

**Agenda Item: 4**

**FIRE AUTHORITY  
POLICY AND  
RESOURCES  
COMMITTEE**

**Minutes - Action Log**

This is the updated action log as at 17 October 2019 and captures the actions arising from the most recent Policy and Resources Committee meetings and updates Members on the progress on compliance in delivering the necessary actions.

<b>MINUTES OF THE JANUARY 2017 COMMITTEE</b>					
<b><u>Minute No.</u></b>	<b><u>Report Title</u></b>	<b><u>Action to be taken by</u></b>	<b><u>Action</u></b>	<b><u>Comments</u></b>	<b><u>Status</u></b>
<b>101.</b>	<b>UPDATE ON STRATEGIC WORKFORCE OBJECTIVES</b>	<b>M Warren / D Thompson</b>	There was a request for a Member Briefing regarding progress in relation to the age related claim due to pension changes.	Original outcome received in favour of FBU. Government has appealed but lost its right to appeal. No agreement expected until 2020.	<b>Action ongoing</b>
<b>MINUTES FROM THE SEPTEMBER COMMITTEE 2018</b>					
<b><u>Minute No.</u></b>	<b><u>Report Title</u></b>	<b><u>Action to be taken by</u></b>	<b><u>Action</u></b>	<b><u>Comments</u></b>	<b><u>Status</u></b>
<b>75.</b>	<b>TREASURY MANAGEMENT POLICY AMENDMENT – INVESTEMENTS</b>	<b>M Warren</b>	Members sought a paper on cash flow to show how much should be easily available and the relative risk on going on a higher return.	M Warren to bring a paper in December 2019/January 2020. Cash flow risk unchanged as at October 2019.	<b>Bring forward to late 2019/early 2020</b>

<b>75.</b>	<b>TREASURY MANAGEMENT POLICY AMENDMENT – INVESTEMENTS</b>	<b>M Warren</b>	Members felt that it would be beneficial to invite Link Asset Services to Committee to discuss the options.	M Warren to arrange. Linked to Action 75 above.	<b>Bring forward to late 2019/early 2020</b>
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**MINUTES FROM THE JULY COMMITTEE 2019**

<b><u>Minute No.</u></b>	<b><u>Report Title</u></b>	<b><u>Action to be taken by</u></b>	<b><u>Action</u></b>	<b><u>Comments</u></b>	<b><u>Status</u></b>
<b>109.</b>	<b>FINAL REVENUE AND CAPITAL BUDGET POSITION 2018-19 AND TREASURY MANAGEMENT STATEMENT</b>	<b>M Warren</b>	Members discussed the Annual Treasury Management Review and requested that a further review of risks in relation to the Portfolio to be brought forward to the Committee meeting in December and that Link Services be invited to the meeting.	Linked to Action 75 above.	<b>Action completed</b>
<b>110.</b>	<b>AUDIT COMPLETION REPORT</b>	<b>M Warren</b>	The Audit Completion Report would be signed off by the Deputy Chief Executive on 31 July in conjunction with the Chairman of the Fire Authority and that it was not envisaged there would be any issues to raise with the Committee prior to sign off. An email would be sent to the Committee with the updated document with any changes highlighted.		<b>Action completed</b>
		<b>M Warren</b>	Members commented that the draft document had only been received the day before the meeting so there had not been time to review the document. Officers explained that there was only a short space of time in which to audit the budgets following close down and this often meant that arrangements	Agreed; next cycle of meetings expected to be on the agenda at Fire Authority in November 2019.	<b>Action completed</b>

			<p>had to be made for delegated authority to sign off the report. There were a number of actions that could not take place until after the Committee had met. It was not uncommon for the draft document to be submitted to Committee close to the meeting date. Members requested that the Committee date was brought forward closer to the deadline for the next financial year in order that they could see a more complete report.</p>		
111.	<b>EQUAL PAY AUDIT – RECOMMENDATIONS AND NEXT STEPS</b>	<b>M Warren</b>	<p>A Member queried whether there was a qualifications bonus. Officers explained that there was for certain roles and there were a number of apprentices that this currently related to.</p> <p>Officers clarified that they would bring the final proposals back to Committee in October.</p>		<b>Action ongoing; bring forward to December 2019 meeting</b>