

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



Chief Fire Officer and Chief Executive
Jason Thelwell

To: Members of Buckinghamshire and Milton Keynes Fire Authority

30 November 2020

MEMBERS OF THE PRESS AND PUBLIC

Please note the content of Page 2 of this Agenda Pack

Dear Councillor

Your **remote** attendance is requested at a meeting of the **BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY** to be held in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 **online** on **WEDNESDAY 9 DECEMBER 2020 at 11.00 am** when the business set out overleaf will be transacted.

Your online remote access will be via Microsoft Teams.

Yours faithfully

Graham Britten
Director of Legal and Governance

Chairman: Councillor Clarke OBE
Councillors: Carroll, Christensen, Cole, Exon, Hall, Hopkins, Hussain, Lambert, Mallen, Marland, McCall, McLean, Mills, Minns, Stuchbury, Walsh



MAKING YOU SAFER

www.bucksfire.gov.uk



To observe the meeting as a member of the Press and Public

The Authority supports the principles of openness and transparency. To enable members of the press and public to see or hear the meeting this meeting will be livestreamed. Please visit: <https://www.youtube.com/channel/UCWmIXPWAscxpL3vliv7bh1Q>

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 adjourn a Meeting to hear a member 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.

A request to speak on a specified agenda item should be submitted by email to gbritten@bucksfire.gov.uk by 4pm on the Monday prior to the meeting. Please state if you would like the Director of Legal and Governance to read out the statement on your behalf, or if you would like to be sent a 'teams' meeting invitation to join the meeting at the specified agenda item.

If the meeting is then adjourned, prior to inviting a member of the public to speak, the Chairman should advise that they:

- (a) speak for no more than four minutes,
- (b) 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.

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. Such attendance will be facilitated if requests are made to enquiries@bucksfire.gov.uk at least two clear working days before the meeting. Statements can be read out on behalf of the Member by the Director of Legal and Governance, or the Member may request a 'team's meeting invitation to join the meeting at the specified agenda item.

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 (as above). 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*, 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 14 October 2020 (Item 2) (**Pages 9 - 20**)

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. Recommendations from Committees:

Overview and Audit Committee – 11 November 2020

(a) Local Government Ethical Standards Best Practice Recommendations

"That the Authority be recommended to:

1. Note the benchmarking report (Annex A) regarding the 15 Best Practice Recommendations in CSPL's Local Government Ethical Standards Report;
2. Approve that:
 - a. the Code of Conduct is reviewed on an annual basis commencing 2021/22; and where possible taking into account the views of the public, community organisations, and neighbouring and appointing authorities.
 - b. in any review of the Code of Conduct:
 - i. the outcomes of the LGA's consultation on its draft Code of Conduct be taken into account;
 - ii. the prohibition on 'harassment' be added to the prohibition of bullying;

- iii. definitions and examples of both bullying and of harassment be included; and
- iv. the requirement on Members to comply with any formal standards investigation be included.
- c. the 'Procedure for the handling of allegations under the Code of Conduct against Members of the Buckinghamshire and Milton Keynes Fire Authority' be amended to include a non-exhaustive list of public interest factors which will be taken into account at the filtering stage of a complaint."

The report considered by the Overview and Audit Committee is attached at Item 7(a) (**Pages 21 - 40**)

Executive Committee – 18 November 2020

(b) Capital Strategy

"It is recommended that:

1. the Capital Strategy is recommended to the Authority for approval.
2. the Authority add, in its Terms of Reference, determining the Capital Strategy as set out at Appendix C."

Subject to the following amendment being made prior to publication:

- i) 9.3 "As at 31 September 2020, the long-term debt currently stands at £6.797m." be amended to "As at 30 September 2020, the long-term debt currently stands at £6.797m."

The report considered by the Executive Committee is attached at Item 7(b) (**Pages 41 - 66**)

(c) Financial Strategy 2020-21 to 2024-25

"That the Financial Strategy 2020-21 to 2024-25 is recommended to the Fire Authority for approval."

Subject to the following amendments being made prior to publication: i) Page 16 "unknow" to be replaced with "unknown" ii) Page 32 the following text to be added to the comments in the first row of the table "The decrease in the Bank of England base rate to 0.1% has had a significant impact on interest receivable. Also, during the pandemic the emphasis has increasingly shifted toward liquidity and faster payments to suppliers." iii) Page 10 Annex 1 (Appendix A) Row F2 "quantitate" to be replaced with "quantitative" iv) Page 14 Annex 1 (Appendix A) Row R1 the word "time" to be removed.

The report considered by the Executive Committee is attached at Item 7(c) (**Pages 67 - 124**)

8. Independent Persons

To consider Item 8 (**Pages 125 - 130**)

9. Annual Health, Safety and Well-being Report 2019/20

To consider Item 9 (**Pages 131 - 164**)

10. Date of next meeting

To note that the next meeting of the Fire Authority will be held on Wednesday 17 February 2021 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



BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY

ROLE DESCRIPTION

LEAD MEMBERS

1. To take a lead role in providing support and constructive challenge to senior officers in the development of strategies and plans and contributing towards the strategic direction of the Authority, within the Authority's overall policy objectives.
2. To act as a 'sounding board' for senior officers on issues within the portfolio and be supportive in dealing with any problems at a strategic level.
3. To review, in conjunction with senior officers, the service within the portfolio.
4. To keep abreast of related developments and policies at national, regional and local level.
5. To take the lead in reporting to the Authority, one of its committees, or panels on issues within the portfolio.
6. To attend the Overview and Audit Committee, at its request, in connection with any issues associated with the portfolio which is the subject of scrutiny.
7. To act as a spokesperson for the Authority on issues within the portfolio.
8. To represent the Authority on bodies, at events and at conferences related to the portfolio, as appointed by the Executive Committee and to feedback to the Authority any issues of relevance / importance.

(Approved 8 June 2007)