

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

Mark Jones

To: The Chairman and Members of Buckinghamshire
And Milton Keynes Fire Authority

16 June 2014

Dear Councillor

Your attendance is requested at a meeting of the **BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY** to be held in Meeting Room 1, Fire and Rescue Headquarters, Stocklake, Aylesbury on **TUESDAY 24 JUNE 2014 at 11.00 am** when the business set out overleaf will be transacted.

Yours faithfully

Graham Britten
Director of Legal and Governance

Chairman: Councillor Busby
Councillors Bendyshe-Brown, Chilver, Dransfield, Exon, Glover, Gomm, Huxley, Lambert, Mallen, Morris, Reed, Schofield, Vigor-Hedderly, Watson, Webb and Wilson



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COMBINED FIRE AUTHORITY - TERMS OF REFERENCE

Matters reserved to the Authority include:

1. To appoint the Authority's Standing Committees and Lead Members.
2. To determine the following issues after considering recommendations from the Executive Committee, or in the case of 2(a) below, only, after considering recommendations from the Overview and Audit Committee:
 - (a) variations to Standing Orders and Financial Regulations;
 - (b) the medium-term financial plans including:
 - (i) the Revenue Budget;
 - (ii) the Capital Programme;
 - (iii) the level of borrowing under the Local Government Act 2003 in accordance with the Prudential Code produced by the Chartered Institute of Public Finance and Accountancy; and
 - (iv) Setting the Council Tax.
 - (c) a Precept and all decisions legally required to set a balanced budget each financial year;
 - (d) the Prudential Indicators in accordance with the Prudential Code;
 - (e) the Treasury Strategy;
 - (f) the Scheme of Members' Allowances;
 - (g) the Integrated Risk Management Plan and Action Plan;
 - (h) the Best Value Performance Plan.
3. To determine the Code of Conduct for Members on recommendation from the Standards Committee.
4. To determine all other matters reserved by law or otherwise, whether delegated to a committee or not.

AGENDA

Item No:

1. Election of Chairman

To elect a Chairman for 2014/15

2. Appointment of Vice-Chairman

To appoint a Vice-Chairman for 2014/15

3. Apologies

4. Minutes

To approve, and sign as a correct record the Minutes of the meeting of the Fire Authority held on 19 February 2014 (Item 4) **(Pages 9 - 18)**

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. Chairman's Announcements

To receive the Chairman's announcements (if any).

7. Petitions

To receive petitions under Standing Order SOA6.

8. Questions

To receive questions in accordance with Standing Order SOA7.

9. Membership of the Authority

To note that the Constituent Authorities have appointed the following Members to serve on the Fire Authority for 2014/15:

Buckinghamshire County Council (12)

Councillors Bendyshe-Brown, Busby, Chilver, Glover, Gomm, Huxley, Lambert, Mallen, Reed, Schofield, Vigor-Hedderly and Watson

Milton Keynes Council (5)

Councillors Dransfield, Exon, Morris, Webb and Wilson

10. Committee Matters

- (a) Local Government and Housing Act 1989 and Local Government (Committees and Political Groups) Regulations 1990.

The Authority is required by the above Regulations to review the basis of allocation of seats amongst the Political Groups either at its Annual Meeting, or as soon as practicable thereafter, or following a change in its Membership. In making its review, the Authority is required, so far as reasonably practicable, to comply with the following principles:

- (i) Not all seats on each Committee are to be allocated to the same Group.
- (ii) The majority of seats is to be allocated to a particular Group if the number of persons belonging to that Group is a majority on the Authority.
- (iii) Subject to the above paragraphs, the number of seats on the Committees allocated to each Group should bear the same proportion to the total of all the seats on the Committees as that borne by the number of Members of that Group to the Membership of the Authority.
- (iv) Subject to paragraphs (i) to (iii) above, that the number of the seats on the body which are allocated to different political groups bears the same proportion to the number of all the seats on that body as is borne by the number of members of that group to the membership of the authority.

Subject to formal notification of the Membership of each Political Group, the allocation of seats on the Authority is as follows:

Conservative Group:	11 seats	(64.7059%)
United Kingdom Independence Group	2 seats	(11.7647%)
Liberal Democrat Group:	2 seats	(11.7647%)
Labour Group:	2 seats	(11.7647%)

The Authority is asked to note the report.

Contact Officer: Katie Nellist (Democratic Services Officer)
– 01296 744633

Background Papers: None

(b) Committee Appointments

To consider making appointments to the Authority's committees.

Executive Committee

The Authority is asked to make appointments to the Executive Committee (8 Members).

It is recommended that the seats should be allocated as follows:

Conservative - 5

Liberal Democrat – 1

Labour - 1

United Kingdom Independence - 1

Overview and Audit Committee

The Authority is asked to make appointments to the Overview and Audit Committee (9 Members).

It is recommended that the seats should be allocated as follows:

Conservative - 6

Liberal Democrat - 1

Labour - 1

United Kingdom Independence - 1

11. Calendar of Meetings

Fire Authority

Wednesday 22 October 2014 at 11.00am

Wednesday 17 December 2014 at 11.00am

Wednesday 25 February 2015 at 11.00am

Wednesday 10 June 2015 at 11.00am

Executive Committee

Wednesday 30 July 2014 at 10.00am

Wednesday 17 September 2014 at 10.00am

Wednesday 19 November 2014 at 10.00am

Wednesday 4 February 2015 at 10.00am

Wednesday 18 March 2015 at 10.00am

Wednesday 13 May 2015 at 10.00am

Overview & Audit Committee

Wednesday 16 July 2014 at 10.00am

Wednesday 24 September 2014 at 10.00am

Wednesday 3 December 2014 at 10.00am

Wednesday 11 March 2015 at 10.00am

12. Appointment of Representatives to Outside Bodies

- (a) Local Government Association Annual Conference

To appoint 1 Member to attend as the Authority's representative at the Local Government Association's Annual Conference.

- (b) Local Government Association Fire Commission

To appoint 1 Member and Standing Deputy to represent the Authority at the Local Government Association's Fire Commission.

- (c) Regional Management Board (South East Fire Improvement Partnership)

To appoint a Representative and Standing Deputy to the Regional Management Board.

- (d) Thames Valley Fire Control Service – Programme Sponsoring Group

To appoint two Representatives to the Thames Valley Fire Control Service – Programme Sponsoring Group.

13. Lead Member Responsibilities

To consider the allocation of Lead Member Responsibilities. The Lead Member Responsibilities are currently as follows:

Responsibility
Community Protection and Control
Equality and Diversity
Finance, IT, Property and Procurement
Health and Safety and Corporate Risk
Resource Management

The Authority is recommended to approve the allocation of Lead Member Responsibilities.

Background Papers: None

14. Recommendations from Committees

Overview and Audit Committee – 12 March 2014

Review of Financial Regulations

"That the Financial Regulations as amended (Appendix A) be recommended to the Authority for approval."

The report considered by the Overview and Audit Committee is attached at item 14 **(Pages 19 - 46)**

15. Prevention Strategy

To consider item 15 **(Pages 47 - 58)**

16. Local Government Pension Scheme 2014 - Employer Discretions

To consider item 16 (**Pages 59 - 82**)

17. 2015-20 Public Safety Plan: For Public Consultation

To consider Item 17 (**Pages 83 - 112**)

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

