



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
(Annual Meeting)

Friday, 10th June, 2022

The Annual Meeting of the Devon & Somerset Fire & Rescue Authority will be held on the above date, **commencing at 10.00 am in the Committee Rooms at Service Headquarters** 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 Election of Chair

To elect a Chair to serve until the Authority's Annual Meeting in 2023.

3 Election of Vice-Chair

To elect a Vice-Chair to serve until the Authority's Annual Meeting in 2023.

(Note: in accordance with the Authority's Standing Orders, the Vice-Chair must be from a different appointing constituent authority than the Chair).

4 Minutes (Pages 1 - 18)

of the previous, budget, meeting held on 21 February 2022 attached.

5 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

6 Review of Constitutional Governance Framework (Pages 19 - 24)

Report of the Director of Governance & Digital Services (DSFRA/22/10) attached.

7 Schedule of Appointments to Committees and Outside Bodies (Pages 25 - 30)

Report of the Director of Governance & Digital Services (DSFRA/22/11) attached.

8 Draft Calendar of Meetings 2022-23 (Pages 31 - 36)

Report of the Director of Governance & Digital Services (DSFRA/22/12) attached.

MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

Membership:

Councillors Randall-Johnson (Chair), Best, Biederman, Brazil, Chesterton, Clayton, Coles, Cook-Woodman, Drean, Hannaford, Hendy, Kendall, Kerley, Long, McGeough, Partridge, Peart, Power, Prowse, Radford, Roome, Sellis, Shayer, Sully, Thomas (Vice-Chair) and Trail BEM.

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.

	NOTES (Continued)
4.	<p><u>Part 2 Reports</u></p> <p>Members are reminded that any Part 2 reports as circulated with the agenda for this meeting contain exempt information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s). Members are also reminded of the need to dispose of such reports carefully and are therefore invited to return them to the Committee Secretary at the conclusion of the meeting for disposal.</p>
5.	<p><u>Substitute Members (Committee Meetings only)</u></p> <p>Members are reminded that, in accordance with Standing Orders, the Clerk (or his representative) must be advised of any substitution prior to the start of the meeting. Members are also reminded that substitutions are not permitted for full Authority meetings.</p>
6.	<p><u>Other Attendance at Committees)</u></p> <p>Any Authority Member wishing to attend, in accordance with Standing Orders, 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.</p>

DEVON & SOMERSET FIRE & RESCUE AUTHORITY

(Budget Meeting)

21 February 2022

Present:

Councillors Randall-Johnson (Chair), Bown, Dr. Buchan, Chesterton, Coles, Corvid, Healey MBE, Long, Napper, Peart, Radford, Redman, Shayer and Thomas (Vice-Chair).

Apologies:

Councillors Best, Biederman, Brazil, Clayton, Drean, Hannaford, McGeough, Parker-Khan, Prowse, Roome and Scott.

DSFRA/21/31 Retiring Members

The Chair and Authority Members present paid tribute to Councillors Bown, Dr. Buchan and Corvid, for whom this would be the last Authority meeting, for their work in supporting the Authority since their appointments.

DSFRA/21/32 Minutes

RESOLVED that the Minutes of the meeting held on 10 November 2021 be signed as a correct record.

DSFRA/21/33 Questions from Members of the Authority

In accordance with Standing Order 15, Councillor Healey asked and received answers to questions relating to the proposed Community Risk Management Plan 2022-23 to 2026-27 and specifically on the provision of services from and response support to Cheddar fire station.

(See also Minutes DSFRA/21/34(d) and DSFRA/35 below).

DSFRA/21/34 Minutes of Committees

a Resources Committee

(Councillors Radford and Shayer each declared a personal, non-pecuniary interest in the Resources Committee minutes relating to Red One Ltd. performance by virtue of their being Authority-appointed non-executive directors on the Board of the Company. Neither Councillor participated in any voting in relation to these items).

The Chair of the Committee, Councillor Peart, **MOVED** the Minutes of the meetings held on 30 November 2021 and 8 February 2022.

The meeting on 30 November 2021 had considered, amongst other things, reports on:

- Treasury Management Performance 2021-22: Quarter 2;
- Financial Performance 2021-22: Quarter 2;
- Green Performance Measures; and

- Red One Performance 2021-22: Quarter 2.

The meeting on 8 February 2022 had considered, amongst other things, reports on:

- 2022-23 Revenue Budget and Council Tax levels;
- Capital Strategy;
- Capital Programme 2022-23 to 2024-25;
- Treasury Management Strategy (including Prudential Indicators and Treasury Indicators) 2022-23;
- Treasury Management Performance 2021-22: Quarter 3;
- Financial Performance 2021-22: Quarter 3; and
- Red One Performance 2021-22: Quarter 3.

RESOLVED

- (i). that the recommendations from the meeting held on 8 February 2022 and relating to:

- the Capital Strategy;
- the 2022-23 Revenue Budget and Council Tax levels;
- the Capital Programme 2022-23 to 2024-25; and
- the Treasury Management Strategy (including Prudential and Treasury Indicators) 2022-23 to 2024-25

be considered in conjunction with Minutes DSFRA/21/38 and DSFRA/21/39(a) to (c), inclusive and respectively, below; and

- (ii). that, subject to (i) above, the Minutes of the meetings held on 30 November 2021 and 8 February 2022 be adopted in accordance with Standing Orders.

(See also Minutes DSFRA/21/38, DSFRA/31/39(a) to (c) and DSFRA/44 below)

b Appointments & Disciplinary Committee

The Chair of the Committee, Councillor Randall Johnson, **MOVED** the Minutes of the meeting held on 15 December 2021 which had considered, amongst other things, the appointment of a Deputy Chief Fire Officer and Assistant Chief Fire Officer (Designate).

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

c People Committee

The Chair of the Committee, Councillor Bown, **MOVED** the Minutes of the meeting held on 27 January 2022 which had considered, amongst other things, reports on:

- Performance Monitoring 2021-22: Quarter 3;
- People Strategy Update; and
- Gender Pay Gap 2021.

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

d Community Safety Committee

The Chair of the Committee, Councillor Chesterton, **MOVED** the Minutes of the meeting held on 9 February 2022 which had considered, amongst other things, reports on:

- a proposed final Community Risk Management Plan 2022-23 to 2026-27;
- Performance against Strategic Policy Objectives 1 and 2: Quarter2, 2021-22;
- Fire engine availability;
- Home Fire Safety Visits; and
- the Committee Forward Plan 2022-23

RESOLVED

- (i). that the recommendation in relation to the Community Risk Management Plan 2022-23 to 2026-27 be considered in conjunction with Minute DSFRA/21/33 below; and
- (ii). that, subject to (i) above, the Minutes be adopted in accordance with Standing Orders.

(See also Minutes DSFRA/21/33 above and DSFRA/21/35 below)

DSFRA/21/35 Community Risk Management Plan 2022-23 to 2026-27

The Authority considered a report of the Chief Fire Officer (DSFRA/22/1) to which was appended a proposed final Community Risk Management Plan (the Plan) 2022-23 to 2026-27.

The Fire & Rescue National Framework for England required the Authority to have a Plan identifying foreseeable fire and rescue related risks faced by the communities it serves together with how it was proposed address these risks by prevention, protection and response activities.

Development of the Plan had been informed by engagement with key stakeholders, including communities served, fire and rescue service staff and the Authority. A draft Plan had been approved by the Authority for public consultation purposes at its meeting on 10 November 2021 (Minute DSFRA/21/28 refers). The consultation had commenced on 15 November 2021 and closed on 14 January 2022.

The outcome of the consultation was summarised in the report and had been reported in full to the meeting of the Community Safety Committee held on 9 February 2022, which had also considered a proposed final Plan (amended to reflect consultation feedback, where appropriate). The Committee had resolved to commend the proposed final Plan to the Authority for approval.

In debating this item, Members commented that the Plan should reflect the governance role of the Authority and refer to Service use of technical mapping data. Officers undertook to ensure that these were captured in the final published Plan.

RESOLVED that, subject to incorporation of those amendments as indicated above, the proposed final Community Risk Management Plan 2022-23 to 2026-27, as appended to report DSFRA/22/1, be approved.

(See also Minutes DSFRA/21/33 and DSFRA/21/34(d) above)

DSFRA/21/36 **Strategic Policy Objectives 2022-23**

The Authority considered a report of the Chief Fire Officer (DSFRA/22/2) to which were appended proposed Strategic Policy Objectives for the Service for 2022-23.

RESOLVED that the Strategic Policy Objectives 2022-23, as appended to report DSFRA/22/2, be approved.

DSFRA/21/37 **Medium Term Financial Plan**

The Authority considered a report of the Director of Finance, People & Estates (Treasurer) (DSFRA/22/10) to which was appended a Medium-Term Financial Plan on Authority funding, income and expenditure forecasts for the next five years, as required by the Fire & Rescue National Framework for England.

RESOLVED that the Medium-Term Financial Plan, as appended to report DSFRA/22/10, be endorsed.

(See also Minutes DSFRA/21/39(a) to (c), inclusive, below)

DSFRA/21/38 **Capital Strategy**

The Authority considered a report of the Director of Finance, People & Estates (Treasurer) (DSFRA/22/3) setting out a proposed capital strategy for the Authority, as required by the Chartered Institute of Public Finance and Accountancy Prudential Code.

The Strategy provided a high-level overview of how capital expenditure and the way it is financed contribute to the provision of services together with an overview of how associated risk would be managed and the implications for future financial sustainability. The Strategy also set out the governance processes for approval and monitoring of capital expenditure.

The Strategy was a key document for the Authority and formed part of the financial planning arrangements, reflecting the priorities of the Medium-Term Financial Plan.

The Resources Committee, at its budget meeting on 8 February 2022, had considered the strategy and resolved to commend it to the Authority for endorsement (Minute RC/21/19 refers).

RESOLVED that, as recommended by the Resources Committee budget meeting on 8 February 2022, the Capital Strategy as set out in report DSFRA/22/3 be approved.

(See also Minutes DSFRA/21/34(a) above and DSFRA/21/39(a) to (c), inclusive, below)

DSFRA/21/39 Revenue and Capital Budgets

a 2022-23 Revenue Budget and Council Tax Levels

The Committee considered a joint report of the Director of Finance, People & Estates (Treasurer) and the Chief Fire Officer (DSFRA/22/4) on the draft 2022-23 revenue budget and associated Council Tax levels.

Two options were presented, together with an accompanying budget book for each option:

- Option A: that the level of council tax in 2022-23 for a Band D property be set at £90.00, as outlined in Option A in this report, representing no increase over 2021-22 and representing a Net Revenue Budget Requirement for 2022-23 of £76.182m; or
- Option B: that the level of council tax in 2022-23 for a Band D property be set at £91.79, as outlined in Option B in this report, representing a 1.99% increase over 2021-22 and representing a Net Revenue Budget Requirement for 2022-23 of £77.289m be approved.

A one-year Local Government Finance Settlement had been announced on 17 December 2021. This indicated a Settlement Funding Assessment for the Authority of £22.551m for 2022-23, a 0.88% increase on the settlement for 2021-22 but representing a 23.33% decrease on the settlement for 2015-16. At the same time, the government had announced that the increase in council tax beyond which a local referendum would be required would be limited to 2% for 2022-23. The cost of such a referendum for this Authority was estimated to be in excess of £2.3m.

The Authority had also received a £0.445m share of the Rural Services Delivery Grant for 2022-23 together with £1.1m Section 31 grant funding to reduce the impact of the increase in social costs (National Insurance increases for employers). These sums were included as income in the proposed revenue budget.

A Net Budget Requirement of £77.289m had been identified. This included support for Service reform by increasing the total investment for the Pay for Availability system to £2.774m. Additionally, the Net Budget Requirement reflected:

- savings of £0.641m identified from scrutiny of non-operational budgets during the budget setting exercise and cashable savings from the Safer Together programme; and
- a reduction of £0.5m in the revenue contribution to capital.

Option B would enable the Net Budget Requirement to be met without a requirement to use reserves. Should budget option A be selected, however, then the Net Spending Requirement would exceed available funding by £1.106m. This shortfall could be met by a transfer from the budget smoothing reserve, but would exhaust fully that reserve.

The Medium-Term Financial Plan identified a requirement for further budget savings in 2023-24 of £5.7m (Option A - Council Tax freeze) or £3.4m (Option B - 1.99% Council Tax increase), rising to £12.4m (Option A) or £10.1m

(Option B) in 2025-26. A strategic approach to delivering required savings was being developed.

As required by Section 65 of the Local Government Finance Act 1992, non-domestic ratepayers had been consulted on proposals for expenditure. Members of the public had also been consulted. The consultation results indicated that:

- 68% of businesses agreed that it was reasonable for the Authority to consider increasing its Council Tax charge for 2022-23, with 10% disagreeing, giving a net agreement of +58%;
- 70% of residents agreed that it was reasonable for the Authority to consider increasing its Council Tax charge for 2022-23, with 8% disagreeing, giving a net agreement of +62%;

Of those agreeing that a Council Tax increase would be reasonable, 45% of businesses and 47% of residents indicated that they would support an increase of 1.99% or above.

Additionally, the consultation results indicated that:

- 64% of businesses and 66% of residents considered the Service provided good value for money; and
- 80% of businesses and 81% of residents were either very or fairly satisfied with the service provided.

Appended to the report was a statement on the robustness of the budget estimates and the adequacy of the levels of reserves and balances, as required by Section 25 of the Local Government Act 2003.

At its budget meeting on 8 February 2022, the Resources Committee had considered the contents of the report and resolved, amongst other things, to recommend that the Authority approve a level of Council Tax in 2022-23 for a Band D property of £91.79, representing a 1.99% increase over 2021-22, to secure the Net Budget Requirement of £77.289m (Minute RC/21/18 refers).

In debating this item, Members raised the issue of support for people experiencing financial difficulties. Officers undertook to explore the possibility of the Service “signposting” sources of financial support/assistance, as required, when undertaking other Service activities (e.g. home fire safety visits).

Following the debate, Councillor Dr. Buchan **MOVED**, with Councillor Corvid seconding:

“that the Authority approve budget Option A i.e. a freeze on Council Tax at the 2021-22 level (£90.00 for a Band D property) with an associated Net Revenue Budget Requirement of £76.182m”

This Motion was put to the vote and declared **LOST**, with three votes in support of the Motion but ten against.

Councillor Peart then **MOVED**, with Councillor Chesterton seconding:

“that the recommendations in report DSFRA/22/4 be approved (i.e. approving the recommendation of the Resources Committee budget

meeting for budget Option B, a level of Council Tax for 2022-23 of £91.79 for a Band D property (representing a 1.99% increase over 2021-22) and an associated net revenue budget of £77.289m”

This Motion was put to the vote and declared **CARRIED** by eleven votes in support of the Motion, with three abstentions, whereupon it was

RESOLVED

- (i). that, as recommended by the Resources Committee at its budget meeting on 8 February 2022, the level of Council Tax in 2022-23 for a Band D property be set at £91.79, representing a 1.99% increase over 2021-22, and that accordingly, a Net Revenue Budget Requirement for 2022-23 of £77,288,900 be approved;
- (ii). that, as a consequence of (i) above:
 - (A). the tax base for payment purposes and the precept required from each billing authority for payment of a total precept of £56,708,737 (Option B), as detailed on page 3 of the respective budget booklet (circulated separately with the agenda for the meeting) and reproduced in the following table, be approved;

Billing Authority	Tax Base used for Collection	Surplus/(Deficit) 2021-22 £	Precepts Due 2022-23 £	Total due 2022-23 £
East Devon	60,805.00	41,362	5,581,291	5,622,653
Exeter	37,666.00	5,694	3,457,362	3,463,056
Mendip	41,544.11	140,196	3,813,334	3,953,530
Mid Devon	29,811.41	127,032	2,736,389	2,863,421
North Devon	34,762.04	(18,469)	3,190,808	3,172,339
Plymouth City	73,830.00	(53,843)	6,776,856	6,723,013
Sedgemoor	42,016.14	110,419	3,856,661	3,967,080
Somerset West And Taunton	56,628.91	(32,227)	5,197,968	5,165,741
South Hams	39,139.70	65,000	3,592,633	3,657,633
South Somerset	60,643.62	88,700	5,566,478	5,655,178
Teignbridge	49,633.00	(18,158)	4,555,813	4,537,655
Torbay	46,194.82	(10,254)	4,240,222	4,229,968
Torridge	24,447.03	49,641	2,243,993	2,293,634
West Devon	20,687.75	42,000	1,898,928	1,940,928
TOTALS	617,809.53	537,093	56,708,736	57,245,829

(B). the council tax for each of the property bands A to H associated with the total precept of £56,708,737 (Option B), as detailed on page 3 of the respective budget booklet and reproduced in the following table, be approved:

Valuation Band	Ratio	Gov. Multiplier %	Council Tax £ p
A	6/9	0.667	61.19
B	7/9	0.778	71.39
C	8/9	0.889	81.59
D	1	1.000	91.79
E	11/9	1.222	112.19
F	13/9	1.444	132.59
G	15/9	1.667	152.98
H	18/9	2.000	183.58

(iii). that the Treasurer's Statement on the Robustness of the Budget Estimates and the Adequacy of the Authority Reserve Balances, as set out in Appendix B to report DSFRA/22/4 and attached as Appendix A to these Minutes, be endorsed.

(See also Minutes DSFRA/21/34(a) and DSFRA/21/37 above)

b Capital Programme 2022-23 to 2024-25

The Authority considered a report of the Director of Finance, People & Estates (Treasurer) (DSFRA/22/5) on the proposed Authority Capital Programme 2022-23 to 2024-25 and associated Prudential Indicators.

While the proposed programme and funding would increase the external borrowing requirement from the current level of £24.8m to £26.6m by 2024-25, the debt ratio of financing costs to the net revenue scheme, a key Prudential Indicator, would remain below the 5% maximum limit previously approved by the Authority throughout the period of the programme.

The report identified proposed expenditure on both estate and fleet capital projects over the period of the programme, with indicative expenditure (and associated Prudential Indicators) for a further two years (2025-26 and 2025-27).

There remained considerable difficulties in meeting the full capital expenditure needs for the Service and in maintaining the 5% debt ratio limit. The proposed capital programme had been constructed on the basis that revenue budget contribution to capital would be maintained in future years. Unless capital assets were further rationalised, however, there would be a need for external borrowing in 2024-25. Decisions on further spending would be subject to annual review based on the financial position of the Authority.

At its budget meeting on 8 February 2022, the Resources Committee had considered the contents of this report and resolved to recommend that the Authority approve the proposed Capital Programme 2022-23 to 2024-25 and associated Prudential Indicators (Minute RC/21/20 refers).

RESOLVED

- (i). that, as recommended by the Resources Committee (budget) meeting on 8 February 2022, the Capital Programme 2022-23 to 2024-25 and associated Prudential Indicators as detailed in report DSFRA/22/5 and summarised in Appendices B and C respectively to these Minutes be approved; and
- (ii). that, subject to (a) above, the forecast impact on the 5% debt ratio Prudential Indicator of the proposed Capital Programme from 2025-26 onwards, as indicated in the report, be noted.

(See also Minutes DSFRA/21/34(a) and DSFRA/21/38 above and DSFRA/21/39(c) below).

c Treasury Management Strategy (Including Prudential and Treasury Indicators) 2022-23 to 2024-25

The Authority considered a report of the Director of Finance, People & Estates (Treasurer) (DSFRA/22/6) detailing:

- the proposed Treasury Management Strategy (including Prudential Indicators) and investment strategy for 2022-23;
- Prudential Indicators associated with the proposed Capital Programme 2022-23 to 2024-25;
- a Minimum Revenue Provision Statement 2022-23; and
- certification that none of the Authority's spending plans would include the acquisition of assets primarily for yield.

The proposed Strategy had been prepared in accordance with the requirements of the Local Government Act 2003 and the Treasury Management Code of Practice produced by the Chartered Institute of Public Finance and Accountancy.

At its budget meeting on 8 February 2022, the Resources Committee had considered the contents of this report and resolved to recommend that the Authority approve the Treasury Management Strategy and Annual Investment Strategy 2022-23 and the Minimum Revenue Provision Statement 2022-23 (Minute RC/21/21 refers).

In debating this report, Members enquired about ethical considerations for Authority investments. The Treasurer responded that investment advice was currently provided by Link Treasury Solutions and that a report on ethical considerations could be submitted to a future meeting of the Resources Committee.

RESOLVED

- (i). that, as recommended by the Resources Committee (budget) meeting on 8 February 2022:
 - (A). the Treasury Management Strategy and Annual Investment Strategy 2022-23 as set out in report DSFRA/22/6 be approved;

- (B). the Prudential Indicators and Treasury Management Indicators as appended to the report and attached as Appendix C to these Minutes be approved; and
- (C). the Minimum Revenue Provision Statement 2022-23 as appended to the report and attached as Appendix D to these Minutes be approved;
- (ii). that, in approving the Treasury Management Strategy and Annual Investment Strategy 2022-23, continuance of the expansion of counter parties, to include subsidiary entities (subject to terms and conditions of any such arrangement being reserved to the Authority), as previously approved by the Authority at its budget meeting on 19 February 2021 (Minute DSFRA/72(c)(i) refers), be noted.

(See also Minutes DSFRA/21/34(a) and DSFRA/21/39(b) above).

DSFRA/21/40 Appointment of External Auditors

The Authority considered a report of the Director of Finance, People & Estates (Treasurer) (DSFRA/22/7) on the appointment of external auditors for the Authority in accordance with the provisions of the Local Audit and Accountability Act 2014 and the Local Authority (Appointing Persons) Regulations 2015.

The report identified the following three options for the Authority, together with the benefits and disadvantages of each option:

- direct appointment, taking account of advice from the Authority's own auditor panel (which it would need to establish);
- direct appointment, taking advice of a joint auditor panel established with another relevant authority; or
- opt-in to "appointing person" arrangements for the appointment of an external auditor.

The Authority had resolved to opt-in to Public Sector Audit Appointments for the previous compulsory appointing period 2018-19 to 2022-23 and this was recommended as the preferred option for the forthcoming compulsory appointing period 2023-24 to 2027-28.

RESOLVED that the Authority opts-in to the sector-led Public Sector Audit Appointments (PSAA) arrangements for the appointment of external auditors for the financial years 2023-24 to 2027-28 inclusive.

DSFRA/21/41 Process for Appointment of Authority Member Non-Executive Directors to the Board of Red One Ltd.

(Councillors Radford and Shayer each declared a personal, non-pecuniary interest in this matter by virtue of their being Authority-appointed non-executive directors on the Board of the Company and took no part in the voting thereon).

In accordance with Standing Order 21, Councillor Dr. Buchan had asked that the Authority consider whether the process for appointing Authority-Member non-executive directors to the Board of Red One Ltd. (the Company) represented good governance practice and value for money.

The agenda item requested by Councillor Dr. Buchan was accompanied by a report of the Director of Governance & Digital Services (DSFRA/22/8) providing officer comments to specific questions raised by Councillor Dr. Buchan and setting out legislative and constitutional considerations.

Following a discussion on this item, Councillor Dr. Buchan **MOVED**, with Councillor Thomas seconding:

“that, for future Authority-Member non-executive director appointments to the Board of Red One Ltd., the Clerk be authorised to engage an external consultancy to assess the suitability of applicants for the role and advise the Authority accordingly.”

The Motion was put to the vote and declared **CARRIED**, whereupon it was:

RESOLVED that, for future Authority-Member non-executive director appointments to the Board of Red One Ltd., the Clerk be authorised to engage an external consultancy to assess the suitability of applicants for the role and advise the Authority accordingly.

DSFRA/21/42 Localism Act 2011 - Pay Policy Statement 2022-23

The Authority considered a report of the Director of Governance & Digital Services (DSFRA/22/9) to which was attached the proposed Pay Policy Statement to operate for the Authority for the forthcoming (2022-23) financial year. The Localism Act 2011 required such a statement, setting out the Authority’s policy towards a range of issues relating to the pay of its workforce (particularly senior staff and the lowest paid employees), to be approved prior to the commencement of each financial year and published, as a minimum, on the Authority’s website.

The proposed Pay Policy Statement for 2022-23 had been updated to reflect current pay levels of senior officers but other than that was unchanged from the previous year. It was also noted, however, that the 2021-22 pay award for professional, technical and support (“Green Book”) staff was still to be finalised and that acceptance of the employers offer for a 1.75% increase could result in a change in ratio between Chief Fire Officer and the lowest paid employee from 8.6 to 1 to 8.4 to 1.

RESOLVED

- (a). that the Pay Policy Statement for the 2022-23 financial year, as appended to report DSFRA/22/9, be approved and published on the Authority’s website; and
- (b). that the Clerk be authorised to make any consequential amendments to the Statement as may be necessitated by the final 2021-22 pay award for “Green Book” staff and to publish a revised Statement, as necessary, on the Authority’s website.

DSFRA/21/43 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 (as amended) to the Act, namely information relating to the financial and business affairs of any particular person – including the authority holding that information.

DSFRA/21/44 Resources Committee (Budget Meeting) 8 February 2022 Restricted Minutes

(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).

(Councillors Radford and Shayer each declared a personal, non-pecuniary interest in the Resources Committee minutes relating to Red One Ltd. performance by virtue of their being Authority-appointed non-executive directors on the Board of the Company. Neither Councillor participated in any voting in relation to these items).

The Chair of the Committee, Councillor Peart, **MOVED** the Restricted Minutes of the budget meeting of the Resources Committee held on 8 February 2022. The Restricted Minutes address Red One Ltd. financial performance reporting for the third quarter of the current (2021-22) financial year.

RESOLVED that the Minutes be adopted in accordance with Standing Orders. *(See also Minute DSFRA/21/34(a) above).*

The Meeting started at 10.00 am and finished at 11.58 am

**APPENDIX A TO THE MINUTES OF THE DEVON & SOMERSET FIRE &
RESCUE AUTHORITY BUDGET MEETING HELD ON 21 FEBRUARY
2022**

**STATEMENT OF THE ROBUSTNESS OF THE BUDGET ESTIMATES AND THE
ADEQUACY OF THE DEVON AND SOMERSET FIRE AND RESCUE AUTHORITY
LEVELS OF RESERVES**

It is a legal requirement under Section 25 of the Local Government Act 2003 that the person appointed as the 'Chief Finance Officer' to the Authority reports on the robustness of the budget estimates and the adequacy of the level of reserves. The Act requires the Authority to have regard to the report in making its decisions.

THE ROBUSTNESS OF THE 2022-23 BUDGET

The net revenue budget requirement for 2022-23 has been assessed as £77.151 (Option B in report). In arriving at this figure a detailed assessment has been made of the risks associated with each of the budget headings and the adequacy in terms of supporting the goals and objectives of the authority as included in the Integrated Risk Management Plan and the Fire and Rescue Plan. It should be emphasised that these assessments are being made for a period up to the 31 March 2022, in which time external factors, which are outside of the control of the authority, may arise which will cause additional expenditure to be incurred. The most significant example of this is the Coronavirus pandemic. For example, the majority of On Call pay costs are dependent on the number of call outs during the year, which can be subject to volatility dependent on spate weather conditions. Other budgets, such as fuel are affected by market forces and lockdowns that often lead to fluctuations in price that are difficult to predict. Details of those budget heads that are most at risk from these uncertainties are included in Table 1 overleaf, along with details of the action taken to mitigate each of these identified risks.

Local government and the fire sector are entering a period of significant uncertainty over funding and cost pressures going forward. It is possible that further cuts of 5% in real terms may be made to fire funding which when combined with changes to the Business Rates Retention scheme and the Relative Needs Assessment Reviews could result in significant changes to available resources. Unfunded pension schemes and legal challenges over pension terms represent a significant risk to the Authority going forward. It is therefore vitally important that resourcing and investment decisions are made which minimise risks going forward to enable the Authority to be as resilient as possible in future years.

Whilst there is only a legal requirement to set a budget requirement for the forthcoming financial year, the Medium-Term Financial Plan (MTFP) provides forecasts to be made of indicative budget requirements over a five year period covering the years 2022-23 to 2026-27. These forecasts include only prudent assumptions in relation future pay awards and prices increases, which will need to be reviewed in light of pay settlements and movement in the Consumer Prices Index.

TABLE 1 – BUDGET SETTING 2022-23 ASSESSMENT OF BUDGET HEADINGS MOST SUBJECT TO CHANGE

Budget Head	Budget Provision 2022-23 £m	RISK AND IMPACT	MITIGATION
Service Delivery staff costs	56.1	There is a high level of uncertainty around future pay increases, particularly whether pay awards will be linked to a change to the Firefighter role map to include emergency medical response. Each 1% pay award is equivalent to £0.470m of additional pressure on the revenue budget.	The payment for availability reserve will support those stations which transition to the new pay model in year, funding decisions for this model will need to be considered for future years.
Fire-fighter's Pensions	2.4	Whilst net pension costs funded by the government through a top-up grant arrangement, the Authority is still required to fund the costs associated with ill-health retirements, and the potential costs of retained firefighters joining the scheme.	In establishing a Pensions Reserve an allowance has been made for a potential overspend on this budget
Insurance Costs	0.9	The Fire Authority's insurance arrangements require the authority to fund claims up to agreed insurance excesses. The costs of these claims are to be met from the revenue budget. The number of claims in any one-year can be very difficult to predict, and therefore there is a risk of the budget being insufficient. In addition some uninsured costs such as any compensation claims from Employment Tribunals carry a financial risk to the Authority.	General Reserve
Fuel Costs	0.7	This budget has been reducing year-on-year since 2020-21 in recognition of new ways of working and the green agenda	General Reserve
Treasury Management Income	(0.1)	As a result of the economic downturn in recent years, and the resultant low investment returns, the ability to achieve the same levels of income returns as in previous years is diminishing. However, the recent increase in the bank base rate has seen some recovery in the investment returns on offer. The uncertainty over future market conditions means that target investment returns included in the base budget could be at risk.	The target income has been set at a prudent level of achieving only a 0.3% return on investments. Budget monitoring processes will identify any potential shortfall and management informed so as any remedial action can be introduced as soon as possible.
Income	(1.5)	Whilst the authority has only limited ability to generate income, the budget has been set on the basis of delivering £1.5m of external income whilst setting the reliance on the Service budget for Red One Income at £0.3m. Due to economic uncertainty this budget line may be at risk and is dependent on the ability of Red One Ltd to generate income.	Budget monitoring processes will identify any potential shortfall and management informed so as any remedial action can be introduced as soon as possible. A provision for doubtful debts is available to protect the Authority from potential losses.
Capital Programme	7.0	Capital projects are subject to changes due to number of factors; these include unforeseen ground conditions, planning requirements, necessary but unforeseen changes in design, and market forces.	Capital projects are subject to risk management processes that quantify risks and identify appropriate management action. Any changes to the spending profile of any capital projects will be subject to Committee approval in line with the Authority Financial Regulations.
Revenue Contribution to Capital	1.2	This amount has been reduced considerably when compared to 2020/21 due to affordability. £0.3m of the Contribution is dependent on maintaining trading income levels, if these are not achieved the capital budget will need to be reduced by this amount	Capital programme and strategy, £17.5m Capital Reserve

THE ADEQUACY OF THE LEVEL OF RESERVES

Total Reserve balances for the Authority as at April 2021 was £45.7m made up of Earmarked Reserves (committed) of £40.4m, and General Reserve (uncommitted) of £5.3m. This will decrease by the end of the financial year as a result of planned expenditure against those reserves during the year. A General Reserve balance of £5.3m is equivalent to 7.1% of the total revenue budget, or 25 days of Authority spending, the figure is subject to a risk assessment annually.

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

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

[The Authority's Reserves Strategy is reviewed annually and is available on the website.](#)

CONCLUSION

It is considered that the budget proposed for 2022-23 represents a sound and achievable financial plan and will not increase the Authority's risk exposure to an unacceptable level. The estimated level of reserves is judged to be adequate to meet all reasonable forecasts of future liabilities.

SHAYNE SCOTT

Director of Finance, People & Estates (Treasurer)

APPENDIX B TO THE MINUTES OF THE DEVON & SOMERSET FIRE & RESCUE AUTHORITY BUDGET MEETING HELD ON 21 FEBRUARY 2022

Capital Programme 2022/23 to 2026/27									
2021/22 £000 Budget	2021/22 £000 Forecast Outturn	Item	PROJECT	2022/23 £000 Budget	2023/24 £000 Budget	2024/25 £000 Budget	2025/26 £000 Indicative Budget	2026/27 £000 Indicative Budget	
			Estate Development						
2,207	2,289	1	Site re/new build	0	0	0	0	0	
5,762	1,366	2	Improvements & structural maintenance	3,923	7,300	900	3,700	3,700	
7,969	3,655		Estates Sub Total	3,923	7,300	900	3,700	3,700	
			Fleet & Equipment						
6,403	5,923	3	Appliance replacement	3,861	4,500	2,400	1,600	2,700	
480	90	4	Specialist Operational Vehicles	820	6,000	2,200	200	0	
409	159	5	ICT Department	250	0	0	0	0	
32	0	6	Water Rescue Boats	0	0	0	0	0	
7,324	6,172		Fleet & Equipment Sub Total	4,931	10,500	4,600	1,800	2,700	
(2,600)	0	7	Optimism bias Sub Total	(1,800)	(1,800)	2,500	1,100	0	
12,693	9,827		Overall Capital Totals	7,054	16,000	8,000	6,600	6,400	
			Programme funding						
8,632	5,766	8	Earmarked Reserves:	4,189	12,417	998	0	0	
2,037	2,037	9	Revenue funds:	1,200	2,300	2,300	2,300	2,300	
0	0	10	Capital receipts:	300	0	0	0	0	
2,024	2,024	11	Borrowing - internal	1,365	1,283	1,370	2,031	1,330	
		12	Borrowing - external	0	0	3,332	2,269	2,770	
12,693	9,827		Total Funding	7,054	16,000	8,000	6,600	6,400	

The “Optimism Bias” incorporates learning that these figures will change throughout the year, the reasons for any such changes will be outlined in subsequent papers

APPENDIX C TO THE MINUTES OF THE DEVON & SOMERSET FIRE & RESCUE AUTHORITY BUDGET MEETING HELD ON 21 FEBRUARY 2022

PRUDENTIAL INDICATORS				INDICATIVE INDICATORS	
	2022/23 £m Estimate	2023/24 £m Estimate	2024/25 £m Estimate	2025/26 £m Estimate	2026/27 £m Estimate
Capital Expenditure					
Non - HRA	7.054	16.000	8.000	6.600	6.400
HRA (applies only to housing authorities)					
Total	7.054	16.000	8.000	6.600	6.400
Ratio of financing costs to net revenue stream					
Non - HRA	4.19%	3.49%	3.54%	3.83%	3.58%
HRA (applies only to housing authorities)	0.00%	0.00%	0.00%	0.00%	0.00%
Capital Financing Requirement as at 31 March	£000	£000	£000	£000 ▲	£000
Non - HRA	24,264	23,771	26,645	28,820	30,997
HRA (applies only to housing authorities)	0	0	0	0	0
Other long term liabilities	1,686	1,308	1,007	661	381
Total	25,950	25,078	27,652	29,481	31,377
Annual change in Capital Financing Requirement	£000	£000	£000	£000 ▲	£000
Non - HRA	285	(872)	2,573	1,829	1,896
HRA (applies only to housing authorities)	0	0	0	0	0
Total	285	(872)	2,573	1,829	1,896
PRUDENTIAL INDICATORS - TREASURY MANAGEMENT					
Authorised Limit for external debt	£000	£000	£000	£000 ▲	£000
Borrowing	26,071	25,553	28,535	30,455	33,240
Other long term liabilities	1,774	2,251	1,858	1,540	1,180
Total	27,844	27,804	30,393	31,995	34,420
Operational Boundary for external debt	£000	£000	£000	£000 ▲	£000
Borrowing	24,857	24,364	27,203	29,014	31,690
Other long term liabilities	1,689	2,186	1,808	1,507	1,161
Total	26,547	26,550	29,011	30,521	32,851
Maximum Principal Sums Invested over 364 Days					
Principal Sums invested > 364 Days	5,000	5,000	5,000	5,000	5,000

TREASURY MANAGEMENT INDICATOR	Upper Limit %	Lower Limit %
Limits on borrowing at fixed interest rates	100%	70%
Limits on borrowing at variable interest rates	30%	0%
Maturity structure of fixed rate borrowing during 2022/23		
Under 12 months	30%	2%
12 months and within 24 months	30%	4%
24 months and within 5 years	50%	14%
5 years and within 10 years	75%	1%
10 years and above	100%	80%

**APPENDIX D TO THE MINUTES OF THE DEVON & SOMERSET FIRE &
RESCUE AUTHORITY BUDGET MEETING HELD ON 21 FEBRUARY
2022**

MINIMUM REVENUE STATEMENT 2022-23

Supported Borrowing

The Minimum Revenue Provision will be calculated using the regulatory method (option 1). Minimum Revenue Provision will therefore be calculated using the formulae in the old regulations, since future entitlement to RSG in support of this borrowing will continue to be calculated on this basis.

Un-Supported Borrowing (including un-supported borrowing prior to 1 April 2008)

The Minimum Revenue Provision in respect of unsupported borrowing under the prudential system will be calculated using the asset life method (Option 3). The Minimum Revenue Provision will therefore be calculated to repay the borrowing in equal annual instalments over the life of the class of assets which it is funding. The repayment period of all such borrowing will be calculated when it takes place and will be based on the finite life of the class of asset at that time and will not be changed.

Finance Lease and PFI

In the case of Finance Leases and on balance sheet PFI schemes, the Minimum Revenue Provision requirement is regarded as met by a charge equal to the element of the annual charge that goes to write down the balance sheet liability. Where a lease of PFI scheme is brought, having previously been accounted for off-balance sheet, the Minimum Revenue Provision requirement is regarded as having been met by the inclusion of the charge, for the year in which the restatement occurs, of an amount equal to the write-down for the year plus retrospective writing down of the balance sheet liability that arises from the restatement. This approach produces a Minimum Revenue Provision charge that is comparable to that of the Option 3 approach in that it will run over the life of the lease or PFI scheme and will have a profile similar to that of the annuity method.

Minimum Revenue Provision will normally commence in the financial year following the one in which the expenditure was incurred. However, when borrowing to construct an asset, the authority may treat the asset life as commencing in the year in which the asset first becomes operational. It may accordingly postpone the beginning to make Minimum Revenue Provision until that year. Investment properties will be regarded as becoming operational when they begin to generate revenues.

Minimum Revenue Provision Overpayments

A change introduced by the revised MHCLG Minimum Revenue Provision Guidance was the allowance that any charges made over the statutory Minimum Revenue Provision, Voluntary Revenue Provision or overpayments, can, if needed, be reclaimed in later years if deemed necessary or prudent. In order for these sums to be reclaimed for use in the budget, this policy must disclose the cumulative overpayment made each year. Up until 31 March 2020 the total Voluntary Revenue Provision overpayments were £nil.

Agenda Item 6

REPORT REFERENCE NO.	DSFRA/22/10
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Annual Meeting)
DATE OF MEETING	10 JUNE 2021
SUBJECT OF REPORT	REVIEW OF CONSTITUTIONAL GOVERNANCE FRAMEWORK
LEAD OFFICER	Director of Governance & Digital Services
RECOMMENDATIONS	<p><i>(a) that the clarifying revision to Financial Regulations as set out at Section 3 of this report be approved;</i></p> <p><i>(b) that, subject to (a) above, the Authority's constitutional governance framework documents as listed at paragraph 1.1 of this report be endorsed; and</i></p> <p><i>(c) that the Clerk be authorised to publish all revised constitutional governance framework documents on the website.</i></p>
EXECUTIVE SUMMARY	This report sets out information on the most recent review of the Authority's constitutional governance framework documents (Standing Orders, Financial Regulations etc.), which, while not a statutory requirement, is undertaken at least annually as a matter of good practice.
RESOURCE IMPLICATIONS	Nil.
EQUALITY RISKS AND BENEFITS ANALYSIS	The contents of this report are considered compatible with existing human rights and equalities legislation.
APPENDICES	Nil.

BACKGROUND PAPERS

1. [Local Government Act 1972.](#)
2. [Localism Act 2011.](#)
3. [Local Government Association Model Councillor Code of Conduct.](#)
4. [The Fire and Rescue National Framework for England.](#)
5. [Government White Paper “Reforming Our Fire and Rescue Service”](#)

1. **BACKGROUND**

1.1 The Authority's Constitutional Governance Framework documents include, amongst other things:

- The Accountabilities, Roles and Responsibilities of Members of the Devon & Somerset Fire & Rescue Authority
- Members' Code of Conduct;
- Protocol for Member/Officer Relations;
- Policy on Gifts and Hospitality;
- Scheme of Members Allowances;
- Standing Orders;
- Committee Terms of Reference
- Financial Regulations;
- Contract Standing Orders;
- Scheme of Delegations;
- Corporate Governance Code;
- Treasury Management Policy;
- Strategy on the Prevention and Detection of Fraud and Corruption; and
- "Whistleblowing" Code (Confidential Reporting Policy).

1.2 [The Authority Constitutional Governance Framework documents may be viewed here on the website.](#)

1.3 The documents referred to above were drafted by reference to a number of sources, some statutory; some based upon "models" issued either by central government or by professional bodies (e.g. the Chartered Institute for Public Finance Accountancy – CIPFA); and others based on "best practice" documents in use by other local authorities (including combined fire and rescue authorities).

1.4 While there is no legal requirement for the documents to be reviewed, they are nonetheless reviewed, in consultation with relevant officers, at least annually to ensure that they continue to be "fit for purpose". This process does not preclude making revisions at any time to any of the documents where this might be required by changes in legislation or internal structure; or the approval of new documents to enhance the governance framework.

1.5 At its annual meeting in 2021, the Authority approved significant changes to its committee structure (including Terms of Reference) and to the following constitutional framework documents:

- Standing Orders;
- Financial Regulations;
- Scheme of Delegations;

- Corporate Governance Code;
- Protocol for Member/Officer Relations; and
- Policy on Gifts and Hospitality

2. OUTCOME OF MOST RECENT REVIEW

- 2.1 Each of the Authority’s Constitutional Framework documents have again been subject to review over the last twelve months and will continue to be subject to ongoing review with any further proposed revisions submitted to future meetings of the Authority as required.
- 2.2 Since the last review, the Government has published its White Paper “Reforming our Fire and Rescue Service”. This features as an item on the agenda for the Ordinary Meeting to follow this meeting.
- 2.3 The White Paper proposes a number of reforms which, if implemented, would impact on the Authority’s constitutional governance arrangements – specifically the Scheme of Delegations. The opportunity will be taken at forthcoming Members’ Forum meetings to consider the White Paper in detail to inform an appropriate response to the White Paper and to consider any amendments that may be required to the Authority’s constitutional governance documents.

3. FINANCIAL REGULATIONS

- 3.1. It is proposed that the financial thresholds shown in the appendix to the Financial Regulations be amended by the addition of the following words (shown highlighted and in ***bold, italics***) for clarification purposes:

Maximum Delegated Approvals (all other items of income or expenditure are reserved to the full Authority)	Treasurer	Resources Committee	People Committee
Financial Implications arising from exercise of discretions under the Local Government Pension Scheme or Firefighters Pensions Schemes, <i>where the financial thresholds indicated relate to either a one-off payment or an annual cost (as the case may be).</i> (NOTE: this is a delegation to the Chief Fire Officer)	£0.025m	N/A	£0.075m

- 3.2. Discretions under the various Firefighters' Pensions Schemes were approved by the Authority at its meeting on 7 October 2015 (Minute DSFRA/26(c)(ii) refers). At that time, it was intended that the limits referenced above should relate either to a one-off payment or an annual cost as might, for example, arise from reinstatement of a widow's pension – which is one of the discretions delegated to the Chief Fire Officer.
- 3.3. In the example cited, it is likely that the annual cost of reinstating a widow's pension would be far lower than the indicated threshold of £0.025m albeit that the cumulative cost could ultimately exceed this depending on the how long the individual survives. As this will be unknown at the time the discretion is exercised, to base the decision on a speculative cumulative cost rather than annual cost would, in essence, frustrate the intent and purpose of the delegation. For these reasons, the clarifying amendment as shown above is recommended for approval.

4. CONCLUSION

- 4.1. Given the significant revisions made last year, as indicated in paragraph 1.5, no changes are proposed for the majority of the Authority's constitutional governance documents following the most recent review. The opportunity has been taken, though, to propose a clarifying amendment to Financial Regulations to resolve a potential ambiguity.
- 4.2. The Service has a commitment to continuous improvement to achieve and sustain its stated ambition of being an "excellent" organisation. As part of this, the Authority's constitutional governance framework documents will continue to be subject to ongoing review with any further proposals for amendments being submitted as and when required. This is particularly the case in relation to the implications of the recently-published White Paper.
- 4.3. In the meantime, the Authority is asked to approve the recommendations as set out in this report.

MIKE PEARSON
Director of Governance & Digital Services

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Agenda Item 7

REPORT REFERENCE NO.	DSFRA/22/11
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Annual Meeting)
DATE OF MEETING	10 JUNE 2022
SUBJECT OF REPORT	SCHEDULE OF APPOINTMENTS TO COMMITTEES AND OUTSIDE BODIES
LEAD OFFICER	Director of Governance & Digital Services
RECOMMENDATIONS	<p><i>(a) that the Authority confirms appointments to the Committees, Member Champion roles and Outside Bodies as indicated in the Schedule at Appendix A to this report, to serve until the Authority Annual Meeting in 2023 unless otherwise indicated; and</i></p> <p><i>(b) that, having determined Committee memberships, the Authority appoints, in accordance with Standing Order 34, Chairs and Vice-Chairs to Committees, the Term of Office to be until the Authority Annual Meeting in 2023.</i></p>
EXECUTIVE SUMMARY	<p>This report invites the Authority to make appointments, for the 2022-23 municipal year, to those Committees and outside bodies as indicated in Appendix A.</p> <p>The Authority is reminded that, in accordance with Standing Order 30(2), appointments to Committees must accord with the principles of political proportionality as defined in the Local Government and Housing Act 1989 (and associated Regulations).</p> <p>The Schedule now appended reflects appointments to positions during the 2021-22 municipal year (where the Members concerned are still serving, Authority Members). It is intended to circulate a populated Schedule with proposed appointments for the 2022-23 municipal year either prior to or at the meeting.</p>
RESOURCE IMPLICATIONS	Any resource implications associated with attendance at committee and outside body appointments etc. will be met from the approved budget for Members Allowances
EQUALITY RISKS AND BENEFITS ASSESSMENT	N/A
APPENDICES	A. Schedule of Appointments to Committees and Outside Bodies.

BACKGROUND PAPERS	None.
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MIKE PEARSON
Director of Governance & Digital Services

SCHEDULE OF APPOINTMENTS TO COMMITTEES ETC. AND OUTSIDE BODIES

Note: Names shown indicate membership during the 2021-22 Municipal Year by Members still currently serving on the Authority.

PART (A) STANDING COMMITTEES

AUDIT & GOVERNANCE COMMITTEE (9 Members)

Previously Councillors Brazil (LD), Clayton (Con), Prowse (Con), Roome (LD), Thomas (Con) and 4 vacancies.

COMMUNITY SAFETY COMMITTEE (7 Members)

Previously Councillors Biederman (Ind), Chesterton (Con) (Chair), McGeough (Con), Radford (Con) and 3 vacancies.

PEOPLE COMMITTEE (7 Members)

Previously Councillors Best (LD), Hannaford (Lab), Peart (Con), Roome (LD), Thomas (Con) and 2 vacancies.

RESOURCES COMMITTEE (7 Members)

Previously Councillors Coles (LD), Drean (Con), Long (LD) McGeough (Con), Peart (Con) (Chair), Radford (Con) and Shayer (Con).

APPOINTMENTS & DISCIPLINARY COMMITTEE (4 Members)

Authority Chair (Chair) and previously Councillors Best and Hannaford. One vacancy.

APPEALS COMMITTEE (4 Members)

Previously Councillor Thomas (Con) and 3 vacancies.

(Membership must differ from that of the Appointments & Disciplinary Committee)

PART (B) OTHER AUTHORITY APPOINTMENTS

SCHEME MANAGER APPOINTMENTS TO LOCAL PENSIONS BOARD¹

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

There are currently two Scheme Manager representative vacancies on the Board. The Authority is asked to:

- (a). appoint a Member to one of the vacancies; and
- (b). confirm the re-appointment of the Director of Governance & Digital Services to the second vacancy.

EQUALITY AND DIVERSITY MEMBER CHAMPION

1 Member (currently vacant).

CLIMATE CHANGE AND SUSTAINABILITY MEMBER CHAMPION

2 Members (Councillor Clayton and one vacancy).

PART (C) APPOINTMENTS TO OUTSIDE BODIES

LOCAL GOVERNMENT ASSOCIATION (LGA)

(a) Fire Commission

2 Members – usually the Authority Chair and one other (previously Councillors Randall Johnson and Coles)

(Provisional dates of meetings in 2022-23 are indicated in the draft Calendar of Meetings).

(b) General Assembly

4 Members (usually the Authority Chair and three others) exercising the votes as shown.

<i><u>Member</u></i>	<i><u>No. votes exercised</u></i>	<i><u>(Previous Appointments)</u></i>
Authority Chair	1 Corporate and 1 Service	Councillor Randall Johnson
	1 Service	(vacancy)
	1 Service	(vacancy)
	1 Service	Councillor Thomas

(NOTE: The General Assembly is held annually. Actual attendance by an Authority Member, as an approved duty, is subject to the inclusion of fire and rescue specific items in the business to be discussed).

SOUTH WEST COUNCILS

The South West Councils brings together the 41 local authorities in the region to:

- Provide a voice for constituent local authorities on major issues affecting the South West;
- Influence Government policy as it affects the region;

- Encourage partnership working between local authorities and other organisations and agencies in the South West on policy issues where a broader regional approach is required;
- Promote the sharing of good practice.

1 Member (usually the Authority Chair)

SOUTH WEST PROVINCIAL COUNCIL

The Provincial Council is the joint negotiating machinery for the South West. It comprises the employers' side (South West Employers) and the trade union side and provides a forum for discussion, debate and negotiation on human resource issues.

The Provincial Council meets twice yearly and the Employers' side has a Management Committee, which meets three times a year to continue business.

The functions of the Provincial Council are:

- To exchange ideas with the view of increasing the understanding of the two Sides;
- To promote good industrial relations practice and training, including the development of good personnel practice;
- To undertake tasks as required by the National Joint Council;
- To establish and give legitimacy to dispute and conciliation machinery;
- To facilitate, should the need arise, the negotiation of collective agreements;
- To issue advice, as appropriate, to Local Authorities and Unions;
- To provide a forum for discussion on key strategic issues affecting Local Government industrial relations/training/personnel.

1 Member (usually, Chair of the People Committee).

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Agenda Item 8

REPORT REFERENCE NO.	DSFRA/22/12
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Annual Meeting)
DATE OF MEETING	10 JUNE 2022
SUBJECT OF REPORT	DRAFT CALENDAR OF MEETINGS 2022-23
LEAD OFFICER	Director of Governance & Digital Services
RECOMMENDATIONS	<i>That, subject to any amendments as may be indicated at the meeting, the draft Calendar of Authority Meetings for the 2022-23 Municipal Year be approved.</i>
EXECUTIVE SUMMARY	<p>Attached for consideration is a draft Authority Calendar of Meetings for the forthcoming (2022-23) municipal year.</p> <p>As in previous years, in compiling this Calendar efforts have been made to avoid obvious clashes with constituent authority meetings that may impact on Member availability. Similarly, efforts have been made (wherever practicable) to avoid holding meetings during periods of school holidays. In this respect, it should be noted that it has not been able to avoid the February 2023 date for the Authority full meeting date owing to legislative constraints, the requirement for the Authority to have all relevant information on which to base the required reports and for the Authority to have determined it's budget and specifically Council Tax precept in sufficient time to inform the billing authorities ahead of their budget meetings.</p>
RESOURCE IMPLICATIONS	N/A
EQUALITY RISKS AND BENEFITS ANALYSIS	N/A
APPENDICES	A. Draft Authority Calendar of Meetings 2022-23 Municipal Year.
BACKGROUND PAPERS	Constituent Authority Calendars of Meetings (as available).

MIKE PEARSON
Director of Governance & Digital Services

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APPENDIX A TO REPORT DSFRA/22/12

DEVON & SOMERSET FIRE & RESCUE AUTHORITY

CALENDAR OF MEETINGS 2022-23 MUNICIPAL YEAR

Please note that all meetings are held at Fire Service Headquarters, The Knowle, Clyst St George, Exeter unless otherwise indicated

DATE & TIME	MEETING
CYCLE 1	
JUNE 2022	
Friday 24 June 2022, 14.00hours	Members' Forum
JULY 2022	
Friday 8 July 2022, 11.00hours	LGA Fire Services Management Committee, Smith Square, London
Tuesday 19 July 2022, 14.00hours	Members' Forum
Friday 22 July 2022, 14:00hours	Audit & Governance Committee (AGC)
Friday 29 July 2022, 10.00hours	People Committee (PC)
School Holidays Wed 27 July – Fri 2 September 2022	
AUGUST 2022 – RECESS MONTH (NO MEETINGS)	
SEPTEMBER 2022	
Monday 5 September 2022, 10:00hours	Resources Committee (RC)
Friday 9 September 2022, 10.00hours	Community Safety Committee (CSC)
Monday 12 September 2022, 14:00hours	Chief Fire Officer's Appraisals Panel
Wednesday 14 September 2022, 14.00hours	Members' Forum
Friday 23 September 2022, 11.00hours	LGA Fire Commission, Smith Square, London
Monday 26 September 2022, 10:00hours	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
CYCLE 2	
SEPTEMBER 2022	
Friday 30 September 2022, 10.00hours	Audit & Governance Committee (AGC)
OCTOBER 2022	
Monday 10 October 2022, 10:00hours	Members' Forum
Friday 14 October 2022, 11.00hours	LGA Fire Services Management Committee, Smith Square, London
School Holidays Monday 24 to Friday 28 October	
Monday 31 October 2022, 10:00hours	People Committee (PC)

NOVEMBER 2022	
Friday 11 November 2022 10:00hours	Community Safety Committee (CSC)
Wednesday 16 November 2022, 14:00hours	Members' Forum
Wednesday 23 November 2022, 10.00hours	Resources Committee (RC)
Tuesday 29 November 2022, 10.00hours	Audit & Governance Committee (AGC)
DECEMBER 2022	
Friday 9 December 2022, 11.00hours	LGA Fire Services Management Committee, Smith Square, London
Monday 12 December 2022, 10:00hours	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
CYCLE 3	
DECEMBER 2022	
Friday 16 December 2022, 14,00hours	Members' Forum
School Holidays Monday 19 December 2022 to Monday 2 January 2023 (inclusive)	
JANUARY 2023	
Thursday 12 January 2023, 10:00hours	Members' Forum
Wednesday 18 January 2023, 14:00hours	Audit & Governance Committee (AGC)
Wednesday 25 January 2023, 10.00hours	People Committee (PC)
Friday 27 January 2023, 10.00hours	Members' Forum
Tuesday, 31 January 2023, 14.00hours	Community Safety Committee (CSC)
FEBRUARY 2023	
Monday, 6 February 2023, 10.00hours	Resources Committee (RC) (Budget Meeting)
School Holidays Monday 13 February to Friday 17 February 2023	
Wednesday 15 February 2023, 10:00hours	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Budget Meeting)
Monday 20 February 2023, 10:00hours	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Budget Meeting) (Reserve Date)
CYCLE 4	
MARCH 2023	
March 2023 – date not set	LGA Annual Fire Conference
Monday 13 March 2023, 10.00hours	Members' Forum
Monday 20 March 2023, 14:00hours	Chief Fire Officers' Appraisals Panel
APRIL 2023	
School Holidays Monday 3 to Friday 14 April 2023	
Monday 17 April 2023, 10.00hours	Audit & Governance Committee (AGC)

Wednesday 19 April 2023, 10.00hours	Members' Forum
Wednesday 26 April 2023, 10.00hours	People Committee (PC)
Friday 28 April 2023, 10.00hours	Community Safety Committee (CSC)
MAY 2023	
Thursday 11 May 2023, 10:00hours	Resources Committee (RC)
Friday 19 May 2023, 11.00hours	LGA Fire Services Management Committee, Smith Square, London
School Holidays Monday 29 May to Friday 2 June 2023	
Tuesday 30 May 2023, 14.00hours	Members' Forum
JUNE 2023	
Friday 9 June 2023, 11.00hours	LGA Fire Commission, Smith Square, London
Monday 12 June 2023, 10:00hours	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (Annual Meeting and Ordinary Meetings)

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