



# **HEREFORD & WORCESTER Fire Authority**

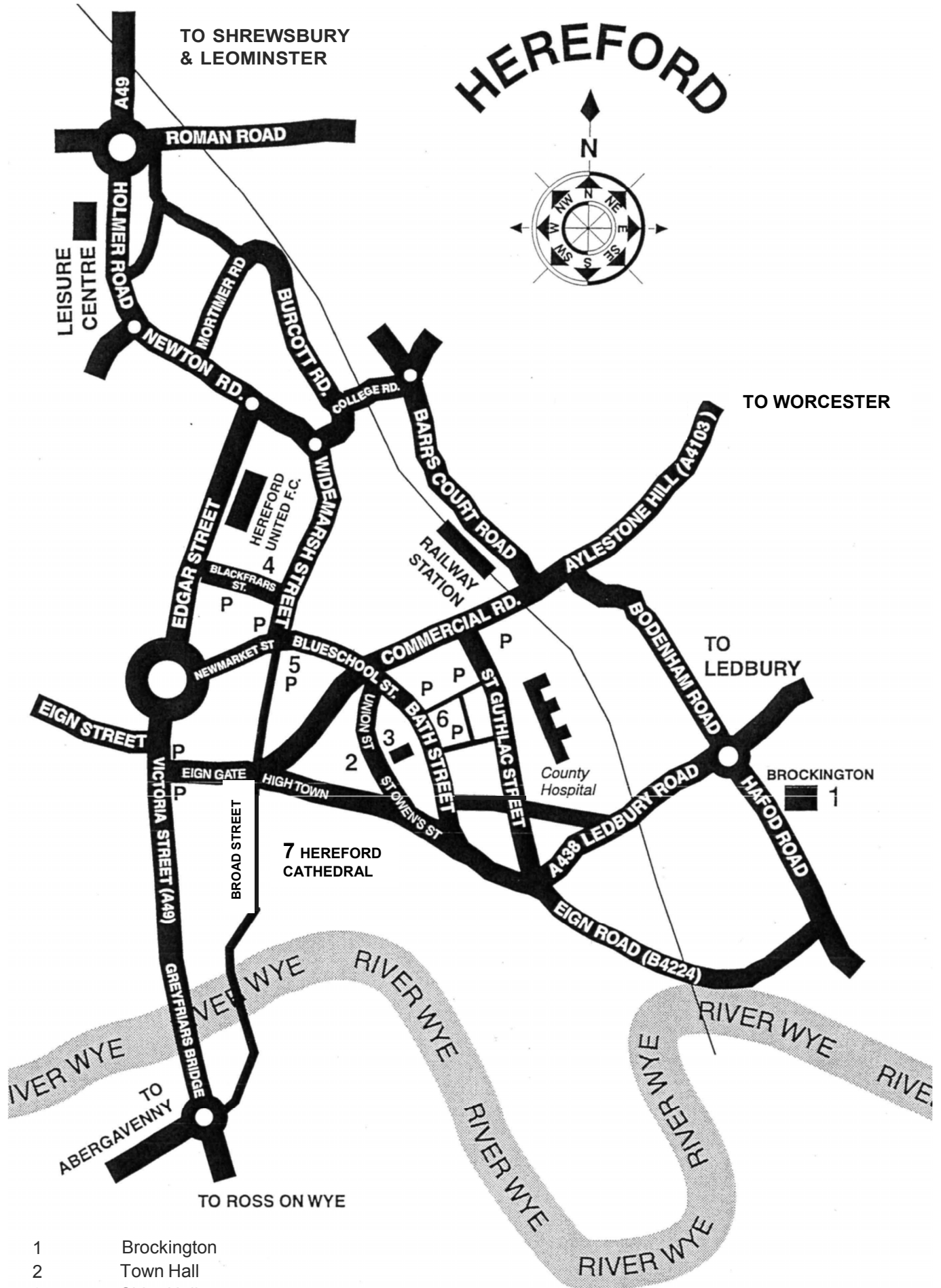
**Full Authority**

## **AGENDA**

**Wednesday, 14 February 2018**

**10:30**

**Shire Hall  
St Peter's Square, Hereford, HR1 2HY**



- 1 Brockington
- 2 Town Hall
- 3 Shire Hall
- 4 Education Centre
5. Garrick House
6. Bath Street
7. Kemble House

## **GUIDANCE NOTES FOR VISITORS**

### **Fire and Emergency Evacuation Procedure**

In the event of a fire or emergency the alarm bell will ring continuously. You should vacate the building in an orderly manner through the nearest available fire exit and make your way to the Fire Assembly Point in the Shire Hall car park.

Please do not allow any items of clothing, etc. to obstruct any of the exits. Do not delay your vacation of the building by stopping or returning to collect coats or other personal belongings.

### **Parking**

There are a number of pay and display car parks close to the Shire Hall.

### **Public Transport Links**

The Shire Hall is a few minutes walking distance from both bus stations located in the town centre of Hereford.

The Chairman or an attendee at the meeting must take the signing in sheet so it can be checked when everyone is at the assembly point.

### **Alternative formats**

For information regarding requests for papers in alternative formats, please contact Committee & Members' Services on 01905 368241/209 or by email at [committeeservices@hwfire.org.uk](mailto:committeeservices@hwfire.org.uk).

**Smoking** is not permitted.

**First Aid** -please ask at reception to contact a trained First Aider.

**Toilets** – please ask at reception.

**ACCESS TO INFORMATION – YOUR RIGHTS.** The press and public have the right to attend Local Authority meetings and to see certain documents. You have:

- the right to attend all Authority and Committee meetings unless the business to be transacted would disclose “confidential information” or “exempt information”;
- the right to film, record or report electronically on any meeting to which the public are admitted provided you do not do so in a manner that is disruptive to the meeting. **If you are present at a meeting of the Authority you will be deemed to have consented to being filmed or recorded by anyone exercising their rights under this paragraph;**
- the right to inspect agenda and public reports at least five days before the date of the meeting (available on our website: <http://www.hwfire.org.uk>);
- the right to inspect minutes of the Authority and Committees for up to six years following the meeting (available on our website: <http://www.hwfire.org.uk>); and
- the right to inspect background papers on which reports are based for a period of up to four years from the date of the meeting.

A reasonable number of copies of agenda and reports relating to items to be considered in public will be available at meetings of the Authority and Committees. If you have any queries regarding this agenda or any of the decisions taken or wish to exercise any of these rights of access to information please contact Committee & Members’ Services on 01905 368209 or by email at [committeeservices@hwfire.org.uk](mailto:committeeservices@hwfire.org.uk).

**WELCOME AND GUIDE TO TODAY’S MEETING.** These notes are written to assist you to follow the meeting. Decisions at the meeting will be taken by the **Councillors** who are democratically elected representatives and they will be advised by **Officers** who are paid professionals. The Fire and Rescue Authority comprises 25 Councillors and appoints committees to undertake various functions on behalf of the Authority. There are 19 Worcestershire County Councillors on the Authority and 6 Herefordshire Council Councillors.

**Agenda Papers** - Attached is the Agenda which is a summary of the issues to be discussed and the related reports by Officers.

**Chairman** - The Chairman, who is responsible for the proper conduct of the meeting, sits at the head of the table.

**Officers** - Accompanying the Chairman is the Chief Fire Officer and other Officers of the Fire and Rescue Authority who will advise on legal and procedural matters and record the proceedings. These include the Clerk and the Treasurer to the Authority.

**The Business** - The Chairman will conduct the business of the meeting. The items listed on the agenda will be discussed.

**Decisions** - At the end of the discussion on each item the Chairman will put any amendments or motions to the meeting and then ask the Councillors to vote. The Officers do not have a vote.



# Hereford & Worcester Fire Authority

## Full Authority

Wednesday, 14 February 2018, 10:30

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### Agenda

#### Councillors

Mr R J Phillips (Chairman), Mr P A Tuthill (Vice Chairman), Mr R C Adams, Ms P Agar, Mr A Amos, Mr T D Baker-Price, Mr B Clayton, Mrs E Eyre BEM, Mr A Fry, Mr D Greenow, Ms K S Guthrie, Mr I D Hardiman, Mr Al Hardman, Mr M Hart, Dr C A Hotham, Mr J L V Kenyon, Mr R I Matthews, Mr P Middlebrough, Mrs F M Oborski MBE, Dr K Pollock, Mrs J Potter, Professor J W Raine, Mr C B Taylor, Mr R M Udall, Mr S D Williams

No.	Item	Pages
1	<b>Apologies for Absence</b>  To receive any apologies for absence.	
2	<b>Declarations of Interest (if any)</b>  This item allows the Chairman to invite any Councillor to declare an interest in any of the items on this Agenda.	
3	<b>Chairman's Announcements</b>  To update Members on recent activities.	

#### **4 Public Participation**

To allow a Member of the public to present a petition, ask a question or make a statement relating to any topic concerning the duties and powers of the Authority.

Members of the public wishing to take part should notify the Head of Legal Services in writing or by email indicating both the nature and content of their proposed participation to be received no later than 2 clear working days before the meeting (in this case 9 February 2018). Further details about public participation are available on the website. Enquiries can also be made through the telephone numbers/email listed below.

#### **5 Confirmation of Minutes**

To confirm the Minutes of the Meeting held on 14 December 2017.

**8 - 13**

#### **6 PCC Business Case**

The Chairman will provide Members with a verbal update

#### **7 Budget and Precept 2018/19 and Medium Term Financial Plan**

To determine the Revenue and Capital Budgets and the Council Tax Requirement for 2018/19.

To approve the Prudential Indicators and Minimum Revenue Provision (MRP) Statement for 2018/19.

To approve the level of Fees and Charges for chargeable services for 2018/19

To identify potential future resources, their consequential impact on future year budgets and the future Council Tax Requirement. (the Medium Term Financial Plan)

To approve Reserves and Investment Strategies

**14 - 41**

#### **8 Crewing Arrangements**

Report to follow.

<b>9</b>	<b>Pay Policy Statement</b>	<b>42 - 51</b>
	To bring to the attention of the Authority the requirement for the Service to publish its annual Pay Policy Statement for year 2018/19.	
<b>10</b>	<b>Members' Allowances Scheme 2018/19</b>	<b>52 - 55</b>
	To consider whether to make any alterations to the Members' Allowances Scheme for 2018/19 in light of the change in the Consumer Price Index to December 2017.	
<b>11</b>	<b>Fire Authority and Committee Dates</b>	<b>56 - 58</b>
	To inform Authority Members of the meeting dates for 2018/19.	
<b>12</b>	<b>Minutes of the Audit and Standards Committee</b>	<b>59 - 61</b>
	To receive the minutes of the meeting held on 24 January 2018.	
<b>13</b>	<b>Minutes of the Policy and Resources Committee</b>	<b>62 - 66</b>
	To receive the minutes of the meeting held on 31 January 2018.	
	 <b>Firefighter Safety Seminar</b>	
	A seminar for Authority Members on firefighter safety will be held following the close of the meeting.	