

**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

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

9 February 2015

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 **WEDNESDAY 18 FEBRUARY 2015 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**

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
  - (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 Annual Report.
3. To determine the Code of Conduct for Members on recommendation from the Overview and Audit Committee.
4. To determine all other matters reserved by law or otherwise, whether delegated to a committee or not.
5. To determine the terms of appointment or dismissal of the Chief Fire Officer and Chief Executive, and deputy to the Chief Fire Officer and Chief Executive, or equivalent.
6. To approve the Authority's statutory pay policy statement.

## AGENDA

### Item No:

#### 1. Apologies

#### 2. Minutes

To approve, and sign as a correct record the Minutes of the meeting of the Fire Authority held 17 December 2014 (Item 2) **(Pages 7 - 16)**

#### 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. Chairman's Announcements

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

#### 5. Petitions

To receive petitions under Standing Order SOA6.

#### 6. Questions

To receive questions in accordance with Standing Order SOA7.

#### 7. Committee matters

Amendments to the Authority's Standing Orders

##### **(a) SOA3 Order Of Business, Agenda Procedure and Summons**

In light of new regulations by the Secretary of State for Communities and Local Government, namely the Local Government (Electronic Communications) (England) Order 2015 which came into effect on 30 January 2015, it is recommended that:

the Authority Standing Orders be amended so that the following text is inserted at SOA3 (17):

"...or, where a Member has given consent for the summons to be transmitted in electronic form to a particular electronic address (and consent has not been withdrawn) sending it in electronic form to that address ...".

##### **(b) SOA11 Voting**

Regulations by the Secretary of State for Communities and Local Government, namely the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 came into effect on 25 February 2014. Although these do not apply to a combined fire and rescue authority, it is recommended that:

the Authority Standing Orders be amended so that the following text is inserted at SOA11 as a new paragraph SOA 11 (6):

"Immediately after any vote is taken at a budget decision meeting of the Authority there must be recorded in the minutes of the proceedings of that meeting the names of the persons who cast a vote for the decision or against the decision or who abstained from voting".

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

## **8. Recommendations from Committees**

### **Executive Committee – 4 February 2015**

#### **(a) Treasury Management Strategy 2015/16**

"That the Authority be recommended to approve the Treasury Management Policy Statement, Treasury Management Strategy Statement and the Annual Investment Strategy for 2014/15".

The report considered by the Executive Committee is attached at Item 8(a) **(Pages 17 - 32)**

#### **(b) The Prudential Code, Prudential Indicators and Minimum Revenue Provision**

"That the Authority be recommended to approve the Prudential Indicators and the Minimum Revenue Provision Policy Statement".

The report considered by the Executive Committee is attached at Item 8(b) **(Pages 33 - 40)**

#### **(c) Medium Term Financial Plan (MTFP) 2015/16 to 2019/20**

"That the Authority be recommended to note and have due regard to the report and Statement of the Chief Finance Officer (Section 11)."

"Approve a Council Tax precept of £59.13 for a band D equivalent property (no increase from 2014/15) and the revenue budget as set out in Appendix 1".

"Approve the capital programme for 2015/16 as set out in Appendix 2 and the indicative capital programme for 2016/17 to 2019/20".

"Agree that the General Fund balance should be maintained at the current level (£3.7 million) and note the estimated movements in earmarked reserves as set out in Appendix 3".

The report considered by the Executive Committee is attached at Item 8(c) **(Pages 41 - 74)**

## **9. Annual Report on Regulation of Investigatory Powers Act 2000 (RIPA)**

To consider Item 9 **(Pages 75 - 90)**

**10. Emergency Services Mobile Communications Programme (ESMCP)**

To consider Item 10 (**Pages 91 - 94**)

**11. Pay Policy Statement 2015/16**

To consider Item 11 (**Pages 95 - 116**)

**12. Exclusion of Press and Public**

To consider excluding the public and press representatives from the meeting by virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, as Appendix 1 contains information relating to an individual; and Paragraph 2 of Part 1 of Schedule 12A of the Local Government Act 1972, as Appendix 1 contains information which is likely to reveal the identity of an individual; and Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as Appendix 1 contains information relating to the financial or business affairs of any particular person (including the authority holding that information); and Paragraph 5 of Part 1 of Schedule 12A of the Local Government Act 1972 as Appendix 1 contains information in respect of which a claim to legal professional privilege could be maintained in legal proceedings, and on those grounds it is considered the need to keep information exempt outweighs the public interest in disclosing the information, so that the meeting may consider the following matter:

Injury Awards: Final Report

**13. Injury Awards: Final Report**

To consider Item 13 (Appendix 1 exempt) (**Pages 117 - 122**)

**14. Date of next meeting**

To note that the next meeting of the Fire Authority will be held on Wednesday 10 June 2015 at 11.00am.

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

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