



# DEVON & SOMERSET FIRE & RESCUE AUTHORITY

M. Pearson  
CLERK TO THE AUTHORITY

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

(see below)

SERVICE HEADQUARTERS  
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Our ref : DSFRA/MP/SY  
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## **DEVON & SOMERSET FIRE & RESCUE AUTHORITY** **(ANNUAL MEETING)**

**Thursday 26 May 2016**

A meeting of the Devon & Somerset Fire & Rescue Authority is to be held on the above date, **commencing at 10.00 am in the Conference Rooms, Service Headquarters, Exeter** 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 (Pages 1 - 18)**  
of the last meeting held on 19 February 2016 (attached).
- 4 **Items Requiring Urgent Attention**  
Items which, in the opinion of the Chair, should be considered at the meeting as matters of urgency.
- 5 **Election of Vice-Chair**

## **PART 1 - OPEN COMMITTEE**

### **6 Review of Constitutional Framework Documents (Pages 19 - 22)**

Report of the Clerk to the Authority (DSFRA/16/10) attached.

### **7 Schedule of Appointments to Committees, Outside Bodies Etc. (Pages 23 - 34)**

Report of the Clerk to the Authority (DSFRA/16/11) attached.

### **8 Draft Calendar of Meetings 2016-17 (Pages 35 - 40)**

Report of the Clerk to the Authority (DSFRA/16/12) attached.

## **MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER**

### **Membership:-**

Councillors Healey, Burrige-Clayton, Bown, Ball, Chugg, Colthorpe, Dyke, Eastman, Edmunds, Ellery, Greenslade (Vice-Chair), Hill, Horsfall, Knight, Julian, Leaves, Radford, Johnson, Redman, Singh, Thomas, Way, Wheeler, Woodman and Yeomans and AN Other (Plymouth City Council appointment).

## NOTES

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|----|---|
| 1. | <p><b><u>Access to Information</u></b><br/>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><b><u>Reporting of Meetings</u></b><br/>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.<br/>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><b><u>Disclosable Pecuniary Interests (Authority Members only)</u></b><br/>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"><li>(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;</li><li>(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</li><li>(c) not seek to influence improperly any decision on the matter in which you have such an interest.</li></ul> <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><b><u>Part 2 Reports</u></b><br/>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><b><u>Substitute Members (Committee Meetings only)</u></b><br/>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>   |

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## DEVON & SOMERSET FIRE & RESCUE AUTHORITY

19 February 2016

### Present:-

Councillors M Healey (Chair), K Ball, A Bown, P Burrridge-Clayton, P Colthorpe, J Dyke, A Eastman, M Edmunds, V Ellery, B Greenslade (Vice-Chair), R Hill, A Horsfall, J Knight, M Leaves, R Radford, S Randall Johnson, L Redman, C Singh, D Thomas, N Way, G Wheeler, J Woodman and D Yeomans

### Apologies:-

Councillors C Chugg

### **DSFRA/45     Minutes**

**RESOLVED** that the Minutes of the meeting held on 14 December 2015 be signed as a correct record.

### **DSFRA/46     Address by the Fire Brigades Union**

The Authority received for information an address by the Fire Brigades Union on the decision facing the Authority later in the meeting on setting a revenue budget and associated Council Tax levels for the forthcoming (2016-17) financial year. The FBU acknowledged that any proposed increase in Council Tax, especially during a period of austerity, was not particularly palatable but nonetheless considered that acceptance of the proposed increase of 1.99% was essential to safeguard as far as practicable the base budget of the Authority and hence the ability to deliver effective and efficient front-line fire and rescue services.

### **DSFRA/47     Minutes of Committees**

#### a     **Community Safety & Corporate Planning Committee**

The Chair of the Committee, Councillor Eastman, **MOVED** the Minutes of the meeting held on 12 January 2016 which had considered, amongst other things:

- the draft Authority Strategic Plan (incorporating its Integrated Risk Management Plan) – “Our Plan: 2016 – 2021”;
- a presentation reviewing progress to date against the Service Community Safety Strategy; and
- an update on proposed response arrangements to apply for the Service in future, to utilise a “tiered” approach involving different types of appliance to be mobilised according to the nature and location of the incident.

#### **RESOLVED**

- (i) that the recommendation at Minute CSCP/11 (Strategic Plan: “Our Plan: 2016 to 2021) be considered in conjunction with Minute DSFRA/ below;
- (ii) that, subject to (i) above, the Minutes be adopted in accordance with Standing Orders.

**(SEE ALSO MINUTE DSFRA/49 BELOW)**

b **Audit & Performance Review Committee**

The Chair of the Committee, Councillor Radford, **MOVED** the Minutes of the meeting held on 14 January 2016 which had considered, amongst other things:

- an update from the external auditor (Grant Thornton) on progress against the approved external audit plan for the current financial year and emerging issues and developments generally;
- the Annual Audit Letter for the year ended 31 March 2015;
- a report setting out progress against the approved internal audit plan for the current financial year; and
- a report setting out Service performance during the second quarter of the current financial year measured against those indicators contained in the current Strategic Plan "Our Plan: 2015 to 2020".

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

c **Commercial Services Committee**

The Chair of the Committee, Councillor Healey, **MOVED** the Minutes of the meeting held on 21 January 2016 which had considered, amongst other things:

- an update to December 2015 on commercial leads and opportunities currently being pursued; and
- a report on the current position in relation to the commercial services profit and loss accounts for the current financial year.

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

d **Resources Committee**

The Vice-Chair of the Committee, Councillor Yeomans, **MOVED** the Minutes of the meeting held on 10 February 2016 which had considered, amongst other things:

- a report setting out performance against the approved Treasury Management Strategy as at the third quarter of the current financial year;
- a report on the proposed Capital Programme 2016-17 to 2018-19;
- a report on the proposed Revenue Budget and Council Tax levels for 2016-17; and
- a report on performance approved revenue and capital budgets as at the third quarter of the current financial year.

**RESOLVED**

- (i) that the recommendations at Minutes RC/12 (Capital Programme 2016-17 to 2018-19) and RC/13 ((Revenue Budget and Council Tax Level 2016-17) be considered in conjunction with Minutes DSFRA/48(a) and (b) below;
- (ii) that the recommendation at Minute RC/14(a) (Financial Performance Report 2015-16: Quarter 3) to transfer a further £1.5m underspend from the 2015-16 approved revenue budget to the Earmarked Reserve for capital expenditure be approved; and
- (iii) that, subject to (i) and (ii) above, the Minutes be adopted in accordance with Standing Orders.

**(SEE ALSO MINUTES DSFRA/48(a) AND DSFRA/48(b) BELOW)**

## DSFRA/48 Revenue and Capital Budgets

### a 2016-17 Revenue Budget and Council Tax Levels

***(NOTE: this item was considered in conjunction with the item at Minute DSFRA/48(b) below – Capital Programme 2016-17 to 2018-19).***

The Authority considered a joint report of the Treasurer and the Chief Fire Officer (DSFRA/16/1) on the proposed revenue budget and council tax levels for the Authority in 2016-17.

The final local government finance settlement for 2016-17 – the Settlement Funding Assessment – had been announced by central government on 8 February 2016 together with the offer of four-year settlement (to 2019-20) to those authorities who wished to take it. Authorities would have until 14 October 2016 to confirm whether or not to accept the four year settlement.

The individual settlement funding assessment figures for 2016-17, £26.873m, represented an 8.6% reduction on the Settlement Funding Assessment for 2015-16 (£29.413m). The settlement figures represented a 24.9% reduction in total over the period to 2019-20. This was the seventh worst settlement (compared to an average reduction of 20%) but was in line with figures already included in the Authority's medium term financial plans. As in previous years, this Authority responded to the provisional 2016-17 expressing disappointment with the settlement and the lack of recognition of rural sparsity and its impact on the Authority's cost base.

The provisional settlement also indicated that the Authority would receive a share (£0.104m in 2016-17, rising to £0.340m in 2019-20) of the total Rural Services Grant (£20m in 2016-17 rising to £65m in 2019-20) only made available to the most sparsely populated rural areas. The final settlement, however, indicated that the Grant total had increased from £20m to £80m in 2016-17, with this Authority's share increasing accordingly by £0.317m to £0.421m in 2016-17. This would, however, be paid as Section 31 grant meaning that it would count as income only and not be included in base funding.

Additionally, the Authority had been awarded a share (£0.149m in 2016-17 and £0.188m in 2017-18) of the £300m transitional grant allocated to local government for the two financial years concerned and paid only to those authorities suffering the most severe grants reductions in the first two years of the four year settlement.

At the same time as announcing the final Settlement Funding Assessment for 2016-17, the government had also confirmed, as part of the provisions introduced by the Localism Act 2011, that – for this Authority – an increase in Council Tax beyond 2% for that financial year would trigger the requirement to hold a referendum. 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, albeit that the flexibility to adopt a cash amount (specifically, a £5 threshold) had been afforded to some Police and Crime Commissioner areas and shire district councils.

The report set out two options in relation to the council tax and budget requirement in 2016-17:

**Option A** – freeze council tax at the 2015-16 level (£78.42 for a Band D property); and

**Option B** – increase council tax by 1.99% above 2015-16 (to £79.98 for a Band D property).

The amount of precept income was £0.859m more than anticipated as a result of a 2% 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, following a review of Council Tax collection rates by district councils, the amount of surplus available to the Authority had increased by £0.230m.

Information received from billing authorities confirmed that, in net terms, the Authority would receive some £0.061m less in business rate income in 2016-17 than previously reported. As referred to previously, the final settlement had confirmed for this Authority an increase in Section 31 grant for 2016-17 of £0.466m which, when taken with the reduction in business rate income, nonetheless reflected a net increase in funding of £0.405m since the provisional settlement.

Even allowing for the above increases, however, both Options A and B would result in a reduction of revenue funding for the Authority in 2016-17. Option B, however, would result in a smaller reduction of £0.734m as against £1.637m for Option A, resulting in available funding for 2016-17 of £73.976m (Option B) or £73.073m (Option A). The core revenue budget requirement for 2016-17 was, however, £77.198m and consequently the report identified several savings totalling £3.222m to be delivered during the financial year and which were necessary to facilitate the setting of a balanced budget on the basis of approving Option B. Should Option A be approved, however, it would be necessary to reduce by £0.9m the proposed revenue contribution to capital spending contained in the core revenue budget requirement for 2016-17 to deliver a balanced budget. A budget book had been compiled for each identifying the net revenue budget requirement in terms of employee costs, premises costs, supplies and services etc.

The Medium Term Financial Plan modelling tool assessed the likely “base case” scenario for indicative savings likely to be required between 2017-18 and 2019-20. This indicated that further cumulative savings of circa £6.4m would be required by 2019-20. The previously-reported strategy to deliver these savings focussed on:

- cost reductions against general budget lines;
- reductions in support staff costs; and
- reductions in operational staffing costs.

Specific proposals to deliver these savings would be subject to reports to future Authority meetings.

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 14 December 2015 (Minute DSFRA/42 refers).

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

- that, of those surveyed, 61% of the business community and 85% of the public felt it reasonable to increase in council tax in 2016-17 to lessen the impact of funding cuts; and
- that, of those agreeing that an increase would be reasonable, the majority favoured a 2% increase (72% business community; 76% public).



A statement by the Authority's Chief Finance Officer on the robustness of the budget estimates and the adequacy of the levels of reserves and balances, as required by Section 25 of the Local Government Act 2003, was appended to the report.

The Resources Committee, at its meeting on 10 February 2016, had considered budget options and associated council tax levels for the Authority in 2016-17 and had resolved to recommend to the Authority (Minute RC/13 refers):

- (a). *that the level of Council Tax in 2016-17 for a Band D property be set at £79.98, as outlined in Option B of report RC/16/3, representing a 1.99% increase over 2015-16; and*
- (b). *that the additional £0.405m of Section 31 grant funding be added to the amount to be transferred into the Earmarked Reserve for future capital expenditure.*

Following a debate on the issue, Councillor Greenslade **MOVED**, with Councillor Knight seconding, that the recommendations of the Resources Committee be approved whereupon it was

**RESOLVED**

- (i) that, as recommended by the Resources Committee at its meeting on 10 February 2016 (Minute RC/13 refers), the level of council tax in 2016-17 for a Band D property be set at £79.98, as outlined in Option B in report DSFRA/16/1, representing a 1.99% increase over 2015-16;
- (ii) that, accordingly, a Net Revenue Budget Requirement for 2016-17 of £73,976,600 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 £46,325,437 as detailed on page 3 of the relevant budget book (circulated separately with the agenda for the meeting) and summarised overleaf be approved:

<b>Billing Authority</b>	<b>Tax Base used for Collection</b>	<b>Surplus/ (Deficit) for 2016-17</b>	<b>Precepts due 2016-17</b>	<b>Total due 2016-17</b>
		<b>£</b>	<b>£</b>	<b>£</b>
East Devon	56,404.00	74,780	4,511,193	4,585,972
Exeter	35,429.00	39,357	2,833,611	2,872,968
Mendip	38,545.46	106,685	3,082,866	3,189,551
Mid Devon	27,507.03	2,885	2,200,012	2,202,897
North Devon	32,210.92	2,971	2,576,229	2,579,200
Plymouth City	69,846.00	6,448	5,586,283	5,592,731
Sedgemoor	38,696.58	155,913	3,094,952	3,250,865
South Hams	37,003.99	85,000	2,959,579	3,044,579
South Somerset	58,543.00	66,336	4,682,270	4,748,605
Taunton Deane	39,072.86	67,150	3,125,047	3,192,197
Teignbridge	46,797.00	97,251	3,742,824	3,840,075
Torbay	43,180.70	130,036	3,453,592	3,583,628
Torridge	22,760.83	42,282	1,820,411	1,862, 693
West Devon	19,733.41	82,000	1,578,278	1,660.278
West Somerset	13,481.99	5300	1,078,290	1,083,590
	<b>579,212.77</b>	<b>964,394</b>	<b>46,325,437</b>	<b>47,289,829</b>

- (B) the council tax for each property bands A to H associated with the total precept of £46,325,437, as detailed on page 3 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	53.32
B	7/9	0.778	62.21
C	8/9	0.889	71.09
<b>D</b>	<b>1</b>	<b>1.000</b>	<b>79.98</b>
E	11/9	1.222	97.75
F	13/9	1.444	115.33
G	15/9	1.667	133.30
H	18/9	2.000	159.96

- (iv) that the additional £0.405m Section 31 grant funding received for 2016-17 be transferred to the Earmarked Reserve for future capital expenditure thereby reducing the requirement to borrow;
- (v) 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 A to report DSFRA/16/1, be endorsed.

**(SEE ALSO MINUTE DSFRA/47(d) ABOVE AND MINUTE DSFRA/48(b) BELOW).**

**b Capital Programme 2016-17 to 2018-19**

**(NOTE: this item was considered in conjunction with the item at Minute DSFRA/48(a) above – 2016-17 Revenue Budget and Council Tax Levels).**

The Authority considered a joint report of the Chief Fire Officer and Treasurer (DSFRA/16/2) on the proposed Capital Programme for 2016-17 to 2018-19 with associated Prudential Indicators.

The report outlined the difficulties in meeting the full capital expenditure requirement for the Authority, given the number of fire stations, fire appliances and associated equipment required to be maintained and eventually replaced.

All aspects of the capital requirement had been considered and the programme constructed on the principle that debt charges emanating from external borrowing would be kept within the 5% Prudential Indicator limit (debt charges as a percentage of the Revenue Budget) set by the Authority.

The Authority has been advised over recent years of the difficulties, against a reducing revenue budget, in maintaining a programme affordable within the 5% Prudential Indicator and had indicated support for the Treasurer's recommendation that alternative sources of funding other than external borrowing should be pursued to support future capital investment. Consequently, the Authority had – in setting the revenue budget and associated Council Tax levels for 2016-17 – approved a total revenue contribution towards capital of £3.7m, with £3.048m to be utilised in 2016-17 and £0.625m transferred to the Earmarked Reserve for future capital spending.

An Estates Development Review was currently in progress which would ultimately inform an alternative strategy to provide a fit-for-purpose estate. Consequently, no major estates were scheduled to commence in 2016-17 albeit that the programme contained moderate amounts to fund minor improvements and structural maintenance.

The Authority was also committed to providing a “tiered response”, operationally, matching resource to risk. Consequently, the fleet replacement aspect of the proposed programme provided for continued funding for the Light Rescue Pump programme together with support for, pending the outcome of pilot schemes, the introduction of Rapid Intervention Vehicles.

To inform longer-term planning, the Prudential Indicators associated with the Capital Programme had been profiled for a further three years beyond 2018-19, based upon indicative capital programme levels for the years 2019-20 to 2021-22.

The Resources Committee had initially considered the draft Capital Programme 2016-17 to 2018-19 at its meeting on 10 February 2016 when it had resolved (Minute RC/12 refers) to recommend the Authority:

- (a). To approve a minimum revenue contribution of £2.407m from the 2016-17 revenue budget towards financing of the 2016-17 to 2018-19 capital programme;
- (b). To approve the draft Capital Programme 2016-17 to 2018-19 and associated Prudential Indicators as detailed [in report RC/16/2] and summarised at Appendices A and B respectively [of that report]; and
- (c). To note the forecasting impact of the proposed Capital Programme (from 2019-20 onwards) on the 5% debt ratio Prudential Indicators as indicated in [report RC/16/2].

The Resources Committee had also resolved to recommend that the Authority approve a Council Tax increase of 1.99% and that the additional £0.405m net Section 31 Grant funding made available by the government should further supplement the contribution to capital (Minute RC/13 refers).

The net effect of this was to provide for a total revenue contribution towards capital of £3.7m referred to earlier.

Following a debate on the issue, Councillor Greenslade **MOVED**, with Councillor Knight seconding, that the recommendations of the Resources Committee be approved whereupon it was

#### **RESOLVED**

- (i) that, in accordance with the recommendations made by the Resources Committee at its meeting on 10 February 2016 (Minute RC/12 refers):
  - (A). the draft Capital Programme 2016-17 to 2018-19 as detailed in report DSFRA/16/2 and summarised at Appendix B to these Minutes be approved;
  - (B). the associated Prudential Indicators as set out in the report and summarised at Appendix C to these Minutes be approved; and
  - (C). that a revenue contribution of £3.7m be made from the 2016-17 revenue budget towards financing of the 2016-17 to 2018-19 capital programme;

- (ii) that the forecast impact of the proposed Capital Programme (from 2019-20 onwards) on the 5% debt ratio Prudential Indicator, as indicated in this report, be noted.

**(SEE ALSO MINUTES DSFRA/47(d) and DSFRA/48(a) ABOVE AND MINUTE DSFRA/48(c) BELOW).**

**c Treasury Management Strategy (including Prudential and Treasury Indicators Report 2016-17 to 2018-19)**

The Authority considered a report of the Treasurer (DSFRA/16/3) setting out, amongst other things:

- a treasury management and investment strategy for 2016-17, with associated indicators; and
- a Minimum Revenue Provision statement for 2016-17.

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.

**RESOLVED**

- (i). that the Treasury Management and Annual Investment Strategy for 2016-17 as detailed in report DSFRA/16/3 be approved;
- (ii). 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;
- (iii). that the Minimum Revenue Provision (MRP) statement for 2016-17, as set out in the report and attached to these Minutes as Appendix D, be approved;
- (iv). that the Treasurer be delegated authority to effect movements between the separately agreed prudential limits for borrowing; and
- (v). that the statement at paragraph 3.3 of the report that borrowing limits and the debt management strategy have been set to ensure that net borrowing remains below the Capital Financing Requirement (CFR) for 2016-17 to 2018-19, in line with the requirements of the CIPFA Prudential Code, be noted.

**(SEE ALSO MINUTE DSFRA/48(c) ABOVE)**

**DSFRA/49 Strategic Plan - "Our Plan 2016 - 21"**

The Authority considered a report of the Chief Fire Officer (DSFRA/16/4) to which was appended the next iteration of the Authority’s Strategic Plan, covering the five year time period 2016 to 2021. The Plan contents were an evolution on the previous iteration, with this flexible approach allowing the underlying strategy to be reviewed as part of the annual planning cycle and any changes accommodated as necessary.

The 2016 to 2021 Plan represented the key strategic planning document for the Service and detailed corporate strategy and planning principles.

The strategic direction aligned with the medium term financial plan to address the anticipated funding requirements. The Plan also incorporated the requirements of Integrated Risk Management Planning and presented the Service's approach for delivering its prevention, protection and response services by aligning resources to risk.

A key concept embedded within the Plan was that of continuous improvement with a focus on maintaining or improving service standards albeit against a backdrop of a diminishing funding envelope. To achieve necessary savings, the Service would change and improve the way it worked to become both more effective and efficient.

The draft Plan, which had been accredited with the Crystal Mark for clarity and plain English, had previously been considered by the Community Safety & Corporate Planning Committee which had resolved to commend the Plan to the Authority for approval (Minute CSCP/11 refers).

**RESOLVED** that the Authority Strategic Plan, 'Our Plan 2016-2021', as appended to report DSFRA/16/4, be approved.

***(SEE ALSO MINUTE DSFRA/47(a) ABOVE).***

**DSFRA/50**

**Devon & Cornwall Police and Dorset Police Strategic Alliance - Opportunities and Options for Devon & Somerset Fire & Rescue Authority**

The Authority considered a report of the Chief Fire Officer (DSFRA/16/5) on the scope for the Devon & Somerset Fire & Rescue Authority to participate in the Strategic Alliance established between the Devon & Cornwall and Dorset police forces and designed to deliver a range of financial and non-financial benefits to promote, amongst other things, sustainability, interoperability and resilience against a backdrop of reductions in funding.

The Authority had previously been advised that, as a result of further reductions in government funding, it would be required to realise additional savings of £7.5m over the next four years.

As part of meeting this significant financial challenge, preliminary work had been undertaken to explore how the resilience of the Devon & Somerset Fire & Rescue Service could be maintained and/or how further savings might be achieved as a result of participation in the Strategic Alliance. Associated with this, the recently published Police and Crime Bill would, once enacted, introduce a new statutory duty for the emergency services to collaborate.

Participation in the Strategic Alliance would, therefore, be in-keeping both with this Authority's Medium Term Financial Plan and government expectations. It was also considered that participation in the Strategic Alliance would reduce the need for staffing savings to be made from other areas of the Service thereby reducing the impact on funding reductions on services provided to the public.

The Chief Fire Officer advised the Authority that, should it be minded to approve participation in the Strategic Alliance, this would still be subject to confirmation by the Alliance to participation on the basis as envisioned in the report.

Councillor Randall Johnson **MOVED**, with Councillor Ball seconding, that the recommendations as set out in report DSFRA/16/5 be approved, subject to the addition of the words "in consultation with the Authority Chairman and Vice-Chairman" after the words "Chief Fire Officer" in recommendation (b). This was then put to the vote, whereupon it was

**RESOLVED**, unanimously, that participation by this Authority in the Devon & Cornwall and Dorset Police Strategic Alliance be approved on the basis as set out in report DSFRA/16/5 and summarised below:

- (a) that the Authority retains full governance arrangements over changes to the number, nature and disposition of Devon & Somerset Fire and Rescue Service staff, resources and services; and
- (b) that the Chief Fire Officer, in consultation with the Authority Chairman and Vice-Chairman, be delegated authority to develop business cases to inform decision making by the Authority on proposals for Service staff, resources and services intended to come under the auspices of the Strategic Alliance, attending such meetings as deemed necessary to facilitate the production of such business cases.

**DSFRA/51 Emergency Services Mobile Communications Programme**

(Chris Hall, Department for Communities and Local Government, in attendance for this item).

The Authority considered a report of the Chief Fire Officer (DSFRA/16/6) on the Emergency Services Mobile Communications Programme (ESMCP), the preferred option of the Department for Communities and Local Government (DCLG) to replace the existing contract for a mobile communications service (Firelink for the fire service) which would expire between 2016 and 2020.

ESMCP was being mandated for police services, with no transitional funding provided. This was not currently the case for fire and rescue authorities, however, and DCLG had indicated that it would meet all reasonable transition costs in moving between the contracts. The effect of this was that, while other options were available to fire and rescue authorities, there would be significant risks in not joining the nationally preferred contract and DCLG would not provide funding for transition to any alternative selected.

The following points were made in response to questions and concerns raised by the Authority:

- that the coverage provided by ESMCP would be as good as that delivered under the current system (Airwave). Work was in hand with the other emergency services to verify the coverage and the new system would not be signed off until each of the emergency services was satisfied; and
- linked to that, while the Airwave contract had already been extended once (to December 2019), it was highly likely that further extensions would be granted in the event of any emergency service being dissatisfied with the effectiveness of the new system.

To take advantage of the transitional funding being offered by DCLG, fire and rescue authorities were required to indicate their intention to migrate to ESMCP by 25 March 2016

**RESOLVED** that, subject to receipt of satisfactory assurances to the risks identified in paragraph 4.2 of report DSFRA/16/6 (relating to full funding of transitional costs and to coverage for the new system), the Chief Fire Officer be delegated authority, in consultation with the Chairman of the Resources Committee, to confirm this Authority's intention to migrate to the new Emergency Services Network as part of the ESMCP.

**DSFRA/52     Localism Act 2011 - Pay Policy Statement 2016-17**

The Authority considered a report of the Chief Fire Officer (DSFRA/16/7) to which was attached the proposed Pay Policy Statement to operate for the Authority for the forthcoming (2016-17) 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.

The report identified the principal change in the proposed Pay Policy Statement when compared to future iterations. This related to the process to be adopted in determining the salary of Executive Board officers other than the Chief Fire Officer.

**RESOLVED** that the Authority Pay Policy Statement to operate for the forthcoming (2016-17) financial year, as appended to report DSFRA/16/7, be approved and published in accordance with the requirements of the Localism Act 2011.

**DSFRA/53     Appointment of Authority Non-Executive Directors to the Board of Red One Ltd.**

The Authority considered a report of the Chief Fire Officer (DSFRA/16/8), on behalf Mr. Tony Rowe OBE (Independent Chairman of the Board of Red One Ltd. – the Authority's commercial trading arm) on the appointment of three Authority Members as non-executive directors on the Board of Red One.

The Authority had, over the past several meetings, considered and approved revised governance arrangements for its commercial activities including the appointment of an independent, non-executive director to act as Chair of the Board of Red One Ltd. and ultimately the replacement of the Commercial Services Committee by a revised Board to feature three Authority Members appointed as non-executive directors. In this respect, the Authority had specifically, at its last meeting, approved a process (to be undertaken by the independent Chair) to identify and recommend to the Authority the three Members to serve as non-executive directors (Minute DSFRA/40 refers).

The Chief Fire Officer asked to have placed on record his appreciation for significant contributions made by Members past and present and officers in supporting the work of the Commercial Services Committee.

**RESOLVED**

- (a). that the Authority approves the appointment of the following as non-executive directors to the Board of Red One Ltd. with immediate effect and for an initial Term of Office to run until the Annual Meeting of the Authority in May 2017:
  - Councillor Mark Healey
  - Councillor David Thomas
  - Councillor John Woodman
- (b). that, as a consequence of (a) above and in line with the decision of the Authority at its last meeting (Minute DSFRA/40 refers):
  - (i). the Commercial Services Committee be formally dissolved with immediate effect;

- (ii). the Clerk be authorised to make those consequential amendments to the Authority's approved Financial Regulations, Scheme of Delegations and to the Terms of Reference of the Resources Committee, as set out in Section 5 of report DSFRA/15/28 to the Authority meeting held on 14 December 2015; and
- (iii). those powers previously exercised by the Commercial Services Committee be exercised as indicated paragraphs 5.9 and 5.10 of report DSFRA/15/28.

**DSFRA/54 Chairman's Announcements**

The Authority received, for information, a list (circulated at the meeting) of events undertaken by the Chairman on behalf of the Authority since its last meeting including:

- attendance, accompanied by CFO Lee Howell, at an All-Party Parliamentary Group meeting on 26 January 2016;
- Chairing the second meeting of the Emergency Services Forum on 8 February 2016. The Forum was established following a suggestion by this Authority to explore the scope for regional collaboration; and
- attendance at the launch of the PCSO/RDS pilot initiative, accompanied by the Vice-Chairman (Councillor Brian Greenslade), Councillor Mike Edmunds and CFO Lee Howell. The launch was also attended by Tony Hogg, Police and Crime Commissioner for Devon & Cornwall.

The Authority also received, for information, a list circulated by the Vice-Chairman on activities undertaken since his election to the role in May 2015.

**DSFRA/55 Chief Fire Officer's Announcements**

The Chief Fire Officer reported on his involvement in a range of issues since the last Authority meeting including:

- attendance at an emergency services sub group meeting
- attendance at the Blue light carol service, Exeter Cathedral, 17 December 2015
- meeting with Hugo Swire MP
- attended Blue Light MIND (mental health) training
- hosting a delegation from Abu Dhabi with potential for commercial benefits
- meeting with Spotlight Editor, John Gipton
- attendance at a meeting of the Devon Strategic Partnership chaired by Cllr John Hart
- accompanied the Authority Chair, Cllr. Mark Healey, to an All-Party Parliamentary Group meeting to discuss fire and rescue issues
- accompanied the Authority Chair, Councillor Mark Healey, at a meeting with Ian More (Fire Industry Association)
- meeting with Chief Constable (Devon and Cornwall) & Mayor of Torbay (Gordon Oliver)



- meeting with Councillor Smith (Deputy Leader, Plymouth City Council)
- visit to Hinckley Point Sites A, B and C
- attendance at the second meeting of the Emergency Services Forum, chaired by Councillor Mark Healey. The meeting was also attended by Tony Hogg and Sue Mountstevens (Police and Crime Commissioners for Devon & Cornwall and Avon & Somerset respectively), Chief Constable Andy Marsh (Avon & Somerset Constabulary), Assistant Chief Constable Paul Netherton (Devon & Cornwall Constabulary), CFO Paul Walker (Cornwall Fire & Rescue Service), CFO Kevin Pearson (Avon Fire & Rescue Service), Cllr Peter Abraham (Avon Fire & Rescue Authority), Cllr Geoff brown (Cornwall), Ken Wenman and Heather Strawbridge (SWAST)
- attendance at the launch of the Fire/PCSO initiative at Barnstable, accompanying Tony Hogg and Councillor Mark Healey
- meeting with Hugo Swire (Foreign Office Minister)
- meeting with Andrew White, Chief Executive Officer, Devon & Cornwall Office of the Police and Crime Commissioner
- media opportunities including:
  - interview on the Strategic Alliance for the BBC;
  - interviews on the proposed budget for the BBC and ITV;
  - interview on the flooding clear-up at Tipton St. John for the BBC and ITV; and
  - interview with the Western Morning News.

**DSFRA/56**    **Exclusion of the Press and Public**

**RESOLVED** that the press and public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in the following Paragraphs of Part 1 of Schedule 12(A) (as amended) to the Local Government Act 1972:

- Paragraph 1 (information relating to an individual);
- Paragraph 2 (information likely to reveal the identity of an individual); and
- Paragraph 3 (information relating to the financial and business affairs of a particular person).

**DSFRA/57**    **Firefighters' Pensions Scheme Issue**

(An item taken in accordance with Section 100(A)(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 Chief Fire Officer (DSFRA/16/9) on a request for the Authority, as Scheme Manager for Firefighters' Pensions Schemes, to exercise, in relation to the terms and conditions of the particular Firefighters Pensions Scheme, its discretion in relation to an application for reinstatement of a widow's pension.

**RESOLVED** that reinstatement of the widow's pension be approved with effect from the date of the decree absolute and on the basis of the full award permissible.

The meeting started at 10.00hours and finished at 12.47hours

**APPENDIX A TO THE MINUTES OF THE BUDGET MEETING OF THE  
AUTHORITY HELD ON 19 FEBRUARY 2016**

**STATEMENT OF THE ROBUSTNESS OF THE BUDGET ESTIMATES AND THE  
ADEQUACY OF THE DEVON AND SOMERSET FIRE AND RESCUE AUTHORITY  
LEVELS OF RESERVES**

It is a legal requirement under Section 25 of the Local Government Act 2003 that the person appointed as the 'Chief Finance Officer' to the Authority reports on the robustness of the budget estimates and the adequacy of the level of reserves. The Act requires the Authority to have regard to the report in making its decisions.

**THE ROBUSTNESS OF THE 2016-17 BUDGET**

The net revenue budget requirement for 2016-17 has been assessed as £73.977m (Option B in report). In arriving at this figure a detailed assessment has been made of the risks associated with each of the budget headings and the adequacy in terms of supporting the goals and objectives of the authority as included in the Corporate Plan. It should be emphasised that these assessments are being made for a period up to the 31<sup>st</sup> March 2017, in which time external factors, which are outside of the control of the authority, may arise which will cause additional expenditure to be incurred. For example, the majority of retained pay costs are dependent on the number of call outs during the year, which can be subject to volatility dependent on spate weather conditions. Other budgets, such as fuel are affected by market forces that often lead to fluctuations in price that are difficult to predict. Details of those budget heads that are most at risk from these uncertainties are included in Table 1 overleaf, along with details of the action taken to mitigate each of these identified risks.

Whilst there is only a legal requirement to set a budget requirement for the forthcoming financial year, the Medium Term Financial Plan (MTFP) provides forecasts to be made of indicative budget requirements over a four year period covering the years 2016-17 to 2019-20. These forecasts include only prudent assumptions in relation future pay awards and prices increases, which will need to be reviewed in light of pay settlements and movement in the Consumer Prices Index.

**APPENDIX B TO THE MINUTES OF THE BUDGET MEETING OF THE  
AUTHORITY HELD ON 19 FEBRUARY 2016**

Capital Programme 2016/17 to 2021/22			2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
2015/16	2015/16	Item PROJECT	£000	£000	£000	£000	£000	£000
Budget	Forecast Outturn		Budget	Budget	Budget	Indicative Budget	Indicative Budget	Indicative Budget
<b>Estate Development</b>								
421	421	1 Major Projects	0	0	0	0	0	0
1,620	1,015	2 Minor improvements & structural maintenance	1,768	2,412	1,505	1,115	785	1,750
<b>2,041</b>	<b>1,436</b>	<b>Estates Sub Total</b>	<b>1,768</b>	<b>2,412</b>	<b>1,505</b>	<b>1,115</b>	<b>785</b>	<b>1,750</b>
<b>Fleet &amp; Equipment</b>								
4,502	4,502	3 Appliance replacement	1,350	2,220	2,220	2,530	2,740	2,740
0	0	4 Community Fire Safety	0	0	0	0	0	0
344	219	5 Specialist Operational Vehicles	125	0	200	200	0	0
953	953	6 Equipment	1,019	351	570	210	200	200
245	251	7 ICT Department	800	0	0	0	0	0
93	93	8 Water Rescue Boats	0	0	0	0	0	0
<b>6,137</b>	<b>6,018</b>	<b>Fleet &amp; Equipment Sub Total</b>	<b>3,294</b>	<b>2,571</b>	<b>2,990</b>	<b>2,940</b>	<b>2,940</b>	<b>2,940</b>
<b>8,178</b>	<b>7,454</b>	<b>Overall Capital Totals</b>	<b>5,062</b>	<b>4,983</b>	<b>4,495</b>	<b>4,055</b>	<b>3,725</b>	<b>4,690</b>
<b>Programme funding - 1.99% increase in CT</b>								
1,047	463	Earmarked Reserves:	47	1,094	680	212	388	860
2,134	1,994	Revenue funds:	3,048	2,000	2,000	2,000	2,000	2,000
4,997	4,997	Capital Receipts:	0	0	0	0	0	0
		Application of existing borrowing	1,967	1,889	1,815	1,843	1,337	1,830
<b>8,178</b>	<b>7,454</b>	<b>Total Funding</b>	<b>5,062</b>	<b>4,983</b>	<b>4,495</b>	<b>4,055</b>	<b>3,725</b>	<b>4,690</b>
<b>Programme funding - 0% increase</b>								
1,047	463	Earmarked Reserves:	688	1,094	680	212	388	860
2,134	1,994	Revenue funds:	2,407	2,000	2,000	2,000	2,000	2,000
4,997	4,997	Capital Receipts:			0			
		Application of existing borrowing	1,967	1,889	1,815	1,843	1,337	1,830
<b>8,178</b>	<b>7,454</b>		<b>5,062</b>	<b>4,983</b>	<b>4,495</b>	<b>4,055</b>	<b>3,725</b>	<b>4,690</b>

**APPENDIX C TO THE MINUTES OF THE BUDGET MEETING OF THE  
AUTHORITY HELD ON 19 FEBRUARY 2016**

<b>PRUDENTIAL INDICATORS</b>				<b>INDICATIVE INDICATORS 2017/18 to 2020/21</b>		
	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
	£m	£m	£m	£m	£m	£m
	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
<b>Capital Expenditure</b>						
Non - HRA	5.062	4.983	4.495	4.055	3.725	4.690
HRA (applies only to housing authorities)	-	-	-	-	-	-
<b>Total</b>	<b>5.062</b>	<b>4.983</b>	<b>4.495</b>	<b>4.055</b>	<b>3.725</b>	<b>4.690</b>
<b>Ratio of financing costs to net revenue stream</b>						
Non - HRA	4.19%	4.19%	4.10%	4.10%	4.09%	4.06%
HRA (applies only to housing authorities)	-	-	-	-	-	-
<b>Capital Financing Requirement as at 31 March</b>						
	£000	£000	£000	£000	£000	£000
Non - HRA	25,724	25,630	25,537	25,444	24,851	24,757
HRA (applies only to housing authorities)	-	-	-	-	-	-
Other long term liabilities	1,374	1,299	1,209	1,112	1,010	907
<b>Total</b>	<b>27,098</b>	<b>26,929</b>	<b>26,747</b>	<b>26,556</b>	<b>25,861</b>	<b>25,665</b>
<b>Annual change in Capital Financing Requirement</b>						
	£000	£000	£000	£000	£000	£000
Non - HRA	(162)	(169)	(183)	(191)	(695)	(197)
HRA (applies only to housing authorities)	-	-	-	-	-	-
<b>Total</b>	<b>(162)</b>	<b>(169)</b>	<b>(183)</b>	<b>(191)</b>	<b>(695)</b>	<b>(197)</b>
<b>Incremental impact of capital investment decisions</b>						
	£ p	£ p	£ p	£ p	£ p	£ p
Increase/(decrease) in council tax (band D) per annum	(£0.04)	(£0.26)	(£1.07)	N/A	N/A	N/A
<b>PRUDENTIAL INDICATORS - TREASURY MANAGEMENT</b>						
<b>Authorised Limit for external debt</b>						
	£000	£000	£000	£000	£000	£000
Borrowing	26,824	26,726	26,128	26,030	29,044	31,243
Other long term liabilities	1,278	1,177	1,071	963	841	701
<b>Total</b>	<b>28,101</b>	<b>27,902</b>	<b>27,199</b>	<b>26,993</b>	<b>29,885</b>	<b>31,944</b>
<b>Operational Boundary for external debt</b>						
	£000	£000	£000	£000	£000	£000
Borrowing	25,537	25,444	24,851	24,757	27,802	30,005
Other long term liabilities	1,209	1,112	1,010	907	791	656
<b>Total</b>	<b>26,747</b>	<b>26,556</b>	<b>25,861</b>	<b>25,665</b>	<b>28,592</b>	<b>30,661</b>
<b>Maximum Principal Sums Invested over 364 Days</b>						
Principal Sums invested > 364 Days	5,000	5,000	5,000	5,000	5,000	5,000

**APPENDIX D TO THE MINUTES OF THE BUDGET MEETING OF THE  
AUTHORITY HELD ON 19 FEBRUARY 2016**

**MINIMUM REVENUE PROVISION STATEMENT (MRP) 2016-17**

***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.

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# Agenda Item 6

<b>REPORT REFERENCE NO.</b>	<b>DSFRA/16/10</b>
<b>MEETING</b>	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY (ANNUAL MEETING)</b>
<b>DATE OF MEETING</b>	<b>26 MAY 2016</b>
<b>SUBJECT OF REPORT</b>	<b>REVIEW OF CONSTITUTIONAL GOVERNANCE FRAMEWORK DOCUMENTS</b>
<b>LEAD OFFICER</b>	<b>Clerk to the Authority</b>
<b>RECOMMENDATIONS</b>	<p><i>(a). that the Authority considers, with a view to approving, the proposed change to attendance at the Local Government Association Annual Fire Conference (as provided for in the Scheme of Members' Allowances) to provide for attendance by up to four Members – the Authority Chair and Vice-Chair with up to two additional development places;</i></p> <p><i>(b). that, subject to (a) above, the constitutional governance framework documents as identified at paragraph 1.1 of this report be endorsed.</i></p>
<b>EXECUTIVE SUMMARY</b>	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 undertaken at least annually as a matter of good practice.
<b>RESOURCE IMPLICATIONS</b>	Nil.
<b>EQUALITY RISKS AND BENEFITS ANALYSIS (ERBA)</b>	The contents of this report are considered compatible with existing human rights and equalities legislation.
<b>APPENDICES</b>	Nil.
<b>LIST OF BACKGROUND PAPERS</b>	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;
- Contract Standing Orders;
- 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](http://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 based on “best practice” documents in use by other local authorities (including combined fire and rescue authorities). While there is no legal requirement for the documents to be reviewed, they are nonetheless reviewed at least annually 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.

1.4 In practice the documents tend to be “dynamic” and are amended as and when the need arises, as reflected by revisions to the Financial Regulations in February of this year to reflect changes in the governance structure for commercial activity.



## **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. Other than the amendments already approved (to reflect changes in commercial governance arrangements), the only change proposed is to the Scheme of Members' Allowances in so far as conference attendance is concerned. Details of this are set out below.

### ***Scheme of Members' Allowances – Conference Attendance***

- 2.2 The approved Scheme of Members' Allowances currently provides for the Local Government Association Annual Fire Conference (normally held in April/March of each year) to be attended by four Members – the Authority Chair and Vice-Chair and two other Members (preferably from constituent authorities not represented).
- 2.3 The Authority is invited to consider amending this representation to provide for attendance by up to four Members – the Chairman and Vice-Chairman with up to two other places allocated as developmental places.

## **3. CONCLUSION**

- 3.1 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**

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# Agenda Item 7

<b>REPORT REFERENCE NO.</b>	DSFRA/16/11
<b>MEETING</b>	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Annual Meeting)
<b>DATE OF MEETING</b>	26 MAY 2016
<b>SUBJECT OF REPORT</b>	SCHEDULE OF APPOINTMENTS TO COMMITTEES, OUTSIDE BODIES ETC.
<b>LEAD OFFICER</b>	Clerk to the Authority
<b>RECOMMENDATIONS</b>	<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 2016-17 municipal year, the term of office to be until the Authority annual meeting in 2017;</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 2017 be confirmed;</i></p> <p>(c) <i>that appointments be made to Outside Bodies as shown in Part B of Appendix A for the 2016-17 municipal year, the term of office to be until the Authority's annual meeting in 2017 unless otherwise indicated;</i></p> <p>(d) <i>that:</i></p> <p style="padding-left: 40px;">(i). <i>that the revision to the Terms of Reference to the Resources Committee indicated at paragraph 3.5 (and required consequential to adoption of Contract Standing Orders) be endorsed; and</i></p> <p style="padding-left: 40px;">(ii). <i>that, subject to (i) above, the Terms of Reference for the Authority Committees etc. as set out Appendix B to this report be confirmed.</i></p>
<b>EXECUTIVE SUMMARY</b>	<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>
<b>RESOURCE IMPLICATIONS</b>	Any resource implications associated with attendance at committee and outside body appointments etc. will be met from the approved budget for Members Allowances
<b>EQUALITY RISKS AND BENEFITS ASSESSMENT (ERBA)</b>	N/A

<b>APPENDICES</b>	A. Appointments to Committees, Working Parties etc. and Outside Bodies. B. Terms of Reference of Committees
<b>LIST OF BACKGROUND PAPERS</b>	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 the allocation of places to Committees and Outside Bodies for the previous (2015-16) municipal year for illustration purposes only. It should not be interpreted as any form of recommendation in relation to appointments for the forthcoming, 2016-17, municipal year.
- 2.2 The Authority is reminded that its Standing Orders require that appointments to Committees etc. take account of the principles of political proportionality as set out in the Local Government and Housing Act 1989. Officers have developed a spreadsheet to assist with this calculation which, whilst essentially an officers working tool, has previously been circulated to Members. The spreadsheet also identifies the balance of appointments by constituent authorities.
- 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. Most recently, following a review of commercial governance arrangements, the former Commercial Services Committee was abolished earlier this year with the appointment of three Authority Members as non-executive directors to the Board of Red One Ltd.
- 3.3 At its Annual Meeting in May of last year the Authority adopted Contract Standing Orders in place of the former Contract and Procurement Regulations (Minute DSFRA/15/5(c) refers). The new Contract Standing Orders were drafted to reflect legislative changes (notably the new European Procurement Regulations, which came into force on 26 February 2015), the development of a new Corporate Procurement Strategy for the Service and internal changes in responsibilities, working practices and systems stemming from the new Procurement Strategy.
- 3.4 The Terms of Reference of the Resources Committee currently contain the following reference to the former Contract and Procurement Regulations:
7. *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.*

3.5 This reference to the former Procurement and Contract Regulations should have been amended at the time of approving the successor document but was overlooked. The latter two bullet points would now conflict with revised procurement legislation (one of the drivers behind the introduction of the new Contract Standing Orders) and as such it is proposed that the Terms of Reference of the Resources Committee be amended as indicated below to reflect the new legislative position and the systems now in place for the Authority (note the numbering has changed in the revised Terms of Reference):

6. *In accordance with Contract Standing Orders, to authorise any increase in high/low contract financial thresholds for the purpose of determining officer responsibility.*

3.6 The Terms of Reference for the existing Committee structure – amended to reflect the proposed revision to the Resources Committee Terms of Reference - are set out at Appendix B to this report.

3.7 The Authority is invited to confirm the revised Terms of Reference.

**MIKE PEARSON**  
**Clerk to the Authority**

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

(**NOTE:** any 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**

(2015-16 Membership: Councillors Edmunds, Healey, Horsfall, Radford, Randall Johnson, Singh and Way).

***COMMUNITY SAFETY AND CORPORATE PLANNING COMMITTEE***

**7 Members in total**

(2015-16 Membership: Councillors Bown, Colthorpe, Eastman, Ellery, Hill, Leaves and Redman).

***DETERMINATIONS AND DISPENSATIONS COMMITTEE***

**5 Members in total**

(2015-16 Membership: Councillors Bown, Horsfall, Randall Johnson, Redman and Wheeler).

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

***HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT COMMITTEE***

**7 Members in total**

(2015-16 Membership: Councillors Bown, Burridge-Clayton, Chugg, Horsfall, Knight, Thomas and Wheeler).

***RESOURCES COMMITTEE***

**7 Members in total**

(2015-16 Membership: Councillors Burridge-Clayton, Chugg, Dyke, Greenslade, Singh, Thomas and Yeomans).

***CAPITAL PROGRAMME WORKING PARTY***

**4 Members in total**

(2015-16 Membership: Councillors Bown, Greenslade, Randall Johnson and Woodman).

**EQUALITY AND DIVERSITY MEMBER CHAMPION**

One appointment (Councillor Randall Johnson in 2015-16).

**CLIMATE CHANGE AND SUSTAINABILITY MEMBER CHAMPION**

One appointment (Councillor Horsfall in 2015-16).

## **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 2015-16).

Dates of meetings in 2016-17:

**11.00hours, Friday 14 October 2016, LGA House, Smith Square, London.**

**11.00hours, Wednesday 24 May 2017, 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.

(2015-16 appointees: Councillors Healey [Chairman][2 Service and 1 Corporate Vote]; Dyke, Randall Johnson and Woodman [1 Service vote each]).

<b><u>Member</u></b>	<b><u>No. votes exercised</u></b>
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 5 to Thursday 7 July 2016, Bournemouth).**

### **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 10 June 2016, 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 2015-16)

### **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).

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**DEVON AND SOMERSET FIRE AND RESCUE AUTHORITY**

**COMMITTEES, WORKING PARTIES ETC. - TERMS OF REFERENCE**

**AUDIT AND PERFORMANCE REVIEW COMMITTEE**

*Advisory ONLY*

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

*Matters with Delegated Power to Act*

2. To oversee internal and external audit arrangements and to approve annual audit plans.
3. To receive the reports of internal and external audit and external assessments of the organisation and to ensure that any recommendations and findings are appropriately addressed, implemented and monitored.
4. To receive regular reports monitoring the performance of the Service against agreed plans and agree action to address any shortfalls identified.
5. To receive regular corporate risk management reports and agree action to ensure that corporate risks are effectively managed.
6. To consider and approve the Authority's Statement of Accounts and Annual Governance Statement for the previous financial year.
7. To review, at least annually, the Authority's Regulation of Investigatory Powers (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.

**COMMUNITY SAFETY AND CORPORATE PLANNING COMMITTEE**

*Advisory ONLY*

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

*Matters with Delegated Power to Act*

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

## **DETERMINATIONS AND DISPENSATIONS COMMITTEE**

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

## **HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT COMMITTEE**

*Advisory ONLY*

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

*Matters with Delegated Power to Act*

2. Where a discretionary policy has been determined, to consider individual cases as may be referred by the Chief Fire Officer.
3. 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.
3. To make recommendations to the full Authority on the use of any dividend declared by the Board of Red One Ltd.

*Matters with Delegated Power to Act*

4. 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.
5. To consider quarterly financial performance reports relating to Red One Ltd. in terms of expenditure on operating costs, costs recovered and profit generated.
6. In accordance with Contract Standing Orders, to authorise any increase in high/low contract financial thresholds for the purpose of determining officer responsibility.
7. 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;
  - in relation to commercial activity, to approve variations in the commercial services budget (including approval of additional resources, subject to these being matched by corresponding income) up to the threshold as set out in the Scheduled to the Regulations.
8. 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.
9. To implement and regularly monitor the Authority's Treasury Management Policies and Practices.
10. To ensure effective scrutiny of the Authority's Treasury Management Strategy and Policies.
11. 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.

# Agenda Item 8

<b>REPORT REFERENCE NO.</b>	DSFRA/16/12
<b>MEETING</b>	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (ANNUAL MEETING)
<b>DATE OF MEETING</b>	26 MAY 2016
<b>SUBJECT OF REPORT</b>	DRAFT CALENDAR OF MEETINGS 2016-17
<b>LEAD OFFICER</b>	Clerk to the Authority
<b>RECOMMENDATIONS</b>	<i>that, subject to any amendments as may be indicated at the meeting, the draft Calendar of Authority Meetings for the 2016-17 Municipal Year be approved.</i>
<b>EXECUTIVE SUMMARY</b>	Attached for consideration is a draft Authority Calendar of Meetings for the forthcoming (2016-17) municipal year.
<b>RESOURCE IMPLICATIONS</b>	N/A
<b>EQUALITY RISKS AND BENEFITS ANALYSIS (ERBA)</b>	N/A
<b>APPENDICES</b>	A. Draft Authority Calendar of Meetings 2016-17 Municipal Year.
<b>LIST OF BACKGROUND PAPERS</b>	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 (2016-17) 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 (as available) to avoid wherever possible any clashes in meeting dates.

## **2. MEMBERS' FORUM SESSIONS**

- 2.1 The Forum provides a useful opportunity to engage with Members on a number of issues ranging from national and local considerations that may have an impact on the Authority and discussion to help steer policy formation at a very early stage and prior to any decisions being required through the formal meeting structure. In this way, it offers a useful mechanism to assist Members in remaining current with existing and emerging issues.

- 2.2 In previous years, a Forum meeting has been held every month (with the exception of the August recess month) on the same day as either a full Authority or Committee meeting. Given feedback from Members over the last municipal year and following consultation with the Authority Chair and Vice-Chair, it is proposed that – for the forthcoming (2016-17 municipal) year, a total of nine Forum meetings should be held. These are scheduled on bespoke dates linked to business need (i.e. to inform the budget setting process or the proposed next iteration of “Our Plan” – the Service Strategic Plan) or, where there is no direct link to business need, spread as far as is practicable equidistantly apart. The suggested dates for Forum meetings during the 2016-17 municipal year, based on a total of nine meetings, are included in the draft Calendar now appended.

## **3. CONCLUSION**

- 3.1 The Authority is invited to consider 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 (2016-17) municipal year.

**MIKE PEARSON**  
**Clerk to the Authority**



**DEVON & SOMERSET FIRE & RESCUE AUTHORITY CALENDAR OF MEETINGS 2016-17 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.

<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY Calendar of Meetings 2016-17</b>	
<b>Date/Time of Meeting</b>	<b>Name of Meeting</b>
<b>CYCLE 1</b>	
<b>June 2016</b>	
Thursday 9 June 2016, 10.00	Capital Programme Working Party (CPWP)
Thursday 9 June 2016, 14.00	Members' Forum
Wednesday 22 June 2016, 10.00	Human Resources Management & Development Committee (HRMDC)
Tuesday 28 June, 14.00	Audit & Performance Review Committee (APRC)
<b>July 2016</b>	
<i>Friday 1 July 2016, 11.00</i>	<i>LGA Fire Services Management Committee (Smith Square, London)</i>
Monday 4 July 2016, 10.00	Community Safety & Corporate Planning Committee (CSCPC)
<i>Wednesday 5 to Friday 7 July 2016</i>	<i>LGA General Assembly (Bournemouth)</i>
Thursday 21 July 2016, 10.00	Members' Forum
Monday 25 July 2016, 10.00	Capital Programme Working Party (CPWP)
Wednesday 27 July 2016, 10.00	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY</b>
<b>AUGUST 2016 – RECESS MONTH</b>	
<b>Monday 29 August 2016 – Public Holiday</b>	
<b>CYCLE 2</b>	
<b>September 2016</b>	
Thursday 1 September 2016, 10.00	Resources Committee (RC)
Friday 2 September 2016, 10.00	Members' Forum
Friday 9 September 2016, 10.00	Capital Programme Working Party (CPWP)
Monday 12 September 2016, 10.00	Audit & Performance Review Committee (APRC)

**DEVON & SOMERSET FIRE & RESCUE AUTHORITY**  
**Calendar of Meetings 2016-17**

<b>Date/Time of Meeting</b>	<b>Name of Meeting</b>
Friday 16 September 2016, 10.00	Human Resources Management & Development Committee (HRMDC)
<b>Friday 23 September 2016, 11.00</b>	<b>LGA Fire Services Management Committee (Smith Square, London)</b>
Wednesday 28 September 2016, 10.00	Community Safety & Corporate Planning Committee (CSCPC)
Friday 30 September 2016, 14.00	Members' Forum
<b>October 2016</b>	
<b>Friday 14 October 2016, 11.00</b>	<b>Local Government Association (LGA) Fire Commission (Smith Square, London)</b>
Wednesday 19 October 2016, 10.00	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY</b>
<b>CYCLE 3</b>	
Monday 24 October 2016, 14.00	Capital Programme Working Party (CPWP)
<b>November 2016</b>	
Monday 7 November 2016, 10.00	Members' Forum
Wednesday 16 November 2016, 10.00	Resources Committee (RC)
<b>December 2016</b>	
Thursday 1 December 2016, 10.00	Capital Programme Working Party (CPWP)
<b>Friday 9 December 2016, 11.00</b>	<b>LGA Fire Services Management Committee (Smith Square, London)</b>
Tuesday 13 December 2016, 14.00	Members' Forum
Wednesday 14 December 2016, 10.00	Human Resources Management & Development Committee (HRMDC)
Monday 19 December 2016, 10.00	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY</b>
<b>Monday 26 and Tuesday 27 December – Public Holidays</b>	
<b>Office closed Monday 26 to Friday 30 December inclusive</b>	
<b>CYCLE 4</b>	
<b>January 2017</b>	
<b>Monday 2 January 2017 – Public Holiday</b>	
Wednesday 11 January 2017, 10.00	Capital Programme Working Party (CPWP)
Wednesday 18 January 2017, 10.00	Audit & Performance Review Committee (APRC)
Thursday 26 January 2017, 10.00	Members' Forum
<b>February 2017</b>	
Wednesday 8 February 2017, 14.00	Resources Committee (RC) <b>(Budget Meeting)</b>

<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY</b>	
<b>Calendar of Meetings 2016-17</b>	
<b>Date/Time of Meeting</b>	<b>Name of Meeting</b>
Monday 13 February 2017, 10.00	Community Safety & Corporate Planning Committee (CSCPC)
Friday 17 February 2017, 10.00	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY (Budget Meeting)</b>
Monday 20 February 2016, 10.00	Capital Programme Working Party (CPWP)
Wednesday 22 February 2017, 10.00	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY (Budget Meeting) (Reserve Date)</b>
<b>CYCLE 5</b>	
<b>March 2017</b>	
<b>Monday 6 March to Tuesday 7 March 2017 (PROVISIONAL)</b>	<b>LGA Annual Fire Conference, Gateshead</b>
<b>Monday 6 March 2017, 16.00</b>	<b>LGA Fire Services Management Committee (Gateshead – linked to Annual LGA Fire Conference)</b>
Thursday 9 March 2017, 10.00	Members' Forum
Friday 24 March 2017, 10.00	Human Resources Management & Development Committee (HRMDC)
<b>April 2017</b>	
Monday 10 April 2017, 10.00	Capital Programme Working Party (CPWP)
<b>Friday 14 April and Monday 17 April 2017 – Public Holidays</b>	
Friday 21 April 2017, 10.00	Community Safety & Corporate Planning Committee (CSCPC)
Monday 24 April 2017, 10.00	Audit & Performance Review Committee (APRC)
Friday 28 April 2017, 10.00	Member's Forum
<b>May 2017</b>	
<b>Monday 1 May 2017 – Public Holiday</b>	
Wednesday 17 May 2017, 10.00	Resources Committee (RC)
Monday 22 May 2017, 10.00	Capital Programme Working Party (CPWP)
<b>Wednesday 24 May 2017, 11.00</b>	<b>Local Government Association (LGA) Fire Commission (Smith Square, London)</b>
<b>Monday 29 May 2017 – Public Holiday</b>	
Wednesday 31 May 2017, 10.00	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY (Annual Meeting)</b>
Wednesday 31 May 2017, 10.30 (or on rising of Annual Meeting, whichever is later)	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY (Ordinary Meeting)</b>

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