

## APPOINTMENT OF GROUP SECRETARIES 2013/14

### SUMMARY

1. The Constitution provides that each political group represented on the Fire Authority shall appoint a Group Secretary and notify the Secretary of such appointment at the Annual General Meeting of the Fire Authority or as soon as possible thereafter. The paragraph also outlines the role of Group Secretaries.

### RECOMMENDATIONS

2. That the appointment of Group Secretaries be reported at the Annual General Meeting or be notified to the Secretary as soon as possible thereafter.

### GROUP SECRETARIES

3. A brief role profile of a Group Secretary is contained in the Constitution (Schedule 2 of Part 2) as set out below:

- (a) *Each political group represented on the HFA shall appoint a Group Secretary. Group Secretaries should be notified to the Secretary at the Annual General Meeting of the HFA or as soon as possible thereafter.*
- (b) *Group Secretaries will ensure that Group Meetings are convened and managed as may be agreed by the particular political group.*
- (c) *Group Secretaries will be the conduit through which substitutions are made and notified to the Secretary. (Note: substitutions are not permitted to the full HFA).*
- (d) *Group Secretaries shall act as a conduit for any information to be disclosed to their political group.*
- (e) *Where a nomination is sought from their group, whether this be as a member of a Committee, Sub-Committee, panel, forum or otherwise, then a Group Secretary shall on behalf of that Group inform the Secretary of such a nomination.*
- (f) *Group Secretaries may request the Secretary to provide meeting facilities prior to meetings of the Authority.*

4. During 2012/13 an increased use was made of Group Secretaries to form or formulate panels, for example around the appointment of Independent Members or the use of the Change Management Reserve. When such a panel or group is appointed, this will be through a decision of the Authority, with the panel or group reporting back to the Authority, in line with good governance.

### STRATEGIC PLAN COMPATIBILITY

5. Not directly applicable.

FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS

6. None arising directly.

LEGAL IMPLICATIONS

7. None arising directly.

EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS

8. No action required directly.

CORPORATE RISK MANAGEMENT IMPLICATIONS

9. None arising directly.

HEALTH AND SAFETY IMPLICATIONS

10. None arising directly.

COMMUNICATION ACTIONS ARISING

11. None arising directly.

DETAILS OF CONSULTATION

12. None.


BACKGROUND PAPERS AVAILABLE FOR ACCESS

13. None.

RECOMMENDATIONS RESTATED

14. That the appointment of Group Secretaries be reported at the Annual General Meeting or be notified to the Secretary as soon as possible thereafter.

**R GRAHAM**

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