

FIRE AUTHORITY
POLICY AND
RESOURCES
COMMITTEE

Minutes - Action Log

This is the updated action log as at 26 May 2017 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.

MINUTES OF THE DECEMBER 2016 COMMITTEE					
Minute No.	Report Title	Action to be taken by	Action	Comments	Status
87.	DRAFT MEDIUM TERM FINANCIAL STRATEGY 2017 TO 2020	Matthew Warren The Deputy Chief Executive	With reference to paragraph 1.3.1 of the Strategy and the reference to the assumption that the Economy would continue to grow slowly in the medium term with inflation in line with the Bank of England target. The Deputy CE was happy to add a warning note in this paragraph that this assumption could change if the Government came under pressure to change the 1% figure and agree to a higher pay settlement.	This was added to the January report.	Completed
<u>Minute No.</u>	<u>Report Title</u>	<u>Action to be taken by</u>	<u>Action</u>	<u>Comments</u>	<u>Status</u>

89.	EQUALITY AND INCLUSION COMPLIANCE REPORT 2015-16 FOR THE PERIOD APRIL 2015 – MARCH 2016	Sam Smith Human Resources Business Partner	<p>1) In respect of the bar chart on page 10 it was suggested that in future it would be more useful to have numbers as opposed to percentages, and to include common intervals.</p> <p>2) The final version to be approved by the full Fire Authority should include an executive summary.</p>	<p>Noted.</p> <p>Executive Summary added; report presented to Authority on 9 February 2017.</p>	Completed
90.	REVENUE AND CAPITAL BUDGET MONITORING REPORT 2016-17	Matthew Warren The Deputy Chief Executive	<p>1) In future the colour appendix should include a key to explain what the green, red and yellow represented. Also details of Projects to year end should be provided.</p> <p>2) In respect of the table in 6.1, investigation to be undertaken and explanation provided outside of the meeting regarding the figure of -14 as the total committed to date for IT and communications, as it appeared very low when compared to the original budget and revised estimate figure.</p>	<p>Noted; Officers to include a key in future reports.</p> <p>Complete; explanation provided.</p>	Completed
91.	MEDIATION PROCESS – STATEMENT OF BEST PRACTICE	Sam Smith Human Resources Business Partner	In discussion there had been recognition of the value of working closer with other partners especially in respect of using arbitrators from	Noted.	Completed

			outside of the Fire Service as a way forward. Councillor Sales indicated that there was a Countywide Mediation Service which should perhaps be further explored – Sam Smith undertook to investigate further.	Reciprocal arrangements in place with CCC and Cambridgeshire Constabulary.	
93.	POLICY AND RESOURCES COMMITTEE WORK PROGRAMME	The Deputy Chief Executive	a) To organise a Member Briefing for the Committee on 26 th January to be held at 10 a.m.	Member briefing has been scheduled as requested.	Completed
		Democratic Services	b) The January Committee meeting should have a later starting time of 11 a.m.	Revised invitations sent out.	Completed
		Deb Thompson	c) To note the Policy and Resources Committee Work Programme with the addition of the Integrated Risk Management Plan being added to the 26 th January Agenda.	Complete; item added to the agenda.	Completed
MINUTES OF THE JANUARY 2017 COMMITTEE					
100.	INTEGRATED RISK MANAGEMENT PLAN 2017 TO 2020	Hayley Douglas	d) It was agreed that Officers would look further at what additional advice could be provided and then included on the website.	Appropriate advice added to website 31 January 2017.	Completed
		C Faint	e) Policy regarding firefighters tackling fires on roofs with solar panels to be circulated to the Committee outside of the meeting.	Policy emailed to Members.	Completed

		R Hylton	f) Report to be passed to the Police and Crime Commissioner for his information.	PCC to be included in consultation.	Completed
101.	UPDATE ON STRATEGIC WORKFORCE OBJECTIVES	R Hylton / D Thompson	a) There was a request for a Member Briefing regarding progress in relation to the age related claim due to pension changes.	National picture remains fluid; briefing to be arranged once final position known.	Action on hold
		M Warren	b) Deputy Chief Executive to ask the Monitoring Officer to start scoping a membership Review report including seeking existing member views so that a report with recommendations could be presented to the new Fire Authority following the May County Council elections.	Action noted; outcome of PCC business case will determine requirement for and scope of any review.	Action on hold
102.	FIRE AUTHORITY PROGRAMME MANAGEMENT - MONITORING REPORT	Cllr Sir Peter Brown / Cllr Nethsingha	a) The Committee Chairman and the Chairman of the Fire Authority undertook to raise with Sue Grace / Noel Godfrey at the County Council the issue of the progress on the 'Cambridgeshire Public Services [Network (CPSN)]' to ensure it met its target dates including details being provided on project milestones.	MW has raised with Sue Grace. Progress is now being made, although the Service is still keeping under review to ensure its interests are protected.	Completed
		M Warren	b) On the above Deputy Chief Executive to provide them with the latest correspondence.	As above; timescales have been extended. MW will provide verbal updates as and when appropriate until final decision made.	Completed
104.	POLICY AND RESOURCES WORK PROGRAMME	R Sanderson	To cancel the 6 th April meeting.		Completed

