

# DRAFT

## **Minutes of a meeting of the Leicester, Leicestershire and Rutland Combined Fire Authority, held at the Leicestershire Fire and Rescue Service Headquarters on Wednesday, 9<sup>th</sup> December 2015.**

### **PRESENT**

Cllr D Bajaj	Cllr H Bhavsar
Cllr K Bool	Mr S Bray CC
Mr M Charlesworth CC	Mr J Coxon CC
Mrs J Fox CC	Mr G Hart CC
Mr T Kershaw CC	Ms B Newton CC
Mr R Shepherd CC	Mrs C Radford CC
Mr N Rushton CC (Chairman)	Cllr K Singh Johal
Sir Peter Soulsby (Vice Chairman)	Cllr A Thalukdar
Mr M Wyatt CC	

### **OFFICERS**

Mr R Chandler	Chief Fire and Rescue Officer
Mr S Lunn	Deputy Chief Fire and Rescue Officer
Mr A Brodie	Assistant Chief Fire and Rescue Officer
Ms A Greenhill	Treasurer
Mr A James	Deputy Monitoring Officer
Mrs J Green	Member Services Co-ordinator

### **ATTENDEES**

Mr N Jones	Internal Audit, Leicestershire County Council
Mr M Davis	Internal Audit, Leicestershire County Council

#### **1. Apologies for absence**

There were no apologies.

**2. To receive declarations by members of interests in respect of items on this Agenda**

None.

**3. Urgent Business**

None.

**4. Chair's Announcements**

The Chairman announced that the first meeting of the Pension Board will take place on Wednesday, 13<sup>th</sup> January 2016 and be held at Fire Service Headquarters.

Following receipt of numerous letters in respect of Western Fire Station, the Chairman confirmed that the Chief Fire and Rescue Officer would be responding on his behalf and any further communications should therefore be forwarded to him.

**5. Public Participation/CFA Rules of Procedure Rule 9 – Member Questions**

In line with the provisions set out in the Constitution the Chair of the FBU (Fire Brigades Union), Gavin Lynch was invited to address the Combined Fire Authority (CFA).

Mr Lynch wished to express the FBU's opinion in respect of Item 11 on the Agenda by addressing the inference that the referenced over establishment was in any way the fault of the FBU. He wished it to be noted that the FBU had adopted a positive approach in a bid to avoid the need for compulsory redundancies.

**6. To confirm the Minutes of the Meeting of the Combined Fire Authority held on 24<sup>th</sup> September 2015 as a correct record.**

**RESOLVED:**

The Minutes of the Meeting of the CFA on 24<sup>th</sup> September 2015 be confirmed as a correct record subject to Minute 11 - Towards 2020: Integrated Risk Management Proposals being amended to show that this item was subject to a recorded vote and to include the names of the members who voted for and against the resolution.

**7. Revised Governance Structure for the Combined Fire Authority**

The Deputy Monitoring Officer presented this report to the CFA.

It was moved by the Chairman, seconded by Sir Peter Soulsby and carried that the CFA

a) notes that the Monitoring Officer has agreed to terminate his

employment with the Authority.

- b) agrees that, whilst there is no legal requirement for a written Constitution, as a matter of good practice, it is appropriate that the CFA adopts a Constitution
- c) agrees to adopt the amendments to the Constitution set out in the document attached to the report of the Chief Fire and Rescue Officer which give effect to the CFA decisions of 9<sup>th</sup> July 2015 subject to reference to "Chairman" being replaced with references to "Chair"
- d) notes that in accordance with the terms of the revised Constitution, Andrew James, the County Solicitor of Leicestershire County Council will become CFA's Monitoring Officer with effect from 9<sup>th</sup> December 2015, with Kamal Adatia, the Leicester City Council's Monitoring Officer being appointed as the CFA's Deputy Monitoring Officer.
- e) notes that in accordance with the terms of the revised Constitution Alison Greenhill, the CFA's Treasurer will take over the role of Scheme Manager for the Firefighters' Pension and Compensation Schemes from the Monitoring Officer.
- f) agrees that the CFA should have responsibility for decisions in relation to terms and conditions of employment for statutory officers acting on advice from the Employment Committee
- g) agrees that the Employment Committee and the Corporate Governance Committee should each comprise 9 members constituted as per Appendix 2 to the report of the Chief Fire and Rescue Officer but that this be subject to review in 6 months' time.
- h) notes that further amendments to the Constitution will be required in the event of a joint Pension Board being established.
- i) agrees to the Chief Fire and Rescue Officer undertaking a review of the Constitution annually.

## **8. IRMP Consultation Update**

The Chief Fire and Rescue Officer presented this report explaining the methodology and progress associated with the 10 week public consultation on the 2016 Integrated Risk Management plan (IRMP) proposals.

### **RESOLVED:**

The CFA notes the content of the report and agrees to receive a detailed report on the outcome of the consultation and a response thereto in February 2016.

## **9. Fire Brigade Union Facilities Agreement**

The Chief Fire and Rescue Officer presented an update report on the FBU Facilities Agreement and sought the CFA's approval to negotiate a new

arrangement within certain parameters.

**RESOLVED:**

The CFA:

- a) Notes the current position with the FBU Facilities Agreement.
- b) Agrees to the need to negotiate a new arrangement: and
- c) Delegates authority to the Chief Fire and Rescue Officer to determine the final terms in line with paragraph 4.6 of the report.

**10. State Aid Challenge**

The CFA received a report from the Chief Fire and Rescue Officer on use of the CFA logo by Forge Health Limited.

**RESOLVED** It was moved by the Chairman, seconded by Sir Peter Soulsby and unanimously carried that an annual charge of £100 for the use of the CFA name and logo be made to Forge Health Limited.

**11. Mid-Year Financial Monitoring and Treasury Management**

The Treasurer presented this report which covered the capital and revenue budgets as at the financial period 7 which ended on the 31<sup>st</sup> October 2015.

Members wished to have their gratitude noted to all Officers and Young People involved in the Prince's Trust Team over the years.

**RESOLVED:**

The CFA:

- a) Notes the capital and revenue budget position as at the end of October 2015.
- b) Notes the ongoing savings of £638,230 which are included in the Medium Term Financial Strategy.
- c) Agrees the virement of budgets to reflect the closure of the Prince's Trust Team and the transfer of £150,710 from the Prince's Trust Earmarked Reserve to the General Reserve to meet all ongoing expenditure, reduced income and redundancy costs.
- d) Agrees the transfer of £500,000 from the ongoing savings arising from the 2014/15 underspend to the Redundancy Earmarked Reserve.
- e) Agrees the transfer of a further £200,000 from the forecast underspend in 2015/16 to earmarked reserves to cover future redundancy/over-establishment costs.
- f) Agrees that £18,700 for Website Development and £16,500 for the IRMP Workload Modeller is to be added to the 2015/16 Capital Programme

and funded through revenue contributions.

g) Notes the mid-year Treasury Management review.

**12. External Audit Annual Audit Letter 2014-15**

The Treasurer presented PricewaterhouseCoopers' (PwC's) Annual Audit Letter 2014/15 along with an addendum on outstanding matters from the main report presented to the CFA in September 2015.

**RESOLVED:**

The CFA notes the External Audit Annual Audit Letter and Addendum.

**13. Internal Audit Reports – Item 14 on the Agenda**

Neil Jones, Head of Internal Audit Services, Leicestershire County Council presented this report to the CFA.

**RESOLVED:**

The CFA notes the outcomes and recommendations of the Internal Audit Reports.

**14. Annual Internal Audit Report 2014-15 - Item 13 on the Agenda**

Neil Jones, Internal Audit, Leicestershire County Council presented this report.

**RESOLVED:**

The CFA notes the Annual Internal Audit Report for 2014/15.

**18. Date of Next Meeting**

This was confirmed as **Wednesday** 10<sup>th</sup> February 2016 at **11.00am**. Group briefings to commence at 10.30am.

**9<sup>th</sup> December 2015**  
**11:00 – 11:35**

**CHAIR**