

**BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY**  
**BUCKINGHAMSHIRE FIRE AND RESCUE SERVICE**

Director of Legal & Governance, Graham Britten  
Buckinghamshire Fire & Rescue Service  
Brigade HQ, Stocklake, Aylesbury, Bucks HP20 1BD  
Tel: 01296 744441 Fax: 01296 744600



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**Chief Fire Officer and Chief Executive**  
Jason Thelwell

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To: Members of Buckinghamshire and Milton Keynes Fire Authority

8 October 2018

**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 17 OCTOBER 2018 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 Reed  
Councillors: Carroll, Clare, Cranmer, Exon, Farrow, Geary, Glover, Hopkins, Irwin, Lambert, Marland, McDonald, Roberts, 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](mailto: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 13 June 2018 (Item 2) **(Pages 7 - 14)**

#### 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:

##### **Revision of the Authority's Standing Orders**

The Authority's Standing Orders currently allow written questions and motions to be submitted to the Monitoring Officer by fax. There remains a fax address quoted on Agenda packs yet, with the move to multi-functional devices, there is no way of monitoring receipt of such communications. It is therefore recommended that it is made clear that service by this means is no longer accepted. SOA 21 applies the Interpretation Act 1978 to the Standing Orders, so that 'in writing' means "*typing, printing, lithography, photography and other modes of representing or reproducing words in a visible form*".

It is recommended:

that the Authority's Standing Orders be amended so that the following text shown struck through at SOA7 (4) and SOA 8(1) be deleted:

"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".

"Except for Motions under Standing Order SOA 9 which may be moved without notice, every notice of motion shall be given *in writing or by fax*, signed by the

Member or Members of the Fire Authority giving the notice, and delivered at least twelve clear days, excluding Sundays and Bank Holidays before the next meeting of the Authority, at the office of the Monitoring Officer to the Authority, by whom it shall be dated and entered in a book which shall be open to the inspection of every Member of the Authority during normal office hours”.

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

**8. The Authority's Prevention Strategy 2018-2023**

To consider item 8 (**Pages 15 - 36**)

**9. The Authority's Protection Strategy 2018-2023**

To consider item 9 (**Pages 37 - 58**)

**10. The Authority's Response Strategy 2018-2023**

To consider item 10 (**Pages 59 - 80**)

**11. Efficiency Plan Progress Report**

To consider item 11 (**Pages 81 - 92**)

**12. The 2019-20 Local Government Finance Settlement: Technical Consultation Paper**

To consider item 12 (**Pages 93 - 130**)

**13. Local Authority Planning Consultations**

To consider item 13 (**Pages 131 - 142**)

**14. Equality, Diversity and Inclusion Objectives 2016-20: Review of Year Two progress**

To consider item 14 (**Pages 143 - 200**)

**15. Date of next meeting**

To note that the next meeting of the Fire Authority will be held on Wednesday 12 December 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](mailto:knellist@bucksfire.gov.uk)