

**Minutes of the Meeting of  
Shropshire and Wrekin Fire Authority  
Strategy and Resources Committee  
held at Headquarters, Shrewsbury  
on Thursday, 20 May 2010 at 2.00 pm**

## **Present**

### **Members**

Councillors Hartin, Minnery (Chair), Roberts (Vice-Chair) and West

### **Officers**

Chief Fire Officer, Deputy Chief Fire Officer, Treasurer, Head of District Performance, Planning and Performance Manager, Management Support Officer

## **1 Apologies for Absence**

Apologies for absence had been received from Councillors Mrs Barrow, Picken and Winchester.

## **2 Declarations of Interest**

The Chair reminded Members that they should declare any personal and/or prejudicial interests at this point and that they should leave the meeting room before any item, in which they had a prejudicial interest, was discussed.

There were no declarations of interest.

## **3 Minutes**

Members received the minutes of the Strategy and Resources Committee meeting, held on 4 March 2010.

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

**Resolved** that the minutes of the Strategy and Resources Committee meeting, held on 4 March 2010, be agreed and signed by the Chair as a correct record

## **4 Public Questions**

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

## 5 Strategy and Resources Committee Terms of Reference

The report provided details of the Terms of Reference of the Strategy and Resources Committee, as they appear in the Fire Authority's Members' Handbook, for review by the Committee.

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

**Resolved** that the Strategy and Resources Committee, having reviewed its Terms of Reference, make no recommendations for changes to the Fire Authority

## 6 Role Descriptions

The report asked Members to review the existing Role Descriptions for the Chair and Vice-Chair of the Strategy and Resources Committee and make recommendations regarding any additions and / or amendments required to the Fire Authority.

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

**Resolved** that the Committee agree the minor amendments proposed to:

- a) The Role Description for the Chair of the Strategy and Resources Committee; and
- b) The Role Description for the Vice-Chair of the Strategy and Resources Committee

for recommendation to the Fire Authority

## 7 Strategic Planning Process 2011/12 and the Medium Term Financial Plan

The report outlined how the Service will continue to align service, financial and improvement planning, the result of which will culminate in the publication of the 2011/12 Corporate Plan and a five-year, joint, medium-term service and financial plan.

The Planning and Performance Manager explained that changes were being made to Strategic Planning due to the introduction of Public Value. Integrated Risk Management Planning will now form part of the Public Value process. Officers will continue to ensure that Service, Financial and Improvement Planning were coordinated.

A discussion took place between officers and Members regarding the uncertainties of future budgets and how new Government changes would effect the Service. It was suggested that a meeting of the Budget Working Group and Strategic Risk and Planning Group should be arranged prior to the Annual Meeting of the Fire Authority, to discuss any budgetary issues.

**Resolved** that the Committee:

- a) Note the impact of Public Value on the current strategic planning process; and
- b) Note the proposals to review the production of the current Medium Term Financial Plan (MTFP)

## **8 Work of the Strategic Risk and Planning Working Group**

The Fire Authority at its most recent meeting (28 April 2010) received a report on the implementation of Public Value. A full presentation on Public Value will be delivered at the next Fire Authority meeting.

As a consequence of the Fire Authority's decision, the intended presentation for the Strategy and Resources Committee has now been deferred for the full Fire Authority meeting.

Notwithstanding the latter, the Strategic Risk and Planning Working Group will be updated on an ongoing basis accordingly, in respect of the review's progress.

**Resolved** that the Committee note this agenda item

## **9 Capital Update on Activity and Finance**

The purpose of the report was to provide an overview of all of the capital schemes within the Service and their current status.

Councillor Hartin asked for an update on Cleobury Mortimer's refurbishment. The Chief Fire Officer confirmed that the project was on time and within budget requirements. He also confirmed that builders had been appointed to build 5 drill towers.

**Resolved** that the Committee note the progress so far on current schemes

## **10 Corporate Risk Management Summary Report**

This was the latest of the regular Risk Summary Reports to the Strategy and Resources Committee. As previously, the reports are intended to enable Members to meet the requirements of the Committee's Terms of Reference as they relate to the Fire Authority's management of corporate risk. The progress reported related to that achieved since the last Summary Report, received by the Committee at its meeting in January 2010.

Councillor West asked about Risk 17 relating to the Part-time Workers Regulations Employment Tribunal decision. The Head of District Performance confirmed that this was on the Risk Register and would need to be reviewed. The Chief Fire Officer added that the Service was now clearer as to the costs of implementing the decisions of the Tribunal.

The Treasurer confirmed that provision had been made in last year's accounts and a report would be taken to the Fire Authority.

**Resolved** that Members note the contents of this report

## **11 Local Government Act 1972**

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

**Resolved** that, under the Local Government Act 1972, the public be excluded for the following item on the grounds that it involved the likely disclosure of exempt information, as defined by the provisions of Part I of Schedule 12A to the Act, by virtue of paragraphs 3 and 4

## **12 Corporate Risk Management Summary – Exempt Information**

The Committee had already received an open session report, which summarised its current exposure to corporate risk. This report supplemented that one, as it contained information that was exempt from publication by virtue of the Local Government Act 1972, Schedule 12A.

**Resolved** that the Committee note the contents of the report

The meeting closed at 2.26 pm.

**Chair**.....

**Date**.....

## Shropshire and Wrekin Fire and Rescue Authority

### Role Description Chair of Strategy and Resources Committee

<b>Office:</b>	Chair of Strategy and Resources Committee
<b>Allowance:</b>	None
<b>Responsible to:</b>	Shropshire and Wrekin Fire and Rescue Authority

#### Purpose of Role

The overall purpose of the role of the office holder is:

- To chair the Strategy and Resources Committee; and
- To provide leadership in matters concerning that Committee.

#### Main Responsibilities

The main responsibilities of the office holder are:

- To work closely with the Chief Fire Officer and the Chair of the Fire Authority in order to contribute to the delivery of an efficient and effective fire and rescue service, taking into account the needs of all sections of the community
- To contribute to the efficient and effective conduct of business within the Fire Authority
- To represent the Fire Authority and its policies in a positive and professional manner
- To chair meetings of the Strategy and Resources Committee, including attendance at pre-meeting briefings
- To present an Annual Report on the work of the Committee to the Fire Authority
- To chair the Budget Working Group

- To be consulted by the Chief Fire Officer concerning acceptance of tenders in accordance with the Fire Authority's Standing Orders relating to Contracts (sections M3 and M5)
- To undertake, in addition, all of the duties specified in the Fire Authority's Member Role Description

## **Accountability**

The responsibilities outlined in this role description relate to the political or Member level activities of the Fire Authority.

Accountability for Members' performance overall is through the political and electoral process.

The responsibilities outlined are without prejudice to the separate duties and responsibilities exercised by officers of the Fire Authority, for which they are accountable as employees of the Fire Authority as a whole.

When carrying out this role the Chair must have regard to the Fire Authority's Protocol on Member / Officer Relations, which can be found in Section ~~14~~ 15 of the Authority Handbook.

## Shropshire and Wrekin Fire and Rescue Authority

### Role Description Vice-Chair of Strategy and Resources Committee

<b>Office:</b>	Vice-Chair of Strategy and Resources Committee
<b>Allowance:</b>	None
<b>Responsible to:</b>	Shropshire and Wrekin Fire and Rescue Authority

#### Purpose of Role

The overall purpose of the role of the office holder is:

- To deputise for the Chair of the Strategy and Resources Committee, as required; and
- To support and assist the Chair of the Committee in providing leadership in matters concerning that Committee.

#### Main Responsibilities

The main responsibilities of the office holder are:

- To assist the Chair in working closely with the Chief Fire Officer and the Chair of the Fire Authority in order to contribute to the delivery of an efficient and effective fire and rescue service, taking into account the needs of all sections of the community
- To assist and support the Chair in contributing to the efficient and effective conduct of business within the Fire Authority
- To represent the Fire Authority and its policies in a positive and professional manner
- To chair meetings of the Strategy and Resources Committee, including attendance at pre-meeting briefings, as required in the absence, or inability to act, of the Chair
- To chair the Budget Working Group, as required in the absence, or inability to act, of the Chair

- To be consulted by the Chief Fire Officer concerning acceptance of tenders in accordance with the Fire Authority's Standing Orders relating to Contracts (sections M3 and M5)
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