

# NORTHERN IRELAND FIRE & RESCUE SERVICE BOARD

## MINUTES OF A MEETING

24 SEPTEMBER 2019

2.40 PM

PRESENT: Mr K Henning, Vice-Chairperson presiding  
Mr M Graham, Chief Fire & Rescue Officer (Interim)  
Mr C Enright  
Mr R Irvine  
Mr P Martin  
Mr G Smyth

APOLOGIES: Ms C McKinney

IN ATTENDANCE: Mr M Deeney, Assistant Chief Fire & Rescue Officer  
(Transformation, Performance & Governance)  
Mr A Jennings, Assistant Chief Fire & Rescue Officer (Service  
Support)  
Mr A Walmsley, Assistant Chief Fire & Rescue Officer (Service  
Delivery)  
Mrs P White, Director of Finance  
Mrs E Magee, Acting Director of Human Resources  
Miss D Reynolds, Head of Planning, Performance &  
Governance  
Ms I Hill, Board Administrative Secretary  
Ms R Morgan, DoH Observer  
Member of Public, Observer

### **Item 1: Apologies:**

Apologies from Members were noted.

### **Item 2: Declaration of Interests**

The Vice-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 there were no apparent conflicts of interest.

### **Item 3: Minutes of Board Meeting – 2 July 2019**

The Minutes of the Board Meeting held on 2 July 2019, having been printed and circulated, were taken as read and signed as a true record on the motion of Mr Martin, seconded by Mr Irvine.

#### **Item 4: Reports from Board Committees, including noting of Committee Minutes and Adoption of Recommendations**

##### **Audit, Risk & Governance Committee – Minutes – 20 June 2019**

The Minutes of the Audit, Risk & Governance Committee Meeting held on 20 June 2019 were noted. It was also noted that the recommendations contained therein were adopted by the Board at its Meeting on 2 July 2019.

##### **Audit, Risk & Governance Committee – Meeting – 11 September 2019**

Members noted that a Meeting of the Audit, Risk & Governance Committee was held on 11 September 2019 and that the Minutes of this Meeting will be presented to the next Board Meeting.

Mr Smyth, Chairperson of the Audit, Risk & Governance Committee, reported on the business of the Meeting. He noted that Internal Audit had provided limited assurance with respect to the Audit of Management and Maintenance of Fleet and Equipment but highlighted that progress is being made.

**Mr Smyth proposed that the Committee's recommendations, as detailed below, be adopted by the Board. This was seconded by Mr Irvine.**

##### ***Audit, Risk & Governance Committee – Recommendations***

- **Acceptance of the Audit of Management and Maintenance of Fleet and Equipment; and**
- **Approval of the Quarter 1 Update on the Corporate Business Plan (April to June 2019), along with the Balanced Scorecard.**

##### **Service Delivery Committee – Minutes – 10 May 2019**

The Minutes of the Service Delivery Committee Meeting held on 10 May 2019 were noted. It was also noted that the recommendations contained therein were adopted by the Board at its Meeting on 22 May 2019.

##### **Service Delivery Committee – Meeting – 19 September 2019**

Members noted that a Meeting of the Service Delivery Committee was held on 19 September 2019 and that the Minutes of this Meeting will be presented to the next Board Meeting.

**Mr Irvine, Chairperson of the Service Delivery Committee, proposed that the Committee's recommendations, as detailed below, be adopted by the Board. This was seconded by Mr Smyth.**

##### ***Service Delivery Committee – Recommendations***

- **Approval of NIFRS Adult Safeguarding Statement, subject to amendment – this is an add-on to NIFRS Child Safeguarding arrangements;**

- **Approval of revised NIFRS Health & Safety Policy – General Policy and revised Risk Assessment Policy, subject to amendment; and subsequently to approve the withdrawal of the Policies as listed below:**
  - **Control of Legionella;**
  - **Control of Asbestos in the Workplace;**
  - **Workplace (Health, Safety & Welfare);**
  - **Provision & Use of Work Equipment;**
  - **Electricity at Work;**
  - **Lifting Operations & Lifting Equipment (LOLER);**
  - **Prevention of Slips, Trips & Falls;**
  - **Public Safety Policy;**
  - **Working at Height in Non-Operational Environment;**
- **Approval of HMO (House in Multiple Occupation) Fire Safety Guide;**
- **Approval of revised NIFRS Operations Policy No 20 – Operational Guidance;**
- **Approval of the proposed updates to NIFRS Risk Calculation, subject to peer review; and**
- **Approval of NIFRS Major Incident Plan.**

#### **Resources Committee – Minutes – 10 May 2019**

The Minutes of the Resources Committee Meeting held on 10 May 2019 were noted. It was also noted that the recommendations contained therein were adopted by the Board at its Meeting on 22 May 2019.

#### **Resources Committee – Meeting – 19 September 2019**

Members noted that a Meeting of the Resources Committee was held on 19 September 2019 and that the Minutes of this Meeting will be presented to the next Board Meeting.

**Mr Henning, Chairperson of the Resources Committee, proposed that the Committee's recommendations, as detailed below, be adopted by the Board. This was seconded by Mr Irvine.**

#### ***Resources Committee – Recommendations***

- **Approval to take forward to Business Case the preferred options for the delivery of a new Finance and HR/Payroll system;**
- **Approval to implement the next phase of the On-Call Firefighter Project Plan with flexibility for the Acting Director of HR and the Lead Operational Officer to amend intake for individual Stations as required depending on the establishment, strength and availability levels at the time of appointment;**
- **Approval of revised NIFRS Code of Procedures on Recruitment & Selection;**
- **Approval of revised NIFRS Attendance Management Policy, subject to amendment;**
- **Approval of revised NIFRS Physical Fitness Policy; and**
- **Approval of draft NIFRS Security Policy.**

## **Item 5: Chairperson's Business**

There was no Chairperson's Business.

## **Item 6: Standalone Strategic Items Standing Order 2.6**

Under Standing Order 2.6, Members of the Remuneration Committee unanimously agreed to recommend to the Board approval to offer employees the option of Pay in Lieu of Notice when ill health retirement is being considered.

**The Board, on the motion of Mr Enright, seconded by Mr Martin, agreed to adopt the recommendation of the Remuneration Committee, as detailed above.**

## **Decisions Making Relating to Statutory Functions of ALBs**

Members noted a Briefing Paper relating to correspondence from the Permanent Secretary relating to decision making relating to statutory functions of ALBs.

The Head of Planning, Performance & Governance updated Members on the current position.

## **Partnerships between DoH and ALBs**

Members noted a Briefing Paper regarding the new Partnership approach between the Department of Health and ALBs.

## **Finance Report**

The Briefing Paper updating Members on the financial position was noted.

The Director of Finance noted that NIFRS had commenced the year with an opening pressure of £3.2m and a Breakeven Plan had been developed to achieve a balanced position. She explained that NIFRS is working to implement the low and medium risk proposals within the Plan, however, a year-end pressure of £2.17m is forecasted. She highlighted that NIFRS is working closely with DoH to manage this pressure and DoH is currently considering a bid for additional funding as part of the September monitoring round.

The Director of Finance gave a detailed overview of the key budget pressures and also an analysis of the year to date expenditure against projected expenditure.

Referring to the Capital budget, the Director of Finance updated Members on the current position.

The Director of Finance updated Members on the current position with respect to the Pension Administration project; Prompt Payment performance; and Business Case approvals.

The Officers answered Members' questions/provided clarification relating to aspects of the information presented.

Mr Smyth noted the improvement in NIFRS' Prompt Payment performance. He commented positively on the measures put in place by the Director of Finance to address this area and extended thanks to the Director of Finance and the team for all their work.

**Item 8: Relevant Correspondence**

There was no relevant correspondence.

**Item 9: Documents for Sealing**

Northern Ireland Fire & Rescue Service with –

Wallace Enterprise Limited – Lease for Office Accommodation – Ballymena Fire Safety Department.

**Item 10: Schedule of Future Meetings**

The schedule of future Meetings, etc, was noted.

Members were informed that the Service Delivery and Resources Committee Meetings were being rescheduled with the provisional date of 21 November 2019 noted.

The Interim Chief Fire & Rescue Officer informed Members that, as part of NIFRS engagement strategy with respect to the Interim Service Delivery Model, the senior team will be meeting with NILGA on Friday. He stated that he would report back to the Board.

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THIS CONCLUDED THE BUSINESS  
AND THE MEETING ENDED  
AT 3.20 PM

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