



**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

Minutes of the
Policy and Resources Committee
held at 1000 hours on Wednesday 14 September 2016 at the
Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury

Members present:, Cllr Peter Edge, Cllr Spencer Flower, Cllr Mollie Groom, Cllr Rebecca Knox, Cllr Garry Perkins, Cllr Christopher Rochester, Cllr Ricky Rogers, Cllr Ann Stribley, Cllr Joe Tray.

Officer attendance: CFO Darran Gunter, ACFO Ben Ansell, ACFO John Aldridge, Director of Finance and Treasurer Mr Phil Chow, Director of Service Development and Corporate Services Mr Derek James, Monitoring Officer Mr Jonathan Mair, Head of Democratic Services Mrs Jill McCrae, ACFO Mick Stead, Temporary Director of People Services Ms Kay Williams.

1 Welcome

1.1 The Chairman opened the meeting and welcomed attendees.

2 Apologies

2.2 Apologies were received from Cllr Christopher Devine, Cllr Phil Eades, Cllr Bridget Wayman.

3 Code of Conduct, Declarations of Interest and Notifications of Any Other Business

3.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the localism act.

3.2 There were none.

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4 Minutes of the Dorset & Wiltshire Fire and Rescue Authority meeting on 19 May 2016, and matters arising.

- 4.1 The chairman asked members to review and approve the minutes from the last meeting.
- 4.2 The Chief Fire Officer provided an updated on point 7.6 within the minutes updating Members on the success of the apprenticeship recruitment programme, confirming that six people had been taken on. The Chief Fire Officer went on to highlight that unfortunately responses from females were very low and confirmed that for their training the apprentices would be allocated to stations in the north and south of the Service.
- 4.3 The Chief Fire Officer also updated the meeting to confirm that the Governance Working Group had now been formed and the Chairman confirmed as Cllr Spencer Flower. He went on to advise that the first set of meetings had been set along a proposed terms of reference.
- 4.2 Members confirmed their approval of minutes with no amendments.

5 Finance Principles

- 5.1 The Director of Finance and Treasurer Mr Phil Chow gave an overview on the finance principles in preparation for the budget 2017/18. This included funding, budget requirement proposals, capital investments and how capital is funded. Mr Phil Chow explained the key finance issues for the Authority, along with the Summary of Principles and Assumptions.
- 5.2 The Chief Fire Officer highlighted that it is expected that the public sector will receive further details of its future grant settlements in the autumn budget and informed Members that there are planned meetings with Heads of Departments to discuss budget options moving forward.
- 5.3 Members queried the transformation improvement fund and any surplus funds available. The Director of Finance and Treasurer, Mr Phil Chow, informed Members that there is approximately £1.8m balance remaining for service improvement.
- 5.4 Members asked for the language to be reviewed within the report, in particular in section 5.3.7 and the use of the phrase 'earmarked reserves no longer required'. It was agreed to refer to as 'earmarked reserves – to be transferred to general balances' in future reports.
- 5.5 Members confirmed the assurance provided by the report.
- 5.6 The Chairman took Members to the recommendations of the paper and Members agreed and endorsed the Financial Principles summarised in section 7 of the report and these principles would be used in establishing the proposals for

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the 2017/18 budget and next Medium Term Financial Plan. Any decision on the precept would be made at the February meeting of the DWFRA.

5.7 **Action: Director of Finance and Treasurer to review the language used within the report, in particular in section 5.3.7 and agreed that alternative phrasing e.g. 'earmarked reserves – to be transferred to general balances' will be used in any future reference.**

5.8 **Resolved: Members agreed and endorsed the Finance Principles summarised in section 7 of the report, to be used in establishing proposals for the 2017/18 budget and next Medium Term Financial Plan.**

6 Organisational Development and Culture Plan

6.1 The Chief Fire Officer gave a presentation on the Service Transformation Programme. This outlined the proposed people and organisational development themes and programme of work which will be translated into work-streams as part of the transformational programme.

6.2 The Chief Fire Officer took Members through the workstreams within the programme and gave an explanation of each strand.

6.3 The Chairman informed Members that the Thomas Review will probably be published following the party conferences; the key issues that fall out from this review will need to be discussed by the Members of the Authority. The Chairman went on to note that the focus will be on the diversity of the Fire and Rescue Service and will be a Home Office priority.

6.4 Members asked if the terms of reference of the Thomas Review are available and requested for these to be circulated.

6.5 **Action: The Chairman to circulate the Thomas Review terms of reference to members.**

7 Date of Next Meeting

7.1 The Chairman confirmed with Members the date of the next Policy & Resources Committee meeting as 29 November 2016, at Dorset & Wiltshire Fire & Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Road, Salisbury. SP1 3NR from 10am.

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8 Exclusion of the Public

- 8.1 The Chairman addressed all attendees to confirm the closure of the meeting to the public with the following statement
- 8.2 In accordance with Section 100A (4) of the Local Government Act 1972 to exclude the press and public for the business specified below because it is likely that, if members of the public were present, there would be disclosure to them of exempt information as defined in paragraphs 3 of Part 1 of Schedule 12A to the Act.

9 Service Control Centre Update

- 9.1 The Assistant Chief Fire Officer, Mr John Aldridge, took Members through the paper.
- 9.2 **Resolved: Members confirmed that they had noted the contents of the report.**

10 Update on Potterne Disposal

- 10.1 The Chief Fire Officer took Members through the report.
- 10.2 **Resolved: Members noted the contents of the report.**

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