

# SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

## ORDINARY MEETING

25 JUNE 2018

PRESENT: Councillor C Lamb (Chair)  
Councillor A Atkin (Vice-Chair)  
Councillors: S Ayris, M Clements, T Hussain, R Taylor,  
C Ross, T Damms, P Haith, C Hogarth, C Ransome, J Satur  
and Dr A Billings

CFO J Courtney, QFSM, DCFO M Blunden, ACFO A Johnson,  
S Booth and R Brason (South Yorkshire Fire & Rescue  
Service)

D Terris, N Copley, A Frosdick, L Noble, D Cutting, A Hunt and  
M McCoole (Barnsley MBC)

M Buttery (Office of the South Yorkshire Police and Crime  
Commissioner)

Apologies for absence were received from A Brown and  
M McCarthy

### 1 APOLOGIES

Apologies for absence were noted as above.

### 2 ANNOUNCEMENTS

L Noble read out a response from Councillor Burgess to Councillor Brian Steele on  
23 April 2018, in relation to the 2<sup>nd</sup> pump position at Rotherham Fire Station.

### 3 URGENT ITEMS

None.

### 4 ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS

Councillor Ross queried the reason as to why agenda Item 25 entitled  
'South Yorkshire Fire and Rescue's Response to the Kerslake Report' and agenda  
Item 26 entitled 'Stronger Safer Communities Reserve – Project Funding' would be  
considered in the absence of the public and press.

D Cutting stated that agenda Item 26 entitled 'Stronger Safer Communities Reserve  
– Project Funding' referred to an organisation that was in some financial difficulty.  
The Authority had been invited to reconsider the Stronger Safer Communities  
Reserve (SSCR) funding for that organisation.

A Frosdick commented that the reports had been submitted as potential items for consideration in the absence of the public and press; legislation required the Authority to consider whether such items should be considered in the private section of the meeting. It was pertinent to ensure that relevant information was not disseminated to the press and public. He sought Members' approval for all three of the reports to be considered in the absence of the public and press.

RESOLVED – That Members agreed that agenda items 25, 26, and 27 would be considered in the absence of the public and press.

**Councillors Ross, Ransome and Ayris voted against the decision.**

5 DECLARATIONS OF INTEREST BY INDIVIDUAL MEMBERS IN RELATION TO ANY ITEM OF BUSINESS ON THE AGENDA

None.

6 REPORTS BY MEMBERS

On 27 April 2018, Councillor Satur had been part of a visit to Rivelin Fire Station with a group of individuals from the Burton Street Foundation. The Burton Street Foundation had been based in Hillsborough, Sheffield for 20 years and supported adults with learning disabilities and a range of other complex needs; the organisation was highly regarded in Sheffield. Without the organisation, which provided a wide range of day care opportunities, most of the individuals would lead very isolated lives within their homes or care homes.

Through the Stronger Safer Communities Reserve (SSCR), the Authority supported the organisation's work to improve the safety and well-being of its clients and the fire station visit had been part of that learning. Councillor Satur gave special thanks to the White Watch Crew and to Group Manager Trevor Bernard, who had provided the group with simple fire safety messages, a tour of the fire station, and ensured that everyone had been included and enjoyed the visit. She requested Members to contact R Bywater if they required further details of the project or to arrange a visit to the Burton Street Foundation.

Councillor Lamb requested that the Authority's thanks be conveyed to the Service's staff.

Councillor Ransome referred to the Long Service and Good Conduct Awards Ceremony that she had attended together with Councillor Atkin on 30 May 2018 at Sheffield City Hall, at which CFO Courtney had given an inspirational talk. She requested that the Authority's thanks be conveyed to the firefighters and support staff who had received the awards.

Councillor Atkin requested that the Authority's thanks also be conveyed to Station Manager Lorraine Smith who had received an MBE, in recognition of her work undertaken in the Control Room. Councillor Atkin gave thanks to SYFR in respect of the video that had been produced by the Service's female staff and their

children as part of the International Women's Day, which had won two national awards.

Councillors Atkin and Taylor had recently attended a Middle Managers Meeting, which had focussed on support workers.

7 RECEIPT OF PETITIONS

None.

8 TO RECEIVE ANY QUESTIONS OR COMMUNICATIONS FROM THE PUBLIC, OR COMMUNICATIONS SUBMITTED BY THE CHAIR OR THE CLERK AND TO PASS SUCH RESOLUTIONS THEREON AS THE STANDING ORDERS PERMIT AND AS MAY BE DEEMED EXPEDIENT.

None.

9 MINUTES OF THE AUTHORITY MEETING HELD ON 9 APRIL 2018

Councillor Ayris thanked the officers concerned for the information that had been provided to Members separately to the minutes. He queried whether Councillor Lamb would continue with the current frequency of the Corporate Advisory Group (CAG) meetings. He considered that many issues had been diverted to CAG rather than being discussed at a public meeting.

Councillor Lamb stated that in light of the Authority's heavy Work Programme for the year and the approaching HMICFRS Inspection, that it would be necessary for Members to have a good understanding on a number of issues when making decisions on behalf of the residents of South Yorkshire. He did not consider that a public meeting was the correct arena to discuss some of those issues in detail, but he did consider that the frequency of CAG meetings was appropriate (approximately every six weeks). He stipulated that the CAG meetings should not be a means by which anyone could side step the democracy of the Authority, and that where appropriate, items and matters discussed at CAG meetings would be presented to the Authority for determination.

Councillor Ransome stated that the CAG meetings were not minuted. She queried how those Members that had been unable to attend a CAG meeting could ascertain the outcomes from a meeting.

L Noble highlighted that notes of the CAG meetings were taken, and that these notes, together with any presentations, were circulated to Members after the meeting.

Councillor Ayris queried whether the cost of the legal proceedings, in relation to the judicial review requested from the Fire Brigades Union against the Authority for the continuance of using Close Proximity Crewing (CPC), was still anticipated to be £800k, and which budget heading the costs would be allocated from. He also queried when a report would be presented to the Authority.

**Fire and Rescue Authority Ordinary Meeting**  
**Monday 25 June 2018**

A Frosdick referred to the various aspects within the litigation which related to the proceedings and the judicial review. He would provide Members with details of the precise costing, which was less than anticipated.

DCFO Blunden stated that CFO Courtney and himself would discuss the outcome of the judicial review and the impact on the Service; it would be necessary for Members to have an in-depth understanding of the issue. It was anticipated that a report including timelines would be provided to the next Authority meeting.

Councillor Ayris referred to the appointment of the Independent Member to the Audit and Governance Committee. He considered that it was inappropriate for the minutes to refer to the individual appointed.

L Noble provided reassurance that the applicant's references had been received prior to including her name in the minutes.

A Frosdick stated that consideration would be given to anonymising the applicant in any future appointment process.

Councillor Haith queried the reason why the Property and Procurement Service update and GDPR update had not been included on the Audit and Governance Committee agenda for the meeting to be held today.

L Noble stated that this Audit and Governance Committee meeting was an extra-ordinary meeting; the Property and Procurement Service update and GDPR update would be presented to the July 2018 Audit and Governance Committee meeting.

Councillor Ransome referred to Councillor Ayris' proposal, which had not been seconded, that the Service Level Agreement (SLA) for the provision of the Authority's services for 2018/19 onwards should be put out to tender. She put forward the suggestion that the SLA should go out to tender.

A Frosdick stated that such a resolution could not be moved at today's meeting. Members could move a motion, if they considered that it was inappropriate for BMBC to continue to service the Authority; a longstanding contractual agreement had been made between the four district councils for BMBC to service the Authority.

**RESOLVED – That Members:-**

- i) Would be provided with details of the precise costing in relation to the judicial review on Close Proximity Crewing (CPC).
- ii) Noted that it was anticipated that a report including timelines on the outcome of the judicial review would be presented to the next Authority meeting.
- iii) Noted that consideration would be given to anonymising future applicants appointed as co-opted members.

- iv) Agreed that the minutes of the Authority meeting held on 9 April 2018 be signed by the Chair as a correct record.

10 PROGRESS REPORT ON IMPROVEMENTS TO THE PROCUREMENT AND PROPERTY FUNCTIONS

A report of the Chief Fire Officer and Chief Executive was presented providing Members with a further update on the progress to improve both the Procurement and Property Service functions within SYFR. Members had been presented with a revised improvement plan and regular bi-monthly reports, since June 2017, in order to keep abreast of the progress being made.

Members noted the significant progress made, and which continued to be made on improving and developing the Procurement and Property Services. KPMG LLP, SYFR's external auditors, had gained sufficient audit assurances, and were now minded to remove the Adverse VFM Conclusion for Procurement Practices, and to provide SYFR with an Unqualified Opinion for the 2017/18 financial year. The outcome would be known by the Audit and Governance Committee meeting scheduled in July 2018.

The Director of Support Services thanked R Winter and the Internal Audit Team, BMBC for the tremendous amount of work undertaken.

Councillor Ayris queried the rationale behind the Procurement Services restructure, from an operational point of view.

The Director of Support Services commented that, from the outset, SYFR had stated the necessity for excellent leadership. It had been the view of the Interim Head of Procurement Services and his own, that the expertise to lead the team was not in place. The job descriptions within the Procurement Services had been revised to ensure that each post followed and mirrored best practice standards, and the team had been restructured to provide for a category management approach to procurement. This would provide for two category managers i.e. a senior category manager to take on the responsibility for SYFR's supplies and services, and the second senior category manager to oversee the ICT and Estates Departments. The structure of the team would consist of the Head of Procurement Services, two category managers, a buyer, a business support administrative officer and store keepers; the cost was within the current budget.

Councillor Ross queried how it would be determined whether a market supplement would be offered to the Head of Procurement Services post which would be externally advertised. He also queried whether provision had been made within the budget for the Head of Facilities Management post.

The Director of Support Services commented that, over the last 12 months, SYFR had informed Members that if recruitment to the Head of Procurement Services post was unsuccessful, then there was a likelihood to offer a market supplement, in order to attract the right candidate to enable the Procurement Services to continue to improve. In relation to the Head of Facilities Management position, SYFR envisaged the achievement of a significant facilities management contract which

could lead to one provider within the market to provide a hard and soft Facilities Management. It was the intention to create a joint Head of Facilities Management post at SYFR and SYP to ensure that the correct person was in place to manage the potentially significant long term contracts, to ensure good commercial value and satisfactory services for SYFR firefighters and stations, which was within the budget.

Councillor Lamb gave thanks, on behalf of Members, to all SYFR staff that had been involved in the work undertaken.

RESOLVED – That Members:-

- i) Noted the contents of the report.
- ii) Endorsed the positive improvements made over the last 12 months and the contribution made to this achievement by both procurement staff and internal audit that is likely to lead to an Unqualified VFM Conclusion from the external auditors.
- iii) Expected a further and final report in September 2018 that would anticipate Procurement Services reverting to “business-as-usual” having implemented all the necessary improvements and satisfied subsequent audit assessments.

#### 11 REVIEW OF MEMBERS' ALLOWANCE SCHEME

A report of the Clerk was presented to provide Members with a summary of the Independent Review of Members' Allowances undertaken by Dr Declan Hall Ph.D, who had undertaken the previous reviews on behalf of the Authority. It was best practice to review the Members' Allowance Scheme every four years, and had last been reviewed in 2014.

Councillor Ayris queried whether the format adopted was compatible with other constituent authorities.

L Noble highlighted that Dr Hall undertook a considerable amount of benchmarking across other Fire and Rescue Authorities, and local authorities, and this was detailed within the appendices to his report.

Dr Billings stated that he would not be taking the Basic Allowance as recommended within the report.

RESOLVED – That Members:-

- i) Noted the conclusions of the Independent Review of Members' Allowances at Appendix A to the report.
- ii) Accepted the recommendations made as set out in paragraph 7 i) – viii) and at pages 2 and 3 of the Review report at Appendix A to the report.
- iii) Approved the increases with effect from 25 June 2018.

- iv) Approved the amendments to the Members' Allowance Scheme as set out in the report.

## 12 SYFR PEOPLE STRATEGY

A report of the Chief Fire Officer and Chief Executive was submitted providing Members with an update on the SYFR People Strategy which needed to be refreshed and developed to explain the steps to be taken in supporting the people of South Yorkshire between now and 2022.

Councillor Haith requested that a glossary of terms be included within the SYFR People Strategy document. She queried the lessons learnt from the previous SYFR People Strategy.

DCFO Blunden confirmed that a glossary of terms would be included within the SYFR People Strategy document. Improvements had been made to the current Strategy to ensure that the document was easier to read and contained only a small number of strategic aims, which had been embedded into everything at SYFR.

Councillor Ransome queried whether the trades unions had any involvement in the SYFR People Strategy.

DCFO Blunden stated that all of the SYFR documents were subject to consultation with all SYFR staff, including workforce representatives.

Councillor Ayris referred to a discussion at the Performance and Scrutiny Board meeting held in November 2017, in relation to the timescales and action points for implementation on the Thomas Review, in conjunction with the SYFR People Strategy; a request had been made to consider that those actions be 'RAG' rated.

DCFO Blunden stated that the progress report regarding the 43 recommendations against the Thomas Review had been submitted to the Performance and Scrutiny Board some 18 months ago. He did not expect that the document presented to the Authority today would be 'RAG' rated, but he could provide the Board with a report which supported the SYFR People Strategy, if it was required.

Dr Billings suggested that reference be made within the Diversity section of the SYFR People Strategy, to indicate the proactivity with South Yorkshire Police (SYP). He requested that the statement made at page 8 of the SYFR People Strategy be revised, as this could be seen as ambiguous to other areas within the public service.

DCFO Blunden stated that SYFR was taking important steps in the way of increasing its diversity, particularly at firefighter level. He would clarify the statement at page 8 of the SYFR People Strategy.

RESOLVED – That Members noted:-

- i) The contents of the report.
- ii) That a glossary of terms to be included within the SYFR People Strategy.

- iii) That amendments would be made to the statement made at page 8 of the SYFR People Strategy to better reflect the Authority's/Service's objectives.

13 MEMBER LEARNING AND DEVELOPMENT - REVIEW AND THE YEAR AHEAD

A report of the Clerk to the Fire and Rescue Authority was presented providing Members with a review of the learning and development exercises undertaken in 2017/18, and a forward look to learning and development in 2018/19.

L Noble informed the Authority of the two externally delivered and five internally delivered training sessions during 2017/18. A series of development sessions would be held with the new Members. The Corporate Advisory Group (CAG) would continue to meet on a 6 weekly cycle.

Councillor Lamb stated that it was his ambition to continue the good programme of work for learning and development that had been developed by Councillor Burgess, the former Chair to the Authority, to enable Members to represent the residents of South Yorkshire in the best possible manner.

RESOLVED – That Members:-

- i) Noted the skills, learning and development acquired in 2017/18.
- ii) Agreed to a process of Development Discussions between July 2018 and the end of August 2018, for all new and existing Members which would inform an appropriate and targeted Learning and Development Schedule for 2018/19.
- iii) Noted the wider Learning and Development 'Offer' at Appendix A to the report.

14 ANNUAL REVIEW OF RISK MANAGEMENT 2017/18

A report of the Chief Fire Officer and Chief Executive/Clerk to the Fire and Rescue Authority was presented setting out the Authority's and Service's arrangements for managing risk in accordance with the Authority's Corporate Risk Management Policy and Strategy. The report also detailed the Governance arrangements around Corporate Risk Management and risk management developments during the year. The annual session on Risk Management, Effective Audit Committee had not taken place this year; it was intended to hold a session early in the municipal year 2018/19.

Councillor Clements referred to Risk 005 in relation to partnerships. He expressed concern that Systel had failed to ensure that the Service had achieved a consistent 90 day period of fault free operation of the system. He queried the outstanding monies owed to Systel, how long the contract had ran to date, and the steps that would be taken to ensure that the contractual obligations were met by Systel.

ACFO Johnson confirmed that a consistent 90 day period of fault free operation of the system had been achieved. SYFR and WYFR were seeking compensation from Systel, under the contractual agreement, in relation to a number of

outstanding issues and items that had not been delivered on time. Members noted the actual timescale for the implementation of the system. SYFR could withhold payment if Systel failed to fulfil the criteria in relation to repairs etc. SYFR and WYFR continued to meet to discuss any outstanding issues.

Councillor Ransome queried the cost to the Authority in winding up Safety Solutions UK Ltd (SSUK).

The Director of Support Services referred to the accounts that had been prepared by an external accountant, which had indicated a positive trading position. He believed that the objectives that had been set in January 2018, to have a managed solvent wind down of the company, was still applicable. It would be necessary for SSUK's Board of Directors to recommend to the Shareholders the process to wind down the company.

A Frosdick stated that if the objective was to have a solvent wind down of the company, then there would be no cost implications to the Authority.

Councillor Ross sought clarity, at some point in the future, for a report to be presented to the Authority on the total cost of SSUK Ltd.

The Director of Support Services stated that the Board of Directors would need to receive the accounts, in order to determine whether to cease trading. He considered that there would be no cost implications to the Authority or to the residents of South Yorkshire.

Councillor Ross requested that the Authority be provided with a report from the Directors of SSUK Ltd.

The Director of Support Services highlighted that the closure of the company would be the decision of the Authority Members, who were shareholders of SSUK Ltd.

RESOLVED – That Members:-

- i) Considered the Risk Management Annual Report, and the assurance provided, as part of its overall consideration of the Authority's control framework for the purposes of the Annual Governance Statement (AGS).
- ii) Noted that a report would be provided from the Directors of SSUK Ltd.

## 15 ANNUAL SCRUTINY REVIEW AND UPDATE

A report of the Clerk to the Fire and Rescue Authority was submitted to provide Members with a summary of key scrutiny activity undertaken in the past year (June 2017 – June 2018). A dedicated Scrutiny Board, with specific Terms of Reference and a Scrutiny Protocol had been introduced in 2008, which had strengthened the Authority's scrutiny function.

L Noble stated that the Performance and Scrutiny Board considered a range of issues, mainly around SYFR's performance. There was an intention to develop other areas alongside ACO Johnson and Councillor Damms, as Chair to the Board.

It was hoped that the Board in 2018/19 would be able to support the Authority in exploring the detail of issues where appropriate to inform good governance.

Councillor Lamb expressed his thanks to Councillor Buckley, who had chaired the Performance and Scrutiny Board since 2012.

RESOLVED – That Members :-

- i) Noted the Board's scrutiny activity from June 2017 to the present.
- ii) Supported the process for the referral of any topic or area from other Authority Committees/Boards etc. to the Performance and Scrutiny Board as appropriate.
- iii) Agreed to continue to support scrutiny and challenge across the full range of Authority meetings.

16 ANNUAL CORPORATE PERFORMANCE REPORT FOR 2017/18

A report of the Chief Fire Officer and Chief Executive/Clerk to the Fire and Rescue Authority was presented providing Members with information on how SYFR had performed against local performance indicators during 2017/18. The report also enabled Members to comment upon performance and to explore in greater detail the work behind the statistics. The report would be presented to the Performance and Scrutiny Board on 12 July 2018, for a more detailed discussion and review.

DCFO Blunden reported that unfortunately there had been six fire related deaths in South Yorkshire during 2017/18, five of which had resulted from accidental dwelling fires and involved residents who had been known to partner organisations, but not SYFR. He encouraged Members to support the partnerships with SYFR, to enable the Service to identify those most at risk in society, in order to allow interventions to prevent accidental dwelling fire deaths. Each year, SYFR's aspiration was to have a nil return on accidental fire deaths in South Yorkshire.

Councillor Ransome gave thanks for the extensive report presented. She queried the reason why the Home Safety Checks (HSC) for each of the four districts had reduced from Quarter 1 to Quarter 4.

DCFO Blunden stated that in terms of the way that HSC was captured, the Doncaster district undertook the extended Safe and Well check. His expectation was that there would be a reduction in the number of HSCs within the Doncaster district, due to the time required to complete the extended Safe and Well checks, which was a joint effort between SYFR, SYP and Public Health for the most vulnerable. Each extended Safe and Well check took approximately 1 - 2 hours to ensure that the individual was signposted to the most appropriate resources. Members noted that Elm Lane Fire Station, whilst it was located within Barnsley, the statistics were fed into the Sheffield figures, to enable the South Yorkshire spread to be made easier for the Service; this would portray the Barnsley figures as low.

**Fire and Rescue Authority Ordinary Meeting**  
**Monday 25 June 2018**

Councillor Haith referred to the high volume of arson incidents which had occurred within the prisons in Doncaster. She queried whether it was anticipated that the figures, which had reduced, would reduce further with the cooperation of the prison service.

DCFO Blunden stated that he was delighted with the partnership between the Doncaster prison officers and the SYFR fire investigation officers. Through the partnership, arrangements had been made whereby any prisoner that was caught deliberately setting fire to a cell would be brought before the prison governors, who could extend their prison sentence by a set period of time. This arrangement had seen a significant reduction in the number of prison fires in Doncaster.

Councillor Ayris considered it disconcerting that the number of accidental dwelling fires and cooking related fires were on the increase in South Yorkshire. He queried whether there was an explanation for the increases.

DCFO Blunden stated that often cooking related accidental dwelling fires related to the most vulnerable in society. Once the most vulnerable had been identified, SYFR could direct them to the correct partners for a number of initiatives which included cooking courses, the installation of automatic gas shut off valves, and the installation of smoke detectors etc. SYFR was working extremely hard to reach the most vulnerable e.g. individuals with dementia. The figures had indicated that the accidental dwelling fires were not related to the inclement weather, but often related to the individual's style of living.

Councillor Ayris referred to LPI 2.3 and LPI 2.4. He queried the number of frontline SYFR staff that had been injured in the line of duty in 2017/18, how serious the injuries were, whether those that had been injured had been provided with adequate support, whether any of the injuries could have been preventable, and what was being undertaken to prevent reoccurrences.

DCFO Blunden stated that there had been 16 additional operational injuries in comparison to the previous year. He was encouraged by the increased reporting in comparison to previous years; the reporting culture had changed within the Service. Of the 16 operational injuries, 7 people had been injured during a bariatric rescue incident. AM Nicholson would undertake a review with AM Carlin in relation to the bariatric training provided to staff across the Service; he did not anticipate such operational injuries to be incurred in the future. SYFR staff incurring an injury would be referred to Occupational Health, to ensure that they were provided with the relevant support, to ensure that they could return back to operational duties as soon as possible.

Councillor Hogarth queried whether those prisoners that had set fire to a prison cell, would have arson included on their records.

DCFO Blunden stated that SYFR had welcomed the recent introduction of neighbourhood policing hubs back into SYP. The partnership was significantly improving the intelligence between local officers, SYFR and SYP to gain an understanding of the individuals being released from prison, to enable SYFR to quickly identify any spikes in arson related incidents and liaise with SYP.

Councillor Haith referred to the direction of travel for secondary arson incidents. She queried what was being undertaken to educate children within South Yorkshire of the dangers of arson.

DCFO Blunden stated that SYFR are now looking forward 3 months ahead in relation to corporate reporting to identify likely spikes in activity e.g. operational crews would undertake specifically targeted interventions in those schools which were local to where arson incidents had occurred. A reduction in the number of arson related fires had been observed in those targeted areas over the Easter period in 2018. SYFR would continue with the initiative and include additional resources, as various ways were trialled to target secondary related arson fires.

Dr Billings welcomed the comments made in relation to the return of neighbourhood policing, which was a good example of the way in which one service could impact upon the demand of another service. He suggested that the relationship between the areas of demand of SYFR and SYP and all other public services be reviewed; he would pass the information to SYP's Chief Constable. In relation to the Doncaster prison fires, he queried whether these were contributed to by the rubbish that collected within each cell's window grill.

DCFO Blunden stated that the Doncaster prison cell fires had related to combustible items.

ACO Johnson referred to the Joint Community Safety Department which was now operational. She had recently met with ACC Hartley, to begin to make linkages between the Joint Community Safety Department and the Neighbourhood Teams, to determine how the teams could support each other and strengthen those linkages.

RESOLVED – That Members:-

- i) Endorsed the contents of the report.
- ii) Scrutinised and commented on the information presented in the attached report.

17 PERFORMANCE MANAGEMENT FRAMEWORK - TARGETS - 2018/19

A report of the Chief Fire Officer and Chief Executive/Clerk to the Fire and Rescue Authority was submitted setting out the agreed Performance Management Framework and to present the proposed targets for the Local Performance Indicators (LPis) for 2018/19, which would be used to monitor performance and drive improvement. SYFR's Performance Management Framework was reviewed annually, to ensure that it continued to reflect the Service's key priorities, and had been submitted to the Authority on 9 April 2018 for approval.

Councillor Ayris queried whether the Fire Brigades Union (FBU) had been consulted on the performance management framework.

DCFO Blunden stated that all SYFR staff were aware of the performance management framework. SYFR set the targets which were presented to the Corporate Management Board and then submitted to the Authority.

Councillor Ayris queried how frequently the SYFR's Senior Management Team reviewed the Service's performance.

DCFO Blunden stated that the SYFR's Senior Management Team reviewed its performance on a monthly basis, and by the Corporate Management Board who meet on a 5 weekly cycle.

RESOLVED – That Members endorsed the contents of the report and agreed the targets for 2018/19.

18 POLICE AND FIRE COLLABORATION BOARD

A report of the Deputy Chief Fire Officer and Director of Service Development was submitted providing Members with background information on the Policing and Crime Act 2017; an update on the progress being made on current areas of collaboration with South Yorkshire Police (SYP), together with a view on the continuing collaboration.

RESOLVED – That Members:-

- i) Noted the contents of the report.
- ii) Agreed that the Legal Agreement and Joint Community Safety Schedule were appropriate.

19 POLICE AND FIRE COLLABORATION BOARD MINUTES OF 27 MARCH 2018

Councillor Lamb expressed his thanks to Dr Billings for the work undertaken on behalf of SYFR and South Yorkshire Police (SYP).

RESOLVED – That Members noted the minutes of the Police and Fire Collaboration Board held on 27 March 2018.

20 IMPACT OF LOCAL GOVERNMENT NATIONAL PAY OFFER 2018 AND 2019 (GREEN BOOK EMPLOYEES)

A report of the Chief Fire Officer and Chief Executive was presented to outline the impact of the Local Government national pay offer 2018 and 2019 (Green Book Employees).

In response to a pay claim made by the Trade Union Side, and on behalf of the Employers' Side of the National Joint Council (NJC) (Green Book employees only), a final pay offer had been presented on 5 December 2017, to cover the period 1 April 2018 to 31 March 2020. A 2% uplift would be applied to the majority of employees on 1 April 2018, together with a further 2% on 1 April 2019; individuals on lower salaries would receive higher increases. Unison and GMB had both voted to accept the agreement that had been reached on 10 April 2018, but Unite had

voted to reject the offer. The pay award should now be implemented, as Unite had accepted the collective majority decision of the other unions.

Councillor Haith commented that it was pleasing to note that the Service was paying the national foundation living wage.

RESOLVED – That Members noted the contents of the report.

21 YEAR END OUTTURN REPORT 2017/18

A report of the Chief Fire Officer and Chief Executive and Clerk was presented informing Members as to the final revenue and capital outturn position for the financial year ended 31 March 2018 and an updated total reserves position alongside a narrative commentary to help explain the key financial changes that had led to this year end position when compared to the approved revenue and capital budgets.

Councillor Clements expressed concern that the level of capital reserves was still too high. He queried when the capital reserves would be spent on capital projects, and whether there was a possibility that this would happen within the current financial year.

The Director of Support Services referred to the financial accounts for 2017/18 which had indicated that £3.2m had been spent on projects. SYFR did have an ambitious capital programme, which looked to invest an additional £17m over the next 3 years; to include a new fire station at Barnsley. Condition surveys had recently been undertaken at each fire station across the estate, to which backlog maintenance would be undertaken over the next 10 years. Reports regarding the condition surveys would be presented to the Authority, to seek further approval around the capital investment over the longer term period.

Councillor Ransome queried the minimum recommended level of general reserves.

The Director of Support Services referred to the Fire Authority meeting held in November 2017, where the Treasurer and himself had concurred that the minimum revenue reserve would be £4m plus £1m operational contingency, which equated to approximately 10% of the budget.

Councillor Ayriss stated that it was particularly disappointing that there had not been the foresight to forecast the increase in the business rates, which had been publicised well in advance.

The Director of Support Services stated that reference had constantly been made to the £82k increase within the rating list, which had been publicised a little in advance. A new rating list was available for 2017/18.

RESOLVED – That Members:-

- i) Approved and endorsed the positive revenue operating outturn position of £0.861m underspend when compared to the budget of £48.683m.

- ii) Agreed the capital expenditure outturn of £3.118m.
- iii) Approved the summary statement of reserves (Section C) which showed total reserves of £24.517m, split Earmarked Reserves £18.400m and General Reserves of £6.117m for the year ended 31 March 2018.
- iv) Approved the transfer of £2.117m from the Available General Reserve to the Capital Investment Reserve, that being the sum above the agreed minimum working balance (£4m, excluding the Operational Contingency £1m), to:
  - Finance £1.592m of unfunded capital investment commitments approved in the 2018/19 Annual Budget.
  - Allocate £0.525m to the Capital Investment Reserve (Uncommitted) to meet any new / additional investment priorities up to 2020.
- v) Approved the carry forward requests as set out in Appendix B totalling £0.227m into 2018/19.

22 MINUTES OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 19 MARCH 2018

RESOLVED – That Members noted the minutes of the Audit and Governance Committee held on 19 March 2018.

23 DRAFT MINUTES OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 14 MAY 2018

RESOLVED – That Members noted the draft minutes of the Audit and Governance Committee held on 14 May 2018.

24 MINUTES OF THE YORKSHIRE AND HUMBER EMPLOYERS' ASSOCIATION HELD ON 26 APRIL 2018

RESOLVED – That Members noted the minutes of the Yorkshire and Humber Employers' Association held on 26 April 2018.

25 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act and the public interest not to disclose information outweighs the public interest in disclosing it.

26 SOUTH YORKSHIRE FIRE AND RESCUE'S RESPONSE TO THE KERSLAKE REPORT

A report of the Chief Fire Officer and Chief Executive was submitted to inform Members of South Yorkshire Fire and Rescue's response to the Kerslake Report.

D Terris referred to the vital learning messages that had been identified within the Kerslake Report. She would invite CFO Courtney to attend a senior management meeting at BMBC to share the information. She highlighted the importance for everyone to work together on the outcome of the report as widely and as quickly as possible with other the public bodies.

RESOLVED – That Members noted the contents of the report.

27 STRONGER SAFER COMMUNITIES RESERVE - PROJECT FUNDING

A report of the Deputy Clerk was presented providing Members with information regarding the project funding for the Stronger Safer Communities Reserve.

RESOLVED – That Members:-

- i) Noted the financial position in respect to the Stronger Safer Communities Reserve grant, and the delivery of the first phase of the project identified within the report.
- ii) Noted and approved the return of the outstanding grant to the Stronger Safer Communities Reserve.

28 STRONGER SAFER COMMUNITIES RESERVE - SPRINKLER FUND

A report of the Deputy Clerk was submitted providing Members with information regarding the Stronger Safer Communities Reserve funding for the retro-fitting of a fire suppression system.

RESOLVED – That Members approved the additional grant from the Sprinkler Fund to cover the VAT element of the completed work.

CHAIR