

## **ELECTION OF CHAIRPERSON 2017/18**

### **SUMMARY**

1. One of the key functions at the Annual General Meeting is for Members of the Authority to appoint a Chairperson and a Vice Chairperson. This report concerns the appointment of a Chairperson. An extract from the Constitution with regard to the role of the Chairperson of the Authority is attached (Appendix 1). For the benefit of any newly appointed Members (and 'returning' Members), outlined below is the process to appoint a Chairperson. The Monitoring Officer/Secretary will take the Chair to enable the appointment of the Chairperson.

### **RECOMMENDATIONS**

2. Members are asked to elect a Chairperson at the Annual General Meeting in accordance with this report.

### **ELECTION OF CHAIRPERSON**

3. The Chairperson is an annual appointment to be made at the AGM.
4. The appointment of a Chairperson is laid down in Section 17 of the Humberside Fire Service's (Combination Scheme) Order 1995. The Constitution (Article 5 and Schedule 2 of Part 2) attached at Appendix 1 sets out the role of the Chairperson and the procedure to be followed to elect the Chairperson.
5. The Monitoring Officer/Secretary will call for nominations (and seconders) for the position as Chairperson of the Authority. Voting shall be by show of hands or may be by secret ballot. All Members present are entitled to vote. No proxies or substitutes are permitted. Members are reminded that the election is on the 'first past the post' basis.
6. The Monitoring Officer/Secretary shall not exercise any vote or casting vote when acting in the capacity of Chairperson for the purposes of the election.

### **STRATEGIC PLAN COMPATIBILITY**

7. The Chairperson plays a key role in the leadership as laid down by the Constitution. Governance and leadership is a key enabler of the Strategic Plan.

### **FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS**

8. None arising directly.

### **LEGAL IMPLICATIONS**

9. The election of a Chairperson shall be in accordance with the Constitution and the Combination Order.

### **EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS**

10. No direct actions required.

CORPORATE RISK MANAGEMENT IMPLICATIONS

11. No direct actions required.

HEALTH AND SAFETY IMPLICATIONS

12. None arising directly.

COMMUNICATION ACTIONS ARISING

13. The appointment of the Chairperson will be published.

DETAILS OF CONSULTATION AND/OR COLLABORATION

14. None.

BACKGROUND PAPERS AVAILABLE FOR ACCESS

15. None.

RECOMMENDATIONS RESTATED

16. Members are asked to elect a Chairperson at the Annual General Meeting in accordance with this report.

**M BUCKLEY**

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KW/JS  
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**[Extract from Constitution]**

**Article 5 – Chairperson of the Humberside Fire Authority**

5.1 The Chairperson and Vice Chairperson of the HFA will be elected from amongst the Members at the Annual General Meeting of the HFA. The Chairperson and, in his or her absence, the Vice Chairperson will have the following roles and functions:

**(a) Ceremonial role:**

- (i) to promote the interests and reputation of the HFA and act as an ambassador; and
- (ii) to undertake such civic, community and ceremonial functions as the HFA and he or she determines appropriate and foster community identity and pride.

**(b) Responsibilities as the Chairperson of the HFA:**

- (i) to uphold and promote the purposes of the Constitution;
- (ii) to preside impartially over meetings of the full HFA so that its business can be carried out fairly and efficiently and with regard to the rights of Members and the interests of the community;
- (iii) to ensure that the HFA meeting is a forum for the debate of matters of concern to the local community;
- (iv) to promote public involvement in the HFA's activities;
- (v) to conduct meetings of the full HFA with dignity and be the conscience of the HFA;
- (vi) to uphold the principles of good governance;
- (vii) to provide political leadership to the HFA.

Schedule 2 to the Articles provides additional guidance upon the role of the Chairperson and Members generally. In addition, guidance is provided upon the role of, Member Spokespersons and Group Secretaries.

## Schedule 2

### Guidance Notes

#### 1. **ROLE OF THE CHAIRPERSON OF THE HUMBERSIDE FIRE AUTHORITY**

##### **PURPOSE**

Article 5 sets down the role and functions of the Chairperson of HFA.

The Chairperson leads the HFA. He or she also performs an important role in the HFA's external relations with other authorities and local, regional and national organisations.

##### **APPOINTMENT PROCEDURE**

The Chairperson is appointed at the Annual General Meeting of the HFA as set down in Part 4 (Rules of Procedure).

##### **KEY ROLES**

In addition to the key roles and functions set down in Article 5, he or she will:

- (a) provide strong political leadership for the HFA;
- (b) Exercise any power or duty of Chairperson permitted in terms of the HFA Procedure Rules to ensure democratic decision making and the orderly conduct of meetings;
- (c) ensure appropriate consultation on the draft Budget and level of local taxation and propose the Budget and tax level to full HFA for adoption;
- (d) propose the Policy Framework for adoption by HFA and any material changes thereto;
- (e) be the HFA's representative on key local, regional and national public bodies;
- (f) participate on behalf of the HFA in discussions involving other local authorities and relevant external organisations, including service providers and representative organisations, working towards common goals which enhance the HFA's service provision to the community;
- (g) make statements to the media and answer questions from them and members of the public on relevant HFA issues;
- (h) facilitate and preside at any Members' Briefings on relevant issues; and
- (i) represent the interests of Members at a relevant forum or body.