

7. Review of roles of the Treasurer and Clerk

Purpose of report

1. To update Members on the current position relating to the review of Clerking and Treasurer roles.

Recommendation

The Chief Fire Officer recommends that the Authority continue the appointment of Mr Tony Wood and Mrs Anne Brown as an Interim Treasurer and Interim Clerk to the Authority until 30 September 2011 or until the completion of the review and finalisation of permanent arrangements, whichever is the earlier.

Introduction and Background

2. In September 2010 the Authority appointed Mr Tony Wood as Treasurer on a temporary basis until the end of March 2011 and in December 2010 Mrs Anne Brown was appointed on a temporary basis as Clerk to the Authority.
3. Members will recall that it was intended to review the Authority's requirements for the permanent appointments following the receipt of the Audit Commission's report on the retirement of the previous Chief Fire Officer. That report has yet to be completed although it is anticipated in the near future. Both officers have agreed to continue their appointment on a temporary basis pending receipt of the report and completion of the review.
4. The cost of the Treasurer and Clerk will be met from the existing budget that was agreed for 2010/11. Herefordshire Council currently provides support for the Clerk in terms of IT, training and development and secretarial assistance.

Conclusion/Summary

5. The Authority is recommended to continue with the appointment of Mr Tony Wood as Treasurer and Mrs Anne Brown as Clerk to the Authority until 30 September or until the review is completed and permanent arrangements put in place.

Financial Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are financial issues that require consideration	Yes	Para. 4

Legal Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	Yes	Para. 3

Additional Considerations

6. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e. paragraph no.
Resources (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	Yes	Para. 4
Strategic Policy Links (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	No	
Risk Management / Health & Safety (e.g. risk management and control measures, risk register score).	No	
Consultation with Representative Bodies	No	

Contact Officer

Mark Yates, Chief Fire Officer

Telephone: 08451224454

Email: myates@hwfire.org.uk