

## **CAMBRIDGESHIRE AND PETERBOROUGH FIRE AUTHORITY: MINUTES**

**Date:** Thursday 21 June 2018

**Time:** 2:00-3.40pm

**Present:** Cambridgeshire County Council:

Councillors S Bywater, I Gardener, D Giles, J Gowing, S Kindersley, L Nethsingha, K Reynolds (Chairman), T Rogers, J Scutt, M Shellens and M Smith

Peterborough City Council:

Councillors M Jamil and D Over (Vice-Chairman)

**Officers Present:** C Strickland, S Ismail, M Warren, R Hylton, D Cave

### **47. ELECTION OF CHAIRMAN/WOMAN**

It was resolved that Councillor K Reynolds be elected Chairman of the Fire Authority for the ensuing municipal year.

### **48. APPOINTMENT OF VICE-CHAIRMAN/WOMAN**

It was resolved that Councillor Over be elected Vice-Chairman of the Fire Authority for the ensuing municipal year.

### **49. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bond, Goodwin, Raynes and McGuire.

Members agreed to defer the item – “Minutes of the Fire Authority meetings held on 8<sup>th</sup> February 2018, and confidential minutes of the Special Fire Authority meetings held 10<sup>th</sup> and 24<sup>th</sup> May 2018” to the end of the meeting, given the confidential nature of the May meetings.

### **50. CHAIRMAN’S ANNOUNCEMENTS**

The Chairman welcomed Councillors Goodwin and Nethsingha back on to the Fire Authority. He reminded Members that he had circulated a briefing on the Judicial Review earlier in the week: currently, the Fire Authority was waiting to hear from the Court whether permission had been granted to progress the judicial review. In the meantime, it was business as usual for the Fire Authority. Members continued to draw their allowances, unless they had chosen to opt out.

The Chairman advised Members that the former Retained Firefighters Union had been renamed the Fire and Rescue Services Association.

The Inspectorate process was ongoing, and the Inspectors had been visiting, and would be having a one to one meeting with Chairman early in July, and would be reporting back – there was no indication that they would be seeking to speak to Members in general.

## **51. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **DECISIONS**

## **52. FINAL REVENUE AND CAPITAL BUDGET POSITION 2017-18 AND TREASURY MANAGEMENT STATEMENT**

The Fire Authority considered the final 2017/18 revenue and capital budget outturn position, plus an update on the treasury management position.

It was confirmed that the formal draft set of accounts was completed and signed by the Treasurer in time for the challenging 31<sup>st</sup> May 2018 deadline. The regulations required the final Statement of Accounts to be approved by the Authority (or Committee with the appropriate delegated powers) by 31<sup>st</sup> July 2018, allowing time for the completion of the statutory audit. The Statement of Accounts would be presented to the Policy and Resources Committee on 26<sup>th</sup> July.

It was noted that a wholetime recruitment campaign to bring operational numbers up to the budgeted position had resulted in an overspend against the budget for wholetime firefighters. Other budgets, including support and control, supplies and services, and the operational fire budgets were all underspent against budget, and the reasons for these underspends were noted. In total, revenue expenditure was underspent by £49K, with a number of carry forwards required. Outturn against the Capital budget, including significant underspends for vehicles, land and buildings, and IT and Communications were noted, and again the reasons for these underspends were briefly outlined.

Arising from the report:

- it was confirmed that work with Cambridgeshire Constabulary was ongoing in relation to the new state-of-the-art training facility at Monkswood, at a cost of £2M. Current progress on this project, including surveys which were taking longer than anticipated, was noted. Good partnership working continues with the Police & Crime Commissioner. Contingency plans were in place if for any reason the training centre could not go ahead at the Monkswood site;
- Members noted that the On-Call reserve had been originally created because of continued challenges with On-Call services. It appeared that this reserve exceeded requirements, and proposals would be presented to the Policy and Resources Committee to look at ways of addressing recruitment of the estimated 80 firefighters which would be required over the next five years;
- in response to a Member question, it was confirmed that the redevelopment of Wisbech fire station was another collaboration with Cambridgeshire Constabulary, extending the existing fire station to incorporate a Police station. This project had been delayed by a planning issue, as it emerged that there was

a large utility pipe where the new building was going to be, so a redesign and resubmission through the appropriate planning process was required. It was confirmed that there would be no increase in staffing at that site in the long term. It was also confirmed that Cambridgeshire Constabulary would be paying for the costs for their element of the site;

- it was confirmed that Members were looking at ways to increase diversity within the Fire Service, with a variety of initiatives being rolled out to engage all sections of the communities served;
- a Member asked if there were any increased capital requirements placed on the Service as a result of the unfortunate events at Manchester and Grenfell Tower. Officers confirmed that the burden on officer time had increased, but there were no costs e.g. in terms of equipment/aerial appliances in this county;
- in response to a Member question, it was noted that staff turnover was around 4%, which was quite low. Some areas, e.g. ICT, continued to be a challenge, but the Service continued to attract high calibre staff.

The Fire Authority congratulated the Deputy Chief Executive and his colleagues for producing the draft accounts in time for the challenging 31<sup>st</sup> May deadline.

It was resolved unanimously to:

- 1) note the revenue and capital budget outturn position;
- 2) approve the requested budget holder carry forwards;
- 3) note the year-end balance sheet position as at 31<sup>st</sup> March 2018 as per the draft statement of accounts;
- 4) note the annual Treasury Management Statement.

## **53. INTEGRATED RISK MANAGEMENT PLAN REFRESH UPDATE**

The Fire Authority received a report on the refreshed Integrated Risk Management Plan (IRMP) 2017-2020. There had been a complete review of the IRMP in 2017, and this document reflected on the actions and risks that had been monitored over the previous twelve months. Members were reminded that the Fire and Rescue National Framework for England required fire authorities to produce a local IRMP. Under the new national framework, the Service was also required to develop an action plan saying how the actions in the Plan would be achieved.

Key achievements in the past twelve months included:

- the delivery of six 'FireBreak' courses;
- upskilling both operational and professional support staff through a range of development programmes, some in collaboration with neighbouring Fire Services;
- agreeing a new shift system;
- leading nationally on national operational guidance ensuring services were truly 'interoperable';
- a higher number of female applicants, increasing diversity;
- continued joint working with partners, most notably Cambridgeshire Constabulary, to secure Value For Money through joint property initiatives;

- improvements in performance, notably response times, the targets being twelve minutes for rural areas, nine minutes for urban callouts, and reductions in dwelling and deliberate fires, and a slight decline in the numbers Killed and Seriously Injured (KSI) on roads;
- work with more vulnerable groups in the community, including the portable misting system.

It was noted that there had been a reduction in co-responding calls, and work was ongoing to understand why the number of calls had reduced.

A number of new delivery items had been identified for 2018/19:

- Community Safety Excellence
- Employee engagement
- Progress on the Monkswood site

The Chief Fire Officer stressed that one of the Service's accomplishments in the year was its ability to put out two whole time appliances, every day, 365 days a year, which was a real increase in the efficiency and effectiveness of the organisation. This was achieved against a background of a changing shift system, undertaken in collaboration with staff and the FBU, at no extra cost to the public. The Assistant Chief Fire Officer had led on this work. The Chairman supported the Chief Fire Officer's comments, saying that the innovations and performance demonstrated in the IRMP reflected the excellent work and cooperation with staff and partners.

Arising from the report:

- a number of Members congratulated the Fire Service on running the excellent FireBreak programme. It was confirmed that the programme ran from two bases, one based at Stanground, the other at Sawston. It was noted that it was not only a huge benefit to the young people who participated, but also to staff;
- noting the many excellent achievements of the Service, which had been achieved against a background of reduced resources, suggested that it may be appropriate to issue press releases, as the Service tended to be quite modest about its achievements. Whilst the public were generally aware of the excellent work done by the Service, it could help reinforce safety messages and recruitment. The Chairman acknowledged this point, but added that everything had resource implications, and he suggested that the Overview and Scrutiny Committee should explore this issue, and review the benefits and practicalities of a more proactive approach to media communications. **Action required:** Scrutiny and Assurance Manager to add to work programme for consideration at next meeting.
- asked if, against a background of the new General Data Protection Regulation, the Service was at risk of losing sight of high risk individuals e.g. hoarders. Officers confirmed that they were still able to access that information;
- with regard to the reduction in co-responding calls, the Assistant Chief Fire Officer advised that engagement with East of England Ambulance Service colleagues was difficult, as they were under severe work pressures. However, it had been confirmed that Fire Service Co-reponders had not been taken off their list, but it had also been confirmed that the Ambulance Service was receiving more calls, so this warranted further investigation;

- a Member suggested that a letter of thanks be sent to the FBU from the Chairman, which could then be shared with the wider FBU membership. Whilst it was confirmed that the FBU and other partners were routinely thanked for working with the Service, it was agreed that this would be done. **Action required:** Chairman;
- in response to a Member question, it was confirmed that Cambridge Regional College was the Service's partner for apprenticeships;
- Members noted that the number of fires had increased, mainly secondary fires (e.g. dustbin fires) in the Peterborough area, although there had been a reduction in deliberate fires and injuries;
- Members noted that the numbers for Black and Minority Ethnic staff (BME) included female BME staff;
- noting the concerns about PFI building compliance, a Member asked if anything could be done to improve public safety with regard to these issues. Officers advised that a wide reform of building regulations was expected as a result of the Hackett Review: whilst the focus of the Hackett Review was high rise, the National Fire Chiefs Council felt that regulations should be extended;
- a Member asked if the Service had sufficient resources to cope with expanding communities such as Northstowe and Alconbury Weald. Officers advised that the Service was a cash lean organisation, and opportunities for increased funding e.g. through housing growth and Section 106 funding were very limited;
- Members noted that whilst the Service attempts to influence the construction of buildings in new developments, but its influence was limited. Whilst the Service enjoyed good relationships with the District planning authorities, ultimately it was the developers who needed to be persuaded. There had been some success e.g. sprinklers in schools, but the Service did not have the statutory power to compel authorities and developers to include safety features such as sprinklers. Another Member commented that Members had a role in terms of the development of District Local Plans, and they should be proposing at the very least that school buildings should incorporate sprinklers. It was suggested that interaction with planners and building control would be a good subject for the next seminar;
- noting that schools were not regarded as high risk because people did not sleep in them, a Member asked about boarding schools, which he felt should be in the same category as hotels and hostels with regard to fire risk. Officers agreed to clarify and respond to Members. **Action required:** ACFO;
- in response to a question about the comparatively low number of calls for the roaming pumps, it was confirmed that the roaming pumps did have a considerable impact, especially where they were the second pump in attendance. Facilities were being built so that the northern pump could roam further afield;
- Members noted how crewing levels were calculated to ensure appropriate cover levels.

It was resolved unanimously to:

- 1) note the contents of the report and comment as they deem appropriate;
- 2) approve Appendix 1 to the report, the risk and resource model document, to be appended to IRMP 2017-2020.

#### **54. FIRE AUTHORITY ANNUAL REPORT AND STATEMENT OF ASSURANCE 2017-18**

Members considered the draft Annual Report and Statement of Assurance 2017-18. The background and content of the document were briefly summarised. It was noted that the Statement of Assurance was a legal requirement.

A typographical error on page 9 of the draft Annual Report was noted. Members spoke favourably about the Annual Report, noting that many of the achievements had been discussed in the previous (IRMP) item.

It was resolved unanimously to:

Agree the draft Annual Report and Statement of Assurance 2017-18, attached to the report at Appendix 1, subject to the additions highlighted in paragraphs 4.3 to 4.5 of the report.

#### **55. REVIEW OF GOVERNANCE ARRANGEMENTS**

The Fire Authority considered a report on a proposed 'task and finish' working group, to review the current governance arrangements, and to report back to the Fire Authority on its findings.

The Chairman explained that he had initiated the report, as it was vital for any organisation to regularly review its governance structure. He proposed a working group of five members, on a politically proportional basis, if Members were so minded, to review the current governance structure, including the size of the Fire Authority, the Committee structure, and membership of outside bodies.

All Members indicated that they supported the proposal, with a number of Members commenting that it was always good practice to periodically review governance structures to ensure that they were fit for purpose. It was agreed that the Working Group would comprise Councillors Kindersley, Raynes, Reynolds, Rogers and Scutt.

It was resolved unanimously to:

- 1) establish a Governance Working Group of five members to review and make recommendations as to:
  - i. The Committee structure of the Authority;
  - ii. The optimal membership size of the Authority;
  - iii. Membership on outside bodies;
  - iv. The engagement of the Police and Crime Commissioner in the governance activities of the Authority;
- 2) receive a report from the Working Group in the autumn;
- 3) subject to the above, whilst awaiting the outcome of the Working group, continue the current committee structure and membership size, and approve

an updated schedule of appointments (attached at Appendix 1 to these minutes).

**56. FIRE POLICY AND RESOURCES COMMITTEE MINUTES 12<sup>TH</sup> APRIL 2018**

Members noted the minutes of the Policy and Resources Committee meetings held on 12<sup>th</sup> April 2018.

**57. FIRE OVERVIEW AND SCRUTINY MINUTES – 29<sup>TH</sup> MARCH 2018**

Members noted the minutes of the Overview and Scrutiny Committee meeting held 29<sup>th</sup> March 2018.

**58. EXCLUSION OF PRESS AND PUBLIC**

It was resolved unanimously to exclude the Press and public from the meeting on the grounds that the agenda contains exempt information under Paragraph 5 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed (Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings).

**59. MINUTES OF THE FIRE AUTHORITY MEETINGS HELD ON 8<sup>TH</sup> FEBRUARY 2018, AND CONFIDENTIAL MINUTES OF THE SPECIAL FIRE AUTHORITY MEETINGS HELD 10<sup>TH</sup> AND 24<sup>TH</sup> MAY 2018**

Members considered the minutes of the previous three meetings.

The minutes of the meetings held on 8<sup>th</sup> February, 10<sup>th</sup> May and 24<sup>th</sup> May 2018 were agreed as a correct record.

Chairman

**APPOINTMENTS TO COMMITTEES, OUTSIDE ORGANISATIONS AND OTHER BODIES**  
**POLICY & RESOURCES COMMITTEE (9 members)**

KEVIN REYNOLDS	C
<b>DAVID OVER</b>	<b>C</b>
SIMON BYWATER	C
TERRY ROGERS	C
MANDY SMITH	C
MIKE SHELLENS	LD
<b>LUCY NETHSINGHA</b>	<b>LD</b>
MOHAMMED JAMIL	L
DEREK GILES	IND

**OVERVIEW AND SCRUTINY COMMITTEE**

**(8 members not to be appointed to the Policy and Resources Committee)**

IAN GARDENER	C
MAC MCGUIRE	C
PAUL RAYNES	C
<b>JANET GOODWIN</b>	<b>C</b>
JOHN GOWING	C
SEBASTIAN KINDERSLEY	LD
ANDREW BOND	LD
JOCELYNNE SCUTT	L

**APPOINTMENTS COMMITTEE (7 members)**

KEVIN REYNOLDS	C
<b>TERRY ROGERS</b>	<b>C</b>
MAC MCGUIRE	C
DAVID OVER	C
MIKE SHELLENS	LD
SEBASTIAN KINDERSLEY	LD
MOHAMMED JAMIL	L



**PERFORMANCE REVIEW COMMITTEE (3 Members + 2 Substitutes)**

TERRY ROGERS	C	
<b>KEVIN REYNOLDS</b>	<b>C</b>	
SEBASTIAN KINDERSLEY	LD	
MAC MCGUIRE	C	Substitute
MIKE SHELLENS	LD	Substitute

**APPEALS (PENSIONS) COMMITTEE (3 Members + 2 Substitutes)**

DAVID OVER	C	
JOHN GOWING	C	
<b>MIKE SHELLENS</b>	<b>LD</b>	
TERRY ROGERS	C	Substitute
<b>LUCY NETHSINGHA</b>	<b>LD</b>	<b>Substitute</b>

**FIRE AUTHORITY DISCIPLINE COMMITTEE (3 Members + 2 Substitutes)**

PAUL RAYNES	C	
SIMON BYWATER	C	
SEBASTIAN KINDERSLEY	LD	
MAC MCGUIRE	C	Substitute
ANDREW BOND	LD	Substitute

**FIRE AUTHORITY APPEALS COMMITTEE (3 Members + 2 Substitutes)**

KEVIN REYNOLDS	C	
IAN GARDENER	C	
<b>LUCY NETHSINGHA</b>	<b>LD</b>	
MANDY SMITH	C	Substitute
<b>MIKE SHELLENS</b>	<b>LD</b>	Substitute

**JOINT CONSULTATIVE COMMITTEE (7 Members + 6 Employee Representatives)****[Not subject to proportionality]**

<b>Fire Authority Members (7)</b>	
<b>SEBASTIAN KINDERSLEY</b>	<b>LD</b>
<b>LUCY NETHSINGHA</b>	<b>LD</b>
KEVIN REYNOLDS	C
<b>JANET GOODWIN</b>	<b>C</b>
SIMON BYWATER	C
MAC MCGUIRE	C
JOCELYNNE SCUTT	L

**LOCAL STRATEGIC PARTNERSHIPS****[Not subject to proportionality]**

Safer Peterborough Partnership	Vice-Chairman	
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**COMBINED AUTHORITY**

Combined Authority	Vice-Chairman	
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**CRIME AND DISORDER REDUCTION PARTNERSHIPS/****COMMUNITY SAFETY PARTNERSHIPS****[Not subject to proportionality]**

Cambridge City	<b>SEBASTIAN KINDERSLEY</b>	LD
East Cambridgeshire	PAUL RAYNES	C
Fenland	JOHN GOWING	C
Huntingdonshire	TERRY ROGERS	C
South Cambridgeshire	MANDY SMITH	C

## **MEMBER CHAMPIONS/LEAD MEMBERS**

**[Not subject to proportionality]**

Equality and Inclusion	MANDY SMITH
Health and Safety	SIMON BYWATER

## **LOCAL GOVERNMENT ASSOCIATION**

KEVIN REYNOLDS		C
DAVID OVER		C
LUCY NETHSINGHA		LD

## **LOCAL GOVERNMENT ASSOCIATION FIRE COMMISSION 2017/18**

KEVIN REYNOLDS		C
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