

**M. Pearson
CLERK TO THE AUTHORITY**

**To: The Chair and Members of the
Devon & Somerset Fire & Rescue
Authority
(see below)**

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DEVON & SOMERSET FIRE & RESCUE AUTHORITY
(Devon and Somerset Fire and Rescue Authority)

23 October 2008

A meeting of the Devon & Somerset Fire & Rescue Authority will be held on the above date, **commencing at 10:00 hours in the Conference Rooms in Somerset House, Service Headquarters** to consider the following matters.

M. Pearson
Clerk to the Authority

AGENDA

1. **Apologies**
2. **Minutes** of the previous meeting held on 31 July 2008 attached (Page 1).
3. **Items Requiring Urgent Attention**

Items which, in the opinion of the Chair, should be considered at the meeting as matters of urgency.

4. **Declarations of Interest**

Members are asked to consider whether they have any **personal/personal and prejudicial interests** in items as set out on the agenda for this meeting and declare any such interests at this time. *Please refer to the Note 2 at the end of this agenda for guidance on interests.*

PART 1 – OPEN COMMITTEE

5. **Minutes of Committees etc.**

(a) Community Safety And Corporate Planning Committee

The Chair of the Committee to **MOVE** the Minutes of the meeting held on 4 September 2008 attached (Page 11).

RECOMMENDATION that, in accordance with Standing Orders, the Minutes be adopted.

(b) Human Resources Management And Development Committee

The Chair of the Committee to **MOVE** the Minutes of the meeting held on 12 September 2008 attached (Page 14).

RECOMMENDATION that, in accordance with Standing Orders, the Minutes be adopted.

Standards Committee

The Chair of the Committee to **MOVE** the Minutes of the meeting held on 17 September 2008 attached (Page 17).

RECOMMENDATION that, in accordance with Standing Orders, the Minutes be adopted.

Audit And Performance Review Committee

The Chair of the Committee to **MOVE** the Minutes of the meeting held on 29 September 2008 attached (Page 19)

RECOMMENDATION that, in accordance with Standing Orders, the Minutes be adopted.

Resources Committee

The Chair of the Committee to **MOVE** the Minutes of the meeting held on 3 October 2008 attached (Page 22).

RECOMMENDATION

- (i) that the recommendation at Minute RC/10 (Revenue Budget Monitoring 2008/09) be approved;
- (ii) that, subject to (i) above and in accordance with Standing Orders, the Minutes be adopted.

6. Devon And Somerset Fire And Rescue Authority Draft Corporate Plan 2009/10 To 2011/12

Report of the Chief Fire Officer (DSFRA/08/23) attached (Page 25)

7. Approved Duties - Proposed Modification For The Devon & Somerset Fire & Rescue Authority Scheme Of Members' Allowances

Report of the Clerk To The Authority (DSFRA/08/24) attached (Page 28)

8. Authority Corporate Single Equality Scheme - "Making The Connections"

Report of the Head Of Human Resources Management And Development (DSFRA/08/25) attached (Page 38)

9. **National Equality & Diversity Strategy: Application For Additional Capital Grant Funding To Meet Higher Recruitment Targets**

Report of the Head Of Human Resources Management And Development (DSFRA/08/26) attached (Page 42)

10. **Provision Of Personal Protective Equipment (PPE)**

Report of the Head Of Physical Assets (DSFRA/08/27) attached (Page 46)

11. **National Procurement Strategy for the Fire and Rescue Service 2008 – 11**

The Department for Communities and Local Government (CLG) has issued the above consultation document with a deadline for responses of 14 November 2008. The document follows on from a report on the review of the National Procurement Strategy for the Fire and Rescue Service (FRS) and Firebuy Ltd. issued by CLG in June 2008. Copies of both of these documents have previously been issued to Members and are available on request.

Procurement is one of the six workstreams falling within the responsibility of the South West Regional Management Board (RMB). This Board will be considering a draft response to the CLG consultation at its meeting on 7 November 2008. It is proposed, therefore – given this and the deadline for responding – that the Chief Fire Officer, in consultation with the Chairman, be authorised to respond to CLG on behalf of the Devon & Somerset Fire & Rescue Authority following the RMB meeting and taking account of the approved regional response. Any Members wishing to express views for inclusion into the Authority response are asked to submit these to the Clerk to the Authority by no later than Monday 10 November 2008.

RECOMMENDATION that the Chief Fire Officer, in consultation with the Chairman and taking account of the approved regional response, be authorised to respond on behalf of the Devon & Somerset Fire & Rescue Authority to the CLG consultation on the National Procurement Strategy for the Fire and Rescue Service 2008 – 11.

12. **Appointment of Authority Member to attend South West Fire Control Ltd. first Annual General Meeting**

South West Fire Control Ltd., the Local Authority Controlled Company (LACC) with overall governance arrangements for the South West Regional Control Centre, is to hold its first Annual General Meeting (AGM) at Service Headquarters on Friday 7 November 2008, commencing on the rising of the South West Regional Management Board on that day.

The Authority has been invited to nominate a representative to attend this meeting to represent the views of the Authority and to speak and vote as necessary. To avoid a conflict of interest, it is recommended that the Authority appointed representative should NOT be the person appointed by the Authority as a Director of the Company.

RECOMMENDATION that the Chair, Cllr. B. Hughes, be appointed to represent the Authority (including speaking and voting as required) at the first AGM of the South West Fire Control Ltd. to be held on Friday 7 November 2008.

13. Budget Setting Meeting of the Authority – Proposed Change in Date

It has come to light that Somerset County Council has fixed the date for its budget setting meeting at 18 February 2009 – the date initially set by this Authority for its budget setting meeting. The Somerset date has been fixed post-agreement of the Authority's date and representations have been made to seek to avoid similar issues in future.

Nonetheless, given this situation it would seem appropriate to seek to change the date of the Authority's budget setting meeting. The calendars for the constituent authorities have been examined and it would appear that a revised date of Monday 16 February 2009, commencing at 10.00hours, should not result in any clashes.

RECOMMENDATION that the date of the Authority's budget setting meeting be amended to Monday 16 February 2009, commencing at 10.00hours at Service Headquarters.

14. Report of Urgent Action

To report the action of the Chief Fire Officer, following consultation with the Chair in accordance with Standing Orders and following a briefing session with Members of the Authority, in responding on behalf of the Authority to the FiReControl Part 1 Business Case.

15. South West Regional Management Board

To receive, **FOR INFORMATION** the Minutes of the meeting of the South West Regional Management Board held on 19 September 2008 attached (Page 50)

16. Chairman's Announcements

Schedule attached (Page 55)

17. Chief Fire Officer's Announcements

Chief Fire Officer to report on a fatal fire in Bridgwater on 25 September 2008.

PART 2 – ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF THE PRESS AND PUBLIC

Nil

MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

Membership:-

Councillors B. Hughes (Chair), Healey (Vice Chair), Button, Cann, Clatworthy, Dyke, Foggin, Ford, Fry, Gordon, Hannon, S. Hughes, Leaves, Lewis, Mochnacz, Mrs. Nicholson, Mrs. Parsons, Shadrack, Tully, Viney, Wallace, Way, Yeomans

NOTES

1. ACCESS TO INFORMATION

Any person wishing to inspect any minutes, reports or lists of background papers relating to any item on this agenda should contact Steve Yates on the telephone number shown at the top of this agenda.

2. DECLARATIONS OF INTERESTS BY MEMBERS

What Interests do I need to declare in a meeting?

As a first step you need to declare any personal interests you have in a matter. You will then need to decide if you have a prejudicial interest in a matter.

What is a personal interest?

You have a personal interest in a matter if it relates to any interests which you must register, as defined in Paragraph 8(1) of the Code.

You also have a personal interest in any matter likely to affect the well-being or financial position of:-

- (a) you, members of your family, or people with whom you have a close association;
- (b) any person/body who employs/has employed the persons referred to in (a) above, or any firm in which they are a partner or company of which they are a director;
- (c) any person/body in whom the persons referred to in (a) above have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of which you are a Member or in a position of general control or management and which:-
 - you have been appointed or nominated to by the Authority; or
 - exercises functions of a public nature (e.g. a constituent authority; a Police Authority); or
 - is directed to charitable purposes; or
 - one of the principal purposes includes the influence of public opinion or policy (including any political party or trade union)

more than it would affect **the majority** of other people in the Authority's area.

Anything that could affect the quality of your life (or that of those persons/bodies listed in (b) to (d) above) either positively or negatively, is likely to affect your/their "well being". If you (or any of those persons/bodies listed in (b) to (d) above) have the potential to gain or lose from a matter under consideration – to a **greater extent** than **the majority** of other people in the Authority's area - you should declare a personal interest.

What do I need to do if I have a personal interest in a matter?

Where you are aware of, **or ought reasonably to be aware of**, a personal interest in a matter you must declare it when you get to the item headed "Declarations of Interest" on the agenda, or otherwise as soon as the personal interest becomes apparent to you, **UNLESS** the matter relates to or is likely to affect:-

- (a) any other body to which you were appointed or nominated by the Authority; or
- (b) any other body exercising functions of a public nature (e.g. membership of a constituent authority; other Authority such as a Police Authority);

of which you are a Member or in a position of general control or management. In such cases, provided you do not have a prejudicial interest, you need only declare your personal interest if and when you speak on the matter.

Can I stay in a meeting if I have a personal interest?

You can still take part in the meeting and vote on the matter unless your personal interest is also a prejudicial interest.

What is a prejudicial interest?

Your personal interest will also be a **prejudicial** interest if **all** of the following conditions are met:-

- (a) the matter is not covered by one of the following exemptions to prejudicial interests in relation to the following functions of the Authority:-
 - statutory sick pay (if you are receiving or entitled to this);
 - an allowance, payment or indemnity for members;
 - any ceremonial honour given to members;

- setting council tax or a precept; **AND**
- (b) the matter affects your financial position (or that of any of the persons/bodies as described in Paragraph 8 of the Code) or concerns a regulatory/licensing matter relating to you or any of the persons/bodies as described in Paragraph 8 of the Code); **AND**
- (c) a member of the public who knows the relevant facts would reasonably think your personal interest is so significant that it is likely to prejudice your judgement of the public interest.

What do I need to do if I have a prejudicial interest?

If you have a prejudicial interest in a matter being discussed at a meeting, you must declare that you have a prejudicial interest (and the nature of that interest) as soon as it becomes apparent to you. You should then leave the room unless members of the public are allowed to make representations, give evidence or answer questions about the matter by statutory right or otherwise. If that is the case, you can also attend the meeting for that purpose.

You must, however, leave the room **immediately after you have finished speaking (or sooner if the meeting so decides)** and you cannot remain in the public gallery to observe the vote on the matter. Additionally, you must not seek to **improperly influence** a decision in which you have a prejudicial interest.

What do I do if I require further guidance or clarification on declarations of interest?

If you feel you may have an interest in a matter that will need to be declared but require further guidance on this, please contact the Clerk to the Authority – preferably before the date of the meeting at which you may need to declare the interest. Similarly, please contact the Clerk if you require guidance/advice on any other aspect of the Code of Conduct.

DEVON AND SOMERSET FIRE AND RESCUE AUTHORITY

31 July 2008

Present:-

Councillors B. Hughes (Chair), Button, Cann, Dyke, Foggin, Ford, Fry, Gordon, Hannon, S. Hughes, Leaves, Lewis, Mochnacz, Mrs. Nicholson, Parker, Mrs. Parsons, Phillips, Tully, Viney, Wallace, Way and Yeomans.

Also in attendance:-

Messrs. Withers (Independent Member of the Standards Committee).

Apologies:-

Councillors Clatworthy, Healey and Shadrick.

Prior to the commencement of the formal business of the meeting, the Chairman welcomed the new Assistant Chief Fire Officer, Pete Smith, together with Councillor Pat Parker (Somerset) to their first meeting of the Authority. The Chairman indicated that a letter would be sent to Councillor Ian Galloway (Somerset) expressing thanks to him for the work that he had undertaken with the Authority since combination.

DSFRA/23. Minutes

RESOLVED that the Minutes of the ordinary meeting of the Authority held on 28 May 2008 be signed as a correct record.

DSFRA/24. Declarations of Interest

Members were invited to consider whether they had any **personal/personal and prejudicial interests** in items as set out on the agenda for the meeting and to declare any such interests at this time.

Councillor Mochnacz declared a personal interest in the items on Cost Apportionment for the Regional Control Centre (Item no 15(A) 7 (B)) in view of his appointment as Director of the Local Authority Controlled Company (LACC).

DSFRA/25. Fire Service College - Centre for Leadership

(An item taken in accordance with Section 100B(4)(b) of the Local Government Act 1972).

The Chairman determined that this matter should be determined at this meeting to facilitate a formal decision on attendance to be taken for the purposes of the payment of the costs associated with attendance as the course would be run prior to the next meeting.

The Clerk reported receipt of details of a three day Centre for Leadership course that was to be run by the Fire Service College early in October 2008. He added that there were 30 places available nationally at a cost of £475 for three days. The Chairman added that he felt this would be a particularly useful event as there was an opportunity for Members to participate in an emergency exercise from a member perspective. He sought approval for 4 Members of the Authority to attend.

RESOLVED that approval be granted for 4 Members of the Authority to attend the Leadership course organised by the Fire Service College in October 2008, the Clerk to seek formal nominations for attendance.

DSFRA/26. Appointments to Committees

(An item taken in accordance with Section 100B(4)(b) of the Local Government Act 1972).

The Chairman determined that this matter should be determined at this meeting to facilitate the appointments to committees prior to the commencement of the next cycle of meetings in September 2008.

RESOLVED

- (a) that the appointment by Somerset County Council to the Authority in accordance with the Combination Scheme of Councillor Pat Parker to replace Councillor Ian Galloway with effect from 25 July 2008 be noted;
- (b) that Councillor Parker replaces Councillor Galloway on the following committees up to the Annual Meeting of the Authority in 2009:
 - Human Resources Management and Development Committee;
 - Standards Committee.

DSFRA/27. Minutes of Committees

(a) Community Safety and Corporate Planning Committee

The Chair of the Committee (Councillor Fry) **MOVED** the Minutes of the meeting held on 18 June 2008 which had considered, amongst other things:-

- The Operations and Resilience Department Plan, together with a presentation that covered the action being taken to fulfil the development and maintenance activities within the Plan;
- The progress made to date in respect of the Retained Duty System Review;
- a presentation on the Local Resilience Forum (LRF) structures and roles..

RESOLVED that in accordance with Standing Order 15, the Minutes be adopted.

(b) Human Resources Management and Development Committee

The Chair of the Committee (Councillor Cann) **MOVED** the Minutes of the meeting held on 19 June 2008 which had considered, amongst other things:-

- the Human Resources Management and Development Plan, together with a presentation in respect of the action being taken to fulfil the development and maintenance activities within the Plan;
- a presentation in respect of absence management and the work being undertaken to address areas for improvement on this matter.

RESOLVED that in accordance with Standing Order 15, the Minutes be adopted

(c) Audit and Performance Review Committee

The Chair of the Committee (Councillor Wallace) **MOVED** the Minutes of the meeting held on 30 June 2008 which had considered, amongst other things:-

- The Devon and Somerset Fire and Rescue service Performance Report for 1 April 2007 to 31 March 2008;
- The annual Internal Audit Report 2007/08 and Plan 2008/09;
- Audit Commission Audit and Inspection Plan 2008/09;
- Statement of Accounts for 2007/08;
- Annual Governance Statement (replacing the Statement of Internal Control) for 2007/08.

RESOLVED that in accordance with Standing Order 15 the Minutes be adopted

(d) Standards Committee

In the absence of the Chair and Vice Chair, Mr Robin Withers (Independent Member) **MOVED** the Minutes of the meeting held on 7 July 2008 which had considered, amongst other things:-

- The process for the local assessment of complaints as set down in the Standards Committee (England) Regulations 2008;
- Appointments to and Terms of Reference of Sub-Committees for the local assessment regime.

RESOLVED that in accordance with Standing Orders the Minutes be adopted

(e) Resources Committee

The Chair of the Committee (Councillor Gordon) **MOVED** the Minutes of the meeting held on 14 May 2008 which had considered, amongst other things:-

- a report on Revenue Budget Monitoring for the first three months of 2008/09;
- a report on Capital Programme Monitoring 2007/08 to 2009/10;
- a draft response to Circular FRS25/2008 in respect of a consultation exercise undertaken by CXLG on the Distribution of Fire Capital Grant;
- national pay and conditions negotiations.

RESOLVED that in accordance with Standing Order 15 the Minutes be adopted.

DSFRA/28. Fire and Rescue Service National Framework 2008 – 11

The Authority received for information a report of the Chief Fire Officer (DSFRA/08/16) that set out summarised the contents of the most recent iteration of the Fire and Rescue Service National Framework covering the period 2008 – 11.

DSFRA/29. National Equality & Diversity Strategy 2008 - 18

The Authority considered a report of the Head of Human Resources Management and Development (DSFRA/08/17) that covered the National Equality and Diversity Strategy for 2008-18 and which detailed the five 5 key priorities for Fire & Rescue Authorities together with action being taken to address this.

Reference was made to paragraph 7.8 of the paper circulated and the need for the Authority to appoint a member to lead on Equality and Diversity issues. It was suggested that this be delegated to the Human Resources Management and Development (HRMD) Committee whereupon Councillor Cann **MOVED** (seconded by Councillor Dyke):

“that the recommendations in report DSFRA/08/17, as amended by the inclusion of additional advice (c) to refer the issue of the involvement of a lead member or members in Equality and Diversity issues to the HRMD Committee for consideration”.

Upon a vote, the motion was **CARRIED** unanimously.

RESOLVED

- (a) That the responsibilities placed upon the Members of the Devon & Somerset Fire & Rescue Authority, and on senior managers of the Devon & Somerset Fire & Rescue Service, by the Fire & Rescue Service National Equality & Diversity Strategy - as set out in this report - be acknowledged;
- (b) That the measures being taken and proposed to ensure compliance with the Strategy, as set out in this report, be noted.
- (c) To refer the issue of the involvement of a lead member or members in Equality and Diversity issues to the HRMD Committee for consideration.

DSFRA/30. Structural Review of Devon – Proposals of Boundary Committee for England

The Authority considered a report of the Clerk to the Authority (DSFRA/08/18) sets out information on the Boundary Committee for England’s draft proposal for unitary local government in Devon and invites the Authority to consider whether it would wish to make representations on this matter.

Reference was made to the proposal and whether or not the Authority should make a response to the Boundary Committee and gave a view as to whether any such response should be confidential. Councillor Way **MOVED** (seconded by Councillor Cann):

“that the Devon and Somerset Fire and Rescue Authority makes representations to the consultation on the Boundary Committee for England’s draft proposals for unitary local government in Devon on the basis that it welcomed and supported the proposal for a unitary Devon authority comprising the existing county of Devon with no changes to Plymouth or Torbay and that the response should not be confidential”.

Upon a vote (15 for, 1 against, 3 abstentions) the motion was **CARRIED**

RESOLVED that the Devon and Somerset Fire and Rescue Authority makes representations to the consultation on the Boundary Committee for England's draft proposals for unitary local government in Devon on the basis that it welcomed and supported the proposal for a unitary Devon authority comprising the existing county of Devon with no changes to Plymouth or Torbay and that the response should not be confidential.

NB. Councillor Foggin requested that her vote against this resolution be recorded and Councillors Dyke, Tully and Yeomans requested that their abstentions from the vote above also be recorded.

DSFRA/31. Minimum Revenue Provision Statement

The Authority considered a report of the Treasurer and Head of Financial Management (DSFRA/08/19) that set out changes to the regulations, issued by the Department for Communities and Local Government (CLG), relating to the amount of minimum revenue provision (MRP) required to be set aside each year to repay debt. This had resulted in the need for each local authority to prepare an annual statement on MRP for approval by the full Authority, a copy of which was included within the report.

RESOLVED that the MRP Statement for 2007/2008 and 2008/2009 (as appended to report DSFRA/08/19) be approved.

DSFRA/32. Annual Efficiency Statements

The Authority received for information a report of the Treasurer and Head of Financial Management (DSFRA/08/20) that advised upon the monitoring arrangements for the reporting of efficiency savings as a contribution to Gershon Efficiency targets. This involved the submission of an Annual Efficiency Statement (AES) to the Department for Communities and Local Government (CLG). The latest submissions, which required a Backward looking statement to report actual savings achieved in 2007/2008, and a Forward looking statement to report estimated savings to be achieved during 2008/2009, had to be with the CLG by the 19 July 2008. This report provided details of those submissions relating to Devon and Somerset FRA, together with information of performance against national targets.

DSFRA/33. Insurance Arrangements – Fire & Rescue Authorities Mutual Ltd. (FRAML)

The Authority considered a report of the Head of Corporate Support (DSFRA/08/21) that detailed arrangements to secure alternative insurance cover for the Authority via a single source tender following the decision by the Fire and Rescue Authorities Mutual Limited (FRAML) to suspend trading in the light of a recent legal judgement. The report also outlined steps being taken to resolve the legal issues that resulted in FRAML suspending trading and proposals to secure appropriate future insurance cover effective from 1 November 2008 through a procurement process.

In response to a question, the Clerk advised the Authority that Hampshire Fire and Rescue Authority had written a strong letter to Communities and Local Government (CLG) in an attempt to convey the urgency in resolving the issues surrounding the legal powers for fire and rescue authorities to enter into a mutual arrangement. He suggested that the Authority may wish to consider this course of action.

Councillor Dyke **MOVED** (and was seconded by Councillor Parker) “that additional advice be included within the recommendations to the effect that a letter be sent to CLG to convey the urgency in resolving the issues surrounding the legal powers for fire and rescue authorities to enter into a mutual arrangement”.

Upon a vote, the motion was **CARRIED** unanimously.

RESOLVED

- (a) that the events that have occurred and the impact of the court case on the future of the Fire and Rescue Authorities Mutual Limited (FRAML) as set out in this report be noted;
- (b) that the action taken in light of this to seek a single source tender to provide temporary insurance cover for the Authority to 31 October 2008 be noted;
- (c) that the arrangements for the procurement of insurance with effect from 1 November 2008 for the Authority as set out in this report be noted.
- (d) that a letter be sent to CLG to convey the urgency in resolving the issues surrounding the legal powers for fire and rescue authorities to enter into a mutual arrangement..

DSFRA/34. Access to Authority Meetings

The Authority considered a report of the Clerk (DSFRA/08/22) on issues connected with access to Authority meetings (including provision for disabled access and other facilities to assist persons with disabilities).

The Clerk referred to the action that could be taken in the future to ensure suitable access to meetings was attained, including the possibility of webcasting to a large screen in the Coffee Lounge in Somerset House or to consider alternative venues where it was known that potentially contentious items on the agenda for a meeting may generate the attendance of large numbers of the general public. Councillor Way added that the primary issue for consideration was the need to avoid adverse statements appearing in the press in the future surrounding people being excluded from meetings of the Authority and he welcomed the report and the proposals outlined by the Clerk. It was suggested that a report should be submitted to a future meeting outlining the costs involved in webcasting meetings of the Authority.

RESOLVED that a report should be submitted to a future meeting outlining the costs involved in webcasting meetings of the Authority.

DSFRA/35. South West Regional Management Board - Regional Control Centre – Cost Apportionment

The Authority considered a recommendation made by the South West Regional Management Board at its meeting on 24 June 2008 in respect of a basis for cost apportionment for the Regional Control Centre (RCC). The Authority was requested to consider the recommendation of the RMB and to make a decision accordingly.

RESOLVED that the recommendations of the South West Regional Management Board held on 24 June 2008 (and as set out below) be approved:

- (a) that the running costs of the Centre be shared amongst the six fire and rescue authorities (FRAs) in the region on the basis of council tax base;
- (b) that, given the inequitable share of costs/savings across the FRAs when the resultant cost share is compared against existing costs, a “smoothing mechanism” - similar to the “floors and ceilings” methodology applied by the Department for Communities and Local Government (CLG) as part of the Local Government Finance Settlement – as indicated in report RMB/08/15 be adopted;
- (c) that this “floors and ceilings” smoothing mechanism be applied up to and including the financial year 2012/2013.

DSFRA/36. Regional Control Centre – Cost Apportionment Change Control Mechanism

The Authority considered a recommendation made by the South West Regional Management Board (Minute RMB/12 refers) at its meeting on 24 June 2008 in respect of the cost apportionment for the change control mechanism for the RCC.

RESOLVED that the recommendation of the South West Regional Management Board held on 24 June 2008 (and as set out below) be approved:

- (a) that the Change Control Mechanism for the provision of services by the Regional Control Centre (RCC), and related costs, as set out in the Appendix (and its Annex) to report RMB/08/4 be endorsed;
- (b) that the Change Control Mechanism be commended to individual fire and rescue authorities in the region for approval for planning purposes only.

DSFRA/37. South West Regional Management Board

The Authority received for information the Minutes of the meeting of the Board held on 24 June 2008 that considered amongst other things:-

- Proposed dates of meetings in 2008/09;
- The financial outturn report 2007/08 (including the Statement of Accounts);
- National Framework 2008-11 and the implications for the regional programme;
- The highlights in respect of progress made during 2008/09 against the agreed milestones for delivering against workstreams;
- The Annual Benefits Report for 2007/08;
- Cost Apportionment for the Regional Control Centre (RCC) (see also Minute DSFRA /35 above);
- The RCC Cost Apportionment Change Control Mechanism (see also Minute DSFRA /36 above).

DSFRA/38. Action Undertaken under Urgency Provisions

The Authority received for information details of the action of the Chief Fire Officer, following consultation with the Chair of the Authority in accordance with Standing Order 27, in approving a policy statement in relation to early retirements as required by the Local Government Pensions Scheme Regulations 2007.

DSFRA/39. Chair's Announcements

The Chair reported on:-

- Congratulations were expressed to Pete Smith on his appointment as the new Assistant Chief Fire Officer (Community Safety);
- 7 June 2008 – a visit was made to the Voluntary Fire Station on Lundy Island for the inauguration of the new Fire Team;
- 13 June 2008 – a South West Local Government Association meeting was held in Exeter;
- 27 June 2008 - attendance at an LGA Fire Forum meeting in London;
- 1 to 4 July 2008 – attendance at the Institute of Fire Engineers (IFE) Conference in Blackpool;
- 6 July 2008 – Yeovil Town Council Civic Service;
- 7 July 2008 – attendance at a Fire Heritage Group;
- 18 July 2008 – met with the Audit Commission at Service Headquarters to discuss issues arising from combination for the benefit of other fire and rescue services considering this route;
- 22 July 2008 – a visit to London to take parting a Royal Garden Party;
- 23 July 2008 – a meeting of the Regional Management Board Chairs was held in London;
- 24 July 2008 – a Pass Out Parade was held at STC and a Long Service and Good Conduct Medal Ceremony was held at Service Headquarters in the evening;
- 28 July 2008 – a member Engagement Event was held at SHQ.

DSFRA/40. Member Feedback

The following was reported:-

- Councillor Wallace reported upon his attendance at the Leadership Academy in Bristol on 23 and 24 July 2008 with Councillor Cann which had been extremely useful;
- Councillor Gordon stated that he had attended the Urban Commission Conference in Cardiff;

- Councillors Viney and Gordon attended the Pass Out Parade at STC on 24 July 2008;
- Councillor Mochnacz referred to the Member Engagement event held on 29 July 2008 and commented that, although he was aware that this coincided with another event organised by Devon County Council, the attendance by Members had been limited.

DSFRA/41. Chief Fire Officer's Announcements

The Chief Fire Officer referred to the following matters:-

- A Staff Family Day was to be held at Service Headquarters on Sunday 7 September 2008 from 11.00 to 15.00hours to which Members were invited to attend;
- He reported upon 3 fires that had resulted in the loss of life, a car fire at Lemeton on 1 May 2008, a residential property fire at Yarcombe on 31 May 2008 and a car fire at Catherleigh near Tiverton on 10 June 2008.

DSFRA/42. Exclusion of the Public and Press

RECOMMENDATION that, in accordance with Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Schedule 12A (as amended) to the Act, namely information relating to an individual and which would reveal the identity of an individual respectively.

NB. Prior to the commencement of the business under Part II of the agenda, five members of the Authority had left the meeting due to other commitments.

DSFRA/43. Senior Management Board – Personnel Issues

(An item taken in accordance with Section 100A(4) of the Local Government Act 1972 during which the press and public were excluded).

The Authority considered a report of the Clerk to the Authority (DSFRA/08/23) that set out information in respect of the proposed retirement of the Chief Fire Officer, together with issues associated with the appointment of a successor.

A lengthy discussion ensued in respect of the proposals within the report, whereupon Councillor Lewis **MOVED** (seconded by Councillor Phillips):

“that recommendations (a) and (b) of report DSFRA /08/23 be accepted but that recommendation (c) be declined”. Upon a vote (10 for, 4 against, 3 abstentions), the motion was **CARRIED**.

The arrangements for the appointment of a new Chief Fire Officer were then discussed. It was suggested that an Appointment Panel should be convened to carry out this process to consist of the Chairman and Vice Chairman of the Authority, the Chair and Vice Chair of the Human Resources Management and Development Committee, together with the Chairman of Resources Committee and Councillor Viney. The Clerk stated that a further meeting would be convened in due course to discuss this matter.

In order to proceed to advertisement of the post, the Authority noted that the remuneration needed consideration, whereupon Councillor Button **MOVED** (seconded by Councillor Dyke):

“that the post of Chief Fire Officer should be advertised at the existing salary level”. Upon a vote, (15 for and 2 against), the motion was **CARRIED**.

RESOLVED

- (a) that recommendations (a) and (b) of report DSFRA /08/23 be accepted but that recommendation (c) be declined;
- (b) that arrangements be made for the appointment of a new Chief Fire Officer on the existing salary level.

The meeting started at 10.00hours and finished at 13.50hours.

COMMUNITY SAFETY AND CORPORATE PLANNING COMMITTEE

(Devon and Somerset Fire and Rescue Authority)

4 September 2008

Present:-

Councillors Dyke, Foggin, Fry (Chair), Leaves and Tully

Apologies:-

Councillors S. Hughes and M. Phillips

***CSCPC/9. Minutes**

RESOLVED that the Minutes of the meeting held on 18 June 2008 be agreed and signed by the Chair.

CSCPC/10. “The Future Risk of Flooding - Reflections on the Pitt Review”

(An item taken in accordance with Section 100B(4)(b) of the Local Government Act 1972).

The Chair determined that this matter should be determined at this meeting to facilitate a formal decision on attendance to be taken for the purposes of the reservation of places associated with attendance as the conference bookings needed to be made prior to the next meeting of the Authority.

The Clerk reported receipt of information from the Local Government Association (LGA) in respect of a national conference to be held in central London on Tuesday 18 November 2008 on “The Future Risk of Flooding – Reflections on the Pitt Review”. The conference would review the findings of the review undertaken by Sir Michael Pitt into the flooding which took place in the summer of 2007 and would include information about national and local plans for the future. He sought interest from Members wishing to accompany the Assistant Chief Fire Officer (Operations) at the meeting.

That it be **RECOMMENDED** to the Devon and Somerset Fire and Rescue Authority that Councillor Tully accompanies the Assistant Chief Fire Officer (Operations) at the conference “The Future Risk of Flooding – Reflections on the Pitt Review” on 18 November 2008, attendance to be approved for the purposes of claims for travel and subsistence.

***CSCPC/11. Declarations of Interest**

Members were invited to consider whether they had any **personal/personal and prejudicial interests** in items as set out on the agenda for the meeting and to declare any such interests at this time.

No interests were declared.

***CSCPC/12. Community Safety Department Plan**

The Committee received for information the Community Safety Department Plan together with a presentation given by the Assistant Chief Fire Officer (Community Safety).

The presentation covered the following areas:

- The Plan reflected the activities in the Authority's Corporate Plan for 2008/09 to 2010/11;
- The Plan was split into two main areas, namely Protection and Prevention activities;
- Many of the activities set out in the Plan were under development still, in particular the enforcement of the Fire Safety Order, youth strategies and the approach to be taken in reducing road traffic collisions;
- The work was being undertaken to support the goals set out in the Corporate Plan and the Department would be measured on its performance in achieving the activities set out in it;
- The activities in the Plan included the Arson Reduction Programme, the development of a community safety strategy, community mapping and expanding the youth inclusion programmes;
- Many of the activities were being undertaken in conjunction with partners such as the police, local authorities and health service and also through the auspices of Local Area Agreements (LAAs).

Reference was made to a "Driver Live Workshop" which was an excellent example of the partnership work being undertaken and Members were invited to participate in a session that was to be held on 16 October 2008. The Assistant Chief Fire Officer (Community Safety) undertook to provide the Committee with further information in due course. It was noted, in addition, that a report in respect of the issues surrounding LAAs would be submitted in due course.

***CSCPC/13. Community Safety - Targetting of Resources**

The Committee considered a report of the Assistant Chief Fire Officer (Community Safety) (CSCPC/08/3) that set out a request for support to redirect existing resources into community safety activities within the service, including partnerships and an increase in the focus on hard to reach groups.

The Assistant Chief Fire Officer (Community Safety) advised the Committee that there were two issues for consideration, namely that the Department and Group Plans contained activities relating to retained staff and it was envisaged that the service could utilise existing capability within the retained pay budget (resulting from fewer emergency calls) to support community safety activities. In addition, there was software available (for which additional funding would be required) to support work on community mapping which would assist the service in being able to target hard to reach groups.

RESOLVED

- (a) To support further targeted community safety prevention work in retained areas, utilising capacity within the budget for retained pay;
- (b) To endorse, in principle, the future procurement of a technical solution for community mapping to improve targeting activities;
- (c) That, subject to (a) and (b) above, the report be noted.

***CSCPC/14. Retained Duty System (RDS) Employers'**

The Committee received for information an update given by the Assistant Chief Fire Officer (Community Safety) in respect of the arrangements being made to set up open evenings for the employers of retained staff (RDS) in a bid to thank them for their support.

It was noted that employers of retained staff would be invited, in the future, to attend the Good Conduct and Long Service Medal presentations evenings when one of their staff was to receive an award. In addition, Area Commanders had also been tasked with considering the establishment of local events for RDS employers to celebrate the contribution made by their staff. The suggestions made were being considered and the Committee would receive a further update in due course.

The Committee requested that Members be advised when an employee from their local area was receiving a Good Conduct or Long Service medal and that they be invited to attend the ceremony.

***CSCPC/15. Co-Responder**

The Committee received for information an update given by the Assistant Chief Fire Officer (Operations) on the position in respect of the progress being made with the Co-responder scheme. He stated that discussions were continuing with the West Country Ambulance Service in respect of Co-responder although, as these discussions had not been concluded, it was not possible to brief the Committee on the outcome at this stage. He indicated that a full report would be submitted to the next meeting of the Committee.

*** DENOTES DELEGATED MATTER WITH POWER TO ACT**

The meeting started at 14.00hours and finished at 15.00hours.

HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT COMMITTEE

(Devon and Somerset Fire and Rescue Authority)

12 September 2008

Present:-

Councillors Cann (Chairman), Ford, Parker and Shadrick

Apologies:-

Councillors Mrs. Parsons and Viney

***HRMDC/11. Minutes**

RESOLVED that the Minutes of the special meeting held on 22 August 2008 be signed as a correct record.

***HRMDC/12. Informal Meetings**

(An item taken in accordance with Section 100B(4)(b) of the Local Government Act 1972.

The Chair determined that this matter should be determined at this meeting in order to facilitate the convening of a meeting to discuss the options available for engaging with Chairs of the four committees on a more regular basis.

The Chair stated that he would like a meeting to be convened as soon as possible with the Clerk and the other three chairs of committees to discuss the issues he had raised recently. It was noted that this matter would be pursued with the Clerk.

***HRMDC/13. Declarations of Interest**

Members of the Committee were invited to declare any personal/personal and prejudicial interests they may have in item(s) to be considered at the current meeting in accordance with the Authority's approved Code of Conduct.

No interests were declared.

***HRMDC/14. Absence Management**

The Committee received for information a report of the Human Resources Manager (HRMDC/08/4) that set out the position in respect of sickness absence with particular reference to the costs of absence, long term absence and the reasons behind this and on the findings of the National Fire and Rescue Service absence management working group.

Reference was made to the following points:

- That sickness absence had improved significantly in the first quarter of 2008/09 with a reduction overall by 15% when compared with the same period in 2007/08;

- The target for absence was 9 days/shifts lost per person by 2010/11 and the service was down to almost 10 days currently;
- The greatest reduction had been in long term sickness absence with a reduction of 16.8% when compared with the same period in 2007/08;
- The cost of sickness absence was £348,785 for the first quarter of 2008/09;
- The findings of the national report commissioned by the Health and Safety Executive (HSE) and Communities and Local Government (CLG) found that there were 3 overarching factors for successful attendance management and these were set out in the report. It was noted that much of the work undertaken within the service was comparable with the findings of the national research.

The Chief Fire Officer drew attention to the point that there was scope for the costs of sickness absence to be misrepresented but he stressed that it was important not to do this. The Human Resources Manager added that there had been a lot of work undertaken to address sickness and that the working party would be releasing its draft absence management policy shortly for consultation. It was noted that regular reports would be submitted to this Committee to keep it apprised of the action being taken.

***HRMDC/15. Firefighter Recruitment**

The Committee received for information a report of the Human Resources Manager (HRMDC/08/5) that set out the proposals in relation to staff transferring from the Retained Duty System to Wholetime, information in respect of workforce planning and details of the National Firefighter Selection process.

The Chief Fire Officer commented that, although the service was not pursuing a graduate entry scheme at this stage, it was waiting for the outcome of the scheme undertaken by the London Fire Brigade with interest. He added that such a scheme may be a way of addressing equality issues such as attracting more women into the service in due course.

***HRMDC/16. Corporate Equality Scheme**

The Committee considered a report of the Head of Human Resources Management and Development (HRMDC/08/6) that set out details of work being undertaken on the development of a single equality scheme for the Authority in accordance with the requirements of the National Equality and Diversity Strategy 2008 to 2018 and the National Framework Document 2008 to 2011. In addition, the report set out the proposals for a corporate identity for the Equality Scheme.

The Equality and Diversity Advisor gave a presentation at the meeting in respect of the requirements under the Equality and Diversity Strategy and the 6 equality strands identified within this, together with information in respect of how the Corporate Equality Scheme would be developed.

Councillor Cann proposed (and was seconded by Councillor Shadrick) “that Councillor Pat Parker should be nominated as the representative to work with the Equality and Diversity Team on the development and implementation of this scheme”.

RESOLVED

- (a) To endorse the title of the Corporate Equality Scheme as “Making The Connections”;
- (b) That Councillor Pat Parker be nominated as the member of the Committee identified to work with the Equality & Diversity team on the development and implementation of this Scheme;
- (c) That, subject to (a) and (b) above, to note the contents of this report.

***HRMDC/17. Staff Survey**

The Deputy Chief Fire Officer updated the Committee on the position in respect of the recent Staff Survey that had been undertaken, which was the first ever Devon and Somerset Fire and Rescue Service employee survey. To ensure that the survey was independent, Opinion Research Services (ORS), the contractor providing consultation services to the Fire Services Consultation Association (FSCA), had been commissioned to undertake the survey. 647 responses had been received which represented a significant response for the organisation in statistical terms. A Group had been established to work on analysis of the results and it was anticipated that a further report would be submitted to the Committee at its next meeting in November 2008.

***HRMDC/18. Exclusion of the Press and Public**

RESOLVED that, in accordance with Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A (as amended) to the Act, namely information relating to consultations and negotiations in connection with a labour relations matter between the Authority and its employees.

***HRMDC/19. Job Evaluation**

The Human Resources Manager gave an update on the progress being made in respect of the Job Evaluation exercise for non uniformed staff.

*** DENOTES DELEGATED MATTER WITH POWER TO ACT**

The meeting started at 10.00 and finished at 11.35 hours

STANDARDS COMMITTEE

(Devon and Somerset Fire and Rescue Authority)

17 September 2008

Present:-

Messrs. Watson (Chairman), D. Phillips and Withers (Independent Members)

Councillors S. Hughes, Mrs. Nicholson, Parker and Yeomans

Apologies:-

Councillors M. Phillips and Way

***SC/7. Minutes**

RESOLVED that the Minutes of the meeting held on 7 July 2008 be signed as a correct record.

***SC/8. Declarations of Interest**

Members were invited to consider whether they had any **personal/personal and prejudicial interests** in items as set out on the agenda for the meeting and to declare any such interests at this time.

No interests were declared.

***SC/9. Local Assessment Regime - Implementation Issues**

The Committee considered a report of the Clerk To The Authority (SC/08/2) on issues connected with implementation of the new local assessment regime and covering, specifically:-

- the latest issue of the Standards Board for England (SBE) bulletin (No. 40) which contained, amongst other things, a request for views on adjourning local assessment decisions;
- the issue by SBE of its final piece of guidance – “Standards Committee Determinations” – on the new local assessment framework and the availability of other guidance on the SBE website;
- progress to date in exploring options for the delivery of appropriate support for both the Committee and relevant officers in the operation of the new regime.

In relation to the latter point, the Clerk reported that all South West combined fire and rescue authorities and police authorities had been invited to express interest in collaborating to secure appropriate support. To date, two authorities (Wiltshire and Avon) had indicated that they might wish to explore this. Members on the Committee suggested that the invitation might also be extended to National Park Authorities. The Clerk indicated that it was hoped to conduct a proportionate procurement exercise for this support by the end of the current calendar with a view to having the provision in place for delivery early in the new year.

RESOLVED

- (a) that the Clerk be authorised to respond on behalf of the Committee notifying the Standards Board for England be informed of the support of this Committee for its proposed alternative solution in place of adjourning local assessment decisions, subject to the following caveats:-
 - (i) that, prior to issuing any definitive guidance, the SBE should seek legal opinion to clarify that Section 16 of the Standards Committee (England) Regulations 2008 would facilitate the proposed solution; and
 - (ii) a requirement for any final guidance issued to stipulate that – in forwarding a case for investigation but indicating that some other form of action might be appropriate to resolve the matter – an assessment committee must clearly define the “other action” to be undertaken and specifies that – in terms of compliance – this is non-negotiable.
- (b) that the National Parks be invited to express interest in participating in a collaborative venture to secure appropriate support for the new local assessment regime;
- (c) that, subject to (a) and (b) above, the report be noted.

*** DENOTES DELEGATED MATTER WITH POWER TO ACT**

The meeting started at 10.00hours and finished at 10.55hours

AUDIT AND PERFORMANCE REVIEW COMMITTEE

(Devon and Somerset Fire and Rescue Authority)

29 September 2008

Present:-

Councillors Hannon (Vice Chair) (in the Chair), Button, Clatworthy, Healey (vice Wallace), Lewis, Mochnacz and Mrs. Nicholson

Apologies:-

Councillor Wallace

*APRC/11. Minutes

RESOLVED that, subject to the amendment to Minute *APRC/5 by the deletion of the last sentence in the fourth paragraph on page 2 (beginning "The Chief Fire Officer advised that on 19 June 2008"), the Minutes of the meeting held on 30 June 2008 were signed as a correct record.

*APRC/12. Declarations of Interest

Members of the Committee were asked to declare any personal/personal and prejudicial interests they may have in any items to be considered at the current meeting in accordance with the Authority's approved Code of Conduct.

Councillor Mochnacz declared a **personal but non-prejudicial** interest in respect of the item on Performance (Minute *APRC/13 below refers) in view of his involvement with South West One as a member of Somerset County Council.

*APRC/13. Devon And Somerset Fire And Rescue Service Performance Report: April To July 2008

(Councillor Mochnacz declared a **personal but non-prejudicial** interest in respect of this item in view of his involvement with South West One as a member of Somerset County Council).

The Committee received for information a report of the Head of Service Planning and Review (APRC/08/4) that detailed the performance of the Devon and Somerset Fire and Rescue Service for the first five months of the year (1 April 2008 to 31 August 2008).as against those indicators and actions contained within the approved Corporate Plan for 2008/09 to 2010/11.

The report highlighted the areas in which the service had performed well, including:

- Reducing accidental dwelling fires casualties (42% - 43 to 25 casualties);
- Reducing deliberate fires (showing a decrease form 200 fires in 2007 to 136 for the same period this year);
- Reducing sickness (showing a 12% decrease for the first four months of 2008/09).

The report also set out an area which the service needed to address, namely smoke alarm activation which was a challenge to the service at this time and referred to measures which were being taken to improve the performance in this area.

Members of the Committee were encouraged by the position, specifically the improvements in reducing sickness absence. This was an area in which the Committee indicated it wished to continue to see regular updates to include details of the costs and a breakdown in respect of the types of long term absence. The point was made that the information provided needed to be consistent so that it was comparable from report to report. Reference was also made to the target for casualties at accidental dwelling fires, where there had been some issues in terms of how officers recorded the nature of a "casualty". The Committee also asked that more information be provided in the future in respect of data collection and quality and how the service varied from others in the region in this area.

***APRC/14. Comprehensive Area Assessment**

The Committee received for information a presentation from the Head of Service Planning and Review on the move from Comprehensive Performance Assessment (CPA) to the proposed new Comprehensive Area Assessment (CAA). The presentation addressed the following areas:

- that CAA was primarily about the area and not the organisation;
- that, while there was a focus on Local Area Agreements (LAA), other matters would also be assessed as part of the CAA process;
- CAA would involve two elements, both an area and an operational assessment for fire;
- The operational assessment was split into four areas, namely managing finances, governing the business, managing resources and managing performance;
- CAA was an annual process;
- There would be continuous proportional assessment as part of this process. The timetable for the annual area assessment was due to begin in April 2009.

***APRC/15. Annual Governance Report, including Draft Opinion on the 2007/08 Accounts**

The Committee considered the Annual Governance Report for Devon and Somerset Fire and Rescue Service as submitted by the Audit Commission setting out the auditors' opinion, in accordance with statutory requirements, on:

- the Authority's financial statements and;
- whether the Authority had made proper arrangements for securing economy, efficiency and effectiveness in its use of resources.

In addition, the Committee also considered a revised copy of the 2007/08 Statement of Accounts, amended in the light of the Annual Governance Report, together with a copy of the proposed Letter of Representation.

Steven Brown, representing the Audit Commission, outlined the purpose of the documents circulated which covered:

- the report on financial statements for 2007/08 and in particular the material amendment of the accounts to remove £17.126m of balance received from Somerset Fire;
- the Value for Money (VFM) conclusion 2007/08 (under the overall heading of Use of Resources)
- Matters arising from the audit, including details of unadjusted and adjusted misstatements in the accounts and various other governance matters
- The proposed draft audit opinion and VFM conclusion

Steven Brown stated that the Service had a statutory responsibility to publish its accounts by 30 September 2008 and that it was felt that the Service had worked well with the auditors in overcoming the issues raised. He stated that the Authority would be issued with an unqualified opinion on both the statement of accounts for 2007/08 and on the Use of Resources as a result.

The Treasurer and Head of Financial Management advised the Committee that a significant amount of effort had gone in to ensuring completion of the work required to inform the audit in the timescale set.

RESOLVED

- (a) that the amended Statement of Accounts for 2007/08 be approved;
- (b) that the amended Financial Statements and Annual Governance Statement as set out in the Annual Governance Report be approved;
- (c) that the Letter of Representation be approved and the Treasurer authorised to submit it to the Audit Commission;
- (d) that the proposed Action Plan, as set out on page 21 of the Annual Governance Report for 2007/08, be approved;
- (e) that the appreciation of the Committee for the work undertaken by the Treasurer and Head of Financial Management and his staff on this matter be placed on record.

***DENOTES DELEGATED MATTER WITH POWER TO ACT**

RESOURCES COMMITTEE

(Devon and Somerset Fire and Rescue Authority)

3 October 2008

Present:-

Councillors Fry, Gordon (Chairman), Healey, Way and Yeomans

Apologies:-

Councillors B. Hughes and Lewis

***RC/8. Minutes**

RESOLVED that the Minutes of the meeting held on 21 July 2008 be signed as a correct record.

***RC/9. Declarations of Interest**

Members of the Committee were invited to declare any personal/personal and prejudicial interests they may have in any item(s) to be considered at the current meeting in accordance with the Authority's approved Code of Conduct.

No interests were declared.

RC/10. Revenue Budget Monitoring Report 2008/09

The Committee considered a report of the Treasurer and Head of Financial Management (RC/08/7) that set out projections of income and expenditure for the first five months of the financial year against the approved Revenue Budget for 2008/09 and which detailed any significant variations against individual lines.

At this stage it was projected that spending would be £0.703m (0.99%) less than the approved revenue budget, largely accounted for by underspends on the whole-time salary budget (planned to facilitate the introduction of dual crewing of aerial appliances; the reduction in Area Managers; and also because of higher than expected retirements), retained pay costs and non-uniformed pay. The report also indicated overspends on transport related costs (arising from increases in fuel costs and insurance premiums) and equipment and furniture costs (relating to additional training consumables), although the latter overspend would be more than off-set by additional training income generated from external organisations.

Some £0.246m less than was originally budgeted for to cover debt charges in 2008/09 was predicted arising from slippage in the approved capital programme.

Given the current indicative position, the report proposed:-

- (a) that the sum of £0.153m approved for transfer from the General Reserve to assist in setting a balanced budget for 2008/09 be retained in the General Reserve; and

- (b) that, in accordance with Financial Regulations, the Committee approve the virement of £60,000 from wholetime pay costs to the equipment and furniture budget line to accelerate purchase of technical rescue and personal protective equipment (PPE) required to enhance the technical rescue (including water and rope rescue) capability.

RESOLVED

- (a) That, in light of the indicative underspend position, the Authority be recommended to retain in its General Reserve the sum of £0.153 initially approved as a contribution to help in the setting of a balanced budget for 2008/09;
- (c) That, in accordance with Financial Regulations, the virement of £60,000 from the wholetime pay budget line to the equipment and furniture budget line to enable accelerated purchase of technical rescue and personal protective equipment (PPE), be approved;
- (c) that, subject to (a) and (b) above, the report be noted.

***RC/11. Capital Programme Monitoring Report 2008/09 To 2010/11**

The Committee considered a report of the Head of Physical Assets (RC/08/8) proposing a revised capital programme for 2008/09 to 2010/11 to reflect changes in the spending profile of individual schemes initially approved by the Authority. The revised programme did not increase the overall programme and had no adverse impact on the Authority's borrowing requirement or prudential indicators.

The programme had been revised in light of actual capital spend for 2007/08 (rather than estimated spend on which it had initially been based) and also to reflect that certain projects were now further advanced enabling a more accurate forecast of spend in the current financial year.

RESOLVED that the revised capital programme 2008/2009 to 2010/2011, as set out in the Appendix to these Minutes, be approved.

The meeting started at 10.00hours and finished at 11.05hours.

**APPENDIX TO THE MINUTES OF THE RESOURCES COMMITTEE MEETING HELD
ON 3 OCTOBER 2008**

Revised Capital Programme (2008/09 - 2010/11)

| PREV YEARS (£000) | 2007/08 (£000) | PROJECT | 2008/09 (£000) | 2009/10 (£000) | 2010/11 (£000) | Project Total incl. prev years (£000) |
|----------------------------------|---------------------------|--|---------------------------|---------------------------|---------------------------|--|
| | | | | | | |
| | | <u>Estate Development</u> | | | | |
| 52 | 609 | Exeter Middlemoor | 1,450 | 1,841 | 150 | 4,102 |
| | 61 | Exeter Danes Castle | 864 | 2,015 | 103 | 3,043 |
| | 1,019 | SHQ building | 449 | | | 1,468 |
| | 1,310 | USAR Project | 20 | | | 1,330 |
| | | Maintenance ring fenced | 714 | 714 | 714 | 2,142 |
| | | 2007/08 slippage | 525 | | | 525 |
| | | 2006/07 slippage | 99 | | | 99 |
| | | Estates 2008 - 2010 Sub Total | 4,121 | 4,570 | 967 | |
| | | | | | | |
| | | <u>Fleet & Equipment</u> | - | | | |
| | | Appliance replacement | 1,760 | 1,950 | | 3,710 |
| | | Specialist Operational Vehicles | 200 | 368 | | 568 |
| | | Equipment | 309 | 309 | 309 | 927 |
| | | BA cylinder replacement | 170 | | | 170 |
| | 26 | Asset Management Plan (Miquest) software | 100 | 99 | | 225 |
| | | 2007/08 slippage | 234 | | | 234 |
| | | 2006/07 slippage | 166 | | | 166 |
| | | Fleet & Equipment 2008 - 2010 Sub Total | 2,939 | 2,726 | 309 | |
| | | Overall Capital 2008 - 2010 Totals | 7,060 | 7,296 | 1,276 | |

DEVON & SOMERSET FIRE & RESCUE AUTHORITY



| | |
|----------------------------------|--|
| REPORT REFERENCE NO. | DSFRA/08/23 |
| MEETING | DEVON & SOMERSET FIRE & RESCUE AUTHORITY |
| DATE OF MEETING | 23 OCTOBER 2008 |
| SUBJECT OF REPORT | DEVON AND SOMERSET FIRE AND RESCUE AUTHORITY DRAFT CORPORATE PLAN 2009/10 TO 2011/12 |
| LEAD OFFICER | Chief Fire Officer |
| RECOMMENDATIONS | <p><i>(a) That, subject to incorporation of any amendments as agreed by the Authority at this meeting, the Devon & Somerset Fire & Rescue Authority Draft Corporate Plan 2009/10 to 2011/12 be approved for consultation purposes;</i></p> <p><i>(b) That the proposals for consultation on the Draft Plan as set out in Section 2 of this report be approved; and</i></p> <p><i>(c) That the results of the consultation and any recommended changes to the draft Corporate Plan be considered at the Fire and Rescue Authority budget meeting in 2009.</i></p> |
| EXECUTIVE SUMMARY | <p>Enclosed with this agenda (attached and page numbered separately) is the Devon and Somerset Fire and Rescue Authority Draft Corporate Plan 2009/10 to 2011/12.</p> <p>The draft Corporate Plan sets out how it is proposed to realise the ambitions of the Authority over the next three years by reference to organisational goals and priorities.</p> <p>This report also sets out the recommended approach to consultation on the draft Corporate Plan and precept consultation.</p> |
| FINANCIAL IMPLICATIONS | Consultation costs will be met from the existing Service Planning and Review Department Budget. |
| APPENDICES | Devon and Somerset Fire and Rescue Authority Draft Corporate Plan 2009/10 to 2011/12 (Enclosed with agenda and page numbered separately). |
| LIST OF BACKGROUND PAPERS | None |

1. INTRODUCTION

1.1 Enclosed with this agenda (page numbered separately) is the Devon and Somerset Fire and Rescue Authority Draft Corporate Plan 2009/10 to 2011/12.

1.2 The Draft Corporate Plan 2009/10 to 2011/12 presents a new five year ambition for the service. It is considered that the time is now right following the first two years of combination to set a longer term ambition. The ambition has been set unequivocally high and reflects the quality of staff that provide the community with an emergency service of which they can be proud. The ambition is:

“By 2014 Devon and Somerset Fire and Rescue Service will be established as a modern, flexible and responsive fire and rescue service meeting local, regional and national needs. Our Mission of ‘Acting to Protect and Save’ will be achieved through a service that is adaptable in managing its resources and committed to working in partnership. Community safety will be improved by providing prevention, protection and emergency response arrangements that reflect the local community risk. Local communities will see this change through targeted prevention and protection activities and a change from traditional response arrangements. Our professional workforce, the backbone of the service, will be responding to the variations in community risk with an increased range of specialist skills and work with greater flexibility to increase support to local communities. By 2014 DSFRS will be amongst the highest performing fire and rescue services nationally.”

1.3 Following the need to make hard decisions during last years planning cycle, the content of the draft plan 2009/10 to 2011/12 looks towards stability for the forthcoming year. This stability is reflected in the scope of the new activities included in the plan, which do not include the implementation of significant changes to either service delivery or staff.

1.4 The targets included within the plan are the existing targets from the current corporate plan. These targets will be reviewed in January 2009 with the latest performance information available and consideration given as to whether they should be amended.

2. CONSULTATION

2.1 It is important to seek people’s views on our plans for the future and in particular the proposed changes. The need to consult is established in the Communities and Local Government’s (CLG) Integrated Risk Management Planning (IRMP) Guidance Note 2 and the Fire and Rescue Service National Framework 2008-11. Guidance Note 2 requires fire and rescue services to consult on proposed changes to service delivery and significant changes to the working arrangements of staff. This guidance note offers the guiding principles in deciding how extensively to consult. It states: ‘...any person or organisation that might have legitimate interest in the proposals under consideration, or anyone who may be affected by the proposal, should have the opportunity to express their view’ and, ‘...the scope of the consultation you undertake will be proportionate to the nature and extent of any changes proposed.’

2.2 The Fire and Rescue Service National Framework 2008-11 states that, ‘Each fire and rescue authority must produce a publicly available IRMP covering at least a three year time span which reflects effective consultation during its development and at all review stages with representatives of all sections of the community and stakeholders.’

- 2.3 In addition to the above documents the HM Government Code of Practice released in July 2008 sets out the consultation code of practice for Central Government and suggest Local Authorities adopt the same standards. The code states, *'consultations should normally last for at least 12 weeks with consideration given to longer timescales where feasible and sensible.'*
- 2.4 There are a number of different ways to undertake consultation, none of which are right or wrong, but some methods or a combination of them may be better than others in certain circumstances.
- 2.5 Allowing for the above guidance and considering the scope of the Draft Corporate Plan 2009/10 to 2011/12 content, it is proposed that the consultation strategy will be to invite comments from key stakeholders. This will include MPs, councils, other emergency services, the business community, staff and representative bodies. In addition to this the plan will be promoted to raise awareness amongst the general public. The opportunity to reply will be through our website, telephone, email, fax and by writing to the Consultation Officer at Service Headquarters. It is proposed that the focus of this year's consultation will be to further involve Hard to Reach groups as it is important that we listen to all members of our community. To do this we will focus on reaching and engaging with those groups with which it is historically hard to reach during the consultation process and we are actively determining the best method to do this. If the consultation proposals are agreed by the Authority on 23 October 2008, it is proposed to commence consultation on 27 October 2008 and finish on 12 January 2009. This will provide an 11 week consultation period.
- 2.8 It is essential that when considering the Draft Corporate Plan that there is full awareness of the finances available to deliver the Service. At this point in time the levels of revenue budget and council tax have still to be determined. The Authority will set these levels at the budget meeting to be held in February 2009. Results from the consultation on the draft plan will be available to inform the budget setting process.
- 2.9 In addition to this, as a precepting Authority we have a requirement to consult with business on the future level of council tax. Previously this has been undertaken via a telephone survey in mid January whereby the views of approximately 400 people from businesses are sought, stratified across the whole service area. It is proposed to adopt this methodology again this year at a cost of approximately £4,000. The results from this survey will also be presented at the budget setting meeting of the Fire and Rescue Authority in February 2009.

PAUL YOUNG
Chief Fire Officer

DEVON & SOMERSET FIRE & RESCUE AUTHORITY



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|----------------------------------|---|
| REPORT REFERENCE NO. | DSFRA/08/24 |
| MEETING | DEVON & SOMERSET FIRE & RESCUE AUTHORITY |
| DATE OF MEETING | 23 October 2008 |
| SUBJECT OF REPORT | APPROVED DUTIES – PROPOSED MODIFICATION FOR THE DEVON & SOMERSET FIRE & RESCUE AUTHORITY SCHEME OF MEMBERS' ALLOWANCES |
| LEAD OFFICER | Clerk to the Authority |
| RECOMMENDATIONS | <p>(a) <i>That the proposed modification to Section 6 of the Members' Allowances Scheme relating to approved duties, as set out in Appendix A to this report, be approved;</i></p> <p>(b) <i>that, subject to (a) above, the report be noted.</i></p> |
| EXECUTIVE SUMMARY | This report sets out proposals for a minor modification to the Scheme in relation to approved duties and to clarify the process in relation to travel and subsistence expense claims. |
| FINANCIAL IMPLICATIONS | As set out in paragraph 2.5 of this report. |
| APPENDICES | A. Proposed Revision to Section 6 of Approved Scheme of Allowances. |
| LIST OF BACKGROUND PAPERS | |

1. BACKGROUND

- 1.1 At its Annual Meeting on 28 May 2008 the Authority approved revisions to the level of basic and special responsibility allowances. In considering this matter, certain Members commented as to the appropriate level of delegation in relation to approved duties.
- 1.2 This report now proposes minor modifications to the relevant section of the approved scheme with a view to establishing an appropriate level of delegation and providing greater clarity in relation to the payment of travel and subsistence expenses.

2. SUGGESTED MODIFICATION TO SECTION 6 OF THE AUTHORITY'S APPROVED SCHEME OF MEMBERS ALLOWANCES

- 2.1 Attached at Appendix A to this report is a suggested re-wording of Section 6 of the Authority's approved scheme in relation to travel and subsistence expenses. This re-wording is intended to clarify the position in relation to travel and subsistence claims. It also sets out, in Schedule 1, those duties approved for the purposes of travel and subsistence claims and any criteria attached to these. The attendances indicated are based upon decisions taken by this Authority (or the former Devon Fire and Rescue Authority) in previous years. Adopting this Schedule now would remove the need for the Authority to consider, on a recurring annual basis, approving attendance at regularly-attended events e.g. the annual Local Government Association Fire Conference.
- 2.2 The only matter not previously considered by the Authority is that of attendance at the Ypres Remembrance Ceremony. The Chair of the Authority is the Patron of the Service Ceremonial Unit. The Ypres Ceremony is a significant and prestigious event in the Ceremonial Unit's calendar and is an event also attended by the Chair's of many other fire and rescue authorities in England, the majority of which receive expenses for attendance. As such, it is recommended that travel and subsistence expenses should be payable for attendance by the Authority Chair at this annual event – subject to the Chair remaining the Patron of the Unit.
- 2.3 Where there is discretion as to which actual Member attends a conference, it is suggested that this be determined by the Clerk in consultation with the Chair to the Authority (or, in the case of the Assembly of Standards Committees, by the Clerk in consultation with the Chair of the Authority's Standards Committee) and taking account of Member availability and attendance in previous years.
- 2.4 Similarly, there may be occasions where one-off events are arranged which are not identified in Schedule 1. In relation to these, it is proposed that attendance should be approved by the Clerk in consultation with the Chair, taking account of the subject matter and Member availability. This approval should also be subject to all costs associated with attendance being contained from within the overall approved budget for Member allowances.
- 2.5 For information, indicative costs associated with attendance at the events listed at Schedule 1 is set out in Table 1 overleaf. While provision was made for conference attendance when setting the overall budget for Member allowances in 2008/09 this did not provide, however, for:-
- attendance at both the LGA Annual Fire and Rescue Conference and Annual Fire and Rescue Conference by four instead of three delegates ;
 - attendance by three delegates instead of one at the Annual Assembly of Standards Committees;

- attendance by the Authority appointed representatives at the Urban and Rural Commission Annual Conferences;
- attendances by Members at meetings of the Health and Safety Executive Sickness Management Forum and the LGA Urban Commission Steering Group.

all of which were approved by the Authority during the current financial year. This may result in an overspend against the overall budget line for Member Allowances in the current financial year. This overspend can, however, be contained from within the overall underspend on the Authority's approved revenue budget as reported to the last meeting of the Resources Committee. For 2009/10 and subsequent years it will be necessary to make appropriate adjustments to the commitment budget for Member Allowances.

TABLE 1

| NAME OF CONFERENCE/EVENT | ATTENDANCE BY | INDICATIVE COST |
|---|---|---|
| Local Government Association Annual Conference and General Assembly Meetings ¹ | Representatives appointed by the Authority to the LGA General Assembly | £1,000 per delegate (all inclusive) x 4 for Annual Conference; travel plus overnight accommodation (c. £300 per delegate) for second annual meeting |
| Local Government Association Annual Fire Conference ² | Four Members (Authority Chair and Vice-Chair; two other Members, preferably from constituent authorities not represented) | £800 per delegate (all inclusive) |
| Annual Fire and Rescue Conference ² | Four Members (Authority Chair and Vice-Chair; two other Members, preferably from constituent authorities not represented) | £900 per delegate (all inclusive) |
| Annual Assembly of Standards Committees ² | Three Members to be determined by the Committee | £800 per delegate (all inclusive) |

NOTES

¹ Attendance is authorised only where the Conference/Meeting Agenda contains item(s) relating to the functions of combined fire and rescue authorities. Clarification should be sought of the Clerk in this respect.

² Conference fees, accommodation and travel are all payable. Subsistence expenses up to the maximum of the rates indicated in this scheme will only be paid in those instances where the subsistence in question is not provided by the event organiser and on production of receipts. Bookings will normally be made by the Democratic Services section. Members making direct bookings are required to produce receipts when making claims, which will be paid in accordance with the rates and conditions as set out in this scheme. Actual attendance to be determined by the Clerk in consultation with the Chair to the Authority (unless where otherwise indicated).

| NAME OF CONFERENCE/EVENT | ATTENDANCE BY | INDICATIVE COST |
|--|---|-----------------------------------|
| LGA Rural and Urban Commission Conferences ² | Authority representative appointed to the relevant Commission | £500 per delegate (all inclusive) |
| Ypres Armistice Remembrance Ceremony (with Service Ceremonial Unit) ³ | Chair of the Authority | £500 |
| Health and Safety Executive (HSE) Sickness Management Forum | Any Authority Member appointed directly by the Forum | £300 |
| LGA Urban Commission Steering Group | Any Authority Member appointed directly to the Group ⁴ | £300 |

3. CONCLUSION

- 3.1 Appendix A to this report sets out a suggested re-wording of Section 6 of the approved Scheme, dealing with travel and subsistence expenses. This re-wording is intended both to clarify the position in relation to travel and subsistence payments and also to regularise the position on approved duties for attendance at annual conferences etc., delegating responsibility for approving conference attendance to what is felt to be the appropriate level. The revisions are, as such, commended for approval.

MIKE PEARSON
Clerk to the Authority

³ Travel and accommodation usually booked by the Ceremonial Unit and to be reimbursed at actual cost. Other travel and subsistence to be reimbursed in accordance with the rates as set out in this scheme on production of receipts.

⁴ In the case of a substitute Member being appointed by the LGA Urban Commission Steering Group, then travel and subsistence allowances will only be payable in those instances where these allowances are NOT directly payable by the LGA

PROPOSED MODIFICATION TO SECTION 6 OF APPROVED SCHEME OF ALLOWANCES

6. TRAVEL AND SUBSISTENCE ALLOWANCES

General

- 6.1 Those duties set out in Schedule 1 to this Scheme will attract payment of travelling and subsistence expenses including overnight accommodation as appropriate. Those duties listed in Schedule 2 will be eligible for travelling expenses only.

Travel

- 6.2 Where a Member undertakes official duties within the geographical areas listed below and travels in his/her own car, he/she may claim actual mileage at the rate of 40 pence per mile for the first 10,000 miles in any one financial year, reducing to 12.1pence per mile after 10,000 miles:-
- the County areas of Cornwall, Devon, Dorset, Gloucestershire, Hampshire, Somerset, Wiltshire and the area of the former Avon County Council
- 6.3 Members may claim a supplement of 1 pence for each official passenger (i.e. Member of the Authority/Independent Member of the Authority's Standards Committee) carried within the insured capacity of the vehicle.
- 6.4 Members travelling on official duties in the geographical areas listed above may alternatively elect to travel using a mixture of public and private transport (i.e. taxis). Where such transport is used, receipts MUST be obtained. Members will be entitled to claim, on production of receipts, for expenditure actually incurred by using such transport EXCEPT where this expenditure exceeds that which would have been incurred had the member used his/her own transport. In this case, the claim will be adjusted to pay the lesser of the two amounts. Claims will be checked against the home-to-venue mileage calculated using the AA website route planner (www.theaa.com).
- 6.5 For travel on official duties outside the areas defined in paragraph 6.2 above rail travel (at Standard Class fare) or other public transport (at ordinary fare) should be used except where this would prove impracticable. In the first instance, Members should contact Democratic Services to obtain a travel warrant. In the event of a Member having to arrange his/her own journey, Standard Class rail fare will be refunded on production of a receipt. In the event of the Member considering that travel by rail or other public transport to be impracticable, the approval of the Clerk to the Authority must be obtained to use the Member's vehicle prior to the journey being undertaken.

- 6.6 Use of a motorbike by a Member undertaking an official duty within the area defined in paragraph 6.2 above will attract payment of expenses in accordance with the table below

| | Up to 49cc | 50 – 149cc | 150 – 250cc | Over 250cc |
|--------------------|------------|------------|-------------|------------|
| Up to 10,000 miles | 7.0 | 11.2 | 14.0 | 18.3 |
| Over 10,000 miles | 7.0 | 11.2 | 12.4 | 12.4 |

- 6.7 Wherever practicable, claims for travel by car or motorcycle should be accompanied by a VAT fuel receipt. This is to enable the Authority to reclaim the VAT on the fuel element of mileage claims.
- 6.8 Use of a pedal cycle by a Member attending an official duty will attract an allowance at the rate of 12 pence per mile.
- 6.9 All mileage claims will be checked against the route indicated on the AA website (www.theaa.com). Claims will be adjusted accordingly if more than 10% above the mileage shown on the website.
- 6.10 Any expenditure on tolls, parking fees (EXCLUDING parking fines) or ferries incurred when undertaking an official duty will be reimbursed on production of receipts.
- 6.11 Except as provided for in paragraph 6.4 above, costs associated with the hire of taxis will only be reimbursed in the event of use in an emergency OR due to public transport being unavailable. In such cases, receipts **MUST** be produced and the reasons for the taxi hire notified in writing when submitting the claim.
- 6.12 Any arrangements for travel abroad on official duties will be administered by the Clerk to the Authority.

Subsistence

- 6.13 Members may claim, for attendance at official duties as listed in Schedule 1 to this Scheme, subsistence up to the maximum amount shown below subject to the conditions as set out both in this paragraph and in paragraphs 6.14 and 6.15 below.

| | |
|---|--------|
| Breakfast (payable if leaving home prior to 7.30am) | £5.57 |
| Lunch (payable if leaving home prior to 11.30am and returning after 2.30pm) | £7.70 |
| Tea (payable if travelling/working AFTER 7.00pm) | £3.04 |
| Dinner (payable if travelling/working AFTER 8.30pm) | £9.54 |
| Out of pocket expenses | |
| - per night | £4.31 |
| - per week | £17.26 |

- 6.14 All claims for subsistence **MUST** be accompanied by a receipt. Claims will be processed on the basis of **reimbursing actual expenditure only** up to the maximum amounts set out in paragraph 6.12 above. Subsistence claims will **NOT** be paid where the subsistence concerned is provided directly either by the Authority OR by the event organiser, even where the Member declines to accept the subsistence and makes their own provision.
- 6.15 Where an official duty requires an overnight absence, then arrangements for this must be made through the Democratic Services section.

SCHEDULE 1 TO THE DEVON & SOMERSET FIRE & RESCUE AUTHORITY APPROVED SCHEME OF MEMBERS' ALLOWANCES

APPROVED DUTIES, CONFERENCES AND MEETINGS QUALIFYING FOR PAYMENT OF TRAVELLING AND SUBSISTENCE EXPENSES (IN ACCORDANCE WITH THE TERMS OF THE SCHEME), INCLUDING OVERNIGHT ACCOMMODATION AND CONFERENCE DELEGATE FEES WHERE APPROPRIATE. THE TERM "MEMBER" SHOULD ALSO BE INTERPRETED AS INCLUDING THE INDEPENDENT MEMBERS OF THE AUTHORITY'S STANDARDS COMMITTEE WHERE RELEVANT

1. Meetings of the full Authority and any committees, sub-committees, fora, working parties and panels properly constituted by the Authority under its Standing Orders and to which Members have been appointed by the Authority.
2. Meetings of any joint committees constituted under the provisions of the Local Government Act 1972 and to which the Authority appoints Members (e.g. the South West Regional Management Board).
3. Meetings at any other bodies to which appointments are made directly by the Authority (e.g. Local Government Association (LGA) Fire Forum; LGA Rural and Urban Commissions; Director of South West Fire Control Service Ltd. [including attendance by Alternate Director as necessary]; Devon Strategic Partnership; Safer Devon Partnership; South West Employees; Racial Equality Councils).
4. Seminars, meetings or training events arranged by Officers of the Authority for the benefit of Members of the Authority.
5. Duties necessarily undertaken by the Chair and Vice-Chair of the Authority, and Chair and Vice-Chair of the Authority's Committees, in connection with those posts.
6. Attendance at the following Conferences/Events:-

| NAME OF CONFERENCE/EVENT | ATTENDANCE BY |
|---|--|
| Local Government Association Annual Conference and General Assembly Meetings ^a | Representatives appointed by the Authority to the LGA General Assembly |
| Local Government Association Annual Fire Conference ^b | Four Members (Authority Chair and Vice-Chair; two other Members, preferably from constituent authorities not represented) |
| Annual Fire and Rescue Conference ^b | Four Members (Authority Chair and Vice-Chair; two other Members, preferably from constituent authorities not represented) |
| Annual Assembly of Standards Committees ^b | Three Members to be determined by the Clerk in consultation with the Chair to the Authority Standards Committee |

NOTES

^a Attendance will only be authorised where the Conference/Meeting Agenda contains item(s) relating to the functions of combined fire and rescue authorities. Clarification should be sought of the Clerk in this respect.

^b Conference fees, accommodation and travel are all payable. Subsistence expenses up to the maximum of the rates indicated in this scheme will only be paid in those instances where the subsistence in question is not provided by the event organiser and on production of receipts. Bookings will normally be made by the Democratic Services section. Members making direct bookings are required to produce receipts when making claims, which will be paid in accordance with the rates and conditions as set out in this scheme. Actual attendance to be determined by the Clerk in consultation with the Chair to the Authority (unless where otherwise indicated).

| NAME OF CONFERENCE/EVENT | ATTENDANCE BY |
|--|---|
| LGA Rural and Urban Commission Conferences ^b | Authority representative appointed to the relevant Commission |
| Ypres Armistice Remembrance Ceremony (with Service Ceremonial Unit) ^c | Chair of the Authority |
| Health and Safety Executive (HSE) Sickness Management Forum | Any Authority Member appointed directly by the Forum |
| LGA Urban Commission Steering Group | Any Authority Member appointed directly to the Group ^d |

7. Attendance at any event not detailed at 6. above, subject to :-

- a. approval by the Clerk (following consultation with the Authority Chair); and
- b. any costs being contained from within the overall approved budget for Member Allowances

with actual attendance being determined on the basis of the subject matter of the event and Member availability.

NOTES (Cont...)

^c Travel and accommodation usually booked by the Ceremonial Unit and to be reimbursed at actual cost. Other travel and subsistence to be reimbursed in accordance with the rates as set out in this scheme on production of receipts.

^d In the case of a substitute Member being appointed by the LGA Urban Commission Steering Group, then travel and subsistence allowances will only be payable in those instances where these allowances are NOT directly payable by the LGA

**SCHEDULE 2 TO THE DEVON & SOMERSET FIRE & RESCUE AUTHORITY APPROVED
SCHEME OF MEMBERS' ALLOWANCES**

APPROVED DUTIES ETC. QUALIFYING FOR PAYMENT OF TRAVELLING EXPENSES ONLY (NB. THE TERM "MEMBER" SHOULD ALSO BE INTERPRETED AS INCLUDING THE INDEPENDENT MEMBERS OF THE AUTHORITY'S STANDARDS COMMITTEE WHERE RELEVANT)

1. Official openings of Authority premises, launches of Authority Services and Passing-Out parades etc.

DEVON & SOMERSET FIRE & RESCUE AUTHORITY



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| REPORT REFERENCE NO. | DSFRA/08/25 |
| MEETING | DEVON & SOMERSET FIRE & RESCUE AUTHORITY |
| DATE OF MEETING | 14 October 2008 |
| SUBJECT OF REPORT | AUTHORITY CORPORATE SINGLE EQUALITY SCHEME - "MAKING THE CONNECTIONS" |
| LEAD OFFICER | Head of Human Resources Management and Development |
| RECOMMENDATIONS | <p>(a) <i>that the first draft Authority Corporate Equality Scheme - "Making The Connections" – as appended to this report be endorsed</i></p> <p>(b) <i>that Members be invited to contribute to the development of the "Making The Connections" Corporate Single Equality Scheme;</i></p> <p>(c) <i>that further reports on progressing development of the Scheme be submitted to future meetings;</i></p> <p>(d) <i>that, subject to (a) to (c) above, the report be noted.</i></p> |
| EXECUTIVE SUMMARY | This report follows on from consideration by the Authority, at its last meeting, of the implications of the National Fire and Rescue Service Equality and Diversity Strategy and focuses on production of a first Draft Authority Corporate Single Equality Strategy that will be key to ensuring that both the Authority and Service meet the requirements of the National Strategy. |
| FINANCIAL IMPLICATIONS | |
| APPENDICES | A. Draft copy of "Making the Connections" – the DSFRS Corporate Single Equality Scheme. (Page numbered separately and enclosed with this agenda. |
| LIST OF BACKGROUND PAPERS | |

1. INTRODUCTION

- 1.1 At its last meeting the Authority received a report on the National Fire and Rescue Service Equality & Diversity Strategy and action proposed both for the Authority and Service to ensure that the requirements of the Strategy are met. Legislation requires that the promotion of equality and diversity is at the heart of everything undertaken by both the Authority and the Service.
- 1.2 The Fire & Rescue National Framework Document 2008-11 and the Equality & Diversity Strategy 2008 – 2018 contain a number of requirements for both the Authority and the Service in relation to the development and implementation of policies which support and promote equality and diversity. The Strategy stipulates, amongst other things, that:-
- “We... [the Department of Communities and Local Government]... will ensure that all Members of Fire and Rescue Authorities and all employees are held accountable for delivering this Strategy.*
- Additionally, the most recent iteration of the Fire and Rescue Service National Framework 2008-11 (which is statutorily enforced by the Fire and Rescue Services Act 2004) provides that **“Fire and Rescue Authorities must...implement the requirements of the Fire and Rescue Service Equality and Diversity Strategy”**
- 1.3 Key to this for both the Authority and the Service is the development of a Corporate Equality Scheme. Guidelines produced by the Equality and Human Rights Commission recommend the production of a single Equality Scheme encompassing all 6 strands (gender, race, disability, sexual orientation, age and religion or belief).
- 1.4 These guidelines have been followed in developing a Scheme for both the Authority and the Service which will also be linked to:
- the Authority’s Corporate Plan
 - the Departmental and Area business plans for the Service (which in turn emanate from the Corporate Plan); and
 - The corporate response and improvement plan resulting from the recent staff survey
- 1.5 Equality and Diversity is still not seen as fully embedded within the Service hence, following discussion it was felt that the title “Making The Connections” for the Corporate Equality Scheme was both memorable and appropriate in reinforcing that the equality and diversity agenda was at the heart of all Service and Authority activities.
- 1.6 The Human Resources Management and Development Committee at its last meeting considered a report on development of the Scheme and, amongst other things, appointed Cllr. Pat Parker as Equality and Diversity Member Champion to assist in the Scheme’s development.
- 1.7 The National Fire and Rescue Service Equality and Diversity Strategy makes it clear that the responsibility for the promotion of equality and diversity rests jointly with Members at full Authority level together with all Service employees. In recognition of this, Priority 2a of the Authority’s Corporate Plan is “To improve the Service’s approach to equality and diversity”. One of the targets’s under that priority is that DSFRS will achieve Level 3 of the Local Government Equality Standard by 2010. The Authority’s Corporate Single Equality Scheme – the first draft of which is appended to this report - will be a significant driver to achieving that target.

2. HOW WILL THE CORPORATE SINGLE EQUALITY SCHEME HELP TO ACHIEVE PRIORITY 2A?

2.1 The Scheme will:

- be built on evidence provided by community/staff consultation;
- bring together and highlight in one document all the current and future activities in DSFRS that are relevant to the Local Government Equality Standard;
- have the 6 equality strands clearly identified within it;
- have DSFRS functions relating to each strand clearly identified;
- detail our priorities for Equality Impact Assessing policies;
- have a 3 year action plan setting out our direction of travel;
- have a person identified as being responsible for each action;
- contribute towards changing organisational culture (National framework document 2008 – 2011).

3. WHAT PLANS AND PROJECTS ARE ALREADY RUNNING THAT WILL LINK WITH THE SINGLE EQUALITY SCHEME?

3.1 The Equality & Diversity Unit is currently managing 8 projects (at various stages of development) that will provide the foundations and on-going progress of the Corporate Single Equality Scheme:

- On-line E-learning Equality & Diversity Training programme
- Engaging with Hard to Reach Groups
- Improve monitoring of Equality & Diversity performance data
- Undertaking Equality Impact Assessments of all training courses
- Positive Action Working Group to develop and implement a Positive Action Strategy
- Harmonisation of all Equality & Diversity Policies
- Reviewing the Equality Impact Assessment Procedures
- Promote Core Values

4. AT WHAT STAGE IS THE CORPORATE SINGLE EQUALITY SCHEME DOCUMENT?

4.1 Following some preliminary consultation a first draft has been produced a copy of which is attached to this report for consideration by the Authority with a view to endorsement.

5. WHAT WILL BE THE NEXT STEPS?

5.1 As already indicated, Councillor Pat Parker has been identified as being the Authority's Equality and Diversity Member Champion to assist with, amongst other things, development of the Authority's Scheme. Although the first instance of such direct Member involvement in policy development work, it may nonetheless be the case that this might prove a model for further direct engagement opportunities with Members.

- 5.2 In terms of progressing the Corporate Single Equality Scheme, a series of meetings with middle and senior managers is planned to gain input to fully develop the action plan for the next 3 years.
- 5.3 To ensure effective and appropriate linkage between the Corporate Single Equality Scheme, the Corporate Plan and the Departmental plans, the Equality & Diversity Unit will work in conjunction with Service Planning and the Project and Planning team as and when they meet with all departments during the planning cycle.

6. CONCLUSION

- 6.1 The National Fire and Rescue Service Equality and Diversity Strategy makes explicit the legislative responsibilities for equality and diversity to be fully embedded in all Authority and Service activities. The Corporate Single Equality Scheme will be key to ensuring that the Devon and Somerset Fire and Rescue Authority and Service have appropriate strategies and processes in place to secure this. The first draft of the Scheme is, therefore, commended for approval.

JANE SHERLOCK

Head of Human Resources Management and Development



DEVON & SOMERSET FIRE & RESCUE AUTHORITY

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| REPORT REFERENCE NO. | DSFRA/08/26 |
| MEETING | DEVON & SOMERSET FIRE & RESCUE AUTHORITY |
| DATE OF MEETING | 23 October 2008 |
| SUBJECT OF REPORT | NATIONAL EQUALITY & DIVERSITY STRATEGY: APPLICATION FOR ADDITIONAL CAPITAL GRANT FUNDING TO MEET HIGHER RECRUITMENT TARGETS |
| LEAD OFFICER | Head of Human Resources Management and Development |
| RECOMMENDATIONS | <p>(a) <i>that the Chief Fire Officer, following consultation with the Chair, be authorised to submit an application to the Department for Communities and Local Government for a share of the additional Capital Grant funding in relation to meeting higher recruitment targets, subject to receipt of written confirmation of the conditions of the grant and assurance that these can be met by the Authority;</i></p> <p>(b) <i>that, subject to (a) above, the report be noted.</i></p> |
| EXECUTIVE SUMMARY | <p>At its last meeting the Authority was informed of publication of the National Fire and Rescue Service Equality & Diversity Strategy and the implications of this both for the Authority and the Service. Elsewhere on the agenda for this meeting is a draft Corporate Single Equality Scheme intended to assist both the Authority and the Service in meeting its obligations under the Strategy.</p> <p>Part of the Strategy referred to an undertaking by the Department for Communities and Local Government (CLG) to make available, in 2009/10 or 2010/11, a minimum of £42,000 in capital grant to those Fire and Rescue Authorities willing to make a commitment to achieving higher recruitment targets as set out in the Strategy.</p> <p>Further details of this grant were announced at a recent CLG workshop and are set out in this report.</p> |
| FINANCIAL IMPLICATIONS | Successful application for the Grant should secure the Authority a minimum of £42,000 additional funding for use in seeking to meet higher recruitment targets as specified in the National Fire and Rescue Service Equality and Diversity Strategy. |
| APPENDICES | |
| LIST OF BACKGROUND PAPERS | <ol style="list-style-type: none"> 1. The National Fire and Rescue Service Equality and Diversity Strategy. 2. Report DSFRA/08/16 (National Equality and Diversity Equality Strategy 2008 – 18) to the meeting of the Authority held on 31 July 2008. |

1. **BACKGROUND**

1.1 As reported to the Authority at its last meeting, the recently-published National Equality and Diversity Strategy sets out the measures by which every Fire and Rescue Authority's performance on equality and diversity would be assessed. One of the measures is an assessment of progress against workforce diversity targets. Paragraph 7.5 of the Strategy states that:

“The targets to be met by each Fire and Rescue Authority are:

- (a) By 2013, a minimum of 15 per cent of new entrants to the operational sector to be women.***
- (b) By 2013, recruitment of minority ethnic staff across the whole organisation to be at the same percentage as the minority ethnic representation in the local working population.***
- (c) Fire and Rescue Authorities with very low minority ethnic working age populations and low recruitment requirements may set a target in terms of individuals recruited over the five year period rather than a percentage of total recruitment.***
- (d) By 2013, parity in rates of retention and progression between minority ethnic and white employees, and between men and women.”***

1.2 Paragraph 7.9 of the Strategy goes on to state:-

“The targets set out at paragraph 7.5 are the minimum required under the National Framework. To encourage Fire and Rescue Authorities to strive for more rapid improvement in the diversity of their workforce, Communities and Local Government [CLG] will allocate an additional capital grant payment to those Fire and Rescue Authorities that commit to the achievement of higher recruitment targets. Those higher targets will be 18 per cent for women in the operational sector and between 2 and 5 per cent above the local working age population for minority ethnic staff across all sections of the Service

A minimum of £42,000 in capital grant will be allocated in 2009/10 or 2010/11 to those Fire and Rescue Authorities which make a commitment to achieving the following targets:

- By 2013 a minimum of 18% of new entrants to the operational service to be women***
- By 2013 recruitment of minority ethnic staff across the whole organisation to be at 2 to 5% above the minority ethnic representation in the local working population.***

2. **CURRENT SITUATION WITHIN THE DEVON & SOMERSET FIRE & RESCUE SERVICE**

2.1 Currently the percentages of operational female and minority ethnic staff are:-

- operational staff who are women 3.9%**
- Staff of minority ethnic background 0.4%**

2.2 These figures are a percentage of the work force, rather than a reflection of the working age population.

- 2.3 All staff are currently being asked to undertake Equality Monitoring to give the Service an even clearer idea of the true demographic make up of our staff profile.
- 2.4 CLG will be supplying the Service with information derived from the Labour Force Survey to enable the Service to have clear understanding of exactly what the ethnicity and gender of the working age population is in its area and at various levels under that (e.g. by district of ward). This information will be used to establish appropriate targets for the Service which it is hoped will meet the enhanced targets set out in the National Equality and Diversity Strategy.

3. ALLOCATION OF ADDITIONAL FUNDING

- 3.1 On 17 September 2008, the Service Equality & Diversity Advisor attended a CLG-run workshop on the issue of setting recruitment targets in line with the National Equality and Diversity Strategy.
- 3.2 A key part of that workshop was to address the issue of additional funding, as set out in Paragraph 7.9 of the Strategy (see paragraph 1.2 above).
- 3.3 CLG advised at the workshop that details of each fire and rescue authority's targets would in future be published in an annual Equality and Diversity Strategy Report. A Circular will shortly be issued setting out, amongst other things, the timetable leading to the publication of the report. The circular will advise fire and rescue authorities of when they will need to provide CLG with details of their proposed local minority ethnic recruitment targets.
- 3.4 CLG went on to advise that, to receive the additional grant payment, fire and rescue authorities need only at this stage to make written commitment to CLG to the achieve the higher recruitment targets. This written commitment should be received by mid-November. Again, a further circular is expected to confirm the precise details of application for the additional funding and will, subject to its receipt in time, be reported to the Authority meeting. To date, CLG has stipulated that:-
- It is up to each fire and rescue service (FRS) as to how it feels it can best make use of the additional funding money;
 - The money comes with “no strings attached” in terms of how the money is to be used. There will be no specific reporting and accounting protocols associated with the grant;
 - It will not be taken back by CLG if the targets are not fully achieved. However, the fact that an FRS has been awarded the grant will be published and the Audit Commission will look for evidence of what is being done with the grant to achieve the higher recruitment targets;
 - The targets will be set by each FRS within the context of both the demographic stats of the 2001 Census and the Labour Force Survey (see paragraph 2.4 above);
 - The ethnicity targets do not just include those from “visible” ethnic groups (e.g. Afro-Caribbean, Chinese, Bangladeshi) but also those groups who identify as “White other” – particularly from Eastern Europe;
 - The actual format and information in the application letter to CLG does not have to identify (at this stage) an in-depth, fully structured business case for the grant – only that the Service is prepared to make a “*commitment to the achievement of the higher recruitment targets*”

- The total pot of money available for this from CLG is finite. Thus, the quantity of money that an FRS will get will be dependant on the number of FRS's applying for the pot of money – i.e. the fewer FRS's that apply, then the larger each individual grant will be. If all FRS's apply it means that the grant will be £42,000 per Service.

4. CONCLUSION

- 4.1 It is considered that the achievement of the higher targets is something that the Service should aspire to. Receipt of additional funding from CLG in this respect will serve not only to assist the Service in meeting the targets but will also send a clear indication of its willingness to seek to achieve the higher targets.
- 4.2 The implementation of “Making the Connections” (The Corporate Single Equality Scheme) and its 3-year action plan will include a range of projects, activities and corporate “behaviours” that the Service will be doing in pursuance of these targets
- 4.3 Whilst those “projects, activities and corporate behaviours” have yet to be formalised and the statistical information spoken to support them has yet to be fully assessed, it needs to be stressed that, at this stage, the application letter to CLG for additional funding has only to state that the Service is willing to make a “*commitment to the achievement of the higher recruitment targets*”
- 4.4 In light of this it is recommended that, subject to receipt of written clarification of the application criteria (and to an appropriate assurance that the Service will be able to meet these), the Chief Fire Officer (in consultation with the Chair to the Authority) be authorised to apply to CLG for additional funding to meet the higher recruitment targets as set out in the National Equality and Diversity Strategy.

JANE SHERLOCK
Head of Human Resources Management and Development



DEVON & SOMERSET FIRE & RESCUE AUTHORITY

| | | | | | | | |
|----------------------------------|--|---------|---------|---------|----------|---------|----------|
| REPORT REFERENCE NO. | DSFRA/08/27 | | | | | | |
| MEETING | DEVON AND SOMERSET FIRE AND RESCUE AUTHORITY | | | | | | |
| DATE OF MEETING | 23 OCTOBER 2008 | | | | | | |
| SUBJECT OF REPORT | PROVISION OF PERSONAL PROTECTIVE EQUIPMENT (PPE) | | | | | | |
| LEAD OFFICER | Head of Physical Assets | | | | | | |
| RECOMMENDATIONS | <i>That the national Integrated Clothing Project (ICP) contract be adopted for the provision of PPE and that the associated commitment on the revenue budget in 2009/10 and subsequent years be approved.</i> | | | | | | |
| EXECUTIVE SUMMARY | <p>The existing South West FRS contract used by DSFRS for fire-fighters Personal Protective Equipment (PPE) is due to expire in 2009.</p> <p>It is now proposed that the national Integrated Clothing Project (ICP) be adopted with its fully managed service option for the Service from 2009 for duration of up to 14 years.</p> <p>In addition to providing the full range of fire-fighter PPE clothing, the contract also offers a wide range of other clothing such as work wear, and services such as laundry.</p> | | | | | | |
| FINANCIAL IMPLICATIONS | <p>The financial implications involve an increase in the revenue budget over current levels as follows:</p> <table> <tr> <td>2009/10</td> <td>£63,000</td> </tr> <tr> <td>2010/11</td> <td>£264,000</td> </tr> <tr> <td>2011/12</td> <td>£209,000</td> </tr> </table> | 2009/10 | £63,000 | 2010/11 | £264,000 | 2011/12 | £209,000 |
| 2009/10 | £63,000 | | | | | | |
| 2010/11 | £264,000 | | | | | | |
| 2011/12 | £209,000 | | | | | | |
| APPENDICES | A. Firebuy Integrated Clothing Project leaflet (enclosed separately with agenda). | | | | | | |
| LIST OF BACKGROUND PAPERS | | | | | | | |

1. INTRODUCTION

- 1.1 The Integrated Clothing Project (ICP) is a national contract negotiated and managed by Firebuy specifically for the purpose of supplying Personal Protective Equipment (PPE) to the Fire & Rescue Service (FRS). It forms part of a number of major contracts aimed at strategic supply to the FRS as part of the National Procurement Strategy emanating from the Fire & Rescue National Framework and the Fire & Rescue Services Act 2004. Firebuy is the agency set up to negotiate, co-ordinate and manage these contracts as part of the national strategy.
- 1.2 The prime supplier to the ICP is Bristol Uniforms and the contract offers a wide range of garments and items of PPE and work-wear with a range of support services, such as laundering. The Structural PPE ensemble includes tunic, leggings, helmet, fire hood, gloves, leather boots and rubber boots.

2. BACKGROUND

- 2.1 The South West FRS's have been successful in recent years in working together under the Procurement Committee to negotiate and let a number of regionally based contracts for the supply of goods and services. This group was successful in establishing the current contract for the supply of PPE.
- 2.2 Both the former Devon (DFRS) and former Somerset (SFRS) Fire & Rescue Services participated in this contract, albeit by adopting different options. DFRS opted for the Purchase Only method and this contract is due to expire in January 2009. SFRS, on the other hand, adopted the fully managed service (FMS) option and this contract is due to expire in October 2009.
- 2.3 As illustrated above, certain FRS supplies are now considered so strategically important that they are intended to be dealt with at a national level through Firebuy. The ICP national project has had a chequered history, but none-the-less has resulted in a national contract being available for the supply of PPE. The prime supplier to the ICP is Bristol Uniforms. Coincidentally, this is the same supplier as that used currently under the SW contract. It is intended through the National Procurement Strategy and National Framework that where national FRS contracts exist, these should be adopted. If this is not adhered to then a business case has to be drawn up for approval by CLG, illustrating why an alternative methodology is preferred.
- 2.4 The South West FRS's considered the possibility of an alternative strategy for the supply of PPE, but concluded that to provide the similar standard and levels of research and development (R&D), physiological and ergonomic considerations together with wearer trials and all combined with quality, risk and financial considerations was not going to be viable. The ICP project involved very extensive R&D and a full programme of dedicated wearer trials set up in a bespoke environment to test all manner of risk, physiological and ergonomic features, addressing all aspects of diversity to include minority groups of personnel. The comprehensive nature of this testing may only be fully appreciated by viewing the DVD compiled as part of the assessment process.

3. CURRENT SITUATION

- 3.1 Taking all the background and timescales into account it is now proposed that the ICP contract be adopted by DSFRS. Furthermore, in order to achieve full risk transfer, which is considered an important aspect in relation to potential PPE issues, including litigation, it is proposed that DSFRS adopts the fully managed service option (FMS). The FMS package will transfer all risks associated with provision and maintenance of PPE, including laundry, repair and replacement, to Bristol Uniforms.
- 3.2 The benefits offered by ICP include, amongst other things:-
- Improved garment specification in terms of performance, comfort and higher level of burn protection;
 - Garments are subjected to extensive user acceptance trials;
 - All risks associated with provision and maintenance are borne by Bristol Uniforms;
 - Full compatibility between all PPE items;
 - Equality and diversity needs are a core requirement.
 - Single standard, corporate image
 - Measuring and fitting service
 - Laundry and repair service
- 3.3 At completion of the roll out of the new PPE there will be a single corporate image and an improved standard of PPE. The PPE has undergone various strict and stringent tests, improving the level of protection provided to firefighters against the risk of burns.
- 3.4 Under the FMS service, fire-fighters would be issued with one set of PPE and a pool stock would be held on reserve at station, based on a range of average size charts of those within the station. Less popular sizes would result in the issue of two sets of PPE.
- 3.5 Meeting the Equality and Diversity requirements of the Service is a core requirement for the provision of PPE. To be fit for purpose, the goods must be lawful under the duty, and must be compatible with our duty to eliminate discrimination and promote good relations. The ICP specified equality and diversity requirements as a core aspect for the provision of PPE, conducted evaluations in association with key users, and will ensure ongoing requirements are updated through the FMS contract management. It is anticipated that ICP will meet the full Equality and Diversity requirements of the Service and assurances have been received from the supplier.
- 3.6 The Representative Bodies have been fully consulted through the Industrial Relations Committee process as follows:
- 11 September 2008 - Fire Brigades Union (FBU)
 - 15 September 2008 - Retained Firefighters Union (RFU)
 - 19 September 2008 - Fire Officers Association (FOA)

- 3.7 Additionally, on 14 October 2008 a presentation was made by Bristol Uniforms to the Representative Bodies. Members of the Authority were also invited to attend this presentation. The presentation provided details of ICP trials and featured a display of the Structural PPE PBi Gold three layer tunic and leggings for standard fire-fighting together with the other two and single layer PBi Gold PPE suits for other rescue and moorland fire-fighting respectively. Also available to view was an extensive range of the station, work wear and corporate wear garments. All garments included male and female samples. There was also a full range of specialist clothing for ethnic minorities and maternity wear. Garments were tried on at this event.
- 3.8 Further internal viewings of the ICP ensemble will be made available to end users in due course.

4. FINANCIAL IMPLICATIONS

- 4.1 The annual ICP FMS cost per fire-fighter is £387.50 compared to the current SW FMS cost which is £397.41. Considering that the latter provides less items of PPE, the ICP FMS represents improved value for money.
- 4.2 Despite the nominal saving on unit cost for the FMS, there would be an overall increase for DSFRS as the former DFRS did not operate a fully managed service. As illustrated earlier, it is now considered that the risks of managing one's own PPE service are too great and that full risk transfer to the supplier is beneficial. Additionally, to obtain the equivalent level of PPE protection now available, would cost more than the previous ensembles and there would be funding issues concerning wholesale replacement.
- 4.3 The Service has appraised the Purchase Managed Service (PMS) option of the ICP contract, but has found the initial purchase cost in excess of £1m in 2009/10 prohibitive. This would be even more costly were it desirable to provide two sets of the new PPE (PBi Gold) from the outset to avoid mixed levels of personal protection on station/within the Service. Clearly the FMS option, being a lease/rental facility, will spread the costs and provide a standardised approach.
- 4.4 In total the ICP FMS will require a budget increase in 2009/10 of £63,000 and 2010/11 of £264,000 and 2011/12 onwards of £209,000 over current costs. Once approved, these costs would become commitments against the budget in those years and officers have already factored these costs into forecast budgets for those years on the assumption that the Authority will be supportive of this solution. The alternative PMS procurement route would involve prohibitive initial costs, issues with standardisation and a greater risk taken by the Service.

5. CONCLUSION

- 5.1 The ICP is a national contract specifically intended to meet the needs of the modern Fire Service. DSFRS needs to contract for PPE in 2009 and ICP is the recommended route. Moreover, due to issues such as funding profiles and risk transfer, the FMS option is seen as the preferred solution and it is this solution that is being recommended for adoption across the whole of DSFRS, giving complete uniformity and compatibility.

DEREK WENSLEY
Head of Physical Assets

SOUTH WEST REGIONAL MANAGEMENT BOARD

19 September 2008

Present:-

Councillors B. Hughes (Chair), Healey and Mrs. Nicholson (vice Gordon)(Devon & Somerset), Roberts and Walker (Avon), Fox OBE DL (Dorset), Windsor-Clive (Gloucestershire) and Wren (vice Willmott)(Wiltshire & Swindon).

Apologies:-

Councillors Gordon (Devon & Somerset), Willmott (Wiltshire & Swindon) and Yeo (Cornwall).

RMB/15. Minutes

RESOLVED that the Minutes of the meeting held on 24 June 2008 be signed as a correct record.

RMB/16. Date of Next Board Meeting

(An item taken in accordance with Section 100B(4)(b) of the Local Government Act 1972).

The Chairman determined that this should be considered as a matter of urgency to enable an issue that had arisen post-despatch of the agenda for this meeting, but which directly affected the date of the next meeting, to be determined at the earliest possible juncture.

The Clerk reported on receipt of a request from the Chief Executive of South West Fire Control Ltd. (the Local Authority Controlled Company [LACC] with governance responsibility for the South West Regional Control Centre [RCC] that the Board consider changing the date of its next scheduled meeting from 10 to 7 November 2008 to align this with the Annual General Meeting (AGM) of the Company. Both meetings could then be held at Devon & Somerset Fire & Rescue Service Headquarters thereby maximising the opportunity of non-Director Board Members to attend the AGM.

RESOLVED that the next scheduled meeting of the Board be changed from Monday 10 to Friday 7 November 2008, to commence at 10.00hours in Somerset House, Devon & Somerset Fire & Rescue Service Headquarters.

RMB/17. Declarations of Interest

Board Members were invited to consider items to be discussed as part of this meeting and declare any **personal/personal and prejudicial interests** they might have in any item(s) in accordance with their respective appointing Authority's approved Code of Conduct.

At this stage Cllr. Windsor-Clive declared a **personal** but non-prejudicial interest in relation to the items on the FiReControl Project, and in relation to the workstreams highlight report and proposed revisions to the regional Business Plan – in so far as these related to the FiReControl project - by virtue of his being a local-authority appointed Director on South West Fire Control Ltd., the Local Authority Controlled Company (LACC) established to exercise governance arrangements for the South West Regional Control Centre (RCC).

Although not declared at this Stage, Councillor Fox OBE DL subsequently declared (at the commencement of debate on the first item discussed) a **personal** but non-prejudicial interest in relation to workstreams highlight report and the revisions to the regional Business Plan by virtue of his being a local authority appointed Member on the South West Regional Improvement and Efficiency Partnership (SW RIEP).

(SEE ALSO MINUTES RMB/18 TO 22 BELOW).

RMB/18. The FiReControl Business Case Part 1 – Response to the Department for Communities and Local Government

(NOTE:- Cllr. Windsor-Clive declared a **personal** but non-prejudicial interest in this item by virtue of his being a local-authority appointed Director on South West Fire Control Ltd., the Local Authority Controlled Company (LACC) established to exercise governance arrangements for the South West Regional Control Centre (RCC).)

The Chair reported receipt of a request from Mr. John Drake (Regional Fire Brigades Union [FBU]) to address the Board on the issue of the FiReControl Project. The Chair invited Mr. Drake to so address the Board in accordance with the provisions of Standing Order 17.1.

The Regional FBU Representative emphasised to the Board the nature and significance of this project. The FBU had grave concerns over the project and had commissioned from the IPF – the commercial arm of the Chartered Institute of Public Finance and Accountancy - an independent assessment of Part 1 of the FiReControl Business Case, copies of which were circulated to Board Members of this meeting.

The Board thanked the FBU for its presentation.

The Board went on to consider a report of the Regional Director (Clive Kemp)(RMB/08/18) on publication by the Department for Communities and Local Government (CLG) of the Part 1 Business Case for the FiReControl project. Although not a formal consultation as such, CLG had nonetheless invited interested parties to comment on the Business Case by 30 September 2008 and appended to the report was a proposed draft response on behalf of the Board.

The report identified, amongst other things:-

- the legal and financial implications of the project;
- indicative additional costs for the region, based upon regional data and assumptions, when compared to figures contained in the Business Case;
- concerns over the financial implications for individual fire and rescue authorities of maintaining, both at local service level and at Regional Control level, up-to-date data sets necessary to enable effective and efficient running of the new system.

The draft response highlighted the latter two bullet points; proposed solutions for consideration by CLG and aimed at securing the previously predicted savings both

regionally and for individual fire and rescue services in the move to and operation of the new system; and also highlighted the governance structure in the South West vis-à-vis the responsibilities of both the Board and its individual fire and rescue authorities.

The Chair then invited, in accordance with the provisions of Standing Order 17.1, Cllr. Jim Mochnac (Devon & Somerset Fire & Rescue Authority appointed Director on the LACC) to address the Board on the regional briefing on the Business Case held at the Regional Control Centre on Monday 15 September 2008.

Cllr. Mochnac expressed disappointment at the poor attendance at the briefing and stressed the importance of the project for individual fire and rescue services and of the need for all Members to ensure that they were appropriately briefed. Cllr. Mochnac referred to his experience with the police Airwave project and commented that, amongst other things, it was important for the fire and rescue service to seek to ensure at the outset that there would be no electromagnetic compatibility issues between the new system and existing equipment (an issue the police had subsequently had to face and which had resulted in additional expenditure). Cllr. Mochnac also cautioned of the effect on retention of skilled staff of delays in the project and of the need for individual authorities to carefully assess the potential budgetary impact of migrating to the new system.

RESOLVED

- (a) that, subject to the amendment as indicated at the meeting (rewording of the second sentence of section (c) [resilience payment] (i)), the draft response to the FiReControl Part 1 Business Case as appended to report RMB/08/18 be approved;
- (b) that, subject to (a) above, the report be noted.

(SEE ALSO MINUTES RMB/17 ABOVE AND 19 BELOW).

RMB/19. Cost Apportionment – CLG Consultation

(NOTE:- Cllr. Windsor-Clive declared a **personal** but non-prejudicial interest in this item by virtue of his being a local-authority appointed Director on South West Fire Control Ltd., the Local Authority Controlled Company (LACC) established to exercise governance arrangements for the South West Regional Control Centre (RCC).)

The Treasurer to the Board reported on Circular 41/2008, issued by the Department for Communities and Local Government in August and setting out CLG's preferred option (by Council Tax base) for apportioning FiReControl shared costs amongst the regions of England. CLG was seeking the views of all regions, via Regional Management Boards, to this by 31 October 2008. A copy of the Circular, together with a draft response, had been circulated to the Board with the agenda for the meeting.

RESOLVED that, subject to amendment of the final two paragraphs to ensure consistency with the approved response to the FiReControl Part 1 Business Case, the draft response to the CLG consultation on cost apportionment as included with the agenda for the meeting be approved and the Treasurer authorised to respond accordingly.

(SEE ALSO MINUTES RMB/17 AND 18 ABOVE).

RMB/20.

South West Fire Control Ltd. - Performance Standards for the South West Regional Control Centre

(**NOTE:-** Cllr. Windsor-Clive declared a **personal** but non-prejudicial interest in this item by virtue of his being a local-authority appointed Director on South West Fire Control Ltd., the Local Authority Controlled Company (LACC) established to exercise governance arrangements for the South West Regional Control Centre (RCC).)

The Board considered a reference from the Board of Directors of South West Fire Control Ltd. which, at its meeting on 4 July 2008, had considered a report of the Regional Project Director on setting performance standards for the Regional Control Centre and had resolved to invited the Regional Management Board to support the creation of, and nominate two RMB Members (who were NOT LACC Directors), to a Performance Standards Working Group.

RESOLVED that the Clerk be authorised to respond to the Board of Directors of South West Fire Control Ltd. (SWFCL) stipulating that, in the first instance, the Regional Management Board would wish the Executive Management Group (comprising the South West Chief Fire Officers) to liaise with the Regional Project Director and SWFCL to explore the scope for the setting of third-tier performance indicators, and the most appropriate mechanism for doing so, and to report back to a future meeting as appropriate.

(SEE ALSO MINUTE RMB/17 ABOVE).

RMB/21.

Workstreams Highlight Report

(**NOTE:-** Cllr. Windsor-Clive declared a **personal** but non-prejudicial interest in this item - in so far as it related to the FiReControl Project - by virtue of his being a local-authority appointed Director on South West Fire Control Ltd., the Local Authority Controlled Company (LACC) established to exercise governance arrangements for the South West Regional Control Centre (RCC). Cllr. Fox OBE DL declared a **personal** but non-prejudicial interest in this item – in so far as it related to the South West Regional Improvement and Efficiency Partnership [SW RIEP] by virtue of his being a local authority appointed Member on the Partnership)

The Board considered a report of the Chair of the South West Chief Fire Officers Association (CFO Standing – Gloucestershire) (RMB/08/16) summarising progress to dates by the various workstreams against their work programmes, each of which had been reviewed as part of the process of updating the regional Business Plan. Appended to the report was a summary of those milestones showing red status together with a description of action being taken to resolve these issues.

RESOLVED

- (a) that the following Member Champions be appointed to fill existing workstream vacancies:-
 - Cllr. Fox OBE DL (Finance and Procurement);
 - Cllr. B. Hughes (Service Operations and Resilience);
 - Cllr. Roberts (Community Safety);
- (b) that, subject to (a) above, the report be noted.

(SEE ALSO MINUTE RMB/17 ABOVE).

RMB/22.

Revisions to the Regional Business Plan

(**NOTE:-** Cllr. Windsor-Clive declared a **personal** but non-prejudicial interest in this item - in so far as it related to the FiReControl Project - by virtue of his being a local-authority appointed Director on South West Fire Control Ltd., the Local Authority Controlled Company (LACC) established to exercise governance arrangements for the South West Regional Control Centre (RCC). Cllr. Fox OBE DL declared a **personal** but non-prejudicial interest in this item – in so far as it related to the South West Regional Improvement and Efficiency Partnership [SW RIEP] by virtue of his being a local authority appointed Member on the Partnership)

The Board considered a report of the Secretary of the South West Chief Fire Officers Association (CFO Gunter - Dorset) (RMB/08/17) on proposed changes to the Business Plan originally approved by the Board in September 2007. The Plan had been updated to ensure, amongst other things, consistency with:-

- the latest National Fire and Rescue Service Framework;
- the National Equality and Diversity Strategy 2008-18;
- the Comprehensive Spending Review 2007;
- details of the Board's budget 2008/09 and other sources of funding; and
- the South West Regional Improvement and Efficiency Partnership (SWRIEP) fire and rescue service programme Delivery Plan.

The report also proposed the creation of a new workstream to co-ordinate cross-cutting work on climate change.

RESOLVED

- (a) that the proposed changes to the Business Plan as indicated in report RMB/08/22 be endorsed;
- (b) that, subject to the changes indicated in this document being endorsed (and incorporation of any additional amendments required by the Board) the updated Business Plan be circulated to workstreams as a working document;
- (c) that the Plan be subject to an annual review in March of each year after the RMB sets its budget for the following year;
- (d) that a Task and Finish Group under the chairmanship of CFO Terry Standing should be established to draft a regional South West Fire and Rescue Service (SWFRS) Climate Change Strategy;
- (e) that the Regional Communications Strategy be amended to take into account the revised aims and objectives of the regional Business Plan.
- (f) that all workstreams should undertake a high level equality impact assessment of their work programme

(SEE ALSO MINUTE RMB/17 ABOVE).

The meeting started at 11.00hours and finished at 12.46hours.

DEVON AND SOMERSET FIRE AND RESCUE AUTHORITY

23 OCTOBER 2008

CHAIRMAN'S ANNOUNCEMENTS - SCHEDULE

31 July 2008 to 22 October 2008

| DATE | NATURE OF ENGAGEMENT |
|-------------------|---|
| 31 July 2008 | Meeting with Shadow Fire Minister |
| 26-28 August 2008 | Fire Conference, Liverpool |
| 2 September 2008 | Long Service & Good Conduct Medal Presentation, SHQ |
| 7 September 2008 | Family Day, SHQ |
| 8 September 2008 | Elected Members Seminar, RCC |
| 14 September 2008 | Firefighters Memorial Service, London |
| 18 September 2008 | CFOA Innovations Event, Leicester |
| 19 September 2008 | RMB |
| 6-7 October 2008 | Retained Conference, Gloucestershire |
| 10 October 2008 | Fire Forum, London |
| 15 October 2008 | Turf cutting, new Exeter Fire Station, Middlemoor |
| 17 October 2008 | Phoenix Pass Out Parade, Plympton |
| 22 October 2008 | Chairmen & Vice Chairmen of RMBs, London |