



## **Minutes**

### **Members present:**

Mr. D Prodger MBE (Chair), Brigadier P Jones CBE (Vice Chair)

Mr. T Bean, Mr B Bullock, Mr J Cairns, Mrs. L Duffy, Mrs. L Eyre, Mr A Hardman, Mrs. G Hopkins, Mrs M Lloyd-Hayes, Mr B Matthews, Mrs. F Oborski, Mrs. J Potter, Mr C Smith, Mr. T Spencer, Mr. D Taylor, Mr. K Taylor, Mr. J Thomas, R Udall, Mr P Watts and Mr. G Yarranton.

### **No. Item**

#### **1. Apologies for Absence**

Apologies for absence were received from Councillors: M Bunker, J Campion, D Greenow and L Hodgson.

#### **2. Declaration of Interests**

The Chairman invited any Member to declare an interest in any of the items on this Agenda. Brigadier P Jones declared a personal interest in agenda item number 14 relating to IRMP 2011/12 Fire Cover: Proposals and Results of Consultation, as his stepson is a firefighter at Bromsgrove Fire Station.

#### **3. Chairman's Announcements**

The Chairman made a series of announcements as follows:

1. He congratulated Watch Commander Adrian Taylor from Blue Watch, Redditch, on the award of an MBE in the Queen's Birthday Honours List. This honour had been awarded in recognition of his services to the Fire Service and in particular his work with the Young Firefighters.

The Chairman told Members that he had personally written to Watch Commander Taylor to congratulate him on this honour on behalf of Members of the Fire and Rescue Authority.

At this point Councillors Hopkins and Spencer also paid tribute to the tireless work that Watch Commander Taylor had carried out in respect of the Young Firefighters.

2. The Chairman reminded Members that the time of the Audit Training and Audit Committee on Friday 29 June 2012 had been changed with the agreement of the Chairman. The Audit Committee training would now commence at 12.30 pm and the Audit Committee meeting would commence at 2.30 pm instead of 2 pm. All Members were welcome to attend the training but were asked to advise the Corporate Support Team if they wished to attend.
3. Members were reminded about a Member visit to South District

(Malvern and Worcester) on Monday 2 July 2012. Members were asked to advise a member of the Corporate Support Team if they wished to attend.

**4. Election of Chairman**

The Clerk invited nominations for the election of Chairman to the Authority and as Mr Derek Prodger MBE, was the only nomination he was declared elected as Chairman.

**5. *RESOLVED that Councillor D Prodger MBE, be appointed as Chairman for the Authority for 2012/13.***

**Election of Vice-Chairman**

The Chairman invited nominations for the election of Vice-Chairman to the Authority and as Brigadier Peter Jones CBE, was the only nomination he was declared elected as Vice-Chairman.

***RESOLVED that Brigadier P Jones CBE, be appointed as Vice-Chairman for the Authority for 2012/13.***

**6. Confirmation of Minutes**

***RESOLVED that the minutes of the meeting held on 15 February 2012 be agreed and signed by the Chairman.***

***RESOLVED: that the minutes of the meeting held on 22 May 2012 be agreed and signed by the Chairman subject to the addition of Councillor M Lloyd-Hayes' name to the list of those present.***

**7. Questions from Members of the Public**

No questions had been received from members of the public.

**8. Appointment of Head of Legal Services (Monitoring Officer)**

The Chief Fire Officer advised that the Authority had conducted a rigorous selection process and Mr Nigel Snape had been recommended as the candidate of choice by the Appointments Committee.

***RESOLVED that the Fire and Rescue Authority ratify the appointment of Mr Nigel Snape to the post of Head of Legal Services (Monitoring Officer) with effect from a mutually agreeable date.***

(Following ratification of the appointment Mr Snape was brought into the meeting and introduced to Members. The Chairman welcomed him to the Authority and Mr Snape commented that he was looking forward to working at the Authority). Mr Snape remained present for the rest of the meeting.

## **9. Allocation of Seats to Political Groups, Appointments to Committees**

The Authority considered the allocation of seats on Committees to political groups as per its Standing Orders. The Clerk advised Members that individual nominations to committees would be addressed by Group Leaders outside the meeting.

### **RESOLVED:**

- i. to make appointments to the offices of Chairman and Vice-Chairman of the Authority's Committees as follows:*
  - (a) Appointments Committee:  
Chairman: Mr Derek Prodger MBE  
Vice-Chairman: Brigadier P Jones CBE*
  - (b) Audit Committee:  
Chairman: Mrs Lynne Duffy  
Vice-Chairman: Mrs Lucy Hodgson*
  - (c) Policy and Resources Committee  
Chairman: Mr Kit Taylor  
Vice-Chairman Mr Gordon Yarranton*
- ii. To appoint Mrs Gay Hopkins and Mr David Greenow to represent the Authority on the Standards Committee and to appoint Mr John Thomas and Mr Terry Spencer as their named substitutes.*
- iii. To appoint Member Champions as follows:  
Asset Management: Mrs Liz Eyre;  
Equality and Diversity : Mr Richard Udall;  
Risk Management: Mr Peter Watts; and  
Health and Safety – Mr Peter Watts.*
- iv. To appoint one representative to each political group as a Member Development Champion and to appoint Mrs Lucy Hodgson, Mr David Taylor and Mr Clive Smith.*
- v. That the Clerk be authorised following consultation with Group Leaders, to take any necessary action to give effect to proportionality requirements, determine the number of seats on Committees and other bodies in accordance with the wishes of the Group Leaders.*
- vi. (a) that the Authority's representatives on the Local Government Association should be the Group Leaders or their nominees;*
  - (b) that the 13 Service votes on the Local Government Association Assembly be allocated between its representatives on a politically proportionate basis; and*
  - (c) that the corporate vote on the Local Government Assembly be exercised by the Chairman or his nominee.*
- vii. that the Chairman or his nominee hold the place and vote*

***available to the Authority on the LGA's Fire Commission; and***

***viii. to appoint the Chair of the Authority to the Worcestershire Partnership Board.***

*10.46 am Councillor C Smith entered the meeting*

## **10. Provisional Financial Results 2011/12**

The Treasurer presented a report which gave an overview on the provisional financial results for 2011/12.

The Authority had an underspend of approximately £800,00 however there were some issues that needed to be addressed namely:

- Retained Duty System Compensation;
- Redundancy Costs; and
- Transfer to Pension Reserve.

Thus it was anticipated that approximately £550,000 was required to cover the retained duty system compensation and for transfer to pension reserves. Also the FRA had agreed to pursue the settlement of a legal claim against the Authority and any costs would need to be met from general reserves when they arose.

The Authority noted the provisional financial results and approved the rephasing of capital budgets from 2011-12 to 2012-13 and approved the use of revenue resources as suggested in the report. Furthermore, it was noted that the Audit Committee would consider the Annual Statement of Accounts in detail.

***RESOLVED that the Authority:***

- i. notes the provisional financial results for 2011-12;***
- ii. approves the re-phasing of capital budgets from 2011-12 to 2012-13 as outlined in paragraphs 17 to 25 of report FRA 005-12;***
- iii. approves the use of revenue resources as suggested in report FRA 005-12; and***
- iv. notes that the Audit Committee will consider the Annual Statement of Accounts in detail.***

## **11. Members' Allowances Scheme**

The Authority considered its level of Members' Allowances in accordance with the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 (the regulations).

The Chairman recommended that there should be no increase in Members' allowances. A Member commented that a number of Members gave up their time and employment prospects to be Members of the Authority and at some point Members would need to consider an increase in the allowance. Whilst there was some sympathy with this view, the majority of Members were not

minded to raise the level of Members' allowances at this time.

***RESOLVED that the level of Members' Allowances applicable from 1 April 2010 be retained for the period 1 April 2012 to 31 March 2012.***

**12. Chief Fire Officer's Report**

A report was considered that informed the Authority of recent key developments and activities together with performance information for the period 2011/12.

At this point a DVD was played that gave Members a flavour of a major exercise that the Service had hosted entitled 'Exercise Olympus.' The Chief Fire Officer commented that the exercise had run for 36 hours nonstop and that the National Co-Ordination Centre had been used for the first time at its new location in London. The exercise had been paid for by a Government grant. The exercise had been hailed a great success by those agencies that had participated. The Chairman and Members paid tribute to the exercise

***RESOLVED that the Chief Fire Officer's Service Report be noted.***

**13. The Fire and Rescue Authority's Annual Plan 2012/13**

Members considered the Fire and Rescue Authority Plan 2012/13.

Members noted that an addendum had been added regarding partnerships following a request from Members of the Policy and Resources Committee. In addition revised statistical tables had been included with regard to the number of incidents attended and where appliances were located.

Following a comment from a Member, the Chief Fire Officer confirmed that limited copies of the Plan would be published as an online version would be made available on the Service website.

***RESOLVED that the Authority adopts the draft Fire and Rescue Authority Plan 2012/13 and it be approved for publication.***

**14. IRMP 2011/12 Fire Cover Proposals and Results of Consultation**

A report was considered that informed the Authority of the Fire Cover consultation results and requested approval of the proposals.

As part of the current IRMP 2011/12 Action Plan, Recommendation 4 stated "*We will review our fire cover and response arrangements.*" Contained within this statement were three elements which were to be reviewed:

1. the current crewing arrangements at Bromsgrove;
2. the requirement for a third appliance at Hereford, Worcester and Redditch; and
3. the appropriate number of personnel on each watch at wholetime and day crewed stations.

Members were advised that from the consultation responses received there was nothing that required the Authority to change its plans. Furthermore, the proposals did not change the provision to the communities that the Authority

served as there would be the same amount of fire fighters on engines but the proposals meant there would be savings through having less people off duty than on duty and no redundancies were required.

**RESOLVED that:**

- i. the 2011/12 IRMP Recommendation 4 Fire Cover Review and feedback from the consultation is noted; and***
- ii. approval is given to the following recommendations:***
  - To reduce the number of firefighting staff on each watch at the three existing day crewed fire stations (Malvern, Evesham and Droitwich from 8 to 7);***
  - To reduce the number of firefighting staff on each watch at Hereford and Worcester fire stations from 14 to 12.5 (average between the two stations);***
  - To implement a new crewing pattern (Day Crewing Plus) at Bromsgrove, leading to a reduction in the establishment from 28 to 14; and***
  - There are no changes to the provision of the third Retained Duty System (RDS) appliance at Hereford, Worcester and Redditch.***

**15. Update on Delivery of the 2011/12 IRMP Action Plan**

A report was considered regarding the outcomes and progress against the seven recommendations from the 2011/12 IRMP Action Plan.

***RESOLVED that the Authority endorses the 2011/12 IRMP Action Plan as complete.***

**16. Annual Report from the Standards Committee to the Fire and Rescue Authority**

A report was considered that informed the Authority of the proceedings of the Standards Committee since the last Annual General Meeting of the Authority.

The Vice-Chairman of the Standards Committee presented the report. He commented that at the time the report to the FRA had been written the Government had not published its proposals for disclosable personal interests (DPI's). However, the guidance had now been received and the new standards regime would go live on 1 July 2012.

The Clerk commented that due to the delay regarding DPI's it would be necessary to adopt the new Code of Conduct at a special meeting of the Authority.

Members were circulated with a further recommendation regarding Independent Members. The additional recommendation had been made because the rules had now been changed by the Government which allowed the Authority to use its current independent members of the standards committee to become Independent Persons. The additional recommendation had been made so that the Authority could appoint their Independent

Persons before the commencement of the new regime on 1 July 2012.

**RESOLVED:**

17. *i. that the current Standards Regime remains in place until the Authority adopts a new Code of Conduct in July 2012;*
- ii. that the Authority notes the Committee's Annual Report to the Authority; and*
- iii. that 3 Independent Persons be appointed from the current independent members of the Standards Committee or from the Worcestershire Independent Persons Panel.*

**Report from the Policy and Resources Committee**

A report was considered that informed the Authority of the proceedings of the Policy and Resources Committee meeting held on 7 June 2012.

18. ***RESOLVED that the Authority notes the proceedings of the Policy and Resources Committee meeting held on 7 June 2012.***

**Report from Audit Committee**

A report was considered that informed the Authority of the Audit Committee meeting held on 9 May 2012.

***RESOLVED that the Authority notes the proceedings of the Audit Committee meeting held on 9 May 2012.***

The meeting finished at 12.18 pm

Signed: \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_