

Agenda Item: 4

**FIRE AUTHORITY
POLICY AND
RESOURCES
COMMITTEE**

Minutes - Action Log

This is the updated action log as at 12 December 2018 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 JANUARY 2017 COMMITTEE					
<u>Minute No.</u>	<u>Report Title</u>	<u>Action to be taken by</u>	<u>Action</u>	<u>Comments</u>	<u>Status</u>
101.	UPDATE ON STRATEGIC WORKFORCE OBJECTIVES	R Hylton / D Thompson	There was a request for a Member Briefing regarding progress in relation to the age related claim due to pension changes.	Outcome expected early 2019	Action ongoing
MINUTES FROM THE DECEMBER COMMITTEE 2017					
<u>Minute No.</u>	<u>Report Title</u>	<u>Action to be taken by</u>	<u>Action</u>	<u>Comments</u>	<u>Status</u>

32.	ANNUAL REVIEW OF THE OPERATION OF THE ICT SHARED SERVICE AGREEMENT	Matthew Warren	a) Current constraints – aligning the pay structures with Bedfordshire. The Chairman to assist by meeting with his opposite number in Bedfordshire to try to move things on. Action: Matthew Warren	Positive meeting between chairpersons took place on 17 October 2018. Report on Annual Review of the Operation of the ICT Shared Service Agreement to be presented to Committee on 20 December 2018	Action completed
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MINUTES FROM THE JULY COMMITTEE 2018

<u>Minute No.</u>	<u>Report Title</u>	<u>Action to be taken by</u>	<u>Action</u>	<u>Comments</u>	<u>Status</u>
68.	FIRE AUTHORITY RESERVE STRATEGY	John Anderson to provide Councillor Nethsingha with leaver figures broken by age groups.	A question was raised regarding what was the age range of new recruits and wastage level in particular age groups. In reply the average age of recruits was under thirty. In terms of leavers in particular age bands, this information would be collected and provided to the Member outside of the meeting.		Action Ongoing
72.	WORKFORCE DIVERSITY	Deb Thompson	a) Councillor Nethsingha requested of the numbers of BME people who had attended tests and then gone on to join the Service. Whilst accepting the number of applicants from BME was low, if it could be shown this drop-out rate was consistent, whatever the person's ethnicity, it would not be such an issue.	a) A response, via email, to Cllr Nethsingha and the wider Committee was provided.	Action completed

		Jon Anderson / Alison Scott	b) It was suggested and agreed that the qualification requirements of five GCSE's including English should be reviewed by Officers as potentially being a barrier.	b) This is being looked at as part of an ongoing Member lead review into approach to recruitment scheduled to be presented to the Overview and Scrutiny Committee in January or March 2019.	Action Ongoing
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MINUTES FROM THE SEPTEMBER COMMITTEE 2018

<u>Minute No.</u>	<u>Report Title</u>	<u>Action to be taken by</u>	<u>Action</u>	<u>Comments</u>	<u>Status</u>
72.	MINUTES OF THE MEETING HELD ON 26th July 2018	Rick Hylton	Point 25 – Minute 57 'Integrated Risk Management Plan Refresh Update'. Would updates on the audits carried out regarding fire assessments on schools be provided?	RH to provide an update	Action completed
72.	MINUTES OF THE MEETING HELD ON 26th July 2018		Point 68 - Action in relation to leavers figures broken down by age group. Could a copy of the figures be circulated to all Committee Members again?	See Action 72 above; figures circulated again to the Committee Members by Rick Hylton on 10 October 2018.	Action completed
75.	TREASURY MANAGEMENT POLICY AMENDMENT – INVESTEMENTS	Matthew Warren	Members discussed the money market fund and it was explained that at present there was no proposal to use this. It was also clarified that the Authorities current advisors were Link Asset Services. Action: M Warren to bring an update if the strategy changes.	Treasury Management Update due to be presented to Policy and Resources Committee in January 2019.	Action completed

75.	TREASURY MANAGEMENT POLICY AMENDMENT INVESTEMENTS –	Matthew Warren	Clarification was also sought on the initials CNAVL/LVNAV/VNAV that appeared under Money Market Funds in the table at point 6 of the report Action: M Warren to clarify.	As above.	Action completed
75.	TREASURY MANAGEMENT POLICY AMENDMENT INVESTEMENTS –	Matthew Warren	Members agreed to an amendment to the propose maximum amount for Money Market Funds to be 50% of available funds amended from 100% Action: M Warren to amend.	As above.	Action completed
75.	TREASURY MANAGEMENT POLICY AMENDMENT INVESTEMENTS –	Matthew Warren	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. Action: M Warren	As above.	Action completed
75.	TREASURY MANAGEMENT POLICY AMENDMENT INVESTEMENTS –	Matthew Warren	Members felt that it would be beneficial to invite Link Asset Services to Committee to discuss the options. Action: M Warren to arrange.	As above.	Action completed