

# Public Document Pack



## BEDFORDSHIRE FIRE AND RESCUE AUTHORITY

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Members of Fire and Rescue Authority.

Bedford Borough Councillors: C Atkins, M Headley and J Mingay

Central Bedfordshire Councillors: P Downing, D McVicar, F Chapman, J Chatterley and P Duckett

Luton Borough Councillors: T Khan, D Franks, Y Waheed and R Saleem

A meeting of **Fire and Rescue Authority** will be held at **Conference Room, Fire and Rescue Service Headquarters, Kempston, Bedford MK42 7NR** on **Thursday, 31 May 2018** starting at **2.30 pm**.

John Atkinson  
Secretary/Monitoring Officer

### A G E N D A

Item	Subject	Lead	Purpose of Discussion
1.	Apologies	Secretary/ Monitoring Officer	
2.	Membership	Secretary/Monitoring Officer	
3.	Election of Chair 2018/19	Secretary/Monitoring Officer	
4.	Election of Vice Chair 2018/19	Secretary/Monitoring Officer	
5.	Declarations of Disclosable Pecuniary and Other Interests	Chair	Members are requested to disclose the existence and nature of any disclosable pecuniary interest and any other interests as required by the Fire Authority's Code of Conduct (see note below).
6.	Communications	Chair	
7.	Minutes	Chair	To confirm the Minutes of the meeting held on 26 April 2018 (Pages 3 - 12)

<b>Item</b>	<b>Subject</b>	<b>Lead</b>	<b>Purpose of Discussion</b>
8.	Public Participation	Chair	To receive any questions put to the Authority under the Public Participation Scheme
9.	Authorisation of Members to Report to the Constituent Councils on Meetings of the Fire and Rescue Authority	Secretary/Monitoring Officer	To consider a report (Pages 13 - 14)
10.	Representation on the Audit and Standards Committee, Policy and Challenge Groups etc in 2018/19	Secretary/Monitoring Officer	To consider a report (Pages 15 - 18)
11.	Decision Making between Meetings, Briefings etc	Secretary/Monitoring Officer	To consider a report (Pages 19 - 22)
12.	Representation on Local Government Association (LGA) Matters	Secretary/Monitoring Officer	To consider a report (Pages 23 - 24)
13.	Member Development	CFO	To consider a report (Pages 25 - 30)

Next Meeting

10.00 am on 19 July 2018 at  
Lecture Theatre, Dunstable  
Community Fire Station,  
Brewers Hill Road, Dunstable  
LU6 1AA

### **DECLARATIONS OF INTEREST**

From 1 July 2012 new regulations were introduced on Disclosable Pecuniary Interests (DPIs). The interests are set out in the Schedule to the Code of Conduct adopted by the Fire Authority on 28 June 2012. Members are statutorily required to notify the Monitoring Officer (MO) of any such interest which they, or a spouse or civil partner or a person they live with as such, have where they know of the interest.

A Member must make a verbal declaration of the existence and nature of any Disclosable Pecuniary Interest and any other interest as defined in paragraph 7 of the Fire Authority's Code of Conduct at any meeting of the Fire Authority, a Committee (or Sub-Committee) at which the Member is present and, in the case of a DPI, withdraw from participating in the meeting where an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.

## MINUTES OF FIRE AND RESCUE AUTHORITY MEETING HELD ON 26 APRIL 2018

Present: Councillors C Atkins (Chair), F Chapman, J Chatterley, P Downing (Vice-Chair), P Duckett, D Franks, M Headley, T Khan, D McVicar, J Mingay, R Saleem and Y Waheed

Also Present: Anna Akerman, Director of Policy, Office of the Police and Crime Commissioner for Bedfordshire

### 17-18/FRA/73 Apologies

Apologies for absence were received from the Police and Crime Commissioner for Bedfordshire, Kathryn Holloway.

### 17-18/FRA/74 Declarations of Disclosable Pecuniary and Other Interests

There were none.

### 17-18/FRA/75 Communications

#### LGA Membership

The Chief Fire Officer reported on the letter received from the LGA setting out the major areas of work in the fire and rescue sector during the previous year and requesting the renewal of membership.

#### Deputy Chief Fire Officer

The Authority was advised that Andy Hopkinson from County Durham and Darlington Fire and Rescue Service had been appointed as Deputy Chief Fire Officer after an extensive selection process and would commence in post on 1 May 2018.

The Chair, on behalf of the Authority, thanked Assistant Chief Fire Officer Evans for his contribution to the Service since he had acted up in the post from August 2017. She particularly highlighted the support he offered her as Chair and the Service Delivery Policy and Challenge Group as lead Officer to that Group during that time.

#### HMRC issue on use of Pool Cars by Response Officers

Following national discussions, it had been agreed that there would be no additional tax charged for the use of cars for operational response. Therefore, provision that had been made to cover the tax liabilities for affected staff for the current tax year would no longer be required. Changes to the tax regulations would not be implemented until 2019 at the earliest.

#### Fire at Bedfordshire Growers in Biggleswade

The Chief Fire Officer reported on the large incident that had taken place on 19 April 2018. Over 75 Service personnel had been mobilised to the incident, with crews drafted in from

Cambridgeshire. Specific reference was made to the assistance provided by the Rapid Relief Team (RRT) of the Plymouth Brethren. The RRT would also be supporting the Cadet Challenge on 28 April 2018.

The Chair advised that she had sent her thanks, on behalf of the Authority, to all the staff involved in the incident. She highlighted the efforts of the Control staff, who had been mobilising to simultaneous incidents, including a fire at the Village Hall in Sandy and assistance to the Police search for two 8 year old children missing in Bedford.

The Chief Fire Officer commented that the Service would have benefited from having a drone available to provide an overview of the incident from above. A drone had not yet been procured as it had been identified as an area for collaboration with Bedfordshire Police.

#### Installation of New High Sheriff

Assistant Chief Fire Officer Evans had represented the Fire and Rescue Authority at the High Sheriff's installation ceremony.

#### Live Water Rescue Demonstration

A live water rescue had taken place at Wixams on 13 April 2018 as part of the National Fire Chiefs Council's Drowning Prevention and Water Safety Week. Part of the demonstration was to teach members of the public to throw devices into the water rather than to enter the water themselves in a rescue attempt.

#### 17-18/FRA/76 Minutes

##### **RESOLVED:**

That the Minutes of the meeting held on 8 February 2018 be confirmed and signed as a true record.

#### 17-18/FRA/77 Public Participation

Members noted that no questions had been received in accordance with the public participation scheme approved at the meeting of the Fire and Rescue Authority held on 5 April 2000 (Minute 99/fa/94 refers).

#### 17-18/FRA/78 Corporate Services Policy and Challenge Group 12 March 2018

Councillor Headley submitted the draft Minutes of the meeting of the Corporate Services Policy and Challenge Group held on 12 March 2018. The meeting had been inquorate and recommendations to approve the Treasury Management documents and the Asset Management Strategy were being forwarded directly to the Authority.

Councillor Headley highlighted two of the minor changes that had been made to the Treasury Management Strategy Statement and Treasury Management Practices: the addition of consideration of inter-authority lending and clarification of the role of the Policy and Challenge Group, in that it was not a decision making body and could only make recommendations to full Authority.

Councillor McVicar, the other Member present at the meeting, expressed disappointment that the meeting had not been quorate.

**RESOLVED:**

1. That the submitted notes of the meeting of the Corporate Services Policy and Challenge Group held on 12 March 2018 be received.
2. That the updated documents be adopted:
  - (i) Treasury Management Strategy Statement
  - (ii) Minimum Revenue Provision Policy and Annual Investment Strategy
  - (iii) Treasury Management Practices
3. That the Asset Management Strategy be approved.
4. That the Asset Management Strategy be reviewed every three years and the individual Asset Management Plans be reviewed annually.

17-18/FRA/79 Service Delivery Policy and Challenge Group 15 March 2018

Councillor Mingay submitted the draft Minutes of the meeting of the Service Delivery Policy and Challenge Group held on 15 March 2018.

Councillor Mingay highlighted the following:

- The Service, as part of national collaborative project with 27 other Fire and Rescue Services, had procured new Personal Protective Equipment (PPE) for its fire fighters and this would be delivered in 2019. "Show and tell" sessions were being arranged to demonstrate the new PPE that would be lighter, safer and available in a wider variety of shapes and sizes.
- There had been a significant increase in deliberate fires during the year. This was largely the result of a large spike in the first quarter of the year of an increase in vehicle fires related to criminal activity.
- An evaluation of the effecting entry pilot had been completed. The Service had been called for assistance 527 times and attended 375 incidents. On 82 occasions the Service had been first on the scene and Service crews had provided or assisted with the provision of medical care in 79 cases.
- During the period between 1 October and 31 December 2017, 100% of 121 respondents were very (113) or fairly satisfied (8) with the Service.
- The Service would continue to support Hazard Alley; however due to the costs of admission and transport, this would be limited to promotion rather than through sending groups of children to the facility.

Assistant Chief Fire Officer Evans reported that, in light of the recent chemical attack in Salisbury, the Service had reviewed its arrangements and ability to respond to chemical attacks, including the Mass Casualty Decontamination Unit. The arrangements had received a high level of internal and external assurance.

Councillor Downing referred to an article in Bedford Today on 20 April 2018 about the significant increase in arson incidents and questioned whether the Service had been contacted prior to its publication.

**RESOLVED:**

That the submitted draft Minutes of the meeting held on 15 March 2018 be received, subject to the amendment of Minute 46.5 to refer to fire related injuries, rather than fatalities.

17-18/FRA/80 Audit and Standards Committee 28 March 2018

Councillor Chapman submitted the draft Minutes of the meeting of the Audit and Standards Committee held on 28 March 2018.

The Committee had recommended the approval of a revised Code of Conduct and the 2017/18 Review of Effectiveness and associated action plan for incorporation into the Annual Governance Statement.

The record of Member attendance on Station Visits 2017/18 had been amended and the updated version had been circulated to Members electronically.

**RESOLVED:**

1. That the submitted draft Minutes of the meeting held on 6 December 2017 be received, subject to the amendment of the materiality limit referred to in Minute 48.3 to £29,000.
2. That the revised Code of Conduct be approved.
3. That the 2017/18 Review of Effectiveness and associated action plan be approved and incorporated into the Annual Governance Statement.

17-18/FRA/81 Human Resources Policy and Challenge Group 29 March 2018

Councillor Waheed submitted the draft Minutes of the meeting of the Human Resources Policy and Challenge Group held on 29 March 2018 and highlighted the following:

- Good progress had been made against all projects.
- New performance targets had been set for 2018/19.
- The Authority was required to have a Pension Board with its associated framework. The internal audit of the Pension Board had resulted in an opinion of substantial assurance.
- The Group had reviewed progress against the Corporate Health and Safety Objectives for 2017/18 and agreed new objectives for 2018/19.
- A RoSPA Audit would be undertaken in 2018 as it had been four years since the last RoSPA Audit, which had resulted in the Service being awarded Level 4 out of 5.
- The Group had received a presentation on the Service's Functional Fitness Testing and Drill Ground Assessment. This was based on a system of testing supported by the Fire Brigades Union, FireFit, University of Bath and the Chief Fire Officers Association.

In response to a question on the position relating to the ongoing pensions dispute, the Assistant Chief Officer advised that the case had been referred back to the Employment Tribunal. The legal costs of this action were being split between all affected Fire and Rescue Services.

In relation to the pay award for fire fighters, the Assistant Chief Officer reported that 1% had been awarded, backdated to July 2017. Initially a 2% pay offer had been made with ongoing discussion regarding the broadening of role for a FF with a stage 2 increase of 3%, subject to the Government providing funding. The Fire Brigades Union national conference would be held in June and it was likely that the pay dispute would be discussed at that time.

**RESOLVED:**

That the submitted draft Minutes of the meeting of the Human Resources Policy and Challenge Group held on 29 March 2018 be received.

17-18/FRA/82 Draft Community Risk Management Plan (CRMP)

Assistant Chief Fire Officer Evans introduced a report providing an update on the production of a new Community Risk Management Plan (CRMP). An initial draft had originally been presented to a meeting of the Service Delivery Policy and Challenge Group in June 2017; however, a number of significant developments had occurred since then including the implementation of a new Fire and Rescue Service Framework, the commencement of an

intelligence led response project, the award of funding for a feasibility study into a joint Headquarters with Bedfordshire Police and the introduction of a new inspection regime.

As a result of these developments, the CRMP would be revisited to ensure that it was fit for purpose and that it took the changing context into account and more accurately reflect future delivery of fire and rescue services in Bedfordshire.

In response to a comment on the engagement of the Ambulance Service in blue light collaboration projects, both the Chief Fire Officer and the Assistant Chief Fire Officer confirmed that the engagement of the Ambulance Service had increased and it had become a more active partner in the Collaboration Working Group.

In terms of risk, Councillor Downing expressed the view that more work should be undertaken at a Community Safety Partnership level to prioritise arson as an issue affecting the communities of Bedfordshire.

He also reported on the work of Bedfordshire Clinical Commissioning Group in looking to further develop primary care in order to reduce the demand for emergency and acute services.

**RESOLVED:**

That the contents of the report be received and the strategic direction outlined in the report regarding the development of a new Community Risk Management Plan be supported.

17-18/FRA/83 Disposal of Assets under the Scheme of Delegated Authority

The Chief Fire Officer presented the annual report on the disposal of obsolete vehicles and equipment assets and detailed the assets that could achieve values over the threshold of £10,000 for Officer delegation.

In response to a question, the Chief Fire Officer advised that the rescue pumps and equipment that had been donated by the Service to Kenya in the past had been successfully introduced and feedback had been received that demonstrated that the donated equipment had been effective in both rescuing individuals and preventing damage to property.

It was noted that assets were assessed to determine if the life of those assets could be extended prior to disposal. Ancillary vehicles were regularly kept in service after the proposed date of disposal and a number of factors, such as residual value and ongoing maintenance costs, were considered prior to the disposal of any vehicle.

Assistant Chief Fire Officer Evans advised that three electric vehicles were being procured to provide courier services between the Service's properties. As the vehicles had a range of approximately 150 miles, they would be able to complete their rounds and be charged overnight, so would not require additional charging points to be installed.

**RESOLVED:**

1. That the contents of the report be acknowledged.
2. That the disposal of the 12 assets detailed in the report which individually have the potential to achieve income over the £10,000 threshold allowed under the scheme of delegated authority be authorised.

#### 17-18/FRA/84 Fire Pensions Administration

The Assistant Chief Officer submitted a report seeking approval to continue with the existing firefighter pension administration services from London Pensions Fund Authority (LPFA) through a discharge agreement under section 104 of the Local Government Act 1972.

The current pension administrator, LPFA, had merged with Lancashire County Council (LCC) to create a joint venture structure for the administration of pension funds. This was a not for profit organisation and any surplus was reinvested or returned to customers through a rebate mechanism. It was proposed that the Service enter into a discharge agreement with LCC for the continuation of the pension fund administration for a fee of £36,000 per annum. A discharge agreement was similar to a shared service agreement and negated the requirement for a full procurement exercise.

The Assistant Chief Officer confirmed that the team administering the Service's pensions would remain the same, and that the office would remain in the south, with specialist fire pension support available at the LCC base in Preston. In entering into an agreement with LCC, the Service would retain the skills, experience and expertise of its current pension administrators. Kent Fire and Rescue Service had recently entered into a discharge agreement with LCC.

The Service had received extensive legal advice from LGSS Law in the development of the agreement.

It was noted that the Local Government Pensions Scheme (LGPS) was still administered by Bedford Borough Council.

#### **RESOLVED:**

1. That the discharge of firefighter pension administration functions to Lancashire County Council under section 101 of the Local Government Act 1972 be agreed.
2. That the Head of Human Resources be authorised to enter into any necessary agreements to effect this change and for the Authority's seal to be affixed to any documents required to give effect to this decision.

#### 17-18/FRA/85 Blue Light Collaboration

Assistant Chief Fire Officer Evans presented his report which provided an update on the current status of 'Blue Light' collaboration workstreams.

Assistant Chief Constable Philip Wells had been nominated as the Senior Responsible Officer for the Joint Headquarters. Members and staff had been involved in meetings with the consultant undertaking the feasibility study as part of the scoping exercise. Governance arrangements were currently being considered.

Evaluations on the co-location of Ampthill and Leighton Buzzard Fire Stations had been undertaken. Additional female toilets were required at Leighton Buzzard as the current facilities were not adequate for the current gender profile of staff at the Station. Investigations into how this could be resolved, given the age and footprint of the building, were progressing. Sites were available for access by Police staff on a 24/7 basis.

Bury Park Community Centre had been made available for collaborative use from 5 April 2018.

An evaluation of the missing vulnerable person searches had resulted in the Memorandum of Understanding being rewritten.

The evaluation report of the effecting entry pilot had been presented at the Blue Light Collaboration Programme Board and it had been recognised that this had been successful and led to lives being saved and damage to property being reduced as the Service had been able to provide a quicker response. Work was in progress to identify better arrangements for making premises secure following forced entry, including consideration of this being undertaken by fire crews themselves.

In relation to the purchase of a drone, Bedfordshire Police had purchased drones due to urgent operational need and the Service was now considering collaborative opportunities with Hertfordshire Fire and Rescue Service.

Control staff now had access to Bedfordshire Police's STORM incident monitoring system which enabled them to access real time incident monitoring and risk management information.

Discussions had commenced regarding the sharing of a specialist GDPR Officer. Improvements had been made to the cross service data sharing arrangements and process enhancements to share Bedfordshire Police risk flags with the Community Safety team and the frequency of arson reporting by Bedfordshire Police to the Service is to be increased to expedite fire investigations.

Members expressed concern about the delay of the procurement of a drone, as it could have been used at the incident in Biggleswade.

Assistant Chief Fire Officer Evans reported that the procurement of the drone had been delayed as the bids received through the tendering exercise had been too expensive. Whilst recognising that any drone procured would need to be compatible with national asset capability requirement, Hertfordshire's experience had led to consideration of a lower specification drone.

The increasing amount of collaboration work was recognised and Officers were thanked for their efforts in driving this forward.

**RESOLVED:**

That the contents of the report be acknowledged.

17-18/FRA/86 Information Bulletin

Members received the information bulletin for the period 1 January – 31 March 2018.

Councillor Mingay referred to a fatality resulting from a road traffic collision and requested that the number of road traffic collision fatalities be reported to the Service Delivery Policy and Challenge Group for information.

The Chief Fire Officer reported that this could be provided, but the Service was not always notified if an individual rescued by the Service later passed away so the information may not be accurate.

As it was the last meeting of the Municipal Year, the Chair thanked all Members for their hard work on behalf of the Authority and the people of Bedfordshire during the year. She noted that Luton Borough Council appointed its Authority representatives on an annual basis.

She also thanked Officers and support staff for their assistance and made particular reference to the support she had received from Councillor Downing in his role as Vice-Chair.

**RESOLVED:**

That the information bulletin be received.

17-18/FRA/87 Future Mobilising System Recommendation

**RESOLVED:**

That, pursuant to Sections 100A(2) and 100A(4) of the Local Government Act 1972, the public be excluded from the discussion of the following item on the grounds that the matters to be discussed involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act (as amended):

Items

Future Mobilising System Mobilisation

The meeting ended at 11.45 am

**ANNUAL GENERAL MEETING**

Following the completion of the Authority's formal business, the Chair invited Members to consider some proposals that she had developed regarding the allocation of places on the Policy and Challenge Groups and the Audit Committee and suggested that these new arrangements should be adopted at the forthcoming Annual Meeting. It was noted that one of Central Bedfordshire Council's committees was due to take place at the same time as the FRA's Annual Meeting and that four Members of the FRA would be attending that meeting. A request was made to change the time of the Annual Meeting to 2.30 pm so that the members affected could attend both meetings.

The Secretary/Monitoring Officer advised that it was possible for the Authority to change the time of the Annual Meeting provided that public notice was given of the change.

It was agreed that the Authority's Annual Meeting would take place at 2.30 pm on Thursday 31 May 2018 to accommodate the fact that some Members were involved in a meeting at Central Bedfordshire Council which was being held in the morning of that day.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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**For Publication**

**Bedfordshire Fire and Rescue Authority  
31 May 2018  
Item No. 9**

**REPORT AUTHOR: SECRETARY/MONITORING OFFICER**

**SUBJECT: AUTHORISATION OF MEMBERS TO REPORT TO THE  
CONSTITUENT COUNCILS ON MEETINGS OF THE  
FIRE AND RESCUE AUTHORITY**

For further information on this Report contact: Nicky Upton  
Democratic and Regulatory Services Supervisor  
Tel No: 01234 845149

Background Papers: None

Implications

LEGAL		FINANCIAL	
HUMAN RESOURCES		EQUALITY IMPACT	
ENVIRONMENTAL		POLICY	
CORPORATE RISK	Known	OTHER (please specify)	
	New	CORE BRIEF	

*Any implications affecting this report are noted at the end of the report*

## **PURPOSE:**

To consider arrangements for reporting to Constituent Councils on meetings of the Fire and Rescue Authority.

## **RECOMMENDATION:**

That, a Member from each Constituent Council be authorised to report to their respective Constituent Council on the meetings of the Fire and Rescue Authority for 2018/19.

1. Arrangements agreed between the Fire and Rescue Authority and the Constituent Councils have previously provided for a representative of the Constituent Council on the Fire and Rescue Authority (whether the Chair or another Member), to report on meetings of the Fire and Rescue Authority to the Constituent Council, and answer any questions relating to the discharge of the Fire and Rescue Authority's functions.

2. In 2017/18, Councillors Mingay, Downing and Waheed were authorised to report to Bedford Borough Council, Central Bedfordshire Council and Luton Borough Council respectively.
3. Members are requested to consider arrangements to report to constituent authorities during 2018/19.

**JOHN ATKINSON**  
**SECRETARY/MONITORING OFFICER**

**For Publication**

**Bedfordshire Fire and Rescue Authority  
31 May 2018  
Item No. 10**

**REPORT AUTHOR: SECRETARY/MONITORING OFFICER**

**SUBJECT: REPRESENTATION ON THE AUDIT AND STANDARDS COMMITTEE, POLICY AND CHALLENGE GROUPS AND STRATEGIC PARTNERSHIPS FOR 2018/19**

For further information on this Report contact: Nicky Upton  
Democratic and Regulatory Services Supervisor  
Tel No: 01234 845149

Background Papers: None

Implications

LEGAL		FINANCIAL	
HUMAN RESOURCES		EQUALITY IMPACT	
ENVIRONMENTAL		POLICY	
CORPORATE RISK	Known	OTHER (please specify)	
	New	CORE BRIEF	

*Any implications affecting this report are noted at the end of the report.*

## **PURPOSE:**

To consider representation for 2018/19 on the Fire and Rescue Authority's Audit and Standards Committee; Service Delivery, Corporate Services and Human Resources Policy and Challenge Groups; Strategic Partnerships; Corporate Equality Group and the Blue Light Collaboration Group.

## **RECOMMENDATIONS:**

That,

1. Members agree representation for 2018/19 on the Audit and Standards Committee;
2. Members agree representation for 2018/19 on the Service Delivery, Corporate Services and Human Resources Policy and Challenge Groups;
3. Members appoint Chairs for 2018/19 to the Audit and Standards Committee; and the Service Delivery, Corporate Services and Human Resources Policy and Challenge Groups;
4. Members agree representation for 2018/19 for Local Strategic Partnerships.
5. Members agree the continuation of the representation of Councillor Downing on the Blue Light Collaboration Group.

1. Introduction
- 1.1 The Democratic and Regulatory Services Supervisor has previously invited indications of interest in membership of the various Fire and Rescue Authority meetings. The Terms of Reference for each Committee/Group will be reviewed at the first meeting of each Committee/Group.
2. Audit and Standards Committee and Policy and Challenge Groups
- 2.1 The Fire and Rescue Authority currently has the following Committee/Policy and Challenge Groups reporting to it:
  - Service Delivery Policy and Challenge Group;
  - Corporate Services Policy and Challenge Group;
  - Human Resources Policy and Challenge Group; and
  - Audit and Standards Committee.
- 2.2 As noted elsewhere on the Agenda, it is recommended that an Executive Panel of Members be appointed. Vice Chairs will be appointed at the first annual meeting of each Committee/Group.
- 2.3 Although the Fire and Rescue Authority appoints Members to each Committee/Group, all Members will continue to receive an electronic link to the agendas and papers and are welcome to attend any meeting (although not vote).
- 2.4 At the 2013 AGM, the FRA decided that the membership of the Audit and Standards Committee should no longer be the same as that of the Corporate Services Policy and Challenge Group, as had previously been the position.
- 2.5 It has been previously agreed that the Fire and Rescue Authority Chair and Vice Chair will not be members of the Audit and Standards Committee and the Chair of the Corporate Services Policy and Challenge Group will not act as Chair to the Audit and Standards Committee.
- 2.6 The Audit and Standards Committee is a public meeting and, according to current Standing Orders, has a quorum of a third of its Members, including at least one Member from two of the constituent Councils. This needs to be borne in mind when appointing Members to the Audit and Standards Committee and Members may wish to consider the appointment of at least two Members from each constituent Council.
- 2.7 It has been agreed that each Fire and Rescue Authority Member should serve on a minimum of two of the Policy and Challenge Groups. After the meeting on 26 April 2018, the Chair invited Members to consider some proposals that she had developed regarding the allocation of places on the Policy and Challenge Groups and the Audit Committee and suggested that these new arrangements be adopted at the forthcoming Annual Meeting.

3. Corporate Equality Group

- 3.1 The Chair of the Human Resources Policy and Challenge Group acts as Member representative on the Service's Corporate Equality Group (CEG). The Fire and Rescue Authority previously appointed a Member Diversity Champion to the Corporate Equality Group; at the FRA meeting on 26 May 2016 it was noted that there was no longer a need to appoint a Member Diversity Champion to CEG, as the Chair of the Human Resources Policy and Challenge Group provides sufficient representation on that group.

4. Local Strategic Partnerships

- 4.1 The following Members were nominated for 2017/18 to represent the Fire Authority for possible attendance at Strategic partnerships within Bedford, Central Bedfordshire and Luton:

Bedford  
Central Bedfordshire  
Luton

Councillor J Mingay  
Councillor P Downing  
Councillor Waheed

5. Blue Light Collaboration Group

- 5.1 In April 2016 Councillor Paul Downing was appointed by the Authority to serve on the Collaboration Working Group because of his extensive experience in a strategic role within the Police Service and his membership of the Police and Crime Panel. The Authority is asked to agree that Councillor Downing should continue to attend meetings of the Collaboration Group on its behalf.

**JOHN ATKINSON**  
**SECRETARY/MONITORING OFFICER**

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For Publication

Bedfordshire Fire and Rescue Authority  
31 May 2018  
Item No. 11

**REPORT AUTHOR:** SECRETARY/MONITORING OFFICER

**SUBJECT:** DECISION MAKING BETWEEN FRA MEETINGS,  
BRIEFINGS ETC

For further information on this Report contact: Nicky Upton  
Democratic and Regulatory Services Supervisor  
Tel No: 01234 845149

Background Papers: None

Implications

LEGAL		FINANCIAL	
HUMAN RESOURCES		EQUALITY IMPACT	
ENVIRONMENTAL		POLICY	
CORPORATE RISK	Known	OTHER (please specify)	
	New	CORE BRIEF	

*Any implications affecting this report are noted at the end of the report*

## PURPOSE:

To consider arrangements for decision-making between meetings and related matters, including the establishment of an Executive Committee to exercise these functions on behalf of the FRA.

## RECOMMENDATIONS:

That the FRA consider the establishment of an Executive Committee with the constitution set out in the Appendix to this report.

## 1. Introduction

- 1.1 As with other local authorities, the Fire and Rescue Authority needs arrangements for making decisions and undertaking other actions that may be required between meetings. The Chief Fire Officer has delegated powers in relation to matters contained in the Scheme of Delegation but, on occasion, it is necessary to consult a Member (or Members) when a decision or action is required before the next meeting of the Fire and Rescue Authority.

- 1.2 Additionally, it may be necessary to brief Members on a particular issue or involve them in other matters such as selection panels and to hear collective grievances/collective disputes and other related matters with a quorum of at least three Members to be present. Individual Members cannot be authorised themselves to make decisions (except where local authorities operate executive arrangements – these provisions do not apply to the Fire and Rescue Authority).
- 1.3 For a number of years it has been the FRA's practice at each Annual Meeting to authorise a panel of members comprising the FRA's Chair, Vice Chair and the Chairs of the Policy and Challenge Groups to meet as an Executive to take these decisions on the FRA's behalf. These arrangements have been agreed each year since 2007.
- 1.4 At its meeting of 26 May 2016 the FRA agreed that should a party or a constituent authority not be represented on the Executive, a named observer from that party/constituent Authority may attend all meetings and briefings of the Executive.
- 1.5 At its meeting on 15 December 2016 the FRA agreed that the Police and Crime Commissioner ('the PCC') would be invited to attend meetings of the Executive. Pending an amendment to the Combination Order governing the FRA the PCC cannot vote on any matters to be decided by the Executive.

## **2.0 Appointment of an Executive Committee**

- 2.1 The role of the Executive has become integral to the way in which the FRA conducts its business and its position within the constitutional framework should now perhaps be confirmed by the establishment of a committee known as the Executive Committee to undertake these functions.
- 2.2 The membership and terms of reference of the Executive Committee would be the same as the existing arrangements. A copy of the proposed terms of reference including membership and reporting arrangements is attached as an appendix to this report.

## **3.0 Conclusion**

- 3.1 The FRA is asked to consider the proposals set out in the Appendix to this report and to decide whether to establish an Executive Committee.

**JOHN ATKINSON**  
**SECRETARY/MONITORING OFFICER**

## **APPENDIX**

### **EXECUTIVE COMMITTEE**

The Executive Committee has been established to undertake the following functions on behalf of the FRA:

To take urgent decisions in between meetings of the FRA;

To appoint selection panels and carry out the arrangements for the appointment of Principal Officers.

To exercise the FRA's responsibilities in respect of collective grievances/collective disputes, and stage two of Internal Dispute Resolution Procedure (IDRP) and other related matters.

### **Membership**

The membership of the Executive Committee shall be as follows:

The Chair and Vice Chair of the FRA;  
The Chairs of the Service Delivery, Corporate Services and Human Resources Policy and Challenge Groups.

Should a party or a constituent authority not be represented on the Executive Committee, a named observer from that party/constituent Authority may attend all meetings and briefings of the Executive.

The Chair of the FRA shall be Chair of the Executive Committee.

### **Quorum**

Business shall not be transacted at any meeting of the Executive Committee unless at least three members of the Committee are present and at least one member from two constituent authorities.

### **Support**

The Committee will be supported by the Principal Officer Team, the FRA's Secretary /Monitoring Officer and the Head of Finance/Treasurer.

### **Regularity of Meetings**

The Executive Committee will meet as and when required to transact any business within its terms of reference. Normally, the Executive Committee will also meet with officers before each meeting of the FRA to review the agenda and agree any additional information required for the FRA meeting.

## **Delegated Powers and Reporting Arrangements**

The Executive Committee is authorised to exercise any functions of the FRA that come within its terms of reference. Decisions taken by the Committee under its delegated powers will be reported to the next meeting of the FRA, except where the decision taken is quasi judicial or where the subject matter considered is exempt from publication under Schedule 12A of the Local Government Act 1972.

## **Terms of Reference**

1. To meet as and when necessary to take any decisions required in between meetings of the FRA.
2. To make arrangements for the appointment of the Chief Fire Officer and other Principal Officers and to appoint selection panels to interview candidates and make appointments to posts within the Principal Officer Team.
3. To exercise the FRA's functions in respect of employment disputes and appeals, including hearing collective grievances/collective disputes, and matters referred to the FRA under stage two of Internal Dispute Resolution Procedure (IDRP) and other related matters.

**For Publication**

**Bedfordshire Fire and Rescue Authority  
31 May 2018  
Item No. 12**

**REPORT AUTHOR: SECRETARY/MONITORING OFFICER**

**SUBJECT: REPRESENTATION ON LOCAL GOVERNMENT  
ASSOCIATION (LGA) MATTERS 2018/19**

For further information on this Report contact: Nicky Upton  
Democratic and Regulatory Services Supervisor  
Tel No: 01234 845419

Background Papers None

Implications (tick ✓):

LEGAL		FINANCIAL	
HUMAN RESOURCES		EQUALITY IMPACT	
ENVIRONMENTAL		POLICY	
CORPORATE RISK	Known	OTHER (please specify)	
	New	CORE BRIEF	

*Any implications affecting this report are noted at the end of the report.*

## PURPOSE:

To consider:

- the appointment of representatives to serve on the LGA General Assembly; Fire Services Forum; Fire Services Commission; and Bedfordshire and Luton Branch of the LGA in 2018/19.
- representation at the LGA Annual Fire Conference in March 2019.

## RECOMMENDATIONS:

- That the Fire and Rescue Authority considers the appointment of:
  - up to two further representatives to serve with the Chair and Vice Chair on the LGA General Assembly;
  - a named substitute to serve on the LGA Fire Services Forum in the absence of the Chair; and
  - a representative to the LGA Fire Services Commission.
- That, consideration be given to the Chair, Vice Chair, and the Chief Fire Officer attending the LGA Annual Fire Conference in March 2019.

1. General Assembly

- 1.1 The Fire and Rescue Authority is entitled to appoint up to four representatives to serve on the LGA General Assembly with the representatives entitled to cast up to eleven General Assembly votes and one corporate vote.
- 1.2 The Fire and Rescue Authority has previously agreed to appoint its Chair and Vice Chair to serve on the General Assembly with the Chair holding the eleven General Assembly votes and one corporate vote, with these being vested in the Vice Chair in the Chair's absence.
- 1.3 In 2017/18, no named substitute representative was appointed in addition to the Chair and Vice Chair.

2. Bedfordshire and Luton Branch

- 2.1 In anticipation that a request may be received for the Fire and Rescue Authority to confirm its appointments to the Bedfordshire and Luton Branch of the LGA for 2018/19.
- 2.2 The Fire and Rescue Authority has previously agreed to appoint its Chair and Vice Chair to serve on the Bedfordshire and Luton Branch and, in 2017/18, no named substitute representative was appointed.

3. LGA Fire Services Forum

The Fire and Rescue Authority has previously agreed to appoint its Chair to serve on the LGA Fire Services Forum. In 2017/18 the Vice Chair was appointed as the named substitute to serve on the LGA Fire Services Forum in the absence of the Chair.

4. LGA Fire Services Commission

In the past, the Fire and Rescue Authority has appointed its Chair to serve on the LGA Fire Services Commission.

5. LGA Annual Fire Conference: March 2019

The LGA hosts its Annual Fire Conference in March each year, date yet to be confirmed.

In the past, the Chair, Vice Chair and the Chief Fire Officer have attended the conference on behalf of the Fire and Rescue Authority.

**JOHN ATKINSON**  
**SECRETARY/MONITORING OFFICER**

**For Publication**

**Bedfordshire Fire and Rescue Authority  
31 May 2018  
Item No. 13**

**REPORT AUTHOR: CHIEF FIRE OFFICER**

**SUBJECT: MEMBER DEVELOPMENT**

For further information on this Report contact: Nicky Upton  
Democratic and Regulatory Services Supervisor  
Tel No: 01234 845149

Background Papers: None

Implications (tick ✓):

LEGAL		FINANCIAL	
HUMAN RESOURCES		EQUALITY IMPACT	
ENVIRONMENTAL		POLICY	
CORPORATE RISK	Known	OTHER (please specify)	
	New	CORE BRIEF	

*Any implications affecting this report are noted at the end of the report.*

## **PURPOSE:**

To consider arrangements for Fire and Rescue Authority Member development in 2018/19.

## **RECOMMENDATIONS:**

That Members:

1. Consider arrangements for Member development in 2018/19;
2. Nominate a Member to attend the LGA Fire Leadership Essentials Programme; and
3. Consider representation to the Combined Fire Authorities' conference on 11 October 2018 at the DoubleTree by Hilton Hotel, Milton Keynes Dons Stadium.

### **1. Introduction**

- 1.1 Two dedicated Members' Development Days have been included in the Fire and Rescue Authority's calendar for 2018/19; 20 June and 31 October 2018.

- 1.2 In addition, Members are to attend two Budget Workshops on 15 November 2018 and 17 January 2019 to review and consider the Budget for 2019/20. The workshops will also review the development of the Fire and Rescue Authority's Community Risk Management Plan (CRMP) and, on 17 January 2019, Members will review the Fire and Rescue Authority's effectiveness and action plan for 2019/20, which will feed into the Annual Governance Statement.
- 1.3 To complement these arrangements, and to provide an informal means of discussing any concerns with Station personnel, a programme of regular Members' visits to Fire Stations will be put in place.
- 1.4 A Combined Fire Authorities' conference is to be held at Milton Keynes Dons Stadium on 11 October 2018.
- 1.5 The LGA hosts a Fire Conference each March, the 2019 Conference date is yet to be confirmed.
2. Members' Development Day: 20 June 2018
- 2.1 A Programme for the Members' Development Day on 20 June 2018 is awaited from the Fire Service College.
3. Members' Development Day: 31 October 2018
- 3.1 It is proposed that the programme for this Development Day will be considered on 20 June 2018
4. LGA Fire Leadership Essentials Programme: October 2018
- 4.1 The LGA will be providing a Fire Leadership Essential Programme for Fire Authority lead members; confirmation of the date is awaited.
- 4.2 The main objectives of the programme will be to develop the nature of political leadership in fire and rescue authorities, ensure elected members are kept up to date on key strategic issues facing the sector, show how different leadership styles can assist in organisational change, and explore tools and techniques for working with communities, partners and the media.
- 4.3 The LGA provides fully subsidised places to fire and rescue authorities, and Bedfordshire Fire and Rescue Authority are invited to nominate a Member to attend the LGA Fire Leadership Essentials Programme.

5. Combined Fire Authorities Conference – 11 October 2018
- 5.1 A Combined Fire Authorities Conference will be held at the DoubleTree by Hilton Hotel, at the Milton Keynes Dons Stadium on 11 October 2018, to which Chairs and Chief Fire Officers are invited. However, in consideration of the Conference being held in Bucks, Members may wish to consider wider representation from this Authority.
6. Station Visits
- 6.1 At the Fire and Rescue Authority meeting on 10 February 2006 Members agreed to establish a programme of visits to fire stations to familiarise Members with different types of appliances or equipment, as well as providing an opportunity to talk to personnel and understand the different duty systems.
- 6.2 A programme of Members' visits to stations has been in place since 2006 to provide Members with:
- A greater awareness of the changing role of the Fire and Rescue Service from a local perspective;
  - An understanding and appreciation of the impact of future planning and budget decisions; and
  - An understanding, both strategically and locally, of the rationale behind integrated risk management.
- 6.3 It was confirmed at the 2017/18 Review of the Fire Authority Effectiveness the visits to stations should continue for 2018/19. A programme of station visits for 2018/19 is being developed.
7. Further Development
- 7.1 The range of development activities available to Members is noted at Appendix A to this report. Any additional items may be raised through Policy and Challenge Group/Audit and Standards Committee Work Plans or the Annual Review of the Fire and Rescue Authority's effectiveness.

**PAUL M FULLER CBE QFSM DL**  
**CHIEF FIRE OFFICER**

**BEDFORDSHIRE FIRE AND RESCUE AUTHORITY**

**IN-HOUSE MEMBER DEVELOPMENT CALENDAR 2018/19**

<b>DATE</b>	<b>SUBJECT</b>	<b>CONTENTS</b>	<b>COMMENT</b>
May 2018  Prior to Annual Meeting on 31 May 2018	Welcome letter to possible new Members (Members are nominated by the constituent Councils at their AGMs)	Details on Code of Conduct; Registration of Interests; calendar of meetings; calendar of Station visits; committee terms of reference; and Members' allowances scheme	Legal requirement to register interests. Members advise of preference for membership of Groups/Committees for consideration at Fire and Rescue Authority AGM
20 June 2018	Member Development Day No 1	Fire Service College, Moreton-in-Marsh, Glouc	
31 October 2018	Member Development Day No 2		Programme to reflect Member feedback
15 November 2018	Budget Workshop No1		To review the budget position and work towards the February Fire and Rescue Authority meeting which sets the Budget and Precept for the coming year.  Review of CRMP
17 January 2019	Budget Workshop No2		To review the budget position and work towards the February Fire Authority meeting which sets the Budget and Precept for the coming year.  Review of CRMP

## BEDFORDSHIRE FIRE AND RESCUE AUTHORITY

DATE	SUBJECT	CONTENTS	COMMENT
17 January 2019	Review of Authority's Effectiveness		Facilitated meeting to review effectiveness and Action Plan for 2019/20
A programme of Station visits is being developed.			

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