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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

1 June 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 10 JUNE 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

**\*PLEASE NOTE THE EARLIER START TIME OF THIS MEETING – 10.00 AM**

Chairman: Councillor Busby  
Councillors Bendyshe-Brown, Clarke OBE, Dransfield, Exon, Glover, Gomm, Huxley,  
Lambert, Mallen, Marland, Morris, Reed, Schofield, Vigor-Hedderly, Watson  
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. 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 sign as a correct record the minutes of the meeting of the fire authority held on 18 February 2015 (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

Under the Buckinghamshire Fire Services (Combination Scheme) Order 1996 Part III paragraph 12 – Each constituent authority shall, so far as is practicable, appoint such number of representatives to be members of the Authority as is proportionate to the number of local government electors in its area in relation to the number of such electors on the other constituent authority's area. The electorate for Buckinghamshire County Council is currently 389414 (Office for National Statistics) 67.8% and Milton Keynes Council currently 184566 (Elections Officer Milton Keynes Council) 32.2% this equates to Authority Membership for Buckinghamshire County Council 12 Members and Milton Keynes Council 5 members.

To note that the Constituent Authorities have appointed the following Members to serve on the Fire Authority for 2015/16:

##### Buckinghamshire County Council (12)

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

## 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%)
Liberal Democrat Group:	2 seats	(11.7647%)
Labour Group:	2 seats	(11.7647%)
United Kingdom Independence Party	1 seat	(5.8823%)
Independent Group	1 seat	(5.8823%)

The 1990 Regulations require a notice in writing signed by two or more Members of the Authority to establish a political group. As the United Kingdom Independence Party and the Independent Group only have one Member each on the Authority, those Members cannot be regarded as a political group within the terms of the Regulations. However, the Regulations are modified where Members of the Authority are 'ungrouped'. The effect of the modification is that the political groups represented on the Authority's committees should be proportional to the Groups' membership of the Authority with the remainder of seats on committees to be filled by any ungrouped member(s).

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

Ungrouped member – 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

Ungrouped member - 1

**11. Calendar of Meetings**

Fire Authority

Wednesday 21 October 2015 at 11.00am

Wednesday 16 December 2015 at 11.00am

Wednesday 17 February 2016 at 11.00am

Wednesday 8 June 2016 at 11.00am

Executive Committee

Wednesday 29 July 2015 at 10.00am

Wednesday 16 September 2015 at 10.00am

Wednesday 18 November 2015 at 10.00am

Wednesday 3 February 2016 at 10.00am  
 Wednesday 16 March 2016 at 10.00am  
 Wednesday 11 May 2016 at 10.00am

Overview & Audit Committee

Wednesday 15 July 2015 at 10.00am  
 Wednesday 23 September 2015 at 10.00am  
 Wednesday 2 December 2015 at 10.00am  
 Wednesday 9 March 2016 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) Local Government Association Annual Fire Conference  
 To appoint 1 Member to attend as the Authority’s representative at the Local Government Association’s Annual Fire Conference.
- (d) Combined Fire Authorities Conference  
 To appoint 1 Member to attend as the Authority’s representative at the Combined Fire Authorities Conference.
- (e) Thames Valley Fire Control Service – Joint Committee (this replaces the Programme Sponsoring Group and is not subject to political proportionality).
  - (i) To appoint two Representatives to the Thames Valley Fire Control Service – Joint Committee.
  - (ii) To nominate two substitute members to the Thames Valley Fire Control Service – Joint Committee (in the event the two representatives are unable to attend).

**13. Lead Member Responsibilities**

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

<b>Responsibility</b>
Community Protection
Human Resources and Equality and Diversity
Finance, IT, Property, Procurement and Control

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**

##### **(a) Overview and Audit Committee – 11 March 2015**

###### **Protocol on Member and Officer Relations**

That with the following amendments, 'unitary authorities' in clause 5.2 be changed to 'local authorities'; and that 'part eight of this document' in clause 5.5 be changed to 'part nine of this document'

"That the revised Protocol on Member and Officer Relations be approved and recommended to the Authority for adoption."

The report considered by the Overview and Audit Committee (with amendments) is attached at item 14(a)

##### **(b) Executive Committee – 18 March 2015**

###### **2015-20 Corporate Plan**

"That the 2015-20 Corporate Plan be recommended to the Authority for approval."

The report considered by the Executive Committee is attached at item 14(b)

**(Pages 19 - 56)**

#### **15. Memorandum of Understanding with Royal Berkshire and Oxfordshire Fire and Rescue Services**

To consider item 15 **(Pages 57 - 60)**

#### **16. Support Services Staff Pay**

To consider Item 16 **(Pages 61 - 66)**

#### **17. Scheme Manager Discretions for the Firefighters' Pension Scheme 2015**

To consider Item 17 **(Pages 67 - 78)**

#### **18. Emergency Services Mobile Communications Programme**

To consider item 18 **(Pages 79 - 90)**

## **19. Exclusion of Public and Press**

Recommendation:

To resolve that under Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 the public be excluded from the meeting for the following agenda item on the grounds that it contains information relating to an individual; and Paragraph 2 of Part 1 of Schedule 12A of the Local Government Act 1972 as it also 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 it also contains information relating to the financial or business affairs of any particular person; and Paragraph 5 of Part 1 of Schedule 12A of the Local Government Act 1972 as it also contains information in respect of which claim to legal professional privilege could be maintained in legal proceedings; and on these 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:

Agenda item 20: Exempt Minutes

## **20. Exempt Minutes**

To approve, and sign as a correct record the Exempt Minutes of the meeting of the Fire Authority held on 18 February 2015 (item 20).

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)