



DEVON & SOMERSET FIRE & RESCUE AUTHORITY

M. Pearson
CLERK TO THE AUTHORITY

To: The 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

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DEVON & SOMERSET FIRE & RESCUE AUTHORITY
(Annual Meeting)

Monday, 12th June, 2017

The Annual Meeting of the Devon & Somerset Fire & Rescue Authority will be held on the above date, **commencing at 10.00 am in Conference Rooms, Service Headquarters, Exeter** to consider the following matters.

M. Pearson
Clerk to the Authority

A G E N D A

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

1 Election of Chair

2 Apologies

3 Items Requiring Urgent Attention

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

4 Minutes (Pages 1 - 16)

of the Budget Meeting held on 17 February 2017 attached.

5 Election of Vice-Chair

PART 1 - OPEN COMMITTEE

6 Review of Constitutional Framework Documents (Pages 17 - 20)

Report of the Director of Corporate Services (Clerk to the Authority) (DSFRA/17/10) attached.

7 Schedule of Appointments to Committees, Outside Bodies etc. (Pages 21 - 32)

Report of the Director of Corporate Services (Clerk to the Authority) (DSFRA/17/11) attached.

8 Draft Calendar of Meetings 2017-18 (Pages 33 - 40)

Report of the Director of Corporate Services (Clerk to the Authority) (DSFRA/17/12) attached.

MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

Membership:-

Councillors Best, Biederman, Bown, Burrige-Clayton, Chugg, Coles, Colthorpe, Eastman, Ellery, Greenslade, Hannaford, Healey, Hendy, Hosking, Hunt, Leaves, Peart, Prowse, Randall Johnson, Redman, Riley, Saywell, Thomas, Trail, Wallace and Wheeler

NOTES

1.	<p><u>Access to Information</u></p> <p>Any person wishing to inspect any minutes, reports or lists of background papers relating to any item on this agenda should contact the person listed in the “Please ask for” section at the top of this agenda.</p>
2.	<p><u>Reporting of Meetings</u></p> <p>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.</p> <p>Flash photography is not permitted and any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chairman or the Democratic Services Officer in attendance so that all those present may be made aware that is happening.</p>
3.	<p><u>Declarations of Interests (Authority Members only)</u></p>
	<p>(a). <u>Disclosable Pecuniary Interests</u></p> <p>If you have any disclosable pecuniary interests (as defined by Regulations) in any item(s) to be considered at this meeting then, unless you have previously obtained a dispensation from the Authority’s Monitoring Officer, you must:</p> <ul style="list-style-type: none">(i). 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;(ii). 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(iii). not seek to influence improperly any decision on the matter in which you have such an interest. <p>If the interest is sensitive (as agreed with the Monitoring Officer), you need not disclose the nature of the interest but merely that you have a disclosable pecuniary interest of a sensitive nature. You must still follow (ii) and (iii) above.</p>
	<p>(b). <u>Other (Personal) Interests</u></p> <p>Where you have a personal (i.e. other than a disclosable pecuniary) interest in any matter to be considered at this meeting then you must declare that interest no later than the commencement of the consideration of the matter in which you have that interest, or (if later) the time at which the interest becomes apparent to you. If the interest is sensitive (as agreed with the Monitoring Officer), you need not disclose the precise nature of the interest but merely declare that you have a personal interest of a sensitive nature.</p> <p>If the interest is such that it might reasonably be perceived as causing a conflict with discharging your duties as an Authority Member then, unless you have previously obtained a dispensation from the Authority’s Monitoring Officer, you must not seek to improperly influence any decision on the matter and as such may wish to leave the meeting while it is being considered. In any event, you must comply with any reasonable restrictions the Authority may place on your involvement with the matter in which you have the personal interest.</p>
4.	<p><u>Part 2 Reports</u></p> <p>Members are reminded that any Part 2 reports as circulated with the agenda for this meeting contain exempt information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s). Members are also reminded of the need to dispose of such reports carefully and are therefore invited to return them to the Committee Secretary at the conclusion of the meeting for disposal.</p>
5.	<p><u>Substitute Members (Committee Meetings only)</u></p> <p>Members are reminded that, in accordance with Standing Order 35, the Clerk (or his representative) must be advised of any substitution prior to the start of the meeting. Members are also reminded that substitutions are not permitted for full Authority meetings.</p>

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DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Budget Meeting)

17 February 2017

Present:-

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

Apologies:-

Councillors Hendy and Thomas

DSFRA/46 Minutes

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

DSFRA/47 Items Requiring Urgent Attention

The Chair advised the Authority of the following two items to be considered in accordance with the provisions of Section 100B(4)(b) of the Local Government Act 1972:

- (a) appointment of an Authority Member Voting Representative to attend the Annual General Meeting of the Fire & Rescue Indemnity Company Ltd. (FRIC) scheduled for 25 May 2017. This item was considered urgent as:
 - i. notification of the meeting and the requirement for the Authority to appoint a Member Voting Representative had been received following publication of the agenda for this meeting; and
 - ii. the Company Annual General Meeting would be held before the next scheduled Authority meeting;
- (b) reports from the Authority appointed Non-Executive Directors to the Board of Red One Ltd. This item had been omitted in error from the published agenda but was considered urgent to enable the Authority (as sole shareholder in Red One Ltd.) to be advised at the earliest opportunity commissioning external professional advice relating to the financial arrangements between the Authority and Red One Ltd.

The Chair indicated his intention that item (a) should be considered later during the open part of the meeting, with item (b) to be considered in closed session (with the press and public excluded) in light of the subject matter to be discussed.

(SEE ALSO MINUTES DSFRA/53, DSFRA/56 AND DSFRA/57 BELOW).

DSFRA/48 Minutes of Committees

a Audit & Performance Review Committee

The Chair of the Committee, Councillor Radford, **moved** the Minutes of the meeting held on 18 January 2017 which had considered, amongst other things:

- an update from Grant Thornton (the Authority's external auditor);
- the Annual Audit Letter prepared by Grant Thornton in relation to the Authority's accounts for the year ended 31 March 2016;

- a progress report on internal audit and review work undertaken during 2016-17;
- a report on the successful outcome of the Committed to Excellence (C2E) assessment and the next steps in relation to securing European Foundation for Quality Management (EFQM) accreditation for the Devon & Somerset Fire & Rescue Service (“the Service”);
- a report on progress on actions identified from the Peer Review of the Service undertaken in September 2014;
- an update report on the Corporate Risk Register; and
- a report on performance by the Service during the second quarter of 2016-17 against those measures contained in the current iteration of the Corporate Plan” (“Creating Safer Communities: Our Plan 2016 – 21”).

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

b **General Purposes Committee**

The Chair of the Committee, Councillor Greenslade, **moved** the Minutes of the meeting held on 26 January 2017 which had considered a staffing issue.

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

c **Resources Committee (Budget) Meeting**

The Chair of the Committee, Councillor Dyke, **moved** the minutes of the budget meeting held on 8 February 2017 which had considered, amongst other things:

- a report detailing Treasury Management performance up to and including the third quarter of 2016-17 against the Authority’s agreed financial targets;
- a report on financial performance up to and including the third quarter of 2016 in relation to the Authority’s approved revenue and capital budgets;
- a report on the proposed revenue budget and associated Council Tax levels for 2017-18;
- a report on the proposed capital programme 2017-18 to 2019-20; and
- a report on Red One Performance up to and including the third quarter of 2016-17.

RESOLVED

- (i) that the following recommendations at Minute RC/16 (Financial Performance Report 2016-17: Quarter3) be approved:
 - (A) transfer of £0.281m from the projected revenue budget underspend in the current (2016-17) financial year to an Earmarked Reserve to fund the new approach to delivery of Home Fire Safety Visits; and
 - (B) the virements as summarised in the table overleaf:

Department	Amount (£)
Academy	(269,500)
Civil Contingencies	252,800
Corporate Plan Alignment	679,700
Groups	(961,700)
Improvement & Development	95,000
Organisational Assurance	174,900
Organisational Development	220,900
Response Policy & Specialist Capability	(425,700)
Response Support/Resourcing	254,000
Strategy & Business Change	(20,400)
Grand Total	0

- (ii) that the recommendations at Minutes RC/17 (2017-18 Revenue Budget and Council Tax Levels) and RC/18 (Capital Programme 2017-18 to 2019-20) be considered in conjunction with the associated items elsewhere on the agenda for this meeting;
- (iii) that, subject to (i) above, the Minutes be adopted in accordance with Standing Orders.

(SEE ALSO MINUTES DSFRA/49(a) AND DSFRA/49(b) BELOW).

d **Community Safety & Corporate Planning Committee**

The Chair of the Committee, Councillor Eastman, **moved** the Minutes of the meeting held on 13 February 2017 which had considered, amongst other things:

- a report on the proposal to develop, during the current year, a bespoke Integrated Risk Management Plan (IRMP); and
- a report on the new approach to be followed for home fire safety visits.

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

DSFRA/49 Revenue and Capital Budgets

a **2017-18 Revenue Budget and Council Tax Levels**

The Authority considered a report of the Treasurer (DSFRA/17/1) on the proposed revenue budget and associated Council Tax levels for 2017-18.

A provisional local government settlement for 2017-18 of £23.883m had been announced on 15 December 2016, together with details of the figures for 2018-19 and 2019-20 as part of the four-year grant settlement. The Settlement Funding Assessment (SFA) represented a reduction for 2017-18 of 11.1% over 2016-17 and an overall reduction of 24.6% by 2019-20. This was the seventh worst settlement when compared to other fire and rescue authorities. In addition to the settlement, the Authority had also been awarded the following to be paid as Section 31 grants (i.e. not included in base budget funding):

- Rural Service Delivery Grant of £0.340m in 2017-18, £0.261m in 2018-19 and £0.340m in 2019-20; and
- a share of transitional grant (payable to those authorities suffering the most severe grant reductions in the first two years of the four year settlement) of £0.188m in 2017-18.

The amount of these two grants had been included as income in the proposed draft budget.

The government had also announced a threshold of 2% for Council Tax increases, beyond which local authorities would be required to hold a referendum. For this Authority, the cost associated with holding such a referendum was estimated to be in the region of £2.3m. A core budget requirement of £75.516m (representing a 2.08% [£1.539m] over the 2016-17 budget) for 2017-18 had been identified and, in light of the referendum threshold, three associated Council Tax options were proposed:

Option A – freeze Council Tax at the 2016-17 level (£79.98 for a Band D property);

Option B – increase Council Tax by 1.00% above the 2016-17 level (£80.78 for a Band D property); and

Option C – increase Council Tax by 1.99% above the 2016-17 level (£81.57 for a Band D property).

Even at the highest optional increase, the core budget requirement exceeded available funding. Consequently, the report identified savings of £2.341m and also indicated that, depending on the level of Council Tax increase, to set a balanced budget in 2017-18 would require use of funding from the £4.9m Comprehensive Spending Review (CSR) Earmarked Reserve as indicated:

Option A (Council Tax freeze) - £1.518m;

Option B (1.00% Council Tax increase) - £1.046m;

Option C (1.99% Council Tax increase) - £0.579m.

While the four-year settlement afforded greater certainty for future funding, the Authority's Medium Term Financial Plan (MTFP) indicated that further savings would be required beyond 2017-18 to deliver a balanced budget, with the actual level of savings ranging between £4.2m (1.99% Council Tax income) to £8.2m (Council Tax Freeze).

As required by the Local Government Finance Act 1992, non-domestic rate payers had been consulted on the proposals for expenditure. Additionally, as previously agreed by the Authority, public consultation had also taken place. The consultation had been conducted via telephone surveys. The results, as summarised in the report, indicated that a significant majority of businesses and members of the public felt it would be reasonable for the Authority to consider increasing its precept for 2017-18. Of those who expressed support for an increase, 80% of business respondents and 88% of public respondents felt an increase of 2% or more to be reasonable.

The report also featured a statement on the robustness of the budget estimates and adequacy of the level of the Authority's reserves prepared in accordance by the Proper Financial Officer in accordance with the requirements of the Local Government Act 2003.

Following a debate on the issue, Councillor Burrige-Clayton **MOVED**, with Councillor Bown seconding, that the recommendations of the Resources Committee be approved whereupon it was

RESOLVED, unanimously

- (i) that, as recommended by the Resources Committee at its meeting on 8 February 2017 (Minute RC/17 refers), the level of council tax in 2017-18 for a Band D property be set at £81.57, as outlined in Option C in report DSFRA/17/1, representing a 1.99% increase over 2016-17;
- (ii) that, accordingly, a Net Revenue Budget Requirement for 2017-18 of £72,595,600 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 £48,146,368 as detailed on page 3 of the relevant budget book (circulated separately with the agenda for the meeting) and summarised overleaf be approved:

Billing Authority	Tax Base used for Collection	Surplus/ (Deficit) for 2017-18 £	Precepts due 2017-18 £	Total due 2017-18 £
East Devon	57,477.00	83,145	4,688,399	4,771,544
Exeter	36,197.00	49,972	2,952,589	3,002,561
Mendip	39,322.79	110,065	3,207,560	3,317,625
Mid Devon	27,876.12	18,026	2,273,855	2,291,881
North Devon	32,769.47	21,724	2,673,006	2,694,730
Plymouth City	70,774.90	24,169	5,773,108	5,797,277
Sedgemoor	39,400.30	101,242	3,213,882	3,315,124
South Hams	37,379.62	57,000	3,049,056	3,106,056
South Somerset	59,313.04	27,036	4,838,165	4,865,201
Taunton Deane	40,843.16	82,367	3,331,577	3,413,944
Teignbridge	47,614.00	71,603	3,883,874	3,955,477
Torbay	44,049.22	134,575	3,593,095	3,727,670
Torrige	23,420.22	57,705	1,910,387	1,968,092
West Devon	19,948.77	52,000	1,627,221	1,679,221
West Somerset	13,860.41	23,989	1,130,594	1,154,583
	590,246.02	914,618	48,146,368	49,060,986

(B) the council tax for each property bands A to H associated with the total precept of £48,146,368, 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	54.38
B	7/9	0.778	63.44
C	8/9	0.889	72.51
D	1	1.000	81.57
E	11/9	1.222	99.70
F	13/9	1.444	117.82
G	15/9	1.667	135.95
H	18/9	2.000	163.14

(iv) that, given that the budget is approved on the basis of the provisional local government settlement, the Treasurer be delegated authority:

(A) in the event of the final settlement being less than the provisional settlement, to meet from Authority reserves any funding difference required to set the balanced budget as approved at the meeting;
OR

(B) in the event of the final settlement exceeding the provisional settlement, to transfer any resulting amount over and above the balanced budget as approved at the meeting into Authority reserves;

- (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/17/1 and attached as Appendix A to these Minutes, be endorsed;
- (vi) that the Treasurer be authorised:
 - (A) to respond on behalf of the Authority to the recently-published consultation by the Department for Communities and Local Government on the design of the reformed system for 100% business rates retention; and
 - (B) to make representations to the Prime Minister and the Department for Communities and Local Government (with copies to be sent to local Members of Parliament) to seek assurances that, given the rurality of the area served by the Devon & Somerset Fire & Rescue Authority, appropriate safeguards will be put in place to ensure that the move to 100% business rates retention does not result in any financial detriment to this Authority.

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

b Capital Programme 2017-18 to 2019-20

The Authority considered a joint report of the Chief Fire Officer and the Treasurer (DSFRA/17/2) on proposals for the Authority's three-year Capital Programme 2017-18 to 2019-20. The Authority had been advised previously of the difficulties in funding the full capital expenditure requirement and consequently had set a strategy to reduce reliance on external borrowing by use, amongst other things, of a revenue contribution towards capital costs. The proposed programme as set out in the report had been constructed in accordance with the Authority-set Prudential Indicator that debt charges from external borrowing should not exceed 5% of the Authority's approved revenue budget. The forecast capital programme from 2020-21 to 2022-23, which maintained this indicator, was also reflected in the report.

The proposed programme detailed indicative capital expenditure on estates (as informed by the anticipated outcomes of the Estates review commissioned in 2016) and operational assets including the introduction of Rapid Intervention Vehicles (RIVs). The report also summarised the Prudential Indicators associated with proposed Programme, which had been commended for approval by the Resources Committee at its budget meeting held on 8 February 2017 (Minute RC/18 refers).

RESOLVED that, as recommended by the Resources Committee at its budget meeting held on 8 February 2017:

- (i) the draft Capital Programme 2017-18 to 2019-20 and associated Prudential Indicators, as detailed in report DSFRA/17/2 and summarised in Appendices B and C respectively to these Minutes, be approved; and
- (ii) that, subject to (i) above, the forecast impact of the proposed Capital Programme (from 2020-21 onwards) on the 5% debt ratio Prudential Indicator, as indicated in the report, be noted.

(SEE ALSO MINUTE DSFRA/49(c) BELOW).

c **Treasury Management Strategy (including Prudential and Treasury Indicators Report 2017-18 to 2019-20)**

The Authority considered a report of the Treasurer (DSFRA/17/3) setting out, amongst other things:

- a treasury management and investment strategy for 2017-18, with associated indicators; and
- a Minimum Revenue Provision statement for 2017-18.

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 2017-18 as detailed in report DSFRA/17/3 be approved;
- (ii). that the Prudential Indicators and Treasury Management Indicators as detailed in the report and set out at Appendix C to these Minutes be approved; and
- (iii). that the Minimum Revenue Provision (MRP) statement for 2017-18, as set out in the report and attached to these Minutes as Appendix D, be approved.

(SEE ALSO MINUTE DSFRA/49(b) ABOVE)

DSFRA/50 "Creating Safer Communities - Our Plan 2017 - 22"

The Authority considered a report of the Chief Fire Officer (DSFRA/17/4) to which was appended a draft of the latest iteration of the Corporate Plan – “Creating Safer Communities – Our Plan 2017-22”. The Plan represented a “light-touch” refresh of the previous plan approved by the Authority at its budget meeting in 2016 (Minute DSFRA/49 of that meeting refers). It incorporated the Authority’s Integrated Risk Management Plan (IRMP) and set the overall direction for the Service against the three priorities of community safety, staff safety and efficiency and effectiveness.

Moving forward, it was proposed to develop – via staff workshops and with involvement of the Community Safety & Corporate Planning Committee - separate Integrated Risk Management and Corporate Plans during 2017. This would facilitate enhanced transparency and public understanding of the two documents, better serve implementation of change and improvement within the Devon & Somerset Fire & Rescue Service and to support the objectives of the four-year efficiency plan.

RESOLVED

- (a) that the draft “Creating Safer Communities – Our Plan 2017-22”, as appended to report DSFRA/17/4, be approved;

- (b) that the intention to produce, during the first half of 2017, a separate Integrated Risk Management Plan be noted.

DSFRA/51 Localism Act 2011 - Pay Policy Statement 2017-18

The Authority considered a report of the Director of Corporate Services (DSFRA/17/5) to which was attached the proposed Pay Policy Statement to operate for the Authority for the forthcoming (2017-18) 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 that the only substantial change in the proposed Pay Policy Statement when compared to previous iterations related to the salaries of senior officers which had been reviewed to reflect nationally agreed pay increases.

RESOLVED that the Authority Pay Policy Statement to operate for the forthcoming (2017-18) financial year, as appended to report DSFRA/17/5, be approved and published in accordance with the requirements of the Localism Act 2011.

DSFRA/52 Request from Exeter City Council for Membership on the Authority

The Authority considered a report of the Director of Corporate Services (DSFRA/17/6) on a request from Exeter City Council for representation on the Devon & Somerset Fire & Rescue Authority.

The request had been submitted initially by the City Council to the Minister of State for Policing and the Fire Service who had responded to indicate that, in the first instance, the City Council should seek the views of the Authority. The report set out the response of the Minister together with a synopsis of applicable legislation.

RESOLVED that the Authority writes to Exeter City Council and the Minister of State for Policing and the Fire Service advising that it is unable to support the request of Exeter City Council as it considers that to do so would be incompatible with existing legislation.

DSFRA/53 Fire & Rescue Indemnity Company Ltd. (FRIC) - Appointment of Member Voting Representative

(An item considered in accordance with Section 100B(4)(b) of the Local Government Act 1972).

The Chair determined that this should be considered as a matter of urgency to enable the Authority to nominate a Member Voting Representative to attend the Annual General Meeting of the Fire and Rescue Indemnity Company Ltd (FRIC). Notification of the requirement for the nomination had been received following publication of the agenda for this meeting, with the Annual General Meeting to be held before the next scheduled meeting of the Authority.

The Authority considered an aide memoire as circulated at the meeting detailing the notification received, the background to establishment of FRIC and options available to the Authority in terms of discharging the Member Voting Representative function.

Councillor Ellery **moved**, with Councillor Dyke **seconding**, that Option C as set out in the aide memoire be approved i.e. delegation of the Member Voting Representative function to the Authority Treasurer.

This was then put to the vote whereupon it was

RESOLVED

- (a) that the Authority Member Representative Voting in relation to General Meetings of the Fire and Rescue Indemnity Company Ltd. be delegated to the Authority Treasurer; and
- (b) that the Clerk be authorised to complete and return to the Company any forms necessary to give effect to the decision at (a) above.

(NOTE: IN ACCORDANCE WITH STANDING ORDER 24(3), COUNCILLOR CHUGG REQUESTED THAT HER VOTE AGAINST THE ABOVE DECISION BE RECORDED).

(SEE ALSO MINUTE DSFRA/47 ABOVE).

DSFRA/54 Chairman's Announcements

The Chair advised that he would circulate via e-mail a list of activities undertaken on behalf of the Authority since its last meeting.

DSFRA/55 Chief Fire Officer's Announcements

The Chief Fire Officer advised of:

- the recent, sudden and tragic death of a member of Service support staff;
- that the Employment Tribunal claim lodged by the Fire Brigades Union (FBU) against government changes to the Firefighters Pensions Scheme had not been upheld. The FBU was currently reviewing its position and it was not known at this time whether the union would seek to appeal; and
- a recent visit to the Service by Home Office Permanent Secretary of State Mark Sedwill. The opportunity had been taken during the visit to further promote the ongoing collaborative work being undertaken under the auspices of the Emergency Services Forum. The Chief Fire Officer indicated that this work would form the basis of a report to a future Authority meeting.

DSFRA/56 Exclusion of the Press and Public

RESOLVED that, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public (with the exception of Mr. Martin Thomas, Acting Managing Director of Red One Ltd. and Mr. Paul Crow, Acting Sales Director for Red One Ltd.) be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A (as amended) of the Act, namely information relating to the financial and business affairs of any particular person (including the authority holding that information).

DSFRA/57 Recent Activities of Authority-appointed Non-Executive Directors to the Board of Red One Ltd.

(An item taken in accordance with Section 100A(4) of the Local Government Act 1972 during which the press and public (with the exception of Mr. Martin Thomas, Acting Managing Director of Red One Ltd. and Mr. Paul Crow, Acting Sales Director for Red One Ltd.) were excluded from the meeting).

(An item taken in accordance with Section 10B(4)(b) of the Local Government Act 1972).

(Councillor Greenslade [Authority Vice-Chair] in the Chair for this item).

The Chair determined that this should be considered as a matter of urgency to reinstate a standing item omitted in error from the agenda for this meeting and to enable the Authority to be apprised at the earliest opportunity of issue relating to the financial arrangements between the Authority and Red One Ltd.

The Authority received verbal reports from the Authority-appointed Non-Executive Directors to the Board of Red One Ltd., together with a report from the Acting Managing Director of Red One Ltd., on a range of issues relating to the financial arrangements between the Authority and Red One Ltd.

RESOLVED that an extraordinary meeting of the Authority be provisionally arranged for **Thursday 9 March 2017** to consider further the issues as identified at this meeting.

The meeting started at 10.00hours and finished at 13.40hours

**APPENDIX A TO THE MINUTES OF THE BUDGET MEETING OF THE AUHTORITY HELD ON
17 FEBRUARY 2017**

**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 2017-18 BUDGET

The net revenue budget requirement for 2017-18 has been assessed as £72.596m (Option C 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 31st March 2018, 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 2017-18 to 2020-21. 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.

TABLE 1 – BUDGET SETTING 2017-18 ASSESSMENT OF BUDGET HEADINGS MOST SUBJECT TO VOLATILE CHANGES

Budget Head	Budget Provision 2017-18 £m	RISK AND IMPACT	MITIGATION
Retained Pay Costs	12.4	A significant proportion of costs associated with retained pay is directly as a result of the number of calls responded to during the year. The level of calls from year to year can be volatile and difficult to predict e.g. spate weather conditions. Abnormally high or low levels of calls could result in significant variations against budget provision.	In establishing a General Reserve for 2017-18, allowance has been made for a potential overspend on this budget.
Fire-fighter' s Pensions	3.1	Whilst net pension costs funded by the government through a top-up grant arrangement, the Authority is still required to fund the costs associated with ill-health retirements, and the potential costs of retained firefighters joining the scheme.	In establishing a General Reserve for 2017-18 an allowance has been made for a potential overspend on this budget
Insurance Costs	0.8	The Fire Authority's insurance arrangements require the authority to fund claims up to agreed insurance excesses. The costs of these claims are to be met from the revenue budget. The number of claims in any one-year can be very difficult to predict, and therefore there is a risk of the budget being insufficient. In addition some uninsured costs such as any compensation claims from Employment Tribunals carry a financial risk to the Authority.	In establishing a General Reserve for 2017-18 an allowance has been made for a potential overspend on this budget
Fuel Costs	0.8	Whilst the budget has made some allowance for further increases in fuel costs during 2017-18, due to the fact fuel prices are slowly starting to increase it is highly possible that inflationary increases could be in excess of the budget provided.	In establishing a General Reserve for 2017-18 an allowance has been made for a potential overspend on this budget
Treasury Management Income	(0.1)	As a result of the economic downturn in recent years, and the resultant low investment returns, the ability to achieve the same levels of income returns as in previous years is diminishing. The uncertainty over future market conditions means that target investment returns included in the base budget could be at risk.	The target income for 2017-18 has been set at a prudent level of achieving only a 0.4% return on investments. Budget monitoring processes will identify any potential shortfall and management informed so as any remedial action can be introduced as soon as possible.
Income	(0.4)	Whilst the authority has only limited ability to generate income, the budget has been set on the basis of delivering £1.0m of external income whilst reducing the reliance on the Service budget for Red One Income to £0.2m. Due to economic uncertainty this budget line may be at risk.	Budget monitoring processes will identify any potential shortfall and management informed so as any remedial action can be introduced as soon as possible.
Capital Programme	5.1	Capital projects are subject to changes due to number of factors; these include unforeseen ground conditions, planning requirements, necessary but unforeseen changes in design, and market forces.	Capital projects are subject to risk management processes that quantify risks and identify appropriate management action. Any changes to the spending profile of any capital projects will be subject to Committee approval in line with the Authority Financial Regulations.
Business Rates	(0.4)	There is a high degree of uncertainty over levels of Retained Business rates income and the method of allocation between funding and revenue grants in future years.	There is a specific reserve of £0.5m set up for NNDR smoothing in future years although this is not expected to be utilised in 2017-18.

THE ADEQUACY OF THE LEVEL OF RESERVES

Total Reserve balances for the Authority as at April 2016 is £23.8m made up of Earmarked Reserves (committed) of £18.5m, and General Reserve (uncommitted) of £5.3m. This will increase by the end of the financial year as a result of projected underspend against the current year's budget. A General Reserve balance of £5.3m is equivalent to 7.1% of the total revenue budget, or 26 days of Authority spending, and places the Authority in the middle quartile when compared to other fire and rescue authorities.

The Authority has adopted an "in principle" strategy to maintain the level of reserves at a minimum of 5% of the revenue budget for any given year, with the absolute minimum level of reserves only being breached in exceptional circumstances, as determined by risk assessment. This does not mean that the Authority should not aspire to have more robust reserve balances based upon changing circumstances, but that if the balance drops below 5% (as a consequence of the need to utilise reserves) then it should immediately consider methods to replenish the balance back to a 5% level.

It is pleasing that the Authority has not experienced the need to call on general reserve balances in the last five years to fund emergency spending, which has enabled the balance, through budget underspends, to be increased to a level in excess of 5%. The importance of holding adequate levels of general reserves has been highlighted on a number of occasions in recent times, the impact of flooding and the problems experienced by the global financial markets are just two examples of external risks which local authorities may need to take into account in setting levels of reserves and wider financial planning.

CONCLUSION

It is considered that the budget proposed for 2017-18 represents a sound and achievable financial plan, and will not increase the Authority's risk exposure to an unacceptable level. The estimated level of reserves is judged to be adequate to meet all reasonable forecasts of future liabilities.

APPENDIX B TO THE MINUTES OF THE BUDGET MEETING OF THE AUHTORITY HELD ON 17 FEBRUARY 2017

CAPITAL PROGRAMME 2017-18 TO 2019-20

Capital Programme 2017/18 to 2022/23									
2016/17 £000 Budget	2016/17 £000 Forecast Outturn	Item	PROJECT	2017/18 £000 Budget	2018/19 £000 Budget	2019/20 £000 Budget	2020/21 £000 Indicative Budget	2021/22 £000 Indicative Budget	2022/23 £000 Indicative Budget
			Estate Development						
0	0	1	Major Projects (subject to formal authority approval)	0	3,500	1,000	2,700	0	0
2,095	1,581	2	Minor improvements & structural maintenance	1,498	1,900	1,400	600	1,800	1,800
2,095	1,581		Estates Sub Total	1,498	5,400	2,400	3,300	1,800	1,800
			Fleet & Equipment						
1,854	1,660	3	Appliance replacement	3,490	4,300	3,400	2,700	2,700	2,700
265	217	4	Specialist Operational Vehicles	48	600	300	0	0	0
1,377	487	5	Equipment	797	700	600	200	200	200
800	50	6	ICT Department	750	0	0	0	0	0
26	26	7	Water Rescue Boats	0	0	0	0	0	0
4,322	2,440		Fleet & Equipment Sub Total	5,085	5,600	4,300	2,900	2,900	2,900
6,417	4,021		Overall Capital Totals	6,583	11,000	6,700	6,200	4,700	4,700
			Programme funding						
1,266	321		Earmarked Reserves:	988	5,460	1,130	1,165	0	0
3,159	1,708		Revenue funds:	3,673	3,673	3,673	3,673	2,867	3,549
1,992	1,992		Application of existing borrowing	1,922	1,867	1,897	1,362	1,833	1,151
6,417	4,021		Total Funding	6,583	11,000	6,700	6,200	4,700	4,700

APPENDIX C TO THE MINUTES OF THE BUDGET MEETING OF THE AUHTORITY HELD ON 17 FEBRUARY 2017

PRUDENTIAL AND TREASURY MANAGEMENT INDICATORS

<u>PRUDENTIAL INDICATORS</u>	INDICATIVE INDICATORS 2020/21 to 2022/23					
	2017/18 £m Estimate	2018/19 £m Estimate	2019/20 £m Estimate	2020/21 £m Estimate	2021/22 £m Estimate	2022/23 £m Estimate
Capital Expenditure						
Non - HRA	6.583	11.000	6.700	6.200	4.700	4.700
HRA (applies only to housing authorities)						
Total	6.583	11.000	6.700	6.200	4.700	4.700
Ratio of financing costs to net revenue stream						
Non - HRA	4.25%	4.18%	4.17%	4.08%	3.97%	3.62%
HRA (applies only to housing authorities)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Capital Financing Requirement as at 31 March	£000	£000	£000	£000	£000	£000
Non - HRA	25,631	25,537	25,444	24,851	24,758	24,264
HRA (applies only to housing authorities)	0	0	0	0	0	0
Other long term liabilities	1,299	1,209	1,112	1,010	907	791
Total	26,929	26,746	26,555	25,861	25,665	25,055
Annual change in Capital Financing Requirement	£000	£000	£000	£000	£000	£000
Non - HRA	(169)	(183)	(191)	(695)	(196)	(611)
HRA (applies only to housing authorities)	0	0	0	0	0	0
Total	(169)	(183)	(191)	(695)	(196)	(611)
Incremental impact of capital investment decisions	£ p	£ p	£ p	£ p	£ p	£ p
Increase/(decrease) in council tax (band D) per annum	£0.06	£0.09	£0.09	N/A	N/A	N/A
<u>PRUDENTIAL INDICATORS - TREASURY MANAGEMENT</u>						
Authorised Limit for external debt	£000	£000	£000	£000	£000	£000
Borrowing	26,912	26,814	26,716	26,093	25,996	25,477
Other long term liabilities	1,364	1,270	1,167	1,061	953	830
Total	28,276	28,084	27,883	27,154	26,948	26,307
Operational Boundary for external debt	£000	£000	£000	£000	£000	£000
Borrowing	25,631	25,537	25,444	24,851	24,758	24,264
Other long term liabilities	1,299	1,209	1,112	1,010	907	791
Total	26,929	26,746	26,555	25,861	25,665	25,055
<u>Maximum Principal Sums Invested over 364 Days</u>						
Principal Sums invested > 364 Days	5,000	5,000	5,000	5,000	5,000	5,000

<u>TREASURY MANAGEMENT INDICATOR</u>	Lower Limit %
Limits on borrowing at fixed interest rates	70%
Limits on borrowing at variable interest rates	0%
Maturity structure of fixed rate borrowing during 2016/17	
Under 12 months	0%
12 months and within 24 months	0%
24 months and within 5 years	0%
5 years and within 10 years	0%
10 years and above	50%

APPENDIX D TO THE MINUTES OF THE BUDGET MEETING OF THE AUHTORITY HELD ON 17 FEBRUARY 2017

MINIMUM REVENUE STATEMENT (MRP) 2017-18

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.

Agenda Item 6

REPORT REFERENCE NO.	DSFRA/17/10
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (ANNUAL MEETING)
DATE OF MEETING	12 JUNE 2017
SUBJECT OF REPORT	REVIEW OF CONSTITUTIONAL GOVERNANCE FRAMEWORK DOCUMENTS
LEAD OFFICER	Director of Corporate Services (Clerk to the Authority)
RECOMMENDATIONS	<p>(a). <i>that the minor amendments to constitutional governance documents, as set out in Section 3 of this report, be noted; and</i></p> <p>(b). <i>that, subject to (a) above, the constitutional governance framework documents as listed in Section 1 of this report be endorsed.</i></p>
EXECUTIVE SUMMARY	This report sets out information on the most recent review of the Authority's constitutional governance framework documents (Standing Orders, Financial Regulations etc.), which, while not a statutory requirement, is undertaken at least annually as a matter of good practice.
RESOURCE IMPLICATIONS	Nil.
EQUALITY RISKS AND BENEFITS ANALYSIS (ERBA)	The contents of this report are considered compatible with existing human rights and equalities legislation.
APPENDICES	Nil.
LIST OF BACKGROUND PAPERS	Nil.

1. **BACKGROUND**

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

- The Accountabilities, Roles and Responsibilities of Members of the Devon & Somerset Fire & Rescue Authority
- Members’ Code of Conduct;
- Member/Officer Protocol;
- Policy on Gifts and Hospitality;
- Scheme of Members Allowances;
- Standing Orders;
- Financial Regulations;
- 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.

<https://fireauthority.dsfire.gov.uk/ecCatDisplay.aspx?bcr=1&sch=doc>

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.

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.
- 2.2 While the documents remain fit for purpose and require no material, substantive changes, the opportunity has been taken to make minor amendments for clarification purposes, or to reflect both internal, Service changes over the past twelve months and other changes necessitated by external factors. These minor amendments are indicated in Section 3 below.

3. MINOR AMENDMENTS

Financial Regulations, Strategy on the Prevention of Fraud and Corruption, Scheme of Delegations and Protocol for Member/Officer Relations

- 3.1 Each of these documents makes reference to the Service Executive Board. As previously reported to the Authority, the composition of the Executive Board has changed during the last twelve months and now comprises the Chief Fire Officer, Assistant Chief Fire Officer (Director of Service Improvement), Temporary Assistant Chief Fire Officer (Service Delivery), Director of Corporate Services, Director of People and Commercial Services and the Treasurer to the Authority.
- 3.2 While the purpose of the Executive Board remains unaltered from the initial definition (to "set the strategic direction of the Devon & Somerset Fire & Rescue Service and provide the most senior officer level of decision making on strategic planning and policy to deliver the organisation's purpose and vision"), the initial definition referred to four Service Directors.
- 3.3 To reflect the organisational changes previously reported, the revised definition has been amended to read:
- "The Executive Board (EB) comprises those Service Directors who, together with the Treasurer to the Authority, set the strategic direction of the Devon & Somerset Fire & Rescue Service and provide the most senior officer level of decision making on strategic planning and policy to deliver the organisation's purpose and vision"

Contract Standing Orders

- 3.4 The definition of Executive Board has been amended as indicated above and the following additional amendments made for clarification purposes:
- Reference included to Service Procurement Team following the Chartered Institute of Procurement and Supply (CIPS) Professional Code of Conduct;
 - Reference made to Contract Standing Orders dealing with both financial thresholds and procurement practices to be followed;
 - Reference made to working with relevant departments on low value procurements (less than £20,000) and to relevant authorisations including both initial contract signing and any subsequent contract variations (**NOTE:** high value procurements – £20,000 and above – are managed by the Procurement Team);
 - EU Procurement Thresholds updated to current levels.

"Whistleblowing" Code (Confidential Reporting Procedure

- 3.5 Appendix at back of document (listing Executive Board and Service Leadership Team contacts) updated to reflect current post-holders.

Standing Orders

- 3.6 Heading at Part III (Contractual Matters), Section 39 amended to read “Financial Regulations and Contract Standing Orders” to reflect current governance framework and associated documents.

Corporate Governance Code

- 3.7 The previous version of the Code referred, at paragraphs 4.1 and 4.6, to nationally developed Core Values for the fire and rescue service. These original core values, developed by the Chief Fire Officers Association, have subsequently been replaced by internally-developed values – “Our Values” – based around the four key principles of:
- Honesty, clarity and accountability;
 - Respect for each other;
 - Working together to improve; and
 - A “can do” attitude.
- 3.8 These new values form an appendix to the Member roles and responsibilities document.
- 3.9 The opportunity has therefore been taken to rectify a previous oversight and amend the Corporate Governance Code to now refer to “Our Values”.

4. CONCLUSION

- 4.1 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. By way of example of this approach, the current Gifts and Hospitality Code is currently being reviewed in the context of developing an easily-accessible “one stop shop” point of reference on wider ethical issues (e.g. Bribery Act implications etc.). It is intended that the outcome of this will be submitted to a future meeting of the Audit & Performance Review Committee
- 4.2 The amendments to other constitutional governance documents as currently set out in Section 3 above are not material, substantive amendments but instead are either for clarification purposes, required as a consequence either of internal, structural changes or to reflect external factors (e.g. changes in EU Procurement thresholds).
- 4.3 The Authority is therefore asked to note the amendments as indicated and subject to this to endorse the constitutional governance framework documents as listed in Section 1 of this report.

MIKE PEARSON
Director of Corporate Services
(Clerk to the Authority)

Agenda Item 7

REPORT REFERENCE NO.	DSFRA/17/11
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Annual Meeting)
DATE OF MEETING	12 JUNE 2017
SUBJECT OF REPORT	SCHEDULE OF APPOINTMENTS TO COMMITTEES, OUTSIDE BODIES ETC.
LEAD OFFICER	Director of Corporate Services (Clerk to the Authority)
RECOMMENDATIONS	<p>(a) <i>that, in accordance with Standing Orders, appointments be made to Committees etc. as shown in Part A of the Schedule at Appendix A to this report for the 2017-18 municipal year, the term of office to be until the Authority annual meeting in 2018;</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 2018 be confirmed;</i></p> <p>(c) <i>that appointments be made to Outside Bodies as shown in Part B of the Schedule for the 2017-18 municipal year, the term of office to be until the Authority's annual meeting in 2018 unless otherwise indicated;</i></p> <p>(d) <i>that the Terms of Reference for Committees etc., as set out at Appendix B to this report, be endorsed.</i></p>
EXECUTIVE SUMMARY	<p>Appendix A to this report sets out appointments to Authority Committees, outside bodies etc., with Appendix B listing the Terms of Reference for each of the Authority's committees etc. under the current structure.</p> <p>The Authority is invited to make appointments to committees and outside bodies and confirm the Terms of Reference.</p>
RESOURCE IMPLICATIONS	Any resource implications associated with attendance at committee and outside body appointments etc. will be met from the approved budget for Members Allowances
EQUALITY RISKS AND BENEFITS ASSESSMENT (ERBA)	N/A
APPENDICES	<p>A. Appointments to Committees, Working Parties etc. and Outside Bodies.</p> <p>B. Terms of Reference of Committees</p>

LIST OF BACKGROUND PAPERS	None.
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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. The Authority 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. Schedule A, appended to this report, lists those Committees and outside bodies to which Authority would usually make appointments at its Annual Meeting. In considering this, the Authority is reminded that its Standing Orders require that such appointments should take account of the principles of political proportionality as set out in the Local Government and Housing Act 1989.
- 1.3 The Authority is now invited:
- (a). to confirm the appointments to Committees, Outside Bodies etc. as set out in Schedule at Appendix A to this report, the term of office of appointment to be until the Authority annual meeting in 2018 (unless otherwise indicated); and
 - (b). to endorse the Committee Terms of Reference as detailed at Appendix B to this report.

MIKE PEARSON
Director of Corporate Services
(Clerk to the Authority)

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

PART (A) COMMITTEES, WORKING PARTIES ETC.

AUDIT AND PERFORMANCE REVIEW COMMITTEE

7 Members in total
Councillors

COMMUNITY SAFETY AND CORPORATE PLANNING COMMITTEE

7 Members in total
Councillors

DETERMINATIONS AND DISPENSATIONS COMMITTEE

5 Members in total
Councillors

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
Councillors

RESOURCES COMMITTEE

7 Members in total
Councillors

CAPITAL PROGRAMME WORKING PARTY

4 Members in total
Councillors

NON-EXECUTIVE DIRECTORS ON THE BOARD OF RED ONE LTD.

Councillors

MEMBER APPOINTMENT TO LOCAL PENSIONS BOARD¹

Councillor

EQUALITY AND DIVERSITY MEMBER CHAMPION

One appointment (Councillor).

CLIMATE CHANGE AND SUSTAINABILITY MEMBER CHAMPION

One appointment (Councillor).

¹ This Board was established in accordance with Regulations to assist the Authority (as Scheme Manager) in ensuring the efficient and effective governance of the statutory Firefighters Pensions Schemes.

PART (B) APPOINTMENTS TO OUTSIDE BODIES

LOCAL GOVERNMENT ASSOCIATION (LGA)

(a) Fire Commission

Two appointments – usually Authority Chairman and one other (Chairman and Councillor).

(Dates of meetings in 2017-18: Friday 13 October 2017; Friday 18 May 2018)

(b) General Assembly

Four appointments exercising the votes as shown.

<u>Member</u>	<u>No. votes exercised</u>
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 4 July 2017).

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 – Authority Chair

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 (usually, Chair of the Human Resources Management and Development Committee).

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DEVON & SOMERSET FIRE & 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

REPORT REFERENCE NO.	DSFRA/17/12
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (ANNUAL MEETING)
DATE OF MEETING	12 JUNE 2017
SUBJECT OF REPORT	DRAFT CALENDAR OF MEETINGS 2017-18
LEAD OFFICER	Director of Corporate Services (Clerk to the Authority)
RECOMMENDATIONS	<i>that, subject to any amendments as may be indicated at the meeting, the draft Calendar of Authority Meetings for the 2017-18 Municipal Year be approved.</i>
EXECUTIVE SUMMARY	Attached for consideration is a draft Authority Calendar of Meetings for the forthcoming (2017-18) municipal year.
RESOURCE IMPLICATIONS	N/A
EQUALITY RISKS AND BENEFITS ANALYSIS (ERBA)	N/A
APPENDICES	A. Draft Authority Calendar of Meetings 2017-18 Municipal Year.
LIST OF BACKGROUND PAPERS	Constituent Authority Calendars of Meetings (as available).

1. **INTRODUCTION**

- 1.1. Attached at Appendix A to this report is a proposed Authority Calendar of Meetings for the forthcoming (2017-18) 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 is intended to provide the opportunity for more informal engagement with all Authority Members on a wide range of issues, both national and local, to impart information and 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 and contributing actively towards existing and emerging issues.
- 2.2 Proposed dates for Forum meetings during the 2017-18 municipal year, based on a total of nine meetings, are included in the draft Calendar now appended.

3. **OTHER CONSIDERATIONS**

- 3.1. The Authority is also asked to note the following two issues which were raised at the Members' Forum meeting held on 31 May 2017:

Capital Programme Working Party

- 3.2. As raised at the Members' Forum meeting, the intensive work previously undertaken by the Capital Programme Working Party is now largely concluded.
- 3.3. With this in mind, and bearing in mind other commitments on Member time, scheduled dates for the Capital Programme Working Party have not been included in the draft Calendar of Meetings. Instead, it is proposed that, for the 2017-18, this Working Party should meet on an ad-hoc basis i.e. as and when the need arises.

Resources Committee

- 3.4. Also following discussion at the Members Forum meeting, the draft Calendar does not include a scheduled meeting of the Resources Committee in May 2018. This meeting has, historically, considered the draft budget outturn report with a view to then making a recommendation to the next full Authority meeting.
- 3.5. Owing to issues raised this year, however, in relation to elections and their potential impact on Authority (and thereby Committee) membership, no formal meetings have been scheduled for the month of May.
- 3.6. Instead, the intention is that, with effect from May 2018, the outturn report will be submitted to the next appropriate ordinary full Authority meeting (usually held in early June).

3. CONCLUSION

- 3.1 The Authority is asked to consider the above issues with a view to then approving (subject to any amendments as may be indicated at the meeting) the draft Calendar of Authority meetings for the forthcoming (2017-18) municipal year.

MIKE PEARSON
Director of Corporate Services
(Clerk to the Authority)

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DEVON & SOMERSET FIRE & RESCUE AUTHORITY APPROVED CALENDAR OF MEETINGS 2017-18 MUNICIPAL YEAR

All meetings are held at Devon & Somerset Fire & Rescue Service Headquarters, unless otherwise indicated.

DEVON & SOMERSET FIRE & RESCUE AUTHORITY APPROVED Calendar of Meetings 2017-18	
DATE & TIME	MEETING
CYCLE 1	
June 2017	
Monday 12 June 2017, 10:00hours	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (AGM & Ordinary meetings)
<i>Friday 23 June 2017, 11:00hours</i>	<i>LGA Fire Services Management Committee (Smith Square, London)</i>
Friday 23 June 2017, 10:00hours	Human Resources Management & Development Committee (HRMDC)
Wednesday 28 June 2017 at 10:00hours	Audit & Performance Review Committee (APRC)
July 2017	
<i>Tuesday 4 July 2017, 11.45hours</i>	<i>LGA General Assembly (Birmingham)</i>
<i>Monday 10 July 2017, 11.00hours</i>	<i>Local Government Association (LGA) Fire Commission (Smith Square, London)</i>
Tuesday 11 July 2017 at 10:00hours	Community Safety & Corporate Planning Committee (CSCPC)
Friday 14 July 2017, 10:00hours	Members' Forum
Wednesday 26 July 2017 at 10:00hours	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
AUGUST 2017 – RECESS MONTH	
Monday 28 August 2017 – Public Holiday	
CYCLE 2	
September 2017	
Friday 1 September 2017 at 10:00hours	Resources Committee (RC)
Friday 8 September 2017, 10:00hours	Members' Forum
Tuesday 12 September 2017, <i>14:00hours</i>	Audit & Performance Review Committee (APRC)
Monday 18 September 2017, 10:00hours	Human Resources Management & Development Committee (HRMDC)
<i>Friday 22 September 2017, 11:00hours</i>	<i>LGA Fire Services Management Committee (Smith Square, London)</i>
October 2017	
Monday 9 October 2017, 10:00hours	Members' Forum
<i>Friday 13 October 2017, 11:00hours</i>	<i>Local Government Association (LGA) Fire Commission (Smith Square, London)</i>

DEVON & SOMERSET FIRE & RESCUE AUTHORITY APPROVED Calendar of Meetings 2017-18	
DATE & TIME	MEETING
Tuesday 17 October 2017, 14:00hours	Community Safety & Corporate Planning Committee (CSCPC)
Friday 20 October 2017, 10:00hours	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
CYCLE 3	
November 2017	
Friday 3 November 2017, 10:00hours	Members' Forum
Wednesday 15 November 2017, 10:00hours	Resources Committee (RC)
Friday 17 November 2017, 11:00hours	<i>LGA Fire Services Management Committee (Smith Square, London)</i>
December 2017	
Monday 4 December 2017, 10:00hours	Members' Forum
Tuesday 12 December 2017, 14:00hours	Human Resources Management & Development Committee (HRMDC)
Monday 18 December 2017, 10:00hours	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
Monday 25 and Tuesday 26 December – Public Holidays	
Office closed Monday 25 to Friday 29 December inclusive	
CYCLE 4	
January 2018	
Monday 1 January 2018 – Public Holiday	
Wednesday 17 January 2018, 10:00hours	Audit & Performance Review Committee (APRC)
Thursday 18 January 2018, 14:00hours	Community Safety & Corporate Planning Committee (CSCPC)
Friday 26 January 2018, 11:00hours	<i>LGA Fire Services Management Committee (Smith Square, London)</i>
Monday 29 January 2018, 10:00hours	Members' Forum
February 2018	
Thursday 8 February 2018, 10:00hours	Resources Committee (RC) (Budget Meeting)
Monday 19 February 2018, 10:00hours	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Budget Meeting)
Friday 23 February 2018, 10:00hours	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Budget Meeting) (Reserve Date) <i>(NOTE: will only be required in the event of the Authority being unable to meet on Friday 16 February 2018)</i>

DEVON & SOMERSET FIRE & RESCUE AUTHORITY	
APPROVED Calendar of Meetings 2017-18	
DATE & TIME	MEETING
CYCLE 5	
March 2018	
Friday 30 March and Monday 2 April 2018 – Public Holidays	
<i>Monday 12 March 2018, 11:00hours</i>	<i>LGA Fire Services Management Committee (Gateshead – linked to Annual LGA Fire Conference)</i>
<i>Monday 13 to Tuesday 14 March 2018</i>	<i>LGA Annual Fire Conference, Gateshead</i>
Monday 19 March 2018, 10:00hours	Members' Forum
Friday 23 March 2018, 10:00hours	Human Resources Management & Development Committee (HRMDC)
April 2018	
Wednesday 25 April 2018, 10:00hours	Community Safety & Corporate Planning Committee (CSCPC)
Thursday 26 April 2018, 10:0hours	Audit & Performance Review Committee (APRC)
Friday 27 April 2018, 10:00hours	Member's Forum
Monday 30 April 2018, 10:00hours	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
May 2018	
Monday 7 May 2018 – Public Holiday	
<i>Friday 18 May 2018, 11:00hours</i>	<i>Local Government Association (LGA) Fire Commission (Smith Square, London)</i>
Wednesday 30 May 2018, 10:00hours	Members' Forum
Monday 28 May 2018 – Public Holiday	
June 2018	
Friday 8 June 2018, 10:00hours	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Annual Meeting)
Friday 8 June 2018, 10:00hours (or on rising of Annual Meeting, whichever is later)	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Ordinary Meeting)

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