

**M. Pearson
CLERK TO THE AUTHORITY**

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

(see below)

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DEVON & SOMERSET FIRE & RESCUE AUTHORITY

Wednesday 5 November 2014

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 30 July 2014 attached (page 1).
3. **Items Requiring Urgent Attention**

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

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 Friday 31 October 2014.**

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) Resources Committee

The Chair of the Committee, Councillor Dyke, to **MOVE** the Minutes of the meeting held on 1 September 2014 attached (page 5).

RECOMMENDATION

- (i) ***that the recommendation at Minute RC/6 (Revision to Capital Programme 2014-15 to 2016-17) be approved; and***
- (ii) ***that, in accordance with Standing Orders, the Minutes be adopted.***

(b) Commercial Services Committee

The Chair of the Committee, Councillor Healey, to **MOVE** the Minutes of the meeting held on 4 September 2014 attached (page 11).

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

(c) Community Safety & Corporate Planning Committee

The Chair of the Committee, Councillor Eastman, to **MOVE** the Minutes of the meeting held on 17 September 2014 attached (page 13).

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

(d) Human Resources Management & Development Committee

The Chair of the Committee, Councillor Bown, to **MOVE** the Minutes of the meeting held on 19 September 2014 attached (page 15).

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

(e) Audit & Performance Review Committee

The Chair of the Committee, Councillor Radford, to **MOVE** the Minutes of the meeting held on 24 September 2014 attached (page 18).

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

8. **Appointments to Firefighters Pensions Scheme Internal Dispute Resolution Panel Membership**

Report of the Clerk to the Authority (DSFRA/14/15) attached (page 22).

9. **Chairman's Announcements**

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

11. Exclusion of the Press and Public

RECOMMENDATION 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 companies.

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

12. Asset Opportunities

Report of the Director of Corporate Services (DSFRA/14/16) attached (page 24).

MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

Membership:-

Councillors Healey Ball, Bown, Mrs. Bowyer, Brooksbank, Burridge-Clayton, Chugg, Colthorpe, Dyke, Eastman, Edmunds, Ellery, Greenslade, Horsfall, Knight, Leaves, Owen, Prior-Sankey, Radford, Randall Johnson, Singh, J Smith, Way, Woodman, Yeomans

NOTES	
1.	<p><u>Access to Information</u> 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>
2.	<p><u>Reporting of Meetings</u> Any person attending a meeting may report (film, photograph or make an audio recording) on any part of the meeting which is open to the public – unless there is good reason not to do so, as directed by the Chairman - and use any communication method, including the internet and social media (Facebook, Twitter etc.), to publish, post or otherwise share the report. The Authority accepts no liability for the content or accuracy of any such report, which should not be construed as representing the official, Authority record of the meeting. Similarly, any views expressed in such reports should not be interpreted as representing the views of the Authority. Flash photography is not permitted and any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chairman or the Democratic Services Officer in attendance so that all those present may be made aware that is happening.</p>
3.	<p><u>Disclosable Pecuniary Interests (Authority Members only)</u> 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>
4.	<p><u>Part 2 Reports</u> 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>
5.	<p><u>Substitute Members (Committee Meetings only)</u> 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>

DEVON & SOMERSET FIRE & RESCUE AUTHORITY

30 July 2014

Present:-

Councillors Healey (Chair), Bown, Mrs. Bowyer, Brooksbank, Chugg, Colthorpe, Dyke, Eastman, Edmunds, Ellery, Greenslade, Horsfall, Leaves, Owen, Prior-Sankey, Radford, Randall Johnson, Smith, Way and Yeomans

Apologies:-

Councillors Ball, Burrige-Clayton, Knight, Singh and Woodman

DSFRA/13. Minutes

RESOLVED that the Minutes of the Annual and Ordinary meetings held on 29 May 2014 be signed as correct records.

DSFRA/14. Minutes of Committees

(a) Community Safety & Corporate Planning Committee

The Chair of the Committee, Councillor Eastman, **MOVED** the Minutes of the meeting held on 25 June 2014 which had considered, amongst other things:

- a presentation on the planning process for production of the next iteration of the Corporate Plan;
- a presentation on improvements to the Service process for undertaking home fire safety visits; and
- a report on activities undertaken by utilising the £450,000 funding approved by the Authority for additional community safety activities, as set out in the approved Corporate Plan 2013-14 to 2015-16.

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

(b) Commercial Services Committee

The Chair of the Committee, Councillor Healey, **MOVED** the Minutes of the meeting held on 3 July 2014 which had considered, amongst other things:

- an update on commercial leads and opportunities currently being progressed; and
- a financial update report covering, amongst other things, the financial year-end accounts for commercial activities during 2013-14.

RESOLVED

- (i) that the recommendation at Minute CSC/6 (Financial Update) be considered in accordance with the item on commercial activities 2013-14 elsewhere on the agenda for this meeting;
- (ii) that, subject to (i) above and in accordance with Standing Orders, the Minutes be adopted.

(SEE ALSO MINUTE DSFRA/20 BELOW)

(c) Audit & Performance Review Committee

The Chair of the Committee, Councillor Radford, **MOVED** the Minutes of the meeting held on 9 July 2014 which had considered, amongst other things:

- a report on work to be undertaken as part of the external audit plan for the Authority in 2014-15;
- a report and draft Authority Statement of Assurance for 2013-14, drafted to satisfy the requirements of the current Fire and Rescue Service National Framework and the Accounts and Audit (England) Regulations; and
- a draft Statement of Accounts 2013-14 for the Authority.

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

(d) Human Resources Management & Development Committee

The Chair of the Committee, Councillor Bown, **MOVED** the Minutes (as tabled) of the meeting held on 23 July 2014, which had considered, amongst other things:

- a presentation giving an overview of the new health and safety management information system introduced by the Service;
- a report on absence management and the health of the organisation;
- a monitoring report of activities and successes in 2013-14 against the Service's approved Equality Strategy, "Safer Lives, Brighter Futures", including the development of a new behavioural framework and core values for the Service;
- an analysis report on leavers from the Retained Duty System; and
- a report on a review of the current practice for trade union facilities within the Service.

RESOLVED

- (i) that the recommendation at Minute HRMDC/6 (Equality Strategy "Safer Lives, Brighter Futures" – Monitoring Report: April 2013 to June 2014), namely that the Authority adopt the new, Service developed behavioural framework and core values and that the Clerk amend the Member Roles and Responsibilities document accordingly, be approved;
- (ii) that the recommendation at Minute HRMDC/9 (Working with Trade Unions), namely that the Committee be delegated authority to determine future arrangements for trade union facilities, be approved;
- (iii) that, subject to (i) and (ii) above and in accordance with Standing Orders, the Minutes be adopted.

DSFRA/15. Authority Calendar of Meetings 2014-15 and Appointments to Committees and Outside Bodies

The Authority considered a report of the Clerk to the Authority (DSFRA/14/12) on:

- proposed additional dates for inclusion in the Authority's approved Calendar of Meetings for 2014-15, omitted in error when this matter was considered at the Annual Meeting earlier this year;
- outstanding vacancies requiring appointment on the Authority's Audit & Performance Review, Commercial Services, Determinations & Dispensations and Resources Committees; and

- the allocation to the Authority by the Local Government Association, following a review of its governance arrangements, of an additional seat on the Fire Commission.

RESOLVED

- (a) that, subject to further consideration being given to the date/time of the meeting of the Human Resources Management & Development Committee scheduled for November 2014, the additional dates for inclusion in the Authority's Calendar of Meetings 2014-15, as set out in paragraph 1.1 of report DSFRA/14/12, be approved;
- (b) that appointments be made to the Committee vacancies as indicated below, the term of office to be until the Authority's Annual Meeting in 2015:
 - Audit & Performance Review Committee – Councillor Singh;
 - Commercial Services Committee – Councillor Leaves;
 - Determinations & Dispensations Committee – Councillor Smith;
 - Resources Committee – Councillor Singh;
- (c) that Councillor Ellery be appointed to the second place on the Local Government Association Fire Commission, to take effect from September of 2014 until the Authority Annual Meeting in 2015.

DSFRA/16. Openness of Local Government Bodies Regulations 2014 - Recording of Decisions

The Authority considered a joint report of the Clerk and the Treasurer to the Authority (DSFRA/14/13) on a proposed process for adoption to secure compliance with the requirement in the draft Openness of Local Government Bodies Regulations 2014 and relating to the written recording and publication of certain decisions as delegated to officers. It was anticipated that the draft Regulations would come into force in August 2014.

RESOLVED

- (a) that, upon the Openness of Local Bodies Regulations 2014 being enforced the parameters for the written recording and publication of officer decisions, as set out section 3 of this report, be approved;
- (b) that the parameters be reviewed as part of the annual review of the Authority's constitutional governance framework documents and in light of experience both by this and other authorities;
- (c) that, subject to (a) and (b) above, the report be noted.

DSFRA/17. Chairman's Announcements

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

DSFRA/18. Chief Fire Officer's Announcements

The Chief Fire Officer reported on:

- the tragic death, in a house fire, of former employee. Following this event, the Service was further promoting the importance of home fire safety;
- the appointment of Penny Mordaunt, MP, as the new Fire Minister;

- the ongoing dispute between the Fire Brigades Union and the government over firefighter pensions;
- an announcement by the government that it intends to initiate a review of firefighter pay and conditions;
- the visit, on 16 July 2014, by Their Royal Highnesses the Prince of Wales and the Duchess of Cornwall to the Training Academy at Exeter Airport as part of the event to recognise the contributions made by all emergency services and Local Resilience Forum partners in responding to the severe weather events in the region earlier in the year.
- the forthcoming Award Ceremony to be held at Service Headquarters on 31 July 2014.

DSFRA/19. 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 companies.

DSFRA/20. Commercial Activities 2013-14

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

The Authority considered a report of the Director of People and Commercial Services (DSFRA/14/14) on the financial results of commercial activities undertaken during 2013-14, as initially reported to the Board of Directors of Red One Ltd. and the Commercial Services Committee.

RESOLVED

- (a) that, in accordance with the Authority's earlier decision (Minute DSFRA/59(b) of the meeting held on 18 February 2013 refers), the net dividend arising from commercial activities in 2013-14, as identified in report DSFRA/14/14 and as reported to the meeting of the Commercial Services Committee held on 3 July 2014, be applied towards capital expenditure (thereby reducing debt costs);
- (b) that the gross contribution towards the running costs of the Service made by commercial activities in 2013-14, as identified in the report, together with the work of the team in securing such a positive outcome, be commended.

(SEE ALSO MINUTE DSFRA/14(b) ABOVE)

The meeting started at 10.00hours and finished at 11.36hours.

RESOURCES COMMITTEE

(Devon and Somerset Fire and Rescue Authority)

1 September 2014

Present:

Councillors Brooksbank, Burridge-Clayton, Chugg, Dyke, Greenslade and Yeomans.

Apologies:

Councillor Singh.

Attending in accordance with Standing Order 36:

Councillor Eastman.

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

RESOLVED that Councillor Dyke be elected Chair of the Committee until its first meeting following the Authority annual meeting in 2015.

***RC/2. Minutes**

RESOLVED that the Minutes of the meeting held on 16 May 2014 be signed as a correct record.

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

RESOLVED that Councillor Yeomans be elected Vice-Chair of the Committee until its first meeting following the Authority annual meeting in 2015.

***RC/4. Treasury Management Performance 2014-15: Quarter 1**

The Committee received, for information, a report of the Treasurer (RC/14/10) on the treasury management activities of the Authority for the first quarter of the current (2014-15) financial year, to June 2015. The Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice for Treasury Management advocated that public authorities should receive a report on treasury management activities at least twice a year and preferably quarterly.

Performance during the first quarter of the current financial year demonstrated a prudent approach to investment decisions, with priority being given to liquidity and security over yield. No Prudential Indicators had been breached and, while investment returns were still low as a consequence of the fall in interest rates, it was still anticipated that the Authority would realise returns from its investments over the budget target.

In debating the report, Members commented in particular on the ongoing uncertainties facing the financial markets and of the need for the Authority, wherever practicable, to seek reductions in its level of external debt.

***RC/5. Financial Performance 2014-15: Quarter 1**

The Committee received for information a report of the Treasurer to the Authority (RC/14/11) on financial performance for the first quarter (April to June) as against those agreed targets for the current (2014-15) financial year.

At this stage it was anticipated that revenue spending would be some £2.062m (2.72%) less than the agreed budget figure. This aligned to the approved strategy to deliver in-year savings wherever possible to enhance reserve balances, with the underspend being largely attributable to savings on staffing costs arising primarily from continued implementation of Corporate Plan proposals approved in July 2013. These proposals were anticipated to deliver ongoing annual savings of £6.8m once fully implemented.

The report highlighted the most significant variations from the budget and estimated the position for both reserves and provisions at the end of the financial year. Earmarked reserves were projected to be some £7.9m, with general reserves estimated to be some £5.2m (6.85% of the net revenue budget). Provisions were estimated to be some £2.3m, the bulk of which related to funding set aside to meet costs retained firefighter pension costs associated with the legal ruling on application of the Part-time Workers (Less than Favourable Working Conditions) Regulations 2000.

In relation to the capital programme 2014-15, the latest projection was for spending to be some £6.891m against an initial, proposed revised programme of £9.093m – an indicative “slippage” of £2.202m. The initial, proposed revised programme additions totalling £1.266m were as a result of:

- inclusion of a further £1.046m slippage on the 2013-14 capital programme, additional to that reported to the Authority at its meeting on 29 May 2014 as part of the budget outturn position for the last financial year (Minute DSFRA/9 refers);
- £0.200m to fund additional works at some stations to comply with Water Regulations, as approved by the Authority at its meeting on 29 May 2014 (Minute DSFRA/9 refers); and
- £0.020m to fund works to the training tower at Appledore (to be funded from revenue contributions).

None of the additions identified above required any increase in the external borrowing requirement.

Given the total indicative slippage of £2.202m against the 2014-15 capital programme, which it was felt could not be addressed during the current financial year, it was intended to adjust the three year programme 2014-15 to 2016-17 by moving an amount of £2m from 2014-15 to 2015-16 (giving a final, proposed revised programme for 2014-15 of £7.094m). This reflected a change in project delivery rather than a change to the overall programme, was permissible under the Prudential Code and would have a positive impact on debt charges in deferring external borrowing requirements by a year.

The report also set out performance to date against other financial performance indicators, notably debt analysis and payment of invoices within 30 days.

The report identified that, while it was still early in the financial year, consideration would need to be given in due course to utilisation of any year-end savings and that these considerations would be influenced by a number of factors such as meeting the liability on retained pension costs (once finally clarified), supporting capital spending plans and thereby reducing debt exposure and maintaining sufficient reserve balances during the austerity period, now anticipated to last until at least 2017-18.

(SEE ALSO MINUTE RC/6 BELOW)

RC/6. Revision to Capital Programme 2014-15 to 2016-17

The Committee considered a report of the Director of Operations and Treasurer to the Authority (RC/14/12) on proposed revisions to the approved capital programme 2014-15 to 2016-17. The proposed revisions were as a result of:

- inclusion of a further £1.046m slippage on the 2013-14 capital programme, additional to that reported to the Authority at its meeting on 29 May 2014 as part of the budget outturn position for the last financial year (Minute DSFRA/9 refers). The carry-forward of this additional slippage reflected a change to the timing of the spend only rather than an increase in funding requirements;
- an increase of £0.200m in 2014-15 to fund additional works at some stations to comply with Water Regulations, to be met from the underspend against the 2013-14 revenue budget and as approved by the Authority at its meeting on 29 May 2014 (Minute DSFRA/9 refers); and
- an increase of £0.020m in 2014-15 to fund works to the training tower at Appledore (to be funded from revenue contributions);
- given the indication that slippage against the 2014-15 capital programme would be in the region of £2.202m (see Minute *RC/5 above), a proposal to transfer an amount of £2m from 2014-15 to 2015-16 reflecting, again, changes in the timing of spend rather than an increase in funding requirements.

The proposed revised capital programme 2014-15 to 2016-17 was summarised at Appendix B to the report, with Appendix C setting out revised prudential indicators associated with the revised programme.

The report also identified that, looking ahead, the affordability of future capital spending would come under more pressure given a reducing revenue budget and that consideration would ultimately need to be given to the identification of an alternative funding source to external borrowing.

RESOLVED that the Devon & Somerset Fire & Rescue Authority be recommended to approve the revised capital programme and associated prudential indicators for 2014-15 to 2016-17 as detailed in report RC/14/12 and summarised at Appendices A and B to these Minutes.

(SEE ALSO MINUTE *RC/5 ABOVE)

***RC/7. Disposal of Six End of Life Service Vehicles**

The Committee considered a report of the Director of Corporate Services (RC/14/13) on a proposal to donate six, "end of operational life" Land Rovers to the Dartmoor Rescue Groups.

The Groups were valuable, voluntary sector partners fully reliant upon charitable donations to operate. Donating the vehicles as proposed would accord with the aims of the approved Corporate Strategy in forging an integrated response framework inclusive of the community and voluntary sector and enable the Service to utilise the access, navigation and topographical skills of the Groups, thereby supporting the Service in responding to emergencies. This, in turn, would reduce the number of times when the Service may be required to request support from national assets.

If the donation was approved, an appropriate agreement to transfer ownership of the vehicles and all future liabilities would be drafted between the Authority and the Dartmoor Rescue Groups and each vehicle would be liveried to highlight and promote the working partnership between the Service and the Groups.

The normal disposal route for such vehicles would be via local auctions and could, depending on market conditions, realise a receipt of between £26,000 and £30,000. Financial Regulations required Committee approval for the disposal of any material asset (either individual or cumulative amounts of the same item) valued between £25,000 and £50,000.

RESOLVED that, in accordance with Financial Regulations, the donation of six 'end-of-life' Land Rovers to the four Dartmoor Rescue Groups, as set out in report RC/14/13, be approved.

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

The meeting started at 10.00hours and finished at 11.15hours.

**APPENDIX A TO THE MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD
ON 1 SEPTEMBER 2014**

Revised Capital Programme (2014/15 to 2019/20)			PROPOSED PROGRAMME 2014-15 TO 2016-17			INDICATIVE PROGRAMME 2017-18 TO 2019-20		
2013/2014 Revised Programme (£000)	2013/2014 Outturn (£000)	Item PROJECT	2014/15 (£000)	2015/16 (£000)	2016/17 (£000)	2017/18 (£000)	2018/19 (£000)	2019/20 (£000)
		Estate Development						
79	21	SHQ major building works	58					
1,544	1,247	Major Projects - Training Facility at Exeter Airport	320	100				
		Minor improvements & structural maintenance	1,062	2,400	1,500	1,750	1,750	1,750
255	187	USAR works	83					
1,288	603	Minor Works slippage from earlier years	680					
108	96	Projects funded from Revenue	195					
3,274	2,136	Estates Sub Total	2,398	2,500	1,500	1,750	1,750	1,750
		Fleet & Equipment						
		Appliance replacement	2,557	3,202	2,557	2,557	1,438	2,119
		Specialist Operational Vehicles	50		400	400		
60	60	Vehicles and equipment funded from revenue						
		Equipment	1,070	384	320	320	380	200
100	-	USAR Vehicles	100					
481	200	Equipment slippage from earlier years	415					
2,883	1,457	Appliance & Specialist Operational Vehicle slippage from earlier years	504	936				
3,524	1,717	Fleet & Equipment Sub Total	4,696	4,522	3,277	3,277	1,818	2,319
6,798	3,853	SPENDING TOTALS	7,094	7,022	4,777	5,027	3,568	4,069
Programme Funding								
1,596		Main programme	850	5,726	4,777	5,027	3,568	4,069
3,361	2,225	Revenue funds	4,468	1,296				
355	188	Earmarked Reserves	378					
1,440	1,440	Grants	1,398					
6,752	3,853	FUNDING TOTALS	7,094	7,022	4,777	5,027	3,568	4,069

**APPENDIX B TO THE MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD
ON 1 SEPTEMBER 2014**

PRUDENTIAL INDICATORS	INDICATIVE INDICATORS 2017/18 to 2019/20					
	2014/15 £m estimate	2015/16 £m estimate	2016/17 £m estimate	2017/18 £m estimate	2018/19 £m estimate	2019/20 £m estimate
Capital Expenditure						
Non - HRA	7.094	7.022	4.777	5.027	3.568	4.069
HRA (applies only to housing authorities)						
Total	7.094	7.022	4.777	5.027	3.568	4.069
Ratio of financing costs to net revenue stream						
Non - HRA	3.65%	3.87%	4.67%	5.25%	5.82%	6.21%
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	23,430	27,351	29,948	32,545	33,406	34,544
HRA (applies only to housing authorities)	0	0	0	0	0	0
Other long term liabilities	1,509	1,443	1,374	1,299	1,209	1,112
Total	24,939	28,794	31,322	33,844	34,615	35,656
Annual change in Capital Financing Requirement	£000	£000	£000	£000	£000	£000
Non - HRA	-975	3,855	2,528	2,522	771	1,041
HRA (applies only to housing authorities)	0	0	0	0	0	0
Total	-975	3,855	2,528	2,522	771	1,041
Incremental impact of capital investment decisions	£ p	£ p	£ p	£ p	£ p	£ p
Increase/(decrease) in council tax (band D) per annum	-£0.42	-£1.03	-£0.62	N/A	N/A	N/A
PRUDENTIAL INDICATORS - TREASURY MANAGEMENT						
Authorised Limit for external debt	£000	£000	£000	£000	£000	£000
Borrowing	31,120	33,913	34,903	36,171	37,188	38,027
Other long term liabilities	1,449	1,371	1,278	1,177	1,070	963
Total	32,569	35,284	36,181	37,348	38,258	38,991
Operational Boundary for external debt	£000	£000	£000	£000	£000	£000
Borrowing	29,948	32,545	33,406	34,544	35,518	36,300
Other long term liabilities	1,374	1,299	1,209	1,112	1,010	907
Total	31,322	33,844	34,615	35,656	36,528	37,208

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 2014/15		
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%

COMMERCIAL SERVICES COMMITTEE
(Devon and Somerset Fire and Rescue Authority)

4 September 2014

Present:-

Councillors Dyke (Vice-Chair)(in the Chair), Edmunds, Leaves, Randall Johnson and Woodman

Apologies:-

Councillors Ball and Healey

***CSC/7.**

Minutes

RESOLVED that the Minutes of the meeting held on 3 July 2014 (as amended to indicate appointment of Councillor Dyke as Vice-Chair) be signed as a correct record.

***CSC/8.**

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 items of business on the grounds that they 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.

***CSC/9.**

Financial Update

(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 Treasurer reported, for information, on the financial performance of commercial activities for the first quarter of the current (2014-15) financial year. Turn-over, gross profit and net profit were all in excess of those for the same period for the last financial year and also higher than the target set for the first quarter of this financial year.

***CSC/10.**

Commercial Update August 2014

(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 received for information a report of the Commercial Business Development Manager (CSC/14/7) on commercial leads and opportunities currently being progressed.

***CSC/11.**

Brand Management

(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 Commercial Business Development Manager reported, for information, on the appointment of a branding agency to assist in analysis of previous commercial performance with a view to utilising the resulting information to inform potential future trading opportunities.

Arrangements would be made for the Committee to be briefed on progress with this initiative as appropriate.

(SEE ALSO MINUTE *CSC/ BELOW).

***CSC/12. Red One Ltd. Resourcing**

(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 Commercial Business Development Manager briefed the committee on resource issues associated with commercial activities at present and potential pressures on these.

The Committee advocated a “watching brief” at present and commented that it may be apposite to revisit this issue in light of the outcome of the brand management exercise outlined above.

(SEE ALSO MINUTE *CSC/ ABOVE).

***CSC/13. Training Academy Schools - Marketing and Commercial Development**

(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 received for information a presentation from the Commercial Training Projects Officer on accredited courses delivered by each of the Training Academy schools in a commercial context, including details of individual marketing plans (which linked in to an overarching marketing strategy), assessments of value for money, identification of target markets, product lifecycles and development etc.

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

The meeting started at 10.00hours and finished at 12.12hours.

COMMUNITY SAFETY AND CORPORATE PLANNING COMMITTEE

(Devon and Somerset Fire and Rescue Authority)

17 September 2014

Present:-

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

Apologies:-

Councillor Bown

***CSCPC/7. Minutes**

RESOLVED that the Minutes of the meeting held on 25 June 2014 be signed as a correct record.

***CSCPC/8. Planning Framework**

The Director of Operations gave a presentation at the meeting to update the Committee on the revised Corporate Planning Framework model which set out how the Service was aiming to work within its overall performance management cycle of “plan-do-review”.

The presentation demonstrated how the model for the Service’s direction in the future was set within the Corporate Strategy and how this aligned with activity through the organisation to deliver business as usual and improvement.

The Area Manager for Analysis and Data advised the Committee that the new Corporate Strategy was based on 3 key priorities for the Service, namely:

- Community safety;
- Firefighter safety and;
- Efficiency and effectiveness.

These 3 key priorities would be underpinned by 6 individual strategies in key areas, including:

- Response;
- Prevention and protection;
- Information technology;
- Assets;
- Finance, and;
- People.

In terms of performance, it was proposed that the measures would, in future, be split into strategic and operational measures and that these would be “leading” rather than “lagging” as at present.

The Director of Operations, in response to a question related to the recent Peer Assessment that had been undertaken with the Service, stated that the feedback from this process had been very well received. He added that this Committee had a key role to play in the corporate planning process, particularly in view of the continued financial restrictions and changes in practices that would be necessary in the future to meet this and other challenges. He added that more detailed proposals would be presented to Members in due course.

***CSCPC/9. Blue Light Innovation Group**

The Director of Operations gave a presentation at the meeting in respect of the Blue Light Innovations Group which had been established in conjunction with the Police and Ambulances Services and the Royal Devon and Exeter Hospital (RDE) recently to:

- Develop a strategic systems peer network;
- Scope areas for joint collaboration;
- Develop joint protocols for prevention & protection and;
- Scope further areas for joint response.

The presentation highlighted potential ways in which service delivery could be enhanced in the future based on a collaborative approach utilising shared data.

***CSCPC/10. Rapid Intervention Units - Pilot Study**

The Director of Operations gave a presentation at the meeting that set out how the Service's Response and Resilience Department would be running a new pilot of different types of Rapid Intervention Units (RIUs) to try to maximise the opportunities to utilise modern firefighting concepts and innovations.

***CSCPC/11. Community Capacity Building Project**

The Committee received for information a report of the Director of Operations (CSCPC/14/4) that gave an overview of the Service's Community Capacity Building Project which had been initiated between the Devon and Cornwall Police, the South West Ambulance Services Trust (SWAST) and the Devon and Somerset Fire and Rescue Service. The key theme of the Project was to work with and support communities to become more resilient, cohesive and encourage emergency preparedness.

The Committee noted that this was a 12 month pilot involving six communities, three in Devon and three in Cornwall. It was hoped that this model could be replicated in other areas of Devon and Somerset following the initial pilot.

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

The meeting started at 10.00hours and finished at 11.55hours

HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT COMMITTEE

(Devon and Somerset Fire and Rescue Authority)

19 September 2014

Present:-

Councillors Bown (Chair), Brooksbank, Chugg, Healey (vice Smith), Knight, Prior Sankey (vice Horsfall) and Woodman (vice Burrridge-Clayton).

Apologies:-

Councillors Burrridge-Clayton, Horsfall and Smith.

NB. Councillor Dyke was also in attendance in his capacity as Chairman of the Resources Committee (and in accordance with Standing Order 36(1)).

***HRMDC/10. Minutes**

RESOLVED that the Minutes of the meeting held on 23 July 2014 be signed as a correct record.

***HRMDC/11. 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 items of business on the grounds that they involved the likely disclosure of exempt information as defined in the following paragraphs of Part 1 of Schedule 12A (as amended) to the Act, namely:

- Paragraph 1 - Information relating to any individual;
- Paragraph 2 - Information which is likely to reveal the identity of an individual;
- Paragraph 4 - Information relating to any consultations or negotiations or contemplated consultations or negotiations in connection with any labour relations matter arising between the Authority and its employees.

***HRMDC/12. Retirement/Re-Employment**

(An item considered 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 People and Commercial Services (HRMDC/14/9) that set out information in respect of the Authority's position in relation to retirement and re-employment in accordance with the Pay Policy Statement (PPS) for the 2014-15 financial year and as approved by the Authority at its meeting on 24 February 2014 (Minute DSFRA/48 refers). The report also set out details of the expressions of interest that had been submitted by operational staff for retirement/re-employment for consideration by the Committee.

RESOLVED that the requests for uniformed retirements and re-employment as identified within report HRMDC/14/9 be approved.

***HRMDC/13. Working with Trade Unions - Supplementary Report**

(An item considered 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 People and Commercial Services (HRMDC/14/10) that set out additional information that had been requested by the Committee at its previous meeting on 23 July 2014 (Minute HRMDC/9 refers). This was to enable the Committee to determine the appropriate employment relations machinery that should be operated within Devon and Somerset Fire and Rescue Service in the future. The report also detailed the additional costs associated with the operation of the existing employment relations machinery for Representative Bodies, including the Fire Brigades' Union (FBU), Fire Officers' Association (FOA) and the Retained Firefighters' Union (RFU) together with 3 potential options for the way forward.

Following a lengthy debate, Councillor Knight **MOVED** with Councillor Chugg seconding that:

- (a) the current arrangement allowing for paid release for two, full-time Fire Brigades Union (FBU) officials be terminated, and;
- (b) employment relations arrangements going forward be on the basis of facilities to allow for the reasonable release of officials of unions recognised by the Service for trade union duties only and not trade union activities, with delegated authority for the Chief Fire Officer to agree this on a case-by-case basis;
- (c) operation of these revised arrangements be reported to future meetings of this Committee to facilitate ongoing review of their efficiency and effectiveness;
- (d) the previously agreed principle of any regional release being subject to cost neutrality for the Service be re-affirmed, with any release so agreed being subject to review as appropriate by the Service, and;
- (e) the existing arrangements for "check-off" be maintained.

This was put to the vote (and carried unanimously), whereupon it was:

RESOLVED

- (a) that the current arrangement allowing for paid release for two, full-time Fire Brigades Union (FBU) officials be terminated, and;
- (b) that employment relations arrangements going forward be on the basis of facilities to allow for the reasonable release of officials of unions recognised by the Service for trade union duties only and not trade union activities, with delegated authority for the Chief Fire Officer to agree this on a case-by-case basis;
- (c) that operation of these revised arrangements be reported to future meetings of this Committee to facilitate ongoing review of their efficiency and effectiveness;
- (d) that the previously-agreed principle of any regional release being subject to cost neutrality for the Service be re-affirmed, with any release so agreed being subject to review as appropriate by the Service, and;

(e) that the existing arrangements for “check-off” be maintained.

***HRMDC/14. Draft Response to the Government Review on Terms and Conditions of Service for Operational Staff**

(An item considered 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 People and Commercial Services (HRMDC/14/11) that set out the background to the independent review of the terms and conditions of service for operational fire and rescue service staff that had been launched recently together with a proposed response to the consultation exercise.

The Human Resources Manager advised the Committee that the deadline date for responses to the consultation had been extended now to 17 October 2014. As a result, he suggested that the Committee may wish to approve a response in principle subject to the Executive Board giving further consideration to the responses to the questionnaires with the Chief Fire Officer authorised, following consultation with the Chair of the Committee, to approve the final response for submission on behalf of the Authority.

RESOLVED

- (a) that, subject to incorporation of the views of the Committee on the responses to questions 28 and 29 of the Conditions of Service questionnaire, the draft responses to the independent review of the terms and conditions of service for operational staff be approved in principle;
- (b) that, in light of the extension of the deadline for submitting responses to 17 October 2014, the Executive Board be asked to review the response, with the Chief Fire Officer authorised, following consultation with the Chair of the Committee, to approve a final response for submission on behalf of the Authority.

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

The meeting started at 10.00hours and finished at 12.05hours.

AUDIT AND PERFORMANCE REVIEW COMMITTEE

(Devon and Somerset Fire and Rescue Authority)

24 September 2014

Present:-

Councillors Radford (Chair), Edmunds, Healey and Way.

Apologies:-

Councillors Ball, Horsfall and Singh.

In attendance:-

Peter Barber – representing the Authority's external auditors, Grant Thornton.

***APRC/7. Minutes**

RESOLVED that the Minutes of the meeting held on 9 July 2014 be signed as a correct record.

***APRC/8. Audit Findings for the Devon & Somerset Fire & Rescue Authority for the Year Ended 31 March 2014**

The Committee considered a document prepared by Grant Thornton, the Authority's external auditor, that set out its findings and opinion on the Authority's financial statements for the year ended 31 March 2014. The Committee also considered the Authority's draft Statement of Accounts for 2013-14 which had, as a result of the external audit process, been amended to reflect misstatements, misclassifications and disclosures identified by Grant Thornton. The changes made were set out within the audit findings as submitted by Grant Thornton. The Committee was also asked to approve a draft Letter of Representation to accompany the Audit Findings and Statement of Accounts for 2013-14.

In presenting his findings to the Committee, Peter Barber, representing Grant Thornton, reported upon the work that had been undertaken in respect of the audit findings. He highlighted the adjustments that had been made to the accounts since these had been considered by the Committee at its meeting on 9 July 2014 (Minute *APRC/6 refers). He drew attention to a couple of issues that needed to be addressed, however, including:

- The Fixed Asset Register (FAR) did not reconcile to the financial statements and although the financial statements were materially accurate, work was required to ensure the FAR was fit for purpose in the future;
- The Authority did not value all of its items within a class of property, plant and equipment simultaneously.

The audit findings also identified significant risks for the Authority which included improper revenue recognition and the management of override controls and it set out the actions that had been taken or needed to be taken to address this.

In respect of the issue of improper revenue recognition, the auditors had recommended that the Authority should give due consideration to the provision of group accounts as part of its future years' financial statements in view of the continuing expansion of its trading company, Red One.

Based on the work that had been undertaken, Mr Barber reported that he anticipated issuing an unqualified opinion on both the financial statements and Value for Money conclusion and indicated that this would be issued to the Authority in the near future.

The Chairman, on behalf of the Committee, thanked the Treasurer and his team for the work they had undertaken in respect of the preparation of the statement of accounts. He also thanked the auditors for the clear and comprehensive report that had been submitted.

RESOLVED

- (a) That the Audit Findings 2013-14 including the recommendations contained therein be approved;
- (b) That the revised Statement of Accounts 2013-14 containing the financial statements on which the Audit Findings are based be approved, and;
- (c) That the Letter of Representation also enclosed with the agenda for this meeting be approved and the Treasurer be authorised to sign it on behalf of the Authority.

***APRC/9. 2013-14 Annual Statement of Assurance**

The Committee considered a report of the Audit and Review Manager (APRC/14/6) that set out the Authority's Annual Statement of Assurance for 2013-14 which had been prepared to satisfy the requirements of the Accounts and Audit (England) Regulations 2011 and the current version of the Fire and Rescue Authority National Framework. The document set out issues of financial, governance and operational assurance and included an action plan to address any issues identified.

RESOLVED that that the final Annual Governance Statement - required to accompany the 2013/14 final accounts – be approved and published on the Authority's website.

***APRC/10. Audit and Review 2013-14 2nd Quarter Progress Report**

The Committee received for information a report of the Audit and Review Manager (APRC/14/7) that set out details of the work that had been undertaken by the Service's Audit and Review Team in conjunction with the Devon Audit Partnership to provide assurance in respect of the audits completed to date. The report detailed the key and/or high risk findings on the following:

- The 2013-14 firefighter safety assurance mapping exercise;
- Operational assurance review;
- Emergency call incident support data quality review;
- Payroll review;
- ICT (strategic fire control project) review.

***APRC/11. Devon & Somerset Fire & Rescue Service Performance Report: April to June 2014**

The Committee received for information a report of the Director of Operations (APRC/14/8) that detailed the Service's performance for the period April to June 2014 against the measures set out within the Corporate Plan for 2013/14 to 2014/15.

The Director of Operations reported that the Service would be changing the way in which data was presented to the Committee in future so that the information available could be used to lead and drive performance rather than being a "lagging" report on what had already happened. He added that the change was to ensure that the Service could work towards its improvement and prevention agenda instead of waiting until something had occurred such as a fire death. He indicated that a comprehensive report on the proposed changes would be submitted to the Committee in the near future.

In terms of the performance to date this year, the Committee noted that:

- Measures 1 (deaths which occurred where people lived) – there had been one fire death to June 2014 as compared with five in the same period in 2013-14 which was a welcome decrease;
- Measure 2 (injuries which occurred where people lived) – there had been a significant reduction in fire injuries to 11 from 26 in the same period in 2013-14;
- Measure 3 (incidents which occurred where people lived) – there were 237 dwelling fires in the first quarter of 2014-15 as compared with 272 in 2013-14 which continued the overall downward trend that had occurred almost year on year since 2007 with the exception of 2013-14;
- Measure 4 (deaths which occurred where people worked and visited) – there were no fire deaths in Quarter 1 of 2014-15;
- Measure 5 (injuries which occurred where people worked or visited) – there was a decrease of 33.3% in the number of injuries recorded in the first quarter of 2014-15 which it was thought was attributable to the drop in the number of accidental vehicle fires;
- Measure 6 (incidents which occurred where people worked and visited) – the number of incidents, including both deliberate and accidental fires, had increased from 353 in the first quarter of 2013-14 to 367 in the same period in 2014-15 which it was thought may be attributable in part to the above average temperatures throughout the period and lower rainfall in June 2014;
- Measures 7 and 8 (emergency response standards) – this was showing an improvement in quarter 1 of 2014-15 with a performance of 69.2% for first attendance in 10 minutes although there had been a slight decrease on first attendance within 15 minutes to road traffic collisions to 74.43% from 76.91%;
- Measure 9 (sickness) – there had been an increase in sickness absence of 31% in the first quarter of 2014-15 as compared with the same period in 2013-14 and an in depth analysis was being undertaken to try to ascertain why this had occurred.

During a discussion on the performance figures, reference was made to the position in respect of the number of "on call" (retained) stations that were available for response at any time and the Committee indicated that it would wish to see this information included in future reports.

The Director of Operations advised that the Service did hold this information and this would be considered in line with the proposed changes in reporting style as discussed earlier in the meeting. He indicated that this may also include information on co-responder and non-fire related incidents additionally as this was all part of the changing environment for the fire and rescue service.

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

The meeting started at 10:00hours and finished at 11.40hours.

REPORT REFERENCE NO.	DSFRA/14/15
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
DATE OF MEETING	5 NOVEMBER 2014
SUBJECT OF REPORT	APPOINTMENTS TO FIREFIGHTERS PENSIONS SCHEME INDEPENDENT DISPUTES RESOLUTION PANEL
LEAD OFFICER	Clerk to the Authority
RECOMMENDATIONS	<p><i>That appointments be made from amongst those Members on the Human Resources Management and Development Committee to the Firefighters Pension Scheme Independent Disputes Resolution Panel for the current municipal year, the Term of Office to be until the first meeting of the Human Resources Management & Development Committee following the annual Authority meeting in 2015.</i></p> <p><i>(NOTE: it is understood that the Panel Members appointed to serve on the Panel for the 2013-14 municipal year, namely Councillors Bown, Brooksbank and Smith, are prepared to serve again).</i></p>
EXECUTIVE SUMMARY	<p>Appointments to the Independent Disputes Resolution Panel (IDRP) required to determine appeals under Stage 2 of the Firefighters' Pension Scheme normally fall to the Human Resources Management & Development Committee. This should have been undertaken at the Committee meeting held on 23 July 2014 but was omitted in error.</p> <p>An outstanding appeal, however, requires this Panel to be re-constituted for the current (2014-15) municipal year ahead of the next scheduled meeting of the Human Resources Management & Development Committee.</p> <p>Given these circumstances, the Authority is invited to make the appointments. It is understood that the Panel Members for the 2013-14 municipal year, namely Councillors Bown, Brooksbank and Smith, are prepared to serve again.</p>
RESOURCE IMPLICATIONS	N/A
EQUALITY RISKS AND BENEFITS ANALYSIS (ERBA)	N/A
APPENDICES	Nil.
LIST OF BACKGROUND PAPERS	Nil.

1. **GENERAL**

1.1 The Firefighters' Pension Scheme Internal Disputes Resolution Procedure (IDRP), provides for complaints related to a pension to be considered by the Service and Authority under a two stage process, namely:

Stage One: the matters should be considered by the Chief Fire Officer, or a senior manager specified by him/her, who will give a decision in the matters; and

Stage Two: the decision should be confirmed or replaced by the decision of elected Members of the Authority.

1.2 The Authority has delegated Stage 2 to be undertaken by a small Panel of Members and has further delegated responsibility to the Human Resources Management & Development Committee to determine, in the first instance, membership of the Panel from amongst its membership.

1.3 This should have been undertaken, for the current (2014-15) municipal year by the Committee at its meeting on 23 July 2014 but was omitted in error. An appeal has subsequently been lodged requiring the Panel to be constituted for the current municipal year prior to the next meeting of the Committee (scheduled for 26 November 2014).

1.4 In these circumstances, the Authority is asked to appoint to the Panel for the current municipal year, the Term of Office to be until the first meeting of the Human Resources Management & Development Committee following the Authority annual meeting in 2015. It is understood that the Members who served on the Panel for the 2013-14 municipal year, namely Councillors Bown, Brooksbank and Smith, are prepared serve again.

MIKE PEARSON
Clerk to the Authority