schedule of regular Chairs' meetings.

33/05     **Minutes**

**Resolved** that the minutes of the meeting held on 10th June, 2005, be confirmed as a correct record.

34/05     **Meeting of the Programme Board**

The Board approved the minutes of the meeting of the Programme Board held on 11th July, 2005.

35/05     **West Midlands Regional Management Board Transition Strategy**

The Board was advised on the steps being taken to implement the rationalisation of the modernisation programme to achieve a reduction to seven thematic project boards via a transition strategy. Progress against each of the recommendations agreed by the Board in Minute No 21/05 was noted.

The Programme Manager reminded members that training had been arranged for Senior Responsible Owner Members on two dates - 15th or 31st August 2005 - and encouraged members to attend.

Concerns were expressed about the difficulty in engaging stakeholders with project activity, particularly in view of the decision taken by the Fire Brigades Union nationally to withdraw from negotiation with Fire Authorities and Regional Management Boards. Members were keen to offer the opportunity to all stakeholders to become involved with the work of the Regional Management Board.

36/05     **West Midlands Regional Management Board Thematic Project Board Membership**

Constituent Fire Authorities were invited to nominate members to serve as Senior Responsible Owners to six of the seven thematic project boards. The Programme Board at its meeting on 11th July

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2005 had approved a recommendation that the FiReControl thematic area would best be overseen by the Chair of the Regional Management Board as development and progress was dependent on the outcome of the national FiReControl project.

The Board was reminded of the roles and responsibilities of the Senior Responsible Owner.

**Resolved** that the following nominations be approved:

<b>Thematic Area</b>	<b>Host Authority</b>	<b>Senior Responsible Owner</b>
Fire Safety	Hereford and Worcester	Councillor Brigadier Jones
Performance	West Midlands	Councillor Hogarth
Procurement	Warwickshire	Councillor Haynes
Human Resources Management	Shropshire	Councillor Hartin
Response	Staffordshire	Councillor Banks
Resilience	Staffordshire	Councillor Bloomer
FiReControl	Not applicable	Chair of the Regional Management Board (Councillor Hinton)

**37/05     Regional Procurement Strategy – Consultant’s Report**

Further to Minute No 18/05, the Board received a copy of the report commissioned from a consultant to review procurement operations in each constituent fire authority, to make recommendations on the consolidation of good practice and to produce an outline regional procurement strategy.

The prioritised response of the Procurement Project Board to the recommendations set out in the consultant’s report was submitted and noted.

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38/05     **Correspondence Relating to the Regional Management Board**

The Board noted the following items:

- A communication from the Retained Firefighters' Union with regard to engagement with the Regional Management Board;
- Notification from the Audit Commission that arrangements would be made for the audit of the Board's financial arrangements through KPMG – a report would be submitted in due course when details of the arrangements and costs had been received from the Audit Commission;
- Notification of a further delay in announcing the location of regional FiReControl.

The Board expressed concern and regret about the continuing delay and lack of information about the FiReControl national project, and the effects this was having on staff morale, retention and recruitment, especially at a time when it was crucial that emergency services were operating at their peak.

Representatives of Shropshire and Wrekin Fire Authority indicated that their Authority intended to send representations to the Minister on this matter, and agreed to share the draft of their letter as a basis for regional representations to Government.

**Resolved** that the draft letter be circulated to Chairs and Chief Fire Officers for comment, and that the Clerk be asked to send appropriate representations to the Minister for Local Government.

39/05     **Date of next meeting**

Friday, 28th October, 2005 at Hereford and Worcester.

(Meeting ended at 11.35 am)

<i>Contact Officer: Georgina Wythes Democratic Services Unit Sandwell MBC 0121-569 3791</i>
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**West Midlands Regional Management Board**

**Chairs' Committee on Stakeholder Involvement**

**Terms of Reference**

The Committee shall comprise the Chairs of the five constituent Fire and Rescue Authorities represented on the Regional Management Board [or their nominees]

The Committee shall be advised by the Chief Fire Officers of the five constituent Fire and Rescue Authorities represented on the Regional Management Board

The Committee shall be administered by the Clerk to the Regional Management Board.

The Committee shall appoint a Chair at its first meeting.

The Committee shall agree a schedule of meetings at its first meeting.

The Committee shall provide a mechanism for regular consultation between the Regional Management Board and recognised trade union bodies; and shall consider and make recommendations to the Regional Management Board on any issues which may arise.

The Committee shall consider and make recommendations to the Regional Management Board on the development and implementation of effective regional arrangements to secure wider stakeholder engagement with the work of the Regional Management Board.

### **ADDENDUM TO STANDING ORDERS FOR THE REGULATION OF THE PROCEEDINGS AND BUSINESS OF THE WEST MIDLANDS REGIONAL MANAGEMENT BOARD**

Protocol agreed by the Chairs of the constituent Fire Authorities of the West Midlands Regional Management Board on 28th February 2005 and confirmed by the Board at its meeting on 10th June 2005.

The Chairs confirmed a proposed protocol for the future conduct of business as follows:

- Ensuring at an early stage that constituent fire authority members endorse proposals agreed by RMB project boards that will eventually come to the full RMB for decision;
- All items/matters to be taken the full RMB should be presented to the Programme Board in the first instance;
- All items/matters that have financial implications should be considered by the RMB Treasurers' Group prior to being taken to the Programme Board, and in turn the full RMB;
- A full and frank discussion of issues at the Programme Board;
- Chairs to brief their colleagues following the Programme Board meeting and obtain their views in advance of the RMB meeting;
- A pre-meeting of Chairs always to be held before the RMB meeting where a full and frank exchange of views can take place;
- If it is apparent at the pre-meeting that there is not consensus on any item on the RMB agenda, this item should be withdrawn without any discussion at the RMB meeting and referred back to the Programme Board;
- Where a course of action is agreed at the RMB meeting, this should be accepted as a collective decision and supported at the time the constituent authority is asked to confirm the acts, proceedings and recommendations of the RMB.



**Programme of Meetings 2005/06**

**Regional Management Board**

**All commence at 11 am**

<b><i>Date of Meeting</i></b>	<b><i>Host</i></b>
<b>28th October 2005 [already agreed]</b>	<b>Hereford and Worcester</b>
<b>27th January 2006</b>	<b>Staffordshire</b>
<b>28th April 2006</b>	<b>Shropshire</b>
<b>28th July 2006 [Annual Meeting]</b>	<b>Warwickshire</b>
<b>27th October 2006</b>	<b>West Midlands</b>

**Programme Board**

**Not open to the public/press**

**All commence at 10.30 am**

<b><i>Date of Meeting</i></b>	<b><i>Host</i></b>
<b>3rd October 2005</b>	<b>West Midlands</b>
<b>9th January 2006</b>	<b>Warwickshire</b>
<b>21st March 2006</b>	<b>Staffordshire</b>
<b>20th June 2006</b>	<b>Shropshire</b>
<b>19th September 2006</b>	<b>Hereford and Worcester</b>

These dates supersede any previous schedules of meetings