



**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

**DRAFT Minutes of the
Dorset & Wiltshire Fire and Rescue Authority held
at 10:00 hours on Friday 9 February 2018 at the
Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury**

These are draft minutes prepared by officers to be approved by the Fire and Rescue Authority at their next meeting.

Members present: Cllr Spencer Flower (Chairman); Cllr Garry Perkins (Vice Chairman); Cllr Steve Allsopp; Cllr Abdul Amin; Cllr Mark Anderson; Cllr Kevin Brookes; Cllr Les Burden; Cllr Ernie Clark; Cllr Malcolm Davies; Cllr Andrew Davis; Cllr Matthew Dean; Cllr Brian Dalton; Cllr Peter Hutton; Cllr Susan Jefferies; Cllr Bob Jones; Cllr Nick Martin; Cllr Christopher Newbury; Cllr Byron Quayle; Cllr Pip Ridout; Cllr Christopher Rochester; Cllr Vikki Slade; Cllr Ann Stribley; Cllr Robert Yuill

Officer attendance: Chief Fire Officer & Chief Executive, Mr Ben Ansell; Clerk & Monitoring Officer, Mr Jonathan Mair;; Director of Finance & Treasurer, Mr Phil Chow; Deputy Chief Fire Officer, Mr Derek James; Director of Service Support, Mr John Aldridge; Director of People Services, Ms Jenny Long; Director of Service Improvement, Mr Mick Stead; Head of Democratic Services and Corporate Assurance, Mrs Jill McCrae; Head of Financial Services, Mr Ian Cotter; Head of Information Management and Communications, Mrs Vikki Shearing

Guest: Project Manager and Partner, Ridge - Mr Scott Tacchi, (part)

Minute taker: Democratic Services Officer, Mrs Marianne Taylor

18/1 Welcome

18/1.1 The Chairman opened the meeting and welcomed attendees

18/1.2 The Chairman advised Members that there was a Service photographer present who would be taking photos to add to our photo library.

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18/2 Apologies

18/2.1 Apologies were received from Cllr Richard Biggs; Cllr Steve Butler; Cllr Beverley Dunlop; Cllr Colin Jamieson; Cllr Rebecca Knox; Cllr Colin Lovell; Cllr Paul Oatway; and ACFO Jim Mahoney, (Director of Community Safety).

18/3 Code of Conduct, Declarations of Interest and Notifications of Any Other Business

18/3.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the localism act. There were no disclosures.

18/4 Minutes of the Dorset & Wiltshire Fire and Rescue Authority meeting on 5 December 2017.

18/4.1 The Chairman asked Members to review and approve the minutes from the last meeting.

18/4.2 **RESOLVED: that the minutes be confirmed without amendment, and signed by the Chairman as a correct record.**

18/5 Budget 2018-19

18/5.1 The Director of Finance & Treasurer, Mr Phil Chow, took Members through the report highlighting that the final finance settlement had since been announced on 6 February, and had not changed from the provisional settlement published on 19 December, on which the report was based. Mr Chow advised that the report outlined the position on the revenue and capital budget requirements for 2018-19 and considered three options for the fire precept Band D for 2018-19.

18/5.2 Mr Chow also highlighted that with increasing cost pressures (e.g. increasing pension costs, and pay awards pending), current inflation levels and the Government's fiscal policy, pressures on future budgets will remain for a number of years. He therefore endorsed and recommended that Members approve Option 1. Noting that this option amounted to an increase of only £2.11 for the year or 4p per week, resulting in a fire precept Band D of £72.70.

18/5.3 **RESOLVED: Members approved the revenue and capital budgets for 2018-19**

18/5.4 **RESOLVED: Members approved the basic amount of fire precept Band D for the Dorset & Wiltshire Fire and Rescue Authority as set out in Appendix B, i.e. an increase of £2.11 (4p per week), resulting in a fire precept Band D of £72.70.**

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18/5.5 **RESOLVED: Members provided authorisation for the Treasurer to issue precept notices on the Dorset and Wiltshire collecting authorities accordingly.**

18/6 Treasury Management 2018-19

18/6.1 The Head of Financial Services, Mr Ian Cotter, took Members through the report which incorporated the Treasury Management Strategy, Prudential Indicators and the Minimum Revenue Provision Policy for 2018-19. Mr Cotter added that under the Chartered Institute of Public Finance and Accountancy (CIPFA) Treasury Management (TM) Code of Practice, the Authority is required to publish a Treasury Management Strategy each year. He also confirmed the strategy supported the provision of all services and functions by the management of the Authority's cash flow, debt and investments operations, and effectively controlled the associated risks, and the pursuit of optimum performance consistent with those risks.

18/6.2 Mr Cotter provided confirmation that the report and appendices reflected the requirements of the new CIPFA Code of Practice.

18/6.3 Mr Cotter advised Members that the annual Minimum Revenue Provision Policy Statement was aligned to the capital programme and the Treasury Management Strategy. This was the Authority's policy on setting aside revenue funds each year as provision for the repayment of debt. Section 3 of the report included the statement for 2018/19.

18/6.4 **RESOLVED: Members approved the Treasury Management Policy Statement and Practices (including the Annual Investment and Treasury Management Strategy) 2018/19 as outlined in Appendix A.**

18/6.5 **RESOLVED: Members approved the Capital and Treasury Management Prudential Indicators 2018/19 as outlined in Appendix B.**

18/6.6 **RESOLVED: Members approved the Capital Strategy 2018/19 as outlined in Appendix C.**

18/6.7 **RESOLVED: Members approved the Minimum Revenue Provision Policy Statement as defined in paragraph 3.11 of the report.**

18/7 Draft Fire and Rescue National Framework for England 2018

18/7.1 The Deputy Chief Fire Officer (DCFO), Mr Derek James, presented a report which summarised the key elements of the draft Fire and Rescue Service National Framework for England 2018 and proposed a consultation response from the Authority, which is required by the 14 February.

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- 18/7.2 DCFO James advised that it was anticipated that the final version of the National Framework would be published in April 2018 and be subject to amendments following the outcome of the Grenfell inquiry and review. Once a final version was issued a gap analysis of the expectations and requirements would be undertaken, however at the time of this meeting Officers are confident that no significant issues arose from the consultation document
- 18/7.3 Members discussed the National Framework consultation questions and asked for an amendment to the response aligned to 'Governance' from "*broadly supportive of*" to "*accepted*" in Appendix A of the report.
- 18/7.4 **RESOLVED: Members approved the consultation response set up within Appendix A, as amended in 18/7.4 above.**
- 18/7.5 **ACTION: The Deputy Chief Fire Officer to change the emphasis from "broadly supportive of" (Governance changes) to "accepted" in Appendix A of the report before the consultation is submitted.**
- 18/8 Future Governance arrangements**
- 18/8.1 The Clerk & Monitoring Officer, Mr Jonathan Mair, presented the paper reminding Members of their decisions in September 2017, for the formal request to be made to reduce the Dorset & Wiltshire Fire and Rescue Authority from 30 to 18. Mr Mair noted the Committee's prior approval for the future governance arrangements to be developed and initially considered by the Finance, Governance & Audit Committee and confirmed that this took place at the December 2017 meeting.
- 18/8.2 Mr Mair advised that this paper provided Members with an update on the current position of the combination order and the future governance change recommendations from Finance, Governance and Audit.
- 18/8.3 Mr Mair confirmed to Members that the amended order had completed its transition through Parliament and legislation was now in place for a Membership of 18.
- 18/8.4 Mr Mair added that the Local Performance and Scrutiny Committee (LPS) terms of reference had been strengthened and he outlined the addendum that had been circulated all Members on Monday 4 February.
- 18/8.5 Members discussed the proposed changes to the future governance arrangements and the roles. Members asked for reassurance that the new arrangements had considered the potential political changes within the constituent councils.
- 18/8.6 Mr Mair confirmed that the long-term view had been taken and that, as far as he is able, he has future proofed the governance arrangements and the links to constituent councils

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- 18/8.7 Members requested a review of the new governance arrangements at the earliest opportunity, allowing for any likely changes under the local government reform taking place in the Bournemouth, Dorset and Poole constituent authorities, to be considered. Mr Mair outlined the expected timeframe of any review.
- 18/8.8 The Chairman of the Finance, Governance and Audit Committee (FG&A), Cllr Bob Jones, commended the governance changes to Members, which was further supported by Vice Chairman of this Authority, Cllr Garry Perkins.
- 18/8.9 Cllr Perkins highlighted that consideration would be given to amending meetings dates of smaller Local Performance and Scrutiny (LPS) committee meetings where it may not be possible to reach quorate numbers
- 18/8.10 The Chief Fire Officer confirmed that the LPSs were a very positive mechanism for Members to ensure local services are delivered, tailored to local need and that other fire and rescue authorities were interested in their success
- 18/8.11 Mr Mair outlined the consequential changes in relation to standing orders. He asked for delegated authority, in conversation with Chairman, to make changes relating to standing order group and committee numbers.
- 18/8.12 The Chief Fire Officer highlighted to Members the alignment that will take place between LPS and the Authority. Adding that the LPS Committee Chairs would have an opportunity twice a year to discuss matters arising from LPS at Authority meetings, allowing any concerns to be raised.
- 18/8.13 Members discussed the impact of the new governance arrangements and agreed to add the addition of '*and to make any recommendations to the Authority*' to paragraph 7 of the LPS standing orders.
- 18/8.14 **RESOLVED: Members approved the proposals to establish revised governance arrangements as set out in the report.**
- 18/8.15 **RESOLVED: Members approved the revised Standing Orders; Financial Regulations and Scheme of Delegations as appended to this report.**
- 18/8.16 **RESOLVED: Members agreed that, after 12 months of operation, an Independent Remuneration Panel will be convened by the Clerk and Monitoring Officer to review Member allowances.**
- 18/8.17 **RESOLVED: Members agreed that revisions to the Authority's governance arrangements are subject to review after 12 months of operation.**

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- 18/8.18 **RESOLVED: Clerk and Monitoring Officer to reflect the wording on page 12 of his report, thereby providing confirmation that the revised arrangements would take effect at the annual general meeting, when advising Members of the changes.**
- 18/8.19 **RESOLVED: Members approved the delegation of authority to the Clerk & Monitoring Officer regarding consequential number alignment in standing orders, in consultation with the Authority Chairman**
- 18/8.20 **ACTION: Clerk & Monitoring Officer to add the wording “*and to make any recommendations to the Authority*” (see 18/8.4 above).**
- 18/8.21 **ACTION: Clerk & Monitoring Officer to discuss and amend, in conjunction with the Chairman, standing order numbering (see Resolve 18/8.19 above).**
- 18/8.22 **ACTION: Clerk & Monitoring Officer to update the Appeals Committee terms of reference as outlined within the report.**
- 18/8.23 **ACTION: Clerk & Monitoring Officer to advise Members of committee details at the time the revised Membership is announced.**

18/9 Fire & Rescue Service inspection update presentation

- 18/9.1 The Director of Service Improvement, ACFO Mick Stead, provided Members with a presentation, which provided an update on the work of Her Majesty’s Inspectorate of Constabularies and Fire and Rescue Services (HMICFRS), who now have responsibility for inspection of the Fire and Rescue Service.
- 18/9.2 ACFO Stead took Members through the presentation which had been provided by the HMICFRS, highlighting the inspection timetable and the information currently available regarding the inspection areas.
- 18/9.3 The ACFO confirmed that the Head of Democratic Services and Business Assurance, Mrs Jill McCrae, would be the Service Liaison Officer.
- 18/9.4 Members discussed the presentation and queried the benchmarking criteria. ACFO Stead confirmed that at present this was not available, noting that HMICFRS had confirmed this would be available shortly.

18/10 Members’ Podcast

- 18/10.1 The Chief Fire Officer, Ben Ansell, introduced the podcast to Members. The podcast covered Christmas events, visits to local housing estates, the visit from an MP, Mr Michael Tomlinson to Wimborne fire station (during which time crews responded to an incident); and recruitment application success following the #BeOneOfUs positive action campaign, which resulted in over 200 people passing the fitness test.

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18/10.2 The podcast also covered the Chairman of the Authority and the CFO signing the TUC 'Dying to Work' pledge in support terminally ill workers, the BBC Country File programme covering farm fire safety and rural on-call firefighter recruitment initiatives. It concluded with details of some of our operational incidents, community safety work and training events with partners

18/10.3 Members thanked the Head of Information Management and Communication, Mrs Vikki Shearing, and her team for the work undertaken to produce the podcast.

18/11 Draft Pay Policy Statement 2018-2019

18/11.1 The Director of People Services, Ms Jenny Long, introduced the paper. Ms Long advised Members that the Localism Act 2011 placed an annual requirement on authorities to produce and publicise a statement setting out their policies on the remuneration of their chief officers and lowest paid employees.

18/11.2 **RESOLVED: Members Approved the Pay Policy Statement for the financial year 2018-19**

18/12 Gender Pay Gap report

18/12.1 The Director of People Services, Ms Jenny Long, introduced the Gender Pay report advising that the Service had clear pay structure arrangements which provides for equal pay for both men and women across the roles throughout the organisation.

18/12.2 Ms Long highlighted that, like all fire and rescue services, the Service has an imbalance of male and female staff in some of the different occupational staff groups and at different levels/ranks. Ms Long advised that the Service has plans to support the bridging of this gender imbalance.

18/12.3 **RESOLVED: Members approved and endorsed the Gender Pay Gap report.**

18/13 Enhanced Redundancy – Review of Multiplier

18/13.1 The Director of People Services, Ms Jenny Long, advised Members that the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 permit an authority to make redundancy payments at an enhanced rate. Commonly referred to as the 'redundancy multiplier', this discretion enabled authorities to multiply the number of weeks' statutory pay by a multiplier. Ms Long added that it

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was necessary for Members to review the redundancy multiplier and that the paper recommended maintaining the current position.

- 18/13.2 **RESOLVED: Members agreed the existing redundancy multiplier be maintained at 1.75.**
- 18/13.3 **RESOLVED: Members supported the recommendation that the same level of multiplier be applied for compulsory and voluntary redundancy.**
- 18/13.4 **RESOLVED: Members retained the policy position that redundancy payments should be calculated on the basis of 'actual' salary.**
- 18/13.5 **RESOLVED: Members agreed to review the redundancy multiplier every two years.**

18/14 To consider passing the following resolution:

18/14.1 In accordance with Section 100A (2 & 3) of the Local Government Act 1972, to exclude the press and public for the business specified below because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in Paragraphs 2 & 3 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

18/14.2 **RESOLVED: that the meeting be closed to the press and public.**

18/15 Date of Next Meeting

18/15.1 The Chairman confirmed the date of the next DWFRA meeting as Wednesday 6 June 2018 at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Road, Salisbury SP1 3NR, from 10am.

Part 2

18/16 Safety Centre Options Paper

- 18/16.1 The Chairman welcomed Ridge & Partners LLP Project Manager and Partner, Mr Scott Tacchi to the meeting.
- 18/16.2 The Director of Service Support, ACFO John Aldridge, provided Members with the background to this report
- 18/16.3 ACFO Aldridge provided a presentation to Members in support of the Safety Centre Options paper.

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- 18/16.4 Members requested amendments to the wording of the recommendations of the report to '*noting*' recommendation 1, and '*supporting*' recommendation 2.
- 18/16.5 The Clerk and Monitoring Officer, Mr Jonathan Mair, reminded those present of the confidentiality involved with the entirety of this discussion.
- 18/16.6 **RESOLVED: Members approved and agreed all three recommendations provided with the amendments outlined above, see 18/16.4.**
- 18/16.7 **ACTION: The Director of Service Support to amend recommendations as described in 18/16.4 above.**
- 18/17 Exemption extension from the Procurement and Contract Procedures for technical rescue training**
- 18/17.1 The Director of People Services, Ms Jenny Long, provided Members with the background of the paper and took Members through the report.
- 18/17.2 **RESOLVED: Members approved recommendation 1 within the paper.**

Signed: _____