

NORTHERN IRELAND FIRE & RESCUE SERVICE BOARD

MINUTES OF A MEETING

15 OCTOBER 2010

10.30 AM

PRESENT: Mr A Hanna, Vice-Chair presiding
Mr P Craig, Acting Chief Fire Officer
Mr D Barbour
Mr J Barbour
Mr M Carr
Mr A Coleman
Mrs S Grant
Mr M Kerr
Mr C Mack
Mrs G Rice
Mrs P Tally

APOLOGIES: Mr A Hatch

IN ATTENDANCE: Mr T Wright, Acting Deputy Chief Fire Officer
Mr E Doyle, Assistant Chief Fire Officer (Community Development)
Mr T McGonigal, Director of Finance & Performance Management
Mrs H Ellis, Senior Human Resources Manager
Mrs I Hill, Board Administrative Secretary
Mrs H Robinson, DHSSPS

1 Apologies

Apologies were noted.

2 Election of Vice-Chair

Mr Coleman, interim Chair, introduced himself to the Meeting and gave Members a brief background to today's Meeting and also acknowledging the work of the interim Board. He informed Members that as the new Chair would not be taking up his appointment until January 2011, the way forward for the Board was to elect a Vice-Chair.

The Chair explained that he was in attendance at the Meeting in order to facilitate the election of a Vice-Chair, after which he would leave the Meeting. He stated that there were issues and challenges requiring immediate attention and emphasised the need for the Vice-Chair to provide continuity for the Board and to drive the new Board forward until the new Chair was in post.

Mr J Barbour acknowledged the work of the interim Board and pointed out that the interim Board had identified issues and challenges which needed be addressed. He concurred that continuity was vital and proposed Mr A Hanna for the position of Vice-Chair. Mrs Tally seconded the proposal.

There being no other nominations, the Board unanimously –

Resolved: **“that Mr A Hanna be appointed as Vice-Chair of the NIFRS Board until 1 January 2011”.**

The Vice-Chair expressed his appreciation to Mr Coleman for all his work as interim Chair of the NIFRS Board.

At this point,
Mr Coleman vacated the Chair and left the Meeting

The Vice-Chair also acknowledged the work of the interim Board and stated that he would brief Members in due course.

3 Reinstatement of Board Standing Orders dated 28 April 2009

The Acting Chief Fire Officer explained to Members that in order to facilitate the conduct of Business and to ensure a quorum and continuity of Board Committees, NIFRS Standing Orders were amended on 27 April 2010 to reflect the then membership of the Board.

He further explained that Members were now asked to approve that the Standing Orders on Committee Membership revert to the version dated 28 April 2009.

The Board, on the motion of Mr Kerr, seconded by Mr J Barbour, unanimously –

Resolved: **“to approve that NIFRS Standing Orders on Committee Membership revert to the version dated 28 April 2009”.**

The Vice-Chair informed Members of work which the interim Board had conducted in relation to the NIFRS Standing Orders and explained that the Board would revisit same at a future date.

4 Elections to Committees

The Vice-Chair referred to the Notice of the Meeting and the information presented in relation to the Standing Committees to be appointed, ie –

Service Delivery Committee;
Service Support Committee;
Audit Committee;
Remuneration Committee; and
Joint Negotiating Committee.

The Acting Chief Fire Officer gave Members a brief background to the work of each of the Standing Committees and advised on the number of Members to be elected to each.

With respect to the election of the Remuneration Committee, the Acting Chief Fire Officer stated that the Chairs of the Service Delivery, Service Support and Audit Committees were by nature of their position also Members of the Remuneration Committee. He proposed that once Members were elected, the Committees meet prior to the next Board Meeting to appoint their Chairs. At that Board Meeting, Members would then also elect 2 other Members to the Remuneration Committee.

The Acting Chief Fire Officer reminded Members that the Director of Planning & Corporate Affairs had sought an indication of Members' preferences and a few Members had responded.

Following discussion, the Board, on the motion of Mrs Rice, seconded by Mrs Tally, unanimously –

Resolved: **“that the membership of the Service Delivery Committee should be as follows:**

Mr D Barbour;
Mr A Hanna;
Mr A Hatch;
Mr M Kerr;
Mr C Mack; and
Mrs G Rice”.

The Board, on the motion of Mrs Rice, seconded by Mrs Grant, unanimously –

Resolved: **“that the membership of the Service Support Committee should be as follows:**

Mr J Barbour;
Mr M Carr;
Mrs S Grant;
Mr A Hatch;
Mrs G Rice; and
Mrs P Tally”.

With respect to the Audit Committee, the Board, on the motion of Mr Mack, seconded by Mr Kerr, unanimously –

Resolved: “that the membership of the Audit Committee should be as follows:

**Mr D Barbour;
Mr J Barbour;
Mrs S Grant; and
Mrs G Rice”.**

5 Induction Training for Members

NIFRS Information Packs were circulated to Members. The Acting Chief Fire Officer explained that the Packs had been collated to assist Members as part of their induction and to provide background information. He gave Members an overview of the documents contained within the Pack and added that should any Member require any further information to contact either himself or the Board Administrative Secretary.

A list of Training Opportunities was also circulated for the information of Members. The Acting Chief Fire Officer asked Members to advise the Board Administrative Secretary as soon as possible if they are interested in attending any of the Courses listed.

Members noted that the Acting Chief Fire Officer was also working in co-operation with DHSSPS on an Induction Day for Members.

The Vice-Chair referred to the expectation placed on Members in relation to Corporate Governance. He stated that he hoped the Board would make strong contributions to NIFRS, therefore, learning and development was important.

Referring to CIPFA “On Board” training, the Vice-Chair highlighted that this course was mandatory. It was agreed that “On Board” training would be arranged in-house.

6 Date of Next Meeting

Members noted that the next scheduled Meeting of the Board was Tuesday, 26 October 2010.

The Acting Chief Fire Officer explained that the Board Meeting was normally held at 2.00 pm but pointed out that there was flexibility.

In relation to the proposal that the Standing Committees meet prior to the Board Meeting to appoint Chairs and Vice-Chairs, the Acting Chief Fire Officer proposed that the Service Delivery Committee meet at 2.00 pm, Service Support Committee at 2.15 pm and the Audit Committee at 2.30 pm, with the full Board meeting at 2.45 pm. This was agreed.

The Acting Chief Fire Officer stated that each Director would give a brief presentation by way of introduction at the October Board Meeting.

He informed Members that NIFRS would be undergoing an audit, commissioned by the Northern Ireland Audit Office, week commencing 8 November 2010. He explained that the Audit Commission would be conducting the audit and had expressed an interest in holding a focus group with Board Members. He stated that he would give Members a strategic overview at the next Board Meeting.

The Vice-Chair stated that in terms of induction, a great deal of information had been presented to Members in the Information Pack. He explained that a great deal of work had been progressed during the period of the interim Board and emphasised that the new Board needed to continue progressing matters. He asked that any questions in relation to Board business be directed to him, with any operational aspects to be raised through the Chief Fire Officer.

THIS CONCLUDED THE BUSINESS
AND THE MEETING TERMINATED
AT 11.40 AM
