



# DEVON & SOMERSET FIRE & RESCUE AUTHORITY

M. Pearson  
CLERK TO THE AUTHORITY

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

(see below)

**SERVICE HEADQUARTERS  
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## **DEVON & SOMERSET FIRE & RESCUE AUTHORITY**

**Friday, 8th November, 2019**

A meeting of the Devon & Somerset Fire & Rescue Authority will be held on the above date, **commencing at 10.00 am in Conference Rooms A & B, 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 - 8)**

of the previous meeting held on 28 June 2019 (attached).

**3 Items Requiring Urgent Attention**

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

### **PART 1 - OPEN COMMITTEE**

**4 Questions and Petitions 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 Tuesday 5 November 2019**.

**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 Community Safety & Corporate Planning Committee (Pages 9 - 12)**

The Committee Chair, Councillor Redman, to **MOVE** the Minutes of the meeting held on 27 June 2019 (attached).

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

**b Human Resources Management & Development Committee (Pages 13 - 16)**

The Committee Chair, Councillor Hannaford, to **MOVE** the Minutes of the meetings held on 10 July 2019 (attached) and 5 November 2019 (to follow).

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

**c Audit & Performance Review Committee (Pages 17 - 20)**

The Committee Chair, Councillor Healey MBE, to **MOVE** the Minutes of the meeting held on 19 July 2019 (attached).

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

**d Appraisals and Disciplinary Committee (Pages 21 - 22)**

The Committee Chair, Councillor Randall Johnson, to move the non-restricted Minutes of the meeting held on 2 August 2019 (attached).

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

**e Resources Committee (Pages 23 - 26)**

The Committee Chair, Councillor Drean, to **MOVE** the non-restricted Minutes of the meeting held on 4 September 2019 (attached).

**RECOMMENDATIONS**

- (i) that the recommendation at Minute RC/3(a) (Financial Performance Report 209-20: Quarter 1) be approved;
- (ii) that, subject to (i) above, the non-restricted Minutes be adopted in accordance with Standing Orders.

**8 Budget Virement Request (Pages 27 - 28)**

Report of the Director of Finance & Resourcing (Treasurer) (DSFRA/19/16) attached.

**9 Appointments to Committees (Pages 29 - 30)**

Report of the Director of Governance & Digital Services (DSFRA/19/17) (attached).

**10 Authority Budget Meeting 2020 - Proposed Change of Date (Pages 31 - 32)**

Report of the Director of Governance & Digital Services (DSFRA/19/18) (attached).

**11 Exclusion of the Press and Public (Pages 33 - 34)**

**RECOMMENDATION** that, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following 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:

***For agenda item 12(a):***

- Paragraph 1 (information relating to an individual);
- Paragraph 2 (information likely to reveal the identity of an individual); and
- Paragraph 3 (information relating to the financial and business affairs of any particular person – including the authority holding that information).

***For agenda item 12(b):***

- Paragraph 3 (information relating to the financial and business affairs of any particular person – including the authority holding that information).

***For agenda item 13:***

- Paragraph 1 (information relating to an individual).

**12 Restricted Minutes of Committees**

**a Appraisals and Disciplinary Committee (Pages 35 - 38)**

The Committee Chair, Councillor Randall Johnson, to move the restricted Minutes of the meeting held on 2 August 2019 (attached).

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

**b Resources Committee (Pages 39 - 40)**

The Committee Chair, Councillor Drean, to **MOVE** the restricted Minutes of the meeting held on 4 September 2019 (attached).

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

**13 Localism Act 2011 - Appointment of Independent Persons (Pages 41 - 44)**

Report of the Director of Governance & Digital Services (DSFRA/19/19) (attached).

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

Membership:-

Councillors Randall Johnson (Chair), Best, Biederman, Bown, Buchan, Clayton, Coles, Colthorpe, Doggett, Drean, Eastman, Hannaford, Healey MBE, Napper, Peart, Prowse, Radford, Redman, Saywell, Thomas, Trail BEM, Tuffin, Vijeh, Way, Wheeler (Vice-Chair) and Yabsley.

**NOTES**

<b>1.</b>	<b><u>Access to Information</u></b> 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.
<b>2.</b>	<b><u>Reporting of Meetings</u></b> 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 Chair - and use any communication method, including the internet and social media (Facebook, Twitter etc.), to publish, post or otherwise share the report. The Authority accepts no liability for the content or accuracy of any such report, which should not be construed as representing the official, Authority record of the meeting. Similarly, any views expressed in such reports should not be interpreted as representing the views of the Authority.  Flash photography is not permitted and any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chair or the Democratic Services Officer in attendance so that all those present may be made aware that is happening.
<b>3.</b>	<b><u>Declarations of Interests at meetings (Authority Members only)</u></b> If you are present at a meeting and you are aware that you have either a disclosable pecuniary interest, personal interest or non-registerable interest in any matter being considered or to be considered at the meeting then, unless you have a current and relevant dispensation in relation to the matter, you must: <ul style="list-style-type: none"><li>(i) disclose at that meeting, by no later than commencement of consideration of the item in which you have the interest or, if later, the time at which the interest becomes apparent to you, the existence of and – for anything other than a “sensitive” interest – the nature of that interest; and then</li><li>(ii) withdraw from the room or chamber during consideration of the item in which you have the relevant interest.</li></ul> 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 an interest of a sensitive nature. You must still follow (i) and (ii) above. Where a dispensation has been granted to you either by the Authority or its Monitoring Officer in relation to any relevant interest, then you must act in accordance with any terms and conditions associated with that dispensation. Where you declare at a meeting a disclosable pecuniary or personal interest that you have not previously included in your Register of Interests then you must, within 28 days of the date of the meeting at which the declaration was made, ensure that your Register is updated to include details of the interest so declared.
<b>4.</b>	<b><u>Part 2 Reports</u></b> 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.
<b>5.</b>	<b><u>Substitute Members (Committee Meetings only)</u></b> Members are reminded that, in accordance with Standing Order 37, 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.