



Chief Fire Officer and Chief Executive

Mark Jones

To: The Members of the Executive Committee

11 November 2013

Dear Councillor

Your attendance is requested at a meeting of the **EXECUTIVE COMMITTEE of the BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY** to be held in Meeting Room 1, Fire and Rescue Headquarters, Stocklake, Aylesbury on **WEDNESDAY 20 NOVEMBER 2013 at 10.00 am** when the business set out overleaf will be transacted.

Yours faithfully



Graham Britten
Director of Legal and Governance

Councillors Busby, Dransfield, Edwards, Gomm, Lambert, Morris, Reed and Schofield



MAKING YOU SAFER

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EXECUTIVE COMMITTEE

TERMS OF REFERENCE

1. To make all decisions on behalf of the Authority, except in so far as reserved to the full Authority by law or by these Terms of Reference.
2. To assess performance of the Authority against agreed organisational targets.
3. To determine matters relating to pay and remuneration where required by collective agreements or legislation.
4. To select on behalf of the Authority—the Chief Fire Officer and Chief Executive, and deputy to the Chief Fire Officer and Chief Executive, or equivalent , taking advice from suitable advisers and to make recommendations to the Authority as to the terms of appointment or dismissal.
5. To consider and make decisions on behalf of the Authority in respect of the appointment of a statutory finance officer ; a statutory monitoring officer; and any post to be contracted to “Gold Book” terms and conditions in whole or in part taking advice from the Chief Fire Officer and suitable advisers.
6. To act as the Employers’ Side of a negotiating and consultation forum for all matters relating to the employment contracts of the Chief Fire Officer and Chief Executive, deputy to the Chief Fire Officer and Chief Executive, or equivalent; and where relevant, employees contracted to “Gold Book” terms and conditions in whole or in part.
7. To hear appeals if required to do so in accordance with the Authority’s Policies.
8. To determine any human resources issues arising from the Authority’s budget process and improvement programme.
9. To determine policies, codes or guidance:
 - (a) after considering recommendations from the Overview and Audit Committee in respect of:
 - (i) regulating working relationships between members and co-opted members of the Authority and the employees of the Authority; and
 - (ii) governing the conduct of employees of the Authority
 - (b) relating to grievance, disciplinary, conduct, capability, dismissals and appeals relating to employees contracted to “Gold Book” terms and conditions in whole or in part.
10. To form a Human Resources Sub-Committee as it deems appropriate.

AGENDA

Item No:

1. Apologies

2. Minutes

To approve, and the Chairman to sign as a correct record, the Minutes of the meeting of the Executive Committee held on 18 September 2013 Item 2 (**Pages 7 - 10**)

3. Disclosure of Interests

Members to declare any disclosable pecuniary interests they may have in any matter being considered which are not entered onto the Authority's Register, and officers to disclose any interests they may have in any contract to be considered.

4. Questions

To receive questions in accordance with Standing Order S0A7.

5. Members' Allowances

To consider Item 5 (**Pages 11 - 24**)

6. Review of support staff (local 'Green Book') terms & conditions of service and pay, grading and reward structure.

To consider Item 6 (**Pages 25 - 34**)

7. Review of the People and Organisational Development Directorate – The Potential need for Redundancies

To consider Item 7 (**Pages 35 - 37**)

8. Budget monitoring performance and debt management April – September 2013 (Q2)

To consider Item 8 (**Pages 38 - 55**)

9. Q2 Treasury Management Performance

To consider Item 9 (**Pages 56 - 61**)

10. Medium Term Financial Plan (MTFP) 2014/15 – 2018/19

To consider Item 10 (**Pages 62 - 72**)

11. Review of catering provisions during emergency incidents

To consider Item 11 (**Pages 73 - 86**)

12. Update on the Pilot Scheme for Staff Bank System involving Operational Firefighters and Supervisory Officers

To consider Item 12 (**Pages 87 - 89**)

13. Date of Next Meeting

To note that the next meeting of the Committee will be held on Wednesday 5 February 2014 at 10.00am.

If you have any enquiries about this agenda please contact: Katie Nellist (Democratic Services Officer) – Tel: (01296) 744633 email: knellist@bucksfire.gov.uk