

POLICE AND CRIME PANEL
11th September, 2015

Present:-

Barnsley Metropolitan Borough Council

Councillor M. Dyson

Councillor R. Frost

Doncaster Metropolitan Borough Council

Councillor A. Jones

Councillor C. McGuinness

Rotherham Metropolitan Borough Council

Councillor C. Vines

Councillor E. Wallis

Sheffield City Council

Councillor J. Armstrong

Councillor I. Bowler (**Chair**)

Councillor J. Campbell

Councillor J. Otten

Co-opted Member

Mr. Alan Carter

F11. QUESTIONS FROM MEMBERS OF THE PUBLIC

11.1 A member of the public asked the following question:-

"As a layman and member of the public I have been led to believe and had the understanding that the police force as a whole was free of external influences with its mandate with respect to monitory, commercial political etc. influences. That is principal objectives were to "keep the peace" and "maintain the law" within society.

If you accept the above in principal could you explain why we are displaying on police cars the flag of a national organisation I believe within South Yorkshire only."

11.2 Due to this question being of an operational nature, it was a matter for the Police Force and the Police Commissioner. The Chair had made the Commissioner aware of question and would respond direct to the member of the public.

Action:- That the response to the question be reported to the next meeting.

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

“(a) Please provide an update on the appointment of an additional independent member.

(b) Please add contact details on the agenda for submission of public questions e.g. e-mail address. There was also nothing mentioned on the agenda page that the meeting is to be webcast and extremely difficult to find out where you could access it.

(c) It is difficult to find details of public meetings on the Police and Crime Commissioner’s website e.g. dates, times, venues etc. Please clarify. In particular, 1 issue that was not mentioned were PACT meetings. These were agreed a few years ago to have local meetings with local Police Officers and various officers for members of the public to ask questions. We asked questions on this to the previous Police and Crime Commissioner and he did support them. They do still exist but not very well publicised so the public did not know when and where they were held.

(d) Your website has a Police and Crime Panel Sub-Committee which last met on 7th July, 2014. Please confirm if this still exists and if so who are its members and what is its function.”

11.4 With regard to question (a), the Chair reported that interviews were to take place later that day with, hopefully, an announcement being made as to the newly appointed independent member the week beginning 14th September.

11.5 With regard to question (b), the Chair agreed that it should be clear as to how a member of the public could submit a question.

Action:- That Officers include on the agenda page details of how to submit a question together with a link to the webcast – Immediate.

11.6 With regard to question (c), the Commissioner stated that he attended a number of public meetings by invitation; his Office would have to look at whether it was appropriate for them to be included on the OPCC’s website due to them not being meetings they had organised.

There was some confusion around PACT meetings in that they were Partners and Communities Together and not “Police” and should include the local authority, the Health Service etc. Police engagement at such meetings was currently under review with the Commissioner due to receive a report very shortly with the aim of ensuring attendance at meetings that were the most productive.

11.7 With regard to question (d), the Chair reported that there was a provision for a Sub-Committee of the Panel to be established to look at complaints. The Sub-Committee would consist of 3 Panel members and be convened as and when required. This would be clearer when the Complaints Procedure was refreshed.

F12. MINUTES OF THE PREVIOUS MEETING HELD ON 29TH JUNE, 2015

12.1 Consideration was given to the minutes of the previous meeting of the South Yorkshire Police and Crime panel held on 29th June, 2015.

Action: That the minutes of the previous meeting held on 29th June, 2015, be approved for signature by the Chair.

12.2 Arising from Minute No. 3.2 (focussed scrutiny), the Chair proposed that an item be included on a future agenda looking at public engagement by the Commissioner.

Action:- That a briefing be prepared by the Police and Crime Commissioner highlighting current engagement to enable the Panel to discuss current activities and recommend any additions or changes in engagement work.

12.3 Arising from Minute No. 3.3 (independent co-optee Panel member), it was noted that interviews were to take place later that day.

12.4 Arising from Minute Nos. 4.4 (visit to Atlas Court), possible dates were now available for the visit of 22nd, 23rd and 28th October, 2015.

Action:- Deborah Fellowes, Scrutiny Manager, to circulate dates to Panel members and co-ordinate the responses – Immediate

12.5 Arising from Minute No. 5.4 and 5.5 (Performance Framework), the Chair proposed that a workshop training session be held in advance of the October Panel to discuss performance monitoring, the measures that the Panel would be looking at in the Commissioner's Performance Framework and how they could be effectively scrutinised. A report would be then given to the meeting.

Action:- That arrangements be made for a workshop session to be held in advance of the October Panel meeting – Deborah Fellowes, Scrutiny Manager – Immediate

12.6 Arising from Minute No. 6.4 (Capital Programme), although there was inclusion in the budget monitoring report, a more detailed report on the Capital Programme specifically was required.

Action:- That the OPCC submit a detailed Capital Programme report to the next Panel meeting

12.7 Arising from Minute Nos. 7.5 and 7.6 (Complaints Procedure), it was noted that due to holidays/absences, the report had not been included on the agenda.

Action:- That the revised Complaints Procedure be submitted to the October Panel meeting – Stuart Fletcher, Legal Adviser

F13. BUDGET MONITORING - FIRST QUARTER 2015/16

13.1 Consideration was given to a report of the Chief Finance Officer relating to the budget monitoring for the first quarter of the 2015/16 financial year.

13.2 The PCC had approved a net revenue budget of £240M for 2015/16. This was the amount financed by Government grant and Council Tax income. The precept set by the PCC represented an increase of 1.95%; the level of Government grant fell by 4.7% compared to the amount for 2014/15.

13.3 Currently the budget monitoring was forecasting an approximate £3.8M overspend. The most significant issues behind the projected overspend were:-

- Costs of Police Officers, Police staff and Police pensions – forecast underspend of £6M partially offset by the cost of severance payments forecast to amount to approximately £3M
- Costs associated with the investigation of child sexual exploitation allegations – potential overspend of approximately £7M
- Provision of National Police Air Service – forecast to exceed budget by £0.7M
- Hillsborough Inquests costs – currently exceeded grant funding by approximately £0.4M
- Financial Reserves

13.4 South Yorkshire was dealing with a set of challenges and difficulties not experienced by any single force or Police and Crime Commissioner elsewhere in England and Wales. There were considerable uncertainties that could mean that the final outturn for 2015/16 was significantly different from that currently forecast.

13.5 Decisions of the Home Secretary in respect of Special Grant applications submitted by the Police and Crime Commissioner would be crucial in providing a degree of certainty about funding but would not be known until later in the year. Also the use of a "1% rule" may only have a marginal impact on the final outturn.

13.6 There were indications that the level of Government funding for Policing could be cut by up to 8% per annum from April 2016 as a result of the 2016/18 Finance Settlement due to be announced in December, 2015. This was greater than the 5% reduction assumed in the Medium Term Financial Strategy. If this were to be the case, there would likely be one-off costs that would require funding in 2016/17 from reserves including the potential for further severance/redundancy costs.

13.7 Dr. Billings, Police and Crime Commissioner, placed on record his thanks to the Home Secretary who had listened to the additional representations that had been made and had increased the amount she was prepared to give South Yorkshire for the first 2 years of the Hillsborough Inquiry. Although the Special Grant for the reimbursement of costs incurred in 2015/16 had been limited to £1M, she had also said she would be prepared to listen when applications were made for Special Grant funding.

13.8 Issues raised following the presentation included:-

- The new local policing model was being rolled out across South Yorkshire, following the pilot in Doncaster from which there would be lessons to be learnt, and the whole culture of the Police Force had to change. The new model brought together all uniformed Officers, Neighbourhood Teams and Response Officers together into one team requiring them to have a local neighbourhood focus and manage all matters within their own local policing team working to a common shift pattern. There would be new technology used which would enable them to stay in the neighbourhoods longer rather than having to go back to the Police Station. It would remove a lot of Officer costs but overall numbers were falling so all had to be managed carefully. This was one of the consequences of the continuing pattern of austerity and the fact that the Police was no longer a protected service with difficult choices having to be made. It was a coincidence that at the same time as South Yorkshire was moving to the new policing model it also had to reduce numbers.
- There had to be a move away from thinking about the four areas of South Yorkshire but 1 Police Force that responded to the needs wherever they were with the resources deployed appropriately.
- Based on the information available at the present time, the £11M Insurance Reserve set aside for potential Child Sexual Exploitation claims was at the correct level. However, it would be kept under review and revised accordingly.
- Members of staff, including civilians, had had to submit an expression of interest in redundancy. In order to minimise the impact on the 2016/17 revenue budget, given the very difficult nature of the challenges to be faced, it was considered to make the cost self-financing for the 2015/16 financial year. Two rates of redundancy

payment had been looked at and the enhanced rate selected due to the urgency. Not all expressions of interest had been successful.

- Hillsborough – a cost review exercise had been commissioned by the Commissioner of the law firms involved as well as auditors to look at the charges. The OPCC had been satisfied, as well as the auditors, that everything charged was legitimate and reasonable given the level of the Inquiry process. Once that external assurance had been received the Home Office had agreed to release funding. The eight Officers concerned had approached their own solicitors through their own staff associations. The Chief Constable's costs were separate and he secured his own representation and liaised with the Commissioner.
- Posts not being filled and the possible loss of expertise in particular areas was always a problem for the management for any organisation when downsizing. This was an operational matter for the Chief Constable.
- The Commissioner and Chief Constable had issued a joint statement calling for an end to the recent right wing protests that had taken place in Rotherham. Rotherham in particular was being hit on a frequent basis and at huge cost to the Force and highly disruptive to the people of Rotherham. The Force was seeking specialist legal advice to explore all options around the protests. The Home Secretary had recently stated that she would provide some of the costs to cover the EDL marches for the last year but would be subject to the 1% rule. £148,000 had been received but, given the difficult financial position faced by the Home Office and the Special Grant funding, it was unlikely that further grant money would be received particularly when there were the issues associated with the Hillsborough Inquiry. There may be potential funding towards the end of the financial year but would be dependent upon underspends elsewhere in the Home Office.
- Due to it being so early in the current financial year, the £3.7M projected overspend did not reflect the actions that had been taken by managers or the OPCC to bring expenditure back into line with budget. It was hoped that the position would improve but there was a range of very difficult issues that made the accurate forecast of the outturn position very difficult. South Yorkshire was facing a very difficult scenario financially for the next few years and could be much worse given the Spending Review.

Action: That the Panel note the projected financial position on the revenue budgets

Action: That the OPCC submit a report as soon as possible on the costs associated with the Hillsborough Inquiry to enable a full understanding of the actions being taken in an attempt to mitigate any future impact on the Police budget

Action: That the OPCC submit the Capital Programme to the October Panel meeting.

Action:- That the OPCC submit a report to the October Panel meeting on the 2 different redundancy payment rates and the rationale for choosing the enhanced scheme.

F14. ANNUAL REPORT

14.1 In accordance with the requirements of the Police Reform and Social Responsibility Act (2011), Dr. Billings, Police and Crime Commissioner, presented his draft 2014/15 annual report setting out how he had exercised his statutory functions as well as an overview of the work undertaken by the South Yorkshire Police Authority of its statutory functions between April, 2014 and March, 2015.

14.2 The main purpose of the report was to highlight performance against the functions of a Police and Crime Commissioner as set out in the Act and to demonstrate performance against the key objectives set out in the Police and Crime Plan.

14.3 It should be noted that the report included the following priority areas of the previous Police and Crime Commissioner:-

- Reduce Crime and Anti-Social Behaviour
- Protect Vulnerable People
- Improve Visible Policing

together with Dr. Billing's priorities for 2015/16 which were:-

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

14.4 The reporting year was another very difficult year for all public services and Policing was not immune from the further significant cuts made by Central Government. The reduction in Government funding and the Service finding ways of running the service more efficiently had had the combined effect of £50M of cashable savings since 2007/08.

14.5 The Police and Crime Commissioner invited comments on the annual report and responded as follows:-

- The term anti-social behaviour covered a wide range of activity some of which may be the responsibility of the local authority. It was hoped that the new local policing teams would be better at managing certain aspects of anti-social behaviour working with other parent organisations, however, it had to be recognised that unless the Police engaged with those other partner organisation and brought the public with them, then some aspects of ASB would continue.
- Until publication of the Jay report, the scale of the problem had not been understood. A lot of work had taken place on changing the understanding in South Yorkshire Police, training Officers and co-locating Officers concerned with CSE with other professionals.
- Prosecution cases were being put together and would be taken to trial later in the year. However, it had to be recognised that some of the victims had been abused whilst quite young and were now in their late 20s/older and had new lives, partners and children. Some of them wanted to go to trial and bring the perpetrators to justice whilst others did not; some co-operated with the Police in bringing cases to trial and some did not; some victims and survivors were strong now but it was not known how they would be when they went to Court.
- A Victim, Survivor and Families Panel had been established and was helping with the training of Police Officers.
- Discussion would take place with the Chair of the Independent Ethics Panel as to whether it was appropriate for a member of the Police and Crime Panel to become a co-opted member. However, care would need to be taken so as not to confuse the scrutiny function.
- A review was underway of the use of the 101 facility and the ways in which members of the public could contact the Police. Satisfaction with the service appeared to have improved but that may be due to the volume of calls having reduced. Technology and additional staff resources were being considered.
- The growth in the use of legal highs, particularly on the part of young people, was very worrying and was on the Police's radar. A publicity campaign was being considered across South Yorkshire to alert people to the dangers and raise awareness. It was not known if the drug testing in custody suites was at a standard to cope with the legal highs.
- The use of body cams by Officers was an operational matter for the Chief Constable.
- The National Crime Agency was also involved looking at historic cases of CSE. The public's frustration was understood but there was a lot of work that had not been done previously to be done from which results would follow. Individual officers were being investigated on the

whole question of CSE particularly in Rotherham. A review by Professor John Drew had been commissioned for the whole of South Yorkshire to be absolutely clear about what was happening in Barnsley, Doncaster and Sheffield as well as Rotherham.

- Approximately one hundred Police Officers had been reported to the IPCC with the results of those investigations awaited. Twenty-four had been assessed in relation as to whether their misconduct needed to be investigated. The IPCC carried out a severity assessment and assessed whether the IPCC independently investigated, supervised or managed an investigation or whether it was given back to the Force to investigate. An Officer was not necessarily suspended – the decision was taken in light of whether they were front line or on restricted duty but not always suspended if there was no risk involved; it was at the discretion of those making the severity decision. The Vice-Chair reported that she had asked the IPCC for regular updates and it was her understanding that twenty-seven Officers have been served with Misconduct Notices. Forty-one instances were being investigated in relation to those twenty-seven Officers.

Action: That any comments on the draft annual report be forwarded to the OPCC by 18th September, 2015 – Immediate

Action: That consideration be given to inviting the Chair of the Independent Ethics Panel to a future meeting to enable Panel members to gain an understanding of its work programme and forward plan

Action: That the OPCC give an update to the next meeting on Police Officers being investigated in relation to CSE

Action: That the OPCC provide an answer to Councillor Otten regarding drug testing in custody suites

F15. NATIONAL CHILD PROTECTION INSPECTION - POST INSPECTION REVIEW

15.1 Dr. Billings, Police and Crime Commissioner, presented a report outlining actions resulting from the HMIC's National Child Protection Inspection Post Inspection Review. It was noted that the review was not specifically about Child Sexual Exploitation but child protection issues in general.

15.2 As part of a rolling programme of child protection inspections of all police forces in England and Wales, HMIC had published an initial report in September, 2014, which found that South Yorkshire Police had an inconsistent approach to child protection and improvements to the care of children in custody. Following a post inspection review in April 2015, Inspectors were pleased to find:-

- Improvements to the Force's initial response when attending incidents involving children at risk
- Child protection had been prioritised and there was a strong desire to improve outcomes for children who were at risk of harm
- The Force was developing new joint working arrangements and structures to improve consistency across its four districts

However, Inspectors were concerned to find:-

- That although the Force had undertaken a review of arrangements with care homes and provided guidance to Police staff, this had not resulted in improvements in practice
- The Force was still failing to recognise risks to some children and work jointly with other agencies
- That recording practices remained poor which limited the ability of staff to make good decisions about children

15.3 In accordance with Section 55(5) of the 1996 Police Act required Police and Crime Commissioners to prepare comments on any of the HMIC's published reports that related to their Force and then publish in a manner they saw fit. Section 55(6) required a copy of the comments be sent to the Home Secretary (attached at Appendix A of the report).

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

- The Chief Constable had been requested to focus on all the areas highlighted in the report and to make improvements.
- The question of children's homes was a bigger issue in some districts more than others. A bigger piece of work was required giving consideration to the relationship between them and Child Sexual Exploitation trafficking etc.
- The Jay report had illustrated that a number of the vulnerable children were from children's homes as they were deemed as easy targets but it was clear that many also came from good homes with very caring parents. Agencies had to be very careful not to put all their focus onto one area. Grooming was increasingly moving from the streets to the internet which required a different response and Police Officers with different skills/training. New developments must not be lost sight of.
- The Police had not waited for the results of the investigation but had been making improvements. By the time of the report a number of the improvements required had been made.
- The Commissioner's role was to scrutinise the Police Force and ask what they were doing. It was easy for an organisation like South Yorkshire Police to become so focussed on the recent events that it

began to lose sight of what else might be happening. A learning organisation was one that did not simply focus on particular outcomes but must learn the lessons and be very careful. At the moment it should think about the general environment and context within which it was working. There was a big culture shift that had to take place not just in South Yorkshire Police but forces across the country.

Action: That the report be noted.

Action: That the OPCC feed into the workshop session the Commissioner's relationship with the Police Force, current structure, the Governance and Assurance Board and information on what reports were routinely submitted to the Commissioner.

F16. DATE OF FUTURE MEETINGS

Resolved:- That meetings of the Police and Crime Panel be held as follows:-

Friday, 16th October, 2015

27th November

15th January, 2016

4th March

27th May

all to be held in Rotherham Town Hall commencing at 11.00 a.m.

SHEFFIELD CITY REGION COMBINED AUTHORITY

THE AMP TECHNOLOGY CENTRE, WAVERLEY, ROTHERHAM, S60 5WG

MINUTES OF THE MEETING HELD ON 14 SEPTEMBER 2015

PRESENT:

Councillor Sir Steve Houghton CBE, Barnsley MBC (Chair)
Councillor John Burrows, Chesterfield BC (Vice Chair)

Councillor Graham Baxter MBE, North East Derbyshire DC
Councillor Mary Dooley, Bolsover DC
Councillor Julie Dore, Sheffield CC
Councillor Simon Greaves, Bassetlaw DC
Mayor Ros Jones, Doncaster MBC
Councillor Chris Read, Rotherham MBC
Councillor Lewis Rose OBE, Derbyshire Dales DC

Karl Battersby, Rotherham MBC
Joe Battye, Derbyshire CC
Fiona Boden, Sheffield City Region Executive Team
Huw Bowen, Chesterfield BC
Dorcas Bunton, Derbyshire Dales DC
Simon Dennis, KPMG
Julie Kenny CBE, Rotherham MBC
Garry Kirk, BMBC
John Mothersole, Sheffield CC
Jo Miller, Doncaster MBC
Ben Still, SCR Executive Team
Sue Sunderland, KPMG
Gareth Sutton, Sheffield CC / SCR
Daniel Swaine, Bolsover DC / NE Derbyshire DC
Neil Taylor, Bassetlaw DC
Diana Terris, Clerk / Barnsley MBC
Craig Tyler, Joint Authorities Governance Unit
Eugene Walker, S.151 Officer

Apologies for absence were received from Councillor A Syrett, J Newman, A Frosdick and S Manzie

1 APOLOGIES

Members' apologies 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 agreed 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

At item 21 (IEB Business Case Recommendations), as Leaders of their respective sponsoring Authorities Cllr Houghton declared an interest in decisions concerning M1 J36 Phase 1 Hoyland and Cllr Burrows declared an interest in decisions concerning the Seymour Link Road.

7 REPORTS FROM AND QUESTIONS BY MEMBERS

None received.

8 RECEIPT OF PETITIONS AND PUBLIC QUESTIONS

None.

9 MINUTES OF THE MEETING HELD ON 3RD AUGUST 2015

RESOLVED: that the minutes of the meeting of the Combined Authority, held on 3rd August, are agreed to be an accurate record

10 SCR COMBINED AUTHORITY STATEMENT OF ACCOUNTS 2014/15 AND ANNUAL GOVERNANCE STATEMENT

A report was presented to communicate to Members relevant matters arising from the external audit of the 2014/15 Statement of Accounts and, in acknowledging these findings, to request that approval is given for the Chair of the meeting to conclude the audit by signing the Statement of Accounts and the Letter of Management Representations.

To assist Members with their consideration of this matter, on behalf of the S.151 officer, G Sutton provided Members with a comprehensive overview of the approval processes the Combined Authority needs to adhere to in deliberating and signing off the group accounts.

The presentation explained the complexities of the CA and where accounting rules are the same as or differ from those relating to a local authority.

Further information covered the organisations contained under the umbrella of the CA Financial Group, the structure of the accounts, timescales and key approval milestones, the revenue outturn position and a number of key financial highlights regarding 2014/15.

G Sutton agreed to circulate a copy of the presentation.

The external auditor, S. Sunderland (KPMG), presented Members with the Report to Those Charged with Good Governance (ISA260) 2014/15 and informed Members that the external audit has not made any material changes to the unaudited accounts. It was noted that the quality of the presented accounts is better than last year's. It was noted that the Combined Authority is classified as an 'other Local Government Body' and as such does not receive an explicit value for money conclusion.

The external Auditor acknowledged that this is the first year of the Authority's existence. As a consequence, the Authority did not have a fully functioning governance framework in place during the year. It was agreed that this position is adequately disclosed in the Annual Governance Statement which sets out the key areas to be addressed in 2015/16, specifically to: establish a Code of Corporate Governance; establish a robust risk management process; establish a performance management framework; review the operation of South Yorkshire ITA Properties Ltd and recover the data processing performance of the pension fund following the implementation of new software.

The External Auditor also recognised that the Authority does not have a Medium Term Financial Plan, currently relying on a single year budget. A plan is starting to be developed now that the Authority has the necessary clarity about its structure, work streams, remit and resources going forward.

It was agreed that the Annual Governance Statement correctly recognises the current status of 'transition' towards new arrangements. The External Auditor encouraged Members and officers to ensure the transition continues in a timely manner and produces all expected supporting protocols and documentation. It was noted that these requirements will be captured in the forthcoming Auditor's Opinion.

The Chair and Members requested that their thanks to all internal and external officers engaged with the production of the annual accounts and the Annual Governance Statement be recorded.

RESOLVED, that the Combined Authority Leaders:

1. Accept the Report to those Charged with Governance (ISA260) 2014/15.

2. Agree that following the above acceptance, the Chair of the Leaders' Meeting may provide signature to the Letter of Management Representations attached at Annex B in order to conclude the audit;

3. Approve the attached Statement of Accounts for 2014/15 and agree that the Chair of the meeting may provide signature to the Statement of Accounts.

11 SCR COMBINED AUTHORITY ISA260 (KPMG)

Matters addressed under agenda item 10.

12 SOUTH YORKSHIRE PASSENGER TRANSPORT PENSION FUND ISA260 (KPMG)

Matters addressed under agenda item 10.

13 SCC LETTER OF REPRESENTATION

Matters addressed under agenda item 10.

14 TREASURY OUTTURN REPORT 2014/15

A paper was represented to provide Members with a compliance report for the CA's Treasury Management activity during financial year 2014/15

It was noted that the report highlights an increase in debt associated with the £72.9m grant award to SYPTE that will significantly increase the amount of revenue reserves available to support sustainable SY transport levy reductions

The paper also highlighted investment activity which struggled against the budget income target due to the challenging operating environment

The paper reported compliance against all parameters, bar a breach on an investment counterparty limit in early 2014 that has previously been reported to members.

RESOLVED, that the Combined Authority Members note the Treasury performance and compliance with the parameters laid out in the 2014/15 Treasury Management Strategy.

15 2016/17 BUDGET SETTING: SCR BUDGET AND BUSINESS PLAN PROCESS

A paper was presented setting out the engagement plan for the CA's revenue budgets. These budgets comprise of the CA/SYPTE budget that culminates in the SY transport levy; and the CA/LEP budget that will determine subscription on the CA partners.

Members were reminded that the CA is required to agree a budget for its SY transport activity in order to set the SY Transport Levy by the statutory deadline of 16th February. This budget will need to be agreed by the 1st February CA Leaders'

meeting. Equally, the CA also needs to set a budget for its CA/LEP economic development activity. This budget is approved distinctly to the transport budget because it encompasses pan-regional activity, and is funded separately to SY transport activity.

It was noted that this budget will determine subscriptions for the CA partners, and will need to be agreed by the 14th March CA Leaders' meeting.

RESOLVED, that the Combined Authority Members note the proposed reporting routes.

16 SCR Q1 REVENUE BUDGET & CAPITAL PROGRAMME

Members were presented with the SCR Q1 Revenue Budget and Capital Programme update.

It was noted that the CA's non-programme revenue budget at quarter 1 shows a forecast overspend on SY transport activity, and a small forecast underspend on CA/LEP economic development activity.

The report provided an explanation of the situation.

RESOLVED, that the Combined Authority Members

1. Note the revenue budget position at Q1
2. Note the capital programme position at Q1
3. Note the financial positions of the regional activity managed by partners on behalf of the CA.

17 ESIF - SUSTAINABLE URBAN DEVELOPMENT PLAN

A paper was presented to provide Members with an update on the progress of the ESIF Programme and raises the following issues to be considered:

It was noted that a response is required to the invitation to establish a €10.5m Sustainable Urban Development (SUD) within the SCR. This will require the development and submission of a SUD strategy and the creation of a new governance regime to oversee the delivery of the activity. Whilst the benefits of the SUD are seen as relatively limited given the scale of funding involved it is seen as an important step in the devolution process for the SCR and the role of the Combined Authority in that process.

Members were advised that the original ESIF Strategy was developed 2 years ago since which time the SEP has been completed and a number of deals struck with Government. Using up to date intelligence there is an opportunity to revisit the ESIF allocations to ensure they align with the final version of the SEP and current SCR priorities.

RESOLVED, that the Combined Authority Members:

1. Agree that the SCR Combined Authority be the Intermediate Body for ESIF purposes in respect of the SCR ITI/SUD.
2. Agree to delegate the approval and submission of the final ITI/SUD Strategy to the Executive Director of the Combined Authority in consultation with the Chair of the Combined Authority and Legal Officer and subject to endorsement of SCR ESIF Committee.
3. Agree to delegate completion of the written Agreements with DCLG in respect of the ITI/SUD to the Executive Director of the Combined Authority in consultation with the Chair and Legal Officer.
4. Agree to delegate the Selection of Operations (projects) associated with the SUD to the Infrastructure Executive Board.
5. Agree to delegate the refresh of the SCR ESIF strategy to the to the Executive Director of the Combined Authority in consultation with the SCR ESIF Committee

18 SCR EXECUTIVE TEAM ACCOMMODATION

A report was received advising Members of work to identify and source a cost effective office location that meets the long term requirements of the SCR Executive team, whilst resolving the long-standing issue of under occupancy of the Combined Authority owned Broad Street West and the financial implications of this on the Combined Authority.

It was noted that following a call for proposals from across the city region two options for hosting the SCR Executive Team were put forward: Doncaster MBC Civic Building and Broad Street West, Sheffield, both of which were appraised in a detailed report (summarised at Annex A to the report).

It was noted that a report recommending proceeding with a decision to fit out and move the SCR Executive team to Floor 1 of Broad Street West was approved by CEX on 3rd September 2015, with a subsequent recommendation that the decision be escalated to the Combined Authority for endorsement.

RESOLVED, that the Combined Authority Members:

1. Approve the decision to proceed with the option to fit out and move the SCR Executive team to Floor 1 of Broad Street West on the basis that this option:
2. Note that this represents the cheapest option for the CA over a 10 year period
3. Note that this provides the opportunity to fully address the accommodation needs of the SCR Executive Team through the creation of self-sustained facilities
4. Note that this would be an efficient and cost effective means of addressing the long-term problem for the CA of under-occupancy at Board Street West by

aligning the need to rationalise SCR Executive accommodation with investment in Floor 1 of BSW

19 SCR DEVOLUTION UPDATE

The Chair advised Members that the on 4th September, the Sheffield City Region Combined Authority and Local Enterprise Partnership submitted to Government proposals for an economic devolution deal, in line with the deadline for such proposals set by the Chancellor of the Exchequer in the Summer Budget announcements in July 2015.

It was stressed that this submission constitutes the commencement of a period of intense negotiations with government regarding the scale and scope of any potential deal

It was noted that the Sheffield City Region's ambition at this stage is to agree a wholly economic deal that will provide the tools required to deliver the Strategic Economic Plan.

20 SCR AUDIT COMMITTEE - CHANGES TO TERMS OF REFERENCE

A paper was presented detailing the proposed, revised Terms of Reference for the SCR CA Audit Committee.

It was noted that in its original drafting, the Sheffield City Region Combined Authority Constitution was written on the understanding that the SCR would have an Audit Committee and that this Committee would undertake all functions akin to a Local Authority Audit Committee.

However, subsequent consideration has refined this position and following internal consideration, supported by informal negotiation with the External Audit, it has since been decided that 'it would be wrong conceptually and in principle for the Audit Committee to be treated as the body "charged with governance", in respect of approving the accounts of the Combined Authority, when none of the Audit Committee Members are Members of the Combined Authority itself.

Whilst this responsibility therefore rests with the Combined Authority, a further important matter of consideration has recognised that whilst the Combined Authority Members are "charged with governance", as Leaders of their respective districts they may not have the time to give audit related matters the attention they deserve and have therefore been keen to promote the Audit Committee (on which the majority of the district's Chairs of Audit are represented) having the responsibility to make recommendations to the Combined Authority. It is therefore proposed that a number of 'challenge-related' functions remain delegated to the Audit Committee.

RESOLVED, that the Combined Authority Members:

1. Agree the revised Terms of Reference for the SCR CA Audit Committee

2. Note that the Combined Authority itself remains the body 'charged with Governance'.

3. Note that the SCR CA Constitution will be amended accordingly.

21 IEB BUSINESS CASE RECOMMENDATIONS

A paper was presented setting out the recommendations of the Infrastructure Executive Board for M1 J36 Phase 1 Hoyland and Seymour Link Road, noting that both schemes are seeking to move to full approval.

See item 6 for Members' declarations.

Cllr Burrows took the Chair as Members took a decision on the M1 J36 Phase 1 Hoyland scheme. Cllr Houghton did not participate.

Cllr Burrows did not participate as Members took a decision on the Seymour Link Road.

RESOLVED, that the Combined Authority Members:

1. Agree the recommendation from the IEB on M1 J36 Phase 1 Hoyland.
2. Agree the recommendation from the IEB on Seymour Link Road.

22 MINUTES OF THE SCR CA TRANSPORT COMMITTEE - 1ST SEPTEMBER 2015

The minutes of the SCR CA Transport Committee, held on 1st September 2015, were received for information.

CHAIR

SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

21 SEPTEMBER 2015

PRESENT: Councillor J Andrews (Chair)
Councillor A Atkin (Vice-Chair)
Councillors: S Ayris, A Buckley, A Cave, G Furniss, E Hughes,
R Munn, C Ransome, S M Richards and J Satur

M McCarthy, R Bywater, L Noble, R Winter and M McCoole
(South Yorkshire Joint Authorities)

CFO J Courtney, DCFO J Roberts and ACFO M Blunden
(South Yorkshire Fire & Rescue Service)

J Bell and F Foster (BMBC)

Apologies for absence were received from Councillor P Haith
and B Sandy

1 APOLOGIES

Apologies for absence were noted as above.

2 ANNOUNCEMENTS

The Authority conveyed their condolences to B Sandy, who had recently lost her father.

M McCarthy apologised to Members for the fragmented manner in which the agenda and Audit Committee agenda had been despatched; this was due to software technicalities.

M McCarthy referred Members to the joint consultation document which had been circulated from the Home Office, CLG and the Department for Health entitled 'Enabling Closer Working Between Emergency Services'. M McCarthy recommended, due to the significance of the document, that a date be canvassed for all Members to attend a corporate planning event; the deadline for receipt of responses was 23 October.

Councillor Hughes referred to her recent induction session which she had found to be very informative. She had recently visited the Control Room, where staff had indicated that issues in relation to the computer system, for emergency and non-emergency telephone calls, had not yet been resolved.

N Carbutt, South Yorkshire Fire Brigades Union Secretary (FBU), requested to make a statement to the Authority. Councillor Andrews declared an interest and left the room, and Councillor Atkin assumed the position of Chair for the item.

N Carbutt commented that the FBU had been contacted by an overwhelming number of his members following the recent newspaper articles in the Yorkshire

Post, Barnsley Chronicle and the subsequent response by CFO Courtney via his blog. The newspaper articles detailed overtime payments made to Principal Officers for providing availability during periods of industrial action taken by FBU members in a right and justified defence of their pensions.

N Carbutt presented the following questions to the Authority:-

- 1) Were Principal Officers working under gold book terms and conditions? If so, could this Authority point out the relevant paragraphs that allow/permit additional/overtime payments to be made?
- 2) Were Principal Officers working under secondary contracts when they received these additional payments? If so, could the Authority place these in the public domain?
- 3) Were any of the additional payments made to Principal Officers pensionable? If so, could the payments be made available for public scrutiny?
- 4) At which Fire Authority meeting/other meeting were these payments sanctioned, who sanctioned them and who was present?
- 5) Could it be that as Principal Officers were in receipt of their usual salary and then received additional/overtime payments that they effectively were then paid two and a half times their remuneration for the contingency hours they gave?
- 6) Would you, as Members, be willing to refer this for external audit?

M McCarthy informed Members that when the matter came to light, the Chair of the Audit Committee had contacted the Clerk to the Authority who had agreed that the Head of Internal Audit be asked to undertake a review of the process. It was the intention to present the outcome of the review to the Audit Committee in November and this would incorporate a response to the questions posed by N Carbutt. It was deemed inappropriate to provide any further comments at this stage as it may prejudice the review.

Councillor Richards reiterated M McCarthy's comments. It was noted that the Terms of Reference/Scope for the internal audit review would be presented to the Audit Committee at the conclusion of FRA.

3 URGENT ITEMS

None.

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

RESOLVED – That agenda Item 16 entitled 'Stronger Safer Communities Reserve Round 2' 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 Ayris declared an interest at Item 10 on the agenda entitled 'New Member – Fire and Rescue Authority'.

Councillor Andrews declared an interest at Item 16 on the agenda entitled 'Stronger Safer Communities Reserve Round 2', as he was a director of one of the projects referred to.

6 REPORTS BY MEMBERS

Councillor Richards referred to a recent meeting with M Wright, Head of Asset Management, to discuss the environmental brief and estates, which had been useful. On 19 September she had visited the new Birley Moor Fire Station which was state of the art. A number of teething problems had been encountered with the traffic light system. It was hoped that an official opening would be held shortly to which Members of the Authority would be invited.

Councillor Satur reported that Councillor Atkin, R Bywater and herself had recently presented a cheque to Barnsley and Rotherham Chamber of Commerce from the Stronger Safer Communities Reserve Fund at Wentworth Woodhouse.

Councillors Atkin, Andrews and Cave had recently undertaken a visit to Maltby Fire Station.

Councillor Ransome commented that she had been working alongside S Helps, Area Manager, Head of Prevention and Protection, on the Doncaster Health Board. They would be attending an obesity workshop on 1 October, and examining the impact and assistance the Service could provide in this area. It was noted that Adwick Fire Station had opened a dementia friendly café.

Councillor Munn had visited Low Edges Fire Station on 12 September, where firefighters had held a car wash for the Firefighters' Charity. He had also visited the community allotment, looked around the close proximity crewing area and looked at future building plans for the fire station.

7 RECEIPT OF PETITIONS

None.

8 TO RECEIVE ANY QUESTIONS OR COMMUNICATIONS FROM THE PUBLIC

None.

9 MINUTES OF THE AUTHORITY MEETING HELD ON 27 JULY 2015

Councillor Richards queried why the costs had significantly reduced in respect of the appliance bay doors at Rivelin Fire Station.

DCFO Roberts commented that this had resulted from the first quotation received which had been for a full door replacement; upon investigation this had been deemed unnecessary.

Councillor Richards emphasised the importance of publicising the Stronger, Safer Communities Reserve results nationally, regionally and locally which had been a

great success, and she made particular reference to the Sleeping Safely (Barnsley Babies) project.

RESOLVED – That the minutes of the meeting of the Authority held on 27 July 2015 be agreed and signed by the Chair as a correct record.

10 NEW MEMBER - FIRE AND RESCUE AUTHORITY

A report of the Clerk to the Fire and Rescue Authority was submitted to inform Members of the resignation of Councillor Ross from the Fire and Rescue Authority with effect from 2 September 2015. Councillor Ross' replacement was Councillor Ayris, Liberal Democrat Member for Graves Park, who had taken up office immediately.

Councillor Andrews expressed his thanks on behalf of Members to Councillor Ross, who had been on the Fire and Rescue Authority since May 2010. Councillor Ross had been a hardworking and valuable Member of the Authority. The Authority wished him well for the future.

RESOLVED – That Members:-

- i) Noted the resignation of Councillor Ross from the Fire and Rescue Authority with effect from 2 September 2015.
- ii) Noted the nomination of Councillor Ayris to serve on the Authority with immediate effect.
- iii) Agreed that Councillor Ayris sat on the bodies set out at paragraph 3 of the report.
- iv) Nominated Councillor Munn as Lead Member for Business Continuity.

11 FRA GOVERNANCE STRUCTURE / DISSOLUTION OF WORKFORCE AND ORGANISATIONAL (WOD) BOARD

A report of the Clerk to the Fire and Rescue Authority was presented which provided Members with options for consideration in respect of the dissolution of the Workforce and Organisational (WOD) Board.

Members had previously requested that consideration be given to the role and remit of the WOD Board and Joint Liaison Forum (JLF), to determine whether there was duplication/overlap in their remit.

Staff/people and Equality and Inclusion items previously submitted to WOD Board would be included on the FRA's forward register. However, Members were informed that they could refer any item for further discussion to either Scrutiny or Stakeholder Engagement Board.

Councillor Cave suggested that in future, equality and inclusion should be a standing item on every agenda for the Fire and Rescue Authority and also the Stakeholder Engagement Board.

Councillor Atkin referred to the terms of reference for the JLF, which stated that meetings would be chaired by a Member of the Fire and Rescue Authority. Councillor Atkin had understood that an agreement had been reached for the chairmanship to be rotated on an annual basis between a Member of the Fire and Rescue Authority and a Trade Union representative.

Councillor Richards referred to the Audit Committee, which had oversight of governance. The Audit Committee would establish a small task and finish group in February/March 2016 to establish how the new governance arrangements were operating with a view to submitting a report to the Annual Meeting in June 2016.

RESOLVED – That Members approved:-

- i) The dissolution of the Workforce and Organisational Development (WOD) Board in its current form with immediate effect.
- ii) The retention of Joint Liaison Forum but with revised Terms of Reference to reference the annual rotation of the Chair.
- iii) Referral of strategic items (staff/people and Equality Inclusion) from the WOD Board work programme to Fire and Rescue Authority.
- iv) Membership of Scrutiny Board.
- v) Establishing a Task and Finish Group to undertake a short review of the Fire and Rescue Authority's existing Boards, to identify any potential gaps.
- vi) Equality and inclusion to be included as a standing item on every agenda for the Fire and Rescue Authority and the Stakeholder Engagement Board.

12 NOMINATIONS FOR SCRUTINY BOARD

A report of the Clerk to the Fire and Rescue Authority was submitted which requested the nomination of two Members to sit on the Scrutiny Board. Councillor Richards had had to step down as membership was in direct conflict with her new role as Chair of Audit Committee. Councillor Ross had left the Fire and Rescue Authority with effect from 2 September 2015.

RESOLVED – That Members nominated Councillors Cave and Ayris to sit on the Scrutiny Board.

13 AUDIT COMMITTEE ANNUAL REPORT 2014/15

A report of the Clerk to the Fire and Rescue Authority was submitted for Authority consideration and approval.

Members noted that best practice guidance recommended that Audit Committees produce an Annual Report for consideration by its full Authority.

RESOLVED – That Members considered the Annual Report of its Audit Committee and subject to any change made, agreed to publish it on the Authority’s website.

14 JULY 2015 PROJECTED OUTTURN REPORT

A report of the Chief Fire Officer and Chief Executive & Clerk and Treasurer was submitted which informed Members of the projected spend for the 2015/16 financial year based on the July 2015 outturn position and any information gathered during August.

The outturn position currently projected an underspend in the region of £580,000. Members noted from the previous 2015/16 outturn report, a number of challenges that would dominate the financial year.

Councillor Atkin commented that the amounts highlighted within the report titles were confusing, as they referred to both positive and negative figures.

F Foster commented that the report would be rectified.

RESOLVED – That Members noted the contents of the report.

15 CORPORATE PERFORMANCE REPORT - QUARTER ONE - 2015/16

A report of the Chief Fire Officer and Chief Executive & Clerk and Treasurer was presented which provided Members with details of corporate performance for quarter one of 2015/16, and set out the current position for South Yorkshire Fire and Rescue’s suite of Local Performance Indicators.

Members noted that in quarter one of 2015/16 there had been 23 fewer Accidental Dwelling Fires (ADFs) compared to the same quarter in 2014/15, which was almost a 13% reduction; the Service had encountered the lowest number of ADFs per 10,000 domestic properties out of the Metropolitan Fire and Rescue Services during quarter one.

Councillor Ransome referred to a number of fires which were attributable to cheaper electrical goods, and she queried what testing was undertaken by the Service.

DCFO Roberts commented that the Service did not carry out electrical testing within the home, but as part of the home safety checks, fire crew personnel would undertake an assessment of the property to ascertain how safe it was. It was noted that generally, after product recall, only 10% to 20% of the products were returned.

Councillor Ransome suggested that a letter be sent to electrical companies regarding the problem.

CFO Courtney commented that if a particular model of an appliance had shown to be the cause of a number of fires, then the Chief Fire Officers Association would approach the manufacturer to establish whether they could do something about that item. Work was undertaken nationally to identify recurring trends and to also address the problem.

Councillor Ayris referred to fires in non-domestic properties and he questioned what the Authority did to work with commercial organisations to minimise the risk of fire.

DCFO Roberts referred to the ongoing work of the Service undertaken on the Authority's behalf. The Service positively engaged with businesses to try to improve their safety knowledge of their building, and work was ongoing to provide education sessions and raise awareness around the issues. In relation to the increase in incidents, the Service continued to try to engage with every business within South Yorkshire.

Councillor Richards referred to the recent seminar for businesses in the area to look at the sprinkler systems and installation. Councillor Richards referred to special service incidents, and added that she was a member of the Sheffield Safer and Sustainable Communities Board; a plea had been made at a recent meeting for fire crews not to break down doors if there was an alternative way to gain entry into a property.

CFO Courtney commented that fire crews would only break down a door if all other ways of gaining entry had been exhausted.

RESOLVED – That Members:-

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

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 item 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 STRONGER SAFER COMMUNITIES RESERVE ROUND 2

A report of the Clerk to the Fire and Rescue Authority was submitted to consider a further six projects for funding based on their revised bids.

RESOLVED – That Members:-

- i) Approved funding for the projects.
- ii) Agreed to the release of funds to projects, subject to completion of service level agreements.
- iii) Considered the use of residual funds.

CHAIR

SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

19 OCTOBER 2015

PRESENT: Councillor J Andrews (Chair)
Councillor A Atkin (Vice-Chair)
Councillors: S Ayris, A Buckley, A Cave, P Haith, E Hughes,
R Munn, C Ransome, S M Richards and J Satur

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

CFO J Courtney, DCFO J Roberts, ACFO M Blunden and
B Sandy (South Yorkshire Fire & Rescue Service)

A Frosdick, J Bell and F Foster (BMBC)

Apologies for absence were received from Councillor
G Furniss, R Bywater, D Cutting, I Rooth, G Kirk and
D Hanson

1 APOLOGIES

Apologies for absence were noted as above.

2 ANNOUNCEMENTS

Councillor Hughes referred to a recent fire station visit, where staff appeared to be wearing different colour uniforms.

ACFO Blunden commented that new shirts had been issued to firefighters and new trousers would shortly be introduced, to bring the uniform up to standard over the coming weeks.

M McCarthy reported that the Service's Stronger Safer Communities Reserve Fund (SSCR) had been shortlisted for Partnership of the Year and SYFR Communications and CFS for the Team of the Year Award at the Excellence in Fire and Emergency Awards 2015; Members would be kept updated.

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 Satur and Haith had recently attended a Leadership Essentials Fire and Rescue Programme, which had enhanced their knowledge of how other fire authorities performed.

Councillor Hughes gave thanks to the firefighters at Doncaster Fire Station for her recent visit; she queried why the turntable ladder was only available on a part time basis at the station.

CFO Courtney referred to the task undertaken over the last 4 years to reduce the establishment in line with the diminishing budget. It had been agreed that Sheffield would retain one aerial appliance on a whole time basis, due to it having the largest number of high rise buildings within South Yorkshire, and that a second aerial appliance would be located at Doncaster on a retained basis. The Authority had agreed the IRMP, which was now in the process of being implemented.

Councillor Andrews requested that Councillor Hughes be provided with statistical data around the use of the aerial appliance in the last 5 years for South Yorkshire, and in particular Doncaster.

7 RECEIPT OF PETITIONS

None.

8 TO RECEIVE ANY QUESTIONS OR COMMUNICATIONS FROM THE PUBLIC

None.

9 MINUTES OF THE AUTHORITY MEETING HELD ON 21 SEPTEMBER 2015

Councillor Richards commented that the outcome of the Internal Audit review in relation to the overtime payments made to Principal Officers during periods of industrial action would be presented to the Audit Committee in November. Councillor Richards would continue to keep the Members of the Audit Committee up to date.

Councillor Hughes referred to her visit to the Control Room, where staff had indicated that issues in relation to the computer system, for emergency and non-emergency telephone calls, had not yet been resolved; she had since received a response from the Service in response to her concerns, but had not yet re-visited the Control Room to establish whether the situation had improved.

10 VARIATION TO TERMS AND CONDITIONS OF EMPLOYMENT - PART-TIME FIREFIGHTERS

A report of the Director of Service Development/Deputy Chief Fire Officer was submitted in relation to the variation to the terms and conditions of employment for part-time firefighters.

In 2013 a proposal had been developed to vary the terms and conditions of employment of Retained Duty Staff (RDS) firefighters, to ensure they became more aligned to their Wholetime counterparts for the wider provision of safety critical training and Maintenance of Compliance. A collective agreement had been reached on 24 March 2015 with the FBU at a meeting of the Joint Negotiating Meeting (JNM). Subsequently the FBU had indicated that they were not prepared to ratify the collective agreement, unless an agreement was made by managers for a payment to be made to each member of staff affected by the change. As a result of this, the type of incidents most RDS firefighters can respond to have been restricted until a resolution is reached.

RESOLVED – That Members:-

- i) Noted the contents of the report.
- ii) Agreed to the proposal for a one-off pro-rata payment to the maximum of £750 (subject to tax and National Insurance) for firefighters engaged on RDS, to fit the contracted availability hours provided by each individual.

11 CONTINGENCY ARRANGEMENTS

A report of the Chief Fire Officer and Chief Executive was presented which set out a number of options relating to the ongoing provision of contingency arrangements in order that the Fire and Rescue Authority complies with the Fire and Rescue Act 2004 and the Civil Contingencies Act 2004.

Councillor Richards requested that a report be presented to the November Authority meeting to provide costings for Options 3 and 4 in relation to the contingency arrangements, to enable a proper and informed decision to be made.

RESOLVED – That a report be submitted to the November Authority meeting, to provide costings for Options 3 and 4 in relation to the contingency arrangements.

12 AMENDMENT OF CONTRACT STANDING ORDERS

A report of the Deputy Monitoring Officer was submitted requesting an amendment to the Contract Standing Orders to allow the Authority to procure from its trading company.

Members noted that Section 5 of the Authority's Contract Standing Orders dealt with exempt categories of contracts to which the full tendering exercise was not required.

RESOLVED – That Members resolved to amend Contract Standing Order 5 to include the SYFR trading company.

13 EMERGENCY FIRST RESPONDING

DCFO Roberts commented that the Service had been accepted onto the national trial for emergency first responding, which would initially be launched at Stocksbridge Fire Station upon the completion of formal DBS checks. Following

which, it was the intention to go live at Rossington and Dearne Fire Stations in terms of co-responding, which would enable a more rapid response to be provided to the communities.

DCFO Roberts referred to co-responding which involved a dual response from both the Service and Yorkshire Ambulance Service (YAS). It was anticipated that the Service would arrive first at an incident to provide medical intervention, due to the high volume of calls experienced by YAS of approximately 2,000 to 3,000 calls per day.

Members noted that YAS provided the Service with specific training over a period of 2 days, which included CPR training, provision of oxygen therapy and defibrillator training.

RESOLVED – That Members noted the update.

14 EQUALITY AND INCLUSION UPDATE

It was noted that Members had agreed at the last Authority meeting to the dissolution of the Workforce and Organisational Development Board (WOD).

DCFO Roberts referred to a meeting requested by the Equality and Inclusion Lead Member, Councillor Cave, with staff from the Service's Equality and Inclusion Section which would take place on 22 October 2015. A gap analysis had been undertaken over the last 6 months against the Fire and Rescue Equality Framework to establish whether the Service was maintaining 'Achieving' of the Equality Framework, and the work required to move to an 'Excellent' rating. DCFO Roberts commented that a report would be submitted to a future Authority meeting once a number of queries on the gap analysis report had been resolved.

Councillor Richards referred to a report commissioned on the culture of Essex Fire Service. She requested that the Service produce a 'lessons learnt' report based on this report in relation to the way the Service was run to ensure that such issues did not arise in South Yorkshire.

Councillor Richards commented that at the last LGA Fire Conference the Fire Minister had referred to the Thomas Report, which had not yet materialised.

CFO Courtney commented that Adrian Thomas had recently suggested that the report was with the new Fire Minister and that it was for the Minister to decide whether the report would be published.

RESOLVED – That Members agreed:-

- i) A lessons learnt report, based on the Essex Fire Service's report, would be presented to the January 2016 Authority meeting.
- ii) A letter be sent on behalf of the Authority to the Fire Minister in relation to the Thomas Report, and copied to the Shadow Minister, to stress the importance of publishing the report as indicated by the previous Fire Minister.

S41 MEMBER BRIEFING NOTE



OCTOBER 2015

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

Government consultation calls for closer working between emergency services

The Home Office, Department for Communities and Local Government (CLG) and the Department of Health (DoH) have issued a consultation document setting out proposals for closer working between emergency services. The consultation suggests legislative changes in what could be a radical shift in the way Fire and Rescue Services are governed.

The Government believes that greater joint working can strengthen the emergency services and deliver significant savings and benefits for the public. It has already invested £70m to help drive 'blue light' collaboration projects. Although there are many good examples of joint working between the emergency services, the overall picture remains patchy and the Government believe much more can be done.

South Yorkshire Fire and Rescue Authority are to hold an event to consider the 16 questions posed and will be submitting a joint Authority and Service response.

The full consultation document can be accessed [here](#).

Reducing the risk of fire for businesses

South Yorkshire is the launch pad this month (September) for a major initiative designed to improve fire safety for Small and Medium Enterprises. Barnsley and Rotherham Chamber of Commerce has launched the Business Fire Safety Project to reduce the impact of fires on business stability and development.



Adrian Platts and Andrew Denniff of Barnsley & Rotherham Chamber of Commerce are handed a funding cheque from the South Yorkshire Fire & Rescue Authority's Stronger Safer Communities Reserve by Councillors Alan Atkin and Jackie Satur, and Chris Mellors of South Yorkshire Fire and Rescue.

This project received funding from South Yorkshire Fire and Rescue Authority's Stronger Safer Communities Reserve to assist local businesses to become more engaged in fire safety awareness.

"We will be working closely with the fire service, local authorities and partners in South Yorkshire," says Andrew Denniff, Chief Executive of the Chamber of Commerce, "and will support businesses to become more informed and controlled in dealing with fire safety issues, helping businesses to help themselves".

"We're targeting a range of businesses across South Yorkshire to continue to reduce the risk of fires in commercial and industrial settings".

The key initiative of the project is to establish robust fire safety cultures within businesses that aim to protect employees and ensure business continuity. The project has established a specialist business support service, dedicated to increasing the uptake of fire safety advice by delivering presentations, providing guidance and business toolkits. The project will also support the adoption of in house Fire Safety Ambassadors to more effectively manage fire risks in smaller businesses who have less awareness of fire safety issues.

Andrew says "Any drive to encourage more businesses to adopt improved safety practices can only serve to protect employees, business continuity and future growth".

He goes on to point out that many businesses may not have fire safety at the top of their business priority list, and some are not familiar with the requirements of the Regulatory Reform (Fire Safety) Order 2005. In order to foster good fire safety cultures within businesses, it is important for them to understand the Order to ensure they are compliant.

"We hope our initiative will assist the South Yorkshire Fire Authority to continue reducing fires and the risk of fires at business premises".

Fire Authority Chairman Councillor Jim Andrews said: *"The fire service in South Yorkshire has already helped to make our communities safer than they have been at any time in our history, but it's important those successes are replicated in a commercial context. By supporting partners like Barnsley & Rotherham Chamber, we think the Authority can make a big contribution to helping to protect businesses from fire which will in turn help to support a thriving local economy".*

Any businesses looking for advice, guidance or support surrounding fire safety can contact Barnsley and Rotherham Chamber on 01709 386200 to discuss how the project can assist.



Stronger, Safer Communities Reserve update

A further six projects were approved for funding by Fire and Rescue Authority on Monday 21st September following the submission of revised bids. A full list can be viewed on the Authority's website [here](#) but include Doncaster Deaf Trust, St Leger Homes and Yorkshire Children's Centre.

Safety call as student landlords failing to fix fire risks

Fire officers are urging the tens of thousands of new and returning students arriving in Sheffield this week to report accommodation safety concerns to their landlords.

Research from Electrical Safety First has shown negligent landlords and letting agents are failing to address common safety concerns, which could result in fires.

The charity found that:

- 1 in 4 students experienced faulty electrics in their private rented accommodation
- 37% of landlords failed to fix exposed wiring
- 35% never rectified damp, condensation or flooding around electrics
- 30% didn't resolve issues around sockets and light fittings

South Yorkshire Fire & Rescue say that whilst standards of rented accommodation for students in Sheffield are generally improving, students should stay vigilant and be bold in reporting safety any concerns.

Head of community safety Kevin Ronan, said: *"Our message to students is that you shouldn't have to put up with poor safety standards in your rented property. Landlords have a legal duty to ensure that your electrical installation is kept in repair and proper working order. So keep an eye out for constant tripping of fuses, flickering lights and scorching around sockets.*

"Most freshers will be living in well managed halls of residence or private student accommodation complexes. But many more returning students will be heading into the private rented sector for the first time and should report any concerns to their landlords to prevent fires."

Other top fire safety tips for students include: Ensure that your property is fitted with a working smoke alarm. Test the alarm upon arrival in your house and again at regular intervals throughout the year.

Make sure your landlord or fellow housemates do not store anything on top of your microwave as they can cause it to overheat.

Don't attempt to cook after a night out drinking- buy a takeaway on the way home instead

Fire station hosts 'memory cafe' as part of new dementia partnership



The fire service has taken another big step towards supporting the growing numbers of people in South Yorkshire who live with dementia, by holding 'memory cafes' at one of its fire stations.

Adwick Fire Station at Quarry Lane, Woodlands now hosts a monthly memory cafe as part of a new partnership between South Yorkshire Fire & Rescue and the Alzheimer's Society.

The events, held once each month on a Thursday afternoon, provide an opportunity for people living with dementia and their carers to meet in a safe, managed environment and to take part in activities to promote mental and physical wellbeing, like games and health walks.

An Alzheimers Society Dementia Support Worker also attends each meeting to give information and support to carers.

Officers believe the project will benefit the fire service by providing a vital link with one of its key target groups in terms of vulnerability to fire.

They think the partnership also highlights the growing role the fire service can play in promoting health and wellbeing in the communities it serves.

Area Manager Steve Helps, said: *"In the last decade, the fire service has helped to make South Yorkshire safer than it has been at any time in its history in terms of house fires and fire related deaths and injuries.*

"But we believe we can play a much wider role in terms of tackling some of the big health challenges our country faces in the future. This project is the perfect illustration of that aspiration, where fire service resources

are helping to improve the lives of one of the most vulnerable groups in society."

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

Hundreds of its staff have also signed up 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.

Paul Harrison, Alzheimer's Society Operations Manager for South Yorkshire said:

"We are delighted to enter into this partnership with the South Yorkshire Fire and Rescue Service and are grateful to them for hosting the Memory Café in their premises – it is certainly one of our more unusual locations.

"Alzheimer's Society research has shown that people living with dementia thrive better if they can continue to live in their own homes for as long as possible, but they can be very vulnerable to risks in the home including fire. Working with the South Yorkshire Fire and Rescue service is a vital part of creating supportive dementia friendly communities and improving both safety and wellbeing of people living with dementia and their carers in the area"

South Yorkshire Fire & Rescue has community rooms available at many of its fire stations across the county which are available to use, free of charge, to a variety of charities and community organisations.

CO advice to be given to residents in National Grid link up

National Grid has teamed up with South Yorkshire Fire & Rescue to give lifesaving carbon monoxide (CO) advice to the area's most vulnerable residents.

The partnership is part of an initiative National Grid is running with seven fire and rescue services across the country, including Leicestershire, Essex, Hertfordshire, Lancashire, and West Midlands. It follows a successful trial with Staffordshire Fire and Rescue, who delivered over 3,000 home safety checks, including advice on CO

symptoms, prevention and how to ensure their homes are safe from the silent killer.

Head of community safety for South Yorkshire Fire & Rescue, Kevin Ronan, said: *"Too many people die needlessly or become seriously ill because of carbon monoxide poisoning each year. As a fire service, our work in the community has already helped to massively reduce house fire deaths and injuries, so it's only natural that we should look to extend that success by making people more aware of other safety issues like CO."*

It is hoped that through the fire service's regular home safety checks, more and more people will become aware of the dangers of CO poisoning, take further action to make their homes safer and share their knowledge with others.

Head of operations for National Grid James Harrison said: *"We are seeing great results so far which means the chance of people being harmed or killed by CO is falling."*

Known as the 'silent killer', carbon monoxide poisoning kills over 50 people a year, with 4,000 people attending hospital with carbon monoxide symptoms. An odourless, colourless gas, carbon monoxide is not easily detected and symptoms of carbon monoxide poisoning can be confused with flu.

Mr Harrison added: *"The partnership with South Yorkshire Fire and Rescue means more and more people are getting the CO safety message. We are providing them with the information, knowledge and CO alarms and they are able to deliver these to far more people during their Home Safety checks."*

The results from the trial with Staffordshire Fire & Rescue Service showed:

- 68% increase in CO awareness
- 81% of respondents would take all the recommended further action. This includes getting their gas appliances checked every year, passing on information to friends and family, buying a CO alarm and seeking medical advice if the symptoms of carbon monoxide poisoning occur
- 99% indicated they would share their new knowledge of CO dangers with family and friends

Carbon monoxide is often known as the silent killer because you can't see it or smell it but carbon monoxide poisoning can be avoided

by taking simple steps. Ensure your gas appliances are fitted, maintained and serviced annually by a Gas Safe registered engineer and as a back-up, fit an audible carbon monoxide detector. They can be bought for as little as £15 and could save your life.

Following the success of the Staffordshire trial, National Grid teamed up with six further fire and rescue services and shared the trial findings with the other gas distribution networks. The other networks have now also started to team up with services in their areas to provide CO awareness.



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@SYFireAuth

SECTION 41 MEMBER BRIEFING



NOVEMBER 2015

Please find below information from your
Section 41 Member representative on South
Yorkshire Fire and Rescue Authority
Cllr Pat Haith



STRONGER SAFER COMMUNITIES RESERVE

Stronger Safer Communities Reserve (SSCR) Fund shortlisted for national award

South Yorkshire Fire and Rescue Authority's innovative SSCR Fund has been shortlisted for 'Partnership of the Year' Award at the national 2015 Excellence in Fire and Emergency Awards.

The judging panel, led by the Government's Chief Fire and Rescue Adviser, Peter Holland, felt the SSCR Fund really stood out and met all the criteria for this particularly category.

The SSCR Fund is about more than handing out money; it's about giving the right organisations the right resources to carry out the work and reach the types of very vulnerable people fire services simply cannot achieve on their own.

Under the scheme 19 different community groups, charities and other partners were awarded a total of £500,000 (in round 2) to support projects which reduce injuries, save lives and make South Yorkshire safer. The scheme was heavily over-subscribed and key objectives for the successful applicants including prioritizing the most vulnerable, collaboration and data sharing.

Highlights of the scheme include:

- 3,000 baby thermometers handed out to all expectant parents in Barnsley. The thermometers are specially designed to 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 '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.

Evidence collected from the funded projects shows tens of thousands of local people have been made safer, many of them from some of South Yorkshire's most deprived, 'at risk', communities.

It is worth noting that South Yorkshire have been shortlisted for another award – Team of the Year -

Sheffield firefighters named best of the best



A fire crew from Sheffield is celebrating after coming out on top in a national competition to test firefighters' search and rescue skills in heat and smoke.

Central White Watch were awarded first place in the UK finals of the Breathing Apparatus (BA) challenge which saw them compete against 15 other fire crews from across the UK, including from West Yorkshire, Greater Manchester and Hertfordshire.

Each team tackled a series of scenarios involving the rescue of 'casualties' from inside smoke-filled buildings. Judges at the competition, held at the Fire Service College in Moreton-in-Marsh, named the Central crew overall winners after they scored highest in the best BA team and best officer in charge categories.

A second team from South Yorkshire, made up of firefighters based at the service's training and development centre in Handsworth, also took part in the contest which officers say is proof of the skill and professionalism of the county's crews.

Assistant Chief Fire Officer Martin Blunden, said: *"We're very proud that a crew from South Yorkshire took first place in a national competition that was filled with extremely professional, highly-skilled firefighters. The standard was very, very high, and for our crew to perform to such a high standard on the national stage is a fantastic achievement."*

"Since arriving in South Yorkshire this spring, I've been convinced that the service is amongst the best in the country at what it does. Winning this competition is further proof of that."

Judges scored crews in a number of different skill areas including BA search and rescue, firefighting while in BA, pump operator, BA entry control officer and incident command.

South Yorkshire firefighter prepares for Moldovan training mission



Steve North

Moldova to help train the country's fire crews in road traffic collision (RTC) rescue.

Steve North, based at South Yorkshire Fire & Rescue's Handsworth training centre, is part of a World Rescue Organisation (WRO) team spending five days working with firefighters in the Eastern European country.

Steve, one of the UK's leading specialists in RTC rescue, is Extrication Deputy Head for the United Kingdom Rescue Organisation (UKRO) and has previously visited Ghana to teach rescue techniques to firefighters.

The 53 year-old, who was also part of a South Yorkshire team named World Extrication Champions in 2004, has been a firefighter for 25 years. He started his career at London Fire Brigade before transferring to South Yorkshire Fire & Rescue in 2000.

In 2012 there were 2,712 recorded road traffic collisions in the Republic of Moldova, causing 441 deaths. This makes the country's fatality rate for RTCs more than 10 times that of the UK's.

Factors contributing to this are the length of time for rescue assistance to reach incidents, a lack of necessary equipment to respond effectively to incidents, and gaps in knowledge of those responding to incidents.

Steve said: *"The road death casualty rates in Moldova are unacceptably high and I think we have a duty in the developed world to share learning with firefighters there to help save lives."*

"Things in Moldova have already improved thanks to previous training missions and some kit and equipment donations. The aim of this visit is to help the Moldovan fire service establish its own, national extrication challenge competition for its crews as a way of promoting skills and learning in the country in a sustainable way."



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Fire Authority Member goes up in the world

Fire Authority Member, Cllr Eva Hughes, and Doncaster Ward Member for Wheatley Hills and Intake, recently visited Doncaster Fire Station.

Cllr Hughes spent time with Green Watch being shown around the Station, and talking to the staff. She even got the chance to go up in the Turntable Ladder.

Cllr Hughes said: *"What an experience. Thank you for the opportunity"*.



SOUTH YORKSHIRE PENSIONS AUTHORITY

1 OCTOBER 2015

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

Trade Unions: G Warwick (GMB) and N Doolan (Unison)

Officers: J Hattersley (Fund Director SYPA), G Chapman
(Head of Pensions Administration SYPA), J Bell (Director of
Human Resources, Performance and Communications,
BMBC), F Foster (Treasurer), M McCarthy (Deputy Clerk) and
M McCoolle (Senior Democratic Services Officer)

Apologies for absence were received from Councillor J Scott,
F Tyas, R Askwith, A Frosdick, B Clarkson and R Bywater

1 APOLOGIES

Apologies for absence were noted as above.

2 ANNOUNCEMENTS

Councillor Ellis referred to agenda item 30 entitled 'Senior Manager Pay Review'. Members noted that the report had been withdrawn from the agenda as the Section 151 Officer had not had sight of the report; it was envisaged that the report would be presented to the Authority meeting in December.

3 URGENT ITEMS

None.

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

None.

5 DECLARATIONS OF INTEREST

None.

6 MINUTES OF THE ANNUAL AUTHORITY MEETING HELD ON 11 JUNE 2015

RESOLVED – That the minutes of the Annual Authority meeting held on 11 June 2015 be signed by the Chair as a correct record.

7 MINUTES OF THE ORDINARY AUTHORITY MEETING HELD ON 11 JUNE 2015

RESOLVED – That the minutes of the Ordinary Authority meeting held on 11 June 2015 be signed by the Chair as a correct record.

8 MINUTES OF THE MEETING OF THE MANAGEMENT COMMITTEE HELD ON 16 APRIL 2015

RESOLVED – That the minutes of the Management Committee held on 16 April 2015 be noted.

9 MINUTES OF THE MEETING OF CORPORATE PLANNING AND GOVERNANCE BOARD HELD ON 18 JUNE 2015

M McCarthy commented that the Department for Communities and Local Government (DCLG) had now confirmed the establishment of a Joint Local Pension Board for the two South Yorkshire LGPS administering authorities; the first meeting would be held today.

RESOLVED – That the minutes of the Corporate Planning and Governance Board held on 18 June 2015 be noted.

10 MINUTES OF THE MEETING OF THE CORPORATE PLANNING AND GOVERNANCE BOARD HELD ON 23 JULY 2015

Members noted that the Value Added Tax report had been included onto the Work Programme, and this would be presented to the next Board meeting.

RESOLVED – That the minutes of the Corporate Planning and Governance Board held on 23 July 2015 be noted.

11 MINUTES OF THE MEETING OF THE INVESTMENT BOARD HELD ON 25 JUNE 2015

RESOLVED – That the minutes of the Investment Board held on 25 June 2015 be noted.

12 WORK PROGRAMME

Members were presented with a copy of the cycle of future meetings work programme to 14 January 2016.

RESOLVED – That Members noted the contents of the report.

13 SECTION 41 FEEDBACK FROM DISTRICT COUNCILS

None.

14 VERBAL UPDATE ON MATTERS ARISING SINCE THE LAST MEETING

None.

15 CONSTITUTION AND TERMS OF REFERENCE OF THE SOUTH YORKSHIRE LOCAL PENSION BOARD

A report of the Deputy Clerk was submitted to consider amendments to the Constitution and Terms of Reference of the South Yorkshire Local Pension Board.

The South Yorkshire Local Pension Board had first met on 23 July 2015, where its Constitution and Terms of Reference had been considered, as approved by the Authority on 19 March 2015. It had been suggested that the Constitution be amended to indicate:-

- i) A Member may serve a maximum of two terms of office.
- ii) The Board shall hold meetings quarterly. Additional meetings may be called at any time by the Chair.

RESOLVED – That Members agreed to the suggested amendments.

16 LOCAL PENSION BOARD BUDGET 2015/16

A report of the Clerk was presented to consider and agree a budget for the recently established Local Pension Board for the period 2015/16.

It was noted that in relation to the establishment of local pension boards, the Guidance had made provision for the boards to have access to a budget for specified purposes, which may include:-

- Seeking professional advice.
- Member training.
- Production of an Annual Report.
- Expenses in relation to travel, accommodation and subsistence in connection with membership.

RESOLVED – That Members:-

- i) Agreed a budget of £15,000 for the period 2015/16.
- ii) Noted that these costs would be met on a pro-rata basis by the South Yorkshire Pension Fund and the South Yorkshire Passenger Transport Pension Fund.
- iii) Noted that the expenditure would be reported as part of the Authority's budget monitoring arrangements.

17 GOVERNMENT CONSULTATION ON LGPS

A report of the Fund Director was submitted to advise Members that the Government intended to consult over the pooling of investments to reduce costs.

Members noted that the report had been presented to the Investment Board meeting in September, where it was understood that there would be major implications for both the Authority and the Fund if the proposals were pursued.

Members were referred to the message from the Department for Communities and Local Government, which stated that 'Hymans established that savings and efficiencies of up to £660m could be achieved by pooling investment into collective investment vehicles to access economies of scale, by making greater use of passive management for listed assets'. The proposal suggested that 5/6 collective investment vehicles be established, which all administering authorities would be required to invest into but they would retain local asset allocation decision making; the internally managed funds would not be large enough to meet the size criteria. A great deal of officer work was underway to work through the CLG proposals so far released but there was a lot of ambiguity and lack of cohesion surrounding them. HM Treasury had realised that there was a timescale, and they were keen to make an announcement at the next budget that cost savings would have been achieved. The Government was focusing on the cost, scale and governance, and it was seeking to improve governance of administrative authorities (seemingly without adversely affecting investment performance).

At the September Investment Board meeting, the State Street presentation had indicated that the Fund had outperformed its benchmark by 0.1% per annum over the last decade whereas the average fund had underperformed by 0.1% and the differential was a further 0.2% net of fees.

G Warwick commented that the Scheme Advisory Board had expressed concern, and he considered that a holding letter to the Government would be invaluable to point out the increase in cost as opposed to savings. It had been agreed at the last Advisory Board meeting, to undertake further work on the criteria assessment.

Members noted that a workshop would be held on 19 November to discuss the issues surrounding what was so far known about the proposals. It was noted that the Investment Board had given approval for the Fund Director to explore the research being undertaken by Hymans Robertson, and had given approval for the Board to enter into this providing the costing was circa £10,000.

RESOLVED – That Members:-

- i) Noted the report and the response so far proposed by the Investment Board.
- ii) Agreed that a holding letter be submitted to the Government to explain the Fund's position and the areas it wanted to explore further.
- iii) Noted that a workshop would be held on 19 November to discuss the response to the LGPS consultation on investment pooling.

18 COMPLIANCE AND ENFORCEMENT BY THE PENSIONS REGULATOR IN THE LGPS

A report of the Clerk was presented to draw to Members' attention the publication by the Pensions Regulator of an enforcement policy document affecting the LGPS.

Members noted that the framework for the governance and administration of public service pension schemes had been introduced in the Public Service Pensions Act 2013. The Pensions Regulator (TPR) was now the LGPS regulatory body.

RESOLVED – That Members noted the report.

19 QUARTER 1 PERFORMANCE SNAPSHOT REPORT

Members were presented with a copy of the Business Planning and Performance Framework's Snapshot Report for 2015/16 Quarter 1.

Councillor Ellis referred to stock selection that had added value at a time which had been very difficult for the Fund.

RESOLVED – That the contents of the report be noted.

20 ACTUARIAL VALUATION TIMETABLE 2016

A report of the Fund Director was submitted to advise Members about the provisional timetable for considering aspects of the actuarial valuation due at the end of March 2016.

Members noted that traditionally the Authority reserved the actuarial valuation to itself rather than delegating to a Board. The Fund's next triennial actuarial valuation was due as at 31 March 2016. Members noted the provisional timetable which incorporated the work from the employers, the actuary and the Authority. Officers and the actuary were involved in preliminary discussions in relation to the adoption of underlying principles for setting the valuation assumptions/methodology; a meeting would be held in October and the outcome would be discussed with the district councils.

Councillor Ellis queried whether any local authorities had provided outsourcing information, following the Authority's plea made a few months earlier.

J Hattersley commented that the matter would be raised at the forthcoming meeting with Treasurers.

Councillor Wraith requested that the Authority be provided with feedback throughout the process.

Councillor Ellis expressed concern with UPM, the new administration system, and whether it was able to give equality and reliability of membership data.

G Chapman commented that from next year, it would be critical for employers to provide data in a timely fashion; the matter would be raised at the Employers Forum in November 2015. It was noted that a new valuation extract program was required to accommodate the changes to the scheme; a specification had been agreed with actuaries, and discussions were underway with the software supplier. The Fund had agreed to be the test site for the new software, which was expected before the end of the year; Members would be kept informed of the test results.

RESOLVED – That Members noted the report.

21 BOARD CHAIRS' REPORTS

Councillor Ellis had met with a number of staff over the last few months, where she had acknowledged that the Authority was aware of the amount of strain the additional

workload had caused staff due to problems with the UPM administration system; she gave thanks to J Hattersley, G Chapman and M McCarthy for the time involved in providing in-depth explanations on matters to her.

Councillor Ellis referred to J Hattersley's intention to retire. J Hattersley was held in the highest regard and he would be difficult to replace; it would be imperative to find a suitable replacement over the coming months. Members noted the forthcoming Annual Fund Meeting which would be robust in relation to responsible investments etc.

Councillor Ellis had met with D Terris, Clerk to the Authority, and J Bell, Director of Human Resources, Performance and Communications (BMBC).

Councillor Wraith gave thanks to the staff and officers for the work undertaken on the UPM administration system.

J Hattersley gave thanks, on behalf of colleagues, to the Chair for all of her support.

**22 CORPORATE PLANNING & GOVERNANCE BOARD AUDIT COMMITTEE
FUNCTION ANNUAL REPORT**

The Authority was presented with the Corporate Planning and Governance Board Audit Committee Function Annual Report 2014/15, which provided evidence of the arrangements the Authority had in place to monitor, challenge and hold to account those responsible for managing its' governance arrangements and the production and approval of its Annual Governance Statement.

Members noted that the draft Annual Report had been agreed at the Corporate Planning and Governance Board meeting held on 18 June.

RESOLVED – That the Authority approved the Corporate Planning and Governance Board Audit Committee Function Annual Report 2014/15.

23 SOUTH YORKSHIRE PENSION FUND ANNUAL FUND MEETING 2015

A report of the Head of Pensions Administration was submitted to advise Members about the 2015 Annual Fund Meeting, which would be held at Doncaster Racecourse on Thursday 22 October 2015 commencing at 5.30pm.

Members noted that the format and style of the meeting would include presentations from the Fund Director and the Head of Pensions Administration plus pre-notified questions from attendees, as at previous events. Subject to testing the quality of the mobile network at the racecourse, the event would be live streamed, which would be new for this year.

RESOLVED – That Members noted that the 2015 Annual Fund Meeting would be held on Thursday 22 October 2015 at Doncaster Racecourse commencing at 5.30pm.

24 MYNERS' PRINCIPLES: COMPLIANCE STATEMENT

A report of the Clerk was submitted to ask Members to approve an updated version of the Myners' Principles Compliance Statement.

The Statement of Compliance with the Myners' Principles had last been approved by Members in September 2013. An updated document had been prepared which reflected the introduction of a Local Pension Board, in anticipation of the establishment of the new website; no other material changes had been made.

RESOLVED – That Members approved the amended version of the Myners' Principles Compliance Statement.

25 **REVIEW OF CORPORATE STRATEGY**

A report of the Clerk was presented to seek Members retrospective approval of a decision by the Chair and Vice Chair to approve the publication of a revised Corporate Strategy Statement.

Members noted that given the lack of clarity surrounding the future of the Local Government Pension Scheme, it had been agreed in March not to review the Authority's Corporate Strategy, and that Local Pension Boards were to be introduced from 1 April 2015. The existing document had not been revised to reflect the introduction of the 2014 LGPS or in light of changes resulting from the dissolution of the South Yorkshire Joint Secretariat. An updated document had been prepared in anticipation of the establishment of the new website; no material changes to the Strategy or Objectives had been made.

RESOLVED – That Members approved the decision of the Chair and Vice Chair to agree to the publication of a revised Corporate Strategy Statement.

26 **REVIEW OF GOVERNANCE COMPLIANCE STATEMENT**

A report of the Clerk was submitted to ask Members to retrospectively approve a revised version of the Fund's Governance Compliance Statement.

The Fund had a statutory requirement to publish a Governance Compliance Statement; the current Statement was dated from June 2013. Regulation 31(3)(c) of the Local Government Pension Scheme (Administration) Regulations 2008 (as amended) applied.

Members noted that the existing document had been reviewed due to the changes resulting from the dissolution of the South Yorkshire Joint Secretariat and the introduction of the 2014 LGPS, and it also incorporated references to the introduction of the Local Pension Board; no material changes had otherwise been made.

RESOLVED – That Members approved the revision of the Governance Compliance Statement.

27 **REVIEW OF PENSIONS ADMINISTRATION SINCE THE IMPLEMENTATION OF THE UPM SYSTEM**

A report of the Head of Pensions Administration was presented to provide Members with a comprehensive review of the experience of the Pensions' Administration Division of the Authority since the implementation of the UPM Pensions Administration System in November 2014.

Members noted that from the 'go live' date to the end of January 2015, there had been a backlog of 11,000 cases, which at its highest had peaked at 13,000 cases. It had been recognised that the backlog could not be reduced without implementing overtime measures which had commenced from January 2015; a total of 10,000 cases had been completed as a result of overtime working. G Chapman commented that overtime working would cease at the end of December 2015. Provided that overtime working continued on the same basis until December 2015, the total estimated cost would be between £45,000 and £50,000. Discussions with other funds had indicated that they had encountered similar backlog problems. G Chapman would provide an update at the December Authority meeting.

Many of the issues that have been encountered have been as a result of doing things for the first time. As we approach nearly one year live we start to repeat things we have experienced before. For instance the pension increase procedure would be able to commence earlier than previously, which will help to avoid the errors that had been incurred last time. It was envisaged that normal business would be resumed at the beginning of 2016.

Members expressed their thanks to the staff for working through such extremely difficult circumstances, together with their dissatisfaction with Civica, the UPM system provider.

Members agreed that a representative from Civica would be invited to a future Authority meeting, to explain their performance and to enable Members to express their dissatisfaction at the service provided.

RESOLVED – That Members:-

- i) Commented specifically on any areas of the report giving rise to major concerns.
- ii) Commented generally on the Authority's position as detailed in the report.
- iv) Agreed that Civica be invited to a future Authority meeting.

28 ANNUAL BENEFIT STATEMENTS

A report of the Head of Pensions Administration was submitted to advise Members about the failure to meet the statutory deadline for the issue of Annual Benefit Statements to active and deferred Members.

Members noted that statements must be issued by 31 August each year; 2015 was an extraordinary year due to it being the first year of CARE and the first time the annual benefit statements had to be produced on UPM, the new administration system. It had been the intention to meet the statutory deadline, with an estimation for completion of 85% of members. It was noted that the selected printing company, who had been requested to print the statements, had indicated that it would be impossible to meet the 31 August 2015 deadline, due to commitments with other LGPS clients who also wished to have their statements issued by 31 August 2015.

The LGA had ran a national survey, due to a number of LGPS pension funds being in a similar position. The results had indicated that most funds were unable to meet the

deadline and the LGA had undertaken to approach the Pensions Regulator on behalf of the LGPS, who had indicated that administering authorities could take into account the reference to teething problems in paragraph 257 of the Code of Practice, in relation to the introduction of the new scheme and the new statutory deadline for issuing statements when assessing the materiality of any breach.

Members noted the new target of 31 December 2015, for all annual benefit statements to be despatched; it had been agreed with the printing company to send sizeable batches once prepared; scheme members had been made aware of the delay on the website.

As a result of time dependent information, in relation to the annual fund meeting in October, which was contained within the autumn newsletter, this had been despatched, and had resulted in a loss of savings made on postage by not having a joint mailing; but the annual benefit to deferred members had been included in the mailing as originally planned.

Members noted the long term aim for employers to provide monthly returns, and for issues to be dealt with as and when they occurred throughout the year; the issue would be raised at the Employers Forum in November.

Members queried the deadline for online submissions of the self-assessment.

RESOLVED – That:-

- i) Members noted the contents of the report.
- ii) The Head of Pensions Administration would inform Members of the deadline for online submissions of the self-assessment.

29 APPOINTMENT OF FUND DIRECTOR

A report of the Deputy Clerk was presented to notify the Authority of the Fund Director's intention to retire with effect from the end of March 2016 and to outline the process for the appointment of a successor.

Members noted the proposal to establish an Appointments Panel to comprise of the Authority's Chair, Vice Chair and Section 41 representatives from Doncaster and Sheffield, together with the Clerk to the Pensions Authority.

Councillor Ellis gave thanks to J Hattersley, who had indicated a degree of flexibility in the commencement of his retirement, to allow the appointment of his replacement.

Councillor Ellis commented that the Appointments Panel would establish the level of HR support required at its' first meeting. An options paper would be produced to highlight the process required to enable the most appropriate assistance to be sought from BMBC or another. It was noted that a special Authority meeting could be held at the conclusion of the process, if required, to provide reassurance to Members.

RESOLVED – That Members:-

Pensions Authority: Thursday 1 October 2015

- i) Agreed to the establishment of an Appointments Panel and its proposed membership.
- ii) Noted the proposed timeframe for appointment.
- iii) Agreed that the Appointments Panel would have delegated authority to make appointment to the position of Fund Director on behalf of the Authority.
- iv) Noted that if required, a special Authority meeting could be held at the conclusion of the process, to provide reassurance to Members.

CHAIR