

Minutes of the meeting of the EXECUTIVE COMMITTEE of the BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY held on WEDNESDAY 18 SEPTEMBER 2013 at 10.00 am

**Present:** Councillors Dransfield, Edwards, Gomm, Exon, Morris, Reed and Schofield

**Officers:** M Jones (Chief Fire Officer), J Thelwell (Chief Operating Officer), D Skinner (Director of Finance and Assets), L Swift (Director of People and Organisational Development), D O'Driscoll (Head of Service Development), J May (Head of Finance), N Boustred (Group Manager Prevention & Protection Policy), I Taylor (Emergency and Business Continuity Planning Manager), F Pearson (Group Manager Communications) and K Nellist (Democratic Services Officer)

**Apologies:** Councillors Busby and Lambert (Councillor Exon substituted for Councillor Lambert)

(Councillor Dransfield in the Chair)

**EX10 MINUTES**

RESOLVED –

That the Minutes of the meeting of the Executive Committee held on 17 July 2013, be approved and signed by the Chairman as a correct record.

**EX11 LOCAL GOVERNMENT ASSOCIATION PEER CHALLENGE AND SELF-ASSESSMENT REPORT**

The Chief Operating Officer introduced the report and the Group Manager Prevention & Protection Policy gave an overview of the Peer Challenge process, timetable and who would be involved.

There are seven key assessment areas (KAAs) detailed within the LGA Toolkit. This report coupled with supporting evidence would form the basis of the Buckinghamshire & Milton Keynes Fire Authority (BMKFA) self-assessment. BMKFA would focus on three main KAAs, Community Risk Management, Prevention and Response.

RESOLVED –

That Members approve the self-assessment report.

**EX12 DEBT MANAGEMENT**

The Head of Finance reported to Members that there was not much change since the last report. This policy sets out clearly defined roles and responsibilities for staff and details a clear write off procedure.

RESOLVED –

That Members approve the updated Debt Management Policy.

**EX13 BUDGET MONITORING PERFORMANCE AND DEBT MANAGEMENT APRIL-JUNE 2013 (QUARTER 1)**

The Committee considered the Revenue and Capital Budget Monitoring and Debt Management Performance for the three months to 30 June 2013.

The Committee noted that there was a forecast managed underspend of £1,081k, against a Revenue Budget of £29m.

The Committee also noted a projected underspend of £144k in service development due to an underspend in the control room which is currently five post under establishment. Arrangements are in place to ensure resilience in this area.

RESOLVED -

That the budget virements (A), (B) and (C) as detailed at the end of section 9 of the report be authorised.

That the capital budget for the Asset Management System and Staff Cars schemes be approved as detailed in section 5 of the report.

That the latest projected outturn forecast for the Fire Authority as at 30 June 2013 be noted.

**EX14 TREASURY MANAGEMENT PERFORMANCE 2013/14 QUARTER 1**

The Committee noted that since the Service Level Agreement (SLA) with Buckinghamshire County Council (BCC) ceased on 31 March 2013, the Authority has been investing in its own name.

The report highlights the performance of the in-house treasury management function for the first quarter of 2013/14.

The Committee noted that the Authority had out-performed both benchmark figures for the quarter.

RESOLVED –

That the Treasury Management Performance 2013/14 – Quarter 1 report be noted.

**EX15 MEDIUM TERM FINANCIAL PLAN 2014/15 TO 2017/18**

The Committee considered an update to the Medium Term Financial Plan process 2014/15 to 2017/18, key dates and guidance that had been sent out to budget holders.

The Committee were advised by the Director of Finance and Assets that this was a continuation of what had been done in the past and a good way of engaging Officers and Members in the process.

RESOLVED –

That Members;

1. Note the key dates at Annex A which have been set to enable challenge and scrutiny of revenue and capital bids during budget build and MTFP process;
2. Note the document at Annex B comprising the initial guidance sent out to cost centre managers in August 2013 and an updated outline timetable for budget managers.

**EX16 FACING THE FUTURE – A REVIEW BY SIR KEN KNIGHT**

The Chief Fire Officer updated Members of ongoing developments and this Service's involvement in the process.

The Chief Fire Officer would circulate to Members further submissions and a future White Paper.

RESOLVED –

That Members note the report and appendices.

**EX17 EQUAL PAY AUDIT OUTCOMES**

The Committee considered the report and the six key outcomes.

The Committee were advised by the Director of People and Organisational Development that the Equal Pay Audit was carried out in conjunction with an on-going review of 'Green Book' staff remuneration and terms and conditions of service.

Members were reassured that any anomalies would be addressed.

Members commended the report.

RESOLVED –

That the outcomes of the Equal Pay Audit be noted.

**EX18 EMPLOYER PENSION CONTRIBUTION OPTIONS DURING STRIKE ACTION**

The Committee were advised by the Director of People and Organisational Development that this report sets out the two options for employing authorities regarding payment of employer contributions into the Firefighters Pension Scheme 1992 (FPS) and The New Firefighters Pension Scheme (2006) (NFPS) during any period of industrial action.

The Committee considered that during strike action, authorities can either determine to pay the employers' pension contributions in place of the FPS or NFPS member or determine not to make up the contributions.

Members discussed the recommendation to not pay the employer pensions contributions to the FPS and NFPS for any period of strike absence.

On a vote being taken, 6 were in favour and 1 was against.

RESOLVED –

That the employer pensions contributions for the FPS and NFPS Schemes are not paid by the Authority for any period of absence without pay due to being on strike.

**EX19 TRADE DISPUTE BETWEEN DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT AND THE FIRE BRIGADES UNION**

The Chief Fire Officer gave Members background information regarding the trade dispute between the department for communities and local government and the Fire Brigades Union (FBU).

The Chief Operating Officer updated Members on recent developments regarding the strike due to be held on Wednesday 25 September between 12pm and 4pm.

The Head of Service Development updated Members on the Business Continuity Plan.

RESOLVED –

That the report be noted.

**EX20 EXEMPT MINUTES**

RESOLVED –

That the Exempt Minutes of the meeting of the Executive Committee held on 17 July 2013, be approved and signed by the Chairman as a correct record.

**EX21 DATE OF NEXT MEETING**

The Committee noted that the date of the next Executive Committee would be held on Wednesday 20 November 2013 at 10.00am.

THE VICE-CHAIRMAN CLOSED THE MEETING AT 12.05 PM