

# NORTHERN IRELAND FIRE & RESCUE SERVICE BOARD

## MINUTES OF A SPECIAL MEETING

16 DECEMBER 2016

2.10 PM

PRESENT: Ms C McKinney, Chairperson presiding  
Mr G Thompson, Chief Fire & Rescue Officer  
Mr C Enright  
Mr R Irvine  
Mr G Smyth

APOLOGIES: Mr J Barbour  
Mr K Henning  
Mr P Martin

IN ATTENDANCE: Mr D Ashford, Assistant Chief Fire Officer (Operations)  
Mr M Graham, Assistant Chief Fire Officer (Operational Support)  
Mrs J Kelly, Director of Finance  
Mr D Moore, Director of Human Resources  
Ms P Wylie, Head of Corporate Communications  
Ms I Hill, Board Administrative Secretary

### **Item 1: Apologies**

Apologies were noted.

### **Item 2: Conflicts of Interest**

The Chairperson enquired as to whether any Members of the Board wished to declare any potential conflicts of interest with any of the business items on the Agenda. Members confirmed that there were no apparent conflicts of interest.

### **Item 3: Logistics Support Centre**

A Briefing Note relating to the main works tender in respect of the Logistics Support Centre was noted.

Assistant Chief Fire Officer Graham updated Members on the current position noting that examination of the tender documents for the second phase of the works for the Logistics Support Centre had provided an early indication of construction costs which fall within the parameters of the pre-tender estimate and budget. He explained that CPD Health Projects is currently undertaking the verification of costs and equipment specifications prior to the issue of a tender report.

Assistant Chief Fire Officer Graham asked for Board agreement, in principle, to approve the tendered bid for the Logistics Support Centre main works pending receipt of a favourable tender report and recommendation to proceed to contractual arrangement from CPD Health Projects. Members noted that early agreement will expedite the approval process and facilitate the progress of the project to site late January/early February with the aim of achieving the proposed programme and expenditure.

Assistant Chief Fire Officer Graham emphasised that any variance to the tender report would be reported back to the Board.

During discussion, Mr Irvine stressed that he would wish confirmation to be sought from NIFRS CoPE that the costs are in line with pre-tender estimates. He also explained that NIFRS should only be giving approval to progress the tender preparation to the standstill period and the contractual arrangement should nothing arise during that period.

Assistant Chief Fire Officer Graham noted Mr Irvine's comments and stated that it was hoped the final report would be received within the next 2 weeks.

**The Board, on the motion of Mr Irvine, seconded by Mr Enright, unanimously resolved to approve, in principle, the tendered bid for the Logistics Support Centre main works tender pending receipt of a favourable tender report and recommendation to proceed to contractual arrangement from CPD Health Projects.**

#### **Item 4: Project Bank Accounts**

Members noted a Briefing Paper relating to the establishment of Project Bank Accounts.

The Director of Finance outlined the background to the need for the establishment of Project Bank Accounts explaining that it is one of the measures that the Government has introduced to ensure prompt payment to sub-Contractors. She informed Members that it is proposed that a Project Bank Account with trust status be opened for the Logistics Support Centre project and gave an overview of the status of the account and how it will be managed.

The Director of Finance also gave Members an overview of business on-line banking arrangements and noted that the current arrangements for banking mandates will also apply to this Account.

**The Board, on the motion of Mr Enright, seconded by Ms McKinney, unanimously approved the establishment of a Project Bank Account with trust status for the Logistics Support Centre project and the associated on-line banking and signatory arrangements.**

#### **Item 5: Business Case – Voluntary Exit Scheme 2017/18**

Members noted the Executive Summary in respect of the Business Case for the Voluntary Exit Scheme 2017/18.

The Director of HR outlined the background and purpose of the Business Case explaining that voluntary exit is linked to the structural reviews.

The Director of HR answered Members' questions relating to aspects of the information presented.

**The Board, on the motion of Mr Smyth, seconded by Mr Irvine, unanimously agreed to approve the Business Case for the Voluntary Exit Scheme 2017/18.**

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At this point,  
ACFO Graham and the Directors of HR and Finance  
left the Meeting

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The next Item of Business was considered by the Board in Closed Session.

**Item 6: Business Case – Job Evaluation – Support Directors**

It was noted that, under Standing Order 2.06, Members had unanimously approved the submission of the Business Case for the Job Evaluation for Support Directors to DoH by email and that retrospective approval was now required.

The Chief Fire & Rescue Officer updated Members with respect to queries raised regarding this matter at the last Board Meeting.

**The Board, on the motion of Mr Irvine, seconded by Mr Smyth, unanimously agreed to retrospectively approve the submission of the Business Case for the Job Evaluation of Support Directors to DoH.**

**Additional Item**

The Chairperson updated Members on the current position with respect to a complaint which had been taken forward by Mr Smyth.

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At this point,  
ACFO Ashford and the Head of Corporate Communications  
joined the Meeting

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The Chairperson noted that Mr Smyth had investigated the complaint and advised Members that Assistant Chief Fire Officer Ashford had dealt with the matter concerned with the utmost professionalism and sensitivity.

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THIS CONCLUDED THE BUSINESS  
AND THE MEETING ENDED  
AT 2.50 PM

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