

Appendix 1 to Item 3
Governance and Constitution Committee
8th November 2023

BODY	NUMBER OF ELECTED MEMBERS	APPOINTMENT	QUORUM	OTHER REQUIREMENTS				NO OF MEETINGS
FIRE AUTHORITY	23	By Constituent Authorities allocated seats in ratio of electors in each of the areas covered by Fire Authority. Constituent Authorities appoint in political proportion.	One third and All Constituent Authorities must be represented.	Police and Crime Commissioner attends as non-elected, non-voting member.				6
PERFORMANCE AND OVERVIEW COMMITTEE	8	By Fire Authority. Appoints in political proportion. Appoints Chair and Deputy Chair of Committee	Any three elected Members.	One independent non-elected member attends in advisory capacity.		Independent non-elected members to agree which one sits on this Committee. If agreement can't be reached the Fire Authority will decide.	Act as Closure of Accounts Committee.	4
GOVERNANCE AND CONSTITUTION COMMITTEE	7	By Fire Authority. Appoints in political proportion. Appoints Chair and Deputy Chair of Committee.	Any three elected Members.	Two independent non-elected members attend in advisory capacity.		An independent audit committee member and four elected members appointed from the membership of the Governance and Constitution Committee sit on the Audit Committee.	Complaints about Members' conduct will involve an independent person that is not a member of this committee.	4
AUDIT COMMITTEE	4	By the Governance and Constitution Committee in political proportion. Appoints Chair of Committee.	Any three Members.	One Independent Audit Committee Member attend in a co-opted capacity.	Members from Audit Committee required to undertake mandatory audit training.			4
BRIGADE MANAGERS' PAY AND PERFORMANCE COMMITTEE	7	By Fire Authority. Appoints in political proportion. Appoints Chair and Deputy Chair of Committee.	Any three elected Members.					3
STAFFING COMMITTEE	7	No appointments required.	Any three elected Members.		Members from Brigade Managers' Pay and Performance Committee act as this committee.			2
ESTATES AND PROPERTY COMMITTEE	7	By Fire Authority. Appoints in political proportion. Appoints Chair and Deputy Chair of Committee.	Any three elected Members.	One independent non-elected member attends in advisory capacity.	To include, wherever possible, Lead Members and the Procurement and Environment Member Champions.	Independent non-elected members to agree which one sits on this Committee. If agreement can't be reached the Fire Authority will decide.		Ad Hoc

TABLE OF KEY INFORMATION AND REQUIREMENTS

JOINT CONSULTATIVE COMMITTEE	<p style="text-align: center;">4</p>	<p>By Fire Authority. Appoints in political proportion. Appoints Chair and Deputy Chair of Committee.</p>	<p>Any three elected Members.</p>	<p>Union Officials attend. Up to 3 FBU, 1 from FOA, 1 from Unison, as necessary.</p>				<p style="text-align: center;">Ad Hoc</p>
BUSINESS CONTINUITY COMMITTEE	<p style="text-align: center;">Varies</p>	<p>By virtue of role.</p>	<p>Any three elected Members.</p>		<p>Chair, Deputy Chair, Group Spokespersons, Lead Members.</p>			<p style="text-align: center;">Ad Hoc</p>

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PERFORMANCE AND OVERVIEW COMMITTEE	8	By Fire Authority: Appoints in political proportion. Appoints Chair and Deputy Chair of Committee	Any three elected Members.	One independent non-elected member attends in advisory capacity.		4
GOVERNANCE AND CONSTITUTION COMMITTEE	7	By Fire Authority. Appoints in political proportion. Appoints Chair and Deputy Chair of Committee.	Any three elected Members.	One independent non-elected member attends in advisory capacity.		4
AUDIT COMMITTEE	4 *	By the Governance and Constitution Committee in political proportion. Appoints Chair and Deputy Chair of Committee.	Any three Members.	*An Independent Audit Committee Member has been co-opted and is therefore a full member of the Committee.	Fulfil role of Closure of Accounts Committee.	4 / 5
BRIGADE MANAGERS' PAY AND	7	By Fire Authority. Appoints in political proportion. Appoints Chair and Deputy Chair of Committee.	Any three elected Members.			4

TABLE OF KEY INFORMATION AND REQUIREMENTS

PERFORMANCE COMMITTEE						
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