

NORTHERN IRELAND FIRE & RESCUE SERVICE BOARD

MINUTES OF A MEETING

28 JUNE 2011

1.30 PM

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

APOLOGIES: Mrs S Grant

IN ATTENDANCE: Mr C Kerr, Deputy Chief Fire Officer
Mr E Doyle, Assistant Chief Fire Officer
(Support Services)
Mr T McGonigal, Director of Finance & Performance
Management
Dr D Michail, Director of Planning & Corporate Affairs
Mrs C McNally, Corporate Communications Manager
Mr B McClintock, Area Commander (Command Secretariat)
Mrs I Hill, Board Administrative Secretary
Mr D Jordan, 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.

The Chairman declared an interest with respect to the election of a Vice-Chairman. He and the Chief Fire Officer also declared an interest in an Item arising from the Audit & Risk Management Committee Meeting held on 20 June 2011 relating to the request for attendance at the World Police & Fire Games in New York.

3 Minutes – 17 May 2011

The Minutes of the Meeting held on 17 May 2011, 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 Kerr, seconded by Mrs Rice.

Arising out of the Minutes:

Reports from Board Committees, including approval of Committee Minutes

Audit & Risk Management Committee Minutes

Mrs Rice, Chairman of the Audit & Risk Management Committee, referred to Cllr D Barbour's nomination as the Board's representative on all matters relating to Business Continuity Planning and explained that Mr Barbour had requested clarification regarding his role.

It was agreed that a Briefing Note would be prepared for the Audit & Risk Management Committee clarifying Mr Barbour's responsibilities with respect to BCP matters.

Assessment & Development Centre Update

The Chief Fire Officer informed Members that he had now met with each of the individuals who were potentially disadvantaged due to the ADC anomaly and, as agreed by the Board, had explained that they would be appointed to the appropriate role, with the time in post backdated to their original substantive date. He stated that he had also explained that NIFRS would not be backdating pay but that while the individuals concerned accepted this resolution, they nevertheless reserved the right to possibly seek back pay.

The Chief Fire Officer advised Members that the third party had been informed of the outcome of these meetings with the individuals concerned. He also informed Members that the third party were seeking to engage with these individuals and NIFRS with regard to the loss of earnings aspect.

Members noted that the Fire Brigades' Union had been kept informed at all stages of the process.

The Chief Fire Officer then answered Members' questions. Mr Hatch suggested that a briefing note outlining the position would be useful for Members. Mrs Tally concurred, especially given that the matter had been a protracted issue. It was agreed that the Chief Fire Officer would prepare a summary for circulation to Members.

In response to a query from Mrs Tally regarding the matter of costs incurred by NIFRS to date, the Chief Fire Officer explained that the third party had been made aware that NIFRS would wish to recover costs.

Mrs Tally stated that the Board needed reassurance that NIFRS would not find itself in such a position again. The Chairman stated that a new model for assessment had been developed assuring that such an issue would not recur.

The Chief Fire Officer concurred with the Chairman's comments and reassured Members that new robust quality assured procedures were in place.

The Chief Fire Officer answered further questions on various aspects of the issue and provided clarification on potential costs; a communication plan and provided assurance that all personnel in post were competent in the role. He clarified that the personnel concerned would be appointed to posts currently vacant. He also advised Members that the external Auditors had considered all the information disclosed in the matter and were content with the approach taken by NIFRS to mitigate the risk to the Organisation.

Mr Hanna pointed out the need for a formal review of the process and the Chief Fire Officer explained that once the matter had been resolved and NIFRS were aware of the full implications, a debrief would be conducted.

Disclosure of Information

Members noted DFP Guidance HSC(F) 22/2011 on the disclosure of information published in Annual Reports and Accounts.

The Director of Finance & Performance Management gave Members a brief overview of the disclosures required in Annual Reports.

4 Reports from Board Committees, including approval of Committee Minutes

Audit & Risk Management

Minutes of Meeting – 12 May 2011

The Minutes of the Audit & Risk Management Committee Meeting held on 12 May 2011, having been printed and circulated, were taken as read and signed as a true record and the recommendations contained therein adopted by the Board, on the motion of Mr D Barbour, seconded by Mrs Rice.

Mrs Rice, Chairman of the Audit & Risk Management Committee, gave Members a synopsis of the key items of discussion at the Meeting.

Minutes of Meeting – 20 June 2011

The Minutes of the Audit & Risk Management Committee Meeting held on 20 June 2011, were circulated at the Meeting. Following consideration, the Minutes were taken as read and signed as a true record and the recommendations contained therein adopted by the Board, on the motion of Mr J Barbour, seconded by Mr Hanna.

Mrs Rice informed Members that the key Business for the Meeting was to discuss and approve the Statutory Annual Accounts. She stated that the external Auditors had discussed and presented their draft Management Letter and informed Members that they had raised the issue of liability for corporation tax. She explained that this is being discussed with DHSSPS and a Tax Consultant may need to be appointed to provide specialist advice. Members noted that the Committee approved the Statutory Annual Accounts subject to clarification on the taxation accrual issue.

Mrs Rice advised Members that the Statement of Internal Control would need to be updated to include this issue.

Mrs Rice gave Members a synopsis of the other Business discussed by the Committee including an Item regarding the proposed Chief Fire Officer's and Chairman's attendance at WPFG 2011 in New York. Discussion on this matter was deferred to the end of the Board Meeting.

Arising out of the Minutes:

Statutory Annual Accounts 2010/11

Members noted that the draft Annual Accounts were reviewed by the Audit & Risk Management Committee on 20 June 2011 when the Committee received a report from KPMG, the external Auditors appointed by the Northern Ireland Audit Office.

The Director of Finance & Performance Management summarised the salient points from the Accounts for the information of Members. He also gave Members a detailed explanation with respect to the tax liability issue and how the matter was being addressed.

The Director of Finance & Performance Management answered Members' questions in relation to the Accounts and the tax liability issue in particular.

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

Resolved: **“to approve the draft Annual Accounts 2010/11 subject to clarification on the tax implication”.**

Chairman's Expenses

The Chairman referred to his Travel and Expenses Claim Forms and explained that in terms of governance he would be asking either the Chairman of the Audit & Risk Management Committee or Finance Committee to approve his Forms. Members noted that the Chairman approved the Chief Fire Officer's expenses.

Mrs Rice explained that it was normal practice in some organisations for the Chairman's and Chief Executive's expenses to be presented to the Audit & Risk Management Committee for approval.

It was agreed that the Chairman's expenses be presented to the Chairman of the Audit & Risk Management Committee for approval with expenses presented to the Committee for information. The Chief Fire Officer's expenses and travel authorisations to be approved by the Chairman and reported to the Audit & Risk Management Committee.

Finance

Minutes of Meeting - 10 May 2011

The Minutes of the Finance Committee Meeting held on 10 May 2011, having been printed and circulated, were taken as read and signed as a true record and the recommendations contained therein adopted by the Board, on the motion of Mrs Tally, seconded by Mrs Rice.

Service Delivery & Performance

Minutes of Meeting – 19 April 2011

The Minutes of the Service Delivery & Performance Committee Meeting held on 19 April 2011, having been printed and circulated, were taken as read and signed as a true record and the recommendations contained therein adopted by the Board, on the motion of Mrs Rice, seconded by Mr Mack.

Minutes of Meeting – 10 May 2011

The Minutes of the Service Delivery & Performance Committee Meeting held on 10 May 2011, having been printed and circulated, were taken as read and signed as a true record and the recommendations contained therein adopted by the Board, on the motion of Mr Mack, seconded by Mr J Barbour.

Mr Hatch, Chairman of the Service Delivery & Performance Committee, gave an overview of the Business conducted at the Meeting.

Minutes of Meeting – 15 June 2011

The Minutes of the Service Delivery & Performance Committee Meeting held on 15 June 2011 were circulated at the Meeting.

Mr Hatch, Chairman of the Committee, reported on the key Items of Business discussed which included –

- Operations Management Framework;
- Resource Management Review;
- IRMP (2011-2014);
- Health & Safety Update;
- Community Development Update.

Members noted that the Committee had recommended approval of the draft Annual Report 2010/11.

Members agreed to defer approval of the Minutes of the Service Delivery & Performance Meeting of 15 June 2011 to the end of the Meeting.

Mrs Tally referred to her attendance at a number of Operational Assurance Audits and reported positively on her visits with the exception of Newtownstewart Fire Station. She explained that the Audit had been successful but expressed her concerns with regard to health and safety issues on the site which she had raised with Assistant Chief Fire Officer Doyle.

The Chief Fire Officer acknowledged the need to monitor Estates issues but assured Members that there were procedures and a process in place for reporting and addressing issues raised through Audits.

Assistant Chief Fire Officer Doyle stated that he was aware of the concerns raised and explained that the District Commander and the Director of Planning & Corporate Affairs were working to resolve these issues. He gave Members some background to the provision of the Fire Station in Newtownstewart and outlined work which was ongoing at the Station. Members noted that the Station was no longer on the list for replacement.

The Director of Planning & Corporate Affairs informed Members that immediate action had been taken to address the issues. He also emphasised that staff have been requested to report regularly on progress at this Station and other locations.

In response to a question from Mrs Rice pertaining to health and safety assessments being conducted, the Chief Fire Officer informed Members that there were Health & Safety Advisors and Health & Safety Notices on all Stations. He shared her anxiety with regard to the concerns raised and emphasised that the matter would be fully addressed. He assured Mrs Rice that Risk Assessments for all Stations were audited by the Health & Safety Unit at Headquarters. He added that the principle of the Operational Assurance Audits was to look at issues and ensure compliance.

Mrs Tally asked that, while capital funding was tight and focus was on new build projects, NIFRS has clear responsibilities for the remainder of its Estate.

The Deputy Chief Fire Officer informed Members that Area Commanders had been asked to complete a full survey of all premises within their Areas and to prioritise any work required.

Members reported positively on their attendance at Operational Assurance Audits and expressed their appreciation for the hospitality received.

Mr D Barbour commented that there appeared to be a lack of awareness of the role and function of the Board, in some instances at Station level, and suggested that it may be useful to host briefing sessions for Stations on the Board and its work in order to provide this understanding.

The Chief Fire Officer acknowledged Members' comments with regard to Operational Assurance Audits and suggested that an overview of salient issues being discussed at Board level be incorporated within NIFRS Core Briefs. He also stated that feedback would be provided to Members on any issues raised during Audits.

Human Resources

Minutes of Meeting – 19 April 2011

The Minutes of the Human Resources Committee Meeting held on 19 April 2011, having been printed and circulated, were taken as read and signed as a true record and the recommendations contained therein adopted by the Board, on the motion of Mrs Rice, seconded by Mr Mack.

Minutes of Meeting – 17 May 2011

The Minutes of the Human Resources Committee Meeting held on 17 May 2011, having been printed and circulated, were taken as read and signed as a true record and the recommendations contained therein adopted by the Board, on the motion of Mr Mack, seconded by Mrs Rice.

Minutes of Meeting – 21 June 2011

The Minutes of the Human Resources Committee Meeting held on 21 June 2011, were circulated at the Meeting. Mr Hanna, Chairman of the Human Resources Committee, acknowledged that Members may wish to defer approval of the Minutes but pointed out the need for recommendations emanating from the Meeting to be approved.

Mr Hanna reported on the Business discussed at the Meeting including discussion with respect to the post of Director of Human Resources, the post of Assistant Chief Fire Officer (Community Development) and an Interim Solution pertaining to Wholetime Recruitment. He highlighted that the HR Committee Work Plan had been agreed and the key issues for the Committee were the DID recommendations relating to HR particularly the Strategic Review of HR; the post of Director of Human Resources; HR ICT systems; and Recruitment issues.

Referring to the Interim Solution for Wholetime Recruitment, the Chief Fire Officer informed Members that Assistant Chief Fire Officer Doyle will lead the project which was necessary in order for NIFRS to achieve its establishment levels. He explained that the Corporate Management Team had identified the need to recruit Wholetime personnel. He added that approval was needed in order that NIFRS could move forward by 18 July 2011.

Assistant Chief Fire Officer Doyle outlined the need for the proposal and the recommendations. He explained that the proposed solution would ensure that NIFRS can continue to meet all its statutory responsibilities and provide an effective fire and rescue service. He emphasised that it was essential that Wholetime recruitment takes place within this financial year given the current establishment levels and taking into account projected retirements. He gave a brief overview of the recruitment process, the project timeline and the resources needed to progress the recruitment exercise.

During detailed discussion, the Officers answered Members' questions in relation to the proposed recruitment exercise and also with regard to the Retained Firefighter position.

With respect to the vacant post of Director of Human Resources, the Chief Fire Officer informed Members that NIFRS were moving forward to fill the vacant post. He explained that initial discussions had taken place with DHSSPS and that it was proposed that the relevant paperwork be prepared over the summer.

The Chief Fire Officer paid tribute to Mrs Ellis for all her work during her secondment to NIFRS until the end of July. He explained that, although he was awaiting formal confirmation, Mrs Ellis had stated that she would not be expressing an interest in the post of Director of Human Resources and would, therefore, be able to assist him in developing the relevant paperwork.

Members acknowledged that there would be a shortfall in HR specialism during the period and noted that DHSSPS would assist.

The Chief Fire Officer then referred to the long-term temporary post of Assistant Chief Fire Officer and explained that due to tax implications the successful candidate had declined the position. He also advised Members of the difficulty in terms of operational management that this presented especially in terms of the 3 Principal Officers facilitating the required Gold Command functionality.

He referred to the discussions at the HR Committee regarding the matter and stressed the need to move forward and to appoint a professional with the leadership skills and ability to work in a multi-discipline organisation within a Gold Command structure. He stressed the need to also move forward quickly from a welfare aspect as managing the Gold Command responsibility with a reduced number of Principal Officers was only sustainable for a short period of time.

Mr J Barbour expressed his concerns in relation to the issue and the discussions at the HR Meeting and emphasised that the Fire Brigades' Union would not support any resolution which would lead to a dilution of operational capability. He referred Members to extracts from the Ombudsman's Report pertaining to the 7/7 Terrorist Attacks which highlighted the significance of Gold Command and the types of decisions taken.

During further discussion, Mrs Rice acknowledged the comments raised but explained the need for the advertisement, job specification and personnel specification to be revisited in order to widen the applicant pool. The Chairman pointed out that Northern Ireland was a standalone national region and there was a strong case for a full complement of uniformed Principal Officers.

Mr Hanna referred to the DID recommendation which suggested the need to consider the Assistant Chief Fire Officer (Community Development) post. He explained that he had no difficulty with the post being either uniformed or non-uniformed but pointed out that as the post was vacant there was an opportunity for the Board to consider the matter. He stated that he welcomed the Chief Fire Officer considering the matter and preparing proposals for Members' consideration. Mr Hanna acknowledged that the configuration of the Directors' roles also needed to be considered in light of these proposed changes at Senior Management level.

Following further discussion, it was agreed that, notwithstanding the need to consider all the Directors' roles, the Chief Fire Officer would review the relevant documentation for the post of Assistant Chief Fire Officer for presentation at the September Board Meeting.

Following consideration, the Minutes of the Human Resources Committee Meeting held on 21 June 2011 were taken as read and signed as a true record and the recommendations contained therein adopted by the Board, on the motion of Mr Hanna, seconded by Mr J Barbour.

5 Chairman's Business (including National Joint Council Matters)

Members' Appraisals

The Chairman informed the Meeting that DHSSPS response in respect of Members' appraisals had been positive.

Chairman's Quarterly Review

The Chairman's Quarterly Review for the period April to June 2011 was circulated for the information of Members.

Enniskillen

The Chairman updated Members on the current position with respect to Enniskillen. He explained that information was currently being collated and would be forwarded to Members for consideration.

NIFRS Band

The Chairman explained to Members the position with respect to the documents concerning the establishment of the NIFRS Band. He further explained that he had been assured that the Band's position had been sanctioned by DHSSPS and that he proposed to correspond with DHSSPS regarding NIFRS retention of the Band. He gave Members a brief outline of the basic framework for the Band should the Minister and DHSSPS support NIFRS' retention of the Band.

He highlighted that the Band appeared at public events throughout the year and provided an important public relations role for NIFRS. Members noted that Band members distributed flyers and other relevant literature from NIFRS Community Development Directorate.

The Chief Fire Officer concurred with the Chairman's comments acknowledging the PR role provided by the Band.

Following discussion, the Members unanimously –

Resolved: **“to support the retention of the NIFRS Band and agreed that the Chairman seek DHSSPS approval”.**

National Joint Council Matters

The Chairman informed Members of his attendance at a National Joint Council meeting held on 14 June 2011. He stated that the key Agenda Item was on pay and gave an overview of the business discussed.

Election of a Vice-Chairman

The Chairman reminded Members that DHSSPS approval had been given for the Board to appoint a Vice-Chairman. He explained that the Chief Fire Officer would chair the election of the Vice-Chairman with the Member elected chairing the remainder of the Meeting.

At this point,
the Chairman left the Meeting

The Chief Fire Officer sought nominations for the position of Vice-Chairman of NIFRS Board.

Mr Hanna was proposed by Mrs Rice, seconded by Mr Hatch.

There being no other nominations, it was accordingly –

Resolved: **“that Mr A Hanna be elected as Vice-Chairman of the NIFRS Board”.**

At this point,
Mr D Barbour left the Meeting

6 Chief Fire Officer’s Business

Members noted the Chief Fire Officer’s Report for the month of May 2011 which included Operational, Prevention, HR, Financial and Organisational Performance.

Prevention Performance

The Chief Fire Officer gave an overview of NIFRS Prevention Performance highlighting in particular that it had been agreed to enter into a Memorandum of Understanding arrangement with the MOD Fire Service and look at the possibility of the devolution of powers under The Fire and Rescue Services (NI) Order 2006 in relation to their premises.

Members noted the current position with respect to the implementation of the Fire Safety Legislation. The Chief Fire Officer advised Members that guidance documents on the new Legislation were available on the NIFRS website.

Operational Performance

The Deputy Chief Fire Officer gave Members an overview of the information presented. The Officers answered Members' questions.

HR Performance

Members noted an update with respect to recruitment/promotion activity across the Organisation.

Members noted the current position in relation to Equality & Diversity Training.

Financial Performance

Members noted that there was an underspend in Revenue expenditure which resulted predominately from the Organisation being under establishment. An underspend in Capital expenditure was also noted.

Mr J Barbour expressed concern regarding the significant slippage in Revenue expenditure and stressed the need to manage the HR function given the impact of the organisation being under established on the current budget and its potential impact for the remainder of the CSR period.

The Chief Fire Officer highlighted that a Wholetime recruitment campaign was imminent and also progress with regard to the replacement of PPE which was a major contract of expenditure. He advised Members of other projects which impact on the Revenue budget.

The Director of Finance & Performance Management acknowledged Mr J Barbour's comments and the need to move forward with recruitment.

In response to concerns raised by Mr J Barbour regarding the current position with respect to the employment of Agency staff, the Chief Fire Officer gave Members a brief overview of the current position.

The Director of Finance & Performance Management gave Members a more detailed explanation of the position as presented in the Management Accounts for the period ending 31 May 2011 and answered Members' questions.

Members noted that the matter of monitoring NIFRS budget was an issue for the Finance Committee.

Organisational Performance

Members noted a Capital Projects Update which outlined the current position of Rathfriland and Omagh Fire Stations.

With respect to the implementation of The Bribery Act 2010, Members noted a synopsis of the Act and how NIFRS are moving forward to ensure compliance with the Act.

Contracts Awarded – May 2011

Members noted a list of Contracts Awarded for the month of May 2011.

7 Standing Items

Report from DID Project Programme Board

It was agreed to defer discussion on this Item to the next Meeting of the Board. Mr Hanna, the Board's representative on the DID Project Programme Board, highlighted to Members that the Meeting on 14 June 2011 had been positive.

It was noted that the Implementation Plan Update and Risk Log would be circulated at the next Board Meeting for the information of Members.

8 Standalone Strategic Items

Draft NIFRS Corporate Plan 2011-2016 and Annual Business Plan 2011/12

Members noted the draft NIFRS Corporate Plan 2011-2016 and Annual Business Plan 2011/12.

The Chief Fire Officer gave the Meeting a brief background to the development of the draft Plan and explained that progress would be reported through the relevant Committees.

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

Resolved: **“to approve the draft NIFRS Corporate Plan 2011-2016 and Annual Business Plan 2011/12”.**

9 Relevant Correspondence

The Chief Fire Officer informed Members that a number of letters of appreciation had been received and stated he would circulate a summary of the correspondence to Members for information.

Post Meeting Note - the following is a summary of the relevant correspondence:

- Letter of appreciation from the Permanent Secretary, Department of Agriculture and Rural Development in respect of the work of NIFRS in dealing with the gorse fires;
- Letter of appreciation from Chairperson, Health & Safety Spring Conference 2011 Planning Committee for Chief Fire Officer's valuable contribution to the event;
- Letter of appreciation from Chairman, NIAS & Social Care Trust, involvement of NIFRS staff in demonstration by NIFRS and NIAS on emergency preparedness for a major incident at NIAS Trust Board Meeting;

- Letter of appreciation from DCFO (Service Delivery), Avon Fire & Rescue Service, in respect of NIFRS crews participation in recent High Volume Pumping exercise;
- Letter of appreciation from Mayor of Drogheda in respect of NIFRS participation in Fire Service Commemoration in Drogheda, 15 May 2011, marking 70th Anniversary of the Belfast Blitz;
- Letter of appreciation from Mr Sam Moore, retired Officer, following attendance at NIFRS Trainee Firefighter Graduation;
- Letter of appreciation from Alex Attwood MLA to Minister of Health, Social Services and Public Safety with respect to the NI Road Safety Strategy and NIFRS contribution to the Project Board and the development of the Strategy.

In response to a question from the Vice-Chairman regarding letters of complaint, the Chief Fire Officer outlined the procedure for dealing with such letters and undertook to circulate a quarterly report pertaining to complaints for the information of Members, with a report to be presented to the August Meeting.

10 Sealing of Documents

Members noted the undernoted documents for Sealing:

Northern Ireland Fire & Rescue Service with –

Department of Regional Development – Conveyance of Land at Omagh; and

Apaseal NI Limited – Computerised Wheel Aligners including Annual Software Upgrades.

11 Any Other Business

Audit & Risk Management Committee – 20 June 2011 WPFG 2011 – New York

At this point,
the Chief Fire Officer left the Meeting

The Vice-Chairman stated that the Audit & Risk Management Committee had considered the matter of the Chief Fire Officer's attendance at the World Police & Fire Games in New York from 22 August – 6 September 2011. He explained that the Chief Fire Officer's attendance at the Games would be in a dual role – as Vice-Chair of the WPFG Board and as Chief Fire Officer of NIFRS. He stated that the Committee had recommended approval for the Chief Fire Officer to attend the Games.

The Vice-Chairman also sought Members' approval that, in the unlikely event that due to the operational exigencies of the Service the Chief Fire Officer has to return, the Board would cover the cost of a single emergency flight to NI. The Director of Finance & Performance Management explained that it would be necessary to seek approval in advance from DHSSPS for the international flight.

At this point,
the Chief Fire Officer rejoined the Meeting

In response to a question from Mrs Tally, Members noted that all other travelling arrangement costs and subsistence costs for the Chief Fire Officer will be met by the WPFG Board.

Mrs Rice assured Members that the emergency return flight expenses would be for the Chief Fire Officer only. She highlighted that the New York Games was the platform for the Services to promote the WPFG 2013 Games being held in Belfast and the Audit & Risk Management Committee had acknowledged the need for NIFRS to be represented at the Games.

Members noted that the Chief Fire Officer felt that the Chairman of the Board should also be in attendance at the Games in New York in his role to promote Northern Ireland as a destination and to promote the Service generally. Mrs Rice explained that given the issues surrounding international flights, the Committee had felt it prudent to seek advice regarding the Chairman's attendance.

The Chief Fire Officer informed Members that was a range of people attending New York to support the Games including representation from the other Services. He pointed out that he would be attending the Games in a dual role and the Board needed to consider whether it was appropriate to have other NIFRS representation at the Games.

In response to Members' questions, the Chief Fire Officer confirmed that he would be travelling to New York alone. He also informed Members that WPFG Board had a full itinerary for New York and undertook to circulate an itinerary for himself and the Chairman to Members for information.

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

Resolved: **“to approve the Chief Fire Officer’s attendance to WPFG 2011 and, if necessary, emergency return flight expenses for the Chief Fire Officer only, subject to DHSSPS approval; and also the attendance of the Board Chairman, subject to DHSSPS approval”.**

Business Cases

The Chief Fire Officer explained to Members that a Business Case for Media Services had been developed but that clarification would be required from DHSSPS regarding the required approvals. He proposed that, in order to meet business needs, clarification be sought from DHSSPS on the way forward and retrospective approval be sought from the Board at its August Meeting.

He explained that the Business Case for FSEC did not require DHSSPS approval and stated that the Executive Summary would be forwarded to Members for information prior to the August Meeting. **Members unanimously agreed to approve the Business Case for FSEC.**

Members agreed that, in light of business needs, the Business Case for Media Services be progressed and retrospective approval be sought from the Board at the August Meeting.

Service Delivery & Performance Committee – 15 June 2011

The Minutes of the Service Delivery & Performance Committee Meeting held on 15 June 2011, having been previously circulated at the Meeting, were taken as read and signed as a true record and the recommendations contained therein adopted by the Board, on the motion of Mr Carr, seconded by Mr J Barbour.

New Omagh Fire Station

The Director of Planning & Corporate Affairs informed Members that, as part of the consultation exercise relating to the new Omagh Fire Station, a meeting with Omagh District Council was scheduled to take place on 4 July 2011. He stated that Members' support would be welcome.

12 Meetings of the Board and its Committees

Members noted that a Meeting of the Board would be held on 23 August 2011.

Members also noted a Schedule of Meetings for the month of September.

THIS CONCLUDED THE BUSINESS
AND THE MEETING TERMINATED
AT 5.20 PM
