

BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY
BUCKINGHAMSHIRE FIRE AND RESCUE SERVICE

Director of Legal & Governance, Graham Britten
Buckinghamshire Fire & Rescue Service
Brigade HQ, Stocklake, Aylesbury, Bucks HP20 1BD
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Chief Fire Officer and Chief Executive

Jason Thelwell

To: Members of Buckinghamshire and Milton Keynes Fire Authority

8 February 2021

MEMBERS OF THE
PRESS AND PUBLIC

Please note the
content of Page 2 of
this Agenda Pack

Dear Councillor

Your **remote** attendance is requested at a meeting of the **BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY** to be held in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 **online** on **WEDNESDAY 17 FEBRUARY 2021 at 11.00 am** when the business set out overleaf will be transacted.

Your online remote access will be via Microsoft Teams.

Yours faithfully

A handwritten signature in black ink that reads 'Graham Britten'.

Graham Britten
Director of Legal and Governance

Chairman: Councillor Clarke OBE

Councillors: Carroll, Christensen, Cole, Exon, Hall, Hopkins, Hussain, Lambert, Mallen, Marland, McCall, McLean, Mills, Minns, Stuchbury, Walsh



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To observe the meeting as a member of the Press and Public

The Authority supports the principles of openness and transparency. To enable members of the press and public to see or hear the meeting this meeting will be livestreamed. Please visit: <https://www.youtube.com/channel/UCWmIXPWAscxpL3vIiv7bh1Q>

The Authority also allows the use of social networking websites and blogging to communicate with people about what is happening, as it happens.

Adjournment and Rights to Speak – Public

The Authority may adjourn a Meeting to hear a member of the public on a particular agenda item. The proposal to adjourn must be moved by a Member, seconded and agreed by a majority of the Members present and voting.

A request to speak on a specified agenda item should be submitted by email to gbritten@bucksfire.gov.uk by 4pm on the Monday prior to the meeting. Please state if you would like the Director of Legal and Governance to read out the statement on your behalf, or if you would like to be sent a 'teams' meeting invitation to join the meeting at the specified agenda item.

If the meeting is then adjourned, prior to inviting a member of the public to speak, the Chairman should advise that they:

- (a) speak for no more than four minutes,
- (b) should only speak once unless the Chairman agrees otherwise.

The Chairman should resume the Meeting as soon as possible, with the agreement of the other Members present. Adjournments do not form part of the Meeting.

Rights to Speak - Members

A Member of the constituent Councils who is not a Member of the Authority may attend Meetings of the Authority or its Committees to make a statement on behalf of the Member's constituents in the case of any item under discussion which directly affects the Member's division, with the prior consent of the Chairman of the Meeting which will not be unreasonably withheld. The Member's statement will not last longer than four minutes. Such attendance will be facilitated if requests are made to enquiries@bucksfire.gov.uk at least two clear working days before the meeting. Statements can be read out on behalf of the Member by the Director of Legal and Governance, or the Member may request a 'team's meeting invitation to join the meeting at the specified agenda item.

Petitions

Any Member of the constituent Councils, a District Council, or Parish Council, falling within the Fire Authority area may Petition the Fire Authority.

The substance of a petition presented at a Meeting of the Authority shall be summarised, in not more than four minutes, by the Member of the Council who presents it (as above). If the petition does not refer to a matter before the Authority, it shall be referred without debate to the appropriate Committee.

Questions

Members of the Authority, or its constituent councils, District, or Parish Councils may submit written questions prior to the Meeting to allow their full and proper consideration. Such questions shall be received by the Monitoring Officer to the Authority, *in writing*, at least two clear working days before the day of the Meeting of the Authority or the Committee.

COMBINED FIRE AUTHORITY - TERMS OF REFERENCE

1. To appoint the Authority's Standing Committees and Lead Members.
2. To determine the following issues after considering recommendations from the Executive Committee, or in the case of 2(a) below, only, after considering recommendations from the Overview and Audit Committee:
 - (a) variations to Standing Orders and Financial Regulations;
 - (b) the medium-term financial plans including:
 - (i) the Revenue Budget;
 - (ii) the Capital Programme;
 - (iii) the level of borrowing under the Local Government Act 2003 in accordance with the Prudential Code produced by the Chartered Institute of Public Finance and Accountancy; and
 - (c) a Precept and all decisions legally required to set a balanced budget each financial year;
 - (d) the Prudential Indicators in accordance with the Prudential Code;
 - (e) the Treasury Strategy;
 - (f) the Scheme of Members' Allowances;
 - (g) the Integrated Risk Management Plan and Action Plan;
 - (h) the Annual Report.
 - (i) the Capital Strategy
3. To determine the Code of Conduct for Members on recommendation from the Overview and Audit Committee.
4. To determine all other matters reserved by law or otherwise, whether delegated to a committee or not.
5. To determine the terms of appointment or dismissal of the Chief Fire Officer and Chief Executive, and deputy to the Chief Fire Officer and Chief Executive, or equivalent.
6. To approve the Authority's statutory pay policy statement.

AGENDA

Item No:

1. Apologies

2. Minutes

To approve, and sign as a correct record the Minutes of the meeting of the Fire Authority held on 9 December 2020 (Item 2). **(Pages 7 - 18)**

3. Disclosure of Interests

Members to declare any disclosable pecuniary interests they may have in any matter being considered which are not entered onto the Authority's Register, and officers to disclose any interests they may have in any contract to be considered.

4. Chairman's Announcements

To receive the Chairman's announcements (if any).

5. Petitions

To receive petitions under Standing Order SOA6.

6. Questions

To receive questions in accordance with Standing Order SOA7.

7. Recommendations from Committees:

Executive Committee – 10 February 2021

(a) The Prudential Code, Prudential Indicators and Minimum Revenue Provision

"That the Authority be recommended to approve:

1. the Prudential Indicators for 2021-22;
2. the Minimum Revenue Provision policy statement.

The report considered by the Executive Committee is attached at Item 7(a) **(Pages 19 - 28)**

(b) Medium Term Financial Plan (MTFP) 2021/22 to 2025/26

"It is recommended that the Authority be recommended to:

1(a) Note and have due regard to the report and Statement of the Chief Finance Officer (see section 8 of Annex A).

1(b) Approve a Council Tax precept of £67.16 for a band D equivalent property (a 1.99% increase from 2020/21 - equal to 2.5p per week) and the revenue budget as set out in Appendix 1.

1(c) Approve the capital programme as set out in Appendix 2.

2 Not hold a referendum to increase Council Tax above the 2% threshold for 2021/22

3 Note that a referendum may need to be considered for 2022/23 depending on the outcome of the Comprehensive Spending Review."

The report considered by the Executive Committee is attached at Item 7(b)
(Pages 29 - 46)

(c) Members' Allowances

"That the Authority be recommended to adopt a Scheme for Members' Allowances for 2021/22 (Appendix C).

The report considered by the Executive Committee is attached at Item 7(c)
(Pages 47 - 92)

8. Treasury Management Strategy 2021/22

To consider Item 8 **(Pages 93 - 106)**

9. Pay Policy Principles and Statement 2021/22

To consider Item 9 **(Pages 107 - 128)**

10. Building Risk Review Programme

To consider Item 10 **(Pages 129 - 160)**

11. Date of next meeting

To note that the next meeting of the Fire Authority will be held on Wednesday 16 June 2021 at 11am.

If you have any enquiries about this agenda please contact: Katie Nellist (Democratic Services Officer) – Tel: (01296) 744633 email: knellist@bucksfire.gov.uk



BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY

ROLE DESCRIPTION

LEAD MEMBERS

1. To take a lead role in providing support and constructive challenge to senior officers in the development of strategies and plans and contributing towards the strategic direction of the Authority, within the Authority's overall policy objectives.
2. To act as a 'sounding board' for senior officers on issues within the portfolio and be supportive in dealing with any problems at a strategic level.
3. To review, in conjunction with senior officers, the service within the portfolio.
4. To keep abreast of related developments and policies at national, regional and local level.
5. To take the lead in reporting to the Authority, one of its committees, or panels on issues within the portfolio.
6. To attend the Overview and Audit Committee, at its request, in connection with any issues associated with the portfolio which is the subject of scrutiny.
7. To act as a spokesperson for the Authority on issues within the portfolio.
8. To represent the Authority on bodies, at events and at conferences related to the portfolio, as appointed by the Executive Committee and to feedback to the Authority any issues of relevance / importance.

(Approved 8 June 2007)

MINUTES OF THE MEETING OF THE BUCKINGHAMSHIRE AND MILTON KEYNES
FIRE AUTHORITY HELD REMOTELY ON WEDNESDAY 9 DECEMBER 2020 AT 11.00
AM

Present: Councillors Carroll, Christensen (part), Clarke OBE (Chairman), Cole, Exon, Hopkins, Lambert, Marland, McCall, McLean, Mills, Minns (part), Stuchbury and Walsh

Officers: J Thelwell (Chief Fire Officer), M Osborne (Deputy Chief Fire Officer), D Norris (Head of Prevention, Response and Resilience), G Britten (Director of Legal and Governance), M Hemming (Director of Finance and Assets), A Hussain (Deputy Director of Finance and Assets), C Bell (Head of Protection & Assurance), P Mould (Group Commander Protection), A Chart (Health and Safety Manager), S Wells (Area Commander) and K Nellist (Democratic Services Officer)

Apologies: Councillors Hall, Hussain and Mallen

Live webcast broadcast:

<https://www.youtube.com/channel/UCWmIXPWAscxpL3vIiv7bh1Q>

The Director of Legal and Governance confirmed the webcast was live.

The Director of Legal and Governance welcomed Members to the December Meeting of the Buckinghamshire & Milton Keynes Fire Authority and confirmed that the meeting was being live streamed on the Buckinghamshire Fire & Rescue Service YouTube channel. Following the meeting, a recording would continue to be available on this channel and it was also being recorded, should there be any technical difficulties.

FA24

MINUTES

RESOLVED –

That the Minutes of the meeting of the Fire Authority held on 14 October 2020, be approved and signed by the Chairman as a correct record.

A Member asked for an update on the Grenfell Inquiry now that it had gone into Phase Two and was advised by the Chief Fire Officer that the investigation was continuing, and evidence was still being gathered from witnesses. Phase Two was how the cladding came to be on the building, the manufacturing process, the certification process etc., as soon as a report was published, it would be brought to Members' attention.

The Deputy Chief Fire Officer advised Members that following the Phase One recommendations, the Fire Safety Bill had passed through the House of Lords, two weeks ago. This was a positive outcome and progress was being made operationally and regarding fire safety.

The Chairman advised Members that on Page 16 of the Minutes there had been a question regarding 'The Gables' and 'Mellish Court' in Milton Keynes and invited Councillor Marland the Leader of Milton Keynes Council to update Members on the latest position.

Councillor Marland advised Members there were two tower blocks in Milton Keynes, predominately council housing, The Gables in Wolverton had around 60 flats and Mellish Court in Bletchley had around 140 flats, 200 flats overall. Both were built in the mid-1960s. There had been a history of small bin fires in the basements of the buildings and Milton Keynes Council had undertaken a very stringent fire review in light of Grenfell. There was no cladding on the buildings, but what the fire inspection found were a number of issues with the buildings, the materials they were constructed of, and the compartmentalisation had been breached in several ways. The buildings were no more dangerous today or yesterday than they were thirty years ago, but the Council had taken immediate action and put in 24 hour waking watches on those buildings and a proper fire safety system.

Councillor Marland advised Members that in the meantime, the Council had been working on what it wanted to do with the buildings and last week, the Cabinet Member responsible took a decision based on three principles. Refurbishment, a complete strip back and refurbishment; demolition and re-provision as is, or to rebuild either as flats or in a different model or dispose of the site. Milton Keynes Council had taken the decision to decant all the properties over the next 6-18 months. The Council was undertaking a Section 105 Consultation, (also extended to leaseholders who were not statutory consultees) The Council had decided to demolish the building and re-providing it some way through the Housing Revenue Account. In the meantime, the waking watch would continue, and the resident's safety was paramount.

FA25

CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that against a backdrop of a worldwide pandemic the Service has and continues to provide the best possible emergency response to the communities of Buckinghamshire and Milton Keynes, when most needed. The following two operational incidents, unquestionably demonstrate how the prompt intervention of our crews have directly resulted in the lives of those members of public directly involved, being saved.

The first incident occurred on the morning of Sunday 16 August 2020 and involved one car which had left the roadway and collided with railings, before coming to rest on its side in a ditch. The location of the incident was Winslow Road, Mursley and was attended by operational crews from West Ashland.

On arrival, crews quickly established that the driver was still inside the car, which it was initially thought was due to the confinements and position the car was found to be in. However, on closer examination, it became immediately evident that as a consequence of the car colliding with the railings, the driver had been impaled by a metal pole which had passed through their back and into their leg.

Working alongside colleagues from South Central Ambulance Service, crews with a great deal of care and control, were able to extricate the driver, thereby ensuring they could be conveyed to hospital in a timely manner.

The second incident was a road traffic collision involving two cars, persons trapped, and happened during the early hours of Sunday 20 September 2020. The location of the incident was Lower Road, Stoke Mandeville and was attended by operational crews from Aylesbury, who whilst on route were informed one of the cars was on fire.

On arrival the crews were confronted with what was an extremely time critical situation, with the passenger of the car on fire, found to be still inside and the driver of the other car medically trapped, due to the serious nature of the injuries they had sustained.

Due to the immediate actions taken by the attending crews, in particular one firefighter, who at some personal risk to them self, got into the car on fire, in order to remove the unconscious passenger. All casualties were without doubt given the best possible chance of recovery from what were in some instance's life changing injuries.

It is important to also recognise the role our partners from other emergency services played in bringing about a safe resolution to these incidents. However, we should be immensely proud of the lifesaving skills exhibited by our operational crews in order to ensure the casualties involved were given every chance to receive the surgery and medical treatment they so urgently required.

The Chairman asked the Chief Fire Officer to thank everyone on behalf of the Members for everything they had done, especially throughout the ongoing Pandemic.

FA26

RECOMMENDATIONS FROM COMMITTEES:

OVERVIEW AND AUDIT COMMITTEE – 11 NOVEMBER 2020

(a) Local Government Ethical Standards Best Practice Recommendations

The Director of Legal and Governance advised Members that the genesis for this report was the letter to the Chief Executives of all local authorities published in July 2020 from the Committee on Standards in Public Life about its report on Local Government

Ethical Standards which it published in January 2019. The report made 26 recommendations mostly aimed at government requesting changes to legislation; and one aimed at the Local Government Association (LGA) to create a new model draft Code of Conduct after consultation with councils. The LGA had stated that it was due to report on its final model Code of Conduct later this calendar year.

The Director of Legal and Governance advised Members that the Committee on Standards in Public Life report also included 15 Best Practice recommendations which, as its July letter stated, it would expect all Local Authorities to implement. In its letter, the Committee on Standards in Public Life stated that it would be writing to Local Authorities again in the Autumn to ascertain progress against its 15 Best Practice recommendations.

An audit was undertaken of the current arrangements, benchmarked against the 13 recommendations applicable to combined fire and rescue authorities. There was nothing in the findings which gave cause for concern, however, there were some aspects of the recommendations which he invited the Overview and Audit Committee to recommend to the Authority to agree.

The first substantive Recommendation to the Authority was that it should agree to the Code of Conduct being reviewed on an annual basis in line with the Committee on Standards in Public Life's recommendations, but that this should wait until 2021/22 so as not to pre-empt the content on the new model LGA Code of Conduct. Therefore, the outcome of the LGA's consultation on its draft Code of Conduct should be considered when this Authority's review was undertaken.

The Director of Legal and Governance advised Members that when the Code of Conduct was reviewed, the prohibition on 'harassment' be added to the prohibition of bullying; and that definitions and examples of both bullying and of harassment be included.

A Member asked that with any standards investigation the first filter would be, was the member acting in their capacity as a member of the Fire Authority, and some case examples should be added, or their constituent authority, or where they are acting as a member of the public, particularly when it comes to social media.

RESOLVED –

1. That the benchmarking report (Annex A) regarding the 15 Best Practice Recommendations in CSPL's Local Government Ethical Standards Report be noted;
2. a) that the Code of Conduct is reviewed on an annual basis commencing 2021/22; and where possible taking into account

the views of the public, community organisations, and neighbouring and appointing authorities;

b) that in any review of the Code of Conduct:

i. the outcomes of the LGA's consultation on its draft Code of Conduct be taken into account;

ii. the prohibition on 'harassment' be added to the prohibition of bullying;

iii. definitions and examples of both bullying and of harassment be included; and

iv. the requirements on Members to comply with any formal standards investigation be included.

It being moved and seconded that the following text be added to recommendation 2c: "and a non-exhaustive list of examples when a Member may be deemed to be acting as a Member of Buckinghamshire and Milton Keynes Fire Authority."

It was RESOLVED -

c) that the 'Procedure for handling of allegations under the Code of Conduct against Members of the Buckinghamshire and Milton Keynes Fire Authority' be amended to include a non-exhaustive list of public interest factors which will be taken into account at the filtering stage of a complaint; and a non-exhaustive list of examples when a Member may be deemed to be acting as a Member of Buckinghamshire and Milton Keynes Fire Authority.

(Councillor Minns joined the meeting)

EXECUTIVE COMMITTEE – 18 NOVEMBER 2020

(b) Capital Strategy

The Deputy Director of Finance and Assets advised Members that the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code for Capital Finance in Local Authorities (2017) included a new requirement for local authorities to produce a capital strategy to demonstrate that capital expenditure and investment decisions were taken in line with the Service's objectives and take account of stewardship, value for money, prudence, sustainability and affordability.

This Strategy outlined the Authority's approach to capital investment ensuring it was in line with its corporate priorities and objectives set out in the Public Safety Plan. It provided a strategic overview of how capital expenditure; capital financing and treasury management activity contributed to the delivery of outcomes, as well as overview of the management of risk and future financial sustainability. Progress against this strategy

would be reviewed annually and updated accordingly.

RESOLVED –

1. The Capital Strategy be approved, subject to the following amendment being made prior to publication: i) 9.3 “As at 31 September 2020, the long-term debt currently stands at £6.797m.” be amended to “As at 30 September 2020, the long-term debt currently stands at £6.797m.”
2. The Authority add, in its Terms of Reference, determining the Capital Strategy as set out at Appendix C.

(c) Financial Strategy 2020-21 to 2024-25

The Director of Finance and Assets advised Members that the Financial Strategy was a new document and it took a long term look at the Authority’s finances and helped guide the medium term financial plan and budget setting. It took information from a number of sources, including HMICFRS reports, audit reports both internal and external and financial analysis. One of the key aspects of the Strategy was that it considered potential medium and longer term scenarios, with a consideration of areas that could be enhanced or scaled back depending on the outcome of future funding settlements.

The Director of Finance and Assets advised Members that the recommendation within the report that “the Service should consult with the people of Buckinghamshire and Milton Keynes on options to have the most effective and efficient response against the financial environment in which it operates” was addressed through the implementation of the Public Safety Plan 2020-25 and was also covered within this Strategy.

The Strategy also contained the Authority’s reserves strategy, which was a requirement of the National Framework. The main focus of the Strategy was the Action Plan, which highlighted key actions that would be taken over the next five years as a result of undertaking this analysis. Some of the key actions were undertaking a value for money review with an external provider; establishing the Programme Management Office; and a review of the performance reporting arrangements.

The Director of Finance and Assets advised Members that there was a question raised at the Executive Committee around interest receivable. The Strategy showed the budget for the current year at £150K for Treasury Management Investments, but it should be noted that the Authority was expecting this to reduce by £120K for the following year.

The Director of Finance and Assets advised that following the recent Spending Review there were three key points to note. The public sector pay pause would save the Authority £300K; the government would fund 75% of irrecoverable losses on business rates and council tax; and the core referendum threshold would remain at 2% with no specific exemptions mentioned for fire and

rescue authorities. The Authority would currently be looking at a deficit of around £1M for next year. The Authority had written to the Minister highlighting these concerns, especially around the lack of council tax flexibility and awaited a response.

A Member asked about the consultation and was advised that this was done as part of the Public Safety Plan and was undertaken through focus groups and in terms of their response on council tax, this was an educated response after members of the public had been given the Authority's financial position and the implications of the cost pressures faced.

A Member asked about employees earning under £24k, would they get the 2% pay rise as stated by the government and was advised that yes, work had already been done to identify individuals effected and the Authority would be complying with the directive from Government.

A Member asked about the council tax base and was advised that the Minister had raised that the Authority had put itself in that position, and the response to the Minister was the Authority had taken those decisions based on the information available at the time. However, the Authority was now in a position where it needed to increase council tax and that was the representation made back to the Minister in a letter and the Authority awaited his response.

A Member asked about the cost of a council tax referendum and was advised that the estimated cost of holding a referendum would be around £600K. This was based on the one referendum which had been undertaken since new regulations came into force. The Bedfordshire Police and Crime Commissioner had sought to increase council tax above the threshold but lost the referendum. Not only was there the cost of holding the referendum, but should it fail, there was the cost of rebilling, which would be a substantial part of the Authority's reserves.

RESOLVED –

That the Financial Strategy 2020-21 to 2024-25 be approved, subject to the following amendments being made prior to publication: i) Page 16 "unknow" to be replaced with "unknown" ii) Page 32 the following text to be added to the comments in the first row of the table "The decrease in the Bank of England base rate to 0.1% has had a significant impact on interest receivable. Also, during the pandemic the emphasis has increasingly shifted toward liquidity and faster payments to suppliers." iii) Page 10 Annex 1 (Appendix A) Row F2 "quantitate" to be replaced with "quantitative" iv) Page 14 Annex 1 (Appendix A) Row R1 the word "time" to be removed.

FA27 INDEPENDENT PERSONS

The Director of Legal and Governance advised Members that one of the recommendations in the Committee on Standards in Public Life Ethical Standards report was that local authorities should have access to at least two Independent Persons. Since the introduction by the Localism Act 2011 of Independent Persons into the local government ethical governance regime, the Authority had worked collaboratively with other local authorities to advertise for, and recruit, Independent Persons.

Firstly in 2012 the Authority participated in arrangements with Bedfordshire Fire and Rescue Authority, and the councils of Milton Keynes, Central Bedfordshire, Luton Borough and Bedford Borough coordinated by Luton Borough Council. In 2016 Luton Borough again led on the collaborative recruitment process on behalf of the Authority, this time with Milton Keynes and Central Bedfordshire Councils.

This year, Milton Keynes Council led on the recruitment process. three of the Authority's previous Independent Persons re-applied, these were Dr Vasco Fernandes, John Jones and Chris Fogden. Together with Deborah Maggs, all four had confirmed they would be willing to be appointed to act as the Authority's Independent Persons. Pen profiles of the four individuals were at Appendix A. The recommendation was for the Authority to appoint these four individuals to be available to act as its Independent Persons for a period no longer than 30 September 2024.

Councillor Stuchbury asked that it be noted that he knew Mr Chris Fogden; and Councillor McCall that he knew Dr Vasco Fernandes.

(Councillor Stuchbury abstained)

RESOLVED –

That the following persons be appointed to serve as Independent Persons for the Authority until 30 September 2024:

1. Dr Vasco Fernandes
2. Chris Fogden
3. John Jones
4. Deborah Maggs

(Councillor Christensen left the meeting)

FA28

ANNUAL HEALTH, SAFETY AND WELLBEING REPORT 2019/20

The Lead Member for Health and Safety and Corporate Risk introduced the report and advised Members that these were challenging times, but he was confident the Service was equipped to cope. There had been significant changes implemented since Covid-19. The Service looked at its staff in a holistic manner

recognising that everybody's health, safety and wellbeing was paramount, all be it differently depending on their role. Members would see in the report there had been several significant reductions in negative incidents, but the Service must not become complacent. The Service would continue to develop proactive protocols and policies that should make it an even safer place to work.

The Health and Safety Manager advised Members that whilst this report was based on performance for the year 19/20 the Covid-19 pandemic (which initially impacted on the Service in March) was and continued to be one of the highest priorities for the Service in terms of protecting its staff and the communities it served.

The Health and Safety Manager advised that the initial response to Covid-19 provided by the Service was the quarantining of those who entered the UK from affected countries at Kent's Hill, Milton Keynes in terms of social distancing, personal hygiene and cleaning regimes, when it became apparent that the UK would be affected by the virus.

The Service had worked closely with its Thames Valley partners in terms of protecting Thames Valley Fire Control staff who provided a critical service and also in protecting its operational crews to enable them to carry out the statutory duty and protect the communities they serve.

The Service was in a good position in terms of the work undertaken and the measures implemented to ensure adherence to Government, PHE and WHO guidance. All of the stations and sites were Covid Secure. It was now a case of monitoring the adherence to measures on an ongoing basis. Risk assessments had been created for service delivery activities and those detailed in the tripartite agreements; protection, prevention, training activities and for all station and sites in terms of working safely with Covid-19. These were under constant review as the situation was highly dynamic in nature.

During the pandemic, the Health and Safety Department had continued to carry out the day to day work of the department effectively whilst supporting both the ambitions of the Service and the response to the pandemic.

The Health and Safety Manager advised that in terms of the performance of the Service, there had been a decrease in the number of safety events in three areas, injury rate, number of injuries and equipment damage. Two remained the same as 2018/19 RIDDOR and acts of violence and there was an increase in vehicle damage compared to last year. The number of near misses has decreased. Of the 44 personal injury safety events, 33 had been recorded as minor in nature and 11 as moderate.

The Health and Safety Manager advised Members that station plans were being introduced early next year. Each station was

given its own profile relating to the demographics, vulnerabilities within its communities and risk and demand levels. Key health and safety matters featured in the station improvement plan to identify what level of understanding and knowledge of expected behaviours operational staff had.

The Health and Safety Manager advised Members that with regard to employee well-being, the current focus of the Attendance Management Monitoring Group (AMMG) was on the structure of the group and how the Service captured and reported absence and whether there were ways this could be enhanced.

The Health and Safety Manager advised that with regards to the Contaminants project update, both the National Fire Chiefs Council (NFCC) and Fire Brigades Union (FBU) contaminants projects had been temporarily suspended due to Covid-19. The work London Fire Brigade had been doing in terms of testing and monitoring firefighters who attended Grenfell (hair, blood and urine testing) had also been suspended. There was still no case law in the UK that confirmed a firefighter suffering from cancer had been as a result of their work. There were many reasons why an individual contracted cancer, however, the FBU Contaminates report had identified a link and the Service would be carrying out a gap analysis imminently.

A Member asked if the FBU Contaminants Report could be shared with Members and was advised that it would be emailed to all Members after the meeting.

A Member asked if mental health was measured and was advised that it was reported through the Attendance Management Group and also formed part of the remit for the Well-being Group. There was a team of mental health champions and mental health first aiders across the service.

A Member asked a question regarding support staff absence with stress and also were support staff working from home and was advised that there was an Employee Assistance Programme which was confidential and available to all staff, which would work through a range of issues with individuals in terms of financial issues, personal issues, stress etc. There was a Welfare Officer available to all staff, and stress risk assessments were carried out if staff were off work with stress as the sickness reason. Wellness action plans were created to help with the return to work. With regard to support staff working from home, the Service was following Government guidelines. For vulnerable persons working from home, there was regular contact with line managers and colleagues.

The Chief Fire Officer advised Members that as they were aware, the Service was inspected by HMICFRS in early November which looked at a number of issues, including the Service's response in the community, how it responded, how it made sure its core services were not affected and the safety of the community was maintained. Included in the report and inspection was how the

Service treated its staff, in terms of health, safety and mental well-being. The report had yet to be published, but the Chief Fire Officer was confident that the report would raise some positive messages about the Service and how the Service and its staff had reacted to Covid-19.

The Chairman asked to put on record that attacks on firefighters whilst on duty was not condoned and if happened, it was reported to the police and the perpetrators taken to Court. It was unacceptable behaviour on people doing their jobs.

The Health and Safety Manager advised that the sentence for attacks on emergency service personnel had recently been increased from twelve months to two years.

RESOLVED –

That the Service's performance, detailed in the Annual Health, Safety and Well-being Report 2019/20, be noted.

FA29

DATE OF NEXT MEETING

The Authority noted that the next meeting of the Fire Authority will be held on Wednesday 17 February 2021 at 11am.

THE CHAIRMAN CLOSED THE MEETING AT 12.32 PM

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Buckinghamshire & Milton Keynes Fire Authority

MEETING	Executive Committee
DATE OF MEETING	10 February 2021
OFFICER	Mark Hemming, Director of Finance & Assets.
LEAD MEMBER	Councillor David Hopkins
SUBJECT OF THE REPORT	The Prudential Code, Prudential Indicators and Minimum Revenue Provision
EXECUTIVE SUMMARY	<p>This report is being presented as the Prudential Indicators (Appendices A and B) and Minimum Revenue Provision policy statement (Appendix C) are required to be approved by the Fire Authority and to support the Medium-Term Financial Plan (MTFP).</p> <p>The Authority has already made sufficient revenue provision to cover the repayment of its gross borrowing. However, due to prohibitive penalties the early repayment of this borrowing is not currently an option. The Authority has no plans for additional borrowing in the foreseeable future, according to the current MTFP.</p> <p>It is recommended that the Authorised Limit for 2021-22 continues to be set at £2m higher than the Operational Limit to allow for the effective management of cashflow in relation to capital receipts from land sales.</p>
ACTION	Decision
RECOMMENDATIONS	<p>That the Executive Committee approve the recommendations below for submission to the Fire Authority.</p> <p>That the Authority be recommended to approve:</p> <ol style="list-style-type: none"> 1. the Prudential Indicators for 2021-22; 2. the Minimum Revenue Provision policy statement.
RISK MANAGEMENT	<p>The Prudential Code was established to ensure that capital investment plans are affordable, prudent and sustainable, and that treasury management decisions are taken in accordance with good professional practice. The indicators presented here demonstrate that the current plans for capital investment meet these criteria and present an acceptable level of risk to the Authority.</p> <p>Minimum revenue provision is a statutory charge to</p>

	<p>the General Fund, which ensures that an Authority has sufficient cash balances to repay borrowing upon maturity, reducing the refinancing risk.</p> <p>There are no direct staffing implications.</p>
FINANCIAL IMPLICATIONS	<p>The decision on the prudential indicators sets out the financial limits within which the Authority will operate in future years.</p> <p>The minimum revenue provision is a statutory charge against the General Fund, estimated at £47k for 2021/22 (no change from 2020/21).</p>
LEGAL IMPLICATIONS	<p>The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, SI 2003/3146 make provision for capital finance and accounts under the Local Government Act 2003 requiring the authority to have regard to the 'Prudential Code for Capital Finance in Local Authorities' when determining, under the Local Government 2003 Act, how much money it can afford to borrow; and require the Authority to determine for the current financial year an amount of minimum revenue provision which it considers to be prudent.</p>
CONSISTENCY WITH THE PRINCIPLES OF THE DUTY TO COLLABORATE	<p>No direct impact.</p>
HEALTH AND SAFETY	<p>No direct impact.</p>
EQUALITY AND DIVERSITY	<p>No direct impact.</p>
USE OF RESOURCES	<p>The impact of the Prudential Code will allow the Authority to make informed choices between revenue and capital financing of procured services, to encourage invest to save schemes and will only allow capital investment to proceed where the Authority can fund projects within prudential limits.</p> <p>Making sufficient minimum revenue provision ensures that when borrowing matures, cash is available to make the repayment. This ensures that the Authority does not need to borrow additional money to repay existing loans.</p>
PROVENANCE SECTION & BACKGROUND PAPERS	<p>Background</p> <p>Realignment of Reserve Balances to Facilitate the Medium Term Financial Plan, Executive Committee, 18 November 2015, agenda item 6:</p> <p>https://bucksfire.gov.uk/documents/2020/03/181115_exec_committee_papers.pdf/</p>

APPENDICES	Appendix A – Prudential Indicators Appendix B – Summary Table of Prudential Indicators Appendix C – Minimum Revenue Provision Policy Statement
TIME REQUIRED	10 minutes
REPORT ORIGINATOR AND CONTACT	Marcus Hussey mhussey@bucksfire.gov.uk 01296 744680

Appendix A – Prudential Indicators

1.0 Indicators for Affordability

1.1 The ratio of financing costs to net revenue stream

This indicator measures the percentage of the net revenue funding used to finance external debt. As no future borrowing is planned and a decision was made to reallocate reserves to reduce the capital financing requirement in 2015/16, the ratio of financing costs to net revenue stream will remain consistently low:

Indicator	Actual 2019/20	Estimate 2020/21	Estimate 2021/22	Estimate 2022/23	Estimate 2023/24
Ratio of financing costs to net revenue stream	0.5%	0.8%	1.0%	1.0%	0.9%

2.0 Indicators for Prudence

2.1 Gross borrowing and the Capital Financing Requirement

The table below shows gross borrowing and the capital financing requirement (CFR). The Authority should ensure that gross borrowing does not, except in the short term, exceed the CFR. However, due to the reallocation of reserves to reduce the CFR (excluding finance lease) to zero (see Provenance Section & Background Papers) gross borrowing will exceed CFR for the medium to long-term. This situation will exist until borrowing is repaid. Due to early repayment premiums it is prohibitively expensive to make any early repayments at the current time.

Gross borrowing at the start of 2019/20 financial year was £6.797m. The figures shown below indicate the maximum level of borrowing during the year (i.e. repayments will reduce the limit for the following year):

Indicator	Actual 2019/20	Estimate 2020/21	Estimate 2021/22	Estimate 2022/23	Estimate 2023/24
Gross borrowing (£000)	6,797	6,797	6,797	6,797	6,177
Capital financing requirement (£000)	1,637	1,590	1,543	1,496	1,449

3.0 Indicators for Capital Expenditure

3.1 Capital Expenditure

This indicator shows the expected level of capital expenditure for future years:

Indicator	Actual 2019/20	Estimate 2020/21	Estimate 2021/22	Estimate 2022/23	Estimate 2023/24
Capital expenditure (£000)	7,579	5,049	2,240	2,380	1,230

3.2 Capital Financing Requirement (CFR)

The CFR reflects the Authority's underlying need to borrow. This figure was reduced down to the level of the finance lease by the reallocation of reserves (see Provenance Section & Background Papers). No additional borrowing is planned in the medium term. The CFR should be looked at in relation to gross borrowing, as detailed in Section 2.1:

Indicator	Actual 2019/20	Estimate 2020/21	Estimate 2021/22	Estimate 2022/23	Estimate 2023/24
Capital financing requirement (underlying need to borrow for a capital purpose) (£000)	1,637	1,590	1,543	1,496	1,449

4.0 Indicators for External Debt

4.1 Authorised Limit

This is the maximum limit on borrowing and other long-term liabilities (currently limited to the finance lease at Gerrards Cross). This amount cannot be exceeded without approval from the Fire Authority:

Indicator	Actual 2019/20	Estimate 2020/21	Estimate 2021/22	Estimate 2022/23	Estimate 2023/24
Authorised limit for borrowing (£000)	8,797	8,797	8,797	8,797	8,177
Authorised limit for other long-term liabilities (£000)	1,637	1,590	1,543	1,496	1,449
Authorised limit for external debt (£000)	10,434	10,387	10,340	10,293	9,626

4.2 Operational Boundary

This indicator shows the most likely estimate of debt for future years:

The actual external debt for the year ending 31 March 2020 was **£8.434m**.

Indicator	Actual 2019/20	Estimate 2020/21	Estimate 2021/22	Estimate 2022/23	Estimate 2023/24
Operational boundary for borrowing (£000)	6,797	6,797	6,797	6,797	6,177
Operational boundary for other long-term liabilities (£000)	1,637	1,590	1,543	1,496	1,449
Operational boundary for external debt (£000)	8,434	8,387	8,340	8,293	7,626

5.0 Indicators for Treasury Management

5.1 Adoption of CIPFA's Treasury Management in the Public Services: Code of Practice and Cross-Sectorial Guidance Notes

The aim is to ensure that treasury management is led by a clear and integrated forward treasury management strategy, and a recognition of the pre-existing structure of the Authority's borrowing and investment portfolios.

5.2 Upper limit on fixed interest rate exposures

This indicator shows the Authority’s upper limit of the net exposure to fixed interest rates. Currently all borrowing is at a fixed rate of interest:

Indicator	Actual 2019/20	Estimate 2020/21	Estimate 2021/22	Estimate 2022/23	Estimate 2023/24
Upper limit on fixed interest rate exposures	100%	100%	100%	100%	100%

5.3 Upper limit on variable interest rate exposures

This indicator shows the Authority’s upper limit of the net exposure to variable interest rates:

Indicator	Actual 2019/20	Estimate 2020/21	Estimate 2021/22	Estimate 2022/23	Estimate 2023/24
Upper limit on variable interest rate exposures	20%	20%	20%	20%	20%

5.4 Maturity structure of fixed rate borrowing

This shows the repayment profile of fixed rate borrowing. All loans are repayable on maturity:

Indicator	Actual 2019/20		Estimate 2020/21		Estimate 2021/22		Estimate 2022/23		Estimate 2023/24	
	Lower Limit	Upper Limit	Lower Limit	Upper Limit	Lower Limit	Upper Limit	Lower Limit	Upper Limit	Lower Limit	Upper Limit
Maturity structure of fixed rate borrowings										
Under 12 months	0%	0%	0%	0%	0%	9%	0%	24%	0%	16%
12 months and within 24 months	0%	0%	0%	9%	0%	15%	0%	0%	0%	0%
24 months and within five years	0%	24%	0%	15%	0%	0%	0%	15%	0%	16%
five years and within 10 years	0%	15%	0%	24%	0%	24%	0%	20%	0%	22%
10 years and within 20 years	0%	20%	0%	11%	0%	11%	0%	0%	0%	0%
20 years and within 30 years	0%	0%	0%	0%	0%	0%	0%	32%	0%	36%
30 years and within 40 years	0%	41%	0%	41%	0%	41%	0%	9%	0%	10%
40 years and above	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

5.5 Total principal sums invested for periods longer than 364 days

The purpose of this indicator is for the Authority to contain its exposure to the possibility of loss that might arise as a result of its having to seek early repayment or redemption of principal sums invested. The Authority currently has no investments over a period longer than 364 days.

Indicator	Actual 2019/20	Estimate 2020/21	Estimate 2021/22	Estimate 2022/23	Estimate 2023/24
Total principal sums invested for periods longer than 364 days (£000)	4,000	4,000	4,000	4,000	4,000

5.6 Credit Risk

The duration of any investment with a counterparty will be restricted as advised by our treasury management advisors. The advisors will base their assessment of credit risk based on credit ratings provided by the major agencies, as well as reviewing credit default swaps (a proxy measure for the markets perceived risk of default).

Appendix B – Summary Table of Prudential Indicators

For reference, the following table summarises the key indicators detailed in Appendix A in a single table:

	Indicator	Estimate 2019/20	Estimate 2020/21	Estimate 2021/22	Estimate 2022/23	Estimate 2023/24
Indicators for Affordability						
1.1	Ratio of financing costs to net revenue stream	0.5%	0.8%	1.0%	1.0%	0.9%
1.2	The incremental impact of capital investment decisions on the council tax	£0.00	£0.00	£0.00	£0.00	£0.00
Indicators for Prudence						
2.1	Gross borrowing (£000)	6,797	6,797	6,797	6,797	6,177
Indicators for Capital Expenditure						
3.1	Capital expenditure (£000)	7,579	5,049	2,240	2,380	1,230
3.2	Capital financing requirement (£000)	1,637	1,590	1,543	1,496	1,449
Indicators for External Debt						
4.1	Authorised limit for external debt (£000)	10,434	10,387	10,340	10,293	9,626
4.2	Operational boundary for external debt (£000)	8,434	8,387	8,340	8,293	7,626
Indicators for Treasury Management						
5.2	Upper limit on fixed interest rate exposures	100%	100%	100%	100%	100%
5.3	Upper limit on variable interest rate exposures	20%	20%	20%	20%	20%
5.5	Total principal sums invested for periods longer than 364 days (£000)	4,000	4,000	4,000	4,000	4,000

The actual external debt for the year ending 31 March 2020 was £8.434m. The projected external debt for the year ending 31 March 2021 is £8.387m (both figures include the finance lease liability).

The following indicators are not shown above:

- 5.1 – the Authority has adopted CIPFA’s Treasury Management Code for 2020/21
- 5.4 – details of the maturity structure of fixed rate borrowing (see Appendix A)
- 5.6 – narrative regarding credit risk (see Appendix A)

Appendix C – Minimum Revenue Provision (MRP) Policy Statement

The two methods for calculating prudent provision are set out below and were approved by members in 2008/09. Regulation 28 of the 2003 Regulations (as amended by regulation 4 of the 2008 Regulations) requires a local authority to calculate for the current financial year an amount of MRP which it considers to be prudent. The Secretary of State recommends that, for the purposes of regulation 4 the prudent amount of provision should be determined in accordance with one of four options, two of which were agreed by members in 2008/09 and are outlined below.

The broad aim of prudent provision is to ensure that debt is repaid over a period that is reasonably commensurate with that over which the capital expenditure provides benefits (asset life).

(a) CFR Method

MRP is equal to 4% of the Capital Financing Requirement (CFR) at the end of the preceding financial years. Since the CFR (excluding finance lease) is now at zero, this method is no longer applicable (for finance leases, the MRP requirement is regarded as met by a charge equal to the element of the rent that goes to write down the Balance Sheet liability).

(b) Asset Life Method

Since 1 April 2008, where capital expenditure on an asset is financed wholly or partly by borrowing or credit arrangements, MRP is to be determined by reference to the life of the asset, based on an equal instalment method. This amount is projected to be nil for 2021/22.

Where assets have been purchased utilising Capital grants or Revenue Contributions no MRP calculation is required. Only assets purchased utilising borrowing require an MRP charge.

The asset life method calculation requires estimated useful lives of assets to be input in to the calculations. These life periods will be determined by the Director of Finance and Assets & Treasurer, with regard to the statutory guidance and advice from professional valuers.

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Buckinghamshire & Milton Keynes Fire Authority

MEETING	Executive Committee
DATE OF MEETING	10 February 2021
OFFICER	Mark Hemming, Director of Finance and Assets
LEAD MEMBER	Councillor David Hopkins
SUBJECT OF THE REPORT	Medium Term Financial Plan (MTFP) 2021/22 to 2025/26
EXECUTIVE SUMMARY	<p>The main report (Annex A) presents the proposed revenue and capital Medium Term Financial Plan (MTFP) for the financial years 2021/22 to 2025/26. The MTFP is closely linked to the Financial Strategy (approved December 2020) which is the link between the organisation's long-term service objectives and its financial capacity. BFRS long-term service objectives are set out in the Public Safety Plan (PSP) and Corporate Plan.</p> <p>The provisional settlement was announced on 17 December 2020 and is included in the funding assumptions. Final confirmation is expected in February 2021. Within the settlement it was announced that authorities without any specific council tax freedoms can increase Council Tax by up to 1.99% without the need for a referendum.</p> <p>Key assumptions are detailed in Section 4 of Annex A and are based on information received to date.</p> <p>Without sufficient time to undertake a full comprehensive spending review due to the Covid-19 Pandemic, the Government has effectively rolled-forward amounts within the settlement funding assessment for 2020/21 and increased these by the rate of inflation as at September 2020. The exception to this is the pension grant funding, which is a flat-cash settlement and expected to be included in future years' (2022/23 onwards) settlement funding assessment and subject to review as part of the anticipated three-year comprehensive spending review.</p> <p>An additional £670m unringfenced grant will be distributed to authorities in recognition of the increased costs of providing local council tax support following the Covid-19 Pandemic. Indicative figures published 18 December 2020 show that Buckinghamshire Fire and Rescue Service (BFRS) will receive £0.336m, which has been reflected in our projections under the heading Council Tax Support Grant.</p> <p>Council tax collection funds have been adversely</p>

	<p>impacted due to the impact of Covid and the increase in unemployment. As a direct consequence, the government have updated legislation to allow billing authorities and preceptors to phase the deficit over three years. In addition to this, the government will also fund 75% of irrecoverable collection fund losses due to Covid-19.</p> <p>It is anticipated that next year the Government will revert to a three-year comprehensive spending review whereby all funding will be subject to review.</p> <p>Uncertainty persists regarding pensions following the ruling in December 2018 that the transitional arrangements introduced for the firefighters' schemes in 2015 were discriminatory. At the employment tribunal hearing on 18 December 2019 it was ruled that the claimants, members of the 1992 and 2006 firefighters' pension schemes, are now entitled to be treated as if they have remained members of their original pension scheme. It is expected that this will increase the longer-term costs of the firefighters' schemes, although it is not yet possible to quantify the impact.</p> <p>This year officers reverted back to the incremental budgeting approach when developing the budget proposal for 2021/22. With the projected reductions in council tax base and business rates funding, budget setting process was scrutinised by Officers and Members to ensure only proposals which added value for money were approved.</p> <p>Even with the budgetary constraints this year's budget approach has identified some key opportunities:</p> <ul style="list-style-type: none"> • Development of Leadership and Management Framework. The framework will improve the effectiveness of existing managers as well as provide development opportunities and pathways for future managers and leaders of the organisation. • Continue with the current establishment within Health & Safety team (on a fixed term contract) who have supported the Service's response to the COVID-19 pandemic and the 'recovery' phase which has significantly increased workloads in terms of the implementation of the measures required to comply with Government guidance. • Upgrade to our ICT infrastructure. <p>As well as opportunities, the MTFP projections have had to be revised following the comprehensive spending review announcement (CSR). As part of the one-year CSR, the Government announced Public sector pay increases to be paused (excluding NHS and those earning less than £24,000). Therefore, no pay award has been built into the 2021/22 budget for anyone earning more than £24,000.</p>
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	<p>The revenue budget for 2020/21 and indicative figures for future years are shown in Appendix 1.</p> <p>It should also be noted that the figures for council tax and business rates are provisional. The statutory deadline for the billing authorities to provide this information to the Authority is 31 January. Any changes to the figures will be presented in a revised Appendix 1 at the meeting.</p> <p>Appendix 2 shows the latest summary of the capital programme for 2020/21 and approved schemes for the following years.</p> <p>Appendix 3 provides further detail on the level of council tax chargeable for each band if the Authority accepts the recommendation to increase the band D equivalent amount by 1.99%.</p> <p>As well as the uncertainty regarding pensions noted above, there is also uncertainty regarding the upcoming Fair Funding Review, USAR funding and funding for Firelink/ESMCP.</p>
ACTION	Decision
RECOMMENDATIONS	<p>It is recommended that the Authority be recommended to:</p> <ol style="list-style-type: none"> 1(a) Note and have due regard to the report and Statement of the Chief Finance Officer (see section 8 of Annex A). 1(b) Approve a Council Tax precept of £67.16 for a band D equivalent property (a 1.99% increase from 2020/21 - equal to 2.5p per week) and the revenue budget as set out in Appendix 1. 1(c) Approve the capital programme as set out in Appendix 2. 2 Not hold a referendum to increase Council Tax above the 2% threshold for 2021/22 3 Note that a referendum may need to be considered for 2022/23 depending on the outcome of the Comprehensive Spending Review.
RISK MANAGEMENT	<p>Management of our Financial resources is a key risk to the Authority. By projecting forward and monitoring our financial plans, we are in a better position to avoid and mitigate the risk of adverse financial consequences.</p> <p>Section 9 details the potential financial benefits and risks of holding a referendum to increase Council Tax above the 2% threshold.</p>
FINANCIAL IMPLICATIONS	All financial implications are shown in the main body of the report.

<p>LEGAL IMPLICATIONS</p>	<p>The Local Government Act 2003 gives the responsible finance officer, namely the Chief Finance Officer of the Combined Fire Authority under s112 of the Local Government Finance Act 1988, the responsibility to report to Members of the Authority on their assessment of the robustness of the estimates used within the budget and on the adequacy of reserves.</p> <p>Members must have regard to the report of the Chief Finance Officer in respect of the above and the highlighted associated risks before considering the recommendations as set out in the report.</p> <p>The Council Tax referendum scheme was introduced via the Localism Act 2011. The process for conducting referendums is contained within the Local Authority (Referendums Relating to Council Tax Increases) Regulations 2012 [2012/460] and the Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012 [2012/444].</p> <p>If the Authority were to set a council tax increase in excess of the relevant threshold, it must notify each of the two billing authorities to which it issues precepts. The notification must include a precept based on the substitute calculation which results in a basic amount of Council Tax which is not excessive. It must make the notification by 8 March in the financial year preceding that year. Those billing authorities will then be required to make arrangements to hold a referendum in relation to the Authority's relevant basic amount of council tax for the financial year on the first Thursday in May, the usual date for local elections (or such other date as is specified by order of the Secretary of State).</p> <p>A billing authority which holds a referendum on behalf of the Authority is able to recover its costs from the Authority. Furthermore, if the excessive amount is not approved by the referendum, the billing authority will need to set a new amount of council tax to take into account the Authority's substitute precept (a demand for payment of council tax based upon the Authority's substitute calculations). The billing authority will be able to recover its costs of setting a new amount of council tax from Authority. If the excessive relevant amount is approved by the referendum that amount continues to have effect for the year.</p> <p>Regulation 3 and Schedule 1 prescribe the question to be asked in the referendum. Voters are to be asked whether they approve of the percentage change in the relevant basic amount of council tax set by the authority for the financial year in question and are also informed of what the percentage change will be if the voters do not agree with the increase.</p> <p>Regulation 5(2) would require the Authority, as soon as is reasonably practicable and not fewer than 28</p>
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	<p>days before the date on which the referendum will be held, to publish in such a manner as it considers likely to bring to the attention of persons who live in the Authority's area, a notice which contains a statement including the following—</p> <ul style="list-style-type: none">a) that a referendum is required to be held on the authority's council tax increase for the relevant financial year;(b) that arrangements to hold the referendum will be made by relevant billing authorities which are to be specified in the notice;(c) of the date on which the referendum will be held;(d) of the question to be asked in the referendum;(e) that the referendum will be conducted in accordance with procedures similar to those used at local government elections;(f) of the referendum expenses limit that will apply in relation to the referendum and the number of local government electors by reference to which that limit has been calculated;(g) of the authority's relevant basic amount of council tax for the relevant financial year;(h) of the authority's relevant basic amount of council tax for the financial year preceding the relevant financial year;(i) of the percentage change in the authority's relevant basic amount of council tax from the preceding financial year to the relevant financial year expressed to one decimal place;(j) of what the amount calculated by the authority as its relevant basic amount of council tax for the relevant financial year would be if the authority's relevant basic amount of council tax is not approved; and(k) of what the percentage change in the authority's relevant basic amount of council tax from the preceding year to the relevant financial year expressed to one decimal place would be if the authority's relevant basic amount of council tax is not approved. <p>Once this notice has been published (and triggered the period of campaigning), the Authority may publish an additional statement setting out the reasons for the excessive increase, and the likely consequences if its council tax increase is not approved. This statement will be subject to the campaign expenses limit for the referendum and published no later than 28 days before the poll.</p> <p>Regulation 10 places restrictions on the publication of other promotional material by or on behalf of the Authority for the entire period from the date of setting</p>
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	<p>the excessive amount and ends on the date of the referendum. This prohibits publication of any material which (a) provides general information about the referendum; (b) deals with any of the issues raised by the question to be asked in the referendum; or (c) puts any arguments for or against a particular answer to that question.</p> <p>Regulation 16 provides that the Authority must appoint a person to be Chief Counting Officer. This person will be responsible for drawing up a statement of the total number of votes cast in favour of each answer to the question asked in the referendums held by each billing authority and publishing the final result. This person will have a power of direction over counting officers in each area (the respective billing authorities' returning officers), including the power to order a recount.</p> <p>Regulation 12 prescribes a limit on referendum expenses. 'referendum expenses' means the expenses incurred by or on behalf of the Authority during the 'referendum period'. 'referendum period', means the period beginning with the publication made in accordance with Regulation 5 (2), mentioned above, and ending on the date of the referendum. The prescribed list of referendum expenses includes the following:</p> <ol style="list-style-type: none"> 1. Advertising of any nature (whatever the medium used). Expenses in respect of such advertising include agency fees, design costs and other costs in connection with preparing, producing, distributing or otherwise disseminating such advertising or anything incorporating such advertising and intended to be distributed for the purpose of disseminating it. 2. Unsolicited material addressed to voters (whether addressed to them by name or intended for delivery to households within any particular area or areas). Expenses in respect of such material include design costs and other costs in connection with preparing, producing or distributing such material (including the cost of postage). 3. Market research or canvassing conducted for the purposes of ascertaining voting intentions. 4. The provision of any services or facilities in connection with press conferences or other dealings with the media. 5. Transport (by any means) of persons to any place or places with a view to obtaining publicity in connection with a referendum campaign. Expenses in respect of the transport of such persons include the costs of hiring a particular means of transport for the whole or part of the referendum period. 6. Rallies and other events, including public meetings
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	<p>organised so as to obtain publicity in connection with a referendum campaign or for other purposes connected with a referendum campaign. Expenses in respect of such events include costs in connection with the attendance of persons at such events, the hire of premises for the purposes of such events or the provision of goods, services or facilities at them.</p> <p>The referendum expenses limit is the aggregate of £2,362 and the amount found by multiplying 5.9 pence the number of entries on the electoral rolls for the two billing authorities (587,087). The electorate for Buckinghamshire is 398,814 as at 2 March 2020 (Office for National Statistics, 05 January 2021). The electorate for Milton Keynes Council is 188,273as at 2 March 2020 (Office for National Statistics, 05 January 2021).</p> <p>Where any referendum expenses are incurred in excess of the referendum expenses limit, a person who knew or ought reasonably to have known that that limit would be exceeded, or who, without reasonable excuse, authorises another person to exceed that limit, is guilty of an offence punishable by a fine or imprisonment (for a term not exceeding 12 months) or both.</p> <p>Section 52ZR of the Local Government Finance Act 1992 provides that if it appears to the Secretary of State that an authority will be unable to discharge its functions effectively or to meet its financial obligations unless it sets an increase in council tax which exceeds the principles, s/he has the discretion to direct that a referendum need not be held. (When promoting the Localism Bill in the House of Lords Earl Attlee stated, "This is a reserve power and the expectation is that this would be used only in exceptional circumstances, such as where the High Court has exercised its powers to appoint a receiver where an authority has failed to service its debt within a set time period" Hansard HL Deb 30 June 2011 c1971)</p>
<p>CONSISTENCY WITH THE PRINCIPLES OF THE DUTY TO COLLABORATE</p>	<p>No direct impact.</p>
<p>HEALTH AND SAFETY</p>	<p>No direct impact.</p>
<p>EQUALITY AND DIVERSITY</p>	<p>No direct impact.</p>
<p>USE OF RESOURCES</p>	<p>The Medium-Term Financial Plan, including capital and revenue budgets, identifies the financial resources required projected into the future based on the delivery of specific aims and objectives of the Authority as set out in the Public Safety Plan (PSP). Members, Senior Management Board and many staff</p>

	have been involved in agreeing priorities and the budget setting process over the preceding months.
PROVENANCE SECTION & BACKGROUND PAPERS	<p>Background</p> <p>Medium Term Financial Plan (MTFP) 2020/21 to 2021/22 and Revised Appendices, Fire Authority, 12 February 2020:</p> <p>https://bucksfire.gov.uk/documents/2020/03/120220_item7c_medium_term_financial_plan.pdf/</p> <p>https://bucksfire.gov.uk/documents/2021/01/executive-committee-revised-appendix-1-and-2.pdf/</p>
APPENDICES	<p>Annex A – Medium Term Financial Plan 2021/22 to 2025/26</p> <p>Appendix 1 – MTFP Budget Model and Reserves Position</p> <p>Appendix 2 – Capital Programme Summary</p> <p>Appendix 3 – Council Tax Funding</p>
TIME REQUIRED	20 minutes
REPORT ORIGINATOR AND CONTACT	<p>Asif Hussain</p> <p>Ahussain@bucksfire.gov.uk</p> <p>01296 744421</p>

Annex A – Medium Term Financial Plan (MTFP) 2021/22 to 2025/26

1. Introduction

- 1.1. The purpose of this report is to present the proposed revenue and capital Medium Term Financial Plan (MTFP) 2021/22 to 2025/26.
- 1.2. The MTFP is closely linked to the Financial Strategy which is the link between the organisation's long-term service objectives and its financial capacity. BFRS long-term service objectives are set out in the Public Safety Plan (PSP) and Corporate Plan. The PSP sets out our strategic approach to the management of risk in the communities we serve. The Corporate Plan sets out how we intend to equip and develop our organisation and its people to meet the challenges that we face. The MTFP details the resources available to facilitate these plans.
- 1.3. As part of the Fire Authority's Terms of Reference and MTFP, the Authority reviews and sets a balanced budget each year in line with corporate priorities. The MTFP is expressed as a detailed annual budget for the first year, with outline indicative budgets for the following four years.
- 1.4. Under Section 25 of the Local Government Act 2003 the Chief Finance Officer (as S.112 Chief Finance Officer of the Local Government Finance Act 1988) is required to report to Members on:
 - The robustness of the estimates made for the purposes of the calculations of the budget
 - The adequacy of the proposed financial reserves
- 1.5. The Local Government Act 2003 requires that Members have regard to the report in making their decisions (see section 8).
- 1.6. Section 42A of the Local Government Finance Act 1992 also requires the Authority to have regard to the level of reserves for meeting estimated future expenditure when calculating the net budget requirement.

2. Local Government Finance Settlement 2021 to 2022

- 2.1. Without sufficient time to undertake a full comprehensive spending review due to the Covid-19 Pandemic, the Government has effectively rolled-forward amounts within the settlement funding assessment for 2020/21 and increased these by the rate of inflation. The exception to this is the pension grant funding, which is expected to be a flat-cash settlement.
- 2.2. The pension grant funding, which is a flat-cash settlement will be funded for 2021/22. It is expected to be included in future years (2022/23 onwards) settlement funding assessment and subject to review as part of the anticipated three-year comprehensive spending review.
- 2.3. As part of this year's announcement, the Government published headline changes in core spending power between 2020/21 and 2021/22 for every authority. The headline change for BMKFA was an increase of 2.9%.
- 2.4. However, this headline increase is based on two fundamental assumptions:
 - That the growth in council tax base between 2020/21 and 2021/22 will be 1.59% (actual decrease was 0.65%).

- That the Authority will increase its Band D council tax in 2021/22 by 1.99%, which is the maximum increase permissible without triggering a referendum.

3. Council Tax and Business Rates

- 3.1. In publicly declaring core spending power figures, the Government has clearly set an expectation that local authorities will continue to increase council tax every year by the maximum amount permissible.
- 3.2. The difference between a 1.99% increase in the precept and holding council tax at its current level for 2021/22 is just over £400k for the year. This is approximately equivalent to the cost of employing eight whole-time firefighters.
- 3.3. Council tax was increased by 2.98% in 2019/20 and by 1.99% in 2020/21.
- 3.4. Despite this Authority's correspondence with the Minister and the concerns noted by the inspectorate, no specific additional precept flexibility was afforded to fire and rescue authorities. Authorities with no specific additional flexibility may only increase their Band D equivalent by up to 2% without triggering a referendum (last year this figure was also 2%).
- 3.5. The Authority currently sets a band D equivalent precept of £65.85 per annum (approx. £1.27 per week). This is significantly below the national average (of £78.56) and is the second lowest precept of any non-metropolitan combined fire authority.
- 3.6. Council tax chargeable for each band should the Authority resolve to increase the band D equivalent amount by 1.99% is shown in Appendix 3.
- 3.7. It is not recommended to hold a referendum to increase Council tax above the threshold for 2021/22. However, this option may need to be considered for 2022/23, depending on the outcome of the Comprehensive Spending Review.

4. Risk Factors in Budget Assumptions

- 4.1. The budget proposed for 2021/22 at Appendix 1 has been compiled by looking in detail at current spending and future plans.
- 4.2. This year officers reverted back to the incremental budgeting approach when developing the budget proposal for 2021/22. With the projected reductions in council tax base and business rates funding, the focus was to consider bids which were either invest to save or which needing approving due to contractual obligations.
- 4.3. Even with the budgetary constraints this year's budget approach has identified some key opportunities:
 - Development of Leadership and Management Framework. The framework will improve the effectiveness of existing managers as well as provide development opportunities and pathways for future managers and leaders of the organisation.
 - Continue with the current establishment within Health & Safety team who have supported the Service's response to the COVID-19 pandemic and the 'recovery' phase which has significantly increased workloads in terms of the implementation of the measures required to comply with Government guidance.
 - Upgrade to our ICT infrastructure.

- 4.4. At the time of writing the Authority had not yet received formal written notification of the continuation of the USAR grant for 2021/22, but it is expected imminently. However, the potential discontinuation of USAR funding in future years is a significant financial risk facing the Authority at present.
- 4.5. As well as opportunities, the MTFP projections have had to be revised following the comprehensive spending review announcement (CSR). As part of the one-year CSR, the Government announced Public sector pay increases to be paused (excluding NHS and those earning less than £24,000). Therefore, no pay award has been built into the 2021/22 budget for anyone earning more than £24,000.
- 4.6. Uncertainty persists regarding pensions following the ruling in December 2018 that the transitional arrangements introduced for the firefighters' schemes in 2015 were discriminatory. At the employment tribunal hearing on 18 December 2019 it was ruled that the claimants, members of the 1992 and 2006 firefighters' pension schemes, are now entitled to be treated as if they have remained members of their original pension scheme. It is expected that this will increase the longer-term costs of the firefighters' schemes, although it is not yet possible to quantify the impact.
- 4.7. Areas where budgets have changed significantly from previous years have been subject to a series of challenges by Officers and Members. Risks which have been identified are to be covered from the reserves.
- 4.8. The detailed costings are based on the updated budget requirement including the annual uplift assumptions below:

	2021/22	2022/23	2023/24	2024/25	2025/26
Pay inflation	0%	2%	2%	2%	2%
CPI	0.5%	0.5%	1%	1%	1%
Council tax increase	1.99%	1.99%	1.99%	1.99%	1.99%
Council tax base	-0.65%	1.0%	1.6%	1.6%	1.6%
Business tax base	-8%	0.5%	1%	1%	1%

5. Capital

- 5.1. The revenue impact of the capital programme has been factored into the base revenue budget requirement. This includes an annual revenue contribution to capital (RCCO), details of which are shown in Appendix 1.
- 5.2. The table at Appendix 2 details the approved capital programme for 2020/21, the estimated provisional outturn position and any proposed slippage to the programme. Any slippage is then added to the new budget requests for 2021/22 to give a total capital budget requirement of £2.2m for 2021/22.
- 5.3. The Authority should also take cognisance of the prudential indicators when approving the capital programme (submitted as a separate paper at this meeting).

6. Scrutiny and Challenge Process

- 6.1. All budget changes have been determined based on a series of challenge panels held by officers and then Members during the MTFP process.

7. Adequacy of Reserves

- 7.1. The Reserves Strategy is now incorporated within our Financial Strategy which was approved by the Fire Authority at its meeting on 9 December 2020 (<https://bucksfire.gov.uk/documents/2020/11/item-7c-fire-authority-9-december-2020.pdf/>). There have been no subsequent events that require the level of the General Fund determined at that time to be adjusted at present.

- 7.2. The latest forecast balances and reserves at year-end 2020/21 are:

- General Fund Balance - £1.5m
- Earmarked Reserves - £2.2m*
- Capital Reserves - £0.9m

* The earmarked reserves balance excludes the amount held by Oxfordshire County Council relating to the Thames Valley Fire Control Service.

8. Statement of the Chief Finance Officer

- 8.1. The purpose of this statement is to comply with the requirements of the Local Government Act 2003 whereby the Chief Finance Officer, in the Fire Authority's case the Director of Finance and Assets and Chief Finance Officer, must report on:

- The robustness of the estimates made for the purposes of the calculations of the budget and;
- The adequacy of the proposed financial reserves;
- In recommending the budget to the Authority, Members must have regard to this report when making decisions in connection with which it is made.

- 8.2. Given the level of the General Fund Balance and earmarked reserves available, the prudent approach to the budget setting process for the next financial year and the controls for budget management, it is my conclusion as Chief Finance Officer for the Authority that there is sufficient capacity in the reserves to cope with the financial risks the Authority faces for 2021/22 and future years and that the methodology applied provides the necessary assurance to the Authority about the robustness of the estimates used in constructing the budget.

9. Referendum Limit

- 9.1. A local referendum must be held, and won, for an authority to increase council tax by more than the amount specified in the principles. An authority proposing to set an excessive council tax level is required to make substitute calculations which will take effect if the proposed 'excessive' amount of council tax is rejected in a referendum. The substitute council tax level must be below the amount which is considered excessive under the principles

- 9.2. The higher rate of council tax will be payable unless and until it is overturned by a 'no' vote in the referendum. In the event that a referendum rejects the increase, the billing authorities would be able to issue new bills, offer refunds at

the end of the year or allow credits against liability the following year, although individual council taxpayers would be entitled to a refund on demand.

- 9.3. Surrey County Council proposed to hold a referendum on a 15% increase in council tax for 2017-18, but later dropped the proposal. More recently, Warwick District Council recommended carrying out a vote in holding a referendum on the introduction of a 'climate action fund' precept, equivalent to a 34% increase on council tax in 2020-21. Due to the coronavirus restrictions, the planned referendum did not take place.
- 9.4. One referendum has taken place to date. The Bedfordshire Police and Crime Commissioner, Olly Martins, proposed a 15.8% increase in council tax for 2015-16 when the threshold was 2%. The poll was held on 7 May 2015. 91,086 voters (30.5%) supported the proposal, whilst 207,551 (69.5%) opposed it.
- 9.5. Schedule 1 of the Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012/444 prescribes the text of the question to be asked at a council tax referendum. Therefore the question asked of the voter by Bedfordshire's Police and Crime Commissioner was as follows:

'Part of the council tax in your area goes to the Bedfordshire Police and Crime Commissioner.

For the financial year beginning on 1st April 2015 the Bedfordshire Police and Crime Commissioner has set an increase of fifteen point eight percent (15.8%) in the amount it charges.

If most voters choose 'yes', the increase will be 15.8%.

If most voters choose 'no', the increase will be 2.0% instead.

Do you want the Bedfordshire Police and Crime Commissioner to increase the amount it charges by 15.8%?'

- 9.6. The one referendum held so far, by Bedfordshire's Police and Crime Commissioner coincided with the poll conducted for the parliamentary general election is estimated to have cost £600,000. The Bedfordshire PCC covers three unitary local authorities and a population of some 640,000. An impact assessment on the scheme, published by the Department for Communities and Local Government in January 2011, set out the estimated costs of other referendums including the elected regional assembly referendum in the North East, mayoral referendums and non-binding council tax referendums. *'A more recent estimate of costs comes from Tower Hamlets council, where estimates from the Chief Finance Officer suggest that "the cost of holding a stand-alone mayoral referendum is estimated at up to £250,000. If combined with the Council elections the additional cost is estimated at approximately £70,000."* A number of non-binding referendums on Council Tax have already been held, and can offer some guide to potential costs. *A referendum on Council Tax in Milton Keynes in 1999 cost around £70,000 – referendums in 2001 cost £150,000-200,000 in Croydon and £120,000 in Bristol. This is the most relevant and reliable data available as these are the only years where formal Council Tax referendums have been held by local authorities, none having been held since then'. The impact assessment concluded: 'it seems reasonable to estimate the range of costs of such referendums as £85,000 - £300,000. Actual costs will vary depending on the size of the authority and whether the*

referendum is combined with a local election. For example, these figures do not apply to certain major precepting authorities such as police, fire & rescue authorities and the GLA which are typically larger than a principal local authority'. The paper also noted examples of rebilling costs for recently-capped authorities, such as £380,000 for Lincolnshire Police Authority in 2008/09 (£1.22 per household) and £626,000 for Surrey Police Authority in 2009/10 (£1.29 per household)¹

¹ [Localism Bill: provision for referendums to veto excessive Council Tax increases Impact assessment](#)

Appendix 1 – MTFP Model

The model below is based on the assumptions detailed in Sections 3 and 4 and all significant budget movements have been subjected to officer and Member scrutiny as noted in Section 6.1. The statutory deadline for the billing authorities to provide Council Tax and business rates information to the Authority is 31 January. Any changes to these figures will be presented in a revised Appendix 1 at the meeting.

Directorate	2020/21 Approved Budget £000	2020/21 Revised Budget £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000
Base Budget	0	0	31,339	32,277	32,511	32,576	33,488
Pay Adjustment	0	0	0	435	444	453	462
Inflation Adjustment	0	0	0	78	78	78	78
Corporate Core	1,349	1,495	110	0	-28	-45	0
Statutory Accounting	589	590	-293	0	0	0	0
Delivery, Corporate Development & Planning	21,513	21,377	545	-12	-12	0	0
People & Organisational Development	2,298	633	-104	0	0	0	0
Finance & Assets	4,264	5,929	212	40	-40	0	0
RCCO	1,315	1,315	469	-307	-377	426	374
Transfers to/(from) Reserves	11	0	0	0	0	0	0
Net Budget Requirement	31,339	31,339	32,277	32,511	32,576	33,488	34,402
Revenue Support Grant/ Business Rates	-8,291	-8,291	-7,998	-8,028	-8,103	-8,178	-8,253
Council Tax Receipts Surplus/Deficit	-274	-274	24	24	24	0	0
Council Tax Support Grant	0	0	-336	0	0	0	0
Fire Specific Grants	-1,106	-1,106	-1,126	-1,136	-1,146	-1,156	-1,166
Council Tax Receipts	-20,460	-20,460	-20,729	-21,351	-22,123	-22,924	-23,752
Pension Grant Funding	-1,208	-1,208	-1,208	-1,208	-1,208	-1,208	-1,208
Use of Reserves	0	0	-904	-812	-20	-22	-23
Total Funding Available	-31,339	-31,339	-32,277	-32,511	-32,576	-33,488	-34,402
Shortfall/(Surplus) for Year	0	0	0	0	0	0	0
Cumulative Savings Requirement	0	0	0	0	0	0	0

Appendix 1b – Reserves Position

Reserves Position	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
General Fund Balance	-1,500	-1,500	-1,500	-1,500	-1,500	-1,500
Other Earmarked Reserves (excluding Control Room Res.)	-2,232	-1,180	-368	-348	-326	-303
Earmarked Capital Reserves	-887	-1,931	-1,028	-898	-944	-1,364
Total	-4,619	-4,611	-2,896	-2,746	-2,770	-3,167

Appendix 2 – Capital Programme

The table below summarises the capital programme from 2020/21 through to 2025/26 and is based on the revenue contribution to capital levels shown in Appendix 1:

Capital Programme	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000
Property	500	500	500	500	500	500
Fire Appliances and Associated Equipment	500	750	750	500	750	750
Other Equipment	141	655	1055	155	155	155
ICT	75	75	75	75	75	75
Slippage (Approved in July 2019 Exec)	1,809					
Current Year Slippage Forecast	-260	260				
Forecast O/S	2,284					
Total Expenditure	5,049	2,240	2,380	1,230	1,480	1,480
Funding B/Fwd.	-1,442	-887	-1,931	-1,028	-898	-944
In Year Funding	-4,494	-3,284	-1,477	-1,100	-1,526	-1,900
Funding (Available)/Deficit	-887	-1,931	-1,028	-898	-944	-1,364

Appendix 3 – Council Tax Rates

If the band D equivalent council tax were increased by 1.99% for 2020/21, the following rates would apply to properties in each band:

Bands	Proportion of Band D Charge	Per Week (£)	Per Month (£)	Per Year (£)
A	6/9	0.86	3.73	44.77
B	7/9	1.00	4.35	52.24
C	8/9	1.14	4.98	59.70
D	9/9	1.29	5.60	67.16
E	11/9	1.57	6.84	82.08
F	13/9	1.86	8.08	97.01
G	15/9	2.15	9.33	111.93
H	18/9	2.58	11.19	134.32

This would represent an annual increase of £0.87 per annum on a band A, £1.31 per annum on a band D and £2.62 per annum on a band H property.

The following table shows the increase in each band (rounded to the nearest pence).

Bands	Increase Per Week (£)	Increase Per Month (£)	Increase Per Year (£)
A	0.02	0.07	0.87
B	0.02	0.08	1.02
C	0.02	0.10	1.17
D	0.03	0.11	1.31
E	0.03	0.13	1.60
F	0.04	0.15	1.89
G	0.05	0.18	2.18
H	0.05	0.21	2.62



Buckinghamshire & Milton Keynes Fire Authority

MEETING	Executive Committee
DATE OF MEETING	10 February 2021
OFFICER	Graham Britten, Director of Legal and Governance
LEAD MEMBER	Councillor Lesley Clarke OBE, Chairman
SUBJECT OF THE REPORT	Members' Allowances
EXECUTIVE SUMMARY	<p>The Authority is required to adopt a Scheme of Members' Allowances before 1 April each year and, in so doing, have due regard to the recommendations of the Independent Remuneration Panels of the constituent authorities when considering its own Scheme of Members' Allowances and confirm that it has done so when it gives public notice of the Scheme of Allowances.</p> <p>The Independent Remuneration Panel of the scheme for Milton Keynes Council undertook a review in January 2018 and this is attached at Appendix A.</p> <p>The Independent Remuneration Panel of the scheme for Buckinghamshire Council undertook a review in January 2020 and this is attached at Appendix B.</p> <p>The Authority agreed at its meeting on 14 December 2011 that the index linking for the period 2012/13 to 2014/15 – for basic and special responsibility (and co-optee) allowances – be the pay award for the Authority's staff on National Joint Council (NJC) for Local Authorities' Fire and Rescue Services, Scheme of Conditions of Service (Grey Book). The application of this index linking has been endorsed annually by the Authority since 2014/15.</p> <p>The NJC Circular NJC/5/20 of 4 September 2020 confirmed a 2% pay award effective from 1 July 2020.</p> <p>It is recommended that the Authority suspends this indexation for the year 2021/22.</p> <p>The draft Scheme of Allowances for 2021/22 based on a 0% increase is set out as Appendix C.</p>
ACTION	Decision.
RECOMMENDATIONS	That the Authority be recommended to adopt a Scheme for Members' Allowances for 2021/22 (Appendix C).

RISK MANAGEMENT	The recommendation will have no adverse effect on the Authority's business.
FINANCIAL IMPLICATIONS	<p>The current budget for Members' Allowances (Basic and Special Responsibility Allowances) is £72,780, including National Insurance.</p> <p>Costs will be incurred in publishing a notice that the Authority has made a Scheme of Members' Allowances in a newspaper circulating in its area. The cost is estimated to be in the region of £800 (<i>£788.40 last year</i>).</p>
LEGAL IMPLICATIONS	The making or amendment of the Members' Scheme of Allowances is a function reserved to a meeting of the Authority. An amendment may be made by the Authority in year. Regulation 10(4) of Local Authorities (Members' Allowances) (England) Regulations 2003 provides that "A scheme may make provision for an annual adjustment of allowances by reference to such index as may be specified by the authority and where the only change made to a scheme in any year is that effected by such annual adjustment in accordance with such index the scheme shall be deemed not to have been amended."
CONSISTENCY WITH THE PRINCIPLES OF THE DUTY TO COLLABORATE	The making of a scheme of allowances is the responsibility of each individual authority defined in the Local Authorities (Members' Allowances) (England) Regulations 2003. The methodology for doing so is prescribed exclusively by those regulations.
HEALTH AND SAFETY	Not applicable.
EQUALITY AND DIVERSITY	<p>The Authority's Scheme of Members' Allowances does not include any element for meeting costs incurred by a Member who has to arrange care in order to carry out their function as a Member of the Fire Authority.</p> <p>The Local Authorities (Members' Allowances) (England) Regulations 2003 exclude the Authority from including such a provision in its Scheme. However, with the exception of co-opted members, all Members are appointed by either Buckinghamshire Council or Milton Keynes Council and are entitled to claim "dependent carers' allowances" from their appointing authority. There are currently no co-opted members on the Authority.</p>
USE OF RESOURCES	The recommendation is consistent with the extant Scheme of Allowances.
PROVENANCE SECTION & BACKGROUND PAPERS	NJC/5/20 – NJC Circular 04/09/20

<p>APPENDICES</p>	<p>Appendix A: Milton Keynes Council report of the Independent Panel of Members' Allowances January 2018.</p> <p>Appendix B: Buckinghamshire Council report of the Independent Panel of Members' Allowances January 2020.</p> <p>Appendix C: Draft Scheme for Members' Allowances 2021/22.</p>
<p>TIME REQUIRED</p>	<p>10 minutes.</p>
<p>REPORT ORIGINATOR AND CONTACT</p>	<p>Katie Nellist Knellist@bucksfire.gov.uk 01296 744633</p>

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**REPORT BY
THE MILTON KEYNES COUNCIL
INDEPENDENT REMUNERATION PANEL**

**An Independent Review of Members' Allowances
January 2018**

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Executive Summary

Milton Keynes Council's Independent Remuneration Panel has been asked to prepare this report in order to help the Council fulfil its statutory duty to review its scheme of allowances at regular intervals.

The Panel took account of a range of information prior to formulating their recommendations. This included information on the governance arrangements and structures of the Council, the views of councillors – via both face-to-face interviews, written submissions and a short survey – relevant benchmarking data, the economic and financial climate within which the Council operates and the desire to encourage citizens to participate in local democracy. The Panel also considered the statutory framework for members' allowances, including the relevant statutory instruments and the guidance issued by the Department for Communities and Local Government.

The Panel took particular care to try to balance the need to ensure that citizens are able to participate in local democracy by standing for election against the reality of the prevailing financial climate. In doing so, the Panel have based their recommendations upon the existing scheme of allowances but have made a small number of recommendations in order to address the issues that they perceive to exist within the scheme.

In terms of the basic allowance, the Panel have also taken into consideration the increasing workloads of councillors and the demands in representing citizens and participating in decision making in one of the most dynamic and fastest-growing areas of the United Kingdom. While councillors expressed a general level of satisfaction with the level of the basic allowance, the Panel were conscious of the fact that the amount is not index linked and has therefore not changed for some time. The Panel hope that their recommendations will address this issue.

The Panel have given equally careful consideration to the special responsibility allowances payable to councillors who undertake additional duties, many of which are equivalent to a demanding full-time job. The Panel heard a range of views on these allowances, which they took account of alongside benchmarking data from other comparable authorities and the particular governance structures and political landscape at Milton Keynes Council. The Panel have taken the decision to leave this section of the scheme largely untouched, but have made some recommendations for the Council to consider. The first is the introduction of an index to ensure allowances keep pace with the rising cost of living. The second is the introduction of an allowance for the Deputy Leader of the Council as Milton Keynes is almost unique in not recognising this position within its scheme of allowances.

The Panel would like to thank all of the councillors who took part in the review by answering the many questions that the Panel posed. The Panel believes that these recommendations, if adopted, will result in a scheme of allowances that is fair, transparent and affordable. The Panel hope that the Council will approve these recommendations.

Introduction

1.1 The Council is required to make a scheme of allowances for its councillors in accordance with the Local Authorities (Members' Allowances) (England) Regulation 2003. The process for making and reviewing such a scheme is regulated so that the public can have confidence in the independence, openness and accountability of the process involved. The process requires that the Council must establish an independent remuneration panel and, before making or amending its scheme of allowances, must have regard to the views of the Panel.

1.2 This report presents the recommendations of the Independent Remuneration Panel to the Council for consideration and approval.

The Panel

2.1 In accordance with the Council's constitution, the current Panel was appointed following a recruitment process established by the Council. The Panel comprises the following members:

- Ms Ruby Parmar. Ruby is the Senior Partner at PricewaterhouseCoopers' Milton Keynes Office. Ruby also sits on the Board of Trustees of the Magic Bus India Foundation, a charity dedicated to providing children living in poverty the opportunity to shape their future.
- Ms Jan Flawn CBE. Jan is the founder and Chair of PJ Care, a leading Milton Keynes-based provider of specialist neurological care and neuro rehabilitation for people with progressive or acquired neurological conditions.
- Mr Stewart Bailey. Stewart is Managing Director of Virtual Viewing, a company specialising in computer generated work aimed at inspiring inward investment and interest in construction and design projects.

The Panel was assisted in their deliberations by Paul Hanson, Democratic Services Manager from the LGSS Northamptonshire office.

Terms of Reference for the Review

3.1 The Panel's terms of reference were based on the relevant statutory instrument (Members Allowances (England) Regulations 2003), as well as guidance issued by the Department for Communities and Local Government (New Council Constitutions: Guidance on Regulation for Local Authority Allowances). It should be noted that the Panel is required to take these documents into account when preparing recommendations on the Council's scheme of allowances.

3.2 In line with the statutory requirements relating to schemes, the Panel's agreed terms of reference were as follows:

- To determine the amount of basic allowance that should be payable to councillors;

- To determine the responsibilities or duties which should lead to the payment of a special responsibility allowance and the amount of such allowances;
- To determine the duties for which a travelling and subsistence allowance can be paid and the amount of such allowances;
- Whether the Council's allowances scheme should include an allowance in respect of the expenses of arranging for the care of children and dependants and the amount of this allowance and the means by which it should be determined; and
- Whether annual adjustments of allowance levels should be made by reference to an index, and, if so, for how long such a measure should run.

3.3 The Panel also agreed the following set of broad principles within which the review of allowances was undertaken:

- In line with the statutory guidance, the Panel took into account the principle that an element of the role of councillor must be voluntary, but that should not mean that councillors should suffer significant financial loss as a result of undertaking the role;
- Allowances should not be designed to reward councillors, but neither should the level of allowances prohibit individuals from considering standing for election; and
- The Panel were mindful that a reasonable percentage of councillors that should be eligible to receive a Special Responsibility Allowance.

The Evidence Considered

4.1 The Panel considered a range of qualitative and quantitative evidence, as well as benchmarking data. In the area of basic and special responsibility allowances, the Panel attributed greatest weight to the written and verbal testimony of councillors.

4.2 Benchmarking evidence was considered, however, the Panel had to be cautious in the application of this data. This was because the data, while helpful in determining the relative position of allowances paid by Milton Keynes Council in comparison to other comparable (statistical nearest neighbour) authorities, the data does not reveal the reasons for any discrepancies, nor the detail of the range of responsibilities covered by each post.

4.3 The Panel issued an open invitation to all councillors to meet with them and share their views. Individual interviews were conducted with ten councillors over the course of the review, representing all of the political groups on the Council. A simple questionnaire was also circulated at the Panel's request and nine responses were received. A range of opinions were heard, relating not just to allowances but also to the nature of the role of councillor, the time commitment involved and other forms of support that are available to councillors. Input was received from councillors who were employed, self-employed and retired.

4.4 There was a general consensus that the current rate of basic allowance is broadly sufficient, but some concerns were expressed about the lack of any form of indexation within the scheme and the long-term effect this could have on the viability of allowances. The Panel

felt that the basic allowance must be set at a level that allows councillors to make the not-inconsiderable time commitment required in order to fulfil their roles effectively, particularly now given the rapid growth within the Milton Keynes area.

- 4.5 On the issue of special responsibility allowances, a diverse range of opinions were expressed. There was a broad consensus on the level of allowances attached to such roles as group leaders and committee chairs, but rather less consensus about roles such as committee vice-chairs. The Panel took careful account of this information and used benchmarking data to determine how such roles were treated in other comparable authorities.
- 4.6 In terms of the expenses that may be claimed in the course of carrying out their roles, councillors were generally satisfied with the arrangements in place. Some small changes to the scheme were suggested, however, and the Panel has made recommendations based on their own views as to the fairness and transparency of this aspect of the scheme.
- 4.7 Some councillors expressed the view that a form of means testing could be used to ensure that the budget for allowances is apportioned efficiently. The Panel noted this issue but were mindful of the fact that the legislative framework which underpins local authority allowances provides no freedom to do this.
- 4.8 The Panel noted that most formal committee meetings take place in the evenings in order to make the best use of councillors' time and reduce the impact on those councillors who are in paid employment. The Panel welcomed the efforts made by the Council but felt that the Council could, and should, do more to support councillors who are also employed, particularly where they undertake additional roles within the Council.
- 4.9 In formulating recommendations about the special responsibility allowances within the new scheme, the Panel sought to examine the nature of the roles undertaken by councillors and determine the position of each role within the hierarchy of allowances. This approach was based on the principles that underpin every review of allowances and takes into account factors such as
- The level of decision making responsibility associated with each role;
 - Other responsibilities associated with each role (such as responsibility for chairing a committee, and attendance at outside meetings associated with the role);
 - The time requirement of each role; and
 - Any other specialist skills, knowledge or other factors needed to be able to carry out each role effectively.

The Panel's Conclusions and Recommendations

- 5.1 In undertaking their review, the Panel were mindful of the fact that their recommendations would be subject to considerable internal and external scrutiny and would have to be supported by the evidence considered. The Panel also considered whether the current

financial and economic climate should inform their recommendations. The Panel took the view that this was an important factor and the public would rightly expect it to form part of the Panel's considerations. The Panel also felt, however, that it had to be balanced against other factors such as the need to encourage democratic diversity and participation in local democracy.

5.2 The councillors whose views were provided to the Panel represented a range of backgrounds, including employed, self-employed and retired members. The Panel took the view that no-one should be prevented from undertaking the role of councillor as a result of their personal circumstances. Having considered the range of information presented to them, they took the view that while there is evidence to suggest that allowances play a part in this issue, factors such as the time commitment required of councillors also has a direct bearing. The Panel have sought to make recommendations that will enable a diverse range of citizens are able to consider standing for election.

The Basic Allowance

6.1 The Panel considered a range of evidence and opinion about the basic allowance. The Panel felt that, although there was general satisfaction with the level of basic allowance currently paid to councillors, care needed to be taken to ensure that the allowance properly covers the costs associated with undertaking the role of councillor, particularly for councillors in full or part-time employment who may need to take unpaid leave and experience a corresponding loss of pensionable pay in order to undertake their role. The Panel were also cognisant of the additional workloads placed on all councillors as a result of the rapid growth taking place in Milton Keynes and the increasing complexity of the role as a result of this.

6.2 The Panel feel that the basic allowance should be seen as covering the reasonable costs associated with holding the office of councillor. In light of the above, the Panel recommend that the basic allowance should be set at £10,500 per year from 1 April 2018

6.3 The Panel also recommend that the basic allowance should increase by 2% every year from 1 April 2019 for a period of four years. This increase is the same as that recently announced for local government staff. The Panel feels that this recommendation will address a shortcoming of the Council's current scheme of allowances in a sensible and sustainable way.

Special Responsibility Allowances

7.1 On the subject of special responsibility allowances (SRAs), the Panel heard a wide range of views on the different roles that are necessary in order to facilitate the operation of the new governance arrangements. In some cases the message was fairly clear and consistent, while in other cases – such as committee vice chairs - there was far less consensus.

7.2 The Panel reviewed each role individually, using the evidence supplied by councillors, as well as written material supplied by the Council, as the basis for evaluating each role and determining an appropriate allowance.

7.3 Leader of the Council, Deputy Leader of the Council and Cabinet Members

7.3.1 In the case of the Leader, Deputy Leader and Cabinet, the Panel were satisfied that councillors undertaking these roles continue to take on very significant decision making and other responsibilities. These include holding senior officers to account, negotiating with Government representatives and other external agencies and, in the case of the Leader, setting priorities for other decision makers and representing Milton Keynes at an international level. It was clear to the Panel that these roles also require a substantial time commitment. The Panel is satisfied that the allowance for both the Leader and members of the Cabinet are appropriate and should not be changed.

7.3.2 The Panel were, however, greatly concerned that the role of Deputy Leader is not recognised within Milton Keynes Council's scheme of allowances. The Panel have no doubt that the role of Deputy Leader is an important one which, by definition, is more onerous than that of Cabinet Member. The Panel also noted that Milton Keynes Council is the only one of the nearest neighbour authorities not to recognise the role of Deputy Leader within its scheme of allowances.

7.3.3 The Panel therefore recommend the following allowances:

Leader of the Council	£30,000
Deputy Leader of the Council	£15,000
Cabinet Member	£11,000

7.3.4 Additionally, the Panel could see no practical value in the application of a cap on the total cost of cabinet positions, particularly given the limitation on the size of the Cabinet prescribed by statute and the fact that no similar cap is in place for other positions such as scrutiny committee chairs. The Panel therefore recommend that the cap be removed from the scheme of allowances.

7.4 Overview and Scrutiny Committees

7.4.1 Unlike the Cabinet, roles associated with overview and scrutiny (Chair of Scrutiny Management Committee and Chairs of Scrutiny Committees) are not associated with significant decision making responsibility. The Panel felt that this continues to be an important distinction which must be taken into account. Nevertheless, the Panel acknowledge that scrutiny plays an important part in the governance of the Council, particularly at a time of significant challenge. It is clear to the Panel that the councillors responsible for leading the scrutiny function take on significant

responsibility in terms of holding decision makers (i.e. the Cabinet) and senior officers to account. The Panel acknowledges that chairing a scrutiny committee can be a time consuming role.

7.4.2 The Panel recommends no changes to the existing allowances:

Chair of Scrutiny Management Committee	£7,500
Chair of Scrutiny Committee	£4,500
Chair of Task and Finish Groups (pro-rata)	£4,500

7.5 Other Committees

7.5.1 The Panel acknowledged that chairing other committees (Licensing and Regulatory, Development Control, Audit Committee, Standards Committee and RegenerationMK Committee) are notable roles. The Panel are clear that councillors undertaking these roles are expected to carry out their duties diligently, but also acknowledged that the time commitment and level of subject matter knowledge required varied between committees.

7.5.2 The Panel heard a range of views about the role of vice chairs of these committees. Some councillors felt that vice chairs undertake an important and onerous role, while others felt that vice chairmanship of a committee is a developmental role which may be undertaken in preparation for a more onerous role in the future. The Panel considered this issue carefully but ultimately decided that, given the number of councillors who are already eligible to receive a special responsibility allowance, these roles do not merit an allowance

7.5.3 The Panel agreed that the allowances provided within the current scheme, and the relative hierarchy of roles, is correct. The Panel therefore recommend the following allowances:

Licensing and Regulatory Committee Chair	£8,000
Development Control Committee Chair	£8,000
Audit Committee Chair	£5,500
Standards Committee Chair	£3,000
RegenerationMK Committee Chair	£3,000

7.6 Opposition Group Leaders

7.6.1 The Panel felt that councillors undertaking the role of group leader undertake a responsible and demanding job, particularly given the current and historical political makeup of the Council.

7.6.2 The Panel recommend the following allowances:

Main Opposition Group Leader	£620 per group member
Smaller Opposition Group Leader	£620 per group member

7.7 Civic Allowances

7.7.1 Although civic allowances do not strictly form part of the Panel's remit, as they are included within the scheme of allowances the Panel saw fit to include these roles within their recommendations. The Panel recommend no changes to these allowances:

Mayor	£11,000
Deputy Mayor	£5,500

7.8 Indexation

7.8.1 The Panel considered the need to put in place a form of indexation for special responsibility allowances in order to ensure that the level of compensation provided to councillors who undertake these important roles does not fall behind the cost of living. The Panel discussed this point in depth and resolved to recommend that special responsibility allowances should increase by 2% every year from 1 April 2018 for a period of four years. It should be noted that one member of the Panel felt it was more appropriate to defer the introduction of this indexation until April 2019, for reasons of affordability. The remaining two members of the Panel, however, felt that this issue needed to be addressed immediately. This indexation should also apply to civic allowances.

Other allowances and expenses

8.1 The Panel considered and reviewed all of the other allowances and expenses under their terms of reference (set out in section 3). They have decided to make the following recommendations:

- The dependents' and carers' allowance should be retained at the present rate (living wage in respect of child care, £10 per hour or Milton Keynes Council Home Help rate in respect of care for adults);
- The amounts payable for travel expenses should continue to be paid at the same rates as those paid to officers;
- The amounts payable for subsistence expenses should continue to be paid at the current rates; and

- The amounts payable to co-opted members should continue to be paid at the current rates.
- The Panel have recommended small clarifications to the list of approved duties for which expenses can be claimed.

Other recommendations

9.1 The Panel heard much about the difficulties of balancing the demands associated with the role of councillor with employment and family life. The Panel were concerned to hear about the impact that this has on councillors, particularly when deciding whether to take on additional roles or even whether to re-stand for election once election.

9.2 The Panel therefore recommends that the Council should investigate ways of helping councillors manage their work-life balance effectively. This should extend to providing information about employment rights for councillors who are employed, as well as providing employers with information about the benefits of employing councillors.

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Buckinghamshire Council
Report of the Independent Remuneration Panel
9 January 2020

1. Background

1.1 Buckinghamshire Council established an Independent Remuneration Panel (the Panel), in order to advise the Council on a scheme of allowances for councillors reflecting the governance arrangements and responsibilities introduced by the Local Government Act 2000.

1.2 This report has been prepared by the Panel for Buckinghamshire Council comprising of:

Hazel Bentall
Nigel Palmer
Dr Bill Reid
Mark Tosh

1.3 The Local Authorities (Members' Allowances) (England) Regulations 2003 (the Regulations) apply to local authorities including unitary, district and county councils.

1.4 The Regulations require a relevant authority to make a scheme providing for the payment of a basic allowance (BA) to each member of that authority. The BA must be the same for each member of the authority.

1.5 A relevant authority's scheme of allowances may also provide for the payment of special responsibility allowances (SRAs) to such members of the authority as have special or additional responsibilities. The specified categories of special or additional responsibilities which may be included in a scheme of allowances include:

- i) Acting as leader or deputy leader of a political group within the authority;
- ii) Acting as a member of an executive where the authority is operating executive arrangements within the meaning of part 2 of the Local Government Act 2000;
- iii) Presiding at meetings of a committee or sub-committee of the authority;
- iv) Representing the authority at meetings of or arranged by any other body;
- v) Acting as a member of a committee or sub-committee of the authority which meets with exceptional frequency or for exceptionally long periods;
- vi) Acting as the spokesman of a political group on a committee or sub-committee of the authority; and

- vii) Carrying out such other activities in relation to the discharge of the authority's functions as require of the member an amount of time and effort equal to or greater than would be required of him or her by any of the above mentioned activities.

1.6 SRAs need not be the same and may reflect the different expectations, time and effort involved in particular roles.

1.7 Member allowance schemes may also provide for the payment of a dependent carers' allowance and also for members' travelling and subsistence whilst acting in connection with their duties as a member of the authority.

1.8 Before a relevant authority may make or amend a scheme of allowances it must have regard to recommendations made in relation to the scheme by an independent remuneration panel.

2. Buckinghamshire Council

2.1 Following the parliamentary approval of the Buckinghamshire (Structural Changes) Order 2019, Buckinghamshire Council will come into effect on 1 April 2020 and the current district councils of Aylesbury Vale, Chiltern, South Bucks and Wycombe and Buckinghamshire County Council will cease to exist.

2.2 Elections for the 147 seats on Buckinghamshire Council will be held on 7 May 2020.

2.3 For the period 1 April to 11 May 2020 (11 May 2020 being the date on which the 147 newly elected councillors take office) "the Interim Period", the 202 current members of the five sovereign councils mentioned above will continue as members of Buckinghamshire Council. As the current councils will no longer exist, their respective schemes of members' allowances will cease and allowances will no longer be payable, pursuant to the Regulations.

2.4 Therefore, in addition to making recommendations on a scheme of allowances for the new cohort of councillors to be elected in May, the Panel has also been asked to consider what approach should be taken to the provision of allowances during the Interim Period.

2.5 A scheme for the payment of a BA must be adopted by the Shadow Council for Buckinghamshire Council. It may also adopt a scheme for the payment of SRAs and other allowances. Members must have regard to the recommendations of the Panel in relation to a scheme of allowances before adopting any scheme. Therefore, councillors themselves acting as a relevant authority make the final decision about what allowances are to be available.

2.6 Regulation 20 (2) requires that an independent remuneration panel shall consist of at least three members none of whom:

- (a) Is also a member of an authority in respect of which it makes recommendations or is a member of a committee or sub-committee of such an authority; or
- (b) Is disqualified from being or becoming a member of an authority.

2.7 The four members of the Panel are individuals, none of whom are disqualified from being or becoming a member of a relevant authority.

2.8 The Panel has been asked to formulate recommendations for a scheme of members' allowances for Buckinghamshire Council for the Interim Period.

2.9 The Panel met on 12 November 2019 and 9 January 2020, and corresponded regularly throughout the process through electronic methods.

2.10 The Panel was provided with the following evidence:

- (i) relevant guidance and legislation (Allowances Regulations);
- (ii) benchmarking data of similar sized unitary authorities and current Buckinghamshire Councils' current allowances;
- (iii) information relating to the composition of Buckinghamshire Council;
- (iv) emerging governance structure for Buckinghamshire Council and anticipated roles of members, including the proposed structure and role of scrutiny within the new Council; and
- (v) a summary of the proposed committees included within the governance structure.

2.11 A questionnaire was sent to all of the Shadow Buckinghamshire Councillors seeking views on the average amount of time spent on council business, what level of BA may be appropriate for members of Buckinghamshire Council and other aspects relating to members' allowances. 46 responses were received, although not all respondents provided a response to all of the questions.

2.12 Members of the Shadow Executive provided a proposed scheme for the Panel to consider.

2.13 The Panel was supported by:

Sarah Ashmead, Deputy Chief Executive of Buckinghamshire Council
Cath Whitehead, Head of Legal at Wycombe District Council and Deputy Monitoring Officer for the Shadow Buckinghamshire Council
Mathew Bloxham, Democratic and Electoral Services Manager for Chiltern and South Bucks District Councils (C&SB)
Leslie Ashton, Senior Democratic and Electoral Services Officer for C&SB
Jack Pearce, Democratic and Electoral Services Officer for C&SB

2.14 The Panel recognises and acknowledges that the evidence provided is based upon emerging work in relation to the development of the Constitution and governance structure for Buckinghamshire Council and the best predictions of workloads and roles.

2.15 The Panel had regard to the extent to which the initial 202 members of Buckinghamshire Council may be engaged in the normal business of a relevant authority in the Interim Period and whether proposals for the scheme of allowances should differ in the Interim Period.

2.16 The Panel notes that the reorganisation of the five councils provides a unique opportunity to update the allowances.

3. Recommendations for Interim Period – 1 April to 11 May 2020

3.1 The Panel was advised that there were not any full council meetings scheduled to take place during the interim period. A small number of committees may meet during the interim period in order to deal with any urgent matters, and the Shadow Executive Committee will continue to meet informally and make urgent decisions where required. It is also noted that the pre-election period will have begun prior to 1 April, which may also have an impact upon and limit decision-making activity of the new authority during the Interim Period.

3.2 The Panel noted that there will be an ongoing community representation role for all councillors during the Interim Period. It is further noted that councillors seeking election to the new council will likely be involved in election campaign activities during this period.

3.3 The Panel considers that continuing the payment of a BA in the Interim Period would be in recognition that all councillors will continue to perform their community representation role, whether or not they seek election to the new council.

3.4 The Panel noted that the Shadow Executive would continue to meet informally during the interim period and would very much still be playing a key role in the operation of the new Council, with Shadow Executive Members being responsible for their own specific portfolios.

3.5 Taking account of the anticipated responsibility of the Shadow Executive Committee during this interim period, the Panel considered an SRA should be payable to each member of the Executive, although agreed that the SRA should take into account that key decisions required by the Executive during this period should be minimal.

- 3.6 The Panel received representations from Members that substitute members of the Shadow Executive would also have a role in deputising and being involved in the transition activities being undertaken by the Shadow Executive. However, on the understanding that there will not be a significant number of meetings and members of the Executive would usually attend all meetings, it is felt that a separate SRA is not warranted.
- 3.7 The Panel noted that it would not be lawful to continue the existing Councils' allowances schemes as this would lead to different levels of BA being payable which was not permitted in the regulations.
- 3.8 The Panel recommends to pay a BA to all members of the Shadow Council for the Interim Period based on the representational role only and reflects that all 202 councillors would continue to serve residents taking into account the pre-election period regardless of whether councillors were seeking re-election.
- 3.9 The Panel would further recommend that in the event of meetings being called in the Interim Period, then councillors should be reimbursed for their travelling expenses and a carer's allowance, if required, which should be payable based on its recommendations for the post-Interim Period at paragraphs 6.4 and 8.3.

3.10 The Panel recommends that during the Interim Period:

- (a) The rate of the basic allowance to be paid to members of Buckinghamshire Council shall be set at £360;**
- (b) An SRA of £600 be paid to Shadow Executive Members;**
- (c) Travel subsistence to be paid to members in line with the HMRC Mileage Allowance Payments for undertaking official business during the Interim Period;**
- (d) A dependant carers' allowance be paid to members as set out in paragraph 8.3**

4. Recommendations for Buckinghamshire Council BA to come into effect on 11 May 2020

- 4.1 The Panel carefully considered the benchmarking data provided, the representations put forward by members of the Shadow Executive and responses to the all member questionnaire.
- 4.2 Views of respondents to the questionnaire suggested a varied level of BA, ranging from remaining at the existing County Council rate to being brought in line with other unitary authorities. Many respondents felt that the BA should be performance based, something the Panel agrees with, however legislation

dictates that the BA must be the same for each such member of an authority and as such we are bound to recommending one BA. Respondents reported a wide ranging number of average hours spent per week on Council business. The working hours ranged from 6 to over 26 hours per week, with the majority reporting spending 16 to 20 hours per week on Council business, this could be explained in part by the wide range of roles performed by those councillors who returned the questionnaire. The majority expected that there would be an increase in the number of hours spent on council business in the new council. The reasons cited included that there would be an increased number of services which the new Council would provide. Other reasons cited included more time spent travelling, and fewer members. Several respondents commented that the expected time and workload would very much depend on the number of committees a Councillor was appointed to, and whether they held any positions with additional responsibility.

- 4.3 The Panel accepted that unitary council services would add significantly to councillors' workload. For example, District Councillors would not be experienced with complex services such as Adult and Children's services, whilst County Councillors may not be experienced with Local Planning and Licensing matters. The complexity of these services will add significantly to the workload of those councillors not used to dealing with strategic cross district services.
- 4.4 It was acknowledged that the BA should be set at a level that would attract people from a broad demographic to stand for election and make the role itself more attractive. This will be of further importance if the Council elects to hold meetings during daytime hours as candidates will want to know that they will be appropriately compensated for their loss of paid working time.
- 4.5 The Panel is aware that the BA is an allowance and not a salary and is offered in recognition of members' time and certain expenses incurred on Council business.
- 4.6 Within the sample of similar sized unitary authorities in the benchmarking data, the BA ranges from £10,500 to £14,472.
- 4.7 The Panel was advised that the electoral ratio figures for the new council state that the average electorate per councillor will be 1:3637 whereas currently it is 1:3102, 1:2302, 1:2402, 1:2958 and 1:10913 for Aylesbury Vale, Chiltern, South Bucks, Wycombe and Buckinghamshire County Council respectively. With the significant changes it would now seem that their existing allowances were not in keeping with unitary authorities.
- 4.8 The Panel is aware that the scheme can be set for a maximum period of four years and that the scheme may be linked to an index. The creation of the new Council makes the task of setting allowances a complex one. The Panel recognised that the Council was about to go through a period of significant change and therefore suggested that allowances be reviewed earlier than four

years. It was suggested that Councillors determine when the early review of allowances takes place, but this was likely to be around one to two years' time. After which a review of allowances could then be undertaken every four years to coincide with the election of new members. The Panel is aware that any proposed changes to an agreed scheme of allowances would be subject to the Council having regard to the recommendations of the Panel. If a review of allowances was not carried out after one year the Panel, having considered representations and data comparisons, recommended the annual indexation of allowances to the Consumer Price Index (CPI) or the locally agreed officers' pay award, whichever is lower.

4.9 The Panel recommends that the rate of the basic allowance paid to members:

(a) Be set at £13,000 per annum

(b) That a review of allowances be undertaken by the Panel at a suitable time determined by councillors to check that the scheme continues to be suitable following a period of significant change for the Council. If a review is not undertaken within one year then the basic allowance is to be adjusted by an amount equivalent to the increase in the officers' annual pay award or by CPI, whichever is lower. As the maximum period a scheme may be linked to an index is four years the Panel must meet to review allowances no later than 2024.

5. Special Responsibility Allowances (SRAs)

5.1 The Panel agreed that in principle a clear justified methodology for calculating SRAs was required. It was recommended that SRAs be based on a proportion of the BA. For example, a multiplier of the BA could be used according to the duties and responsibilities associated with each role. The multipliers for each SRA are shown in paragraph 5.16.

5.2 From the questionnaire responses and Shadow Executive representations, the Leader of the new Council would be expected to establish the priorities, behaviours and values for the Buckinghamshire Council for the forthcoming five years. There are currently five sovereign councils with different cultures and bringing them together into a new organisation will be a significant task. There is a significant responsibility to start the Council in the most positive way. Cabinet Members would need to share significant workloads in order to achieve the objectives of the new council. The Cabinet Members would be responsible for individual decision making within their portfolio. The roles of the Leader and Cabinet Member would likely increase in the foreseeable period, particularly in relation to those equivalent roles in the existing sovereign councils. It was noted that the SRA for the Leader proposed by the Shadow Executive had been based on the complexity of the role and took into account the methodology used by the County Council and Wycombe District Council's which was 3.5 x basic

allowance. An SRA for the Leader is therefore recommended at the level shown in paragraph 5.16.

5.3 The Panel acknowledges that the role of the Cabinet Member was significantly more than committee chairman and the emerging governance structure indicates that they would be making individual key decisions. An SRA for Cabinet Members is therefore recommended at the level shown in paragraph 5.16.

5.4 The Panel understands that the Deputy Leader's workload would be different to that of a Cabinet Member since they would be required to deputise for the Leader. A Deputy Leader may also have responsibility for their own portfolio and individual decision making as well as also deputising for the Leader. Up to two Deputy Leaders may be appointed. The Leader would determine how cabinet roles would be allocated. The Panel therefore agreed to recommend that the SRA for Deputy Leader would depend according to the number of Deputy Leaders appointed and whether or not they had a portfolio. An SRA for Deputy Leader is therefore recommended at the level shown in paragraph 5.16.

5.5 The Panel noted that there could be up to 9 Deputy Cabinet Members and they had specific responsibilities set out in the draft Constitution. This included supporting and assisting Cabinet Members for example by deputising for Cabinet Members. This would involve frequently being in the office, attending meetings and briefings. They may for example be required to attend scrutiny committees to answer questions on policy and decisions made. In practice they would also likely take on a proportion of a Cabinet member's workload and would be involved in stakeholder engagement. Decisions delegated to a Corporate Director would also be made in consultation with a Deputy Cabinet Member, in the absence of a Cabinet Member. The Panel agreed that an SRA for Deputy Cabinet Members was appropriate to reflect the associated duties and responsibility. The Panel recommended the SRA as shown in paragraph 5.16.

5.6 The Panel understands that the civic role of Chairman of the Buckinghamshire Council would be significant and will have important links to other partner organisations. The Chairman will have an important role in managing and presiding over regular Council meetings to ensure that Councillors who are not Cabinet Members or Committee Chairman are able to hold office holders to account. Whilst the Panel are not in favour of paying SRAs to vice chairmen in general, the Vice-Chairman of Council is an exception, as, in addition to deputising for the Chairman at meetings of the Council, they will also fulfil a civic role. It is further recognised that each sovereign Council's Chairmen currently attend a large number of events and the amalgamation of all 5 councils would likely lead to a significantly increased workload. The SRAs recommended for the Council Chairman and Council Vice-Chairman is therefore recommended at the level shown in paragraph 5.16.

5.7 The Panel used the emerging governance structure and Constitution to inform its considerations of other SRAs and understands that the roles would evolve.

The Panel understands that scrutiny is a valuable resource which requires investment and is vital in holding the executive to account. There would be six scrutiny committees each with their own range of service areas. Each one would have similar workloads and responsibilities. It was felt that the workload and responsibility of Scrutiny Committee Chairman would be similar to other Committee Chairman and therefore the respective SRAs should be similar as shown in paragraph 5.16.

5.8 The Panel felt that the Chairman of the Strategic Planning Committee and the five Area Planning Committee Chairmen would have particular responsibilities, require additional time commitment and were publicly high profile Committees. For example, Committee decisions could be significant, high profile, publicly sensitive and often contentious. The SRA recommended is shown in paragraph 5.16.

5.9 The Panel noted that there would be one Licensing Committee with two standing sub committees and in noting the roles and responsibilities therefore agreed to recommended an SRA as shown in paragraph 5.16

5.10 It was noted that although the Chairman of the Pension Fund Committee had specific responsibilities this role would be filled by a Cabinet Member who would receive their own SRA. Similarly, the Chairman of the Pay and Senior Appointments Committee would also be filled by a Cabinet Member who would receive their own SRA. The Panel therefore agreed that there be no SRA for the Chairman of the Pension Fund Committee and the Chairman of the Pay and Senior Appointments Committee.

5.11 After considering the Committee structure, the Committees' associated roles and responsibilities, as detailed in the draft Constitution, the Panel recommended that the Chairman of each of the following Committees each have the same SRA as shown in paragraph 5.16.

- Audit and Governance Committee
- Standards and General Purposes Committee

5.12 Most respondents to the questionnaire advocated that members should only be entitled to claim one SRA regardless of how many SRAs they are entitled to. This is a rule that is common amongst local authority member allowances schemes.

5.13 It was noted that there would be 16 Community Boards and there would be a review of the operation of them early in the new Council's life. It was recommended that an SRA for Chairman of each Community Boards was justified. The recommended level is shown in paragraph 5.16.

5.14 An update on the Community Governance Review was noted, and the SRA for the High Wycombe Town Committee Chairman would therefore remain as shown in paragraph 5.16

5.15 The Panel heard that the role of minority group leaders would be important for the management of the new council. For the purposes of the Regulations a group is more than one member, but there is no requirement for an SRA to be paid to any Group Leader. The Panel considered what number ought to constitute a group for the purposes of the awarding of an SRA and took into account the large size of council membership. The Panel considers that were an allowance to be split proportionally, any registered group's Leader should be entitled to a share to reflect their additional workload.

5.16 The Panel recommends that the following special responsibility allowances be paid in recognition of the additional workload, levels of responsibility and accountability placed upon the following roles:

- **Leader £45,500 (3.5 x BA)**
- **Deputy Leader £26,000 (2 x BA) if they hold a portfolio**
- **Deputy Leader £13,000 (1 x BA) if they do not hold a portfolio**
- **Cabinet Members £19,500 (1.5 x BA)**
- **Deputy Cabinet Members £6,500 (0.5 x BA)**
- **Chairman of the Council £13,000 (1 x BA)**
- **Vice-Chairman of the Council £6,500 (0.5 x BA)**
- **Chairman of Strategic Planning Committee £9,750 (0.75 x BA)**
- **Chairmen of Area Planning Committees £9,750 (0.75 x BA)**
- **Chairman of Licensing Committee £3,900 (0.3 x BA)**
- **Chairman of Audit and Governance Committee £7,800 (0.6 x BA)**
- **Chairmen of the Overview and Scrutiny Committees £7,800 (0.6 x BA)**
- **Chairman of Pension Fund Committee £ nil**
- **Chairman of Pay and Senior Appointments Committee £ nil**
- **Standards and General Purposes Committee £7,800 (0.6 x BA)**
- **Chairman of Community Boards £1,000**
- **Chairman of High Wycombe Town Committee £3,420 (if required)**
- **Group Leaders SRA £17,000 split proportionally dependent upon group size (e.g. Group Leader SRA = £17,000 divide by 147 x number of group members)**

5.17 The Panel further recommends that:

- a) **No SRAs be paid to Vice-Chairmen of Committees with the exception of the Vice-Chairman of Council**
- b) **Members may not receive more than one SRA**
- c) **That a review of allowances be undertaken by the Panel at a suitable time determined by councillors to check that the scheme is suitable following a period of significant change for the Council. If a review is not undertaken within one year then SRAs be adjusted by an amount**

equivalent to the increase in the officers' annual pay award or by CPI, whichever is lower. As the maximum period a scheme may be linked to an index is four years the Panel must meet to review allowances no later than 2024.

6. Travel Allowances

6.1 The Panel notes that each of the relevant councils currently pays approved amounts under HMRC mileage allowance payments (MAPs). Anything payable above MAP approved amounts result in a taxable benefit to the claimant. The Panel further notes that to introduce taxable benefits into the travel allowances scheme would be a disproportionate bureaucratic burden on the authority.

6.2 The MAP approved amounts are currently:

- (a) Car – 45p per mile up to 10,000 and 25p per mile thereafter (including electrically powered);
- (b) Passenger payments – up to 5p per mile per passenger (up to a maximum of four) to be claimed only for passengers who would otherwise be eligible for travelling allowance;
- (c) Motorcycle – 24p per mile (including electrically powered);
- (d) Bicycle – 20p per mile (including electrically assisted e.g. ebike);
- (e) In relation to public transport (including rail and bus) – standard fare; and
- (f) Parking fees – actual cost

6.3 The Panel note and agree with Shadow Executive representations that sustainable methods of transport should be encouraged where possible, including use of electric/hybrid transportation.

6.4 The Panel recommends the travel allowances be paid to members:

(a) In line with MAP for undertaking official business; and

(b) Travelling to the Buckinghamshire Council offices for meetings and official business.

7. Subsistence allowances

7.1 Subsistence allowances includes the costs of:

- (a) Accommodation (if a member is required to stay overnight); and
- (b) Meals and other 'subsistence' while travelling

7.2 The Panel wishes to emphasise that subsistence should be only claimable for undertaking official business outside of the new unitary council area.

7.3 The Panel recommends the following subsistence allowances be paid to members in the case of an overnight stay away from the usual place of residence:

- (i) Breakfast £6.50 (more than 4 hours away before 11am)**
- (ii) Lunch £9 (business journeys entailing working away from normal place of work between 12 and 2pm)**
- (iii) Dinner £11.50 (can be claimed when required to work outside of usual rostered requirements and away from normal place of work after 8.30pm)**

8. Carers' allowance

8.1 The Panel reviewed the carers' allowance currently included in the sovereign councils' allowances schemes and acknowledges the importance of setting this at such a level so as to avoid deterring anyone seeking to become a councillor.

8.2 The Panel considered setting a ceiling, however understood that members would claim only where necessary and the monitoring officer could monitor this.

8.3 The Panel recommends that a dependant carers' allowance (not payable to a member of the claimant's own household) be recompensed at:

- (a) An hourly rate equivalent to 100% of the national living wage to be linked to changes at national level (£8.21 as at December 2019) for childcare**
- (b) An hourly rate of actual cost for adult/elderly/disabled dependent care, to be paid at the discretion of the Monitoring Officer**

9. Co-opted Members

9.1 The Panel understands that Buckinghamshire Council will have co-opted members who are members of committees such as the Thames Valley Police and Crime Panel. The Panel recognises these are important roles, but as members shall be receiving a basic allowance, the Panel felt that a separate SRA is not warranted.

10. Foregoing and donating allowances

10.1 The Panel recommends that members may, if they wish, forego all or any part of their entitlement to BA or any SRA by giving notice in writing to the Monitoring Officer of Buckinghamshire Council.

10.2 The Panel also supports any members who wish to donate any of their allowances through a 'Give as you earn' scheme.

10.3 **The Panel recommends that where a member ceases to be a member of Buckinghamshire Council, or ceases to occupy a role attracting an SRA, that the member only receives pro-rata payment for the period that they are entitled to receive an allowance. The authority may require that such part of any allowance as relates to any such period be repaid to the authority where an overpayment is made.**

11. Emerging Governance Structure

- 11.1 The Panel received evidence that the governance structure would continue to evolve over time and that these would be matters for the Buckinghamshire Council and not the shadow council. Specifically, this would include how the culture of the new council would evolve.
- 11.2 The Panel has made its recommendations on the information made available to it as of January 2020 and recognises change will occur as the new Council evolves.
- 11.3 Given that change was likely during the formative years of the Council, the Panel recommends an early review of allowances is undertaken at a time considered appropriate by members. For example, after one or two years following the current review. If the early review takes place after one year then the Council could index link allowances to CPI or the officer's annual pay award, whichever is the lower. Following the early review, a scheme of allowances could then be index linked for up to four years to tie in with the election cycle for the new Council. It is further recognised that following a Boundary Commission review during the first 5 years of the Council, it is likely the number of members would reduce for the elections in 2025, at that point a further review would be necessary to establish how responsibilities would change.

12. Member Performance, Accountability and Transparency

- 12.1 The Independent Remuneration Panel is mindful that a key objective behind the formation of the new unitary Buckinghamshire Council is to realise cost savings and reduce the overall financial burden on the residents of the County. The original unitary business case set a budget of £1,927,000 to cover Members' Allowances, however the Secretary of State's decision to set the number of members at 147 has substantially eroded the targeted savings of £635,000.
- 12.2 The scheme put forward by Members totalled £2,409,420. This provides a saving when compared to the current total of allowances paid by all existing councils. The Scheme recommended by the Panel totals £2,371,220. The actual amount will depend on how roles are actually filled.
- 12.3 The flat rate Basic Allowance scheme in operation allows Members to receive not inconsiderable remuneration by automatic right as they are permitted to receive allowances by simply being a Member. The only legal requirement is that a Member must attend a formal meeting of the Council not less than once every six months.
- 12.4 The Panel is keen to establish the principle of enhanced transparency and accountability for the payment and receipts of allowances by all Members of the Buckinghamshire Council. It is recognised that it is difficult to develop

meaningful performance measures and even more difficult to enforce any such measures but there should be a means to hold Members to account if they are not undertaking the duties that are reasonably expected of them. It may well be a reiterative process that takes time to become effective. The Panel proposes that its recommendations on the scope and levels of allowances should only be accepted as part of a wider package that includes taking up the accompanying recommendations on Member performance. The Panel does not accept that the Council can take up one without the other. It will also be a further means by which the Panel in the future can assess the effectiveness of Members.

- 12.5 The Panel considers that electors would expect that a Member should only be entitled to claim the full basic allowance, or where relevant special allowance, should that Member attend a minimum of, for example, between 50% and 60% of Full Council meetings, Committee meetings or Scrutiny meetings that they are appointed to over each financial year. The Panel recognises that such a measure could only be put into effect through a voluntary claw-back scheme.

Enhancing Performance, Accountability and Transparency

- 12.6 The Panel is convinced of the need to ensure that its recommendations relating to levels of allowances are intrinsically linked to the Council adopting mechanisms to enhance Member performance, accountability and transparency. The mechanisms are presented below in a hierarchical fashion, increasing in severity as one goes down the list.

Publishing Attendance Records

- 12.7 As part of the general statement of performance the Panel believes that remuneration should involve a degree of sharpened accountability by the publication in appropriate forums such as Council web pages, local libraries, and parish halls, etc, of Members' attendance records. The Panel understands that the Buckinghamshire Council does intend to publish attendance records on the website. The Panel recommends that the publication of attendances by Members should include provision for valid absences, such as attending constituent duties, illness and/or representing the Council externally.

Member Statement of Activities

- 12.8 The Panel also recommends that Members have the opportunity to fill in a pro forma on a periodic basis to allow them to give an account of their activities outside the Council, including an analysis of case work that they undertake in their wards, as well as attendance at formal meetings. All Members are likely to have access to a laptop and the Council intranet, with their own webpage, accompanied by appropriate training. It is relatively simple for each Member to write and publish their activity statements on their web page. These activity statements could then be used by electors and other interested parties to

evaluate the performance of Members in areas of activity that cannot be captured by the publication of attendance records.

Member Role Profiles – a Compact with the Electorate

12.9 The Panel recommends that the Council adopt Member Role Profiles. These Role Profiles should form the basis of a role and accountability statement, an increasingly common practice in many authorities. They should be utilised to make explicit the respective roles, duties, responsibilities and competencies expected from Members and post holders. They should contain minimum performance measures that Members are expected to reach such as: the scope and type of committees etc, that a Member is expected to be on, such as a Scrutiny Panel.

- The minimum number of meetings a Member is expected to attend, e.g. at least 50% or 60%?
- That they should be expected to attend an approved duty at least every 3 rather than 6 months so they cannot meet their attendance requirements by frontloading within an intensive period.
- That Members are expected to take part in an individual Training and Development programme with the aim of increasing their own personal skills and capacity. Through the extensive publicity of Members duties and expected inputs, other elected Members and the public can be informed on what is to be expected from being elected.

12.10 To give further effect to the role profiles, a Compact with the Electorate' could be developed which Members are asked to sign. Such compacts are ultimately difficult to enforce but it makes an explicit link between allowances received and a specific set of tasks and duties a Member is expected to undertake. Members cannot claim they did not know what they are expected to do and moreover it provides moral leverage for the rest of the Council to utilise.

Allowance Claw-back Scheme

12.11 Some authorities have a claw back scheme. For legal reasons it has to be adhered to on a 'voluntary' basis. Essentially this mechanism 'fines' a Member if they do not meet a target of attending a set percentage of meetings (often 50-60% or more). It is pointed out that in the few authorities where claw back has been adopted it is rarely invoked and appears to have limited value. Nonetheless, the Panel received evidence that the Council would appreciate having such a mechanism as part of the allowances' scheme even if it has to be

voluntary arrangement. Thus, the Panel recommends the Council adopt a claw back mechanism. As a voluntary process the claw back is probably best implemented through the group system. The Panel also recommends that the minimum standards the Council adopts for claw back to be activated should not be seen as a substitute for non-performance. Members should not be paying the claw back fine as way of circumventing their duties.

12.12 The Panel recommends that the Council puts in place the following measures to enhance performance, accountability and transparency:

- a) The publication of attendance records for Members at Full Council, Committee meetings and Scrutiny committees**
- b) Provision to Members of the opportunity to publish a periodic statement of activities**
- c) Adoption of role profiles for each Member in order to make clear both to the Members and electors what is expected of them**
- d) Introduction of an allowance claw-back scheme.**

13. Town and Parish Council allowances

- 13.1 In addition to considering a scheme for Buckinghamshire Council, the Panel also considered recommendations to Town and Parish Councils across Buckinghamshire.
- 13.2 All Towns and Parishes were contacted by email in September 2019 and invited to submit representations and details of their respective schemes. 24 responses were received.
- 13.3 From the responses received it is evident that many Parish Councils pay no allowances and that the role of a Town or Parish Councillor is very much community based and time spent performing Parish Councillor duties was often viewed as voluntary. There is a wide range of towns and parishes across Buckinghamshire, with large town council's including Aylesbury, Buckingham and Chesham, amongst others through to small, rural, parishes who serve a relatively small electorate.
- 13.4 None of the responses indicate a need for any significant change to any respective scheme, although two respondents did make the panel aware that parishes would likely face increased pressures from services being devolved from Buckinghamshire Council.
- 13.5 The Panel believes that a sensible way to set a scheme would be to base recommended allowances around percentages of the unitary basic allowance which increases on the size of the electorate. This has been an approach used previously.
- 13.6 Towns and Parishes may choose to adopt recommendations for all members, or for the Chairman only. Where all members of a Parish receive a BA, the Chairman could receive a higher amount, up to twice that of the recommended basic allowance.
- 13.7 The Panel wishes to make clear that it is not recommending all towns and parishes pay an allowance to its members but recommends that those who do have regard to the panel's recommendations.
- 13.8 Further, the Panel recommends that Town and Parish Councils pay travel and subsistence allowances at the same rates as Buckinghamshire Council.

13.9 (i) The Panel recommends that where Towns and Parishes choose to implement a scheme of allowances they have regard to the below table. Towns and Parishes may choose to adopt recommendations for all members, or for the Chairman only. Where all members of a Parish receive a BA, the Chairman could receiver an amount up to twice that of the recommended allowance.

Electorate	% of Unitary Basic (£13,000)	Amount per Councillor £ (up to)
0-2500	1.5	£195
2501 - 5000	2.5	£325
5001 - 10000	3.5	£455
10001 - 15000	4.5	£585
15001 - 20000	5.5	£715
20001 - 25000	6.5	£845
25001 and above	9	£1,170

(ii) The Panel recommends that Towns and Parishes follow the Buckinghamshire Council scheme when setting travel and subsistence allowances.

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**BUCKINGHAMSHIRE AND MILTON
KEYNES FIRE AUTHORITY**

***MEMBERS' SCHEME OF ALLOWANCES
2021/22***

THE BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY

MEMBERS' SCHEME OF ALLOWANCES

Introduction

1. This Scheme is governed by the Local Authorities (Members' Allowances)(England) Regulations 2003 and the Local Authorities (Members' Allowances)(England) (Amendment) Regulations 2003 – “the regulations.”
2. Elected Members of the Buckinghamshire and Milton Keynes Combined Fire Authority may claim basic allowances, special responsibility allowances, travelling allowances and subsistence allowances for approved duties in accordance with the provisions of this scheme.
3. Appointed (non elected) members may claim co-optees allowance, travelling allowances and subsistence allowances for approved duties specified in this scheme.
4. "Year" means the 12 months ending with 31 March.
5. The Scheme has four Schedules attached which are:
 - (a) Schedule 1 - Special Responsibility Allowances
 - (b) Schedule 2 - Payment of Travelling and Subsistence Allowances
 - (c) Schedule 3 - Duties Excluded from the Allowances Scheme
 - (d) Schedule 4 - Rates of Allowances

Creation and Amendment of the Scheme

6. This scheme comes into effect on 1 April 2021.
7. For subsequent changes in basic allowances, special responsibility allowances and co-optees allowances, new rates will be payable from the date the amendment takes effect as set out either in this scheme or the Regulations.
8. The Fire Authority will be responsible for amending the scheme and in doing so will have regard to any recommendations to its constituent councils of the independent remuneration panels set up by them.

Basic Allowances

9. The Fire Authority will pay equally to each Member of the Authority a basic allowance of an amount specified in Schedule 4.
10. Where the term of office of a Member begins or ends in the course of a financial year entitlement will be apportioned in accordance with the Regulations. The apportionment will not take place where a Member's term of office lasts less than one month.
11. Basic Allowances are payable monthly and are subject to tax and national insurance deductions.

Special Responsibility Allowances

12. The Fire Authority will pay each year to the Members of the Fire Authority who have special responsibilities by reason of the office(s) they hold the special responsibility allowances set out in Schedule 1.
13. Where a Member takes up or relinquishes any post that carries a special responsibility allowance in the course of a financial year the entitlement will be apportioned in accordance with the Regulations. The apportionment will not take place where a Member's term of office lasts less than one month.
14. Special responsibility allowances are payable in monthly instalments and are subject to tax and national insurance deductions. Where a Member is eligible for more than one special responsibility allowance (whether payable by the Fire Authority or another authority for Fire Authority duties) only the highest one will be payable, with the exception that a Lead Member may claim one Lead Member's Allowance in addition to one other Special Responsibility Allowance payable.

Approved Duties

15. Travelling and Subsistence Allowances are payable monthly and are only payable to Elected Members of the Fire Authority for the approved duties set out in Schedule 2.

Co-optees Allowance

16. A Co-optees Allowance may be paid to appointed members (i.e. non-Elected Members whether voting or not) for the performance of any approved duty as defined by this document.
17. The allowance will be payable in monthly instalments and are subject to tax and national insurance deductions.

Travelling and Subsistence Allowances

18. The term "Member" for the purpose of travelling and subsistence allowances applies to any person who is a Member of the Fire Authority, or who is a member of any committee, sub-committee or panel of the Fire Authority, and so includes appointed non-elected members of those bodies. The payment of these allowances is dependent upon the performance of an "approved duty" which is an attendance as a member at a meeting, or the carrying on of a duty, set out in Schedule 2.
19. The rates for travel and subsistence allowances are specified in Schedule 4.

Allowances are Maxima

20. The scales for all allowances are maxima and there is no obligation on any Member to claim any or all of the allowances.
21. A Member shall give notice in writing to the Chief Finance Officer that he/she elects to forego any part of his/her entitlement to an allowance under the scheme.

Social Functions and Occasions

22. Elected Members on occasions are invited, or feel it necessary to attend functions, or occasions which have a social element. No allowances are paid to Members of the Fire Authority on these occasions unless the Member is undertaking the performance of a positive duty and one of significant size, e.g. making a speech or distributing prizes when travel and subsistence allowances may be paid. Merely to attend because the member is interested or represents people in the district is insufficient to justify payment of any allowances.

Conference Expenses

23. If attendance at a conference has been approved by the Authority, conference expenses which are obligatory and outside the control of the Member, will be paid in advance on request or will be reimbursed. These expenses will include the conference fee. The actual cost of accommodation, meals and the like, will only be met or reimbursed if it is part of the inclusive charge for the conference or it is a requirement of the conference or its organisers that the Member should stay at a particular hotel.
24. Travel and subsistence allowances are payable where appropriate.

Telephones

25. A mobile phone will be provided to the Chairman of the Fire Authority, with the cost of supply, rental and business calls being met by the Fire Authority.

Avoidance of Duplication

26. A claim for an allowance under this scheme must include, or be accompanied by, a statement signed by the claimant that no other claim has been, or will be made for the matter to which the claim relates.

Records of Payments

27. Records of payments made to Members are available for inspection free of charge by any local government elector of the Fire Authority.
28. A person entitled to inspect a record may make a copy of any part of it.
29. Details of total payments made to each Member for allowances under this scheme will be published as soon as practicable after the end of the year to which they relate.

Expense Claims

30. All information requested for the expense claim must be provided, including the number of miles, the locations travelled from and to and the reason for travel. (It is always advisable for Members to make contemporaneous notes in their diary to assist in the completion of claims).
31. Claims for expenses should only be made when actually incurred, ie rail/bus, taxis, hotel accommodation. Receipts must be provided.
32. Claims for the same expenses (mileage, travel and subsistence etc) must not be made from more than one body.
33. Payments for basic and special responsibility allowances will be paid monthly in arrears and travel and subsistence payments will be paid monthly in arrears on the submission of a claim through the HR and Payroll Portal.
34. No claim from a Member for traveling or subsistence allowances which is submitted more than three months after the costs were incurred and no later than the end of April for the preceding financial year will be entertained, except in exceptional circumstances and approved in writing by the Chief Finance Officer.

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES FROM APRIL 2021

Special Responsibility Allowance per annum

• Position	£
• Chairman	12,708
• Vice-Chairman	4,259
• Chairman – Executive Committee	5,243
• Chairman – Overview and Audit Committee	3,434
• Chairman – Human Resources Sub-Committee	1,719
• Group Leaders	3,813
• Lead Members	3,314

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SCHEDULE 2

PAYMENT OF TRAVELLING AND SUBSISTENCE ALLOWANCES

The duties in this Section have been approved for the payment of travel and subsistence allowances:

- (a) Attendance at a meeting of the Fire Authority;
- (b) Attendance at a meeting of any committee or sub-committee of the Fire Authority;
- (c) Attendance at a meeting of any section, panel, working party or other meeting authorised by the Fire Authority or a committee or sub-committee of the Fire Authority or a joint committee of the Fire Authority and one or more other authorities to which the member has been specifically appointed provided that it is a meeting to which Members of at least two political groups have been invited.
- (d) Attendance at a meeting of an association of authorities of which the Fire Authority is a member and to which the member has been appointed by the Fire Authority to represent it.
- (e) Attendance at ad hoc meetings with other authorities, organisations or bodies authorised by a committee or sub-committee of the Fire Authority, or the Director of Legal and Governance on the advice of the relevant Chairman or Vice-Chairman if this is not practicable.
- (f) Attendance at briefing meetings to which Members of at least two political groups have been invited authorised by a committee or sub-committee of the Fire Authority, or the Director of Legal and Governance on the advice of the relevant Chairman or Vice-Chairman if this is not practicable.
- (g) Attendance at seminars and conferences arranged by the Fire Authority, a committee or sub-committee of the Fire Authority, or the Director of Legal and Governance on the advice of the relevant Chairman or Vice-Chairman if this is not practicable, about any of its functions.
- (h) Attendance at specific visits arranged by the Fire Authority, a committee or sub-committee of the Fire Authority, or the Director of Legal and Governance on the advice of the relevant Chairman or Vice-Chairman if this is not practicable, about any of its functions and where Members of at least two political groups have been invited.
- (i) Attendance at a meeting of any body or authority upon which the member has been appointed by the Fire Authority or a committee or sub-committee of the Fire Authority to represent it.

- (j) Attendance in connection with the discharge of any function of the Fire Authority conferred by or under any enactment and empowering or requiring the Fire Authority to inspect or authorise the inspection of premises.
- (k) Attendance at meetings of bodies where the Fire Authority makes appointments, where the Fire Authority has a major influence at national, regional, county or district level. These bodies are listed below:
- (i) Local Government Association
 - (ii) Fire Commission
- (l) Attendance at any disciplinary, grievance, dismissal or appeals sub-committee or panel.
- (m) The following duties if approved by the Fire Authority or a Committee:
- Attendance at briefing meetings held for the purpose of, or in connection with, the discharge of the functions of the Fire Authority or any of its committees or sub-committees.
 - Attendance at the official opening of new Fire Authority establishments or projects.
 - Attendance by the Chairman and Vice-Chairman of the Fire Authority and of committees at official functions in a representative capacity.
 - Duties undertaken by Chairmen and Vice-Chairmen of the Fire Authority, committees or subcommittees acting in an official capacity.
 - Members' delegations to Government Departments.
 - Town Centre Management Meetings and Parishes.
- (n) Meetings organised by the Chief Fire Officer, Chief Finance Officer or Director of Legal and Governance or their nominated representatives with external bodies or persons to further the business and aims of the Fire Authority which the relevant officer certifies requires the attendance of members on the grounds of urgency which prevents approval being obtained from the Fire Authority, a committee or sub-committee

Note: In authorising attendances in accordance with the above, no member, official or officer of the Fire Authority shall act in a discriminatory manner reflecting party political preference. Members, officials and officers should take care to ensure that their actions can not be construed as having been discriminatory.

SCHEDULE 3

DUTIES EXCLUDED FROM THE ALLOWANCES SCHEME

The duties in this Section are those for which the Fire Authority has decided that no allowances will be paid.

- Members' surgeries
- Political activities

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SCHEDULE 4

RATES OF ALLOWANCES

From April 2021 the following rates of allowances will apply

Basic Allowance:

£1,272 per annum

Special Responsibility Allowances:

See Schedule 1

Co-optees Allowance

£318 per annum

Travel Allowances

(a) Car

The rate for travel by a Member's own private motor vehicle, or one belonging to a member of his/her family or otherwise provided for his/her use, other than a solo motor cycle, shall be 45 pence for the first 10,000 miles and 25 pence for each mile after that.

(b) Motorcycle

The rate for travel by a Member's own motorcycle, or one belonging to a member of his/her family, or otherwise provided for his/her use, shall be 24 pence per mile.

(c) Bicycle

The rate for travel by a Member's own bicycle, or one belonging to a member of his/her family, or otherwise provided for his/her use, shall not exceed 20p a mile.

(d) Public Transport

Members can claim the full cost of travelling on public transport at standard class rates whilst carrying out Approved Duties, provided a valid receipt, bus ticket etc is produced to substantiate the claim.

Subsistence

The rate of subsistence allowance shall not exceed the amounts which can be claimed under the Buckinghamshire Council Members Allowances Scheme applicable at the time when the cost is incurred.

Uplift for Inflation

Basic, Special Responsibility and Co-optees allowances will be adjusted for inflation each year until, but not beyond 1 April 2022, in line with the pay award for the Authority's staff on National Joint Council for Local Authorities' Fire and Rescue Services, Scheme of Conditions of Service (Grey Book).



Buckinghamshire & Milton Keynes Fire Authority

MEETING	Fire Authority
DATE OF MEETING	17 February 2020
OFFICER	Mark Hemming, Director of Finance & Assets
LEAD MEMBER	Councillor David Hopkins
SUBJECT OF THE REPORT	Treasury Management Strategy 2021/22
EXECUTIVE SUMMARY	<p>This report is being presented as the Fire Authority is required to approve the Treasury Management Policy Statement, Treasury Management Strategy Statement and the Annual Investment Strategy. These documents (Appendix A) all support the Medium-Term Financial Plan.</p> <p>The current strategy has been operating effectively and outperforming the benchmark targets. However, since the outbreak of the Covid-19 Pandemic, the Bank of England reduced the Base Rate to 0.10% in March 2020. Consequently, this has resulted in a reduction in the level of returns from investments. The financial year 2020/21 will be the first year we are unable to achieve our investment returns target since bringing the treasury function in-house.</p> <p>Therefore, the investment returns budget for 2021/22 will need to be reduced from £0.150m to £0.030m. There is no significant change from the previous strategy, although given the current pandemic the focus will continue to shift towards maintaining a higher level of liquidity that would normally be the case.</p>
ACTION	Decision
RECOMMENDATIONS	It is recommended that the Authority approve the Treasury Management Policy Statement, Treasury Management Strategy Statement and the Annual Investment Strategy for 2021/22
RISK MANAGEMENT	<p>Making investments in the Authority's own name means that the Authority bears the risk of any counterparty failure. This risk will be managed in accordance with the strategy and with advice from external treasury management advisors.</p> <p>The Director of Finance and Assets will act in accordance with the Authority's policy statement; treasury management practices and CIPFA's Standard</p>

	of Professional Practice on Treasury Management. There are no direct staffing implications.
FINANCIAL IMPLICATIONS	The proposed budget for 2021/22 is £0.030m. It is anticipated that the budget will be met. Detailed information is shown within Appendix A.
LEGAL IMPLICATIONS	<p>The Authority is required by section 15(1) of the Local Government Act 2003 to have regard to the Department for Communities and Local Government Guidance on Local Government Investments; and by regulation 24 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 [SI 3146] to have regard to any prevailing CIPFA Treasury Management Code of Practice.</p> <p>Under section 12 of the Local Government Act 2003 the Authority has the power to invest for “any purpose relevant to its functions” and “for the purposes of the prudent management of its financial affairs”.</p> <p>However, it must exercise its investment power in accordance with its fiduciary duty, analogous to that of a trustee, owed to those who contribute to the funds of the Authority.</p>
CONSISTENCY WITH THE PRINCIPLES OF THE DUTY TO COLLABORATE	No direct impact.
HEALTH AND SAFETY	No direct impact.
EQUALITY AND DIVERSITY	No direct impact.
USE OF RESOURCES	The projected income has been factored into the Medium Term Financial Plan.
PROVENANCE SECTION & BACKGROUND PAPERS	<p>CIPFA Code of Practice for Treasury Management in the Public Services (CIPFA Code)</p> <p>Department for Communities and Local Government Guidance on Local Government Investments (DCLG Guidance)</p>
APPENDICES	<p>Appendix A – Treasury Management Policy Statement, Treasury Management Strategy Statement and Annual Investment Strategy</p> <p>Appendix B – Provisional Counterparty List</p> <p>Appendix C – Prospects for Interest Rates</p>
TIME REQUIRED	15 minutes
REPORT ORIGINATOR	Asif Hussain

AND CONTACT	ahussain@bucksfire.gov.uk (01296) 744421
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Appendix A – Treasury Management Policy Statement, Treasury Management Strategy Statement and Annual Investment Strategy

Treasury Management Policy Statement

This Authority defines its treasury management activities as:

The management of the Authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.

This Authority regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation, and any financial instruments entered into to manage these risks.

This Authority acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable comprehensive performance measurement techniques, within the context of effective risk management.

The investment policy objective for this Authority is the prudent investment of its treasury balances. The Authority's investment priorities are the security of capital and liquidity of its investments so that funds are available for expenditure when needed. Both the CIPFA Code and DCLG guidance require the Authority to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The generation of investment income to support the provision of local authority services is an important, but secondary, objective.

The Authority's borrowing objectives are to minimise the revenue costs of debt whilst maintaining a balanced loan portfolio. The Authority will set an affordable borrowing limit each year in compliance with the Local Government Act 2003 and will have regard to the CIPFA Prudential Code for Capital Finance in Local Authorities when setting that limit.

Treasury Management Strategy Statement

Current Portfolio Position

The Authority's treasury portfolio position as at 30 September 2020 comprised:

Borrowing

Fixed Rate Funding: £6.797m Average Rate: 4.62%

The last repayment of £0.585m was made in May 2018 with the next loan maturity not due until May 2022.

Investments

£16.094m Average Rate 1 April 2020 to 30 September 2020: 0.55%

It is anticipated the Bank of England base rate is unlikely to increase during the financial year and will remain at 0.10%. Therefore, projected interest receivable has been modelled on an average fund balance of £15.0m against an average rate return of 0.20%.

Prospects for Interest Rates

For 2020/21, the Authority will continue with Link as its external treasury management advisor. Link's view of the prospects for interest rates can be seen in Appendix C.

Link advise that the current benchmark rate of return on investments should be Base Rate (currently 0.10%), although the rate may be higher if the Authority is able and willing to commit funds for longer durations (up to one year). The Authority will therefore set a benchmark rate of return based on historical averages received being higher than the Base Rate which would give a target rate of 0.20%. Based on this rate the Authority would achieve an annual return of circa £0.030m on a balance of £15.0m (as at September 2020, the total projected return for 2020/21 is in the region of £0.100m).

Since the treasury management function has been managed in-house from 1 April 2013, the Authority have over-achieved regularly against the investment returns budget. However due to the Covid-19 Pandemic outbreak, 2020/21 will be the first year the Authority will not achieve its annual investment target. This is a direct result of the Pandemic and the Bank of England reducing the Base rate to 0.10%. We are anticipating the Base Rate will remain 0.10% over the next financial year and therefore reduced the investment returns budget for £0.150m to £0.030m.

For any type of investment there is a downside risk to the level of return we would obtain due to the uncertainty in the markets and the negative impact they have on the interest rates and therefore historical rates of return may not always provide a realistic indication of returns for the future. This will be closely monitored and reported to Members if the position changes from what we are currently projecting.

Borrowing Strategy

The Authority's borrowing objectives are:

- To minimise the revenue costs of debt whilst maintaining a balanced loan portfolio
- To manage the Authority's debt maturity profile, leaving no one future year with a disproportionate level of repayments

No additional borrowing is forecast to take place during the duration of the medium-term financial plan

Investment Strategy

This Authority maintains investments that are placed with reference to cash flow requirements. Investment of the Authority's funds is in accordance with the Annual Investment Strategy.

Debt Rescheduling

The potential for debt rescheduling is monitored in light of interest rate movements.

Any rescheduling will be in accordance with the borrowing strategy. The reasons for rescheduling include:

- The generation of cash savings at minimum risk
- Fulfilment of the borrowing strategy
- Enhancement of the maturity profile of the borrowing portfolio

The level of penalties on the early repayment of borrowing make it difficult to restructure debt effectively at current interest rates. It is recommended that we continue to review this with our treasury advisors and if the opportunity arises, further work be undertaken to investigate debt restructuring, including the potential renegotiation of the early repayment charges.

Annual Investment Strategy (AIS)

A prudent investment policy has two objectives (as defined by the DCLG guidance):

- achieving first of all security (protecting the capital sum from loss);
- and then liquidity (keeping the money readily available for expenditure when needed);
- only once proper levels of security and liquidity are determined, it will then be reasonable to consider what yield can be obtained consistent with those priorities.

Investment Policy

In accordance with guidance from the DCLG and CIPFA, and in order to minimise the risk to investments, the Authority has clearly stipulated below the minimum acceptable credit quality of counterparties for inclusion on the lending list. The creditworthiness methodology used to create the counterparty list fully accounts for the ratings, watches and outlooks published by all three ratings agencies with a full understanding of what these reflect in the eyes of each agency. Using the Link ratings service potential counterparty ratings are monitored on a real time basis with knowledge of any changes notified electronically as the agencies notify modifications.

Continuing regulatory changes in the banking sector are designed to see greater stability, lower risk and the removal of expectations of Government financial support should an institution fail. This withdrawal of implied sovereign support has had an effect on ratings applied to institutions. This will result in the key ratings used to monitor counterparties being the Short Term and Long Term ratings only. Viability, Financial Strength and Support Ratings previously applied have effectively become redundant. This change does not reflect deterioration in the credit environment but rather a change of method in response to regulatory changes.

As with previous practice, ratings will not be the sole determinant of the quality of an institution and that it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To this end the Authority will

engage with its advisors to maintain a monitor on market pricing such as credit default swaps (CDS) and overlay that information on top of the credit ratings. This is fully integrated into the credit methodology provided by the advisors, Link in producing its colour coding which show the varying degrees of suggested creditworthiness.

Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.

The aim of the strategy is to generate a list of highly creditworthy counterparties which will also enable diversification and thus avoidance of concentration risk.

The intention of the strategy is to provide security of investment and minimisation of risk.

Creditworthiness Policy

This Authority applies the creditworthiness service provided by Link. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:

- credit watches and credit outlooks from credit rating agencies
- CDS spreads to give early warning of likely changes in credit ratings;
- sovereign ratings to select counterparties from only the most creditworthy countries.

This modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes have been used by the Authority to determine the suggested duration for investments. It is recommended that the Authority continues to use Link's colour codes plus an additional six months for UK counterparties only. It would be beneficial if the Authority could lend to existing counterparties for a longer duration. This will increase the risk slightly but will offer increased returns. The Authority will therefore use counterparties within the following durational bands:

Colour Rating (UK Counterparties)	Colour Rating (Non UK Counterparties)
Yellow - 5 Years and 6 Months	Yellow - 5 Years
Purple – 2 Years and 6 Months	Purple – 2 Years
Colour Rating (UK Counterparties)	Colour Rating (Non UK Counterparties)
Blue – 1 Year and 6 Months (only applies to nationalised or semi nationalised UK Banks)	Blue – 1 Year
Orange – 1 Year and 6 Months	Orange – 1 Year

Red – 1 Year	Red – 6 Months
Green – 9 Months	Green – 3 Months
No colour not to be used (except for building societies on our counterparty list which the Authority can invest with for a maximum duration of 365 days limited to a maximum investment of £2 million per counterparty)	No colour not to be used

The Link creditworthiness service uses a wider array of information than just primary ratings and by using a risk weighted scoring system, does not give undue preponderance to just one agency’s ratings.

Typically the minimum credit ratings criteria the Authority use will be a short term rating (Fitch or equivalent) of short term rating F1, long term rating A-, viability rating of A-. There may be occasions when the counterparty ratings from one rating agency are marginally lower than these ratings but may still be used. In these instances consideration will be given to the whole range of ratings available, or other topical market information, to support their use.

All credit ratings will be monitored weekly. The Authority is alerted to changes to ratings of all three agencies through its use of the Link creditworthiness service.

- if a downgrade results in the counterparty/investment scheme no longer meeting the Authority’s minimum criteria, its further use as a new investment will be withdrawn immediately.
- in addition to the use of credit ratings the Authority will be advised of information in movements in credit default swap spreads against the iTraxx benchmark and other market data on a weekly basis. Extreme market movements may result in downgrade of an institution or removal from the Authority’s lending list.

Sole reliance will not be placed on the use of this external service. In addition this Authority will also use market data and market information, information on government support for banks and the credit ratings of that supporting government.

Country Limits

In 2017/18, the Authority determined that it would not only use approved counterparties based within the United Kingdom but allowed any counterparty (UK or non UK based) rated at least ‘Green’ by Link. Although no counterparty outside UK was used during 2020/21, these will remain on the lending list for 2021/22. The primary purpose of this is not to increase yield, but to provide additional diversity to the portfolio to effectively manage risk. A number of non-UK banks are ranked higher than some of the UK banks on the Authority’s current counterparty list. Therefore the Authority proposes to limit the duration of all non UK investment in line with Link’s recommended limits. A list of the proposed counterparties is shown in Appendix B.

Counterparty Limits

As per the AIS, the Authority has determined that the maximum balance that can be invested with a single counterparty at any point in time will be no more than 30% of the portfolio, up to a limit of £5 million.

The two exceptions to this limit in the AIS will continue to be Lloyds, where the maximum balance that can be invested will be a limit of £7.5 million. Of this £7.5 million, no more than £5 million will be invested in non-instant access (call) accounts.

The rationale for this is that Lloyds are the Authority's main banking provider, and as part of the contract will pay credit interest on all balances at a rate of Base Rate minus 0.10%. This means that:

- The staff time taken to move money between our main bank account and other instant access account is reduced
- The banking charges associated with the movement of the money between accounts is reduced
- The additional risk exposure to the Authority is minimal as all amounts over the current £5 million limit would be available for withdrawal immediately should circumstances require

The other exception relates to building societies on our counterparty listing whereby the maximum balance that can be invested will be limited to £2 million for a maximum duration of 365 days.

Investment Security

Investments are defined as being in one of two categories:

- Specified investments – these are investments with high security and high liquidity. All specified investments are in sterling and have a maturity of no more than one year. They will be with the UK government, a local authority, a parish council or with an investment scheme or body of "high credit quality" (as judged against the Creditworthiness Policy detailed earlier in this paper)
- Non-specified investments – any type of investment that does not meet the specified investment criteria. A maximum of £5 million will be held in aggregate in non-specified investments for longer than 364 days – up to a maximum of five years and 6 months as denoted by the yellow banding on the Link creditworthiness policy detailed earlier in this paper. In addition, property funds are also classified as non-specified investments and a maximum of £3 million will be held in aggregate.

Investment Training

Relevant training and updates will be provided to relevant staff by the external treasury management advisors. This will be supplemented by additional training from CIPFA where necessary.

Investment of Money Borrowed in Advance of Need

The Authority does not currently have any money that has been borrowed in advance of need. No further borrowing is planned over the medium term.

Investment Liquidity

In consultation with external treasury advisors, the Authority will review its balance sheet position, level of reserves and cash requirements in order to determine the length of time for which investments can be prudently committed. Investments will be placed at a range of maturities, including having money on-call in order to maintain adequate liquidity.

Appendix B – Provisional Counterparty List

This list is based on information provided by Link as at 31 December 2020. Please note that all colours indicated refer to Link's creditworthiness policy (see Appendix A):

UK Based Counterparties

<u>UK Based Counterparties</u>	<u>Counterparty</u>	<u>(as rated by Link)</u>
UK	Abbey National Treasury Services	Red - 6 mths
UK	Bank of Scotland	Red - 6 mths
UK	Barclays Bank plc (NRFB)	Red - 6 mths
UK	Barclays Bank plc (RFB)	Red - 6 mths
UK	Close Brothers	Red - 6 mths
UK	Clydesdale Bank	No colour - 0 mths
UK	Co-operative Bank Plc	No colour - 0 mths
UK	Goldman Sachs International	Red - 6 mths
UK	Handelsbanken Plc	Orange - 12 mths
UK	HSBC Bank plc (NRFB)	Orange - 12 mths
UK	HSBC Bank plc (RFB)	Orange - 12 mths
UK	Lloyds Bank Corporate Markets Plc (NRFB)	Red - 6 mths
UK	Lloyds Banking Group (RFB)	Red - 6 mths
UK	Nat West Markets Plc (NRFB)	Green – 100 Days
UK	Santander UK PLC	Red - 6 mths
UK	Standard Chartered Bank	Red - 6 mths
UK	Sumitomo Mitsui Banking Corporation Europe Ltd	Red - 6 mths
UK	Debt Management Office	Yellow - 60 mths
UK	Other Local Authorities	Yellow - 60 mths
UK	Royal Bank of Scotland Group	Blue - 12 mths
UK	National Westminster Bank	Blue - 12 mths

*** This is the duration suggested by Link. As per the updated Creditworthiness Policy (see page 6) these will all be extended by six months, except for building societies rated 'Green', which will have a maximum duration of 12 months for up to £2m.**

The Authority will also have the ability to invest in AAA rated money market funds (MMFs) and enhanced money market funds.

Non-UK Based Counterparties

As noted in Appendix A, the duration of all non-UK investments will be in line with Links' duration limits.

<u>Non-UK Based Counterparties</u>	<u>Country Counterparty</u>	<u>(as rated by Link)</u>
Australia	Australia and New Zealand Banking Group Ltd.	Orange - 12 mths
Australia	Commonwealth Bank of Australia	Orange - 12 mths
Australia	Macquarie Bank Ltd.	Red - 6 mths
Australia	National Australia Bank Ltd.	Orange - 12 mths
Australia	Westpac Banking Corp.	Orange - 12 mths
Belgium	BNP Paribas Fortis	Red - 6 mths
Belgium	KBC Bank N.V.	Orange - 12 mths
Canada	Bank of Montreal	Orange - 12 mths
Canada	Bank of Nova Scotia	Orange - 12 mths
Canada	Canadian Imperial Bank of Commerce	Orange - 12 mths
Canada	National Bank of Canada	Red - 6 mths
Canada	Royal Bank of Canada	Orange - 12 mths
Canada	Toronto-Dominion Bank	Orange - 12 mths
Denmark	Danske A/S	Red - 6 mths
Finland	Nordea Bank Abp	Orange - 12 mths
Finland	OP Corporate Bank plc	Orange - 12 mths
France	BNP Paribas	Orange - 12 mths
France	Credit Agricole Corporate and Investment Bank	Orange - 12 mths
France	Credit Agricole S.A.	Orange - 12 mths
France	Credit Industriel et Commercial	Red - 6 mths
France	Societe Generale	Red - 6 mths
Germany	BayernLB	Red - 6 mths
Germany	Commerzbank AG	Green - 100 Days
Germany	Deutsche Bank AG	No colour - 0 mths
Germany	DZ BANK AG Deutsche Zentral-Genossenschaftsbank	Orange - 12 mths
Germany	Landesbank Baden-Wuerttemberg	Red - 6 mths
Germany	Landesbank Berlin AG	Orange - 12 mths
Germany	Landesbank Hessen-Thuringen Girozentrale	Orange - 12 mths
Germany	Landwirtschaftliche Rentenbank	Purple - 24 mths
Germany	Norddeutsche Landesbank Girozentrale	Green - 100 Days
Germany	NRW.BANK	Purple - 24 mths
Netherlands	ABN AMRO Bank N.V.	Red - 6 mths
Netherlands	Bank Nederlandse Gemeenten N.V.	Purple - 24 mths
Netherlands	Cooperatieve Rabobank U.A.	Orange - 12 mths
Netherlands	ING Bank N.V.	Orange - 12 mths
Netherlands	Nederlandse Waterschapsbank N.V.	Purple - 24 mths
Qatar	Qatar National Bank	Red - 6 mths
Singapore	DBS Bank Ltd.	Orange - 12 mths
Singapore	Oversea-Chinese Banking Corp. Ltd.	Orange - 12 mths
Singapore	United Overseas Bank Ltd.	Orange - 12 mths
Sweden	Skandinaviska Enskilda Banken AB	Orange - 12 mths
Sweden	Svenska Handelsbanken AB	Orange - 12 mths

Sweden	Swedbank AB	Orange - 12 mths
Switzerland	Credit Suisse AG	Red - 6 mths
Switzerland	UBS AG	Orange - 12 mths
United Arab Emirates	First Abu Dhabi Bank PJSC	Orange - 12 mths
United States	Bank of America N.A.	Orange - 12 mths
United States	Bank of New York Mellon, The	Purple - 24 mths
United States	Citibank N.A.	Orange - 12 mths
United States	JPMorgan Chase Bank N.A.	Orange - 12 mths
United States	Wells Fargo Bank, NA	Orange - 12 mths

Counterparties Rated 'No Colour' by Link

As noted in Appendix A, sole reliance will not be placed on the use of Link ratings. The Authority will also use market data and market information, information on government support for banks and the credit ratings of that supporting government. The Authority added four building societies to its counterparty list in 2014/15, at which time they were all rated 'No Colour'. These are all now rated by Link and appear on our Provisional Counterparty Listing above. In 2018/19 the Authority increased the number of building societies in our counterparty list to ten. The top-ten building societies (by net assets) were added to the counterparty list. The duration of investment will continue to be limited to 365 days and the maximum amount invested with any building society at any point in time will not exceed £2 million.

UK Based Counterparties	Country Counterparty	(as rated by Link)
UK	Coventry Building Society	Red - 6 mths
UK	Cumberland	No colour - 0 mths
UK	Leeds Building Society	Green - 100 days
UK	Nationwide BS	Red - 6 mths
UK	Newcastle	No colour - 0 mths
UK	Nottingham	No colour - 0 mths
UK	Principality	No colour - 0 mths
UK	Skipton Building Society	Green - 100 days
UK	West Bromwich	No colour - 0 mths
UK	Yorkshire Building Society	Green - 100 days

Appendix C – Prospects for Interest Rates

The following table gives the Link central view as per 29 September 2020:

Annual Average %	Bank Rate %	PWLB Borrowing Rates % (including certainty rate adjustment)		
		5 year	25 year	50 year
Dec 2020	0.10	1.90	2.50	2.30
Mar 2021	0.10	2.00	2.50	2.30
Jun 2021	0.10	2.00	2.50	2.30
Sep 2021	0.10	2.00	2.60	2.40
Dec 2021	0.10	2.00	2.60	2.40
Mar 2022	0.10	2.00	2.60	2.40
Jun 2022	0.10	2.10	2.70	2.50
Sep 2022	0.10	2.10	2.70	2.50



Buckinghamshire & Milton Keynes Fire Authority

MEETING	Fire Authority
DATE OF MEETING	17 February 2021
OFFICER	Mick Osborne; Chief Operating Officer / Deputy Chief Fire Officer
LEAD MEMBER	Councillor Steven Lambert; People, Equality and Diversity and Assurance
SUBJECT OF THE REPORT	Pay Policy Principles and Statement 2021/22
EXECUTIVE SUMMARY	<p>The Authority is required to approve the Pay Policy Principles and Statement before the end of March immediately preceding the financial year to which it relates.</p> <p>It is proposed the attached draft (Annex A) be the Authority's revised Pay Policy Principles and Statement for 2021/22. It is based on the Authority's current approved Pay Policy Principles and Statement for 2020/21, however for 2021/22 the Statement has been significantly updated, with additional sections added and further clarification provided to ensure it remains relevant and fit for purpose.</p> <p>It is pleasing to report that the Pay Multiples ratio of highest paid to lowest paid employee (as at December 2020) continues to fall for the ninth year running. This nine-year period sees the ratio improved by 28 per cent since 2012.</p> <p>The Pay Policy Principles and Statement will continue to support and enhance a range of employment opportunities. This will continue to be utilised on a voluntary basis across some roles and functions to offer a more resilient, enhanced and flexible resource, focused on meeting demand and offering the very best service to the public.</p> <p>Within the 2018/19, 2019/20 and 2020/21 Pay Policy Principles and Statement cover reports, a note was made to the introduction of a public sector exit payment cap and 'claw back' termination payments for high earners. The Restriction of Public Sector Exit Payment Regulations 2020 came into force on 4 November 2020. Under these Regulations, various payments count towards the exit payment cap, a payment which cannot exceed £95,000, unless a mandatory or discretionary waiver is applied. Since coming into force, there remains a number of issues outstanding, and the Authority will await any changes</p>

	to the Regulations following the legal challenge, which is unlikely to be before Spring 2021.
ACTION	Decision
RECOMMENDATIONS	<p>The Authority approve:</p> <ol style="list-style-type: none"> 1. The Pay Policy Principles and Statement as set out in Annex A as the statutory Pay Policy Statement for 2021/22 <p>The Authority note:</p> <ol style="list-style-type: none"> 2. The Pay Multiple ratio continues to fall for the ninth year running, with the ninth-year period seeing the ratio improved by 28 per cent since 2012.
RISK MANAGEMENT	<p>The Fire Authority is required to adopt and publish an annual Pay Policy Principles and Statement.</p> <p>Developing and maintaining good employee morale is key to instilling loyalty and maintaining a productive workplace. By being fair, transparent and accountable in what employees are paid for and why, and being consistent, systematic and clear in applying reward practices for all employees, the Authority is living its values and showing best practices with its reward and recognition needs.</p>
FINANCIAL IMPLICATIONS	<p>There are no direct financial implications arising from the Pay Policy Principles and Statement. Any financial impact of subsequent decisions will be factored into the Medium-Term Financial Planning process and scrutinised and challenged by Members. Any in-year impacts will be considered and reported through the budget monitoring process and any resource re-allocation will be subject to the usual virement approvals and limits as set out in the Financial Regulations.</p>
LEGAL IMPLICATIONS	<p>Section 38 of the Localism Act 2011 places a requirement on the Authority to prepare annually, a statement setting out the Authority's policies on the remuneration of its Chief Officers, the remuneration of its lowest paid employees and the relationship between the remuneration of its Chief Officers and the remuneration of its employees who are not Chief Officers. Chief Officers are the most senior Officers of the Authority. Authorities are required to state the definition of lowest paid employees they have adopted in the statement and explain the reasons for adopting that particular definition. The statement may also set out the Authority's policies relating to other terms and conditions applying to its senior Officers. In preparing this Statement, the Authority must have regard to any guidance issued or approved by the Secretary of State.</p> <p>The 2021/22 Pay Policy Principles and Statement must</p>

	<p>be approved by the full Fire Authority before 31 March 2021. Approval cannot be delegated to any committee, sub-committee, or officers.</p> <p>The Pay Policy Principles and Statement may be amended by the full Fire Authority during the financial year to which it applies.</p> <p>Section 41 of the Localism Act 2011 requires the Authority to comply with its Pay Policy Principles and Statement for the relevant financial year when making a determination that relates to the remuneration, or other terms and conditions of a senior officer of the Authority.</p> <p>The Pay Policy Principles and Statement must include the Authority’s policies in relation to senior pay on:</p> <ul style="list-style-type: none"> (a) the level and elements of remuneration (b) remuneration on recruitment (c) increases and additions to remuneration (d) the use of performance related pay (e) the use of bonuses (f) the approach to payment on their ceasing to be employed by the Authority, and (g) the publication of and access to information relating to remuneration. <p>The statutory guidance gives discretion as to whether the Authority wishes to mirror these headings in its Pay Policy Principles and Statement in respect of its other employees.</p>
<p>CONSISTENCY WITH THE PRINCIPLES OF THE DUTY TO COLLABORATE</p>	<p>All Authorities are required to have a Pay Policy Principles and Statement. At this time our Thames Valley partners have separate Statements, however an aligned approach may be appropriate in the future, particularly to support collaborative working, sharing of resources and working across boundaries.</p>
<p>HEALTH AND SAFETY</p>	<p>There are no health and safety implications.</p>
<p>EQUALITY AND DIVERSITY</p>	<p>An Equality Impact Assessment has been completed as part of the update. There are no identified adverse impacts on any protected characteristics.</p> <p>Any pay decisions will be subject to the demands of equal pay processes.</p> <p>The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 was approved by Parliament in 2016 and came into force in 2017. The obligations under the Regulation requires prescribed gender pay gap information to be published within ‘the period of 12 months beginning with the data snapshot date’ (Regulation 2(2)). The snapshot data for public</p>

	<p>sector employers is 31 March each year.</p> <p>The intention of the Regulation is to highlight differences in pay between male and female employees, therefore showing greater transparency within the workplace, and will encourage employers to consider what more can be done to close any pay gaps. The Authority will continue to work on closing the Gender Pay Gap and a separate report will be presented to the Executive Committee in March 2021.</p>
<p>USE OF RESOURCES</p>	<p>Adoption of the annual Pay Policy Principles and Statement ensures statutory compliance. However, as the legislation permits in-year changes there is scope for the Authority to revisit certain elements to reflect the needs of the Service and any relevant reform outcomes from a national perspective.</p> <p>Communication: Following approval of the Pay Policy Principles and Statement, communication will be via the normal policy publication and amendment process. This will include engagement with members of the Joint Consultation Forum.</p> <p>Internal Controls: Adherence to the Pay Policy Principles and Statement is controlled via strict establishment and pay change approval process controls and annual reporting. In addition, reports are submitted on key reward areas as appropriate.</p>
<p>PROVENANCE SECTION & BACKGROUND PAPERS</p>	<p>Background</p> <p>Report to Fire Authority held 12 February 2020; BMKFA Pay Policy Principles and Statement 2020/21: https://bucksfire.gov.uk/documents/2020/03/item_11_pay_policy_principles_and_statement_2020-21_fire_authority_12_february_2020.pdf/</p> <p>The Localism Act 2011: http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted</p> <p>Openness and accountability in local pay: guidance. Published 2012: https://www.gov.uk/government/publications/openness-and-accountability-in-local-pay-guidance</p> <p>Openness and accountability in local pay: supplementary guidance. Published 2013: https://www.gov.uk/government/publications/openness-and-accountability-in-local-pay-supplementary-guidance</p>
<p>APPENDICES</p>	<p>Annex A: Draft Pay Policy Principles and Statement 2021/22</p>
<p>TIME REQUIRED</p>	<p>10 minutes</p>

REPORT ORIGINATOR AND CONTACT	Faye Mansfield; HR Advisory and Development Manager fmansfield@bucksfire.gov.uk 01296 744623
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ANNEX A BMKFA Pay Policy Principles and Statement 2021/22

1.0 Introduction

The Pay Policy Statement (the 'Statement') sets out Buckinghamshire & Milton Keynes Fire Authority's (the Authority) approach to pay in accordance with the requirements of Section 38 of the Localism Act 2011. The purpose of the Statement is to provide transparency with regards to the Authority's approach to setting the pay of its employees by identifying:

- the method by which salaries of all employees are determined
- the details and level of remuneration of its most senior employees, i.e. Chief Officers, as defined by the relevant legislation

Following approval of the Fire Authority, the Statement will be effective from 1 April 2021. It will be subject to an annual approval and in accordance with any new or proposed legislation to ensure it remains relevant and effective.

As detailed within the Authority's Reward and Recognition policy, and the Statement of Principles, the Authority aims to:

- Be fair, transparent and accountable in what employees are paid for and why, and to be consistent, systematic and clear in applying reward practices for all employees
- Adhere to affordability; ensuring all decisions on pay represents value for money for the taxpayer
- Reward and recognise employees for their knowledge, skills and contribution in the roles they are performing
- Adopt practices which will focus on enabling the recruitment, engagement and retention of the right calibre of people at all levels to deliver its corporate priorities
- Provide effective financial management of the total pay bill in order to inform all of its reward practices and approaches in making the most effective use of resources
- Have appropriate mechanisms in place to review terms and conditions of service
- Meet legislative requirements; ensuring remuneration practices comply with all legal obligations

2.0 Accountability and decision making

Decisions on pay policies will be taken by elected members - those who are directly accountable to local communities. All democratically accountable



members will have input into how decisions on pay are made and there will be openness about the policies that determine those decisions.

The annual Statements and any amendments will be considered by a meeting of the Fire Authority and will not be delegated to any sub-committee. All decisions on pay and reward for Chief Officers must comply with the current Statement.

3.0 Transparency

On an annual basis, the approved Statement will be published on the external website.

Although there is no requirement to use the Statement to publish specific numerical data on pay and reward, consideration will be given to how the information within the Statement fits with data on pay and reward published separately.

This includes data required to be published under the Local Government Transparency Code 2015 and Annual Statement of Accounts.

4.0 Legislation

In applying the Statement, the Authority will work to eliminate any elements which may, directly or indirectly, discriminate unfairly on the grounds of sex, race, colour, nationality, ethnic or national origin, age, marital status, having dependents, sexual orientation, gender reassignment, religion or belief, trade union activity, disability or any other factors.

Part-time employees will receive the same pay and remuneration as full-time employees undertaking the same role on a pro-rata basis.

Under the Equality Act 2010, it is unlawful for an employer to discriminate between men and women in terms of their pay and conditions where they are in the same employment and are doing the same or similar work, work rated as equivalent, or work of equal value. Undertaking an equal pay audit demonstrates the Authority's commitment as an employer to remove unfair pay practices. The last equal pay audit was undertaken in 2020, and no areas of concern were identified as a result of this audit.

The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 that came into effect in 2017 requires public sector organisations with 250 or more employees to carry out gender pay gap reporting. In accordance with the Regulations, the Authority is required to annually publish six pieces of prescribed data about the pay and bonuses of male and female workers



within the Authority. On an annual basis the Authority publishes a Gender Pay Gap report, containing information relating to pay inequalities in line with gender pay gap reporting requirements.

5.0 Responsibility and scale

The Authority is directly responsible for an establishment budget of £23,167,671, and for a budgeted establishment of 128.81 full-time equivalent (FTEs) for Support Services employees, 280 FTE Wholetime employees and 96.76 FTE On-Call employees (details as at December 2020).

6.0 Determining levels of pay

The Authority recognises its employees are a vital factor in the efficient and effective operation of the Service. In this respect the Authority is committed to ensuring employees are valued and rewarded for their contribution to the Authority.

The Authority is committed to establishing the right working arrangements and conditions of employment for all its employees, and understands the benefits of the employment package in promoting and encouraging employee engagement, which in turn improves organisational performance.

The Authority is committed to effectively supporting day to day service delivery, transforming the Authority into a value for money, outcome driven and high performing organisation through, amongst other interventions, appropriate reward and recognition mechanisms.

The Authority is committed to ensuring its reward and recognition practices are conducted in a fair, open and transparent manner that is effective, efficient and responsive, promoting good practice with all its reward and recognition needs.

7.0 Pay structure

The pay structure reflects the different roles, duties and responsibilities undertaken by employees within the Authority. This is reflected in pay differentials between different employee groups and between employees within the same employee group. The pay bands established are based on nationally applied role maps (Operational employees) or graded bands established through role profiles (Support Services employees).



Operational roles

For the majority of Operational roles, appointments are offered under the National Joint Council for Local Authority Fire and Rescue Services Scheme of Conditions of Service (known as the Grey Book) and any other local terms and conditions, which the Authority may, from time to time, adopt in relation to the appointment, save where such provisions are amended by a contract of employment.

Any National pay award is as agreed through the National Joint Council (NJC) and notified to Fire Authorities. The last pay award was agreed as two per cent, effective 1 July 2020.

The pay framework was reviewed in 2003 following a rank-to-role exercise in line with National Guidance, with the grades for each role determined by a consistent job evaluation process. Where appropriate, National role maps are used to determine responsibilities and accountabilities within roles.

For Grey Book employees, rates of pay are set out in circulars issued by the NJC and entitlements are governed by Part B of the Grey Book. However, the Authority recognises new employees may be employed on terms and conditions outside of the Grey Book. This includes the operation of the 'Bank System'.

The Authority also recognises employees in existing Firefighter roles may want to agree rates of pay outside of the Grey Book for the protection of services and provision of enhanced resilience, including agreement to not participate in industrial action.

In addition, and in line with retention and succession planning, the Authority does agree enhanced remuneration outside of the Grey Book for specific roles, such as Area Commanders, Group Commanders and Station Commanders.

Support Services roles

Appointments for Support Services roles are determined in accordance with local terms and conditions of Buckinghamshire & Milton Keynes Fire Authority Scheme of Conditions of Service for Support Services employees and any other local terms and conditions, which the Authority may, from time to time, adopt in relation to appointments, save where such provisions are amended by a contract of employment.

Any pay award is locally agreed by the Strategic Management Board (SMB). The last pay award was agreed as two per cent, effective 1 July 2020.

For Support Services employees, the pay structure takes the form of pay scales, which was reviewed in 2014 to two pay points; development and



competent. This is with the exception of employees in post prior to September 2014, who retain three-point scales (until they move posts or are subject to regrading) and those employed within Fleet Management.

The grades for Support Services roles are determined using an analytical job evaluation process, that systematically ranks each role objectively and fairly. This job evaluation system (Korn Ferry (Hay) Methodology) is a recognised best practice non-discriminatory method of ranking roles against a pre-determined scale.

Brigade Manager roles

Appointments for Brigade Managers are offered under the National Joint Council for Brigade Managers of Local Authority Fire and Rescue Services (known as the Gold Book) as adopted locally and as amended or supplemented by agreement between the Chief Fire Officer/Chief Executive and the employee, or in the case of the Chief Fire Officer/Chief Executive, or equivalent, between the Fire Authority and the employee. Employment is also subject to other terms and conditions of service as determined by the Authority from time to time.

Any National pay award is as agreed through the NJC and notified to Fire Authorities. The last pay award was agreed as two per cent, effective 1 January 2020.

For Strategic Management Board (SMB) members, pay arrangements are locally determined and the level of pay fixed and designed to cover the full range and scope of the role.

There is a twin-track approach for determining levels of pay for Brigade Manager roles. At National level, the NJC annually reviews the level of pay increase applicable to these roles covered by the National Agreement. Any increases agreed by the NJC are communicated to Fire Authorities via circulars. All other decisions about pay and remuneration are taken by the Fire Authority, who will review salary levels on an annual basis.

8.0 Remuneration on Appointment

Remuneration will be based on the evaluated rate for the role, either nationally or locally set.

Base salary is one of a number of components of the employment package and by no means the only factor that influences the Authority's ability to recruit and retain employees.

New employees will usually be appointed to the minimum pay level for the relevant grade (trainee or development rate), unless relevant supporting experience can be identified and appropriately evidenced.



All new Brigade Manager appointments are subject to Fire Authority approval. The Fire Authority will be offered the opportunity to vote before salary packages (£100,000 plus) are offered in respect of a new appointment. For this purpose, salary packages should include salary, any bonuses, fees or allowances routinely payable to the appointee and any benefits in kind to which the Officer is entitled as a result of their employment.

9.0 Pay Progression

For Operational roles, rates of pay are determined by the role the employee is undertaking, and whether the employee is in the 'Trainee', 'Development' or 'Competent' stage of that role. The time it will take an employee to demonstrate competence will depend on the specific requirements of the employee, accessibility to assessments and the opportunities available. Employees can move between roles through successfully completing a promotion assessment process.

For Support Services roles, progression through the pay grade will be based on evidenced performance, and at least six months in post, attaining training and qualifications associated with the role, and the maximum grade for the post not being exceeded. Progression may be withheld if performance is not to the required standard. Employees can move between roles through completing a promotion assessment process.

For SMB members, pay progression is performance based, with scope to increase the salary after completion of the annual SMB remuneration and performance review process. Any increase or additions to remuneration will require approval of the appropriate committee of the Authority.

10. Other allowances and payments

Allowances: There are a number of allowances paid to employees, where specific circumstances require this and where it can be justified. These allowances are in accordance with National agreement or have been locally set in order to meet the demands of service delivery.

Market rate supplement: The Authority recognises the pay structure and job evaluation process does not normally consider factors such as market pay rates relating to specific roles or fluctuating demand for skills in the market place. Whilst the use of market rate supplements will not be the norm, there may be occasions where the Authority is unable to attract candidates to specific roles due to the fluctuations in the local labour market. In addition, existing employees may leave, citing the reason of being offered the 'market rate' for the role. When this occurs consideration may be given to awarding a



market rate supplement in addition to the approved job evaluated grade for the role. Any payment will be time limited and reviewed annually.

Expenses: The Authority recognises employees may incur reasonable expenses whilst undertaking their role and will ensure employees are not financially disadvantaged or advantaged because of genuine business expenses. Unless a prior arrangement is in place, employees will be responsible for the payment of expenses incurred and will be reimbursed in accordance with the Authority's procedures relating to expenses.

Car lease schemes: Some employees participate in lease car arrangements, either as an essential car user, lease car user, or via a provided car scheme. The criteria are dependent on the requirements of the role or in accordance with terms and conditions of employment.

Relocation expenses: Upon appointment, where relocation expenses are incurred, the Authority may reimburse the individual in accordance with the Authority's Relocation Expenses Scheme. Members of the Fire Authority will determine the specific application in respect of a SMB appointment and SMB will determine the application of the scheme to all other appointments. The scheme is applied at the discretion of the Authority and normally only applies to external appointees.

Additional Responsibility Allowance (ARA): These payments are used to reward increased responsibilities and duties beyond the normal remit of the role for specific periods, for example to cover managed vacancies for short to medium term periods, enabling successful change management with minimal risk. These payments apply to employees on Grey Book terms and conditions.

Honorarium payments: These can be given to Support Services employees when they are asked to undertake part of the duties at a higher graded post or duties outside the scope of their post, which is particularly onerous. Where the payment relates to an employee undertaking a proportion of the duties of a higher graded post, the calculation of the payment will normally link to the pay scale of the duties of the higher graded post being undertaken. For duties outside the scope of the employee's role, the amount of the payment will be determined by estimating the relative worth of the task in comparison to the employee's substantive grade. These payments are for Support Services employees.

An ARA or Honorarium payment requires approval via a business case.

For SMB members, any increase or additions to remuneration will require approval of the appropriate committee of the Authority.



Bonus payments and performance related pay: One-off bonus payments/merit awards may be considered linked to evidenced and scrutinised delivery of performance management objectives.

Pension Schemes: The Authority operates five pension schemes:

- 1992 Firefighters Pension Scheme
- 2006 Firefighters Pension Scheme
- 2006 Retained Modified Pension Scheme
- 2015 Firefighters Pension Scheme
- 2014 Local Government Pension Scheme

Subject to meeting the qualifying conditions, employees have a right to belong to a pension scheme. All new employees will be automatically entered into the relevant occupational pension scheme as defined by their terms and conditions of employment. Qualifying employees will be automatically re-enrolled every three years during their employment if they have opt-out of the scheme.

The Authority makes an employer contribution to the Firefighters Pension Scheme of 37.3 per cent of pensionable pay (1992 Scheme), 27.4 per cent of pensionable pay (2006 Scheme), 37.3 per cent of pensionable pay (2006 Retained Modified Scheme), 28.8 per cent of pensionable pay (2015 Scheme), and 17.4 per cent of pensionable pay (LGPS Scheme).

The employee contributes of between 11 per cent and 17 per cent of pensionable pay (1992 Scheme), 8.5 per cent and 12.5 per cent of pensionable pay (2006 Scheme), 11 per cent and 17 per cent of pensionable pay (2006 Retained Modified Scheme), 11 per cent and 14.5 per cent of pensionable pay (2015 Scheme) and 5.5 per cent and 12.5 per cent of pensionable pay (LGPS Scheme).

The Authority is obliged to publish its adopted pension discretions for the Firefighters' Pension Schemes and Local Government Pension Scheme, and the Authority's current policies in respect of discretionary payments are detailed on the external [website](#).

11. Pay Multiple

The pay multiple is the ratio between the highest paid salary and the median (average) salary of the Authority's workforce. The average salary level is defined as the total of all regular payments made to an individual.

The definition of lowest paid employee are those who are paid at rates maintained in line with the National Living Wage and the lowest rate will be that applicable for workers aged 23 and over.



As at December 2020:

- The lowest paid salary is £16,824 (FTE)
- The highest paid salary is £151,446 (FTE)
- The median salary is £31,767 (FTE)

The Authority's pay multiple; the ratio between the highest paid employee and the median average salary figure for all employees in the Authority.

Pay multiple between the highest salary and lowest salary is 9:1 (this essentially means the lowest salary goes into the highest salary 9 times).

Pay multiple between the highest salary and median salary is 4.77:1 (this essentially means the median salary goes into the highest salary 4.77 times).

Year	Highest pay : Lowest pay	Highest pay : Median pay
2021/22	9:1	4.77:1
2020/21	9.37:1	4.77:1
2019/20	9.64:1	4.77:1
2018/19	9.86:1	4.77:1
2017/18	10.17:1	4.77:1
2016/17	10.71:1	4.72:1
2015/16	11.04:1	4.77:1
2014/15	11.5:1	4.87:1
2013/14	11.72:1	4.9:1
2012/13	12.7:1	5.0:1

It is the intention that salary multiples do not reach the 1:20 ratio referred to in the Hutton Report.

12. Payment on termination of employment

There may be a number of circumstances where early retirement or voluntary redundancy payments may be paid to employees on ceasing to hold office. This can relate to individual circumstances, for example ill health, or can be the result of organisational change or in the interests of the efficiency of the Authority.

In the event of any redundancies, redundancy payments will be calculated in accordance with statutory requirements as modified by the Authority's agreed policies.

The Authority does not make payments to senior staff members in addition to entitlements under its redundancy procedure who leave, other than to those who are leaving for the purposes of improved efficiency.



Where other severance payments are appropriate, such payments will be approved by the Director of Legal and Governance and the Director of Finance and Assets, and will be subject to a settlement agreement.

The Restriction of Public Sector Exit Payment Regulations 2020 came into force on 4 November 2020. Under the Regulations, various payments count towards the exit payment cap. These include redundancy payments, notice payments in excess of three months, severance payments, settlement agreements and pension strain payments (i.e. additional employer pension contribution to enable an individual to take early retirement on an unreduced pension). It is the total of all exit payments that cannot exceed £95,000.

If the total value of the exit payments is more than £95,000, consideration will be given to whether either a mandatory or discretionary waiver is applicable. The power to relax restrictions imposed by the Regulations can only be exercised by the Authority to the extent permitted under one or more of the criteria set out in HM Treasury Directions.

13. Re-employment and Pension Abatement

This applies where an individual retires from the Authority, draws their pension benefits and is subsequently re-employed into the same or other role within the Authority.

The Authority will consider re-employment of retired employees in accordance with the relevant pension scheme regulations and governance arrangements. There is no automatic right to be re-employed. The decision will be strictly based on organisational need and will normally follow an open and fair selection process.

The Fire and Rescue National Framework for England, published in May 2018, stated that Fire Authorities must not re-appoint principal fire officers (at Brigade Manager or Area Manager level or those with comparable responsibilities to those roles) after their retirement to their previous or similar role, save for in exceptional circumstances when such a decision is necessary in the interest of public safety. Any such appointment must be transparent, justifiable and time limited, with the reason for the decision published and the pension abated until the contract ends. Such a decision will be subject to prior approval at a meeting of the Fire Authority in open session.

Where an employee has taken their pension benefits (either as a former employee or employee from another public section organisation), and is then re-employed, an abatement check will be undertaken. Pension will be adjusted so the combination of pension and new salary does not exceed the individual's salary at the time of their retirement.



There is no age limit on abatement and this continues for the full period of re-employment. When the re-employment ends, the pension will be reinstated to the full amount.

The Authority operates a flexible retirement process for employees in the Local Government Pension Scheme. This allows an employee to take their pension benefits and remain employed on reduced hours or at a lower grade without abatement of pension. This complies with the provisions of the Local Government Pension Scheme.

14. Employee bonus and merit award payment setting scheme and process

Introduction: This section outlines the principles and process for determining whether or not employees will receive bonus payments and if so, sets out the process to determine the allocation of such payments. Bonus payments will be one-off and paid only to reflect excellent performance; that is performance, which exceeds the standards and targets agreed with the employee during their annual appraisal process and prior to the start of the financial year, for which any performance scheme is introduced.

Eligibility: Eligibility would be specified as part of any scheme rules on an annual basis.

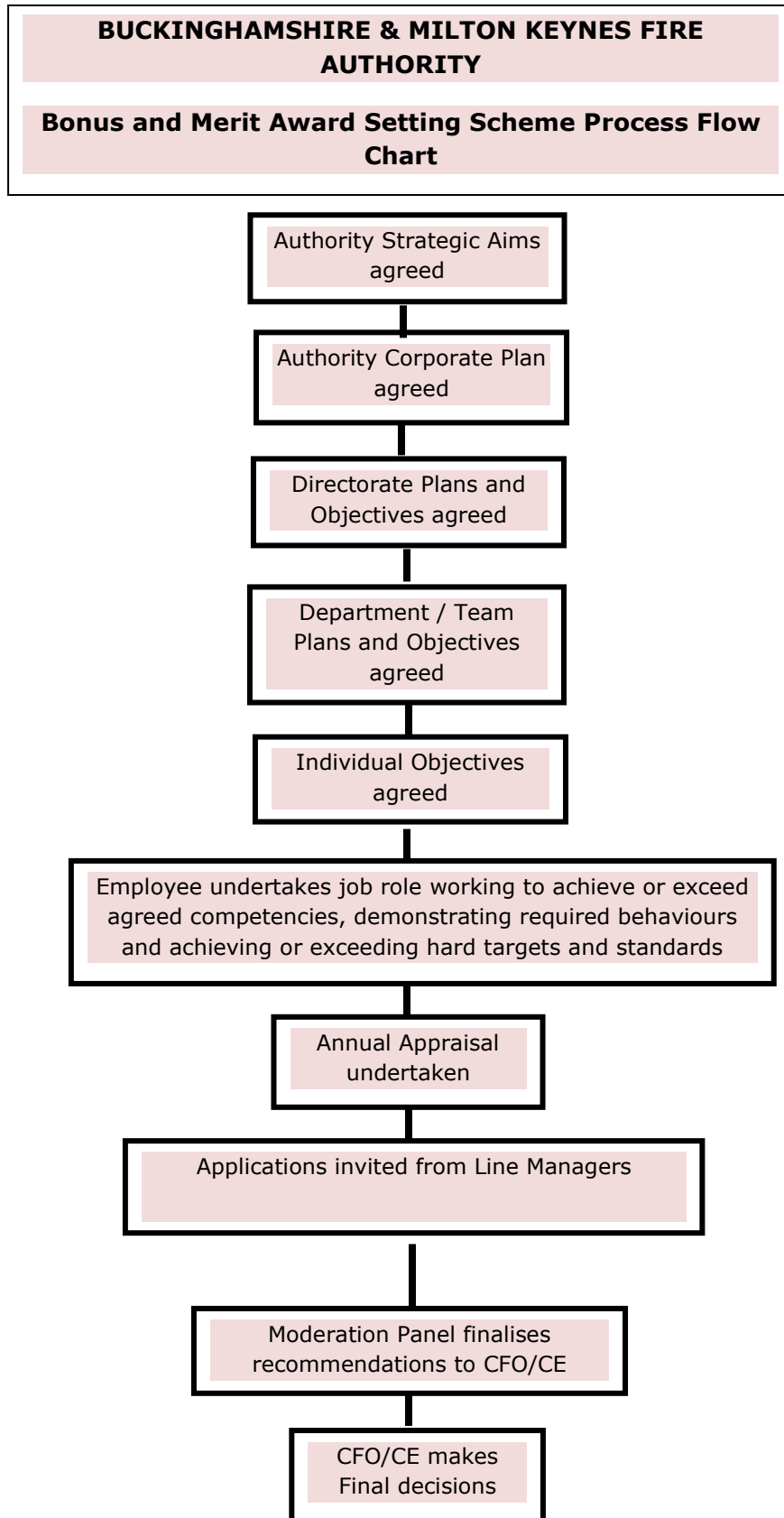
Key Principles: The following key principles underpin any bonus and/or performance related reward schemes:

The scheme is entirely discretionary and forms no part of the contract of employment

- The scheme sits in the context of the Authority's overall strategic and performance management processes, therefore targets and objectives included in any scheme will align with the Corporate and Public Safety Plan objectives, via the "golden thread" process
- Payments will only be made where the employee's contribution not only reflects excellence but also clearly assists with achieving the Authority's strategic objectives
- It is intended to reward those who can demonstrate sustained, outstanding achievement or excellence in their role
- It is intended to recognise and reward, not only the exceeding of targets and standards, but also the acquisition of the necessary competencies and deployment of behaviours that reinforce the Authority's values and norms
- The amount of money available to be paid in bonus payments to employees under the scheme will be determined as part of the annual budgeting process and any scheme will be self-funding




- All eligible candidates invited to participate in any scheme must have an agreed appraisal, including core and stretching objectives in advance of the bonus scheme year
- Recommendations for payments under the scheme will be made by the employee's line manager following the annual appraisal process to the appropriate Director
- Recommendations will be reviewed by a Moderation Panel consisting of:
 - The Chief Operating Officer/DCFO
 - The Director of Finance and Assets
 - The Director of Legal and Governance
- The Moderation Panel may choose to appoint an independent advisor to assist with the process of ensuring that proposed awards are based on the exercise of consistent judgement in both the setting of targets and standards and the assessment of achievement against these
- Payments under the scheme will be authorised by the Chief Fire Officer/Chief Executive on recommendation of the Moderation Panel
- Employees will only be informed of approved awards and not as to whether or not a recommendation was made
- There will be no appeal against recommendations or final decisions
- The Executive Committee will receive an annual report summarising the awards, if any, that have been made
- Eligibility criteria will be approved by members of SMB on an annual basis. This may include decisions not to run a bonus scheme
- Decisions will comply with the requirements of the Authority's Pay Policy, which is reviewed and approved annually
- If and when an annual bonus scheme is agreed, specific detailed rules will be developed in advance of the scheme year; for example, new employees who become eligible in year, long term absence
- Any payments will be subject to statutory deductions







15. Equality Impact Assessment (EIA)

An Equality Impact Assessment should be included to identify any issues which may result in a group being disadvantaged by the process.

To complete the table, tick  the likely impact. If you have a tick in any negative box you need to consider why and include this in your assessment. If an EIA action plan is necessary, this can be downloaded from the intranet.

Assessment of impact on groups in **bold** is a legal requirement. Assessment of impacts on groups in *italics* is not a legal requirement, however it will help to ensure that your activity does not have unintended consequences.

Protected characteristic	Positive	Negative	Neutral	If negative, why and how could this be lessened (<i>use action plan if necessary</i>)
Individuals of different ages				
Disabled individuals				
Individuals transitioning from one gender to another				
Individuals who are married or in civil partnerships				
Pregnant individuals and new parents				
Individuals of different race				
Individuals of different religions or beliefs				
Individuals gender identity				
Individuals sexual orientation				
<i>Individuals living in different family circumstances</i>				
<i>Individuals in different social circumstances</i>				
<i>Different employee groups</i>				
<i>Other</i>				



Data Protection Impact Assessment (DPIA) screening questions

If the document includes any personally identifiable information (PII) a Data Protection Impact Assessment (DPIA) will be required. This should be discussed with the Data Protection Officer (the Information Governance & Compliance Manager) and the DPIA file location referenced at this point in your document.

Where no PII is involved it should be stated at this point in your document.

The Data Protection Officer holds the master copies of all completed DPIA in N:Common/Information Assets/DPIAs.

The DPIA needs to be reviewed periodically to ensure that any PII is adequately considered.

The DPIA template and guidance can be found [here](#).

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Buckinghamshire & Milton Keynes Fire Authority



MEETING	Fire Authority
DATE OF MEETING	17 February 2021
OFFICER	Area Commander Calum Bell
LEAD MEMBER	Councillor Lesley Clarke OBE, Chairman
SUBJECT OF THE REPORT	Building Risk Review Programme
EXECUTIVE SUMMARY	<p>Driving improvement in the protection function, tackling risk in the built environment and supporting the Building Risk Review work that is overseen by the Fire Protection Board are all national priorities for Fire and Rescue Services (FRSs).</p> <p>This report provides an overview and proposed approach to achieving the objectives of two significant Home Office Protection programmes:</p> <ol style="list-style-type: none"> 1. The Building Risk Review (BRR) Programme will deliver a review of all in scope buildings (high-rise residential buildings over 18 metres) by the end of December 2021. 2. The Protection Uplift Programme will support initial improvements in local protection capability. <p>1. As part of FRS ongoing national work to understand and help reduce the risk in high rise residential buildings, the BRR programme is aimed at meeting the ambition set out by the Secretary of State for Housing, Communities and Local Government in Parliament on 5 September 2019 to "significantly increase the pace of inspection activity across high rise residential and other high risk buildings" and is supported by the allocation of government funding to ensure all high rise buildings have been inspected or reviewed by the end of 2021.</p> <p>To support the BRR exercise, £6 million was made available, with a minimum of £60,000 being allocated to all but two FRSs.</p> <p>Buckinghamshire Fire and Rescue Service (BFRS) has received grant funding of £60,000 based on there being 32 in scope buildings, as identified by the Home Office. However, BFRS records have identified a total of 71 buildings, 57 of which are in scope.</p> <p>2. To increase FRS protection capability and delivery, aligning with locally agreed integrated risk</p>

	<p>management plans and risk-based inspection programmes. A £10 million general protection grant fund has been made available and shared across all FRSs in England and Wales.</p> <p>BFRS has received grant funding of £123,549.85. This funding allocation was assessed and determined centrally, based on the identified building stock classification types within Buckinghamshire and Milton Keynes. 2,393 in scope premises have been identified by the Ministry of Housing, Communities and Local Government (MHCLG). A breakdown of these is set out in appendix E. It is however, permissible for FRSs to use the funding for their own protection priorities in line with local Integrated Risk Management Plans.</p> <p>Robust monitoring and auditing is being undertaken by the National Fire Chiefs Council (NFCC), via regular monthly and quarterly reporting against activity undertaken and expenditure of the grant funds.</p> <p>A third grant has been received by BFRS in the form of an infrastructure grant, totalling £46,253.86. This funding is in support of achieving the Grenfell Tower Inquiry Phase 1 recommendations and will be reported on by the Response Policy Team.</p>
ACTION	For information and noting.
RECOMMENDATIONS	It is recommended that the Service's approach to the BRR, be noted.
RISK MANAGEMENT	<p>Although a comprehensive programme of building inspections is routinely scheduled through a risk-based inspection programme, the failure to ensure that the relevant authority/responsible person is adequately maintaining a high rise residential building could compromise the safety of the residents should a fire occur, and firefighters, when tackling a fire in one of the affected types of premises.</p> <p>Failure to positively demonstrate the value added by the Section 31 Grant will see diminished confidence in the sector by the Minister of State for Fire and possibly affect the allocation of future funding grants.</p> <p>Any new workloads introduced by these programmes should not negatively impact on the ongoing risk-based inspection programme and fulfilment of statutory duties.</p> <p>Any data captured through activities undertaken and shared through monitoring reports is commercial and reflected within the Protection team Records, Retention, and Disposal / Information Assets Register.</p> <p>No personally identifiable information is shared externally.</p> <p>All expenditure relating to these programmes is</p>

	<p>accurately recorded, monitored by the finance team and verified by the Director of Finance and Assets prior to the submitting of any reports.</p>
<p>FINANCIAL IMPLICATIONS</p>	<p>BFRS has received both allocations of grant funding and separate cost centres have been created to ensure robust monitoring of expenditure and accurate reporting back to the Home Office through the NFCC. Monitoring and reporting is undertaken by the Protection Group Commander and authorised by the Director of Finance and Assets.</p> <p>Permissible expenditure is captured in Appendix A.</p> <p>Both of these funding grants are one-off allocations.</p>
<p>LEGAL IMPLICATIONS</p>	<p>The Authority has responsibilities under the Fire and Rescue Services Act 2004 to promote fire safety and to give advice about how to prevent fires, how to restrict their spread and about means of escape. However, it is also the enforcing authority for dealing with breaches by any 'Responsible Person' of fire safety requirements imposed by the Regulatory Reform (Fire Safety) Order 2005 ('RRO'). The RRO does not apply to most domestic premises but it does apply to the 'common parts' of residential properties, such as high-rise residential buildings, where typically the 'Responsible Person' will be the owner of the freehold or leasehold.</p> <p>The proposed approaches and the use of the grant funding will support BFRS in fulfilling its fire safety and its enforcement roles</p> <p>Under the RRO it is the responsibility of the 'Responsible Person', not BFRS, to carry out an assessment of the risks from fire, to identify what general fire precautions are required for those particular premises, and to put in place appropriate fire safety arrangements.</p>
<p>CONSISTENCY WITH THE PRINCIPLES OF THE DUTY TO COLLABORATE</p>	<p>Whilst there is no specific requirement to collaborate on these two Home Office Protection programmes, we continue to work closely with the other Thames Valley FRs on a variety of protection activities.</p> <p>Both of these Home Office Protection programmes are standing agenda items for the NFCC South East Protection and Business Safety Group.</p> <p>Any areas of best practice and learning will continue to be shared and adopted, as appropriate, as they are identified.</p>
<p>HEALTH AND SAFETY</p>	<p>Any general Health & Safety issues are considered as part of business as usual activities.</p> <p>COVID-19 specific risk assessments have been introduced to ensure staff safety and the continued</p>

	<p>delivery of all Protection activities.</p> <p>Implementation of the programmes will lead to a reduction of risk for residents in our highest risk buildings and also improvements in firefighter safety due to more compliant premises.</p>
EQUALITY AND DIVERSITY	<p>Inspections of in scope high rise residential buildings and subsequent improvements/compliance will impact positively on residents, making them safer in these buildings.</p> <p>An increase in Protection activity and engagement will support life safety and assist businesses to comply with relevant legislation, supporting business continuity and the economy.</p> <p>This increased engagement will assist in understanding different community needs and deliver accessible local services, building safer places.</p> <p>Our diverse teams will feel better equipped to deliver high quality services, through greater training, development and accreditation.</p>
USE OF RESOURCES	<p>The use of existing resources will be enhanced through training and building/business engagement.</p> <p>Current team structures will continue to be reviewed, to ensure they meet the growing demands of The Service and the community.</p> <p>Response crews, once trained, will be utilised to deliver business engagement and fire safety activity to lower risk buildings.</p>
PROVENANCE SECTION & BACKGROUND PAPERS	<p>The rationale and background to the programmes and associated grant funding are set out at Appendices C and E.</p> <p>Building a Safer Future Report (Independent Review of Building Regulations and Fire Safety), May 2018</p> <p>Grenfell Tower Inquiry, Phase 1 Report, October 2019</p> <p>Minister for Building Safety, Fire and Communities letter, 29 April 2020</p> <p>Prime Minister letter to the Chair of the Grenfell Tower Inquiry, Sir Martin Moore-Bick, 2 June 2020</p>
APPENDICES	<p>Appendix A: BRR / Protection Uplift Programme Report</p> <p>Appendix B: Total distribution of funds by FRA</p> <p>Appendix C: Grant payments acceptance letter</p> <p>Appendix D: Infrastructure funding distribution</p> <p>Appendix E: Protection funding rationale</p>
TIME REQUIRED	10 Minutes

REPORT ORIGINATOR AND CONTACT	Group Commander Phill Mould pmould@bucksfire.gov.uk 07786 747712
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INTRODUCTION

In March 2020, the Home Office Fire Protection Board's first Building Risk Review (BRR) exercise focusing on Aluminium Composite Material (ACM) buildings was successfully completed by Fire and Rescue Services (FRSs). The Board is now working on the next steps towards meeting the ambition set by the Secretary of State for Housing, Communities and Local Government, to increase the pace of inspection activity across the estimated 11,000 high rise residential buildings over 18m in height by December 2021.

On 5 September 2019, the Secretary of State for Ministry of Housing, Communities and Local Government (MHCLG) stated:

"I expect all high rise buildings to have been inspected or assured by the time the new building safety regime is in place, or no later than 2021."

As a result, further advice was produced for the Board, proposing that FRSs be supported to take a risk-based approach to high rise residential buildings, targeting intervention activities based on a process of triage.

On 2 June 2020, the Prime Minister wrote to the Chair of the Grenfell Tower Inquiry, Sir Martin Moore-Bick, outlining the intent that all high rise residential buildings 18m or above in height should be inspected or reviewed by the end of 2021 supported by Government funding.

To assist FRSs, central funding has been allocated through a Section 31 Uplift Grant. Buckinghamshire Fire and Rescue Service (BFRS) has been allocated £229,803.71.

Made up of:

Building Risk Review (BRR)	£60,000.00
Protection Uplift	£123,549.85
Infrastructure Funding	£46,253.86

This report will only deal with the BRR and Protection Uplift grant funding.

BACKGROUND

BFRS is in receipt of uplift grants paid to Fire and Rescue Authorities to improve the protection function in order to tackle risk in the built environment and support the work of the Fire Protection Board. The grant conditions cover two separate programmes:

- The BRR programme – which will deliver a review of all high rise residential buildings over 18 metres by the end of December 2021.
- The Protection Uplift Programme – which drives improvements in local protection capability.

OBJECTIVES OF THE GRANT

- To demonstrate that the portfolio of risk across c.11,000 high rise residential buildings in England (57 identified premises across BFRS) is understood, targeting resources where risk may be greatest.



- Deliver on the Secretary of State's ambition.
- To measure delivery against the above objectives and determine when the programme has been completed - a dataset should be collated by FRSs which will form the basis for meeting reporting requirements.

SCOPE

BRR:

The scope of the BRR programme is to triage every high rise residential building above 18m. Any with identified combustible ACM cladding, which were previously captured for which a return has already been provided, do not need to be considered again.

Protection Uplift

The scope of the grant is to build long-term capability within fire protection functions. Expenditure should be incurred for the purposes of bolstering FRS protection capability and delivery in line with locally agreed integrated risk management plans and risk-based inspection programmes.

Information relating to acceptable expenditure is captured in detail within Appendix C.

REPORTING

Each FRS will be required to report to the Protection Board on their progress against the programmes objectives as stated within the grant funding agreement from the Home Office:

Quarterly commentary on progress and expenditure.

The Protection Board is required to report to the Minister of State for Fire on the BRR Programme and break this down to individual FRS level.

INSPECTIONS

For a high rise residential buildings to be considered audited/inspected for the purposes of a BRR response, it requires the FRS to provide the minimum question set to be completed and returned by a sector competent regulator.

PERFORMANCE MEASURES

The BRR is an output-based programme for which performance measures can be reported on. From the monthly BRR return, performance measures which are analysed and reported on, are captured. An online portal has recently gone live, hosted on Tymly.

In addition, FRSs will provide a quarterly narrative report updating on delivery to the Board, which will allow an explanation of external factors that could affect delivery. Until otherwise informed by FRSs, there is a working assumption of a straight-line delivery trajectory. FRSs will be requested to supply the Board with a delivery plan, including milestones, allowing a



commentary for local delivery challenges based on circumstance.

BFRS APPROACH

Following the Grenfell Tower fire, Dame Judith Hackitt was commissioned by Government to lead an Independent Review of Building Regulations and Fire Safety. Dame Judith's report - Building a Safer Future - identified that there are significant issues across the fire and construction sector including a lack of competence in key professions. There were specific recommendations made in relation to the competence of Fire Safety Officers (FSOs). In light of this, the existing Competency Framework for Business Fire Safety Regulators has been reviewed.

The proposed changes to the competence requirements for FRS protection staff will enable the sector to prove that it is fit to regulate the built environment as part of the proposed new regulatory system and demonstrate to Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) that FSOs are competent to undertake their role.

BFRS already aspire to achieve all areas of the National Fire Chiefs Council (NFCC) Competency Framework for Fire Safety Regulators and are currently undertaking to train a number of staff. To use this Uplift Grant to create new vacancies will also require investment in time and money in the initial acquisition of skills.

The protection structure has been amended to provide a suitably qualified and competent team to deliver the required outcomes and report on progress on a monthly basis to the Home Office Protection Board.

Persons responsible for all in scope BRR buildings (e.g. owners, managers) have been written to, introducing the BRR programme and requesting up to date information and data sets, to allow for an initial desk top review and triage to be undertaken, prioritising buildings and establishing the triage method to be used. All in scope buildings within Buckinghamshire and Milton Keynes will be physically visited.

The current Risk Based Inspection Programme (RBIP) is being reviewed and will incorporate buildings identified within the Protection Uplift programme data sets.

A number of members of staff have been employed / seconded on fixed term contracts into the BFRS protection team to support the delivery of both programmes.

The necessary Information Technology equipment has been purchased to support these roles.

Acquisition training has been procured for these new staff members, and to upskill a number of existing ones.

Specific training has also been procured to support the delivery of the programmes.

Business engagement has been prioritised and a number of work streams are being developed.

Further investment in technology is planned, along with training to support response crews in



the delivery of business engagement and fire safety activity with lower risk buildings.

CONCLUSION

With the current focus on high rise residential buildings following the Grenfell Tower fire and the subsequent inquiry, shortcomings are continuing to be uncovered sending ripples through the built environment. Public and governmental interest will remain for the foreseeable future.

In delivering this programme not only will the financial investment be used to improve the safety of the residents of these types of buildings but there is an opportunity to build resilience, capability and succession planning within the protection teams going forward.

Provided the requirements and scope set by the Home Office are met, full advantage can be taken in delivering elements of the BFRS Corporate Plan. Additionally, firefighter safety will be improved, and any deficiencies found within these premises will be rectified through the robust inspection programme.

Focus must not be lost on the people who live and occupy these buildings. By giving information in a timely and appropriate manner, they will be reassured, therefore maintaining the confidence of the people in Buckinghamshire and Milton Keynes in their Fire and Rescue Service.

We will remain dedicated to maintaining the measured and targeted approach used so far which is based on risk. We will continue to use our professional capability and experience to support Local Authorities, building owners and other organisations through a period of high demand and increased government expectations.

Appendix B

Annex A: Total distribution of funds by FRA

FRA	Building Risk Review	Protection Uplift	Total (£)
Avon	166,137.93	368,894.14	535,032.07
Bedfordshire	60,000.00	101,452.34	161,452.34
Berkshire	60,000.00	64,898.52	124,898.52
Buckinghamshire	60,000.00	123,549.85	183,549.85
Cambridgeshire	60,000.00	114,617.91	174,617.91
Cheshire	60,000.00	117,457.54	177,457.54
Cleveland	60,000.00	41,716.79	101,716.79
Cornwall & Isles of Scilly	60,000.00	56,792.66	116,792.66
Cumbria	60,000.00	79,199.94	139,199.94
Derbyshire	60,000.00	72,849.49	132,849.49
Devon & Somerset	60,000.00	256,909.34	316,909.34
Dorset & Wiltshire	109,835.37	228,926.05	338,761.42
Durham	60,000.00	49,254.72	109,254.72
East Sussex	195,810.90	314,424.81	510,235.71
Essex	104,889.87	212,714.32	317,604.19
Gloucestershire	60,000.00	79,819.50	139,819.50
Greater London	2,316,286.98	3,201,608.78	5,517,895.76
Greater Manchester	251,733.03	164,956.86	416,689.89
Hampshire & Isle of Wight	125,052.28	271,468.91	396,521.19
Hereford and Worcester	60,000.00	121,639.55	181,639.55
Hertfordshire	60,000.00	101,245.82	161,245.82
Humberside	60,000.00	114,824.43	174,824.43
Kent	60,000.00	382,008.08	442,008.08
Lancashire	60,000.00	250,300.74	310,300.74
Leicestershire	60,000.00	221,439.74	281,439.74
Lincolnshire	60,000.00	91,436.18	151,436.18
Merseyside	135,323.69	388,874.83	524,198.52
Norfolk	60,000.00	142,962.61	202,962.61
North Yorkshire	60,000.00	256,238.15	316,238.15
Northamptonshire	60,000.00	61,852.37	121,852.37

Appendix B

Northumberland	60,000.00	21,529.58	81,529.58
Nottinghamshire	60,000.00	92,004.10	152,004.10
Oxfordshire	60,000.00	272,036.84	332,036.84
Shropshire	60,000.00	40,735.82	100,735.82
South Yorkshire	126,193.54	184,782.66	310,976.20
Staffordshire	60,000.00	55,760.06	115,760.06
Suffolk	60,000.00	79,406.46	139,406.46
Surrey	60,000.00	157,160.78	217,160.78
Tyne and Wear	145,975.52	156,592.85	302,568.37
Warwickshire	60,000.00	128,454.67	188,454.67
West Midlands	263,906.56	309,519.99	573,426.55
West Sussex	60,000.00	111,571.76	171,571.76
West Yorkshire	198,854.28	336,109.28	534,963.56
Total	5,999,999.95	9,999,999.82	15,999,999.77

Appendix C



Home Office

Luke Edwards,
Fire and Resilience Director,
Home Office

2 Marsham Street
London SW1P 4DF

www.gov.uk/home-office

To: Jason Thelwell
Buckinghamshire Fire and Rescue
jthelwell@bucksfire.gov.uk

To: Cllr Leslie Clarke
Buckinghamshire Fire and Rescue Authority
LMClarke@buckscc.gov.uk

27 July 2020

Grant Payment to Buckinghamshire Fire and Rescue Authority

I am writing to seek your acceptance of funding covering two grants to Buckinghamshire Fire and Rescue Authority. The first grant of sixty thousand pounds (£60,000) is for the Building Risk Review Programme. The second grant of one hundred and twenty-three thousand, five hundred and forty nine pounds eighty five pence (£123,549.85) is for the Protection Uplift Programme. The funding is provided as per the agreed funding allocations set out in Annex A.

This is a one-year funding arrangement intended to make a significant impact in driving improvement in the protection function within fire and rescue services, tackling risk in the built environment and supporting the Building Risk Review work that is overseen by the Fire Protection Board. The grant conditions cover two separate programmes:

- i. The Building Risk Review Programme – which will deliver a review of all high-rise residential buildings over 18 metres by the end of December 2021.
- ii. The Protection Uplift Programme – which support initial improvements in local protection capability.

We look forward to supporting your mobilisation of the funding and working with you during the lifetime of the arrangement to help make a real difference.

Payment of these monies is subject to your acceptance of this offer and the standard terms and conditions of the Grant Letter.

Building Risk Review Grant

Funding purpose

Delivery of the Building Risk Review (BRR) programme in Buckinghamshire Fire and Rescue Authority, as detailed within NFCC Appendices of BRR programme, with continued guidance and support of the Fire Protection Board to achieve a review of the fire safety arrangements in all in scope high-rise residential buildings over 18 metres by December 2021.

Grant Restrictions

The following grant restrictions will apply:

- The grant is ring-fenced to expenditure by fire and rescue services in England in discharging fire protection duties.
- Expenditure must be incurred in assuring that all high-rise residential buildings over 18 metres - identified in each service area - are reviewed by end of December 2021 and that a framework for identification and inspection is in place.
- Data returns to the Home Office via the Fire Protection Board Secretariat on the work achieved towards the above will be required, in line with the monitoring and reporting requirements stipulated in this grant letter.
- Evidence of grant expenditure applied to the grant will be required on a quarterly basis to cover each three-month period until all the funds have been spent.

Conditions of expenditure

Expenditure should be incurred for the purposes of undertaking the BRR programme, ensuring that in scope high-rise residential buildings over 18m identified in each FRS area are subject to an initial risk assessment and depending on that outcome, visited or audited by the end of the December 2021.

Categories of expenditure are listed at Annex B. Under this grant, pension abatement costs **will not be** deemed acceptable expenditure.

Monitoring and reporting requirements

Financial reporting

- Sign-off of grant expenditure by the S151/S112 officer will be required on a quarterly basis to cover each quarter until funds are fully spent.
- First quarterly reporting (if funds have been spent) will be required by 31st August and quarterly thereafter.
- FRS will need to complete the financial return with the type of spend specified, which is attached at Annex B

Appendix C

Monitoring requirements

The monitoring return for this grant will align with the returns provided to the Fire Protection Board Secretariat.

Monthly reporting will be required by FRS until 31 March 2021 or the funds are fully spent and provided to the Home Office via Fire Protection Board Secretariat. The following will be captured as part of the BRR returns:

- A. How many buildings have had an initial review;
- B. How many remaining for an initial review;
- C. The number of higher risk buildings identified requiring an audit;
- D. The number of lower risk buildings identified which do not require an audit;
- E. The number of audits completed;
- F. Enforcement action taken after an audit (number);
- G. Breakdown of the type of enforcement action taken and the number.

This reporting will be submitted via a monthly BRR spreadsheet, to the Fire Protection Board Secretariat.

FRS will also need to provide an initial brief description on trajectory of their programme with milestones to the Home Office via Fire Protection Board Secretariat, by Wednesday 5 August.

Protection Uplift Grant

Funding purpose

To bolster the fire protection capability and delivery, aligning with locally agreed integrated risk management plans and risk-based inspection programmes in Buckinghamshire Fire and Rescue Authority.

Grant Restrictions

The following grant restrictions will apply:

- The grant is ring-fenced to expenditure by fire and rescue services in England in discharging fire protection duties.
- Returns to the Home Office via the Fire Protection Board Secretariat on the work achieved towards the above will be required.
- Evidence of grant expenditure applied to the grant will be required on a quarterly basis to cover each three-month period up to 31 March 2021 or until the funds are fully spent.

Conditions of expenditure

Expenditure should be incurred for the purposes of bolstering the fire protection capability and delivery in line with locally agreed integrated risk management plans and risk-based inspection programmes. The aim of the grant is to build long-term capability within fire protection functions, so there's an expectation that funding would be used to cover areas such as:

Appendix C

Workforce

- Increasing protection resource;
- Engaging front line crews more on low level protection;
- Upskilling of operational staff;
- Improving competency, accreditation, and qualifications;
- Career pathways in protection.

Technology

- Using an innovative approach to online training;
- Making existing data systems work better including through the development of new data tools;
- Digital platform (protection, prevention and risk);
- Hardware (tablets, body cams).

Categories of expenditure are listed at Annex B. Under this grant, pension abatement costs **will not be** deemed acceptable expenditure.

Monitoring and reporting requirements

Financial reporting

- Sign off of expenditure by the S151/S112 officer will be required on a quarterly basis to cover each quarterly period up to 31 March 2021 or until the funds are fully spent.
- First quarterly reporting will be required by 31st August 2020 and quarterly thereafter.
- FRSs will need to complete the financial return attached at Annex B with the type of spend specified.

Monitoring requirements

- FRS to provide to the Home Office via the Fire Protection Secretariat by end of August 2020 a return on how they intend to spend the Protection Uplift funding and how they will meet the grant agreement requirement to increase protection capability with outputs clearly detailed.
- Quarterly reporting will be required by FRS until 31 March 2021 provided to the Home Office via the Fire Protection Board Secretariat, using a standard template. Further details on these returns will follow shortly.
- Returns are likely to include data covering the below metrics. Returns should be related to the outputs detailed in the August 2020 return. Analysis may include (but is not limited to):
 - A. How many staff have been employed, (please indicate roles eg. Fire Safety Officer, data analyst, back filling posts, other)
 - B. How many staff trained and to what qualification level.
 - C. How many staff accredited and with what organisation.
 - D. An increase in number of high-risk buildings audited.
 - E. An increase of engagement (FSO hours).
 - F. How many hits on website / events.

Appendix C

- G. What IT solutions have been developed to meet objectives.
- H. What equipment has been purchased. (commentary required)
- I. Investment or capital expenditure. (commentary required)

- FRS will also need to provide protection data, including on the number of audits undertaken and outcomes by different building types. A standard template will be provided for this return.

To confirm acceptance of this offer of grant funding, please sign and return one copy of the Grant Letter to: fireprotection@homeoffice.gov.uk by Friday 7 August. The Grant Letter must be returned with signed approval from your Finance Director in the section overleaf. The second copy of the Grant Letter is for your records. Please be aware that no payments will be released until receipt of the signed documentation.

The Grant Sponsor for the Building Risk Review Programme and the Protection Uplift Programme will be the Fire Safety Unit which will be responsible for monitoring delivery. I would be grateful if you would address future correspondence on these grants to: fireprotection@homeoffice.gov.uk

Yours sincerely,

Luke Edwards
Fire and Resilience Director, Home Office

Appendix C

Finance Director approval

If you agree to the above grant conditions please ask your Finance Director to sign here and return.

“I agree the above grant conditions”

Signed Finance Director.....

Name (printed).....

Date:

Appendix D

Proposed distribution to FRAs of Infrastructure fund

FRA	Amount
Avon Fire	£99,229.19
Bedfordshire Fire	£51,166.69
Berkshire Fire	£64,399.61
Buckinghamshire Fire	£46,253.86
Cambridgeshire Fire	£55,182.53
Cheshire Fire	£83,357.89
Cleveland Fire	£90,967.71
Cornwall (includes Isle of Scilly)	£72,619.62
Cumbria	£51,876.23
Derbyshire Fire	£81,885.18
Devon and Somerset Fire	£138,216.31
Dorset and Wiltshire Fire	£88,626.02
Durham Fire	£65,661.08
East Sussex Fire	£67,944.91
Essex Fire	£154,771.63
Gloucestershire	£35,843.91
Greater London Authority	£1,305,618.23
Greater Manchester Combined Authority	£313,285.44
Hampshire Fire	£135,621.82
Hereford and Worcester Fire	£48,034.88
Hertfordshire	£76,779.93
Humberside Fire	£124,606.57
Isle of Wight	£17,009.90
Kent Fire	£132,062.11
Lancashire Fire	£149,892.29
Leicestershire Fire	£82,525.31
Lincolnshire	£60,480.44
Merseyside Fire	£193,928.63
Norfolk	£74,121.32
North Yorkshire Police, Fire and Crime Commissioner	£53,842.90
Northamptonshire Police, Fire and Crime Commissioner	£47,475.80
Northumberland	£33,831.66
Nottinghamshire Fire	£100,748.71
Oxfordshire	£32,213.72
Shropshire Fire	£32,426.90
South Yorkshire Fire	£149,157.82
Staffordshire Police, Fire and Crime Commissioner	£88,987.39
Suffolk	£50,205.62
Surrey	£72,284.21
Tyne and Wear Fire	£151,629.66
Warwickshire	£26,215.29
West Midlands Fire	£327,575.04
West Sussex	£34,299.55
West Yorkshire Fire	£237,136.49
Total	£5,400,000.00

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Home Office

Home Office
2 Marsham Street
London
SW1P 4DF

Luke.Edwards1@homeoffice.gov.uk
www.homeoffice.gov.uk

FAO:

Chief Fire Officers

Cc Roy Wilsher, NFCC Chair

20 May 2020

To all Chief Fire Officers,

Protection Surge Funding

I am writing further to the letter of 29 April from the Minister for Building Safety, Fire and Communities to provide additional detail on the allocation of the £20 million investment in fire protection in 2020/21.

The Minister's letter highlighted that up to £4 million will be provided to the National Fire Chiefs Council (NFCC) to build a new infrastructure to support frontline protection work and £16 million will be provided directly to fire and rescue authorities (FRAs). Of this, £6 million will be allocated directly to support the delivery of the review of all high-rise residential buildings by the end of December 2021, in line with the commitment made by the Secretary of State for Housing, Communities and Local Government.

The remaining £10 million will be provided to FRAs to support improvements in the wider fire protection priorities. Funding allocations were determined based on the building stock within FRA areas, however each FRA will be able to use the funding for their protection priorities in line with local Integrated Risk Management Plans.

For both grant calculations, the Home Office used independent building data from Ordnance Survey. FRAs can access this data directly under the public sector geospatial agreement. More information on how to do this is available here: <https://www.ordnancesurvey.co.uk/business-government/public-sector-geospatial-agreement>. This analysis used the February 2019 epoch of AddressBase® Premium and MasterMap® Building Heights Attribute. Attached to this letter are five tables, which provide the total number and proportion of buildings within scope in each FRA area as recorded by Ordnance Survey, the definitions used for buildings, and the funds allocated to each FRA.

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The Minister set out in his letter the rationale behind the grant to support the building risk review exercise, which was allocated to FRAs based on the proportion of high-rise residential buildings over 18m, as those are in scope of the review. Each FRA will receive a minimum of £60,000, with the exception of the Isle of Wight and Isles of Scilly FRAs. The remaining fund was proportionally distributed between those FRAs that have more than 1% of the building stock in their area. Table 1 shows the number of apartment blocks over 18m in each FRA area and the distribution of the £6m funding.

The allocation of the £10m general protection grant is based on the proportion of the following buildings within each FRA area:

- *Apartment blocks ≥ 11 to $< 18m$*
- *Registered Care Homes*
- *Student Accommodation $\geq 11m$*
- *Registered Houses of Multiple Occupancy (HMOs)*
- *Hospital Buildings not including GP surgeries or clinics*
- *Hotels*
- *Sheltered/Supported Housing*
- *Residential Religious Buildings*

Table 2 further clarifies the definitions used for these buildings on the basis of assigning the appropriate AddressBase Premium code. These may differ from other sources of data. Table 3 and 4 show the number of these buildings in each FRA area and the proportion of the £10 million fund that has been allocated. Table 5 shows the total funding allocated to each FRA.

This surge in protection funding is designed to bolster fire protection activity. This will support the targeting of higher risk buildings and advance improvements in delivery against local risk-based inspection programmes. Conditions and reporting requirements will be set out in grant agreements which will be issued in due course.

Yours faithfully,



LUKE EDWARDS
DIRECTOR OF FIRE AND RESILIENCE

Table 1: Apartment buildings over 18m by FRA area and distribution of £6m

FRA	Building count	Total fund distribution (£)
Avon	279	166,137.93
Bedfordshire	39	60,000.00
Berkshire	70	60,000.00
Buckinghamshire	32	60,000.00
Cambridgeshire	28	60,000.00
Cheshire	47	60,000.00
Cleveland	32	60,000.00
Cornwall	22	60,000.00
Cumbria	7	60,000.00
Derbyshire	37	60,000.00
Devon & Somerset	82	60,000.00
Dorset & Wiltshire	131	109,835.37
Durham	2	60,000.00
East Sussex	357	195,810.90
Essex	118	104,889.87
Gloucestershire	6	60,000.00
Greater London	5,931	2,316,286.98
Greater Manchester	504	251,733.03
Hampshire & Isle of Wight	171	125,052.28
Hereford and Worcester	11	60,000.00
Hertfordshire	39	60,000.00
Humberside	39	60,000.00
Isles of Scilly	-	-
Kent	92	60,000.00
Lancashire	35	60,000.00

Leicestershire	84	60,000.00
Lincolnshire	15	60,000.00
Merseyside	198	135,323.69
Norfolk	31	60,000.00
North Yorkshire	38	60,000.00
Northamptonshire	10	60,000.00
Northumberland	2	60,000.00
Nottinghamshire	93	60,000.00
Oxfordshire	5	60,000.00
Shropshire	13	60,000.00
South Yorkshire	174	126,193.54
Staffordshire	36	60,000.00
Suffolk	31	60,000.00
Surrey	46	60,000.00
Tyne and Wear	226	145,975.52
Warwickshire	20	60,000.00
West Midlands	536	263,906.56
West Sussex	19	60,000.00
West Yorkshire	365	198,854.28
Total	10,053	5,999,999.95

Table 2: Definitions used for building types

Building Category	Examples	AddressBase Premium® Code
Apartment blocks ≥11 to <18m	Includes unregistered HMOs, retirement villages, independent living etc	RD06 (and RD02, RD03, RD04, RD01, RD07, RD, RD10 above 11m)
Care home	Registered only – for any group (for example age or disability)	RI01
Student Accommodation ≥11m	Boarding school accommodation, student halls of residence	RI03
HMO	Registered houses of multiple occupancy A house of multiple occupancy is defined as having more than one household (unrelated residents) however different Local Authorities have different registration requirements depending on the number of households	RH, RH01, RH02, RH03
Hospitals	By building not whole hospital complex, includes onsite accommodation for nurses/doctors. This does not include other medical buildings such as GP surgeries or Clinics.	CM03, CM03HI, CM03HP (excludes CM, CM01, CM02, CM02HL, CM02HC, CM05, CM05ZS)
Hotel	Hotel, B&B, hostel, guest house	CH01YH, CH, CH01, CH03
Religious (R)	Monastery/convent	RI02RC
Supported/Sheltered housing	Homeless shelters, supported living, retirement homes	RD08, RI02, RI02NC, RI, CC03SC

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AddressBase Premium classifications are assigned to Unique Property Reference Number (UPRN) at an address level. These are then linked to building structures references with a Topographic Identifier (TOID). All buildings are counted by the unique TOID that has been linked to the classification code(s) above. Where a height threshold is applied a building is counted when the TOID is linked to a height within that threshold via the Building Heights Attribute. Further information on AddressBase Premium classifications can be found here:

<https://www.ordnancesurvey.co.uk/business-government/tools-support/addressbase-premium-support>

Further information on the Building Heights Attribute can be found here:

<https://www.ordnancesurvey.co.uk/business-government/products/mastermap-building>

Table 3: Number of buildings in scope for £10m funding by FRA

FRA	Apartment ≥11m to 18m	Care Home*	Education (R) ≥11m	HMO*	Hospitals	Hotels	Sheltered/ supported housing	Religious (R)
Avon	4,339	504	62	1,650	68	411	111	-
Bedfordshire	357	203	26	746	25	79	529	-
Berkshire	509	253	38	149	35	193	79	1
Buckinghamshire	476	209	18	528	27	142	992	1
Cambridgeshire	387	237	69	820	68	204	435	-
Cheshire	427	298	1	1,124	37	211	177	-
Cleveland	153	216	3	220	19	111	85	1
Cornwall & Isles of Scilly	211	216	-	120	31	478	43	1
Cumbria	405	171	1	202	28	639	88	-
Derbyshire	304	385	13	295	47	218	147	2
Devon & Somerset	1,945	928	31	295	106	988	682	1
Dorset & Wiltshire	1,138	640	16	1,435	64	920	220	1
Durham	135	262	3	51	36	98	368	1
East Sussex	4,748	550	12	307	55	351	66	1
Essex	1,132	724	1	1,092	89	261	818	3
Gloucestershire	730	290	9	169	42	163	141	2
Greater London	47,223	2,132	218	9,318	292	1,565	1,244	19
Greater Manchester	1,551	666	11	336	95	266	268	2
Hampshire & Isle of Wight	2,392	795	86	539	77	660	709	-
Hereford and Worcester	331	295	8	849	34	244	595	-
Hertfordshire	620	304	7	751	32	103	144	-
Humberside	318	426	2	202	85	319	871	1
Kent	2,384	865	44	2,640	59	371	1,033	3
Lancashire	703	662	47	1,155	75	1,022	1,182	2
Leicestershire	738	371	91	2,638	29	171	250	1
Lincolnshire	95	296	-	573	19	294	494	-
Merseyside	2,107	579	12	2,159	79	293	2,300	3
Norfolk	355	420	10	784	46	1,026	127	1

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North Yorkshire	1,199	316	39	2,654	49	549	156	1
Northamptonshire	224	347	1	281	19	155	171	-
Northumberland	47	143	-	5	13	170	39	-
Nottinghamshire	621	471	5	221	81	128	254	1
Oxfordshire	289	205	33	4,424	30	205	81	2
Shropshire	160	213	2	68	21	146	179	-
South Yorkshire	2,099	612	8	568	77	123	90	2
Staffordshire	158	401	3	231	53	155	79	-
Suffolk	302	270	3	434	37	196	295	1
Surrey	889	517	18	782	51	193	594	-
Tyne and Wear	950	443	13	356	60	268	943	-
Warwickshire	340	191	5	1,376	35	146	395	-
West Midlands	1,282	1,059	77	2,311	118	314	832	2
West Sussex	312	355	2	1,125	33	176	156	2
West Yorkshire	1,609	691	88	3,296	90	183	552	1
Total	86,694	20,131	1,136	49,279	2,466	14,908	19,014	59

Key: (R = Residential, *=Registered)

Table 4: Distribution of £10m based on additional buildings by FRA area

FRA	Building count	Distribution (£)
Avon	7,145	368,894.14
Bedfordshire	1,965	101,452.34
Berkshire	1,257	64,898.52
Buckinghamshire	2,393	123,549.85
Cambridgeshire	2,220	114,617.91
Cheshire	2,275	117,457.54
Cleveland	808	41,716.79
Cornwall & Isles of Scilly	1,100	56,792.66
Cumbria	1,534	79,199.94
Derbyshire	1,411	72,849.49
Devon & Somerset	4,976	256,909.34
Dorset & Wiltshire	4,434	228,926.05
Durham	954	49,254.72
East Sussex	6,090	314,424.81
Essex	4,120	212,714.32
Gloucestershire	1,546	79,819.50
Greater London	62,011	3,201,608.78
Greater Manchester	3,195	164,956.86
Hampshire & Isle of Wight	5,258	271,468.91
Hereford and Worcester	2,356	121,639.55
Hertfordshire	1,961	101,245.82
Humberside	2,224	114,824.43
Kent	7,399	382,008.08
Lancashire	4,848	250,300.74
Leicestershire	4,289	221,439.74
Lincolnshire	1,771	91,436.18
Merseyside	7,532	388,874.83
Norfolk	2,769	142,962.61
North Yorkshire	4,963	256,238.15

Northamptonshire	1,198	61,852.37
Northumberland	417	21,529.58
Nottinghamshire	1,782	92,004.10
Oxfordshire	5,269	272,036.84
Shropshire	789	40,735.82
South Yorkshire	3,579	184,782.66
Staffordshire	1,080	55,760.06
Suffolk	1,538	79,406.46
Surrey	3,044	157,160.78
Tyne and Wear	3,033	156,592.85
Warwickshire	2,488	128,454.67
West Midlands	5,995	309,519.99
West Sussex	2,161	111,571.76
West Yorkshire	6,510	336,109.28
Total	193,687	9,999,999.82

Table 5: Total distribution of funds by FRA

FRA	£6m	£10m	Total (£)
Avon	166,137.93	368,894.14	535,032.07
Bedfordshire	60,000.00	101,452.34	161,452.34
Berkshire	60,000.00	64,898.52	124,898.52
Buckinghamshire	60,000.00	123,549.85	183,549.85
Cambridgeshire	60,000.00	114,617.91	174,617.91
Cheshire	60,000.00	117,457.54	177,457.54
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Cumbria	60,000.00	79,199.94	139,199.94
Derbyshire	60,000.00	72,849.49	132,849.49
Devon & Somerset	60,000.00	256,909.34	316,909.34
Dorset & Wiltshire	109,835.37	228,926.05	338,761.42
Durham	60,000.00	49,254.72	109,254.72
East Sussex	195,810.90	314,424.81	510,235.71
Essex	104,889.87	212,714.32	317,604.19
Gloucestershire	60,000.00	79,819.50	139,819.50
Greater London	2,316,286.98	3,201,608.78	5,517,895.76
Greater Manchester	251,733.03	164,956.86	416,689.89
Hampshire & Isle of Wight	125,052.28	271,468.91	396,521.19
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Hertfordshire	60,000.00	101,245.82	161,245.82
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Kent	60,000.00	382,008.08	442,008.08
Lancashire	60,000.00	250,300.74	310,300.74
Leicestershire	60,000.00	221,439.74	281,439.74
Lincolnshire	60,000.00	91,436.18	151,436.18
Merseyside	135,323.69	388,874.83	524,198.52
Norfolk	60,000.00	142,962.61	202,962.61
North Yorkshire	60,000.00	256,238.15	316,238.15

Northamptonshire	60,000.00	61,852.37	121,852.37
Northumberland	60,000.00	21,529.58	81,529.58
Nottinghamshire	60,000.00	92,004.10	152,004.10
Oxfordshire	60,000.00	272,036.84	332,036.84
Shropshire	60,000.00	40,735.82	100,735.82
South Yorkshire	126,193.54	184,782.66	310,976.20
Staffordshire	60,000.00	55,760.06	115,760.06
Suffolk	60,000.00	79,406.46	139,406.46
Surrey	60,000.00	157,160.78	217,160.78
Tyne and Wear	145,975.52	156,592.85	302,568.37
Warwickshire	60,000.00	128,454.67	188,454.67
West Midlands	263,906.56	309,519.99	573,426.55
West Sussex	60,000.00	111,571.76	171,571.76
West Yorkshire	198,854.28	336,109.28	534,963.56
Total	5,999,999.95	9,999,999.82	15,999,999.77