



# 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  
THE KNOWLE  
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Your ref :  
Our ref : DSFRA/MP/SY  
Website : [www.dsfire.gov.uk](http://www.dsfire.gov.uk)

Date : 19 July 2016  
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## **DEVON & SOMERSET FIRE & RESCUE AUTHORITY**

**Wednesday, 27th July, 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 Apologies**

**2 Minutes (Pages 1 - 10)**

of the Annual and Ordinary Meetings held on 26 May 2016.

**3 Items Requiring Urgent Attention**

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

#### **PART 1 - OPEN MEETING**

**4 Questions and Petitions from the Public**

In accordance with Standing Orders, to consider any questions and petitions submitted by the public. Questions must relate to matters to be considered at this meeting of the Authority. Petitions must relate to matters for which the Authority has a responsibility or which affects the Authority. Neither questions nor petitions may require the disclosure of confidential or exempt information. Questions and petitions must be submitted in writing or by e-mail to the Clerk to the Authority (e-mail address: [clerk@dsfire.gov.uk](mailto:clerk@dsfire.gov.uk)) **by midday on Friday 22 July 2016.**

**5 Addresses by Representative Bodies**

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

**6 Questions from Members of the Authority**

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

**7 Minutes of Committees**

**a Human Resources Management & Development Committee (Pages 11 - 14)**

The Chair of the Committee, Councillor Bown, to **MOVE** the Minutes of the meeting held on 24 June 2016.

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

**b Audit & Performance Review Committee (Pages 15 - 18)**

The Chair of the Committee, Councillor Radford, to **MOVE** the Minutes of the meeting held on 28 June 2016

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

**c Community Safety & Corporate Planning Committee (Pages 19 - 22)**

The Chair of the Committee, Councillor Eastman, to **MOVE** the Minutes of the meeting held on 4 July 2016.

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

**8 Proposed Changes in Authority Dates (Pages 23 - 26)**

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

**9 Chairman's Announcements**

**10 Chief Fire Officer's Announcements**

**11 Exclusion of the Press and Public**

**RECOMMENDATION** that in accordance with that, in accordance with Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the following Paragraph(s) of Part 1 of Schedule 12A (as amended) to the Act:

- Paragraphs 1 and 2 (information relating to an individual; and information likely to reveal the identity of an individual) (agenda item 12); and
- Paragraph 3 (information relating to the financial and business affairs of both the Authority and Red One Ltd.) (agenda item 13).

**PART 2 - ITEMS WHICH MAY BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS**

**12 Staffing Issues**

Report of the Chief Fire Officer (DSFRA/16/17) *TO FOLLOW*.

**13 Reports from Authority Appointed Non-Executive Directors to the Board of Red One Ltd.** (Pages 27 - 28)

(a) Report from Councillor David Thomas attached.

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

Membership:-

Councillors Healey (Chair), Ball, Bown, Burrige-Clayton, Coles, Chugg, Colthorpe, Dyke, Eastman, Edmunds, Ellery, Greenslade (Vice-Chair), Hendy, Hill, Julian, Knight, Leaves, Radford, Johnson, Redman, Riley, Thomas, Way, Wheeler, Woodman and Yeomans

## 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>   |

## DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Annual Meeting)

26 May 2016

### Present:-

Councillors Burridge-Clayton, Bown, Ball, Chugg, Colthorpe, Dyke, Eastman, Edmunds, Greenslade, Healey, Hill, Knight, Julian, Leaves, Radford, Johnson, Redman, Thomas, Wheeler, Woodman, Yeomans, Coles, Hendy and Riley.

### Apologies:-

Councillors Ellery and Way

#### **DSFRA/1**      **Election of Chair**

Councillor Eastman **proposed** (with Councillor Greenslade seconding) that Councillor Healey be appointed Chair. There being no further proposals, it was

**RESOLVED** that Councillor Healey be appointed Chair of the Authority until its Annual Meeting in 2017.

#### **DSFRA/2**      **Minutes**

**RESOLVED** that the Minutes of the budget meeting held on 19 February 2016 be signed as a correct record.

#### **DSFRA/3**      **Election of Vice-Chair**

Councillor Healey **proposed** (with Councillor Thomas seconding) that Councillor Healey be appointed Chair. There being no further proposals, it was

**RESOLVED** that Councillor Greenslade be appointed as Vice Chair of the Authority until its Annual Meeting in 2017.

#### **DSFRA/4**      **Review of Constitutional Framework Documents**

The Authority considered a report of the Clerk to the Authority (DSFRA/16/10) on the outcome of the most recent review of the Authority's constitutional governance framework documents (Standing Orders, Financial Regulations etc.).

The only change proposed at this time was to the Authority's Approved Scheme of Members Allowances, specifically in terms of attendance at the Local Government Association annual fire conference. Other than that, the other documents were considered still fit for purpose albeit that they would continue to be subject to ongoing review and amendment as and when required.

#### **RESOLVED**

- (a). that the Authority Approved Scheme of Members' Allowances be amended, in so far as attendance at the Local Government Association annual fire conference, to provide for attendance by the Authority Chair and Vice-Chair and two other Authority Members, as developmental opportunities;
- (b). that, subject to (a) above, the constitutional governance framework documents as identified at paragraph 1.1 of report DSFRA/16/10 be endorsed.

**Schedule of Appointments to Committees, Outside Bodies Etc.**

The Committee considered a report of the Clerk to the Authority (DSFRA/16/11) on appointments to the Authorities committees and outside bodies for the forthcoming (2016-17) municipal year.

**RESOLVED**

- (a). that, in accordance with Standing Orders, appointments be made to Committees etc. for the forthcoming (2016-17) municipal year as shown below, the term of office to be until the Authority's Annual Meeting in 2017:
- Audit & Performance Review Committee**  
Councillors Coles, Edmunds, Healey, Radford, Randall Johnson, Riley and Way.
- Community Safety & Corporate Planning Committee**  
Councillors Bown, Colthorpe, Eastman, Ellery, Hill, Leaves and Redman.
- Determinations & Dispensations Committee**  
Councillors Bown, Coles, Edmunds, Randall Johnson and Wheeler.
- Human Resources Management & Development Committee**  
Councillors Bown, Burrige-Clayton, Chugg, Julian, Knight, Thomas and Wheeler.
- Resources Committee**  
Councillors Burrige-Clayton, Chugg, Dyke, Greenslade, Hendy, Thomas and Yeomans.
- Capital Programme Working Party**  
Councillors Ball, Bown, Greenslade, Randall Johnson and Woodman.
- Equality & Diversity Member Champion**  
Councillor Randall Johnson.
- Climate Change & Sustainability Member Champion**  
Councillor Woodman.
- (b). 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;
- (c). that appointments be made to Outside Bodies as shown for the forthcoming (2016-17) municipal year, the term of office to be until the Authority's Annual Meeting in 2017 unless otherwise indicated:

**LOCAL GOVERNMENT ASSOCIATION (LGA)**

**(i) Fire Commission**

Authority Chair and Councillors Ellery.

**(ii) General Assembly**

Authority Chair (exercising 2 Service and 1 Corporate votes; Councillors Dyke, Randall Johnson and Wheeler (each exercising 1 Service vote).

**DEVON STRATEGIC PARTNERSHIP BI-ANNUAL WORKSHOP**

Councillor Radford.

**SOUTH WEST COUNCILS**

Authority Chair.

**SOUTH WEST PROVINCIAL COUNCIL**

Chair of the Human Resources Management and Development Committee (once appointed).

- (d). that the revision to the terms of reference of the Resources Committee as set out at paragraph 3.5 of report DSFRA/16/11 (and required as a consequence of the adoption in the previous municipal year of revised Contract Standing Orders) be endorsed;
- (e). that, subject to (d) above, the terms of reference for the Authority's committees etc., as set out in Appendix B to the report, be approved.

**DSFRA/6**

**Draft Calendar of Meetings 2016-17**

The Authority considered a report of the Clerk (DSFRA/16/12) to which was appended a draft Calendar of Meetings for the forthcoming (2016-17) municipal year.

**RESOLVED**

- (a) that the June 2016 meeting of the Human Resources Management & Development Committee be held on **Friday 24 June 2016** (not Wednesday 22 June 2016 as per the draft Calendar);
- (b) that, subject to (a) above, the draft Calendar be approved.

The meeting started at 10.00 am and finished at 11.00 am

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## DEVON & SOMERSET FIRE & RESCUE AUTHORITY

26 MAY 2016

### Present:-

Councillors Healey, Burridge-Clayton, Bown, Ball, Chugg, Coles, Colthorpe, Dyke, Eastman, Edmunds, Greenslade (Vice-Chair), Hendy, Hill, Knight, Julian, Leaves, Radford, Redman, Riley, Thomas, Wheeler, Woodman and Yeomans

### Apologies:-

Councillors Ellery, Johnson and Way

### **DSFRA/7      Address by the Retained Firefighters Union**

The Authority received, for information, an address by Mr. Tristan Ashby (Chief Executive, Retained Firefighters Union) on the progressive approach adopted by the Union in liaising with fire and rescue authorities, the good working relationship existing between the two bodies, significant issues facing the fire and rescue service moving forwards (as referred to by the Home Secretary, Theresa May MP, in her recent address at a REFORM event) and how the Union might work with fire and rescue authorities in addressing these issues.

### **DSFRA/8      Minutes of Committees**

#### **a      Human Resources Management & Development Committee**

The Chair of the Committee, Councillor Bown, **MOVED** the Minutes of the meeting held on 10 March 2016 which had considered, amongst other things:

- an update on the interim results of the Employee Survey conducted in 2015;
- a report on absence management;
- applications for retirement and re-employment;
- a consultation on the proposed reform of public sector exit payments;
- a report on the proposed exercise of a pensions discretion; and
- a report on trades union facilities.

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

#### **b      Audit & Performance Review Committee**

The Chair of the Committee, Councillor Radford, **MOVED** the Minutes of the meeting held on 11 April 2016 which had considered, amongst other things:

- a report from the Authority's external auditor, Grant Thornton, on work against the approved external audit plan;
- a report on internal audit work undertaken during the 2015-16 financial year;
- a proposed change in strategy for undertaking internal audit and review work in future;

- the proposed internal audit plan for the 2016-17 financial year;
- production of the 2015-16 Annual Assurance Statement;
- the Corporate Risk Register;
- an update on the Peer Review of the Service undertaken in 2014 and the actions arising from that process;
- Group accounts for the Devon & Somerset Fire & Rescue Service and Red One Ltd.;
- performance by the Service during January to December 2015 against those indicators contained in the organisations strategic plan (“Our Plan”) 2015-2020; and
- a proposed review of Service performance measures to effect better alignment to the approved strategic priorities of public safety, staff safety and organisational effectiveness and efficiency.

**RESOLVED** that, in accordance with Standing Orders, the Minutes be adopted.  
 c **Community Safety & Corporate Planning Committee**

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

- a proposed review of Service performance measures to effect better alignment to the approved strategic priorities of public safety, staff safety and organisational effectiveness and efficiency;
- a report on the outcome of the rapid intervention vehicles pilot together with an indication of proposed next steps;
- a report on the effectiveness of the call reduction policy for unwanted fire signals;
- a report on the “Better Business for All” partnership initiative aimed at promoting better compliance and regulation of businesses in Devon and Somerset; and
- a report on enforcement action under the Regulatory Reform (Fire Safety) Order 2005.

**RESOLVED** that, in accordance with Standing Orders, the Minutes be adopted.  
 d **Resources Committee**

The Chair of the Committee, Councillor Dyke, **MOVED** the Minutes of the meeting held on 17 May 2016 which had considered, amongst other things:

- a report on the draft financial outturn for the 2015-16 financial year;
- a proposed revision to the 2016-17 to 2018-19 capital programme; and
- a report on the 2015-16 draft financial outturn position for Red One Ltd.

**RESOLVED**

- (i). that the recommendation at Minute RC/17 (Provisional Financial Outturn 2015-16) be considered in conjunction with the item elsewhere on the agenda for the Authority meeting;
- (ii). that the recommendation at Minute RC/18 (Revisions to Capital Programme 2016-17 to 2018-19) be approved; and

- (iii). that, subject to (i) and (ii) above, the Minutes be adopted in accordance with Standing Orders.

**DSFRA/9**  
**(SEE ALSO MINUTE DSFRA/9 BELOW)**  
**Provisional Financial Outturn 2015-16**

The Authority considered a report of the Treasurer (DSFRA/16/13) on the provisional financial outturn for the 2015-16 financial year against the approved revenue and capital budgets for that year.

For revenue, total spending of £72.833m was projected against an approved budget of £74.710m – an underspend of £1.878m (2.51% of the approved budget). This was net of transfers to earmarked reserves totalling £5.739m and comprising:

- transfers for reserves included in the budget (£3.551m);
- 2015-16 carry forwards (£0.091m)
- Grants unapplied (£0.420m); and
- contribution to capital funding (£1.678m).

The report highlighted the more significant (over £0.050m) variations from the approved budget. The draft outturn position had previously been considered by the Resources Committee at its meeting on 17 May 2016 which had resolved (Minute RC/17 refers) to recommend that the Authority transfer the £1.878m underspend to the following Earmarked Reserves:

- Essential Spending Pressures 2015-16 (£0.557m); and
- Capital Funding Reserve (£1.321m)

The report commented on the austerity measures implemented by central government over the past few years and projected that the Service Medium Term Financial Plan should allow for further significant reductions in funding beyond 2016-17. The recommended transfers to Earmarked Reserves would assist in planning for future austerity measures.

The provisional capital outturn indicated spending of £6.171m against a revised capital programme for 2015-16 of £8.202m. £1.627m of the underspend had been carried forward to the 2-16-17 financial year and savings of £0.404m having been secured.

**RESOLVED**

- (i). that, in accordance with the recommendations of the Resources Committee (minute RC/17 of the meeting held on 17 May 2016 refers), the provisional underspend of £1.878m against the 2015-16 approved revenue budget be transferred to the Essential Spending Pressures Earmarked Reserve (£0.557m) and to the Capital Funding Earmarked Reserve (£1.321m);
- (ii). that, following a review of Earmarked Reserve requirements, £0.011m be transferred from Earmarked Reserves to the General Reserve;
- (iii).that, subject to (i) and (ii) above, the draft 2015-16 revenue and capital outturn position as outlined in report DSFRA/16/13 be noted, specifically that the revenue underspend figure of £1.878m is **net** of:
- a. the transfer of £0.402m to the Grants Unapplied Reserve, as required under the International Financial Reporting Standards relating to grants received but not utilised during the financial year;
  - b. a transfer of £0.091m to the Earmarked Reserve for 2015-16 Budget Carry Forwards to fund planned projects not completed by 31 March 2016;

- c. a transfer of £1.677m to the Earmarked Reserve for Capital Funding;  
and
- d. additional provisions of £0.066m relating to pensions liabilities.

**DSFRA/10 Annual Treasury Management Report 2015-16**

The Authority received for information a report of the Treasurer (DSFRA/16/14), together with a presentation from Adam Burleton (Capita) (the Authority Treasury Management Advisor), reviewing the treasury management activities and operation of prudential and treasury indicators for the previous (2015-16) financial year.

The report, which satisfied the reporting requirements both of the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities, concluded that no prudential indicator had been breached and that a prudent approach to investment decisions had been adopted during the year, with priority being given to liquidity and security over yield.

**DSFRA/11 Chairman's Report - Red One Limited**

The Authority received for information a report of the Independent Chair of the Board of Red One Ltd. (DSFRA/16/15) on Board roles and responsibilities for the three Authority-appointed non-executive directors on the Board together with areas of activity undertaken during the time since their initial appointment at the last Authority meeting (Minute DSFRA/53 of the Authority meeting held on 19 February 2016 refers).

***(SEE ALSO MINUTE DSFRA/15 BELOW).***

**DSFRA/12 Chairman's Announcements**

The Chair reported on, amongst other things:

- the main themes emanating from the recent speech by the Home Secretary, Theresa May MP, at a recent REFORM event and the implications of these themes for the fire and rescue service both nationally and locally; and
- the election of Alison Hernandez to the post of Police and Crime Commissioner for Devon & Cornwall.

**DSFRA/13 Chief Fire Officer's Announcements**

The Chief Fire Officer reported on, amongst other things:

- the three main themes (greater efficiency and collaboration by the emergency services; the reform of the fire & rescue service working practices; and greater accountability and transparency in governance) from the speech by the Home Secretary, Theresa May, at the recent REFORM event;
- steps being undertaken by the Authority and Service to address these themes both locally and regionally (e.g. establishment of the Emergency Services Forum, supported by a Chief Officers Group, to promote and deliver regional collaboration; the Police and Fire Community Safety Officer initiative currently operating in North Devon);
- the successful transition to the new control system as part of the Networked Fire Control Solution Partnership (NFCSP);

- forthcoming Service exercises (e.g. a high-rise rescue exercise in Bridgwater), to which Authority Members were invited to attend;
- meetings held with, amongst others, the newly-elected Police and Crime Commissioners for Devon & Cornwall (Alison Hernandez) and Avon & Somerset (Sue Mountstevens) and with the new High Sheriffs for Devon (Mrs. A. M. Gilbert) and Somerset (Edward W G Bayntun-Coward Esq.);
- A meeting with Lyn Brown MP (Shadow Fire and Communities Minister and Chair of the All-Party Parliamentary Group on the Fire & Rescue Service) during which Ms. Brown was invited to visit the Service.

**DSFRA/14 Exclusion of the Press and Public**

**RESOLVED** that the press and public be excluded from the meeting for the following item 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 Local Government Act 1972, namely the financial and business affairs of Red One Ltd.

**DSFRA/15 Report of the Non-Executive Directors of Red One Limited**

(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).

Prior to the report from the Authority-appointed non-executive directors on the Board of Red One Ltd., the Chief Fire Officer advised the Authority of work being undertaken on behalf of the Chief Fire Officers' Association (CFOA) with the United Kingdom Trade and Investment department. The Chief Fire Officer also advised the Authority on other external work undertaken (e.g. Chair of the Arson Prevention Forum) at no cost (other than reimbursement of reasonable expenses) to the Authority. Such work, however, had tangible benefits both in promoting public safety generally, enhancing the reputation of the Service and Authority generally and providing highly effective methods of sharing best practice delivering both national and local benefits.

Councillors Healey, Thomas and Woodman then reported on their activities since appointment, in February of this year, as Authority-appointed non-executive directors on the Board of Red One Ltd., the Authority's commercial trading arm. The non-executive directors each described their particular roles on the Board and indicated that, while the company had proven successful since its inception, the intention was to consolidate and build on this success by looking at a range of new options/initiatives including sales to new markets and the potential for collaborative/partnership working with other providers of fire and rescue training.

The Authority thanked the non-executive directors for their frank and robust report and re-affirmed its support for the external activities being undertaken by the Chief Fire Officer which it was felt afforded the Authority considerable benefits. In this respect, Councillor Eastman **MOVED**, with Councillor Redman seconding:

“that, subject to their being no detriment to discharging the role of Chief Fire Officer for the Devon & Somerset Fire & Rescue Service, the Chief Fire Officer be fully supported in undertaking external, national roles (e.g. for the fire sector, via the Chief Fire Officers Association and on behalf of the Firefighters Charity etc.) in light of the national and local benefits accruing and on the basis of reimbursement only of reasonable expenses associated with these activities”.

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

## **RESOLVED**

- (a). that, subject to their being no detriment to discharging the role of Chief Fire Officer for the Devon & Somerset Fire & Rescue Service, the Chief Fire Officer be fully supported in undertaking external, national roles (e.g. for the fire sector, via the Chief Fire Officers Association and on behalf of the Firefighters Charity etc.) in light of the national and local benefits accruing and on the basis of reimbursement only of reasonable expenses associated with these activities;
- (b). that the Chief Executive of the Fire Service College be invited to meet the Authority to discuss the scope for collaborative working;
- (c). that, subject to (a) and (b) above, the reports from the Authority-appointed non-executive directors be noted.

The Meeting started at 11.20 am and finished at 2.22 pm

## **HUMAN RESOURCES MANAGEMENT & DEVELOPMENT COMMITTEE** (Devon & Somerset Fire & Rescue Authority)

24 June 2016

### Present:-

Councillors Bown, Chugg, Healey (sub Thomas), Julian, Knight and Wheeler.

#### **HRMDC/1      Election of Chair\***

**RESOLVED** that Councillor Bown be elected Chair of the Committee until the first meeting after the Annual General Meeting of the Authority in May 2017.

#### **HRMDC/2      Minutes of the previous meeting held on 10 March 2016\***

**RESOLVED** that the Minutes of the meeting held on 10 March 2016 be signed as a correct record.

#### **HRMDC/3      Election of Vice Chair\***

**RESOLVED** that Councillor Chugg be elected Vice Chair of the Committee until the first meeting after the Annual General Meeting of the Authority in May 2017.

#### **HRMDC/4      Absence Management\***

The Committee considered a report of the Director of People and Commercial Services (HRMDC/16/6) that set out the 2015/16 year end performance figures for sickness absence together with an update on the progress made to date with the Action Plan.

The Human Resources Manager advised the Committee that sickness absence for all staff in 2015/16 was 9.10 days on average per person as compared with 9.74 days in 2014/15. Whilst this was an improvement in performance, the Service was not complacent and continued to implement the Action Plan to seek to reduce this further. He referred to the performance for different categories of staff, namely:

- Wholetime statin based staff;
- Wholetime non-statin based staff;
- Control staff; and,
- Support staff

It was noted that, within wholetime staff, long term sickness (periods over 28 days) and short term certified sickness (between 8 and 28 days) had improved with a 27% reduction and an actual sickness absence rate of 7.16 days on average per person for the year. Control had also seen an improvement primarily through a reduction in long term sickness but this remained higher than in other staff categories. Support staff had seen an increase in sickness absence from 8.17 days in 2014/15 to 8.70 days in 2015/16 but this was an improvement on quarter 3. The position for wholetime non station based staff had deteriorated, however, from 9.55 days lost in 2014/15 to 10.98 days in 2015/16.

The Committee expressed the view that it would prefer to see reported the actual number of staff off sick at any one time rather than the average number of days taken as not all staff would have had absence due to sickness. Councillor Knight also commented that he felt there was duplication with sickness absence also being reported to the Audit & Performance Review Committee. He requested that this be reviewed and also that this report covered any sickness patterns that may emerge from the data. Additionally, he suggested that the figures for long term sickness absence for wholetime staff be adjusted so that sickness resulting from injury on duty through operational incidents were recorded separately

The Human Resources Manager commented that the Service held information on injuries on duty and that new reports would need to be developed to show this information. In terms of the reporting of sickness patterns, he advised the Committee that managers were already required to monitor sickness absence carefully and any period of three absences would trigger a review meeting to discuss this in more detail. Local managers were therefore far better placed to identify where any sickness pattern might occur. The Director of People and Commercial Services added that it may help the Committee to see information in respect of any disciplinary action taken in respect of sickness and this could be provided in a health of the organisation paper to the Committee, along with information in respect of capability issues, long term sickness and so on.

Councillor Wheeler enquired about a national proposal to move to GP medical certificates after fourteen days instead of seven. The Human Resources Manager commented that he was aware of this proposal but that the Service would prefer to see the submission of certificates for sickness absence based on the seven days as was the current arrangement

**RESOLVED** that the Service continues with the action plan directed towards reducing down sickness absence.

**HRMDC/5**

**Applications for Retirement and/or Re-employment\***

The Committee considered a report of the Director of People and Commercial Services (HRMDC/16/7) that set out the requests that had been made by uniformed members of staff for retirement and re-employment in accordance with the requirements of the Authority's Pay Policy Statement 2016/17.

**RESOLVED** that the requests for retirement and re-employment as identified within paragraph 2.4 of report HRMDC/16/7 be approved.



**HRMDC/6 Appointments to the Internal Disputes Resolution Panel (IDRP)\***

The Committee considered a report of the Clerk (HRMDC/16/8) that set out the requirement for the Committee to appoint a Panel of three members with delegated authority to consider and determine complaints made by individuals under stage 2 of the Firefighters' Pension Scheme Internal Disputes Resolution Procedure.

**RESOLVED** that Councillors Bown, Burrige Clayton and Knight be appointed to service as members of the Internal Disputes resolution Procedure (IDRP) Panel until the first meeting after the Annual Meeting of the Authority in May 2017.

**HRMDC/7 Update on Organisational Development\***

The Committee received for information a presentation given by the Area Manager (Organisational Development) on the progress being made with Organisational Development following the recent Service restructure.

The Area Manager (Organisational Development) advised the Committee that, although the restructure had been completed, work needed to continue on organisational development. A definition of organisational development was "a planned systematic approach to improving organisational effectiveness – one that designed strategy, people and processes" which seemed to take in all the things the Service wished to achieve in the future. He indicated that, as part of this, the Service would be looking at:

- Leadership and management;
- The culture of the organisation;
- Employee engagement;
- Equality, diversity and inclusion;
- Performance enhancement; and, strategic workforce planning.

He added that it was early days but there was a small team of staff who would be looking at the business with a view to adapting to the future needs of the Service.

**HRMDC/8 Exclusion of the Press and Public\***

**RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that they involved the likely disclosure of exempt information as defined in:

- Paragraph 1 of Schedule 12A (as amended) to the Act, namely information relating to individuals:
- Paragraph 2 of Part 1 of Schedule 12A (as amended) to the Act, namely information likely to reveal the identity of individuals; and
- Paragraph 4 of Part 1 of Schedule 12A (as amended) to the Act, namely information relating to consultations or negotiations or contemplated consultations or negotiations in connection with a labour relations matter between the Authority and representative bodies currently recognised by the Authority.

**HRMDC/9**     **Trade Union Facilities\***

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

The Committee considered a report of the Director of People and Commercial Services (HRMDC/16/9) that gave an update on the position in respect of the current trade union facilities together with giving an update on the position in respect of the Trade Union Act 2016.

**RESOLVED**

- (a) That recommendation (a) as set out within report HRMDC/16/9 be approved;
- (b) That the Trade Union facilities for any On Call Executive FBU representatives be approved as discussed at the meeting;
- (c) That the summary of the Trade Union Act 2016 be noted and that a further report be submitted to the next meeting taking into account the points raised at the meeting.

*NB. Councillor Wheeler asked for his abstention from the vote taken during consideration of the motion put forward under resolution (b) above to be recorded.*

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

The meeting started at 10.00hours and finished at 12.20hours

## **AUDIT & PERFORMANCE REVIEW COMMITTEE**

(Devon and Somerset Fire and Rescue Authority)

28 June 2016

### Present:-

Councillors Radford, Dyke (sub Coles), Healey, Knight (sub Edmunds) and Randall Johnson.

### Apologies:-

Councillors Riley and Way.

#### **APRC/1      Election of Chair\***

**RESOLVED** that Councillor Radford be elected Chair until the first meeting of the Committee after the Annual General Meeting of the Authority in May 2017.

#### **APRC/2      Minutes of previous meeting\***

**RESOLVED** that the Minutes of the meeting held on 11 April 2016 be signed as a correct record.

#### **APRC/3      Election of Vice Chair\***

**RESOLVED** that Councillor Edmunds be elected Chair until the first meeting of the Committee after the Annual General Meeting of the Authority in May 2017.

#### **APRC/4      Grant Thornton Update\***

The Committee received for information a report submitted by the Authority's external auditors, Grant Thornton, setting out the progress made in delivery of its audit responsibilities to the Devon & Somerset Fire & Rescue Authority (up to June 2016). The report also set out details of the audit fee for 2016/17, together with a number of recent Grant Thornton publications including:

- Partnership working in mental health;
- Better Together: Building a successful joint venture company.

#### **APRC/5      Draft Statement of Accounts 2015/16\***

The Committee considered a report of the Treasurer (APRC/16/11) to which was appended, in the format required by the International Financial Reporting Standards (IFRS), the Authority's Statement of Accounts for 2015-16.

The Treasurer drew particular attention as part of a presentation at the meeting to the following four key statements within the accounts, namely:

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

- the Cash Flow Statement

each of which was expanded on in the report. He also referred to an explanation of the position on pensions which had been included as an Appendix to the report for reference.

The Accounts and Audit Regulations 2011 had previously required the draft Statement of Accounts to be prepared and certified by the Chief Finance Officer as a true and fair record by 30 June each year; and formally be approved by the Authority, following audit, by 30 September each year. The Treasurer drew attention to the point that the Accounts and Audit Regulations 2015 now require the draft Statement of Accounts for 2015-16 to be published alongside the draft Annual Assurance Statement by 30 June 2016. Furthermore and looking ahead the new Regulations require the draft Statement of Accounts for 2017-18 to be published by 31 May 2018 and the audited accounts by 31 July 2018. He indicated that he was confident that this earlier deadline for preparation of the accounts would be achieved.

The 2015-16 accounts were presented to the Committee at this stage as a matter of good practice and would be submitted for formal approval, following audit, at the meeting scheduled for 12 September 2016.

The Committee referred in particular to note 22.5 on page 64 of the accounts which set out details of the senior officers' remuneration over £50k. It was suggested that this did not tie up with the information presented on page 63 in respect of the number of officers in each salary bracket. The Treasurer commented that this was due to the point that there had been officers who had left the Service mid-year and that this accounted for the difference. He suggested that a further note could be added to the accounts to reflect this point.

Reference was also made to note 24 of the accounts in respect of grant income and in particular, the grant received for Hinckley Point. It was noted that this had increased from £92k in 2014/15 to £160k in 2015/16. The Treasurer advised that this project was operated on a cost recovery basis only but was currently on hold, however, and it was unlikely that any further funding would be received in 2016/17.

The Chairman expressed thanks on behalf of the Committee for the significant amount of work undertaken by the Finance Team in the preparation of the drafts accounts.

**RESOLVED** that the Committee notes the draft 2015 -2016 Statement of Accounts.

**APRC/6**

**Draft Statement of Assurance 2015/16\***

The Committee considered a report of the Area Manager (Organisational Assurance) (APRC/16/12) to which was appended the draft 2015-16 Annual Statement of Assurance. The document had been prepared to satisfy the requirements of the Accounts and Audit (England) Regulations 2015 and the current iteration of the Fire and Rescue National Framework for England. It set out the measures taken by this Authority to ensure appropriate business practice, high standards of conduct and sound governance and was both backward and forwards looking, identifying issues from the 2015-16 financial year that needed to be addressed.

The document also reflected guidance issued by the Chartered Institute of Public Finance Accountancy (CIPFA) and the Society for Local Authority Chief Executives (SOLACE) on effective corporate governance.

Reference was made to the Corporate Governance Group which met to review the corporate governance arrangements on behalf of the Authority. He commented that, in line with the request made at the previous meeting, a meeting had been held with the Chair of the Committee to provide the assurance required in respect of the production of the draft Annual Statement of Assurance.

The point was made that the draft Statement of Assurance did not include mention of who was responsible for signing off the document and it was suggested that this should be incorporated. Additionally, the Area Manager (Organisational Development) indicated that the document referred to Coroner "Rule 43" Notices on page 15 which had been changed recently and therefore this should be amended accordingly.

The Area Manager (Organisational Assurance) drew attention to the Action Plan which was appended to the Statement of Assurance and advised the Committee that the target implementation dates would be finalised and incorporated within the document prior to the final version being submitted for approval by the Committee in September 2016.

#### **RESOLVED**

- (a) that, subject to incorporation of the amendments discussed at the meeting and set out above, the Authority's draft Annual Statement of Assurance 2015-16, prepared to satisfy the requirements of the Accounts and Audit (England) Regulations and the Fire & Rescue Service National Framework and as appended to report (APRC/16/12), be approved in principle;
- (b) that the Statement be submitted as part of the audit process for the 2015-16 Statement of Accounts and a further report submitted to the September 2016 meeting seeking approval to the final Statement, subject to incorporation of any issues identified during the audit process.

#### **APRC/7**

##### **Strategic Self-Assessment\***

The Committee received for information a report of the Area Manager (Organisational Assurance) (APRC/16/13) that set out the progress made with the instigation of the strategic self-assessment process.

It was noted that a new strategy had been developed now which would enable a wider, more systematic approach to delivery of internal audit via internal or external resources.

Reference was made to the point that the value for money cost for internal audit was high as compared to other organisations. The Area Manager (Organisational Assurance) advised that the Service did carry out a lot of internal audit and he accepted that there could be criticism for this. He stated that the Service did, however, receive a high level of self-assessment and much wider scrutiny as a result of this approach.

The Committee acknowledged that self-assessment could add significant value to the audit process and commended the approach taken.

**Devon & Somerset Fire & Rescue Service Performance Report: Quarter 4 2015/16\***

The Committee received for information a report of the Chief Fire Officer (APRC/16/14) that set out the Service's performance for the period April 2015 to March 2016 (with a focus on quarter 4 of 2015/16) as measured against the indicators in the current Strategic Plan "Our Plan: 2015 to 2020).

The key measures set out within the report were given a green, amber or red rating according to whether performance was normal, needed monitoring or required investigation. A more rounded analysis of data was carried out to assess performance which included looking at the latest 3 months of the reporting period, the latest 12 months of the reporting period, trend analysis and performance against calculated thresholds.

The performance against all of the measures 1 to 8 had either remained stable or improved which showed that the actions instigated by the Service had resulted in a positive impact on performance.

Councillor Knight drew attention to the point that the performance in relation to sickness absence was considered in depth at the Human resources management & Development and he questioned the need for this to be duplicated in this report. The Area Manager (Organisational Assurance) advised that this should not be removed from this paper, however, a line would be added in future to draw attention to the point that this matter was considered in depth by the Human Resources Management & Development Committee.

Reference was also made to the statistics in respect of the number of times that the Service had been mobilised to road traffic collisions but had not been required to take action and the Area Manager (Organisational Assurance) agreed to provide this to Councillor Dyke outside of the meeting.

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

The meeting started at 14:00hours and finished at 16:00hours

**COMMUNITY SAFETY & CORPORATE PLANNING COMMITTEE**  
(Devon and Somerset Fire and Rescue Authority)

4 July 2016

Present:-

Councillors Eastman, Bown, Colthorpe, Ellery, Hill, Leaves and Dyke

**CSCPC/1**      **Election of Chair\***

**RESOLVED** that Councillor Eastman be elected Chair of the Committee until the first meeting after the Annual General Meeting of the Authority in May 2017.

**CSCPC/2**      **Minutes of Previous Meeting held on 14 April 2016\***

**RESOLVED** that the Minutes of the meeting held on 14 April 2016 be signed as a correct record.

**CSCPC/3**      **Election of Vice Chair\***

**RESOLVED** that Councillor Leaves be elected Vice Chair of the Committee until the first meeting after the Annual General Meeting of the Authority in May 2017.

**CSCPC/4**      **Community Safety Strategy – Review\***

The Committee received for information a presentation given by the Area Manager (Community Safety) that set out the progress made to date with the review of the Community Safety Strategy.

The main drivers for the review were:

- Changing political/organisational priorities
- Partnership links
- Review outcomes – consistency & efficiency
- Current levels of delivery
- Greater targeting and matching resources to risk

The new strategy was being developed using a risk based approach, taking into account Partnership expectations and the potential for added value to the Service provision. This would allow the Service to prioritise and target its resources accordingly. It was anticipated that a full report on the outcome of the review would be available in October 2016.

Reference was made at this point to the role of a Firefighter in the 21<sup>st</sup> century which was the subject of discussion nationally. It was felt that the role of a firefighter had changed substantially over the years and was now more akin to a Public Safety Officer. The Committee felt that this and the wider community safety agenda needed to be communicated to the public so that there was a greater understanding of the service that they could expect in the future given the decrease in the number of fires over the last 40 years. It was suggested that one of the ways in which this communication could be achieved was via the Parish Council meetings, where officers could attend to give an overview of their role and current service delivery mechanisms. The view was expressed that Fire Authority members also had a role to play here in taking out the Service's strategy and objectives for the future. The Area Manager (Community Safety) advised the Committee that Group Commanders had already been asked to make contact with their local Fire Authority members. Councillor Ellery volunteered to be involved with the discussions in respect of the community safety strategy and the Area Manager (Community Safety) undertook to make contact with him in due course.

#### **CSCPC/5 Home Fire Safety Visits – Update\***

The Committee received for information an update given by the Area Manager (Community Safety) that set out the outcome the pilot that had been undertaken by the Service in respect of Home Fire Safety Visits.

The Area Manager (Community Safety) reported that the outcomes of the review covered the clear benefits that had been established as a result of the approach taken, such as improved quality, effective targeting, reduced training and an increase in the number of visits undertaken.

The Committee commended the work undertaken on this pilot but expressed concern that there had not been a report submitted setting out the progress made for reference. In particular, further information was requested in respect of the anticipated savings that would be generated as a result of the pilot. The Area Manager (Community Safety) reported that the costs of community safety activity as a whole had been contained within existing budget of £0.5 million to date and it was therefore difficult to unravel the costs specifically for Home Fire Safety Visits. He added that, following the pilot, the costs were more readily identifiable and that he would provide this information for the Committee separately.

Reference was made to the point that the Service was working with other local authorities to glean information that could be used to inform the risk based approach to enable more targeted use of resources. This work was being pulled into the Community Safety Strategy that was currently being prepared and it was suggested that this information should be shared with the Authority at a Members' Forum in due course.

The Committee expressed its thanks to SM George Setter in particular at this point for the work that he had undertaken in respect of the pilot on the Home Fire Safety Visits.

*NB. Minute CSCPC/4\* above also refers.*



**CSCPC/6**      **Work with Syrian Refugees**

The Committee received for information an update given by the Area Manager (Community Safety) in respect of the progress made to date with the work undertaken with Syrian refugees in Somerset. He advised the Committee that there were approximately 12 families who had been settled into the Somerset area and who had integrated well. There was a further 12 families due to be settled in Somerset and the Fire Service was working closely with the local authority to assist with issues such as fire safety advice.

Reference was made to the point that since the vote on the exit from the European Union, there had been a number of reports of racist attacks on people from minority ethnic communities. Councillor Ellery stated that Torbay Council had asked its councillors to gather any information and to work with the Police Community Support Officers if they should be advised of any incidents in their local ward.

**CSCPC/7**      **Police and Fire Community Safety Officer (PFCSO) - Pilot Evaluation\***

The Committee received for information a presentation given by the Area Manager (Community Safety) that set out the progress made in respect of the pilot for Police and Fire Community Support Officers that had been undertaken in North Devon and had been ongoing since November 2015.

It was noted that this pilot had demonstrated the benefits of working together with the Police with 6 officers employed to work 42 hours per week. The benefits seen to date had included the ability to have officers in place in an area where the recruitment of On Call staff had been difficult, the availability of good skill sets, a visible presence in the area and a source of intelligence. The pilot had also enabled the ability for the Service to keep pumps available for call out when needed.

Whilst the Pilot was not intended to make direct savings, it would inevitably generate efficiencies from which the Service would benefit. The question of efficiencies was raised as it had been reported elsewhere within the Service that there may be some savings made as a result of the PFCSO pilot and the Area Manager (Community Safety) undertook to check the position and report back separately on this matter.

**CSCPC/8**      **Data Led Approach to Business Safety\***

The Committee received for information a presentation given by the Area Manager (Community Safety) in respect of the data led approach being undertaken by the Service to community safety.

The Area Manager (Community Safety) explained that this project was linked to the Home Fire Safety Pilot. He indicated that the main aim was to link resources to risk and he referred to the four main strands of data that were being utilised which included:

- Incident data;
- Inspections such as fire safety audits;
- Operational risk data;
- External data.

The Committee noted that the Service had been working closely with Experion and with Cambridgeshire Fire and Rescue Service to look in particular at the data surrounding accidental fires. A model had been developed by Experion which involved a “mega file” of all of the businesses in the United Kingdom which had enabled the classification of these premises according to risk. In Devon and Somerset, this had resulted in the classification of a high number of business premises as high risk and when combined with other existing data sets, would facilitate the prioritisation of resources.

Reference was made at this point to the issue of Houses in Multiple Occupation (HIMOs) which could be a fire risk for the Service. Councillor Ellery reported that there had been 15 prosecutions in the Torbay area recently involving HIMOs and he suggested an approach involving a Fire Officer being warranted and upskilled to deal with this in partnership with the local Housing Authority to try to improve public safety. The Area Manager (Community Safety) advised that work was being initiated by the Service to initiate a database of premises for the Service to visit and a strategy was being identified. It was acknowledged that HIMOs was a priority in terms of community safety and the Area Manager (Community Safety) undertook to look into the action that could be taken and to discuss this matter further with Councillor Ellery.

*NB. Minute CSCPC/5\* above also refers.*

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

The meeting started at 10.00hours and finished at 12.20hours

# Agenda Item 8

<b>REPORT REFERENCE NO.</b>	DSFRA/16/16
<b>MEETING</b>	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
<b>DATE OF MEETING</b>	27 JULY 2016
<b>SUBJECT OF REPORT</b>	PROPOSED CHANGES IN AUTHORITY DATES
<b>LEAD OFFICER</b>	Clerk to the Authority
<b>RECOMMENDATIONS</b>	<p><i>(a). that the Authority approves the transposition of dates for the Members' Forum and Authority meetings scheduled for September and October 2016 (as indicated in paragraph 2.2 of this report) i.e.</i></p> <ul style="list-style-type: none"> <li><i>i. full Authority meeting to be held on Friday 30 September 2016, commencing at 14.00hours;</i></li> <li><i>ii. Members' Forum to be held on Wednesday 19 October 2016, commencing at 10.00hours;</i></li> </ul> <p><i>(b). that the Authority considers with a view to approving changing the date for its Annual and Ordinary Meetings in 2017 to Friday 9 June 2017, commencing at 10.00hours, but retains the date initially approved for these (Wednesday 31 May 2017) for new Member induction and a Members' Forum to give preliminary consideration to Committee and outside body etc. appointments for the forthcoming (2017-18) municipal year.</i></p>
<b>EXECUTIVE SUMMARY</b>	This report sets out proposed changes to dates for full Authority meetings in September 2016 and the Annual and Ordinary Meetings 2017 in light of issues raised at the Annual Meeting.
<b>RESOURCE IMPLICATIONS</b>	N/A
<b>EQUALITY RISKS AND BENEFITS ANALYSIS (ERBA)</b>	The contents of this report are compatible with existing Human Rights and Equality and Diversity legislation.
<b>APPENDICES</b>	Nil.
<b>LIST OF BACKGROUND PAPERS</b>	Draft Calendar of Meetings as submitted to the Authority Annual Meeting on 26 May 2016.

## 1. **BACKGROUND**

- 1.1. At its Annual Meeting on 26 May 2016 the Authority considered and approved a draft Calendar of Meetings for the 2016-17 municipal year.
- 1.2. In debating this item, the Authority commented on:
- the offer by the government for the Authority to receive a four-year grant settlement, subject to the Authority submitting to government an acceptable and sufficiently robust efficiency plan demonstrating savings to be secured over the four-year period. The deadline for submission of the efficiency plan is 14 October 2016; and
  - the desirability, in terms of facilitating an appropriate process to give preliminary consideration to appointments to committees etc., of holding the Authority Annual Meeting in early June 2017; and
- 1.3. This paper now proposes revised dates to the Calendar of Meetings intended to address the above issues.

## 2. **PROPOSED REVISED DATES**

### ***(a) Four Year Grant Settlement – Consideration by Authority of Efficiency Plan***

- 2.1 As previously indicated, the deadline for submission of the Efficiency Plan which, if approved, would secure a four-year grant settlement for the Authority is 14 October 2016.
- 2.2 To afford the Authority the opportunity to consider the Efficiency Plan prior to its submission, it is proposed that the dates agreed for the Members Forum (30 September 2016) and the full Authority (19 October 2016) be transposed i.e.

***Full Authority meeting – Friday 30 September 2016, 14.00hours***

***Members Forum meeting – Wednesday 19 October 2016, 10.00hours***

- 2.3 The Authority is recommended to approve this change.
- ### ***(b) Authority Annual Meeting 2017***
- 2.4 Principal local authorities (i.e. County and District Councils) are required, by virtue of Part 1 of Schedule 12 to the Local Government Act 1972, to hold their Annual Meetings prior to the end of May in each year where there are no elections.
- 2.5 Historically, this Authority has also sought to hold its Annual Meeting prior to the end of May. When considering the Calendar of Meetings at its Annual Meeting this year, however, the Authority expressed the view that – if permissible – there would be merit in holding the Annual Meeting early in June. This would afford more time to receive confirmation of any changes in membership (particularly in the event of an election year, as is the case for Devon and Somerset County Councils next year) and to put in place arrangements for new Member induction and preliminary consideration of appointments to Committee, outside body etc. appointments prior to the Annual Meeting at which such appointments are determined.
- 2.6 The Combination Scheme Order, the legal basis on which the Authority is established, only applies specifically Part 6 of Schedule 12 to the Local Government Act 1972 (applying general provisions relating to voting, signing of minutes, ability to have Standing Orders), rather than the entire Schedule, to the Authority.

- 2.7 Consequently, there would seem no legal reason for the Authority not to hold its Annual Meeting in early June of each year. On this basis, it is proposed that, for 2017, the Authority Annual and Ordinary Meetings be held on **Friday 9 June 2017, commencing at 10.00hours**
- 2.8 This date has been checked against constituent authority calendars (in so far as these are available) and there would appear to be no obvious clashes. It is also proposed that the date of **Wednesday 31 May 2017, 10.00hours** (the date originally agreed for the Authority's Annual and Ordinary meetings in 2017) be retained and used for an initial induction for any new Members appointed to the Authority and also to hold a Members' Forum to give initial consideration to appointments to Committees, outside bodies etc. for the forthcoming municipal year.

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

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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