

**M. Pearson
CLERK TO THE AUTHORITY**

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

(see below)

**SERVICE HEADQUARTERS
THE KNOWLE
CLYST ST GEORGE
EXETER
DEVON
EX3 0NW**

Your ref :
Our ref : DSFRA/MP/SY
Website : www.dsfire.gov.uk

Date : 20 September 2013
Please ask for : Steve Yates
Email : syates@dsfire.gov.uk

Telephone : 01392 872200
Fax : 01392 872300
Direct Telephone : 01392 872329

DEVON & SOMERSET FIRE & RESCUE AUTHORITY

Monday 30 September 2013

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

M. Pearson
Clerk to the Authority

AGENDA

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

1. **Apologies**
2. **Minutes** of the meeting held on 10 July 2013 attached (page 5).
3. **Items Requiring Urgent Attention**
Items which, in the opinion of the Chair, should be considered at the meeting as matters of urgency.

PART 1 – OPEN COMMITTEE

4. **Questions and Petitions by the Public**
In accordance with Standing Orders, to consider any questions and petitions submitted by the public. Questions must relate to matters to be considered at this meeting of the Authority. Petitions must relate to matters for which the Authority has a responsibility or which affects the Authority. Neither questions nor petitions may require the disclosure of confidential or exempt information. Questions and petitions must be submitted in writing or by e-mail to the Clerk to the Authority (e-mail address: clerk@dsfire.gov.uk) **by midday on Wednesday 25 September 2013.**

5. **Addresses by Representative Bodies**

To receive addresses from representative bodies requested and approved in accordance with Standing Orders.

6. **Questions by Members of the Authority**

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

7. **Minutes of Committees**

(a) Human Resources Management & Development Committee

The Chair of the Committee, Councillor Bown, to **MOVE** the Minutes of the meeting of the Committee held on 26 July 2013 attached (page 15).

RECOMMENDATION that the Minutes be received in accordance with Standing Orders.

(b) Audit & Performance Review Committee

The Chair of the Committee, Councillor Radford, to **MOVE** the Minutes of the meetings of the Committee held on 29 July 2013 attached (page 18) and 25 September 2013 (**TO FOLLOW**).

RECOMMENDATION that the Minutes be received in accordance with Standing Orders.

(c) Treasurer Appointment Committee 31 July 2013

The Chair of the Committee, Councillor Healey, to **MOVE** the Minutes of the meeting of the Committee held on 31 July 2013 attached (page 22).

RECOMMENDATION that the Minutes be received in accordance with Standing Orders.

(d) Community Safety & Corporate Planning Committee

The Chair of the Committee, Councillor Eastman, to **MOVE** the Minutes of the meeting of the Committee held on 4 September 2013 attached (page 23).

RECOMMENDATION that the Minutes be received in accordance with Standing Orders.

(e) Resources Committee

The Chair of the Committee, Councillor Greenslade, to **MOVE** the Minutes of the meeting of the Committee held on 9 September 2013 attached (page 26).

RECOMMENDATIONS

- (i) that the recommendations at Minutes RC/4 (Financial Performance Report 2013-14: Quarter 1) and RC/5 (Capital Programme 2013-14 to 2015-16) be approved;
- (ii) that the recommendation at Minute RC/8 (ICT Building at Service Headquarters) be considered in conjunction with item 13 below); and
- (iii) that, subject to (i) and (ii) above, the Minutes be received in accordance with Standing Orders.

(f) Commercial Services Committee

The Chair of the Committee, Councillor Healey, to **MOVE** the Minutes of the meeting of the Committee held on 23 September 2013 (**TO FOLLOW**).

RECOMMENDATION that the Minutes be received in accordance with Standing Orders.

8. **Filling of Vacancies on Committees Etc.**

Report of the Clerk to the Authority (DSFRA/13/19) attached (page 31).

9. **Local Government Finance Settlement 2014-15 to 2015-16: Technical Consultation - Draft Response**

Report of the Treasurer (DSFRA/13/20) attached (page 32)

10. **Chairman's Announcements**

11. **Chief Fire Officer's Announcements**

12. **Exclusion of Press and Public**

RECOMMENDATION that, in accordance with Section 100A 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 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 organisations.

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

13. **ICT Building at Service Headquarters**

Report of the Director of Corporate Services (RC/13/10) attached (page 73).

(**NOTE:** this report was initially considered by the Resources Committee at its meeting held on 9 September 2013, with the recommendations contained therein being approved by that Committee – Minute RC/8 refers).

MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

Membership:-

Healey(Chair), Gordon (Vice Chair), Bown, Brazil, Brooksbank, BurrIDGE-Clayton, Chugg, Colthorpe, Darcy, Dyke, Eastman, Edmunds, Ellery, Greenslade, Gribble, Horsfall, Knight, Owen, Prior-Sankey, Radford, Randall Johnson, J Smith, Woodman, Yeomans

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

10 July 2013

Present:-

Councillors Healey (Chairman), Bown, Brazil, Brooksbank, BurrIDGE-Clayton, Colthorpe, Dyke, Eastman, Edmunds, Ellery, Gordon, Greenslade, Horsfall, Knight, Leaves, Prior-Sankey, Radford, Randall Johnson, J Smith, Woodman and Yeomans

Apologies:-

Councillors Chugg, Gribble and Owen

DSFRA/13. Minutes

RESOLVED that the Minutes of the Annual and Ordinary meetings held on 30 May 2013 be signed as correct records.

DSFRA/14. Questions and Petitions by the Public

In accordance with Standing Orders, questions were asked by members of the public and answers given as summarised below:

Question from Mike Creek on crew change proposals for Ilfracombe fire station and why cuts to back-room staff were not part of the proposals

Answer by the Chairman the draft Corporate Plan, decisions on which would be taken later in the meeting, contained proposals for a 13% reduction in non-operational posts during the current financial year and identified non-operational budget reductions of £2.217m made since 2011/12.

Question from Ray Woof on how, if the proposed crew change at Ilfracombe fire station was approved, it was proposed to secure the necessary daytime retained staff to provide cover.

Answer by the Chairman the same measures as currently used by the Service to secure "on call" staffing at other stations in the Service area would be utilised, including the electronic staff availability system, with the One Ilfracombe pilot being supported by operational staff to undertaking prevention activities but who could also be called upon to support Ilfracombe fire station in times of crew shortages.

Question by Susie Colley seeking details on why firefighters had not been involved in discussions on the formulation of proposals prior to public consultation on them.

Answer by the Chairman referred to some nine staff "Alert" newsletters issued by the Chief Fire Officer between March 2010 (when the Authority first became aware of the financial issues to face) and January 2013 all of which sought expressions of interest, ideas or suggestions for measures to deliver Service improvements within a shrinking financial envelope.

Question by Julie Brandon on steps taken by the Authority to ensure the accuracy of the information presented to on the outcome of public consultation on the draft Corporate Plan 2013-14 to 2014-15.

Answer by the Chairman that all Members had received the papers for the meeting in accordance with legislative requirements and had been afforded the opportunity to question matters and seek clarification from report authors prior to the meeting. It was for the Authority collectively, as part of the meeting and in accordance with the democratic process, to consider the material before it, challenge this as necessary and reach a reasoned and reasonable decision.

(SEE ALSO MINUTE DSFRA/20 BELOW)

DSFRA/15. Addresses by Representative Bodies

In accordance with Standing Orders the Authority received addresses from:

- UNISON expressing concern at the impact of the proposals in the draft Corporate Plan 2013-14 to 2014-15 on the support service and expressing a desire to work collectively to develop and deliver appropriate solutions to the issues facing the Authority; and
- the Fire Brigades Union (FBU) expressing opposition to proposals in the draft Corporate Plan 2013-14 to 2014-15 and expressing concerns at the impact on front-line service provision and the detrimental impact, in the view of the FBU, on public safety.

(SEE ALSO MINUTE DSFRA/20 BELOW)

DSFRA/16. Minutes of Committees

(a) Commercial Services Committee

The Chair of the Committee, Councillor Healey, **MOVED** the Minutes of the meeting held on 18 June 2013 which had considered, amongst other things:

- the commercial services outturn for the 2012-13 financial year;
- the accountabilities, roles and responsibilities of the Board of Directors of Red One Ltd.;
- the commercial services strategy and purpose;
- the profit and loss accounts for Red One Ltd. for the current (2013-14) financial year; and
- a general update on commercial matters, leads and opportunities being pursued.

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

(b) Community Safety & Corporate Planning Committee

The Chair of the Committee, Councillor Leaves, **MOVED** the Minutes of the meeting held on 19 June 2013 which had considered, amongst other things:

- a progress report on the establishment of the SAFE South West charity (intended to assist in accessing funding streams for community safety initiatives) and the appointment of trustees to the charity; and
- a presentation on response and resilience issues including the integrated approach to prevention, protection and response activities, the introduction of light rescue pumps and involvement in general emergency planning and Local Resilience Forums.

RESOLVED

- (i) that the recommendation at Minute CSCP/4 (the appointment of the Chair and Vice-Chair of the Committee as ex-officio trustees for the SAFE South West charity) be approved;
- (ii) that, subject to (i) above, the Minutes be adopted in accordance with Standing Orders.

DSFRA/17. Medium Term Financial Plan 2013-17 - Impact of 2013 Spending Round Announcement

The Authority received for information a report of the Treasurer (DSFRA/13/14) on the impact of the Chancellor's recent 2013 Spending Round announcement for the Authority's Medium Term Financial Plan (MTFP) 2013 - 17.

The government announcement confirmed a 10% reduction, in 2015-16, for local government funding (including fire and rescue authorities). The announcement also detailed the government's expectations for council tax (continuation of a freeze) and pay awards (move away from automatic incremental pay scales) from 2014-15.

The impact of this announcement on the Authority's MTFP was to increase the forecast savings targets (over the 2012-13 base budget) from £4.104m to £4.423m in 2014-15 and from £10.726m to £12.333m in 2016-17. While planned savings from the draft Corporate Plan proposals would, if implemented, be sufficient to balance the budget in 2014-15, they would not be sufficient to balance the forecast shortfall from 2015-16. It was, therefore, likely that further savings proposals would need to be brought forward in sufficient time for the additional savings to be delivered from 2015.

(SEE ALSO MINUTE DSFRA/20 BELOW).

DSFRA/18. "Facing The Future" - Sir Ken Knight's Independent Review of Efficiency and Operations In Fire & Rescue Authorities in England

The Authority received for information a report of the Chief Fire Officer (DSFRA/13/15) to which was appended the outcome report of Sir Ken Knight's review of fire and rescue authorities in England, as commissioned by the Fire Minister, Brandon Lewis MP, in December 2012.

In summary, the review report outlined a rationale and options for a reconfiguration of the fire and rescue service which, as a result of a range of issues including societal changes, technological improvements, safety campaigns etc., had seen a 40% reduction in incidents during the last decade while firefighter numbers and service expenditure remained broadly the same.

While the government's response to Sir Ken Knight's report was still awaited, it still remained for this Authority to set a balanced budget for each financial year and in so doing address anticipated budget shortfalls over the next several years. The proposals contained within the draft Corporate Plan would assist in this and accorded with recommendations contained in the review report.

(SEE ALSO MINUTE DSFRA/20 BELOW).

DSFRA/19. Non-Operational Savings

The Authority considered a report of the Chief Fire Officer (DSFRA/13/16) on the outcomes to date of the strategy to address reductions in grant funding in so far as these related to non-operational support services.

Effective budget control had realised a total of £4.381m savings since 2010, £2.699m of which had been allocated to the 2010 Comprehensive Spending Review (CSR) budget strategy reserve with the remaining £1.649m used to fund on-off, invest-to-save activities. This investment, together with delivery of some early change projects, had realised reductions of £2.217m in the revenue budget between 2011-12 and 2013-14.

Plans were also in place to deliver a further £1.5m additional savings from non-operational support functions as identified in the draft Corporate Plan.

Some 16 support staff posts previously held vacant had been deleted from the establishment during the current financial year (representing 5.4% of support staff numbers) and it was anticipated that this would be further reduced by the end of the year to approximately 40 posts in total (13%). This would be achieved by natural turn-over and voluntary redundancies for which the report identified the proposed mechanisms and levels of delegation for determining associated redundancy payments. While there were currently no proposals for compulsory redundancies, this could not be guaranteed for future years.

RESOLVED

- (a) that the use of voluntary redundancy arrangements as part of the mechanism for delivering the required non-operational support savings target for 2014/15, with costs to be met from the CSR Reserve, be approved;
- (b) that the Chief Fire Officer be delegated authority to approve redundancy and early retirement payments where costs in each case are recovered within two years AND where the total of all redundancy payments does not exceed £500,000 in any one financial year;
- (c) that the Human Resource Management & Development Committee be delegated authority to approve redundancy and early retirement payments where costs in each case cannot be recovered in two years on the understanding that the full cost of any redundancies and early retirements is normally recovered within a period of three years, but in exceptional circumstances within a period of no more than five years AND where the total of all redundancy payments does not exceed £500,000 in any one financial year.
- (d) that the anticipated reduction in non-operational support staff numbers of approximately 40 posts (13%) in this financial year be noted;
- (e) that the £2.217m non-operational budget reductions made since 2011/12 be noted;
- (f) that it be noted that the Service was on track to deliver the target additional savings of £1.5m from non-operational areas.

(SEE ALSO MINUTE DSFRA/20 BELOW)

DSFRA/20. Draft Corporate Plan 2013-14 To 2014-15: Consultation Results

The Authority considered a report of the Chief Fire Officer (DSFRA/13/17) on the outcome of the public consultation on draft Corporate Plan 2013-14 to 2014-15. The draft Plan, which contained a range of proposals, had been approved for consultation purposes by the Authority at a special meeting held on 18 January 2013 (Minute DSFRA/48 refers).

The report set out a high-level summary of the consultation methodology used (which had been adapted, following request, to meet local circumstances) together with the key consultation results for each of the proposals (including alternative suggestions advanced). Accompanying the report were further, detailed reports on the consultation methodology, results and equalities risks and benefits analyses associated with the proposals.

The Plan had been developed using the principles of:

- matching stations, vehicles and their crews to identified and evaluated existing and potential local risk;
- ensuring prevention and protection activity was targeted to those at highest risk;
- staff working in a new, more flexible way; and
- having appropriate evidence to support and justify any changes proposed.

Additionally, the proposals in the plan were designed to secure ongoing efficiency savings in the region of £7m per year without the need for station closures, loss of appliances or compulsory redundancies.

Each of the proposals subject to consultation and the associated results were debated during the meeting.

Adoption of an integrated approach to prevention, protection and response activities

Councillor Healey **MOVED**, with Councillor Dyke seconding:

“that the integrated approach to prevention, protection and response activities be approved in principle”

This motion was put to the vote and declared **CARRIED** by 15 votes for the motion, with 6 abstentions.

Proposal 1 – introduction of smaller fire engines (“light rescue pumps”) in areas where larger fire engines were at a disadvantage

Following the debate on this proposal during which, amongst other things, clarification was provided on the specifications (cab size, loaded chassis weight etc.) of the proposed smaller appliances, Councillor Bown **MOVED**, with Councillor Yeomans seconding:

“that the Authority notes the additional comments on the smaller fire engines (light rescue pumps) and agrees to introduce these to specific station areas where larger fire engines are at a disadvantage – with implementation to be considered as part of the capital allocation budget setting process”

The motion was put to the vote and declared **CARRIED** by 19 votes for, with 2 abstentions.

Proposal 2 – introduction of policy of non-attendance at automatic fire alarm calls to non-domestic properties

Following debate on this proposal during which clarification was provided as to the risk assessment to be applied to certain types of “high risk” non-domestic properties, Councillor Dyke **MOVED**, with Councillor Burr ridge-Clayton seconding:

“that the Authority resolve to implement a policy to no longer attend automatic fire alarm calls at non-domestic properties unless the occupants of the building confirm there is a fire, this policy to apply seven days a week between 08:00hours and 18:00hours and to exclude those properties where a prior risk assessment indicates that other arrangements are necessary”.

The motion was put to the vote and declared **CARRIED** by 20 votes for to 1 against.

Proposal 3 – mobilise a single co-responder to co-responder incidents

Councillor Knight **MOVED**, with Councillor Ellery seconding:

“that the Authority resolves not to implement a policy of mobilising a single co-responder direct from their home or place of work to a co-responder incident”

The motion was put to the vote and declared **LOST** by 15 against to 3 votes for, with 3 abstentions. Whereupon Councillor Prior-Sankey **MOVED**, with Councillor Burridge-Clayton seconding:

“that the Authority resolves to implement a policy of mobilising a single co-responder direct from their home or place of work to a co-responder incident”

The motion was put to the vote and declared **CARRIED** by 15 votes for to 3 against, with 3 abstentions.

Proposal 4 – reduce the number of middle/senior managers

Councillor Dyke **MOVED**, with Councillor Yeomans seconding:

“that the Authority resolves to support the principle of a reduction in middle and senior managers”

The motion was put to the vote and declared **CARRIED**, unanimously.

Proposal 5 – Invest a further £450,000 in additional prevention activity in 2013

Councillor Burridge-Clayton **MOVED**, with Councillor Randall Johnson seconding:

“that the Authority resolves to invest a further £450,000 in additional prevention activities.”

The motion was put to the vote and declared **CARRIED**, unanimously.

Proposal 6 – crew three fire appliances in Plymouth as “on call” rather than wholetime

Councillor Gordon **MOVED**, with Councillor Leaves seconding:

“that the Devon & Somerset Fire & Rescue Authority establishes an integrated planning group with immediate effect with the purpose of preparing for future years’ corporate and financial planning that ensures:

- *best practice with respect to both stakeholder and public engagement;*
- *integration with partner organisations’ plans for efficiencies; and*
- *comprehensive compliance with the recommendations and best practice examples summarised in Sir Ken Knight’s “Facing the Future” report of May 2013.”*

This motion was then debated following which it was **AGREED** that it should stand referred for consideration at the next meeting of the Community Safety and Corporate Planning Committee.

Councillor Bown then **MOVED**, with Councillor Randall Johnson seconding:

“that the Authority resolves to implement alternative crewing arrangements (“on call” rather than wholetime) for three fire appliances in Plymouth.”

The motion was put to the vote and declared **CARRIED** by 13 votes for to 6 against, with 1 abstention.

Proposal 7 – dual crew the aerial appliance in Plymouth with “on call” firefighters

Councillor Colthorpe **MOVED**, with Councillor Burrige-Clayton seconding:

“that the Authority resolve to implement revised crewing arrangements (dual-crewing with on-call firefighters) for the aerial ladder platform at Crownhill fire station, Plymouth.”

Councillor Leaves moved, with Councillor J Smith seconding, that the above motion be **AMENDED** by the insertion of the words shown in ***bold, italics***, the amended motion to read:

*“that the Authority resolve to **defer the implementation** of revised crewing arrangements (dual-crewing with on-call firefighters) for the aerial ladder platform at Crownhill fire station, Plymouth, **pending an impact assessment of the implementation of Proposal 6 (the crewing of three fire appliances in Plymouth as “on call” rather than wholetime).**”*

The amendment was put to the vote and declared **LOST** by 13 votes against to 6 for, with 1 abstention.

There being no further amendments proposed, the initial motion proposed by Councillor Colthorpe, as set out above, was then put to the vote as the substantive motion and declared **CARRIED** by 13 votes for to 5 against, with 2 abstentions.

Proposal 8 – end the crewing pilot at Yeovil fire station and standardise crewing at that station with other similar fire stations

Councillor Woodman **MOVED**, with Councillor Knight seconding:

“that the Authority resolves to cease the pilot at Yeovil fire station and standardise crewing at that station with other similar fire stations.”

The motion was put to the vote and declared **CARRIED**, unanimously.

Proposal 9 – change the crewing arrangements of the second fire appliance at Taunton fire station from wholetime to “on call”

Councillor Prior-Sankey **MOVED**, with Councillor Horsfall seconding:

“that the Authority resolves not to implement revised crewing arrangements for the second fire appliance at Taunton fire station until further work has been undertaken on the proposed daytime cover arrangements.”

The motion was put to the vote and declared **LOST** by 10 votes against to 5 for, with 4 abstentions.

Councillors Yeomans then **MOVED**, with Councillor Knight seconding:

“that the Authority resolves to implement revised crewing arrangements for the second fire appliance at Taunton fire station from wholetime to “on call”.

The motion was put to the vote and declared **CARRIED** by 9 votes for to 5 against, with 4 abstentions.

Proposal 10 – change the crewing arrangements of the second fire appliance at Torquay fire station from wholetime to “on call”

Councillor Ellery **MOVED**, with Councillor Brooksbank seconding:

“that the Authority resolves not to implement revised crewing arrangements for the second fire appliance at Torquay fire station from wholetime to “on-call.”

The motion was put to the vote and declared **LOST** by 10 votes against to 6 for, with 3 abstentions.

Councillor Woodman then **MOVED**, with Councillor Yeomans seconding:

“that the Authority resolves to implement revised crewing arrangements for the second fire appliance at Torquay fire station from wholetime to “on-call.”

The motion was put to the vote and declared **CARRIED** by 10 votes for to 7 against, with 1 abstention.

Proposal 11 - change the crewing arrangements of the fire appliance at Ilfracombe fire station from day-crewed (wholetime, day time only) to “on call”

Councillor Edmunds **MOVED**, with Councillor Greenslade seconding:

“that the Authority resolves not to implement revised crewing arrangements for the fire appliance at Ilfracombe fire station from day-crewed (wholetime, day time only) to “on-call.”

The motion was put to the vote and declared **LOST** by 11 votes against to 7 for, with 1 abstention.

Councillor Burridge-Clayton then **MOVED**, with Councillor Knight seconding:

“that the Authority resolves to implement revised crewing arrangements for the fire appliance at Ilfracombe fire station from day-crewed (wholetime, day time only) to “on-call.”

The motion was put to the vote and declared **CARRIED** by 11 votes for to 6 against, with 2 abstentions.

Following the debate and determinations on the individual proposals, as indicated above, Councillor Woodman then **MOVED**, with Councillor Burridge-Clayton seconding:

“that, subject to incorporation of the decisions relating to the 11 specific proposals as identified elsewhere in this report, the draft Corporate Plan 2013-14 to 2014-15 be approved and the outcome of the consultation exercise on the Plan, as identified in report DSFRA/13/17 and associated appendices, noted.”

The motion was put to the vote and declared **CARRIED** by 16 votes for, with 1 abstention.

RESOLVED

- (a) that the integrated approach to prevention, protection and response activities, as outlined in report DSFRA/13/17, be approved in principle;
- (b) that the additional comments arising from the consultation exercise on the introduction of smaller fire engines (light rescue pumps) be noted and approval given to the introduction of smaller fire engines at specific stations where larger fire appliances are at a disadvantage, with implementation to be considered as part of the capital allocation budget setting process;
- (c) that, for non-domestic properties, a policy be implemented of non-attendance at automatic fire alarm calls unless confirmation is subsequently provided by the building occupants, subject to:
 - the policy applying seven days a week between 08:00 and 18:00hours; and
 - the policy not applying to non-domestic properties where a prior risk assessment indicates that other arrangements are necessary;
- (d) that mobilisation of a single co-responder directly from home or place of work to co-responder incidents be implemented;

- (e) that the principle of seeking a reduction in the number of middle and senior managers be approved;
- (f) that a further, one-off investment of £450,000 in additional prevention activities be approved;
- (g) that “on call” crewing arrangements for three fire appliances in Plymouth be implemented as follows:
 - Plympton and Plymstock fire engines to become “on call”;
 - Camelshead to keep one wholetime fire appliance, with one moved to Crownhill;
 - Crownhill to receive the fire appliance moved from Camelshead thereby having two fire engines, one wholetime and one “on call”
- (h) that dual crewing of the aerial ladder platform at Crownhill fire station, Plymouth, be implemented;
- (i) that the crewing pilot at Yeovil fire station be ended and crewing at that station standardised with that at other, similar fire stations;
- (j) that revised crewing arrangements (from wholetime to “on call”) for the second fire appliance at Taunton fire station be implemented;
- (k) that revised crewing arrangements (from wholetime to “on call”) for the second fire appliance at Torquay fire station be implemented;
- (l) that revised crewing arrangements (from day-crewed [wholetime, day time only] to “on call”) for the fire appliance at Ilfracombe fire station be approved;
- (m) that, subject to incorporation of those decisions relating to the 11 specific proposals as identified in (b) to (l) inclusive above, the draft Corporate Plan 2013-14 to 2014-15 be approved;
- (n) that the outcome of the consultation on the draft Corporate Plan 2013-14 to 2014-15, as identified in report DSFRA/13/17 and associated appendices, be noted.

(SEE ALSO MINUTES DSFRA/14 AND 15, AND DSFRA/17 TO 19 INCLUSIVE ABOVE)

DSFRA/21. Arrangements for Appointment of Authority Treasurer

The Authority considered a report of the Chief Fire Officer (DSFRA/13/18) on the proposed process for appointment of a new Authority Treasurer who would also serve as officer with responsibility for the proper administration of the Authority’s financial affairs in accordance as required by Section 112 of the Local Government Finance Act 1988 and as per the Authority’s Financial Regulations. This followed from the decision taken at the last meeting to approve a restructure of the Senior Management Team and the implications arising therefrom (Minute DSFRA/12(c) refers).

RESOLVED

- (a) that a small Treasurer Appointment Committee, comprising the Authority Chairman and Vice-Chairman (Councillors Healey and Gordon respectively) together with Councillors Burridge-Clayton and Yeomans, be established with delegated authority to determine the appointment of a new Treasurer (and Section 112 officer) for the Authority;

- (b) that the Clerk be authorised to establish meeting(s) of the Committee with a view to it concluding its work prior to the departure of the existing Treasurer;
- (c) that, having appointed a new Treasurer (and Section 112 officer), the Committee be formally disbanded.

DSFRA/22. Chairman's Announcements

The Authority received, for information, details of events attended on its behalf by the Chairman since the last formal meeting.

The meeting started at 10.00hours and finished at 16.23hours.

HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT COMMITTEE
(Devon and Somerset Fire and Rescue Authority)

26 July 2013

Present:-

Bown, Brooksbank, Chugg, Healey (vice Burrridge-Clayton), Horsfall and J Smith

Apologies:-

Received from Councillors Burrridge-Clayton and Knight

***HRMDC/1. Election of Chair**

RESOLVED that Councillor Bown be appointed Chair of the Committee until the first meeting after the Annual General Meeting of the Authority in 2014.

***HRMDC/2. Minutes**

RESOLVED that the Minutes of the meeting held on 18 March 2013 be signed as a correct record.

***HRMDC/3. Election of Vice Chair**

RESOLVED that Councillor Brooksbank be appointed Vice Chair of the Committee until the first meeting after the Annual General Meeting of the Authority in 2014.

***HRMDC/4. Health, Safety and Welfare Framework for the Operational Environment**

The Committee received for information a report of the Director of People and Commercial Services (HRMDC/13/1) that set out details of the new Framework that had been published recently by the Department for Communities and Local Government. This Framework had been established to assist Fire and Rescue Services in balancing the health, safety and welfare of staff whilst they were at work with the risks faced on a day to day basis.

The Director of People and Commercial Services commented that the Service already had a very good infrastructure in place as was demonstrated by the recent Diamond Award from the Royal Society for the Prevention of Accidents (RoSPA). There was, however, scope for the Service to learn from best practice in addition and the Action Plan that was being developed by the Organisational Safety Assurance (OSA) department would take account of this, amongst other matters.

***HRMDC/5. Equality Strategy - 'Safer Lives, Brighter Futures' – 6 Monthly Monitoring Report – November 2012 to April 2013**

The Committee received for information a report of the Director of People and Commercial Services (HRMDC/13/2) that set out the progress made as measured against the objectives and action plan within the Authority's Equality Strategy – "Safer Lives, Brighter Futures" – between November 2012 and April 2013.

The Committee noted that the Strategy was monitored internally by the Equality Steering Group that consisted of both operational and support staff from across the Service. Externally, the progress made was validated by community advisory groups which represented vulnerable people in the community. Links had been established with the Community Safety Department in addition and work was being undertaken to identify whether the remit of the groups already set up could be expanded as a result. Reference was made to the Equality Risk and Benefit Assessments (ERBA) process undertaken by the Service which had recently been nominated for a national award at the ALARM awards. This process underpinned the Strategy and had also been commended by internal audit.

The progress made against the Strategy was very good with no areas for concern at this stage and the Committee commended all of the Officers involved.

***HRMDC/6. Equal Pay Audit**

The Committee received for information a report of the Director of People and Commercial Services (HRMDC/13/3) on the Equal Pay Audit that had been undertaken to demonstrate that appropriate action had been undertaken to identify and eliminate any gender pay discrimination within the Service.

The Human Resources Manager advised that the key issues identified in this audit were:

- Women were under represented in senior operational roles;
- Women were under represented in uniformed roles other than in Control;
- The majority of support staff posts in grade 1 to 3 were women;
- There was a low level of lesbian, gay and bi-sexual employees' self-identification in the Service.

Members of the Committee commented that, whilst the principles behind the audit were understood, the document needed to be simplified so that it could be more easily understood. Additionally, it was considered that the document identified cultural change within the organisation and that this needed to be highlighted.

The Director of People and Commercial Services stated that one of the main points of this exercise was to understand what the barriers were in terms of stopping people from applying for posts within the organisation. It was noted that the document would be reviewed in the light of the comments made.

***HRMDC/7. Plymouth and Devon Racial Equalities Council (PDREC)**

The Committee received for information a presentation given by Crew Manager Dave Evans, who was currently directly supporting the PDREC through a secondment until 31 March 2013.

Members were advised of the value and benefit of this secondment, including an explanation of the areas of work the Service had been able to support and the range and breadth of projects that had been undertaken with some of the most vulnerable groups in our communities.

***HRMDC/8. Firefighters' Pension Scheme Internal Disputes Resolution Procedure**

The Committee noted that it required to appoint 3 of its Members to serve on the Firefighters' Pension Scheme Internal Disputes Resolution Procedure Stage 2 Panel (IDRP). (Membership in 2012/13 was Councillors Bown, Knight and J Smith).

RESOLVED that Councillors Bown, Brooksbank and J Smith be appointed to serve on the Panel until the first meeting of the Committee following the Annual Meeting of the Authority in 2014.

***HRMDC/9. 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 Paragraphs 3 and 4 of Part 1 of Schedule 12A (as amended) to the Act, namely information relating to the financial or business affairs of any particular person, including the Authority and information relating to contemplated consultations or negotiations in connection with any labour relations matter arising between the Authority and its employees.

***HRMDC/10. Firefighters' Pensions Scheme Update and Business Continuity**

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

The Director of People and Commercial Services updated the Committee on the progress made in respect of the proposed new Firefighters Pension Scheme 2015 together with the concerns that had been raised in this respect by the Fire Brigades' Union (FBU). It was noted that the FBU nationally had balloted for strike action as a result of their concerns and the Committee was apprised of the arrangements being made by the Service for business continuity in the event that the ballot was successful.

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

The meeting started at 10.00hours and finished at 12.02hours

AUDIT AND PERFORMANCE REVIEW COMMITTEE

(Devon and Somerset Fire and Rescue Authority)

29 July 2013

Present:-

Councillors Brazil, Burridge-Clayton, Edmunds, Gribble, Healey, Radford and Yeomans (vice Horsfall).

Apologies:-

Councillors Horsfall and Knight.

***APRC/1. Election of Chair**

RESOLVED that Councillor Radford be elected Chair of the Committee until the first meeting after the Annual Meeting of the Authority in 2014.

***APRC/2. Minutes**

RESOLVED that the Minutes of the meeting held on 8 May 2013 be signed as a correct record.

***APRC/3. Election of Vice Chair**

RESOLVED that Councillor Burridge-Clayton be elected Vice Chair of the Committee until the first meeting after the Annual Meeting of the Authority in 2014.

***APRC/4. Devon and Somerset Fire and Rescue Service Performance Report: April to June 2013**

The Committee received for information a report of the Director of Operations (APRC/13/6) setting out Service performance for the period 1 April to 30 June 2013 against those measures contained in the approved Corporate Plan for 2013/14 to 2015/16. In particular, the following issues were highlighted:

- Measure 1 (fire deaths where people live): there had been 5 fire deaths recorded in the first quarter of 2013 which was the highest in this period since reporting on these measures started in 2007/08;
- Measure 2 (fire injuries where people live): there had been 15 injuries in the first quarter of 2013/14 which was the same as compared with the same period in 2012/13;
- Measure 3 (incidents where people live): there had been a slight increase in the number of fires in the first quarter of 2013/14, with small increases in both deliberate and accidental fires;
- Measure 4 (fire deaths where people work): there had been one death in April 2013 in an outdoor fire that was currently the subject of a police investigation;

- Measure 5 (fire injuries where people work): there had been 8 injuries to date in 2013/14, 6 of which were as a result of vehicle fires. This was the highest number of injuries in the first quarter since 2009/10. Reference was made to the length of time taken to respond to a particular incident. It was noted that the Service was able to model the times that it should have taken to attend incidents and that further information in this respect would be provided in future reports.
- Measure 6 (incidents where people work): there had been an overall increase of 2 fires from 348 to 350 between April and June 2013 as compared with the same period in 2012, however deliberate fires were down from 108 to 98 for the same period. Non domestic fires had seen a decrease of 15.2% compared with last year whereas “other” and vehicle fires had both increased;
- Measures 7 & 8 (emergency response standards): the dwellings emergency response standard which was based on a 10 minute first attendance had improved in the first quarter of 2013/14 to 70.11% in June 2013. The Service Leadership Team continued to actively monitor the performance in this area to seek further improvements. In terms of first attendance in 15 minutes for a Road Traffic Collision, it was noted that there had been a significant improvement in performance in the first quarter to 76.81%.

In terms of sickness absence, it was reported that there had been a slight increase in 2013/14 which was largely due to an increase in long term sickness. The Service continued to work towards improving performance in this area, with measures such as return to work interviews and access to counselling in place to assist with this.

***APRC/5. Audit Committee Update**

The Committee received for information a report submitted by Grant Thornton setting out the progress made to 12 July 2013 in delivering its responsibilities as the Authority’s external auditors. David Bray and Alun Williams, representing Grant Thornton were present at the meeting to present this item.

The report covered, amongst other things:

Local issues:

- The work undertaken to date in respect of the 2012-13 Financial Statements Audit;
- Value for Money (VFM) conclusions;
- A review of the Authority’s arrangements to follow up “matches” under the National Fraud Initiative for 2012/13 which had been assessed as “green”.

Emerging National issues:

- Details of the emerging Code of Practice on Local Authority Accounting in the United Kingdom 2013/14 and its impact on the Authority;
- Internal audit – practical case studies.

***APRC/6. Audit and Review 2012/13 1st Quarter Progress Report**

The Committee received for information a report of the Audit and Review Manager (APRC/13/7) that provided an update on work finalised as part of the 2012/13 Audit Plan, progress against the 2013/14 Plan and details on the key findings and recommendations for improvements arising from the recent audit reviews of:

- Emergency Call Incident Support – Resource Mobilising;
- Flexi Duty System; and
- Business Support and Service Delivery Programmes.

Dominic Measures of the Devon Audit Partnership (DAP) was in attendance at the meeting and gave an overview of the work that had been undertaken as part of this arrangement. He stated that an internal ICT Audit Plan had been put together (but was still in draft) that identified, amongst other things, areas of high risk for the Authority that should be pursued.

***APRC/7. 2012-13 Draft Annual Statement of Assurance**

The Committee considered a report of the Audit and Review Manager (APRC/13/8) to which was appended a draft Annual Governance Statement to accompany the Authority's 2012/13 accounts.

The Audit and Review Manager outlined the changes in the way in which the Annual Governance Statement had been presented, namely to incorporate this within an Annual Statement of Assurance in accordance with the Fire and Rescue National Framework requirements. The Annual Statement of Assurance thus incorporated details of the Authority's financial and operational assurance together with information on the current standing of the Authority's corporate governance arrangements and progress against those significant internal control issues identified in the 2012/13 Annual Governance Statement.

RESOLVED

- (a) that the internal control issues identified within paragraph 3 of the draft Annual Statement of Assurance for 2012/13 as set out in Appendix A to this report, be noted;
- (b) that the draft Annual Governance Statement required to accompany the 2012/13 final accounts, as set out within the draft Statement of Assurance in Appendix A to this report, be approved in principle at this stage and – subject to incorporation of any amendment following audit of the Authority's accounts for 2012/13 – submitted to the September meeting of the Committee for ratification.

(SEE ALSO MINUTE *APRC/8 BELOW)

***APRC/8. Draft Statement of Accounts 2012-13**

The Committee received for information a report of the Treasurer (APRC/13/9) to which was appended, in the format required by the International Financial Reporting Standards (IFRS), the Authority's Statement of Accounts for 2012/13. The Treasurer drew particular attention as part of a presentation at the meeting to the following four key statements to be considered as part of the accounts:

- the Comprehensive Income and Expenditure Statement (CIES);
- the Movement in Reserves Statement (MIRS);
- the Balance Sheet; and
- the Cash Flow Statement.

Each of these areas was expanded on in the report.

The Accounts and Audit Regulations 2011 required the draft Statement of Accounts to be prepared and certified by the Chief Finance Officer as a true and fair record by 30 June each year; and formally be approved by the Authority, following audit, by 30 September each year. The 2012/13 accounts were presented to the Committee at this stage as a matter of good practice and would be submitted for formal approval, following audit, at the meeting scheduled for 25 September 2013.

(SEE ALSO MINUTE *APRC/7 ABOVE)

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

The meeting started at 10.00hours and finished at 11.45hours

TREASURER APPOINTMENT COMMITTEE
(Devon and Somerset Fire and Rescue Authority)

31 30 September 2013

Present:

Councillors Burridge-Clayton, Gordon, Healey and Yeomans

***TAC/1. Election of Chair**

RESOLVED that Councillor Healey be elected Chair of the Committee.

***TAC/2. Appointment of Authority Treasurer**

The Clerk briefed the Committee on work undertaken to date and options available for the appointment of a new Treasurer to the Authority.

The Combination Scheme required the Authority to appoint a Treasurer. Additionally, this was a statutory role to satisfy the requirements of section 112 of the Local Government Finance Act 1988 (analogous to Section 151 of the Local Government Act 1972).

The Clerk reported that work to date had identified a quantum for the post both in terms of time commitment (circa two days per week) and associated cost. Options open to the Authority to secure a new Treasurer included:

- direct employment as a member of staff;
- appointment on a contractual basis following a procurement process.

Initial considerations indicated that, given the limited time commitment and associated salary, it was unlikely that a direct employment exercise would generate sufficient interest from individuals with sufficient knowledge and breadth of experience to undertake the role.

Appointment on a contractual basis would afford the opportunity to specify appropriate performance and quality measures.

RESOLVED

- (a) that the appointment of a new Treasurer to the Authority be undertaken on a contractual basis following an appropriate procurement exercise, with the intention being to conclude the process by the end of October 2013;
- (b) that, as part of the procurement process, the Clerk be delegated authority to produce, following consultation with Committee Members, an appropriate output specification and evaluation criteria for the post of Treasurer and commence the procurement exercise;
- (c) that the Clerk be asked to organise further Committee meetings both to undertake initial evaluation and shortlisting of expressions of interest submitted and subsequently to finally determine award of contract.

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

The meeting started at 11.00hours and finished at 11.35hours.

COMMUNITY SAFETY AND CORPORATE PLANNING COMMITTEE

(Devon and Somerset Fire and Rescue Authority)

4 September 2013

Present:-

Councillors Colthorpe, Eastman, Ellery, Owen, Prior-Sankey and Woodman (vice Bown).

Apologies:-

Councillor Bown

Attending in accordance with Standing Order 36

Councillor Gordon

***CSCPC/6. Election of Chair**

In light of the resignation of the formerly appointed Chair as an Authority Member and the resulting vacancy, the Vice-Chairman invited nominations for the position.

Councillor Woodman proposed, with Councillor Colthorpe seconding, that Councillor Eastman be appointed Chair of the Committee until its first meeting following the Authority annual meeting in 2014.

There being no other nominations, it was subsequently

RESOLVED that Councillor Eastman be appointed as Chair of the Committee until its first meeting after the Authority annual meeting in 2014.

***CSCPC/7. Minutes**

RESOLVED that the Minutes of the meeting held on 19 June 2013 be signed as a correct record.

***CSCPC/8. Integrated Risk Management Planning (IRMP)**

The Director of Operations reported for information on progress to date in relation to implementation of the eleven proposals approved by the Authority at its meeting on 10 July 2013 as part of its current Corporate Plan 2013-14 to 2014-15.

Each proposal had its own implementation plan, with dedicated governance arrangements and a designated lead officer. Some of the proposals (for example, proposal 3 on the mobilisation of one co-responder either from home or work) were more advanced and at the point of being implemented in the near future. Other proposals, such as the changes to the crewing of three appliances in Plymouth (proposal 6) and proposed changes to the crewing of the second appliances at Taunton and Torquay station (proposals 9 and 10 respectively) would come on stream later owing to the need to ensure effective and efficient implementation, being sympathetic to the wishes of affected staff as far as was practicable.

The likely time taken for implementation had, however, been factored into the costings and associated savings for each proposal and implementation would be secured so as to achieve the required level of savings by 31 March 2015.

***CSCPC/9. Reference from Full Authority Meeting – Establishment of Integrated Planning Group**

(Councillor Gordon attended and spoke to this item in accordance with Standing Order 36).

The Committee considered a joint report of the Clerk to the Authority and Director of Operations (CSCPC/13/4) on the referral from the Authority meeting on 10 July 2013 of a motion proposed by Councillor Gordon advocating the establishment of an integrated planning group to prepare for future years' corporate and financial planning.

The report highlighted, amongst other things:

- relevant constitutional and legal issues;
- integrated risk management planning (IRMP) requirements as set down in the current iteration of the Fire and Rescue Service National Framework for England;
- The current IRMP process, including consultation with the community and partners, adopted by the Authority.

Following debate of the issue, Councillor Colthorpe **MOVED**, with Councillor Owen seconding, that the recommendation as printed in the report be approved.

Councillor Ellery moved that Councillor Colthorpe's motion be **AMENDED** by inclusion of an additional resolution that community partnerships be included in those bodies consulted in integrated risk management proposals.

Councillor Colthorpe accepted the amendment whereupon, there being no further motions, it was

RESOLVED

- (a) that, as it is in the interests of the Authority to consider information from constituent authorities (such as future planning policy, growth forecasts, nature and type of future risk), those Devon & Somerset Fire & Rescue Service officers responsible for developing future Integrated Risk Management Plans (IRMPs) be tasked to meet formally with each of the four constituent authorities - prior to the consultation stage of each IRMP - to confirm that assumptions being made by the Authority are correct and to inform the process;
- (b) that, notwithstanding (a) above, it be acknowledged that any proposals associated with the Devon & Somerset Fire & Rescue Service are a matter for the Authority to determine, after considering feedback from public consultation as required and in accordance with the requirements of the Fire and Rescue Service National Framework for England;
- (c) that community partnerships be included in those bodies consulted in integrated risk management proposals.

***CSCPC/10. Specialist Capabilities**

RESOLVED that this item be deferred to the next meeting.

***CSCPC/11. Safe South West Update**

The Committee received for information a presentation on progress to date with the establishment of a vehicle aimed at accessing funding streams for community safety activities that might otherwise be unavailable to the Authority. The presentation:

- outlined the background to and objectives for the initiative;
- confirmed that Safe South West had been established as a Charitable Incorporated Organisation with its own bank account;
- illustrated the branding to be used by Safe South West;
- outlined the next steps to be taken (including Trustee meetings, a formal launch and communication plan); and
- identified those funding streams and potential projects currently being explored.

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

The meeting started at 10.00hours and finished at 11.55hours.

RESOURCES COMMITTEE

(Devon and Somerset Fire and Rescue Authority)

9 September 2013

Present:-

Councillors Brooksbank, Burrige-Clayton, Dyke, Gordon, Greenslade and Yeomans

Apologies:-

Councillor Chugg

Also in attendance in accordance with Standing Order 36

Councillors Eastman, Horsfall and Woodman.

***RC/1. Election of Chair**

Councillor Dyke nominated, with Councillor Yeomans seconding, Councillor Greenslade as Chair of the Committee. There being no further nominations, it was

RESOLVED that Councillor Greenslade be elected Chair of the Committee until its first meeting following the Authority annual meeting in 2014.

***RC/2. Minutes**

RESOLVED that the Minutes of the meeting held on 16 May 2013 be signed as a correct record.

***RC/3. Election of Vice Chair**

Councillor Dyke nominated, with Councillor Gordon seconding, Councillor Yeomans as Vice-Chair of the Committee. There being no further nominations it was

RESOLVED that Councillor Yeomans be elected Vice-Chair of the Committee until its first meeting following the Authority annual meeting on 2014.

RC/4. Financial Performance Report 2013-14: Quarter 1

(Councillor Greenslade declared a **personal interest** only in this item, in relation to monitoring of the approved capital programme 2013-14 to 2015-16 and in particular the major project for a Training Facility at Exeter Airport, by virtue of his being a non-executive Director on the board of Exeter International Airport Ltd. This was not a disclosable pecuniary interest).

The Committee considered a report of the Treasurer to the Authority (RC/13/7) on performance during the first quarter of the current (2013-14) financial year against approved financial targets and providing a forecast of spending against the approved 2013-14 revenue budget with explanations of the major variations.

At this early stage, it was forecast that spending would be some £1.011m (1.32%) less than the approved total budget. This saving was largely attributable to early implementation of the strategy to reduce non-operational support function costs. Positive management action (including the deletion of 16 support staff posts - anticipated to reach 40 by 31 March 2014) combined with new procurement strategies provide a good confidence level that the projected full year savings of £1.5m by 2015-16 would be met.

The Committee was reminded, though, that the issue of firefighter pensions for retained staff, linked to the ruling on the application of the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, had yet to be fully resolved. While the Authority had established a provision of £1.6m to address this, the actual final impact on the Authority could be more significant depending on take-up by retained staff.

Nonetheless, given the indicative level of underspend it was proposed that £450,000 be transferred to an ear-marked reserve to fund enhanced prevention activities as set out in the Corporate Plan approved by the Authority at its meeting on 10 July 2013 (Minute DSFRA/20(f) refers).

The report also set out the forecast reserves and provisions balances as at 31 March 2014.

With regard to capital spending in 2013-14, a report elsewhere on the agenda for the meeting sought approval for an increase of £1.332 to the approved programme (from £4.998m to £6.330m). This increase did not reflect, however, any increase in borrowing requirement but addressed slippage from the previous financial year final details of which were not known when the programme was initially approved.

Finally, the report commented on performance against other financial indicators, namely aged debt analysis and payment of supplier invoices within 30 days.

RESOLVED

- (a) that the Authority, at its meeting on the 30 September 2013, be recommended to approve the transfer of £0.450m from the 2013-14 approved revenue budget to an Earmarked Reserve to fund enhanced prevention activities, as outlined in paragraph 9.2 of this RC/13/7 and referred to above;
- (b) that, subject to (a) above, the monitoring position in relation to projected spending against the 2013-2014 revenue and capital budgets as set out in the report and outlined above be noted;
- (c) that the performance against the 2013-2014 financial targets as indicated in the report be noted.

(SEE ALSO MINUTE RC/5 BELOW)

RC/5. Capital Programme 2013-14 to 2015-16

(Councillor Greenslade declared a **personal interest** only in this item, in particular the major project for a Training Facility at Exeter Airport, by virtue of his being a non-executive Director on the board of Exeter International Airport Ltd. This was not a disclosable pecuniary interest).

The Authority received a report of the Director of Operations and the Treasurer (RC/13/8) on proposed revisions to the capital programme 2013-14 to 2015-16 as approved initially by the Authority at its budget meeting in February (Minute DSFRA/ refers).

The proposed revisions would reflect an increase in slippage from 2012-13 being carried forward to 2013-14 and additional capital spending items in 2013-14 being funded from revenue contributions and grant funding. The proposed increases did not require, however, any increase in the Authority's external borrowing requirements.

RESOLVED that the Authority, at its meeting on 30 September 2013, be recommended to approve the revised Capital Programme and associated prudential indicators for 2013-14 to 2015-16, as identified in report RC/13/8 and summarised in Appendices A and B respectively to these Minutes.

(SEE ALSO MINUTE RC/4 ABOVE).

***RC/6. Treasury Management Report 2013/14: Quarter 1**

The Committee received for information a report of the Treasurer (RC/13/9) on the performance of the Authority's treasury management activities for the first quarter (April to June) of the current, 2013-14, financial year. Submission of the report accorded with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management.

No prudential indicators had been breached and a prudent approach had been adopted for investment decisions with priority being given to liquidity and security over yield. While investment return remained low because of low interest rates it was nonetheless still anticipated that they would meet the budgeted target.

***RC/7. 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 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 organisations.

RC/8. ICT Building at Service Headquarters

(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 Committee considered a report of the Director of Corporate Services (RC/13/10) on the outcome of discussions with Devon County Council on the transfer into ownership of the Authority of the ICT building at Service Headquarters. At the time of the initial establishment of the Devon Fire Authority and at the subsequent merger with the Somerset Fire & Rescue Service the building had, somewhat anomalously, remained in the ownership of Devon County Council.

RESOLVED that the Authority be recommended to approve the acquisition of the ICT building at Service Headquarters from the Devon County Council on the terms and conditions as set out in report RC/13/10.

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

The meeting started at 10.00hours and finished at 11.28hours.

**APPENDIX A TO THE MINUTES OF THE RESOURCES COMMITTEE MEETING HELD ON 9
SEPTEMBER 2013**

Revised 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 Outturn (£000)	PROJECT	2013/14 (£000)	2014/15 (£000)	2015/16 (£000)	2016/17 (£000)	2017/18 (£000)	2018/19 (£000)
		Estate Development						
92	3	SHQ major building works	121					
3,284	2,090	Major Projects - Training Facility at Exeter Airport	1,544					
2,140	820	Minor improvements & structural maintenance	988	2,050	1,750	1,750	1,750	1,750
15	15	Welfare Facilities						
112	109	USAR works						
343	343	Minor Works slippage from 2010-11						
1,674	549	Minor Works slippage from 2011-12						
52	47	Minor Works slippage from 2012-13	300					
0	0	STC ship structure	0					
7,712	3,976	Estates Sub Total	2,953	2,050	1,750	1,750	1,750	1,750
		Fleet & Equipment						
700	207	Appliance replacement	1,015	2,480	3,125	2,480	2,480	1,395
920	251	Specialist Operational Vehicles				400	400	
184	183	Vehicles funded from revenue	13					
242	45	Equipment	300	1,184	300	300	300	200
889	0	Appliance & Specialist Operational Vehicle slippage Equipment Slippage	1,868 181					
2,935	686	Fleet & Equipment Sub Total	3,377	3,664	3,425	3,180	3,180	1,595
10,647	4,662	SPENDING TOTALS	6,330	5,714	5,175	4,930	4,930	3,345
		Programme funding						
4,179	2,076	Main programme	1,596	4,316	5,175	4,930	4,930	3,345
3,247	415	Revenue funds	3,295					
1,200	150	Earmarked Reserves						
2,021	2,021	Grants	1,440	1,398				
10,647	4,662	FUNDING TOTALS	6,330	5,714	5,175	4,930	4,930	3,345

**APPENDIX B TO THE MINUTES OF THE RESOURCES COMMITTEE MEETING HELD ON 9
SEPTEMBER 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	6.330	5.714	5.175	4.930	4.930	3.345
HRA (applies only to housing authorities)						
Total	6.330	5.714	5.175	4.930	4.930	3.345
Ratio of financing costs to net revenue stream						
Non - HRA	3.85%	3.88%	4.49%	5.15%	5.71%	6.24%
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	25,978	28,430	31,472	33,968	36,214	36,608
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	27,510	29,939	32,915	35,342	37,513	37,817
Annual change in Capital Financing Requirement	£000	£000	£000	£000	£000	£000
Non - HRA	-356	2,430	2,974	2,423	2,168	301
HRA (applies only to housing authorities)	0	0	0	0	0	0
Total	-356	2,430	2,974	2,423	2,168	301
Incremental impact of capital investment decisions	£ p	£ p	£ p	£ p	£ p	£ p
Increase/(decrease) in council tax (band D) per annum	-£0.36	-£1.18	-£0.96	N/A	N/A	N/A
PRUDENTIAL INDICATORS - TREASURY MANAGEMENT						
Authorised Limit for external debt	£000	£000	£000	£000	£000	£000
Borrowing	32,770	35,390	37,788	38,306	39,343	40,122
Other long term liabilities	1,520	1,449	1,371	1,278	1,177	1,070
Total	34,290	36,839	39,159	39,584	40,520	41,192
Operational Boundary for external debt	£000	£000	£000	£000	£000	£000
Borrowing	31,472	33,968	36,214	36,608	37,532	38,292
Other long term liabilities	1,443	1,374	1,299	1,209	1,112	1,010
Total	32,915	35,342	37,513	37,817	38,644	39,302

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%



DEVON & SOMERSET FIRE & RESCUE AUTHORITY

REPORT REFERENCE NO.	DSFRA/13/19
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
DATE OF MEETING	30 SEPTEMBER 2013
SUBJECT OF REPORT	FILLING OF VACANCIES ON COMMITTEES ETC.
LEAD OFFICER	Clerk to the Authority
RECOMMENDATIONS	<p>(a) <i>that the Authority determine appointments to fill the following vacancies:</i></p> <ul style="list-style-type: none"> • <i>Community Safety and Corporate Planning Committee (1 place);</i> • <i>Capital Programme Working Party (1 place);</i> • <i>Climate Change and Sustainability Member Champion;</i> • <i>Local Government Association General Assembly (1 place);</i> <p>(b) <i>that, in each case, the appointment be until the Annual Meeting of the Authority in 2014</i></p>
EXECUTIVE SUMMARY	<p>At its Annual Meeting in May of this year the Authority made a range of appointments from its membership to its Committees and outside bodies. Councillor Leaves has, however, recently resigned from the Authority resulting in a number of vacancies now existing.</p> <p>The Authority is invited to make appointments to fill these vacancies.</p>
RESOURCE IMPLICATIONS	Nil.
EQUALITY RISKS AND BENEFITS ANALYSIS (ERBA)	Not applicable
APPENDICES	Nil.
LIST OF BACKGROUND PAPERS	Agenda and Minutes of the Annual Meeting of the Authority held on 30 May 2013.

DEVON & SOMERSET FIRE & RESCUE AUTHORITY



REPORT REFERENCE NO.	DSFRA/13/20
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
DATE OF MEETING	30 SEPTEMBER 2013
SUBJECT OF REPORT	LOCAL GOVERNMENT FINANCE SETTLEMENT 2014-15 AND 2015-16: TECHNICAL CONSULTATION – DRAFT RESPONSE
LEAD OFFICER	Treasurer
RECOMMENDATIONS	<i>That, subject to incorporation of any amendments agreed at the meeting, the draft response to the technical consultation document on the Local Government Finance Settlement 2014-15 to 2015-16, as attached as Appendix A to this report, be approved and the Treasurer authorised to submit it on behalf of the Authority.</i>
EXECUTIVE SUMMARY	<p>This report seeks approval for the attached draft response to the Technical Consultation issued by the Department for Communities and Local Government (CLG) on the Local Government Finance Settlement 2014-15 and 2015-16.</p> <p>The consultation itself invites local authorities to seek views on a range of detailed and technical issues, which aim to implement the additional policy and spending announcements for 2014-15 and 2015-16.</p>
RESOURCE IMPLICATIONS	As indicated in the report and draft response
EQUALITY RISKS AND BENEFITS ANALYSIS (ERBA)	Not applicable
APPENDICES	<p>A. Draft response to the Department for Communities and Local Government (CLG) Technical Consultation on the Local Government Finance Settlement 2014-15 to 2015-16.</p> <p>B. CIPFA report (commissioned May 2013) “Impact of Government Funding on Rural Fire and Rescue Authorities”.</p>
LIST OF BACKGROUND PAPERS	Department for Communities and Local Government (CLG) Technical Consultation on the Local Government Finance Settlement 2014-15 to 2015-16.

1. INTRODUCTION

- 1.1 Since the CSR 2010 announcement in October 2010 further government announcements have been made that have provided greater clarity on the future levels of local government funding, including:
- Autumn Statement 2012;
 - Budget 2013; and
 - Spending Round 2013.
- 1.2 A combination of these announcements has resulted in a 36% real terms reduction in fire and rescue funding since 2010-11. This level of reduction has been reflected in the authority Medium Term Financial Plan which has forecast a reduction in grant funding of £8m by 2015-16, over 2010-11. As has previously been reported to this Authority, these figures are significant and have led to the approval of the Corporate Plan proposals in July 2013 which, when fully implemented, will deliver on-going savings of over £7m.
- 1.3 While the absolute savings target for this Authority will not be known until the Local Government Finance Settlement announcement in late 2014, the Department for Communities and Local Government (CLG) issued in the summer a technical consultation on the Local Government Finance Settlement 2014-15 and 2015-16 seeking views on the government's proposals for implementing the funding reductions announced over the two years 2014-15 and 2015-16.
- 1.4 A copy of the full consultation document can be found on the CLG website by following the link below and is also published, together with the agenda for this meeting, on this Authority's website. Alternatively, a hard-copy of the consultation document can be made available on request.
- www.gov.uk/government/uploads/system/uploads/attachment_data/file/225390/130724_LGFS_2014-15_and_2015-16_Technical_Consultation_FINAL.pdf

2. DSFRA RESPONSE TO CONSULTATION

- 2.1 Attached to this report, at Appendix A, is a proposed response from this Authority to the consultation. The deadline for a response is 2 October. The proposals in the technical consultation are exceedingly detailed and complex, reflecting, in part, the dynamic interplay between the newly introduced business rates retention scheme and the overall levels of local government funding, as determined by Government.
- 2.2 The proposed response, which focuses primarily on the impact of the proposals as they impact on fire and rescue authorities, is now commended for approval subject to any amendments the Authority may wish to make at the meeting.
- 2.3 As well as responding to the technical questions included in the document, the submission again highlights our concerns on the unfairness of previous settlements and the inequitable distribution of grant between urban and rural fire and rescue authorities. It is disappointing that we have not received any feedback from the CLG in relation to previous representations made on this.

- 2.4 As previously advised, in support of these concerns the Service commissioned CIPFA to provide further analysis of the impact of government funding on rural fire and rescue authorities. A copy of the resultant CIPFA report is attached as Appendix B. Whilst the Minister has been provided with a copy of this report, again no response or any other feedback has been received to give us any confidence that our concerns will be taken into account when considering future settlements.
- 2.5 Our response to the consultation document also requests a meeting with the Minister to discuss our concerns of the current grant distribution methodology and the conclusions of the CIPFA report.

KEVIN WOODWARD
Treasurer

L T Howell MBA BEng(Hons) FIFireE FRSA
Chief Fire Officer

A Locke Esq.
Communities and Local Government
Zone 5/D52
Eland House
Bressingdon Place
LONDON SW1E 5DU

Service Headquarters
The Knowle
Clyst St George
Exeter
Devon
EX3 0NW

Your ref :
Our ref :
Website : www.dsfire.gov.uk

Date : 30 September 2013
Please ask for : Kevin Woodward
Email : kwoodward@dsfire.gov.uk

Telephone : 01392 872200
Fax : 01392 872300
Direct Telephone : 01392 872317

Dear Mr. Lock,

LOCAL GOVERNMENT FINANCE SETTLEMENT 2014-15 AND 2015-16 - TECHNICAL CONSULTATION DOCUMENT - RESPONSE FROM DEVON AND SOMERSET FIRE AND RESCUE AUTHORITY

I am writing to you on behalf of Devon and Somerset Fire and Rescue Authority in response to the above consultation.

Firstly, the Authority welcomes the opportunity to comment on the governments proposed technical changes relating to the 2014-15 and 2015-16 Local Government Finance Settlements. I provide below responses to the six specific questions included in the document but would ask that you also consider the following general comments related to the overall settlement.

- a) Whilst we acknowledge the government strategic goal of deficit reduction we are very concerned that local government as a whole is again to suffer a disproportionate contribution to the deficit. The fire and rescue service has already suffered a 25% real terms reduction in funding over the four year period covered by SR 2010, compared with an average 8% for all other central government departments. This consultation document confirms a further 1% reduction in 2014-15, and a further 10% in 2015-16, compared to an average 2.2% across all other Whitehall departments.
- b) The SR 2013 announcement in June set out a 10% real terms reduction in local government Department Expenditure Limit (DEL) for 2015-16. This document now reveals that the Settlement Funding Assessments (SFA) will be cut by 15% in real terms. This difference equates to approximately £1bn of local government funding that is not to be distributed through the mainstream settlement but is to be set aside to fund other grants and allocations e.g. £335m to fund Social Care new burdens (Dilnot), and £30m towards Fire Transformation. An amount of £200m is also to be held back to fund New Homes Bonus Payments and safety net payments.

At the same time the governments headline message to the public is that local government will suffer a 2.3% real terms reduction in funding in 2015-16 when including other funding streams e.g. council tax precept. We feel that it is very unhelpful for different figures to be used which only serves to undermine the relationship between central and local government. It is important that there is absolute clarity around the savings targets to be achieved to improve transparency and ensure that local residents are aware of the scale of savings to be achieved by their local authorities.

- c) Whilst not specifically dealt with as part of this consultation your department will be well aware of previous representations made by this authority relating to the disproportionate impact that the cuts are having on the more rural fire and rescue services. It is disappointing that we have not received any feedback from the CLG in relation to our previous representations, which does not provide us with any confidence that our concerns are being taken into account.

It is evident that for the fire and rescue service to deliver savings of the scale expected that a different approach to front line fire and rescue provision is required including a redesign of current crewing arrangements and shift patterns for frontline firefighters. For a rural fire and rescue service with predominantly RDS cover the scope for savings is significantly limited when compared to a more urban area. As a rule of thumb a fire station with 24 hour full time cover costs ten times more than one that is covered by RDS. We ask that future distribution of cuts within the fire and rescue service recognises the more limited scope for savings within a rural area.

The Fire Minister will be aware that this authority recently commissioned CIPFA to carry out a piece of work to provide some further analysis of the impact of government funding on rural fire and rescue authorities. A copy of the CIPFA report, which highlighted the disparities in funding between urban and rural fire and rescue authorities, was made available to the Minister for consideration.

We would welcome a meeting with the Minister to discuss the conclusions from this report and how it may be used to influence future settlements.

Responses to Questions

We provide below our responses to the specific questions raised in the consultation document.

Question 1: Do you agree with the Government's proposal on how to implement the 1% reduction to the Local Government Departmental Expenditure Limit (LG DEL)?

Response – We are disappointed that local authorities, including fire and rescue authorities (FRAs), are to suffer a further 1% reduction in funding from 2014-15.

As the consultation document identifies, due to the fact that the local share of business rates element of Total Settlement Funding is fixed until 2020, the 1% reduction can only be applied to the Revenue Support Grant (RSG) element meaning that the actual reduction in RSG will be 1.78%. A 1.78% reduction equates to a total reduction in RSG of £11m for FRAs which if applied evenly across all FRAs will result in a further loss of funding of £300k for Devon and Somerset FRA.

We are concerned of the disproportionate impact that this approach of funding reductions is having on the most rural FRAs such as ourselves, and would like to see a different approach which would start to redress the current position which sees the most urban areas having 50% more grant funding per head than rural areas.

Question 2: Do you agree with the proposal for reducing the funding available for capitalisation for 2014-15 by £50m and using this revenue to reduce the amount required to be held back from Revenue Support Grant to fund the safety net?

Response – We do not believe that there is any requirement to top slice £100m to fund capitalisation in the first place. In approving a case for capitalisation the government does not provide any cash funding, it merely approves that costs can be capitalised and it is the local authority that pays for these costs through borrowing over a number of years. We do not understand therefore why the whole £100m cannot be released to fund the predicted shortfall on safety net payments, or even better, to be put back into mainstream local government funding to protect services.

It is very concerning that the government considers that the overall amount to be held back to fund safety net payments needs to be increased from £25m to £120m. We are not able to support this approach without any detail as to why this is required. It does suggest however that government are concerned that business rate revenues will not meet the original estimates leaving a shortfall of £95m. If this is the case then we feel that the government should be funding the shortfall rather than top slicing mainstream local government settlements.

Question 3: Do you agree with the way the Government proposes to hold back the funding that is necessary for New Homes Bonus and safety net support, and to return any surplus to authorities?

Response – As a fire and rescue authority we do not benefit from New Homes Bonus funding and would therefore not expect there to be any impact to our funding.

In relation to proposes relating to amounts to be held back for the purpose of safety net payments it is noted that £1m is to be held back from FRAs. We would have concerns that this amount is excessive which is taking money away unnecessarily from the RSG settlement. We would ask that the process for distributing any underspend against this £1m ensures that FRAs are informed as soon as is possible so as any such amounts can be built into financial planning.

Question 4: Do you agree with the proposed methodology for calculating control totals for each of the elements within the Settlement Funding Assessment?

Response – We do not believe that the proposed methodology provides the clarity needed to assist financial planning and decision making and would ask for further clarity and more detail of its impact at local level. *We ask that funding allocations be made available at local authority level as soon as possible.*

This latest consultation document confirms that the reduction in the local government Direct Expenditure Limit (DEL) in 2015-16 will be 10%, as announced within the Chancellors 2013 Spending Round announcement in June of this year. However the figures in the document suggest a larger reduction of 13.1% (15% in real terms) a difference of approximately £1bn.

It is not clear from the latest consultation document as to where this £1bn has gone, but it would appear that there are two main reasons, firstly funding set aside to fund other grants and allocations outside of the mainstream annual settlement (£0.800bn) e.g. Social Care new burdens (Dilnot) (£335m), and fire transformation fund (£30m), and secondly extra funding (0.200bn) held back to fund New Homes Bonus and safety net payments.

Given that only some authorities will benefit from the £1bn set aside many authorities will inevitably face reductions in excess of the 10% headline figure and closer to 15%.

Question 5a: Do you agree with the proposed methodology for transferring in the 2013-14 Council Tax Freeze Compensation?

Question 5b: Do you agree with the proposed revised methodology for transferring in the 2013-14 Council Tax Freeze Compensation?

Response – As an authority which decided to refuse the 2013-14 Council Tax Reward Grant and instead increase council tax we are very disappointed to now hear retrospectively that the grant will continue beyond 2014-15, when we were originally led to believe that it would only be paid in 2013-14 and 2014-15. If the government had indicated at the outset that the grant would continue into 2015-16 this may well have affected the Fire Authority decision to increase council tax. Given the pressure on future council tax setting we believe that any further offers of Council Tax Reward Grants should carry with it absolute certainty as to the number of years in which it will be paid.

Question 6: Do you agree with the proposed methodology for adjusting the 2015-16 settlement to take account of the loss of tax revenue due to the Exchequer from the local authorities who are too small to participate in the Carbon Reduction Commitment Energy Efficiency Scheme?

Response – Without any detail as to the impact of this proposed methodology we are not able to support this proposal.

In terms of principles, as an authority that does not utilise enough electricity to be part of the Carbon Reduction Scheme we do not feel that our funding should be impacted by changes imposed by government which result in a loss of tax revenues to the Exchequer. It is our view that this loss should be funded from the government new burdens funding already allocated.

Yours faithfully

Kevin Woodward
Treasurer to Devon and Somerset Fire and Rescue Authority