



## **EAST SUSSEX FIRE AUTHORITY**

**THURSDAY 10 DECEMBER 2015 at 10.30 HOURS**

### **MEMBERS**

#### **East Sussex County Council (12)**

Councillors Barnes, Buchanan, Butler, Earl, Galley, Howson, Lambert, Pragnell, Scott, Sheppard, Taylor and Wincott.

#### **Brighton & Hove City Council (6)**

Councillors Deane, Morris, O'Quinn, Peltzer Dunn, Penn and Theobald.

**You are required to attend this meeting to be held at Fire and Rescue Service Headquarters, 20 Upperton Road, Eastbourne at 10.30 a.m.**

### **AGENDA**

Item No.	Page No.	
880.	1	In relation to matters on the agenda, seek declarations of any disclosable pecuniary interests under Section 30 of the Localism Act 2011.
881.	1	Apologies for absence.
882.	1	Notification of items which the Chairman considers urgent and proposes to take at the end of the agenda/Chairman's Business.  (Any Members wishing to raise urgent items are asked, wherever possible, to notify the Chairman before the start of the meeting. In so doing they must state the special circumstances which they consider justify the matter being considered urgently).
883.	1	To consider any public questions.
884.	1	To receive any petitions.
885.	5	Non-confidential minutes of the meeting held on 10 September 2015 (copy attached).

- | Item No.          | Page No.                                       |   |                 |                          |                 |                        |                  |                |             |  |              |                |             |  |                  |                |                   |                        |                 |  |                 |                |
|-------------------|--|---|-----------------|--------------------------|-----------------|------------------------|------------------|----------------|-------------|--|--------------|----------------|-------------|--|------------------|----------------|-------------------|------------------------|-----------------|--|-----------------|----------------|
| 886.              | 2  | <p>Callover.</p> <p>The Chairman will call the item numbers of the remaining items on the open agenda. Each item which is called by any Member shall be reserved for debate. The Chairman will then ask the Fire Authority to adopt without debate the recommendations and resolutions contained in the relevant reports for those items which have not been called.</p>  |                 |                          |                 |                        |                  |                |             |  |              |                |             |  |                  |                |                   |                        |                 |  |                 |                |
| 887.              | -  | Autumn Statement Update – oral report of the Treasurer.   |                 |                          |                 |                        |                  |                |             |  |              |                |             |  |                  |                |                   |                        |                 |  |                 |                |
| 888.              | 13   | Member Allowances Scheme – Annual Review – joint report of the Chief Fire Officer & Chief Executive, Treasurer and Monitoring Officer (copy attached).  |                 |                          |                 |                        |                  |                |             |  |              |                |             |  |                  |                |                   |                        |                 |  |                 |                |
| 889.              | 19   | Day Crewed Plus Duty System – report of the Chief Fire Officer & Chief Executive (copy attached).   |                 |                          |                 |                        |                  |                |             |  |              |                |             |  |                  |                |                   |                        |                 |  |                 |                |
| 890.              | 25   | ESFA Constitution – Review – joint report of the Chief Fire Officer & Chief Executive and Monitoring Officer (copy attached).   |                 |                          |                 |                        |                  |                |             |  |              |                |             |  |                  |                |                   |                        |                 |  |                 |                |
| 891.              | 2  | <p>Dates of Future Meetings – to be noted:</p> <table border="0" style="margin-left: 40px;"> <tr> <td>21 January 2016</td> <td>Policy &amp; Resources Panel</td> </tr> <tr> <td>4 February 2016</td> <td>Scrutiny &amp; Audit Panel</td> </tr> <tr> <td>11 February 2016</td> <td>Fire Authority</td> </tr> <tr> <td>26 May 2016</td> <td>Scrutiny &amp; Audit and Policy &amp; Resources Panels</td> </tr> <tr> <td>16 June 2016</td> <td>Fire Authority</td> </tr> <tr> <td>7 July 2016</td> <td>Scrutiny &amp; Audit and Policy &amp; Resources Panels</td> </tr> <tr> <td>8 September 2016</td> <td>Fire Authority</td> </tr> <tr> <td>15 September 2016</td> <td>Scrutiny &amp; Audit Panel</td> </tr> <tr> <td>3 November 2016</td> <td>Scrutiny &amp; Audit and Policy &amp; Resources Panels</td> </tr> <tr> <td>8 December 2016</td> <td>Fire Authority</td> </tr> </table> <p style="margin-left: 40px;">All Fire Authority meetings to commence at 10:30 hours<br/>All Panel meetings to commence at 10:00 hours</p> | 21 January 2016 | Policy & Resources Panel | 4 February 2016 | Scrutiny & Audit Panel | 11 February 2016 | Fire Authority | 26 May 2016 | Scrutiny & Audit and Policy & Resources Panels | 16 June 2016 | Fire Authority | 7 July 2016 | Scrutiny & Audit and Policy & Resources Panels | 8 September 2016 | Fire Authority | 15 September 2016 | Scrutiny & Audit Panel | 3 November 2016 | Scrutiny & Audit and Policy & Resources Panels | 8 December 2016 | Fire Authority |
| 21 January 2016   | Policy & Resources Panel                       |   |                 |                          |                 |                        |                  |                |             |  |              |                |             |  |                  |                |                   |                        |                 |  |                 |                |
| 4 February 2016   | Scrutiny & Audit Panel                         |   |                 |                          |                 |                        |                  |                |             |  |              |                |             |  |                  |                |                   |                        |                 |  |                 |                |
| 11 February 2016  | Fire Authority                                 |   |                 |                          |                 |                        |                  |                |             |  |              |                |             |  |                  |                |                   |                        |                 |  |                 |                |
| 26 May 2016       | Scrutiny & Audit and Policy & Resources Panels |   |                 |                          |                 |                        |                  |                |             |  |              |                |             |  |                  |                |                   |                        |                 |  |                 |                |
| 16 June 2016      | Fire Authority                                 |   |                 |                          |                 |                        |                  |                |             |  |              |                |             |  |                  |                |                   |                        |                 |  |                 |                |
| 7 July 2016       | Scrutiny & Audit and Policy & Resources Panels |   |                 |                          |                 |                        |                  |                |             |  |              |                |             |  |                  |                |                   |                        |                 |  |                 |                |
| 8 September 2016  | Fire Authority                                 |   |                 |                          |                 |                        |                  |                |             |  |              |                |             |  |                  |                |                   |                        |                 |  |                 |                |
| 15 September 2016 | Scrutiny & Audit Panel                         |   |                 |                          |                 |                        |                  |                |             |  |              |                |             |  |                  |                |                   |                        |                 |  |                 |                |
| 3 November 2016   | Scrutiny & Audit and Policy & Resources Panels |   |                 |                          |                 |                        |                  |                |             |  |              |                |             |  |                  |                |                   |                        |                 |  |                 |                |
| 8 December 2016   | Fire Authority                                 |   |                 |                          |                 |                        |                  |                |             |  |              |                |             |  |                  |                |                   |                        |                 |  |                 |                |
| 892.              | 2  | <p>Exclusion of the Press and Public.</p> <p>To consider whether, in view of the business to be transacted or the nature of the proceedings, the press and public should be excluded from the remainder of the meeting on the grounds that, if the public and press were present, there would be disclosure to them of exempt information. <b>NOTE:</b> Any item appearing in the confidential part of the Agenda states in its heading the category under which the information disclosed in the report is confidential and therefore not available to the public. A list and description of the exempt categories are available for public inspection at East Sussex Fire &amp; Rescue Service HQ, 20 Upperton Road, Eastbourne, and at Brighton and Hove Town Halls.</p>   |                 |                          |                 |                        |                  |                |             |  |              |                |             |  |                  |                |                   |                        |                 |  |                 |                |

Item No.	Page No.	
893.	33	Confidential minutes of the meeting held on 10 September 2015 (copy attached). (Exempt categories under paragraphs 1 and 3 of the Local Government Act 1972).
894.	37	Provision of Monitoring Officer, Deputy Monitoring Officer and Legal Services 2016–2018 – confidential report of the Chief Fire Officer & Chief Executive (copy attached). (Exempt category under paragraph 3 of the Local Government Act 1972).
895.	41	Senior Management Restructure – confidential report of the Chief Fire Officer & Chief Executive (copy attached). (Exempt category under paragraphs 2 and 4 of the Local Government Act 1972).
896.	51	Service Headquarters Disposal Strategy – confidential report of the Chief Fire Officer & Chief Executive (copy attached). (Exempt category under paragraph 3 of the Local Government Act 1972).
897.	61	Recent Developments – Sussex Control Centre (SCC) – confidential report of the Chief Fire Officer & Chief Executive (copy attached). (Exempt categories under paragraphs 3 and 5 of the Local Government Act 1972).

**ABRAHAM GHEBRE-GHIORGHIS**  
**Monitoring Officer**  
**East Sussex Fire Authority**  
**c/o Brighton & Hove City Council**



**EAST SUSSEX FIRE AUTHORITY**

**Minutes of the meeting of the East Sussex Fire Authority held at East Sussex Fire & Rescue Service Headquarters, 20 Upperton Road, Eastbourne at 10.30 hours on Thursday 10 September 2015.**

**Present:** Councillors Buchanan, Butler, Deane, Earl, Galley, Howson (Chairman), Lambert (Vice-Chair), Morris, O'Quinn, Peltzer Dunn, Pragnell, Scott, Sheppard, Taylor, Theobald and Wincott.

**Also present:**

Mr. D. Prichard (Chief Fire Officer & Chief Executive), Mr. G. Walsh (Deputy Chief Fire Officer), Mr. D. Savage (Treasurer), Miss. E Woodley (Deputy Monitoring Officer), Mr. W. Tricker (Head of Finance and Procurement) and Mrs. S. Klein (Clerk).

**861. DISCLOSABLE PECUNIARY INTERESTS**

861.1 It was noted that, in relation to matters on the agenda, no participating Member had any disclosable pecuniary interest under Section 30 of the Localism Act 2011.

**862. APOLOGIES FOR ABSENCE**

862.1 Apologies for absence were received from Councillors Barnes and Penn, Mr. G. Ferrand (Assistant Chief Fire Officer) and Mrs C. Rolph (Assistant Chief Officer).

**863. URGENT ITEMS AND CHAIRMAN'S BUSINESS**

863.1 There were no urgent items for consideration.

**863.2 Firefighter Paul Keenor**

The Fire Authority recorded its sincere condolences to the family and friends of firefighter Paul Keenor, who had tragically died following an accident on his way to a call-out in early August, and stood in silence in respect of his memory.

**863.3 Former Councillor Bob Carden**

The Chairman welcomed Bob Carden to the meeting and presented him with a rose bowl as a memento of his service on the Fire Authority. Members thanked Bob for his contributions to the Fire Authority's work during the past fourteen years and congratulated him on his admission as an Honorary Alderman of Brighton & Hove; they wished him well for the future.

**863.4 DCFO Gary Walsh**

The Fire Authority congratulated DCFO Gary Walsh on his appointment as Chief Fire Officer & Chief Executive, to take effect from 1 October 2015.

**863.5 CFO&CE Des Prichard**

This was Des Prichard's last meeting as Chief Fire Officer & Chief Executive and a presentation was made to him by Members at the conclusion of the meeting, during which Group Leaders said a few words and thanked him, on behalf of their Groups, for his commitment to the Fire Authority.

864. **TO CONSIDER PUBLIC QUESTIONS, IF ANY**

864.1 There were none.

865. **TO CONSIDER PUBLIC PETITIONS, IF ANY**

865.1 There were none.

866. **NON-CONFIDENTIAL MINUTES OF THE MEETING HELD ON 18 JUNE 2015**

866.1 **RESOLVED** – That the non-confidential Minutes of the meeting held on 18 June 2015 be approved and signed by the Chairman. (Copy in Minute Book).

867. **CALLOVER**

867.1 Members reserved the following items for debate:

- 868. Strategic Service Planning and Medium Term Financial Plan 2016/17 –
- 869. Revenue Budget and Capital Programme Monitoring 2015/
- 870. Revision to Contract Standing Orders
- 871. Annual Performance Outcome report 2014/15

867.2 **RESOLVED** – That all other reports be resolved in accordance with the recommendations as detailed below.

868. **STRATEGIC SERVICE PLANNING AND MEDIUM TERM FINANCIAL PLAN 2016/17**

868.1 The Fire Authority considered a joint report of the Chief Fire Officer & Chief Executive and Treasurer that set out the Fire Authority's medium term service planning strategy and medium term financial plan for 2016/17-2020/21. (Copy in Minute Book).

868.2 The Treasurer clarified a number of points regarding business rates and confirmed that, if the small business rate relief was renewed after March 2016, it was expected that compensation would still be paid to local authorities through a Section 31 grant.

868.3 The CFO&CE explained that the government's £75m fire transformation fund for 2015/16 had all been allocated, with ESFRS being part of a collective bid for transforming the transport functions of Surrey and Sussex emergency services – to be successful, bids had to be for transformation work, not just buildings, and had to be delivered during 2015/16. There was no information as to whether further transformation funding would be made available for future years.

868.4 **RESOLVED** that:

- i) the updated Medium Term Financial Plan for 2016/17 – 2020/21 and its underlying assumptions be approved; and
- ii) the continuing work under the Changing the Service, Shaping our Future programme to identify savings options to meet required savings targets set out in the report be noted.

869. **REVENUE BUDGET AND CAPITAL PROGRAMME MONITORING 2015/16**

869.1 The Fire Authority considered a joint report of the Chief Fire Officer & Chief Executive and Treasurer that reported on issues arising from the monitoring of the 2015/16 Revenue Budget and Capital Programme as at 31 July 2015. (Copy in Minute Book).

869.2 Councillor Theobald asked how officers would deal with the forecast shortfall in planned savings. The Treasurer confirmed that the current year's shortfall was being managed by making savings elsewhere, e.g. in the IMD budget as a result of decisions to postpone or reduce spending on certain items pending the outcome of the IMD Transformation Programme, and from some 'fortuitous' savings. The Treasurer explained that the savings approved in the Medium Term Financial Plan reflected both revised values and phasing of approved savings and would be reviewed in 2016/17. The savings in the MTFP included the implementation of Day Crewed Plus but from 1 April 2017, a year later than originally planned. A further report on Day Crewed Plus would be brought to the next meeting of the Policy & Resources Panel in November 2015. The CFO&CE updated Members on progress with the implementation of Day Crewed Plus and the prospect of an alternative proposal coming before the Authority. It was also noted that not all the savings from the Sussex Control Centre had yet been delivered, but there were robust balances which would offset any delays in the delivery of these savings beyond 1 April 2016.

869.3 DFCO Walsh gave details of the changes made to the system operating at Day Crewed Stations, and explained that, following consultation with staff, an amended two-watch system rather than a one-watch, self-rostered duty system was implemented. This was being kept under review.

869.4 **RESOLVED** – That the following be noted:

- i) the projected 2015/16 Revenue Budget outturn;
- ii) the projected Capital Programme outturn;
- iii) the current use of reserves;
- iv) the monitoring of savings taken in 2015/16; and
- v) the current year investments.

870. **REVISION TO CONTRACT STANDING ORDERS**

870.1 The Fire Authority considered a report of the Chief Fire Officer & Chief Executive that updated the Authority's Contract Standing Orders, in particular the financial thresholds that dictate the required procurement process and officer authorisation. (Copy in Minute Book).

- 870.2 Councillor Wincott agreed with most of the recommendations in the report but voiced concerns about past problems with procurement, and the importance of having democratic accountability. He therefore proposed that, in Contract Standing Orders, Section C, Part B para 7.2 'and the relevant Member of the Authority' should **not** be deleted. This would also protect officers when waiving any provisions in Contract Standing Orders. Councillor Galley seconded the proposal and, following Members' agreement, it was agreed that it was also necessary to retain para 1.26 in Appendix 1 to Section C, Part B, which defined 'Relevant Member of the Authority'.
- 870.3 Councillor Galley also suggested that under para 13.6 (c) (where ... there is only one contractor who can properly provide the Supplies, Services or Works required ...) there should be a provision to protect the officer taking the decision by, either having a Member authorise the decision, or bringing a report to the next meeting of the Scrutiny & Audit Panel.
- 870.4 The Treasurer agreed with Councillor Galley's proposal to bring a report to the next meeting of the Scrutiny & Audit Panel, following such a decision being taken. The Treasurer also explained that the highest threshold was set in line with EU legislation and confirmed that these were reviewed on 1 January each year, in line with the euro exchange rate.
- 870.5 **RESOLVED** – That a revision of the current Contract Standing Order thresholds and authorisations, as set out in the report and its appendices and as amended in para 870.2 and 870.3 above, be approved, to take effect from 1 February 2016.
871. **ANNUAL PERFORMANCE OUTCOME REPORT 2014-15**
- 871.1 The Fire Authority considered a report of the Chief Fire Officer & Chief Executive that presented the annual performance results for 2014/15. (Copy in Minute Book).
- 871.2 Councillor Theobald was concerned that the direction of travel for performance at Life Threatening Incidents was declining, although the CFO&CE confirmed that the targets were still being met. As each Service set out its own attendance standards it was not possible to make any national comparisons, although Members could make the targets more sophisticated if they so wished.
- 871.3 Councillor Theobald was also concerned at the high number of injuries and incidents being reported, compared to other Services. The CFO&CE explained that employees were being encouraged to report all accidents, however minor. A further report would be brought to a future meeting of the Scrutiny & Audit Panel which would include benchmarking data.



871.4 Councillor Scott asked about the decline in the number of Home Safety Visits being carried out and the inspections of high risk premises completed. The CFO&CE put some of this decline down to a reduction of Community Safety staff, but reassured Members that he was looking to see how these services could be delivered better or differently in the future, including making more use of Health & Well-being visits carried out by volunteers through 3VA; all staff who carry out these visits are trained in who to report any concerns to. The DCFO explained, that while the number of Community Safety Advisers had been reduced, they had been brought into a central control, from where they could be deployed more effectively to any particular incident in any area. Councillor Scott commended officers carrying out this work and noted that ESFRS was the only agency to attend a recent community event in Hastings, with staff working effectively with local residents.

871.5 Councillor Galley was concerned about the increase in primary fires in Rother and Wealden, while there were decreases in the urban areas, together with a decrease in Home Safety Visits, and he sought assurances that the rural areas were not being neglected. The CFO&CE reminded Members that no fire stations had been closed and that RDS recruitment was a key priority and was being actively pursued. The DCFO explained that it would always be harder to achieve reductions in accidental dwelling fires in isolated areas due to the very low numbers of incidents, but there had been considerable success in reducing deliberate fires in a number of areas. Borough Commanders were now tasked with examining risks in their areas and targeting their resources to the areas needing most support, with accidental dwelling fires high on the list.

871.6 Councillor Deane asked about the gender differences for injuries sustained in primary fires, and it was noted that a report giving more detail was going to the next meeting of the Scrutiny & Audit Panel on 17 September 2015. The DCFO also pointed to the differences in living habits, such as smoking, drinking and health issues, and the work being undertaken with health providers. Councillor Deane noted that the majority of accidental dwelling fires occurred in the early evening, during the traditional 'cooking time', and asked whether there was any evidence to indicate why a higher number of men were injured in these fires. The CFO&CE informed Members of the work being undertaken by Kent FRS into how people behave in fires; this would ultimately help staff educate the public more effectively, and reduce the number of injuries suffered in accidental dwelling fires.

871.7 **RESOLVED** – That the report be noted.

872. **LOCAL GOVERNMENT PENSION SCHEME – DISCRETIONS POLICY**

872.1 The Fire Authority considered a report of the Chief Fire Officer & Chief Executive that sought approval of the East Sussex Fire and Rescue Service (ESFRS) Local Government Pension Scheme (LGPS) Employer Discretions Policy. (Copy in Minute Book).

872.2 **RESOLVED** – That the ESFRS LGPS Employer Discretions Policy be approved as detailed in Appendix A to the report.

873. **PENSIONS UPDATE**

873.1 The Fire Authority considered a report of the Chief Fire Officer & Chief Executive that updated them on recent pension developments. (Copy in Minute Book).

873.2 **RESOLVED** – That the report be noted.

874. **PEOPLE & ORGANISATIONAL DEVELOPMENT (POD) STRATEGY (2015/2017) AND INCLUSION & DIVERSITY (I&D) STRATEGY (2015/2017)**

874.1 The Fire Authority considered a report of the Chief Fire Officer & Chief Executive that presented revised strategies for approval. (Copy in Minute Book).

874.2 **RESOLVED** – That the revised strategies be approved.

875. **DATES OF FUTURE MEETINGS**

875.1 Members noted the dates of future meetings, especially the revised dates for Panel meetings in January, February, May and November 2016\*.

875.2	17 September 2015	Scrutiny & Audit Panel
	5 November 2015	Scrutiny & Audit and Policy & Resources Panels
	10 December 2015	Fire Authority
	*21 January 2016	Policy & Resources Panel
	*4 February 2016	Scrutiny & Audit Panel
	11 February 2016	Fire Authority
	*26 May 2016	Scrutiny & Audit and Policy & Resources Panels
	16 June 2016	Fire Authority
	7 July 2016	Scrutiny & Audit and Policy & Resources Panels
	8 September 2016	Fire Authority
	15 September 2016	Scrutiny & Audit Panel
	*3 November 2016	Scrutiny & Audit and Policy & Resources Panels
	8 December 2016	Fire Authority

All Fire Authority meetings to commence at 10:30 hours

All Panel meetings to commence at 10:00 hours

876. **EXCLUSION OF PRESS AND PUBLIC**

876.1 **RESOLVED** – That items nos. 877, 878 and 879 be exempt under the paragraphs indicated below of Schedule 12A to the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 and accordingly are not open for public inspection on the following grounds:

877 Paragraphs 1 and 3 – includes information relating to an individual and includes information relating to the financial or business affairs of any particular person (including the authority holding that information) and includes information relating to the financial or business affairs of any particular person (including the authority holding that information).

878 Paragraph 3 – includes information relating to the financial or business affairs of any particular person (including the authority holding that information).

879 Paragraph 3 – includes information relating to the financial or business affairs of any particular person (including the authority holding that information).

The meeting concluded at 12:15 hours.

Signed

Chairman

Dated this 10<sup>th</sup> day of December 2015.



**EAST SUSSEX FIRE AUTHORITY**

**Date** 10 December 2015

**Title** Member Allowances Scheme – Annual Review

**By** Chief Fire Officer & Chief Executive, Treasurer and Monitoring Officer

**Lead Officer** Liz Woodley – Deputy Monitoring Officer

**Background Papers** CFA 12 September 2013 (item no 741), CFA 11 December 2014 (item no.823), CFA 12 February 2015 (Minute 837)

**Appendices** Appendix 1 – The current rates for 2015/16 and rates showing a 1% increase  
 Appendix 2 – The current rates for travel and subsistence allowance.

**Implications**

Corporate Risk		Legal	
Environmental		Policy	
Financial	✓	Political	
Health & Safety		Other	
Human Resources		Core brief	
Equality Impact Assessment			

**Purpose of Report** To consider an annual review of the Member Allowances Scheme.

**Executive Summary**

- On 12 September 2013 (minute 741), the Fire Authority approved the recommendations of an Independent Remuneration Advisory Group (IRAG) for a reviewed Member Allowances Scheme to take effect from 1 April 2014 until 2017/18. The full Member Allowances Scheme is available on the ESFRS website ([www.esfrs.org](http://www.esfrs.org)).
- The Scheme provides for an annual report to be brought to the Fire Authority in December for any changes to be implemented from 1 April the following year. The financial implications of any changes to the rates that Members may agree will be taken into account in planning the revenue budget which will be brought to Members in the new year.

3. The Policy and Resources Panel has the remit to monitor this and other CFAs' schemes on an annual basis between formal review periods to ensure that it remains equitable and fair. As there are no perceived issues arising from this annual review, and the financial implications are minimal, the report has been brought direct to the Fire Authority for final consideration.

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**RECOMMENDATION** The Fire Authority is asked to consider an annual review of the Member Allowances Scheme and to:

- i. consider a 1% increase in rates of basic and special responsibility allowances with effect from 1 April 2016; and
- ii. note that the Chief Fire Officer & Chief Executive has authority to keep travel and subsistence rates under review and upgrade them.

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**Gary Walsh**  
**CHIEF FIRE OFFICER &**  
**CHIEF EXECUTIVE**  
November 2015

**Duncan Savage**  
**TREASURER**

**Abraham Ghebre-Ghiorghis**  
**MONITORING OFFICER**

## 1. **BACKGROUND**

- 1.1 The Fire Authority, on 12 September 2013 (minute 741), approved a Member Allowances Scheme following consideration of a report from an Independent Remuneration Group (IRAG) set up to review the previous Scheme. The new scheme, (which remained unaltered except for minor consequential amendments), was implemented on 1 April 2014 and will remain in place for the years 2015/16, 2016/17 and 2017/18. The operation of the Scheme is reviewed by Members annually in December. The current rates for 2015/16 and rates showing a 1% increase are set out as Appendix 1 attached.
- 1.2 The approved Member Allowances Scheme gives the Chief Fire Officer & Chief Executive delegated authority to review travel and subsistence rates within the context of relevant national and local rates. The current rates are set out as Appendix 2.
- 1.3 At its meeting on 12 February 2015 (Minute 837), the Fire Authority agreed a minor amendment to the Scheme arising from the establishment of the Local Firefighters' Pension Board. A Member appointed to the Local Pension Board shall be entitled to receive an allowance equivalent to half the Special Responsibility Allowance for membership of a Panel (currently £422). An Independent Chair of the Local Pension Board shall be entitled to receive an allowance equivalent to half the Basic Allowance (currently £1,212); however, the Authority has agreed to the appointment of an Authority appointed Chair for the Local Pension Board, and therefore there is currently no allowance being paid to an independent chair. No Member can be paid more than one Special Responsibility Allowance.
- 1.4 It is outside the powers of the Authority to approve Dependent's Carer's Allowances under the present Regulations.
- 1.5 The Policy and Resources Panel has the remit to monitor this and other CFAs' schemes on an annual basis between formal review periods to ensure that it remains equitable and fair, and an appropriate report on increases is presented annually to the Fire Authority for implementation in the following April.
- 1.6 Some 24 other Fire Authority Member Allowances Schemes have been examined on current years' entitlements and this has showed that East Sussex Fire Authority is not out of step with the allowances entitlements set in other authorities. Similarly, most other authorities uprate their entitlements to allowances in line with the pay award for employees covered by the NJC pay rates for Local Government staff.
- 1.7 Tax is payable on all allowances and Members are advised to make their own arrangements for a tax code to be allocated. The Government has committed to legislate to clarify the tax status of Members' travel expenses and we anticipate that this may be in place for 1 April 2016; we will review our current arrangements accordingly to ensure compliance.

- 1.8 As there are no perceived issues arising from this annual review since the revised scheme was approved by the Fire Authority in September 2013, and the financial implications are minimal, the report has been brought direct to the Fire Authority for final consideration rather than via the Policy and Resources Panel.

## 2. **RECOMMENDATIONS**

### 2.1 **Basic and Special Responsibility Allowances**

The Scheme provides for basic and special responsibility allowances to be updated annually from 1 April based on the headline increase of the previous year's national pay award for LGS staff. There has been a 2.2% pay award for all LGS (Green book) staff earning over £14,800 to cover the period 1 January 2015 to 31 March 2016 with higher rates of increase for those on the lowest pay scales. Further, Grey book and Gold book staff have been awarded 1% in 2014/15. On that basis an increase of 1% in basic and special responsibility allowances would be broadly consistent with the increases received by staff. Members are asked to consider if a 1% increase should be applied to rates for basic and special responsibility allowances in the Member Allowances Scheme with effect from 1 April 2016. The current and rates showing a 1% increase are set out as Appendix 1 attached.

### 2.2 **Travel and Subsistence allowances**

The approved Member Allowances Scheme gives the Chief Fire Officer & Chief Executive delegated authority to review travel and subsistence rates within the context of relevant national and local rates. The current rates are set out as Appendix 2 attached.

## 3. **FINANCIAL IMPLICATIONS**

- 3.1 The proposed increases will amount to approximately £800 (based on 1% of the current years projected spend on Members' Allowances). There are no significant financial implications and the increase can be met from the existing revenue budget.

## 4. **CONCLUSION**

There are no perceived issues arising from this annual review since the revised Scheme was approved by the Fire Authority in September 2013. The financial implications are minimal. Should it become apparent that ESFA is out of step with other combined fire authorities of a similar composition, or if there are substantial changes to the structure of the Fire Authority and/or its Panels, a report will be brought to Members and, if necessary, IRAG will be asked to review the Scheme.



**MEMBER ALLOWANCE SCHEME**

## Rates of Basic and Special Responsibility Allowances

	Current rates from 1 April 2015	Rates showing 1% increase (from 1 April 2016)
	£	£
Basic Member Allowance	2,424	2,448
Additional Special Responsibilities:		
Chairman of CFA	10,605	10,711
Vice-Chairman of CFA	5,302	5,355
Leader of a Political Group (except where the Group Leader is either the Chairman or Vice-Chairman of the Fire Authority)	2,444	2,468
Chairman of other Panels if not Chairman or Vice-Chairman of CFA	1,955	1,974
Panel membership for Policy & Resources, Scrutiny & Audit and their respective Working Groups, and Urgency Panels excluding those members in receipt of special responsibility allowances for Chairman, Vice Chairman and leader of other political groups.	843	851
The Local Pension Board (an allowance equivalent to half the Special Responsibility Allowance for membership of a Panel) <sup>note 1</sup>	422	426
An Independent Chair of the Local pension Board (an allowance equivalent to half the Basic Allowance) <sup>note 2</sup>	1,212	1,224

N.B.

(1) No Member can be paid more than one Special Responsibility Allowance.

(2) The Authority has agreed (12 February 2015) to the appointment of an Authority appointed Chair for the Local Pension Board, and there is currently no allowance being paid to an independent chair.

Payments are made in arrears on a monthly basis taking into account the days in the month (unless otherwise notified).

Travel Allowances

Car, motorcycle and bicycle allowances to be paid in accordance with HMRC approved mileage rates, currently:

Car Mileage Allowances	45.0p per mile on 1 April 2014
Cycle Allowance	20.0p per mile on 1 April 2014
Motorcycle Allowance	24.0p per mile on 1 April 2014

Petrol receipts should be provided to support all claims.

Subsistence Allowance

Day subsistence

The latest rates that are applied to LGS support staff shall apply to Members also. The amounts below are the maximum that can be claimed. Receipts should be produced for all subsistence claimed. Eligibility is based on the time of day meals are taken and time away from home as follows:

Breakfast allowance	More than 4 hours absence before 11.00 a.m.	£6.13
Lunch allowance	More than 4 hours absence including 12 noon – 2.00 p.m.	£8.47
Tea allowance	More than 4 hours absence including 3 p.m. – 6 p.m.	£3.34
Evening meal allowance	More than 4 hours absence ending after 7 p.m.	£10.49

Overnight Subsistence

Where an overnight stay is required, overnight subsistence for bed and breakfast may be claimed up to a maximum of:

London/conference rate	Not exceeding	£180.00
Standard Rate	Not exceeding	£90.00

In addition, for overnight stays, up to £21.62 can be claimed for an evening meal.

Receipts should be produced for all subsistence claimed.

**EAST SUSSEX FIRE AUTHORITY**

**Date:** 10 December 2015  
**Title:** Day-Crewed Plus Duty System  
**By:** Chief Fire Officer & Chief Executive

**Background Papers:** Previous Reports:  
 June 2014 – CFA Item 791 – IRMP Review of Prevention, Protection & Response – consultation outcomes and way forward  
 September 2015 – CFA Item 868 – Strategic Service Planning and MTFP 2016/17  
 November 2015 – P&R Panel Item 996 – Day-Crewed Plus Duty System

**Appendices:** None

**Implications:**

Corporate risk		Legal	
Environmental		Policy	✓
Equality impact		Political	
Financial	✓	Other (please specify)	
Health & safety		Core brief	
Human resources	✓		
Equality Impact Assessment			

**Purpose of Report:** To inform members of the decision of the Policy & Resources Panel to recommend to the Fire Authority that the alternative savings proposals are accepted, rather than continue to incur costs and risks associated with the introduction of Day Crewed Plus, as previously approved at the full Fire Authority on 5 June 2014.

## **Executive Summary:**

1. Senior managers have committed considerable time and effort to the ongoing negotiation with the Fire Brigades Union on the implementation of the Fire Authority's decision on 5 June 2014 of the introduction of the Day-Crewed Plus duty system (DCP) at Roedean and The Ridge Fire Stations.
  2. As a result of a failure to reach agreement on the implementation of the proposals, both parties agreed to requesting assistance from the National Joint Council, Joint Secretaries. Following this, both parties agreed to seek alternative proposals that would allow the Fire Authority to achieve the savings required in the Medium Term Financial Plan (MTFP) and bridge the funding gap of £2.1m by 2020/21 (at the time of the negotiations this was £1.4m by 2019/20).
  3. Agreement on alternative savings proposals has been reached with the Fire Brigades Union, as reported in this paper, and members of the Policy & Resources Panel were asked to recommend that the Fire Authority approves these alternative proposals to make savings and halt any progress with the implementation of DCP within East Sussex Fire & Rescue Service.
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## **Recommendations:**

- i) Members are asked to note the contents of the report; and
- ii) Members are asked to approve the recommendation of the Policy & Resources Panel that the alternative savings proposals as set out in paragraph 3.1 (5) are accepted, rather than continue to incur costs and risks associated with the introduction of Day Crewed Plus as approved at the full Fire Authority on 5 June 2014.

**Gary Walsh**  
**CHIEF FIRE OFFICER & CHIEF EXECUTIVE**  
November 2015

## 1. **BACKGROUND**

- 1.1 In June 2014, Fire Authority Members approved proposals to make operational savings following a period of public consultation. This included the introduction of a Day Crewed Plus duty system (DCP) at The Ridge and Roedean Fire Stations, resulting in a reduction of the wholetime establishment and, therefore, a saving on the operational budget of £391,000.
- 1.2 Accommodation blocks comprising private bedrooms, communal lounge and kitchen facilities would have to be provided for these stations and the estimated cost of building this on-site accommodation has been included in the Capital Programme at £1,855,000.
- 1.3 In addition to this proposal, officers have undertaken a further review of Aerial Provision as part of the transformation programme (Phase 2) and recommended that the Aerial Ladder Platforms at Preston Circus and Bohemia Road could be accommodated at The Ridge and Roedean on the DCP duty system, thereby saving an additional £510,000, with a further reduction on the wholetime establishment.
- 1.4 Members can, therefore, see that the overall proposal to introduce DCP would not only achieve a substantial contribution towards the savings required in the MTFP, but would also allow the same level of service delivery as currently exists at these two community fire stations, with no reduction in attendance times from these stations for pumping appliances. However, a change in the location of the aerial appliances would have some impact on attendance to high risk areas, especially in Hastings.

## 2. **DAY CREWED PLUS AND WORKING TIME REGULATIONS**

- 2.1 In order to implement DCP a collective agreement would be required with the representative bodies in relation to (1) the impact of DCP on the Working Time Regulations and (2) in relation to the Grey Book (national terms and conditions of employment for operational staff), as DCP is not a nationally recognised duty system.
- 2.2 Throughout the negotiations with the Fire Brigades Union it became clear that we were unable to reach agreement through either the formal consultation or negotiation procedures, or as a result of the assistance of the National Joint Secretaries (NJS).
- 2.3 The main points of contention were in relation to the voluntary 'opt out' of the 48-hour week and the hourly rate of pay for the average working hours required by the duty system. As a result, time was spent considering whether there were any viable alternative options that provided the same level of savings, or more, and current service delivery standards.
- 2.4 Subsequently, the Chief Fire Officer & Chief Executive, officers, and the FBU have met on several occasions to consider all available alternatives. These have been comprehensively explored by both parties, including interrogation of financial data, resource and people issues.

### 3. **ALTERNATIVE SAVINGS PROPOSALS**

3.1 Throughout the course of negotiations and detailed analysis of a number of savings options, the viable options were eventually reduced to three. The viable options considered included the following:

1. To continue with the introduction of the DCP. Originally identified as a reduction of 18 FF posts and an estimated saving of £391,000.
2. To implement DCP differently, with a revised proposal, with a reduction of 24 posts and an estimated saving of £560,000.
3. Combined with the introduction of DCP, a relocation of ALP vehicles in the City and in Hastings, with a reduction of 16 posts and an estimated saving of £510,000.
4. To introduce a '3 watch duty system'. Although the proposals were never developed, initial indications were that a reduction of up to 32 posts and a resulting saving of circa £620,000.
5. Reduce the establishment on all wholetime shift stations to plan to crew each wholetime appliance with four rather than five personnel, resulting in a reduction of 28 firefighter posts with an estimated saving of £1,120,000.

### 4. **OPTION 1 – DCP IMPLEMENTATION**

4.1 Acknowledging the objections raised by the FBU in relation to the DCP, legal advice was sought on the risks of litigation to the organisation if implementation progressed without agreement.

4.2 Officers were advised that, without an 'agreement' with the representative bodies to implement DCP, the legal risks could be summarised as follows:

- Breach of Trade Union and Labour Relations (Consolidation) Act 1992, s145B with respect to inducing workers to undermine a collective agreement/bargain.
- Risk of FBU bringing an injunction to prevent the implementation of DCP.
- Individual claims for breaches to contract and Working Time Regulations.
- In the event of dismissal arising from employees rescinding their individual 'opt out' of the 48-hour working week (due to lack of alternative posts available in the Service), claims for unfair dismissal, which may include claims for automatic unfair dismissal on grounds relating to asserting a statutory right.
- Health & Safety Executive has also now given their view that a similar system to DCP in another Fire Authority is not compliant with Regulation 6 of the Working Time Regulations (Length of Night Work). However, the HSE is not requiring any change to that duty system, nor are they taking enforcement action.

4.3 The financial implications associated with each of the above claims would vary depending on the circumstances of each claim, with some members of staff potentially being treated less favourably than others.

## 5. **OPTION 2 – 3 WATCH DUTY SYSTEM**

- 5.1 The 3-watch duty system was proposed by the Fire Brigades Union as an alternative to DCP. After joint work on the proposal, and its resilience and potential savings, it was jointly agreed that the 3 Watch Duty System would not provide sufficient resilience to enable crewing levels to be maintained to cover mandatory training, sickness and other leave types whilst making sufficient savings. The Service also felt that there were a number of high risk HR matters that would reduce the ability of the Service to introduce the system.
- 5.2 Specifically, the 3-watch duty system still requires staff to work 24-hour shifts, which would again require a collective agreement with the representative bodies in relation to working time. Additionally, to work efficiently and achieve optimum commensurate savings from this option, all shift-based staff would be required to participate and it was envisaged that a number of staff would have difficulty complying with shifts of 24-hour length, thus giving potential rise to further legal challenge from employees.
- 5.3 For these reasons, the Service felt unable to support the progression of this option and the FBU understood the Service's concerns. Further consideration and discussion of this option has, therefore, ceased.

## 6. **OPTION 3 – RIDING AT MINIMUM**

- 6.1 The third option being given due consideration was to ride fire appliances at what would currently be deemed as 'minimum' for our first appliances.
- 6.2 It was agreed by both parties that the option of riding appliances at minimum crewing levels across all appliances on wholtime shift stations is viable and provides substantial savings, therefore closing the gap on the £2.1m required by the end of 2020/21.
- 6.3 This option would not require public consultation as it would be a management decision not challenged by the FBU local officials who are empowered to make this decision on behalf of their members.
- 6.4 Therefore, it is proposed to accept this as an alternative savings proposal to the previously approved implementation of DCP and to commence managed reductions in the establishment over the two years 2016/17 and 2017/18. The reduction of staff will be managed through voluntary redundancy and natural wastage and we aim to achieve this action without the need for compulsory redundancies.
- 6.5 By introducing minimum crewing levels it is possible to reduce staffing levels by 28 FF posts, resulting in a saving of approximately £1,080,000. There would also be £40,000 savings per year from paying less staff overtime to work on public holidays which brings the total saving to £1,120,000.
- 6.6 This is as opposed to the savings associated with DCP already approved and included in the MTFP of £391,000 and the associated reduction of 18 posts, plus the additional saving of £510,000 from relocation of the ALP to DCP stations. The sum of £1.855m has been included in the Capital Programme to build the accommodation for the DCP stations; therefore, if the DCP duty system is not implemented at this time there would not be the need to spend this money. Members should be aware that approving this option for implementation will directly impact on the introduction of Locality Managers in the City of Brighton & Hove. Officers will, therefore, need to revisit this within the review of the medium term financial planning process.

6.7 The following table lays out the different proposals:

<b>Proposal</b>	<b>Notes</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
		<b>£,000</b>	<b>£,000</b>	<b>£,000</b>	<b>£,000</b>	<b>£,000</b>
DCP	Original phasing, 18 posts	391	391	391	391	391
	Current phasing, 18 posts <sup>Note 1</sup>	98	391	391	391	391
	Updated proposal, 24 posts	140	560	560	560	560
Aerial provision	16 posts, to be in place 6 months after DCP in place	0	383	510	510	510
Riding at minimum	Based on 28 firefighters and reduced overtime costs <sup>Note 2</sup>	280	840	1,120	1,120	1,120

Note 1

Not going ahead with DCP also releases £1.9m from the Capital Programme. Phased as per the MTFP approved by the Fire Authority in September 2015.

Note 2

To achieve this timescale a voluntary severance scheme will be required, costs associated with this are impossible to forecast but can be funded from the Improvement & Efficiency reserve. The phasing shown assumes a reduction of 14 posts by 31/03/17 and 28 by 31/03/18

## **7. FURTHER PROPOSALS**

7.1 In addition to Option 3 above officers and the FBU have agreed the following:

### **7.2 Christmas Shopping Day**

Agreement was reached to remove this concession for Grey Book staff. The removal of this concession would not produce any financial savings but will provide additional resilience to the wholetime establishment in the form of an extra 342 shifts available to be worked across the shift, day crewed stations, flexible duty system officers and Sussex Control Centre staff.

### **7.3 Operational course delivery**

The FBU has requested a fundamental review of operational course delivery across the Service. Agreement was reached on this point. This will include delivery of training at STC, external venues and on station, as well as the introduction of distance learning.

### **7.4 Overtime payments**

Agreement was reached to review all overtime payments, to all Grey Book Staff, including recall to duty payments, and to reach agreement for implementation from 1 April 2016.

### **7.5 Restructure**

Agreement was reached that the Chief Fire Officer & Chief Executive will conduct a Service-wide management restructure to realise savings.



**EAST SUSSEX FIRE AUTHORITY**

**Date** 10 December 2015

**Title** ESFA Constitution – Review

**By** Chief Fire Officer & Chief Executive and Monitoring Officer

**Lead Officer** Liz Woodley – Deputy Monitoring Officer

**Background Papers** CFA 11 December 2014 (item no.822)

**Appendices** A – Relevant Extracts from the Constitution

**Implications**

Corporate Risk	✓	Legal	✓
Environmental		Policy	
Financial	✓	Political	
Health & Safety		Other	
Human Resources		Core brief	
Equality Impact Assessment			

**Purpose of Report** To consider a review of the ESFA Constitution.

- Executive Summary**
1. On 11 December 2014 (minute 822), the Fire Authority approved a revised Constitution that set out governance documents, and which included amongst other things, general standing orders, contract standing orders, financial regulations, a scheme of delegated functions and the terms of reference for the Authority’s Panels.
  2. At that time, it was agreed that a review would be carried out early in 2016. It has been opportune to carry out a desk top review in December 2015.
  3. Having reviewed its operation, officers feel that there are some points in the Constitution that would benefit from further clarity. The report sets out the detail of these issues and makes recommendations for amendments.

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**RECOMMENDATION** The Fire Authority is asked to consider and approve the following proposed amendments:

- i. Section E (Scheme of delegations) paragraph 2.6 be amended to read:  
The Principal Officers are authorised to act in all matters for those functions that fall within their remit of responsibility and, without prejudice to the generality of the foregoing, to exercise the functions set out in paragraph 4.3 below with the exceptions of paragraphs 4.3 (viii), (ix) and (xi).
- ii. Section B (East Sussex Fire Authority and its Panels) Principal Officer Appointments Panel paragraph 3 be amended to read;  
To conduct final interviews and make appointments to Principal Officer posts.

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**Gary Walsh**  
**CHIEF FIRE OFFICER &**  
**CHIEF EXECUTIVE**  
25 November 2015

**Abraham Ghebre-Ghiorghis**  
**MONITORING OFFICER**

1. **BACKGROUND**

1.1 The ESFA Constitution, (which replaced the Members' Handbook), was approved by the Fire Authority on 11 December 2014. It was agreed that a review should be carried out in early 2016. Officers have reviewed the operation of the Constitution and are proposing some amendments.

2. **PROPOSED AMENDMENTS**

2.1 **Section E – Scheme of Delegated Powers**

2.1.1 There is a general delegation to the Chief Fire Officer & Chief Executive, Monitoring Officer and Treasurer in relation to the respective services for which they are responsible, giving them the power to perform and administer the services for which they are responsible, including taking and implementing decisions which aid in maintaining the operation or effectiveness of those services. Principal Officers may act in all matters for those functions that fall within their remit of responsibility. Delegations are exercised in accordance with Standing Orders, Financial Regulations, policies and procedures, and instructions or guidance given by the Fire Authority or its Panels.

2.1.2 The Fire Authority has agreed that the Scheme of Delegations shall not be construed restrictively.

2.1.3 Paragraph 4 of the Scheme of Delegated Functions sets out specific delegations to the CFO&CE and other officers. Paragraph 4.3, (set out in the attached appendix A), lists the delegation of powers specifically to the CFO&CE. It is proposed that with the exception of paragraphs 4.3 (viii), (ix) and (xi) Principal Officers be authorised to exercise the functions set out in paragraph 4.3.

2.1.4 Paragraphs 4.3 (viii), (ix) and (xi) relate to appointment procedures and shortlisting for Principal Officers and the Treasurer, and the exercise of discretions under the Firefighters' Pension Scheme, the Local Government Pension Scheme and any predecessors to these schemes. This is consistent with the recently approved Employer Pension Discretions Policies.

2.1.5 It is therefore proposed that the Scheme of Delegations (Section E) paragraph 2.6 be amended (amendment shown in blue) to read:

2.6 The Principal Officers are authorised to act in all matters for those functions that fall within their remit of responsibility **and, without prejudice to the generality of the foregoing, to exercise the functions set out in paragraph 4.3 below with the exceptions of paragraphs 4.3 (viii), (ix) and (xi).**

- 2.1.6 The CFO&CE, in consultation with the Monitoring Officer, has delegated to power to make consequential amendments to any of the approved documents of the Authority contained in the Constitution (except the Members Code of Conduct), including minor amendments to correct a clerical error to keep the document up to date; in pursuance of those powers, minor amendments have been made and the latest approved version of paragraph 4.3 (Section E) is set out in Appendix A. The amendments proposed in this report are considered to be sufficient as to require the approval of the Fire Authority.
- 2.1.7 Any delegation of function to an officer does not prevent the Fire Authority or a relevant Panel from exercising those functions.
- 2.2 Section B (East Sussex Fire Authority and its Panels) Principal Officer Appointments Panel (Appendix A shows proposed amendments).
- 2.2.1 Some amendments are proposed to simplify the terms of reference of the Principal Officer Appointments Panel who will have the power to agree the appointment procedure, shortlist and appoint to the post of Chief Fire Officer & Chief Executive, and the power to appoint to all other Principal Officer posts.
3. A further report will be brought to the Fire Authority in due course to deal with any issues arising from the management restructure.

**EXTRACTS FROM ESFA CONSTITUTION**

**SECTION E - SCHEME OF DELEGATED FUNCTIONS**

4.3 The Chief Fire Officer & Chief Executive is authorised to exercise all the powers of the Authority under relevant legislation. Without prejudice to the generality of this provision he/she may in particular carry out the following:

- (i) fulfil the functions of the Authority as a Fire & Rescue Authority under, or in relation to, the Fire & Rescue Services Act 2004;
- (ii) in consultation with the Monitoring Officer, institute, defend, withdraw or compromise legal proceedings, whether civil and/or criminal, pertaining to the Fire Authority's statutory functions in respect of the Regulatory Reform (Fire Safety) Order 2005;
- (iii) take appropriate action on behalf of the Authority under The Regulatory Reform (Fire Safety Order) 2005;
- iv) on the advice of the Director of Protection and Prevention, designate persons as Inspectors under Article 26 of the Fire Safety Order to the extent that the functions may only be carried out by a duly qualified and appointed inspector;
- (v) exercise, where appropriate, the responsibilities of the Authority where it acts as a statutory consultee or as an agent for either or both constituent Authorities;
- (vi) authorise named members of staff in writing to exercise the powers of inspectors under the Article 27 of the Fire Safety Order, including entering any premises which an inspector has reason to believe it is necessary for him to enter for the purpose of carrying out the said Order and any regulations made under it into effect, and to inspect the whole or part of the premises and anything in them, where such entry and inspection may be effected without the use of force;
- (vii) authorise named members of staff in writing to exercise statutory powers conferred on the Authority, including amongst others, section 19 of the Health & Safety at Work Act 1974, and the Construction (Design and Management Regulations) 2007;
- (viii) In consultation with the Chairman of the Fire Authority, to determine the appointment procedures of all Principal Officers below Chief Fire Officer & Chief Executive and the Treasurer;
- (ix) To shortlist candidates for the positions of all Principal Officer posts below Chief Fire Officer & Chief Executive and the Treasurer;

- (x) For all employees below Assistant Chief Officer, to approve appointments, grading, remuneration and benefits, all categories of leave, training, secondments, engagement in other work, disciplinary matters and dismissals;
- (xi) In consultation with the Treasurer and to the extent that the functions may lawfully be delegated to an officer, to discharge the functions of the Authority, including the exercise of any discretions, under the Firefighters' Pension Scheme, the Local Government Pension Scheme and any predecessors to these schemes.
- (xii) To take such action as appears to be necessary or desirable in connection with any anticipated or actual industrial action having consulted the Chairman and Group Leaders (if practicable);
- (xiii) To determine whether any future industrial action of short duration should be considered as a full shift or part thereof for both operational and pay purposes;
- (xiv) In cases of urgency, following consultation with the Chairman of the Authority and Group Leaders:
  - (a) To approve the acquisition of any interest in land required for the purposes of the Authority; and
  - (b) To approve on behalf of the Authority the purchase or sale price or other consideration for any interest in land;
- (xv) In consultation with the Treasurer and the Monitoring Officer, to authorise the disposal of land and buildings in accordance with the policy set by the Authority;
- (xvi) To approve the terms of any land transaction where the payment to the other party does not exceed £100,000 (in the case of a lump sum payment) or £10,000 per annum (in respect of an annual rental) and to maintain a register of all such transactions which shall be available for inspection by Members of the Authority on request; and
- (xvii) Where it is impracticable to obtain authorisation from the Authority, and subject to the action being reported (for information) to the next convenient meeting of the Fire Authority, to take urgent action within legal powers, where this is necessary in the interests of the Authority, in respect of matters otherwise reserved to the Authority.

## **SECTION B – EAST SUSSEX FIRE AUTHORITY AND ITS PANELS PRINCIPAL OFFICER APPOINTMENTS PANEL**

**Sections 15 and 16 of the Local Government and Housing Act 1989 shall not apply in respect of this Panel, which shall comprise the Chairman of the Authority and the Leader of each political group (excluding the political group of which the chairman is a member), and one additional seat allocated to the Conservative Group.**

**The Act requires the Authority to agree this without any member of the Authority voting against.**

### **Quorum: 3 voting Members**

1. To determine the appointment procedures for the post of Chief Fire Officer & Chief Executive.
2. To carry out the shortlisting of candidates for the post of Chief Fire Officer & Chief Executive.
3. To conduct final interviews and make appointments to the positions of Chief Fire Officer & Chief Executive, Deputy Chief Fire Officer, Assistant Chief Fire Officer, Assistant Chief Officer and Treasurer to the Fire Authority. To conduct final interviews and make appointments to Principal Officer posts.
4. To consider and approve terms and conditions of service, including remuneration, for Principal Officers.

