

**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)

Tuesday 31 March 2009

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

A G E N D A

1. **Apologies**
2. **Minutes** of the meeting of the Authority held on 16 February 2009 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. Questions and Petitions from the Public

In accordance with Standing Orders, to consider any questions or petitions submitted by the public. Questions must relate to matters to be considered at this meeting of the Authority. Petitions must relate to a matter for which the Authority has responsibility or which affects the Authority. Questions and/or petitions may not require the disclosure of confidential or exempt information and must be submitted in writing or by e-mail to the Clerk to the Authority **by midday on Thursday 26 March 2009**.

6. Questions from Members of the Authority

To receive and answer any questions submitted in accordance with Standing Orders.

7. Annual Audit and Inspection Letter

Document enclosed with these papers, page numbered and attached separately. A representative of the Audit Commission will be in attendance at the meeting to present this item.

8. Asset Management Planning and Community Access to Fire and Rescue Service Premises

Report of the Head of Physical Assets (DSFRA/09/7) attached (page 16)

9. Treasury Management Policy

Report of the Treasurer to the Authority (DSFRA/09/8) attached (page 36)

10. Enhanced Accessibility to Authority Meetings

Report of the Clerk to the Authority (DSFRA/09/9) attached (page 41)

11. Chairman's Announcements

Schedule attached (page 46).

12. Chief Fire Officer's Announcements

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, Manning, Mochnacz, Mrs. Nicholson, Parker, 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 Sam Sharman 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 & SOMERSET FIRE & RESCUE AUTHORITY
(Budget Meeting)

16 February 2009

Present:

Councillors B. Hughes (Chairman), Button, Cann, Clatworthy, Foggin, Ford, Fry, Gordon, Healey, S. Hughes, Leaves, Lewis, Manning, Mochnacz, Mrs. Nicholson, Parker, Mrs. Parsons, Tully, Viney, Wallace, Way and Yeomans

Apologies:

Councillors Dyke, Hannon and Shadrack.

Also in Attendance:

Messrs. Phillips, Watson and Withers (Independent Members of the Standards Committee).

DSFRA/71. Minutes

RESOLVED that the Minutes of the meeting held on 18 December 2008 be signed as a correct record.

DSFRA/72. 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 this meeting and declare any such interests at this time.

Councillors Mochnacz and Tully declared personal but non-prejudicial interests in the item on the proposed Authority response the draft FiReControl Part 2 Business Case by virtue of their being this Authority's appointed Director and alternate Director, respectively, on South West Fire Control Limited, the Local Authority Controlled Company (LACC) established with overall governance responsibility for the South West Regional Control Centre (RCC).

DSFRA/73. Minutes of Committees etc.

(a) Community Safety and Corporate Planning Committee

The Chair of the Committee, Councillor Fry, **MOVED** the Minutes of the meeting of the Community Safety and Corporate Planning Committee held on 14 January 2009 which had considered, amongst other things:

- a report on proposed improvements to service delivery in respect of prevention activities;
- a report on a proposed partnership governance framework and toolkit for the Service;
- an update on projects relating to the Retained Duty System (RDS);
- a proposal to develop a new, harmonised Operational Risk Information System (ORIS); and

- a report on targets to be included in the Corporate Plan 2009/10 to 2011/12 under Goal 1 (to proactively reduce risk, to save life, protect property and the environment from fire and other emergencies) and Goal 3 (to provide an efficient, effective and economic service)

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

(SEE ALSO MINUTE DSFRA/74 BELOW)

(b) Human Resources Management and Development Committee

The Chair of the Committee, Councillor Cann, **MOVED** the Minutes of the meeting of the Human Resources Management and Development Committee held on 22 January 2009 which had considered, amongst other things:

- a report on absence management;
- a report on progressing issues arising from the recently-conducted staff survey;
- a presentation on the Corporate Manslaughter Bill and its implications for the Authority;
- a report on proposed measures to enhance service delivery in relation to prevention activities and other community safety initiatives;
- a report on targets to be included in the Authority's Corporate Plan 2009/10 to 2011/12 under Goal 2 (to be an employer of choice);
- an update on projects relating to the Retained Duty System;
- a proposed work programme for the Committee; and
- a report on the job evaluation scheme for non-uniformed staff.

RESOLVED

- (i) that the recommendations at Minute HRMDC/36 (Job Evaluation for Non-Uniformed Staff) be considered in conjunction with this item as featured later on the agenda for this meeting;
- (ii) that, subject to (i) above and in accordance with Standing Orders, the Minutes be adopted.

(SEE ALSO MINUTES DSFRA/74 AND DSFRA/83 BELOW)

(c) Resources Committee

The Chair of the Committee, Councillor Gordon, **MOVED** the Minutes of the meeting of the Resources Committee held on 4 February 2009 which had considered, amongst other things:

- a report on the proposed Capital Programme 2009/10 to 2011/12 and associated Prudential Indicators;
- a report on the proposed 2009/10 revenue budget and Council Tax level; and
- a monitoring report on the 2008/09 revenue budget.

RESOLVED

- (i) that the recommendations at Minutes RC/19 (Capital Programme 2009/10 to 2011/12 and Associated Prudential Indicators) and RC/20 (2009/10 Revenue Budget and Council Tax Level) be considered in conjunction with these items later on the agenda for this meeting;

- (ii) that, subject to (i) above and in accordance with Standing Orders, the Minutes be adopted.

(SEE ALSO MINUTE DSFRA/75(a) TO (d) INCLUSIVE BELOW).

(d) Audit and Performance Review Committee

The Chair of the Committee, Councillor Wallace **MOVED** the Minutes of the meeting of the Audit and Performance Review Committee held on 5 February 2009 which had considered, amongst other things:

- a report on the performance of the Service from 1 April to 31 December 2008 against those goals, priorities, activities and targets as identified in the Corporate Plan 2008/09 to 2010/11;
- a presentation on Comprehensive Area Assessment (CAA) and its implications for the Authority;
- a progress report on work completed or being progressed by the Audit Commission;
- final Audit Commission reports (together with Service Action Plans) on reviews undertaken in 2007/08 of Control Environment and Material Systems for the Authority and the Authority's financial statements; and
- the outcome of the recent Use of Resources Assessment for the Authority as undertaken by the Audit Commission.

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

(SEE ALSO MINUTE DSFRA/76 BELOW).

DSFRA/74. Devon & Somerset Fire & Rescue Authority Corporate Plan 2009/10 to 2011/12

The Authority considered a report of the Chief Fire Officer (DSFRA/09/1) to which was appended the proposed final Authority Corporate Plan 2009/10 to 2011/12. The Authority had approved a draft Plan for consultation purposes at its meeting on 23 October 2008 (Minute DSFRA/49 refers).

The report set out the methodology for and results of the consultation and detailed those amendments to the Plan arising from the outcome of the consultation. The final Plan as presented for approval also included those targets considered and approved by the recently held meetings of the Community Safety and Corporate Planning and Human Resources Management and Development Committees.

In debating the report Members commented in particular:-

- on the improvements by the Service during the last twelve months in reducing sickness absences and the need – as reflected by targets contained in the proposed Plan – to maintain the impetus on this;
- on the importance – as reflected in the Plan – of promoting fire prevention and community safety initiatives;
- that future consultation exercises might be further enhanced, particularly in areas such as North Devon, by use of more local media.

RESOLVED

- (a) that the final Corporate Plan 2009/10 to 2011/12, as enclosed with the agenda for the meeting and revised to reflect, where appropriate, the results of stakeholder consultation, be approved;
- (b) that the results of the Corporate Plan consultation and meetings with Community Groups be further used to contribute to the development of corporate equality scheme 'Making the Connections';
- (c) that the final Corporate Plan be used as a basis for further activities to increase awareness of the contribution that the Service can make to its partners in order to improve safety for the public.
- (d) that, subject to (a) to (c) above, the report (including the results of the consultation on the draft Corporate Plan) be noted.

(SEE ALSO MINUTES DSFRA/73(a) AND (b) ABOVE).

DSFRA/75. Revenue And Capital Budgets 2009/10

(a) Capital Programme 2009/10 to 2011/12

The Authority considered a joint report of the Head of Physical Assets and the Treasurer (DSFRA/09/2) on the proposed Capital Programme for the Authority for the period 2009/10 to 2011/12. The Programme as set out in the report was the same as that submitted to, and commended for approval by, the Resources Committee at its meeting on 4 February 2009 (Minute RC/19 refers). Elsewhere on the agenda for the meeting was a report addressing the Prudential Indicators (dealing with affordability) associated with the proposed Programme.

In debating the report, Members commented in particular on:

- the methodology used for prioritisation of capital schemes;
- proposed accessibility works to Topsham Fire Station;
- the current position in relation to Brixham Fire Station;
- fleet management processes including those for the acquisition and disposal of appliances.

The Head of Physical Assets informed the Authority that – in accordance with the activities set out in the Corporate Plan - an asset review (to cover, amongst other things, types and distribution of resources) would be undertaken during the next twelve months the results of which would be reported to a future meeting of the Authority. The Chief Fire Officer commented that Service always sought to balance the priority for capital works with available resources and the need to comply with legislative requirements (e.g. accessibility) and that, pending submission of the asset review report, a report would be submitted for consideration by the Authority at its next meeting on capital work prioritisation in general, the position in relation to Topsham and Brixham fire stations in particular and on principles for community/public use of/access to fire stations.

RESOLVED

- (i) that the proposed Capital Programme 2009/10 to 2011/12, as set out in report DSFRA/09/2 and summarised in Appendix A to these Minutes, be approved;

- (ii) that a report be submitted to the next meeting of the Authority on capital work prioritisation (with reference to Topsham and Brixham fire stations) and on principles for community/public use of/access to fire stations.

(SEE ALSO MINUTES DSFRA/73(c) ABOVE AND DSFRA/75(b) BELOW

(b) Prudential Indicators Report 2009/10 to 2011/12 and Treasury Management Statement

The Authority considered a report of the Treasurer (DSFRA/09/3) setting out:

- the Prudential Indicators associated with the 2009/10 to 2011/12 Capital Programme;
- a treasury management and investment strategy for 2009/10 to 2011/12; and
- a Minimum Revenue Provision Statement for 2009/10.

The Local Government Act 2003 and supporting regulations required the Authority to “have regard to” the Prudential Code and to set appropriate indicators for the next three years to ensure that the Authority’s capital investment plans were affordable, prudent and sustainable. The Act also required the Authority to set out, for the same three year period, its Treasury Strategy for borrowing and an Annual Investment Strategy for managing its investments and for giving security and liquidity to these.

The Authority was also statutorily required, from the current financial year, to determine for each financial year in question the Minimum Revenue Provision that it considered to be prudent in relation to the spread of capital expenditure over a number of years. The Authority was also required to publish, prior to the start of the financial year to which the provision would relate, a statement on its policy for annual Minimum Revenue Provision.

This report was considered in conjunction with report DSFRA/09/2 on the proposed Capital Programme for the Authority for the period 2009/10 to 2011/12.

RESOLVED

- (i) that the Prudential Indicators and limits for the Capital Programme and Treasury Management Strategy 2009/10 to 2011/12 contained in report DSFRA/09/3 and summarised in Appendix B to these Minutes be approved;
- (ii) that the Treasury Management Strategy including the Annual Investment Strategy as detailed in the report be approved;
- (iii) that the Treasurer be delegated authority to effect movements between the separately agreed limits for borrowing;
- (iv) that the Minimum Revenue Provision statement for 2009/2010 as set out at Appendix C to these Minutes be approved;
- (v) that the statement at Section 7 of this report that borrowing limits and the debt management strategy have been set to ensure that net borrowing remains below the capital financing requirement for 2009/2010 to 2011/2012, in line with the requirements of the CIPFA Prudential Code, be noted.

(SEE ALSO MINUTES DSFRA/73(c) AND DSFRA/75(a) ABOVE).

(c) 2009/10 Revenue Budget and Council Tax Levels

The Authority considered a joint report of the Treasurer and the Chief Fire Officer (DSFRA/09/4) on a proposed revenue budget and associated Council Tax level for the Authority in 2009/10. The Authority was required to set its level of revenue budget and Council Tax level for the forthcoming financial year before 1 March to enable the Council Tax billing authorities in Devon and Somerset to be notified of the level of precept required by the Authority for 2009/10.

The report detailed the final Local Government Finance Settlement for the Authority in 2009/10 (the second year of a three year settlement) as announced on 21 January 2009:

	£m	%
Formula Grant 2009/10	30.529	
Increase over 2008/09 Grant	0.615	2.1

The government had also indicated that at present there were no proposals to change the indicative figure for 2010/11 (a formula grant of £31.245m, representing a £0.716m [2.3%] increase on the 2009/10 grant).

The 2007 Comprehensive Spending Review (CSR) included the following headline figures for public spending over the next three years:-

- that provision had been made for increases in spending at an average of 1% per year in real terms over the next three years;
- that these increases were underpinned by an ambitious value for money programme for local government to deliver cash-releasing savings of 3% per year; and
- that the settlement would enable local authorities to keep Council Tax rises low with the Government expecting the overall increase to be well under 5% in each of the next three years.

While the capping criteria for Council Tax had not been announced, in announcing the provisional grant settlement for 2009/10 the Government had re-emphasised the statement made in the CSR 2007 that “for 2009/10 the Government expects the overall increase to be significantly below 5%”.

The report set out a draft Commitment Revenue Budget of £73.039m - a 3.9% increase on the approved 2008/09 budget (equating to a Band D Council Tax increase of 4.9%) – summarised as follows:-

	£m	%
APPROVED NET REVENUE BUDGET REQUIREMENT 2008/09	70.302	
PLUS		
- Provision for pay and price increases	1.833	2.6
- Inescapable commitments	0.992	1.4
- Essential spending needs	0.585	0.8
MINUS		
- Efficiency Savings	(0.673)	(0.9)
DRAFT REVENUE COMMITMENT BUDGET 2009/10	73.039	3.9
INCREASE IN BAND D COUNCIL TAX OVER 2008/09		4.9

The report set out the implications for the Medium Term Financial Plan (MTFP) 2009/10 to 2011/12 of funding the above draft revenue budget proposal. Details of the inescapable commitments, essential spending needs and efficiency savings (which featured reductions in support areas) were appended to the report.

In accordance with Section 65 of the Local Government Finance Act 1992 non-domestic ratepayers had been consulted on the Authority's proposals for expenditure. The report outlined the results of this consultation the main findings of which indicated that the majority (68%) of all respondents felt that an increase of 4.9% (to £69.81) in Band D Council Tax represented value for money.

The report also set out details on an appropriate level of financial reserves to be held against any unforeseen expenditure that may arise during 2009/10. At its budget meeting the previous year the Authority had resolved to adopt an "in principle" strategy to maintain the level of reserves at a minimum of 5% of the revenue budget for any given financial year, with this level only being breached in exceptional circumstances as determined by a risk assessment (Minute DSFRA/80 refers). Given the current economic climate, it was advised that the Authority should seek to protect reserves and balances as much as possible and that – even with a reserve balance equivalent to 6.9% - the Authority would still be placed in the lower quartile when compared to all fire and rescue authorities (the average reserve balance being 13.5%).

While a 4.9% increase in Band D Council Tax was unlikely to expose the Authority to risk of capping, comparative information suggested that it would represent the highest percentage increase of all fire and rescue authorities in the country. In light of this it was proposed that the Authority should not consider any increase in Band D Council Tax in excess of 4.5%. Consequently, the report outlined four potential options for budget and Band D Council Tax level in 2009/10 – each of which was accompanied by an associated risk assessment and details of how the necessary reductions might be secured – summarised as follows:-

Option	Initial draft revenue commitment budget 2009/10	Revised draft revenue commitment budget 2009/10	Reduction required on initial draft revenue commitment budget	Council tax band d property	Council tax increase over 2008/09	Council tax increase over 2008/09
	£m	£m	£m	£ p	£ p	%
A	73.039	72.899	(0.140)	69.58	3.00	4.5
B	73.039	72.659	(0.380)	69.18	2.60	3.9
C	73.039	72.499	(0.540)	68.92	2.34	3.5
D	73.039	72.299	(0.740)	68.59	2.01	3.0

Each of the above options had been considered by the Resources Committee at its meeting on 4 February 2009 which had resolved, amongst other things, to recommend Option B for approval by the Authority (Minute RC/20 refers).

Councillor Lewis **MOVED** and Councillor Clatworthy **SECONDED**:-

“that the Authority be recommended to approve Option D - providing for a revenue budget in 2009/10 of £72.29m (equating to a Band D Council Tax of £68.59 – an increase of £2.01 [3%] on the figure for 2008/09).”

Councillor Healey **MOVED** and Councillor Mochnacz **SECONDED** that the above Motion be **AMENDED** by the deletion of all words after “approve” and the replacement thereby of the following words:-

“...the recommendation as set out in report DSFRA/09/4 i.e. to ratify the recommendation of the Resources Committee to approve Option B – providing for a revenue budget in 2009/10 of £72.659m (equating to a Band D Council Tax of £69.18 – an increase of £2.60 [3.9%] on the figure for 2008/09).”

Councillor Clatworthy **MOVED** and Councillor S. Hughes **SECONDED** that, in accordance with Standing Order 25(2) the voting on the above detailed Motion and Amendment be by roll call and recorded. Upon a vote, this Motion was **CARRIED**.

In debating the report and proposals Members asked that a report be submitted to a future meeting setting out a risk assessment in relation to the level of reserves for the Authority.

The Amendment was then put to the vote and was carried by 16 votes **FOR** to 6 **AGAINST**.

There being no further amendments, the Amendment (as Moved by Councillor Healey and Seconded by Councillor Mochnacz) was then put to the Authority as the substantive Motion upon which it was

RESOLVED (by 16 votes FOR to 6 AGAINST):

That the recommendation from the meeting of the Resources Committee held on 4 February 2009 that, from the four options (Options A to D) for revenue budget and council tax levels for 2009/2010 considered, Option B be approved and therefore that

- (i) the Net Budget Requirement for the Authority in 2009/10 of £72,659,000 be approved;
- (ii) a level of Council Tax in 2009/10 of £69.18 for a Band D property, representing an increase of 3.90% over the figure for 2008/2009, be approved;
- (iii) the tax base for payment purposes and the precept required from each billing authority for payment of the total precept of £41,900,779, as detailed in Appendix F to report DSFRA/09/4 and set out below, be approved;

Billing authority	Tax base used for collection £ p	Surplus for 2008/09 £	Precepts due 2009/10 £	Total due 2009/10 £
East Devon	56,771.00	47,000	3,927,501	3,974,501
Exeter	37,700.00	14,394	2,608,141	2,622,535
Mendip	39,743.53	11,210	2,749,516	2,760,726
Mid Devon	27,813.60	72,636	1,924,186	1,996,822
North Devon	34,564.95	(5,779)	2,391,254	2,385,475
Plymouth City	76,750.00	(10,843)	5,309,676	5,298,833
Sedgemoor	39,221.90	81,781	2,713,428	2,795,209
South Hams	37,626.03	0	2,603,024	2,603,024
South Somerset	59,802.02	19,691	4,137,191	4,156,882
Taunton Deane	40,399.85	(38,295)	2,794,921	2,756,626
Teignbridge	48,803.00	(4,599)	3,376,263	3,371,664
Torbay	48,299.22	0	3,341,411	3,341,411
Torrige	23,327.08	37,595	1,613,802	1,651,397
West Devon	20,205.75	3,302	1,397,863	1,401,165
West Somerset	14,636.90	1,100	1,012,602	1,013,702
TOTAL	605,664.83	229,193	41,900,779	42,129,972

- (iv) the council tax for each property bands A to H associated with a total precept of £41,900,779 as detailed in Appendix F to report DSFRA/09/4 and set out overleaf, be approved.

Valuation Band	Government Multiplier		Council Tax £ P
	Ratio	%	
A	6/9	0.667	46.12
B	7/9	0.778	53.81
C	8/9	0.889	61.49
D	1	1.000	69.18
E	11/9	1.222	84.55
F	13/9	1.444	99.93
G	15/9	1.667	115.30
H	18/9	2.000	138.36

NOTE: In accordance with Standing Order 25(2) a role call vote on this matter was requested and agreed by a majority of those Members present and voting at the meeting. The following votes in relation to the above decision were duly recorded:

FOR (16)

Councillor Button
Councillor Cann
Councillor Ford
Councillor Fry
Councillor Gordon
Councillor Healey
Councillor B. Hughes
Councillor Leaves
Councillor Mochnacz
Councillor Mrs. Nicholson
Councillor Parker
Councillor Mrs. Parsons
Councillor Tully
Councillor Viney
Councillor Way
Councillor Yeomans

AGAINST (6)

Councillor Clatworthy
Councillor Foggin
Councillor S. Hughes
Councillor Lewis
Councillor Manning
Councillor Wallace

(SEE ALSO MINUTES DSFRA/73(c) ABOVE DSFRA/75(d) BELOW).

(d) Statement on the Robustness of the Budget Estimates and Adequacy of the Devon & Somerset Fire & Rescue Authority's Levels of Reserves

The Authority received a report of the Treasurer (DSFRA/09/5) on the robustness of the budget estimates for 2009/10 and adequacy of the level of reserves as required by Section 25 of the Local Government Act 2003. This report was considered in conjunction with report DSFRA/09/4 which set out four options for levels of revenue budget and Council Tax in 2009/10.

While each of the four budget options presented in report DSFRA/09/4 were considered deliverable, with implementation not increasing the Authority's risk exposure to an unacceptable level for 2009/10, it was advocated that decisions on the level of revenue budget and Council Tax for 2009/10 should be taken in the context of the Medium Term Financial Plan (MTFP) and the potential impact on the next two financial years (i.e. 2010/11 and 2011/12).

The report also identified a current General Reserve balance of £4.291m, equating to 6.1% of the current (2008/09) revenue budget. The level of General Reserve for 2009/10 would be dependent on the revenue outturn position for 2008/09. An underspend of £0.665m was indicated against the approved budget for 2008/09 and should this materialise and be transferred to the General Reserve this would result in a balance of approximately £5m, representing approximately 6.9% of the 2009/10 revenue budget. Although this would be the fourth lowest level of General Reserve when compared to other combined fire and rescue authorities in the country (29 out of 33), the judgement of the Treasurer was that an estimated level of General Reserve of £5m would be adequate to meet all reasonable forecasts of future liabilities.

(SEE ALSO MINUTES DSFRA/73(c) AND DSFRA/75(c) ABOVE).

DSFRA/76. Direction of Travel and Use of Resources Assessment 2008

The Authority was informed of the publication by the Audit Commission, on 12 February 2009, of the Direction of Travel and Use Resources Assessments 2008. The Authority had been judged to be “improving well”, delivering good results to its communities, and had secured a score of 3 (performing well – consistently above minimum requirements) in its Use of Resources Assessment. The Use of Resources Assessment result had been reported to the meeting of the Audit and Performance Review Committee held on 5 February 2009 (Minute *APRC/26 refers).

The Chief Fire Officer commented that, while this was a pleasing result, the Service was committed to securing improved ratings from future assessments.

(SEE ALSO MINUTE DSFRA/73(d) ABOVE)

DSFRA/77. Proposals for Closure of 2008/09 Accounts

The Authority considered a report of the Clerk to the Authority (DSFRA/09/6) on proposed additional meeting dates required for the Authority to determine the final outturn position in relation to the 2008/09 revenue budget and to approve the Authority’s Statement of Accounts for that financial year by the statutory deadline of 30 June 2009.

RESOLVED that meetings of the Devon & Somerset Fire & Rescue Authority be held on the following dates to consider the issues outlined:

- 10.00hours, Wednesday 27 May 2009 (determination of final outturn position for the 2008/09 revenue budget);
- 10.00hours, Monday 29 June 2009 (approval of Statement of Accounts 2008/09).

DSFRA/78. Draft Firecontrol Part 2 Business Case Consultation - Proposed Authority Response

The Authority considered a draft response to the draft Part 2 FiReControl Business Case as published by the Department for Communities and Local Government (CLG) in November 2008. Stakeholders had been invited to submit comments by 27 February 2009.

The draft response considered by the Authority had been informed by the response to the draft Part 2 Business Case approved by the South West Regional Management Board at its meeting on 28 January 2009; by the earlier response of this Authority to the Part 1 Business Case; and by feedback from a Member Workshop held on 4 February 2009 on the draft Part 2 Business Case.

RESOLVED that the draft response as submitted to and considered by the Authority be approved and the Chairman authorised to submit it on behalf of the Authority to the Department for Communities and Local Government.

(SEE ALSO MINUTE DSFRA/79 BELOW).

DSFRA/79. South West Regional Management Board

The Authority received for information the Minutes of the meeting of the South West Regional Management Board held on 28 January 2009 which had considered, amongst other things:

- a Highlight report summarising progress on projects being supported by the South West Regional Improvement and Efficiency Partnership (SW RIEP) and by workstreams addressing issues on a regional basis;
- the second edition of the Regional newsletter produced to raise awareness of regional collaboration;
- a report on proposals to develop a regional climate change strategy;
- a report on the Board's budget 2008/09 and 2009/10;
- reports on the FiReControl project addressing the implications of the recently-announced delay to the project; consultations on both the draft Part 2 Business Case and Performance Standards; and the response received from the Department for Communities and Local Government (CLG) to the representations made by the Board in relation to the requirement for an Incident Recording System.

(SEE ALSO MINUTE DSFRA/78 ABOVE).

DSFRA/80. Chairman's Announcements

The Authority received, for information, a schedule of activities undertaken by the Chairman on behalf of the Authority since its last meeting.

DSFRA/81. Chief Fire Officer's Announcements

The Chief Fire Officer reported on incidents attended by the Service during the recent severe weather conditions experienced in both Devon and Somerset.

Members of the Authority joined with the Chief Fire Officer in placing on record their appreciation and thanks to all those Service staff involved in responding to the incidents.

DSFRA/82. 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 involves 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 negotiations in connection with a labour relations matter between the Authority and its staff.

DSFRA/83. Job Evaluation for Non-Uniformed Staff

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

The Authority considered a report of Head of Human Resources Management and Development (HRMDC/9/05) on progress to date in relation to job evaluation for non-uniformed staff. The report detailed a proposed pay and grading structure which the Authority was commended to approve to enable the Service to seek to reach agreement with UNISON. The report had previously been considered by the Human Resources Management and Development Committee at its meeting on 22 January 2009 which had resolved to commend the recommendations in the report for approval by the Authority.

RESOLVED

- (a) that the proposed pay and grading structure as set out in paragraph 4 of report HRMDC/09/5 be adopted;
- (b) that, in relation to pay protection (and given that incremental increases and cost of living increases have been made in the two previous financial years):
 - (i) an incremental increase and cost of living rise be applied for 2009/10 to match the commitment made to staff at the point of combination; and;
 - (ii) a further year of continued protection be made for 2010/11 by way of a cost of living rise only (i.e. without any further incremental increases);
- (c) that, to facilitate (a) and (b) above, additional budget provision as identified in paragraph 5.2 of report HRMDC/09/5 be made.

(SEE ALSO MINUTE DSFRA/73(b) ABOVE).

The meeting started at 10.00hours and finished at 12.55hours.

**APPENDIX A TO THE MINUTES OF THE BUDGET MEETING OF THE DEVON & SOMERSET
FIRE & RESCUE AUTHORITY HELD ON 16 FEBRUARY 2009**

Proposed Capital Programme (2009/10 - 2011/12)

PREV YEARS (£000)	2008/09 (£000)	PROJECT	2009/10 (£000)	2010/11 (£000)	2011/12 (£000)	Project Total incl. prev years (£000)
		<u>Estate Development</u>				
661	1,522	Exeter Middlemoor	1,769	150		4,102
61	1,187	Exeter Danes Castle	1,692	103		3,043
	469	Other Projects				
		Funded Capital grant	870	1,193		2,063
		Allocation			1,000	1,000
	483	Maintenance ring fenced	750	750	750	2,733
		2008/09 slippage	231			231
	624	2007/08 slippage				
	4,285	Estates Sub Total	5,312	2,196	1,750	
		<u>Fleet & Equipment</u>	-			
	1,155	Appliance replacement	1,675	880		3,710
	200	Specialist Operational Vehicles	368			568
		Vehicle replacement programme	870	3,140	2,000	6,010
	259	Equipment	319	319	319	1,216
26	55	Asset Management Plan (Miquest) software	144			225
		2008/09 slippage	50			50
	400	2007/08 slippage				
	170	BA cylinder replacement				
	2,239	Fleet & Equipment Sub Total	3,426	4,339	2,319	
	6,524	Overall Capital Totals	8,738	6,535	4,069	

Note that the total of £25,866 for 2008/09, 2009/10, 2010/11 and 2011/12 equates directly with the sums presented to Resources Committee on 8 December 2008 in the report: Affordable Capital Investment Plans 2009/10 to 2011/12. The only movement is that the overall slippage for 2008/09 has been updated from £655,000 to £536,000, but the totals remain the same.

**APPENDIX B TO THE MINUTES OF THE BUDGET MEETING OF THE DEVON & SOMERSET
FIRE & RESCUE AUTHORITY HELD ON 16 FEBRUARY 2009**

PRUDENTIAL INDICATOR	2009/10 £m estimate	2010/11 £m estimate	2011/12 £m estimate
Capital Expenditure			
Non - HRA	8.738	6.535	4.069
HRA (applies only to housing authorities)	0	0	0
TOTAL	8.738	6.535	4.069
Ratio of financing costs to net revenue stream			
Non - HRA	3.42%	4.19%	4.67%
HRA (applies only to housing authorities)	0%	0%	0%
Capital Financing Requirement as at 31 March			
Non - HRA	28.673	32.048	33.761
HRA (applies only to housing authorities)	0	0	0
TOTAL	28.673	32.048	33.761
Annual change in Cap. Financing Requirement			
Non - HRA	2.860	3.375	1.713
HRA (applies only to housing authorities)	0	0	0
TOTAL	2.860	3.375	1.713
Incremental impact of capital investment decisions	£ p	£ p	£ p
Increase/(decrease) in council tax (band D) per annum	(£0.36)	(£0.47)	£0.12
TREASURY MANAGEMENT PRUDENTIAL INDICATORS			
	£000	£000	£000
Authorised Limit for external debt - borrowing	36.628	38.602	40.205
other long term liabilities	0	0	0
TOTAL	36.628	38.602	40.205
Operational Boundary for external debt - borrowing	33.761	35.397	36.829
other long term liabilities	0	0	0
TOTAL	33.761	35.397	36.829

	upper limit %	lower limit %
Limits on borrowing at fixed interest rates	100%	70%
Limits on borrowing at variable interest rates	30%	0%
Maturity structure of fixed rate borrowing during 2009/10		
Under 12 months	10%	0%
12 months and within 24 months	15%	0%
24 months and within 5 years	30%	0%
5 years and within 10 years	50%	0%
10 years and above	100%	50%

**APPENDIX C TO THE MINUTES OF THE BUDGET MEETING OF THE DEVON & SOMERSET
FIRE & RESCUE AUTHORITY HELD ON 16 FEBRUARY 2009**

DEVON AND SOMERSET FIRE AND RESCUE AUTHORITY

MINIMUM REVENUE STATEMENT (MRP) 2009/2010

Supported Borrowing

The MRP will be calculated using the regulatory method (option 1). MRP will therefore be calculated using the formulae in the old regulations, since future entitlement to RSG in support of this borrowing will continue to be calculated on this basis.

Un-Supported Borrowing (including un-supported borrowing prior to 1st April 2008)

The MRP in respect of unsupported borrowing under the prudential system will be calculated using the asset life method (option 3). The MRP will therefore be calculated to repay the borrowing in equal annual instalments over the life of the class of assets which it is funding. The repayment period of all such borrowing will be calculated when it takes place and will be based on the finite life of the class of asset at that time and will not be changed.

MRP will normally commence in the financial year following the one in which the expenditure was incurred. However, when borrowing to construct an asset, the authority may treat the asset life as commencing in the year in which the asset first becomes operational. It may accordingly postpone the beginning to make MRP until that year. Investment properties will be regarded as becoming operational when they begin to generate revenues.

DEVON & SOMERSET FIRE & RESCUE AUTHORITY



REPORT REFERENCE NO.	DSFRA/09/7
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
DATE OF MEETING	31 MARCH 2009
SUBJECT OF REPORT	ASSET MANAGEMENT PLANNING AND COMMUNITY ACCESS TO FIRE AND RESCUE SERVICE PREMISES
LEAD OFFICER	Head of Physical Assets
RECOMMENDATIONS	<p>(a) (i) <i>that the current methodology for prioritising work on buildings as set out in this Section of the report be endorsed and that future asset management plans be developed in conjunction with the Capital Programme Working Party and reported to the Resources Committee (and/or full Authority) as part of the budget setting process;</i></p> <p>(ii) <i>that, subject to recommendation (a)(i) above being approved, the Terms of Reference of the Capital Programme Working Party be amended -</i></p> <p>FROM:</p> <p><i>“To oversee schemes currently being progressed as part of the Major Capital Programme and make recommendations as appropriate to the Resources Committee and/or full Authority”</i></p> <p>TO:</p> <p><i>“To oversee the development of the Authority’s asset management plans reporting as appropriate to the Resources Committee and/or full Authority” (Section 2, paragraph 2.19);</i></p> <p>(b) <i>that the current methodology for community engagement and access to fire stations as set out in Section 3 of the report be endorsed and further consideration given to which of our fire stations should be designated as ‘community fire stations’.</i></p>

	<p>(c) <i>that the Authority determines a position with regard to the bar at Topsham (Section 4, paragraph 4.5);</i></p> <p>(d) <i>that in the light of the HSEs recent inspection, the minor works programme be reconsidered (Section 5, paragraph 5.3);</i></p> <p>(e) <i>that the Authority notes that the rebuilding of Brixham station will be considered along with all other identified priorities as part of the 2010 -15 asset management planning process (Section 6, paragraph 6.7).</i></p>
EXECUTIVE SUMMARY	<p>The Authority, at its budget meeting on 16 February 2009, considered a report on the Authority's proposed Capital Programme 2009/10 to 2011/12. In debating this report, Members commented in particular on:-</p> <ul style="list-style-type: none"> • the methodology used for prioritisation of capital schemes; • proposed accessibility works to Topsham Fire Station; • the current position in relation to Brixham Fire Station. <p>The Authority resolved, amongst other things:-</p> <p>“that a report be submitted to the next meeting...on capital work prioritisation (with reference to Topsham and Brixham fire stations) and on principles for community/public use of/access to fire stations.”</p> <p>This report now seeks to clarify methodologies and current status of the following:</p> <ul style="list-style-type: none"> • Asset Management Planning • Community Access to Fire Stations • Bars on Fire Stations • Topsham Fire Station • Brixham Fire Station
RESOURCE IMPLICATIONS	Financial implications are as already approved in Capital and Revenue budgets.
EQUALITY IMPACT ASSESSMENT	Diverse use of assets by all on an equal basis of dignity and facilities is a key theme within the report and is one of the principle drivers behind work schemes being progressed on a rolling programme basis to make a positive impact.
APPENDICES	<p>A. Schedule of capital improvement priority works</p> <p>B. Schedule of revenue planned maintenance works 2009/10</p> <p>C. Schedule of revenue minor improvement works 2009/10</p>
LIST OF BACKGROUND PAPERS	Nil

1. **BACKGROUND**

1.1 The Authority, at its budget meeting on 16 February 2009, considered a report on the Authority's proposed Capital Programme 2009/10 to 2011/12. In debating this report, Members commented in particular on:-

- the methodology used for prioritisation of capital schemes;
- proposed accessibility works to Topsham Fire Station;
- the current position in relation to Brixham Fire Station.

1.2 The Authority resolved, amongst other things (Minute DSFRA/75 refers):-

“that a report be submitted to the next meeting...on capital work prioritisation (with reference to Topsham and Brixham fire stations) and on principles for community/public use of/access to fire stations.”

1.3 This report seeks to clarify these issues.

1.4 Asset management processes have been successfully audited over the past year by both the Audit Commission and Internal Audit.

1.3 This report considers asset management planning only as it relates to the estate and buildings portfolio.

2. **ASSET MANAGEMENT PLANNING METHODOLOGY**

2.1 Asset management planning is a process encompassing a number of activities to manage the development whole life cycle from site purchase through to new build, ongoing maintenance and management for optimum operational use and finally, disposal at end of life.

2.2 Financial regulations stipulate that land purchase and disposals are subject to Authority approval. Major build programmes are also subject to Authority approval through the capital programme budget authorisation process. The relevant extracts from the Financial Regulations are reproduced below for ease of reference:-

“Capital Programme preparation

B10. The Treasurer in consultation with the Executive Management Board and the Service Management Team is responsible for ensuring that a capital programme, covering a three to five year period or as may otherwise be determined, is prepared/updated on an annual basis for submission to the Authority for approval. This submission will include consideration on the impact on the Prudential Indicators (which govern the financing of the Capital Programme) as required by the CIPFA Prudential Code.

B11. The Authority may amend the Capital Programme or ask that areas of detail contained within it be reconsidered.

B12. Schemes are approved within the Capital Programme on an individual basis (for major schemes) or on a generic level (e.g. Ring Fenced Maintenance; Other Projects). For individual schemes, the approval relates to the total spending on the scheme irrespective of when the payments are made.

B13. The Authority (or Committee so delegated to do so) will monitor progress of schemes included in the approved Capital Programme including the schedule of individual schemes funded from either the Ring Fenced Maintenance or Other Projects generic capital budgets.

C12. The Authority will be required to approve:-

(a) the acquisition of land or buildings (or disposal of land or buildings considered surplus to requirements) where this involves a conveyance;

C13. The relevant procedures as set out in the Authority's Procurement and Contract Regulations will apply to the acquisition and disposal of land and buildings and to the disposal of material assets as provided for at C.12 (a) and (b) above."

- 2.3 The prioritisation process for new build, major refurbishment, minor improvement and planned maintenance involves the collection and monitoring of data to highlight pressures on the estate and subjecting this data to evaluation against a number of criteria to arrive at programmes of future work to be undertaken within the budgets available. The process includes full stakeholder input.
- 2.4 The raw building data is gathered from condition surveys applied to all buildings on a five year (quinquennial) rolling cycle. These include component life expectancy and estimated costs of repair/replacement. During the year, as surveyors visit buildings, information relating to any further changes are noted and integrated into the condition survey database. At the appropriate time in the budgeting cycle, the set of data is analysed to assess priorities and budget category of project scope.
- 2.5 A new computer system (Miquest) is currently being implemented. This will draw together existing spreadsheet data into a single, integrated asset management planning framework with the database holding all reference and survey data. It will also allow for more advanced reporting, tracking, modelling and auditing of assets and related performance information. In particular, efficiency and effectiveness in use (fitness for purpose) and benchmarking of data such as energy consumption will be key themes.
- 2.6 Building condition is only one factor in determining overall priorities and extent of building work. The following factors all influence the prioritisation process:
- Age and condition of the building
 - Legislative implications and compliance
 - Health & Safety issues
 - Activity e.g. number of incidents attended
 - Whether a co-responder station
 - Other operational implications regarding suitability e.g. Integrated Risk Management Plan (IRMP)
 - How suitable the building is for community access and the current demand for this
 - Compliancy with the Disability Discrimination Act (DDA)
 - Compliancy with Equality & Diversity and Dignity at Work (DAW) needs
 - Cost in use e.g. energy efficiency

- Sustainability / carbon footprint / environmental considerations
- Premises user implications
- Breathing Apparatus (BA) and Drying Room facilities
- The feasibility of the infrastructure, current building and site to accommodate and achieve compliance
- Funding availability (Internal/External)

2.7 There are too many input variables and interactions for the prioritisation process to be wholly scientific. The process is undertaken in the first instance by a team of qualified surveyors headed by an experienced RICS surveyor. This results in a professional approach to prioritisation, taking account of all relevant metrics.

2.8 Each year, as part of the budget setting cycle, work schemes are assessed, consulted upon, prioritised and allocated to one of the following budget categories.

CAPITAL PROJECTS

(a) Major capital builds

2.9 Although two new stations are currently being built in Exeter from 2007/08 approvals, no new major build schemes are included in the current 2008/09 year and no new schemes are present for the three year capital programme 2009/10 – 2011/12, recently approved by the Authority. These decisions were based on affordability issues and the need to make efficiency savings to fund capital investment. Clearly, this has adverse implications for stations identified as requiring new build (e.g. Brixham). Schemes identified as such are included in the Appendix A table.

(b) Ring Fenced maintenance/other projects - for smaller schemes such as extension or refurbishment, which materially improve the premises.

2.10 This rolling capital budget was borne from the fact that there was a severe shortfall in revenue funding to meet the maintenance needs of a large property portfolio. Projects included are mainly designed to address the substantial backlog in works required to bring the premises in line with the latest legislation (e.g. DDA), Equality & Diversity requirements (e.g. DAW), Community Use and minimal station facilities (e.g. Breathing Apparatus and Drying Room facilities). The projects initially selected as priorities are shown in Appendix A. The prioritisation embraces assessment of all key criteria as illustrated in paragraph 2.6 above. The extent of the prioritised schemes undertaken each year is determined by budget availability. The next two years have been assisted by Government capital grant aimed at addressing some of the shortcomings on stations as stated. In recognition of the significant backlog, the aim is to address as many stations as possible, since to address one new retained station, such as rebuilding Brixham on site would, by itself, take all the Government funds in 2009/10.

PROJECTS FUNDED FROM REVENUE

(a) Planned maintenance

2.11 The projects initially selected for 2009/10 are shown in Appendix B. These are currently being consulted upon with stakeholders, including Service Delivery, before the final agreed list is published in April.

(b) Minor improvement projects

- 2.12 The projects initially selected for 2009/10 are shown in Appendix C. These are also consulted upon with stakeholders.
- 2.14 Revenue budgets are also available for unplanned maintenance and servicing contracts
- 2.15 The vast majority of work schemes do not make the short list and then these remain within the quinquennial rolling programme of outstanding works for consideration in the following year.
- 2.16 An example of the pressure that the work programmes are under is given by the recent intervention of the Health and Safety Executive (HSE) at Hatherleigh fire and rescue station. Hatherleigh is typical of many fire stations lacking some of the standard facilities now required, such as showers and Breathing Apparatus servicing facilities. Given overall financial pressures, however, the works are not currently scheduled to take place prior to 2010/11 although this may now be reviewed in the light of the HSE findings.
- 2.17 All works are consulted upon with stakeholders, including Service Delivery, prior to annual schedules being finalised. This is to ensure that expenditure is compatible with operational suitability and sufficiency needs for the future. In recent years this has been undertaken against the backdrop of the Integrated Risk Management Programme (IRMP). Work programmes are revised to take account of these operational planning considerations.
- 2.18 As part of risk management planning there is a more specific project included in the 2009/10 Corporate Plan to review all Service operational assets/resources (premises, fleet, staffing) with a view to providing the most cost effective arrangements to meet operational requirements in the future. As a consequence estate schemes of financial significance would come under additional scrutiny before being finally approved. The Asset Management Plan as a whole will be reviewed and adjusted to take account of outcomes from the corporate plan project when published.

2.19 **RECOMMENDATIONS:**

- (a) ***that the current methodology for prioritising work on buildings as set out in this Section of the report be endorsed and that future asset management plans be developed in conjunction with the Capital Programme Working Party and reported to the Resources Committee (and/or full Authority) as part of the budget setting process;***
- (b) ***that, subject to recommendation (a) above being approved, the Terms of Reference of the Capital Programme Working Party be amended -***

FROM:

“To oversee schemes currently being progressed as part of the Major Capital Programme and make recommendations as appropriate to the Resources Committee and/or full Authority”

TO:

“To oversee the development of the Authority’s asset management plans reporting as appropriate to the Resources Committee and/or full Authority”

3. COMMUNITY ACCESS TO FIRE STATIONS

(a) Reasons for promotion of community engagement and involvement

- 3.1 Nationally and locally, there has been a reduction in fire deaths, injuries and incidence of fire as a consequence of preventative activities. Delivery of prevention programmes on fire stations requires appropriate facilities to be provided for users, both public and staff. The Government believes that it is important to increase the influence of the citizen over the delivery of the local services delivered by Fire and Rescue Services. Involving local communities in shaping local services and in their delivery is central to meeting the needs of all citizens within our diverse communities. Consequently, involving local people and tailoring services to meet their needs should lead to better solutions and more cost-effective outcomes.
- 3.2 The Local Government and Public Health Bill will place a new duty on Fire and Rescue Services to inform, consult and involve representatives of local people (including the business community) with regard to exercising their functions.
- 3.3 The National Framework Document states that Fire and Rescue Authorities must:
- have regard to any guidance issued by Communities and Local Government in how to exercise this new duty
 - demonstrate that they have made changes to service provision, where appropriate, to reflect the needs and views of local communities and to demonstrate that they have considered the needs and views of all communities in making these changes.
- 3.4 The Fire and Rescue Service is required to 'have regard' to all those targets which it has signed up to within the Local Area Agreements (LAA), i.e. those targets which then 'relate' to them and whether they have been designated or not. To fulfil this requirement the Service must be able to demonstrate how it is effectively planning for the implementation of its contribution to the achievement of those targets to which they have signed up. More specifically it is expected that staff are made aware of any pertinent LAA priorities and - where appropriate - that these are reflected in the setting of senior staff performance management objectives.
- 3.4 The impending Comprehensive Area Assessment (CAA) process will look at the prospects for future improvement in those outcomes that are most important to the local community and to people in the most vulnerable circumstances. Subsequently, the CAA process will take into account how well the Fire and Rescue Service understands its local communities and reflect this in its priorities, as well as how well served local people are currently.
- 3.5 There are specific areas where the Fire and Rescue Service has an important contributory role. These include:
- engaging more effectively with local communities to build up a comprehensive risk profile for the area;
 - involving local communities in developing fire prevention, fire protection and community safety priorities;
 - contributing to broader local priorities, like tackling anti-social behaviour, in an effective, well coordinated and prioritised way.
- 3.6 These are substantial and significant reasons which support the safe and controlled access to community fire stations by members of our communities.

(b) Property related considerations relating to access to fire stations by the community

- 3.7 To enable full access to Devon & Somerset Fire & Rescue Service (DSFRS) premises by the public a set of standards have been identified to both meet legislative requirements and the operational needs of the Service. These include such items as:
- Full compliance with DDA;
 - Full compliance with all other relevant legislation, including Health & Safety and Fire Regulations (RRO);
 - Safety and separation of access and egress routes to prevent accidents;
 - Isolation of community use rooms from operational rooms within the station;
 - Prevention of access to any vehicle or appliance or operation of any item of service equipment;
 - Prevention of access to the ICT infrastructure or other sensitive elements;
 - Station security standards;
 - Risk assessments completed with compliance thereto;
 - Appropriate car parking arrangements in consideration of operational attendance requirements and safety;
 - Appropriate signage and other user instructions;
 - Formal supervision standards established;
 - An agreement should be in place.
- 3.8 Two harmonised policies exist which set down the requirements for community access:
- Community Use of Service Premises
 - Visitors to Service Premises
- 3.9 The community access requirements are quite demanding and as such there are many DSFRS stations which do not comply. On seven older or smaller stations it would be difficult to comply even with work carried out as the scope and infrastructure of the site and buildings do not allow sufficient flexibility. Alternatively, the costs may be such as to be prohibitive and a major rebuild of the premises would be a better option.
- 3.10 The table in Appendix A illustrates the current position with regard to community access to stations. Clearly recent major new builds or station extensions have taken place to fully embrace community access requirements where feasible. Work has also been carried out on some of the larger premises where public access is to be expected. There are some 23 stations where work has been completed or is in hand in this respect. For the remaining 54 stations work is still outstanding.

- 3.11 Partly as a result of funding limitations, the Service's adoption of community access to premises has been modest to date. The Service has not established a purpose built community safety centre or established widespread community access to stations for business purposes. There are one or two initiatives now starting to take place such as in Chiltern House, Taunton, where partnership meetings are encouraged on site and public 'drop in' sessions are starting to take off. As we strengthen our engagement with the public by their use of our buildings, we need to ensure that they are 'fit for purpose'. The recently announced central government funding for the Service (£2m over two years) will go part way to supporting this work.
- 3.12 There is also an expectation that all public assets will be used to the maximum benefit of the local community as expressed in the Quirk review "Making Assets Work". A few stations currently facilitate independent use by the community in this context.
- 3.13 The outcomes of the corporate asset review project mentioned previously will, in particular, place more focus on community safety aspects of the business and the building programme will need to react to this in a planned manner when the review report is published.
- 3.14 ***RECOMMENDATION: that the current methodology for community engagement and access to fire stations as set out in this Section of the report be endorsed and further consideration given to which of our fire stations should be designated as 'community fire stations'.***

4. BARS ON FIRE STATIONS

- 4.1 In considering the Capital Programme 2009/10 to 2011/12 at the last meeting Members commented in particular on the proposed accessibility works at Topsham Fire Station and the removal of the bar considered necessary to fully facilitate this. This section provides background information on bars on fire stations and highlights issues that should be considered when discussing this issue.
- 4.2 At the time of combination no former Somerset Fire & Rescue Service station had a bar selling alcohol. These facilities had been removed for some time as they were seen as neither compatible with core service functionality nor appropriate in terms of drink driving and alcohol consumption at work generally. The former Devon Fire & Rescue Service had been removing bars for the same reasons. Topsham is now the only fire station within the Devon & Somerset Fire & Rescue Station that still has a bar.
- 4.2 Research has been undertaken to canvass other fire and rescue services on this topic and responses received from 40 Services. This showed that 35 Services (87.5%) have a policy of 'no alcohol' on all stations. In addition, several more were in the process of removing bars on stations and the remainder were keen to see the results of our survey. The considered opinion by those responding to the survey is that provision of a bar selling alcohol on an operational fire station is not appropriate for the modern Fire and Rescue Service which is increasingly focusing on reducing road deaths and injuries, the cause of many of these being associated with consumption of alcohol. If the Fire Authority wish to retain the one remaining bar at Topsham, it will be necessary for the conditions of an alcohol licence to be fully complied with. The responsibility for obtaining such a licence will fall to a designated person at Topsham as licensing regulations now require a named individual rather than a specific premise to be licensed. In addition, independent auditing of financial accounts will be necessary and the responsibility will fall to the licensee to fully comply with the law.

- 4.3 The Devon & Somerset Fire & Rescue Service will be providing further guidance with regard to consumption of alcohol whilst on duty in the future. It is anticipated that no member of staff on duty will be permitted to consume alcohol.
- 4.4 It is possible to apply for an 'occasional licence' for specific events. A related policy entitled "Use of service premises for social and fund raising events" exists to give guidance for this type of use in ad hoc circumstances. The guidance highlights the importance of risk assessment, licensing issues, supervision and the overriding requirements of operational response.
- 4.5 ***RECOMMENDATION: that the Authority determines a position with regard to the bar at Topsham.***

5. TOPSHAM FIRE STATION

- 5.1 For background information, proposals were put forward by Service Delivery to remove the bar from Topsham station. The Estates department combined this request with other DAW and community access work to formulate a project of works with a total cost of £26,000. This would have been the first stage in converting Topsham to full compliance with required station standards as outlined in paragraph 2.6 above.
- 5.2 The works were due to commence on 23 February 2009 for completion in the current financial year. Following debate on this issue at the budget meeting of the Authority on 16 February 2009, however, this work was put on hold and the works remain outstanding. Since the last meeting, the Health & Safety Executive (HSE) has visited a different fire station and expressed concern on the lack of provision of appropriate showering facilities for fire fighters returning from an operational call. As a result, the programme of planned works will need to be reconsidered in the light of the HSEs visit and recommendations. Irrespective of the decision to remove the bar at Topsham, there remains work that needs to be undertaken to ensure our fire stations fully comply with the law. As such a review of planned minor works will now be considered and this will include the works previously planned at Topsham.
- 5.3 ***RECOMMENDATION: that in the light of the HSEs recent inspection, the minor works programme be reconsidered.***

6. BRIXHAM FIRE STATION

- 6.1 The Brixham fire station building dates from 1948 and was formerly a mortuary. In recent years the building has suffered from water ingress during incidents of heavy rainfall and flooding due to the inadequacies of drainage systems in the highway.
- 6.2 Discussions took place with Devon & Cornwall Constabulary in 2000/2001 to explore options for joint working. In the event it transpired that, with the nature of the buildings and the topography of Brixham in relation to response times, there were no obvious solutions.
- 6.3 The water ingress problem came to a head in August 2007 after a further flooding episode. The welfare of the staff was at risk and the decision was taken to provide portacabins within the drill yard for welfare activity. The original appliance bay housing is still in use but this part of the building is not so severely exposed to flood damage as it is at a higher level. The total cost of the portacabin works was £35,000.

- 6.4 Since the 2007 flooding, the highways department has carried out works to the pavement to raise its height in order to prevent water in the road diverting into the fire station. However, the height of the pavement could not be raised significantly and therefore a risk of flooding (albeit smaller) still exists, although to date I am advised that there have been no further incursions of water into the fire station.
- 6.5 Clearly Brixham remains a major contender for a new station, either on the existing site or elsewhere. It formed part of the 'Full Capital programme' requirements as illustrated in the Resources Committee Report 'Affordable Capital Investment Plans for 2009/2010 to 2011/2012' dated 8 December 2008. It was similarly present in the previous year's full capital programme requirements. For reasons of affordability, however, no capital was made available to new builds in these budget setting rounds. Paragraph 2.9 above highlighted that there are no new funds within the capital programme 2008/09 right through to 2011/12 for major builds. This was reported to the Authority and approved at its meeting of 16 February 2009. Major schemes such as Brixham will be reconsidered again as part of the 2010/11 budget setting process early next year.
- 6.6 Whilst additional funding has been made available by central government, this funding will largely be spent on bringing a large number of fire stations up to modern standards.
- 6.7 ***RECOMMENDATION: that the Authority notes that the rebuilding of Brixham station will be considered along with all other identified priorities as part of the 2010 -15 asset management planning process.***

7. CONCLUSION

- 7.1 This report highlights the need for a sustainable property asset management plan which is both appropriately funded and affordable. It is acknowledged that there are many demands on the funding available to support 85 fire stations and Area/Headquarters sites. The process adopted for prioritising this financial allocation is informed by an RICS surveyor and is subject to external scrutiny by the Audit Commission.
- 7.2 However, it is timely to review the long term capital programme to ensure that there is sufficient funding available to meet Authority expectations and that Members are comfortable with the process used by officers to discharge the strategic approach set by the Fire Authority.

DEREK WENSLEY
Head of Asset Management

APPENDIX A TO REPORT DSFRA/09/7

PROJECT PRIORITIES FOR RING FENCED AND OTHER CAPITAL BUDGETS 2009-2011

**PROJECT PRIORITY CRITERIA - 1 Number of turnouts, 2 Number of female fire-fighters on station, 3 Feasibility to achieve compliance
4 Age and condition of station, 5 suitability of station/IRMP, 6 Is station part of co-responder scheme,
7 Known demand for community use, 8 compliance with legislation, 9 H & S issues, 10 DAW,DDA, BA, Drying room facilities,**

STATION	stn No		Built	Priority-extension	Priority-within footprint	New build required	No of female fire fighters on station	Average Turnout over last 3 years	DAW completed	Suitable for community use	Co-Responder Station	Comments
EXETER - DANES CASTLE	32	wt	2009				2	3723				New station on site
CAMELS HEAD	48	wt	1965				2	2480	No	No	No	Possible redevelopment
GREENBANK	50	wt	2006				0	2297	Yes	Yes	No	
TORQUAY	17	wt	1955				2	1875	Yes	Yes	No	
CROWNHILL	49	wt	1954				2	1473	Inhand	No	No	On site
TAUNTON	61	wt	1972				2	1417	Inhand	Yes	No	Phase 1 completed
BARNSTAPLE	1	wt	1964				2	1012	Yes	Limited	No	
BRIDGWATER	62	wt	1963				0	1003	Inhand	Inhand	No	Phase 1 on site
YEOVIL	73	wt	1962				0	990	Inhand	No	No	Phase 1 on site
EXMOUTH	33	wt	2001				0	897	Yes	Limited	No	
PAIGNTON	18	ret	1972				3	830	Yes	Yes	No	
NEWTON ABBOT	28	ret	1970				2	683	Yes	No	No	
PLYMSTOCK	51	wt	1930			2	0	576	Yes	No	Yes	Project largely completed
PLYMPTON	47	wt	1972				1	545	Yes	Yes	No	
IVYBRIDGE	53	ret	1975	1			0	491	No	No	Yes	
TOPSHAM	45	ret	1925			5	0	483	On hold	On hold	Yes	Project on hold
TIVERTON	44	ret	1953				2	474	Yes	Yes	No	

STATION	stn No		Built	Priority-extension	Priority-within footprint	New build required	No of female fire fighters on station	Average Turnout over last 3 years	DAW completed	Suitable for community use	Co-Responder Station	Comments
BIDEFORD	4	ret	1948				2	444	Yes	No	No	
SEATON	42	ret	1971				2	440	Yes	Yes	Yes	
TEIGNMOUTH	30	ret	2006				1	436	Yes	Yes	No	
CREDITON	38	ret	2005				1	430	Yes	Yes	Yes	
ILFRACOMBE	2	wt	1961				3	397	Yes	No	No	
TOTNES	31	ret	1964				2	370	Yes	Yes	No	
DAWLISH	25	ret	1972	2			0	358	No	No	Yes	
HONITON	40	ret	1960		1		0	358	No	No	No	
FROME	78	ret	1970				1	354	Yes	No	No	
OKEHAMPTON	13	ret	1955				0	313	Inhand	Inhand	No	Out to tender
BURNHAM ON SEA	63	ret	1980				0	307	Yes	No	No	
WILLITON	71	ret	1993				0	302	Inhand	Inhand	Yes	On site
STREET	69	ret	1966	3			0	300	No	No	No	
TAVISTOCK	57	ret	1976		2		1	292	No	No	No	
CHEDDAR	76	ret	1930		6		0	289	No	No	Yes	
CULLOMPTON	39	ret	1953				1	288	Yes ?	No	No	
AXMINSTER	34	ret	1963	13			0	287	No	No	No	looking at poss. joint scheme
BOVEY TRACEY	20	ret	1978	5			0	278	No	No	No	
SHEPTON MALLET	81	ret	1960				0	269	Inhand	Inhand	No	Contract placed
GLASTONBURY	65	ret	1981		7		0	263	No	No	No	
BRIXHAM	21	ret	1948			1	0	262	Yes	No	No	Needs new station, portakabins brought in
SIDMOUTH	43	ret	1963	4			2	250	No	No	No	
WELLINGTON	70	ret	1962			3	1	248	Yes	No	No	Needs new station on new site
HOLSWORTHY	10	ret	1957				1	247	Yes	Yes	Yes	
CHARD	75	ret	1998				1	243	Yes	No	No	

STATION	stn No		Built	Priority-extension	Priority-within footprint	New build required	No of female fire fighters on station	Average Turnout over last 3 years	DAW completed	Suitable for community use	Co-Responder Station	Comments
MARTOCK	80	ret	1990		3		1	227	No	No	No	
ILMINSTER	79	ret	1967	17			0	216	No	No	No	
DARTMOUTH	24	ret	1983	7			1	209	No	No	No	
WELLS	83	ret	1991		4		1	186	No	No	No	
COMBE MARTIN	7	ret	1960				1	182	Yes	No	Yes	Completed
KINGSBRIDGE	26	ret	1962	16			1	178	Yes ?	No	No	
CASTLE CARY	74	ret	1956	18			0	178	No	No	No	
MINEHEAD	66	ret	1956		8	4	0	174	No	No	No	needs new station on exist. site
WINCANTON	84	ret	1994				0	172	Yes	No	No	
SOMERTON	82	ret	1965	10			1	159	No	No	No	
WOOLACOMBE	16	ret	1967	11			1	153	No	No	Yes	
DULVERTON	64	ret	1972	19			0	152	No	No	Yes	
HATHERLEIGH	9	ret	1950	8			2	147	No	No	Yes	
CHAGFORD	23	ret	1988	9			2	144	No	No	Yes	
NETHER STOWEY	67	ret	1970	20			0	143	No	No	Yes	
WIVELISCOMBE	72	ret	1960				0	139	No	No	No	
LYNTON	11	ret	1968		5		0	135	No	No	Yes	
CREWKERNE	77	ret	1985				0	130	No	No	No	
YELVERTON	58	ret	2002				1	125	Yes	Yes	No	
TORRINGTON	15	ret	1959		10		1	122	Needs upgrade	No	No	
PRINCETOWN	56	ret	1993				1	118	No	No	Yes	
BUCKFASTLEIGH	22	ret	1940		9	6	1	116	Yes	No	No	
MORETONHAMPSTEAD	27	ret	1978	12			2	114	No	No	Yes	
APPLEDORE	3	ret	1966	15			1	113	No	No	No	
ASHBURTON	19	ret	1964				1	113	Yes	Yes	No	

STATION	stn No		Built	Priority-extension	Priority-within footprint	New build required	No of female fire fighters on station	Average Turnout over last 3 years	DAW completed	Suitable for community use	Co-Responder Station	Comments
BUDLEIGH SALTERTON	41	ret	1959				1	113	No	No	No	Difficult site
SOUTH MOLTON	14	ret	1959				1	112	Yes	Yes	No	
OTTERY ST MARY	36	ret	1986				0	111	No	No	No	
COLYTON	37	ret	1962	6			2	111	No	No	No	
BRAUNTON	5	ret	1854				0	109	No	No	No	
MODBURY	55	ret	1980	14			2	107	No	No	No	
SALCOMBE	29	ret	1961				0	94	No	No	No	
HARTLAND	8	ret	1955			7	0	88	No	No	Yes	
NORTH TAWTON	12	ret	1959				0	77	Yes	Yes	No	
PORLOCK	68	ret	1963				0	69	Yes	No	Yes	
CHUMLEIGH	6	ret	1950			8	1	68	No	No	No	needs new station on new site
WITHERIDGE	46	ret	1968				1	53	Yes	Yes	No	
BAMPTON	35	ret	1963				0	51	Yes	Yes	No	
BERE ALSTON	52	ret	1956				0	46	No	No	No	
KINGSTON	54	ret	1890				0	40	No	No	No	
EXETER-MIDDLEMOOR	59	wt	2009									New station on site
USAR	60		2007				2		Yes			
LUNDY ISLAND	85	ret					1		No	No	No	
TOTALS							69	34368				

Yellow (lighter) shaded areas either meet the criteria as indicated or work is in hand
Green (darker) shaded areas unlikely to meet criteria due to site/building restrictions or potential costs

20.2.2009

APPENDIX B TO REPORT DSFRA/09/7

**STRUCTURAL MAINTENANCE
PROGRAMME 2009 – 2010**

11/03/2009

LEAD OFFICER – FACILITIES MANAGER

COST CODE DA05

BUDGET £183,600 (+ £50,000 MTFP)

Balance £233,600

Area/Dept	Premises	Prop Ref	Works	Budget Value	Committed Value	Actual Value	Budget Remaining
ALL AREAS	Various		Site Surveys	10000			10000
			Energy Audits of stations (1 st phase)	10000			10000
			Internal decoration of stations	15000			15000
			Installation of BT points for fire alarm monitoring	2000			2000
			Asbestos Management	3000			3000
			Towers	Various remedial works	15000		
	Somerset		Repainting of hazard warning lines around appliance bay door openings	1000			1000
							0
SHQ	ICT Asset Building		Replace smoke detectors	750			750
			Replace smoke detectors	750			750
TRAINING	STC		Concrete yard repairs	7500			7500
			Replacement fire doors	15000			15000
			Replace charging reel to bay 3	1000			1000
WORKSHOPS							
DANES CASTLE							
NORTH DEVON	Barnstaple		Works to prevent water ingress into basement	10000			10,000
			Remedials to cooker gas supply	1000			1,000

	Braunton	Internal redecoration and repairs to timberwork	4000	4,000
		Contribution to remedial works to boundary wall	2000	2,000
	Holsworthy	Replacement front appliance bay door	4000	4000
		Removal of fuel bunker	1100	1100
EAST DEVON	Bampton	Replacement boiler	8500	8500
	Cullompton	Replace appliance bay heating plus ventilation	3000	3000
		Re-wire watch room	1000	1000
		External redecoration	3000	3000
	Seaton	Remove weather bar from appliance bay door and make good surface	2000	2000
	Tiverton	Re-surface station yard	7500	7500
	Ottery St Mary	Resurfacing of appliance bay floor (tiled)	4500	4500
	Axminster	Replace boundary fencing	2000	2000
SOUTH DEVON	Dawlish	Resurface drill yard (after refurb)	8000	8,000
	Brixham	Decoration and general upkeep (BA area provision)	6000	6000
	Newton Abbot	Resurface drill yard	5000	5000
	Totnes	External redecoration	2500	2500
WEST DEVON	Camels Head	Ceiling and lighting repairs/replacement	3000	3000
	Yelverton	Repair section of non slip flooring	1500	1,500
	Crownhill	Shoring works to retaining wall	30000	30000
WEST SOMERSET	Taunton	Refurbishment of sump pump	6000	6000
	Minehead	Repairs to appliance bay floors	3500	3500
	Porlock	Provision of fuel storage	5000	5000
		Replace remaining single glazed windows	2000	2000
		Resurfacing of appliance bay floor (tiled)	8000	8000
EAST SOMERSET	Street	Replace existing boundary fencing	2000	2000
	Yeovil	Replace failed soakaway	5000	5000
	Castle Cary	Internal redecoration works (inc. floors, ceiling etc)	3500	3500
	Frome	Internal redecoration works (inc. floors, ceiling etc)	4000	4000
	Frome	Replace kitchenette	2500	2500

Shepton Mallet	Repairs to surface water drainage system	1500			1500
		233600	0	0	233600

APPENDIX C TO REPORT DSFRA/09/7

IMPROVEMENT PROGRAM 2009- 2010

DA10

BUDGET £202,900

LEAD OFFICER - FACILITIES MANAGER

Committed Spend £0

COST CODE DA10

BUDGET £152,900 (+ £50,000 MTFP)

Balance £202,900

Division/Site	Premises	Prop Ref	Works	Project File Reference No.	Budget value	Committed value	Actual value	Budget remaining	Surveyor	Status
ALL AREAS	Various Retained		Safety improvements to appliance bay doors Improved kitchen and BA facilities		5000 10000			5,000 10,000		
SHQ	Devon House Redwoods Various		Replacement of roof over main staircase Conversion of garage to office accomodation Internal alterations		15000 7500 2000			15,000		
SOMERSET CONTROL								0		
TRAINING										
WORKSHOPS	Crownhill		Replace LEV system		6000			6,000		
DANES CASTLE HOUSES										
NORTH DEVON	Barnstaple Hartland		Rectify foul drainage issues to CFS building Upgrade heating to appliance bay and lecture room		7500 5000			7,500 5,000		
EAST DEVON	Okehampton Exmouth Bampton Crediton Ottery St Mary		Install drill tower lighting Install belay frame with structural supporting works Install new personnel doors with access control Install solid bollards Swap gym and office and install WC to Fire service side Install new personnel door with access control		1000 4000 4500 2000 10000 4000			1,000 4,000 4,500 2,000 10,000 4,000		

	Honiton	Replacement windows to lecture room	3000	3,000		
SOUTH DEVON	Dartmouth	Drainage works to drill yard	7000	7,000		
	Newton Abbot	Replace existing heating system	15000	15,000		
		Replace personnel doors (access control)	7000	7,000		
WEST DEVON	Kingsbridge	Install appliance bay and WC heating	3000	3,000		
	Salcombe	Upgrade accomodation heating	1000	1,000		
	Plymstock	Replace boiler, controls, pumps etc	10000	10,000		
	Modbury	Non slip appliance bay floor	4900	4,900		
	Tavistock	Installation of rear entrance door to Lecture Room and external redecoration	8000	8,000		
WEST SOMERSET	Minehead	Replacement Appliance Bay Door	5000	5,000		
	Bridgwater	Heating, ventilation and insulation to rear appliance house	10000	10,000		
		Dulverton	Non slip appliance bay floor (existing tiled)	6500	6,500	
EAST SOMERSET	Williton	New door and access control	5000	5,000		
	Street	Replacement appliance bay door	5000	5,000		
	Chard	Install fire alarm system	4000	4,000		
	Shepton Mallet	Replacement appliance bay door	5000	5,000		
	Ilminster	Install double glazing and new front door	7000	7,000		
	Somerton	Replacement appliance bay door	5000	5,000		
	Wells	Installation of double glazed windows	4000	4,000		
	Crewkerne	Install double glazing	4000	4,000		
			202900	0	0	202,900

DEVON & SOMERSET FIRE & RESCUE AUTHORITY



REPORT REFERENCE NO.	DSFRA/09/8
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
DATE OF MEETING	31 MARCH 2009
SUBJECT OF REPORT	TREASURY MANAGEMENT POLICY
LEAD OFFICER	Treasurer to the Authority
RECOMMENDATIONS	<i>That the revisions to the Devon and Somerset FRA Treasury Management Policy document, as outlined in this report, be approved.</i>
EXECUTIVE SUMMARY	<p>The foundation for effective treasury management within the authority is underpinned by the adoption of CIPFA (Chartered Institution of Public Finance and Accountancy) Code of Practice for Treasury Management in the Public Services. This code requires that the authority will create and maintain a Treasury Management Policy Statement, and suitable Treasury Management Practices (TMPs).</p> <p>The Treasury Management Policy for the new combined authority was approved by the Shadow Devon and Somerset FRA, at its meeting held on the 16 March 2007, and subsequently adopted by the full Fire Authority. This report proposes revisions to that policy document relating to two issues.</p>
RESOURCE IMPLICATIONS	None
EQUALITY IMPACT ASSESSMENT	None
APPENDICES	A. Investment Counterparty List
LIST OF BACKGROUND PAPERS	Devon and Somerset FRA Treasury Management Policy – March 2007.

1. INTRODUCTION

- 1.1 The foundation for the delivery of effective treasury management within the Authority is underpinned by the adoption of the CIPFA Code of Practice for Treasury Management in the Public Services. Included within this code is the requirement that the Authority will create and maintain, as the cornerstone for effective treasury management;
- A Treasury Management Policy Statement, stating the policies and objectives of its treasury management activities;
 - Suitable Treasury Management Practices (TMPs), setting out the manner in which the authority will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.
- 1.2 The Treasury Management Policy (including TMPs) for the newly created combined authority was considered and adopted by the Shadow Devon and Somerset Fire and Rescue Authority at its meeting held on the 16 March 2007 (Minute SDSFRA/53 refers) and was subsequently ratified by the full Authority at its inaugural meeting on 11 April 2007 (Minute DSFRA/5 refers). Copies of the document as approved are included in the Members' handbook and are available on the Service website (www.dsfire.gov.uk).
- 1.3 This report proposes amendments to the original document to reflect recent changes relating to two specific issues, as highlighted in this report.

2. TREASURY MANAGEMENT POLICY

- 2.1 The general statement of the Treasury Management Policy for the authority is;
- The Authority defines its treasury management activities as:
'the management of its cash flow, its banking, money market and capital market transactions; the effective control of risks associated with those activities; and the pursuit of optimum performance consistent with those risks'
 - **The Authority regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation.**
 - **The Authority acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving best value in treasury management, and to employing suitable performance techniques within the context of effective risk management.**
- 2.2 This report makes no changes to the general statement of Treasury Management Policy, but proposes changes to the TMPs to reflect recent changes relating to revised credit ratings attached to UK banks which are now financially backed by the government.

3. **REVISED CREDIT RATINGS FOR BANKS IN RECEIPT OF EXTERNAL FINANCIAL SUPPORT**

3.1 Treasury Management Practice 1 (Risk Management) identifies that the Authority will use credit criteria assigned by credit rating agencies to assess credit worthiness of individual investment counterparties. However, given that some banks are now receiving substantial financial support from the government and the credit ratings assigned to those banks do not conform to the credit criteria usually used by local authorities to identify high credit worthiness, it is proposed that paragraph (e) (iii) of TMP 1 be replaced with the following (insertions shown in bold) to enable the Authority to continue to invest with those banks.

(e) Credit and Counterparty Policies

(iii) *The Authority will use credit criteria in order to select creditworthy counterparties for placing investments with. However consideration will be given to the use of building society's that are not credit rated but the decision to invest will be based on asset size rather than a formal rating. **In addition, consideration will also be given to the use of UK banks which are in receipt of financial support from the government, in which case the government guarantees in place will be relied upon rather than individual credit ratings. The form of guarantees in place will either be in the form of an explicit guarantee i.e. a nationalised bank, or an implicit guarantee i.e. those banks included within the government financial support package, issued to ensure the security of the UK banking system.***

3.2 This change will also require a consequential amendment to Treasury Management Practice No 4 (Approved Instruments, Methods and Techniques), which includes as paragraph (b) a list of approved instruments for investment. A revised paragraph (b) (insertions shown in bold) to incorporate those banks with government backing is provided below.

(b) Approved Instruments for Investments

Investments will be with those bodies identified by the Authority for its use through the Annual Investment Strategy.

<i>Specified Investments (all maturities will be up to 1 year)</i>	<i>Non Specified Investments</i>
<i>1. Deposits with the Debt Management Agency Deposit Facility</i>	
<i>2. Term deposits with the UK government, UK local authorities, credit-rated banks and building societies (including callable deposits and forward deals)</i>	
<i>3. Money Market Funds</i>	
4. Banks nationalised by the UK Government e.g. Northern Rock	
5. UK Banks in receipt of financial support from the government (as at March 2009 – 8 UK banks of Abbey, Barclays, HBOS, Lloyds TSB, HSBC, Nationwide BS, RBS, Standard Chartered)	

3.3 A revised list of investment counterparties is included as Appendix A.

4. SUMMARY

5.1 This report proposes changes to the authority Treasury Management Policy document which in turn reflect changing circumstances, in particular to approve the continued use of those UK banks, which are now in receipt of some form of government guarantee.

5.2 Whilst the whole document of the revised Treasury Management Policy, including these proposed changes, is not included within this report, a copy can be made available on request. Also, as indicated earlier, the original Treasury Management Policy has been issued to Members as part of the Constitutional Documents Handbook and is available on the Service website.

5.3 Subject to the approval of these changes, a copy of the revised document will be distributed to Members.

KEVIN WOODWARD
Treasurer

List of Approved Counterparties : Ratings as at 13 March 2009

	Country	Maximum Deposit	Maximum Period	Fitch short-term Rating	Fitch long-term Rating	Fitch individual Rating	Fitch support Rating
1 Fire & Rescue Service Bankers							
Barclays Bank PLC	UK	£10m	3 Months	F1+	AA-	B	1
2 Local Authorities							
	UK	£5m	364days	n/a			
3 UK Banks							
Abbey National PLC	UK	£5m	364days	F1+	AA-	B	1
Alliance & Leicester	UK	£5m	364days	F1+	AA-	B/C	1
Bank of Scotland (HBOS)	UK	£5m	3 Months	F1+	AA-	C/D	1
Bank of Scotland (Call Account)	UK	£5m	3 Months	F1+	AA-	C/D	1
Debt Management Agency Deposit Facility	UK	£5m	364days				
Clydesdale Bank	UK	£5m	364days	F1+	AA-	B/C	1
Halifax plc	UK	£5m	364days	F1+	AA+	C	1
HSBC Bank plc	UK	£5m	364days	F1+	AA	A/B	1
Lloyds Bank plc	UK	£5m	364days	F1+	AA-	B	1
4 Foreign Banks							
Deutsche Bank AG	Germany	£3m	364days	F1+	AA-	B/C	1
ING Bank NV	Netherlands	£3m	364days	F1+	AA	B	1
KBC Bank NV	Belgium	£3m	3 Months	F1+	A+	B/C	1
National Australia Bank Ltd	Australia	£2m	3 Months	F1+	AA	B	1
Total investments in foreign banks							
5 Building Societies							
Nationwide BS	UK	£2m	364days	F1+	AA-	B	1
Coventry BS	UK	£2m	3 Months	F1	A	B	3
Leeds BS	UK	£1m	3 Months	F1	A	B	3
Total investments at building societies							
6 Fixed Money Market Funds							
Northern Trust Global Investments Ltd	UK	£5m	364days		AA+		



DEVON & SOMERSET FIRE & RESCUE AUTHORITY

REPORT REFERENCE NO.	DSFRA/09/9
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
DATE OF MEETING	31 MARCH 2009
SUBJECT OF REPORT	ENHANCING ACCESSIBILITY TO AUTHORITY MEETINGS
LEAD OFFICER	Clerk to the Authority
RECOMMENDATIONS	<p>(a) <i>that the Authority indicates whether it would wish to progress the procurement of a web-casting facility for its meetings;</i></p> <p>(b) <i>that, subject to (a) above, the report be noted.</i></p>
EXECUTIVE SUMMARY	<p>At its meeting on 31 July 2008 the Authority considered a report on public access to Authority meetings. That report detailed the legislative requirements for access (with which the Authority is compliant). It also identified that the meeting rooms in Somerset House were fitted with a hearing induction loop and limited public address (PA) facilities (amplifier; ceiling-mounted loudspeakers; two wireless headset microphones; and two lecturn-mounted microphones). The installation of a full PA system was being explored. In considering this report, the Authority asked that options to further enhance public access to meetings – for example, webcasting – be explored.</p> <p>This report notifies the Authority that a full PA system (comprising desk-top wireless microphones) has now been installed. It also sets out, for consideration, options and associated costings for webcasting.</p>
RESOURCE IMPLICATIONS	As indicated in Section 3 of this report.
EQUALITY IMPACT ASSESSMENT	No potentially negative impact sufficient enough to warrant a full impact assessment has been identified in the content of this report.
APPENDICES	Nil.
LIST OF BACKGROUND PAPERS	Report DSFRA/08/20 – “Access to Authority Meetings” – as submitted to and considered by the meeting of the Authority held on 31 July 2008.

1. **BACKGROUND**

- 1.1 At its meeting on 31 July 2008 the Authority considered a report of the Clerk on issues connected with access to Authority meetings (including provision for disabled access and other facilities to assist persons with disabilities). The Authority resolved that a report be submitted to a future meeting on costs associated with webcasting meetings (Minute DSFRA/34 refers).
- 1.2 The initial report to the Authority meeting had been prompted by issues raised by the Fire Brigades Union over a perceived lack of access to the February 2008 Budget setting meeting of the Authority and a previous meeting in October during which the dual crewing of aerial appliances had been discussed. The report outlined the legal requirements for public access to meetings (with which the Authority was fully compliant) and also identified that:-
- with completion of the building work to both Somerset House and the new reception area, the meeting facilities at Somerset House were compliant with the requirements of the Disability Discrimination Act, with wheelchair access being effected by means of the lift situated in East Devon House and utilising the upper floor connecting link to Somerset House via the new Main Reception building; and
 - that both meeting rooms had a fully-functional hearing loop (capable of being used as a single system when both rooms were being used in combined mode) and that both had limited public address (PA) facilities – although at that time options for a full PA system (which would integrate into the hearing loop) were being explored.
- 1.3 As indicated, although being fully compliant with legal access requirements it was nonetheless felt that other possibilities existed and should be explored (e.g. webcasting) to further enhance public access to Authority meetings.

2. **CURRENT POSITION**

- 2.1 It was always intended, from the development stages for the new meeting facilities at Somerset House, that ultimately they would be equipped with a full hearing-loop and PA system. The hearing loop was installed during the building stages and ceiling-mounted speakers, with an IT (PowerPoint, Video and SmartBoard) provision including an amplifier, also installed.
- 2.2 More recently, it has been possible to install wireless microphones, the costs being met from within the existing ICT budget. These units, each of which has an individual speaker built into the base, fully integrate with the amplification system, hearing loop and loudspeaker system already in place in the meeting rooms. This new PA system will be used at this meeting of the Authority and at subsequent meetings and should result in a considerable improvement in terms of audibility of proceedings. The new system is also capable of being fully integrated into any webcasting provision the Authority may subsequently choose to adopt and the remainder of this report focuses on that issue.

3. OPTIONS FOR WEBCASTING

- 3.1 As indicated earlier, the initial report to the Authority meeting in July was in part prompted by concerns expressed at the time by the Fire Brigades Union over access to two, particularly contentious meetings. By way of context, the report also detailed:-
- that the Authority was (and continues to be) fully compliant with legal requirements in terms of public access to meeting;
 - that, historically, there has been little or no press or public attendance at the vast majority of full Authority or Committee meetings. This remains the case to the present time despite the fact that details of forthcoming public meetings are published on the Authority's website (with an appropriate link circulated to local media).
- 3.2 The above context still applies. While there may be other benefits associated with webcasting of meetings it is suggested that one factor involved in any decision to procure such a system might be the likely take-up of the facility.
- 3.3 Preliminary investigations into webcasting have been on the basis of providing:-
- 1 x static camera providing a whole room overview;
 - 2 x dome cameras with automatic tracking, configured to focus on the person speaking at any one time;
 - provision of associated equipment to facilitate the webcasting (e.g. camera switching software and equipment [PC]; dedicated server for streaming/webcasting video and audio via the intranet and internet.
- 3.4 As indicated earlier, the existing equipment in the meeting rooms (including wireless microphones) is capable of full integration with any webcasting solution that may be pursued. The provision indicated in paragraph 3.3 above is intended for webcasting of full Authority meetings (i.e. using both meeting rooms in Somerset House in combined mode). It would also be possible to webcast Committee meetings (where only one meeting room is used) but it would be necessary for all meetings to be held in the same committee room (as at present the purchase of only one overview camera has been explored). To equip both committee rooms for independent webcasting would require additional cost associated with the purchase of a second, static overview camera.
- 3.5 Four companies have been approached and the indicative costs obtained for the provision of a webcasting facility as described in paragraphs 3.3 and 3.4 above range from £9,200 to £14,200 for one-off hardware purchases. Additionally, for two of the potential suppliers approached there would be the following ongoing costs:-
- in one case, of £2,800 per annum for annual support and software licences; and
 - in the other case, ranging from £7,553 per year (based on 5 hours per month/60hours per year webcasting) to £10,172 per year (based on 20hours per month/240hours per year webcasting) for use of bespoke software and servers ("hosting"). This supplier also offers:
 - an annual contract (equipment leased rather than purchased) option ranging from £16,557 to £24,157 per year;

- additional functionality including contextual information (meeting name; current speaker name, current agenda point) displayed next to the video output window (**NOTE:** the Service ICT Section considers that it can provide this additional functionality to whatever system is procured).

3.6 The lowest cost for the procurement of an in-house webcasting solution (with no ongoing licence or webcast “hosting” costs) is approximately £9,200.

3.7 At present no specific budgetary provision has been made for the procurement of a webcasting facility. If, however, the Authority was minded to seek to progress this then efforts would be made to secure the provision from within existing resources.

4. CONCLUSION

4.1 This report updates the Authority on enhancements (i.e. the provision of wireless microphones) to the existing meeting facilities made following consideration of general accessibility issues at the meeting in July 2008. The report also identifies, as requested at the July meeting, options and associated costs for webcasting Authority meetings.

4.2 The Authority is invited to consider the contents of this report and indicate whether at this stage it would wish to progress a webcasting facility.

MIKE PEARSON
Clerk to the Authority