

KENT AND MEDWAY FIRE AND RESCUE AUTHORITY

MINUTES of the Annual Meeting of the Kent and Medway Fire and Rescue Authority held on Tuesday 5 July 2022 at the Cornwallis Suite, Courtenay Road, Maidstone.

PRESENT:- Mr P Barrington-King, Mr N Chard, Mr P Cole, Mr N Collor, Ms K Constantine, Mr D Crow-Brown, Ms M Dawkins, Mr M Dendor, Mr B Kemp, Ms S Hohler, Ms S Hudson, Mr D Jeffrey, Mr R Love OBE, Mr J McInroy, Ms L Parfitt-Reid, Mr A Ridgers, Mr C Simkins, Mr R Thorne and Mr S Tranter.

APOLOGIES:- Mr A Booth, Mr D Beaney, Mr D Daley, Mr P Harman, Mr S Manion and Mr V Maple.

OFFICERS:- The Chief Executive, Miss A Millington QFSM; the Director, Finance and Corporate Services, Ms A Kilpatrick; the Director, Response and Resilience, Mr M Rist; Director Prevention, Protection, Customer Engagement and Safety, Mr J Quinn; Assistant Director, People and Learning, Mrs K Irvine; Assistant Director, Corporate Services, Mr J Finch; Assistant Director, Response, Mr M Deadman; Assistant Director, Resilience, Mr C Else; Assistant Director, Customer and Building Safety, Mr M Woodward; Head of Policy, Mr O Thompson; Head of Finance and Treasury, Mrs N Walker; Head of Finance and Pensions, Mr B Fullbrook and the Clerk to the Authority, Mrs M Curry.

ALSO IN ATTENDANCE:- Mr M R Scott, Kent Police and Crime Commissioner, and V Nutley, Deputy Monitoring Officer.

UNRESTRICTED ITEMS

1. Election of Chair for 2022/23

(Item A1)

- (1) Mr Tranter moved, Mr Simkins seconded, that Mr Chard be elected Chair of the Authority.
- (2) There being no other nominations Mr N Chard was declared the elected Chair of the Authority for 2022/23.

2. Election of Vice-Chair for 2022/23

(Item A2)

- (1) Mr Chard moved, Mr Simkins seconded, that Mr Tranter be elected Vice-Chair of the Authority.
- (2) There being no other nominations Mr S Tranter was declared the elected Vice-Chair of the Authority for 2022/23.

3. Chair's Announcements

(Item A3)

- (1) Members held a minute's silence as a mark of respect to former Member and Vice Chair of the Authority, Tom Mason, whose death was announced in March.
- (2) The Chair welcomed Vicky Nutley, the Authority's Deputy Monitoring Officer to the meeting.
- (3) Members placed on record their congratulations to Principal Fire Engineer, Paul Grimwood, on receiving his MBE in the Queen's 2022 Birthday Honours.
- (4) Members placed on record their thanks and appreciation to colleagues in helping the Service achieve the Pride in Care Quality Standard Award for its commitment to Equality, Diversity and Inclusion. KFRS is the only emergency service in the Country to receive this accolade.

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- (5) Members placed on record their thanks and appreciation to colleagues across the Service for their involvement in supporting the Ukraine aid efforts.

4. Membership

(Item A5)

- (1) The list of Members appointed by the constituent Councils to serve on the Authority for 2022/23 was noted.

5. Audit and Governance Committee – 25 November 2021

(Item A6)

- (1) RESOLVED that: -
(a) the Minutes of the Audit and Governance Committee meeting held on 25 November 2021 be noted.

6. Hearings Panel– 18 February 2022

(Item A7)

- (1) RESOLVED that: -
(a) the Minutes of the Hearings Panel held on 18 February 2022 be noted.

7. Minutes of the Authority – 21 February 2022

(Item A8)

- (1) RESOLVED that: -
(a) the Minutes of the Authority meeting held on 21 February be approved and signed as a true record.

8. Hearings Panel – 27 April 2022

(Item A9)

- (1) RESOLVED that: -
(a) the minutes of the Hearings Panel held on 27 April 2022 be noted.

9. Appointment to Committees and Outside Bodies for 2022/23

(Item B1 - Report by Clerk to the Authority)

- (1) The Authority reviewed its scheme of proportionality as required by the Local Government and Housing Act 1989, and then considered various matters relating to the appointment of Members to Committees and outside bodies for 2022/23.
- (2) RESOLVED that:-
- (a) for the purposes of the statutory annual review of proportionality, and without any Member voting against, the allocation of places to the political groups on the Senior Officer Appointment and Conditions Committee and the Audit and Governance Committee as detailed in paragraphs 4 and 5 and shown in Table 1 of the report, be approved for 2022/23;
- (b) as in previous years, Hearings Panels, if and when needed in 2022/23, comprise four Members (one drawn from each of the four parties and where required on the nomination of the Group's Leader);
- (c) the Authority continues in the membership of the outside bodies to which it currently belongs, and the allocation of places and voting rights on the LGA General

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Assembly between the political groups, as shown in Table 2 to the report, be approved for 2022/23.

10. Final Provisional Outturn 2021/22

(Item B2 – Report by Director, Finance and Corporate Services)

- (1) The Authority considered a report relating to the final provisional outturn on revenue and capital spend for 2021/22 as well as details of the resultant transfer to Earmarked Reserves.
- (2) RESOLVED that: -
 - (a) the transfer of £1m of the final revenue budget underspend to the Service Transformation and Productivity Reserve be approved.
 - (b) any final underspend in excess of £1m (provisionally £707k) be transferred to the Insurance and Resource Reserve be approved.
 - (c) the remaining contents of the report be noted.

11. Financial Update 2021/22

(Item B3 - Report by Director, Finance and Corporate Services)

- (1) The Authority considered the first report for the 2022/23 financial year which provided an overview of the spend against the revenue and capital budgets forecast for the year as well as a number of other financial related issues.
- (2) Mr Cole sought reassurances from officers on the resilience of the Service's current fleet of vehicles considering the long delays in delivery timeframes for new appliances and pool cars. In response to this the Assistant Director, Response said that for some time the Service has been operating a flexible resourcing approach with its vehicles which has put us in a good position in terms of any impacts from the delays. He added that the Service also has a reserved fleet which it can utilise if the need arises.
- (3) Members gave their thanks to the Director of Finance and Corporate Services and her team, for the exemplary way in which the management of the Authority's finances is handled.
- (4) RESOLVED that: -
 - (a) the potential draw down on reserves to meet in-year pressures, if the additional funding needed cannot be met from the resources within the existing base budget be approved in principle;
 - (b) the authorisation criteria for signing land and building documentation under seal be approved.
 - (c) the Special Severance Payment approval limits be noted.
 - (d) the position with regards to progressing Immediate Detriment be noted
 - (e) the remaining contents of the report be noted.

12. Customer Safety Plan

(Item B4 - Report by Chief Executive)

- (1) The Authority considered a report which provided updates on the progress made in delivering the Customer Safety Plan and the six supporting strategies that underpin it; the new projects that have recently started as well as sets out the key strategic indicators which were agreed as part of last year's Plan which are used to monitor progress.

- (2) RESOLVED that: -
- (a) the balance scorecard of performance measures for 2022/23, as detailed in **Appendix 1** to the report, be approved.
 - (b) the annually set targets outside those in the balance scorecard be approved.
 - (c) the progress in delivering the Customer Safety Plan, as detailed in **Appendix 2** to the report, be approved.
 - (d) the revised history of change document be noted.

13. Governance and Policy Updates

(Item B5 – Report by Chief Executive)

- (1) The Authority considered a report which sought agreement to a number of policies as well as other governance related issues.
- (2) RESOLVED that: -
- (a) The draft response to the consultation on the Reforming our Fire and Rescue Services White Paper, as at **Appendix 1** to the report, be approved.
 - (b) the Transparency in Supply Chains Statement, as at **Appendix 2** to the report, be approved.
 - (c) the Supplier Code of Conduct Policy, as at **Appendix 3** to the report, be approved.
 - (d) the Social Media Policy, as at **Appendix 4** to the report, be approved.
 - (e) the Legal Assistance Policy, as at **Appendix 5** to the report, be approved.
 - (f) the Allegations Against Staff Policy, as at **Appendix 6** to the report, be approved.
 - (g) the Environment Policy, as at **Appendix 7** to the report, be approved.
 - (h) the lease for the Authority's 999 Control Room at Coldharbour be signed.

14. Information Update

(Item C1 – Report by Chief Executive)

- (1) The Authority considered information updates on: -
- A. Inspection Update
 - B. Performance Outturn and Update
 - C. Response and Resilience Update
 - D. Prevention, Protection, Customer Engagement and Safety Update
 - E. Freedom of Information Update
 - F. Customer Feedback Update
 - G. Pensions and Pension Board Update

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- (2) On Item C above and in response to a discussion around lithium-ion batteries, the Chair asked for a report to the next meeting detailing the challenges the Service is facing when attending incidents involving electric vehicles.
- (3) On Item D above, Ms Constantine placed on record her thanks to the Service for its work on prevention in the Ramsgate area.
- (4) RESOLVED that:-
 - (a) The contents of the report be noted.

EXEMPT ITEMS
(Open Access to Minutes)

15. Abatement

(Item E2 – Exempt Report by Director, Finance and Corporate Services)

- (1) The Authority considered a report on an abatement issue.
- (2) RESOLVED that: -
 - (a) the recommendations contained within the report, be approved.