

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

7 February 2022

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 at **THE OCULUS, BUCKINGHAMSHIRE COUNCIL, THE GATEWAY OFFICES, GATEHOUSE ROAD, AYLESBURY, BUCKS, HP19 8FF** on **WEDNESDAY 16 FEBRUARY 2022 at 11.00 AM** when the business set out overleaf will be transacted.

Yours faithfully

Graham Britten
Director of Legal and Governance

Health and Safety: Covid-19

There will be limited facilities for members of the public to observe the meeting in person due to Government and Public Health England guidance. A recording of the meeting will be available after the meeting.

Chairman: Councillor Clarke OBE
Councillors: Bagge, Carroll, Chapple OBE, Christensen, Darlington, Exon, Hall, Hopkins, Hussain, Lambert, Marland, McLean, Rankine, Stuchbury, Waite, Walsh



MAKING YOU SAFER



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 recorded. Please visit:

<https://www.youtube.com/channel/UCWmIXPWAscxl3vliv7bh1Q>

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.
 - (i) the Capital Strategy
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 8 December 2021 (item 2) **(Pages 9 - 22)**

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. Matters Arising from the Previous Meeting

The Chairman to invite officers to provide verbal updates on any actions noted in the Minutes from the previous meeting.

6. Petitions

To receive petitions under Standing Order SOA6.

7. Questions

To receive questions in accordance with Standing Order SOA7.

8. Committee Matters

Standing Orders for the Authority and its Committees

At a meeting of the Executive Committee on 24 March 2021 the Chairman agreed to a request that an amendment to the Authority's Procedural Standing Orders be put to the Annual Meeting (Minute EX49). The purpose of the requested amendment was for the Chairman to invite officers to apprise a meeting of any updates on actions recorded in the minutes from the preceding meeting.

The relevant Standing Order is SOA 3. This applies to meetings of the Authority and also to meetings of its committees by virtue of SOC 1. Amendments to SOA 3 were approved

by the Authority at its Annual Meeting on 21 June 2021.

During the intervening period it has been proposed that a further amendment is made to SOA 3, so that any updates from officers are taken as the next item after approval of the Minutes and before the declarations of interests.

The proposed alterations to accommodate this are shown underlined; with proposed deletions shown as struck-through.

It is recommended that the following amendments be made to the Standing Orders for the Authority and its Committees:

SOA 3 ORDER OF BUSINESS, AGENDA PROCEDURE AND SUMMONS

1. At the Annual Meeting of the Authority or when a vacancy exists for the post to elect a Chairman and consider the election of a Vice-Chairman.
2. To elect a Member to preside if the Chairman and Vice-Chairman are both absent.
3. To receive any apologies for absence and any changes in Membership since the last meeting of the Authority.
4. To consider and to amend or approve, and the Chairman to sign as a correct record the approved Minutes of the previous meeting.
5. The Chairman to invite officers to provide verbal updates on any actions noted in the Minutes from the previous meeting.
- ~~5-6.~~ Members to declare any disclosable pecuniary interests if these have not been entered onto the Authority's register (where the matter is not a 'sensitive interest') they may have in a particular item to be considered in accordance with section 31 of the Localism Act 2011; and officers to declare any interests they may have in a particular item to be considered in accordance with section 117 of the Local Government Act 1972.
- ~~6.~~ ~~The Chairman to invite officers to provide verbal updates on any actions noted in the Minutes from the previous meeting.~~
7. To receive the Chairman's announcements.
8. To receive petitions in accordance with Standing Order SOA6.
9. To receive questions in accordance with Standing Order SOA7.
10. To dispose of business (if any) remaining from the last meeting.
11. To consider notices of motion in the order in which they were received.
12. To consider statutory and other reports of officers of the Authority.

13. To authorise the sealing of documents.
14. To consider other business, specified on the Agenda.
15. The Order of business may be varied at the meeting at the discretion of the Chairman, but such a variation shall not displace business falling under items 1,2,3,4,5 and 6.
16. No business may be transacted at a Meeting of the Authority or its Committees which is not specified in the agenda for the Meeting unless the Chairman of the Meeting agrees that the item should be considered as a matter of urgency and the reason for urgency shall be specified in the Minutes.
17. At least five clear working days before a meeting of the Authority or any Committee a summons to attend the Meeting, in the name of the Monitoring Officer of the Authority and together with an agenda specifying the business to be transacted, shall be left at or sent by post to the usual place of residence (or such other address as the Member may specify) or, where a Member has given consent for the summons to be transmitted in electronic form to a particular electronic address (and consent has not been withdrawn) sending it in electronic form to that address, of every Member of the body in question, provided that want of service of the summons shall not affect validity of the Meeting.

Background papers: <https://bucksfire.gov.uk/authority/authority-committees-standing-orders/>

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

9. Recommendations from Committees:

Executive Committee – 9 February 2022

(a) The Prudential Code, Prudential Indicators and Minimum Revenue Provision

“That the Authority be recommended to approve:

1. the Prudential Indicators for 2022/23
2. the Minimum Revenue Provision policy statement”

The report considered by the Executive Committee is attached at item 9(a)
(Pages 23 - 32)

(b) Medium Term Financial Plan (MTFP) 2022/23 - 2026/27

- 1(a) “Note and have due regard to the report and Statement of the Chief Finance Officer (see section 8 of Annex A).
- 1(b) Approve a Council Tax precept of £72.16 for a band D equivalent property (equal to an increase of 9.6p per week) and the revenue budget as set out in Appendix 1.

1(c) Approve the capital programme as set out in Appendix 2.

1(d) Transfer the £600k from the referendum reserve to the revenue contribution to capital reserve.”

The report considered by the Executive Committee is attached at item 9(b)
(Pages 33 - 46)

(c) Members' Allowances

1. “That the Authority be recommended to adopt a Scheme for Members’ Allowances for 2022/23 (**Appendix C**) with either

- a) 0% increase in allowances; or
- b) 1.5% increase in allowances.”

The report considered by the Executive Committee is attached at item 9(c)
(Pages 47 - 102)

10. Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) - Buckinghamshire Fire and Rescue Service (BFRS) Inspection Report 2021

To consider item 10 **(Pages 103 - 160)**

11. Pay Policy Principles and Statement 2022/23

To consider item 11 **(Pages 161 - 182)**

12. Treasury Management Strategy 2022/23

To consider item 12 **(Pages 183 - 198)**

13. Armed Forces Covenant

To consider item 13 **(Pages 199 - 202)**

14. Composition of the Authority for 2022/23

To consider item 14 **(Pages 203 - 206)**

15. Date of next meeting

To note that the next meeting of the Fire Authority will be held on Wednesday 15 June 2022 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)