

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 Chairman and Members of Buckinghamshire
And Milton Keynes Fire Authority

27 May 2016

MEMBERS OF THE PRESS
AND PUBLIC

Please note the content of
Page 2 of this Agenda Pack

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 8 JUNE 2015 at 11.00 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

Chairman: Councillor Busby
Councillors Brunning, Carroll, Clarke OBE, Dransfield, Exon, Glover, Gomm, Huxley, Lambert, Mallen, Marland, Reed, Schofield, Teesdale, Watson and Wilson



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Recording of the Meeting

The Authority supports the principles of openness and transparency. It allows filming, recording and taking photographs at its meetings that are open to the public. Requests to take photographs or undertake audio or visual recordings either by members of the public or by the media should wherever possible be made to enquiries@bucksfire.gov.uk at least two working days before the meeting.

The Authority also allows the use of social networking websites and blogging to communicate with people about what is happening, as it happens.

Adjournment and Rights to Speak – Public

The Authority may, when members of the public are present, adjourn a Meeting to hear the views of the public on a particular agenda item. The proposal to adjourn must be moved by a Member, seconded and agreed by a majority of the Members present and voting.

Prior to inviting the public to speak, the Chairman should advise that they:

- (a) raise their hands to indicate their wish to speak at the invitation of the Chairman,
- (b) speak for no more than four minutes,
- (c) should only speak once unless the Chairman agrees otherwise.

The Chairman should resume the Meeting as soon as possible, with the agreement of the other Members present.

Adjournments do not form part of the Meeting and should be confined to times when the views of the public need to be heard.

Rights to Speak - Members

A Member of the constituent Councils who is not a Member of the Authority may attend Meetings of the Authority or its Committees to make a statement on behalf of the Member's constituents in the case of any item under discussion which directly affects the Member's division, with the prior consent of the Chairman of the Meeting which will not be unreasonably withheld. The Member's statement will not last longer than four minutes.

Petitions

Any Member of the constituent Councils, a District Council, or Parish Council, falling within the Fire Authority area may Petition the Fire Authority.

The substance of a petition presented at a Meeting of the Authority shall be summarised, in not more than four minutes, by the Member of the Council who presents it. If the petition does not refer to a matter before the Authority it shall be referred without debate to the appropriate Committee.

Questions

Members of the Authority, or its constituent councils, District, or Parish Councils may submit written questions prior to the Meeting to allow their full and proper consideration. Such questions shall be received by the Monitoring Officer to the Authority, *in writing or by fax*, at least two clear working days before the day of the Meeting of the Authority or the Committee.

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 2016/17

2. Appointment of Vice-Chairman

To appoint a Vice-Chairman for 2016/17

3. Apologies

4. Minutes

To approve, and sign as a correct record the Minutes of the meeting of the Fire Authority held on 10 February 2016 (Item 4) **(Pages 11 - 26)**

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 375,790 as at 1 December 2015 (Office for National Statistics, 24 February 2016) 67.7% (389,414 as at 1 December 2014, Office for National Statistics). The electorate for Milton Keynes Council is 179,328 as at 1 December 2015 (Office for National Statistics, 24 February 2016) 32.3% (181,934 as at 1 December 2014, Office for National Statistics).

Total Number of Members			17	
Buckinghamshire	375,790	(67.7%)	12	(11.509)

Milton Keynes 179,328 (32.3%) 5 (5.491)

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 2016/17:

Buckinghamshire County Council (12)

Councillors Busby, Carroll, Clarke OBE, Glover, Gomm, Huxley, Lambert, Mallen, Reed, Schofield, Teesdale and Watson

Milton Keynes Council (5)

Councillors Brunning, Dransfield, Exon, Marland 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%)
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 19 October 2016 at 11.00am

Wednesday 14 December 2016 at 11.00am

Wednesday 15 February 2017 at 11.00am

Wednesday 7 June 2017 at 11.00am

Executive Committee

Wednesday 13 July 2016 at 10.00am

Wednesday 21 September 2016 at 10.00am

Wednesday 23 November 2016 at 10.00am

Wednesday 8 February 2017 at 10.00am

Wednesday 15 March 2017 at 10.00am

Wednesday 10 May 2017 at 10.00am

Overview & Audit Committee

Wednesday 27 July 2016 at 10.00am

Wednesday 14 September 2016 at 10.00am

Wednesday 7 December 2016 at 10.00am

Wednesday 8 March 2017 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
 - (i) To appoint 2 Representatives to the Thames Valley Fire Control Service – Joint Committee.
 - (ii) To nominate 2 substitute members to the Thames Valley Fire Control Service – Joint Committee (in the event the 2 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:

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

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

Background Papers: None

14. Recommendations from Committees:

Executive Committee – 11 May 2016

Strategic Training and Delivery Partnership

“That the Fire Authority receive a version of the presentation at its meeting on 8 June 2016.”

A copy of the report considered by the Executive Committee on 11 May 2016 is attached (Pages 27 - 36)

The Authority is advised that the Executive Committee also resolved:

1. that the progress and benefits already realised through the 2015/16 training and delivery partnership be acknowledged;
2. that the training partnership with the Fire Service College procured through the ‘Wider Public Sector Framework’ for a further period of one year be approved.

15. Equality and Diversity (E&D) Objectives 2016-20, Public Sector Equality Duty and Review of 2012-15 Objectives

To consider item 15 (Pages 37 - 86)

16. Health and Safety Firefighter Injuries Family Group Performance Comparisons 2013/14 and 2014/15

To consider item 16 (Pages 87 - 94)

17. Thames Valley Cardiac Arrest Response Pilot

To consider item 17 (**Pages 95 - 112**)

18. Incident Review Olney and Stony Stratford 1 May 2016

To consider item 18 (**Pages 113 - 122**)

19. Junior Firefit Presentation

To consider item 19 (**Pages 123 - 124**)

20. Falls Prevention Presentation

To receive a presentation

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