

BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY
BUCKINGHAMSHIRE FIRE AND RESCUE SERVICE

Director of Legal & Governance, Graham Britten
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Chief Fire Officer and Chief Executive
Jason Thelwell

To: The Members of the Executive Committee

20 July 2015

Dear Councillor

Your attendance is requested at a meeting of the **EXECUTIVE COMMITTEE of the BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY** to be held at The Safety Centre (Hazard Alley), 18 Carters Lane, Kiln Farm, Milton Keynes, MK11 3ES on **WEDNESDAY 29 July 2015 at 10.00 am** when the business set out overleaf will be transacted.

Yours faithfully

A handwritten signature in black ink that reads 'Graham Britten'.

Graham Britten
Director of Legal and Governance

Councillors: Busby, Dransfield, Gomm, Lambert, Marland, Morris, Reed and Schofield



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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. Election of Chairman

To elect a Chairman for 2015/16

2. Appointment of Vice-Chairman

To appoint a Vice-Chairman for 2015/16

3. Apologies

4. Minutes

To approve, and the Chairman to sign as a correct record, the Minutes of the meeting of the Executive Committee held on 18 March 2015 Item 4. **(Pages 5 - 10)**

5. 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.

6. Questions

To receive questions in accordance with Standing Order SOA7

7. Recommendations from Committees

Overview and Audit Committee – 15 July 2015

(a) Revised Code of Conduct

'That the revised Code of Conduct is recommended for approval by the Executive Committee'

The report considered by the Overview and Audit Committee is attached at Item 7(a) **(Pages 11 - 54)**

8. Budget Monitoring Performance and Debt Management April 2014 - March 2015 (Provisional Outturn)

To consider Item 8 **(Pages 55 - 68)**

9. Partnership Governance Update

To consider Item 9 **(Pages 69 - 78)**

10. Treasury Management Performance 2014/15 Quarter 4

To consider Item 10 **(Pages 79 - 86)**

11. Property Strategy 2015-18

To consider Item 11 (**Pages 87 - 110**)

12. Property Sharing and Co-Location of Police and Fire and Rescue Services in the Thames Valley

To consider Item 12 (**Pages 111 - 120**)

13. Annual Public Safety Plan & Corporate Plan 2012-15 Performance Monitoring Report

To consider Item 13 (**Pages 121 - 144**)

14. Systems Integration Business Case

To consider Item 14 (**Pages 145 - 182**)

15. Apprenticeship Scheme

To consider Item 15 (**Pages 183 - 192**)

16. Date of Next Meeting

To note that the next meeting of the Committee will be held on Wednesday 16 September 2015 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