

DRAFT

Minutes of a meeting of the Leicester, Leicestershire and Rutland Combined Fire Authority, held at Leicester City Council, City Hall, Charles Street, Leicester on Thursday 28th September 2017.

PRESENT

Mr P Bedford CC	Ms B Newton CC
Cllr K Bool	Mr N Rushton CC (Chairman)
Mr M Charlesworth CC	Mr J Poland CC
Cllr M Chohan	Mrs B Seaton CC
Mr D Harrison CC	Cllr K Singh Johal
Mr J Kaufman CC	Mr D Slater CC
Mr B Liquorish CC	Sir P Soulsby (Vice Chairman)
Cllr K Master	Cllr A Thalukdar

OFFICERS

Mr S Lunn	Chief Fire and Rescue Officer
Mr R Taylor	Assistant Chief Fire and Rescue Officer
Mr A Brodie	Assistant Chief Fire and Rescue Officer
Ms A Greenhill	Treasurer
Ms L Haslam	Monitoring Officer
Mrs J Green	Committee Support Officer

1. Apologies for absence

Apologies were received from Mr S Bray CC and Mr M Wyatt CC.

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

None.

3. Item 4 on the Agenda: Chairman's Announcements

The Chairman informed the CFA that he had received notification from the Chief Fire and Rescue Officer Steve Lunn of his wish to retire at the end of December.

4. Item 3 on the Agenda: Urgent Business

The Chairman, following consultation, agreed to take an urgent item report on the Retirement of the Chief Fire and Rescue Officer and Interim Arrangements as the last item on the Agenda.

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

None

6. To confirm the Minutes of the Meeting of the Combined Fire Authority held on 21st June 2017 as a correct record.

RESOLVED:

The CFA confirmed the Minutes of the Meeting of the CFA on 21st June 2017 as a correct record.

7. To consider the Minutes of the Corporate Governance Committee meeting held on 13th September 2017

RESOLVED:

The CFA noted the Minutes of the meeting of the Corporate Governance Committee held on 13th September 2017.

8. Statement of Accounts and Annual Governance Statement 2016/17

The Treasurer presented the External Auditor's opinion on the CFA's financial statements and to submit the 2016/17 Statement of Accounts for approval and to present the Annual governance Statement for approval and publication with the final Statement of Accounts.

Helen Brookes, External Auditor, KPMG was welcomed to the meeting to offer her comments and opinion on the audit.

The recommendations were moved and agreed.

RESOLVED:

The CFA:

- a) Noted the ISA 260 report presented by KPMG
- b) Approved the Letter of Representation
- c) Agreed the Statement of Accounts 2016/17
- d) Approved the Annual Governance Statement 2016/17

9. Business Rates Retention – Pilot

The Treasurer presented this report to advise the CFA of the Government's request for bids to pilot 100% business rates retention.

The recommendations were moved and agreed.

RESOLVED:

The CFA:

- a) Authorised to delegate the decision to bid to the Chief Fire and Rescue Officer (CFO) and Treasurer, in consultation with the Chairman and Vice Chairman.
- b) Authorised to delegate to the CFO and Treasurer, in consultation with the Chairman and Vice Chairman, the taking of any future decisions about the Authority's membership of the business rates pool.

10. Policing and Crime Act 2017: Governance Issues

The Monitoring Officer updated the CFA on governance issues following the implementation of the Policing and Crime Act 2017.

The CFA were very supportive of all collaborative working opportunities available.

RESOLVED:

The CFA noted the contents of the report.

11. Operational Update

The CFO updated the CFA in respect of key operational developments that have occurred during this calendar year to date.

The CFA acknowledged that the contents of the report were very useful and asked that regular updates continue to be presented.

RESOLVED:

The CFA noted the contents of the report.

12. Date of Next Meeting

This was confirmed as **Monday**, 11th December 2017 to be held at Leicestershire County Council. Further details to follow.

Future CFA Meeting Dates:

7 February 2018

13. Urgent Item – Retirement of the CFO and Interim Arrangements

The Monitoring Officer presented this report. The report informed of CFO Lunn's intention to take retirement at the end of December 2017, advised of the interim arrangements proposed and further advised of the proposed arrangements to be put into place to recruit to the Post of Chief Fire and Rescue Officer.

RESOLVED:

The CFA:

- a) Noted the resignation of Mr Lunn, the CFO and Chief Executive to take effect on 31st December 2017
- b) Offered the current Assistant CFOs, Mr Andrew Brodie and Mr Rick Taylor the opportunity to apply for the post of Interim Chief Fire and Rescue Officer to commence on 1st January 2018 for a period of six months or until such time as a permanent appointment is made
- c) Requested the Chief Executive of the Leicestershire County Council and the Chief Operating Officer of the Leicester City Council to support the Interim Chief Fire and Rescue Officer by undertaking the role of Chief Executive commencing on 1st January 2018 for an interim period of six months or until such time as a permanent appointment is made.
- d) Requested the Interim Chief Fire and Rescue Officer and Interim Chief Executive(s) to work in their new roles alongside Mr Lunn with effect from 1st November 2017 in order to facilitate a smooth handover and transition
- e) Noted the proposed arrangements for the appointment of a new Chief Fire and Rescue Officer and Chief Executive and agreed to appoint a panel comprising of the following members to serve on the Employment Panel (Appointment of CFO):

Conservative	Labour	Liberal Democrat
Mr N Rushton	Sir Peter Soulsby	to be advised
Cllr K Bool	Ms B Newton	
- f) Authorised the Employment Panel to consider and agree the following:-
 - i) The engagement of external consultants to assist it with the recruitment and interview process
 - ii) A revised job description and person specification for the post
 - iii) The interview process including the type of tests and assessments to be undertaken; and to make recommendations to the CFA regarding the appointment of a new Chief Fire and Rescue Officer.
- g) Authorised the Chairman and Vice Chairman of the CFA to agree an appointment to the post of Interim Chief Fire and Rescue Officer following advice from the Interim Chief Executives.

28th September 2017
10.00 am – 10.28 am

CHAIRMAN