

AWDURDOD TÂN GOGLEDD CYMRU



NORTH WALES FIRE AUTHORITY

The **Annual Meeting** of the **NORTH WALES FIRE AND RESCUE AUTHORITY** will be held **MONDAY 15 July 2024 virtually via Zoom**. The meeting will commence at 9.30am.

Yours faithfully

Gareth Owens
Clerk

AGENDA

1. **Apologies**
2. **Appointment of Chair 2024/25**
3. **Declarations of Interest**
4. **Appointment of Deputy Chair 2024/25**
5. **Appointment of Chair of Audit Committee 2024/25**
6. **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.
7. **Membership of the Fire and Rescue Authority incorporating Appointments to Committees and External Bodies**
8. **Meeting Dates 2024/25**
9. **Members' Remuneration Scheme**
10. **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.
11. **PART II**

No items for discussion

Report to	North Wales Fire and Rescue Authority Annual Meeting
Date	15 July 2024
Lead Officer	Gareth Owens, Clerk
Contact Officer	Gareth Owens, Clerk (01745 535286)
Subject	Appointment of Audit Committee Chair and Deputy Chair



PURPOSE OF REPORT

- 1 To approve the process for appointing the Chair and Deputy Chair of the Audit Committee and to make these appointments for 2024/25.

EXECUTIVE SUMMARY

- 2 There is currently an anomaly in the Constitution around how the Chair/Deputy Chair of the Audit Committee is appointed. It is recommended that the appointment should be made by the Full Authority at the AGM. Having agreed the process, the North Wales Fire and Rescue Authority (the Authority) also needs to make the appointments for the coming municipal year.

RECOMMENDATIONS

- 3 It is recommended that:
 - i) The Chair/Deputy Chair of the Audit Committee should be appointed by the full Authority and that the constitution be changed to reflect this; and
 - ii) That the Authority appoints the Chair and Deputy Chair of the Audit Committee for 2024/25.

BACKGROUND

- 4 Part 3 of the constitution provides for the appointment of committees and states that the Standards Committee appoints its own Chair; however, it does not say the same for the Audit Committee. Paragraph 12(2) ch in part 4 of the constitution does say that the Audit Committee will appoint its own Chair and Deputy Chair and will then submit the result to the Authority for ratification (without saying what happens if the Authority does not ratify the outcome).

INFORMATION

- 5 In recent years, it has been the practice of the Authority to appoint the Chair and Deputy Chair of the Audit Committee at the annual meeting. This gives the greatest involvement of councillors in the decision making process. It also means the appointment is made as early as possible in the municipal year which is less important in most years, but is a great advantage in a year after an election or when the membership of the Authority changes.
- 6 If the Authority wishes to continue appointing the Chair/Deputy Chair then paragraph 12(2)ch should be deleted and a statement should be added to Standing Order 8 and to part 3 of the constitution to say that the appointment will be made at the annual meeting. If the Audit Committee is to appoint its own Chair, then the need to refer the decision back to the Authority for ratification should be removed as it creates the potential for conflicting decisions to be reached (or fetters the choice of the Authority).
- 7 Assuming that the Authority wishes to continue to appoint the Chair and Deputy Chair then it will need to seek nominations for those positions.

IMPLICATIONS

Wellbeing Objectives	Considered not relevant
Budget	The process for appointing the Chair of the Audit Committee has no impact on the budget
Legal	The process to be adopted is a matter of choice for the Authority because legislation doesn't specify how the Chair should be appointed
Staffing	Considered not relevant
Equalities/Human Rights/ Welsh Language	Considered not relevant
Risks	Considered not relevant

Report to	North Wales Fire and Rescue Authority Annual Meeting
Date	15 July 2024
Lead Officer	Gareth Owens, Clerk
Contact Officer	Gareth Owens, Clerk (01745 535286)
Subject	Appointments to Committees and External Bodies



PURPOSE OF REPORT

- 1 The purpose of this report is to invite Members to note membership of the North Wales Fire and Rescue Authority (the Authority) and its committees which has changed since last year. It is also to note the outside appointments such as the Welsh Local Government Association (WLGA) and the Local Government Association (LGA).

EXECUTIVE SUMMARY

- 2 There has been one membership change to the Authority since last year and this report updates on the current membership and allocation to committees.

RECOMMENDATIONS

- 3 It is recommended that Members:
 - i) confirm membership of the Authority, appointments to committees and external appointments.

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 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. Appointments to the Authority's two main committees are made by different methods depending on which constituent authority nominated the member. Standards Committee members volunteer for the position.

6 The Authority is also represented on the following:

Chairs and Chiefs Ministerial Fire and Rescue Liaison Group	The Chair
Welsh Local Government Association (WLGA) Council	The Chair
WLGA Co-ordinating Committee	One representative on behalf of the three Fire and Rescue Authorities (FRAs)
WLGA Fire Services Panel	Chair and Deputy Chair
Local Government Association (LGA)	The Chair
LGA Fire Services Forum	One representative on behalf of the three FRAs
Social Partnership Forum	Chair or Deputy Chair

INFORMATION

7 Since July 2023 the membership of the Authority has changed as follows:

Previous Councillor	Current Councillor	Council
Nigel Smith	Sharon Doleman	Conwy

Appointments are made to the following Committees. When membership changes the new member is appointed to the seat of the person they replaced. Membership of each committee is as follows:

Executive Panel (14 members) –

Councillor		Council
Carol	Beard	Conwy
Paul	Cunningham	Flintshire
Chrissy	Gee	Flintshire
Chris	Hughes	Conwy
Alan	Hughes	Denbighshire
John Ifan	Jones	Anglesey
Dylan	Rees	Anglesey
Gareth A	Roberts	Gwynedd
Rondo	Roberts	Wrexham
Paul	Rogers	Wrexham
Gareth	Sandilands	Denbighshire
Dale	Selvester	Flintshire
Rob	Triggs	Gwynedd

Audit Committee (14 members)

Councillor		Council
Bryan	Apsley	Wrexham
Marion	Bateman	Flintshire
Michelle	Blakeley-Walker	Denbighshire
Tina	Claydon	Flintshire
Sharon	Doleman	Conwy
Adele	Davies-Cooke	Flintshire
Jeff	Evans	Anglesey
John Brynmor	Hughes	Gwynedd
Marc	Jones	Wrexham
Gwynfor	Owen	Gwynedd
Beverley	Parry-Jones	Wrexham
Arwyn Herald	Roberts	Gwynedd
Austin	Roberts	Conwy
Mark	Young	Denbighshire

Standards Committee (two members)

Cllrs Marion Bateman (Flintshire)
John Brynmor Hughes (Gwynedd)
plus 4 co-opted members.

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

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	North Wales Fire and Rescue Authority Annual meeting
Date	15 July 2024
Lead Officer	Monitoring Clerk – Gareth Owens
Contact Officer	Monitoring Clerk - Gareth Owens
Subject	Meeting Dates 24/25



PURPOSE OF REPORT

- 1 To inform Members of the dates for meetings of the North Wales Fire and Rescue Authority (the Authority), Executive Panel and Audit Committee for 2024 - 25.

EXECUTIVE SUMMARY

- 2 Dates for meetings of the full Authority, Executive Panel and Audit Committee are as shown in paragraphs 7-11 of this report. We ask all councils to keep the dates for full meetings of the Authority clear within their schedule of meetings.

RECOMMENDATION

- 3 It is recommended that Members:
 - i) agree the dates for meetings of the full Authority, Executive Panel and Audit Committee.

INFORMATION

Fire and Rescue Authority

- 4 The Standing Order 4(2) of the Authority's Standing Orders says:

“Meetings of the Authority shall take place a minimum of four times per year and the annual meeting shall take place no later than July. These meetings will take place in accordance with a schedule of meetings published by the Authority unless otherwise determined by the Chair, in consultation with the Clerk and Chief Fire Officer.”
- 5 We agree with the constituent councils that they should not schedule any meetings which clash with meetings of the full Authority. It isn't possible, however, to avoid clashes for the Audit Committee and Executive Panel. The dates for the Standards Committee meetings (typically two per year) are arranged with the members of the committee.

6 Dates for the NWFRA meetings are scheduled as follows:

Monday 15 July 2024
Monday 21 October 2024
Monday 20 January 2025
Monday 21 April 2025
Monday 21 July 2025

Executive Panel and Audit Committee meetings

7 Audit Committee will be held at 09:30 and the Executive Panel at 14:00 on the same day as below:

Monday 16 September 2024
Monday 16 December 2024
Monday 17 March 2025
Monday 16 June 2025

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 and Rescue Authority are equalities compliant
Risks	Not considered relevant

Report to	North Wales Fire and Rescue Authority Annual Meeting
Date	15 July 2024
Lead Officer	Gareth Owens, Clerk; and Dafydd Edwards, Treasurer
Contact Officer	Gareth Owens, Clerk (01745 535286)
Subject	Members' Remuneration Scheme



PURPOSE OF REPORT

- 1 To inform Members about the current rates of member remuneration and to formally approve the schedule of payments made during the financial year 2024/25.

EXECUTIVE SUMMARY

- 2 The [annual report](#) of the Independent Remuneration Panel for Wales (IRPW) sets out changes to members remuneration and this report contains information on those changes that affect members of Fire and Rescue Authorities (FRAs).

RECOMMENDATIONS

- 3 Members are asked to:
 - i) note the IRPW's determinations in relation to members' allowances and remuneration with effect from 1 April 2024;
 - ii) give delegated authority to the Clerk to update the schedule of member remuneration within the Authority's constitution and to make any necessary amendments to the 2024/25 schedule from time to time during the municipal year, in order to reflect any changes in membership of the North Wales Fire and Rescue Authority (the Authority), or as a result of any supplementary reports issued by the Independent Remuneration Panel for Wales; and
 - iii) to approve the schedule of payments made during 2023/24 as required by the IRPW

OBSERVATIONS FROM THE EXECUTIVE PANEL/AUDIT COMMITTEE

- 4 This report has not previously been considered by Members.

BACKGROUND

5 The remit of the Independent Remuneration Panel (IRP) was extended through the Local Government (Wales) Measure 2011. Under the powers provided by the Measure, the IRP has produced a new set of Regulations which came into effect on 1 April 2012. The Regulations apply to payments made to members and co-opted members of local authorities, national park authorities and Welsh FRAs.

INFORMATION

6 For 2023/24 the Panel has decided to make a modest increase in the basic salary for elected members of principal councils, with consequential increases for members of national park and FRAs.

7 For FRAs the Panel's determinations are as follows:

	2023/24 salary from 1 April 2023	2024/25 Salary from 1 April 2024	% Increase
Basic salary for FRA ordinary member	£2,482	£2,632	6.04%
Senior salary for the Chair of an FRA	£11,282	£11,965	6.05%
Senior salary for the Deputy Chair of an FRA and the Chair of Audit Committee*	£6,222	£6,372	2.41%

* FRA senior salary can be paid to the deputy chair and up to two chairs of committees where there is significant and sustained responsibility.

8 In addition to the above:

- the Panel has determined to include a provision for FRAs to apply for specific or additional senior salaries that do not fall within the current remuneration framework;
- members must not receive more than one FRA senior salary;
- an FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility; and
- members of a principal council in receipt of a band 1 or band 2 senior salary cannot receive a salary from any FRA to which they have been nominated. Where this situation applies, it is the responsibility of the individual member to comply.

- 9 The Chair of the Authority is also the Chair of the Executive Panel and can only claim one salary. The Executive Panel meets five times per year and the Audit Committee meets three times per year. Therefore, it is recommended that the Authority continues with its previous decision that the Chair of the Audit Committee will be paid under the category “other committee chair”.

Independent Members

- 10 The fee paid to independent members of the Standards Committee has remained the same again. The daily fee is capped at a maximum of four full days per year on the following rates:

	2024/25 daily rate from 1 April 2024
Standards Committee Chair	£268 daily fee (£134 for half day)
Independent Member	£210 daily fee (£105 for half day)

Travel, Subsistence and Care Allowance

- 11 There have been no changes to travel, subsistence and care allowances which are in line with Welsh Government rates. Members are reminded that it was agreed at the Authority meeting in June 2018 that subsistence can be claimed when members are away from home for five hours or more, this is in line with the HMRC rules.

- **Subsistence**

£28 per day Day allowance for meals, including breakfast, where not provided in the overnight charge. Must be away for five hours or more to claim subsistence.

- **Accommodation**

£200 per night London
£95 per night Elsewhere
£30 per night Staying with friends and/or family

- **Mileage** rate remains at 45p per mile.

- 12 Members are also reminded that to support current members and to encourage diversity, and in line with the IRPW's recommendations, the Authority reimburses the cost of care for dependents on production of receipts as follows:
 - a. For registered care – actual costs
 - b. For unregistered care - up to a maximum rate equivalent to the Real Living Wage.
- 13 The Authority must also publish each the year the total payments made to each member. The IRPW report states

"A relevant authority must make arrangements for publication within the authority area of the total sum paid by it in the previous financial year to each member and co-opted member in respect of salary (basic, senior and civic), allowances, fees and reimbursements in a Statement of Payments (in accordance with Annex 4 that sets out the content that must be included in the Publicity Requirements)."
- 14 Appendix 1 to this report sets out the total payments made during 2023/24.

IMPLICATIONS

Wellbeing Objectives	Considered not relevant
Budget for 2024/25	These increases have been included in the budget for 2024/25.
Legal	<p>Part 8 and schedules 2 and 3 of the Local Government (Wales) Measure 2011 set out the arrangements for the payments of Members of relevant authorities and the functions and responsibilities of the IRPW.</p> <p>In accordance with the IRPW Regulations and guidance set out in the draft IRPW Annual Report for 2017/18, the Authority must produce and maintain an annual Schedule of Member Remuneration which sets out details of the specific payments that it intends to make to Members and Co-opted Members in accordance with the levels of remuneration and allowances determined by the IRPW in its final Annual or Supplementary Reports.</p> <p>Any amendments to the Schedule made during the municipal year must be conveyed to the IRPW as soon as practicable after the amendments are made.</p>
Staffing	Considered not relevant
Equalities/Human Rights/ Welsh Language	It is not considered that there are any issues that need addressing as the recommendations apply equally to all Members regardless of protected characteristics under the Single Equality Act.
Risks	Considered not relevant