

**M. Pearson
CLERK TO THE AUTHORITY**

**To: The Members of the Devon &
Somerset Fire & Rescue Authority**

(see below)

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DEVON & SOMERSET FIRE & RESCUE AUTHORITY
(Annual Meeting)

Thursday 30 May 2013

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

M. Pearson
Clerk to the Authority

AGENDA

PLEASE REFER TO THE NOTES AT THE END OF THE AGENDA LISTING SHEETS

1. **Election of Chairman**
2. **Apologies**
3. **Minutes** of the budget meeting held on 18 February 2013 attached (Page 4).
4. **Items Requiring Urgent Attention**
Items which, in the opinion of the Chair, should be considered at the meeting as matters of urgency.
5. **Election of Vice-Chairman**

PART 1 – OPEN COMMITTEE
6. **Review of Constitutional Governance Framework Documents**

Report of the Clerk to the Authority (DSFRA/13/8) attached (page 17).

7. **Schedule of Appointments to Committees and Outside Bodies Etc.**

Report of the Clerk to the Authority (DSFRA/13/9) attached (page 20).

8. **Draft Calendar of Meetings 2013-14**

Report of the Clerk to the Authority (DSFRA/13/10) attached (page 33)

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:

Devon County Council

11 Members to be appointed at Devon County Council's Annual Meeting on 23 May 2013.

Somerset County Council

Councillors Bown, Burridge-Clayton, Dyke, Horsfall, Healey, Prior-Sankey, Woodman and Yeomans.

Plymouth City Council

Councillors Gordon, Leaves and J. Smith.

Torbay Council

Councillors Brooksbank and Ellery.

NOTES	
1.	<p><u>Disclosable Pecuniary Interests (Authority Members only)</u></p> <p>If you have any disclosable pecuniary interests (as defined by Regulations) in any item(s) to be considered at this meeting then, unless you have previously obtained a dispensation from the Authority's Monitoring Officer, you must:</p> <ul style="list-style-type: none"> (a) disclose any such interest at the time of commencement of consideration of the item in which you have the interest or, if later, as soon as it becomes apparent to you that you have such an interest; (b) leave the meeting room during consideration of the item in which you have such an interest, taking no part in any discussion or decision thereon; and (c) not seek to influence improperly any decision on the matter in which you have such an interest. <p>If the interest is sensitive (as agreed with the Monitoring Officer), you need not disclose the nature of the interest but merely that you have a disclosable pecuniary interest of a sensitive nature. You must still follow (b) and (c) above.</p>
2.	<p><u>Part 2 Reports</u></p> <p>Members are reminded that any Part 2 reports as circulated with the agenda for this meeting contain exempt information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s). Members are also reminded of the need to dispose of such reports carefully and are therefore invited to return them to the Committee Secretary at the conclusion of the meeting for disposal.</p>
3.	<p><u>Substitute Members (Committee Meetings only)</u></p> <p>Members are reminded that, in accordance with Standing Order 35, the Clerk (or his representative) must be advised of any substitution prior to the start of the meeting. Members are also reminded that substitutions are not permitted for full Authority meetings.</p>
4.	<p><u>Access to Information</u></p> <p>Any person wishing to inspect any minutes, reports or lists of background papers relating to any item on this agenda should contact the person listed in the "Please ask for" section at the top of this agenda.</p>

DEVON & SOMERSET FIRE & RESCUE AUTHORITY
(Budget Meeting)

18 February 2013

Present:-

Councillors Healey (Chair), Bakewell MBE, Bown, Brooksbank, Burrige-Clayton, Mrs. Chugg, Dyke, Eastman, Foggin, Fry, Gordon, Gribble, Horsfall, Hughes OBE, Knight, Leaves, Mills, Radford, Randall Johnson, D Smith, J Smith, Way, Woodman and Yeomans.

DSFRA/49. Sam Sharman

The Authority asked to have placed on record their best wishes to Sam for a speedy recovery following her recent illness.

DSFRA/50. Minutes

RESOLVED that the Minutes of the meeting held on 19 December 2012 and the Extraordinary Meeting held on 18 January 2013 be signed as correct records.

DSFRA/51. Addresses by Fire Brigades Union

In accordance with Standing Orders, the Authority received an address from a representative of the Fire Brigades Union on the budget setting matters to be determined by the Authority as part of this meeting and advocating the Authority to approve the recommendation of the Resources Committee (budget) meeting held on 4 February 2013 to approve a 1.99% increase in the level of Council Tax for the forthcoming financial year.

(SEE ALSO MINUTES DSFRA/52(d) AND DSFRA/53(c) BELOW)

DSFRA/52. Minutes of Committees

(a) Human Resources Management & Development Committee

The Chair of the Committee, Councillor Mrs. Bown, **MOVED** the Minutes of the meeting held on 11 January 2013 which had considered, amongst other things:

- a presentation on fitness testing for the Devon & Somerset Fire & Rescue Service;
- a presentation on sickness management for the Service; and
- a verbal briefing on pensions liabilities related to the Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000.

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

(b) Commercial Services Committee

The Vice-Chair of the Committee, Councillor Dyke, **MOVED** the Minutes of the meeting held on 11 January 2013 which had considered, amongst other things:

- a commercial services budget monitoring report to the third quarter of the current (2012-13) financial year;
- a report on financial arrangements for commercial activities; and

- an update on commercial matters including current commercial leads and opportunities.

RESOLVED

- (i) that the recommendation at Minute CSC/29 (Financial Arrangements for Commercial Activities) be considered in conjunction with Minute DSFRA/59 below;
- (ii) that, subject to (a) above and in accordance with Standing Orders, the Minutes be adopted.

(SEE ALSO MINUTES DSFRA/53(b) AND DSFRA/59 BELOW).

(c) Audit & Performance Review Committee

In the absence of the Committee Chair at this point of the meeting, Councillor Mills **MOVED** the Minutes of the meeting held on 31 January 2013 which had considered, amongst other things:

- a letter and verbal briefing from Grant Thornton on the proposed external workplan for the financial year to end on 31 March 2013;
- a report on progress as at the third quarter of the current (2012-13) financial year against the approved internal audit plan; and
- a report on performance by the Service between April to December 2012 against those measures contained within the approved Corporate Plan.

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

(d) Resources Committee

The Chair of the Committee, Councillor Gordon, **MOVED** the Minutes of the meeting held on 4 February 2013 which had considered, amongst other things:

- a report on financial performance to the third quarter of the current (2012-13) financial year against approved targets and measures;
- a report on Treasury Management performance to the third quarter of the current financial year against the Authority's approved Treasury Management Strategy for that year;
- a report on the draft Capital Programme 2013-14 to 2015-16; and
- a report on the proposed 2013-14 revenue budget and associated council tax levels.

RESOLVED

- (i) that the following virement, as recommended at Minute RC/14 (Financial Performance Report 2012-12: Quarter 3) be approved;

Budget Line	From £m	To £m
Premises Related Costs – repair and maintenance	(0.490)	
Revenue contribution to capital spending		0.490

- (ii) that the recommendations at Minutes RC/16 and RC/17 (Draft Capital Programme 2013-14 to 2015-16 and 2013-14 Revenue Budget and Council Tax Levels respectively) be considered in conjunction with Minutes DSFRA/53(a) to (c) below;
- (iii) that, subject to (i) and (ii) above, the Minutes be adopted in accordance with Standing Orders.

(SEE ALSO MINUTE DSFRA/51 ABOVE AND DSFRA/53(a) to (c) BELOW).

(e) Community Safety & Corporate Planning Committee

The Chair of the Committee, Councillor Leaves, **MOVED** the Minutes of the meeting held on 6 February 2013 attached which had considered, amongst other things:

- an announcement of receipt by the Service of a further national award in relation to use of data to seek to reduce the incidence of road traffic casualties;
- a report and presentation on the production by Plymouth People First (a self-advocacy organisation for adults with a learning disability), in partnership with the Service, of a fire safety DVD;
- a report and presentation on the Service specialist rescue capability;
- a presentation on activities by the Service to promote the installation of domestic sprinklers;
- a presentation on the Service initiative in partnership with Job Centre Plus; and
- a presentation on Service activities undertaken during the winter and proposed for Spring 2013 relating to the promotion of community and fire safety.

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

DSFRA/53.

Revenue and Capital Budgets 2013-14

(a) Capital Programme 2013-14 to 2015-16

The Authority considered a report of the Chief Fire Officer and Treasurer (DSFRA/13/2) on a proposed Capital Programme for the Authority for 2013-14 to 2015-16. The report identified the difficulties in meeting the full capital expenditure requirement for the Authority, a position exacerbated by a 30% reduction in central government grant for capital funding in 2013-14 (to £1.4m) and the failure of the Authority bid to central government (as part of its revised capital funding mechanism) for £4.760m to support the introduction of Light Rescue Pumps throughout the Devon & Somerset Fire & Rescue Service (the Service).

The proposed programme, separated between Estates work and Operational Assets, had been constructed on the basis of keeping the debt ratio within the 5% limit (approved by the Authority as an "in principle" decision in 2008) at least until 2015/16 and potentially beyond. Previous capital programmes had seen a priority given to estates work over fleet replacement. The programme now proposed a twelve-month moratorium on major new estates work during which time a comprehensive review of the Service's property portfolio would be undertaken which would include an assessment of professional and commercial opportunities that may exist to be developed into the medium to longer term plan.

Revenue funding for essential maintenance work would be retained, however, and it was proposed that slippage from the previous year would be used to complete projects already committed including the Service's Carbon Management Programme, essential work to Hartland fire station and the shared use of Axminster fire station with the Devon & Cornwall Constabulary. Work would also be progressed on development of the new Training Academy facility at Exeter Airport (including reinstatement of the previously deleted features of an additional appliance bay for all training vehicles, a training tower and confined space training facility – all of which should enhance the commercial potential for the project) and to complete Phase 2 of improvements to the Service Headquarters Fire Control building for which funding was available both from the Authority's 2012-13 revenue budget and from central government funding made available following cancellation of the Regional Control Centre (RCC) project.

For Operational Assets, the proposed programme focussed on the introduction of Light Rescue Pumps which played a key part in the modernisation proposals contained within the draft Corporate Plan currently subject to consultation. Funding would also be used to complete specialist vehicle replacement commenced in the current financial year and aligned to the Service Tiered Approach initiative. Initial proposals for harmonisation of breathing apparatus (BA) would be "slipped" to 2014/15, partly as a result of financial constraints but also to provide greater time for "4G" technological advancements supporting use of telemetry to mature.

The report indicated that the focus on the introduction of Light Rescue Pumps against a backdrop of a reducing revenue budget meant that, whilst the proposed programme would remain within the 5% debt ratio to 2015-16, there was a risk that this ratio could be breached from 2016-17 onwards. In light of this, the report also exemplified an indicative programme for 2016-17 to 2018-19. It was hoped, however, that income from commercial trading activities would help to mitigate this. The Treasurer commented that, by 2015-16, the 5% debt ratio would have been maintained for some seven years since the Authority's "in principle" decision in 2008 – in itself a considerable achievement - and that, even were the ratio to be breached, the extent of the breach would not be significant given the size of the Authority's capital investment needs. The Authority would, however, need to continue to ensure that debt charges committed to the revenue budget from capital investment decisions were affordable against a shrinking revenue budget over the next six years.

The draft Capital Programme as set out in the report had been considered initially by the Capital Programme Working Party at a meeting on 21 January 2013 and by the Resources Committee at its meeting on 4 February 2013, both of which – whilst acknowledging the implications for the 5% debt ratio - had nonetheless commended the draft Programme for approval.

RESOLVED that, as recommended by the Resources Committee:

- (i) the potential impact of the proposed Capital Programme, from 2016-17 onwards, on the 5% debt ratio Prudential Indicator as indicated in report DSFRA/13/2 be acknowledged;
- (ii) that, nonetheless, the draft Capital Programme 2013-14 to 2015-16 as detailed in the report and summarised at Appendix A to these Minutes be approved;
- (iii) that the indicative Capital Programme 2016-17 to 2018-19, again as summarised in Appendix A to these Minutes, be approved in principle.

(SEE ALSO MINUTE DSFRA/52(d) ABOVE AND DSFRA/53(b) BELOW).

(b) Treasury Management Strategy (Including Prudential and Treasury Indicator Reports 2013-14 to 2015-16)

The Authority considered a report of the Treasurer (DSFRA/13/3) setting out, amongst other things:

- a treasury management and investment strategy for 2013-14, with associated indicators;
- Prudential Indicators associated with the proposed Capital Programme 2013-14 to 2015-16; and
- a Minimum Revenue Provision Statement for 2013-14.

The Authority was required by law to set a balanced budget. The Local Government Act 2003 and supporting regulations, specifically, required the Authority to establish its treasury strategy for borrowing and its policies for managing its investments, giving priority to the security and liquidity of those investments, and having regard to the Chartered Institute for Public Finance Accountancy (CIPFA) Code of Practice on Treasury Management.

The Strategy as presented was compliant with the latest iteration of the CIPFA Code. Additionally, the report identified a proposed revision to the Authority's Financial Regulations in relation to extending loan facilities to companies in which it has an interest.

RESOLVED

- (i) that the Treasury Management Strategy and the Annual Investment Strategy as set out in report DSFRA/13/3 be approved;
- (ii) that the prudential indicators and limits, as set out in the report and summarised at Appendix B to these Minutes, be approved
- (iii) that the Minimum Revenue Provision (MRP) statement for 2013/2014, as set out in the report and reproduced at Appendix C to these Minutes, be approved;
- (iv) that the Treasurer be delegated authority to effect movements between the separately agreed prudential limits for borrowing;
- (v) that the Authority's Financial Regulations be amended as indicated in paragraph 7.21 and Appendix C to the report in relation to treasury management and specifically to the granting of loans to organisations in which the Authority has an interest;
- (vi) that the statement at paragraph 4.4 of the report that borrowing limits and the debt management strategy have been set to ensure that in the medium term the gross borrowing will return to below the capital financing requirement for 2012/2013 to 2015/2016, in line with the requirements of the CIPFA Prudential Code, be noted.

(SEE ALSO MINUTES DSFRA/52(b), DSFRA/52(d) AND DSFRA/53(a) ABOVE AND DSFRA/59 BELOW).

(c) 2013-14 Revenue Budget and Council Tax Levels

The Authority considered a report of the Treasurer and Chief Fire Officer (DSFRA/13/4) on options for the Authority revenue budget and associated council tax level in 2013-14. It was a legislative requirement for the Authority to set a balanced budget and determine an associated council tax level prior to 1 March each year.

The report set out the background of 2010 Comprehensive Spending Review (CSR) reductions in government grants of 25% by 2014-15, which for fire and rescue services had been backloaded to 2013-14 and 2014-15 to allow time to implement change without affecting the quality and breadth of service to local communities.

In December 2012 the government had announced the provisional local government finance settlement for 2013-14 and 2014-15. For this Authority, this would mean a reduction in funding of -10.3% in 2013-14 and a further -7.3% in 2014-15, or -17.6% (-£5.5m) over the two year period. Appended to the report was a copy of the letter sent to the government by the Treasurer, on behalf of the Authority, expressing disappointment at this draft settlement. While it was unlikely these representations would change the draft settlement for the next two financial years, it was hoped they could have a bearing on future settlements.

Linked to the draft local government finance settlement, the report also identified the “principles” agreed by the government under the provisions of the Localism Act 2011 and relating to increases in council tax. For 2013-14, the government had indicated that the requirement to hold a public referendum would be triggered by any council tax increase in excess of 2%. The costs of such a referendum for this Authority had, however, been estimated as in excess of £2.3m. Consequently, the report did not propose a council tax increase in excess of 2%.

The report identified the net revenue budget requirement for the Authority and funding sources for the budget which, in addition to the “formula funding” from central government and council tax, now featured – under new funding arrangements – Share of Local Business Rates and Council Tax Support Grant. The core budget requirement and proposed “invest to save” initiatives were identified as were indicative budget savings in the sum of £1.573m, achieved largely as a result of positive action by budget managers.

The report identified the following three options in relation to level of council tax for 2013-14:

- Option A: Accept the government Council Tax Reward Grant (£0.459m) and freeze council tax at the 2012-13 level (£73.92 for a Band D property). This option would, however, result in a further base budget reduction from 2015/16 onwards, with the removal of the Council Tax Reward Grant;
- Option B: Increase Council Tax by 1% above the 2012-13 level (to £74.66 for a Band D Property);
- Option C: Increase Council Tax by 1.99% above the 2012-13 level (to £75.39 for a Band D Property).

The report also indicated the outcome of consultations on the level of increase in council tax. The Authority was required to consult the business community but had determined to extend this to the public. Of those responding to the consultation, 53% of businesses and 50% of the public agreed that it was reasonable for the Authority to consider increasing the level of council tax. Of those that did agree, 69% of the public and 65% of business also responded in favour of a 2% increase.

An earlier iteration of the report had been considered by the Resources Committee budget meeting on 4 February 2013 which had resolved (Minute RC/17 refers):

“that, so as to safeguard the base budget of the Authority as far as practicable going forward and to facilitate delivery of those options contained in the draft Corporate Plan, the Authority be recommended to approve for 2013-14 an increase in council tax of 1.99% above the 2012-13 level (to £75.39 for a Band D property)”.

Following a debate on the issues raised in the report, Councillor Randall Johnson **MOVED**, with Councillor Hughes OBE seconding:

- “(a) that Option A as set out in report DSFRA/13/4 be adopted, with the government Council Tax Freeze Grant for 2013-14 accepted and the level of council tax for 2013-14 frozen at the 2012-13 level (£73.62 for a Band D property);
- (b) that, accordingly, a Net Revenue Budget Requirement of £76,434,600 be set for 2013-14;
- (c) that as a consequence of (a) and (b) above:
 - (i) the tax base for payment purposes and the precept required from each billing authority for payment of a total precept of £40,649,944 be approved;
 - (ii) the council tax for each property bands A to H associated with a total precept of £40,649,944 be approved; and
 - (iii) that the Treasurer’s ‘Statement of the Robustness of the Budget Estimates and the Adequacy of the Authority Reserve Balances’ as included as Appendix C to report DSFRA/13/4, be noted.”

Councillor Mills moved, with Councillor Yeomans seconding, that the above Motion be **AMENDED** as follows:

- by deletion, in (a), of the words “Option A” and insertion of the words “Option C” and deletion of the words “with the government Council Tax Freeze Grant for 2013-14 accepted with the level of council tax for 2013-14 frozen at the 2012-13 level” and insertion of the words “with the level of council tax for 2013-14 being set at £75.39 for a Band D property, representing a 1.99% increase over 2012-13”;
- deletion, in (b), of the figure “£76,434,600” and insertion of the figure “£76,783,500”;
- deletion, in (c) (i) and (ii), of the figure “£40,649,944” and insertion of the figure “£41,458,324”.

The **AMENDMENT** was put to the vote and declared **CARRIED** by fifteen votes for to nine against.

The Substantive Motion (as amended) was then put to the vote whereupon it was, by fifteen votes for to eight against (with one abstention)

RESOLVED

- (i) that Option C as set out in report DSFRA/13/4 be adopted, with the level of council tax for 2013-14 being set at £75.39 for a Band D property, representing a 1.99% increase over 2012-13;
- (ii) that, accordingly, a Net Revenue Budget Requirement of £76,783,500 be set for 2013-14;
- (iii) that as a consequence of (i) and (ii) above:
 - (A) the tax base for payment purposes and the precept required from each billing authority for payment of a total precept of £41,458,324 [as detailed on Page 2 of the Budget Booklet circulated separately with the agenda for the meeting and summarised below] be approved;

Billing Authority	Tax Base used for collection	Surplus/ (Deficit) for 2012-13	Precepts Due 2013-14	Total Due 2013-14
	£ p	£	£	£
East Devon	52,962.00	34,861	3,992,805	4,027,666
Exeter	33,820.00	-	2,549,690	2,549,690
Mendip	36,498.34	31,583	2,751,610	2,783,193
Mid Devon	26,153.80	43,408	1,971,735	2,015,143
North Devon	30,839.54	(5,314)	2,324,993	2,319,679
Plymouth City	66,958.00	10,850	5,047,965	5,058,815
Sedgemoor	36,224.20	89,214	2,730,942	2,820,156
South Hams	35,434.09	13,000	2,671,376	2,684,376
South Somerset	54,870.55	3,018	4,136,690	4,139,708
Taunton Deane	37,280.60	11,260	2,810,584	2,821,844
Teignbridge	43,848.00	(14,333)	3,305,701	3,291,368
Torbay	41,586.58	107,000	3,135,212	3,242,212
Torridge	21,659.79	10,506	1,632,932	1,643,438
West Devon	18,920.79	22,654	1,426,438	1,449,092
West Somerset	12,861.80	5,865	969,651	975,516
	549,918.08	363,572	41,458,324	41,821,896

- (B) the council tax for each property bands A to H associated with a total precept of £41,458,324 [as detailed on Page 2 of the Budget Booklet circulated separately with the agenda for the meeting and summarised below] be approved;

Valuation Band	Government Multiplier		Council Tax
	Ratio	%	£ p
A	6/9	0.667	50.26
B	7/9	0.778	58.64
C	8/9	0.889	67.01
D	1	1.000	75.39
E	11/9	1.222	92.14
F	13/9	1.444	108.90
G	15/9	1.667	125.65
H	18/9	2.000	150.78

- (c) that the Treasurer's 'Statement of the Robustness of the Budget Estimates and the Adequacy of the Authority Reserve Balances' as included as Appendix C to report DSFRA/13/4, be noted.

(SEE ALSO MINUTE DSFRA/52(d) ABOVE AND DSFRA/55 BELOW).

DSFRA/54. Localism Act - Pay Policy Statement 2013-14

The Authority considered a report of the Director of Corporate Services (and Clerk to the Authority) (DSFRA/13/5) to which was appended a proposed Pay Policy Statement for 2013-14 as required by the Localism Act 2011. The Statement set out the Authority's policy on a range of issues relating to the pay of its workforce and in particular senior staff and the lowest paid employees. In particular, it was noted that there had been no increase in Chief Fire Officer pay at either a local or national level since January 2009.

RESOLVED that the Pay Policy Statement for 2013-14 as appended to report DSFRA/13/5 be approved and published in accordance with the Localism Act 2011.

DSFRA/55. Confirmation of Scheme of Members Allowances 2013-14

The Authority considered a report of the Clerk to the Authority (DSFRA/13/6) on the Scheme of Members Allowances to apply for 2013-14. The relevant regulations required the Authority to consider and approve its Scheme for each year and to arrange for details of the Scheme to be published as soon as reasonably practicable after approval.

The report outlined that the Scheme had been subject to major review in 2012 which had established levels for Basic and Special Responsibility Allowance, rates for the reimbursement of travel and subsistence expenditure and a mechanism for the automatic annual uprating of each of these. Provision has accordingly been made for this in the Authority's revenue budget for 2013-14.

RESOLVED that the Scheme of Members Allowances to apply for 2013-14 be as approved for 2012-13 and that, in accordance with the relevant Regulations, the Clerk be authorised to publish details of the Scheme so approved.

(SEE ALSO MINUTE DSFRA/53(c) ABOVE).

DSFRA/56. Chairman's Announcements

The Authority received for information a schedule, as circulated at the meeting, of events attended by the Chairman on behalf of the Authority since its last ordinary meeting in December 2012.

DSFRA/57. Chief Fire Officer's Announcements

The Chief Fire Officer reported on:

- a fatal fire that had occurred since the last Authority meeting. The Service continued, through a variety of methods such as Fatal Fire Reviews and seeking closer partnership working with agencies such as Health and Wellbeing Boards, to seek to exercise all endeavours to drive down fire deaths and promote public safety;
- the recent visit by Sir Ken Knight to the Service as part of the national fire and rescue service operational efficiency review. In addition to highlighting the considerable achievements the Service had made in recent years to deliver sustainable efficiencies, the opportunity had been taken to stress the difficulties faced by largely retained fire and rescue services such as Devon & Somerset to secure further efficiencies without significant detriment to front-line services.

DSFRA/58. Exclusion of the Press and Public

RESOLVED that, in accordance with Section 100A(4) of the Local Government Act 1972 the press and public were excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A (as amended) to the Act, namely information relating to the financial and business affairs of the Authority and other companies.

DSFRA/59. Financial Arrangements For Commercial Activities

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

The Authority considered a report of the Treasurer (DSFRA/13/7) on proposed changes to the financial arrangements associated with commercial activities and particularly addressing proposals for the making of a loan facility for Red One Ltd. and for the use of any profits generated by commercial activities.

RESOLVED

- (a) that the making of a loan facility by the Authority to Red One Ltd. up to the amount indicated in report DSFRA/13/7 be approved;
- (b) that the ring-fencing of future profits from commercial activities (over and above the amount as contained in the revenue base budget) to fund future capital projects, thereby reducing debt charges, be approved.

(SEE ALSO MINUTES DSFRA/52(b)(i) AND DSFRA/53(b) ABOVE).

The meeting started at 10.00hours and finished at 11.45hours

**APPENDIX A TO THE MINUTES OF THE BUDGET MEETING OF THE DEVON & SOMERSET
FIRE & RESCUE AUTHORITY HELD ON 18 FEBRUARY 2013**

Capital Programme (2013/14 to 2017/18)			PROPOSED PROGRAMME 2013-14 TO 2015-16			INDICATIVE PROGRAMME 2016-17 TO 2018-19		
2012/2013 Revised Programme (£000)	2012/2013 Predicted outturn (£000)	Item PROJECT	2013/14 (£000)	2014/15 (£000)	2015/16 (£000)	2016/17 (£000)	2017/18 (£000)	2018/19 (£000)
		Estate Development						
92	77	SHQ major building works	15					
3,284	2,184	Major Projects - Training Facility at Exeter Airport	1,100					
		Minor improvements & structural maintenance	300	2,050	1,750	1,750	1,750	1,750
15	15	Welfare Facilities						
105	105	USAR works						
343	343	Minor Works slippage from 2010-11						
1,674	1,063	Minor Works slippage from 2011-12	566					
2,140	530	Minor Works slippage from 2012-13	530					
52	52	STC ship structure						
7,705	4,369	Estates Sub Total	2,511	2,050	1,750	1,750	1,750	1,750
		Fleet & Equipment						
		Appliance replacement	1,015	2,480	3,125	2,480	2,480	1,395
		Specialist Operational Vehicles				400	400	
177	177	Vehicles funded from revenue						
242	91	Equipment	451	1,184	300	300	300	200
889	648	Appliance & Specialist Operational Vehicle slippage 2011-12						
1,620	599	Appliance & Specialist Operational Vehicle slippage 2012-13	1,021					
2,928	1,515	Fleet & Equipment Sub Total	2,487	3,664	3,425	3,180	3,180	1,595
10,633	5,884	SPENDING TOTALS	4,998	5,714	5,175	4,930	4,930	3,345
		Programme funding						
4,179	2,670	Main programme	360	4,316	5,175	4,930	4,930	3,345
4,433	1,193	Revenue funds	3,240					
2,021	2,021	Grants	1,398	1,398				
10,633	5,884	FUNDING TOTALS	4,998	5,714	5,175	4,930	4,930	3,345

**APPENDIX B TO THE MINUTES OF THE BUDGET MEETING OF THE DEVON & SOMERSET
FIRE & RESCUE AUTHORITY HELD ON 18 FEBRUARY 2013**

PRUDENTIAL INDICATORS	INDICATIVE INDICATORS 2016/17 TO 2018/19					
	2013/14 £m estimate	2014/15 £m estimate	2015/16 £m estimate	2016/17 £m estimate	2017/18 £m estimate	2018/19 £m estimate
Capital Expenditure						
Non - HRA	4.998	5.714	5.175	4.930	4.930	3.345
HRA (applies only to housing authorities)						
Total	4.998	5.714	5.175	4.930	4.930	3.345
Ratio of financing costs to net revenue stream						
Non - HRA	3.89%	3.83%	4.42%	5.08%	5.64%	6.17%
HRA (applies only to housing authorities)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Capital Financing Requirement as at 31 March	£000	£000	£000	£000	£000	£000
Non - HRA	25,312	27,791	30,858	33,379	35,651	36,070
HRA (applies only to housing authorities)	0	0	0	0	0	0
Other long term liabilities	1,532	1,509	1,443	1,374	1,299	1,209
Total	26,844	29,300	32,301	34,753	36,950	37,279
Annual change in Capital Financing Requirement	£000	£000	£000	£000	£000	£000
Non - HRA	-1,615	2,456	3,001	2,450	2,195	327
HRA (applies only to housing authorities)	0	0	0	0	0	0
Total	-1,615	2,456	3,001	2,450	2,195	327
Incremental impact of capital investment decisions	£ p	£ p	£ p	£ p	£ p	£ p
Increase/(decrease) in council tax (band D) per annum	-£0.33	-£1.25	-£1.04	N/A	N/A	N/A
PRUDENTIAL INDICATORS - TREASURY MANAGEMENT						
Authorised Limit for external debt	£000	£000	£000	£000	£000	£000
Borrowing	32,123	34,769	37,194	37,739	38,803	39,610
Other long term liabilities	1,520	1,449	1,371	1,278	1,177	1,070
Total	33,643	36,218	38,565	39,017	39,980	40,680
Operational Boundary for external debt	£000	£000	£000	£000	£000	£000
Borrowing	30,858	33,379	35,651	36,070	37,020	37,806
Other long term liabilities	1,443	1,374	1,299	1,209	1,112	1,010
Total	32,301	34,753	36,950	37,279	38,132	38,816

TREASURY MANAGEMENT INDICATOR	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 2013/14		
Under 12 months	30%	0%
12 months and within 24 months	30%	0%
24 months and within 5 years	50%	0%
5 years and within 10 years	75%	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 18 FEBRUARY 2013**

MINIMUM REVENUE STATEMENT (MRP) 2013/14

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 1 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.

Finance Lease and PFI

In the case of Finance Leases and on balance sheet PFI schemes, the MRP requirement is regarded as met by a charge equal to the element of the annual charge that goes to write down the balance sheet liability. Where a lease of PFI scheme is brought, having previously been accounted for off-balance sheet, the MRP requirement is regarded as having been met by the inclusion of the charge, for the year in which the restatement occurs, of an amount equal to the write-down for the year plus retrospective writing down of the balance sheet liability that arises from the restatement. This approach produces an MRP charge that is comparable to that of the Option 3 approach in that it will run over the life of the lease or PFI scheme and will have a profile similar to that of the annuity method.

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/13/8
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (ANNUAL MEETING)
DATE OF MEETING	30 MAY 2013
SUBJECT OF REPORT	REVIEW OF CONSTITUTIONAL GOVERNANCE FRAMEWORK DOCUMENTS
LEAD OFFICER	Clerk to the Authority
RECOMMENDATIONS	<p>(a) <i>that the constitutional governance framework documents as listed at paragraph 1.1 of this report be endorsed;</i></p> <p>(b) <i>that it be noted that proposals for amendments to the documents may be submitted to future meetings of the Authority as and when required.</i></p>
EXECUTIVE SUMMARY	This report sets out information on the most recent review of the Authority's constitutional governance framework documents (Standing Orders, Financial Regulations etc). which, while not a statutory requirement, is nonetheless undertaken at least annually as a matter of good practice.
RESOURCE IMPLICATIONS	Nil.
EQUALITY RISKS AND BENEFITS ASSESSMENT (ERBA)	N/A
APPENDICES	Nil.
LIST OF BACKGROUND PAPERS	Nil.

1. **BACKGROUND**

1.1 At its inaugural meeting on 11 April 2007 the Authority approved a number of “in-principle” decisions previously approved by the Shadow Authority, including its Constitutional Governance Framework documents (Minute DSFRA/5 refers). These documents now include, amongst other things:-

- The Accountabilities, Roles and Responsibilities of Members of the Devon & Somerset Fire & Rescue Authority
- Members’ Code of Conduct;
- Member/Officer Protocol;
- Policy on Gifts and Hospitality;
- Scheme of Members Allowances;
- Standing Orders;
- Financial Regulations;
- Procurement and Contract Regulations;
- Scheme of Delegations;
- Corporate Governance Code;
- Treasury Management Policy;
- Strategy on the Prevention and Detection of Fraud and Corruption; and
- “Whistleblowing” Code (Confidential Reporting Policy).

1.2 The Authority Constitutional Governance Framework documents may be viewed on the Authority’s website by following the link below.

www.dsfire.gov.uk/FireAuthority/ConstitutionalGovernance

The constitutional operation of the Authority also features a Committee structure (with associated terms of reference). This is addressed by a report elsewhere on the agenda for this meeting.

1.3 The documents referred to above were drafted by reference to a number of sources, some statutory; some based upon “models” issued either by central government or by professional bodies (e.g. the Chartered Institute for Public Finance Accountancy – CIPFA); and others best practice. While there is no legal requirement for the documents to be reviewed, it is nonetheless considered best practice to review the documents at least on an annual basis to ensure that they continue to be “fit for purpose”. This clearly does not preclude making revisions at any time to any of the documents where this might be required by changes in legislation or internal structure; or the approval of new documents to enhance the governance framework. Indeed, in practice the documents tend to be “dynamic” and are amended as and when the need arises.

1.4 When undertaking the annual review any of the Authority’s constitutional governance framework documents due regard is taken of:

- any current “best practice” models;
- any existing national guidance and model documents;
- similar documents in use by other combined fire and rescue authorities; and
- similar documents in use by constituent authorities.

- 1.5 Each of the Authority's Constitutional Framework documents have again been subject to review over the last twelve months and will continue to be subject to ongoing review with any further proposed revisions submitted to future meetings of the Authority as required. At this point in time, however, no amendments are being proposed to any of the existing documents as a result of the review.
- 1.6 It should be noted, though, that the Service is undertaking a significant business transformation programme designed to best equip it to meet anticipated challenges over the next few years and to enable it to achieve its stated ambition of being an "excellent" organisation. The outcomes of this work, as it reaches fruition, could, in turn, require consequential amendments to the Authority's constitutional governance framework documents. Proposals for such amendments will be submitted as and when required.

M PEARSON
Clerk to the Authority



DEVON & SOMERSET FIRE & RESCUE AUTHORITY

REPORT REFERENCE NO.	DSFRA/13/9
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Annual Meeting)
DATE OF MEETING	30 May 2013
SUBJECT OF REPORT	SCHEDULE OF APPOINTMENTS TO COMMITTEES, OUTSIDE BODIES ETC.
LEAD OFFICER	Clerk to the Authority
RECOMMENDATIONS	<p>(a) <i>that, in accordance with Standing Orders, appointments be made to Committees etc. as shown in Part A of Appendix A to this report for the 2013-14 municipal year, the term of office to be until the Authority annual meeting in 2014;</i></p> <p>(b) <i>that the appointment of Mr. David Watson as the Authority's Independent Person as required by the new procedures introduced by the Localism Act 2011, for a further twelve months until the Authority's annual meeting in 2014 be confirmed;</i></p> <p>(c) <i>that appointments be made to Outside Bodies as shown in Part B of Appendix A for the 2013-14 municipal year, the term of office to be until the Authority's annual meeting in 2014 unless otherwise indicated.</i></p> <p>(d) <i>that the Terms of Reference for the Authority Committees etc. as set out Appendix B to this report be confirmed.</i></p>
EXECUTIVE SUMMARY	<p>Appendix A to this report sets out appointments to Authority Committees, outside bodies etc., with Appendix B listing the Terms of Reference for each of the Authority's committees etc. under the current structure.</p> <p>The Authority is invited to make appointments to committees and outside bodies and confirm the Terms of Reference.</p>
RESOURCE IMPLICATIONS	Any resource implications associated with attendance at committee and outside body appointments etc. will be met from the approved budget for Members Allowances

EQUALITY RISKS AND BENEFITS ASSESSMENT (ERBA)	N/A
APPENDICES	<p>A. Appointments to Committees, Working Parties etc. and Outside Bodies.</p> <p>B. Terms of Reference of Committees</p>
LIST OF BACKGROUND PAPERS	None.

1. BACKGROUND AND INTRODUCTION

- 1.1 Following its establishment in 2007 the Authority put in place a committee structure to assist it in discharging its functions and also determined to make appointments to a number of outside bodies (e.g. the Local Government Association etc.) whose objectives accord with furthering the interests of the Authority.
- 1.2 Appointments to these are traditionally made at the Authority's Annual Meeting. Appended to this paper is a schedule setting out these appointments. This report now highlights a number of issues associated with this.

2. SCHEDULE OF APPOINTMENTS – GENERAL

- 2.1 The appended Schedule indicates purely the allocation of places to Committees and Outside Bodies for the previous (2012-13) municipal year. It should not be interpreted as any form of recommendation in relation to appointments for the forthcoming, 2013-14, municipal year.
- 2.2 The Authority is reminded that its Standing Orders provide for it to determine appointments to Committees etc. taking account of the principles of the Local Government and Housing Act 1989 (political proportionality).
- 2.3 The Authority is invited to make appointments to those Committees and outside bodies as set out in the appended Schedule. Individual names in brackets and ***bold italics*** indicate previous appointees who, following the local authority elections, are no longer Members of this Authority.

3. COMMITTEE STRUCTURE AND TERMS OF REFERENCE

- 3.1 As indicated previously, the Authority – following its establishment in April 2007 – formulated a committee structure with associated Terms of Reference to assist in the discharge of its functions.
- 3.2 This structure has evolved over the years to reflect changing needs and in 2011 was modified by the addition of a further Committee – the Commercial Services Committee – to exercise, in essence, oversight of the Authority's commercial services activity.
- 3.3 The Terms of Reference for the existing Committee structure are set out at Appendix B to this report. The Authority is invited to confirm the Terms of Reference as set out.

MIKE PEARSON
Clerk to the Authority

SCHEDULE OF APPOINTMENTS TO COMMITTEES, WORKING PARTIES ETC. AND APPOINTMENTS TO OUTSIDE BODIES

PART (A) COMMITTEES, WORKING PARTIES ETC.

RESOURCES COMMITTEE

7 Members in total

(2012-13 Membership: Councillors *[Bakewell MBE]*, Gordon, Horsfall, Hughes OBE, *[D Smith]*, Woodman and Yeomans).

HUMAN RESOURCES AND MANAGEMENT COMMITTEE

7 Members in total

(2012-13 Membership: Councillors Bown, Brooksbank, Burrige-Clayton, Chugg, Horsfall, Knight and J Smith).

AUDIT AND PERFORMANCE REVIEW COMMITTEE

7 Members in total

(2012-13 Membership: Councillors Burrige-Clayton, Dyke, Gribble, Mills, Radford, J Smith and Way).

COMMUNITY SAFETY AND CORPORATE PLANNING COMMITTEE

7 Members in total

(2012-13 Membership: Councillors *[Bakewell MBE]*, Brooksbank, Eastman, Foggin, *[Fry]*, Healey and Leaves).

COMMERCIAL SERVICES COMMITTEE

7 Members in total

(2012-13 Membership: Councillors Dyke, Gribble, Healey, Mills, Randall Johnson, *[D. Smith]* and Woodman).

DETERMINATIONS AND DISPENSATIONS COMMITTEE

5 Members in total

(2012-13 Membership: Councillors Bown, Horsfall, Mills, Randall Johnson and Yeomans).

PLUS Independent Person as required by the Localism Act: Mr. David Watson (appointment to be confirmed at this annual meeting).

CAPITAL PROGRAMME WORKING PARTY

4 Members in total

(2012-13 Membership: Councillors Bown, *[Fry]*, *[D. Smith]* and Woodman).

EQUALITY AND DIVERSITY MEMBER CHAMPION

One appointment (Councillor Randall Johnson in 2012-13).

CLIMATE CHANGE AND SUSTAINABILITY MEMBER CHAMPION

One appointment (Councillor Leaves in 2012-13).

PART (B) APPOINTMENTS TO OUTSIDE BODIES

LOCAL GOVERNMENT ASSOCIATION (LGA)

(a) Fire Commission

One appointment – usually Authority Chairman.

Date of next meeting: 11.00, Friday 14 June 2013 at Local Government House, London.

(b) General Assembly

Four appointments – normally, Chairman of the Authority and one representative from each of the three other constituent authorities, exercising the votes as shown.

(2012-13 appointees: Councillors Healey [Chairman][5 Service and 1 Corporate Vote]; **[Fry]**, Mills and Leaves [4 Service votes each]).

Member	No. votes exercised
Chairman	5 Service and 1 Corporate
	4 Service
	4 Service
	4 Service

(NOTE:- The General Assembly usually meets annually with Authority attendance being dependent on inclusion of fire and rescue related items in the business to be discussed. Date of next meeting: Tuesday 2 to Thursday 4 July 2013, Manchester).

(c) Urban Commission

This provides a forum for Member authorities whose areas are wholly **or partly** urban. The purpose of this Commission is to:-

- provide the forum in which urban authorities can discuss matters of common concern and exchange good practice and experience;
- assist the LGA take into account the needs, priorities and aspirations of urban authorities in formulating and promoting its policies; and
- help the LGA to promote the role and interests of urban authorities and the ability of those authorities to meet the needs of the communities they serve.

One Member appointment exercising one corporate vote (Councillor Gordon in 2012-13).

Date of next meeting: to be announced

(d) Rural Commission

This provides a forum for Member authorities with an interest in rural affairs. The purpose of this Commission is to:-

- provide the forum in which rural authorities can discuss matters of common concern and exchange good practice and experience;
- assist the LGA take into account the needs, priorities and aspirations of rural authorities in formulating and promoting its policies; and

- help the LGA to promote the role and interests of rural authorities and the ability of those authorities to meet the needs of the communities they serve.

One Member appointment exercising one corporate vote (**[Councillor D Smith]** in 2012-13).

Date of next meeting: Tuesday and Wednesday 3 and 4 September 2013 (also Rural Commission Conference, attendance at which is an approved duty); Tuesday 11 March 2014 at Local Government House, London.

DEVON STRATEGIC PARTNERSHIP BI-ANNUAL WORKSHOP

The Partnership runs two workshops per year (around November and May time) to which wider stakeholders are invited. The Authority is invited to nominate one Member to attend the workshop sessions. (Councillor Mrs. Chugg in 2012-13)

SOUTH WEST COUNCILS

The South West Councils brings together the 41 local authorities in the region to:

- Provide a voice for constituent local authorities on major issues affecting the South West;
- Influence Government policy as it affects the region;
- Encourage partnership working between local authorities and other organisations and agencies in the South West on policy issues where a broader regional approach is required;
- Promote the sharing of good practice;
- Support councils through delivery of the Regional Improvement and Efficiency Partnership ([SW RIEP](#)).

One Member – usually Authority Chairman

SOUTH WEST PROVINCIAL COUNCIL

The Provincial Council is the joint negotiating machinery for the South West. It comprises the employers' side (South West Employers) and the trade union side and provides a forum for discussion, debate and negotiation on human resource issues.

The Provincial Council meets twice yearly and the Employers' side has a Management Committee, which meets three times a year to continue business.

The functions of the Provincial Council are:

- To exchange ideas with the view of increasing the understanding of the two Sides;
- To promote good industrial relations practice and training, including the development of good personnel practice;
- To undertake tasks as required by the National Joint Council;
- To establish and give legitimacy to dispute and conciliation machinery;
- To facilitate, should the need arise, the negotiation of collective agreements;
- To issue advice, as appropriate, to Local Authorities and Unions;
- To provide a forum for discussion on key strategic issues affecting Local Government industrial relations/training/personnel.

One Member (historically, Chair of the Human Resources Management and Development Committee).

SOUTH WEST FORUM OF FIRE AUTHORITIES

Authority Chairman

(NOTE:- This reconstituted Forum, comprising the Chairmen and Chief Fire Officers of South West fire and rescue services, replaced the formal South West Regional Management Board which was formally dissolved on 31 March 2011. The purpose of the Forum is to enable matters of mutual interest to be discussed in a less formal setting.)

PLYMOUTH AND DEVON RACE EQUALITY COUNCIL

One Member (Councillor Gordon in 2012-13).

SOMERSET RACE EQUALITY COUNCIL

One Member (Councillor Horsfall in 2012-13).

(NOTE: Affiliate Membership of the Councils is free and entitles the Authority to two places on each Council – one Member and one Officer. The Constitutions for each Council provide for there to be a minimum of three meetings per year [including an Annual General Meeting]. Membership of the Councils is considered appropriate to assist the Authority with its statutory equality and diversity duties under the Equality Act 2010).

DEVON AND SOMERSET FIRE AND RESCUE AUTHORITY

COMMITTEES, WORKING PARTIES ETC. - TERMS OF REFERENCE

RESOURCES COMMITTEE

Advisory ONLY

1. To give preliminary consideration to and recommend to the Authority a provisional budget and Council Tax requirement for the forthcoming year.
2. To consider in the first instance the financial implications of any proposals for which resources have not already been approved and to make recommendations on these as appropriate to the Authority.

Matters with Delegated Power to Act

3. To consider budget monitoring reports and to approve any necessary modifications and specifically to authorise virements within the thresholds as set out in the Financial Regulations subject to all financial implications being contained within the overall revenue budget.
4. In accordance with Procurement and Contract Regulations:-
 - to determine from time to time contract financial thresholds for the purpose of determining the appropriate tendering process to be applied;
 - to authorise further negotiations with tenderers following receipt of tenders in circumstances other than those currently provided for in Procurement and Contract Regulations;
 - to accept a tender other than that providing best value for money when it is considered such acceptance is in the best financial interests of the Authority or it is considered there are other special circumstances.
5. In accordance with Financial Regulations:-
 - to approve of the acquisition or disposal of any land or buildings subject to a conveyance;
 - to approve of the disposal of any material asset where the estimated disposal value is within the thresholds as set out in the Schedule to the Regulations;
 - to write off any redundant stock and equipment within the thresholds as set out in the Schedule to the Regulations;
 - to write-off any stock and equipment deficiencies within the thresholds as set out in the Schedule to the Regulations;
 - to write-off any debt within the thresholds as set out in the Schedule to the Regulations;
 - to write off any overpayment of salary or allowance within the thresholds as set out in the Schedule to the Regulations;
 - to make any grant within the thresholds as set out in the Schedule to the Regulations.
6. To 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 and specifically in accordance with Financial Regulations:-

- to approve any proposal to finance a capital scheme from the revenue budget where the level of expenditure to be incurred is within the thresholds as set out in the Schedule to the Regulations;
 - to approve any excess of estimated expenditure for an individual major capital scheme over approved Capital Programme provision within the thresholds as set out in the Schedule to the Regulations and subject to the additional expenditure being contained from within the overall capital programme limit for the year in question;
 - to approve the excess of overall expenditure on Other Projects or Ring Fenced generic capital budgets over the approved budget provision within the thresholds as set out in the Schedule to the Regulations and subject to the additional expenditure being contained from within the overall capital programme limit for the year in question.
7. To implement and regularly monitor the Authority's Treasury Management Policies and Practices.
 8. To ensure effective scrutiny of the Authority's Treasury Management Strategy and Policies.
 9. To approve responses to external consultation documents on issues within the remit of this Committee and as referred by officers.

HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT COMMITTEE

Advisory ONLY

1. To consider and make recommendations to either the Resources Committee or the Authority, as appropriate, on any proposed changes in Service structure, terms and conditions of service, or issues in relation to equality and fairness, pensions entitlements, health and safety and training of all employees where the financial implications of any such changes cannot be met from within existing resources or would require a virement(s) in excess of the lower threshold as set out in Financial Regulations.

Matters with Delegated Power to Act

2. Where a discretionary policy has been determined, to consider individual cases as may be referred by the Chief Fire Officer.
3. To approve and monitor a Member Development Strategy.
4. To provide in the first instance for membership of Appointments Panels for the posts of Chief Fire Officer, Deputy Chief Fire Officer, Assistant Chief Fire Officer, Treasurer and Clerk.
5. To approve and monitor the operation of any Code of Conduct for Employees.
6. To appoint from amongst its Members a Panel of three Members with delegated authority to consider and determine complaints made by individuals under Stage 2 of the Firefighters' Pensions Scheme Internal Dispute Resolution Procedure.
7. To approve responses to external consultation documents on issues within the remit of the Committee and as referred by officers.

AUDIT AND PERFORMANCE REVIEW COMMITTEE

Advisory ONLY

1. To oversee the content and operation of the Authority's Strategy on the Prevention and Detection of Fraud and Corruption, making recommendations to the Authority as appropriate.

Matters with Delegated Power to Act

2. To oversee internal and external audit arrangements and to approve annual audit plans.

3. To receive the reports of internal and external audit and external assessments of the organisation and to ensure that any recommendations and findings are appropriately addressed, implemented and monitored.
4. To receive regular reports monitoring the performance of the Service against agreed plans and agree action to address any shortfalls identified.
5. To receive regular corporate risk management reports and agree action to ensure that corporate risks are effectively managed.
6. To consider and approve the Authority's Statement of Accounts and Annual Governance Statement for the previous financial year.
7. To approve responses to external consultation documents on issues within the remit of the Committee and as referred by officers.

COMMUNITY SAFETY AND CORPORATE PLANNING COMMITTEE

Advisory ONLY

1. To oversee development of the Corporate Plan and make recommendations as appropriate to the Authority.
2. To develop community safety priorities and make recommendations as appropriate to the Authority.

Matters with Delegated Power to Act

3. To consider and monitor the community risk profile to ensure that services are delivered effectively.
4. To approve new partnership arrangements in accordance with the Authority's Partnership Framework.
5. To approve responses to external consultation documents on issues within the remit of the Committee and as referred by officers.

COMMERCIAL SERVICES COMMITTEE

Advisory ONLY

1. To recommend to the Authority in the first instance appropriate levels of delegation for variations on the commercial services budget (including approval to additional resources, subject to these being matched by additional income) and thereafter any revisions to levels of delegation, as may arise during the course of operations during the financial year in question in order to maximise commercial opportunities.
2. To make recommendations to the Authority on the use of any year-end trading surplus generated by commercial activities.

Matters with Delegated Power to Act

3. To approve both the overarching Business Case for commercial trading and, in line with the financial planning calendar, the Annual Commercial Services Business Plan.
4. In relation to the Annual Commercial Services Business Plan, to consider and approve any business case required to facilitate commercial trading in accordance with the provisions of the Local Government (Best Value Authorities) (Power to Trade) (England) Order 2009 ("the Order") or any subsequent amending legislation.
5. To consider and approve any trading activities of Red One Ltd within overall parameters to be set out in the approved Annual Commercial Services Business Plan and specifically to authorise investments as required up to the limits as agreed by the Authority.

6. To authorise contracts to be entered into after consideration of risks and opportunities presented.
7. In each case subject to legal advice and guidance that it is appropriate to do so, to establish additional trading entities (as appropriate) (NOTE: in the event of legal advice indicating otherwise, such matters will be referred to the full Authority for determination).
8. To authorise any permanent staffing increases in the authorised establishment required to deliver the Commercial Services, subject to the costs being met from income generated and in compliance with the agreed delegated levels of additional resource.
9. To monitor the financial status and performance of Red One Ltd in terms of expenditure on operating costs, costs recovered and profit generated and to take corrective action and report to the Authority on these issues as necessary.

DETERMINATIONS AND DISPENSATIONS COMMITTEE

1. To consider the outcomes of investigations into an alleged breach of the Authority's approved Code of Conduct, affording the Member subject to the allegation a right of hearing, and – in consultation with the "independent person" - to determine whether or not a breach of the approved Code has been established.
2. In the event that a Code breach is established, to consider the imposition of a sanction for the Member concerned from the following:
 - reporting the finding to the Authority for information and publishing the finding in local media;
 - a recommendation to the Authority that the Member concerned be removed from any or all Committees or Sub-Committees of the Authority;
 - instructing the Monitoring Officer to arrange training for the Member;
 - removing the Member concerned from all outside appointments to which s/he has been appointed or nominated by the Authority;
 - withdrawing facilities provided to the Member by the Authority, such as e-mail and Internet access; or
 - Excluding the Member from the Authority's offices or other premises, with the exception of meeting rooms as necessary for attending Authority, Committee and Sub-Committee meetings.
3. In the event of "sensitive" allegations of Code breach (e.g. where the Monitoring Officer may have previously advised the Member subject to the allegation on the matter concerned), to determine, following consultation with the independent person, whether or not an allegation should be investigated.
4. To consider, following submission in writing to the Monitoring Officer by the Member concerned, any request for a dispensation either to talk or to talk and vote in relation to a disclosable pecuniary interest in the following circumstances:
 - that, without the dispensation, the representation of different political groups on the body transacting the business would be so upset as to potentially alter the outcome of any vote on the matter;
 - That the Committee considers that the dispensation is in the interests of persons living in the authority's area; or
 - That the Committee considers that it is otherwise appropriate to grant a dispensation.

CAPITAL PROGRAMME WORKING PARTY

To oversee the development of the Authority's asset management plans making recommendations as appropriate to the Resources Committee and/or full Authority.



DEVON & SOMERSET FIRE & RESCUE AUTHORITY

REPORT REFERENCE NO.	DSFRA/13/10
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Annual Meeting)
DATE OF MEETING	30 May 2013
SUBJECT OF REPORT	DRAFT CALENDAR OF MEETINGS 2013-14
LEAD OFFICER	Clerk to the Authority
RECOMMENDATIONS	<i>That, subject to any amendments as may be indicated at the meeting, the draft Authority Calendar of Meetings for the 2013-14 municipal year as appended to this report be approved.</i>
EXECUTIVE SUMMARY	Attached for consideration is a draft Authority Calendar of Meetings for the forthcoming (2013-14) municipal year.
RESOURCE IMPLICATIONS	N/A
EQUALITY RISKS AND BENEFITS ASSESSMENT (ERBA)	N/A
APPENDICES	A. Draft Authority Calendar of Meetings 2012/13 Municipal Year
LIST OF BACKGROUND PAPERS	Constituent authority calendars of meetings (as available).

1. INTRODUCTION

1.1 Attached at Appendix A to this report is a proposed Authority Calendar of Meetings for the forthcoming (2013-14) municipal year. As in previous years, in compiling this Calendar consideration has been given both to the business requirements of this Authority and to the calendars of constituent authorities (in so far as these were available) to seek to avoid any clashes in meeting dates.

1.2 The draft Calendar is attached for consideration and – subject to any amendments that may be indicated at the meeting – approval by the Authority.

MIKE PEARSON
Clerk to the Authority

APPENDIX A TO REPORT DSFRA/13/10

DEVON & SOMERSET FIRE & RESCUE AUTHORITY DRAFT CALENDAR OF MEETINGS 2013-14 MUNICIPAL YEAR

NOTES

1. All meetings will be held at Devon & Somerset Fire & Rescue Service Headquarters unless otherwise indicated.
2. Known dates of outside body meetings have been included (shown in italics) in the Calendar. These will only affect those Members appointed to those outside bodies.
3. LGA Meetings are usually held at Local Government House, Smith Square, London unless otherwise indicated.
4. Actual attendance at the LGA Annual Conference is dependent on subject matter to be discussed at the Conference

DEVON & SOMERSET FIRE & RESCUE AUTHORITY	
Calendar of Meetings 2013-14	
Date/Time of Meeting	Name of Meeting
CYCLE 1	
June 2013	
Tuesday 4 June 2013	New Member Induction sessions (possible date)
Thursday 6 June 2013	New Member Induction sessions (possible date)
Friday 14 June 2013 10.00 to 17.00	New Member Induction sessions (visit to Western Command)
<i>Friday 14 June 2013 11.00</i>	<i>LGA Fire Commission</i>
Tuesday 18 June 2013 14.00	Commercial Services Committee (CSC)
Wednesday 19 June 2013 09.30	Community Safety & Corporate Planning Committee (CSCPC)
Wednesday 19 June 2013 10.00 or on conclusion of the preceding CSCPC, whichever is later	Members Forum
July 2013	
<i>Tuesday 2 to Thursday 4 July 2013</i>	<i>Local Government Association (LGA) Annual Conference</i>
Wednesday 10 July 2013 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
CYCLE 2	
Friday 19 July 2013 10:00	Commercial Services Workshop
<i>Friday 19 July 2013 11.00</i>	<i>LGA Fire Services Management Committee</i>
Friday 26 July 2013 10.00	Human Resources Management and Development Committee (HRMDC)
Monday 29 July 2013 10.00	Audit and Performance Review Committee (APRC)

DEVON & SOMERSET FIRE & RESCUE AUTHORITY	
Calendar of Meetings 2013-14	
Date/Time of Meeting	Name of Meeting
Monday 29 July 2013 11.00 or on conclusion of preceding APRC, whichever is later	Members Forum
AUGUST 2012 – RECESS MONTH	
Monday 26 August 2013 – Public Holiday	
September 2013	
CYCLE 2	
Wednesday 4 September 2013 10.00	Community Safety and Corporate Planning Committee
Tuesday 3 and Wednesday 4 September 2013	LGA Rural Commission (also Annual Conference) Stratford-Upon-Avon
Monday 9 September 2013 10.00	Resources Committee (RC)
Monday 9 September 2013 11.00hours or on conclusion of RC, whichever is later	Members Forum
Thursday 19 September 2013 11.00	LGA Fire Services Management Committee
Monday 23 September 2013 10.00	Commercial Services Committee
Wednesday 25 September 2013 14.00	Audit and Performance Review Committee
Monday 30 September 2013 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
October 2013	
CYCLE 3	
Monday 7 October 2013 10.00	Human Resources Management and Development Committee
Friday 11 October 2013 11.00	LGA Fire Commission
Wednesday 16 October 2013 10.00	Commercial Services Workshop
Wednesday 16 October 2013 11.00 or on conclusion of preceding Commercial Services Workshop, whichever is later	Members Forum
November 2012	
Wednesday 13 November 2013 10.00	Resources Committee

DEVON & SOMERSET FIRE & RESCUE AUTHORITY	
Calendar of Meetings 2013-14	
Date/Time of Meeting	Name of Meeting
Wednesday 13 November 2013 11.00 or on conclusion of preceding RC, whichever is later	Members Forum
<i>Friday 15 November 2013 11.00</i>	<i>LGA Fire Services Management Committee</i>
Thursday 21 November 2013 10.00	Commercial Services Committee
Thursday 28 November 2013 14.00	Audit and Performance Review Committee
December 2013	
Friday 6 December 2013 10.00	Community Safety and Corporate Planning Committee
<i>Friday 6 December 2013 1.00</i>	<i>LGA Fire Commission</i>
Monday 16 December 2013 14.00	Commercial Services Workshop
Thursday 19 December 2013 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
Thursday 19 December 2013 (to follow DSFRA)	Members' Forum
Wednesday 25 December 2013 – Public Holiday	
Thursday 26 December 2013 – Public Holiday	
Office closed Friday 27 to Wednesday 1 January 2014	
January 2014	
Wednesday 1 January 2014 – Public Holiday	
CYCLE 4	
Monday 20 January 2014 10.00	Commercial Services Committee
Wednesday 22 January 2014 10.00	Human Resources Management and Development Committee
Wednesday 22 January 2014 11.00 or on conclusion of HRMD, whichever is later	Members' Forum
<i>Friday 24 January 2014 11.00</i>	<i>LGA Fire Services Management Committee</i>
February 2014	
Monday 3 February 2014 10.00	Resources Committee (Budget)
Friday 7 February 2014 10.00	Community Safety and Corporate Planning Committee

DEVON & SOMERSET FIRE & RESCUE AUTHORITY	
Calendar of Meetings 2013-14	
Date/Time of Meeting	Name of Meeting
Friday 7 February 2014 11.00 or on conclusion of CSCPC, whichever is later	Members Forum
Friday 14 February 2014	Commercial Services Workshop
Friday 14 February 2014 11.00	LGA Fire Commission
Monday 17 February 2014 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Budget)
March 2014	
CYCLE 5	
Date in March TBC	LGA Fire Services Management Committee
Tuesday 11 March 2014	LGA Rural Commission
Wednesday 26 March 2014 10.00	Commercial Services Committee
Wednesday 26 March 2014 11.00 or on conclusion of CSC, whichever is later	Members Forum
April 2014	
Friday 18 April 2014 and Monday 21 April 2014 – Public Holiday (Easter)	
Wednesday 16 April 2014 10.00	Commercial Services Workshop
May 2014	
Monday 5 May 2014 – Public Holiday	
Wednesday 7 May 2014 10.00	Audit and Performance Review Committee
Wednesday 7 May 2014 11.00 or on conclusion of APRC, whichever is later	Members Forum
Wednesday 14 May 2014 14.00	Resources Committee
Friday 16 May 2014 11.00	LGA Fire Services Management Committee
Monday 19 May 2014 10.00	Commercial Services Committee
Monday 26 May 2014 – Public Holiday	
Thursday 29 May 2014 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Annual Meeting)
Thursday 29 May 2014 (on rising of Annual Meeting)	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Ordinary Meeting)
Friday 13 June 2014 11.00	LGA Fire Commission

DEVON & SOMERSET FIRE & RESCUE AUTHORITY

Calendar of Meetings 2013-14

Date/Time of Meeting	Name of Meeting
<i>Friday 18 July 2014 11.00</i>	<i>LGA Fire Services Management Committee</i>

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