

**AWDURDOD TÂN GOGLEDD CYMRU**



**NORTH WALES FIRE AUTHORITY**

**The Annual Meeting of the NORTH WALES FIRE AND RESCUE AUTHORITY will be held MONDAY 19 JUNE 2017 at the DENBIGHSHIRE COUNCIL CHAMBER, RUTHIN LL15 1YN at 10.30am.**

Yours faithfully

Colin Everett  
Clerk

**AGENDA**

- 1. Apologies**
- 2. Appointment of Chair 2017/18**
- 3. Appointment of Deputy Chair 2017/18**
- 4. Appointments of Chair and Deputy Chair of Audit Committee 2017/18**
- 5. Notice of Urgent Matters**  
Notice of items which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B (4) of the Local Government Act, 1972.
- 6. Minutes of the annual meeting held on 20 June 2016**
- 7. Matters arising**
- 8. Membership of the Fire and Rescue Authority**
- 9. Appointments to Committees and External Bodies**
- 10. Appointments to Standards Committee**
- 11. Appointments to Local Pension Board**
- 12. Meeting Dates 2017/18**
- 13. Webcasting**
- 14. Urgent Matters**  
To consider any items which the Chair has decided are urgent (pursuant to Section 100B (4) of the Local Government Act, 1972) and of which substance has been declared under item 4 above.

**PART II**

**No items for discussion**

**NORTH WALES FIRE AND RESCUE AUTHORITY**

Minutes of the Annual Meeting of North Wales Fire and Rescue Authority held on Monday 20 June 2016 at Denbighshire County Council Chamber, Ruthin. Meeting commenced at 10.30am.

**PRESENT**

**Councillor**

B Cowie  
L W Davies  
M Ll Davies  
A I Dunbar  
A Evans  
J G Evans  
M Holland  
A M Jones  
R O Jones  
P R Lewis  
G Lowe  
D A Macrae  
H McGuill  
R E Parry  
P Prendergast  
W P Shotton  
J R Skelland  
A Tansley  
W O Thomas  
G G Williams

**Representing**

Denbighshire County Council  
Anglesey County Council  
Denbighshire County Council  
Flintshire County Council  
Wrexham County Borough Council  
Anglesey County Council  
Denbighshire County Council  
Gwynedd Council  
Anglesey County Council  
Conwy County Borough Council  
Wrexham County Borough Council  
Conwy County Borough Council  
Flintshire County Council  
Conwy County Borough Council  
Denbighshire County Council  
Flintshire County Council  
Wrexham County Borough Council  
Conwy County Borough Council  
Flintshire County Council  
Gwynedd Council

**Also present:**

S A Smith (Chief Fire Officer and Chief Executive; D Docx (Deputy Chief Fire Officer and Interim Treasurer); G Owens (Deputy Clerk and Monitoring Officer); R Simmons and R Fairhead (Assistant Chief Fire Officers); G W Griffiths (Training and Development Manager); G Brandrick (Senior Professional and Service Standards Manager); K Roberts (Senior Operations Manager); S Millington (Senior Fire Safety Manager); S Roberts (Head of Facilities); S Morris (Corporate Planning Manager); T Williams (Corporate Communications Manager); A Davies (Member Liaison Officer) and S Jones (Member Liaison Assistant).

**APOLOGIES**

**Councillor**

B Dunn  
T A Edwards  
C Hughes  
W R Owen  
D Taylor  
J Vaughan  
D Wisinger

**Representing**

Flintshire County Council  
Wrexham County Borough Council  
Gwynedd Council  
Gwynedd Council  
Wrexham County Borough Council  
Conwy County Borough Council  
Flintshire County Council

1 APPOINTMENT OF CHAIR 2016/17

1.1 The Deputy Clerk requested nominations for the office of Authority Chair for the 2016/17 municipal year.

1.2 Cllr A I Dunbar proposed Cllr M LI Davies and this was seconded by several members. No other nominations were proposed.

1.3 **RESOLVED that Cllr Meirick LI Davies be elected as Chair of North Wales Fire and Rescue Authority for the 2016/17 municipal year.**

Cllr M LI Davies thanked Members for their vote of confidence and proceeded to chair the meeting thereafter.

2 APPOINTMENT OF DEPUTY CHAIR 2016/17

2.1 The Chair sought nominations for the office of Authority Deputy Chair for the 2016/17 municipal year.

2.2 Cllr P Shotton proposed Cllr P R Lewis and this was seconded by several members. No other nominations were proposed.

2.3 **RESOLVED that Councillor Peter R Lewis be elected to serve as Deputy Chair of North Wales Fire and Rescue Authority for the 2016/17 municipal year.**

3 APPOINTMENTS OF CHAIR AND DEPUTY CHAIR OF AUDIT COMMITTEE

3.1 The Chair sought nominations for the offices of Chair and Deputy Chair of the Audit Committee for the 2016/17 municipal year.

3.2 For the post of Chair, Cllr G Lowe proposed Cllr J R Skelland and this was seconded by several members. No other nominations were proposed.

3.3 For the post of Deputy Chair, Cllr P R Lewis proposed Cllr D A Macrae and this was seconded by several other members. No other nominations were proposed.

3.4 **RESOLVED that**

(i) **Councillor J Rodney Skelland be elected to serve as Chair of the Audit Committee for the 2016/17 municipal year;**

(ii) **Councillor Delyth Macrae be elected to serve as Deputy Chair of the Audit Committee for the 2016/17 municipal year.**

4 NOTICE OF URGENT MATTERS

4.1 The Chair advised that no items had been submitted to the Clerk for consideration.

5 MINUTES OF THE LAST ANNUAL MEETING AND MATTERS ARISING

5.1 The minutes of the Fire and Rescue Authority annual meeting held on 15 June 2015 were submitted for approval.

5.2 There were no matters arising.

5.3 **RESOLVED to approve the minutes as a true and correct record of proceedings.**

6 MEMBERS' CODE OF CONDUCT

6.1 The Deputy Clerk presented the report which informed Members about the revised legislation affecting the national model code of conduct for members and the ethical regime. Section 51, Local Government Act requires the Authority to adopt any national code of conduct made pursuant to section 50 of the Act within 6 months of the Act coming into force. Therefore, the Authority must either adopt the code, or make revisions to the existing code.

6.2 **RESOLVED to note the information and agree to adopt the amended code of conduct for members and co-opted members.**

7 MEMBERSHIP OF THE FIRE AND RESCUE AUTHORITY

7.1 The report was presented to confirm the appointment of members of the Authority and the composition of the full Authority membership for 2016/17. It was noted that Cllr P R Lewis is a member of the Conwy First Independent Group and that Cllr J Vaughan is a member of the Independent Group.

7.2 **RESOLVED to note the Authority membership for 2016/17.**

8 APPOINTMENTS TO COMMITTEES AND EXTERNAL BODIES

8.1 The purpose of the report was to invite the Authority to appoint membership of internal and various external committees including the Local Government Association (LGA) and the Welsh Local Government Association (WLGA).

8.2 **RESOLVED:**

- (i) not to apply the principle of political balance to Committees;**
- (ii) membership of committees to be as follows:**

**Executive Panel**

**Member**

Meirick LI Davies (Chair)  
Peter R Lewis (Deputy Chair)  
Lewis Davies  
Richard O Jones  
Roger Parry

**Constituent Authority**

Denbighshire County Council  
Conwy County Borough Council  
Anglesey County Council  
Anglesey County Council  
Conwy County Borough Council

Adrian Tansley  
 Bill Cowie  
 Martyn Holland  
 Brian Dunn  
 Hilary McGuill  
 William Roy Owen  
 William Tudor Owen  
 Geoff Lowe  
 T Alan Edwards

Conwy County Borough Council  
 Denbighshire County Council  
 Denbighshire County Council  
 Flintshire County Council  
 Flintshire County Council  
 Gwynedd Council  
 Gwynedd Council  
 Wrexham County Borough Council  
 Wrexham County Borough Council

**Audit Committee**

**Member**

J Rodney Skelland (Chair)  
 Delyth Macrae (Deputy Chair)  
 Jim Evans  
 Joan Vaughan  
 Peter Prendergast  
 Owen Thomas  
 Ian Dunbar  
 Paul Shotton  
 David Wisinger  
 Chris Hughes  
 Aeron M Jones  
 Gethin Glyn Williams  
 Anne Evans  
 David Taylor

**Constituent Authority**

Wrexham County Borough Council  
 Conwy County Borough Council  
 Anglesey County Council  
 Conwy County Borough Council  
 Denbighshire County Council  
 Flintshire County Council  
 Flintshire County Council  
 Flintshire County Council  
 Flintshire County Council  
 Gwynedd Council  
 Gwynedd Council  
 Gwynedd Council  
 Wrexham County Borough Council  
 Wrexham County Borough Council

**(iii) to appoint representatives to external bodies as set out below:**

Chairs and Chiefs Ministerial Fire and Rescue Liaison Group	Chair
Welsh Local Government Association (WLGA) Council	Chair
WLGA Co-ordinating Committee	one representative on behalf of the three FRAs
WLGA Fire Services Panel	Chair and Deputy Chair
Local Government Association (LGA)	Chair
LGA Fire Services Forum	one representative on behalf of the three FRAs
National Issues Committee	Chair and Deputy Chair

9 MEETING DATES 2016/17

- 9.1 The report was presented to inform Members of the dates and venues for meetings in 2016/17.
- 9.2 Cllr P R Lewis asked whether the dates for the February and May Executive Panel meetings could be changed in order to accommodate Conwy CBC representatives who would have to attend other meetings on both dates.

9.3 **RESOLVED to**

- (i) **delegate authority to the Clerk in conjunction with the Chair to set new dates for the February and May 2017 Executive Panel meetings;**
- (ii) **note the dates as follows for all other meetings:**

**North Wales Fire and Rescue Authority meetings**

Monday 19 September 2016 – Denbighshire  
Monday 19 December 2016 – Flintshire  
Monday 20 March 2017 – Wrexham  
Monday 19 June 2017 - Conwy

**Executive Panel meetings to be held at Fire and Rescue HQ, 10am**

Monday 18 July 2016  
Monday 24 October 2016

**Audit Committee meetings to be held at Fire and Rescue HQ, 2pm**

Monday 12 September 2016  
Monday 30 January 2017  
Monday 5 June 2017.

Report to	<b>North Wales Fire and Rescue Authority Annual Meeting</b>
Report no	<b>FRA(AM)2017/06/08</b>
Date	<b>19/06/17</b>
Lead Officer	<b>Clerk</b>
Contact Officer	<b>Colin Everett (01745 535286)</b>
Subject	<b>Membership of the Fire and Rescue Authority</b>



## **PURPOSE OF REPORT**

- 1 To note the appointment of members of the Authority as submitted by the constituent councils for the 2017/18 municipal year or for the full Authority term from 2017 to 2022.

## **EXECUTIVE SUMMARY**

- 2 To note the appointment of members of the Authority as submitted by the constituent councils for the 2017/18 municipal year or for the full Authority term from 2017 to 2022.

## **RECOMMENDATION**

- 3 To note the membership of the North Wales Fire and Rescue Authority as notified by the constituent councils for the terms listed above.

## **BACKGROUND**

- 4 Following the local authority elections in May 2017, constituent authorities were invited to submit their appointments to serve as representatives on the Fire and Rescue Authority for the full five year term until the next round of the local authority elections in 2022.

## **INFORMATION**

- 5 The following councils have appointed their representatives subject to any changes to the political balances during the term.

### **Flintshire** (6 members)

Councillor Marion Bateman (Independent)  
Councillor Ian Dunbar (Labour)  
Councillor Veronica Gay (Independent Alliance)  
Councillor Paul Shotton (Labour)  
Councillor Owen Thomas (Conservative)  
Councillor David Wisinger (Labour)

**Gwynedd** (5 members)

Councillor Annwen Daniels (Plaid Cymru)  
 Councillor Simon Glyn (Plaid Cymru)  
 Councillor John Brynmor Hughes (Independent)  
 Councillor I Dilwyn Lloyd (Independent)  
 Councillor Glyn Gethin Williams (Plaid Cymru)

**Wrexham** (5 members)

Councillor Bryan Apsley (Labour)  
 Councillor Geoff Lowe (Independent)  
 Councillor Paul H Pemberton (Independent)  
 Councillor Rondo Roberts (Independent)  
 Councillor J Rodney Skelland (Conservative)

**Anglesey** (3 members)

Councillor Richard Griffiths (Independent)  
 Councillor Eric Wyn Jones (Independent)  
 Councillor Dylan Rees (Plaid Cymru)

**Denbighshire** (4 members)

Councillor Brian Blakeley (Labour)  
 Councillor Ann Davies (Conservative)  
 Councillor Meirick Lloyd Davies (Plaid Cymru)  
 Councillor Peter Evans (Independent)

**Conwy** (5 members)

Councillor Peter Lewis (Conwy First Independent Group)  
 Councillor Susan Louise Lloyd-Williams (Plaid Cymru)  
 Councillor Roger Parry (Conservative)  
 Councillor Nigel Smith (Independent)  
 Councillor Adrian Tansley (Labour)

**IMPLICATIONS**

Wellbeing Objectives	Not considered relevant
Budget	Attendance costs will be met from existing allocated budget
Legal	Members are expected to abide by their code of conduct at all times
Staffing	Not considered relevant
Equalities/Human Rights/ Welsh Language	All aspects considered as a matter of course
Risks	Not considered relevant

Report to	<b>North Wales Fire and Rescue Authority Annual Meeting</b>	
Report no	<b>FRA(AM)2017/06/09</b>	
Date	<b>19/06/17</b>	
Lead Officer	<b>Clerk</b>	
Contact Officer	<b>Colin Everett (01745 535286)</b>	
Subject	<b>Appointments to Committees and External Bodies</b>	

## **PURPOSE OF REPORT**

- 1 The purpose of this report is to invite Members to appoint membership of internal and various external committees including the Local Government Association (LGA) and the Welsh Local Government Association (WLGA).

## **EXECUTIVE SUMMARY**

- 2 Members are asked to appoint membership of internal and various external committees including the Local Government Association (LGA) and the Welsh Local Government Association (WLGA).

## **RECOMMENDATIONS**

- 3 The Authority is recommended to:
  - (i) consider whether to apply the principle of political balance to Committees;
  - (ii) make appointments to the Executive Panel, Audit Committee and Standards Committee as set out in the report; and
  - (iii) appoint representatives to outside bodies as listed in paragraph 6:

## **BACKGROUND**

- 4 The Authority has a series of committees to which appointments are made at the first or annual meeting. These are set out below.
- 5 The Authority in the past has determined not to apply political balance to the membership of its Committees under regulation 20 of the Local Government (Committees and Political Groups) Regulations 1990. This issue was revisited during the constitutional review in mid 2008-09. There has been a prevailing consensus that political balance would not be beneficial as the current arrangements are both inclusive and avoid creating any 'political division' in the governance of an Authority.

6 The Authority is also represented on the following:

Chairs and Chiefs Ministerial Fire and Rescue Liaison Group	usually the Chair
Welsh Local Government Association (WLGA) Council	usually the Chair
WLGA Co-ordinating Committee	one representative on behalf of the three FRAs
WLGA Fire Services Panel	Chair and Deputy Chair
Local Government Association (LGA)	usually the Chair
LGA Fire Services Forum	one representative on behalf of the three FRAs
National Issues Committee	Chair and Deputy Chair

## INFORMATION

7 Appointments are to be made to the following Committees:-

- Executive Panel (14 members)
- Audit Committee (14 members)
- Standards Committee (2 members) (not required to be politically balanced under the Standards Committee (Wales) Regulations 2001) (see separate report on the agenda).

8 The terms of reference of the above committees are included in the Constitution.

9 Given that the constituent authorities are required to apply the principle of political balance to their committees (other than in the case of cabinets), authorities are encouraged to nominate members to this Authority on the basis of political balance. The Authority itself should consider annually whether it wishes to apply political balance noting the comments in 3 above. Should the Authority apply this principle, appointments to committees should be made which ensure that the constituent authorities all have sufficient representation.

10 The membership of the Executive Panel consists of 14 members and comprises the Chair and Deputy Chair of the Authority and two members per constituent authority. This membership represents 50% of the Authority's membership. The role and membership of the Panel was expanded in the constitutional review in mid 2008-09.

- 11 The Authority agreed to introduce an Audit Committee to review, scrutinise and assure, independently of the Executive, the operational and financial performance of the organisation. The membership of the Committee is the remaining 50% of the membership who are not appointed to the Executive Panel.

## IMPLICATIONS

Wellbeing Objectives	Considered not relevant
Budget	Attendance costs will be met from existing allocated budget
Legal	Meetings are held in accordance with the agreed terms of reference. Members are expected to abide by their code of conduct at all times
Staffing	Considered not relevant
Equalities/Human Rights/ Welsh Language	Considered not relevant
Risks	Considered not relevant

**EXECUTIVE PANEL**

<b>Member</b>	<b>Constituent Authority</b>
Chair	
Deputy Chair	
Richard Griffiths	Anglesey County Council
Eric Wyn Jones	Anglesey County Council
Paul Pemberton	Wrexham County Borough Council
Rondo Roberts	Wrexham County Borough Council
Marion Bateman	Flintshire County Council
Veronica Gay	Flintshire County Council
	Conwy County Borough Council
	Conwy County Borough Council
	Denbighshire County Council
	Denbighshire County Council
	Gwynedd Council
	Gwynedd Council

The Improvement Plan Working Group has the same membership as the Executive Panel

**AUDIT COMMITTEE**

<b>Member</b>	<b>Constituent Authority</b>
Dylan Rees	Anglesey County Council
Geoff Lowe	Wrexham County Borough Council
J Rodney Skelland	Wrexham County Borough Council
Bryan Apsley	Wrexham County Borough Council
Ian Dunbar	Flintshire County Council
Paul Shotton	Flintshire County Council
Owen Thomas	Flintshire County Council
David Wisinger	Flintshire County Council
	Conwy County Borough Council
	Conwy County Borough Council
	Conwy County Borough Council
	Denbighshire County Council
	Denbighshire County Council
	Gwynedd Council
	Gwynedd Council
	Gwynedd Council

*Mae'r ddogfen yma ar gael yn Gymraeg*

Report to	<b>North Wales Fire and Rescue Authority Annual Meeting</b>	
Report no	<b>FRA(AM)2017/06/10</b>	
Date	<b>19/06/17</b>	
Lead Officer	<b>Clerk</b>	
Contact Officer	<b>Colin Everett (01745 535286)</b>	
Subject	<b>Appointment of Fire and Rescue Authority Members to serve on the Standards Committee</b>	

### **PURPOSE OF REPORT**

- 1 To appoint two Fire and Rescue Authority members to serve on the Standards Committee.

### **EXECUTIVE SUMMARY**

- 2 To appoint two Fire and Rescue Authority members to serve on the Standards Committee.

### **RECOMMENDATION**

- 3 That the Authority appoints two members to serve on the Standards Committee until the next ordinary elections.

### **BACKGROUND**

- 4 Under the Local Government Act 2000, the Fire and Rescue Authority is required to have a Standards Committee. There are four independent members on the committee.
- 5 Two of the Committee's independent members live in Denbighshire and two live in Conwy. There are two males and two females and one of the males is a Welsh speaker.
- 6 Any member of the Fire and Rescue Authority, apart from the Chair and Deputy Chair, can be appointed to serve on the Standards Committee.
- 7 Under the Standards Committee (Wales) Regulations 2001, the political balance requirements of Part I of the Local Government and Housing Act 1989 do not apply to these appointments.

## ADVICE

- 8 Any members apart from the Chair and Deputy Chair of the Authority are eligible for appointment to the Committee.
- 9 Whichever members are selected should be appointed to serve until the next ordinary local elections in May 2022. The terms of office of members of the Standards Committee would then expire as follows:
- 2 independent members – second term expires in December 2017
  - 1 independent member - second term expires August 2018
  - 1 independent member – second term expires March 2020
  - 2 Fire Authority members – May 2022 (dependent on who is appointed, one or both could be eligible for reappointment for a further term).
- 10 Members are requested to note that the term of office for two of the independent members expires in December 2017. Both members have already served two terms and cannot therefore be reappointed. The Authority will need to advertise for two replacements which it will seek to do jointly with a county council if possible.

## IMPLICATIONS

Wellbeing Objectives	Considered not relevant
Budget	Attendance costs will be met from existing allocated budget
Legal	Meetings are held in accordance with the agreed terms of reference. Members are expected to abide by their code of conduct at all times
Staffing	Considered not relevant
Equalities/Human Rights/ Welsh Language	Considered not relevant
Risks	Considered not relevant

*Mae'r ddogfen yma ar gael yn Gymraeg*

Report to	<b>North Wales Fire and Rescue Authority Annual Meeting</b>	
Report no	<b>FRA(AM)2017/06/11</b>	
Date	<b>19/06/17</b>	
Lead Officer	<b>Clerk</b>	
Contact Officer	<b>Colin Everett (01745 535286)</b>	
Subject	<b>Appointment of Fire and Rescue Authority Members to serve on the Local Pension Board</b>	

### **PURPOSE OF REPORT**

- 1 To appoint four Fire and Rescue Authority members to serve on the Firefighters' Pension Scheme Local Pension Board.

### **EXECUTIVE SUMMARY**

- 2 To appoint four Fire and Rescue Authority members to serve on the Firefighters' Pension Scheme Local Pension Board.

### **RECOMMENDATION**

- 3 Members are asked to:
  - (i) note the information in the report;
  - (ii) nominate four representatives on the local pension board.

### **BACKGROUND**

- 4 The Local Pension Board was established in 2015 following the introduction of the Public Service Pensions Act 2013 in relation to the Firefighters' Pension Schemes. The board has to include employer and employee representatives in equal numbers. As a consequence North Wales Fire and Rescue Authority will be required to nominate four members to sit on this board.

### **INFORMATION**

- 5 The Public Service Pension Act 2013 provides for clearer governance arrangements with specific defined roles, the publication of more information on a consistent basis, and administration practices in line with those in the private sector.

- 6 Local Pension Boards are charged with helping the scheme manager (Fire and Rescue Authority) to ensure that the scheme is operated to an appropriate standard and, in particular, will:
- ensure that pension schemes are administered in accordance with all relevant legislation and any directions given to the scheme by the Pensions Regulator
  - assist the scheme manager (Fire and Rescue Authority) in securing the effective and efficient administration of the pension scheme
  - have appropriate knowledge about the scheme they are helping to run
  - ensure that information is available to scheme members and other interested parties so that they can easily see and understand who is a pension board member, how pension scheme members are represented on the pension board and the responsibilities of the pension board
  - prevent a person from being a member of a pension board where they have another interest that could prejudice them carrying out the role.
- 7 The scheme manager (Fire and Rescue Authority) is responsible for appointing members of the pension board. The scheme manager must ensure that no conflict of interest exists at the time of a member's appointment, and while the member continues to serve. Conflict of interest is defined as a financial or other interest which is likely to prejudice a person's exercise of functions as a member of a pension board.
- 8 The Firefighters' Pension Schemes are accounted for in the NWFRA accounts as it is ultimately funded by Welsh Government (WG) in accordance with the relevant legislation. The Treasurer is responsible for certifying the claims to WG and they are audited each year by the external auditors. It would also be appropriate that the Monitoring Officer and Treasurer should have the right to attend or be represented at the local pension board meetings.

### **Member Requirements**

- 9 A member of a public service pension board must be conversant with the rules of the scheme and any document recording policy about the administration of the scheme.
- 10 A member must have knowledge and understanding of the law relating to pensions and any other matters which are prescribed in regulation.

- 11 An e-learning programme is provided by the Regulator to meet the needs of all pension board members.

### **IMPLICATIONS**

Wellbeing Objectives	Considered not relevant
Budget	Attendance costs will be met from existing allocated budget
Legal	Meetings are held in accordance with the agreed terms of reference. Members are expected to abide by their code of conduct at all times
Staffing	Considered not relevant
Equalities/Human Rights/ Welsh Language	Considered not relevant
Risks	Considered not relevant

Report to	<b>North Wales Fire and Rescue Authority Annual Meeting</b>
Report no	<b>FRA(AM)2017/06/12</b>
Date	<b>19/06/17</b>
Lead Officer	<b>Clerk</b>
Contact Officer	<b>Colin Everett (01745 535286)</b>
Subject	<b>Meeting Dates 2017/18</b>



## **PURPOSE OF REPORT**

- 1 To inform Members of the dates for meetings of the full Fire and Rescue Authority, Executive Panel and Audit Committee for 2017/18.

## **EXECUTIVE SUMMARY**

- 2 To inform Members of the dates for meetings of the full Fire and Rescue Authority, Executive Panel and Audit Committee for 2017/18.

## **RECOMMENDATION**

- 3 That Members note the dates for meetings of the Fire and Rescue Authority, Executive Panel and Audit Committee set for 2017/18.

## **BACKGROUND**

- 4 Dates of all meetings until December 2017 were set in December 2016. Advance notification of dates will assist Members and officers with their schedules.

## **INFORMATION**

### **Fire and Rescue Authority**

- 5 Standing Order 4(2) of the Authority's Standing Orders says that meetings of the Authority shall take place a minimum of four times per year and the annual meeting shall take place no later than June. These meetings shall normally take place on the third Monday of the month unless otherwise determined by the Chair in consultation with the Clerk and Chief Fire Officer.

6 Dates for the NWFRA meetings are scheduled as follows:

Monday 18 September 2017  
Monday 18 December 2017  
Monday 19 March 2018  
Monday 18 June 2018

### **Executive Panel**

7 Dates for the Executive Panel meetings, to be held at Fire and Rescue Service Headquarters St Asaph at 10.00am, are scheduled as follows:

Monday 17 July 2017  
Monday 23 October 2017  
Monday 12 February 2018  
Monday 14 May 2018

### **Audit Committee**

8 Dates for the Audit Committee meetings, to be held at Fire and Rescue Service Headquarters St Asaph at 2.00pm, are scheduled as follows:

Monday 10 July 2017  
Monday 11 September 2017  
Monday 29 January 2018  
Monday 4 June 2018

### **IMPLICATIONS**

Wellbeing Objectives	Not considered relevant
Budget	Not considered relevant
Legal	Meetings are held in accordance with the NWFRA's Standing Orders and relevant terms of reference Members are expected to abide by their code of conduct at all times
Staffing	Not considered relevant
Equalities/Human Rights/ Welsh Language	All meetings of the Fire Authority are equalities compliant
Risks	Not considered relevant

Report to	<b>North Wales Fire and Rescue Authority – Annual Meeting</b>
Report no	<b>FRA(AM)2017/06/13</b>
Date	<b>19/06/17</b>
Lead Officer	<b>Clerk</b>
Contact Officer	<b>Colin Everett (01745 535286)</b>
Subject	<b>Webcasting</b>



## **PURPOSE OF REPORT**

- 1 To enable the North Wales Fire and Rescue Authority to consider whether it wishes to introduce webcasting for full meetings.

## **EXECUTIVE SUMMARY**

- 2 Each of the six constituent councils now webcast meetings of their full council and some also webcast other meetings of interest to the public. The Welsh Government had previously included a requirements for councils to webcast their meetings in a local government bill. Previously, a grant has been made available to Welsh councils to support the introduction of webcasting but not the on-going revenue costs.
- 3 This report sets out how the introduction of webcasting for North Wales Fire and Rescue Authority meetings might work, based on the existing knowledge and expertise of staff within each of the constituent authorities. The Authority would have to agree a policy; have its web enabled; licence some software; make an agreement with each host local authority; have trained staff/borrow trained staff from each authority.
- 4 There would be technical issues, costs issues, software licence issues and staffing issues to operating webcasting. The benefit would be the potential for greater public engagement.
- 5 Given the rotational nature of Authority meetings, the introduction of webcasting may be impractical with the costs far outweighing the benefits.
- 6 If there were an agreement in principle to the introduction of webcasting for Fire and Rescue Authority meetings then further work would be needed with an action plan and more detailed costings for implementation.

## **OBSERVATIONS FROM THE EXECUTIVE PANEL/AUDIT COMMITTEE**

7 This report has not previously been considered by Members.

## **RECOMMENDATIONS**

8 That Members consider whether to proceed with plans for webcasting.

## **BACKGROUND**

- 9 Each of the six constituent councils now webcast their full council meetings. Some of the authorities also webcast other meetings. The Authority has discussed in recently whether to offer a similar facility for the public to be able to view our meetings.
- 10 If the Authority decided that it does wish to go ahead then an action plan would be needed for webcasting to be operational within a given time scale. It would involve a modest budget and the agreement of the six council to allow access to their systems, with operator support from the host council being provided at each meeting.
- 11 Some adjustments to meeting arrangements may be required. There would have to be pre-set seating plans for each host council chamber and both members and officers would need to receive some briefing/training over how to participate in a webcast meeting.
- 12 This report sets out an approach to the introduction of webcasting for North Wales Fire and Rescue Authority meetings based on the existing knowledge and expertise of staff within each of the constituent authorities. The Authority would have to agree a policy, have its website enabled, licenced some software, make an agreement with each host local authority, and draw on trained staff from each host authority.
- 13 There will be technical issues, costs issues, software licence issues and staffing issues. The benefit would be the potential for greater public engagement.
- 14 Given the rotational nature of Authority meetings, the introduction of webcasting may be impractical with the costs far outweighing the benefits.
- 15 If there was an agreement in principle to the introduction of webcasting for Fire and Rescue Authority meetings then officers would produce an action plan and more detailed costings for implementation.

## INFORMATION

- 16 The most cost efficient way of introducing webcasting for Authority meetings would be for each of the constituent authorities, when they 'host' the meeting on a rotational basis to stream the meeting onto their own microsite. This would cost only the actual hours used from the contract of the individual council. However, given that some authorities already limit the number of their own meetings which they webcast because of the number of hours allowed by their respective contracts with the service provider, this may not be feasible, There would need to be a link from the Fire and Rescue Authority's website to individual council's microsities. In addition, the operation of a webcast has a cost to each Authority, in terms of staff time.
- 17 An alternative approach would be for a new microsite to be built specifically for the Fire and Rescue Authority. The host council would then be able to stream the webcast to the Fire and Rescue Authority microsite. This would cost £600 as a one off cost and would still use individual council's webcasting hours allocation.

## IMPLICATIONS

Wellbeing Objectives	Considered not relevant.
Budget	Cost to be determined if agreed in principle.
Legal	Considered not relevant.
Staffing	Allocation and training of staff.
Equalities/Human Rights/ Welsh Language	May facilitate greater public engagement in meetings. Need to determine how to webcast bilingually.
Risks	Reputational risks.