

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 22nd June 2016.

PRESENT

Cllr D Bajaj	Mr P Lewis CC
Cllr H Bhavsar	Mrs C Radford CC
Cllr K Bool	Mr N Rushton CC (Chairman)
Mr S Bray CC	Mr R Sharp CC
Mr M Charlesworth CC	Cllr K Singh Johal
Mrs J Fox CC	Mr D Snartt CC
Mr G Hart CC	Sir P Soulsby (Vice Chairman)
Mr A Kershaw CC	Cllr A Thalukdar

OFFICERS

Mr S Lunn	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	Member Services Co-ordinator

1. Election of Chair

The Monitoring Officer invited nominations for the position of Chairman.

It was moved by Sir Peter Soulsby and seconded by Mr P Lewis CC that Mr N Rushton CC be elected Chairman of the Combined Fire Authority (CFA).

There being no other nominations, the Monitoring Officer declared Mr N Rushton CC elected as Chairman of the CFA.

Mr N Rushton CC – in the Chair

2. Election of Vice Chair

It was moved by Mr N Rushton CC and seconded by Mrs C Radford CC that Sir Peter Soulsby be elected Vice Chairman of the CFA.

There being no other nominations, the Chairman declared Sir Peter

Soulsby elected as Vice Chairman of the CFA.

3. Apologies for absence

Apologies were received from Mr M Wyatt CC.

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

None.

5. Urgent Business

None.

6. Chairman's announcements

The Chairman along with Sir Peter Soulsby and the Chief Fire Officer (CFO) are to commence informal meetings which will be held Fire Stations in various locations around the City and County. The first is to take place at Central Fire Station on the 8th July. A parliament representative local to each meeting area will be invited to attend. Future meetings are planned at Fire Stations in the Loughborough and Hinckley and Bosworth areas. Members local to each of these areas are most welcome to attend.

To try and encourage more public awareness and attendance at meetings the Chairman informed Members that he intended to hold future meetings of the Combined Fire Authority (CFA) as follows:

29th September 2016 – Rutland County Council

14th December 2016 – Leicestershire County Council

8th February 2017 – Leicester City Council

Annual Meeting 2017 Date to be confirmed – Fire Service Headquarters

A formal invitation to observe these meetings will be extended to the Police and Crime Commissioner.

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

None

8. To confirm the Minutes of the Meeting of the Combined Fire Authority held on 10th February 2016 as a correct record.

RESOLVED:

The CFA confirmed the Minutes of the Meeting of the CFA on 10th February 2016 as a correct record.

9. To consider the Minutes of the Corporate Governance Committee meeting held on 23rd March 2016

RESOLVED:

The CFA noted the Minutes of the meeting of the Corporate Governance Committee.

10. Membership, Nominations and Appointments

RESOLVED:

The CFA agreed the following nominations and appointments for 2016/17:

Corporate Governance Committee

4 Conservative, 4 Labour and 1 Liberal Democrat

Mrs Radford CC, Mr Kershaw CC, Mr Shepherd CC, Ms B Newton CC, Mr Wyatt CC, Cllr Bool, Cllr Thalukdar, Cllr Bhavsar and Cllr Bajaj.

Employment Committee

4 Conservative, 4 Labour and 1 Liberal Democrat

Mr Coxon CC, Mr Hart CC, Mr Shepherd, Mrs Fox CC, Mr Charlesworth CC, Cllr Bool, Cllr Thalukdar, Cllr Bhavsar and Cllr Bajaj

Equality Champion

Ms B Newton CC

11. Urgent Action Procedure and Appointment of the Chief Fire and Rescue Officer

The Monitoring Officer presented this report to advise the CFA a member-reserved decision made under the Urgent Action Procedure (UAP) to enter into a settlement agreement with the CFO and appoint an interim acting CFO along with options for the appointment of a new CFO.

The recommendations were moved and carried.

RESOLVED:

The CFA approved the appointment of 5 Members to serve on the Employment Committee to appoint a new CFO with delegated powers to:

- a. Agree the engagement of external consultants to assist it with the recruitment and interview process
- b. Agree a revised job description and person specification for the post
- c. Agree 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 CFO.

12. Appointment of the Monitoring Officer

This report was presented to the CFA to advise of the appointment of a

new Monitoring Officer following the retirement of the previous post holder.

The recommendation was moved and carried.

RESOLVED:

The CFA noted the retirement of the CFA's Monitoring Officer, Andrew James and following consultations with the Chairman and Vice Chairman have appointed Lauren Haslam as the new CFA Monitoring Officer.

13. Revenue and Capital Outturn 2015/16

The Treasurer informed the CFA of the final revenue and capital outturn figures for 2015/16. Following an external audit review the final Statement of Accounts will be presented for approval by the CFA at its September 2016 meeting.

The recommendations were moved and carried.

RESOLVED:

The CFA:

- a. Noted the revenue and capital final outturn position for 2015/16.
- b. Agreed the revenue (£118k) and capital (£711k) carry forward proposals.
- c. Agreed that the net revenue saving (after carry forwards) of £1.32m, is transferred to the Management of Change earmarked reserve.
- d. Approved the delegated authority to the CFO in conjunction with the Treasurer and Chairman to utilise funds in the Management of Change earmarked reserve on projects which will improve the efficiency of the service or enable savings to be progressed.

14. Draft Efficiency Plan, 2015/16 to 2019/20

The Treasurer presented this report to seek the CFA's approval to the proposed Efficiency Plan.

The recommendations were moved and carried.

RESOLVED:

The CFA:

- a. Approved the Efficiency Plan as described in this report
- b. Accepted the Government's offer of a four year finance settlement
- c. Delegated authority to the Treasurer (in consultation with the Chairman and Vice Chairman) to amend this plan to reflect Home Office guidance and the views of consultees, before it is submitted

to the government.

- d. Noted that progress in delivery of the plan will be published annually.

15. Braunstone Blues Partnership Agreement

The CFO presented the draft Partnership Agreement relating to the Braunstone Blues project to the CFA.

The recommendations were moved and carried.

RESOLVED:

The CFA:

- a. Noted the approach, scope and timeframe for the project
- b. Agreed that, the CFO be authorised to sign the agreement on behalf of the CFA when it is finally complete.

16. Spending Reviews

This report was presented to the CFA detailing the approach and timeframe for conducting the three spending reviews agreed by the CFA.

The recommendations were moved and carried.

RESOLVED:

The CFA:

- a. Noted the approach, scope and timeframe for each of the three spending reviews
- b. Noted that the outcome of the reviews will be reported to the CFA
- c. Agreed that, where 'quick win savings' are identified, the CFO be authorised to implement such changes as long as these have no adverse effect on the delivery of services.

17. Calendar of Meetings for the Municipal Year 2016/17

RESOLVED:

The CFA approved the proposed schedule of dates for the 2016/17 Municipal Year.

13. Date of Next Meeting

This was confirmed as **Thursday**, 29th September 2016 to be held at Rutland County Council. Further details to follow.

22nd June 2016

09:30 – 09:54

CHAIRMAN