



Tuesday, 21 March 2023

**(1) MEMBERS OF THE AVON FIRE AUTHORITY**

Councillors B Massey, D Davies, A Ali, J Ashe, S Bromley, E Brown, N Butters, R Eddy, P Goggin, B Hopkinson, R Jacobs, Y Kumar, Y Mohamud, A Monk, B Nutland, R Payne, S Smith, R Tucker, A Varney, D Wilcox and M Shelford  
Independent Person: J Mason

**(2) APPROPRIATE OFFICERS**

**(3) PRESS AND PUBLIC**

Dear Member

You are invited to attend a meeting of the **Avon Fire Authority** to be held on **Wednesday, 29 March 2023** commencing at **14:00 hrs.**

The meeting will be held at **Severn Park Fire and Rescue Training Centre, Smoke Lane, Avonmouth, Bristol, BS11 0YA.** Parking is available on site.

In order to ensure COVID-19 guidance is adhered to risk assessments have been undertaken for live meetings to identify and put in place, the measures required ensuring that meetings take place safely. Further information is available on our website [Avon Fire Authority](http://www.avonfire.gov.uk).

Please note that this meeting will be video recorded and published on our YouTube channel (see the Notes on the next page).

Yours sincerely

**Amanda Brown**  
Clerk to the Fire Authority

**PROVIDING AVON FIRE & RESCUE SERVICE**



Clerk to Avon Fire Authority  
PO Box 37, Police and Fire HQ, Valley Road, Portishead, Bristol BS20 8JJ  
Telephone 0117 926 2061 Extension 231 [the.clerk@avonfire.gov.uk](mailto:the.clerk@avonfire.gov.uk)



Working in partnership with the Gambia Fire & Rescue Service (GF&RS)

## **Notes**

**Attendance Register** – Attendance will be recorded by the Democratic Services Assistant and recorded within the Minutes of the Meeting.

**Code of Conduct – Declaration of Interests:** any Member in attendance who has a personal interest in any matter to be considered at this meeting must disclose the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent. A Member having a prejudicial interest must withdraw from the meeting room or meeting whilst the matter is considered.

**Contact:** for any queries about the Meeting please contact Democratic Services on 0117 926 2061 ext. 231; or by e mail at [the.clerk@avonfire.gov.uk](mailto:the.clerk@avonfire.gov.uk); or in person at Police and Fire HQ, Valley Road, Portishead, Bristol, BS20 8JJ (by appointment during normal office hours only).

**Emergency Evacuation Procedures:** these will be advised at the start of the Meeting if appropriate.

**Exempt Items:** Members are reminded that any Exempt Reports as circulated with this Agenda contain exempt information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s). Members are also reminded of the need to dispose of such reports carefully and are therefore invited to return them to the Clerk at the conclusion of the Meeting for disposal.

**Inspection of Papers:** any person wishing to inspect Minutes, Reports, or a list of the background papers relating to any item on this Agenda should contact Democratic Services as above.

**Public Access:** under Standing Order 21 and providing 2 clear working days' notice has been given to the Clerk ([the.clerk@avonfire.gov.uk](mailto:the.clerk@avonfire.gov.uk)) any resident or representative of a business or voluntary organisation operating in Bristol, South Gloucestershire, Bath and North East Somerset or North Somerset Council may address the Fire Authority or one of its Committees (for no more than 5 minutes) by submitting a written petition or statement. If preferred, the Chair or Clerk can read out a written statement on the individual's behalf. There is a time limit of 30 minutes for all Public Access statements.

**Reports:** reports are identified by the relevant agenda item number.

**Substitutes (for Committees only):** notification of substitutes should have been received from Group Leaders by the Clerk prior to the meeting.

**A G E N D A - Avon Fire Authority Wednesday, 29 March 2023**

**Pages**

**14:00**

- 1. Apologies for Absence**
- 2. Emergency Evacuation Procedures**
- 3. Declaration of Interests**
- 4. Public Access**
- 5. Chair's Business**
- 6. Minutes of the Avon Fire Authority**
  - 6.1 Minutes of the Ordinary Meeting of Avon Fire Authority held on 14 December 2022 5 - 16
  - 6.2 Minutes of the Extraordinary Meeting of Avon Fire Authority held on 17 February 2023 17 - 26
- 7. Minutes of Committee Meetings**
  - 7.1 Ordinary Meeting of Audit, Governance & Ethics Committee held on 22 September 2022 27 - 32
  - 7.2 Ordinary Meeting of People & Culture Committee held on 5 October 2022 33 - 40
  - 7.3 Ordinary Meeting of Performance, Review & Scrutiny Committee held on 7 October 2022 41 - 46
- 8. Appointment of Statutory Finance Officer** 47 - 50
- 9. Annual Update of Service Plan including IRMP** 51 - 92
- 10. Members' Allowances Scheme 2023-24** 93 - 108
- 11. Annual Review of Service Charges 2023-24** 109 - 114
- 12. Pay Policy Statement 2023/24** 115 - 126
- 13. Forward Plan 2023-24** 127 - 128
- 14. Date of next Meeting - 25 April 2023 at 11.00**
- 15. Exclusion of the Press and Public**

To resolve that the public be excluded from the meeting during the

following items of business on the grounds that they contained exempt information pursuant to Schedule 12A, Part 1 of the Local Government Act 1972 and that in accordance with Schedule 12A, Part 2, paragraph 10 of the Local Government Act 1972 the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**16. Confidential Minutes of the Fire Authority**

16.1	Confidential Minutes of the Extraordinary Meeting of Avon Fire Authority held on 22 November 2022	129 - 132
16.2	Confidential Minutes of the Ordinary Meeting of Avon Fire Authority held on 14 December 2022	133 - 136
16.3	Confidential Minutes of the Extraordinary Meeting of Avon Fire Authority held on 17 February 2023	137 - 140

**17. Confidential Minutes of Committee Meetings**

*Exempt Paragraph 3*

17.1	Confidential Minutes of the People & Culture Committee held on 5 October 2022	141 - 144
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