

BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY
BUCKINGHAMSHIRE FIRE AND RESCUE SERVICE

Director of Legal & Governance, Graham Britten
Buckinghamshire Fire & Rescue Service
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Chief Fire Officer and Chief Executive

Jason Thelwell

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

5 December 2016

MEMBERS OF THE PRESS
AND PUBLIC

Please note the content of
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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 14 DECEMBER 2016 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 Brunning, Carroll, Clarke OBE, Exon, Glover, Gomm, Huxley, Lambert,
Mallen, Marland, McDonald, 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. Apologies

2. Minutes

To approve, and sign as a correct record the Minutes of the meeting of the Fire Authority held on 19 October 2016 (Item 2) **(Pages 7 - 12)**

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. Vacancy for the Office of Vice-Chairman

To consider the election of a Vice-Chairman.

Under the Buckinghamshire Fire Services (Combination Scheme) Order 1996 Part III paragraph 17, the Authority may choose to elect a Vice-Chairman. If a Vice-Chairman has been elected, on a casual vacancy occurring in the office the Authority may choose to elect a person to replace the Vice-Chairman.

8. Committee Appointments: Executive Committee

To consider making an appointment to the vacancy of the Conservative seat on the Authority's Executive Committee in accordance with the Conservative Group Leader's wishes.

It is recommended that Councillor McDonald be appointed to the Executive Committee.

9. Lead Member Responsibilities

To consider the allocation of the vacant position of Lead Member for Finance, IT, Procurement and Control.

Responsibility	Lead Member
Community Protection	Councillor Carroll
Human Resources and Equality and	Councillor Reed

Diversity	
Finance, IT, Procurement and Control	
Health and Safety and Corporate Risk	Councillor Schofield
Property and Resource Management	Councillor Gomm

The Authority is recommended to approve the allocation of the vacant position of Lead Member for Finance, IT, Procurement and Control.

Background Papers: None

10. Recommendations from Committees:

Executive Committee – 23 November 2016

Members’ Allowances

“That the Authority be recommended to adopt the Scheme for Members’ Allowances for 2017/18”.

The report considered by the Executive Committee is attached at Item 10
(Pages 13 - 46)

11. Annual Audit Letter

To consider Item 11 **(Pages 47 - 72)**

12. Annual Health, Safety and Wellbeing Report

To consider Item 12 **(Pages 73 - 102)**

13. Fire Reform - Collaborative Working Update

To consider Item 13 **(Pages 103 - 118)**

14. Leading the way with innovative E-Learning

To Receive a presentation

15. Date of Next Meeting

To note that the next meeting of the Fire Authority will be held on Wednesday 15 February 2017 at 11am.

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