

NORTHERN IRELAND FIRE & RESCUE SERVICE BOARD

MINUTES OF A MEETING

25 JUNE 2013

1.30 PM

PRESENT: Cllr M Carr, Chairman presiding
Mr C Kerr, Interim Chief Fire Officer
Mr J Barbour
Mrs S Grant
Ald A Hatch
Mr M Kerr
Mr C Mack
Mrs P Tally

APOLOGIES: Cllr D Barbour
Mr A Hanna
Dr J McKee
Ald Mrs G Rice

IN ATTENDANCE: Mr J Wallace, Interim Chief Executive
Mr D Ashford, Assistant Chief Fire Officer (Safety Services)
Mr B McClintock, Assistant Chief Fire Officer (Support Services)
Mr D Moore, Director of Human Resources
Mr J Pentland, Interim Director of Finance & Performance
Management
Mrs U McCambridge, Corporate Communications Manager
Mrs J Thompson, Deputy Secretary, DHSSPS
Ms I Hill, Board Administrative Secretary
Ms D Mullan, DHSSPS

CHANGE IN THE ORDER OF BUSINESS

Item 3: Election of a Chairman

In the absence of the Chairman and the Vice-Chairman, the Interim Chief Executive chaired the Meeting for the election of a Chairman and invited nominations.

The following nominations were received:

Mr M Carr - proposed by Mr Kerr, seconded by Mrs Grant;
Mr A Hatch – proposed by Mr J Barbour.

Following a vote, Mr Carr was elected to chair the Board Meeting.

Item 1: Apologies

Apologies were noted.

Item 2: Declaration of Interests

The Chairman 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, on behalf of Members, extended condolences to Bell family, Newry, and to Mrs Grant on the death of her nephew.

The Chairman welcomed Mrs J Thompson, Deputy Secretary, DHSSPS and Ms D Mullan, DHSSPS, to the Meeting.

The Interim Chief Executive explained that, given the linkage, the Report from the Director of Finance & Performance would be considered after Mrs Thompson's briefing.

Item 4: DHSSPS Briefing

Mrs Thompson referred to NIFRS sponsor arrangements with DHSSPS and acknowledged that DHSSPS was working closely with Senior Management during this difficult period for both NIFRS and DHSSPS.

Mrs Thompson gave Members a brief outline of the Department's priorities. She also gave Members an overview of the Board's responsibilities referring in particular to its role in providing leadership and strategic direction to the Service; overseeing and monitoring the effectiveness of the Service; ensuring efficiency and value for money and maintaining high standards of corporate governance. She also provided an overview of the role of DHSSPS.

Mrs Thompson emphasised that the strategic focus now has to be learning from the past, building positive and constructive relationships and working together to make NIFRS the best it can be. She stressed that DHSSPS is always willing to help and provide every assistance to the Board.

Referring to the Department's observers at Meetings of the Board and its Committees, Mrs Thompson assured Members that their role at Meetings is to 'observe'.

Mrs Thompson acknowledged that the current financial position for NIFRS was challenging and stated that the Board will have to work through this. She stated that DHSSPS' perspective was based on working together and reiterated that DHSSPS is always willing to help and provide every assistance to the Board.

The Chairman thanked Mrs Thompson for her attendance at the Board Meeting and her presentation. He concurred that it was critical that NIFRS learn from the past and added that it was also important that DHSSPS recognise the efforts made by the Board in addressing matters and moving forward.

Mrs Tally agreed with the Chairman's comments. She pointed out that the Board continued to work through this difficult period and that the Board would welcome recognition of the work it has undertaken to date not only by DHSSPS but also the wider public. She assured Mrs Thompson of the Board's commitment to continue to deliver a first class service to the community of Northern Ireland. Referring to the negative press to which NIFRS had been subjected, Mrs Tally pointed out that NIFRS had not had the opportunity to demonstrate or publicise the work which has been achieved.

Mrs Thompson welcomed Members' comments and acknowledged that the Board and the Organisation had made progress. She explained that whilst demonstrating that it was moving forward, the Board also needed to set out its agenda for the longer-term.

Mr J Barbour expressed concern with respect to the significant reduction in the budget allocation for NIFRS and suggested that DHSSPS had used the easements declared by NIFRS in the previous financial year as a device to deliver that reduced budget allocation. He stated that he considered DHSSPS were not supportive to NIFRS and had contributed to the public and political damage to the Organisation.

Mrs Thompson conveyed her disappointment with regard to Mr Barbour's comments. She pointed out that the current financial climate was a challenge for all public bodies. She stated that if there were particular matters in which DHSSPS had not assisted NIFRS or where DHSSPS could improve, DHSSPS would welcome discussions.

Mr Hatch noted his disquiet with respect to the treatment of Members and Senior Officers at the Health Committee and Public Accounts Committee Hearings and the lack of support provided by DHSSPS. Mrs Thompson highlighted the considerable support provided by DHSSPS to Members and Senior Officers in preparation for their attendance at these Hearings.

Discussion also covered the need to consider strategic direction and the modernisation agenda.

The Interim Chief Executive stated that a robust partnership with DHSSPS was vital and stressed the need for NIFRS and DHSSPS to work together and to provide support. He outlined his concerns regarding the impact of the current economic and financial climate on service delivery and commented on the regime of compliance and conformity not being entirely conducive to generating innovative solutions.

At this point,
Assistant Chief Fire Officer Ashford joined the Meeting

Item 8: Chief Executive's Business - Directors' Updates
Director of Finance & Performance Management

The Interim Director of Finance & Performance Management referred to NIFRS 2013/14 Revenue budget allocation and gave Members an overview of the fixed and variable analysis of the 2013/14 NIFRS anticipated budgeted expenditure. He noted DHSSPS have notified NIFRS that the Revenue expenditure allocation for 2013/14 will be £76.494m – equating to the original opening 2012/13 allocation.

The Interim Director of Finance & Performance Management reminded the Meeting of the impact of procurement issues on NIFRS' ability to spend in the previous financial year. He explained that this had resulted in significant expenditure being moved from the last year to the current financial year.

Referring to the 2013/14 Revenue budget, the Interim Director of Finance & Performance Management stated that extensive work by the NIFRS Finance Department and budget holders had also been undertaken to establish where further possible expenditure cuts could be made. As a result of this work the latest version of the annual anticipated budget requirement now sits at £79.784m, illustrating that £2.016m of further cuts on original planned expenditure have been identified. Members noted that this position still results in a shortfall of £2.94m compared to the current DHSSPS revenue allocation and other income which can be earned by NIFRS. The Interim Director of Finance & Performance Management explained that the option to offset the shortfall related to the way in which ill-health pensions were managed and advised Members of discussions with DHSSPS with regard to this matter. He sought an update on the current position.

Mrs Thompson assured Members that DHSSPS were looking at an acceptable way for dealing with the pensions issue. She stated that DHSSPS would pursue the pension issue, however, in the meantime NIFRS needed to consider other options should a resolution not be achieved. She added that the current financial climate was a challenge for all public bodies.

During discussion regarding the rationale for NIFRS budget allocation, Mrs Grant reminded Mrs Thompson that the Organisation's ability to spend had been the result of external influences, ie, CoPE, and sought an update on the current position. Mrs Thompson updated Members and stated that DHSSPS were endeavouring to reach a resolution and finalise the Local Operating Agreement with CPD. Members noted that DHSSPS were hopeful that Legislation would be in place in April 2014 extending BSO's remit to include NIFRS.

Discussion also covered balancing the budget whilst meeting NIFRS statutory responsibilities, budget planning for 2014/15 and benchmarking with other peer Fire & Rescue Services.

The Interim Director of Finance & Performance Management gave Members an overview of the 2013/14 Capital budget allocation. He informed Members that DHSSPS issued an additional capital allocation of £500k on 14 June 2013. NIFRS did not 'bid' for these additional funds, however, DHSSPS have allocated these funds to provide NIFRS with the opportunity to utilise them if possible.

He also informed Members of European Regional Development Funding (ERDF), which must be spent by 31 October 2013. This funding can be used to finance estates efficiency projects, eg, conversions to gas boilers, replacement roofs or windows, etc. Referring to the Economic Appraisal for Boiler Conversions, the Interim Director of Finance & Performance Management outlined his concerns in respect of timeframes and the format of the Appraisal. In order to ensure timeframes are met, he suggested that the Economic Appraisal be progressed on the basis of the required capital outlay only.

At this point,
Mrs Tally and Mrs Thompson left the Meeting

Item 5: Presentation – Imagine TV

Members noted that a presentation regarding Imagine TV's proposed documentary on NIFRS would be given to a future Board Meeting.

The Corporate Communications Manager explained that Mr McCourt, Imagine TV, had met with the BBC to discuss the documentary proposal and, whilst the BBC wishes to take the proposal to the next stage, they have no funding in the current year. It will be the next financial year before the BBC will have budget available. Members noted that this would mean filming may commence in April 2014.

The Interim Chief Executive explained that the Corporate Management Team will be revisiting the proposal in September.

Item 6: Minutes – 28 May 2013

The Minutes of the Meeting held on 28 May 2013, having been printed and circulated, were taken as read and signed as a true record, on the motion of Mr Mack, seconded by Mr Kerr.

Arising out of the Minutes:

Review of Interim Arrangements

Mr Hatch noted that the review of the interim arrangements was to be discussed further at this Meeting and suggested that discussion be deferred to the July Meeting.

The Interim Chief Executive, although excluded from discussions, noted that the Chairman was aware of the need to resolve the matter.

Item 7: Reports from Board Committees, including adoption of Committee Minutes

Audit & Risk Management Committee Minutes – 14 June 2013

The Minutes of the Meeting of the Audit & Risk Management Committee held on 14 June 2013 were circulated at the Meeting for the consideration of Members. It was agreed to defer ratification of the Minutes to the next Board Meeting.

Mrs Grant, Vice-Chairman of the Audit & Risk Management Committee, informed Members that due to the volume of Business for the Meeting, a number of Items had been deferred. It was noted that a further Meeting is scheduled to take place on 1 July 2013.

Mrs Grant reported on the Business discussed at the Meeting as follows:

Controls Assurance Update - 2011/12 Exercise - 2011/12 Controls Assurance Assessments covering Governance and Risk Management outstanding from 2011/12 and 2012/13 Exercise – Corporate Management Team Outcomes approved subject to a Briefing Paper highlighting Outcomes and Action Plan being presented to the Board. The 2012/13 Exercise – IAU Validation also approved.

Banking Controls within NIFRS - the Interim Director of Finance & Performance Management provided a synopsis of the current banking arrangements within NIFRS and the control weaknesses which had been identified in the current system. The Committee noted the action taken and the recommendations emanating from the review. It was also noted that a review of NIFRS bank and cash facilities was on today's Board Agenda.

Annual Accounts (including Governance Statement and Report to those Charged with Governance) – the draft Annual Accounts 2012/13 were presented and the Committee recommends approval. KPMG Auditors presented the Report to those charged with Governance in detail. Financial Statements accompanied by an unqualified audit opinion.

Review of Internal Audit – a Briefing Paper on the Review of the Internal Audit Function within NIFRS was considered. Mrs Grant explained the current position with respect to progressing the options within the Paper noting that a presentation would be made to the September Meeting of the Audit & Risk Management Committee.

Mrs Grant noted that the Committee had approved the following documents –

- Year-End HIA Internal Audit Assurance Statement;
- Audit Needs Assessment 2013-16 and Audit Plan 2013-14; and
- Annual Fraud Return and Fraud Register.

Arising out of the Minutes:

Annual Accounts 2012/13

Members noted that the draft Annual Accounts 2012/13 were reviewed by the Audit & Risk Management Committee at its Meeting on 14 June 2013.

The Interim Director of Finance & Performance Management circulated amendments to the draft Annual Accounts and gave Members an overview of same.

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

Resolved: “to approve the draft Annual Accounts 2012/13 subject to amendments”.

Finance Committee Special Meeting – 25 June 2013

Members noted that a Special Meeting of the Finance Committee had taken place prior to the Board Meeting. The Committee had considered and endorsed the recommendations of the Tender Evaluation Panels for the award of Contracts for BA Training Pods and 4x4 Off Road Vehicles.

Item 8: Chief Executive’s Business - Directors’ Updates

Director of Finance & Performance Management

Members noted the Report from the Director of Finance & Performance Management. Elements of the Report had been discussed previously in the Meeting.

The Interim Director of Finance & Performance Management provided an overview of the financial performance for the period up to 31 May 2013.

Director of Human Resources

Members noted the Report from the Director of Human Resources. The Director of Human Resources summarised the key points –

- Post of Director of Finance closed on 20 June 2013; shortlisting scheduled to take place 2 July 2013. Assessments will be conducted in July with interviews planned for August;
- An Interim Director for the post of Director of Planning, Performance and Corporate Affairs has been appointed through a Recruitment Agency and takes up post on 1 July 2013;
- Retained Recruitment – interviews continuing. Following all other employment checks, it is anticipated that trainees will be appointed in early September 2013;
- Revised NIFRS Code of Procedures on Recruitment & Selection out to consultation with Trade Unions;
- Attendance Management Update including summary of concerns and actions taken.

The Director of Human Resources referred Members to NIFRS target for shifts/days lost per person and explained that the target had been revisited and revised to 9.2 shifts/days lost per person. He noted that DHSSPS were seeking a 5-year target and this had been set at 7 shifts/days lost per person.

In response to question from Mr Hatch, the Director of Human Resources outlined the current process for data collection noting that the exercise was conducted manually.

Mr Hatch expressed concern that NIFRS had not modernised its processes within the key area of Attendance Management. Assistant Chief Fire Officer Ashford advised Members that a review of NIFRS ICT Strategy was planned and will include same.

Director of Operations

Members noted the Report from the Director of Operations. The Interim Chief Fire Officer gave Members an overview of the information presented including –

- Operational Assurance and Audit update - programme of District Audits commenced to quality assure and validate the Area Audit process forming part of the Operations Management Framework. It is anticipated that a Report will be presented to the Service Delivery & Performance Committee;
- Operational Issues of Note;
- Integrated Risk Management Plan (IRMP) update – reported positively on Year 1 Action Plan – full detail will be presented to the Service Delivery & Performance Committee;
- G8 Summit – expressed appreciation to NIFRS personnel for all their work. Members noted that comprehensive discussion had taken place with respect to overtime payment principles which would be fruitful going forward with the development of a Non-Crewing Overtime Policy;
- Emergent issues and update on controls measures noted;
- Key achievements noted – portfolios of evidence in respect of Improving Operational Service Delivery completed June 2013.

The Chairman acknowledged the work and contribution of NIFRS personnel with respect to the G8 Summit.

Mr Hatch referred to the Retained Availability System suggested that the system may provide a basis for Attendance Management. The Interim Chief Fire Officer updated Members on the current position and explained that the specification for the system incorporated a facility to build on the system.

Director of Safety Services

Members noted the Report from the Director of Safety Services. Assistant Chief Fire Officer Ashford provided a synopsis of the key points arising from his Report including –

- GD92 Project – Tender evaluation exercise underway;
- Media Services – procurement commenced with respect to a Category 'A' exercise for Fire Safety Week in October;

- Occupational Health Scheme – update on current position;
- Prevention & Protection Strategy – approved by the Corporate Management Team and on the Agenda for Service Delivery & Performance Committee Meeting.

Planning & Corporate Affairs Directorate

Members noted the Report pertaining to the Planning & Corporate Affairs Directorate. The Interim Chief Executive gave the Meeting an overview of the salient points emanating from the Report.

The Interim Chief Executive referred to the appointment of an Interim Director of Planning & Corporate Affairs and gave Members an overview of the Departments within the Directorate. He also referred to discussions in relation to the alignment of Directorates being appropriate and explained that he would be revisiting the Job Description and role of the post. He noted that, whilst the Business Planning process for next year would be a priority, the Interim Director would be progressing key issues needing addressed.

Mr J Barbour referred to the preparation of a draft Business Case for the new Fire Station in Cushendall and given there is no capital available questioned NIFRS' position in terms of public and political expectations.

The Interim Chief Executive highlighted that no commitment had been by NIFRS with regard to a new Fire Station in Cushendall and it would be for the Board and NIFRS to make a decision regarding priorities. He stated that the Organisation was aware of its requirements in relation to replacement/refurbishment of Stations and therefore needed to have Business Cases prepared and on the shelf. He reiterated that NIFRS had made no commitment with respect to Cushendall.

Director of Support Services

Members noted the Report from the Director of Support Services. Assistant Chief Fire Officer McClintock drew Members' attention to the current position with respect to the Economic Appraisal for externally delivered Specialist Operational Training noting that NIFRS are still awaiting official DHSSPS approval to progress the Economic Appraisal for an interim provision for 2013/14, pending approval of the larger Business Case for the period of 2014-17. He outlined discussions with DHSSPS to progress the Appraisal for the interim provision as the costs were above the delegated limit.

Assistant Chief Fire Officer McClintock explained that this Specialist Operational Training had been identified as essential training and highlighted that NIFRS was reaching the position where it was failing in its statutory duty under Health & Safety and also under the 2006 Order.

The Interim Chief Fire Officer noted that DHSSPS have been working with the Area Commander (Training & Organisational Development) to progress the Economic Appraisal. He emphasised, however, NIFRS were at a point where training could not be delayed any further and explained that he recommended NIFRS proceed with the procurement of training within its delegated limits.

Mr J Barbour concurred with the comments raised and supported the need to progress training.

Mrs Grant suggested that NIFRS should be writing to DHSSPS expressing concern with regard to the matter and highlighting the urgency of progressing the Economic Appraisal.

Mrs Grant sought clarification as the numbers of Economic Appraisals awaiting DHSSPS approval. She proposed that information regarding numbers of Economic Appraisals forwarded to DHSSPS and the average timeframe for receipt of approval be presented to Members. Mr Kerr seconded the proposal.

Item 9: Standing Items

Organisation Improvement Committee

Members noted the draft Minutes of the Organisational Improvement Committee held on 16 May 2013 and also a Report outlining progress to date. The Interim Chief Executive reported positively on progress to date highlighting that a further 11 recommendations had been 'closed off' since the last Board Meeting.

Referring to the comments at the Public Accounts Committee Hearing regarding the External Overview, the Interim Chief Executive assured Members that NIFRS continued to refer to, and work towards, the recommendations emanating from the Overview Report.

The Interim Chief Executive commented on the current position with respect to the recommendations considered 'red' within the progress Report. In particular he referred to the report pertaining to the Wholetime Recruitment Exercise noting that NIFRS will revisit the recommendations from this report when undertaking recruitment exercises in the future.

Mr J Barbour stressed the need for NIFRS to consider this report carefully and to seek a solution which meets the needs of NIFRS.

Desertcreat Project

Members noted a Briefing Note providing an update on the Desertcreat Project. Assistant Chief Fire Officer Ashford gave Members an overview of the current position and stated that a detailed presentation would be given to a future Board Meeting.

Mr Hatch expressed concern regarding the potential running costs for the College after the build and also the impact of travel, etc, to the new location. He suggested that it may be opportune for NIFRS to take stock. Assistant Chief Fire Officer Ashford explained that the running costs have yet to be confirmed within the addendum to the OBC.

Mr J Barbour reiterated his concerns with regard to issues relating to Desertcreat such as security and NIFRS limited input into the Business Case for the project. He explained that he would welcome more detail in conjunction with finance and projected training days, etc.

The Interim Director of Finance & Performance Management explained that within current budgets Desertcreat appeared to be affordable because the current Business Case model illustrates that the cost of Desertcreat going forward is less than what NIFRS are paying for training currently. However from work undertaken recently by NIFRS Finance Directorate he had reason to believe that the business model is overstating current training costs and understating future Desertcreat costs meaning that Desertcreat would not be cheaper than at present. That would not necessarily make it unaffordable but he said it was important that the definition of affordability was better defined in these circumstances. He stated he would continue to analyse the current “as is” position and future NIFRS Desertcreat costs and report back to future Board Meetings.

During further discussion, the Interim Chief Executive assured Members that Assistant Chief Fire Officer Ashford, through the Programme Board, was keeping a watching brief on the Project. He pointed out that NIFRS were committed to the Project and therefore needed to manage same.

WPFG 2013

Members noted a Briefing Note providing an update on WPFG matters. Assistant Chief Fire Officer Ashford reported on the current position with respect to athlete registrations and work to finalise venues, etc. He advised Members that the Schedule for all sports at WPFG was now available on the website.

Assistant Chief Fire Officer Ashford reminded Members that the Opening Ceremony would be held at the King’s Hall on 1 August 2013. He encouraged Members to become involved in the Games.

Item 10: Strategic Standalone Items

Draft Annual Report 2012/13

Members noted the draft NIFRS Annual Report 2012/13.

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

Resolved: “to approve the draft NIFRS Annual Report 2012/13”.

NIFRS Corporate Plan 2013-2016 and Annual Business Plan 2013-2014

Members noted NIFRS Corporate Plan 2013-2016 and Annual Business Plan 2013-2014 had been published.

Draft NIFRS Social Media Policy

Members were informed that the draft NIFRS Social Media Policy had been issued for consultation.

The Corporate Communications Manager gave Members an overview of the draft NIFRS Social Media Policy which sets out the acceptable use of Social Media by NIFRS staff within and outside the work environment. It provides NIFRS staff with best practice guidelines for their own personal safe and responsible use of social media in relation to NIFRS. She stated that NIFRS wishes to avail of the opportunities presented by Social Media and whilst willing to encourage the use of Social Media, NIFRS accepts the need for control mechanisms.

During discussion, Members acknowledged the opportunities Social Media would offer NIFRS in raising its profile and promoting the work of the Organisation but expressed concern in relation to the monitoring and management of same. The Interim Chief Executive explained that NIFRS is currently on Facebook and Twitter and stated the need for this to be managed centrally. He informed Members that the Corporate Communications Department is currently responsible for posting information on Facebook and Twitter on behalf of the Organisation and have responsibility for the overall content management of NIFRS Social Media.

Review of NIFRS Bank & Cash Facilities

Bank Mandates

Members noted a Briefing Note relating to a review of the Bank Mandates for NIFRS' 4 main Bank Accounts held with the Bank of Ireland and maintained at Headquarters, namely:

- Revenue Account;
- Payroll (Operational and Admin) Account;
- Payroll Retained Account; and
- Pensions Account.

The Interim Director of Finance & Performance Management outlined the background to the review of banking controls within NIFRS and the control weaknesses which had been identified within the current system. Members noted that a report on banking control weaknesses, subsequent corrective action and investigation findings had been presented to the Audit & Risk Management Committee at its Meeting on 14 June 2013.

The Interim Director of Finance & Performance Management gave Members a synopsis of the proposals for the new mandates which will ensure that good corporate governance is maintained. He assured Members that the Finance Department will review the Bank Mandates on a regular basis.

Members noted that NIFRS' other 18 accounts and LIFE Scheme Account are also under review but do not form part of the current mandate review.

Proposals for Imprest Accounts (Petty Cash) for Headquarters, Areas and FRSTC

Members noted a Briefing Paper pertaining to an initial review of the Imprest (Petty Cash) Bank Accounts currently held at Area, District and FRSTC.

The Interim Director of Finance & Performance Management explained that options for streamlining the processes and systems, whilst ensuring that good corporate governance is maintained, were being considered. He gave Members an overview of the proposed way forward and noted that consultation with the relevant Area Business Managers had commenced.

Proposals for Electronic Banking Use and Authorisation

Member noted a Briefing Note outlining proposals for Electronic Banking Use and Authorisation.

The Interim Director of Finance & Performance Management gave Members an overview of the review of the electronic banking online Administrators, Accounts, users and user privileges and the proposed future arrangements. He highlighted the Briefing Note is separate from the paper reviewing Banking Mandate signatories.

The Interim Director of Finance & Performance Management answered Members' questions on various aspects relating to the review of NIFRS bank and cash facilities.

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

Resolved: “to approve the proposals for NIFRS Bank Mandates; NIFRS Imprest Accounts for Headquarters, Areas and FRSTC; and NIFRS electronic banking use and authorisation”.

Economic Appraisals

Members noted Executive Summaries for the undernoted Economic Appraisals –

- Cleaning Services;
- NI Community Safety College: NIFRS Resources;
- 4 x Boiler Conversions; and
- Specialist Operational Training.

The Board unanimously approved the Economic Appraisals as follows:

Cleaning Services – on the motion of Mrs Grant, seconded by Mr Kerr;
NI Community Safety College: NIFRS Resources – on the motion of Mrs Grant, seconded by Mr Mack;
4 x Boiler Conversions – on the motion of Mr Hatch, seconded by Mr J Barbour; and
Specialist Operational Training – on the motion of Mrs Grant, seconded by Mr Mack.

Item 9: Relevant Correspondence

There was no relevant correspondence.

Item 10: Sealing of Documents

There were no documents for sealing.

Item 11: Schedule of Future Meetings

Members noted a schedule of future Meetings.

Following a proposal from the Interim Chief Executive, it was agreed that the next Meeting of the Board would be held on 30 July 2013 at 1.30 pm.

THIS CONCLUDED THE BUSINESS
AND THE MEETING TERMINATED
AT 4.45 PM
