

## Report of Head of Legal Services

### 8. Appointment of Committees

#### Purpose of report

1. To consider the allocation of seats on Committees to political groups and to authorise the Head of Legal Services, following consultation with Group Leaders, to make appointments to those committees.

---

#### Recommendations

*It is recommended that the Authority:*

- i) notes the number of seats on each Committee and determines that the allocation of those seats to political groups be as follows:*

| <b>Group</b>        | <b>Appointments Committee</b> | <b>Audit &amp; Standards Committee</b> | <b>Policy &amp; Resources Committee</b> |
|---------------------|-------------------------------|--|---|
| <b>Conservative</b> | <b>4</b>                      | <b>7</b>                               | <b>7</b>                                |
| <b>Labour</b>       | <b>1</b>                      | <b>2</b>                               | <b>2</b>                                |
| <b>Independent</b>  | <b>1</b>                      | <b>2</b>                               | <b>2</b>                                |
| <b>2013</b>         | <b>1</b>                      | <b>1</b>                               | <b>2</b>                                |
| <b>Non Aligned</b>  | <b>0</b>                      | <b>1</b>                               | <b>0</b>                                |
| <b>(Total)</b>      | <b>7</b>                      | <b>13</b>                              | <b>13</b>                               |

- ii) appoints the Chairman and Vice-Chairman of the following Committees:*
  - a. Appointments Committee*
  - b. Audit and Standards Committee*
  - c. Policy and Resources Committee;*
- iii) authorises the Head of Legal Services to make other appointments to Committees in accordance with the wishes notified by the Group Leaders;*
- iv) determines any appointments of non-aligned Members to seats on committees;*
- v) appoints two Members to the Equality and Diversity Advisory Group;*
- vi) appoints one Member to the Health and Safety Committee;*
- vii) appoints the Chairman to the Young Firefighters' Association Executive Committee;*
- viii) appoints one Member from each political group to the Member Development Working Group.*

## Introduction and Background

2. In accordance with the Hereford & Worcester Fire Services (Combination Scheme) Order 1997 the Authority's membership comprises up to 25 Councillors, 19 from Worcestershire County Council and 6 from Herefordshire Council.
3. Where the Members of the Authority are divided into political groups:
  - (i) the Authority must review the allocation of seats to political groups either at its annual meeting or as soon as practical thereafter;
  - (ii) seats on committees must be allocated so that:
    - (a) if there is a majority political group on the Authority overall, that group must have a majority of the seats on each committee; and
    - (b) subject to (a) above, the total number of committee seats allocated to each group overall is proportionate to the size of that group as a proportion of the total membership of the authority; and
    - (c) subject to (a) and (b) above, the number of seats allocated to each group on each individual committee is proportionate to the size of that group overall
  - (i) appointment of any non-aligned members to seats on committees is determined by the Authority

## Political Groups

4. The composition of political groups currently notified to the Authority is as set out at Appendix 1 and equates as follows:

|                      | <b>Members</b> | <b>%</b> |
|----------------------|----------------|----------|
| Conservative         | 13             | 52%      |
| Labour               | 4              | 16%      |
| Independent          | 4              | 16%      |
| 2013                 | 3              | 12%      |
| <i>[Non Aligned]</i> | 1              |          |
| <b>Total</b>         | <b>25</b>      |          |

## Committee Appointments

5. The constitution provides that the Authority will appoint the Chairmen and Vice-Chairmen of Committees at its Annual General Meeting.
6. Members should note the following rules governing Committee appointments:
  - (i) Group Leaders, the Chairman, Vice-Chairman, out-going Chairman of the Authority and Chairman of the Policy and Resources Committee are not eligible to serve on the Audit and Standards Committee.
  - (ii) Subject to the rules on political balance, the Authority Chairman, the Policy and Resources Committee Chairman and the Audit and Standards Committee Chairman will serve on the Appointments Committee.

7. Applying the requirements of political balance, the number of seats on each committee allocated to each Group is as set out in recommendation (i) of this report. It is recommended that the Head of Legal Services make appointments to Committees in accordance with the wishes notified by the Group Leaders and that the Authority determines any appointments of non-aligned Members to seats on committees.

[For information, Appendix 2 details the Committee Memberships as of 30 May 2014].

## Conclusion/Summary

8. The above arrangements have proven to be effective for the appointment of Committees to carry out the functions of the Authority, as specified in the Terms of Reference.

## Corporate Considerations

|  |   |
|--|---|
| <b>Resource Implications</b> (identify any financial, legal, property or human resources issues)   | Each Committee Chairman is entitled to a Special Responsibility Allowance of £1,355 per year                                  |
| <b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications). | None directly.  |
| <b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).   | None directly.  |
| <b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)   | None.   |
| <b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)   | An Equalities Impact Assessment has not been carried out as the report does not contain a recommendation to approve a policy. |

## Background Papers

Appendix 1 - Composition of Political Groups

Appendix 2 – Committee Memberships

Committee Terms of Reference

Hereford & Worcester Fire Services (Combination Scheme) Order 1997

Local Government and Housing Act 1989

## Contact Officer

Nigel Snape, Head of Legal Services

(01905 368242)

Email: [nsnape@hwfire.org.uk](mailto:nsnape@hwfire.org.uk)