

**M. Pearson
CLERK TO THE AUTHORITY**

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

(see below)

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DEVON & SOMERSET FIRE & RESCUE AUTHORITY
(Annual Meeting)

Thursday 28 May 2015

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

M. Pearson
Clerk to the Authority

AGENDA

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

1. **Election of Chair**
2. **Apologies**
3. **Minutes** of the Budget meeting held on 20 February 2015 attached (Page 5).
4. **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

5. **Election of Vice-Chair**
6. **Review of Constitutional Governance Framework Documents**
Report of the Clerk to the Authority (DSFRA/15/9) attached (page 21)

7. **Schedule of Appointments to Committees, Outside Bodies Etc.**
Report of the Clerk to the Authority (DSFRA/15/10) attached (page 43)
8. **Draft Calendar of Meetings 2015-16**
Report of the Clerk to the Authority (DSFRA/15/11) attached (page 53)

MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

Membership:-

Councillors Healey (Chair), Ball, Bown, Mrs. Bowyer, Burrige-Clayton, Chugg, Colthorpe, Dyke, Eastman, Edmunds, Ellery, Greenslade, Hill, Horsfall, Knight, Leaves, Radford, Randall Johnson, Redman, Singh, Way, Woodman and Yeomans.

Vacancy: Torbay Council

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
(Budget Meeting)

20 February 2015

Present:-

Councillors Healey (Chair), Ball, Bown, Brooksbank, Burrige-Clayton, Chugg, Dyke, Edmunds, Ellery, Greenslade, Horsfall, Leaves, Owen, Prior-Sankey, Radford, Randall Johnson, Singh, J Smith, Way and Woodman.

Apologies:-

Councillors Mrs. Bowyer, Colthorpe, Eastman, Knight and Yeomans.

DSFRA/41. Minutes

RESOLVED that the Minutes of the meeting held on 17 December 2014 be signed as a correct record.

DSFRA/42. Addresses by Fire Brigades Union

The Authority received an address from the Fire Brigades Union on:

- the ongoing industrial dispute between the government and the Union on proposed reforms to firefighters pensions. The FBU commented that, despite comments made in Parliament by the Fire Minister, Penny Mordaunt MP, it did not consider that the issue relating to ill-health retirements to have been satisfactorily resolved and hence would be holding a further period of industrial action on 25 February 2015. The FBU urged the Authority to write to the government to seek a speedy resolution to this issue;
- the need to seek to protect front-line services as far as was practicable and to this end encouraging the Authority to support a 1.99% Council Tax increase when considering its budget for 2015-16.

RESOLVED

- (a) that the Chair be asked to write to the government on behalf of the Authority requesting a speedy resolution to the dispute with the Fire Brigades Union over firefighter pension reforms, the letter to be copied to the Prime Minister, the Deputy Prime Minister, the Secretary of State and local Members of Parliament;
- (b) that, subject to (a) above, the address be noted.

(SEE ALSO MINUTE DSFRA/44 BELOW)

DSFRA/43. Minutes of Committees

(a) Commercial Services Committee

The Chair of the Committee, Councillor Healey, **MOVED** the minutes of the meeting held on 15 January 2015 which had considered, amongst other things:

- an update report on appointment of directors to the Board of Red One Ltd.;
- an update on commercial leads and opportunities being progressed;
- a financial update; and

- a proposed, revised trading company contract between the Authority and Red One Ltd.

RESOLVED

- (i) that the recommendation at Minute CSC/24 (Trading Company Contract between Authority and Red One Ltd.) be considered in conjunction with the item 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/52 BELOW)

(b) Audit & Performance Review Committee

The Chair of the Committee, Councillor Radford, **MOVED** the minutes of the meeting held on 6 February 2015 which had considered, amongst other things:

- a revised Authority policy in relation the Regulation of Investigatory Powers Act (RIPA) 2000;
- an update report on work being progressed by the external auditor, Grant Thornton, on behalf of the Authority;
- a report on internal audit work undertaken to the third quarter of the current (2014-15) financial year; and
- a report on performance to the third quarter of the current (2014-15) financial year as against those measures in the current (2013-14 to 2015-16) Corporate Plan.

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

(c) Resources Committee (Budget Meeting)

The Chair of the Committee, Councillor Dyke, **MOVED** the minutes of the meeting held on 10 February 2015 which had considered, amongst other things:

- a report on treasury management performance to the third quarter of the current (2014-15) financial year;
- a report on the proposed Capital Programme 2015-16 to 2017-18;
- a report on the 2015-16 Revenue Budget and Council Tax levels;
- a report on financial performance to the third quarter of the current (2014-15) financial year against the approved revenue budget and capital programme and other financial targets approved for that year; and
- a report on reductions in central government grant to fund the Urban Search and Rescue (USAR) capability.

RESOLVED

- (i) that the recommendation at Minute RC/15 (2015-16 Revenue Budget and Council Tax Levels) be amended to read "...**£78.42**, as outlined in Option B of report RC/14/7...";
- (ii) that the recommendations at Minute RC/14 (Capital Programme 2015-16 to 2017-18) and Minute RC/15 (2015-16 Revenue Budget and Council Tax Levels) (amended as indicated at (i) above) be considered in conjunction with the items elsewhere on the agenda for this meeting;

- (iii) that the recommendation at Minute RC/16 (Financial Performance 2014-15: Quarter 3), relating to those proposed budget virements identified in Appendix A to these Minutes, be approved;
- (iv) that, subject to (i) and (ii) above and in accordance with Standing Orders, the Minutes be adopted.

(SEE ALSO MINUTES DSFRA/44(a) and (b) BELOW).

DSFRA/44. Revenue and Capital Budgets

(a) 2015-16 Revenue Budget and Council Tax Levels

(NOTE: this item was considered in conjunction with the item at Minute DSFRA/44(b) below – Capital Programme 2015-16 to 2017-18).

The Authority considered a joint report of the Treasurer and the Chief Fire Officer (DSFRA/15/1) on the proposed revenue budget and council tax levels for the Authority in 2015-16.

The final local government finance settlement for 2015-16 – the Settlement Funding Assessment (SFA) – had been announced by central government on 4 February 2015 as £29.422m and remained unchanged to the provisional settlement announced in December 2014. This represented an 8.9% reduction on the SFA for 2014-15 (£32.283m) but was in line with the figure already included in the Authority's medium term financial plans. In total, grant funding for the Authority had been reduced by £8.7m (22.8%) since 2012-13, meaning that the Authority had suffered the third worst settlement of all fire and rescue authorities over the period. Representations made on behalf of the Authority to the provisional settlement had proven unsuccessful and the settlement was for one year only.

At the same time as announcing the final SFA for 2015-16, the government had also announced, as part of the provisions introduced by the Localism Act 2011, the threshold beyond which any proposed increase in council tax would trigger the requirement to hold a referendum. The limit had been announced at 2% for 2015-16. For this Authority (having fifteen billing authorities), the costs associated with holding a referendum – estimated in the region of £2.3m – were considered prohibitive. For this reason, this Authority had made representations to the government to apply a cash increase limit rather than percentage increase but to date these representations had not proven successful.

The report set out two options in relation to the council tax and budget requirement in 2014-15:

Option A – freeze council tax at the 2014-15 level (£76.89 for a Band D property); and

Option B – increase council tax by 1.99% above 2014-15 (to £78.42 for a Band D property).

The government had again expressed its expectation that authorities should freeze council tax in 2015-16 and in support of this had announced a further council tax freeze reward grant – equivalent to a 1% increase (£0.489m, subject to confirmation of the 2015-15 council tax base) for this Authority – for those authorities either freezing or reducing council tax in 2015-16. Additionally, government had confirmed that this reward grant would be included in baseline funding for future years. While this marked an improvement on previous freeze grant announcements, it would be unusual for a government to make commitments on behalf of future administrations.

The amount of precept income and business rates to be received from billing authorities in forthcoming financial year would be £1m more than originally forecast, largely as a result of the increase in council tax base across the area of Devon and Somerset, linked to property increases e.g. the new Cranbrook development in East Devon. Additionally, since consideration of the draft 2015-16 budget and council tax levels by the Resources Committee, confirmation had been received from billing authorities that the Authority would receive an additional £0.434m relating to surplus/deficit on collection funds. This would, however, be a one-off amount and consequently it was intended to transfer it into a new "Business Rates Safety Net" Earmarked Reserve for use in smoothing out year-on-year fluctuations in business rate income.

Even allowing for the above increases, however, both Options A and B would result in a reduction of revenue funding for the Authority in 2015-16. Budget savings of £2.287m were identified in the report. Option B, however, would result in a smaller reduction in spending of £1.084m (compared to £1.456m for Option A) and the amount available (£0.869m) from the 1.99% increase in council tax would be built into future years funding levels.

A budget book compiled for each option accompanied the report, detailing a net revenue budget requirement for expenditure in areas such as employee costs, premises costs, supplies and services etc. Option A would result in a net revenue budget requirement of £74.329m, with Option B £74.710m. Option B would also enable a further £0.381m of precept raised to be used to increase the revenue contribution to the capital programme in 2014-15, from £1.7m to £2.1m which, in turn, would alleviate the Authority's reliance on borrowing to fund its future capital requirements.

The Chancellor's Autumn Statement in December 2014 confirmed that austerity measures to reduce the structural deficit would need to continue until at least 2017-18. The medium term financial plan modelling tool assessment indicated, for this Authority, a "base case" assessment of securing additional cumulative savings in the region of £6.8m by 2018-19. The report identified that each 1% increase in council tax resulted in additional precept of just under £0.4m. A further 1% increase in council tax in 2016-17 (which was not for decision at this meeting) would reduce the savings target required for 2018-19 by £1.0m.

In accordance with Section 65 of the Local Government Finance Act 1992, non-domestic ratepayers had been consulted on the proposals for expenditure as contained in the report. Additionally, limited public consultation (in the form of face-to-face surveys in Exeter, Taunton, Torquay and Plymouth) had been undertaken in line with the Authority decision on 17 December 2014 (Minute DSFRA/34 refers).

The report outlined the methodology used for the consultations for which the results indicated:

- that, of those surveyed, 53% of the business community, 79% of the public (face-to-face survey) and 76% of the public (online survey) felt it reasonable to increase in council tax in 2015-16 to lessen the impact of funding cuts; and
- that, of those agreeing that an increase would be reasonable, the majority favoured a 2% increase (61% business community; 67% public [face-to-face]; and 72% public [online survey].

By virtue of Section 25 of the Local Government Act 2003, the Authority was obliged to receive from its Chief Finance Officer a statement on the robustness of the budget estimates and the adequacy of the levels of reserves and balances. This was appended to the report.

The Resources Committee, at its meeting on 10 February 2015, had considered budget options and associated council tax levels for the Authority in 2015-16 and had resolved (Minute RC/15 refers):

“that it be recommended to the Devon & Somerset Fire & Rescue Authority that the level of council tax in 2015-16 for a Band D property be set at £78.42, as outlined in Option B...representing a 1.99% increase over 2014-15.”

Following a debate on the issue, Councillor Prior-Sankey **MOVED**, with Councillor Chugg seconding:

“that the recommendations from the meeting of the Resources Committee held on 10 February 2015 relating to the revenue budget and associated council tax levels for 2015-16 and the Capital Programme 2015-16 to 2017-18 be approved.”

Councillor Owen proposed, with Councillor Smith seconding, that the above motion be **AMENDED** by the addition of the following:

“that the Resources Committee be asked to identify future potential savings as soon as possible, including Authority costs, which will not impact on front-line services”

The amendment was debated, during which the majority view expressed was that the identification of future savings was already part of the ongoing remit both of the Authority and Service budget managers. The amendment was subsequently put to the vote and declared **LOST** by 11 votes against to 9 votes for.

The substantive Motion as proposed by Councillor Prior-Sankey was then put to the vote and declared **CARRIED** by 18 votes for, with 2 abstentions, whereupon it was

RESOLVED

- (i) that, as recommended by the Resources Committee at its meeting on 10 February 2015 (Minute RC/15 refers), the level of council tax in 2015-16 for a Band D property be set at £78.42, as outlined in Option B in report DSFRA/15/1, representing a 1.99% increase over 2014-15;
- (ii) that, accordingly, a Net Revenue Budget Requirement for 2015-16 of £74,710,300 be approved;
- (iii) that, as a consequence of (i) and (ii) above:
 - (A) the tax base for payment purposes and the precept required from each billing authority for payment of a total precept of £44,562,981 as detailed on page 2 of the relevant budget book (circulated separately with the agenda for the meeting) and summarised overleaf be approved:

Billing Authority	Tax Base used for Collection £ p	Surplus/ (Deficit) for 2014-15 £ p	Precepts due 2015-16 £ p	Total due 2015-16 £ p
East Devon	55,289.00	49,853	4,335,763	4,385,616
Exeter	34,750.00	39,358	2,725,095	2,764,453
Mendip	38,049.87	124,026	2,983,871	3,107,897
Mid Devon	27,289.76	15,147	2,140,063	2,155,210
North Devon	31,715.01	27,834	2,487,091	2,514,925
Plymouth City	68,460.00	24,798	5,368,633	5,393,433
Sedgemoor	37,399.86	95,848	2,932,897	3,028,745
South Hams	36,606.88	40,000	2,870,712	2,910,712
South Somerset	57,143.68	56,603	4,481,207	4,537,810
Taunton Deane	38,348.60	66,560	3,007,297	3,073,857
Teignbridge	45,746.00	48,568	3,587,401	3,635,969
Torbay	42,370.75	60,792	3,322,714	3,383,506
Torridge	22,219.21	40,027	1,742,430	1,782,457
West Devon	19,457.00	18,119	1,525,818	1,543,937
West Somerset	13,414.80	27,040	1,051,989	1,079,029
	568,260.42	734,573	44,562,981	45,297,554

- (B) the council tax for each property bands A to H associated with the total precept of £44,562,981, as detailed on page 2 of the relevant budget book (circulated separately with the agenda for the meeting) and summarised below be approved; and

Valuation Band	Government Multiplier		Council Tax £ p
	Ratio	%	
A	6/9	0.667	52.28
B	7/9	0.778	60.99
C	8/9	0.889	69.71
D	1	1.000	78.42
E	11/9	1.222	95.85
F	13/9	1.444	113.27
G	15/9	1.667	130.70
H	18/9	2.000	156.84

- (iv) that the Treasurer's 'Statement of the Robustness of the Budget Estimates and the Adequacy of the Authority Reserve Balances', as set out at Appendix E to report DSFRA/15/1, be endorsed.

(SEE ALSO MINUTES DSFRA/42 AND DSFRA/43(c) ABOVE AND MINUTE DSFRA/44(b) BELOW).

(b) Capital Programme 2015-16 to 2017-18

(NOTE: this item was considered in conjunction with the item at Minute DSFRA/ above – 2015-16 Revenue Budget and Council Tax Levels).

The Authority considered a report of the Chief Fire Officer and Treasurer (DSFRA/15/2) on proposals for a three year (2015-16 to 2017-18) Capital Programme with associated Prudential Indicators for the Authority. The report outlined the difficulties in meeting in full the capital requirement given the size covered by the Authority and the number of fire stations and appliances.

No major estates works were proposed in the programme and the provision for minor improvements and structural maintenance had been reduced. The Capital Programme Working Party would, however, during the course of 2016-17 be considering a range of options for estate support which would be reported to future meetings as appropriate.

The report outlined the proposed vehicle and equipment programme, based around the Service "tiered response" strategy to match resources to risk. This would feature the introduction of Light Rescue Pumps (LRP) and a pilot for the possible introduction of a new type of vehicle, the Rapid Intervention Vehicle (RIV). The programme also provided for harmonisation of breathing apparatus (BA) equipment.

The report also set out an indicative programme and associated prudential indicators for the financial years 2018-19 to 2020-21. While the programme proposed for 2015-16 to 2017-18 had been constructed with a view to maintaining the Authority's self-imposed Prudential Indicator of debt charges accruing from external borrowing remaining within 5% of the approved revenue budget, progression of the programme from 2018-19 onwards carried some degree of risk that this indicator could be breached in the event that alternative funding streams were not identified.

The Resources Committee, at its budget meeting on 10 February 2015, had considered the proposed capital programme and resolved to commend it to the Authority for approval, together with a proposed revenue contribution of £2.118m associated with approval of Option B in relation to the revenue budget and council tax levels (a 1.99% increase in 2015-16 on the council tax for a Band D property) (Minute RC/14 refers).

The report was debated by the Authority in conjunction with the report on the 2015-16 revenue budget and council tax levels after which it was

RESOLVED

- (i) that, in accordance with the recommendations made by the Resources Committee at its meeting on 10 February 2015 (Minute RC/14 refers):
 - (A) the draft Capital Programme 2015-16 to 2017-18 as detailed in report DSFRA/15/2 and summarised at Appendix B to these Minutes be approved;
 - (B) a revenue contribution of £2.118m be made from the 2015-16 revenue budget towards financing the capital programme 2015-16 to 2017-18;
 - (C) that the associated Prudential Indicators as detailed in the report and summarised at Appendix C to these Minutes be approved.
- (ii) that the forecast impact of the proposed Capital Programme (from 2018-19 onwards) on the 5% debt ratio Prudential Indicator, as indicated in this report, be noted.

(SEE ALSO MINUTES DSFRA/43(c) and DSFRA/44(a) ABOVE).

(c) Treasury Management Strategy (Including Prudential and Treasury Indicators Report 2015-16 to 2017-18)

The Authority considered a report of the Treasurer (DSFRA/15/3) setting out, amongst other things:

- a treasury management and investment strategy for 2015-16, with associated indicators; and

- a Minimum Revenue Provision statement for 2015-16.

The Local Government Act 2003 and supporting regulations required the Authority:

- to ensure that its capital investment plans were affordable, prudent and sustainable; and
- to establish a treasury management strategy setting out its policies for borrowing and managing its investments, giving priority to the security and liquidity of those investments.

In doing so, the Authority was required to “have regard to” the Prudential and Treasury Management Codes produced by the Chartered Institute for Public Finance Accountancy (CIPFA). The strategy and prudential indicators as set out in the report were compliant with the latest iterations of the CIPFA Codes.

The report identified a proposed revision to the Treasury Management and Annual Investment Strategies (and consequently to the Treasury Management Policy) to provide for investment to be made with maturity beyond 364 days.

RESOLVED

- (i) the Treasury Management and Annual Investment Strategy for 2015-16 (including a new provision to allow investments to be made with maturity beyond 364 days) as detailed in report DSFRA/15/3 be approved;
- (ii) that the Authority Treasury Management Policy be amended to reflect inclusion of the new provision as identified at (i) above;
- (iii) that the Treasury Management Prudential and other Indicators as detailed in the report and set out in the table at Appendix C to these Minutes be approved;
- (iv) that the Minimum Revenue Provision (MRP) statement for 2015-16, as set out in the report and attached to these Minutes as Appendix D, be approved;
- (v) that the Treasurer be delegated authority to effect movements between the separately agreed prudential limits for borrowing;
- (vi) that the statement at paragraph 4.4 of the report that borrowing limits and the debt management strategy have been set to ensure that in the medium term the gross borrowing will return to below the capital financing requirement for 2015-16 to 2017-18, in line with the requirements of the CIPFA Prudential Code, be noted.

DSFRA/45. Strategic Plan 2015 - 2020

The Authority considered a report of the Chief Fire Officer (DSFRA/15/4) on “Our Plan 2015 to 2020”, which articulated the strategic direction for the Service over the period in question and which aligned to the medium term financial plan to address anticipated funding requirements.

The Plan incorporate the requirements of the Integrated Risk Management Plan (IRMP) and outlined the Service’s approach to delivering its prevention, protection and response services by aligning resources to risk. The Plan had been subject to public consultation, the outcome of which was detailed in the report.

RESOLVED

- (a) that the outcome of public consultation on “Our Plan 2015 to 2020”, as identified in report DSFRA/15/4, be noted;

- (b) that “Our Plan 2015 to 2020”, as appended to report DSFRA/15/4, be approved.

DSFRA/46. Establishment of Local Pension Board for Firefighters' Pensions Schemes

The Authority considered a report of the Clerk to the Authority (DSFRA/15/5) on a new statutory requirement for the Authority to establish, by 1 April 2015, a Local Pensions Board to assist the Authority (as Scheme Administrator) in the effective and efficient governance and administration of the firefighters' pensions schemes, in compliance with relevant regulations and any requirements imposed by the Pensions Regulator.

RESOLVED

- (a) that, with effect from 1 April 2015 (and subject to the Regulations coming into force from that date), a local pension board (“the Firefighters Pensions Scheme Local Pension Board”) – comprising a total of four members - be established as set out in Section 4 of report DSFRA/15/5 to secure compliance with the requirements of the Firefighters' Pension Scheme (Amendment)(Governance) Regulations
- (b) that, specifically in relation to (a) above:
 - (i) the Clerk (and Monitoring Officer) and Treasurer (as proper financial officer) be appointed as the two employer representatives on the Board;
 - (ii) the Director of People and Commercial Services be delegated authority to undertake an appropriate process to determine and subsequently appoint two employee (scheme member) representatives to the Board;
 - (iii) the Director of People and Commercial Services be delegated authority to arrange appropriate training for both employer and employee (scheme member) appointees to the Board to facilitate the effective and efficient discharge of the role of Board member;
 - (iv) that the arrangements for Board meetings including application of relevant Authority Standing Orders, as identified in paragraphs 4.10 to 4.12 inclusive of this report, be approved; and
- (c) that any arrangements for establishment of a local pension board in accordance with (a) and (b) above be subject to review and amendment as necessary following approval of the final Regulations and any associated guidance on local pension boards.
- (d) that, with effect from 1 April 2015 and in accordance with Regulation 5 of the Firefighters Pension Scheme (England) Regulations 2015, responsibility for the day-to-day management and administration of firefighters pensions schemes functions be delegated to the Director of People and Commercial Services;
- (e) that the Clerk be authorised to make consequential amendments to the Authority's approved Scheme of Delegations to reflect those matters delegated to the Director of People and Commercial Services as indicated in the report and identified in (b)(ii) and (iii) and (d) above.

DSFRA/47. Confirmation of Scheme of Members' Allowances 2015-16

The Authority considered a report of the Clerk to the Authority (DSFRA/15/6) on the approved Scheme of Members' Allowances to operate for the forthcoming (2015-16) financial year. Relevant regulations required the Authority to confirm its Scheme of Allowances and publish details of the Scheme so confirmed in one or more local newspapers circulating in the area of the Authority.

RESOLVED

- (a) that the rates payable for Basic and Special Responsibility Allowances, and for the reimbursement of travel and subsistence expenditure, under the Authority's approved Scheme of Members' Allowances to operate for the forthcoming (2015-16) financial year be as set out at paragraphs 2.3 and 2.4 of report DSFRA/15/6;
- (b) that the Clerk be authorised to publicise the above details of the Scheme in one or more local newspapers circulating in the area served by the Authority;
- (c) that the Authority authorises the Clerk to arrange for an independent, major review of the Authority's allowances scheme, the review to report in sufficient time to inform the 2016-17 budget setting process.

(NOTE: In accordance with Standing Order 24(3), Councillor Prior-Sankey asked that her vote against the Authority Scheme of Allowances to operate for the forthcoming [2015-16] financial year be recorded).

DSFRA/48. Localism Act 2011 - Pay Policy Statement 2015-16

The Authority considered a report of the Clerk to the Authority (DSFRA/15/7) to which was attached the proposed Pay Policy Statement to operate for the Authority for the forthcoming (2015-16) financial year. The Localism Act required such a statement, setting out the Authority's policy towards a range of issues relating to the pay of its workforce (particularly senior staff and the lowest paid employees), to be approved prior to the commencement of each financial year and published, as a minimum, on the Authority's website.

RESOLVED that the Authority Pay Policy Statement to operate for the forthcoming (2015-16) financial year, as appended to report DSFRA/15/7, be approved and published in accordance with the requirements of the Localism Act 2011.

DSFRA/49. Chairman's Announcements

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

DSFRA/50. Chief Fire Officer's Announcements

The Chief Fire Officer reported, for information, on:

- a further period of industrial action to be taken by the Fire Brigades Union, on Wednesday 25 February 2015, as part of its ongoing dispute with central government over reforms to the firefighters' pensions schemes. Service contingency arrangements would be operative during the period of the industrial action and a media release had been issued urging the communities to take extra care during this period;

- short-listing of the Authority Chair, Councillor Healey, in the Innovation Achievement of the Year category as part of the Councillor Achievement Awards administered by the Local Government Information Unit, in relation to his work in promoting the Service-developed Firemark programme to assist landlords in fire safety matters through a short, interactive training and advice session. The annual awards ceremony would be held on Monday 2 March 2015 in the Mayor's Parlour, Westminster City Hall.

DSFRA/51. 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/52. Trading Company Contract between Authority and Red One Ltd.

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

The Authority considered a report of the Clerk to the Authority (DSFRA/15/8) to which was annexed a proposed, revised contract between the Authority and Red One Ltd. defining the relationship in respect of commercial trading activities. The initial contract, which ran for a three-year period, had been approved by the Authority at its meeting on 20 February 2013 (Minute DSFRA/74(b) refers).

The revised trading contract had been considered by the Commercial Services Committee at its meeting on 15 January 2015 which had resolved to commend it (subject to incorporation of clarifying amendments indicated at the meeting), together with associated amendments to the Committee Terms of Reference and the Authority's approved Scheme of Delegations, for approval (Minute CSC/24 refers).

The proposed revised contract appended to report DSFRA/15/8 had been amended to incorporate the clarifying amendments as required by the Commercial Services Committee.

RESOLVED

- (a) that the revised trading company contract between the Authority and Red One Ltd., as annexed to report CSC/15/3 (initially considered by the Commercial Services Committee and appended to report DSFRA/15/8) and revised to reflect the amendments required by the Commercial Services Committee, be approved;
- (b) that the revisions to the Terms of Reference of the Commercial Services Committee and to the Authority's approved Scheme of Delegations, as set out in paragraphs 3.7 and 4.2 of report CSC/15/3, be approved;
- (c) that the revised Trading Company Contract be subject to further review as may be required to protect the interests of the Authority.

(SEE ALSO MINUTE DSFRA/43(a) ABOVE).

The meeting started at 10.00hours and finished at 12.18hours.

**APPENDIX A TO THE MINUTES OF THE AUTHORITY BUDGET MEETING HELD ON 20
FEBRUARY 2015**

**MINUTE DSFRA/43(c)(iii) BUDGET VIREMENTS REQUESTED BY RESOURCES COMMITTEE
AND SUBSEQUENTLY APPROVED**

Budget Line	From £m	To £m	Reason
Wholetime Uniform Staffing Costs (Table 2 Line 1) Non-Uniformed Staffing Costs (Table 2 Line 4) Transfer to Earmarked Reserves (Table 2 Line 37)	(1.000) (0.500)	 1.500	This virement reflects the decision made at the meeting of the Resources Committee on the 20 November 2014 (Minute RC/10) to transfer an amount of £1.5m from the current year underspend to Earmarked Reserves to provide direct revenue funding towards future capital spending. It is now proposed that the £1.5m be funded from budget virements from wholetime and non-uniformed staffing budget heads.
Equipment and Furniture (Table 2 Line 14) Revenue Contribution to Capital Spending (Table 2 Line 27)	(0.350)	 0.350	This virement reflects the decision made at the meeting of the full Fire Authority (Minute DSFRA/27) on the 17 December 2014 to pursue an asset acquisition in Plymouth to be funded from the current year underspend. It is now proposed that the total cost of £0.350m (including associated fees) be funded from a budget virement from savings against Equipment and Furniture.
Uniforms (Table 2 Line 18) Communications (Table 2 Line 27) Transfer to Earmarked Reserves (Table 2 Line 35)	(0.546) (0.070)	 0.616	The 2014-15 budget includes provision of £0.546m to fund a refresh of Personal Protective Equipment (PPE). It is now confirmed that due to specification and procurement timescales this will now be delayed into 2015-16. A budget virement for this amount is therefore proposed from the Uniforms budget head to Earmarked Reserves to enable the funding to be carried forward into 2015-16. Similarly provision of £0.070m had been made in 2014-15 for a required upgrade to the Service telephony system, however this will not now be delivered until 2015-16. A budget virement for this amount is therefore proposed from the Communications budget head to Earmarked Reserves.
TOTALS	(2.466)	2.466	

**APPENDIX B TO THE MINUTES OF THE AUTHORITY BUDGET MEETING HELD ON 20
FEBRUARY 2015**

2014/15 £000		2014/15 £000		Item	PROJECT	2015/16 £000			2016/17 £000			2017/18 £000			2018/19 £000			2019/20 £000			2020/21 £000		
Opening budget	Revised Budget	Opening budget	Revised Budget			Budget	Budget	Budget	Indicative Budget	Indicative Budget	Indicative Budget	Indicative Budget	Indicative Budget	Indicative Budget	Indicative Budget	Indicative Budget	Indicative Budget	Indicative Budget	Indicative Budget	Indicative Budget	Indicative Budget	Indicative Budget	Indicative Budget
Capital Programme 2015/16 to 2020/21																							
Estate Development																							
420	91	1	Major Projects	329	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2,965	1,679	2	Minor improvements & structural maintenance	1,616	2,640	2,040	1,750	1,750	1,500	1,750	1,750	1,500	1,750	1,750	1,500	1,750	1,750	1,500	1,750	1,750	1,500	1,500	
3,386	1,770	Estates Sub Total		1,945	2,640	2,040	1,750	1,750	1,500	1,750	1,750	1,500	1,750	1,750	1,500	1,750	1,750	1,500	1,750	1,750	1,500	1,500	
Fleet & Equipment																							
3,640	1,984	3	Appliance replacement	4,089	2,837	2,557	1,438	2,119	2,119	1,438	2,119	2,119	1,438	2,119	2,119	1,438	2,119	2,119	1,438	2,119	2,119	2,119	2,119
36	100	4	Community Fire Safety	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
50	104	5	Specialist Operational Vehicles	480	400	400	0	0	0	480	400	400	0	0	0	480	400	400	0	0	0	0	0
1,619	481	6	Equipment	1,391	320	320	380	200	200	1,391	320	320	380	200	200	1,391	320	320	380	200	200	200	200
250	0	7	ICT Department	250	0	0	0	0	0	250	0	0	0	0	0	250	0	0	0	0	0	0	0
100	7	8	Water Rescue Boats	93	0	0	0	0	0	93	0	0	0	0	0	93	0	0	0	0	0	0	0
5,695	2,676	Fleet & Equipment Sub Total		6,302	3,557	3,277	1,818	2,319	2,319	6,302	3,557	3,277	1,818	2,319	2,319	6,302	3,557	3,277	1,818	2,319	2,319	2,319	2,319
9,081	4,446	Overall Capital Totals		8,247	6,197	5,317	3,568	4,069	3,819	8,247	6,197	5,317	3,568	4,069	3,819	8,247	6,197	5,317	3,568	4,069	3,819	3,819	3,819
Programme funding - no council tax increase																							
368	236	9	Earmarked Reserves	471	0	0	0	0	0	471	0	0	0	0	0	471	0	0	0	0	0	0	0
4,467	2,812	10	Revenue funds	3,175	3,362	0	0	0	0	3,175	3,362	0	0	0	0	3,175	3,362	0	0	0	0	0	0
2,848	0	11	Borrowing	4,601	2,835	5,317	3,568	4,069	3,819	4,601	2,835	5,317	3,568	4,069	3,819	4,601	2,835	5,317	3,568	4,069	3,819	3,819	3,819
1,398	1,398	12	Grants																				
9,081	4,446	Total Funding		8,247	6,197	5,317	3,568	4,069	3,819	8,247	6,197	5,317	3,568	4,069	3,819	8,247	6,197	5,317	3,568	4,069	3,819	3,819	3,819
Programme funding - council tax increase of 1.99%																							
368	236	13	Earmarked Reserves	471	0	0	0	0	0	471	0	0	0	0	0	471	0	0	0	0	0	0	0
4,467	2,812	14	Revenue funds	3,175	3,362	0	0	0	0	3,175	3,362	0	0	0	0	3,175	3,362	0	0	0	0	0	0
0	0	15	Additional revenue funds	381	0	0	0	0	0	381	0	0	0	0	0	381	0	0	0	0	0	0	0
2,848	0	16	Borrowing	4,220	2,835	5,317	3,568	4,069	3,819	4,220	2,835	5,317	3,568	4,069	3,819	4,220	2,835	5,317	3,568	4,069	3,819	3,819	3,819
1,398	1,398	17	Grants																				
9,081	4,446	Total Funding		8,247	6,197	5,317	3,568	4,069	3,819	8,247	6,197	5,317	3,568	4,069	3,819	8,247	6,197	5,317	3,568	4,069	3,819	3,819	3,819

**APPENDIX C TO THE MINUTES OF THE AUTHORITY BUDGET MEETING HELD ON 20
FEBRUARY 2015**

PRUDENTIAL INDICATORS	INDICATIVE INDICATORS 2017/18 to 2019/20					
	2015/16 £m estimate	2016/17 £m estimate	2017/18 £m estimate	2018/19 £m estimate	2019/20 £m estimate	2020/21 £m estimate
Capital Expenditure						
Non - HRA	8,247	6,197	5,317	3,568	4,069	3,819
HRA (applies only to housing authorities)						
Total	8,247	6,197	5,317	3,568	4,069	3,819
Ratio of financing costs to net revenue stream						
Non - HRA	3.79%	4.24%	4.35%	4.91%	5.33%	5.67%
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	25,041	25,932	29,351	30,731	32,389	33,633
HRA (applies only to housing authorities)	0	0	0	0	0	0
Other long term liabilities	1,443	1,374	1,299	1,209	1,112	1,010
Total	26,484	27,306	30,650	31,940	33,501	34,643
Annual change in Capital Financing Requirement	£000	£000	£000	£000	£000	£000
Non - HRA	2,393	822	3,344	1,290	1,561	1,142
HRA (applies only to housing authorities)	0	0	0	0	0	0
Total	2,393	822	3,344	1,290	1,561	1,142
Incremental impact of capital investment decisions	£ p	£ p	£ p	£ p	£ p	£ p
Increase/(decrease) in council tax (band D) per annum	-£0.19	-£0.23	-£0.20	N/A	N/A	N/A
PRUDENTIAL INDICATORS - TREASURY MANAGEMENT						
Authorised Limit for external debt	£000	£000	£000	£000	£000	£000
Borrowing	30,603	32,028	33,857	35,170	36,564	38,021
Other long term liabilities	1,371	1,278	1,177	1,070	963	842
Total	31,974	33,306	35,034	36,240	37,527	38,863
Operational Boundary for external debt	£000	£000	£000	£000	£000	£000
Borrowing	29,351	30,731	32,389	33,633	34,945	36,339
Other long term liabilities	1,299	1,209	1,112	1,010	907	791
Total	30,650	31,940	33,501	34,643	35,852	37,130
Maximum Principal Sums Invested over 364 Days						
Principal Sums invested > 364 Days	5,000	5,000	5,000	5,000	5,000	5,000

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 2015/16		
Under 12 months	30%	0%
12 months and within 24 months	30%	0%
24 months and within 5 years	50%	0%
5 years and within 10 years	75%	0%
10 years and above	100%	50%

**APPENDIX D TO THE MINUTES OF THE AUTHORITY BUDGET MEETING HELD ON 20
FEBRUARY 2015**

MINIMUM REVENUE STATEMENT (MRP) 2015-16

Supported Borrowing

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

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

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

Finance Lease and PFI

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

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

REPORT REFERENCE NO.	DSFRA/15/9
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (ANNUAL MEETING)
DATE OF MEETING	28 MAY 2015
SUBJECT OF REPORT	REVIEW OF CONSTITUTIONAL GOVERNANCE FRAMEWORK DOCUMENTS
LEAD OFFICER	Clerk to the Authority
RECOMMENDATIONS	<p>(a) <i>that the proposed revision to Standing Order 43 (Disciplinary Action), as set out at paragraph 3.5 of this report be approved;</i></p> <p>(b) <i>that, linked to (a), the proposed procedure for investigating allegations of misconduct by the Authority's Head of Paid Service (Chief Fire Officer), Monitoring Officer and Chief Finance Officer (Treasurer), as set out in Appendix A to this report, be approved;</i></p> <p>(c) <i>that the Contract Standing Orders attached as Appendix C to this report be approved (to replace the Contract and Procurement Regulations);</i></p> <p>(d) <i>that, subject to (a) to (c) above, the constitutional governance framework documents as identified at paragraph 1.1 of this report be endorsed.</i></p>
EXECUTIVE SUMMARY	This report sets out information on the most recent review of the Authority's constitutional governance framework documents (Standing Orders, Financial Regulations etc). which, while not a statutory requirement, is nonetheless undertaken at least annually as a matter of good practice.
RESOURCE IMPLICATIONS	Nil.
EQUALITY RISKS AND BENEFITS ANALYSIS (ERBA)	The contents of this report are considered compatible with existing human rights and equalities legislation.
APPENDICES	<p>A. Procedure for Investigating Allegations of Alleged Misconduct by the Authority's Head of Paid Service (Chief Fire Officer), Monitoring Officer and Chief Finance Officer (Treasurer).</p> <p>B. Comparison between 2007 Contract and Procurement Regulations and proposed 2015 Contract Standing Orders.</p> <p>C. Contract Standing Orders.</p>
LIST OF BACKGROUND PAPERS	Nil.

1. **BACKGROUND**

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

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

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

www.dsfire.gov.uk/FireAuthority/ConstitutionalGovernance

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

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

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

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

2. OUTCOME OF MOST RECENT REVIEW

2.1 Each of the Authority's Constitutional Framework documents have again been subject to review over the last twelve months and will continue to be subject to ongoing review with any further proposed revisions submitted to future meetings of the Authority as required. The following changes or proposed changes are set out below.

3. STANDING ORDERS – DISCIPLINARY ACTION

3.1 On 11 May 2015, the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 came into force. The new Regulations remove the provisions in the previous (2001) Regulations relating to the "designated independent person" (DIP) required to be appointed by a local authority before it could dismiss or discipline its head of paid service, monitoring officer or chief finance officer in relation to misconduct.

3.2 The new Regulations set out a new procedure for local authorities to follow, in essence replacing the requirement to appoint a "designated independent person" with a requirement to establish a Panel to advise on matters relating to the dismissal of a relevant officer. This Panel must comprise a minimum of two members and must include "independent persons" appointed under Section 28(7) of the Localism Act 2011.

3.3 The 2015 and the 2001 Regulations only apply to principal local authorities i.e. county councils, district councils and unitary authorities, with the exception of the New Forest National Park Authority (see paragraph 3.4 below). Irrespective of this, however, given that this Authority is a body corporate in its own right, exercising functions of a public authority nature and with the same statutory officers, it would seem odd for it not to have in place an appropriate process relating to its head of paid service (Chief Fire Officer), Monitoring Officer and Chief Finance Officer (Treasurer).

3.4 By virtue of earlier (1993) Regulations, National Park Authorities are required to have in place "designated independent person" provisions only for the Head of Paid Service. Neither the 2001 nor the 2015 Regulations apply to National Park Authorities with the exception of the New Forest National Park Authority, to which the 2001 Regulation requirements for a "designated independent person" apply for the posts of Head of Paid Service, Monitoring Officer and Chief Finance Officer. The 2015 Regulations do not apply to the New Forest National Park Authority. There would seem, therefore, to be little consistency in the application of disciplinary action provisions to single-function authorities other than the "designated independent person" provisions, either under the 1993 Regulations or as extended (to Monitoring Officer and Chief Finance Officer) under the 2001 Regulations, perhaps being considered more appropriate and proportionate.

3.5 Section 5A of the Fire & Rescue Services Act 2004 (as inserted by the Localism Act 2011) empowers fire and rescue authorities to do anything (subject to there being no statutory prescription) considered appropriate either:

- for carrying out its functions; and/or
- for purposes either directly or indirectly incidental to functional purposes.

3.6 Research indicates that other combined fire and rescue authorities have relied on this power to put in place provisions similar to those in the 2001 Regulations for their each of their statutory officers (i.e. Head of Paid Service, Monitoring Officer and Chief Finance Officer).

- 3.7 Currently, the Authority's Standing Orders apply "designated independent person" provisions only to the Head of Paid Service (as per the 1993 Regulations). It is proposed, therefore:
- (a) that the current Standing Order 43(1) and (2) be replaced with the following wording (reflecting the provisions of the 2001 Regulations and extending the "designated independent person" provisions to the Monitoring Officer and Chief Finance Officer [Treasurer]);
 - (b) that the procedure as set out in Appendix A to this report be adopted as the "Authority's approved procedure", as referred to in [new] Standing Order 43(1). (**NOTE:** this procedure is also as set out in the former 2001 Regulations).

[Proposed] Standing Order 43 (Disciplinary Action – Head of Paid Service [Chief Fire Officer], Monitoring Officer and Chief Finance Officer [Treasurer])

- (1). No disciplinary action in respect of the head of the Authority's paid service (the Chief Fire Officer), its monitoring officer or its chief finance officer (the Treasurer), except action described in (2) below, may be taken by the Authority, or by a committee, a sub-committee, a joint committee on which the Authority is represented or any other person acting on behalf of the Authority, other than in accordance with a recommendation in a report made by a designated independent person under the Authority's approved procedure for investigating allegations of misconduct by these officers.
- (2). The action mentioned in paragraph (1) is suspension of the officer concerned for the purpose of investigating the alleged misconduct occasioning the action; and any such suspension must be on full pay and terminate no later than the expiry of two months beginning on the day on which the suspension takes effect.

4. CONTRACT STANDING ORDERS

- 4.1 The Authority's procurement activities are currently governed by a mixture of both Financial Regulations and more specifically Procurement and Contract Regulations.
- 4.2 Although the Procurement and Contract Regulations have served the Authority well since adoption, recent changes both externally in terms of procurement legislation and within the Service internally have prompted an extensive review of the Regulations to ensure they are fully fit for purpose. Specifically:
- new procurement legislation including new European Procurement Regulations which came into force on 26 February 2015;
 - the development of a new Corporate Procurement Strategy and framework for the Service; and
 - changes to responsibilities, working practices and systems which are now in place and stemming from the new Procurement Strategy.
- 4.3 A new document - Contract Standing Orders – has been developed to reflect all of these changes with Appendix B to this report setting out, for information, a high level comparison between the original 2007 Procurement and Contract Regulations and the proposed 2015 Contract Standing Orders. The proposed Contract Standing Orders are now attached at Appendix C and are commended to the Authority for adoption to replace the existing Procurement and Contract Regulations.

5. OTHER CONSTITUTIONAL GOVERNANCE FRAMEWORK DOCUMENTS

5.1 At this point in time, the other constitutional governance framework documents are considered fit for purpose and no additional amendments are proposed. They are, therefore, commended for endorsement.

5.2 As mentioned earlier, however, the review process is not solely annual but rather dynamic. Further changes will, therefore, be presented to the Authority as and when the need arises.

6. CONCLUSION

6.1 As indicated in this report, the Authority's constitutional documents have again been subject to review over the last twelve months with incidental changes highlighted and others identified for approval.

6.2 As previously reported, the Service has a commitment to continuous improvement to achieve and sustain its stated ambition of being an "excellent" organisation. As part of this, the Authority's constitutional governance framework documents will continue to be subject to ongoing review with any further proposals for amendments being submitted as and when required.

MIKE PEARSON
Clerk to the Authority

PROCEDURE FOR INVESTIGATING ALLEGATIONS OF MISCONDUCT BY THE HEAD OF PAID SERVICE (CHIEF FIRE OFFICER), MONITORING OFFICER AND CHIEF FINANCE OFFICER (TREASURER)

- (1). Where it appears to the Authority that an allegation of misconduct by:
 - (a) the head of the Authority's paid service (the Chief Fire Officer);
 - (b) its Monitoring Officer; or
 - (c) its Chief Finance Officer (Treasurer),as the case may be, requires to be investigated, the Authority must appoint a person ("the designated independent person") for the purposes of this Standing Order.
- (2). The designated independent person must be such person as may be agreed between the Authority and the relevant officer or, in default of such agreement, nominated by the Secretary of State.
- (3). The designated independent person:
 - (a) may direct:
 - i. that the Authority terminate any suspension of the relevant officer;
 - ii. that any such suspension must continue after the expiry of the period referred to in Standing Order 43(2);
 - iii. that the terms on which any such suspension has taken place must be varied in accordance with the direction; or
 - iv. that no steps (whether by the Authority or any committee, sub-committee or officer acting on behalf of the Authority) towards disciplinary action or further disciplinary action against the relevant officer, other than steps taken in the presence, or with the agreement, of the designated independent person, are to be taken before a report is made under sub-paragraph (d);
 - (b) may inspect any documents relating to the conduct of the relevant officer which are in the possession of the Authority, or which the Authority has power to authorise him to inspect;
 - (c) may require any member of staff of the Authority to answer questions concerning the conduct of the relevant officer;
 - (d) must make a report to the Authority—
 - i. stating his opinion as to whether (and, if so, the extent to which) the evidence he has obtained supports any allegation of misconduct against the relevant officer; and
 - ii. recommending any disciplinary action which appears to him to be appropriate for the Authority to take against the relevant officer; and
 - iii. must no later than the time at which he makes his report under sub-paragraph (d), send a copy of the report to the relevant officer.
- (4). The Authority will pay reasonable remuneration to a designated independent person appointed by it and any costs incurred by him in, or in connection with, the discharge of his functions under this procedure.

COMPARISON BETWEEN 2007 CONTRACT AND PROCUREMENT REGULATIONS AND PROPOSED 2015 CONTRACT STANDING ORDERS

General changes

1. Change of name from “Devon & Somerset Fire & Rescue Authority Procurement and Contract Regulations” to “Devon & Somerset Fire & Rescue Authority Contract Standing Orders” to reflect references used in the Local Government Act and to avoid confusion over the European Union (EU) Public Contract Regulations.
2. Remove references to regional procurement strategy and documentation and replaced with the Devon & Somerset Fire & Rescue Service (“the Service”) Procurement strategy and documentation. Update all internal reference changes that are no longer applicable (e.g. former Executive Management Board [EMB] and Senior Management Team [SMT]).
3. Remove detailed descriptions of procurement processes and changes regarding the EU Public Contracts Regulations. Due to change in delegated responsibilities from departments to a centralized procurement function. The Procurement Department has sole responsibility for implementation of any Official Journal of the European Union (OJEU) level procurements on behalf of the Authority and therefore the Regulations no longer act as an EU level guidance document for departments.
4. Removed the number and extent to which there were agreed exceptions to the Authority’s former Procurement and Contract Regulations. There is an emphasis on compliance with legislation but includes the exceptions which are already included and accounted for in legislation.
5. Specific references regarding the procurement procedures, thresholds and guidance relating to Works (Estates) is separate and contained in more detailed guidance and procedures for the department. (Estates Procurement Guidelines and Procedures v9).
6. Includes the essentials which are required to protect the interests of the Authority to ensure the Regulations are easy to read and understand for all levels of staff within the Service. Reducing the page count from 23 to 11. The following, additional guidance documentation, created to meet the specific needs of both the Service as a whole and individual departments, has been produced:
 - Procurement guidance;
 - contract and supplier relationship management guidance;
 - templates and terms and conditions.

These are readily available on the Service intranet and from the Service Procurement Team.

Procedural changes

7. Move away from the decentralized position for procurement and contracting responsibilities to a centralized function with designated officers within the procurement team. All procurements and contracts over a specific value (£20,000) must be managed through the procurement team. Previously departments had responsibility for all values of procurement and contract responsibilities.
8. Move away from the decentralized position for the signing of contracts (Executive Management Board [EMB] and Senior Management Team [SMT]) to a centralised function to designated officers within Corporate Services for all contracts with a value over £20,000 which enables more effective control over the responsibilities for contract creation, contract signature, contract storing and ongoing contract administration. Contracts over a certain value are now created, signed and held in a central location.

9. Move away from numerous prescriptive procurement procedures based on values alone (thresholds). Introduction of one threshold (£20,000) to determine the appropriate place in terms of responsibilities for management of the contract.
10. Irrespective of the value and where the responsibility for the procurement is (Service Procurement Team or within departments) (above or below £20,000), the procurement procedure (competitive process) and the resultant contract must take into account the complexity, risk, market and efficiency of process.
11. Change in emphasis from departments undertaking a prescriptive competitive process to having discretion up to a certain value (£20,000) in determining an appropriate competitive process based on the guidance and templates available.
12. Change in emphasis to ensure that there is an agreed contractual arrangement in place. The Authority's Standard Terms and Conditions (updated version) must be used in all cases. This is to remove or reduce the number of exceptions to undertaking a competitive process previously that resulted in a lack of contractual documents being created. Formal contract agreements must now be created.

Responsibility changes

13. Removing detailed descriptions regarding the remit for pre-procurement responsibilities, supplier and contract management responsibilities, focusing on the responsibilities the Authority has as a local authority body.
14. Moving responsibility for implementing legislation from departments to the procurement team.
15. Moving an activity responsibility from one specific area (Executive Management Board [EMB] and Senior Management Team [SMT], or named individuals in departments) to cross checking across other functions, Procurement, Finance, Democratic services.

DEVON AND SOMERSET FIRE AND RESCUE AUTHORITY

CONTRACT STANDING ORDERS

PAGE NO.

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DEFINITIONS

Authority (the)	Means the independent body which ensures that the local fire and rescue services (the Service) performs efficiently and in the best interests of the public and the community it serves and is the legal entity for undertaking the procurement process and entering into the Contract.
Contracting Authority	Means the State, regional or local authorities, bodies governed by public law, associations formed by one or more such authorities or one or more such bodies governed by public law.
Contractor	Means an individual or organisation that contract with the Authority to provide goods or services or works.
Contract	Means a formal legal agreement between the Authority and any Contractor for the supply of works, goods or services but does not include any contract of employment or the acquisition, lease of land or real estate.
Corporate Contract Agreement	Means a contract agreed and let on behalf of the whole Service in the name of the Authority.
Disclosure Register	Means a register held by Democratic Services where contracts are let in the name of the Authority by the Service that do not comply with the Contract Standing Orders.
Executive Director	Means the Executive Directors which comprises of those four Service Directors who, together with the Treasurer to the Authority, set the strategic direction of the Devon & Somerset Fire & Rescue Service and provide the most senior officer level of decision making on strategic planning and policy to deliver the organisation's purpose and vision.
Framework Agreement	Means an existing agreement, which may have been let by a contracting authority other than the Devon and Somerset Fire and Rescue Authority, which enables the Authority to call-off from a Contractor to provide services, goods or works at agreed standards and prices. If the Authority calls off services, goods or works from the Contractor then a binding contract comes into place.
Heads of Service	Means members of the Service Leadership Team which comprises those uniformed Area Managers and non-uniformed Heads of Department responsible for the day-to-day running of the Service and making recommendations to the Executive Board on strategic change, based on service delivery and support experience and feedback.
Lead Organisation	Means a different Contracting Authority to the Devon and Somerset Fire and Rescue Authority acting on behalf of the Authority.
Service Officer	Means all persons in the appointment of either the Authority or the Devon & Somerset Fire & Rescue Service.
Service (the)	Means Devon and Somerset Fire and Rescue Service as set up by the Authority to deliver its statutory functions.

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Tender	Means a written offer to supply or purchase goods, execute works or provide services at a stated price.
Value for Money	Means the optimum combination of whole life costs, quality and benefits, including economic, environmental and social value to meet the customer's requirement.

1. GENERAL INTRODUCTION

- 1.1 The Devon and Somerset Fire and Rescue Authority (the Authority) is the independent body which ensures that the local fire and rescue services (discharged by Devon & Somerset Fire & Rescue Service (the Service)) performs efficiently and in the best interests of the public and the community it serves. This means that the Service is answerable for its actions and performance to the general public.
- 1.2 The Service spends approximately £16 million per annum on the procurement of goods, services and works. The Authority has a public duty to ensure this money is spent in the most effective way, delivers value for money and complies with its statutory duties. Accordingly, it is essential for the Service to have in place effective and efficient procurement processes and procedures, to secure competition and to regulate the manner in which tenders are invited for the supply of goods, services, materials or the execution of works. These Contract Standing Orders form part of the constitutional governance of the Authority.
- 1.3 The Contract Standing Orders must be considered in conjunction with other relevant documents regarding the constitutional governance of the Authority including but not limited to the Financial Regulations, Standing Orders, Whistleblowing Code and Strategy on the Prevention and Detection of Fraud and Corruption (Appendix A).
- 1.4 The Clerk is the custodian of the Contract Standing Orders on behalf of the Authority and the Head of Procurement is responsible for keeping them under review and effective. If any EU or UK Law (Directive or Regulation) is changed in a way that affects the Contract Standing Orders, then the applicable law must be observed until the Contract Standing Orders can be revised. If the Contract Standing Orders appear to conflict with other legislation, then the legislation takes precedence. As a minimum these Contract Standing Orders will be reviewed every year.
- 1.5 The rules within these Contract Standing Orders have four main purposes:
 - i. To comply with the laws and principles that govern the spending of public money
 - ii. To deliver value for money and best value services to the public through generating market competition and demonstrating a transparent and consistent way of working
 - iii. To ensure procurement practices and Contracts comply with all relevant legislation, regulations and duties including but not limited to Health and Safety, Equality and Diversity, Social Value, Data Transparency, Information Assurance, Economic and Environmental well-being.
 - iv. To protect individuals, the Service and the Authority from professional misconduct or misadministration

2. STATUS OF CONTRACT STANDING ORDERS

- 2.1 These Contract Standing Orders provide delegated authority to those Service Officers with procurement and contract responsibilities to conduct procurement activity and enter into Contracts on behalf and in the name of the Authority. All invitations to tender and contract documentation must be in the name of the Devon and Somerset Fire and Rescue Authority (the Authority) as the Authority, not the Service, is the legal entity.
- 2.2 The Contract Standing Orders set out the minimum rules. All Service Officers with procurement and contract responsibilities shall maintain awareness and follow guidance relating to the Contract Standing Orders, procurement strategy, procurement and contract documentation, processes and systems implemented by the following departments:
- Democratic Services;
 - Procurement Department; and
 - Finance Department.
- 2.3 The Contract Standing Orders apply to all spend with external Contractors irrespective of the source of funding or types of purchase, and include but are not limited to:
- Revenue;
 - Capital;
 - Grants;
 - ring-fenced government money; and or
 - third party funding, leasing or hire.
- 2.4 The Contract Standing Orders are mandatory for all Service Officers and contravention or breach is a serious matter that may result in disciplinary action. A breach of the Contract Standing Orders will be reported to the Clerk, who will take any further action required including investigation and/or disciplinary action.
- 2.5 In accordance with the Strategy on the Prevention and Detection of Fraud and Corruption; Service Officers must declare any direct or indirect pecuniary interests they may have in procurement or contracts activity within the Authority.

3. EXCEPTIONS TO CONTRACT STANDING ORDERS

- 3.1 The following contracts are not within the scope of the EU Public Contracts Regulations and therefore Contracts may be entered into on behalf of the Authority other than in accordance with the Contract Standing Orders in the following circumstances :
- a. Contracts for the acquisition or lease of land and/or real estate
 - b. Contracts of employment

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- c. A declared emergency as defined by the Civil Contingencies Act 2004 where the works, supplies or services are necessary and proportionate for the protection of life, property or the environment, or to maintain the functioning of the local fire and rescue services for which the Authority is responsible.
- 3.2 Where a contract is entered into on behalf of the Authority in the circumstances of a declared emergency as in (c) above, whether orally or in writing, this shall then be reported to a member of the Executive Board at the earliest opportunity and recorded in the Disclosure Register held by Democratic Services. The following details must be recorded in the Register:
- a. the name and location of the Officer who authorised the Contract
 - b. the value and description of the Contract
 - c. the rationale under which the Contract has been entered

4. EU PROCUREMENT LEGISLATION

- 4.1 Public procurement in the UK and the rest of the European Union (EU) is governed by a number of Directives and Regulations which are then implemented in national legislation known as the EU Procurement Regulations; The Public Contracts Regulations 2015.
- 4.2 The award of Public Contracts irrespective of the contract value entered into on behalf of the Authority must comply with the principles of the EU Procurement Regulations regarding the free movement of goods, equal treatment, non-discrimination, mutual recognition, proportionality and transparency.
- 4.3 The Authority must act in a transparent and proportionate manner undertaking procurements and shall treat Contractors equally and without discrimination. The design of the procurement shall not be made with the intention of excluding it from the scope of the Directives or these Contract Standing Orders or of artificially narrowing competition. Competition shall be considered to be artificially narrowed where the design of the procurement was made with the intention of unduly favouring or disadvantaging certain Contractors.
- 4.4 For public Contracts above the EU Thresholds procedural rules are drawn up to give the principles practical effect and ensure public procurement is opened up to competition. The requirements of the relevant Directive, Regulations or legislation must be complied with in all respects before the contract is entered into.
- 4.5 These Contract Standing Orders detail internal financial thresholds together with the roles and responsibilities of all Service Officers in relation to those thresholds. The thresholds uphold the Authority's responsibilities regarding the procedural rules and principles of the EU Procurement Regulations and other related legislation, regulations and duties.

5. CORPORATE CONTRACT AGREEMENTS

- 5.1 Corporate Contract Agreements for supplies, services and works where the Authority has made a contractual arrangement with a Contractor(s) on behalf of the Service must be used where they exist.
- 5.2 Details of Corporate Contract Agreements will be made available from the Procurement Department on the agreed service systems and Contracts database www.blpd.gov.uk. Any specific processes and practices for using the Corporate Contract Agreements must be followed.
- 5.3 Alternative arrangements to Corporate Contract Agreements must not be used or established without prior agreement from the Procurement Department.

6. COLLABORATIVE PROCUREMENT

- 6.1 Any collaborative procurement arrangements where the Service is not acting as Lead Authority shall still comply with the necessary legal requirements and ensure that the procedures adopted by the Contracting Authority or Lead Organisation or relevant partnership body comply with the necessary legal requirements.
- 6.2 The Procurement Department shall be responsible for agreeing to the use of collaborative procurement arrangements prior to ordering goods, services or works to ensure the interests of the Authority are appropriately protected.
- 6.3 No other public or private body, organisation or authority is entitled to issue invitations to tender or receive tenders in the name of the Authority without the prior written consent of the Procurement Department.

7. ROLES AND RESPONSIBILITIES

- 7.1 The Procurement Department shall ensure:
 - a. implementation and awareness of related procurement legislation
 - b. appropriate guidance and training is provided to Service Officers
 - c. documentation is appropriate to the needs of the Authority and Service
 - d. compliance with these Contract Standing Orders
- 7.2 Executive Directors and the Heads of Service shall ensure, where there is inclusion of items in approved revenue budgets or capital programmes which constitutes authority for the delegated budget holders to incur expenditure and procure goods, works and services, that this is conducted:
 - a. in accordance with these Contract Standing Orders and any other related guidance, documentation, processes and systems
 - b. by Service Officers with the appropriate authorisation and responsibilities

8. FINANCIAL THRESHOLDS

- 8.1 The Authority has agreed two thresholds 'Low Value' and 'High Value' ([Appendix B](#)) that have procedural responsibilities associated with them.
- 8.2 The thresholds will be reviewed by the Clerk and Head of Procurement on behalf of the Service on an annual basis with any subsequent proposal to increase a threshold to be agreed by the Authority at the earliest available opportunity.

9. LOW VALUE PROCUREMENT (LESS THAN £20,000)

- 9.1 Budget holders and Service Officers have delegated responsibility for the management of the procurement process and the award and agreement of Contracts under the 'Low Value' threshold in the following manner:
- a. use of the Authority documentation and guidance provided which is available on the Intranet and from the Service Procurement Team
 - b. use the Authority Standard Terms and Conditions for the award of Contracts included on Purchase orders or available from the intranet and Service Procurement Team
 - c. use the Authority approved financial systems (Government Procurement Cards and E-Series requisitioning) for the purchase of the goods, service or works
 - d. be satisfied about the technical capability of any proposed Contractor
 - e. estimate the value of the procurement by the total aggregated value over a three to four year period, where there is an on-going requirement (considering the whole life costs of the procurement (purchase, maintenance and disposal as applicable))
 - f. use their professional judgement to determine the most appropriate, auditable competitive process based on value, risk and market conditions
 - g. retain a written record of actions taken and the reasons
 - h. seek advice from the procurement department and obtain company financial checks as required
- 9.2 All Service Officers need to be able to demonstrate value for money on behalf of the Authority. The most effective way to do this is to conduct a transparent and competitive process using agreed documentation, systems and processes. Advice in all circumstances can be sought from the Procurement Department, Finance Department or Democratic Services (Authority Solicitor).
- 9.3 Contracts of 'Low Value' can be signed by an authorised budget holder and Service Officers on behalf of the Authority. Where a contract is required it should be agreed and signed by both parties (The Authority and the Contractor) prior to the authorisation of any transactions (purchase orders) relating to the contract.

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9.4 The budget holder is then responsible for ensuring appropriate levels of authorisation of the transactions including any staged payments (purchase orders) of the contract on the Authority approved systems. All orders for works, goods or services must be placed using the Authority approved systems in advance of the invoice being received and coded to the appropriate account codes. Further guidance on raising and authorising Purchase Orders is available on the E-series requisitioning system.

10. HIGH VALUE PROCUREMENT (£20,000 AND ABOVE)

10.1 Management of the procurement process and the agreement of Contracts on behalf of the Authority for 'High Value' procurements is the responsibility of the Procurement Department which will agree with the budget holder and Service Officers the most appropriate approach to the competitive process and contractual documentation to be used.

10.2 The procurement approach will take into account a number of factors to determine the most cost effective and efficient process to achieve value for money including but not limited to;

- a. contract value and application of the EU thresholds and procedures
- b. other legislative requirements
- c. market conditions and competition
- d. collaborative opportunity
- e. availability of Contracts and Framework Agreements
- f. supply risks

10.3 The procedural rules associated with the Public Contracts Regulations 2015 shall be followed in all instances where applicable.

10.4 All Contracts of 'High Value' must be signed by an Authorised Officer as designated by the Clerk to the Authority and Director of Corporate Services. Contracts must be agreed and signed by both parties (The Authority and the Contractor) prior to the authorisation of any subsequent transactions (purchase orders) relating to the contract. Any deviation from this will be construed as a breach of the Contract Standing Orders unless agreed in advance in writing by the Procurement Department.

10.5 The budget holder is then responsible for ensuring appropriate authorisation of the transactions and any staged payments (purchase orders) of the Contract on the Authority approved systems. All orders for works, goods or services must be placed using the Authority approved systems and coded to the appropriate account codes in advance of the invoice being received. Further guidance on raising and authorising Purchase Orders is available on the e-series requisitioning system.

11. ADVERTISED TENDERING

11.1 All Advertised Tendering Opportunities will be undertaken by the Procurement Department or agreed Service Officers on the Authority agreed e-tendering solution in compliance with [Appendix C](#).

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11.2 Any alternative process to using the agreed e-tendering portal must be agreed in writing by the Procurement Department.

12. CONTACT DETAILS

Procurement: Procurement@dsfire.gov.uk

Democratic Services: Democraticservices@dsfire.gov.uk

Finance: Finance@dsfire.gov.uk

APPENDIX A – FIRE AUTHORITY CONSTITUTIONAL GOVERNANCE

Copies of the Authority's constitutional governance framework documents can be found through the following links:

- Roles and Responsibilities
- Standing Orders
- Financial Regulations
- Treasury Management Policy
- Contract Standing Orders
- Scheme of Delegations
- Members Code of Conduct
- Protocol for Member/Officer Relations
- Policy on Gifts and Hospitality
- Scheme of Members Allowances
- Corporate Governance Code
- 'Whistleblowing Code' (Confidential Reporting Policy)
- Strategy on the Prevention and Detection of Fraud and Corruption
- Code of Recommended Practice on Local Authority Publicity

APPENDIX B – EU AND DSFRS FINANCIAL THRESHOLDS

EU Procurement Thresholds from 1 January 2015 (net of VAT)

Supplies and Services	Works
£172,514 (€207,000)	£4,322,012 ³ (€5,186,000)

The Authority Thresholds from 1 January 2015

The Total Value shall be a calculation of the estimated value of a procurement based on the total amount payable, net of VAT, including any form of option and any renewals of the contracts:

- (1). Where the contract is for a fixed period, by taking the total price to be paid or which might be paid during the whole of the period including potential renewals e.g.: Software license agreement and any annual maintenance agreements which may be required for the life of the software including consultancy or training days.
- (2). Where the purchase involves recurrent transactions for the same type of item, by aggregating the value of those items over a 3 to 4 year period e.g.: Stationery, Computer Consumables, PPE items should be based on the total value over to be paid over a 3 to 4 year period.

A procurement shall not be subdivided with the effect of preventing it from falling within the scope of the EU or Service thresholds, unless able to be justified by objective reasons.

Supplies and Services

1. Low Value means less than £20,000
2. High Value means £20,000 and above

Works contracts

1. Low Value means less than £150,000
2. High Value means £150,000 and above

Works contracts and procurements associated with the Estates Department are subject to the DSFRS Estates Procurement Guidelines and Procedures document.

APPENDIX C – ADVERTISED TENDERING

Advertised Tendering opportunities must only be undertaken through the Authorities agreed e-tendering portal

[Bluelight Emergency Services E-Sourcing Suite](#)

The agreed e-tendering portal will be the basis through which the Authority advertises the tendering opportunity and seeks expressions of interest and access to documentation.

If deemed appropriate or required through legislation, opportunities will also be advertised elsewhere.

SUBMITTING AND OPENING TENDERS

Every Invitation to Tender will state that a tender will only be considered if it is received by the due date and time. The e-tendering solution will automatically reject tenders received after the due date and time.

Tenders not sent and received through the e-tendering solution are subject to special controls, and advice from the Procurement Department to ensure an auditable and secure process for receipt of tenders must be in place and followed.

ACCEPTING TENDERS

All contract awards should be based on obtaining best value for money for the Authority. This award decision must be on the basis of the whole life costs and the award criteria which must be clearly documented in the invitation to tender or quote and in line with the related legislation.

Original Approval Date:

REPORT REFERENCE NO.	DSFRA/15/10
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Annual Meeting)
DATE OF MEETING	28 MAY 2015
SUBJECT OF REPORT	SCHEDULE OF APPOINTMENTS TO COMMITTEES, OUTSIDE BODIES ETC.
LEAD OFFICER	Clerk to the Authority
RECOMMENDATIONS	<p>(a) <i>that, in accordance with Standing Orders, appointments be made to Committees etc. as shown in Part A of Appendix A to this report for the 2015-16 municipal year, the term of office to be until the Authority annual meeting in 2016;</i></p> <p>(b) <i>that the appointment of Mr. David Watson as the Authority's Independent Person as required by the procedures introduced by the Localism Act 2011, for a further twelve months until the Authority's annual meeting in 2016 be confirmed;</i></p> <p>(c) <i>that appointments be made to Outside Bodies as shown in Part B of Appendix A for the 2015-16 municipal year, the term of office to be until the Authority's annual meeting in 2016 unless otherwise indicated;</i></p> <p>(d) <i>that the Terms of Reference for the Authority Committees etc. as set out Appendix B to this report be confirmed.</i></p>
EXECUTIVE SUMMARY	<p>Appendix A to this report sets out appointments to Authority Committees, outside bodies etc., with Appendix B listing the Terms of Reference for each of the Authority's committees etc. under the current structure.</p> <p>The Authority is invited to make appointments to committees and outside bodies and confirm the Terms of Reference.</p>
RESOURCE IMPLICATIONS	Any resource implications associated with attendance at committee and outside body appointments etc. will be met from the approved budget for Members Allowances
EQUALITY RISKS AND BENEFITS ASSESSMENT (ERBA)	N/A
APPENDICES	<p>A. Appointments to Committees, Working Parties etc. and Outside Bodies.</p> <p>B. Terms of Reference of Committees</p>
LIST OF BACKGROUND PAPERS	None.

1. BACKGROUND AND INTRODUCTION

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

2. SCHEDULE OF APPOINTMENTS – GENERAL

- 2.1 The appended Schedule indicates purely the allocation of places to Committees and Outside Bodies for the previous (2014-15) municipal year. It should not be interpreted as any form of recommendation in relation to appointments for the forthcoming, 2015-16, municipal year.
- 2.2 The Authority is reminded that its Standing Orders provide for it to determine appointments to Committees etc. taking account of the principles of the Local Government and Housing Act 1989 (political proportionality).
- 2.3 The Authority is invited to make appointments to those Committees and outside bodies as set out in the appended Schedule.

3. COMMITTEE STRUCTURE AND TERMS OF REFERENCE

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

MIKE PEARSON
Clerk to the Authority

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

(NOTE: names in **red, bold italics** indicate former Members of the Authority who have not been re-appointed).

PART (A) COMMITTEES, WORKING PARTIES ETC.

AUDIT AND PERFORMANCE REVIEW COMMITTEE

7 Members in total

(2014-15 Membership: Councillors Edmunds, Healey, Horsfall, Radford, Randall Johnson, Singh and Way).

COMMERCIAL SERVICES COMMITTEE

7 Members in total

(2014-15 Membership: Councillors Ball, Dyke, Edmunds, Healey, Leaves, Randall Johnson and Woodman).

COMMUNITY SAFETY AND CORPORATE PLANNING COMMITTEE

7 Members in total

(2014-15 Membership: Councillors Bown, Bowyer, Colthorpe, Eastman, Ellery, **Owen** and **Prior-Sankey**).

DETERMINATIONS AND DISPENSATIONS COMMITTEE

5 Members in total

(2014-15 Membership: Councillors Bown, Horsfall, **Prior-Sankey**, Randall Johnson and **Smith**). **PLUS** Independent Person as required by the Localism Act: Mr. David Watson (appointment to be confirmed at this annual meeting).

HUMAN RESOURCES AND MANAGEMENT COMMITTEE

7 Members in total

(2014-15 Membership: Councillors Bown, **Brooksbank**, Burridge-Clayton, Chugg, Horsfall, Knight and **Smith**).

RESOURCES COMMITTEE

7 Members in total

(2014-15 Membership: Councillors **Brooksbank**, Burridge-Clayton, Chugg, Dyke, Greenslade, Singh and Yeomans).

CAPITAL PROGRAMME WORKING PARTY

4 Members in total

(2014-15 Membership: Councillors Bown, Greenslade, Randall Johnson and Woodman).

EQUALITY AND DIVERSITY MEMBER CHAMPION

One appointment (Councillor Randall Johnson in 2014-15).

CLIMATE CHANGE AND SUSTAINABILITY MEMBER CHAMPION

One appointment (Councillor Horsfall in 2014-15).

PART (B) APPOINTMENTS TO OUTSIDE BODIES

LOCAL GOVERNMENT ASSOCIATION (LGA)

(a) Fire Commission

Two appointments – usually Authority Chairman and one other (Councillors Healey [Chair] and Ellery in 2014-15).

Date of next meeting: **11.00hours, Friday 5 June 2015, LGA House, Smith Square, London.**

(b) General Assembly

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

(2014-15 appointees: Councillors Healey [Chairman][2 Service and 1 Corporate Vote]; Dyke, Randall Johnson and Woodman [1 Service vote each]).

Member	No. votes exercised
Chairman	2 Service and 1 Corporate
	1 Service
	1 Service
	1 Service

(NOTE:- The General Assembly usually meets annually with Authority attendance being dependent on inclusion of fire and rescue related items in the business to be discussed. Date of next meeting: **Tuesday 30 June to Thursday 2 July 2015, Harrogate).**

DEVON STRATEGIC PARTNERSHIP BI-ANNUAL WORKSHOP

The Partnership runs two workshops per year to which wider stakeholders are invited. The first of these workshops is scheduled for **Friday 19 June 2015, 09.30 to 13.00hours, County Hall, Exeter.**

The second workshop is normally held around November.

The Authority is invited to nominate one Member to attend the workshop sessions. (Councillor Radford in 2014-15)

SOUTH WEST COUNCILS

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

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

One Member – usually Authority Chairman

SOUTH WEST PROVINCIAL COUNCIL

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

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

The functions of the Provincial Council are:

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

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

SOUTH WEST FORUM OF FIRE AUTHORITIES

Authority Chairman

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

DEVON AND SOMERSET FIRE AND RESCUE AUTHORITY

COMMITTEES, WORKING PARTIES ETC. - TERMS OF REFERENCE

AUDIT & PERFORMANCE REVIEW COMMITTEE

Advisory ONLY

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

Matters with Delegated Power to Act

2. To oversee internal and external audit arrangements and to approve annual audit plans.
3. To receive the reports of internal and external audit and external assessments of the organisation and to ensure that any recommendations and findings are appropriately addressed, implemented and monitored.
4. To receive regular reports monitoring the performance of the Service against agreed plans and agree action to address any shortfalls identified.
5. To receive regular corporate risk management reports and agree action to ensure that corporate risks are effectively managed.
6. To consider and approve the Authority's Statement of Accounts and Annual Statement of Assurance for the previous financial year.
7. To review, at least annually, the Authority's RIPA policy and approve any consequential amendments to the policy as may be necessary.
8. To approve responses to external consultation documents on issues within the remit of the Committee and as referred by officers.

COMMERCIAL SERVICES COMMITTEE

Advisory ONLY

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

Matters with Delegated Power to Act

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

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

COMMUNITY SAFETY & CORPORATE PLANNING COMMITTEE

Advisory ONLY

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

Matters with Delegated Power to Act

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

DETERMINATIONS & DISPENSATIONS COMMITTEE

1. To consider the outcomes of investigations into an alleged breach of the Authority's approved Code of Conduct, affording the Member subject to the allegation a right of hearing, and – in consultation with the "independent person" - to determine whether or not a breach of the approved Code has been established.
2. In the event that a Code breach is established, to consider the imposition of a sanction for the Member concerned from the following:
 - reporting the finding to the Authority for information and publishing the finding in local media;
 - a recommendation to the Authority that the Member concerned be removed from any or all Committees or Sub-Committees of the Authority;
 - instructing the Monitoring Officer to arrange training for the Member;
 - removing the Member concerned from all outside appointments to which s/he has been appointed or nominated by the Authority;
 - withdrawing facilities provided to the Member by the Authority, such as e-mail and Internet access; or
 - Excluding the Member from the Authority's offices or other premises, with the exception of meeting rooms as necessary for attending Authority, Committee and Sub-Committee meetings.

3. In the event of “sensitive” allegations of Code breach (e.g. where the Monitoring Officer may have previously advised the Member subject to the allegation on the matter concerned), to determine, following consultation with the independent person, whether or not an allegation should be investigated.
4. To consider, following submission in writing to the Monitoring Officer by the Member concerned, any request for a dispensation either to talk or to talk and vote in relation to a disclosable pecuniary interest in the following circumstances:
 - that, without the dispensation, the representation of different political groups on the body transacting the business would be so upset as to potentially alter the outcome of any vote on the matter;
 - That the Committee considers that the dispensation is in the interests of persons living in the authority’s area; or
 - That the Committee considers that it is otherwise appropriate to grant a dispensation.

HUMAN RESOURCES MANAGEMENT & DEVELOPMENT COMMITTEE

Advisory ONLY

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

Matters with Delegated Power to Act

2. Where a discretionary policy has been determined, to consider individual cases as may be referred by the Chief Fire Officer.
3. In accordance with the Authority’s approved Pay Policy Statement, to determine applications for the re-employment of any member of staff below Executive Board level and who has previously been made redundant or who has retired from the Devon & Somerset Fire & Rescue Service.
4. To approve and monitor a Member Development Strategy.
5. To provide in the first instance for membership of Appointments Panels for the posts of Chief Fire Officer, Deputy Chief Fire Officer, Assistant Chief Fire Officer, Treasurer and Clerk.
6. To approve and monitor the operation of any Code of Conduct for Employees.
7. To appoint from amongst its Members a Panel of three Members with delegated authority to consider and determine complaints made by individuals under Stage 2 of the Firefighters’ Pensions Scheme Internal Dispute Resolution Procedure.
8. To approve responses to external consultation documents on issues within the remit of the Committee and as referred by officers.

RESOURCES COMMITTEE

Advisory ONLY

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

Matters with Delegated Power to Act

3. To consider budget monitoring reports and to approve any necessary modifications and specifically to authorise virements within the thresholds as set out in the Financial Regulations subject to all financial implications being contained within the overall revenue budget.
4. In accordance with Procurement and Contract Regulations:-
 - to determine from time to time contract financial thresholds for the purpose of determining the appropriate tendering process to be applied;
 - to authorise further negotiations with tenderers following receipt of tenders in circumstances other than those currently provided for in Procurement and Contract Regulations;
 - to accept a tender other than that providing best value for money when it is considered such acceptance is in the best financial interests of the Authority or it is considered there are other special circumstances.
5. In accordance with Financial Regulations:-
 - to approve of the acquisition or disposal of any land or buildings subject to a conveyance;
 - to approve of the disposal of any material asset where the estimated disposal value is within the thresholds as set out in the Schedule to the Regulations;
 - to write off any redundant stock and equipment within the thresholds as set out in the Schedule to the Regulations;
 - to write-off any stock and equipment deficiencies within the thresholds as set out in the Schedule to the Regulations;
 - to write-off any debt within the thresholds as set out in the Schedule to the Regulations;
 - to write off any overpayment of salary or allowance within the thresholds as set out in the Schedule to the Regulations;
 - to make any grant within the thresholds as set out in the Schedule to the Regulations.
6. To monitor progress of schemes included in the approved Capital Programme including the schedule of individual schemes funded from either the Ring Fenced Maintenance or Other Projects generic capital budgets and specifically in accordance with Financial Regulations:-
 - to approve any proposal to finance a capital scheme from the revenue budget where the level of expenditure to be incurred is within the thresholds as set out in the Schedule to the Regulations;
 - to approve any excess of estimated expenditure for an individual major capital scheme over approved Capital Programme provision within the thresholds as set out in the Schedule to the Regulations and subject to the additional expenditure being contained from within the overall capital programme limit for the year in question;
 - to approve the excess of overall expenditure on Other Projects or Ring Fenced generic capital budgets over the approved budget provision within the thresholds as set out in the Schedule to the Regulations and subject to the additional expenditure being contained from within the overall capital programme limit for the year in question.
7. To implement and regularly monitor the Authority's Treasury Management Policies and Practices.
8. To ensure effective scrutiny of the Authority's Treasury Management Strategy and Policies.

9. To approve responses to external consultation documents on issues within the remit of this Committee and as referred by officers.

CAPITAL PROGRAMME WORKING PARTY

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

REPORT REFERENCE NO.	DSFRA/15/11
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (ANNUAL MEETING)
DATE OF MEETING	28 MAY 2015
SUBJECT OF REPORT	DRAFT CALENDAR OF MEETINGS 2015-16
LEAD OFFICER	Clerk to the Authority
RECOMMENDATIONS	<i>that, subject to any amendments as may be indicated at the meeting, the draft Calendar of Authority Meetings for the 2015-16 Municipal Year be approved.</i>
EXECUTIVE SUMMARY	Attached for consideration is a draft Authority Calendar of Meetings for the forthcoming (2015-16) municipal year. In particular, attention is drawn to issues relating to the Community Safety and Corporate Planning Committee.
RESOURCE IMPLICATIONS	N/A
EQUALITY RISKS AND BENEFITS ANALYSIS (ERBA)	N/A
APPENDICES	A. Draft Authority Calendar of Meetings 2015-16 Municipal Year.
LIST OF BACKGROUND PAPERS	Constituent Authority Calendars of Meetings (as available).

1. INTRODUCTION

- 1.1 Attached at Appendix A to this report is a proposed Authority Calendar of Meetings for the forthcoming (2015-16) municipal year. As in previous years, in compiling this Calendar consideration has been given both to the business requirements of this Authority and to the calendars of constituent authorities (in so far as these were available) to seek to avoid any clashes in meeting dates. Particular attention is drawn, however, to the following issues.

2. COMMUNITY SAFETY AND CORPORATE PLANNING COMMITTEE

- 2.1 The terms of reference for this Committee, which can be found elsewhere on the agenda for this meeting, provide for it to address primarily the Corporate Plan (which incorporates the Authority's Integrated Risk Management Plan), community safety priorities and the community risk profile in terms of ensuring effective and efficient service delivery.
- 2.2 The Service approach to Corporate - or Strategic Planning as it is now referred to – has evolved over the years against a backdrop of changes in funding, the impact of socio-economic changes on operational activity and the changing requirements in the Fire & Rescue Service National Framework relating to Integrated Risk Management Planning.
- 2.3 The current approach to strategic planning – as detailed in the report to the February Authority meeting at which the current Strategic Plan ("Our Plan 2015-20) was approved (Minute DSFRA/ refers) – features a dynamic approach based around both a change programme and business as usual activities to deliver against three main, strategic priorities:
- public safety;
 - staff safety; and
 - effectiveness and efficiency.
- 2.4 Given this dynamic approach, it is proposed that, initially, for the forthcoming (2015-16) municipal year, two meetings of the Community Safety and Corporate Planning Committee should be scheduled (in September 2015 and April 2016) that can, amongst other things, be used to monitor progress against the current Strategic Plan, consider developments and propose initiatives for inclusion in future iterations. It may well be that further meetings of the Committee may be required and it is proposed to arrange these as and when the business need dictates.

3. CONCLUSION

- 3.1 The Authority is invited to consider the contents of this report with a view to approving, subject to any amendments as may be indicated at the meeting, the draft Calendar of Authority meetings for the forthcoming (2015-16) municipal year.

MIKE PEARSON
Clerk to the Authority

**DEVON & SOMERSET FIRE & RESCUE AUTHORITY CALENDAR OF MEETINGS 2015-16
MUNICIPAL YEAR**

NOTES

1. All meetings will be held at Devon & Somerset Fire & Rescue Service Headquarters unless otherwise indicated.
2. Known dates of outside body meetings have been included (shown in italics) in the Calendar. These will only affect those Members appointed to those outside bodies.
3. Actual attendance at the LGA General Assembly is dependent on subject matter to be discussed.

DEVON & SOMERSET FIRE & RESCUE AUTHORITY Calendar of Meetings 2015-16	
Date/Time of Meeting	Name of Meeting
CYCLE 1	
June 2015	
<i>Friday 5 June 2015 11.00</i>	<i>Local Government Association (LGA) Fire Commission (Smith Square, London)</i>
Thursday 11 June 2015, 10.00	Human Resources Management & Development Committee (HRMDC)
Thursday 11 June 2015, 11.30 approx. (or on conclusion of preceding HRMDC, whichever is later)	Members' Forum
Monday 15 June 2015, 09.30	Commercial Services Committee (CSC)
Monday 15 June 2015, 11.00 approx (or on conclusion of preceding CSC, whichever is later)	Capital Programme Working Party (CPWP)
<i>Friday 26 June 2015, 11.00</i>	<i>LGA Fire Services Management Committee (Smith Square, London)</i>
<i>Tuesday 30 June to Thursday 2 July 2015</i>	<i>LGA General Assembly (Harrogate)</i>
July 2015	
Friday 10 July 2015, 10.00	Audit & Performance Review Committee (APRC)
Thursday 23 July 2015, 09.30	Commercial Services Workshop (CSW)
Thursday 23 July 2015, 11.00 approx (or on conclusion of preceding CSW, whichever is later)	Capital Programme Working Party (CPWP)
Wednesday 29 July 2015, 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
Wednesday 29 July 2015, 11.30 approx (or on the conclusion of the preceding full Authority meeting, whichever is	Members' Forum

DEVON & SOMERSET FIRE & RESCUE AUTHORITY	
Calendar of Meetings 2015-16	
Date/Time of Meeting	Name of Meeting
later)	
AUGUST 2015 – RECESS MONTH	
Monday 31 August 2015 – Public Holiday	
CYCLE 2	
September 2015	
Wednesday 2 September 2015, 10.00	Resources Committee (RC)
Wednesday 2 September 2015, 11.30 approx (or on conclusion of preceding RC, whichever is later)	Members' Forum
Monday 7 September 2015, 09.30	Commercial Services Committee (CSC)
Monday 7 September 2015, 11.00 approx (or on conclusion of preceding CSC, whichever is later)	Capital Programme Working Party (CPWP)
Wednesday 16 September 2015, 10.00	Human Resources Management & Development Committee (HRMDC)
Wednesday 23 September 2015, 10.00	Community Safety & Corporate Planning Committee (CSCPC)
Monday 28 September 2015, 10.00	Audit & Performance Review Committee (APRC)
October 2015	
Wednesday 7 October 2015, 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
Wednesday 7 October 2015, 11.30 approx (or on the conclusion of the preceding full Authority meeting, whichever is later)	Members' Forum
CYCLE 3	
Monday 12 October 2015, 09.30	Commercial Services Workshop (CSW)
Monday 12 October 2015, 11.00 approx (or on conclusion of preceding CSW, whichever is later)	Capital Programme Working Party (CPWP)

DEVON & SOMERSET FIRE & RESCUE AUTHORITY	
Calendar of Meetings 2015-16	
Date/Time of Meeting	Name of Meeting
November 2015	
Thursday 19 November 2015, 10.00	Resources Committee (RC)
Thursday 19 November 2015, 11.30 approx (or on conclusion of preceding RC, whichever is later)	Members' Forum
Wednesday 25 November 2015, 09.30	Commercial Services Committee (CSC)
Wednesday 25 November 2015, 11.00 approx (or on conclusion of preceding CSC, whichever is later)	Capital Programme Working Party (CPWP)
December 2015	
Monday 7 December 2015, 10.00	Human Resources Management & Development Committee (HRMDC)
Thursday 10 December 2015, 10.00	Commercial Services Workshop (CSW)
Monday 14 December 2015, 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
Monday 14 December 2015, 11.30 approx (or on conclusion of preceding full Authority meeting, whichever is later)	Members' Forum
Friday 25 December 2015 and Monday 28 December 2015 – Public Holiday	
Office closed Tuesday 29 to Thursday 31 December 2015 inclusive	
CYCLE 4	
January 2016	
Friday 1 January 2016 – Public Holiday	
Thursday 14 January 2016, 10.00	Audit & Performance Review Committee (APRC)
Thursday 14 January 2016, 11.30 approx (or on conclusion of preceding APRC, whichever is later).	Members' Forum
Thursday 21 January 2016, 10.00	Commercial Services Committee (CSC)
February 2016	
Wednesday 10 February 2016, 10.00	Resources Committee (Budget) Meeting
Friday 19 February 2016, 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Budget Meeting)
Friday 19 February 2016, 11.30 (or on conclusion of preceding full Authority meeting, whichever is later)	Members' Forum
Monday 22 February 2016, 10.00	Commercial Services Workshop
Wednesday 24 February 2016, 10.00	DEVON & SOMERSET FIRE & RESCUE

DEVON & SOMERSET FIRE & RESCUE AUTHORITY	
Calendar of Meetings 2015-16	
Date/Time of Meeting	Name of Meeting
	AUTHORITY (Budget Meeting) (RESERVE DATE)
Wednesday 24 February 2016, 11.30 (or on conclusion of preceding full Authority meeting, whichever is later)	Members' Forum (<i>Reserve Date</i>)
CYCLE 5	
March 2016	
Tuesday 8 and Wednesday 9 March 2016	LGA Annual Fire Conference and Exhibition, Marriott Hotel, Bristol
Thursday 10 March 2016, 10.00	Human Resources Management & Development Committee (HRMDC)
Thursday 17 March 2016 10.00	Commercial Services Committee (CSC)
Thursday 17 March 2016, 11.30 (or on conclusion of preceding CSC, whichever is later)	Members' Forum
Friday 25 March 2016 and Monday 28 March 2016 – Public Holiday (Easter)	
April 2016	
Monday 11 April 2016, 10.00	Audit & Performance Review Committee (APRC)
Thursday 14 April 2016, 10.00	Community Safety & Corporate Planning Committee (CSCPC)
Thursday 14 April 2016, 11.30 (or on conclusion of preceding CSCPC, whichever is later)	Members' Forum
Monday 18 April 2016, 10.00	Commercial Services Workshop (CSW)
May 2016	
Monday 2 May 2016 – Public Holiday	
Monday 9 May 2016, 10.00	Commercial Services Committee (CSC)
Wednesday 18 May 2016, 10.00	Resources Committee
Wednesday 18 May 2016, 11.30 (or on conclusion of preceding RC, whichever is later)	Members' Forum
Thursday 26 May 2016 10.00	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Annual Meeting)
Thursday 26 May 2016 10.30 (or on rising of Annual Meeting, whichever is later)	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Ordinary Meeting)
Monday 30 May 2016 – Public Holiday	