

**Shropshire and Wrekin Fire Authority**  
**Meeting at Shropshire Education and Conference Centre,**  
**Shrewsbury**  
**at 2.00 pm on Friday, 3 July 2009**

**Agenda**

Please note the venue for this meeting, a map for which is attached.

**1 Election of Chair**

To elect a Chair for the ensuing year.

**2 Appointment of Vice-Chair**

To appoint a Vice-Chair for the ensuing year.

At its Annual Meeting last year, the Fire Authority agreed to suspend Standing Order No 2: 'In the year when the Chair is a Member of Shropshire County Council the Vice Chair shall be a Member of Borough of Telford & Wrekin and vice versa' until the next Annual Meeting of the Authority. Dependent on who is proposed as Vice-Chair, it may be necessary for the Authority to consider whether Standing Order No 2 should again be suspended.

**3 Introductions and Apologies for Absence**

Apologies for absence have been received from Councillors Dr Jones and Dr Winchester.

**4 Declarations of Interest**

Members are reminded that they should declare any personal and/or prejudicial interests at this point and that they should leave the meeting before any item, in which they have a prejudicial interest, is discussed.

**5 Non-Exempt Minutes**

Members are asked to agree the non-exempt minutes of the Fire Authority meeting, held on 29 April 2009, and of the Extraordinary Meeting, held on 22 May 2009, and that they be signed by the Chair as a correct record. Attached marked **5a and 5b respectively. For decision**

**6 Public Questions**

To receive any questions, statements or petitions, of which notice has been received, from members of the public.

**7 Constitutional Issues**

**7a Process for Dealing with Brigade Managers' Pay**

This report informs the Fire Authority of the review of the process for undertaking Brigade Managers' pay negotiations. It makes a number of recommendations in the light of the review. Attached marked **7a. For decision**



## **7b Member Appointments and Constitution of Committees**

This report asks the Fire Authority to agree appointments to Committees, appointment of Member Champions and the Terms of Reference for each of its Committees. It also seeks the appointment of a representative on the Local Government Association (LGA) Annual Assembly and Fire Service Forum. Attached marked **7b. For decision**

## **7c Review of Scheme of Delegation to Officers and of Standing Orders**

This report reviews the Fire Authority's Scheme of Delegation to Officers and Standing Orders and asks the Authority to agree proposed amendments. Attached marked **7c. For decision**

In accordance with the Fire Authority's Standing Orders any amendments proposed will stand adjourned until the next meeting of the Fire Authority.

## **7d Review of Member Role Descriptions**

This report requests Members to review, and agree proposed amendments to, the Fire Authority's existing Member Role Descriptions and agree the new Role Descriptions for the Chair and Vice-Chair of the Strategy and Resources Committee. Attached marked **7d. For decision**

## **8 Strategy and Resources Committee**

Members are asked to receive the minutes of the Strategy and Resources Committee meeting held on 21 May 2009, attached marked **8a, and agree the recommendation at item 6**, relating to the financial planning timetable for 2010/11, which is attached marked **8b** for approval. **For decision**

## **9 Human Resources Committee**

Members are asked to receive and note the non-exempt minutes of the Human Resources Committee meeting, held on 28 May 2009. Attached marked **9. For information**

## **10 Member Champion Presentation**

Councillor West was due to give a presentation to the Fire Authority on his work as Vulnerable Persons Champion. In view of the lengthy agenda for this meeting the presentation has, however, been postponed.

## **11a Statement of Accounts 2008/09 and Budget**

This report presents the Statement of Accounts 2008/09 for approval by the Authority, and seeks specific approval to a number of virements from the General Fund in 2009/10. Attached marked **11a. For decision**

## **11b Wide Area Network Upgrade**

This report sets out proposals and revenue consequences to upgrade the Service's existing wide area communications network. Attached marked **11b. For decision**



## **12 Annual Governance Statement**

This report asks the Fire Authority formally to approve the Annual Governance Statement (AGS) 2008/09, which must be included as part of the Statement of Accounts 2008/09. It also asks Members to formally approve the AGS Improvement Plan 2009/10. Attached marked **12. For decision**

## **13 Medium Term Financial Plan**

This report seeks the Fire Authority's approval to the contents and publication of the Medium Term Financial Plan for 2009/10 to 2013/14. Attached marked **13. For decision**

## **14 Formula Grant Review**

This report informs Members of the current review of the Fire and Rescue Relative Needs Formula used in the formula grant distribution system. It also proposes some basic responses to five questions raised by Communities and Local Government concerning options for a new formula. Attached marked **14. For decision**

## **15 Anti-Fraud and Corruption Policy**

This report requests Members to agree and adopt the Anti-Fraud and Corruption Strategy for the Fire Authority, following the annual review conducted by officers. Attached marked **15. For decision**

## **16 Integrated Strategic Planning Process 2010/11**

This report outlines how the Service will continue to align service, financial and improvement planning, the result of which will culminate in the publication of the 2010/11 Corporate Plan. Attached marked **16. For decision**

## **17 Integrated Risk Management Planning**

This report advises Members of the progress made towards implementing the Integrated Risk Management Planning (IRMP) Action Plan 2009/10. The report also asks Members to approve the IRMP 2010/11 Proposed Actions document and to consider and, if appropriate, approve the IRMP Consultation Strategy 2010/11. Attached marked **17. For decision**

## **18 Shrewsbury Refurbishment – Procurement Approach**

This report seeks approval for the recommended procurement approach for the Shrewsbury Station redevelopment. Attached marked **18 For decision**

## **19 Annual Report 2008/09**

This report seeks Member approval of the proposed contents and format of the Fire Authority Annual Report 2008/09. Attached marked **19 For decision**

## **20 Partnerships Annual Report**

This report provides Members with an overview of the partnerships currently held on the Partnership Register and underlines any outstanding achievements through partnership working. The report also highlights the good practice that was identified during the internal audit by Shirehall and informs the Fire Authority of future developments. Attached marked **20**



## For information

### **21 Corporate Risk Management Summary**

This is the fourth Annual Corporate Risk Management Summary Report to Members. These reports aim to inform members about the corporate level risk management work that has been undertaken during the previous twelve months, as well as summarising the risk environment in which the service is currently operating. Attached marked **21. For information**

### **22 Local Government Act 1972**

To consider a resolution under section 100A(4) of the Local Government Act 1972 that the public be excluded from the meeting for the following item on the grounds that it involves the likely disclosure of exempt information, as defined by the provisions of Part I of Schedule 12(A) to the Act, by virtue of Paragraphs 1, 2, 3 and 4.

### **23 Corporate Risk Management Summary – Exempt Information (Paragraphs 3 and 4)**

The Authority will have received an open session report, which summarised its current exposure to corporate risk. This report supplements that one, as it contains information that is exempt from publication by virtue of the Local Government Act 1972, Schedule 12A. Attached marked **23. For information**

### **24 Exempt Minutes**

Members are asked to agree the exempt minutes of the Fire Authority meeting, held on 29 April 2009, and of the Extraordinary Meeting, held on 22 May 2009, and that they be signed by the Chair as a correct record. Attached marked **24a and 24b respectively. For decision**

### **25 Human Resources Committee (Paragraphs 1 and 2)**

Members are asked to receive and note the exempt minutes of the Human Resources Committee meeting, held on 28 May 2009. Attached marked **25 For information**

Please note that details of complaints made about, and compliments received by, Shropshire Fire and Rescue Service are available at every meeting of the Fire Authority for Members to peruse. Please ask Lynn Ince if you would like to look at them.

Compliments and thank you letters can also be viewed on the Service's website on the following link:

<http://www.shropshirefire.gov.uk/engine.php/managing-the-service/compliments-and-thanks.htm>

