

Hampshire Fire and Rescue Authority

Standards and Governance Committee

Item: 8

18 June 2015

Committee Support Arrangements

Report by the Chief Officer

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1 Summary

1.1 The Hampshire Fire and Rescue Authority (HFRA) has four standing Committees. These are supported by officers of Hampshire Fire and Rescue Service (HFRS) who serve as the prime points of contact within the Service in relation to the business of the respective Committees. These responsibilities change from time to time due to staff movements. A number of changes within the senior management cadre of HFRS have occurred over recent months and it is timely to provide an updated list of responsible officers to the HFRA through the Standards and Governance Committee.

2 Recommendation

2.1 It is recommended that the Standards and Governance Committee note the revised list of officer responsibilities supporting HFRA Committees.

3 Introduction and background

3.1 The HFRA has four standing Committees. These are:

- Standards and Governance Committee
- Finance and General Purposes Committee
- Performance Review and Scrutiny Committee
- Human Resources Committee

3.2 These Committees are supported by officers from within HFRS who serve as the prime points of contact in relation to the business of the respective Committees. Over time staff leave, change roles or get promoted. The roles and responsibilities for officers therefore do alter to reflect the differing responsibilities they hold. Correspondingly the linkages to the different Committees also need to be adjusted to ensure they remain relevant and effective. A number of changes within the senior management cadre of HFRS have occurred over recent months which have affected the responsibilities relating to Committees. It is therefore timely to provide the HFRA with an updated list of responsible officers through the Standards and Governance Committee.

4 Supporting Officers

4.1 The arrangements to support each committee have been developed to provide a Director lead and a lead from the Heads of Service Team (HoST). This provides resilience and continuity to ensure that support is maintained throughout the year. The supporting officers for the four standing Committees are as follows:

- Standards and Governance Committee
Director Lead: Geoff Howsego (Director of Professional Services)
HoST Lead: Shantha Dickinson (Head of Service – Knowledge Management)
- Finance and General Purposes Committee
Director Lead: Geoff Howsego (Director of Professional Services)
HoST Lead: Iain Hardcastle (Head of Service – Physical Assets)
- Performance Review and Scrutiny Committee
Director Lead: Andy Bowers (Assistant Chief Officer Response, Resilience and Training)
HoST Lead: Jason Avery (Area Manager Response Delivery)
- Human Resources Committee
Director Lead: Jennifer Lewis (Head of HR and Workforce Development)
HoST Lead: Graham Love (Lead HR Business Partner)

5 Supporting our corporate aims and objectives

5.1 Maintaining open and transparent governance arrangements remains a priority for the HFRA. Having robust officer support arrangements aids the HFRA in achieving that requirement.

6 Risk analysis

6.1 There are no strategic risks identified as a result of these changes.

7 People Impact Assessment

7.1 The proposals in this report are considered compatible with the provisions of the equality and human rights legislation.

8 Environmental and Sustainability impact assessment

8.1 There are no environmental or sustainability impacts resulting from this change.

9 Resource implications

9.1 There are no resource implications resulting from this change.

10 Conclusion

- 10.1 The system for providing nominated officers to support the HFRA Committees provides continuity and resilience. It affords clear points of contact for HFRA Members in relation to those Committees. The Chief Officer monitors this to ensure that the nominations remain effective and relevant.

11 Background papers

- 11.1 The following documents disclose the facts or matters on which this report, or an important part of it, is based and has been relied upon to a material extent in the preparation of the report:

None

Note: The list excludes: (1) published works; and (2) documents that disclose exempt or confidential information defined in the Act.