

DRAFT

Minutes of a meeting of the Leicester, Leicestershire and Rutland Combined Fire Authority, held at Rutland County Council, Catmose Park Road, Oakham on Thursday 29th September 2016.

PRESENT

Cllr D Bajaj	Cllr K Master (Deputy Vice Chairman)
Cllr H Bhavsar	Ms B Newton CC
Cllr K Bool	Mrs P Posnett CC
Mr S Bray CC	Mrs C Radford CC
Mr M Charlesworth CC	Mr N Rushton CC (Chairman)
Mr J Coxon CC	Mr R Shepherd CC
Mrs J Fox CC	Cllr K Singh Johal
Mr G Hart CC	Cllr A Thalukdar

OFFICERS

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

IN ATTENDANCE

Ms H Brookes	External Audit, KPMG
Lord W Bach	Police and Crime Commissioner
Mr N Jones	Internal Audit Services, Leicestershire County Council
Mr A Collins	Internal Audit Services, Leicestershire County Council

1. Apologies for absence

Apologies were received from Mr Michael Wyatt CC.

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

Agenda

None.

3. Urgent Business

None.

4. Chairman's announcements

The Chairman thanked CFO Lunn and his team for organising the funeral of Crew Manager Paul Wilkens, who had died suddenly whilst on duty in August. He acknowledged the funeral had been a fitting tribute and had been well attended by a significant number of friends, work colleagues and local dignitaries.

The Chairman also expressed his thanks to all the other fire services who offered their support on the day. CFO Lunn will provide details of all involved.

The next informal meeting of the Chairman, Vice Chairman and CFO Lunn will be scheduled for October/November and will take place at Market Bosworth Fire Station. Mr David Tredinnick MP will be invited to attend.

The United Kingdom Rescue Organisation (UKRO) Challenge took place between the 8th and 10th September in Hampshire. The Chairman was pleased to announce that the team representing Leicestershire Fire and Rescue finished on top, ahead of London and Hampshire. To celebrate this success CFO Lunn will send a press release to the Leicester Mercury and ensure this information is conveyed to MPs and the PCC.

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 22nd June 2016 as a correct record.

RESOLVED:

The CFA confirmed the Minutes of the Meeting of the CFA on 22nd June 2016 as a correct record.

7. Statement of Accounts and Annual Governance Statement 2015/16

The Treasurer and Helen Brookes, External Audit, KPMG presented the External Auditor's opinion on the Combined Fire Authority's (CFA's) financial statements. The 2015/16 Statement of Accounts was submitted for approval. The Annual Governance Statement (AGS) was also presented for approval ahead of its publication with the final Statement of Accounts.

Members asked that a progress report be presented to a future meeting showing where improvements have been made.

RESOLVED:

The CFA:

- a) Noted the ISA260 report presented by KPMG.
- b) Approved the Letter of Representation.
- c) Agreed the Statement of Accounts 2015/16.
- d) Approved the AGS 2015/16.

8. Urgent Action Procedure

CFO Lunn presented this report to advise the CFA of two member-reserved decisions made under the Urgent Action Procedure (UAP). The first reported the appointment of 3 new directors to Forge Health Limited. The second informed of a response submitted to the Department of Communities and Local Government (DCLG) in respect of its consultation on business rates retention. This was necessary to meet the submission deadline date of 26th September 2016.

RESOLVED:

The CFA noted the report.

9. Annual Statement of Assurance (with Annual Report)

CFO Lunn presented the draft Annual Report and Statement of Assurance for 2015/16 to the CFA to gain approval for its publication.

RESOLVED:

The CFA approved the Annual Report and Statement of Assurance for 2015/16 for publication.

10. Corporate and IRMP Objective Progress

The CFO presented to the CFA an update in respect of the progress being made towards achieving the corporate and integrated risk management planning objectives as set out in 'Our Plan 2016/20 Towards 2020'.

RESOLVED:

The CFA noted this update report.

11. Date of Next Meeting

This was confirmed as **Wednesday** 14th December 2016 to be held at Leicestershire County Council. Further details to follow.

12. Resolution to exclude the public:

RESOLVED:

This report is exempt under Part 1, paragraph 4 of Schedule 12A to the

Local Government Act 1972 the public interest in the report remaining confidential outweighs the public interest in disclosure as the CFA is entitled to discuss its decision on a confidential basis.

13. Exempt Item – Audit of the Brigade Management’s compliance with appropriate conditions of service, policies and procedures

The Treasurer, supported by Neil Jones and Andrew Collins, Internal Audit Services, Leicestershire County Council presented this report to inform Members of the findings of an audit of the Brigade Management’s compliance with appropriate conditions of service, policies and procedures.

RESOLVED:

The CFA agreed that the CFO would carry out the recommendations of Internal Audit.

**29th September 2016
14:00 – 14:45**

CHAIRMAN