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**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

**Minutes of the
Dorset & Wiltshire Fire Authority
held at 10:00 hours on Thursday 23 June 2016 at the
Dorset & Wiltshire Fire and Rescue Service Headquarters, Hulse Road, Salisbury,
Wilts, SN1 3NR**

Members present: Cllr Abdul Amin, Cllr Les Burden, Cllr Steve Butler, Cllr Mike Byatt, Cllr Ernie Clarke, Cllr Ronald Coatsworth, Cllr Christopher Devine, Cllr Peter Edge, Cllr Spencer Flower, Cllr Mollie Groom, Cllr John Haines, Cllr Bob Jones, Cllr Trevor Jones, Cllr John Knight, Cllr Rebecca Knox, , Cllr Graham Payne, Cllr Garry Perkins, Cllr Christopher Rochester, Cllr Ann Stribley, Cllr Joe Tray, Cllr Bridget Wayman, ,

Cllr Nick Martin from 11.30am

Officer attendance: CFO Darran Gunter, ACFO Mick Stead, ACFO John Aldridge, Director of Financial Services Phil Chow, Head of Democratic Services and Corporate Assurance Jill McCrae, Monitoring Officer Jonathan Mair, Democratic Services Officer Marianne Taylor, HR Consultant Sue Lewis.

1 Welcome

- 1.1 The Chairman opened the meeting, and welcomed attendees including the introduction of the new member, Cllr Steve Butler.
- 1.2 The Chairman informed members of the recent death of Cllr John Wilson. She gave thanks for his work and outlined his career and attendance at youth events remarking that he was an excellent member of the former Dorset Fire Authority and a valued member of the Shadow Authority. Cllr Trevor Jones and Cllr Spencer Flower endorsed this and added that Cllr Wilson was respected for his work ethic, capacity and his devotion to service and his community. Members also stated that he was a proud person and will be greatly missed. A few moments of quiet reflection were held to honour his passing.

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2 Apologies

2.2 Apologies were received from Cllr Mark Anderson, Cllr Beverley Dunlop, Cllr Colin Jamieson, Cllr Susan Jefferies, Cllr Christopher Newbury, Cllr Malcolm Davies, Cllr Phil Eades, Cllr Ricky Rogers, ACFO Ben Ansell, Director of Corporate Services Derek James and Director of People Services Kay Williams.

3 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.

4 Minutes of Dorset and Wiltshire Fire Authority meeting on 1 April 2016

4.1 The chairman asked members to review and approve the minutes from the last meeting.

4.2 Members approved the minutes with no amendments and confirmed that there were no matters arising.

5 Appointments to outstanding Committees

5.1 The Monitoring Officer introduced the paper and asked members to approve:

- an additional two appointments to the Local Pension Board
- the appointment of Cllr Garry Perkins to the LGA Fire Commission (as the Vice Chairman of the Authority)
- the formation of a Governance Working Group to review the governance arrangements for the Authority

5.2 Members reviewed the previous discussions regarding the governance arrangements of the Authority and discussed the need for a Governance Group at this time.

5.3 The formation of a Governance Working Group to be implemented to commence and complete a review by May 2017 was proposed and seconded.

5.4 **Resolved: Cllr Graham Payne and Cllr Peter Edge be appointed to the Local Pension Board.**

5.5 **Resolved: Members confirmed the appointment of Cllr Garry Perkins to the LGA Fire Commission as the vice chair of the Fire Authority.**

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- 5.6 **Resolved: That a Governance Working Group be formed to complete a review of the Authority's governance arrangements by May 2017 and that the Group should comprise 5 members (3 Conservative, 1 Labour and 1 Liberal Democrat) to be nominated by Group Leaders.**
- 5.7 **Action: Group Leaders to provide the Monitoring Officer with nominations for the Governance Working Group.**
- 6 Review of the minutes from the Policy and Resources meeting held on 19 May 2016**
- 6.1 The Chairman asked Members to review and approve the minutes for the Policy and Resources meeting on the 19 May 2016.
- 6.2 Members reviewed Item 9, Service Control Centre, and noted the requirement for Members to receive a report providing a summary of the issues and resolves for assurance. CFO Gunter advised that a technical issue with the Capita Vision system had recently arisen but noted that the continuity arrangements for the partnership allowed for calls and mobilisation to take place on the Devon & Somerset FRS and Hampshire FRS Control Centre systems. He confirmed that a report would be produced for the Policy & Resources Committee.
- 6.3 Members reviewed Item 7, Apprenticeship Scheme, and raised a concern regarding the potential for levies to be applied to the Authority and the impact this might have on apprenticeship schemes. The Chairman confirmed that the Fire Commission are reviewing this and that the Service is looking at this at a local level.
- 6.4 CFO Gunter advised that the levy will come into force from 2017/18 and will be a percentage of the salary bill, currently estimated at £150K, he went on to advise that the Service have advertised for 6 operational apprentices.
- 6.5 Members proposed that the Authority sends a letter to MP's highlighting the importance of the Apprenticeship schemes.
- 6.6 Members queried if the allocation of Station Buddies discussed in Item 8 had been confirmed. The Head of Democratic Services and Corporate Assurance confirmed that final amendments were being made and a final list would be communicated shortly.
- 6.5 **Action: Service Control Centre review report to be produced for the Policy & Resources Committee meeting on 14 September 2016.**
- 6.6 **Action: Chairman to send a letter to MPs regarding the Apprenticeship Schemes and their importance.**
- 6.7 **Action: Final list of Station Buddies to be finalised and communicated by the Head of Democratic Services & Corporate Assurance.**

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7 Local Performance and Scrutiny Committee updates

- 7.1 CFO Gunter introduced the paper confirming that two introductory sessions had now taken place for all 4 Local Performance and Scrutiny meetings and whilst discussions at each session will be specific to the risks within that area the meetings needed to be held with a consistent approach, and suggestions were made within the recommendations of the paper. The CFO took the Members through each recommendation.
- 7.2 Members discussed the suggested agenda and confirmed their agreement for a public questions agenda item. Discussion took place regarding previous experience of open Minutes and Members agreed that the Monitoring Officer should produce informal guidance for the Chairman of each meeting, with a review of these arrangements taking place if needed and highlighting the terms of reference.
- 7.3 **Resolved: Members agreed that Local Performance and Scrutiny Committees will not recommend local targets to the Fire and Rescue Authority for emergency response in Year 1, but will monitor the effectiveness of emergency response arrangements appropriate to its area.**
- 7.4 **that the quorum at the four Local Performance and Scrutiny Committees are to be:**
- **Bournemouth and Poole 4 (in addition there must be at least one member for Bournemouth and one for Poole at the meeting for it to be Quorate)**
 - **Dorset 4**
 - **Swindon 3**
 - **Wiltshire 5**
- 7.5 **Resolved: That the standard agenda for the four Local Performance and Scrutiny Committees should be as outlined in Appendix B of the paper.**
- 7.6 **Resolved: That the four Local Performance and Scrutiny Committees should meet at a variety of locations in their areas based upon the principles of minimising cost and maximising public engagement.**
- 7.7 **Action: The Monitoring Officer to produce informal guidance for the Chairman to guide the approach towards the public questions agenda item at each of the Local Performance & Scrutiny meetings.**

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8 Safety Centre update

- 8.1 ACFO Aldridge introduced the paper advising Members that 2 meetings of the Safety Centre Working Group had already taken place and confirmed to Members that this group had reviewed and scrutinised the project plans and timeline for this project. He reminded Members of the key areas within the project plan, the lease arrangements, planning arrangements, procurement for design and build, and partnering and sponsorship and confirmed that these are all in progress and on target to be delivered on time and within budget.
- 8.2 ACFO Aldridge advised Members that the stakeholder event in May was very well attended and a success. He also said that interest had been received from Oxfordshire Fire and Rescue Service and Royal Berkshire Fire and Rescue Service with engagement underway with both.
- 8.3 Cllr Garry Perkins provided further assurance to Members of the progress of work and advised that a full project plan is available via ACFO Aldridge which provides the timeline of work to ensure the operation of the Safety Centre in March 2018.
- 8.4 Members requested for a financial matrix to be reported at the next Authority meeting.
- 8.5 Members expressed their thanks to the Safety Centre project team for their hard work and dedication to the project.
- 8.6 **Action: ACFO Aldridge to provide a financial matrix as part of the Safety Centre update at the next Authority meeting.**

9 Funding for Youth Intervention and Education programmes

- 9.1 ACFO Stead introduced the paper and explained the current programmes run by the legacy Service's and how they differ. He also advised of the successes and comments from partner organisations on the work undertaken with vulnerable young people.
- 9.2 Members queried the on-going budget allocations for the continuation of work. ACFO Stead confirmed that the funds were agreed at the Policy & Resources meeting on the 19 May for this year and that a report for further years will be brought back to the Authority at a later date.
- 9.3 Members showed their support for the youth intervention work undertaken by the Service and queried the potential for support from Local Area Boards. CFO Gunter highlighted that there may be scope within the new apprenticeships levy, which will be something the Service will look into. He also confirmed that the Service would look into options with the Local Area Boards.

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9.4 **Resolved – That the decision made at the Policy and Resources Committee on the 19 May 2016 be endorsed and that the use of £100,00.00 (one hundred thousand pounds) from general balances be agreed to ensure the Youth Intervention and Education programmes for 2016/17 can be delivered.**

9.5 **Action: Officers to undertake a full review during 2016 and provide a report to the Authority to include proposals for a sustainable and effective delivery model for future years.**

10 Primary Authority Scheme

10.1 ACFO Stead introduced the paper explaining the purpose and provided an explanation of the regulation and background of the Primary Authority Scheme.

10.2 Members queried the capacity of the team to carry out this work and were assured by ACFO Stead who confirmed capacity had been measured.

10.3 **Resolved: That a Primary Authority Scheme in partnership with the RNLI be agreed and that officers be authorised to finalise the Memorandum of Understanding to that effect.**

11 Staff Transition Outcome

11.1 CFO Gunter introduced HR Consultant Ms Sue Lewis who has been working closely on the combination for about a year and highlighted to Members that the projected savings originally identified for the staff transition had been achieved

11.2 Ms Sue Lewis gave Members a summary of the progress of the staff transition, which included the new structure, pay and grading work and slotting and matching process. Ms Lewis advised Members that the representative body engagement throughout this process had been positive and noted that there were still a number of vacancies yet to fill, which was a current focus of the HR teams

11.3 **Resolved: Members endorsed the work, understood and noted the outcome of the corporate staff transition process associated with the combination.**

12 Fire and Rescue Authority Efficiency Plans

12.1 The Director of Finance introduced the paper and the option to put in place a 4 year efficiency plan and the offer of a 4 year settlement. He went on to confirm to Members the well-established arrangements already in place due to the combination work. He also referred to the additional work that would be required if a decision was made to apply for this settlement, highlighting the submissions deadline of 14 October 2016 and the requirement for the draft efficiency plan to come to the Authority meeting in September.

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- 12.2 Members discussed the paper and raised some concerns over local planning and development proposals which had come to their attention. The Chairman confirmed that she would write to Wiltshire Council to ask that the Authority be included in documents which relate to proposals for their assets.
- 12.3 Members discussed the role of the Member Champion and their involvement. CFO Gunter advised that the roles under each area would vary due to requirements and that he would ask the members of the Strategic Leadership Team (SLT) to contact the relevant Member Champions and arrange an initial meeting.
- 12.4 Members confirmed their approval and endorsement of the efficiency plan proposal and the confirmed the need for the draft plan to be brought back to the Authority at their meeting in September.
- 12.5 **Resolved: That the application for a four year funding allocation and a draft efficiency plan be considered by the Finance and Audit Committee on 21 September 2016 before being put to the Authority for approval on the 29 September 2016.**
- 12.6 **Action: Chairman to write to Wiltshire Council regarding recent public reports including the Authority's assets.**
- 12.7 **Action: SLT to arrange meetings with member champions attached to their responsibilities.**

13 National Fire and Rescue Service Governance

- 13.1 The Chairman apologised to Members for the delay in this paper reaching them.
- 13.2 CFO Gunter asked Members to give him a clear steer for his response to the Home Office on issues associated to the role of Police and Crime Commissioners and the proposal for their involvement within Fire and Rescue Authorities.
- 13.3 CFO Gunter went on to advise that the Policing & Crime Bill is anticipated to gain royal assent later this year. It will place a statutory duty on Police, Fire and Ambulance services to work closely together and to enable the Police & Crime Commissioner to make a case for engaging with the Fire and Rescue Services.
- 13.4 The Chairman advised Members that an Officer from the Home Office would be meeting with her and the CFO and that prior to this she wished to know the Authority's views.

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13.5 Members discussed the paper, along with the speech made by the Rt Hon Theresa May, MP and letter from Rt Hon Mike Penning, MP. Points were raised regarding the separate cultures of the Police and Fire and public expectations and relationships with both. Members expressed concern about the costs to run a PCC as against the costs of a Fire and Rescue Authority and where the capacity would come from within the PCCs. Points were also raised in regard to the synergy between fire and ambulance and partnership working with health, along with highlighting the success of the Dorset and Wiltshire Combination.

13.6 The Chairman confirmed that her response would reflect Members' comments.

13.7 **Action: The Chairman to write to the Home Office providing a response to include the areas highlighted by Members of the Authority.**

14 Date of next meeting

14.1 The Chairman confirmed the date of the next Fire Authority meeting as 10am on Thursday 29 September 2016 DWFRS, Five Rivers Health & Wellbeing Centre, Hulse Road, Salisbury, SN1 3NR

14.2 Members asked that their congratulations are passed on to Watch Manager Mark Evans for his MBE in the honours list, for his work with youth engagement. CFO Gunter agreed this was a thoroughly deserved recognition.

14.3 **Action: CFO Gunter to pass on a message of congratulations to Watch Manager Mark Evans.**

15 Exclusion of the Public

The Chairman addressed all attendees to confirm the closure of the meeting to the public with the following statement:

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.

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16 Item of Urgency – Property Rationalisation

- 16.1 CFO Gunter provided Members with an update on the property rationalisation currently underway and the previous agreement for the disposal of the Manor House at Potterne.
- 16.2 CFO Gunter advised Members of the consultants' feedback regarding the Manor House at Potterne, including the sale potential and suggested time frame and asked Members for their approval to progress with this.
- 16.3 Members agreed that subject to a second valuation they would delegate authority to CFO Gunter to enable disposal of the Manor House at Potterne.
- 16.4 **Resolved: That CFO Gunter be authorised to continue with the disposal of the Manor House at Potterne.**
- 16.5 **Action: Prior to disposal CFO Gunter to obtain a second valuation for the Manor House at Potterne.**

Closed at 1.50pm