



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, 23 October, 2020

A meeting of the Devon & Somerset Fire & Rescue Authority will be held on the above date, **commencing at 10.00 am via Webex video conference** to consider the following matters.

M. Pearson
Clerk to the Authority

PLEASE NOTE This meeting will be livestreamed on the Devon & Somerset Fire & Rescue Service YouTube channel. This can be accessed by following the link below and then clicking on the Videos and Livestream buttons:

<https://www.youtube.com/dsfireupdates>

AGENDA

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

1 Apologies

2 Minutes

a Authority Budget Meeting 18 February 2020 (Pages 1 - 18)

To approve as a correct record the Minutes of the Authority Budget Meeting held on 18 February 2020 (attached).

b **Public Minutes of the Authority Extraordinary Meeting 13 March 2020**
(Pages 19 - 20)

To approve as a correct record the Public Minutes of the Extraordinary Authority Meeting held on 13 March 2020 (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) **by midday on Tuesday 20 October 2020.**

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 **Audit & Performance Review Committee** (Pages 21 - 32)

The Chair of the Committee, Councillor Healey MBE, to **MOVE** the Minutes of the meetings held on 4 March and 7 September 2020 (both attached).

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

b **Resources Committee** (Pages 33 - 54)

The Chair of the Committee, Councillor Drean, to **MOVE** the public Minutes of the meetings held on 2 July and 12 October 2020 (both attached).

RECOMMENDATION

- (i). that the recommendations at Minutes RC/32 (Financial Performance Report 2020-21 – Quarter 1) and RC/33 (Reserves Strategy 2020-21) of the meeting held on 12 October 2020 be approved; and

- (ii). that, subject to (i) above, the public Minutes of the meetings held on 2 July and 12 October 2020 be adopted in accordance with Standing Orders.

(Note: for ease of reference, a copy of report RC/20/14 [Reserves Strategy 2020-21] is appended to the Minutes of the meeting held on 12 October 2020).

(SEE ALSO AGENDA ITEM 16 BELOW).

- c** **Community Safety & Corporate Planning Committee** (Pages 55 - 58)
The Chair of the Committee, Councillor Redman, to **MOVE** the Minutes of the meetings held on 16 July 2020 (attached) and 14 October 2020 (**to follow**).
RECOMMENDATION that the Minutes be adopted in accordance with Standing Orders.
- d** **Appraisals & Disciplinary Committee** (Pages 59 - 62)
The Chair of the Committee, Councillor Randall Johnson, to **MOVE** the minutes of the meetings held on 27 July and 25 September 2020 (both attached).
RECOMMENDATION that the Minutes be adopted in accordance with Standing Orders.
- e** **Standards Committee** (Pages 63 - 64)
The Chair of the Committee, Councillor Thomas, to **MOVE** the Minutes of the meeting held on 6 August 2020.
RECOMMENDATION that the Minutes be adopted in accordance with Standing Orders.
- f** **Human Resources Management & Development Committee**
The Chair of the Committee, Councillor Hannaford, to **MOVE** the Minutes of the meeting held on 21 October 2020 (**to follow**).
RECOMMENDATION that the Minutes be adopted in accordance with Standing Orders.
- 8** **Report of Urgent Action (Standing Order 27)** (Pages 65 - 68)
Report of the Chief Fire Officer (DSFRA/20/12) attached.
- 9** **Proposed Policy on Disposal of Land** (Pages 69 - 74)
Report of the Director of Governance & Digital Services (DSFRA/20/13) attached.
- 10** **Proposed Disposal of Topsham Fire Station** (Pages 75 - 78)
Report of the Chief Fire Officer (DSFRA/20/14) attached.

- 11 **Environmental Strategy** (Pages 79 - 94)
Report of the Director of Finance & Resourcing (DSFRA/20/15) attached.
- 12 **Members' Allowances Further Considerations - Standards Committee** (Pages 95 - 102)
Report of the Director of Governance & Digital Services (DSFRA/20/16) attached.
- 13 **Additional Authority Meeting** (Pages 103 - 104)
Report of the Director of Governance & Digital Services (DSFRA/20/17) attached.
- 14 **Exclusion of the Press and Public** (Pages 105 - 106)
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 items 15 and 16**
- Paragraph 3 (information relating to the financial and business affairs of any particular person – including the authority holding that information).
- For Agenda item 17**
- Paragraph 1 (information relating to an individual); and
 - Paragraph 2 (information likely to reveal the identity of an individual).

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

- 15 **Exempt Minutes of the Authority Extraordinary Meeting held on 13 March 2020** (Pages 107 - 108)
To approve as a correct record the Exempt Minutes of the Authority Extraordinary Meeting held on 13 March 2020 (attached).
- 16 **Exempt Minutes of the Resources Committee meetings held on 2 July and 12 October 2020** (Pages 109 - 114)
The Chair of the Committee, Councillor Drean, to **MOVE** the restricted Minutes of the meetings held on 2 July and 12 October 2020 (both attached).
RECOMMENDATION that the Minutes be adopted in accordance with Standing Orders.
- 17 **Standards Arrangements - Appointment of Second Independent Person** (Pages 115 - 118)
Report of the Director of Governance & Digital Services (DSFRA/20/18) attached.

MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

Membership:-

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

Alison Hernandez (Devon & Cornwall Police & Crime Commissioner).

Sue Mountstevens (Avon & Somerset Police & Crime Commissioner).

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. **Recording of Meetings**

Given the social distancing measures introduced in response to the Covid-19 pandemic, Authority meetings will be held virtually and livestreamed on the Devon & Somerset Fire & Rescue Service YouTube channel. The meetings may also be recorded for subsequent viewing on the YouTube Channel. Any such recording does not constitute the official, Authority record of the meeting.

4. **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.

	NOTES (Continued).
	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.
5.	<u>Part 2 Reports</u> 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.
6.	<u>Substitute Members (Committee Meetings only)</u> 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.
7.	<u>Other Attendance at Committees (Standing Order 38)</u> Any Authority Member wishing to attend a meeting of a Committee of which they are not a Member should contact the Democratic Services Officer (see “please ask for” on the front page of this agenda) in advance of the meeting to obtain details of the Webex meeting invitation.