

# FIRE AUTHORITY POLICY AND RESOURCES COMMITTEE



CAMBRIDGESHIRE  
& PETERBOROUGH  
**FIRE AUTHORITY**  
*Working together to improve community safety*

**Date: Thursday, 28 November 2024**

**16:00hr**

**Red Kite Room**

**New Shire Hall, Alconbury Weald, Huntingdon, PE28 4YE**

## AGENDA

**Open to Public and Press**

1. **Apologies for absence and declarations of interest**
  
2. **Fire Policy and Resources Committee Minutes - 23 October 2024\_Final** **5 - 10**
  
3. **Fire Overview and Scrutiny Minutes - 9 October 2024** **11 - 14**
  
4. **Policy and Resources Committee Action Log - November 2024** **15 - 18**

### **Audit Reports**

5. **External Audit Annual Report 2021 to 2023 and External Audit Planning and Completion Report for 2021/22 and 2022/23 – to follow**
  
6. **Exclusion of Press and Public**  
*To resolve that the press and public be excluded from the meeting on the grounds that the agenda contains exempt information under*

*Paragraphs 1 & 3 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 relating the financial or business affairs of any particular person (including the authority holding that information)*

**7. Confidential - Purchase of New St Ives Community Fire and Rescue Station**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);

**8. Policy and Resources Committee Work Programme 2024-25 - 19 - 22  
November 2024**

**Date of next meeting**

28 January 2025

The Fire Authority Policy and Resources Committee comprises the following members:

*For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact*

*The Fire Authority is committed to open government and the public are welcome to attend from the start of the meeting.*

*It supports the principle of transparency and encourages filming, recording and taking photographs at meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening, as it happens. These arrangements operate in accordance with a protocol which can be accessed via the following link below or made available on request.*

**Public speaking** on the agenda items above is encouraged. Speakers must register their intention to speak by contacting the Democratic Services Officer at least three working days before the meeting.

Full details of the public speaking scheme for the Fire Authority is available at:

<https://www.cambsfire.gov.uk/fire-authority/meetings/>

Councillor Sebastian Kindersley (Chair) Councillor Mohammed Jamil (Vice-Chair)  
Councillor Mike Black Councillor Neil Boyce Councillor Simon Bywater Councillor Edna Murphy  
Councillor Kevin Reynolds Councillor Philippa Slatter and Councillor Mandy Smith

Clerk Name:	Tamar Oviatt-Ham
Clerk Telephone:	01223 715668

Clerk Email:	Tamar.oviatt-ham@cambridgeshire.gov.uk
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# Cambridgeshire and Peterborough Fire Authority

## Minutes of the Policy and Resources Committee Meeting

Date: 23 October 2024  
Time: 2.00pm – 2.55pm  
Place: Fire Head Quarters, Huntingdon  
Present: Councillors: S Kindersley (Chair) M Black, N Boyce, S Bywater, E Murphy, K Reynolds, P Slatter and M Smith  
Officers: Matthew Warren, Jon Anderson, Ursula Bird, Stuart Smith, Tamsin Mirfin, Shahin Ismail, Deb Thompson and Tamar Oviatt-Ham.

### 80. Apologies for Absence and Declarations of Interest

Apologies were received from Councillor Jamil

There were no declarations of interest.

### 81. Minutes of the Policy and Resources Committee held 18 July 2024

The minutes of the meeting held on 18 July 2024 were approved as a correct record.

### 82. Policy and Resources Committee Action Log - October 2024

The Action Log was noted.

### 83. Overview and Scrutiny Committee Minutes - 25 July 2024

The minutes of the meeting held on 25 July 2024 were noted.

### 84. Revenue and Capital Budget Monitoring Report 2024-25

Members received a report that gave an update on revenue and capital spending as of 30 September 2024.

Officers highlighted the following points in relation to the report:

- Inflation had gone down to 1.7% since the report had been written  
Some of the expected cost increases had not occurred particularly in relation to fuel.

- On call firefighter expenditure was underspend but this was expected to be reduced when pay bandings came into effect in January 2025. It was not yet known what impact this would have on the budget and Service. The pay award had not yet been agreed for professional support, but LG members had agreed on a 2.5% increase with a fixed increase of £1,290. The service had budgeted for a 3% increase.
- In relation to the capital expenditure and financing, a further 7 hybrid flexi vehicles had been purchased, three more fire appliances were now in operation, including the concept vehicle.
- In relation to the property capital budget, the refurbishment of St Neots Station was underway. Tenders had recently been reviewed and an order was raised at the beginning of October that was in line with what had been estimated and the funding agreed. The Chief Fire Officer explained that there was an ongoing dialogue with Huntingdonshire District Council regarding re applying for Community Infrastructure Levy Funding (CIL).
- The Authority was still carrying debt of £5.7m. This position remained unchanged since June 2021, the last time any additional debt was taken. The Authority was holding £14.8m on deposit; in July an additional up-front pension funding of £6m was received from the Home Office in readiness for the expected pension payments relating to the Matthew's second options' exercise (On-Call back-dating pension to original start date) and McCloud pensions remedy (age discrimination case affecting both wholetime and On-Call firefighters); outgoing payments were expected from October onwards. Every July the Authority received approximately £4m from the Home Office to fund the firefighter pension scheme deficit and as such this cash was utilised during the year. A summary table of this position was shown in Appendix 3 of the report. The Chief Fire Officer stated that Members may hear criticism that the authority was not working quickly enough to deal with pension issues. He explained that currently the legislation was not in place to deal with this issue, and it was not clear when this would be resolved.
- The Authority had received an update from the external financial auditors and hoped to complete the 2023-24 accounts. An additional Policy and Resources Committee meeting had been scheduled for 28 November to review the accounts.

Individual Members raised the following points in relation to the report:

- Queried if the underspend on staffing was likely to be used in full. Officers commented that this was likely to be used due to the new pay award. It was expected that there would be a small underspend in relation to control pay as one person had moved out of the department and they would not be backfilling this role.
- Questioned in relation to full time fire fighters if there was a particular group retiring. Officers stated that a Resource Management Board had

been set up to review the establishment and retirement profile and planned ahead for six unplanned retirements a year, allowing for the establishment to be more flexible. The next recruitment drive would be in January 2025. The Chief Fire Officer stated that there were some significant concerns in relation to the new banding system and additional cost pressures and how this could impact on call cover. He explained that there would be a presentation to Fire Authority in December regarding the future vision for the Authority which would cover these areas.

- Queried the profiling of the IT budget and what it was currently covering. Officers explained that it was a difficult budget to profile correctly as generally the expenditure was annually.
- Highlighted the rates of interest to the Loan Board in appendix three of the report and the need to look at longer term cash flow.

It was resolved to note the position on revenue and capital spending.

## 85. Property Portfolio Update

Members considered a report that gave an update on the sale of the former Huntingdon fire station site, progress on the sale of the current St Ives site and outlined other property works.

Officers highlighted the following points in relation to the report:

- The Service continued to progress the sale of the old fire station site at Huntingdon with the support of Cheffins. The Chief Fire Officer stated that it was challenging to secure the site and there had been a lot of vandalism so it was hoped that the District Council would want to move forwards with granting planning permission. He explained that the Service was in receipt of a £25,000 non-refundable deposit and were looking to sell the houses connected to the site once the site had been sold. At present, it was expected each of the four houses would return circa £200k each, giving a total capital receipt for this lot of approximately £800k.
- The Service continued to progress the sale of the site in St Ives in collaboration with the Health Service. Working with Cheffins it would be actively marketed for sale from January 2025. The Service was looking to maximise the return and this was likely to be in the region of £1.7m dependent on market interest and planning. The Service had identified a preferred site at Unit 5 Compass Point, St Ives. Work had been carried out to ensure that the new site was in fitting with a modern facility and modelling had been carried out around support to the public, and the identified location would help to improve attendance rates as the Service would be able to grow its recruitment parameters.
- The initial meeting for the redevelopment of St Neots Fire Station had taken place, and this would be the first sustainable fire station in

Cambridgeshire. Officers had met with Huntingdonshire District Council on order to progress a new CIL funding application.

Individual Members raised the following points in relation to the report:

- Queried why the initial CIL bid for St Neots Fire Station had been refused. The Chief Fire Officer explained that there had been discussions with Huntingdonshire District Council to understand the breadth of what the fire and rescue service does in order to facilitate an improved bid. He explained that there were different guidelines in place now since the initial application and the Service was applying now under the new scheme. Councillor Bywater, the local member stated that he was happy to support the Service in discussions with the Huntingdonshire District Council. The Committee requested that the Chair of the Fire Authority write to the Leader of Huntingdonshire District Council (copying in St Neots Town Council and local County and District Members) in relation to both the St Neots and St Ives Projects in relation to support in relation to ensuring timeframes were kept to, highlighting the impacts in relation to operational pressures. **Action Required.**
- Expressed support of the proposals as set out, particularly in relation to St Ives station in Paragraph 5. The Chief Fire Officer explained that a report would come back to Committee with further details of the St Ives Project one they had been firmed up to seek formal approval. A Member commented that a consultation was currently underway on the A141 and St Ives improvements scheme. Officers stated that they hoped any improvements would help support response times.

It was resolved to note the contents of the report.

## 86. Fire Authority Programme Management – Monitoring Report

Members received a report updating on the Service projects as at September 2024.

Officers highlighted the following points in relation to the report:

- Replacement ICCS and Mobilising Solution, the Systel 'Go Live' on 12 September 2024 was a smooth transition for Cambridgeshire for Suffolk 'Go Live' involved more workarounds due to a number of issues. Systel were working with Suffolk to move out of their Business Continuity arrangements.
- Trauma Welfare Support (TRiM Replacement) had been a successful project and the power app continued to be tested across all areas of the Service with positive feedback so far. The Awareness package had been completed and all areas of Service now had scheduled rollout training, beginning in October 2024 with go live on 2 December 2024.



- Occupational Health System Replacement went live in August 2024 and feedback to date had been positive.
- Integrated workwear and PPE a long ongoing project, currently in the engagement phase
- TRACS training records and competency system, currently reviewing the current system and looking at what else was available. Making changes required to manage expectations of the HMRC.
- New projects that had been identified included:
  - Alerters replacement
  - Asset database and hydrant assets
  - Community and operational intelligence project – looking at data provision and flow of data. Mobile working and maintaining integrity.
  - Review of SHQ – going through programme board, to look at options
  - Operational response models
  - Performance and talent management
  - St Ives relocation
  - St Neots refurbishment

Individual Members raised the following points in relation to the report:

- Congratulated officers on the successful delivery of the replacement ICCS and Mobilising Solution.
- Queried how the hydrant mapping exercise would be carried out. Officers explained that they already had data on the location and co-ordinates of hydrants and would be looking at how faults could be reported and were looking at how the OS data could be automated. The Chief Fire Officer stated that this project would be challenging in terms of resources as there were 2.5 FTE Hydrant Engineers in Cambridgeshire and Peterborough.
- Sought an update on the Firebreak programme. The Chief Fire Officer explained that a report would be brought to a future meeting. **Action Required.**

It was resolved to note the Programme Status Report, as of September 2024.

## 87. Policy and Resources Committee Work Programme - October 2024

The Chair stated that the East West Rail project would have an impact on response times and the Service needed to look at the potential costs of the authority from the project including journey mapping and times to arrive at

sites so that this could be shared with government. The Chief Fire Officer agreed to add a report to the work programme to address this. **Action required**

Members noted that an additional meeting would take place on 28 November 2024 to consider a combined Audit Planning Report and Audit Completion Report for 2021/22 and 2022/23.

Members noted the work programme.

Chair

# Cambridgeshire and Peterborough Fire Authority

## Minutes of the Overview and Scrutiny Committee Meeting

Date: 9 October 2024

Time: 2.00 p.m. – 3.03 p.m.

Venue: New Shire Hall

Present: Councillors C Rae (Chair), S Taylor (Vice-Chair), A Bond, D Dew, I Gardener, J Gowing, R Hathorn and W Fitzgerald.

### 96. Apologies for Absence and Declarations of Interest

The Committee paid tribute to firefighter Mervyn Housden who had sadly passed away recently. Those present stood for a minute's silence.

No apologies for absence were received.

There were no declarations of interest.

### 97. Minutes – 25 July 2024 and Action Log

The minutes of the meeting held on 25 July 2024 were agreed as a correct record and signed by the Chair.

The Action Log was noted.

### 98. Community Risk Management Plan 2024-29 Performance Measures

The Committee received a report on the Service's performance against the Community Risk Management Plan (CRMP) performance measures.

The Chief Fire Officer provided assurance to Members on the Fire Safety Order following the Grenfell Tower Inquiry report. The Service were engaging with the mayor and proactively examining properties that were undergoing the Building Regulations Programme; there was one in Peterborough and 13 elsewhere across Cambridgeshire.

Individual Members raised the following points in relation to the report:

- queried if the 'number of people killed and seriously injured on our roads' could be further categorised to see if there had been an impact in the recent implementation of 20 mph zones. Officers informed Members that Cambridgeshire and Peterborough Fire and Rescue Service (CFRS) data would not provide a clear picture of the roads. This would be discussed with the Vision Zero Partnership – **action required.**

- asked for the number of premises inspected to be presented as a number of homes visited rather than a percentage. Officers stated this would be reviewed for subsequent reports - **action required**.
- questioned what 'broadly compliant' meant in relation to fire safety audits and asked for less ambiguous wording to be used in future reports. Officers agreed to review the wording – **action required**.
- learnt that a report would be presented at the Fire Authority regarding Service resilience.

It was resolved unanimously to:

Note the contents of the performance report in Appendix 1 which covered Quarter 1 of the year 2024/25 (1 April to 30 June 2024).

#### 99. Annual Review – Cambridgeshire and Peterborough Fire Authority Compliance with the Local Government Transparency Code 2015

The Committee received the annual update on assurance of compliance with the Local Government Transparency Code 2015. The annual review had found that the Service was currently fully compliant with the requirements. The former Information and Governance Manager had resolved one outstanding action regarding salaries and that was now published on the website.

It was resolved unanimously to:

note CFRS was fully compliant with the Transparency Code and all documents were up to date.

#### 100. Internal Audit Progress Report 2024

The Committee received an internal audit report which provided an update on the progress against the audit plan. Two final reports had been issued for Procurement and Management Recruitment Framework. IT Assets were slightly delayed due to sickness but were currently back on track.

Individual Members raised the following points in relation to the report:

- clarified that the Service would be ready for the new Procurement Act deadline in February 2025.
- learnt that unsuccessful candidates were previously receiving constructive feedback in an in-person conversation, however in the future, written feedback would also be provided.

It was resolved unanimously to note the contents of the report.

#### 101. Draft Annual Governance Statement 2023-24

The Committee received the draft Annual Governance Statement (AGS) for 2023/24. Attention was drawn to the areas where the Authority would continue to take action to deal with governance issues. These included combined fire control, culture, the financial climate and sector developments such as the Grenfell Tower Inquiry. Members were informed that a Professional Standards report would be presented at a future Committee. The Fire Authority would receive a report (December 2024) on any CFRS actions following the analysis of the final Grenfell Tower Inquiry Report. This would encompass an update on any necessary actions identified from the Phase 1 Report.

Members were informed that the Integrated Communications and Control System (ICCS) and Mobilising System had successfully gone live on 12 September 2024.

Individual Members raised the following points in relation to the report:

- thanked the Chief Fire Officer for the continued effort to write to the government regarding the financial climate.
- queried when Suffolk Fire and Rescue Service (SFRS) would have their own standalone fire control centre and not be combined with Cambridgeshire Fire and Rescue Service (CFRS). The Chief Fire Officer stated that a new Section 16 had been issued until the 31 March 2025 and any extension past this date would be at the expense of SFRS. Future collaborations were unclear at this time, but the Chief Fire Officer stated the separation would not be the preferred course of action.
- learnt that SFRS would potentially use Motorola Solutions.

It was resolved unanimously to:

having scrutinised the AGS, attached at Appendix 1, and made comment, recommend to the Authority that the AGS is approved for external publication.

## 102. Draft Fire Authority Annual Report and Statement of Assurance 2023-24

The Committee received the draft Fire Authority Annual Report and Statement of Assurance 2023/24. Members were informed that the report would be available online and promoted on social media channels. Audit information would be updated following the final accounts and audit statements.

Individual Members raised the following points in relation to the report:

- suggested putting up posters to highlight the dangers of lithium-ion batteries as some people would not be able to access the information online. Officers assured Members that information was circulated via different media channels, such as parish council newsletters and via district council communication channels, especially before Christmas.
- queried if the response times could be clearly emphasised. Members learnt that every month, the previous months statistics were posted via social media channels and would, in the future, include response times.

- praised the two firefighters who ran the London marathon wearing full uniform and raised £3,000 for the Fire Fighters Charity. Members learnt that the Fire Fighters Charity provided support to firefighters and their families. This covered many areas such as residential treatment, counselling and bereavement support.
- highlighted the fire risk of long grass and Huntingdonshire District Council hoped to cut long grass near residential properties to help mitigate the risk.

It was resolved unanimously, having reviewed the draft Annual Report and Statement of Assurance 2023/24 to:

approve the draft Annual Report and Statement of Assurance 2023/24, attached at Appendix 1, subject to the additions highlighted in Paragraph 4.

### 103. Member-Led Reviews Update

The Committee received a verbal update on the three Member-led reviews.

'Employee Recruitment and Retention (On-Call)' An initial meeting with officers had been conducted and data had been requested from Human Resources to help inform the review. The focus would initially be on recruitment and then retention. The next meeting had been scheduled.

'Impacts of Planning and Growth on the Service' Information from central government and all local councils was being collated with a view of identifying the overall plan for growth within Cambridgeshire. This was both complex and time consuming.

'TRiM Replacement' Key project documents had been reviewed and the lead Member had met with the project manager. Further meetings with key officers would be scheduled.

Members thanked the Scrutiny and Assurance Manager for their work on the reviews.

### 104. Overview and Scrutiny Work Programme

The Committee noted its work programme.

Chair

FIRE AUTHORITY  
POLICY AND  
RESOURCES  
COMMITTEE

Minutes - Action Log

This is the updated action log as of **28 November 2024** 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 FROM THE 18 JULY 2024 COMMITTEE MEETING**

76	Commercial and Procurement Activity – Annual Update	Tracey Stradling Head of Commercial and Business Support	Members requested a written briefing on the key headlines of the new procurement regulations.	<b>Update 28 November 2024</b> Briefing Notes on each key area of the new procurement regulations will be circulated as and when prepared.	<b>Ongoing</b>
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**MINUTES FROM THE 23 OCTOBER 2024 MEETING**

85	Property Portfolio Update	Fire Authority Chair	... The Committee requested that the Chair of the Fire Authority write to the Leader of Huntingdonshire District Council (copying in St Neots Town Council and local County and District Members) in relation to both the St Neots and St Ives Projects requesting their support.	<b>Update 28 November 2024</b> Letter sent to HDC Executive Leader and HDC Chief Executive via email on 13 November 2024. Copy sent to all members of St Neots Town Council and six others whose Divisions are within the areas mentioned on 19 November 2024.	<b>Complete</b>
86	Fire Authority Programme Management - Monitoring Report	ACFO	... Sought an update on the Firebreak Programme. The Chief Fire Officer explained that a report would be brought to a future meeting.	<b>Update 28 November 2024</b> Added to the Committee Work Programme for 22 January 2025.	<b>Complete</b>
87	Policy and Resources Committee Work Programme – October 2024	ACFO	... The Chair stated that the East/West Rail project would have an impact on response times and the Service needed to look at the potential costs to the Authority from the project including journey mapping and times to arrive at sites so that this could be shared with government. The Chief Fire Officer agreed to add a report to the work programme to address this.	<b>Update 28 November 2024</b> Added to the Committee Work Programme for 3 April 2025.	<b>Complete</b>







**POLICY and RESOURCES COMMITTEE WORK PROGRAMME**

**MEETINGS 2024/25**

Date	Time	Venue
<b>2024</b>		
Thursday 28 November	1600 hours	NSH
<b>2025</b>		
Wednesday 22 January	1400 hours	SHQ
Thursday 3 April	1400 hours	SHQ
Wednesday 9 July	1400 hours	SHQ

**WORK PROGRAMME 2024/25**

<b>2024</b>			
<b>Thursday 28 November</b>			
Time	Agenda Item	Member/Officer	
1600	Minutes of Policy and Resources Committee Meeting 23 October 2024	Democratic Services Officer	
	Minutes of Overview and Scrutiny Committee Meeting 9 October 2024	Democratic Services Officer	
	Action Log	Democratic Services Officer	
	<b>Audit Reports</b> External Audit Annual Report 2021 to 2023 External Audit Planning and Completion Report for 2021/22 and 2022/23	Rachel Brittain and/or Wanda Khonjwayo BDO LLP	
	<b>Part II</b> Purchase of New St Ives Community Fire and Rescue Station	Assistant Chief Fire Officer	
	Work Programme 2024/25	Chair	
<b>2025</b>			
<b>Wednesday 22 January</b>			
Time	Agenda Item	Member/Officer	
1400	Minutes of Policy and Resources Committee Meeting 28 November 2024	Democratic Services Officer	
	Action Log	Democratic Services Officer	

	<b><u>Audit Reports</u></b> External Audit Annual Report	Ernst and Young LLP	
	<b><u>Decision</u></b> Draft Budget 2025/26 including Medium Term Financial Strategy 2024/28	Assistant Director Finance	
	Digital Strategy (post 2025)	Assistant Director ICT and OHU	Digital Strategy for 2022/25 approved at 31 October 2023 meeting
	<b><u>Information and Monitoring</u></b> Revenue and Capital Budget Monitoring Report 2024/25 (including a mid-year Treasury Management Update)	Assistant Director Finance	
	Strategic Risk and Opportunity Management Register - Monitoring Report	Assistant Director Service Transformation	
	CFRS Community Safety Activities Update	Assistant Director Community Safety and Control	
	Work Programme 2024/25	Chair	
<b>Thursday 3 April</b>			
<b>Time</b>	<b>Agenda Item</b>	<b>Member/Officer</b>	
1400	Minutes of Policy and Resources Committee Meeting 22 January 2025	Democratic Services Officer	
	Minutes of Overview and Scrutiny Committee Meeting 15 January 2025	Democratic Services Officer	
	Action Log	Democratic Services Officer	
	<b><u>Audit Reports</u></b> TBC		
	<b><u>Information and Monitoring</u></b> Revenue and Capital Budget Monitoring Report 2025/26	Assistant Director Finance	
	Annual Review of the Operation of the ICT Shared Service Agreement	Assistant Director ICT and OHU	Annual after end of previous financial year
	Commercial and Procurement Activity – Annual Update	Deputy Chief Fire Officer/Head of Commercial and Business Support	Annual
	Fire Authority Programme Management - Monitoring Report	Assistant Director Service Transformation	
	Report on potential impact(s) on CFRS by the East/West Rail Project	Assistant Chief Fire Officer	Subject to information available following attendance at a consultation meeting
	Work Programme 2025/26	Chair	
<b>Wednesday 9 July</b>			
<b>Time</b>	<b>Agenda Item</b>	<b>Member/Officer</b>	
1400	Minutes of Policy and Resources Committee Meeting 3 April 2025	Democratic Services Officer	

	Minutes of Overview and Scrutiny Committee Meeting 26 March 2025	Democratic Services Officer	
	Action Log	Democratic Services Officer	
	<b>Decision</b> Annual Treasury Management Review	Assistant Director Finance	
	<b>Audit Reports</b> TBC		
	<b>Information and Monitoring</b> Revenue and Capital Budget Monitoring Report 2025/26	Assistant Director Finance	
	Annual Review of the Operation of the ICT Shared Service Agreement	Assistant Director ICT and OHU	Annual after end of previous financial year (if not available at 3 April 2025 meeting)
	Strategic Risk and Opportunity Management Register – Monitoring Report	Assistant Director Service Transformation	
	Work Programme 2025/26	Chair	

**Provisional Committee Dates 2025/26**

**2025** - 22 October **2026** - 21 January, 2 April, 8 July

