



DORSET
Fire & Rescue
Service



WILTSHIRE
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Service

Working together to make our communities safer

**Minutes of the
3rd meeting of the Shadow Dorset and Wiltshire Fire and Rescue Authority
held at 1000 hours on 12 February 2016 at Salisbury Race Course, Netherhampton,
Salisbury SP2 8PN**

Members present: Cllr Abdul Amin, Cllr Mark Anderson, Cllr Les Burden, Cllr Mike Byatt, Cllr Ronald Coatsworth, Cllr Malcolm Davies, Cllr Christopher Devine, Cllr Beverley Dunlop, Cllr Phil Eades, Cllr Peter Edge, Cllr Spencer Flower, Cllrs Mollie Groom, Cllr John Haines, Cllr Colin Jamieson, Cllr Susan Jefferies, Cllr John Knight, Cllr Rebecca Knox (Chairman), Cllr Colin Lovell, Cllr Graham Payne, Cllr Christopher Rochester, Cllr Ricky Rogers, Cllr Ann Stribley, Cllr Joe Tray, Cllrs Bridget Wayman.

Officer attendance: CFO (Designate) Darran Gunter, CFO Simon Routh-Jones, ACFO (Designate) John Aldridge, ACFO (Designate) Mick Stead, ACFO (Designate) Ben Ansell, Treasurer and Chief Finance Officer (Designate) Mr Phil Chow, Director of Service Development and Corporate Services (Designate) Mr Derek James, Director of People Services (Designate) Ms Jenny Long, Monitoring Officer (Designate) Mr Jonathan Mair, Head of Democratic Services and Corporate Assurance (Designate) Mrs Jill McCrae, Ms Kay Williams

Apologies: Cllr Ernie Clark, Cllr Bob Jones, Cllr Trevor Jones, Cllr Christopher Newbury, Cllr Garry Perkins, Cllr John Wilson.

1. Apologies

- 1.1 Mrs Jill McCrae confirmed that apologies were received from Cllr Ernie Clark, Cllr Bob Jones, Cllr Trevor Jones, Cllr Christopher Newbury, Cllr Garry Perkins and Cllr John Wilson.

2. Code of Conduct and Declaration of Interest

- 2.1 There were no disclosures of pecuniary interests under the Localism Act.

3. Minutes of Shadow Dorset and Wiltshire Fire Authority meeting on 23 October 2015 and matters arising

- 3.1 The Chairman asked Members to review and approve the minutes of the previous meeting.
- 3.2 CFO Darran Gunter confirmed to the meeting that that the Local Performance and Scrutiny shadow meetings had successfully taken place during January and confirmed that a shadow

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Finance and Audit meeting is programmed immediately after the shadow Policy and Resources Committee on the 23 March.

- 3.3 CFO Darran Gunter directed Members to point 5.8 of the minutes confirming that a joint consultation response was sent and advised that the Government has since published their response.
- 3.4 Members discussed the Governments response and potential involvement of the Police & Crime Commissioners.

4. Budget 2016/17 and Medium Term Financial Plan

- 4.1 CFO Darran Gunter asked Members for their permission to allow for the presentations for agenda item's 4 and 5 to take place prior to questions as they are inter-related. The Chairman asked the meeting and Members confirmed their approval.
- 4.2 CFO Darran Gunter took Members through the paper and presentation in relation to the 2016/17 Budget and Medium Term Financial Plan providing an explanation of all three options previously outlined at the Members seminar on the 14 January and the impact each would have upon the new Service.

5. Precept Implications 2016/17.

- 5.1 Mr Phil Chow presented the precept implications 2016/17 paper and provided his view as the Treasurer, confirming that in his capacity as Treasurer he could only recommend option 1 as the only viable option for the Service that provides the greatest chance of financial sustainability.
- 5.2 Members discussed a number of issues associated with both presentations with overwhelming support for option 1. Members felt that this was the only financial viable option given that all options were still reliant on financial reserves. There was also a desire to ensure that youth intervention and apprentices programmes remained an areas that they wished to continue to support.
- 5.3 Mr Jonathan Mair confirmed to Members that within constituent councils when voting on budgets Members names and votes are to be recorded within the minutes. However a Combined Fire Authority had no statutory duty to do this.
- 5.4 The Chairman asked Members if they wished for votes to be recorded with names. Members confirmed that they did not believe this to be necessary.
- 5.5 The Chairman asked for Members to vote on Option 1. The vote was unanimously in favour of option 1.
- 5.6 **Resolved – Members approved and endorsed Option 1 set out within the papers, setting the basic amount of Fire Precept B and D for the Dorset and Wiltshire Fire and Rescue Authority.**

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- 5.7 **Resolved - Members provided their Authorised the Treasurer to issue precept notices on the Dorset and Wiltshire collecting authorities accordingly.**
- 5.8 **Resolved- CFO bring back to a future meeting a paper on the future sustainability of youth intervention and apprenticeships**

6. Financial Regulations

- 6.1 Mr Phil Chow took Members through the Financial Regulations paper noting that the draft set of regulations were agreed at the Shadow Authority meeting in June 2015. Mr Chow confirmed that the arrangements had been reviewed by Internal Audit requiring minimal change.
- 6.2 The Chairman confirmed the recommendations within the paper and asked Members to approve the adoption of the Financial Regulation and Contract Standing Orders. Members voted unanimously.
- 6.3 **Resolved – Members approved the adoption of the Financial Regulations and Contract Standing Orders for implementation on 1 April 2016.**

7. Treasury Management, Minimum Revenue Provision and Prudential Indicators

- 7.1 Mr Phil Chow took Members through the paper noting that the code of practice requires the Authority to have a Treasury Management Strategy.
- 7.2 Members discussed the consultation process for investment within foreign banks. Highlighting the requirement for consultation with the Chairman prior to any investment.
- 7.3 The Chairman asked Members to review and approve the 4 recommendations within the paper (A-D). Members provided their endorsement and approval for all recommendations with the inclusion of consultation with the Chairmen of the Authority and the Finance and Audit Committee prior to investment with foreign banks.
- 7.4 **Resolved – Members approved and endorsed the following:**
- (a) The Treasury Management Policy Statement and Practices (including the Annual Investment and Treasury Management Strategy) – Appendix A;**
- (b) The Treasury Management Prudential Indicators as per Section 5 (Pages 26-30), Appendix A of the Annual Investment and Treasury Management Strategy;**
- (c) The Capital Prudential Indicators in respect of the Capital Programme 2016/17 (as per appendix B);**
- (d) The Minimum Revenue Provision Policy Statement as defined in paragraph 3.12; and**

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(e) Prior to any investment in foreign, none UK banks the Chairmen of both the Finance & Audit Committee and Combined Fire Authority will be consulted by the Treasurer.

8. Finance Management Policy

- 8.1 Mr Phil Chow introduced the paper and talked Members through Finance Management Policy.
- 8.2 The Chairman asked Members to confirm their endorsement and approval of the Policy. This was unanimously given.
- 8.3 **Resolved – Members approved and endorsed the Financial Management Policy.**

9. Adoption of pensions discretions

- 9.1 Ms Jenny Long talked Members through the two papers in relation to this agenda item, the Local Government Pension (LGPS) Scheme Discretions Policy paper and Firefighter Pension Scheme 2015 Discretions Policy paper.
- 9.2 Members discussed the details of the paper and requested confirmation of the scheme manager. Mr Phil Chow confirmed that this is the Fire Authority who has delegated the responsibility to Director of People Services. CFO Darran Gunter confirmed that this will be picked up within the Standing Orders and Internal Scheme of Delegation.
- 9.3 The Chairman asked Members to endorse and approve both Discretions Policies. This was confirmed.
- 9.4 The Chairman confirmed with Members their agreement that both policies are to be forwarded to both Pension Administration Teams.
- 9.5 The Chairman confirmed with Members their agreement that the LGPS policy will be further reviewed by Members once a payroll provider for the whole Service has been established and implemented.
- 9.6 **Resolved – Members approved and endorsed the approval of both the LGPS Scheme Discretions Policy and Firefighter Pension Scheme 2015 Discretions Policy.**
- 9.7 **Resolved – Members endorsed the forwarding of both policies to the Pension Administration Teams.**
- 9.8 **Resolved – Members confirmed their agreement that the LGPS Scheme of Discretions Policy will return to be reviewed by Members upon the establishment and implementation of a Service wide payroll provider.**

10. Adoption of scheme of Members Allowances aligned to initial governance framework

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- 10.1 Mr Jonathan Mair introduced the report and talked Members through the paper.
- 10.2 The Chairman confirmed with Members, their previous agreement, of a Fire Authority membership review by 2017.
- 10.3 Cllr Ann Stribley requested to minute her concern regarding the level of allowances in regards to the Local Performance and Scrutiny meetings. Mr Jonathan Mair noted that the reviewing panel recognised this as a new panel and will review the allowances in a year's time once the role is more established.
- 10.4 Mr Jonathan Mair reminded the meeting that Members previously agreed that there is no need for remuneration for the Member Champions roles.
- 10.5 The Chairman asked Members to confirm their endorsement and approval of the proposed scheme of member allowances. All Members unanimously agreed.
- 10.6 Resolved – Members agreed the adoption of the a scheme of allowances for 2016/17

11. Adoption of pay policy

- 11.1 Ms Jenny Long took Members through the adoption of pay policy paper.
- 11.2 Members discussed the payment of bonuses. Mr Jonathan Mair confirmed that the Fire Authority has not delegated the payment of bonuses to Officers. CFO Darran Gunter noted that honorarium is within the delegated duties but no bonuses.
- 11.3 Members discussed relocation expenses. CFO Darran Gunter confirmed that above £8K is seen as a benefit in kind; therefore the maximum allowance for relocation is £7800.
- 11.4 The Chairman asked Members to approve the Pay Policy Statement 2016/17 as in Appendix A of the paper. All Members confirmed their approval.
- 11.5 The Chairman asked Members to confirm their agreement to ask officers to update the Pay Policy Statement once the Public Sector Exit Payment Regulations enactment date is known and to bring amendments back to Members for their approval. All Members confirmed their agreement.
- 11.6 **Resolved – Members approved and endorsed the adoption of the Pay Policy.**
- 11.7 **Resolved – Members agreed to ask officers to update the Pay Policy Statement once the Public Sector Exit Payment Regulations enactment date is known and to bring amendments back to Members for their approval.**

12. Date of Next Meeting

- 12.1 The Chairman confirmed the date of the next full Authority meeting as the 1st April 2016, to be held at the new Dorset and Wiltshire Fire & Rescue Service Headquarters, Five Rivers, Salisbury.

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- 12.2 CFO Darran Gunter confirmed to Members the itinerary of the day including the opening celebrations.
- 12.3 CFO Simon Routh-Jones thanked Members for their support and guidance over the past 18-24 months and noted that this would be the last Shadow meeting that he would attend.
- 12.4 The Chairman, on behalf of the Shadow Authority, thanked CFO Simon Routh-Jones for his leadership and help in shaping the new Authority and wished him well for the future.
- 12.5 The meeting finished at 12:40hrs.

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