

**Minutes of the Annual Meeting of
Shropshire and Wrekin Fire and Rescue Authority
held on Wednesday, 15 June 2016, at 2.00 pm
at Headquarters, Shrewsbury**

Present

Members

Councillors Adams, Barnes, Mrs Barrow, Carter (Vice-Chair), Hartin, Hosken, Hurst-Knight, Mellings, Minnery, Murray, Pinter, Roberts, Turley, West (Chair) and Wynn

Officers

Chief Fire Officer, Deputy Chief Fire Officer, Assistant Chief Fire Officer, Treasurer, Head of Finance, Head of Service Delivery Transformation, Clerk to the Fire Authority, Corporate Support Manager and Executive Support Officer

1 Election of Chair

It was proposed by Councillor Carter and seconded by Councillor Barrow

That Councillor West be elected Chair of the Fire Authority to hold office until immediately after the election of Chair at the next Annual Meeting.

There being no other nominations, Councillor West was duly elected Chair.

Upon taking the Chair, Councillor West thanked the Fire Authority for re-electing him and for the support of both Members and officers and commented that he was in a very privileged position to work with such a good Fire Authority.

2 Appointment of Vice-Chair

It was proposed by Councillor Roberts and seconded by Councillor Hartin

That Councillor Carter be appointed Vice-Chair of the Fire Authority to hold office until immediately after the appointment of Vice-Chair at the next Annual Meeting.

There being no other nominations, Councillor Carter was duly appointed as Vice-Chair.

3 Vote of Thanks and Welcome

The Fire Authority gave a vote of thanks to Councillors Kiernan, Mason and Reynolds, who had left the Fire Authority in May. The Chair advised that he would be sending a letter of thanks to each of them.

The Chair welcomed Councillors Barnes and Pinter to the Fire Authority, together with Councillor Murray, who had been reappointed to the Authority.

The Chair emphasised to Members the importance of attending all meetings and advising officers at the earliest opportunity, if they were unable to do so.

4 Apologies for Absence

Apologies for absence had been received from Councillors Dr Jones and Price.

5 Disclosable Pecuniary Interests

The Chair reminded Members that they must not participate in the discussion of, or voting on, any matter, in which they had a Disclosable Pecuniary Interest and that they should leave the room prior to commencement of the debate.

Councillors Carter, Hartin and Mellings declared Disclosable Pecuniary Interests in item 10b, as Directors of Shropshire Fire Risk Management Services Ltd.

They had been granted a dispensation by the Fire Authority to take part in the discussion of, and voting on, certain matters which relate to Shropshire Fire Risk Management Services Ltd. Item 10b fell within this dispensation, as it related to the membership of the Board of Directors.

6 Public Questions

No questions, statements or petitions had been received from members of the public.

7 Minutes

Members received the non-exempt minutes of the Fire Authority meeting, held on 3 May 2016.

It was proposed by Councillor Hurst-Knight, seconded by Councillor Barrow, and with Councillors Barnes, Minnery, Murray and Pinter abstaining as they had not been present at the meeting, it was

Resolved that the non-exempt minutes of the Fire Authority meeting, held on 3 May 2016, be agreed and signed by the Chair as a correct record.

8 Audit and Performance Management Committee Minutes

Members received the minutes of the Audit and Performance Management Committee meeting, held on 21 April 2016, and considered the recommendation at item 8b relating to the Three Year Internal Audit Plan and at item 11 relating to the Anti-Fraud, Bribery and Corruption Strategy.

It was proposed by Councillor Mellings, seconded by Councillor Minnery, and with Councillors Barnes and Pinter abstaining, it was

Resolved that the minutes of the Audit and Performance Management Committee meeting, held on 21 April 2016, be noted and that the recommendations at items 8b and 11, as given below, be agreed.

Item 8b – Three Year Internal Audit Plan from 2016/17

Resolved that the Fire Authority

- a) Note the three year programme of audits from 2016/17;
- b) Approve the reduction in audit plan from 4 years to 3 years; and
- c) Approve the audit plan for 2016/17, as set out in the report.

Item 11 – Review of Anti-Fraud, Bribery and Corruption Strategy

Resolved that the Fire Authority agree the Anti-Fraud, Bribery and Corruption Strategy, as recommended by the Audit and Performance Management Committee.

9 Brigade Managers' Employment Panel Non-Exempt Minutes

Members received the non-exempt minutes of the Brigade Managers' Employment Panel meeting, held on 3 May 2016.

It was proposed by Councillor West, seconded by Councillor Hartin, and

Resolved that the non-exempt minutes of the Brigade Managers' Employment Panel meeting, held on 3 May 2016, be noted.

10 Constitutional Issues

10a Committee Composition and Allocation of Seats to Political Groups

This report asked the Fire Authority to agree both the composition of its Committees and the allocation of seats on its committees to political groups.

It was proposed by Councillor Minnery, seconded by Councillor Carter, and

Resolved unanimously that the Fire Authority agree the Committee composition and allocation of seats to political groups, specifically:

- a) That the political balance requirements should not apply to the Authority's Pensions Panel; and
- b) The allocation of seats, as proposed in the Appendix to the report.

10b Committee Membership and Constitution

This report asked the Fire Authority to confirm appointments to committees and to the Local Government Association Fire Services Commission and to review the constitution of its committees.

A revised version of Appendix A to the report, showing proposed membership of committees, was tabled to the meeting. A copy will be placed with the signed minutes of the meeting.

It was proposed by Councillor Minnery, seconded by Councillor Carter, and

Resolved that the Fire Authority:

- a) Agree the appointment of Members to serve on committees and the election of Chairs and appointment of Vice-Chairs, as set out in the tabled document;
- b) Appoint Councillor West as its representative on the Local Government Association Fire Services Commission;
- c) Agree the proposed amendments to the constitution of its various committees, as set out in Appendix B to the report.

10c Review of Member Role Descriptions

This report asked Members to review and agree the Fire Authority's Member Role Descriptions.

It was proposed by Councillor Minnery, seconded by Councillor Adams, and

Resolved that the Fire Authority, having reviewed the Role Descriptions detailed in the report, agree the changes proposed.

10d Review of Scheme of Standing Orders

This report reviewed the Fire Authority's Standing Orders for the Regulation of Proceedings and Business, Standing Orders relating to Contracts and the Scheme of Delegation to Officers and asked Members to consider and decide upon the amendments proposed.

It was proposed by Councillor Carter, seconded by Councillor Wynn, and

Resolved that the Fire Authority agree the amendments, as proposed in the report, to:

- Standing Orders for the Regulations of Proceedings and Business; and
- Standing Orders relating to Contracts
- The Scheme of Delegation to Officers, including the amendment, set out in the letter to Members dated 9 June 2016, which was

Officers propose, under 2.3 Personnel at 2.3.4 deletion of the words struck through below.

To vary the grading of individual non-uniformed posts ~~up to (but not including) Assistant Chief Officer~~ (including progression within and between grades), having regard to the national job evaluation scheme and in consultation with the relevant trade union(s).'

11 Statement of Accounts 2015/16

This report set out the key revenue issues, which had arisen from work on the Statement of Accounts 2015/16, and sought approval for use of the General Fund balance in 2016/17.

It was proposed by Councillor Hurst-Knight, seconded by Councillor Turley, and

Resolved unanimously that the Fire Authority:

- a) Approve the addition of £49,000 to 2016/17 revenue budgets, for expenditure that had slipped from 2015/16; and
- b) Approve the proposed use of the General Fund balance in 2015/16.

12 Strategic Planning Process Timetable 2017/18

This report outlined how the Service would continue to align service, financial and improvement planning, the result of which would culminate in the 2017/18 budget, publication of the 2017/18 Annual Plan and an update of the 2015/20 Action Plan, if required.

It was proposed Councillor West, seconded by Councillor Hartin, and

Resolved that the Fire Authority note the contents of the report and agree the timetable set out in the appendix to the report.

13 Telford Central Redevelopment Programme

The Chair of the Strategic Planning Working Group gave a verbal update on the Telford Central redevelopment programme.

The Chair proposed that this item be deferred to the October 2016 Fire Authority meeting when officers will bring a full report following the Strategic Planning Working Group meeting that will be held in early September. This was seconded by Councillor Carter, and it was

Resolved that the Fire Authority agree to defer this item to the October 2016 Fire Authority meeting, when officers will bring a full report.

14 Partnership Working

This report provided Members with an overview of the partnership working being undertaken by the Fire Authority and Shropshire Fire and Rescue Service.

Councillor Hartin referred to page 2 of the report and the summary of the work undertaken with Telford & Wrekin Council and asked if similar work would be undertaken with Shropshire Council. The Deputy Chief Fire Officer (DCFO) explained that funding is in place for half an adult social care post to work with the Service on a similar project.

Both the Chair and Councillor Carter commented that this was an excellent paper which demonstrated very well exactly the sort of collaboration that the Government requires.

Councillor Hartin asked for an update on the 'duty to collaborate' situation. The Chair advised that it was an evolving situation and that talks regarding collaboration have been undertaken with both the Police and Crime Commissioner (PCC) and Hereford and Worcester Fire and Rescue Service (HWFRS). The Chief Fire Officer (CFO) added that the situation was still unclear. Collaboration with the Police has been undertaken for a number of years but there is still uncertainty about collaboration with the Ambulance Service. Shropshire Fire and Rescue Service has, historically, had strong relationships with West Midlands Ambulance Service and officers envisage that this will probably be re-established in the future, following the national review of Ambulance Service attendance times.

It was proposed by Councillor Minnery, seconded by Councillor Hartin, and

Resolved that the Fire Authority note the report

15 Details of Lives Saved and those Protected from Harm

This paper highlighted the number of people, who had been protected from harm, or rescued by operational crews during the year 2015/16 and from April to May 2016. It also attempted to provide an economic value for the rescue work carried out by the Fire Service.

It was proposed by Councillor Carter, seconded by Councillor Hartin, and

Resolved that the Fire Authority note the paper

16 Corporate Risk Management Annual Report 2015/16

This report informed Members about the corporate level risk management work that had been undertaken during the previous twelve months.

The Fire Authority agreed that it would receive the corporate risk management reports at its Annual Meeting in June and its December meeting.

It was proposed by Councillor Minnery, seconded by Councillor Barrow, and

Resolved that the Fire Authority note the report and agree the recommendation from its Audit and Performance Management Committee that the Fire Authority receives corporate risk management reports every six months.

17 Local Government Act 1972

It was proposed by Councillor West, seconded by Councillor Roberts, and

Resolved that, under section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting room for the following items on the grounds that they involved the likely disclosure of exempt information, as defined by the provisions of Part I of Schedule 12(A) to the Act, by virtue of Paragraph 3

18 Exempt Minutes (Paragraph 3)

Members received the exempt minutes of the Fire Authority meeting, held on 3 May 2016.

It was proposed by Councillor Adams, seconded by Councillor Barrow, and with Councillors Barnes, Hartin, Mellings, Minnery, Murray and Pinter abstaining as they had not been present at the meeting, it was

Resolved that the exempt minutes of the Fire Authority meeting, held on 3 May 2016, be agreed and signed by the Chair as a correct record

19 Brigade Managers' Employment Panel Exempt Minutes (Paragraph 3)

Members received the exempt minutes of the Brigade Managers' Employment Panel meeting, held on 3 May 2016.

It was proposed by Councillor West, seconded by Councillor Wynn, and

Resolved that the exempt minutes of the Brigade Managers' Employment Panel meeting, held on 3 May 2016, be noted.

**20 Corporate Risk Management Annual Report 2015/16
(Paragraph 3)**

Members received the exempt Appendix B to report 16 – Corporate Risk Management Annual Report 2015/16.

It was proposed by Councillor Roberts, seconded by Councillor Carter, and

Resolved that the exempt Appendix B to report 16 – Corporate Risk Management Summary Annual Report 2015/16 be noted.

At this point the meeting reverted to open session.

**21 Election of Chairs and
Appointment of Vice-Chairs to Committees**

This item of business had been conducted earlier on this agenda at item 10b – Committee Membership and Constitution.

The meeting closed at 2.45 pm.

Chair.....

Date.....