

## NOTICE OF MEETING

<i>Meeting</i>	<b>HFRA Stakeholder Committee</b>	<i>Clerk to the Hampshire Fire and Rescue Authority</i>
<i>Date and Time</i>	<b>Wednesday, 25th September, 2019 2.00 pm</b>	<b>John Coughlan CBE</b>
<i>Place</i>	<b>Room X - HFRS HQ, Eastleigh</b>	<i>The Castle, Winchester Hampshire SO23 8UJ</i>
<i>Enquiries to</i>	<b><u><a href="mailto:members.services@hants.gov.uk">members.services@hants.gov.uk</a></u></b>	

The Openness of Local Government Bodies Regulations are in force, giving a legal right to members of the public to record (film, photograph and audio-record) and report on proceedings at meetings of the Authority, and its committees and/or its sub-committees. The Authority has a protocol on filming, photographing and audio-recording, and reporting at public meetings of the Authority which is available on our website. At the start of the meeting the Chairman will make an announcement that the meeting may be recorded and reported. Anyone who remains at the meeting after the Chairman's announcement will be deemed to have consented to the broadcast of their image and anything they say.

## Agenda

### 1 **APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

### 2 **DECLARATIONS OF INTEREST**

To enable Members to disclose to the meeting any disclosable pecuniary interest they may have in any matter on the agenda for the meeting where that interest is not already entered in the Authority's register of interests, and any other pecuniary or non-pecuniary interests in any such matter that Members may wish to disclose.

### 3 **MINUTES OF THE PREVIOUS MEETING** (Pages 3 - 6)

To approve the open minutes from the meeting held on 16 July 2019.

### 4 **DEPUTATIONS**

Pursuant to Standing Order 19, to receive any deputations to this meeting.

### 5 **CHAIRMAN'S ANNOUNCEMENTS**

To receive any announcements the Chairman may wish to make.

6 **3SFIRE - COMPANY UPDATE** (Pages 7 - 8)

To receive a report from the Chairman of the Board (3SFire), which updates the Committee on the current strategic position of 3SFire Ltd.

7 **EXCLUSION OF PRESS AND PUBLIC**

To resolve that the public be excluded from the meeting during the following items of business, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items there would be disclosure to them of exempt information within Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons set out in the reports.

8 **3SFIRE - RECRUITMENT** (Pages 9 - 12)

To consider an exempt report from the Chairman of the Board (3SFire), which updates Members and seeks approval for the recruitment strategy.

9 **3SFIRE - BUSINESS PLAN AND STRATEGIC DIRECTION**

To receive a verbal update on behalf of the Chairman of the Board (3SFire) and discuss strategic direction regarding the business plan.

10 **EXEMPT MINUTE FROM THE PREVIOUS MEETING** (Pages 13 - 14)

To approve the exempt minute from the Stakeholder Committee meeting that took place on 16 July 2019.

**ABOUT THIS AGENDA:**

This agenda is available on the Hampshire Fire and Rescue Service website ([www.hantsfire.gov.uk](http://www.hantsfire.gov.uk)) and can be provided, on request, in alternative versions (such as large print, Braille or audio) and in alternative languages.

**ABOUT THIS MEETING**

The press and public are welcome to attend the public sessions of the meeting. If you have any particular requirements, for example if you require wheelchair access, please contact [members.services@hants.gov.uk](mailto:members.services@hants.gov.uk) for assistance.

# Agenda Item 3

AT A MEETING of the HFRA Stakeholder Committee of HAMPSHIRE FIRE AND RESCUE AUTHORITY held at Room X, SQH, Eastleigh on Tuesday, 16th July, 2019

Chairman:

\* Councillor Roger Price

Councillor Jonathan Glen

\* Councillor Rhydian Vaughan MBE

\* Councillor Roz Chadd

\* Councillor Sharon Mintoff

\* Present

Also present with the agreement of the Chairman: Councillor Chris Carter

## 1. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Jonathan Glen.

## 2. **DECLARATIONS OF INTEREST**

Members were mindful of their duty to disclose at the meeting any disclosable pecuniary interest they had in any matter on the agenda for the meeting, where that interest was not already entered in the Authority's register of interests, and their ability to disclose any other personal interests in any such matter that they might have wished to disclose.

## 3. **DEPUTATIONS**

There were no deputations for the meeting.

## 4. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone to the first meeting of the HFRA Stakeholder Committee ("the Committee") and introductions were made.

## 5. **3SFIRE STAKEHOLDER COMMITTEE TERMS OF REFERENCE**

The Committee considered a report from the Head of Legal (item 5 in the Minute Book) regarding the Committee's Terms of Reference.

A brief history of the Committee and its formation was given. The role of the Committee was highlighted on page 7 of the pack and it was confirmed that the Directors of the company would look after the day-to-day running of 3SFire Ltd, with the Committee having more of an oversight and exercising the 'Shareholders' reserve power pursuant to Article 4(1).

On page 8 of the pack was a list of functions proposed to remain with Full Authority for decision. Whilst all the functions of the Authority as shareholder had currently been delegated to the Committee, it was suggested that there may be

some decisions, such as dissolving the company, that the Committee may wish to refer to the Full Authority.

The Chairman of the Full Authority was content for delegation of all functions to remain with the Committee and officers agreed that there was no legal implication in doing this. After discussion, the Committee agreed to remove the obligation to refer larger decisions to the Full Authority but accepted that if there was a particularly contentious decision then the Committee may choose to do this if it was felt necessary.

The Committee also discussed the number of meetings that would be required each year. Whilst the terms of reference proposed four meetings, it was agreed that two meetings a year would be sufficient as the Chairman was able to call more if necessary. Whilst in the longer term two meetings a year would work well, it was noted that initially more meetings would likely be held whilst the Committee got established properly.

RESOLVED:

- 1) The Committee approved the draft terms of reference for the 3SFire Ltd Stakeholder Committee at Appendix 1 subject to two amendments:
  - a) That the Committee meet at least **two** times per year rather than four; and
  - b) The section regarding 'Functions Reserved to the Authority' is removed and replaced with an option to refer significant or contentious decisions to the Full Authority should the Stakeholder Committee deem this necessary.
- 2) That the Clerk have delegation to make minor amendments and finalise the Terms of Reference; and
- 3) That it be RECOMMENDED to the Full Authority that the Terms of Reference be approved and included in the constitution.

## 6. **EXCLUSION OF PRESS AND PUBLIC**

It was resolved that the public be excluded from the meeting during the following items of business, as it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items there would be disclosure to them of exempt information within Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons set out in the reports.

## 7. **STAKEHOLDER COMMITTEE GOVERNANCE PRESENTATION**

The Committee received a presentation from Sarah Adamson on behalf of 3SFire Ltd [SEE EXEMPT MINUTE]

8. **3SFIRE LTD - FUTURE COMPANY STRUCTURE**

The Committee considered a report from the Chairman of the Board (3SFire Ltd) (item 8 in the minute book) regarding the future company structure of 3SFire Ltd [SEE EXEMPT MINUTE].

---

Chairman,

This page is intentionally left blank



**HAMPSHIRE  
FIRE AND  
RESCUE  
AUTHORITY**

Purpose: Noted

Date: 25 September 2019

Title: 3SFire - Company Update

Report of: Chairman of the Board (3SFire)

## SUMMARY

1. Following approval from the Hampshire Fire and Rescue Authority Stakeholder Committee in July 2019, an interim company structure has been implemented.
2. This interim structure will change to a permanent structure following the recruitment of a new board of Directors.
3. The company has made good progress at securing a future pipeline of business.
4. The purpose of this report is to inform the stake holder committee of the current strategic position of 3SFire Ltd.

## BACKGROUND

5. Following the meeting of the Hampshire Fire and Rescue Authority Stakeholder Committee the company continues to operate under the interim board. The Board of Directors comprises of Chairman Steve Apter, Matt Roberson and Stewart Adamson.

## 3SFire – The Business

6. The business has continued to be developed in line with the current existing sectors of the Company with new contracts being secured during this period. These sectors remain unchanged to those agreed with HFRA at the inception of the company.
7. Work continues to ensure that delivery of services are sustainable and marketable, however the recruitment of key positions remains a priority and is likely to be concluded prior to the end of 2019.

## RISK ANALYSIS

8. Risks continue to be documented on the Company risk register and these are owned and managed by the Board of Directors.
9. The current commercial environment is very competitive and this continues to be a risk that is mitigated through strong business

development and market positioning. The current staffing structure, with some staff leaving the company in previous months, presents a challenge to this competition risk. The permanent recruitment of a new board of directors is expected to resolve this risk and see the company return to healthy growth.

#### ENVIRONMENTAL AND SUSTAINABILITY IMPACT ASSESSMENT

10. There are no environmental or sustainability impacts from the contents within this report.

#### LEGAL IMPLICATIONS

11. There are no legal implications from the contents of this report.

#### EQUALITY IMPACT ASSESSMENT

12. The proposals in this report are compatible with the provisions of equality and human rights legislation.

#### CONCLUSION

13. 3SFire continues trade in a competitive environment. Risks are managed by the current Directors and growth is expected following the critical recruitment of a new Board.

#### RECOMMENDATION

14. That the Hampshire Fire and Rescue Authority Stakeholder Committee note the contents of this report.

Contact:  
Steve Apter – Chairman of the Board (3SFire)  
[steve.apter@hantsfire.gov.uk](mailto:steve.apter@hantsfire.gov.uk)

By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank