

Minutes of the meeting of the EXECUTIVE COMMITTEE of the BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY held on WEDNESDAY 19 SEPTEMBER 2018 at 10.00 AM.

Present: Councillors Carroll, Clare, Hopkins, Lambert, Marland (part), McDonald, and Reed

Officers: J Thelwell (Chief Fire Officer), G Britten (Director of Legal and Governance), L Swift (Director of People and Organisational Development), M Hemming (Deputy Director of Finance and Assets), N Boustred (Head of Service Delivery), D Norris (Area Commander Service Delivery), A Stunell (Head of Human Resources), C Turner (HR Projects Manager), G Wylie (Property Manager) B Babbage (Project Manager, HUB Professional Services), F Pearson (Communications Manager) and K Nellist (Democratic Services Officer)

Apologies: Councillor Roberts

EX10 MINUTES

RESOLVED –

That the Minutes of the meeting of the Executive Committee held on Wednesday 11 July 2018, be approved and signed by the Chairman as a correct record.

EX11 BUDGET MONITORING PERFORMANCE AND DEBT MANAGEMENT APRIL – JUNE 2018

(Cllr Marland joined the meeting)

The Lead Member for Finance, IT and Procurement introduced the report and advised Members that it set out the Authority's revenue and capital outturn position and debt management performance to 30 June 2018.

The Deputy Director of Finance and Assets advised Members that there was an underspend as at the end of June of £614k. There were two recommendations on this report, the first was that the report be noted, and the second was to create a new reserve to which £366k of the underspend would be transferred into. This was to offset the anticipated pay award being above what was budgeted for. As part of the Efficiency Plan the Authority had anticipated a 1% budget for pay awards, but the latest offer by the National Joint Council (NJC) was 2% and it was expected that if it was 2% this year, it would be the same the following year. The £366k was the cumulative impact of the additional 1% for two years.

RESOLVED –

1. That the latest projected outturn forecast for the Authority as at 30 June 2018 be noted.

- That £366k (which is the cost of an additional 1% pay award for two years) of the underspend be transferred to a new earmarked reserve for use in 2019/20, in order to mitigate the impact of any pay awards above 1% in accordance with the updated Medium Term Financial Plan.

EX12

APPRENTICESHIP PROGRAMME – ANNUAL STATUTORY REPORTING

The Lead Member for People and Equality and Diversity introduced the report and advised Members that the Authority had a duty to report on the number of apprentices it had. There was a public sector target of 2.3 per cent apprenticeship starts each year, based on the headcount of employees working for an organisation in England. For the Authority that equated to 12 full time equivalent (FTE) per year.

The HR Projects Manager advised that this report was brought before Members, in advance of the publication of its annual statutory report, against the public sector apprenticeship target for the year ending 31 March 2018. As the Authority was a qualifying organisation and was in the scope of the public sector target, it was required to provide an annual return detailing its progress towards achieving the target to the Department for Education by the 30 September 2018. As part of this return, the Authority was also required to publish the information. The main driver for the apprenticeship plan was the Authority's workforce plan and as the report details, the Authority had exceeded its target with 14 new apprenticeship starts between the 1 April 2017 and 31 March 2018.

RESOLVED –

- That the Authority's return to The Department for Education (attached as Appendix B) be endorsed for submission and for publication on the Authority's website.
- That it be agreed that annual returns be submitted in future to the Overview and Audit committee for approval.

EX13

UPDATE ON INDEPENDENT REVIEW OF CONDITIONS OF SERVICE FOR FIRE AND RESCUE STAFF IN ENGLAND

The Lead Member for People and Equality and Diversity introduced the report and advised Members that this report was a follow on from the Adrian Thomas report. It covered five main themes: the working environment; documented conditions of service; industrial relations; duty systems and management of the fire and rescue service.

The Head of Human Resources asked Members to note the significant progress made by this Authority year on year. Appendix 1 set out the relevant actions that the Authority had

progressed over the past two years in support of the recommendations in the review. The 2018 update primarily focused on the 'local' fire and rescue service recommendations.

The Head of Human Resources advised that the report provided a further update to Members on actions taken against the recommendations which continue to support and enhance the Authority's enabling strategic aim to 'optimise the contribution and well-being of our people' as set out in the Authority's People Strategy 2016 to 2020.

RESOLVED –

That the content of the update be noted.

EX14

EXCLUSION OF PRESS AND PUBLIC

By virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, as the reports contain information relating to an individual; and Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as the reports contain information relating to the financial or business affairs of a person (including the Authority); and on these grounds it is considered the need to keep information exempt outweighs the public interest in disclosing the information:

A Stunell (Head of Human Resources) and C Turner (HR Projects Manager) left the meeting.

EX15

BLUE LIGHT HUB FOR MILTON KEYNES – BUDGET UPDATE

The Committee considered the report and appendices, details of which were noted in the confidential/exempt minutes.

EX16

BUSINESS CONTINUITY AND RESILIENCE – SUCCESSION PLANNING

The Committee considered the report and appendices, details of which were noted in the confidential/exempt minutes.

EX17

APPOINTMENT OF THE DIRECTOR OF FINANCE AND ASSETS (CHIEF FINANCE OFFICER)

The Committee considered the report and appendices, details of which were noted in the confidential/exempt minutes.

EX18

EXEMPT MINUTES

RESOLVED –

That the Exempt Minutes of the meeting of the Executive Committee held on Wednesday 11 July 2018, be approved and signed by the Chairman as a correct record.

EX19

DATE OF NEXT MEETING

The Committee noted that the next Executive Committee meeting would be held on Wednesday 21 November 2018 at 10.00am.

THE CHAIRMAN CLOSED THE MEETING AT 11.11 AM.

DRAFT