

**POLICE AND CRIME PANEL
19th March, 2015**

Present:-

Barnsley Metropolitan Borough Council:-

Councillor R. Sixsmith M.B.E.

Doncaster Metropolitan Borough Council:-

Councillor J. Sheppard

Rotherham Metropolitan Borough Council:-

Councillor A. Sangster

Councillor C. Vines

Sheffield City Council:-

Councillor M. Iqbal

Councillor R. Davison

Councillor T. Hussain

Councillor R. Munn

Co-opted Member:-

Mr. A. Carter

Apologies for absence were received from:-

Councillor M. Dyson, Barnsley Metropolitan Borough Council

Mayor R. Jones, Doncaster Metropolitan Borough Council

J34. APPOINTMENT OF CHAIRMAN

Resolved:- That Councillor Mazher Iqbal be appointed Chairman for the remainder of the 2014/15 Municipal Year.

(Councillor Mazher Iqbal in the Chair)

J35. QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public submitted.

Councillor Sixsmith, M.B.E. referred to an incident at the Dearne ALC last week where seven youths bought legal highs locally. Five of the youths were hospitalised due to smoking the substances and wished to ask the Panel if there were any guidelines around the sale of these substances.

The Police and Crime Commissioner suggested the best course of action would be to contact the District Commander who could provide an update on this matter.

Councillor Sheppard indicated that he was willing to share further information as similar incidents had occurred in Doncaster.

Councillor Hussain referred to the loss of £12 million funding and asked how many Police Officer posts would be lost in each Local Authority area?

The Police and Crime Commissioner confirmed this information had been shared at the last meeting which set out in detail the loss of posts across South Yorkshire.

The Chairman suggested that this information be recirculated for all Panel Members.

J36. MINUTES OF THE PREVIOUS MEETING HELD ON 30TH JANUARY, 2015

Consideration was given to the minutes of the previous meeting of the South Yorkshire Police and Crime Panel held on 30th January, 2015.

Reference was made to Minute No. J28 (Resignation of Independent Co-optee) and an update provided on the current position to seek a replacement for the vacancy. Following consultation with the Chairman and Vice-Chairman it was proposed to filling of the vacancy until after the May election to enable a clearer picture of the skill set for such a candidate to be identified. It was also suggested that Alan Carter, Independent Co-optee to the Panel, be included on the recruitment panel.

The Police and Crime Commissioner also referred to a slight misinterpretation of some text as part of Minute No. J31 (Precept Proposal for 2015/16) on Page 5 of the agenda pack and asked that the proposals lists be amended to now read:-

- ensure that uniformed officers continue to respond to emergency '999' calls;
- have neighbourhood teams and the teams of uniformed officers combined under the same management and, for example, receive the same briefings;
- introduce uniform/common shift patterns;
- increase the overall skills of police officers in the new single teams;
- introduce the use of new ICT technology, so that reports may be prepared by Officers, using laptops in Police vehicles, which would ensure that Officers spend more time in the neighbourhoods instead of returning to Police stations in order to file their reports;
- ensure that the training of all Police personnel be 'neighbourhood focused'.

Reference was also made Minute No. J31 (Precept Proposal for 2015/16) on Page 7 of the agenda pack and particularly Question No. 4 where Councillor Sheppard apologised for the content, but asked if this could be simplified to his direct question of "Had these changes to working practices been trialled elsewhere or implemented across the force without being trialled?"

Deborah Fellowes, Scrutiny Manager, also advised the Panel that, in relation to Minute No. J31 (Precept Proposal for 2015/16), the final report on the budget, to be published on the PCC's website, included some additional information. This information had been shared with the Chairman and Vice-Chairman of the Panel to ensure they were aware.

Resolved:- That the minutes of the previous meeting held on 30th January, 2015 be approved as a correct record, for signature by the Chairman, with the inclusion of the clerical corrections referred to above.

J37. PUTTING SAFETY FIRST - SOUTH YORKSHIRE POLICE AND CRIME PLAN 2013/17

Consideration was given to the report presented by the Police and Crime Commissioner which detailed the Police and Crime Commissioner's current Police and Crime Plan following the publication of the first five year plan in 2013.

In addition, the Police and Crime Commissioner thought it also important to report on his decision and rationale not to appoint a Deputy Police and Crime Commissioner.

Having listened to the views of community groups, leaders in business, the universities and local authorities, those working in the voluntary sector and many individuals, the Police and Commissioner identified that all shared a similar view around wishing to be safe and feeling safe.

In consultation with the Chief Constable, taking cognisance of the recently amended Strategic Policing Requirement, and after consideration of the evidence gathered as part of the strategic planning process, the Police and Crime Commissioner identified that 'Putting Safety First', ensuring services were responsive to the public and needs of victims, would determine the priorities of the police service for the period to 2017.

The aim of the Police and Crime Plan was for South Yorkshire to be and feel a safe place to live, learn and work and split into the strategic priorities of:-

- Protecting Vulnerable People.
- Tackling Crime and Anti-Social Behaviour.
- Enabling Fair Treatment.

The Police and Crime Commissioner made reference to each priority in detail and the reasons for the reduced number of targets.

This was based on the Police being asked to demonstrate their methods of measuring priorities and how targets were being met. The Police Force needed to be more thoughtful in its approach with a model of work around geographical areas, requiring a cultural change with time to embed and become established.

It was important for the Police to prevent people becoming victims of crime and anti-social behaviour and to do this they needed to focus on becoming more local policing teams and taking responsibility for a case rather than handing over to another officer. It also needed to be recognised that the responsibility for dealing with anti-social behaviour did not wholly lay with the Police, but some of the solutions may involve partner agencies.

The Police and Crime Commissioner explained about his establishment of an Independent Ethics Panel, chaired by an experienced Solicitor which would follow up on some ethical concerns and provide the Police and Crime Commissioner and the Police with independent and effective challenge to ensure they were acting with integrity and high professional standards.

It was noted that the budget for this financial year had balanced, but this was a different situation moving forward. For South Yorkshire, the finance settlement represented a reduction in funding of £9.6m (or 4.83%) compared to 2014/15. This was on top of a reduction of £9.5m in the previous financial year.

Further information was provided on how the Police and Crime Plan was to be delivered at a time of continuing austerity. The report set out details how this was broken down and how this would be taken forward. More could be done, including improvements in technology, greater collaboration and by design.

The Police and Crime Panel raised a number of issues, some of which would be considered further by the Police and Crime Commissioner around the elimination of some targets in the Plan.

In terms of complaints it was noted that a filtering mechanism was in operation within the Commissioner's Office to ensure they were directed to the most appropriate person. Complaints and the Whistleblowing Policy were areas that were to be scrutinised by the new Independent Ethics Panel especially in light of concerns about the most vulnerable not wishing to make complaints to the Police and the failures highlighted around the child sexual exploitation scandal.

The Police and Crime Commissioner indicated information about the systematic failures was concerning and did not necessarily stand out in the Plan, but assured the Panel that matters relating to concerns were subject to further investigation by the Independent Police Complaints Commission and the National Crime Agency.

Councillor Sheppard strongly pointed out that the public needed to be assured that the standards of South Yorkshire Police were going to be raised and that the Force did not become complacent. The Police and Crime Commissioner agreed that elements of the Plan needed to be bolder and further strengthened.

The Panel's concerns about the recorded decrease of activity such as anti-social behaviour published South Yorkshire wide were not broken down into districts. Individual areas such as Rotherham, who were seeing an increase in anti-social behaviour, were monitored by the District Commander.

The Commissioner admitted there would always be spikes and troughs in reporting, but the new Policing teams should help to manage the concern and hotspot areas which would trigger the appropriate action required by the Police.

The Chairman suggested that for the Panel to fully understand the detail of the Plan that specific information be broken down into the four South Yorkshire areas.

The Scrutiny Manager pointed out that the Rotherham Overview and Scrutiny Management Board had the Crime and Disorder function and was the vehicle for any Rotherham representations of concern.

Examples from other Local Authorities where partnerships with the Police were working, specifically around anti-social behaviour, were highlighted.

The Police and Crime Panel, however, shared a view about the local "101" number for reporting crimes and whether this was "fit for purpose" as some calls were abandoned due to a lack of response. This had been an ongoing issue for many years and reasons for the problems remained unresolved.

The Police and Crime Commissioner referred to the very high volume of calls to Atlas Court, the home of the "101" number and confirmed this was subject to review. However, he extended an invitation to Members of the Police and Crime Panel to visit Atlas Court and see for themselves the level of activity taking place and the triage system that was in operation.

Reference was made to the progress of a "culture change" within the Police Force and how difficult this was to change given the increasing demands. The big shift required was not underestimated, but it would take time to be integrated. The Force was taking every opportunity to be

visible within communities in areas such as supermarkets and schools rather than being isolated within an inaccessible Police Station. The new neighbourhood way of working would take time to embed.

The Panel welcomed the simpler and leaner version of the Police and Crime Plan as submitted, but suggested some of the strategic priorities should be re-established and broken down into the South Yorkshire districts for clarity. It was a little unclear how performance would be monitored and measured.

The report as submitted and its contents were noted, but it was suggested that feedback from the Independent Ethics Panel be referred to this Panel for information, along with the full membership and any examples of partnership working. The Police and Crime Commissioner advised he would speak to the Chairman to ascertain the best way of sharing this information.

The Panel also sought clarity on breakdown figures for missing persons as it was uncertain if some of the figures related to individuals or occasions of reported instances by third parties. This vulnerable group of people needed to be taken seriously and links with other agencies established to identify reasons for disappearance.

The Panel also referred to the make-up of South Yorkshire Police and its reference in the report with percentages within a pie chart.

The Police and Crime Commissioner agreed to set this out as real figures and forward onto Panel Members for information.

The Police and Crime Commissioner agreed with Councillor Davison that it was a balancing act of holding the Police to account. Legacy issues were an important factor and had to be borne in mind, especially for those Police Officers who had joined the force more recently and the successes and good work of the Police needed to be recognised more.

The Chairman summarised the points raised by the Panel as part of further work with the Police and Crime Commissioner and his Office. This included:-

- Concerns and abandonment figures for the public contacting "101" at Atlas Court.
- Details around membership and terms of reference for the Independent Ethics Panel appointed by the Commissioner.
- Further understanding on how performance would be monitored and measured.
- Vulnerable people, especially those missing from home, the reasons for their disappearance, hate crime and third party reporting.

Some of the work identified would be included as part of the work programme for the Police and Crime Panel and this would be shared in due course.

It was also noted that despite the austerity measures being enforced on Local Authorities and the Police that a great deal of good work was still taking place which the Police and Crime Panel were happy to support.

Resolved:- (1) That the Police and Crime Commissioner be thanked for his attendance and update on the Plan.

(2) That the renewed Police and Crime Plan 2013/17: Putting Safety First be received and approved, the contents noted and any comments provided to the Police and Crime Commissioner before 25th March, 2015.

(3) That information be broken down into four Local Authority areas for future consideration.

(4) That the areas referred to above be incorporated into the work programme moving forward.

J38. POLICE AND CRIME PANEL WEBSITE

Consideration was given to a report which set out in detail the progress on the South Yorkshire Police and Crime Panel website to date, which could be found at www.southyorkspcp.org.uk

A demonstration of the website was provided at the meeting for Panel to comment on and suggest any changes to be made to the site.

The purpose of the website was to make it more user friendly, with links to key tasks and reports and complaints. Full details on how to make a complaint would also be featured with clear parameters on how complaints were to be filtered. This would all be in line with the Complaints Procedure which had previously been approved by the Panel and which should be revisited and added to the work programme.

The Panel were happy for the website to be made live with some further road testing via involvement with the community in testing the prototype.

The URL site, which cost £20.00, would be effective within 72 hours and all other legal technicalities confirmed.

Resolved:- (1) That the current design of the website, as demonstrated at the meeting on 19th March, 2015, and any changes required be noted.

(2) That further consideration be given as to how best to involve members of the community in testing the website.

(3) That further consideration be given to methods of engaging/interacting with the community appropriate for the working and statutory role of the Police and Crime Panel.

(4) That the issue of complaints be added to the work programme for further consideration.

J39. WORK PROGRAMME

Deborah Fellowes, Scrutiny Manager, advised the Police and Crime Panel on the status of the current work programme.

It was, therefore, suggested that the work programme be submitted to the next meeting of the Police and Crime Panel and it was proposed that the new emerging performance framework for the Police and Crime Commissioner's Office be included, along with the review of the Annual report.

Resolved:- That the position be noted and the proposals put forward for consideration at the June meeting be approved.

J40. DATE AND TIME OF NEXT MEETING

Resolved:- That the next meeting of the Police and Crime Panel take place on Monday, 29th June, 2015 at 2.30 p.m. at Rotherham Town Hall.

**POLICE AND CRIME PANEL
Monday, 29th June, 2015**

Present:-

Barnsley Metropolitan Borough Council:-

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Doncaster Metropolitan Borough Council:-

Councillor C. McGuinness

Rotherham Metropolitan Borough Council:-

Councillor Emma Walls

Councillor Caven Vines

Sheffield City Council:-

Councillor Jenny Armstrong

Councillor Isobel Bowler

Councillor Joe Otten

Co-opted Member:-

Mr. Alan Carter

Apologies for absence were received from:-

Councillor John Campbell, Sheffield City Council

Councillor Martin Dyson, Barnsley Metropolitan Borough Council

Councillor Alan Jones, Doncaster Metropolitan Borough Council

J1. APPOINTMENT OF CHAIR FOR THE MUNICIPAL YEAR 2015/16

Resolved:- That Councillor Isobel Bowler be appointed Chair for the 2015/16 Municipal Year.

(Councillor Bowler in the Chair)

J2. APPOINTMENT OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2015/16

Resolved:- That Councillor Emma Wallis be appointed Vice-Chair for the 2015/16 Municipal Year).

J3. QUESTIONS FROM MEMBERS OF THE PUBLIC

3.1 A member of the public asked the following questions:-

"How can effectiveness of this scrutiny panel be improved and how can transparency with the public and community groups throughout South Yorkshire be enhanced?"

Very few people were aware of the Panel and interested in attending. The membership of the Panel had change at a very rapid rate leading to confusion as to who was on the Panel and whether sufficiently up to speed.

Alan Carter was the only remaining independent person on the Panel so the independent voice was depleted at the moment and it was hoped that the second post could be resurrected.

The webcasting of the meeting was welcomed."

3.2 The Chair agreed with the importance of focussed scrutiny and also that representatives were much more effective when they had been on a Panel for a while. It was hoped that the Panel's membership would now stabilise.

The webcasting of meetings was a good step forward together with the website which would be kept up-to-date

Action: Engagement to be explored at a future meeting.

3.3 Deborah Fellowes, Scrutiny Manager, confirmed that there was a vacancy for an independent co-optee Panel member. The recruitment process had commenced some time ago but for numerous reasons had been stalled. Now that the elections were over and the Panel had its full complement of Local Authority members it was hoped to resume the process as a matter of priority.

Action: Chair, Vice-Chair and Alan Carter to take recruitment forward - Immediate.

J4. MINUTES OF THE PREVIOUS MEETING HELD ON 19TH MARCH, 2015

4.1 Consideration was given to the minutes of the previous meeting of the South Yorkshire Police and Crime Panel held on 19th March, 2015.

Resolved:- That the minutes of the previous meeting held on 19th March, 2015, be approved for signature by the Chair.

4.2 Arising from Minute No. J35, it was noted that the previously circulated financial information would be recirculated due to the number of new Panel members.

Action: Deborah Fellowes, Scrutiny Manager - Immediate

4.3 Arising from Minute No. J37 (Putting Safety First), it was reported that the Police and Crime Commissioner had provided the independent co-optee information on the Independent Ethics Panel. However, it would be helpful to hav einformation on their work.

Action: Office of the Police and Crime Commissioner (OPCC)to

provide Independent Ethics Panel work plan - Immediate

4.4 An invitation had also been extended to Panel members to visit Atlas Court, the home of the "101" number.

Action: OPCC and Deborah Fellowes to liaise with regard to arrangements for a visit, before the next meeting

J5. INTRODUCTION AND OVERVIEW BY THE POLICE AND CRIME COMMISSIONER

5.1 Consideration was given to the report presented by the Police and Crime Commissioner which detailed the role and responsibilities of the Commissioner, a summary of his Police and Crime Plan, Putting Safety First, and information on the Performance Framework being used to measure performance against the Plan.

The report also set out the last position in relation to the legacy issues facing South Yorkshire Police.

5.2 In particular, Dr. Billings highlighted:-

- Cultural change
The Police Force needed to move to a better way of measuring what they did – outcomes rather than targets. It was a big change in the way of working and would take time
- Challenges facing the Police
As with the public sector, there were enormous challenges facing the Police Force and it was known that the period of austerity measures would continue. The forthcoming emergency budget may have an impact on budgets
- Hillsborough Inquests
The Commissioner had a legal obligation to support both the current Chief Constable and 8 former and servicing Police Officers who had been granted 'interested person' status and called to give evidence at the inquests. Up to the end of the 2014/15 financial year, the costs were approximately £16M+. A submission had been made to the Home Secretary for a special grant to cover the costs; £10.7M had been awarded leaving a gap to be funded by South Yorkshire Police. Unless agreement was reached between South Yorkshire Police, the Home Office and the legal office, there would be more costs that would fall onto the Police Force
- Orgreave
The Independent Police Complaints Commission (IPCC) had declined to investigate the events at Orgreave but had implied that there should be an inquiry which the Government should fund. If there was an inquiry, the costs must not fall onto South Yorkshire Police budget

- **Child Sexual Exploitation**
A number of Police Officers had been referred to the IPCC. There were ongoing negotiations by the National Crime Agency and the IPCC. The Commissioner had commissioned Professor John Drew to lead an independent review of South Yorkshire Police's handling of reports of child sexual exploitation across all 4 districts. He would be working across the region from September to the end of December, 2015
- **Engagement with the wider public/community**
The Commissioner attended numerous meetings with the Chief Constable and Senior Command Team as well as with Police Officers and PCSOs.

Communication with the public was via the media, website, letters etc. and attendance at meetings

5.3 Issues raised following the presentation included:-

- Hillsborough – The costs also included the archives for the inquests. The legal representation was for those most likely to be in jeopardy for the statement they had made at the inquests. Negotiations were ongoing with regard to the costs
- Referral of Police Officers to the IPCC – the Force picked up the costs if there was an investigation
- Terms of Reference for the Independent Review by Professor Drew – there had been a press release containing a summary. Once signed off, they would be published on the website
- Vulnerability was a priority for the Force in its widest sense of the word and Police Officers asked to push the boundary of what they understood as “vulnerable” and its many definitions
- The IPCC's decision was awaited as to whether the referred Police Officers were to be investigated or not
- Consideration was still being given as to how to consult with the public on the Performance Framework

5.4 Action:- The OPCC report on the new Performance Framework, September Meeting

5.5 Action:- That Panel members receive general training on performance management to enable them to gain an understanding and ability to comment on the Framework. Deborah Fellowes to liaise with OPCC to agree date and format

J6. BUDGET UPDATE

6.1 Alan Rainford, Chief Finance and Commissioning Officer, presented a report detailing the Police and Crime Commissioner's 2015/16 budget.

He drew attention to the following issues:-

- £9.6M reduction in Government funding compared to 2014/15 but still the requirement to make sufficient budget provision (£8M) for the effect of price inflation, pay awards and the planned resources required to address the heightened emphasis given to Protecting Vulnerable People
- £17.4M had had to be found to balance the 2015/16 budget – made up of a combination of savings and additional income
- Net revenue budget of £240M of which 85% represented employees costs
- Increased collaboration working – strategic partnership formed with Humberside Police to deliver services particular support and back office services
- £27.4M Capital Programme 2015/16 comprised of 3 key elements:
 - Ensuring equipment was replaced at the most efficient time in its lifetime in line with the agreed Asset Management Strategy, Information Systems Strategy and Vehicle Fleet Strategy
 - Ensuring the estate was fit for purpose and sustainable and developed in accordance with the Commissioner's Accommodation Strategy
 - Supporting and investing in new technology which would allow the Force to deliver a better service at reduced cost
- £11M of Reserves utilised to support the investment in Capital schemes for the 2015/16 budget
- Cost of legacy issues – an assumption had been made when determining the budget and precept for 2015/16 that all costs associated with the Hillsborough inquests would be offset by Home Office Special Grant. There remained a risk that the level of Special Grant may fall well below the level of expenditure incurred and the available reserves may not be sufficient to meet the cost
- Reserves could not be allowed to fall below £5M
- The budget would be updated to reflect the emergency budget and the Spending Review when it was released later in the year

6.2 Discussion ensued on the report with the following raised/clarified:-

- The Chief Constable's budget did receive contributions from other funding sources but any awards of funding had to be agreed by the Police and Crime Commissioner
- Letters were being drafted to the lawyers and the Home Office explaining South Yorkshire Police's position with regard to the costs of the Hillsborough inquests and the position going forward
- The Home Office Circular set out in broad terms provision of financial assistance to those officers involved in legal proceedings. However, the Home Office had not envisaged anything of the size of the Hillsborough inquests. The Circular gave the presumption in favour of financial assistance to those officers involved in legal proceedings until they were seen to have acted in bad faith or unreasonable judgement in their duties. At no point did the Circular define what "reasonable costs" were in terms of financial assistance and guidance had been sought from the Home Office on what was reasonable e.g. hourly rate, types of costs. A recommendation from the cost review commissioned by the Commissioner's Office was that the Home Office Circular was not fit for purpose and suggested that they might want to amend it to make clear what "reasonable costs" meant
- A large proportion of the Capital Programme was going into IT schemes which produced short term savings
- Although South Yorkshire Police was not alone in facing financial pressures, its situation was more critical given the legacy issues. It was not known what it meant for the Police Force but, if there was less funding, it may be that certain services had to be stopped altogether or done more efficiently

6.3 Action: That the OPCC submit quarterly budget updates highlighting any budget pressures. First report to the September meeting

6.4 Action: That the OPCC include business planning around the Capital Programme in the next budget update

J7. UPDATE ON THE OPERATION THE COMPLAINTS PROCEDURE

7.1 Consideration was given to a report of the Legal Adviser which provided an update on the handling of complaints received against the Police and Crime Commissioner.

It was clarified that the 3 complaints referred to the former Police and Crime Commissioner.

Since the previous meeting the following matters had been considered:-

1. A complaint about the way the Commissioner had dealt with racist and homophobic complaints.
2. Complaints from 1 complainant in relation to a possible conflict of interest of the Commissioner and also a complaint about how the former Commissioner completed his register of interests and a further complaint relating to expenditure on security for the former Commissioner's house
3. A complaint that the Commissioner did not reply to the complainant for 80 days.

7.2 The Legal Adviser had also received a further 6 complaints in relation to routine policing issues which had been referred to the Police as appropriate.

7.3 The IPCC had recently notified the Legal Adviser that it did not intend to investigate the 3 complaints relating to the former Commissioner as the letters did not provide any actual evidence to support the claim that the previous Commissioner had committed a criminal offence.

7.4 Discussion ensued on:-

- the Panel's role in dealing with complaints about the former Commissioner
- role of the Panel in those complaints not resolved by the IPCC
- the Panel's role in resolving complaints
- should all complaints and their responses be submitted to the Panel
- all meetings were now to be webcast so caution must be exercised if reporting an individual's complaint(s)
- possible revised procedure for handling complaints incorporating receipt of complaint, opportunity for Commissioner's Office to respond, Chair and Vice to review and submission to Panel once a resolution had been reached

7.5 Action:- That the Legal Adviser ensures the letter from the IPCC regarding the former Police and Crime Commissioner (subject to IPCC consent) be made available on the PCP's website - Immediate

7.6 Action:- That the Legal Adviser submit a revised procedure for handling complaints taking into consideration the points raised at the meeting - September meeting

J8. MEMBER REMUNERATION

8.1 Consideration was given to a report of the Legal Adviser on the recommendations of the Independent Remuneration Panel of Rotherham Metropolitan Borough Council in relating to allowances payable to members of the Panel.

That the Local Authorities (Members' Allowances) (England) Regulations 2003 required Councils to review the remuneration for members. The Panel had also requested that the Council review the allowances paid to Police and Crime Panel members.

8.2 Upon the establishment of the Panel, an allowance for each member of £920 was budgeted for by Central Government. This amount was no longer 'ringfenced' but formed part of the overall budget for the Panel.

The Independent Remuneration Panel had considered the allowance and decided that there should be no change in the amount paid to members.

Resolved:- That the recommendations of the Independent Remuneration Panel be approved.

J9. GOOD PRACTICE FOR POLICE AND CRIME PANELS GUIDANCE

9.1 The Panel noted the Good Practice for Police and Crime Panels produced by the Local Government Association.

J10. DATES AND TIMES OF FUTURE MEETINGS

10.1 It was noted that work was taking place on the drawing up of a schedule of meeting dates and times for the 2015/16 Municipal Year.

Action: Revised schedule of meetings to be circulated by Deborah Fellowes - Immediate

SHEFFIELD CITY REGION COMBINED AUTHORITY

ROTHERHAM TOWN HALL

MINUTES OF THE MEETING HELD ON 16 FEBRUARY 2015

PRESENT:

Councillor Sir Steve Houghton CBE, Barnsley MBC (Chair)
Councillor Eion Watts OBE, Bolsover DC (Vice Chair)

Councillor Graham Baxter MBE, North East Derbyshire DC
Councillor John Burrows, Chesterfield BC
Councillor Julie Dore, Sheffield CC
Councillor Simon Greaves, Bassetlaw DC
Mayor Ros Jones, Doncaster MBC
Councillor Lewis Rose OBE, Derbyshire Dales DC

Ruth Adams, SCR Executive Team
Huw Bowen, Chesterfield BC
Andrew Frosdick, Monitoring Officer
David Hewitt, SCR LEP
Wes Lumley, Bolsover DC / NE Derbyshire DC
Jo Miller, Doncaster MBC
John Mothersole, Sheffield CC
Ben Still, SCR Executive Team
Neil Taylor, Bassetlaw DC
Diana Terris, Clerk / Barnsley MBC
Craig Tyler, SYJS
Eugene Walker, s151 Officer
Paul Woodcock, Rotherham MBC

Apologies for absence were received from Councillors A Rhodes and A Western and James Newman

1 APOLOGIES

Members' apologies were noted as above.

2 ANNOUNCEMENTS

None.

3 URGENT ITEMS

None.

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

None.

5 VOTING RIGHTS FOR NON-CONSTITUENT MEMBERS

It was confirmed that no agenda items require voting rights to be conferred on non-constituent Members.

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

None.

7 REPORTS FROM AND QUESTIONS BY MEMBERS

None.

8 RECEIPT OF PETITIONS

None.

9 MINUTES OF THE MEETING HELD ON 5TH JANUARY 2015

RESOLVED - that the minutes of the meeting of the Combined Authority held on 5th January 2015 be agreed to be an accurate record.

10 HIGHWAYS MAINTENANCE CHALLENGE FUND

Members were advised that the Department for Transport is making available £575m to local authorities via competitive bidding from the Highway Maintenance Challenge Fund.

Doncaster and Rotherham will be submitting bids totalling £18.3m focusing on the A630 and A638 key strategic corridors. The bids must be prioritised and officers recommended Rotherham first, then Doncaster based on the identified need and fit with the bid criteria.

It was noted that the bids had to be submitted to the DfT by 9th February via the Combined Authority and approval was therefore delegated to the Chair of the CA

It was noted that Sheffield do not qualify due to existing highway PFI status and Barnsley have not been able to identify a scheme of sufficient size to meet the bid criteria (minimum £5m bid)

RESOLVED, that:

1. Members note the letter of support submitted by the Chair of the Combined Authority to the DfT for the Highway Maintenance funding bids from Doncaster and Rotherham (submitted by the bid deadline of 9th February).
2. The priority given to the schemes within the letter is:
 1. Rotherham: A630 strategic corridor
 2. Doncaster: A638 strategic corridor

11 PENSIONS BOARD - NEW GOVERNANCE ARRANGEMENTS

A paper was presented to inform Members of the work that has taken place since the last report to the Authority on 5 January 2015, in establishing a Pensions Board (in this instance for the Passenger Transport Pension Fund (PTPF) as a requirement under the Public Services Pensions Act 2013 for public sector pension schemes) to establish Pension Boards.

Members were advised that following publication of Regulations in relation to their establishment and subject to approval by the Secretary of State it has been proposed that a proportionate means of discharging this requirement will be to combine the PTPF Pension Board with the LGPS Pension Board.

RESOLVED, that the Combined Authority members:

1. Note the contents of the Report.
2. Agree the proposal to establish a Joint Pension Board comprising the Combined Authority's Passenger Transport Pension Fund and the Local Government Pension Scheme (LGPS), in accordance with the Terms of Reference and Constitution (set out at Appendix A of the accompanying report), subject to Secretary of State approval.

12 SCR BUSINESS GROWTH HUB

Members were presented with a paper seeking formal approval for (a) a 2015/16 Growth Hub 'pilot' team (b) a longer-term commitment to support the Growth Hub team through the funding secured (for that purpose) as part of the Devolution Deal.

Cllr Rose offered a cautious welcome to the proposals, noting that these new posts will have to work closely with existing services for business provisions.

Cllr Burrows said the team would need to work closely with D2N2 (Derbyshire / Nottinghamshire LEP) to ensure consistent services are provided.

Mayor Jones agreed that the Growth Hub needs to be complementary to what's services are already in place to ensure 'added value' is generated.

J Dore asked how the success of the Growth Hub would be evaluated and how it will be compared with what might have been delivered without it.

B Still confirmed that all necessary alignments are being made with D2N2 to present a seamless level of support to businesses and that evaluation would be important to demonstrating the success of the proposed approach.

RESOLVED, that the Combined Authority Members:

1. Endorse the short-term (2015/16 pilot), medium-term and long-term vision (full devolution from 2017/18) of the SCR Growth Hub.
2. Note the rationale for doing so set out in the Strategic Economic Plan to put in place a 'world class' provision of business support.
3. Approve the use of £500,000 funding (secured in through Growth Deal) in order to deliver the Growth Hub pilot in 2015/16 (in the manner specified at Section 5 of the accompanying report).
4. Approve the use of £500,000 p.a. of capital/revenue funding secured through Growth Deal 2 and the Devolution Deal to fund the small 'core' of the Growth Hub for the period 2016/17 to 2020/21 (i.e. £2m in total), subject to the resolution of any technical issues.
5. Approve that the balance of the capital/revenue funding secured through the Growth Deal 2 and Devolution Deal should be made available to the spokes of the Growth Hub to 'pump-prime' activity i.e. access to finance, export, innovation and start-up.
6. Agree to delegate operational decision making with regard to the above funds to the Head of Paid Service of the CA, in consultation with the Chair of the Business Growth Board and with oversight of the CA's s.151 and monitoring officer (as is their statutory responsibility).

13 SCR GROWTH HUB ACCESS TO FINANCE CENTRE OF EXPERTISE

A paper was received presenting the case for an Access to Finance Centre of Expertise (AFCOE) as a critical early 'spoke' of the Growth Hub (following on from the previous agenda item). It was noted that AFCOE was a priority set out in the SEP and ESIF strategy which, as a result of five months' work – has been developed into a substantive proposal.

Cllr Rose noted the need for businesses to receive a smooth service and not be presented with a confusing process.

RESOLVED, that the Combined Authority Members:

1. Approve the use of £1,087,425 of capital/revenue funding secured through Growth Deal 2 and the Devolution Deal to fund A2FCOE (2015/16 to 2017/18), subject to the resolution of any technical issues.
2. Agree to delegate operational decision making with regard to these funds to the Head of Paid Service of the CA, in consultation with the Chair of the A2F Advisory Board and with oversight of the CA's s.151 and monitoring officer (as is their statutory responsibility).
3. Agree to support the development of a detailed delivery plan for the A2FCOE (overseen by the Access to Finance Advisory Board and a 'practitioners group' drawn from this board and wider partners).

14 SCR SEP - BETTER SKILLS PROGRAMME

A paper was presented seeking the Authority's formal endorsement of the development of the 'Better Skills' programme to date (Learn to Work, Progress to Work, Skills Capital and Skills Bank) and requesting the approval of a number of decisions to enable the SCR Executive Team to progress activity.

Members were advised that the programme is being developed working closely with officials in Cabinet Office, BIS and the SFA and advised that whilst the formal joint venture arrangements, outlined in the devolution deal, are not yet in place the current working arrangements are supporting the principles of collaboration outlined.

Regarding the Skills Bank Operator, it was confirmed that the working group convened to design the process has now been disbanded to enable all parties engaged with the initial process to bid for this work. It has been agreed that the Skills Bank Operator can not undertake more than 5% of the work.

RESOLVED, that the Combined Authority Members:

1. Endorse the acceptance of the grant offer for £100k from BIS to deliver an early adopter pilot for Enterprise Advisor activity, and approve the subcontracting of activity to Local Authority partners to deliver this activity.
2. Endorse the content of the SCR Disadvantaged Learner Pilot with a focus on care leavers (aged over 19) and approve the submission of an outline business plan to BIS by 19th February.
3. Approve the SFA skills capital MOU, enabling the SFA to formally work with us on the assurance of the skills capital submissions.
4. Approve the outline programme for the Skills Bank, enabling it to progress the procurement of the Skills Bank Operator, delegating interim sign off to the CA Head of Paid Service.

15 SEP ASSURANCE FRAMEWORK UPDATE

A paper was received informing Members that the SCR must update its existing Assurance Framework by April 2015.

It was noted that this will need to include, as a minimum, evidence of the mechanisms by which decisions are made, how prioritisation is completed and how value for money is assured for all Local Growth Funding.

Members were informed that to meet this requirement, a programmatic two stage approach is recommended. This would comprise 1) an initial update on an interim basis and 2) the completion of a larger piece of work to produce a more integrated and holistic document and approach.

RESOLVED, that the Combined Authority Members:

1. Agree that the Assurance Framework produced for April will be an interim document applicable to the SCR's LGF allocation for 2015/16.
2. Note that this document will be developed throughout 2015 to provide a more integrated and holistic approach applicable across the different thematic areas of the SEP.

16 TRAM-TRAIN PROJECT-PROMOTION OF TRANSPORT AND WORKS ACT 1992 ORDER

A report was received requesting the approval of the promotion by the Passenger Transport Executive of a Transport and Works Act 1992 Order to allow the construction of a length of railway/tramway as part of the Tram-Train Project.

RESOLVED, that the Combined Authority Members:

1. Approve the South Yorkshire Passenger Transport Executive promoting a Transport and Works Act 1992 Order to allow the construction of a length of railway/tramway at Meadowhall/Tinsley as part of the Tram-Train Project.

17 MINUTES OF THE MEETING OF THE TRANSPORT COMMITTEE HELD ON 2ND FEBRUARY 2015

RESOLVED, that:

1. The minutes of the Transport Committee meeting held on 2nd February be noted.

18 IAB RECOMMENDATIONS ON SCRIF BUSINESS CASES

Members were presented with a paper detailing recommendations for Chesterfield Northern Gateway Stage 1A, Superfast Broadband Stage 1A, Sheffield City Centre - University of Sheffield Campus Phase 1 Stage 1B and Sheffield City Centre - Grey to Green Phase 1 business cases.

RESOLVED, that the Combined Authority Members:

- 1. Agree the recommendation on the Chesterfield Northern Gateway Stage 1A business case.**
- 2. Agree the recommendation on the Superfast Broadband Stage 1A business case.**
- 3. Agree the recommendation on the Sheffield City Centre - University of Sheffield Campus Phase 1 Stage 1B business case.**
- 4. Agree the recommendation on the Sheffield City Centre – Grey to Green Phase 1 Stages 2&3.**

CHAIR

SHEFFIELD CITY REGION COMBINED AUTHORITY

ROTHERHAM TOWN HALL

MINUTES OF THE MEETING HELD ON 30 MARCH 2015

PRESENT:

Councillor Sir Steve Houghton CBE, Barnsley MBC (Chair)

Councillor Graham Baxter MBE, North East Derbyshire DC

Councillor John Burrows, Chesterfield BC

Mayor Ros Jones, Doncaster MBC

Councillor Chris Read, Rotherham MBC

Councillor Lewis Rose OBE, Derbyshire Dales DC

Councillor Anne Western, Derbyshire CC

Councillor Griff Wynne, Bassetlaw DC

Ruth Adams, SCR Executive Team

David Armiger, Bassetlaw DC

Fiona Boden, Sheffield City Region Executive Team

Huw Bowen, Chesterfield BC

Neal Byers, SYPTE / SCR Executive Team

Eleanor Dearle, Barnsley MBC / SCR Executive Team

Tom Finnegan-Smith, Rotherham MBC

Andrew Frosdick, Monitoring Officer

Amy Harhoff, Sheffield City Region Executive Team

Julie Hurley, SYPTE

Julie Kenny CBE, Rotherham MBC

Wes Lumley, Bolsover DC / NE Derbyshire DC

Stella Manzie CBE, Rotherham MBC

Jo Miller, Doncaster MBC

John Mothersole, Sheffield CC

Ben Still, SCR Executive Team

Diana Terris, Clerk / Barnsley MBC

Gareth Sutton, Sheffield CC / SCR

Craig Tyler, SYJS

Eugene Walker, s151 Officer

Apologies for absence were received from Councillors J Dore, S Greaves, A Rhodes and E Watts

1 APOLOGIES

Members' apologies were noted as above.

2 ANNOUNCEMENTS

None noted.

3 URGENT ITEMS

None noted.

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

RESOLVED, that item number 24 'SYPTTE Review - Strategic Hub' and item number 25 'SYPTTE Interim Arrangements' be considered in the absence of the public and press.

5 VOTING RIGHTS FOR NON-CONSTITUENT MEMBERS

It was confirmed that no agenda items require voting rights to be confirmed on non-constituent Members.

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

The Chair informed Members that BMBC is the sponsoring Authority for the M1 J36 Hoyland Phase 1 scheme and as such an alternate Member would be asked to assume the Chair for agenda item 21.

7 REPORTS FROM AND QUESTIONS BY MEMBERS

None received.

8 PUBLIC QUESTIONS

None received.

9 RECEIPT OF PETITIONS

None received.

10 MINUTES OF THE MEETING HELD ON 16TH FEBRUARY

Regarding item 11 - Pension Board New Governance Arrangements; the Monitoring Officer informed Members that a response from the DCLG regarding the proposal to combine the Pensions Board for the Passenger Transport Pension Fund with the Pension Board with the South Yorkshire Local Pension Board is still awaited. Appropriate governance arrangements will be put in place in the interim and following any formal response to the proposal.

RESOLVED, that the minutes of the meeting of the Combined Authority held on 16th February 2015 are agreed to be an accurate record.

11 Q3 REVENUE BUDGET UPDATE

A paper was presented to set out the CA's revenue position at the end of Q3 and to provide an outturn forecast. The paper also sought to incorporate brief reporting on the revenue position after Quarter 3 of bodies and funds closely associated with the CA. These include the SYPTTE who provides the operational transport arm for the CA, SY ITA Properties Ltd who manage the CA's property portfolio, and the regional funding streams for which Sheffield City Council is the accountable body

It was reported that since the previous quarter's reporting, the revenue position for the CA transport budget has improved, but the CA/LEP budget has deteriorated. The CA's transport budget was previously forecast to be around £140k overspent principally due to on-going poor performance on the CA's cash deposits due to the on-going low-rate low-risk investment environment. This situation has improved due to underspend around administration and savings that will accrue against budget from the decision not to award members remuneration above expenses. The CA/LEP budget has come under pressure due to the loss of c. £150k in budgeted income that would arise from growth in business rates accrued in Enterprise Zone sites and would be paid to the CA by partner billing authorities.

It was noted that these issues are being mitigated by underspends in other areas – particularly staffing. There is also additional scope for increased EZ growth income due from SCC and Chesterfield MBC as a result of activity on EZ sites in their areas.

RESOLVED, that the CA Members:

1. Note the pressures on the transport budget, due to the lower than forecast returns being generated from cash investments.
2. Note that the significant loss of income to the CA/LEP budget, due to revisions on EZ growth income due from partners.
3. Note the mitigations in place to address these issues.

12 CA/LEP REVENUE BUDGET 2015/16

A report was received to remind the CA Members of the requirement to set a balanced revenue budget for CA/LEP economic development activity for the forthcoming 2015/16 financial year and to set out the matters to be considered in ensuring this requisite is adhered to.

It was noted that together with the South Yorkshire transport budget agreed on the 5th January, this budget forms the CA's overall revenue budget for the year. 2015/16 represents the first year that the CA will be asked to approve this budget, with prior LEP activity budgets approved by the Chief Executives

Members were advised of the growing resource pressures associated with the CA's shift from policy to co-ordination/delivery as well as policy which have created demand for additional expenditure and advised that this shift also brings new levels of financial risk as the CA enters this new phase of activity. These pressures are partially offset by an increase in income generated from Enterprise Zone business rates growth, however, it was noted that income growth is insufficient to meet both cost pressures and the CA's need to resolve its inherited reserve deficit.

This paper presented therefore proposed a number of measures to enable a balanced revenue budget totalling £9.3m to be set for 2015/16, either by partially forgiving the Inward Investment Loan (to effectively create a grant), or award revenue grants in advance. It was noted that these options have been discussed with the regional Directors of Finance and each district may choose its preferred option.

Members were therefore invited to input into this debate and agreed to support the opinions being put forward by their respective Directors of Finance.

It was further noted that these measures do not yet provide a sustainable budget looking in to 2016-17. Further work is needed to consider more sustainable longer term means of resourcing activity to assure delivery of the Strategic Economic Plan and Growth Deal.

RESOLVED, that the CA Members:

1. Approve a revenue budget of £9.3m for the 2015/16 CA/LEP economic development activity.
2. Note the choice each district has in respect of the additional funding measures required to support this budget, and that each district commits to one of the options
3. Note that this budget does not resolve the more fundamental issues around future budget sustainability.

13 CA CAPITAL PROGRAMME 2015/16 & LSTF REVENUE PROGRAMME

A report was presented requesting that the CA approves an overarching capital programme for 2015/16 and also the proposed Local Sustainable Transport Fund (LSTF) revenue programme for 2015/16, which supplements the Transport Strategy capital schemes.

It was noted that this capital programme consists of programmes directly delivered by the CA, and the programmes delivered by its partners for whom the CA holds accountable body status.

It was noted that from April 2015, the CA will directly deliver a capital programme with three distinct strands; the Sheffield City Region Investment Fund (SCRIF), Skills Capital; and the Regional Growth Fund (RGF). Complementary to this will be the partner led programmes that combine to make up the South Yorkshire Transport Strategy (South Yorkshire Passenger Transport Executive (SYPTTE)

programme, Local Transport Programme (LTP); and Sustainable Transport Exemplar Programme (STEP – formerly LSTF).

It was noted that the report also provides a financial overview of the CA's capital programme but does not provide a composite performance and programme management summary. This will be addressed in future papers.

It was noted that the CA's direct and partner delivered capital programmes will support the delivery of the Strategic Economic Plan (SEP).

Members were reminded that that under current governance arrangements, the South Yorkshire Transport Strategy programmes are monitored and managed in-year by the CA's Transport Committee.

RESOLVED, that the CA Members:

1. Approve the capital programmes to be managed directly by the CA, including:
 - The SCRIF programme;
 - The Skills Capital programme; and,
 - The RGF programme.
2. Approve its partner led programmes, including:
 - SYPTE's capital programme;
 - The LTP capital programme; and,
 - The STEP capital programme.
3. Approve the LSTF revenue programme that supplements South Yorkshire Transport Strategy capital schemes.
4. Note that mid-year management and monitoring of the South Yorkshire Transport Strategy programmes is delegated to the CA Transport Committee.

14 TREASURY MANAGEMENT STRATEGY 2015/16

A paper was presented setting out a treasury management and investment strategy for the CA that seeks to maximise the cash asset the CA holds to support the revenue budgets, whilst also managing the risk inherent in investing money.

The paper also set out how the CA intends to eventually pay down its debts through prudent Minimum Revenue Provision (MRP) charges to our revenue accounts which raise cash. It was noted that these charges are governed by statute, though the CA has discretion in tailoring its charges to local circumstance. The CA's Treasury Management Strategy determines how the CA will manage its debt and its investments.

Members were advised that under law, CA Leaders are required to set an Authorised Limit on the amount of debt the CA will hold during the year. This debt could comprise of loans, or other credit liabilities such as PFI arrangements.

It was noted that the Treasury Strategy set out in the paper principally deals with the treasury activities of the CA, but also sets out the Authorised Limit for the debt

the CA group can hold. The CA group includes the South Yorkshire Passenger Transport Executive (SYPTTE).

Regarding SYPTTE loans, it was noted that the SYPTTE has its own loan portfolio, relating to borrowing used to fund past capital expenditure. No new borrowing will be taken by SYPTTE, with any cash requirements being managed upstream at the CA level. SYPTTE's cash is managed on its behalf by the CA. This has meant that the CA has operated with significant cash balances in recent years, and will do so into the near future.

RESOLVED, that the CA Members approve the CA Treasury Management Strategy, including the Annual Investment Strategy, Minimum Revenue Policy Statement; and Prudential Indicators.

15 OUTLINE PROPOSAL TO STRENGTHEN SCR GOVERNANCE

A paper was presented to discuss the identified work areas that need to be completed to establish and develop a Chair and Executive model for the SCR CA capable of increasing accountability, transparency and the speed within which decisions can be made.

It was noted that the CA has been in place for a year. During this period the City Region has secured circa £350m in Government funding and additional freedoms and flexibilities. The key challenge for the City Region is to deliver on its agreed 'deals' and in support of this the SCR is seeking to strengthen its existing governance arrangements, in parallel with implementing strong programme management arrangements.

It was noted that in developing an outline proposal for strengthening the CA the Leaders have sought to develop a streamlined, robust and accountable approach that is able to make decisions efficiently and effectively. A key element of this is the adoption of a Leader and Executive model within the CA with this model to be structured around the overarching Chair and Vice Chair roles, combined with a thematic focus on the three key elements of the SEP: business growth, skills and infrastructure.

It was noted that the range of work areas that need to be completed to enable its finalisation has been identified and it is proposed that this work is undertaken over the next three months ahead of formal agreement being sought at the CA's Annual General Meeting (AGM) in June.

Members were also asked to consider a proposal to extend the current terms of the CA Chair and Vice Chair whilst this work is underway.

RESOLVED, that the CA Members note and endorse the proposed areas of work to be completed to develop this proposal prior to the CA's AGM in June (presented at paragraphs 5.1-5.3 in the accompanying report).

16 STRATEGIC ECONOMIC PLAN ASSURANCE FRAMEWORK

A report and accompanying presentation were provided noting that the SCR must develop and agree an updated Assurance Framework by the 31st March. This will apply to the funding streams that comprise the City Region's 2015/16 LGF allocation. It was noted that once the document is in place and agreed, the SCR can receive its LGF grant determination and thus access funding.

It was noted that the document agreed will be deemed to be an interim document, which will be superseded by a version to be agreed at CA's AGM in June.

Members were advised that as part of moves to increase transparency, LEP papers will be published in advance of meetings. Members welcomed this move and asserted the expectation that papers will be published in time to permit appropriate officer briefings to take place and that the papers and reports won't replicate swathes of information.

RESOLVED, that the CA Members:

1. Note that an Assurance Framework will need to be submitted to Government by the 31st March for the City Region to receive its LGF allocation at the beginning of April.
2. Agree to submit the Interim Assurance Framework (presented at Annex A to the main report) to Government to meet the 31st March deadline.

17 SCR DEVOLUTION DEAL - APPRENTICESHIP GRANT 2015/16

A report was received to update the CA in respect of; the responsibilities the SCR CA will be assuming for the Apprenticeship Grant for Employers (AGE) Devolution Deal, an outline of the SCR approach, the current status of negotiations with BIS and to seek approval to accept the grant offer made by Government to run AGE with effect from 1st April 2015.

RESOLVED, that the CA Members:

1. Note the BIS offer to the SCR and the work to run this devolved programme.
2. Delegate the responsibility to sign off of the grant offer acceptance letter to the Head of Paid Service

18 ESIF UPDATE

A report was presented to provide an update on the ESIF Programme, with specific reference to the development of Calls for Proposals.

Members were reminded that the ESIF is delivering a £180m investment of European Funds into the SCR economy over the period 2014 to 2020.

RESOLVED, that the CA Members:

1. Note the contents of the report.

2. Endorse the approach for future Calls for Proposals wherein only Calls that do not align with the ESIF Strategy and Strategic Economic Plan they will require prior agreement from the Combined Authority and LEP Board.
3. Note the potential for the Combined Authority to take a formal Intermediary Body role in the delivery of the Sustainable Urban Development.

19 EUROPEAN STRUCTURAL AND INVESTMENT FUND - THE BIG LOTTERY OPT-IN

Members were provided with details of the ESIF Big Lottery initiative. It was noted that this provides additional cash match to support social inclusion ambitions in the LEP areas. Unlike other opt-ins, this will increase the amount the LEP can spend on its activity and packages of work.

It was noted that the proposed opt-in comprises a total of 2 packages of work for Holistic Support and Social Entrepreneurship respectively and that in order to achieve delivery on the ground as soon as possible there is a short time period to develop the detailed opt-in and agree the proposed opt-in in principles. Big Lottery intends to issue a call for proposals in June 2015.

It was noted that as Big Lottery is offering an opt-in with cash match, this would deliver a total social inclusion investment of at least £3.43 million for the SCR. Of this, £2 million needs to be allocated from the European Social Fund (ESF) budget in the city region's ESIF plan.

RESOLVED, that the CA Members:

1. Agree the allocation of £2,000,000 of ESF grant to a 2-year Big Lottery opt-in.
2. Endorse the opt-in proposal (as outlined in Appendix A to the report).

20 MINUTES OF THE SCR TRANSPORT COMMITTEE - 16TH MARCH

RESOLVED, that the minutes of the SCR CA Transport Committee held on 16th march be noted.

Mayor Jones assumed the Chair

21 INFRASTRUCTURE ADVISORY BOARD RECOMMENDATION FOR M1 J36 HOYLAND PHASE 1 BUSINESS CASE

A paper was provided presenting recommendations for Stage 1B M1 J36 Phase 1 Hoyland business case.

The Monitoring Officer, A Frosdick, confirmed that BMBC Assistant Chief Executive some appropriate decisions will be taken by other officers to avoid any conflict of interest issues arising.

Mayor Jones requested a more detailed funding breakdown for the scheme.

RESOLVED, that the CA Members:

1. Agree the recommendation on the Stage 1B M1 J36 Phase 1 Hoyland business case to progress to Stage 2 of the business case process.
2. Will receive further information regarding this scheme's finances

Cllr Houghton re-assumed the Chair

22 SCRIF MINI-COMMISSION - LIST OF SCHEMES TO TEST

A report was presented to inform Members that the SCR Mini-Commission work has identified 15 proposed schemes with a total value of over £70m, and to set out the Central Independent Appraisal Team (CIAT) recommendations to forward these schemes for further appraisal through FLUTE.

Members were advised that around £42,000 is required to deliver a compliant process for the mini-commission pipeline of projects. Partners have agreed to underwrite the development of their own schemes directly, and requested that a further review of centrally available options be undertaken.

It was noted that the Mini-Commission is focused on deliverable projects in the short term (2015-2017) and there is no guaranteed funding for the projects. However, it was suggested that experience and pragmatism indicates that opportunities through capital underspend; flattening profiles and new announcements may happen and would require the process to underpin decisions for loan and grant funds.

It was noted that the process has been split into two stages, firstly CIAT (Central Independent Appraisal Team) advice on projects that meet the key criteria and secondly taking projects to the next stage of modelling the impact and benefit through FLUTE (Forecast Land Use and Transport Economy Model).

RESOLVED, that the CA Members:

1. Agree the CIAT recommendations (at section 3.4 of the report and schemes in figure 1) for all projects to progress for further testing through FLUTE, noting that this process will give a value and recommended prioritisation based on GVA impact.
2. Note that there are some projects that have flagged some early issues and agree that The SCR Executive Team will work with scheme promoters to address these before testing the projects.
3. Note that in respect of the absence of central funding, local partners have agreed to underwrite their own scheme development through Mini Commission, and have requested a further review of centrally available funding for infrastructure development.

23 SY BROADBAND

A paper was received to provide Members with details of the SCRIF 1B business case which has been increased by £2.4m to a total of £10.4m to secure the programme match in order to safeguard the opportunity to secure the remaining Broadband Delivery UK (BDUK) allocation for South Yorkshire to enhance connectivity at Enterprise Zone and Business Parks.

Members were reminded that South Yorkshire has a remaining BDUK funding allocation of £2.4m to further invest in broadband. However, in order to secure this allocation an equivalent match funding commitment from South Yorkshire is essential and required by 30th March 2015 to ensure the funding is not lost.

The paper therefore outlined the need to expedite the SCRIF funding outside of the mini commission process to meet the tight timescales and ensure the BDUK funding is not lost to South Yorkshire.

It was noted that the additional SCRIF funding of £2.4m will not be required immediately and will only be drawn upon when funding becomes available within the overall SCRIF programme.

RESOLVED, that the CA Members:

1. Support the recommendation of the Infrastructure Advisory Board (IAB) and Sheffield City Region Chief Executives to progress for the SCRIF 1B to include the additional £2.4m funding required to safeguard the remaining BDUK allocation which will ensure additional roll out of faster broadband speeds to key business parks and Enterprise Zones.
2. Agree to provide the necessary statement of approval to satisfy BDUK that South Yorkshire is increasing the principle to commit from SCRIF to further invest in in broadband and match the BDUK allocation of £10.4m and subject to the further £2.4m becoming available in the current programme.

Non-CA officers were asked to vacate the meeting.

24 SYLTE REVIEW - STRATEGIC HUB

RESOLVED, that the recommendations, as set out in the accompanying report be agreed.

25 SYLTE INTERIM ARRANGEMENTS

RESOLVED, that the recommendations, as set out in the accompanying report be agreed.

CHAIR

SHEFFIELD CITY REGION COMBINED AUTHORITY

18 REGENT STREET, BARNSELEY, S70 2HG

MINUTES OF THE MEETING HELD ON 15 MAY 2015

PRESENT:

Councillor Sir Steve Houghton CBE, Barnsley MBC (Chair)

**Councillor John Burrows, Chesterfield BC
Councillor Simon Greaves, Bassetlaw DC
Mayor Ros Jones, Doncaster MBC
Julie Kenny CBE, Rotherham MBC**

**Karl Battersby, Rotherham MBC
Fiona Boden, Sheffield City Region Executive Team
Huw Bowen, Chesterfield BC
Peter Dale, Doncaster MBC
Andrew Frosdick, Monitoring Officer
Matt Gladstone, Barnsley MBC
James Henderson, Sheffield CC
Julie Hurley, SYPTE
Ben Still, SCR Executive Team
Gareth Sutton, Sheffield CC / SCR
Neil Taylor, Bassetlaw DC
Craig Tyler, JAGU
Neal Byers, SYPTE / SCR Executive Team
Joe Batty, Derbyshire CC**

**Apologies for absence were received from Councillors G Baxter, J Dore, C Read,
A Rhodes, L Roberts, L Rose and A Western**

1 APOLOGIES

Members' apologies were noted as above.

2 ANNOUNCEMENTS

No announcements noted.

3 URGENT ITEMS

No urgent items requested.

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

RESOLVED, that item 15 'SYITA Properties Limited' be considered in the absence of the public and press.

5 VOTING RIGHTS FOR NON-CONSTITUENT MEMBERS

It was confirmed that no agenda items require voting rights to be confirmed on non-constituent Members.

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

Regarding the decision to be taken in respect of the Superfast Broadband initiative (to be considered at item 16), the South Yorkshire representatives acknowledged that the scheme relates to all South Yorkshire districts.

Regarding the decision to be taken in respect of the DN7 initiative (to be considered at item 16), the Doncaster representatives noted that Doncaster MBC is the sponsoring Authority.

Regarding the decisions to be taken in respect of the Better Skills Programme (to be considered at item 10), H Bowen noted that he is a board member of Chesterfield College.

7 REPORTS FROM AND QUESTIONS BY MEMBERS

None received.

8 RECEIPT OF PETITIONS

None received.

9 MINUTES OF THE MEETING OF THE AUTHORITY HELD ON 30TH MARCH

It was confirmed that the minutes of the previous meeting are accurate, with the following clarification:

Item 13 - CA Capital Programme (2015/16) and LSTF Revenue Programme: It was noted that the Members approved programmes for the 2015/16 municipal year only.

RESOLVED, that noting the above clarification, the minutes of the meeting of the Authority held on 30th March are agreed to be a true and accurate record.

10 SCR SEP - BETTER SKILLS PROGRAMME - SKILLS CAPITAL

Members were provided with a report following on from the programme update and progress report presented to the SCR CA 16th February and providing an update on the bids for Local Growth Fund (LGF) for skills capital schemes.

It was noted that following the publication of a SCR Skills Capital Prospectus outlining SEP priorities for skills, scheme promoters were invited to submit applications. The assurance process for Local Growth Fund for skills capital was designed so that any schemes below a total value of £1m (indicative grant 33% of this) were required to submit a Full Business Case, whilst schemes in excess of £1m were required to submit an Outline Business Case for initial evaluation.

Members were informed that a moderation panel of the SCR Executive, Skills Funding Agency (SFA) (local and national) and the SCR Executive Further Education secondee to the SCR (non-scoring capacity) met to review both the economic case and the property and financial bid information for the schemes submitted, under the direction of the LEP Board Member and Lead CEX.

Annex A to the main report provided brief information on each of the schemes received and comments from the moderation panel. It was noted that these have been broken down into schemes where further negotiations are being progressed with scheme promoters to address key points of clarifications required by the Skills Board; and schemes where the Outline or Full Business Case did not meet the requisite standard, and will not progress in the current round.

Members were advised that at this stage the SCR CA are not being asked to approve any scheme for funding.

Mayor Jones informed Members that DMBC were looking to prioritise £6m of funding for the new rail college. A paper formally seeking this approval will be presented to the next CA meeting, covering also how this might be underwritten with the intention that the approval will be reported to BIS as part of the scheme submission.

RESOLVED, that the Combined Authority Members:

1. Agree the outcomes of the LGF – Skills Capital Moderation Panel and the further negotiations underway regarding the skills capital schemes submitted to the SCR CA for Local Growth Fund (LGF).]
2. Note the next steps scheduled.

11 DFT UPDATE ON LOCAL TRANSPORT BOARD

Members were advised that the DfT has recently provided communication on the allocation of devolved major scheme transport funding and provided with a paper summarising the contents of the letter and confirming the Accountable Body for the SCR.

It was confirmed that DfT recognise that the SCR Combined Authority is the Accountable Body for SCR Growth Deal and therefore proposed that the Local Transport Body (renamed by the SCR as the Infrastructure Investment Body) is dissolved with the activity and decisions forming part of the functions of the Combined Authority. It was confirmed that this position would be reflected in the SCR Assurance and Accountability Framework.

It was noted that communication with Derbyshire and Nottinghamshire County Councils is being suggested to clarify their role within the context of this change.

RESOLVED, that the Combined Authority:

1. Note the communication from DfT regarding the devolved major scheme transport funding and the role of the Local Transport Body (renamed by SCR to Infrastructure Investment Body).
2. Agree the dissolution of the Infrastructure Investment Body, with the functions subsumed within the Combined Authority.
3. Note the role of Derbyshire and Nottinghamshire County Councils as Local Transport Authorities in these parts of SCR and the draft letter to each council confirming their invitation to Combined Authority meetings for these matters.

12 TRANSPORT FOR THE NORTH - REPORT ENDORSEMENT AND NEXT STEPS

A report was presented to provide an update on the next steps for Transport for the North (TfN) and to seek endorsement of the 'Transport for the North' report, as published on 20 March 2015 and in the production of which Sheffield City Region (SCR) played a strong supporting role.

Members were advised that the next steps of the work will be significant in terms of resources to work up the prioritised infrastructure plan. SCR will be expected to contribute both in kind, and to pay its share of local costs. Details of this will be brought in a future paper.

Members were informed that endorsement is required for the SCR to continue to lead the Rail work stream on behalf of the TfN partners, and endorsement is also required for the SCR to provide the Accountable Body and Employing Body functions for the small team that will be required to programme manage the TfN work.

RESOLVED, that the Combined Authority:

1. Notes and endorses the Transport for the North report;

2. Support the SCR to continue to play an active role in TfN and in particular to lead the TfN Rail workstream
3. Notes and supports the SCR's role in providing the accountable body function for the funding and employing body on behalf of Northern city regions.

13 HS2 EASTERN ROUTE UPDATE

A report was presented to provide the Combined Authority with an update on recent activity on HS2 EAST - formerly known as the Eastern Network Partnership (ENP).

It was reported that Leaders along the Eastern Route of HS2 have met and agreed to procure Communication support to raise awareness of the benefits of the Eastern leg and articulate the impact of any potential delay or cancellation of the Eastern route as a result of a future Comprehensive Spending Review. Consequently, the Leaders have agreed that this activity will be conducted under the banner of 'HS2 EAST' and that they will continue to meet on a regular basis to steer HS2 EAST activity.

It was reported that the exponents of HS2 are still saying the Eastern and Western legs will be delivered at the same time.

Members were also asked to consider a request for up to £25k of funding to support HS2 EAST.

RESOLVED, that the Combined Authority:

1. Notes that the Leaders along the HS2 Eastern Route have met and agreed to procure Communications support for the Eastern Route of HS2.
2. Supports the proposed HS2 EAST activity.
3. Approves funding of up to £25k to support HS2 EAST activity.

14 MINUTES OF THE SCR CA TRANSPORT COMMITTEE HELD ON 27TH APRIL 2015

RESOLVED, that the minutes of the SCR CA Transport Committee held on 27th April be noted.

15 SYITA PROPERTIES LTD

Members were presented with a report in relation to SYITA Properties Ltd.

RESOLVED, that the recommendations as set out in the report are agreed.

16 RECOMMENDATION FROM THE INFRASTRUCTURE ADVISORY BOARD FOR STAGE 1B SUPERFAST BROADBAND AND DN7 BUSINESS CASE

A report was provided presenting recommendations for Stage 1B Superfast Broadband and DN7 business cases.

RESOLVED, that the Combined Authority:

- 1. Agrees the recommendation on the Stage 1B Superfast Broadband business case to progress to Stage 2 with conditions that need to be met before a draft funding agreement is considered.**
- 2. Agrees the recommendation on the Stage 1B DN7 business case to progress to Stage 2 with conditions that need to be met before a draft funding agreement is considered.**

CHAIR

SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

16 FEBRUARY 2015

PRESENT: Councillor J Andrews (Chair)
Councillor A Atkin (Vice-Chair)
Councillors: A Buckley, A Cave, T Fox, C Ransome, C Ross,
S M Richards and J Satur

L Noble and A Shirt (South Yorkshire Joint Authorities)

J Courtney, M Shaw, J Roberts and B Sandy (South Yorkshire
Fire & Rescue Service)

A Frosdick, F Foster and D Hanson (BMBC)

Apologies for absence were received from Councillors
A Bosmans, I Hussain and S Phillips

1 APOLOGIES.

Apologies for absence were noted as above.

2 ANNOUNCEMENTS.

L Noble reminded Members that the Stronger Safer Communities Reserve
Stakeholder events would be held as follows:

Sheffield – Monday 23rd February 2015 - Fire Headquarters, Eyre Street, Sheffield

Doncaster – Thursday 26th February 2015 - Castle Park RFC, Armthorpe Road,
Doncaster

Rotherham – Thursday 5th March 2015 - Carlton Park Hotel, Moorgate Road,
Rotherham

Barnsley – Monday 2nd March 2015 - The Core, Voluntary Action Barnsley, County
Way, Barnsley

All events will run from 10:00 am to 12:00 noon with a networking lunch; further
details had been placed on the Authority's website.

3 URGENT ITEMS.

None.

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

None.

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

None.

6 REPORTS BY MEMBERS.

Councillors Ross and Satur had attended a very enjoyable event at Rivelin Fire Station last week, where a Chief Fire Officers' Commendation was presented to Zoe and Mathew Evans and Paul Bennett for their part in rescuing an elderly gentleman from a fire in the Stocksbridge / Deepcar area.

Councillor Ross reported that in his role as the Authority's Business Continuity Champion he had attended a further meeting with Russ Parramore at the Service to discuss Business Continuity. Councillor Ross confirmed that he was satisfied with the state of readiness of South Yorkshire Fire and Rescue's Business Continuity Plans.

Councillor Buckley reported that he had attended the LGA Leadership Academy Programme last week at Warwick University, which had been a very good course; he recommended other Members to attend in future.

Councillors Richards, Atkin and Satur had attended the recent Middle Managers' Briefing day on 4 February.

7 RECEIPT OF PETITIONS.

None.

8 TO RECEIVE ANY QUESTIONS OR COMMUNICATIONS FROM THE PUBLIC

The Monitoring Officer reported receipt of two questions from Mr N Stafford-Fox:

- 1) **Given that the Fire Authority and the Chief Fire Officer celebrate the fact that they:
 - A. Value their employees;
 - B. Identify their achievements on being the third highest employer of Female Firefighters across the Metropolitan Fire Services; and
 - C. In line with the recent Government initiatives to encourage Mothers to Breastfeed.**

Can the Chief Fire Officer give me his assurance that he or any Policy of SYFR would NOT seek to disadvantage any female employees who choose to breastfeed?

At this point in the meeting Mr Stafford-Fox was invited to address the meeting.

Mr Stafford-Fox wished to congratulate the Chair on being awarded the British Empire Medal. Congratulations were also given to ACO Roberts on becoming a new father.

In response to the question, the Chief Fire Officer gave his assurances that neither he, or South Yorkshire Fire and Rescue Service would seek to disadvantage any female, who chose to breastfeed. It was confirmed that the Service did have a Maternity Policy; part of this covered the issue of breastfeeding. The Policy set out that all female employees, before they returned to work after having a baby, have an interview, which includes a medical with the Service's Occupational Health Unit, where advice is given where they need it regarding breastfeeding. Female employees also see the Service's Medical Officer when they have actually stopped breastfeeding.

It was confirmed that the Policy set out that South Yorkshire Fire and Rescue will take all reasonable steps to ensure that female employees can continue to breastfeed after returning to work. Time will be allowed for female employees to express milk, in a comfortable and private room for that purpose. The Policy does state that for health and safety reasons, it is not possible for the babies themselves to be admitted to Fire Service premises for the purpose of breastfeeding.

Mr Stafford-Fox thanked the Chief Fire Officer for his answer and reassurances that females are treated with due respect. He added that he had some concerns that the policies had not been made available, and that some individuals did not have the return to work interview to establish these facts.

The Chief Fire Officer confirmed that the Maternity Policy was available on the Service's Intranet, and all employees should be able to access this.

The Monitoring Officer introduced Mr Stafford-Fox's second question, which referred to Firefighter Training, making reference to the Operational Plan 2013-2017 (updated September 2014).

2) Could the Chief Fire Officer please elaborate and explain why there are advantages and a need to undertake operational training during the nightshift?

The Chief Fire Officer explained that recognising the health and safety of firefighters was paramount when developing operational maintenance and competence training. Ensuring that firefighters had the opportunity to attend the Training and Development Centre for assessment of this competence and to receive new and refresher training was an essential part of meeting the Fire and Rescue Authority's duties within the Fire and Rescue Service's Act.

It was explained that a small number of firefighters had indicated that they either couldn't or wouldn't agree to attend the Training and Development Centre during day time periods when they were scheduled to work nights, irrespective of any notice period given. The decision had been taken to consider putting in place night time training to ensure that the Fire and Rescue Authority remained legislatively compliant.

Additionally, the Health and Safety Executive had published a document some years ago entitled 'Training for Hazardous Occupations: a Case Study of the Fire Service' which stated that confidence and competency is developed if firefighter training is undertaken under realistic conditions, which may well expose the firefighter to risk. The Health and Safety publication stated that the Health and Safety at Work Act may not be adequately discharged if this element is not appropriately satisfied.

It was reported that the Service currently undertakes water rescue training at night, as well as BA training; it may be deemed necessary to extend this training in the future, hence its inclusion in the Operational Plan.

The Chief Fire Officer also explained that the Service had a responsibility to ensure that they are providing a high quality service to the people of South Yorkshire.

There were significant demands on the Service's time at various periods in the day, highlighting that there was not a significant difference between duty days and duty nights. There was no good reason why the Service should not consider appropriate training which may be undertaken during the night time period.

Mr Stafford-Fox thanked the Chief Fire Officer for his explanations, adding that he supported his words. Additionally, he felt it was appropriate for firefighters to undertake operational training during their nightshift; however, he was astonished that certain individuals had been denied the right to specifically request to carry out training on an evening.

9 MINUTES OF THE AUTHORITY MEETING HELD ON 5 JANUARY 2014

Councillor Fox stated that the Member Briefing Notes which were being received following the integration of staff from the Joint Secretariat to Barnsley MBC were not as in-depth as Members had previously received. He asked if there was a reason for this.

Councillor Ross commented that this issue had also been raised at the recent Scrutiny Board, adding that Members needed briefings which were robust, thorough and provided all the information they need to make informed decisions.

The Monitoring Officer confirmed that Member Briefing Notes were still being prepared by the same Team, in exactly the same way as they had previously. The Monitoring Officer informed Members that he would speak to the Deputy Clerk on this matter.

RESOLVED –

- i) That the Monitoring Officer speaks to the Deputy Clerk regarding Member Briefing Notes.
- ii) That the minutes of the Authority meeting held on 5 January 2014 be agreed and signed by the Chair as a correct record.

10 BUDGET, PRECEPT AND COUNCIL TAX 2015/16

A joint report of the Treasurer and Chief Fire Officer and Chief Executive was submitted informing the Authority that it must set its Precept and Council Tax for 2015/16 by 28 February 2015. The first draft 2015/16 Revenue Budget and Capital Programme was considered by Members at the 5th January 2015 meeting and had been updated and presented at Appendix A.

Council Tax options were presented and the impact was considered by the Authority. Members considered whether to accept the Government's offer of grant funding, for a two year period, and accordingly freeze Council Tax for 2015/16.

RESOLVED – That Members:-

- i) Approved the Authority's 2015/16 Revenue Budget of £49,627,421 set out at Appendix A.
- ii) Approved the 2015/16 Capital Programme as set out in Appendix B.
- iii) Approved the Treasury Management and Investment Strategy at Appendix C including:-
 - a. Affordable Borrowing Limits and Prudential Indicators.
 - b. The Minimum Revenue Provision Statement.
- iv) Agreed to increase Council Tax by 1.97% for 2015/16, rejected the alternative of a Government grant to freeze Council Tax and approved the following in accordance with the Local Government Finance Act 1992, Sections 40 and 49:
 - A Council Tax Requirement of £21,998,059
 - A Basic Amount of Council Tax of £66.32

- The following amounts in respect of categories of dwellings listed in different valuation bands:

Valuation Bands	Rounded
Band A	44.21
Band B	51.58
Band C	58.95
Band D	66.32
Band E	81.06
Band F	95.80
Band G	110.53
Band H	132.64

- The precepts payable by each Billing Authority:

Barnsley	3,996,294
Doncaster	5,022,347

Rotherham	4,342,469
Sheffield	8,636,949
Total	21,998,059

- v) Councillors Andrews, Atkin, Buckley, Cave, Fox, Richards and Satur voted in favour of the above resolution iv); and asked that their votes be recorded.
- vi) Councillors Ross and Ransome voted against resolution iv) and asked that their votes be recorded.

11 PAY POLICY STATEMENT

A report of the Clerk was submitted which provided the revised Pay Policy Statement for the Authority for 2015/16, as required under the Localism Act 2011.

Members noted that for the third consecutive year, the pay multiples between the Chief Fire Officer and the lowest paid non-operational employee had reduced.

RESOLVED – That Members approved the Pay Policy Statement.

12 THE FIREFIGHTERS' PENSION SCHEME 2015 - PROPOSALS FOR NEW GOVERNANCE ARRANGEMENTS

A report of the Deputy Clerk was presented which set out the proposed governance arrangements for the establishment of a Local Pension Board as required by the Public Services Pensions Act 2013 and Firefighters' Pension Scheme 2015.

RESOLVED – That Members:-

- i) Approved the proposals set out at Appendix A – Draft Constitution and Terms of Reference.
- ii) Request that officer's progress the establishment of the Local Pension Board, including appointments, as outlined in the report and Draft Constitution.

13 DISSOLUTION OF THE LOCAL GOVERNMENT YORKSHIRE AND HUMBER (LGYH) AND APPOINTMENT TO Y&H EMPLOYERS' ORGANISATION

A report of the Clerk to the Fire and Rescue Authority was submitted to inform Members of a decision of the LGYH Council held on 15th January 2015 to dissolve the Local Government Yorkshire and Humber (LGYH) with effect from 31st March 2015.

Members noted that the Yorkshire and Humberside Employers' Organisation would continue in its current form and be administered by Wakefield Council.

Councillor Richards asked if the Authority would be required to make any financial contributions to the Yorkshire and Humberside Employers' Organisation. L Noble agreed to investigate and report back to the Authority accordingly.

Members agreed that Councillors Andrews and Atkin be appointed to this body which would be ratified at the Annual Meeting on 29th June 2015.

RESOLVED – That Members:-

- i) Noted the dissolution of the Local Government Yorkshire and Humber (LGYH) with effect from 31st March 2015.
- ii) Request L Noble to contact the Yorkshire and Humberside Employers Organisation to identify if there will be any financial contributions required by the Authority.
- iii) Appoint Councillors Andrews and Atkin to represent the Authority on the Yorkshire and Humberside Employers' Organisation with effect from 1st April 2015.

14 LOCAL GOVERNMENT ASSOCIATION SUBSCRIPTION 2015/16

A report of the Deputy Clerk was submitted for Members to consider the continued membership of the Local Government Association (LGA) for 2015/16.

RESOLVED – That Members:-

- i) Agreed the Authority's membership of the Local Government Association for 2014/15;
- ii) Noted that a 2.5% loyalty discount was being offered by the Local Government Association for Members who were not on notice, alongside the existing 2.5% prompt payment discount to Authorities who paid the annual subscription in full by 30 June 2015, and;
- ii) Agreed to take up the offer of the discounted subscription for 2015/16, of £10,388 plus VAT.

15 DECEMBER 2014 PROJECTED OUTTURN REPORT

A report of the Chief Fire Officer and Chief Executive was submitted to inform Members of the projected revenue and capital spend for the 2014/15 financial year based on actual and committed expenditure to December 2014 and a projection of spend in the remaining quarter of the year.

Members noted that the projected underspend of £1.4m reported to the Authority in November 2014, was now projected to increase to £2.915m, as a consequence of slippage of allocated funds for new fire appliances. The main reasons for the variances were explained within the report.

RESOLVED – That the report be noted.

16 CORPORATE PERFORMANCE REPORT - QUARTER THREE - 2014/15

A report of the Chief Fire Officer and Chief Executive and Clerk was submitted which provided Members with details of corporate performance for quarter three of 2014/15.

Councillor Buckley commented that the Scrutiny Board had examined the performance report in detail, and thanked the Service for the comprehensive report. The Scrutiny Board had requested further information on a number of items within the report which would be reported at future Scrutiny Board meetings.

Councillor Richards referred to future targeting, and the ongoing work with vulnerable households, asking the Service to look at high risk areas within the private rented housing sector, in particular landlords who let flats in urban areas.

ACO Roberts confirmed that the Service had recognised that vulnerable people could also reside in private rented housing, and that they could well be the people who would be missed. It was reported that the Service would continue to work with private landlords, wherever possible, to raise people's awareness of fire safety.

Councillor Richards asked if there was a particular reason why Arson incidents had reduced during quarter 3.

ACO Roberts explained that this was due to a combination of factors, mainly through the Service's efforts and changes in society.

Councillor Fox asked if there would be a future update report presented to the Authority on the implementation of Close Proximity Crewing (CPC).

The Chief Fire Officer confirmed that it was the Service's intention to bring a six month progress update report on the introduction of CPC to the April Authority meeting.

RESOLVED - That Members:-

- i) Noted the contents of the report; and
- ii) Scrutinised and commented on the information presented in the report.
- iii) Agreed to receive an interim report on the introduction of CPC at the April meeting of the Authority.

17 METROPOLITAN FIRE AND RESCUE SERVICES BENCHMARKING REPORT - 2013/2014

A report of the Chief Fire Officer and Chief Executive was submitted which provided an Annual Benchmarking Report that compared SYFR to its' peers.

Members noted that, in five out of the ten benchmarked measurers, SYFR were ranked the lowest (i.e. the best performer). The measurers were:

- **Accidental Dwelling Fires per 10,000 dwellings**
- **Number of deaths arising from accidental fires in dwellings per 100,000 population**
- **Number of calls to malicious false alarms per 1,000 population – attended**
- **Number of calls to malicious false alarms per 1,000 population – not attended**
- **Number of RTCs attended per 100,000 population**

Members' congratulated the Service on the results and requested that their thanks be passed onto all staff for the excellent figures.

RESOLVED –

- That Members noted the contents of the report.**
- That the Service be congratulated on the results and that thanks be passed onto all staff for the excellent figures.**

18 CONTROL COLLABORATION PROJECT (CCP) UPDATE

A report of the Chief Fire Officer and Chief Executive and Clerk was submitted to provide the Authority with a quarterly update on the progress of the joint Control Collaboration Project which was being undertaken in conjunction with West Yorkshire Fire and Rescue (WYFR).

Members noted that to date, the system had taken over 14,000 calls and mobilised to over 7,000 incidents and, on the whole, it was meeting the Service's requirements.

One area of concern for the Service had been identified regarding the level of post delivery service arrangements; this was now being addressed and monitored closely.

RESOLVED – That Members noted the progress of the project to date.

CHAIR

SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

ANNUAL MEETING

29 JUNE 2015

PRESENT: Councillor J Andrews (Chair)
Councillor A Atkin (Vice-Chair)
Councillors: A Buckley, A Cave, G Furniss, P Haith,
C Ransome, C Ross, S M Richards and J Satur

D Cutting, M McCarthy, L Noble and M McCoolle (South
Yorkshire Joint Authorities)

J Courtney, J Roberts, S Chu, B Sandy and M Topham (South
Yorkshire Fire & Rescue Service)

F Foster and D Hanson (BMBC)

Apologies for absence were received from Councillor
E Hughes, Councillor R Munn, R Bywater, ACO M Blunden,
A Frodick, J Bell, I Rooth and G Kirk

1 TO APPOINT THE CHAIR OF THE AUTHORITY FOR THE ENSUING YEAR

RESOLVED – That Councillor Andrews was appointed as Chair of the Authority for the ensuing year.

2 TO APPOINT A VICE-CHAIR FOR THE AUTHORITY FOR THE ENSUING YEAR

RESOLVED – That Councillor Atkin was appointed as Vice-Chair of the Authority for the ensuing year.

3 CHAIR'S REMARKS

Councillor Andrews welcomed the new Members onto the Authority, and he gave thanks to the former Members for all of their dedication and hard work whilst on the Authority.

4 MEMBERSHIP OF THE FIRE AND RESCUE AUTHORITY

A report of the Clerk to the Fire and Rescue Authority was submitted to inform Members of the membership of the Authority as notified by the District Councils:-

Barnsley	Councillors J Andrews and A Cave
Doncaster	Councillors E Hughes, P Haith and C Ransome
Rotherham	Councillors A Atkin and A Buckley
Sheffield	Councillors G Furniss, R Munn, S M Richards, C Ross and J Satur

RESOLVED – That Members noted the membership of the Authority as notified by the District Councils.

5 AUTHORITY GOVERNANCE ARRANGEMENTS

A report of the Clerk to the Fire and Rescue Authority was submitted to determine the appointment of Members to the Committees, Boards and Policy Development Group and also the appointment of Chairs and Vice-Chairs of the Committees (other than the Appeals and Standards Committee).

Councillor Andrews requested that a report setting out the benefits of the Workforce and Organisational Development Board as compared to the Joint Liaison Forum (JLF) be presented to the Authority Meeting on 27 July.

RESOLVED – That Members:-

- i) Approved the meeting structure as set out below:-

Committee/ Working Party	Terms Of Reference	Members
Audit Committee	The agreed terms of reference are set out at Appendix A . Please note that all members of the Authority (except the Chair and Vice-Chair) are members of the Audit Committee. The Authority is requested to appoint Councillors Furniss, Munn, Hughes and Haith to serve on the Audit Committee.	S M Richards (Chair), C Ross, A Buckley, J Satur, and C Ransome 3 Independent Members:- Mrs A Bingham Mrs C Marshall Mr C Wane
Appointments Committee	The agreed terms of reference are set out at Appendix B . Please note that members do not usually serve on both the Appointments and the Appeals Committee.	J Andrews, A Atkin, J Satur, C Ransome, E Hughes and S M Richards
Appeals and Standards Committee	The agreed terms of reference are set out at Appendix C .	C Ross, A Cave, A Buckley, P Haith, R Munn and G Furniss
Principal	The agreed terms of reference are set out at Appendix D .	C Ransome A Atkin (sub)

**Fire and Rescue Authority
29 JUNE 2015**

Officers Review Committee A		S Richards G Furniss (sub) R Munn J Andrews (sub)
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Principal Officers Review Committee B	The agreed terms of reference are set out at Appendix D .	A Atkin C Ross (sub) E Hughes A Buckley (sub) A Cave R Munn (sub)
Principal Officers Review Committee C	The agreed terms of reference are set out at Appendix D .	C Ross A Atkin (sub) A Buckley J Andrews (sub) J Satur G Furniss (sub)
Workforce and Organisational Development Board	The future of the Workforce and Organisational Development Board was currently under review, and would be considered at the Fire Authority Meeting on 27 July 2015.	
Policy Development Group	The agreed terms of reference are set out at Appendix F .	J Andrews, A Atkin, S M Richards P Haith
Scrutiny Board	The agreed terms of reference are set out at Appendix G . Please note that currently all members of the Authority (except the Chair and Vice-Chair) are members of the Scrutiny Board. However, the membership of Scrutiny Board should be the six Members not nominated to serve on Workforce and Organisational Development Board above. It should still exclude the Chair and Vice-Chair.	A Buckley (Chair), C Ross, J Satur, S Richards, C Ransome and E Hughes
Collaboration & Shared Services 'Task and Finish' Group	This is a sub-group of the Scrutiny Board and is made up of a Member from each District Council. The Key Areas of Focus are set out at Appendix I .	A Cave, A Buckley, S Richards and E Hughes

Stakeholder Engagement Board	The agreed terms of reference are set out at Appendix H .	All FRA Members J Satur (Chair)
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- ii) Approved the terms of reference of the Committees as set out in Appendix A to H.
- iii) Appointed Members to Committees where vacancies exist, noting the split between Scrutiny Board and Workforce and Organisational Development Board.
- iv) Appointed Councillors Furniss, Munn, Hughes and Haith to serve on the Audit Committee.
- v) Appointed the Chair and Vice-Chair (if required) of each Committee and Board (other than the Appeals and Standards Committee).
- vi) Noted that the Workforce and Organisational Development Board was currently under review, and that a report setting out the work of the Board would be presented to the Authority Meeting on 27 July 2015.

6 FUTURE MEETING DATES 2015/16

A report of the Clerk to the Fire and Rescue Authority was submitted to set out a schedule of meeting dates for the Authority in 2015/16.

RESOLVED – That Members:-

- i) Agreed the current governance framework of 8 meetings per year for both FRA and Policy Development Group, 6 meetings of Audit Committee underpinned by the Appeals and Standards Committee, Appointments Committee and the three Boards (Stakeholder Engagement, Workforce and Organisational Development and Scrutiny).
- ii) Approved the suggested schedule of meeting dates for 2015/16 set out below:-

Fire and Rescue Authority	Audit Committee	Workforce & Organisational Development Board	Scrutiny Board	Stakeholder Engagement Board
29 June 2015* (Annual & Ordinary)			18 June 2015*	17 June 2015*
27 July 2015*	27 July 2015*	July 2015**		
21 September***	21 September 2015*	September 2015**		16 September 2015*
19 October 2015*				
30 November	30 November	November 2015**	26 November	

2015*	2015*		2015	
				9 December 2015*
4 January 2016	4 January 2016	January 2016**		
15 February 2016			February 2016**	
	21 March 2016	March 2016**		March 2016**
11 April 2016				
	16 May 2016			
27 June 2016 (Annual & Ordinary)			June 2016**	June 2016**
25 July 2016	25 July 2016	July 2016**		
19 September 2016	19 September 2016	September 2016**		September 2016**
17 October 2016				
28 November 2016	28 November 2016	November 2016**	November 2016**	
				December 2016**

* Meeting dates already arranged.

**Meeting dates to be arranged.

***Proposed change from dates already agreed at the request of SYFR.

7 ARRANGEMENTS UNDER SECTION 41 OF THE LOCAL GOVERNMENT ACT 1985

A report of the Clerk to the Fire and Rescue Authority was submitted to request that the Authority considered the appointments of District Council representatives under Section 41 of the Local Government Act 1985.

RESOLVED – That the Authority agreed to appoint the following Members to answer questions at meetings of the constituent councils on the discharge of the functions of this Authority:-

Authority	Member	Substitute
Barnsley	Cllr J Andrews	Cllr A Cave
Doncaster	Cllr P Haith	Cllr E Hughes
Rotherham	Cllr A Atkin	Cllr A Buckley
Sheffield	Cllr S Richards	Cllr J Satur

8 OUTSIDE BODIES

A report of the Clerk to the Fire and Rescue Authority was submitted in order for the Authority to consider whether it wished to re-affiliate to the various outside bodies

listed in the report, and to consider representation of the Authority on outside bodies.

RESOLVED – That Members agreed:-

- i) To re-affiliate to the various outside bodies listed in the report.
- ii) To appoint representatives to serve on the outside bodies as set out below for 2015/16, and that in accordance with Standing Order 24, the appointments continue until the next annual meeting of the Authority, or membership ceases:-

Outside Body	Member Representation
LGA General Assembly	Section 41 Members
LGA Fire Commission	Chair/Vice-Chair or their nominee
LGA Urban Commission	Chair & Vice-Chair or their nominee
LGA Rural Commission	Chair & Vice-Chair or their nominee
Association of Metropolitan Fire Authorities (AMFRA)	Councillors Andrews and Atkin
Yorkshire Purchasing Organisation (YPO)	Councillor A Atkin
Community Safety Partnerships	Section 41 Members
Rotherham Partnership Governance Board	Councillor Atkin (Sub Councillor Buckley)

CHAIR

SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

ORDINARY MEETING

29 JUNE 2015

PRESENT: Councillor J Andrews (Chair)
Councillor A Atkin (Vice-Chair)
Councillors: A Buckley, A Cave, G Furniss, P Haith,
C Ransome, C Ross, S M Richards and J Satur

D Cutting, M McCarthy, L Noble and M McCoolle (South
Yorkshire Joint Authorities)

J Courtney, J Roberts, S Chu, B Sandy and M Topham (South
Yorkshire Fire & Rescue Service)

F Foster and D Hanson (BMBC)

Apologies for absence were received from Councillor
E Hughes, Councillor R Munn, R Bywater, ACO M Blunden,
A Frostdick, J Bell, I Rooth and G Kirk

1 APOLOGIES

Apologies for absence were noted as above.

2 ANNOUNCEMENTS

None.

3 URGENT ITEMS

None.

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

RESOLVED – That agenda item 22 entitled ‘Occupational Health Provision’ be considered in the absence of the public and press.

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

Councillor Cave declared a non-pecuniary interest, stating that her husband was the Education Director for the Fire Brigades’ Union (FBU).

6 REPORTS BY MEMBERS

Councillor Atkin referred to a recent meeting of the Fire Commission on 26 June 2015 in London; Neil O’Connor, Director of Fire and Resilience, had attended in place of the new Fire Minister Mark Francois, who hoped to attend a future

meeting. Neil O'Connor had made reference to fire services coming under the Police and Crime Commissioners, and he had reiterated the Conservative Manifesto which stated that they would enable police and fire services to work more closely together and to develop the role of police commissioners; a unanimous consensus across all parties had indicated that people were not happy with this suggestion. It was noted that there would be no top down mergers of fire authorities. The Fire Commission appreciated the amount of collaboration being undertaken and a survey would be circulated for each fire authority to provide individual information. Members noted that there had been no indication for the release of the Thomas Report, an independent review into firefighter terms and conditions.

Councillor Richards referred to recent visits at Aston Park and Lowedges Fire Stations. One of the stations had shown a positive response to CPC, in comparison to the other. She had also visited Tankersley Fire Station, where she had found a talk about the equipment and work undertaken to be interesting. Councillor Richards gave thanks to Elm Lane Fire Station for attending the Firth Park Summer Festival on 28 June, where they had given a chip pan fire demonstration.

7 RECEIPT OF PETITIONS

None.

8 TO RECEIVE ANY QUESTIONS OR COMMUNICATIONS FROM THE PUBLIC

None.

9 MINUTES OF THE AUTHORITY MEETING HELD ON 16 FEBRUARY 2015

RESOLVED – That the minutes of the Authority meeting held on 16 February 2015 be agreed and signed by the Chair as a correct record.

10 LEAD MEMBERS: ANNUAL REVIEW AND FORWARD LOOK

A report of the Clerk to the Fire and Rescue Authority was submitted to examine the existing Lead Member roles and to make recommendations for those to continue.

L Noble corrected an error on the report; Councillor Richards was the Sheffield Section 41 Member, and Councillor J Satur was the Chair of the Stakeholder Engagement Board.

Lead Member roles had commenced in September 2007, and had worked extremely well in supporting the Authority in key areas of work.

RESOLVED – That the Authority:-

- i) Considered the existing Lead Member roles as detailed at paragraph 2 of the report.

- ii) Nominated Councillor Cave to serve as Lead Member for Equality and Inclusion.
- iii) Noted the revised Lead Member role profile at Appendix A to the report.

11 WEBCASTING

A report of the Deputy Clerk was submitted to seek Members approval for renewing the contract to webcast meetings of the Authority and to inform Members regarding some planned changes to how the contract was managed.

The current webcasting contract was shared with the Authority, Pensions Authority, Transport Committee of the Sheffield City Region Combined Authority, and the Office of the Police and Crime Commissioner (OPCC). Further clarity was sought from the OPCC and the Sheffield City Region Combined Authority, to establish whether they wished to continue with the webcasting contract.

M McCarthy commented that he would like to investigate other potential clients who could contribute towards the cost of the overall contract.

Following the integration of the Joint Secretariat's functions with Barnsley MBC, there was an opportunity to include the facilities at Regent Street with those at Barnsley Town Hall in one single contract. The renewal dates for the separate contracts were aligned via the short term extension, which provided a basis for exploring further financial and joint contracting options. There had been a total of 8,691 live and archived viewings of Authority meetings over the last 12 months.

RESOLVED – That Members:-

- i) Approved a short term extension to the webcasting contract to align with Barnsley MBC's webcasting contract renewal date (7 August 2015), (at a cost of c£540), to enable consideration of joint contracting and cost saving options.
- ii) Agreed that a further report would be presented to the Authority Meeting on 21 September 2015, to give consideration to extend the contract for a further year, beyond 7 August 2015.
- iii) Noted the commencement of a study to consider the longer term aspirations for webcasting and online communications for the webcasting partners and South Yorkshire districts.

12 CLOSE PROXIMITY CREWING (CPC) 6 MONTHLY REVIEW

A report of the Chief Fire Officer and Chief Executive was submitted which provided a 6 monthly update to Members on the progress of the Close Proximity Crewing (CPC) shift system. The Service had commenced with CPC on 21 October 2014 at Aston Park and Lowedges Fire Stations, which had resulted in subsequent financial saving as a result of a reduction in staffing from 28 whole time posts to 14 whole time posts; the transfer to CPC was on a voluntary basis.

Councillor Richards raised the following points:-

- i) The reason why there had been an increase in overall fire calls?
- ii) The firefighters at Tankersley Fire Station were uncertain when it would become a CPC station.
- iii) In relation to the online questionnaire for Aston Park CPC staff, she queried whether there should also be a questionnaire for the staff at Lowedges Fire Station, and also at all of the other fire stations?
- iv) She requested that the Scrutiny Board continued to receive updates on CPC prior to being presented to the Authority.
- v) Whether the day crewing trial, which was being undertaken in Barnsley, would be extended elsewhere; whether a progress report would be presented to the Authority, and whether this was more likely to suit single parent firefighters, or those firefighters who had a greater responsibility and required more certainty around shift patterns?

DCFO Roberts commented that whilst there had been some fluctuation in the number of fire calls, generally the numbers had not increased. Members noted that CPC was due to go live at Tankersley Fire Station on 17 November 2015; both Aston Park and Lowedges Fire Stations had been part of the online questionnaire. DCFO Roberts added that it was at the prerogative of Members to determine how long CPC was scrutinised; the trial for day crewing had commenced on the second pump at Barnsley Fire Station on 18 May 2015. As part of the Integrated Risk Management Plan (IRMP) for 2013-17, the Authority had approved up to 5 CPC stations; at all of the two pump stations, the second pump at those stations would move onto day crewing, to be managed on the age and retirement profiles of the organisation; a report would be presented to a future Authority meeting in relation to day crewing. In relation to night time arrangements, as part of the IRMP, this would be day staffed effectively following the same day duty times as a normal 2-2-4 station. There would be night time resilience for the provision of the second pump. There was a collective agreement with the FBU in relation to running the trial at Barnsley Fire Station; unfortunately the policy put in place was that it be accepted at the Brigade Committee, but due to the FBU having introduced new rules in relation to the new duty systems, this had been taken to a regional committee who had stated that the FBU accepted day crewing. The FBU then had to go back out to firefighters in relation to night time resilience arrangements. There had been enough interest from firefighters to run the night time resilience arrangements, which the Service was now in the process of commencing.

Councillor Buckley said that CPC was still in its infancy, with two stations having joined the system. He reassured Members, in his capacity of Chair of the Scrutiny Board, that the review would continue to be a standing item on the Board until Members felt this had run its course and it was complete. He hoped that a number of questions would be answered within the review.

Councillor Satur requested that the results of the CPC questionnaires be collated and presented to the Scrutiny Board.

Councillor Ross requested an explanation of the contrast between Low Edges and Aston Park.

DCFO Roberts commented that there had been a significant delay in going live with CPC due to staffing numbers, which had led to the Barnsley 2 and Rotherham 2

pumps being taken off of the run. As a result of the Rotherham 2 pump having been off of the run for a period of time, Aston Park had been used as part of a pre-determined attendance at incidents.

RESOLVED – That Members:-

- i) Noted the contents of the report.
- ii) Agreed that the Scrutiny Board continue to receive updates on CPC.
- iii) Noted that the results of the CPC questionnaire be collated and submitted to Scrutiny Board.

13 OUTTURN REPORT 2014/15

A report of the Chief Fire Officer and Chief Executive & Clerk and Treasurer was submitted to inform Members of the final outturn position for the 2014/15 financial year, and it also sought to explain the key revenue variances that occurred during the whole of the financial year together with a more detailed analysis of the variances in the final quarter of the year.

Members noted a predicted underspend position of £2.915m, which as explained in the last monitoring report presented to the February 2015 Authority Meeting, had reduced to £2.896m, a small reduction of £19,000.

RESOLVED – That Members noted and approved the report.

14 STRATEGIC AND OPERATIONAL PLANS - UPDATE REPORT

A report of the Deputy Chief Fire Officer was presented to update Members on the progress of the Authority's 2013-17 Strategic and Operational Plans.

Members noted that the new Strategic and Operational Plans for 2013-17 had been adopted by the Authority in November 2013; there were no significant changes to the IRMP. Fire and Rescue Authorities were required to have arrangements in place to keep their IRMP under review, and to ensure it covered a minimum 3 year period.

Since the last progress report to the Authority in June 2014, many of the Authority's decisions had been successfully implemented, which were essential to reducing the Service's operating budget, and to adapt to future challenges:-

- Close Proximity Crewing had been introduced at Lowedges and Aston Park Fire Stations in October 2014, and this was working successfully.
- Day crewing had been introduced in May 2015 at Barnsley Fire Station.
- The Transformation Funding bid for £560,000 had been successful, to relocate staff at Maltby to share facilities on the existing Police Station site.
- The Service supported Yorkshire Ambulance Service (YAS), in gaining entry into properties for medical emergency purposes, which added to the public value provided by the Authority.
- The Support Services Review had been agreed, with a significant portion having been implemented, and would save approximately £600,000 per year in support staff costs.

- The establishment of an ongoing review of procurement, which had saved over £250,000 in 2014/15 from support service non-pay budgets.
- The two new fire stations at Sheffield Parkway and Birley Moor, which had been a legacy from the previous IRMP, were expected to be completed on 30 June, the equipment would be transferred to the stations between 30 June to 14 July, and it was intended that the stations would be operational from 17 July 2015.

RESOLVED – That Members noted the report and the significant progress made in implementing the IRMP during the past year.

15 ANNUAL CORPORATE PERFORMANCE REPORT FOR 2014/15

A report of the Chief Fire Officer & Chief Executive/Clerk to the Fire and Rescue Authority was submitted to provide Members with the Annual Corporate Performance Report for 2014/15, and set out the final 2014/15 outturn positions for South Yorkshire Fire and Rescue's suite of Local Performance Indicators.

DCFO Roberts commented that the report had been presented to the Scrutiny Board on 18 June 2015; the Board took a more themed approach to scrutiny, looking holistically at an area of service or a function. The following exception reports had been included for the performance indicators:-

LPI 1.2 – Accidental Dwelling Fires

LPI 1.4 – Fire Deaths and Injuries

LPI 1.3 – Fires in Non-Domestic Premises

LPI 1.7 – Arson Incidents

LPI 1.6 – Special Service Incidents attended involving people (Excluding RTCs)

Councillor Buckley commented that the Scrutiny Board, following scrutinization, had been more than satisfied with the report.

RESOLVED – That Members:-

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

16 FRA BUSINESS PLAN - PERFORMANCE MEASURES: JANUARY 2015 - JUNE 2015

A report of the Clerk to the Fire and Rescue Authority was submitted to provide Members with the fifth update on the progress against the agreed FRA Business Plan Performance Measures for January 2015 – June 2015, and to invite comments on the content and reporting format.

Members noted that at the 25 June 2012 Authority Meeting, the FRA Business Plan and performance measures had been approved, with the resolution to receive updates twice yearly on those performance measures; the first update had been reported to the Authority on 17 December 2012. It was noted that many of the

performance measures were qualitative, rather than quantitative, and could be open to a degree of subjectivity.

RESOLVED – That Members noted the six-monthly update.

17 ANNUAL REVIEW OF RISK MANAGEMENT 2014/15

A report of the Chief Fire Officer & Chief Executive/Clerk to the Fire and Rescue Authority was submitted which set out the Fire Authority and Service's arrangements for managing risk in accordance with the Authority's Corporate Risk Management Policy, which stated 'An annual report would be made to the full Fire Authority detailing progress made in addressing all Corporate Risks for the past year', together with details of the Governance arrangements around Corporate Risk Management and risk management developments during the year.

RESOLVED – That Members:-

- i) Noted the contents of the report.
- ii) Considered the appropriateness of the arrangements.

18 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 2014 – June 2015). The Scrutiny Board had been established in 2008 and had a specific remit and protocol which was reviewed annually, or as and when deemed necessary.

RESOLVED – That Members:-

- i) Noted the scrutiny activity from June 2014 to the present.
- ii) Continued to support themed scrutiny reviews, as appropriate, around the Change Management Programme.
- iii) Agreed to support the referral process for any topic or area from other Authority Committees or Boards to the Scrutiny Board as appropriate.
- iv) Continued to support scrutiny and challenge across the full range of Fire Authority meetings.

19 MEMBER LEARNING AND DEVELOPMENT - REVIEW AND THE YEAR AHEAD

A report of the Clerk to the Fire and Rescue Authority was submitted which provided Members with a review of learning and development undertaken in 2014/15, a forward look to learning and development in 2015/16 and wider regional and sub-regional developments.

Members noted that the South Yorkshire Member Development Officer Network met regularly in order to network, jointly develop, procure and deliver sub-regional

learning and development. A saving of almost £300 per authority had been achieved during 2014/15 following the joint commissioning of a 'gold standard' trainer to deliver Questioning and Listening Skills in Rotherham, Sheffield and Barnsley.

The Authority's Charter status would expire during the year, and as agreed by Members in 2014, reassessment would be undertaken during the autumn. The Authority was the only authority with Charter status in Yorkshire and Humberside. It was hoped that the Authority would be assessed at Charter Plus status, and if successful, the Authority would be the first in the UK to achieve this status.

Following today's AGM, L Noble would contact Members, in particular the new Members to the Authority, to arrange development discussions, discuss new Member roles and to provide information on the 2015/16 Learning Development offer.

Councillor Cave was available to support Members in her capacity as Lead Member for Learning and Development.

Councillor Cave gave thanks to L Noble for a comprehensive report, and she thanked Members for their participation in the development work. Members were requested to contact either L Noble or herself, if any gaps in the development work were identified.

L Noble commented that a further Fire Leadership Essentials Programme would be held in October 2015, and a provisional place would be available for the Authority.

RESOLVED – That Members:-

- i) Noted the skills, learning and development acquired in 2014/15.
- ii) Agreed to a process of Development Discussions in July 2015 for all new and existing Members which would inform an appropriate and targeted Learning and Development schedule for 2015/16.
- iii) Noted the regional and sub-regional developments.
- iv) Noted the progress towards achieving Charter or Charter Plus Status in Autumn 2015.

20 KEY ISSUES FROM THE WORKFORCE AND ORGANISATIONAL DEVELOPMENT (WOD) BOARD HELD ON 15 APRIL 2015

Members were provided with a summary of the key issues discussed at the Workforce and Organisational Development Board (WOD) held on 15 April 2015.

RESOLVED – That Members noted the contents of the report.

21 KEY ISSUES FROM THE SCRUTINY BOARD HELD ON 18 JUNE 2015

Members were provided with a summary of the key issues discussed at the Scrutiny Board held on 18 June 2015.

RESOLVED – That Members noted the contents of the report.

22 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.

23 OCCUPATIONAL HEALTH PROVISION

A report of the Chief Fire Officer & Chief Executive and Clerk was submitted which presented options for the future delivery of Occupational Health services within Humberside Fire and Rescue Service and South Yorkshire Fire and Rescue.

RESOLVED – That Members approved the commencement of a 12 week consultation period for the three options set out within the report and appendices.

CHAIR

S41 MEMBER BRIEFING NOTE



MARCH 2015

Please find below information from your Section 41 Member representative on South Yorkshire Fire and Rescue Authority:-



Events give low down on second round of fire service fund

Community and voluntary groups and other stakeholders have been finding out more about the second round of a SY Fire & Rescue funding scheme at one of four events being held across South Yorkshire.

Delegates at the events heard from Fire Service Officers about what the Service is doing to prevent and protect people from the risk of Fire, and what they can do to help us to target those who are most at risk, to make community safety work joined-up and respond to local needs.

The events also showcased some of the successful Round 1 projects to highlight the diversity of the partnership work that the Fund is supporting.

In Round 2 of the Fund, groups will be able to bid for as little as £5,000 or as much as £150,000 to support projects which reduce injuries, save lives and make South Yorkshire safer. Key objectives for the fund include prioritising the most vulnerable, collaboration and data sharing.

South Yorkshire Fire & Rescue wants dozens of registered charities, community organisations and partner agencies to come forward and apply for grants from the fund, which has been set aside from its governing Fire Authority's reserves.

During the first round of funding last year, a total of £500,000 was awarded to 19 different bidding organisations.

Round 2 of the Stronger, Safer Communities Reserve will open on 7 April, and close on 1 May 2015.

More information is available from Rhona Bywater at: rbywater@syjs.gov.uk

Fire Authority Finance In 2015 / 2016

South Yorkshire Fire and Rescue will be able to recruit up to 16 new firefighters, following the budget-setting meeting of its governing Authority today.

Members decided to increase the Fire share of Council Tax by around 3p per week, raising an additional £424,000 per year. The Fire Service has said it will put the money towards the first recruitment of full time firefighters since 2009.

The Authority decided to raise its share of Band D Council Tax in South Yorkshire by £1.28 per year, to £66.32. It rejected the alternative of a Government grant to freeze Council Tax, which would have brought in around £163,000 less.

Cllr Jim Andrews, Chair of the Authority, said: *"We are absolutely committed to protecting frontline firefighting, which we know is so strongly valued by the people of South Yorkshire. Whilst the decision to propose increasing our part of the council tax was not taken lightly, this small increase will help us to bring new firefighters into the service for the first time in several years and they will be an important resource for a long time to come."*

Chief Fire Officer James Courtney said: *"I thank the Authority for maximising the resources available to me and will put this additional funding straight into frontline firefighting. We hope people will realise that this decision will help to safeguard the strength of our fire service for the future, ensuring the outstanding skills and experience of our current workforce can be passed on to a new generation of firefighters."*

General Election Manifesto

South Yorkshire Fire & Rescue (SYFR) has produced a 2015 General Election Manifesto, outlining the policies it is calling on the next Government to adopt, to enable the best possible delivery of fire and rescue services to the county.

The Manifesto calls for locally-agreed shared services or merger arrangements, not compulsory regionalisation or the creation of a single national fire service. It also calls for a review of the fire funding formula for Government grants, which South Yorkshire believes funds our Authority unfairly compared to others around the country.

SYFR also calls for the national pensions dispute with the Fire Brigades Union to be resolved as soon as possible, and for recognition that the Fire Service can expand its role to reduce demands on the over-stretched NHS.

All elected Members in South Yorkshire will receive a copy of the Manifesto in the post over the next few days.

Sheffield Fire fatality

A man sadly died after a fire at his home on Manor Park Road, Sheffield, on Tuesday 17 February, despite the best efforts of fire crews. Early indications from the fire investigation suggest that the cause was accidental. The Service will liaise with South Yorkshire Police and the Coroner to produce a full investigation report in due course.

Fire station crewing

In line with the Authority's 2013-17 Operational Plan, which was consulted upon and approved in 2013, some of the less busy South Yorkshire fire stations are adopting a new staffing arrangement. This provides exactly the same service to the public but with half the number of staff. Savings to the taxpayer are around £400,000 per station, per year. The first two "Close Proximity Crewing" stations went live in October 2014 at Lowedges (in Sheffield) and Aston Park (in Rotherham). The third station to switch will be Edlington in Doncaster (in July 2015) and Tankersley in Barnsley (in November 2015). A Member Briefing with further information on this change is available upon request.

S41 MEMBER BRIEFING NOTE



APRIL 2015

Please find below information from your Section 41 Member representative on South Yorkshire Fire and Rescue Authority:-

Please find below information from your Section 41 Member representative on South Yorkshire Fire and Rescue Authority:-

**STRONGER
SAFER
COMMUNITIES
RESERVE** 

Round 2

Gearing up to launch Round 2 of the community grant fund, SY Fire & Rescue held stakeholder events in Barnsley, Doncaster, Rotherham and Sheffield in February & March. Designed as 'meet the funders', the events provided information about the aims and objectives, SYFRS prevention and protection priorities, the application and assessment process and equality and inclusion considerations for potential applicants.

The events were also a great opportunity to showcase some of the successful first round bids to highlight how the Fund has delivered innovation to help the Fire Service reach some of the most vulnerable people in our communities, build resilience and keep them safe from emergencies.

Round 2 of the Fund is looking for more projects that add value to existing partnership work and increase collaboration around shared issues such as wellbeing, troubled families, education, diversion and prevention. Approximately 200 partners from the third sector, public and private organisations attended the events with positive feedback

from attendees who found the events informative and inspirational.

Round 2 of the SSCR opens on 7 April and closes on 1 May.

Information and application forms will be available online at:

www.syfire.gov.uk

www.southyorks.gov.uk

Minister's Announcement Follows South Yorkshire Campaign

South Yorkshire fire officers have welcomed the announcement that the government plans to introduce vital life-saving legislation on smoke alarms in rented properties ahead of the General Election.

South Yorkshire Fire & Rescue called for new laws requiring smoke alarms to be fitted in all privately rented homes, following the death of a young child in Conisbrough.

Libby-Jayne Hornsby, aged two, died after a fire at a rented property on Don Street, Conisbrough, Doncaster in October 2013. Fire investigators found no evidence of working smoke alarms inside the property, an inquest heard last year.

Campaigning on this issue, which will also require privately rented homes to be fitted with carbon monoxide detectors, has been led nationally by the Chief Fire Officers Association (CFOA).

Fire Minister Penny Mordaunt MP, speaking at the Local Government Association conference in Gateshead, said: *"Fire and rescue authorities will be very pleased that tenants in the private sector are to be given the protection from fire that they need. We will be working with them, and with the Chief Fire Officers Association, to make the transition for landlords as smooth as possible."*

South Yorkshire Fire & Rescue Area Manager Phil Shillito, said: *"The lack of legislation requiring smoke alarms to be fitted in privately rented properties was highlighted at Libby's inquest. Although we will never know for sure if smoke alarms would have made a difference at that incident, fire services nationally have been campaigning on this critical issue for some time, so it's excellent that all that hard work has paid off."*

Preparations for the new powers requiring landlords to fit detectors in private rented homes have been completed, so the legislation will now be laid before parliament before the end of this parliamentary session. The government's own impact assessment suggested that over 200 lives could be saved nationally over the next 10 years by the introduction of this legislation. The draft new laws would be enacted by the Government as part of the Energy Act, which was given Royal Assent in December 2013.

Fire Service Sprinklers Plea

The fire service said sprinkler systems are key to preventing businesses going bust after a major fire, during a national awareness week in March.

South Yorkshire Fire & Rescue has tackled more than 500 fires in non-domestic properties over the last three years. The most serious of these incidents can take fire engines several hours to tackle, as well as potentially putting the company involved out of business.

But fire safety officers say sprinklers are the most effective way to ensure that fires are suppressed or even extinguished before the fire service can arrive.

Sprinklers save lives and reduce injuries, protect firefighters who attend incidents and reduce the amount of damage to both property and the environment from fire.

Currently, only commercial premises greater than 20,000m² must have sprinkler systems installed. The fire service, through the Chief Fire Officers Association, is currently campaigning for this threshold to be lowered.

Technical fire safety manager Amy Jenkinson, said: *"A sprinkler system can quickly suppress a fire before it gets out of control. When you consider the huge costs associated with a commercial premise fire such as rebuilding, relocation, loss of equipment, stock and trading, it seems like an obvious move to install a sprinkler system, but many businesses still don't."*

South Yorkshire Fire & Rescue has already helped pioneer a drive for sprinklers to be installed in residential properties. In 2011, sprinklers were retro-fitted into a block of flats in Gleadless after a grant from the British

Automatic Fire Sprinkler Association. It was the first scheme of its kind in the country.

It is also working with Sheffield City Council on a scheme to fit domestic sprinkler systems in hundreds of social housing properties across the city.

Chief's Commendation For Rescue Heroes

Members of the public who helped rescue a man from a serious flat fire have been awarded the fire service's highest honour.

When a fire broke out at a flat on Carr Road, Deepcar, Sheffield on 22 December 2013, two members of the public Zoe Evans and Mathew Evans were driving past and noticed blackened windows and smoke issuing from the flat. The pair went to investigate and discovered the flat on fire with a man trapped inside and unable to find his keys to unlock the door.

Zoe quickly called 999 and alerted her stepfather Paul Bennett, who arrived moments later. Paul and Mathew were able to kick the door down and lead the man to safety before extinguishing the blaze with buckets of water.

Now all three members of the public have been awarded the Chief Fire Officer's Commendation – the highest fire service award for displaying outstanding bravery, quick thinking and placing their own safety at risk to carry out this life saving rescue. They were presented with their certificate at a formal ceremony in front of fire crews, family and friends at South Yorkshire Fire & Rescue's (SYFR) Rivelin fire station in Sheffield.

Mathew Evans said; *"We got out of the car and went to have a look, we knocked on the door and realised it was a lot worse than we thought. There was that much smoke we just thought we had to do something."*

Paul Bennett said; *"We opened the kitchen window and saw the chap inside. We went round the back and kicked in the door. We just knew we had to get him out"*.

Zoe Evans said; *"I just remember seeing smoke and telling Mat there was a fire. I was scared for Mat and Paul – there was thick,*

black smoke. But I'm glad they did it and today has been brilliant."

SYFR's Deputy Chief Fire Officer Mark Shaw said: *"Had it not been for the combined efforts of these three brave people, this fire could easily have resulted in a fatality.*

"Our advice to the public in the event of a fire is to get out and stay out until we arrive on the scene. However, we recognise that in exceptional circumstances such as this one, acts of bravery are appropriate and should be recognised as such."

S41 MEMBER BRIEFING NOTE



JUNE 2015

Please find below information from South Yorkshire Fire and Rescue Authority:-

**STRONGER
SAFER
COMMUNITIES
RESERVE**

Grant for state-of-the-art sprinkler system at Oak Close Supported Housing Scheme, Wath-upon-Dearne

Customers will enjoy peace of mind when they move in to properties at Oak Close Supported Housing Scheme in Wath-upon-Dearne. Their home will be protected by the 'Gold Standard' in fire safety thanks to the partnership between South Yorkshire Housing Association (SYHA) and South Yorkshire Fire and Rescue Service.

The scheme is purpose-designed to enable people with learning disabilities to live as independently as possible while still enjoying communal facilities that promote a sense of community.

South Yorkshire Fire and Rescue Authority's Stronger, Safer Communities Reserve Fund awarded a grant of £25,878 to pay for the sprinkler system at the SYHA scheme 2015 just in time to celebrate National Fire Sprinkler Week in March 2015.

The funding to install state-of-the-art sprinkler technology is the icing on the cake for this scheme. The previous care home that was owned by SYHA had become outdated and vacancies were becoming increasingly difficult to fill. SYHA, in close partnership with Rotherham Doncaster and South Humber NHS Foundation Trust Rotherham Metropolitan Borough Council and Rotherham Clinical Commissioning Group put in a successful application for

Department of Health innovation funding to replace most of the existing home to provide this new exciting development.

The £160m Care and Support Specialised Housing Fund (CASSH), managed by the Homes and Communities Agency (HCA), is the first specialist housing fund from the Department Of Health

The new apartments are currently being constructed by O&P Construction Services Ltd and the grand opening is expected to take place in early June 2015.



Pictured from l-r: Dee Hiley, Project Co-ordinator for SYHA, John Healey MP, Amy Jenkinson Fire Safety Manager, Barbara Walsh, SYHA Chair, Councillor Alan Atkin, Vice Chair, SY Fire & Rescue Authority, Stuart Oxley, O&P Construction Managing Director, Roger Brason, Technical Fire Safety Officer, & Andy Marshall, O&P Construction Contractors Manager.

UK first fire funding scheme making thousands in South Yorkshire safer

A UK first fire service funding stream has made the lives of tens of thousands of South Yorkshire residents safer, a year after the first cash was handed out.

Around £500,000 was given to community groups, charities and other partners via South Yorkshire Fire Authority's Safer Stronger Communities Reserve.

Under the groundbreaking scheme, groups were able to bid for as little as £5,000 or as much as £250,000 to support projects which reduce injuries, save lives and make South Yorkshire safer.

Key objectives for the fund include prioritising the most vulnerable, collaboration and data sharing. Highlights of the scheme which saw 19 different organisations receive money last year, included:

- 3,000 baby room thermometers handed out to all expectant parents in Barnsley. The thermometers are specially designed to include display important messages about fire safety and smoke free homes, and could be adopted nationwide.
- A cutting edge research project to help the fire service predict where fires are most likely to occur in the future. The research is being led by Sheffield Hallam University and University of Sheffield
- A Doncaster Council led 'Fakes Cause Fires' campaign which is using posters, videos and pocket sized information cards to educate residents about the fire dangers associated with buying counterfeit goods
- Accessible training sessions, workbooks, DVDs and other educational resources suitable for people with learning difficulties and autism, developed by Rotherham charity Speakup Self Advocacy
- Sprinklers for vulnerable older people at a sheltered housing complex in Barnsley. The potentially life saving systems were fitted at Churchfields, owned by Berneslai Homes

Fire Authority Chair Cllr Jim Andrews, said: *"All the year one funded projects are excellent examples of how a small level of financial support from the Fire Authority can enable local communities to make a real difference in improving fire safety. The fund was heavily over-subscribed last year and the 19 projects the Authority gave money to really were the best of the best. It's brilliant to now be able to see many of those funded projects making tens of thousands of local people safer."*

Head of Prevention and Protection Steve Helps, said: *"Fires have been falling steadily in South Yorkshire for many years and the county is safer now than it has been at any time in its history. But for as long as people continue to suffer the devastating effects of fires, there will always be more work to do."*

"The best way for us to further reduce emergency incidents is to work with partners like those which have received funding over the last year. It's these organisations which can help us reach the most vulnerable people in our communities."

Applications for a second round of funding have just closed, with decisions on the next batch of funded partners expected to be made in July. The £2 million fund has been set aside from the Authority's reserves.

"A particular focus for us in coming years is the wider positive impact the fire and rescue service can make in our communities, particularly in terms of improving people's health and wellbeing. Many of the schemes we've already funded reflect this aspiration."

Round 2 of the Stronger, Safer Communities Reserve Fund

Bids for Round 2 funding from the above Fund closed on Friday 1st May 2015.

A large number of bids have been received which will need to be carefully considered and evaluated against the criteria.

The Fire and Rescue Authority's Assessment Board will meet on 8th July 2015 to look at the bids, and it is anticipated the Authority meeting on 27th July 2015 will announce the successful applicants.

The Authority meeting is broadcast live as it happens and can be watched by following this [link](#). It is also available as an archive recording via the same link.

Big drop in arson down to youth work success

Arson in South Yorkshire has halved in the last three years, with the fire service crediting its ongoing community interventions with the big drop in anti-social behaviour incidents.

South Yorkshire Fire & Rescue attended 2,527 small, deliberate incidents like bin and grass fires in 2014/15- half the number it attended three years ago (5,082). Twelve years ago, in 2003/04, the figure was even higher- 11,303.

South Yorkshire Fire & Rescue head of Prevention and Protection Steve Helps, said:

"Deliberate fires still make up around three quarters of all the incidents we attend, but our ongoing arson reduction work continues to bring the numbers down."

"We are convinced that engaging with young people through targeted interventions like youth club work, education initiatives and fire station based learning projects is one of the best ways of building lasting, positive relationships which have long term benefits in

terms of reducing these unnecessary incidents. This ensures our fire engines are available to attend life threatening incidents."

Recent initiatives include a youth project held at Rotherham fire station, which aimed to highlight the consequences of anti-social behaviour and provide an intensive multi-agency work experience course to improve the life chances of the young people involved.

Arson cycle teams patrol known trouble spots during peak times of the year, speaking to youngsters about the consequences of arson.

Firefighters also deliver education packages to schools and safety teams visit youth clubs to deter fire setting.

South Yorkshire Fire and Rescue backs national dementia campaign

The fire service is calling on residents in South Yorkshire to check on older friends, relatives and neighbours who may suffer from memory loss, in a bid to cut house fires.

South Yorkshire Fire and Rescue supported Dementia Awareness Week in May, a national campaign which raises awareness of dementia and other illnesses that may incur memory loss.

Community safety staff attended events across the County throughout the week, including dementia cafes and coffee mornings, meeting older people and offering them advice on preventing fires.

The fire service is also training dozens of its own staff to become Dementia Friends - a Government backed initiative which teaches people a little bit more about what it's like to live with dementia and then turns that understanding into action.

South Yorkshire Fire and Rescue is also a member of the Yorkshire and Humber Dementia Alliance, which is committed to tackling the growing issue of dementia within our communities.

Vulnerable Persons' Advocate Dianne Fox said:

"People with memory loss issues can be more at risk of having a fire due to for example, forgetting that they have left a pan on the stove. They may then become confused by the smoke alarm sounding and make the wrong decision about what to do, therefore putting themselves in danger."

South Yorkshire Fire and Rescue can offer a home safety check for people with memory

issues. These checks can help people to live independently more safely by giving advice about fire safety and offering equipment solutions and support advice.

To access this service residents can call 0114 253 2314 and state that they have a memory issue or that they care for a person with a memory issue and that they would like to arrange a home safety check.

The fire service also offers free smoke alarm test reminders by email, text message or tweet. To sign-up, visit www.pressthebutton.co.uk

Youth Project helps curb Sheffield arson

A partnership youth project has helped turn around anti-social behaviour on one of Sheffield's toughest estates.

South Yorkshire Fire and Rescue has worked with partners including Salvation Army and South Yorkshire Police to deliver a 10 week youth club project on the Badger Estate, Woodhouse.

The scheme sees youngsters meet once a week to take part in physical activities like football, basketball and dodgeball, as well as educational sessions around first aid, road safety and the consequences of anti-social behaviour.

The scheme runs from January to March each year, when the number of alternative, positive activities available to youngsters in the area is normally at its lowest.

It's had a big effect, cutting fires by a third. The number of anti-social behaviour fires in south east Sheffield fell from 52 in 2013 to 35 this year.

South Yorkshire Fire and Rescue's arson reduction officer, Steve Vinson, said: *"We can't say that this project alone has led to the big reductions in anti-social behaviour, but we are convinced that engaging with young people in this way is one of the best ways of building lasting, positive relationships which have long term benefits for the communities we serve."*

"It's only by working together that public agencies can put together initiatives like this one and we are grateful to all the partners involved in helping us deliver these youth clubs for the third year running."

S41 MEMBER BRIEFING NOTE



JULY 2015

Please find below information from South Yorkshire Fire and Rescue Authority:-

Four new Members for Fire and Rescue Authority

The Fire and Rescue Authority welcomed four new Members at its Annual Meeting held on 29th June:

Cllrs Roy Munn and Gill Furniss from Sheffield City Council



Cllrs Pat Haith and Eva Hughes from Doncaster MBC.



**STRONGER
SAFER
COMMUNITIES
RESERVE**



Sixty-four bids for Fire Service funding Scheme

Dozens of bids have been received for the second round of a Fire Service funding scheme which aims to make the lives of tens of thousands of South Yorkshire residents safer.

Bids from 64 different organisations including charities, community groups and other partners have been received for South Yorkshire Fire and Rescue Authority's Stronger, Safer Communities Reserve fund.

Last year, 19 different groups received around £500,000 to support fire prevention projects with money set aside from the Authority's reserves.

Key objectives for the fund including prioritising the most vulnerable, collaboration and data sharing.

Applications for this year's funding have now closed, and decisions on which second round bids will receive funding will be made in July.

Safety advice after Wake Road Inquest Verdict

The fire service has repeated safety warnings, after an inquest into the deaths of five people in a house fire in Sheffield concluded. The tragedy on Wake Road, Sheffield killed three generations of the same family in April 2014.

Recording a verdict of accidental death, coroner Chris Dorries described the fire as "a tragedy of unimaginable proportion" and said the cause of the fire was "undetermined."

Evidence was heard from forensic experts about electrical items which were found close to where the fire started. These included a mobile phone, phone charger and baby monitor charging cradle, but the coroner said none of these could be said to have caused the fire.

Smoke alarms were fitted in the property and operated that night, but the family initially believed it to be a false alarm. The fire spread quickly and was described by firefighters as being particularly ferocious. This was aided by doors within the house remaining open, which helped the fire to spread, the inquest heard.

South Yorkshire Fire and Rescue's head of community safety Kevin Ronan, said: "This was the most serious house fire in terms of loss of life that our crews have attended for many years. Our thoughts remain with the loved ones of those who died at what must be a time of enormous sorrow. Fires as serious as this are fortunately very rare, but when they do happen they affect our service

personnel and the wider community very deeply.

"We'd remind people that whilst smoke alarms have the potential to save lives in house fires, they will only do so if people take the appropriate action when the alarm sounds- to get out, stay out and call 999.

"One of our main safety messages during talks and safety visits is to shut internal doors at night to stop the spread of a fire in the event one does occur. Unfortunately it does not appear that this happened at this incident, meaning the blaze spread incredibly quickly."

Firefighters were praised during proceedings for their exceptional bravery, with Mr Dorries commending the first crew in attendance to the Chief Fire Officer for recognition.

Firefighters wearing breathing apparatus walked up a burning staircase in temperatures of more than 1000 degrees Celsius to search for casualties, the inquest heard.

"We echo the words of the coroner who commended the actions of the first crew in attendance. The inquest was told that this was the most ferocious domestic fire firefighters with more than 25 years' experience had ever attended, and it is right that their actions have been recognised", said Kevin.

One of those who died, 53-year-old Shabina Begum, has also been nominated for a posthumous Royal Humane Society award in recognition of her bravery in attempting to rescue her grandchildren from the fire.

Warning for smokers after House Blaze Death Inquest

Fire officers are again warning of the dangers of smoking in bed, following the death of a man in a Sheffield house fire.

They are also asking their partners in the health, housing and social care sectors to do more to help them identify those who are most at risk of fire, so that they can put extra measures in place to help prevent fatal fires.

Alec Connington, aged 54, died after a fire at his top floor flat on Manor Park Road, Sheffield.

A neighbour had raised the alarm after hearing smoke alarms in the property sounding at around 10pm on 17 February this year. Firefighters wearing breathing apparatus searched the property and put out the fire. They discovered the body of Mr Connington in the bedroom of the flat.

Mr Connington had received treatment for substance misuse for several years and was a heavy smoker. Fire investigators found more than 200 cigarette ends close to his bed, an inquest heard.

Recording a verdict of accidental death, deputy coroner Julian Fox said: *"Mr Connington's death is a further reminder that the dangers of smoking in bed can be very great and can easily lead to fatal fires."*

Station Manager Simon Rodgers, who investigated the cause of the fire, said: *"No one deserves to die in these circumstances and ultimately any house fire death is preventable, regardless of any other factors which may have contributed to that person's death. We want to use this case to call on our partners to do more to help us to identify those who are most at risk of fire, so that we can put useful measures in place to try to prevent this kind of tragic incident."*

Safety advice from preventing fires caused by cigarettes includes:

- Put out cigarettes properly and dispose of them carefully
- Never buy cheap, imported cigarettes- these don't meet modern EU guidelines designed to prevent fires
- Never smoke in bed- you can easily fall asleep, starting a fire

Fire Service Safety Advice ahead of Islamic Festival

The fire service is calling on South Yorkshire's Muslim communities to take extra care ahead of one of the most important periods in the Islamic calendar.

South Yorkshire Fire and Rescue fears people are more likely to be at risk of fire during Ramadan, which began on 18 June.

Ramadan lasts for 30 days and is observed by fasting during daylight hours, with cooking taking place before sunrise or after sunset.

Head of community safety Kevin Ronan, said: *"We recognise this is a really important time in the Islamic calendar, but want to make sure people observe it safely. In particular, people should take extra care to keep an eye on their cooking, as fasting could leave you feeling tired and more likely to become distracted or have an accident."*

"Smoke alarms are the best way of making sure that if a fire does occur, you have the vital extra minutes to escape. So make sure smoke alarms are fitted on every level of your home and test them regularly."

"It's also vital that if the smoke alarms do sound, everyone in the house knows what to do and knows how to escape, so talk this through with your family and loved ones."



Did you know you can watch all Authority meetings LIVE?

All Fire Authority meetings are open to the public and are broadcast live on the internet. Visit www.southyorks.gov.uk. You can also view previous meetings.

Whilst viewing the meeting you can contribute comments and debate proceedings with other viewers via CoverItLive or Twitter.

Follow the South Yorkshire Fire and Rescue Authority on Twitter



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SOUTH YORKSHIRE PENSIONS AUTHORITY

19 MARCH 2015

PRESENT: Councillor P Wootton (Chair)
Councillor R Wraith (Vice-Chair)
Councillors: E Butler, S Ellis, B Lodge, K Rodgers, L Rooney,
A Sangar, M Stowe and B Webster

Trade Unions: G Boyington (Unison), G Warwick (GMB) and
F Tyas (UCATT)

Officers: G Chapman (Head of Pensions Administration),
A Frosdick (Monitoring Officer), M McCarthy (Deputy Clerk),
M McCoolle (Senior Democratic Services Officer), I Rooth
(Head of Technical Services BMBC), D Hanson (HR Link
Advisor) and S Smith (Head of Investments SYPA)

Apologies for absence were received from Councillor
J Campbell, Councillor J Wood, R Askwith, J Hattersley,
B Clarkson, F Foster, J Bell and R Bywater

1 APOLOGIES

Apologies for absence were noted as above.

2 ANNOUNCEMENTS

None.

3 URGENT ITEMS

None.

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

RESOLVED – That the following agenda items be considered in the absence of the public and press:-

Item 16 'Treasury Management Strategy Statement 2015/16'.

Item 17 'Debt Write Offs'.

Item 18 'Release of Preserved Benefits – Compassionate Grounds.'

5 DECLARATIONS OF INTEREST

None.

6 MINUTES OF THE AUTHORITY MEETING HELD ON 15 JANUARY 2015

RESOLVED – That the minutes of the Authority meeting held on 15 January 2015 be signed by the Chair as a correct record.

7 WORK PROGRAMME

Members were presented with a copy of the cycle of future meetings work programme to 11 June 2015.

RESOLVED – That Members noted the contents of the report.

8 SECTION 41 FEEDBACK FROM DISTRICT COUNCILS

Councillor Wootton commented that the Section 41 Member Briefing Notes, sent from the Authority to Members, were always very well received.

9 BOARD CHAIRS' REPORTS

Councillor Wootton highlighted the following key points which had arisen over the previous few months:-

- In accordance with the compulsory transfer of members employed by the Probation Service, on 1 December 2014 a total of £115m had been transferred to the Greater Manchester Pension Fund.
- The Authority had responded to the DCLG consultation on governance.
- The Authority had won a Local Government Property Award for 2014.
- Further consultation had been undertaken on the governance and the introduction of the Local Pensions Board (LPB); there was a requirement for the LPB to be up and running by 1 April 2015.
- Following a tender process a consultant had been appointed to assist in the search for a manager of a buy and maintain bond mandate. Manager interviews would be held in mid April 2015 with an appointment target date of July 2015.
- The restructuring of the internally managed bond portfolios had begun in January. The draft Local Government Pensions Amendment Regulations had been issued by DCLG on 5 December 2014 and responses had been invited by 30 January 2015; Members had agreed that a response be sent to DCLG on behalf of the Authority.
- It had been another tough year for the authority, as it had attempted to balance the need of affordability, stability, prudence and sound governance, together with meeting the various challenges that the government and present day finances thrust upon the Authority.

Councillor Wootton commented that after over 30 years of service as a Councillor he would be standing down from his position when his term of office expired in 2015. Councillor Wootton added that the support he had received from his fellow Councillors in his capacity of Chairman had been greatly received and appreciated; he gave his sincere thanks to the Vice Chair, officers and staff, in particular the Fund Director, Head of Pensions Administration and Head of Investments for the assistance provided to him.

Members and officers expressed thanks to Councillor Wootton for all of his work provided to the Authority, and wished him the very best for the future.

Councillor Wraith requested that the Authority's sentiments to Councillor Wootton be placed on record, together with the thanks given to officers for the work undertaken during the last 12 months.

10 LOCAL GOVERNMENT PENSIONS SCHEME - ESTABLISHMENT OF LOCAL PENSION BOARD (LPB)

A report of the Clerk was submitted to update the Authority on the work undertaken to date in establishing a Local Pension Board (LPB) in accordance with Section 5 of the Public Service Pensions Act 2013.

M McCarthy gave thanks to the Members who had attended the Member Working Group, which had met following the last Authority Meeting in January 2015.

Members noted that formal approval had been sought from the Secretary of State for Communities, for the establishment of a Joint Board for the two administering authorities (LGPS and South Yorkshire Passenger Transport Pension Fund).

M McCarthy acknowledged the upcoming local elections, which would be a busy period for Members; he added that if the recommendations to the report were approved that appointment to the LPB would be made, initial training would be provided, and members of the LPB would be invited to the Authority's AGM on 11 June 2015, with a view to the first LPB meeting being held the following week.

Councillor Ellis suggested an amendment to the Constitution and Terms of Reference at Section 10.3, to indicate that the quorum for a meeting of the Board should be three members, with at least one member from each side.

Councillor Wraith suggested that the LPB be reviewed after a period of 12 months, and that any necessary adjustments to its' Constitution and Terms of Reference be made.

RESOLVED – That Members:-

- i) Noted the steps taken to date in establishing a Local Pensions Board.
- ii) Agreed the LPB Constitution and Terms of Reference set out in Appendix A as of 1 April 2015; subject to an amendment at Section 10.3, to indicate that the quorum for a meeting of the Board should be three members, with at least one member from each side.
- iii) Agreed the timetable for appointment to the LPB and the date of the first meeting.
- iv) Agreed that the LPB be reviewed after a period of 12 months, and that any necessary adjustments to its' Constitution and Terms of Reference be made.

11 QUARTER 3 PERFORMANCE SNAPSHOT REPORT

Members were presented with a copy of the Business Planning and Performance Framework's Snapshot Report for 2014/15 Quarter 3.

The Head of Pensions Administration updated the Board on the summary of statistics to 31 December 2014. Members noted that the usual casework performance statistics were currently unavailable for the reporting period, as a result of the reporting facilities not yet being fully developed on the new system; this was hoped to be reported to the June 2015 Board meeting.

Councillor Wraith gave thanks, on behalf of the Board, to the Head of Pensions Administration and his team, for the work undertaken during the transitional period onto UPM, the new pension's administration system.

RESOLVED – That the contents of the report be noted.

12 REVIEW OF CORPORATE STRATEGY

A report of the Clerk was submitted to ask Members to defer reviewing the Authority's Corporate Strategy until such time as the outcome of the various Government consultations regarding the future of the Local Government Pension Scheme was known.

RESOLVED – That Members agreed that no further review of the Authority's Corporate Strategy be considered until such time as the implications of the various proposed changes to the structure of the Local Government Pension Scheme had been clarified.

13 MEETINGS OF THE AUTHORITY AND BOARDS 2015/16

A report of the Clerk was submitted to consider the proposed schedule of Authority and Board Meetings during 2015/16.

M McCarthy commented that the Authority had liaised with colleagues in the districts to ensure there were no meeting clashes; if the cycle of meetings was approved today, the Authority would check the meeting dates again with the districts following the AGM's.

RESOLVED – That Members approved the following cycle of meetings for 2015/16:-

Pensions Authority	Corporate Planning & Governance Board	Investment Board
	2015	
11 June (Annual)*	18 June*	25 June*
	23 July	
		17 September
1 October		
	19 November	

3 December		10 December
	2016	
14 January		
		10 March
17 March	24 March	
9 June (Annual)	16 June	23 June

* Meeting dates already arranged

14 HUMAN RESOURCES - PROPOSAL TO IMPLEMENT THE NJC PAY AWARD FOR JNC OFFICERS 2014/16

A report of the Fund Director was submitted to seek Members approval to implement a single pay award for officers on both NJC* and JNC* conditions.

Members noted that in April 2014, BMBC who had previously operated a two tier pay structure and two evaluations systems, had introduced one pay structure and had used the nationally agreed job evaluation scheme for all jobs; BMBC now applied the NJC pay award across its whole pay structure.

RESOLVED – That Members endorsed the decision of the Chair and Vice Chair to approve the proposal to implement the NJC pay award to employees on JNC terms and conditions.

15 HUMAN RESOURCES - JNC OFFICERS EVALUATION

A report of the Fund Director was submitted to seek Members endorsement of the Chair and Vice-Chair's decision to award a job evaluation contract to Barnsley MBC regarding the Authority's officers on JNC* conditions.

Members noted that a job evaluation exercise had been undertaken by external consultants (Hay) in 2008 on behalf of the Authority for all staff engaged on NJC terms and conditions; the job evaluation exercise did not include the senior management team who were percentage linked to the senior officer (who was the Clerk and Treasurer/Head of Paid Service). The new job structure had been implemented in April 2009.

RESOLVED – That Members endorsed the decision of the Chair and Vice Chair to approve the proposal to appoint Barnsley MBC to conduct a job evaluation of employees on JNC terms and conditions.

16 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.

17 TREASURY MANAGEMENT STRATEGY STATEMENT 2015/16

A report of the Treasurer was submitted to seek Members approval of the treasury management procedures and strategy followed by the Authority.

RESOLVED – That:-

- i) The Authority adopted the Annual Investment Strategy and recommendations set out in Appendix I to the report.
- ii) In accordance with Section 3 (1) of the Local Government Act 2003, the Authority approved an Affordable Borrowing Limit, on a rolling basis for the forthcoming year and two successive years as outlined in Appendix II to the report, the amount being the maximum amount the Authority could afford to borrow.
- iii) The Authority would keep the above under review.

18 DEBT WRITE OFFS

A report of the Treasurer was submitted to authorise the write-off of the outstanding rent accounts relating to the Fund's commercial property portfolio.

RESOLVED – That Members authorised the write-off of the outstanding rent accounts.

19 RELEASE OF PRESERVED BENEFITS - COMPASSIONATE GROUNDS

A report of the Head of Pensions Administration was submitted to seek a decision from Members in relation to a request from a former Kier Group PLC employee for the release of preserved benefits on compassionate grounds.

RESOLVED – That Members:-

- i) Reviewed the circumstances surrounding the request for the release of preserved benefits as attached at Appendix A to the report.
- ii) Made a decision to release the benefits.

CHAIR

SOUTH YORKSHIRE PENSIONS AUTHORITY

ANNUAL MEETING

11 JUNE 2015

PRESENT: Councillor S Ellis (Chair)
Councillor R Wraith (Vice-Chair)
Councillors: E Butler, B Lodge, H Mirfin-Boukouris,
K Rodgers, A Sangar, J Scott, M Stowe, B Webster and
K Wyatt

Trade Unions: G Warwick (GMB), F Tyas (UCATT) and
N Doolan (Unison)

Officers: J Hattersley (Fund Director), A Frosdick (Monitoring
Officer), M McCarthy (Deputy Clerk), I Baker (Pensions
Manager), M McCoolle (Senior Democratic Services Officer),
I Rooth (Head of Technical Services BMBC) and D Hanson
(HR Business Partner)

Apologies for absence were received from Councillor J Wood,
R Askwith, G Chapman, B Clarkson, J Bell, R Bywater and
F Foster

1 APPOINTMENT OF THE CHAIR OF THE AUTHORITY FOR THE ENSUING YEAR

Councillor Ellis was proposed and seconded as the Chair of the Authority for the forthcoming year.

RESOLVED – That Councillor Ellis be elected as the Chair of the Authority for the ensuing year.

2 APPOINTMENT OF THE VICE-CHAIR OF THE AUTHORITY FOR THE ENSUING YEAR

Councillor Wraith was proposed and seconded as the Vice Chair of the Authority for the forthcoming year.

RESOLVED – That Councillor Wraith be elected as the Vice Chair of the Authority for the ensuing year.

3 MEMBERSHIP OF THE AUTHORITY

A report of the Clerk was submitted to report on the membership of the Authority for the forthcoming year.

The current membership was noted:-

Barnsley Councillors	Doncaster Councillors	Rotherham Councillors	Sheffield Councillors
M Stowe R Wraith	E Butler K Rodgers J Wood	S Ellis K Wyatt	B Lodge H Mirfin-Boukouris A Sangar J Scott B Webster

Councillor Ellis welcomed Councillors Wyatt, Mirfin-Boukouris and Scott onto the Authority.

RESOLVED – That the report be noted.

4 APPOINTMENT OF BOARDS, COMMITTEES AND CHAIRS

A report of the Clerk was submitted to consider the appointment of Boards, Committee and Chairs for 2015/16.

Membership was confirmed as follows:-

Corporate Planning & Governance Board	Investment Board	Management Committee
7 members	7 members	Section 41 members
Councillor R Wraith (Chair)	Councillor S Ellis (Chair)	Councillor S Ellis (Chair) Sub: Councillor K Wyatt
Councillor S Ellis (Vice-Chair)	Councillor R Wraith (Vice-Chair)	Councillor R Wraith Sub: Councillor M Stowe
Councillor E Butler	Councillor K Rodgers	Councillor B Lodge Sub: Councillor J Scott
Councillor K Wyatt	Councillor A Sangar	Councillor K Rodgers Sub: Councillor E Butler
Councillor B Lodge	Councillor M Stowe	
Councillor J Wood	Councillor B Webster	
Councillor H Mirfin- Boukouris	Councillor J Scott	
And three trades unions representatives	And three trades unions representatives	

RESOLVED – That Members agreed the Terms of Reference and membership of the Boards and Management Committee and their Chairs for 2015/16.

5 QUESTIONS IN MEETINGS OF DISTRICT COUNCILS

A report of the Clerk was submitted to consider the appointment of representatives of the Authority to answer questions raised in meetings of the District Councils and to feedback District Council pensions issues at each meeting of the Pensions Authority.

Membership was confirmed as follows:-

Council	Spokesperson	Substitute
Barnsley MBC	Councillor R Wraith	Councillor M Stowe
Doncaster MBC	Councillor K Rodgers	Councillor E Butler
Rotherham MBC	Councillor S Ellis	Councillor K Wyatt
Sheffield CC	Councillor B Lodge	Councillor J Scott

RESOLVED – That Members agreed the membership.

CHAIR

SOUTH YORKSHIRE PENSIONS AUTHORITY

ORDINARY MEETING

11 JUNE 2015

PRESENT: Councillor S Ellis (Chair)
Councillor R Wraith (Vice-Chair)
Councillors: E Butler, B Lodge, H Mirfin-Boukouris,
K Rodgers, A Sangar, J Scott, M Stowe, B Webster, J Wood
and K Wyatt

Trade Unions: G Warwick (GMB), F Tyas (UCATT) and
N Doolan (Unison)

Officers: J Hattersley (Fund Director), A Frosdick (Monitoring
Officer), M McCarthy (Deputy Clerk), M McCoolle (Senior
Democratic Services Officer), I Baker (Pensions Manager),
D Hanson (HR Business Partner) and I Rooth (Head of
Technical Services BMBC)

Apologies for absence were received from R Askwith,
G Chapman, B Clarkson, F Foster, J Bell and R Bywater

1 APOLOGIES

None.

2 ANNOUNCEMENTS

Councillor Ellis requested that letters be sent to the Members who had recently left the Authority, to convey the Authority's thanks and appreciation for all of their hard work and dedication as Members of South Yorkshire Pensions Authority.

3 URGENT ITEMS

None.

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

None.

5 DECLARATIONS OF INTEREST

None.

6 LOYAL SERVICE AWARD SCHEME

A report of the Fund Director was submitted to advise Members that there were five officers who were eligible to receive loyalty awards this year.

The following employees were eligible to receive loyalty awards this year:-

Ian Baker
Sharon Taylor
John Smith
Rachel Cooper
Karen Norman

RESOLVED – The Chair awarded certificates to the three officers present.

7 MINUTES OF THE AUTHORITY MEETING HELD ON 19 MARCH 2015

RESOLVED – That the minutes of the Authority meeting held on 19 March 2015 be signed by the Chair as a correct record.

8 VERBAL UPDATE ON MATTERS ARISING SINCE THE LAST MEETING

J Hattersley commented that the Investment Board had recently held interviews for the new Buy and Maintain Bond Mandate. Royal London Asset Management had been appointed.

9 WORK PROGRAMME

Members were presented with a copy of the cycle of future meetings work programme to 3 December 2015.

RESOLVED – That Members noted the contents of the report.

10 SECTION 41 FEEDBACK FROM DISTRICT COUNCILS

Councillor Rodgers reported that DMBC's Finance Team was awaiting the results of the emergency budget on 8 July. The authority was aware of the triennial actuarial valuation due at the end of next March and DMBC's Overview and Scrutiny Committee would address it in the context of the tightening of resources; a key question was how this would affect the Authority, its partners and the people the Authority paid to carry out services.

11 BOARD CHAIRS' REPORTS

None.

12 LOCAL PENSION BOARD

M McCarthy commented that all bar one of the employers' representatives had been nominated and all of the members' positions had been filled. The first LPB meeting to be held within 4 months from 1 April. It was noted that all arrangements were in place and dates would be canvassed to hold the first meeting before the end of July. There would be implications for Members of the Authority and the Local Pension Board as the Board evolved; officers would provide support to Members of the Authority and the Local Pension Board to enable them to fulfil their roles.

RESOLVED – That the update be noted.

13 QUARTER 4 PERFORMANCE SNAPSHOT REPORT

Members were presented with a copy of the Business Planning and Performance Framework's Snapshot Report for 2014/15 Quarter 4.

J Hattersley referred to the investment returns for the quarter. The Fund had slightly beaten the benchmark at 5.6% against 5.5% over the quarter but had underperformed the benchmark for the whole year at 14.2% against a provisional 14.5%; it was understood from WM that the average local authority return was about 13.2%.

I Baker reported that although the administrative transactions backlog with Members was slowly improving, there were still some 9,500 cases outstanding. The backlog situation fluctuated each month, depending upon the timing of the payroll reports from the districts, which resulted in a peak of work each month. The software provider was concentrating on providing the Authority with the ability to bulk upload new starters, which would otherwise be a manual and time consuming process each month.

Councillor Scott sought clarification over by how big a margin targets were being missed and how long it would take to clear the backlog. I Baker anticipated that the performance figure would be 60% plus at the next Authority meeting and it was hoped that the backlog would be cleared by the end of year. Unfortunately, at the moment, accurate reports were not available.

Councillor Rodgers referred to 96% of employers that were now registered for EPIC and to the online service which was currently suspended. He queried how long it would be before the service would be restored.

I Baker commented that the Authority had received a number of promises and undertakings from the software supplier, but they were very rarely delivered on time or accurately. He was unsure when the online facility would be available. J Hattersley commented that the Authority was withholding payment due to the supplier under the contract which had been awarded within the constraints of a National Framework Agreement. Eight other funds were involved with the same supplier and all had similar, if different, issues; a national UPM user group had been established, and met on a regular basis. It was rumoured that the former supplier, who was the bulk supplier to other LGPS funds, had also failed to cope with the pension increase calculations this year.

A Frosdick commented that the issue had not been looked at in-depth from a legal perspective. Currently there was an understanding with the supplier that they were not contesting withholding payment. The matter would be kept under review, and Members would be kept informed.

Councillor Wraith commended staff, on behalf of the Authority, for the excellent work undertaken during the transitional period onto the new pension administration system.

RESOLVED – That the contents of the report be noted.

14 COMPLIANCE WITH THE PRINCIPLES FOR INVESTMENT GOVERNANCE: SELF-ASSESSMENT

A report of the Clerk was submitted to inform Members of the outcome of the self-assessment against the Principles for Investment Governance.

In October 2011, Members had adopted a system of self-assessment and had agreed to use a template to gauge compliance, to be undertaken annually.

Members had been issued with individual copies in January 2015, to be completed and returned at the end of the financial year; 10 forms from the 12 forms issued had been returned. In the main, the scores were either Very Good or Excellent and no areas of concern or development needs had been identified.

RESOLVED – That the Authority:-

- i) Noted the contents of the report.
- ii) Agreed to review the process when the new governance arrangements under the Public Service Pensions Act 2013 were finalised.
- iii) Agreed to any development needs arising from the results.

15 ACTUARIAL VALUATIONS 2013 AND 2016

A report of the Fund Director was submitted to draw to Members attention issues that needed to be considered ahead of the actuarial valuation due at the end of March 2016. It was necessary as part of the preparation, to identify potential areas of concern and points for further deliberation.

It was noted that it was likely that funding levels had not improved since the last actuarial valuation in 2013, and the low level of interest rates and bond yields would continue to cause the valuation of the Fund's liabilities to increase. As always the Fund would have to have a clear focus on governance and be aware of the policies and positions of district councils and all employers.

In response to Members' questions, when an employer left the Fund, an exit calculation would be made by the Actuary to ensure no damage would be made to the Fund as a whole. Problems could be faced if the district councils started to reduce staffing levels, as this would affect the number of staff on the payroll and the normal way that contributions were calculated against payroll. Membership of the Fund was gradually increasing, although a large proportion of new members were part-time employees.

One of the concerns that had to be confronted was whether or not some of the assumptions the Fund had made in relation to bond yields may not materialise. At the moment it was predicted that the position would not improve between now and 2016. It was hoped that the Treasurers would be in a better position to comment on their needs once the forthcoming budget was announced. Any new contribution rates would come into effect from April 2017. Councillor Sangar enquired about the various stages in determining how the valuation was set and how it would be timetabled. Councillor Rodgers referred to the last triennial actuarial valuation, when district treasurers had commissioned work to challenge the Fund's figures and assumptions. He did not wish to see such a situation arise again.

J Hattersley commented that it was fit and proper for the district treasurers to feel able to challenge the administering authority on matters which were crucial to their own budgets. The Fund's Actuary had proven to be prudent. The Shadow Advisory Board had commissioned work on comparing actuarial assumptions across the LGPS and was in favour of instigating regulatory requirements for actuaries to prepare assumptions

against standard criteria. The Fund had always adopted a long term view, which had been supported by district treasurers.

Councillor Rodgers encouraged the view that the Authority should ask the major employers about plans to further outsource services or change their service delivery models.

J Hattersley commented that the Fund had been concerned in the past when districts had negotiated outsourcing of services that they had tended to forget about pensions matters until the end of the process. Councillor Lodge acknowledged that this had been the case. He was concerned in particular about the transfer arrangements surrounding academies and free schools given that some bodies were not fully aware of the obligations that they were taking on board.

Councillor Ellis commented that negotiations should commence as soon as possible with the main employers. It was noted that the Investment Board would be asked to comment upon specific aspects of the valuation assumptions.

RESOLVED – That Members agreed to the points raised in the report.

16 SOUTH YORKSHIRE PENSIONS AUTHORITY CUSTOMER SERVICE EXCELLENCE

A report of the Communications Manager was presented to update Members on the results of the annual surveillance assessment.

It was noted that last year the Authority had been re-awarded the Customer Service Excellence (CSE) award in recognition of continued work in providing exceptional customer service. In order to maintain the accreditation, a surveillance visit was undertaken one year after first being accredited. On 26 March 2015 a further surveillance visit took place and the Authority had successfully continued to meet the requirements for the award, and the accreditation would continue for a further 12 months despite the current difficult circumstances.

Councillor Ellis requested the Authority's congratulations be conveyed to staff. The Authority recognised the frustration of the staff who were used to delivering above and beyond industry standards.

RESOLVED – That Members noted the contents of the report.

17 LGPS CURRENT ISSUES

A report of the Head of Pensions Administration was submitted to bring to the attention of Members the LGPS Current Issues document produced by the Pension Fund Actuary.

Members noted that Mercers, the Fund's Actuary, had begun to issue briefing notes on the current issues facing the LGPS, and these would be brought to future Authority meetings for information. Since the last Authority meeting, the major development had been the outcome of the general election and the new administration. There had been suggestions prior to the general election about reforming the structure of the LGPS, and discussions had taken place across 3 key Government departments. Given the messages in the manifesto and in the Queen's Speech, it could be assumed that the

Government would look for an ongoing reform of LGPS to try to reduce costs and make savings. Future legislation was expected over the next 12 months.

RESOLVED – That Members noted the LGPS Current Issues document.

18 LGPS SCHEME ADVISORY BOARD

A report of the Treasurer was submitted to advise Members of proposed charges to the Fund relating to the establishment of the Scheme Advisory Board.

Members noted the discussions taking place in relation to the budget and resourcing of the Scheme Advisory Board, following the transition arrangements from the Shadow/Interim Scheme Advisory Board to the full board.

The Minister was considering the three budget options published by the Shadow Scheme Advisory Board. These would be translated into fund-by-fund levying bands based upon active membership levels.

RESOLVED – That Members noted the report.

19 WEBCASTING

A report of the Clerk was submitted to seek approval to renew the contract to webcast meetings of the Authority.

The Authority, together with the other South Yorkshire Joint Authorities, had webcast its meetings since 2006. In 2010, Public-i had been awarded a three year contract which had been extended for 2013/14.

Following the integration of the Authority's administrative support with Barnsley MBC, there was an opportunity to include the facilities at Regent Street with those at the Town Hall in a single contract. The extension would be for a 12 month period only, it would align the renewal dates for both contracts and provide a basis for exploring further joint contracting and financial options.

M McCarthy commented that the Authority paid £4,000 per annum for use of the webcasting facility, and that the extension would be a pro rata payment; M McCarthy would provide Members with the cost. If one of the other South Yorkshire Joint Authorities was not in agreement to the extension, then the Authority would not seek to extend the contract, and a report would be presented to the next Authority meeting to determine its value for money.

It was noted that the Authority was one of the first in the country to webcast its meetings. Over the last 12 months, there had been a total of 2,093 live and archived viewings of the Authority.

RESOLVED – That:-

- i) The Authority approved a short term extension to the webcasting contract to align with Barnsley MBC's webcasting contract renewal date (7 August 2015), (at a cost of c£490), to enable consideration of joint contracting and cost saving options.

- ii) The responsibility to agree a further 1 year contract renewal be delegated to the Chair and Vice Chair (noting the Authority was not due to next meet until 1 October).
- iii) Members noted the commencement of a study to consider the longer term aspirations for webcasting and online communications for the webcasting partners and South Yorkshire districts.
- iv) M McCarthy to provide Members with the cost of the extension to the webcasting facility.

20 MEMBER DEVELOPMENT ANNUAL UPDATE

A report of the Clerk to the Pensions Authority was submitted to provide an update on the learning and development arrangements for Members of the Authority.

It was essential for every local authority Member to undertake continuous training and development. For Pensions Authorities, the introduction of more demanding governance requirements over the last 10 years had formalised the requirements, due to it being a specialised area of local authority business involving responsibility for substantial levels of funds.

Members noted the aims of the Member development programme, to which officers would provide a degree of support. M McCarthy commented that Members would be provided with a training needs analysis questionnaire for completion, to enable bespoke training plans to be developed.

A discussion arose around the 3 day Fundamentals, which had a single approach to training; Members would shortly be contacted to arrange the training days. M McCarthy would contact the LGPS to determine whether there was a different medium for the training, to take each individual Member's knowledge into account. It was noted that Trade Union representatives would be involved in other training exercises.

RESOLVED – That Members:-

- i) Nominated and appointed Councillor Sangar as Lead Member for Learning and Development.
- ii) Committed to a round of personal development reviews to be arranged with individual Members following the exercise.
- iii) Agreed to develop an annual training plan and approve further development prior to implementation.

CHAIR

