



# 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)

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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

## **A G E N D A**

***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 2019-20: 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****1. Access to Information**

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.

**2. Reporting of Meetings**

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.

**3. Declarations of Interests at meetings (Authority Members only)**

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:

- (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
- (ii) withdraw from the room or chamber during consideration of the item in which you have the relevant interest.

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.

**4. Part 2 Reports**

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.

**5. Substitute Members (Committee Meetings only)**

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.

## DEVON & SOMERSET FIRE & RESCUE AUTHORITY

28 June 2019

### Present:-

Councillors Randall Johnson (Chair), Best, Biederman, Buchan, Coles, Colthorpe, Doggett, Drean, Eastman, Hannaford, Napper, Peart, Radford, Redman, Trail BEM, Vijeh, Way, Wheeler (Vice-Chair) and Yabsley.

### Apologies:-

Councillors Bown, Clayton, Healey MBE, Prowse, Saywell, Singh and Thomas

### **DSFRA/13     Minutes**

**RESOLVED** that the Minutes of the Annual and Ordinary meetings of the Authority held on 7 June 2019 be signed as correct records.

### **DSFRA/14     Questions from Members of the Public**

In accordance with Standing Orders, Exeter City Councillor Rob Newby asked the following question at the meeting and received the response indicated:

**Question** I would like to ask if a different proposal for Station 45, Topsham, could be looked at by your committee, being not to close the station but to leave one pump in post and remove the other to Middlemoor?

**Response** If approved, the consultation process will allow for alternative options to be suggested and subsequently considered as part of any final proposals to be decided by the Authority in the future.

Additionally, some six questions were received from Gideon Amos OBE (Liberal Democrat Parliamentary Candidate for Taunton Deane) on a range of issues including central government grant funding for the Authority; the effect on response times in areas where station closures may be proposed; pay increases for on-call firefighters; the impact of removal of appliances on wholtime firefighter posts; and whether options to be subject to consultation would indicate both benefits and disadvantages. Mr. Amos was unable to attend the meeting and consequently, in accordance with Standing Orders, would be sent written responses to the questions asked.

### **DSFRA/15     Addresses by Representative Bodies**

#### **a     Address from the Fire Brigades Union**

The Authority received an address from the Fire Brigades Union (FBU) expressing its views on the proposal for public consultation on Service Delivery Operating Model options. These views included:

- that the options for consultation did not represent efforts to match resources to risk but rather represented cuts to front line services;
- that issues of unavailability of on-call appliances could be better addressed by improving contractual conditions for on-call staff;
- that more accurate, up-to-date data was needed to inform any service delivery proposals; and

- that, in light of the above and other issues, the options as presented should not be the subject of public consultation.

The Authority thanked the Fire Brigades Union for its address.

***(SEE ALSO MINUTES DSFRA/16 AND DSFRA/17 BELOW)***

**b Address from the Fire and Rescue Services Association**

The Authority received an address from the Fire & Rescue Association (FRSA) expressing its views on the proposal for public consultation on Service Delivery Operating Model options. These views included:

- the significance of the on-call service (including those stations identified for possible closure) in providing resilience and support at major incidents; and
- that the Service had not secured any evolution in the on-call service over the years.

***(SEE ALSO MINUTES DSFRA/16 AND DSFRA/17 BELOW)***

**DSFRA/16 Community Safety & Corporate Planning Committee**

The Chair of the Committee, Councillor Redman reported on the meeting held on 27 June 2019 which had considered reports on Phase 2 of the Safer Together programme – the proposed re-allocation of resources for the Service Delivery Operating Model and the associated consultation process for this.

***(SEE ALSO MINUTES DSFRA/15[a] and [b] ABOVE AND DSFRA/17 BELOW)***

**DSFRA/17 Safer Together Programme Service Delivery Operating Model Phase 2 - Reallocation of Resources and Consultation Process**

The Authority considered a report of the Chief Fire Officer (DSFRA/19/5) to which was appended the following two reports as considered previously by the Community Safety & Corporate Planning Committee at its meeting on 27 June 2019:

- Report CSCPC/19/2 – Safer Together Programme Service Delivery Operating Model Phase 2 – Reallocation of Resources; and
- Report CSCPC/19/3 - Safer Together Programme Service Delivery Operating Model Phase 2 – Consultation Process.

The first report identified that the Devon & Somerset Fire & Rescue Service (“the Service”) had undertaken a comprehensive strategic risk analysis of the fire and rescue related risks faced by its communities through the Integrated Risk Management Planning (IRMP) process. This had been supported by an organisational risk analysis detailed in the Fire & Rescue Plan. The two analyses had identified that changes to the current Service Delivery Operating Model were required to deliver against the Service objectives of:

- prioritising and increasing its capacity to deliver prevention and protection activities, targeted and focused to secure a reduction in known risks in each area;
- securing the best response possible in meeting statutory duties and by effectively matching existing resources to known risks; and
- utilising resources efficiently to ensure the right response is made at the right time.

The Integrated Risk Management Plan approved by the Authority in 2018 identified the following community risks:

- an increasingly ageing population;
- common health and well-being risks;
- the unavailability of on-call appliances;
- the historical distribution of service delivery resources;
- an increasing demand for emergency medical responses; and
- an increase in the number of serious fires affecting commercial premises.

The development of the Service Delivery Operating Model was aimed at reshaping service delivery provision to provide an efficient response to risk, meeting statutory dwelling fire and road traffic collision duties, addressing over and under capacity, updating duty systems to better match both response requirements and staff needs and releasing resources to support further investment in prevention and protection activities to reduce future risk. Consequently, the proposals encompassed stations, appliances, operational duty systems and staffing levels.

The detailed risk modelling process had identified an over-provision of resource to the extent that 17 appliances could be removed from the existing fleet of 121 and 8 stations closed without any significant impact on the risks faced by the community. Three stations could change status from having whole-time staff on duty both day and night to crewing with whole-time staff during the day and on-call staff at night. Another 14 appliances could have availability varied to more effectively align to risk, again all without significant impact. Additionally, analysis of the changing risk across Devon and Somerset highlighted a need for a more flexible response to changes to risk that could occur daily and seasonally. To address this, it was proposed to introduce day-duty “roving” appliances that could be deployed dynamically and targeted at known risk “hot spots”.

A pre-consultation exercise had been undertaken by an external company – the Consultation Institute – to sample the population of Devon and Somerset and gauge their expectations of the fire and rescue service. The report detailed some of the responses from the pre-consultation exercise, the outcomes of which had informed development of the final options proposed for full public consultation. The methodology for the full public consultation (including publication of a consultation document and associated questionnaire, stakeholder analysis, staff engagement events and public “drop in” exhibitions) was detailed in report CSCPC/19/3.

As Chair of the Community Safety & Corporate Planning Committee, Councillor Redman commented that while the Committee had resolved, after considerable debate, to recommend that the Authority approve the options for public consultation, concern had been expressed at the meeting that, in presenting the options, the flexibility within the proposals should be clarified. Given this, Councillor Redman **MOVED**, with Councillor Buchan seconding:

- (a). *that, as recommended by the Community Safety & Corporate Planning Committee on 27 June, the following options be approved for the purposes of public consultation;*

*Option 1 - Station closures*

*Option 2 - Station closures and removal of all third engines*

*Option 3 - Station closures, removal of all third and some second engines*

*Option 4 - Station closures, removal of all third and some second engines and change of status to day crewing*

*Option 5 - Station closures, removal of all third and some second engines, change of status to day crewing with a change of status to On Call at night*

*Option 6 - Station closures, removal of all third and some second engines, change of status to day crewing with a change of status to On Call at night, change of status to some additional second engines to become On Call at night only and the introduction of day crewed wholetime roving engines.*

- (b). *that, in approving the above options for public consultation purposes, the presentation of options for consultation be amended to make clear the flexibility of the proposals, specifically that:*
- (i) *with the exception of Option 6 (which is dependent upon Option 4 for personnel together with either Options 2, 3 or 5 for fire engines), each option may be considered individually as part of the public consultation;*
  - (ii) *the individual elements of the options can be explored as part of the public consultation;*
  - (iii) *subject to (i) above, any final recommendations following public consultation could comprise all, some or a combination of the elements of the options that have been subject to public consultation;*
  - (iv) *that full risk assessment information on the options will be available as part of the public consultation as required.*
- (c). *that report CSCPC/19/3 on the consultation process to be undertaken (as attached at Appendix B to report DSFRA/19/15 to this Authority meeting and considered by the Community Safety & Corporate Planning Committee on 27 June 2018) be noted.*

The subsequent debate on the Motion and proposals included the following points:

- clarification was sought and provided on the “roving” appliances proposal;
- clarification was sought and provided on removal of appliances from the fleet

Some Members expressed concerns that, given the level of public response they had already received raising a number of issues, there might be benefit in deferring a decision on public consultation to allow more time for discussions with staff and other stakeholders on proposed options for consultation. The Assistant Chief Fire Officer (Service Improvement) advised that considerable effort had been undertaken to identify and verify the risk data used to inform development of the options and that there had also been considerable engagement with both representative bodies and other stakeholders (including the Authority).

Councillor Biederman **MOVED**, with Councillor Way seconding:

*that the Motion [moved by Councillor Redman] be referred to a future meeting for consideration*

In debating the amendment, other Members acknowledged that there had already been considerable engagement on the issues, including a pre-consultation process. It was acknowledged that some of the proposals may have generated a level of public concern but equally a view was expressed that deferring the public consultation would not afford any advantages and that the full public consultation would present the appropriate opportunity for the public to express its views.

The amendment was put to the vote and declared **LOST**.



There being no other amendments proposed, the substantive motion proposed by Councillor Redman was put to the vote and declared **CARRIED**, following which it was

**RESOLVED**

- (a). that, as recommended by the Community Safety & Corporate Planning Committee on 27 June, the following options be approved for the purposes of public consultation;
  - Option 1 - Station closures
  - Option 2 - Station closures and removal of all third engines
  - Option 3 - Station closures, removal of all third and some second engines
  - Option 4 - Station closures, removal of all third and some second engines and change of status to day crewing
  - Option 5 - Station closures, removal of all third and some second engines, change of status to day crewing with a change of status to On Call at night
  - Option 6 - Station closures, removal of all third and some second engines, change of status to day crewing with a change of status to On Call at night, change of status to some additional second engines to become On Call at night only and the introduction of day crewed wholetime roving engines.
- (b). that, in approving the above options for public consultation purposes, the presentation of options for consultation be amended to make clear the flexibility of the proposals, specifically that:
  - (i) with the exception of Option 6 (which is dependent upon Option 4 for personnel together with either Options 2, 3 or 5 for fire engines), each option may be considered individually as part of the public consultation;
  - (ii) the individual elements of the options can be explored as part of the public consultation;
  - (iii) subject to (i) above, any final recommendations following public consultation could comprise all, some or a combination of the elements of the options that have been subject to public consultation;
  - (iv) full risk assessment information on the options will be available as part of the public consultation as required.
- (c). that report CSCPC/19/3 on the consultation process to be undertaken (as attached at Appendix B to report DSFRA/19/15 to this Authority meeting and considered by the Community Safety & Corporate Planning Committee on 27 June 2018) be noted.

**(SEE ALSO MINUTES DSFRA/15[a] and [b] AND DSFRA/16 ABOVE)**

(At this point – 13.00hours – the meeting was adjourned, reconvening at 13.10hours)

## **DSFRA/18      Process for Complaints Against Proper Officers - Further Considerations**

The Authority considered a report of the Chief Fire Officer (DSFRA/19/16) on a review of the Authority's process for addressing complaints against its statutory officers (Chief Fire Officer, Monitoring Officer and Treasurer). The review had been prompted by correspondence received by relevant authorities (excluding combined fire and rescue authorities) from the Joint Negotiating Committee for Chief Executives of Local Authorities (JNC). The correspondence invited relevant authorities to ensure, prior to the start of a new municipal year, that a compliant process was in place to address disciplinary issues for statutory officers.

The report identified that, whilst the Devon & Somerset Fire & Rescue Authority was not a relevant authority for the purposes of the relevant regulations and JNC correspondence, it was nonetheless appropriate for it to have procedures in place which were comparable with those of county and unitary authorities and which, in turn, were based on the Model Disciplinary Procedure and Guidance issued by the JNC initially in 2015.

The process proposed for the Authority featured:

1. delegation to a [retitled] Appraisals and Disciplinary Committee to undertake the initial stages associated with receipt of a complaint against statutory officer i.e.:
  - a. determination of whether the complaint should be investigated;
  - b. if so, to decide – in agreement with the officer subject to the complaint – the designated independent person to undertake the investigation;
  - c. consider the outcome of the resultant investigation and determine:
    - i. whether any sanction, short of dismissal, should be imposed;  
or
    - ii. to recommend dismissal to the full Authority;
2. establishment of an Appeals Committee to consider appeals by the officer subject to the complaint against imposition of any sanction other than dismissal;
3. in the event of a recommendation of dismissal, an independent review stage (to be undertaken by the Authority's Independent Person(s) appointed in accordance with the Localism Act 2011) prior to consideration by full the Authority of the recommendation to dismiss; and
4. delegation to the Monitoring Officer of power to suspend – following consultation with the Authority Chair - the Chief Fire Officer immediately in an emergency or if an exceptional situation arose whereby allegations of misconduct by the Chief Fire Officer were such that their continued presence at work would pose a serious risk to the health and safety of others or the resources, information or reputation of the Authority.

The above aligned with the process advocated for county and unitary authorities by the JNC.

The report also proposed minor amendments to the Authority's approved Scheme of Delegations to clarify the power of the Chief Fire Officer to suspend the Monitoring Officer and Treasurer – should this be felt necessary – on receipt of any complaint against one of these officers.

## **RESOLVED**

- (a). that the Chief Fire Officer's Appraisals Panel be retitled the Appraisals and Disciplinary Committee with revised Terms of Reference, as indicated in paragraph 3.1 and Appendix B to report DSFRA/19/16, to undertake initial stages associated with any complaint received against a statutory officer;
- (b). that the assessment criteria for use in determining whether or not a complaint should be subject to independent investigation, as set out in paragraph 3.2 of the report, be approved;
- (c). that an Appeals Committee comprising Councillors Colthorpe, Napper, Thomas and Wheeler be established to consider appeals by statutory officers against any sanction, short of dismissal, imposed by the Appraisals and Disciplinary Committee following consideration of an independent investigation report into a complaint;
- (d). that the function of independently reviewing any recommendation of dismissal made by the Appraisals and Disciplinary Committee and providing advice, views and recommendations to the Authority prior to any such dismissal be exercised by the Authority's Independent Person(s);
- (e). that the Monitoring Officer be delegated authority, following consultation with the Authority Chair, to suspend the Chief Fire Officer immediately in an emergency or if an exception situation arises whereby allegations of misconduct by the Chief Fire Officer are such that their continued presence at work poses a serious risk to the health and safety of the others or to the resources, information or reputation of the Authority;
- (f). that the minor, consequential amendments to the Authority's approved Scheme of Delegations as set out in paragraph 3.10 of the report be approved.

### **DSFRA/19      Exclusion of the Press and Public**

**RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, namely information relating to the financial or business affairs of any particular person – including the authority holding that information.

### **DSFRA/20      Devon & Somerset Fire & Rescue Authority - Restricted Minutes of the Ordinary Meeting held on 7 June 2019**

(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).

**RESOLVED** that the Restricted Minutes of the ordinary meeting of the Authority held on 7 June 2019 be signed as a correct record.

The Meeting started at 10.00 am and finished at 1.31 pm

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

27 June 2019

### Present:

Councillors Redman (Chair), Buchan, Colthorpe, Doggett, Radford, Saywell (vice Eastman) and Trail BEM.

### Also in attendance:

Councillors Coles, Drean, Randall Johnson and Wheeler.

### Apologies:-

Councillors Eastman

#### \* **CSCPC/1**      **Minutes**

**RESOLVED** that the Minutes of the meeting held on 3 December 2018 be signed as a correct record.

#### \* **CSCPC/2**      **Safer Together Programme Service Delivery Operating Model Phase 1 - New Duty Systems and Contracts for Operational Staff**

The Committee received for information a report of the Director of Service Improvement (CSCPC/19/1) on discussions, information sharing and formal negotiations with relevant trades unions on options for new duty systems for the Devon & Somerset Fire & Rescue Service (the Service). At its meeting on 3 December 2018, the Committee had endorsed the Service approach to developing this work to enable the Service to deploy a variety of duty systems from an agreed suite of solutions (recognising that “one size does not fit all”) tailored to the risk of the area served (Minute \*CSCPC/8 refers). This could include a hybrid of wholetime and on-call systems to allow greater flexibility and adaptability, taking a holistic systems approach to tackling risk.

Members sought clarity on:

- the operation of duty system 5 (on-call availability);
- the achievability and indicative timescales for introducing any new systems.

The Director of Service Improvement responded that, under duty system 5, the station was effectively responsible for ensuring that it had minimum crewing. This system had been trialled over the last eighteen months and had been well received by staff. Implementation of any new duty systems that fell outside existing nationally negotiated terms and conditions (the “Grey Book”) would require a local collective agreement. It was hoped, though, to conclude engagement and negotiation as necessary to enable new duty systems to be implemented from the start of the 2020-21 financial year.

**CSCPC/3 Safer Together Programme Service Delivery Operating Model Phase 2 - Reallocation of Resources**

The Committee considered a report of the Director of Service Improvement (CSCPC/19/2) on options for a new Service Delivery Operating Model (SDOM). The Devon & Somerset Fire & Rescue Service ("the Service") had undertaken a comprehensive strategic risk analysis of the fire and rescue related risks faced by its communities through the Integrated Risk Management Planning (IRMP) process. This had been supported by an organisational risk analysis detailed in the Fire & Rescue Plan. The two analyses had identified that changes to the current Service Delivery Operating Model were required to deliver against the Service objectives of:

- prioritising and increasing its capacity to deliver prevention and protection activities, targeted and focused to secure a reduction in known risks in each area;
- securing the best response possible in meeting statutory duties and by effectively matching existing resources to known risks; and
- utilising resources efficiently to ensure the right response is made at the right time.

The Integrated Risk Management Plan approved by the Authority in 2018 identified the following community risks:

- an increasingly ageing population;
- common health and well-being risks;
- the unavailability of on-call appliances;
- the historical distribution of service delivery resources;
- an increasing demand for emergency medical responses; and
- an increase in the number of serious fires affecting commercial premises.

The development of the Service Delivery Operating Model was aimed at reshaping service delivery provision to provide an efficient response to risk, meeting statutory dwelling fire and road traffic collision duties, addressing over and under capacity, updating duty systems to better match both response requirements and staff needs and releasing resources to support further investment in prevention and protection activities to reduce future risk. Consequently, the proposals encompassed stations, appliances, operational duty systems and staffing levels.

The detailed risk modelling process had identified an over-provision of resource to the extent that 17 appliances could be removed from the existing fleet of 121 and 8 stations closed without any significant impact on the risks faced by the community. Three stations could change status from having whole-time staff on duty both day and night to crewing with whole-time staff during the day and on-call staff at night. Another 14 appliances could have availability varied to more effectively align to risk, again all without significant impact. Additionally, analysis of the changing risk across Devon and Somerset highlighted a need for a more flexible response to changes to risk that could occur daily and seasonally. To address this, it was proposed to introduce day-duty "roving" appliances that could be deployed dynamically and targeted at known risk "hot spots".

The Committee sought and received clarification on a range of issues including the assessment of potential savings/reinvestment flowing from the options, the risk modelling undertaken to inform development of the options and flexibility in terms of responding to the options. The Committee acknowledged that the ultimately some difficult decisions may need to be taken in terms of modernisation of the Service and that commencing consultation on the options marked a start in this process.

In debating the issue, Members asked about flexibility with the options. In response, it was clarified that while there were certain inter-dependencies with the options (e.g. the introduction of roving appliances would require resources that would flow from implementation of other options), flexibility was a feature of the options and that the Service would also take account of any alternative options that might be advanced during the consultation process (subject to the alternatives being consistent with the original options proposed for consultation).

Having debated the matter at some length, Councillor Colthorpe **MOVED**, with Councillor Trail seconding, that the recommendations as set out in report CSCPC/19/2 be approved. This was put to the vote and declared **CARRIED** by four votes to three, whereupon it was

**RESOLVED** that the Authority be recommended to approve the options identified below for the purposes of public consultation:

Option 1 – Station closures

Option 2 – Station closures and removal of all third engines

Option 3 – Station closures, removal of all third and some second engines

Option 4 – Station closures, removal of all third and some second engines and change of status to day crewing

Option 5 – Station closures, removal of all third and some second engines, change of status to day crewing with a change of status to on-call at night

Option 6 – Station closures, removal of all third and some second engines, change of status to day crewing with a change of status to on-call at night, change of status to some additional second engines to become on-call at night only and the introduction of day crewed wholetime roving engines.

**(SEE ALSO MINUTE \*CSCPC/4 BELOW)**

**\* CSCPC/4 Safer Together Programme Service Delivery Operating Model Phase 2 - Consultation Process**

The Committee received for information a report of the Director of Service Improvement (CSCPC/19/3) setting out the intended approach and associated communications with a consultation on the options for a new Service Delivery Operating Model.

The Service had used a robust methodology to develop the proposed consultation approach, including pre-engagement with staff and the public, impact assessments and independent verification through a not-for-profit organisation (the Consultation Institute).

The outcomes of this pre-engagement had informed development of the final options proposed for full public consultation. The report detailed that the final consultation questionnaire would be available both on-line and hard-copy, with the consultation also supported by staff engagement events and public drop-in exhibitions designed to encourage maximum participation and feedback.

***(SEE ALSO MINUTE CSCPC/3 ABOVE)***

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

The Meeting started at 10.00 am and finished at 12.20 pm



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

10 July 2019

### Present:-

Councillors Clayton, Hannaford (Chair), Peart, Thomas, Wheeler and Vijeh (Vice-Chair)

### In attendance (in accordance with Standing Order 38(1))

Councillor Randall Johnson

#### \* **HRMDC/1     Minutes**

**RESOLVED** that the Minutes of the meeting held on 18 March 2019 be signed as a correct record.

#### \* **HRMDC/2     Absence Management Performance Report**

The Committee received for information a report of the Director of Service Improvement (APRC/19/6) that set out the Service's performance in relation to absence management for both the year 2018/19 and also for the months of April and May 2019.

It was noted that, in 2018/19 and for the fourth consecutive year, the Service's performance on absence management had improved to 7.68 days/shift lost as compared to the target of 8 days/shifts lost. This also compared well to the public sector average target which was 8.4 days/shifts lost. In April and May 2019, the performance was 1.14 days/shifts lost per person which was slightly worse than the same period in 2018/19 although it was recognised that this was a very early point in the year.

Reference was made to the point that absence for On Call staff seemed to be higher than in other staff categories. The Head of Human Resources replied that this was largely because On Call staff worked 7 days and therefore the chance of days being lost due to sickness was higher. It was noted at this point that long term sickness was the area of focus for the Service and that the highest reason for absence was still musculoskeletal at 42% for all categories of staff.

Councillor Hannaford stated that, for corporate responsibility, the Committee needed to understand all of the issues to be assured that the right processes were in place for the organisation. The Head of Human Resources advised that there was a Health and Safety Steering Committee in place with representatives from both the Service and Representative Bodies that looked in detail at sickness absence and the reasons behind this. He added that it would be feasible to submit a report on health and safety to the Committee which would assist in bringing the wider statistics forward. Councillor Vijeh referred to the cost of absence and suggested that there should be measures in place to ensure that information presented was useful. The Head of Human Resources replied that there was insufficient information available currently to put a target into place.

The Director of Service Improvement advised that there was a need to consider in more depth what was required for On Call staff in future. He added that, in terms of sickness absence, it may be that staff would continue with their primary employment but book off sick with the Service.

Councillor Hannafod requested more detailed information to be submitted to the Committee in respect of On Call sickness absence and he asked that a briefing be submitted to the next meeting covering this, together with the reasons behind musculoskeletal and mental health absence in greater depth.

\* **HRMDC/3 Workforce Culture, Diversity & Inclusion**

The Committee received for information a report of the Director of Service Improvement (HRMDC/19/7) that set out the progress made in the first quarter of 2019-20 towards achieving a more diverse workforce and a more inclusive working environment.

The Committee noted the following points in terms of:

Inclusive culture/leadership:

- The new appraisals process was being trialled within selected groups of staff with the accompanying IT system covering “conversations”. Full implementation was expected by the end of July 2019;
- A People Strategy had been published and there was a need to have a communications plan in place now;
- An Inclusion Think Tank had been exploring national recommendations around diversity and inclusion in the sector and a draft strategy had been put forward to the National Fire Chiefs Council (NFCC) for consideration under its people strand;
- The Service had achieved Disability Confidence Level 1 status and was working towards Level 2;

Recruitment, Promotion & Retention:

- There had been good progress with increasing numbers of female new starters with 11 women joining the Service in On Call positions between January to March 2019 compared to 21 in the whole of 2018;
- In terms of On Call, the Service was reviewing contracts as part of the Safer Together Programme as there had been issues raised by staff leaving in terms of work/life balance;
- The Government Equality Office had released guidance in respect of how to reduce the gender pay gap, highlighting the importance of creating an inclusive culture and supporting women’s careers and progress for part time workers

Community Inclusion:

- An internal Consultation & Engagement Task to Finish Group had been formed to increase efficiency, consistency of campaign messages and to prevent consultation overload.

The Committee enquired as to the percentage take up of staff for On Call roles. The Head of Human Resources replied that the Service had recruited 150 On Call staff in 2018/19 but he did not have the figures to hand in terms of numbers applying. Reference was also made to the cultural audit that had been undertaken and it was requested that further information be included in the report in future in terms of the issues being raised and considered. It was also requested that further information be included within the section in the paper on community inclusion in future.

It was agreed that there should be a briefing at the Members' Forum in due course in respect of On Call issues including capability, recruitment and training.

\* **HRMDC/4 Requests for Retirement & Re-employment**

The Committee considered a report of the Director of Service Improvement (HRMDC/19/8) that set out requests for retirement and/or re-employment in accordance with the approved Pay Policy Statement for 2019/20.

**RESOLVED** that the requests for retirement and/or re-employment set out at paragraph 2.3 of the report be approved.

\* **HRMDC/5 Appointments to the Internal Disputes Resolution Panel**

The Committee considered a report of the Director of Corporate Services (Clerk) (HRMDC/19/9) seeking confirmation of the appointments made by the Fire & Rescue Authority on 7 June 2019 to the Internal Disputes Resolution Panel (set up to consider and determine complaints made by individuals under stage 2 of the Firefighters' Pension Scheme Internal Disputes Resolution Procedure).

It was noted that the appointments made were Councillors Clayton, Hannaford and Vijeh but this was subject to confirmation by the Committee.

**RESOLVED** that the appointments of Councillors Clayton, Hannaford and Vijeh as members of the Internal Disputes Resolution Procedure (IDRP) Panel be confirmed until the first meeting after the Annual Meeting of the Authority in June 2020.

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

The Meeting started at 10.00hours and finished at 11.12hours

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## AUDIT & PERFORMANCE REVIEW COMMITTEE

(Devon & Somerset Fire & Rescue Authority)

19 July 2019

### Present:

Councillors Healey MBE (Chair), Napper, Saywell and Wheeler.

### Present:

Councillor Randall Johnson.

### Apologies:-

Councillors Clayton, Prowse and Way.

#### \* **APRC/30**      **Minutes**

**RESOLVED** that the Minutes of the meeting held on 10 May 2019 be signed as a correct record.

#### \* **APRC/31**      **Devon & Somerset Fire & Rescue Authority's Financial Statements 2018-19** a      **Audit Findings for the Devon & Somerset Fire & Rescue Authority 2018-19**

The Committee considered a document prepared by the Authority's external auditor (Grant Thornton) setting out the audit findings and opinion on the Authority's financial statements for the year ended 31 March 2019.

No areas of concern were identified in relation to the risks identified in the audit plan and the overall approach adopted by the Authority was considered appropriate. The external auditor was satisfied that the Authority was a going concern and had good arrangements in place to secure value for money, albeit that it faced significant challenges. The Authority had also addressed recommendations in the previous (2017-18) audit findings in relation to cross-charging and governance arrangements for Red One Ltd. and the external auditor was of the view that, as a result, any associated risks were being properly mitigated.

The 2018-19 audit findings contained two recommendations (one relating to the transfer of payroll services to another provider; the other relating to the funding gap indicated in the Authority's Medium Term Financial Plan [MTFP]), the former of which had already been addressed by the Authority and the latter of which would be addressed both by the Safer Together programme and by adjusting the MTFP to account for the impact of the recent McCloud/Sargeant judgement (relating to pension scheme transitional arrangements), once known.

In presenting the audit findings, Mr. Morris (Grant Thornton) also highlighted an increase in audit fees of £1,500 as a result of additional work required following the McCloud/Sargeant judgement.

In conclusion, Mr. Morris acknowledged the assistance provided by the Treasurer and finance department staff in undertaking the audit and stated that the anticipation was that an unqualified audit opinion would be issued.

The Committee asked to have placed on record its thanks to the Treasurer and finance department staff.

**(SEE ALSO ITEMS \*APRC/2(b), \*APRC/2(c), \*APRC/3 AND \*APRC/4 BELOW)**

**b Statement of Accounts 2018-19**

The Committee considered a report of the Director of Finance and Resourcing (Treasurer) (APRC/19/10) to which was appended the audited version of the Authority's Statement of Accounts for the 2018-19 financial year. A supplementary paper (APRC/19/16) was also circulated listing amendments to the Statement of Accounts since receipt of a revised "IAS19" report from the Authority's actuaries addressing the impact of the McCloud/Sargeant judgement on pension liabilities.

The overall impact of this was to include a Past Service Cost of £23.042m, giving a revised balance sheet pension liability of £785.502m.

**RESOLVED** that, subject to incorporation of the changes as detailed in supplementary paper APRC/19/16, the audited Statement of Accounts for 2018-19 be approved for publication.

**(SEE ALSO MINUTE \*APRC/2(a) ABOVE AND MINUTES \*APRC/2(c) AND \*APRC/4 BELOW)**

**c 2018-19 Letter of Representation**

**RESOLVED** that the Audit & Performance Review Committee Chair and the Treasurer be authorised to sign, on behalf of the Authority, the Letter of Representation to the external auditor (Grant Thornton) on the Authority's 2018-19 financial statements.

**(SEE ALSO MINUTES \*APRC/2(a) AND \*APRC/2(b) ABOVE)**

**\* APRC/32 2018-19 Annual Statement of Assurance**

The Committee considered a report of the Director of Service Improvement (APRC/19/11) to which was appended the final 2018-19 Annual Statement of Assurance for the Authority. The document had been prepared in accordance with relevant legislative and best practice requirements (including the Accounts and Audit Regulations, the Fire and Rescue National Framework and the CIPFA/SOLACE good governance framework).

The Committee noted that the Annual Statement of Assurance had been submitted for external verification with the Authority's financial statements for 2018-19. The external auditor (Grant Thornton) had not identified any issues with the Annual Statement of Assurance.

The Chief Fire Officer reported that, following production of the 2018-19 Annual Statement of Assurance, the Service had undergone its first inspection by Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS). Although the Service had, in recent years, invested more in both fitness staff and equipment, it was recognised that further improvements could still be made. The Service had recently developed a new fitness assessment policy involving a three yearly medical and an annual occupational fitness test (a drill ground test), with an element of individual choice in which to opt for to evidence occupational fitness. An action plan for implementation of the new policy was in development. Progress against this would be reported to future meetings but it was suggested that this should also be captured in Section 9 of the Annual Assurance Statement (Significant Governance, Operational or Financial Control Issues) and progress also monitored through the audit tracker.

**RESOLVED** that, subject to Section 9 being amended to include reference to firefighter fitness, the Annual Statement of Assurance for 2018-19 be approved and published on the Authority's website.

\* **APRC/33**      **Going Concern Review**

The Committee received for information a report of the Director of Finance (Treasurer) (APRC/18/17) that provided a formal response from management to the external auditor (Grant Thornton) on the ability of the Authority to continue as a going concern.

The report contained a review of the financial position as at 31 March 2019 alongside an assessment of the ability of the Authority to continue operating for the foreseeable future. The report confirmed that the Authority was operating within a robust control environment which was evidenced through appropriate assurance, financial and operational monitoring reports both to management and the Authority.

In presenting the report, the Director of Finance and Resourcing (Treasurer) drew attention to an amendment to the balance sheet and pension scheme deficit figures quoted at paragraph 5.1, which now stood at £658.4m and £785.5m respectively as a result of the implications of the McCloud/Sargeant judgement.

***(SEE ALSO MINUTES \*APRC/2(a) AND \*APRC/2(b) ABOVE).***

\* **APRC/34**      **Audit & Review 2019-20 Progress Report**

The Committee received, for information, a report of the Director of Service Improvement (APRC/19/13) setting out progress to date against the approved 2019-20 internal audit plan together with information on additional review work undertaken. Based on the work completed to date and knowledge from previous years, the Devon & Somerset Fire & Rescue Service continued to demonstrate a good level of internal control.

\* **APRC/35**      **Comparative Analysis: National Incident Statistics, Year-ending December 2018**

The Committee received, for information, a report of the Director of Service Improvement (APRC/19/14) comparing the most recent operational activity national statistics (as published by the Home Office on 8 May 2019) on incidents during the 2018 calendar year with Devon & Somerset Fire & Rescue Service ("the Service") activity for the same period.

The Service had seen a 5% reduction in incidents attended when compared to 2017. Nationally, incidents attended had increased by 2%. The Service had seen a 3% increase in primary fires when compared to 2017, with the national position being a 2% decrease. The 3% increase for the Service was as a result of a 20% increase in primary vehicle fires.

On average, for the Service, 70% of primary vehicle fires started accidentally compared to 53% nationally. Accidental primary vehicle fires for the Service during July, August and September totalled 155 (22% higher than the annual average of 127). Department for Transport data indicated that drivers covered an average of 4% more miles during the summer months compared to the national average. The increase in accidental vehicle fires during the summer months was considered to be linked to the influx of tourists to the region, with the proportional increase in miles travelled being significantly higher in the South West than the national average.

\* **APRC/36      Local Pension Board Annual Report 2018-19**

The Committee considered a report of the Director of Corporate Services (APRC/19/15) to which was appended the Local Pension Board annual report for 2018-19. The report provided information on, amongst other things, work undertaken by the Board in 2018-19; details of any areas investigated and the outcome of this; management of conflicts of interest; and identified risks and other areas of potential concern.

**RESOLVED** that the Local Pensions Board annual report for 2018-19, as appended to report APRC/19/15, be endorsed.

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

The Meeting started at 10.00 am and finished at 11.05 am



## APPRAISALS AND DISCIPLINARY COMMITTEE

(Devon & Somerset Fire & Rescue Authority)

2 August 2019

Present:-

Councillors Randall Johnson (Chair), Best, Hannaford and Vijeh (Vice-Chair).

\* **ADC/1**      **Minutes**

**RESOLVED** that the Minutes of the meeting of the Chief Fire Officer's Appraisals Panel held on 14 May 2019 be signed as a correct record.

\* **ADC/2**      **Exclusion of the Press and Public**

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

- 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).

\* **ADC/3**      **Complaint Against a Statutory Officer**

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

The Committee considered a report of the Deputy Chief Fire Officer (ADC/19/1) on a complaint received about a statutory officer of the Authority. The report:

- set out the complaint together with supporting evidence submitted by the complainant; and
- the outcome of preliminary background work into the context and substance of the complaint undertaken to assist the Committee in determining whether there was prima facie case for referring the complaint for independent investigation.

**RESOLVED**

- (a). that, having considering all the evidence before it, the view of the Committee that:
- the complaint appeared to be based on assumption and uncorroborated hearsay; whereas
  - the evidence from the preliminary background work strongly supported that the events complained of had not, in actuality, happened;
- be recorded; and

- (b). that, having applied the balance of probability to the complaint and other materials before it, the Committee determined that no prima facie case for referring the complaint for independent investigation had been established and that given this it would not be appropriate to expend the Authority's resources on so referring the complaint.

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

The Meeting started at 10.00 am and finished at 11.00 am

## RESOURCES COMMITTEE

(Devon & Somerset Fire & Rescue Authority)

4 September 2019

### Present:-

Councillors Drean (Chair), Coles (Vice-Chair), Biederman, Peart, Radford and Yabsley.

### Apologies:-

Councillor Singh

### In attendance:-

Councillor Randall Johnson (Authority Chair) - in accordance with Standing Order 38

#### \* **RC/1**      **Minutes**

**RESOLVED** that the non-restricted Minutes of the meeting held on 15 May 2019 be signed as a correct record.

#### \* **RC/2**      **Treasury Management Performance 2019-20: Quarter 1**

*NB. Adam Burleton, representing Link Asset Services - the Authority's treasury management adviser – was present for this item of business.*

The Committee received for information a report of the Director of Finance & Resourcing (Treasurer) (RC/19/15) that set out the Authority's treasury management performance relating to the first quarter of 2019-20 (to June 2019) in accordance with the Treasury Management in Public Service Code of Practice (published by the Chartered Institute of Public Finance and Accountancy's – CIPFA) and the CIPFA Prudential Code.

The report set out how this Authority was demonstrating best practice in accordance with these Codes and notably:

- That the annual treasury management strategy continued on a prudent approach, being underpinned by investment priorities based on security of capital, liquidity and yield with investment income of £0.063m in quarter 1 (to June 2019) outperforming the LIBID benchmark rate of 0.68% by 0.13bp;
- None of the Prudential Indicators (affordability limits) had been breached in quarter 1 with external borrowing at 30 June 2019 being £25.537m, forecast to reduce to £25.444m by the end of the financial year with no new borrowing undertaken.

The Committee noted that there was concern in respect of the general weakening of growth in the major world economies. The UK had seen growth of 0.5% in quarter 1 as opposed to 1.4% in 2018 with CPI inflation at around 2% although this could rise to around 4% if there was a "no deal" Brexit. There was still a lot of uncertainty as a result of Brexit and markets were suffering with potential volatility predicted for the 2<sup>nd</sup> quarter. For the UK, however, the Public Works Loan Board (PWLb) rate was at its lowest with local authorities able to borrow at 1.5%.

In response to a question in respect of further borrowing to assist the proposed new service operating model, the Director of Finance & Resourcing (Treasurer) advised that the Authority could only borrow for capital projects although this had to be within its affordability limits. The Authority was seeking to reduce its level of debt, however, and although it was much cheaper to borrow currently, provision had to be made for repayment of debt charges out of revenue with the current repayment charge being £3m per year. This was being reduced to free up funding for front line services. The Authority had prudently set aside £20m in reserves for capital projects so no new borrowing would be required within the next 5 years. The Director of Finance & Resourcing (Treasurer) advised that the Authority's Capital Strategy was available on the website for reference.

**RC/3**

### **Financial Performance Report 2019-20: Quarter 1**

The Committee considered a report of the Director of Finance & Resourcing (Treasurer) (RC/19/16) that set out the Service's financial performance during the first quarter of 2019-20 against the targets agreed for the current financial year. The report provided a forecast of spending against the 2019-20 revenue budget with explanation of the major variations.

The Committee noted that, at this early stage in the financial year, it was forecast that spending would be £0.175m (0.22%) less than budget. The Director of Finance & Resourcing (Treasurer) advised this was attributable largely to the savings on wholetime pay costs due to a high number of expected retirements during this year.

The Director of Finance (Treasurer) also explained the reasons behind the proposed budget transfers set out at Table 3 of the report.

Reference was made to the following points:

- Resourcing of hydrants installation and maintenance - there had been an increase in staffing within the hydrants team and more efficient approach had been instigated with risk based inspections to achieve safe water supplies at a total cost of about £400k per year (including staffing and supplies) and the Director of Finance & Resourcing agreed to clarify this position separately;
- costs of the Fire Service pensions - costs of the scheme were met by the Authority together with employee contributions, with the balance being funded by a central government grant. Under the 2015 Firefighters' Pension Scheme, the 'Normal Retirement Age' was increased from 50 (in the 1992 Scheme) to 60 and, because of the transition regulations, a lot of staff now had a pension split between the two schemes. The Director of Finance & Resourcing (Treasurer) stated that she had been working on a briefing on this matter for Members of Parliament which would explain the Authority's position more clearly and that she would circulate this by email to the Committee for reference;
- the terminology in Table 3 was questioned in terms of "uniformed" and "non-uniformed" staff because it was felt that it was not inclusive. However, it was reported that it was not a simple issue to resolve as there were 'front line' and 'support' staff under both Grey Book (uniformed) and Green Book (non-uniformed) conditions of employment. This made it difficult to distinguish between the two groups of employees (as required under national accounting reporting arrangements) in a way that it could be easily understood in public reports. The Finance Team was asked to review this and consider whether it was possible to make the terminology more inclusive in future reports.

## RESOLVED

- (a) That the budget transfers shown in Table 3 below be recommended to the Devon & Somerset Fire & Rescue Authority for approval;

Line Ref	Description	Debit £m	Credit £m
	<i>Transfer of budget relating to the Airwave Grant moving it to match where the income has been credited.</i>		
31	Decrease Grants and Reimbursements	0.949	
36	Increase Transfer to (from) Earmarked Reserve		(0.949)
	<i>An additional amount of grant was received to assist with the impact of the pension costs increase. It is proposed to move this to the Pensions earmarked reserve.</i>		
31	Increase Grants and Reimbursements		(0.559)
36	Increase Transfer to (from) Earmarked Reserve	0.559	
	<i>Savings from the middle management restructure were invested in Prevention and Protection activities, at 2019/20 budget setting funds were held within wholetime pay line. Transfer will move budet to the correct heading</i>		
1	Decrease Wholetime Uniformed Staff		(0.479)
3	Increase Non uniformed staff	0.400	
12	Increase Vehicle Running costs and insurances	0.035	
14	Increase Equipment and furniture	0.044	
	<i>To align on-call pay budgets to match changes to Group structure</i>		
2	Increase on-call budget (Cost Code changes only)	1.029	
2	Decrease on-call budget (Cost Code changes only)		(1.029)
		<b>3.016</b>	<b>(3.016)</b>

- (b) That the monitoring position in relation to projected spending against the 2019-20 revenue and capital budgets be noted;
- (c) That the performance against the 2019-20 financial targets be noted.

\* RC/4

### 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 Dr Sian George {Red One Ltd} and Councillors Saywell and Thomas {Authority appointed Non-Executive Directors on the Board of Red One Ltd.}) be excluded from the meeting for the following items of business on the grounds that they may involve the likely disclosure of exempt information as defined in the following paragraphs of Part 1 of Schedule 12A (as amended) to the Act:

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

\* **RC/5**      **Restricted Minutes of the Resources Committee held on 15 May 2019**

(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 Dr Sian George, [Red One Ltd.] and Councillors Saywell and Thomas [Authority appointed Non-Executive Directors on the Board of Red One Ltd.]) were excluded from the meeting).

*NB. Councillors Saywell and Thomas were present for this item in a non-voting capacity as Non-Executive Directors of Red One Ltd. (in support of Dr Sian George) but did not speak.*

**RESOLVED** that the Restricted Minutes of the meeting held on 15 May 2019 be signed as a correct record.

\* **RC/6**      **Red One Limited Financial Performance 2019-20: Quarter 1**

(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 Dr Sian George, [Red One Ltd.] and Councillors Saywell and Thomas [Authority appointed Non-Executive Directors on the Board of Red One Ltd.]) were excluded from the meeting).

*NB. Councillors Saywell and Thomas were present for this item in a non-voting capacity as Non-Executive Directors of Red One Ltd. (in support of Dr Sian George) but did not speak.*

The Committee received for information a report of the Director of Finance & Resourcing (Treasurer) and Dr Sian George (Chair of the Board of Red One Ltd.) (RC/19/17) on the financial performance of Red One Ltd. in quarter 1 of 2019-20.

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

The meeting started at 10.00 am and finished at 11.30 am

<b>REPORT REFERENCE NO.</b>	<b>DSFRA/19/16</b>
<b>MEETING</b>	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY</b>
<b>DATE OF MEETING</b>	<b>8 NOVEMBER 2019</b>
<b>SUBJECT OF REPORT</b>	<b>BUDGET VIREMENT REQUEST</b>
<b>LEAD OFFICER</b>	<b>Director of Finance and Resourcing (Treasurer)</b>
<b>RECOMMENDATIONS</b>	<i><b>That the budget transfers shown in Table 1 of this report be approved.</b></i>
<b>EXECUTIVE SUMMARY</b>	<p>The Authority's Financial Regulations require full Authority approval for any virement (movement of budget) in excess of £1m between Subjective headings (cost codes).</p> <p>Approval is now sought for the virements identified in table 1 to align pay budgets to the revised operating model and the restructure of the Training Academy.</p>
<b>RESOURCE IMPLICATIONS</b>	As indicated in the report.
<b>EQUALITY IMPACT ASSESSMENT</b>	An initial assessment has not identified any equality issues emanating from this report.
<b>APPENDICES</b>	None.
<b>LIST OF BACKGROUND PAPERS</b>	None.

## 1. **INTRODUCTION**

- 1.1. The Authority's financial regulations outline the approvals process for movement of budgets between expense code and cost code headings. The committee structure would usually allow for budget virements to be considered by the Resources Committee in order to make a recommendation to the full Authority meeting. Due to timetabling of meetings and the need to make expenditure within the new cost centre headings, the virements proposed below are being brought directly to the Fire Authority meeting on 8 November 2019. The chair of the Resources Committee has been consulted accordingly.
- 1.2. At its budget meeting on 19 February 2019, the Authority approved implementation of a new Service delivery managerial structure (Minute DSFRA/43 refers) which released £0.850m to fund investment in prevention and protection. The first virement identified in Table 1 below moves pay budgets between cost centres to the revised structure but won't change the objective (expense code) allocations.
- 1.3. The second virement relates to a revised structure at the Training Academy. This will enable the Academy to deliver the Training for Competency (T4C) model, moving from the traditional 'School' structure to a model focussed on providing a localised, risk based approach to training delivery. The new structure will also provide greater support to Service instructors by providing more time for training delivery, course preparation and continuous professional development (CPD). Again, this is a virement between cost centres and not a change of expenditure.

**TABLE 1 – BUDGET TRANSFERS**

Line Ref	Description	Debit £m	Credit £m
	To align Wholetime Uniformed Staff pay to align to the revised Service Delivery operating model.		
1	Increase Wholetime budget (Cost Code changes only)	5.100	
1	Decrease Wholetime budget (Cost Code changes only)		(5.100)
4	Increase Non-uniformed budget (Cost Code changes only)	1.919	
4	Decrease Non-uniformed budget (Cost Code changes only)		(1.919)
	To align Wholetime Uniformed Staff pay to align to the revised Training Academy delivery model.		
1	Increase Wholetime budget (Cost Code changes only)	3.400	
1	Decrease Wholetime budget (Cost Code changes only)		(3.400)
		<b>7.019</b>	<b>(7.019)</b>

## 2. **CONCLUSION**

- 2.1. The Authority is asked to approve, in accordance with Financial Regulations, the virements identified in Table 1 above.

**AMY WEBB**  
**Director of Finance (Treasurer)**



<b>REPORT REFERENCE NO.</b>	<b>DSFRA/19/17</b>
<b>MEETING</b>	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY</b>
<b>DATE OF MEETING</b>	<b>8 NOVEMBER 2019</b>
<b>SUBJECT OF REPORT</b>	<b>APPOINTMENTS TO COMMITTEES</b>
<b>LEAD OFFICER</b>	<b>Director of Governance &amp; Digital Services</b>
<b>RECOMMENDATIONS</b>	<i><b>That Councillor Tuffin be appointed to the vacancy on the Resources Committee to serve until the Authority's annual meeting in 2020.</b></i>
<b>EXECUTIVE SUMMARY</b>	<p>At its annual meeting on 7 June 2019, the Authority appointed Councillor Chaz Singh to serve on the Resources Committee until the Authority's next annual meeting in 2020.</p> <p>Councillor Singh has, however, subsequently been replaced on the Authority, leaving a vacancy on the Resources Committee. Councillor Singh's replacement is Councillor Ian Tuffin. The Authority is invited to appoint Councillor Tuffin to the vacancy on the Resources Committee to serve until the Authority's annual meeting in 2020.</p>
<b>RESOURCE IMPLICATIONS</b>	Nil.
<b>EQUALITY RISKS AND BENEFITS ANALYSIS (ERBA)</b>	Not applicable
<b>APPENDICES</b>	Nil.
<b>LIST OF BACKGROUND PAPERS</b>	Report DSFRA/19/11 to the Authority's annual meeting on 7 June 2019 (and the Minutes of that meeting).

**MIKE PEARSON**  
**Director of Governance & Digital Services**

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<b>REPORT REFERENCE NO.</b>	<b>DSFRA/19/18</b>
<b>MEETING</b>	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY</b>
<b>DATE OF MEETING</b>	<b>8 NOVEMBER 2019</b>
<b>SUBJECT OF REPORT</b>	<b>AUTHORITY BUDGET MEETING 2020 – PROPOSED CHANGE OF DATE</b>
<b>LEAD OFFICER</b>	<b>Director of Governance &amp; Digital Services</b>
<b>RECOMMENDATIONS</b>	<i><b>That the Authority approves the change in date for its 2020-21 budget meeting from Friday 21 February 2020 to 10.00hours on Tuesday 18 February 2020.</b></i>
<b>EXECUTIVE SUMMARY</b>	<p>Somerset West and Taunton Council has advised that the current date for the Authority's 2020-21 budget meeting could have significant implications for the ability of that authority (along with South Somerset District Council) to issue council tax bills in sufficient time for associated Direct Debits to be taken on 1 April 2020.</p> <p>To facilitate the timely issue of council tax bills, District Councils (as billing authorities) ideally need all preceptors (including this Authority) to have determined their budgets and council tax levels and have notified the billing authorities of this prior to the billing authorities budget and tax approval meetings.</p> <p>Somerset West and Taunton Council is scheduled to hold its budget meeting on 19 February, with South Somerset District Council's meeting scheduled for 20 February 2020.</p> <p>Calendars for this Authority's constituent authorities have been checked and in light of this, changing the date of the Authority's budget setting meeting to 10.00hours on Tuesday 18 February 2020 would be viable. This change would assist District Councils in issuing council tax bills in a timely manner and on this basis the Authority is asked to consider approving a change in date of its budget meeting for 2020.</p> <p>The Authority may wish to note that, for the reasons as outlined above, Somerset County Council has already agreed to change the date of its budget meeting to 19 February 2020.</p> <p>The implication for this Authority is that any recommendations on Council Tax levels for 2020-21 made by the Resources Committee at its meeting on 13 February 2020 may need to be reported verbally to the Authority meeting on 18 February 2020 as the statutory publication date for the agenda for the Authority meeting occurs before the date of the Resources Committee meeting.</p>
<b>RESOURCE IMPLICATIONS</b>	Nil.
<b>EQUALITY RISKS AND BENEFITS ANALYSIS</b>	N/A

<b>(ERBA)</b>	
<b>APPENDICES</b>	Nil.
<b>LIST OF BACKGROUND PAPERS</b>	Published calendars of meetings for the Devon & Somerset Fire & Rescue Authority, Devon County Council, Somerset County Council, Plymouth City Council and Torbay Council.

**MIKE PEARSON**  
**Director of Governance & Digital Services**

## **EXCLUSION OF THE PRESS AND PUBLIC**

**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).

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By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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

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