

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: Members of Buckinghamshire and Milton Keynes Fire Authority

4 December 2017

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 13 DECEMBER 2017 at 11.00 am** when the business set out overleaf will be transacted.

Yours faithfully

Graham Britten
Director of Legal and Governance

Chairman: Councillor Reed
Councillors: Carroll, Cranmer, Exon, Glover, Irwin, Lambert, Marland, McCall, McDonald, Roberts, Sullivan, 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

1a. Welcome any New Member onto the Authority

To welcome any new Member and to appoint to a Committee in accordance with the Group Leader's wishes.

2. Minutes

To approve, and sign as a correct record the Minutes of the meeting of the Fire Authority held on 18 October 2017 (Item 2) **(Pages 7 - 18)**

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) SOA4 Election of and Powers of the Chairman

At the Fire Authority meeting on 17 December 1999 (Minute FA31/00) Officers were asked to seek advice from the Home Office and other appropriate sources and report back to the next meeting of the Authority with a process relating to the procedure for the Election of Chairman. At the next meeting of the Fire Authority on 24 March 2000 (Minute FA41/00) it was resolved that in the absence of the Vice-Chairman, the oldest Member will preside.

Rather than having to ask a Member of the Fire Authority their age, if Members are in agreement, the Monitoring Officer or his or her nominee will preside.

It is recommended that the Authority's Standing Orders be amended so that the following text at SOA4 2(b) be deleted:

"In the absence of the Vice-Chairman, the oldest Member present will preside."

and replaced with:

"In the absence of the Vice-Chairman, the Monitoring Officer or an officer nominated by him or her will preside."

(b) SOA20 Suspension, Variation, and Revocation of Standing Orders

All the information in the Members' Handbook is readily available on the Authority's website under Fire Authority, a printed copy of the Standing Orders will be given to a Member as part of the induction pack when they join the Authority.

It is recommended that the Authority's Standing Orders be amended so that the following text at SOA20 5 (Variation and Revocation) be deleted:

"A printed copy of these Standing Orders shall be given to each Member of the Authority, for inclusion in the Member's Handbook, by the Monitoring Officer to the Authority upon nomination to the Authority by the Constituent Authority."

and replaced with:

"A printed copy of these Standing Orders shall be given to each Member of the Authority, as part of the induction pack upon nomination to the Authority by the Constituent Authority."

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

Amendments to the Authority's Financial Regulations

(c) Investments and Treasury Management

The Financial Regulations were approved by the Fire Authority at its meeting on 18 October 2017. However, the update failed to reflect the following decisions taken by the Fire Authority at its meeting on 14 October 2015:

- 1) That future Treasury Management monitoring reports be received by the Overview and Audit Committee.
- 2) That the Overview and Audit Committee's terms of reference be amended so that it shall 'consider and make recommendations to the Authority on the Annual Treasury Management Strategy'.

It is recommended that the Authority's Financial Regulations be amended so that the following text at C.9 (Investments and Treasury Management) be deleted:

"At or before the start of each financial year the Chief Finance Officer will prepare a report on the Treasury Management Strategy for the coming year for consideration by the Executive Committee before submission to the Authority for approval. The Chief Finance Officer will also report to the Executive Committee and the Authority on the annual performance of the Treasury Management function following the end of the financial year."

and replaced with:

“At or before the start of each financial year the Chief Finance Officer will prepare a report on the Treasury Management Strategy for the coming year for consideration by the **Overview and Audit Committee** before submission to the Authority for approval. The Chief Finance Officer will also report to the **Overview and Audit Committee** and the Authority on the annual performance of the Treasury Management function following the end of the financial year.”

Contact Officer: Mark Hemming (Deputy Director of Finance and Assets) – 01296 744687

8. Health, Safety and Well-being Annual Report 2016-17

To consider Item 8 (**Pages 19 - 52**)

9. Supporting those people who hoard possessions in their homes

To receive a presentation

10. Caton House Nursing Home Fire

To receive a presentation

11. Exclusion of Press and Public

To consider excluding the public and press representatives from the meeting by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as the report contains information relating to the financial or business affairs of any particular person (including BMKFA) and Paragraph 5 of Part 1 of Schedule 12A of the Local Government Act 1972 as the report contains information in respect of which a 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:

12. Exempt Minutes

To approve, and sign as a correct record the Exempt Minutes of the meeting of the Fire Authority held on 18 October 2017.

13. Date of Next Meeting

To note that the next meeting of the Fire Authority will be held on Wednesday 14 February 2018 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