

**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



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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

5 June 2023

**MEMBERS OF THE PRESS**  
**AND PUBLIC**

Please note the content of  
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Dear Councillor

Your attendance is requested at the Annual Meeting of the **BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY** to be held in Meeting Room 1, Fire and Rescue Headquarters, Stocklake, Aylesbury, Buckinghamshire, HP20 1BD on **WEDNESDAY 14 JUNE 2023 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:**

There will be limited facilities for members of the public to observe the meeting in person. A recording of the meeting will be available after the meeting.

Councillors: Adoh, Bagge, Carroll, Chapple OBE, Christensen, Darlington, Exon, Fuller, Hall, Hopkins, Hussain, Lambert, McLean, Rouse, 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](mailto: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](mailto: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. Election of Chairman**

To elect a Chairman for 2023/24

#### **2. Appointment of Vice-Chairman**

To appoint a Vice-Chairman for 2023/24

The Vice Chairman's responsibilities include supporting the Chairman of the Authority in the discharge of their responsibilities; to deputise for the Chairman of the Authority where necessary, including leading on the Authority's response to any Government proposals relevant to the responsibilities of the Authority, and any transitions or changes arising from such proposals; to lead on Climate Change and to lead on the Authority's response to any matters relating to HMICFRS.

#### **3. Apologies**

#### **4. Minutes**

To approve, and sign as a correct record the Minutes of the Extraordinary meeting of the Fire Authority held on 28 April 2023 (item 4) **(Pages 11 - 22)**

#### **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. 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.

#### **7. Chairman's Announcements**

To receive the Chairman's announcements (if any).

#### **8. Petitions**

To receive petitions under Standing Order SOA6.

## 9. Questions

To receive questions in accordance with Standing Order SOA7.

## 10. Membership of the Authority

Under the Buckinghamshire Fire Services (Combination Scheme) Order 1996 Part III paragraph 12 – Each constituent authority shall, so far as is practicable, appoint such number of representatives to be members of the Authority as is proportionate to the number of local government electors in its area in relation to the number of such electors in the other constituent authority's area.

The electorate for Buckinghamshire Council is 412,797 as at 1 December 2022 (An email received from the Buckinghamshire Council Senior Electoral Services Officer, 4 January 2023, confirmed 'The Local Government electorate for Buckinghamshire Council at 1 December 2022 is 412,797.') 67.70%.

The electorate for Milton Keynes Council is 196,975 as at 1 December 2022 (An email received from the Milton Keynes Council Electoral Services Manager, 10 January 2023, confirmed 'The Local Government Electorate for Milton Keynes City Council as at 1 December 2022 is 196,975') 32.30%.

Total Number of Members :			17	
Buckinghamshire	412,797	(67.70%)	12	Members
Milton Keynes	196,975	(32.30%)	5	Members

This equates to Authority Membership for Buckinghamshire Council 12 Members and Milton Keynes Council 5 Members.

To note that the Constituent Authorities have appointed the following Members to serve on the Fire Authority for 2023/24:

### Buckinghamshire Council (12)

Councillors Adoh, Bagge, Carroll, Chapple OBE, Christensen, Hall, Hussain, Lambert, Rouse, Stuchbury, Waite and Walsh

### Milton Keynes Council (5)

Councillors Darlington, Exon, Fuller, Hopkins and McLean

## 11. Committee Matters

- (a) Local Government and Housing Act 1989 and Local Government (Committees and Political Groups) Regulations 1990.

The Authority is required by the above Regulations to review the basis of allocation of seats amongst the Political Groups either at its Annual Meeting, or as soon as practicable thereafter, or following a change in its Membership. In making its review, the Authority is required, so far as reasonably practicable, to comply with the following principles:

- (i) The majority of seats is to be allocated to a particular Group if the number of persons belonging to that Group is a majority on the Authority.
- (ii) Subject to the above paragraphs, the number of seats on the Committees allocated to each Group should bear the same proportion to the total of all the seats on the Committees as that borne by the number of Members of that Group to the Membership of the Authority.
- (iii) Subject to paragraphs (i) to (iii) above, that the number of the seats on the body which are allocated to different political groups bears the same proportion to the number of all the seats on that body as is borne by the number of members of that group to the membership of the authority.

Subject to formal notification of the Membership of each Political Group, the allocation of seats on the Authority is as follows:

Conservative Group:	11 seats	(64.70%)
Liberal Democrat Group:	3 seats	(17.65%)
Labour Group:	3 seats	(17.65%)

The above Regulations, with the Authority's Scheme of Delegation, require a notice in writing to be delivered to the Authority's Monitoring Officer signed by two or more Members of the Authority to establish a Political Group.

The Authority is asked to note the report.

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

Background papers: None.

(b) **Committee Appointments**

To consider making appointments to the Authority's committees. The membership of the Executive and the Overview and Audit committees is required to be mutually exclusive.

**Executive Committee**

The Authority is asked to make appointments to the Executive Committee in accordance with the wishes of the respective Political Groups (8 Members).

It is recommended that the seats should be allocated as follows:

Conservative – 5

Liberal Democrat – 2

Labour – 1

### **Overview and Audit Committee**

The Authority is asked to make appointments to the Overview and Audit Committee in accordance with the wishes of the respective Political Groups (9 Members).

It is recommended that the seats should be allocated as follows:

Conservative – 6

Liberal Democrat – 1

Labour – 2

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

Background papers: None.

## **12. Calendar of Meetings**

### Fire Authority

Wednesday 11 October 2023 at 11.00am

Wednesday 6 December 2023 at 11.00am

Wednesday 14 February 2024 at 11.00am

Wednesday 12 June 2024 at 11.00am

### Executive Committee

Wednesday 12 July 2023 at 10.00am

Wednesday 13 September 2023 at 10.00am

Wednesday 15 November 2023 at 10.00am

Wednesday 7 February 2024 at 10.00am

Wednesday 20 March 2024 at 10.00am

### Overview & Audit Committee

Wednesday 19 July 2023 at 10.00am

Wednesday 8 November 2023 at 10.00am

Wednesday 13 March 2024 at 10.00am

### 13. Appointment of Representatives to Outside Bodies

(a) Local Government Association Annual Conference

To appoint 2 Members to attend as the Authority's representatives at the Local Government Association's Annual Conference.

(b) Local Government Association Fire Commission

To appoint 1 Member and Standing Deputy to represent the Authority at the Local Government Association's Fire Commission.

(c) Local Government Association Annual Fire Conference

To appoint 2 Members to attend as the Authority's representatives at the Local Government Association's Annual Fire Conference.

(d) Thames Valley Fire Control Service – Joint Committee

(i) To appoint 2 Representatives to the Thames Valley Fire Control Service – Joint Committee.

(ii) To nominate 2 substitute members to the Thames Valley Fire Control Service – Joint Committee (in the event the 2 representatives are unable to attend).

Appointments to the Thames Valley Fire Control Service Joint Committee are exempt from the political balance rules under section 15 of the Local Government and Housing Act 1989. It is a joint committee constituted by two or more authorities under section 102 of the Local Government Act 1972 but to which the Authority appoints fewer than three members.

### 14. Lead Member Responsibilities

To consider the allocation of Lead Member Responsibilities; and to appoint Members to those roles.

<b>Responsibility</b>
<b>Service Delivery, Protection and Collaboration</b>
To lead on issues relating to the protection of our communities, the enforcement of fire safety legislation, and collaboration across the blue light services.
<b>People, Equality and Diversity and Assurance</b>
To ensure that the right staffing solutions are in place to provide the best



possible service to our communities; and to ensure that our operations are fully assured and we continue to improve the quality of our service to our communities and the safety of our staff.

**Finance and Assets, Information Security and IT**

To lead on treasury management, MTFP and the longer term aspects of our finances including the capital programme; optimising the use of assets (including fleet and property); and on information and data security and IT to ensure that we can develop and protect our infrastructure and service to our community.

**Health and Safety and Corporate Risk**

To ensure that measures and policies are in place to mitigate risks to the organisation and our staff.

It is recommended that:

1. Appointments to each of the Lead Member roles be made.

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

Background Papers: None

**15. 2020-25 Corporate Plan: Year 3 Progress Review and Year 4 Update**

To consider item 15 (Pages 23 - 50)

**16. Equality, Diversity and Inclusion Objectives 2020-2025 - Year three update**

To consider item 16 (Pages 51 - 80)

**17. Exploring our Culture**

To consider item 17 (Pages 81 - 114)

**18. Summer Pressures Recommendations**

To consider item 18 (Pages 115 - 126)

**19. Performance Management - Q4 2022/2023**

To consider item 19 (Pages 127 - 168)

**20. Recent Changes to Fire Safety/Building Safety Legislation and Regulations**

To receive a presentation (Pages 169 - 180)

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)



## **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)