



## BEDFORDSHIRE FIRE AND RESCUE AUTHORITY

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Members of Executive Committee.

Bedford Borough Councillors: C Atkins and M Headley

Central Bedfordshire Councillors: J Chatterley and D McVicar

Luton Borough Councillors: Y Waheed and D Franks

A virtual meeting of **Executive Committee** will be held on **Friday, 24 April 2020** starting at **11.30 am**.

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	

<b>Item</b>	<b>Subject</b>	<b>Lead</b>	<b>Purpose of Discussion</b>
3.	Declaration 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)
4.	Minutes	Chair	To confirm the minutes of the meeting held on 4 February 2019 (Pages 3 - 6)
5.	Communications	Chair	
6.	Update from the Chief Fire Officer	CFO	
7.	Public Participation	Chair	To receive any questions put to the Authority under the Public Participation Scheme
8.	Arrangements for FRA Meetings during the Coronavirus Emergency	Secretary / Monitoring Officer	To consider a report (Pages 7 - 10)
9.	Governance Review Update	Secretary / Monitoring Officer	

### **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 EXECUTIVE COMMITTEE MEETING HELD ON 4 FEBRUARY 2019

Present: Councillors F Chapman, J Chatterley (Vice Chair in the Chair), J Mingay and Y Waheed  
CFO P Fuller, DCFO A Hopkinson, Mr J Atkinson and Ms D Clarke

### 6 Apologies

6.1 There were no apologies.

### 7 Declaration of Disclosable Pecuniary and Other Interests

7.1 There were no declarations of interest.

### 8 Communications

8.1 There were no communications.

### 9 Public Participation

9.1 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).

### 10 Minutes

#### **RESOLVED:**

That the Minutes of the meeting of the Executive Committee held on 17 July 2018 be confirmed and signed as a true record.

11 Principal Officer Vacancy

**RESOLVED:**

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

Item: Principal Officer Vacancy

The meeting ended at 12.04 pm

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  
Executive Committee  
24 April 2020

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**REPORT AUTHOR: SECRETARY/MONITORING OFFICER**

**SUBJECT: ARRANGEMENTS FOR MEETINGS DURING THE CORONAVIRUS EMERGENCY**

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For further information on this report contact: John Atkinson  
Secretary/Monitoring Officer  
Tel No: 01234 845149

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Background Papers:

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Implications (tick ✓):

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

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

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## PURPOSE:

To decide how to manage meetings of the FRA during the Coronavirus Emergency

## RECOMMENDATION:

- (a) That the Annual Meeting of the FRA be postponed until 3 September 2020 and that the FRA meetings due to be held on 30 April 2020 and 16 July 2020 be cancelled.
  - (b) That the Chair of the Audit and Standards Committee be authorised to determine whether the Committee's meeting due to be held on 2 July 2020 should proceed remotely or be cancelled following consultation with the Chief Fire Officer and the Treasurer.
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### 1. Introduction

- 1.1 This meeting of the Executive Committee has been arranged to agree arrangements for the management of the FRA's business during the lockdown. Normally decisions about cancelling or postponing meetings of the FRA would be taken by the full FRA. However, in this instance and in view of the exceptional situation the Executive Committee has been convened to take an urgent decision on the matter in between meetings of the FRA.

### 2. The Normal Rules

- 2.1 The FRA's Combination Scheme and its Standing Orders govern the arrangements for meetings. Standing Orders provide that the FRA must hold an Annual Meeting during May or June each year and may hold such other meetings as it may determine. The first item on the agenda at the Annual Meeting is the election of a Chairperson for the ensuing year.

### 3. The effect of the Coronavirus Flexibility of Meetings Regulations

- 3.1 These regulations were introduced by the Government in response to the Coronavirus outbreak and, in particular, the lockdown. The Regulations came into force on 4 April 2020 and apply only until 6 May 2021. They remove the requirement to hold an Annual Meeting during this period and provide that Members holding an appointment that would normally be



decided at the Annual Meeting remain in office until the next Annual Meeting of the FRA or until such time as the FRA may determine.

3.2 The Regulations also make provision for meetings to be held remotely. Being present at a meeting includes being present remotely.

4. Proposed Changes to the Calendar of Meetings

4.1 It is suggested that the ordinary meetings of the FRA that are due to be held on 30 April 2020 and 16 July 2020 be cancelled and that the Annual Meeting be postponed until 3 September 2020.

4.2 The Audit and Standards Committee is due to meet on 2 July 2020. It is suggested that the Chair of the Committee should be authorised to determine whether that meeting should take place remotely or cancelled following advice from the Chief Fire Officer and FRA Treasurer on the decisions that need to be taken at that meeting.

5. Urgent Decisions and Information Bulletins

5.1 If urgent decisions must be made before the FRA's Annual Meeting in September a remote meeting of the Executive Committee can be convened in accordance with the FRA's normal arrangements for taking urgent decisions.

5.2 During this period the Chairman and Chief Fire Officer will issue regular updates to ensure that Members of the FRA are kept informed about any significant issues and the activities of the Fire Service.

**JOHN ATKINSON  
SECRETARY/MONITORING OFFICER**

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