

NORTHERN IRELAND FIRE & RESCUE SERVICE BOARD

MINUTES OF A MEETING

28 FEBRUARY 2012

2.15 PM

PRESENT: Dr J McKee, Chairman presiding
Mr P Craig, Chief Fire Officer/Chief Executive
Cllr D Barbour
Mr J Barbour
Cllr M Carr
Mrs S Grant
Ald A Hatch
Mr M Kerr
Mr C Mack
Mrs P Tally

APOLOGIES: Mr A Hanna
Ald Mrs G Rice

IN ATTENDANCE: Mr C Kerr, Deputy Chief Fire Officer
Mr E Doyle, Assistant Chief Fire Officer
(Technical Development)
Mr D Ashford, Assistant Chief Fire Officer (Safety Services)
Mr T McGonigal, Director of Finance & Performance
Management
Dr D Michail, Director of Planning & Corporate Affairs
Mrs C McNally, Corporate Communications Manager
Mrs I Hill, Board Administrative Secretary
Mrs H Robinson, DHSSPS

1 Apologies

Apologies were noted.

2 Declaration of Interests

The Chair sought clarification as to whether any Members of the Board wished to declare any potential conflict of interest with any of the Business Items on the Agenda. Members confirmed that there were no conflicts of interest.

Change in the Order of Business

It was agreed to defer the next Item of Business – Fire Evacuation Briefing – to the end of the Meeting.

4 Minutes – 24 January 2012

The Minutes of the Meeting held on 24 January 2012, having been printed and circulated, were taken as read and signed as a true record, subject to a minor amendment, on the motion of Mr Carr, seconded by Mrs Tally.

Arising out of the Minutes:

Human Resources Committee – Recruitment of Director of Human Resources

Members noted that the post of Director of Human Resources will be advertised that day in the Belfast Telegraph and also in the Irish News and News Letter on 1 March 2012 with a closing date of 15 March 2012.

The Chairman advised Members will be contacted regarding the establishment of Assessment and Interview Panels.

At the Meeting on 24 January 2012, Members had requested that, in the light of the retirement of the Director of Planning & Corporate Affairs, the Chief Fire Officer review the structure of the Corporate Management Team.

The Chief Fire Officer informed that a paper had been prepared on this matter and it was agreed to defer discussion to later in the Meeting.

In response to a question from Mr Kerr, the Chairman stated that he would be discussing the matter of the unofficial disclosure of by staff of information to the media with the Chief Fire Officer.

5 Minutes of Special Meeting – 24 January 2012

The Minutes of the Special Meeting held on 24 January 2012, having been printed and circulated, were taken as read and signed as a true record, on the motion of Mr Kerr, seconded by Mrs Grant.

Arising out of the Minutes:

Business Planning Principles

Members noted NIFRS draft Strategic Objectives which had been circulated following the Service Delivery & Performance Committee Meeting held on 22 February 2012.

The Deputy Chief Fire Officer outlined the background to NIFRS draft Strategic Objectives and explained how the key dependencies relating to each of the 8 strategic objectives will be taken forward. He stated that if Members were content with the objectives, NIFRS Corporate Plan and Annual Business Plan would be developed and issued to Members for the Board Meeting in March 2012. Members noted that the target 'go live' date for implementation was 1 April 2012.

Referring to the development of the Annual Business Plan, the Deputy Chief Fire Officer explained that, whilst NIFRS IRMP formed the basis of the Plan, it also encapsulates NIAO recommendations, NIFRS Audit recommendations and the DID recommendations. He stated that the Plan will be used to provide a structure for projects and the prioritisation of resources.

In response to a question from the Chairman, the Deputy Chief Fire Officer confirmed that the draft Plan would be costed by the Director of Finance & Performance Management. The Chairman stressed the need for the Board to consider the draft at its March Meeting.

The Chief Fire Officer highlighted that significant work had been progressed with Business Case approvals in place for 75% of NIFRS capital projects.

The Chairman also acknowledged progress which had been attained and advised Members of a historical issue which the Remuneration Committee had considered that morning at its Meeting and assured Members issues are being addressed. He also highlighted other achievements such as the appointment of the Area Commanders and the appointment of Trainees. He expressed his appreciation to the Corporate Management Team for the positive work attained.

Impact

Members noted that, following the Special Board Meeting, the Chief Fire Officer had updated the Finance Committee with proposals for cost-savings. Members noted that as NIFRS allocation for 2012/13 has not been set by DHSSPS, a final list of priorities cannot be presented at this stage.

6 Reports from Board Committees, including adoption of Committee Minutes

Finance Committee Meeting – 16 February 2012

The Chairman noted that the Finance Committee had not been quorate and asked Members to advise the Board Administrative Secretary as early as possible if they are unable to attend Meetings in order to address any potential quorate issues in future.

Members were informed that, as the Committee had not been quorate, there are no formal Minutes. However, brief notes of the discussions at the informal Meeting were circulated for the information of Members.

Mr Kerr, Chairman of the Finance Committee, gave Members an overview of the Business discussed highlighting that the key Item of Business was the Budget Assumptions for 2012/13.

Referring to his comments regarding potential impacts of a reduction in Retained training, the Chief Fire Officer assured Members that core skills training would continue to be delivered. Assistant Chief Fire Officer Doyle gave Members an update with regard to the current position in relation to the review of Retained training.

The Deputy Chief Fire Officer referred to the Strategic Review of Operational Management (SROM) Report and emphasised to Members that in order to ensure compliance with existing legislation relating to corporate responsibility and governance, it was essential that operational training needs should be addressed on a risk-assessment basis and not be constrained by a ceiling on funding. He highlighted that at present he could not provide full assurance that NIFRS was addressing all of the operational safety and training issues identified in the SROM Report but that a project plan had been developed and implemented to address the emergent issues.

Mrs Tally referred to the reduction in the training budget and the recurrent reduction in NIFRS budget and suggested the need to consider if this was the right place to make a budget reduction.

The Chief Fire Officer advised Members that it was the Assistant Chief Fire Officer's responsibility, working with the Corporate Management Team, to monitor the training budget and to flag-up any training deficiencies in order that the Team could collectively consider and realign the budget to ensure that NIFRS delivers an efficient, effective and safe service.

Mr Hatch expressed his concerns regarding the implied level of reduction in the training budget. He stated that he had discussed same with the Deputy Chief Fire Officer but noted the perceived lack of full consultation with the Corporate Management Team. He suggested that the matter may need to be reconsidered.

The Chief Fire Officer acknowledged Members' comments and explained that training would be more focused, ie, to meet frontline safety critical training needs. He stated he was reasonably confident that NIFRS is well advanced in meeting its essential training requirements and assured Members that the budget will be adjusted to deal with any emergent issues. He further explained that there was a mechanism for NIFRS to make a bid for additional funding in the event of any emergency or urgent matters arising.

Mr Mack suggested the need for the discussion on budget reductions to be in conjunction with NIFRS Corporate and Annual Business Plan which would be presented to the March Board Meeting for consideration.

In response to a question from Mr J Barbour, the Director of Finance & Performance Management gave Members an update on progress with regard to addressing long-term sickness within the Retained Service.

Following further discussion, the Board, on the motion of Mr J Barbour, seconded by Mrs Tally –

Resolved: **“to approve the Budgets Assumptions 2012/13”.**

In response to question from Mrs Tally, the Director of Finance & Performance Management confirmed that the Budget Assumptions would form the basis for developing NIFRS draft Budget.

Change in Order of Business

Members agreed to take Item 8 – Chief Fire Officer’s Business – as the next Item of Business.

8 Chief Fire Officer’s Business

The Report on Chief Fire Officer’s Business for the month of January 2012 was noted.

Operational Performance

The Deputy Chief Fire Officer gave an overview of operational performance for the month of January.

Prevention Performance

Members noted an update on prevention performance.

The Chief Fire Officer highlighted that Fire Safety Audits were now within 5% of the target set for the year and added that the recording issues pertaining to these Audits had been resolved.

The Chairman welcomed Mr D Ashford to the Meeting and extended congratulations on his appointment as Assistant Chief Fire Officer, Director of Safety Services.

HR Performance

Members noted progress attained with respect to the Recruitment & Assessment Schedule. The Chief Fire Officer welcomed the appointment of the Assistant Chief Fire Officer, Director of Safety Services on 1 February 2012 and the appointment of the Area Commanders who would be in post with effect from 1 March 2012

Members also noted progress attained in relation to uniformed promotions.

Referring to the appointment of the Areas Commanders, the Chairman explained that he would be asking the Chief Fire Officer for the opportunity to speak to the Area Commanders regarding the role of the Board.

Assistant Chief Fire Officer Doyle explained that Induction Training for the Area Commanders was scheduled for week commencing 26 March 2012 and suggested that they attend the Board Meetings as observers as part of the induction process.

In response to comments from the Chairman regarding the attendance of Area Commanders at Board Meetings in general, the Chief Fire Officer explained that previously Area Commanders had been in attendance at Board Meetings as observers on a rota basis and he would be re-establishing this arrangement. He added that he would be extending this arrangement to include attendance at Meetings of the Service Delivery & Performance Committee.

With respect to other priority vacancies, the Chief Fire Officer informed Members that the Director of Human Resources post had been advertised.

Contracts Awarded

Members noted a list of Contracts awarded for the month of January 2012.

Mr Hatch commented on his recent participation on an Evaluation Panel for the award of a Tender and commended Procurement Department staff on their procedures and their professionalism.

Impact of Agency Worker Regulations for NIFRS

The Chief Fire Officer referred Members to the report on the Impact of Agency Worker Regulations for NIFRS which had been previously circulated. He informed Members that the Agency Workers Regulations 2010 came into force on 5 December 2011 and that the purpose of the Regulations is to apply the principle of equal treatment. Members noted that the Regulations will not affect employment status and so normal provisions in determining employee status will apply.

The Chief Fire Officer gave the Meeting a brief overview of the report and the recommendation contained therein which will ensure that NIFRS is fully compliant with the Agency Worker Regulations 2010. He explained that it was anticipated the overall increase in cost for current Agency workers engaged by NIFRS will increase by around £6,000 to £9,000 per week, hence the Corporate Management Team were keen to establish some stability within Support staff. He added that in complying with these Regulations, NIFRS management will consider ways of achieving value for money.

The Chairman sought clarification regarding the position of Agency workers who have been engaged by NIFRS on a long-term basis and making them permanent employees.

The Chief Fire Officer undertook to seek clarification from the Head of HR and provide feedback to Members.

In response to comments from Mrs Tally regarding the filling of Support staff vacancies, the Chief Fire Officer assured Members that a sound rationale for filling any posts was required and explained that any requests to fill vacancies were robustly challenged by the Corporate Management Team. He highlighted that this challenge process has been applied to the post of Director of Planning & Corporate Affairs.

Finance Performance

The Director of Finance & Performance Management informed Members that discussions had taken place in January with DHSSPS in relation to NIFRS year-end position and it had been agreed that NIFRS would be working towards a revised RRL of £75.9m.

Members noted the Management Accounts for the period ended 31 January 2012. The Director of Finance & Performance Management gave Members an overview of the Revenue position and highlighted that the reduction in expenditure was also underpinned by a reduced level of mobilisations.

Members noted the current position with respect to Capital expenditure and the Director of Finance & Performance Management explained projects are being taken forward to utilise the easements identified in December.

The Director of Finance & Performance Management answered Members' questions on various aspects of the information presented.

The Chief Fire Officer informed Members that additional procedures were being introduced to enhance the managing and profiling of expenditure including the development of Capital, Revenue and Business Case Risk Registers.

Mr Kerr stressed the importance of monitoring projects closely and the need for budget holders to declare any easements at an early stage.

The Director of Planning & Corporate Affairs referred to capital build projects and explained the difficulties associated with projections as these were not within NIFRS control.

At this point
the Chief Fire Officer left the Meeting

6 Reports from Board Committees, including adoption of Committee Minutes

Service Delivery & Performance Committee Minutes – 22 February 2012

The Minutes of the Meeting of the Service Delivery & Performance Committee held on 22 February 2012 were circulated at the Meeting.

Mr Hatch, Chairman of the Committee, stated that it had been a positive Meeting and reported on the key Business discussed, including Fire Safety Legislation update; Revised Service Improvement Project Implementation Plan & Key Milestones update; NIFRS performance against its agreed Key Performance Indicators for the period April to December 2011; update on activity within Health & Safety. He also highlighted that NIFRS have been advised that the GD92 Business Case received DFP approval on 13 February 2012.

The Minutes of the Meeting of the Service Delivery & Performance Committee held on 22 February 2012 were taken as read and signed as a true record and the recommendations therein adopted by the Board, on the motion of Mr D Barbour, seconded by Mr J Barbour.

Arising out of the Minutes:

NIFRS IRMP 2012-15

Members were reminded that an Interim Report on the Draft IRMP 2012-2015 consultation exercise was provided to Members at the Board Meeting on 24 January 2012.

Members were informed that the consultation exercise had concluded on 25 January 2012 and a draft Summary of the Draft IRMP 2012-2015 had been considered by the Service Delivery & Performance Committee, along with NIFRS Integrated Risk Management Plan 2012-2015.

Members noted NIFRS Integrated Risk Management Plan 2012-2015. Mr Hatch stated that, having considered the Plan, the Committee recommended approval of the Plan to the Board.

The Board, on the motion of Mr Kerr, seconded by Mrs Tally, unanimously –

Resolved: **“to approve NIFRS Integrated Risk Management Plan 2012-2015”.**

Remuneration Committee Meeting – 28 February 2012

The Chairman informed Members that a Meeting of the Remuneration Committee had been convened that morning to consider 2 outstanding issues relating to the Rank to Role process and a Pay Protection issue.

The Deputy Chief Fire Officer briefed Members on an outstanding issue from the 2006 Rank to Role assimilation process relating to a female staff member and her entitlement to a protective pay arrangement. He stated that this Pay Protection issue would be considered further by the Remuneration and Human Resources Committees at their Meetings on 16 March 2012.

The Deputy Chief Fire Officer gave Members a detailed overview of an outstanding Rank to Role issue which had arisen during 2005/2006 when NIFRS conducted a Rank to Role Assimilation and former Sub-Officers were assimilated into the new role of Watch Commander. He explained that it is recommended that NIFRS pay the Watch Commanders on multi-pump Stations at the Watch Commander ‘B’ rate of pay and the cost of would be circa £325k.

The Chairman stated that the Committee had stressed the need to acknowledge the learning outcomes in respect of the matter, ie, NIFRS cannot disregard national agreements and the need in future to address issues in a timely manner.

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

Resolved: **“to pay Watch Commanders on multi-pump Stations at the Watch Commander ‘B’ rate of pay”.**

Members were informed that the approval was subject to discussion with DHSSPS and noted that the Deputy Chief Fire Officer would brief DHSSPS on the matter prior to submitting a paper for approval.

Mr Kerr suggested the need to discuss a media statement with the Corporate Communications Manager.

Audit & Risk Management Committee Meeting – 27 February 2012

Members noted that a Meeting of the Audit & Risk Management Committee had been held on 27 February 2012.

Mrs Grant, Vice-Chairman of the Audit & Risk Management Committee, reported on the Business conducted at the Meeting, including updated summary of suspect cases reported under the Fraud Policy; draft revised Terms of Reference following benchmarking exercise against Treasury Guidance; approval of revised Recommendations Database format, approval of new Prioritisation Ratings; draft process for Internal Audit Self-Assessment; Business Continuity update and External Audit Strategy.

The Board was informed that the Committee had also received an update on the issue of Incorrect Pension Transfers and noted that 2 out of the 16 cases are active and the third party are engaged in communications with these individuals to try and resolve these cases. Mrs Grant stated that whilst the Members of the Committee were concerned with the timeframe for dealing with this matter, our legal advice has indicated that NIFRS should continue to seek resolution of the issue through the third party's internal complaints procedure; NIFRS will advise individuals to liaise directly with the third party to bring their complaints to a resolution; NIFRS to continue to reiterate that it will hold the third party responsible for any costs NIFRS incur; and NIFRS will continue to monitor progress of the cases and ask the third party for updates.

Mrs Grant drew Members' attention to an Internal Report on Planning & Governance which the Committee, following consideration and on the recommendation of the External Auditor, had agreed that the Governance element of this Report be deferred given the potential for governance issues to be raised by DHSSPS Internal Auditors in their investigation into whistleblowing allegations and within the Fraud Investigation into Overtime Claims. Members noted that consideration of reports relating to a Controls Assurance Exercise had also been deferred given the potential for risk management and governance issues to be raised in the aforementioned investigations.

With respect to the DHSSPS Internal Auditors investigation, Mrs Grant explained that the Committee had expressed concern regarding their lack of awareness of the Terms of Reference of the investigation and will be seeking, through the Chairman of the Board, a meeting with the Internal Auditors.

The Chairman of the Board outlined the Terms of Reference for the DHSSPS Internal Auditors as per the correspondence he had received from DHSSPS and stated that he was content to circulate same. He undertook to raise the matter with DHSSPS.

Arising from the Meeting:

**Audit & Risk Management Committee –
Incorrect Pension Transfer**

It was noted that an update had been provided previously in the Meeting.

At this point,
the Chairman, and all the Officers, with the exception of
the Director of Finance & Performance Management and the Board Administrative
Secretary, left the Meeting

**Special Audit & Risk Management Committee
Meeting – 27 February 2012**

Mrs Grant reported on the Special Meeting of the Audit & Risk Management Committee held, in Closed Session, on 27 February 2012. The Meeting had been convened to receive the Business Service Organisation's Final Report on NIFRS Wholetime Recruitment Overtime and Expense Claims.

Mrs Grant informed Members that prior to conducting the business of the Special Meeting, the Members considered 3 Reports relating to a series of validation exercises carried out by Internal Audit as part of the Wholetime Recruitment Exercise, which had been deferred from that morning's ordinary Meeting of the Audit & Risk Management Committee. These were:

- Validation of Multi-Stage Fitness Tests;
- Validation of Aptitude Tests;
- Pre-Interview Process Validation.

She explained that the Committee had requested that the Head of Internal Audit extend the validation exercise.

Referring to the BSO Report, a copy of which had been circulated to Members in strict confidence, along with the Principles of Payment in respect of the Wholetime Recruitment Project, Mrs Grant gave Members a synopsis of the business discussed and the actions arising out of the Meeting. She stated that the Committee had considered the BSO Report and recommended approval of the Report and the recommendations therein to the Board.

At this point,
Mr D Barbour left the Meeting and
the Chairman, and all the Officers, rejoined the Meeting

The Chairman referred to the documentation circulated and reiterated that this had been circulated in strict confidence.

7 Chairman's Business

The Chairman informed the Meeting that he had heard a Grievance on 27 February 2012.

National Joint Council Business

The Chairman informed Members that he had attended a Meeting of the NJC on 1 February 2012. He stated that it had been a positive meeting and gave an account of the Business discussed.

Members noted that the key item of Business had been the Heads of Agreement relating to Pensions which were still under negotiation.

9 Standing Items

NIAO Report – Action Plan

The Deputy Chief Fire Officer referred to the NIFRS Action Plan, developed from Appendix 1 of the Northern Ireland Audit Office: Northern Ireland Fire & Rescue Service: An Organisational Assessment and Review of Departmental Oversight Report. He explained that the Action Plan would be finalised by Friday and, following approval by the Chief Fire Officer, forwarded to DHSSPS.

DID Implementation Plan Update

Members noted that a meeting of the DID Project Programme Board is scheduled to take place on 23 March 2012. The Director of Planning & Corporate Affairs advised Members that the DID Implementation Plan is currently being updated.

The Chairman sought clarification as to the number of recommendations still to be concluded. The Director of Planning & Corporate Affairs explained that there were only a few outstanding recommendations not requiring long-term consideration.

10 Standalone Strategic Items

NIFRS Scheme of Delegation

Members noted NIFRS Scheme of Delegation and the Director of Finance & Performance Management gave a brief outline of the background to the revision of the Scheme, explaining that the Scheme had been based on model guidance from DHSSPS. He advised Members of correspondence received from DHSSPS revising delegated limits which will require to be incorporated. He explained the need for the Scheme to be reviewed annually and also to ensure consistency.

The Board, on the motion of Mr Mack, seconded by Mr Carr, unanimously –

Resolved: “to approve NIFRS Scheme of Delegation subject to amendment of delegated limits as per DHSSPS correspondence”.

Business Case for the Provision of Replacement Structural Fire Kit

Members noted the Business Case for the provision of Replacement Structural Fire Kit.

Assistant Chief Fire Officer Doyle outlined the background to the preparation of the Business Case for urgent requirement to replace NIFRS structural fire kit. He explained that the first traunch of kit had been ordered in December 2010 but that the order for the second traunch had been held due to the need to prepare a Business Case which would be retrospective.

He informed Members of the current position regarding the outstanding order and the condition of the current kit and stock levels which is diminishing and pointed out that the Trainee Firefighters were currently training in kit which had been previously issued.

Members noted the urgency of the Business Case given NIFRS obligation under Health & Safety Regulations to meet statutory requirements through provision and replacement of this safety critical item of PPE for all its operational personnel. Assistant Chief Fire Officer Doyle stressed that replacement kit was a vulnerability for the Organisation and had been incorporated into NIFRS Risk Register.

Assistant Chief Fire Officer Doyle explained that the first traunch of kit will be issued to frontline Watch Commanders and below based on a risk assessment.

During discussion, the Officers answered Members’ questions regarding the budget profile for the project, lead-in time for the project and the possibility of sourcing alternative suppliers.

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

Resolved: “to approve the Business Case for the Provision of Replacement Structural Fire Kit”.

The Chairman acknowledged that this project was a priority for the Organisation and urged Officers to drive the project forward.

Bank Mandate

Members noted that Finance had reviewed the BACS limits for all relevant payments and proposed that the following BACS limits are amended to take into account current and future demands:

- Accounts;
- Retained Salaries;
- Retained Specials;
- Wholetime Wages;
- Pensions.

If Members were content, the Chairman would sign off the relevant Bank Mandates.

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

Resolved: “to approve the changes to the Bank Mandate”.

11 Relevant Correspondence

There was no relevant correspondence.

12 Sealing of Documents

Members noted the undernoted documents for sealing:

Northern Ireland Fire & Rescue Service with:

Britannia Electrical Services – Supply & Installation of Appliance Room Doors to NIFRS Fire Stations;

Backup Power Supplies – UPS Replacement Solution;

SBS (NI) Limited – Supply & Installation of New Heating Systems at Newtownards and Coleraine Fire Stations; and

A Rankin & Son Limited – Supply & Installation of New Gas & Condensing Boilers at Bangor, Central, Glengormley and Whitla Fire Stations.

13 Any Other Business

Post of Director of Planning & Corporate Affairs

The Chairman referred to the imminent retirement of the Director of Planning & Corporate Affairs. He paid tribute to Dr Michail for all his work and support to the Organisation and, on behalf of the Board, extended best wishes to Dr Michail on his retirement.

Members supported the Chairman’s remarks and personally expressed their appreciation to Dr Michail.

The Deputy Chief Fire Officer, on behalf of the Corporate Management Team, shared the Chairman’s sentiments.

At this point,
all the Officers left the Meeting with the exception of
the Board Administrative Secretary

Discussion Paper – Review of Director of Planning & Corporate Affairs Post

The Chairman circulated a discussion paper prepared by the Chief Fire Officer for the consideration of Members. He reminded Members that, with the imminent retirement of the Director of Planning & Corporate Affairs, it had been considered prudent to look strategically at the support provided within the Corporate Management Team. Members noted that this review also complies with the DID recommendation in relation to senior management structures and the reviewing of same.

Members noted the discussion paper considered the existing and proposed re-engineering structures for NIFRS, both of which would provide the necessary support for NIFRS now and in the future and contained 2 options for consideration, namely, the status quo and the proposed re-engineered structure.

The Chairman suggested a third option, ie, consideration of a strategic review of the Corporate Management Team to be conducted by an external party.

During discussion, Members stressed the need for a more detailed report to enable a thorough discussion on the issue and expressed concern that no arrangements had been put in place to ensure day-to-day business continuity was maintained.

Following further discussion, the Chairman acknowledged that the paper provided a starting point for discussion. He stated that he would request a more detailed report for the consideration of Members and in parallel discuss the matter with DHSSPS.

14 Schedule of Future Meetings

Members noted a Schedule of Future Meetings of the Board and its Committees.

It was noted that Meetings of the Remuneration and Human Resources Committees were scheduled to be held on 16 March 2012.

At this point,
Assistant Group Commander Bentley joined the Meeting

3 Fire Evacuation Briefing

To ensure the overall requirements of NIFRS Fire Management Policy are met, Assistant Group Commander Bentley gave Members a briefing on the Emergency Evacuation Plan for all staff in NIFRS Headquarters.

THIS CONCLUDED THE BUSINESS
AND THE MEETING TERMINATED
AT 4.35 PM
