

Fire & Rescue Service Headquarters Summergroves Way Kingston upon Hull HU4 7BB
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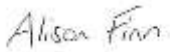
To: Members of the Fire Authority	Enquiries to: Alison Finn Email: committeemanager@humbersidefire.gov.uk Tel. Direct: (01482) 393204 Date: 1 June 2023
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Dear Member

I hereby give you notice that a meeting of **HUMBERSIDE FIRE AUTHORITY** will be held on **FRIDAY, 9 JUNE 2023 at 10.30AM** at **HUMBERSIDE FIRE & RESCUE SERVICE HEADQUARTERS, SUMMERGROVES WAY, KINGSTON UPON HULL, HU4 7BB.**

The business to be transacted is set out below.

Yours sincerely



for Lisa Nicholson
Monitoring Officer & Secretary to Fire Authority

Enc.

A G E N D A

Business	Page Number	Lead	Primary Action Requested
1. Election of Chairperson	-	Monitoring Officer & Secretary	To determine
2. Election of Vice-Chairperson	-	Chairperson	To determine
3. Apologies for absence	-	Chairperson	To record
4. Declarations of Interest	-	Chairperson	To declare
5. Minutes of the Authority meeting held on 28 April 2023	(pages 1 - 6)	Chairperson	To approve
6. Questions by Members	-	Monitoring Officer & Secretary	To receive
7. Communications	-	Chairperson & Chief Fire Officer	To receive
8. Composition of the Fire Authority	(pages 7 - 11)	Monitoring Officer & Secretary	To approve
9. Committee Structure and Composition and Appointment of Panel/Group Members and Member Champions	(pages 12 - 17)	Monitoring Officer & Secretary	To determine

Business	Page Number	Lead	Primary Action Requested
10. Appointment of Group Secretaries	(page 18)	Monitoring Officer & Secretary	To determine
11. Appointment of Member Representatives on certain bodies	(pages 19 - 20)	Monitoring Officer & Secretary	To determine
12. Appointment of Nominated Spokesperson for each Constituent Authority	(pages 21 - 22)	Monitoring Officer & Secretary	To determine
13. Timetable of meetings 2023/24	(page 23)	Monitoring Officer & Secretary	To approve
14. HFA workstreams	(pages 24 - 26)	Monitoring Officer & Secretary	To approve
15. Reaffirmation of the Constitution	(pages 27 - 29)	Monitoring Officer & Secretary	To approve and reaffirm

FRIDAY, 28 APRIL 2023

PRESENT:

Members

Representing East Riding of Yorkshire Council:

Councillors Abraham, Davison, Dennis, Green, Jefferson, Smith and West

Representing Hull City Council:

Councillors Chambers, Dad and Nicola

Representing North Lincolnshire Council:

Councillors Briggs (*Chairperson*) and Grant

Officers of Humberside Fire & Rescue Service

Niall McKiniry - Deputy Chief Fire Officer & Executive Director of Service Delivery, Matthew Sutcliffe - Assistant Chief Fire Officer & Executive Director of Corporate Services, Christine Cooper - Executive Director of People and Development, Kevin Wilson - Executive Director of Finance/Section 151 Officer, Jon Henderson - Area Manager Prevention, Protection, Fleet and Estates, Jason Kirby - Area Manager of Emergency Response, Lisa Nicholson - Monitoring Officer/Secretary and Alison Finn - Committee Manager.

Also in attendance:

External Auditor Gavin Barker (presented Minute 37/23)

Internal Auditor Andrew McCullough (presented Minute 38/23)

The meeting was held at Service Headquarters, Hessle.

31/23 APOLOGIES FOR ABSENCE - Apologies for absence were submitted from Jonathan Evison (Police and Crime Commissioner) and Councillors Belcher, Fox, Lindley, Neal, Patrick, Shepherd, Sherwood, Swinburn and Waltham MBE.

32/23 DECLARATIONS OF INTEREST - There were no declarations of interest.

33/23 MINUTES - Resolved - That the minutes of the meeting of the Authority held on 10 March 2023 be approved as a correct record.

34/23 MINUTES OF THE GOVERNANCE, AUDIT AND SCRUTINY COMMITTEE - Resolved - That the minutes of the Governance, Audit and Scrutiny Committee meetings held on 3 April 2023 be received.

35/23 QUESTIONS BY MEMBERS - there were no questions by Members.

36/23 COMMUNICATIONS - there were no communications.

37/23 EXTERNAL AUDIT: ANNUAL STRATEGY MEMORANDUM 2022/23 – Gavin Barker (Mazars) presented the External Audit Annual Strategy Memorandum for the year ending 31 March 2023.

The Authority was advised that the Audit Strategy Memorandum had not significantly changed compared to those of previous years. The Memorandum presented the same three standard fire and rescue service key risks as it had in the previous year. No changes had been made to the fees for the audit, other

than a 5.2 per cent increase from inflation which was funded through Public Sector Audit Appointments (PSAA). The calculation for misstatements remained the same as previous years with £43,000 sitting as the threshold misstatement to be reported to the Authority.

There were significant workforce challenges across the public auditing sector which was only exacerbated by the return to the 30 September sign off deadline. However, the Authority's audit was relatively simple, so the external auditors were cautiously optimistic to meet the sign off deadline. The impact to the Authority from external auditor performance was minimal, though, there was some effort made to include Key Performance Indicators (KPIs) in the contracts made through PSAA. Ultimately, that proved unfeasible.

The external valuer used in the valuation of land and buildings was, so far, considered to be acceptable by the external auditors. Furthermore, while the external auditors were satisfied that there was not likely to be a change in contributions, the assets and liabilities of the pension fund were likely to vary significantly.

Resolved - That the External Audit Annual Strategy Memorandum 2022/23 be received.

38/23 INTERNAL AUDIT: DIRECTOR OF AUDIT OPINION AND ANNUAL REPORT (2022/23) - Andrew McCullough presented the 2022/23 Annual Report by TiAA on the internal control environment at Humberside Fire and Rescue Service.

In 2022, TiAA commissioned an External Quality Assessment of its internal audit service. The independent assessor was able to conclude that TiAA "generally conforms to the requirements of the Public Sector Internal Audit Standards". "Generally conforms" is the highest rating that can be achieved using the External Quality Assessment model.

The 2022/23 Annual Audit Plan was approved by the Governance, Audit and Scrutiny Committee for the 65 days of internal audit coverage in the year. There were two changes to the Audit Plan during the year. The audit of Community Fire Risk Information System was replaced by a review of secondary contracts at management request. The ICT management controls audit had been deferred to 2023/24 and will form part of a more detailed review. The changes were both approved by the Governance, Audit and Scrutiny Committee.

TiAA was satisfied that, for the areas reviewed during the year, Humberside Fire and Rescue Service had reasonable and effective risk management and governance processes in place. That opinion was based solely on the matters that came to the attention of TiAA during the course of the internal audit reviews carried out during the year and was not an opinion of all elements of the risk management, control and governance processes or the ongoing financial viability or their ability to meet financial obligations which must be obtained by the Humberside Fire and Rescue Service from its various sources of assurance.

Resolved - That the Audit Opinion and Annual Report 2022/23 be received.

39/23 MANAGEMENT ACCOUNTS 2022/23 PERIOD ENDING 28 FEBRUARY 2023 - The Executive Director of Finance/S.151 Officer submitted a report summarising the Management Accounts 2022/23 for the period ending 28 February 2023.

The Authority was forecast an underspend of £0.6m in its revenue budget with the inclusion of the 2023 pay award. The capital account was also underspent by £4.2m as a consequence of slippage on estates work.

Resolved - That the Management Accounts for the period ending 28 February 2023 be received.

40/23 ANNUAL GOVERNANCE STATEMENT 2022/23 - The Assistant Chief Fire Officer & Executive Director of Corporate Services submitted a report summarising the Annual Governance Statement 2022/23.

It was a requirement of the Fire Authority to publish an Annual Governance Statement on a yearly basis. The report set out the Annual Governance Statement (AGS) in respect of 2022/23. Given the content of the Statement, it was felt desirable that the Authority should specifically review the AGS separately from the Annual Accounts, although the AGS would form part of the Annual Accounts, the draft of which would be submitted to the Authority in July 2023.

The Annual Governance Statement set out ensuring that the Authority's business was conducted in accordance with the law and proper standards and was making economic, efficient, and effective use of its resources through its governance arrangements. The AGS was the formal Statement (signed by the Chairperson of the Fire Authority, the Chief Fire Officer & Chief Executive and other Statutory Officers) that recognised, recorded and published the governance arrangements of the Fire Authority.

Ultimately, officers were content that the Annual Governance Statement was effective in identifying the Authority's Governance position. It was explained that the Constitution was reviewed on an annual basis including issues of schemes of delegation.

The draft Annual Governance Statement was considered by the GAS Committee at its meeting of 3 April 2023 and endorsed to the Authority.

Resolved - That the Annual Governance Statement 2022/23 be approved.

41/23 ANTI-FRAUD AND CORRUPTION STATEMENT 2022/23 - The Assistant Chief Fire Officer & Executive Director of Corporate Services submitted a report on the Anti-Fraud and Corruption Statement 2022/23.

Produced in response to the recommendations within an Internal Audit review of Counter Fraud Arrangements, the annual Anti-Fraud and Corruption Statement covered key actions taken throughout the reporting year to provide an assurance of the processes in place. The report covered whistleblowing, anti-bribery, anti-money laundering and anti-fraud and corruption.

The report was considered by the Governance, Audit and Scrutiny (GAS) Committee at the meeting held 3 April 2023. The Committee endorsed the draft Anti-Fraud and Corruption Statement but suggested the Statement could provide clearer evidence where there had been no cases of reported fraudulent activities. As such under Section 6 of the draft Statement, a further paragraph was inserted to reflect the reporting mechanisms and that the Monitoring Officer and Chair of the GAS Committee, who would be notified of any such incidents, could confirm there had been no reported fraudulent activities.

Resolved - That the Anti-Fraud and Corruption Statement 2022/23 be approved.

42/23 USE OF DELEGATED POWERS BY THE CHIEF FIRE OFFICER 2022/23 – The Chief Fire Officer and Chief Executive submitted a report on the use of delegated powers by the Chief Fire Officer which was presented by The Deputy Chief Fire Officer & Executive Director of Service Delivery.

The report provided the Authority with details of the decisions taken by the Chief Fire Officer and Chief Executive during 2022/23 to vary the establishment, under his delegated powers within the Fire Authority's Constitution. Members were asked to note that the report concerned only permanent changes to the establishment. Temporary posts, re-gradings and changes in job content where the post remained substantially the same were not included as such decisions were within the remit of the Chief Fire Officer and Chief Executive under the Constitution.

In the year 2022/23 the following substantive establishment change had been approved under the delegated authority given to the Chief Fire Officer and Chief Executive:

- Deletion of a Watch Manager position within the Corporate Assurance section.

Resolved – That the report be received.

43/23 STAFF PAY AWARD - The Executive Director of People and Development submitted a report on the staff pay award.

The report provided the Authority with an update on the pay position of all the staff groups it employed, including current arrangements and awards made over previous years for comparison.

Grey book (operational) staff had accepted a pay offer of 7 per cent for 2022/23 and 5 per cent for 2023/24 from the National Employers (NJC). Green book (non-operational) staff had rejected a pay offer of a flat rate of £1925 for 2023/24 across all pay spines or a minimum increase of 3.88 per cent on all pay spines plus 3.88% on all allowances with effect from April 2023 from the National Employers (NJC) for Local

Gold Book staff had not had a pay increase for over two years and a benchmark review had not taken place since 2008. Members had agreed an external review of senior officer pay should be undertaken during 2023/24. It was the intent of the Chief Fire Officer and Chief Executive to submit a pay summary report to Members of the Authority annually. That would also incorporate, where necessary, a pay claim for Gold Book staff members under the ‘twin track’ approach as a supplement to the pay summary report.

The table below summarised the pay awards for each staff group since 2017.

Staff Group/Pay Award	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2034/24
Green Book	1%	2%	2%	2.75%	1.75%	£1925	Not agreed
Grey Book	1%	2%	2%	2%	1.5%	7%	5%
Gold Book	1%	2%	2%	2%	1.5%	Not agreed	Not agreed

A 1 per cent pay increase across all staff groups equated to a cost to the Service of £366,000, assumptions for pay awards had been developed to ensure that the Medium-Term Resource Strategy was robust and affordable. Based on previous years, the assumption was made in the Medium-Term Resource Strategy that the Gold book pay offer would be comparable to the Grey book offer and therefore had been funded in the Authority’s MTRS.

The Authority’s budget was kept under continuous review and the effect of any pay offers/awards that were made that adversely affected the Authority’s budget position would be reported in a timely manner and through the quarterly Management Accounts that were considered by the Governance, Audit and Scrutiny Committee and the Authority throughout the financial year.

Resolved - that the Authority note:

- i) That Grey book staff had accepted a pay offer of 7 per cent for 2022/23 and 5 per cent for 2023/24 from the National Employers (NJC) Grey Book.
- ii) That Green book staff had rejected a pay offer of a flat rate of £1925 for 2023/24 across all pay spines or a minimum increase of 3.88 per cent on all pay spines plus 3.88 per cent on all allowances with effect from April 2023 from the National Employers (NJC) for Local Government;
- iii) That the Gold book offer was not comparable to the Grey book offer made to other operational staff and negotiations were ongoing;
- iv) That Gold book staff, unlike Grey and Green book staff were not limited to national collective bargaining and had the facility to negotiate local pay awards through the ‘twin track’ facility with Humberside Fire Authority.

44/23 REVIEW OF THE PREVENTION STRATEGY - The Deputy Chief Fire Officer and Executive Director of Service Delivery submitted a report on the review of the prevention strategy.

The Service’s Prevention Strategy was due for review at the end of the financial year. An increase in fire fatalities, when viewed against previous years, supported the need for a deeper dive review to ensure that Prevention activities were focussed on the most vulnerable from fire. Accidental dwelling fire fatalities for 2022/23 totalled 7 when the average for the previous 5 years had been 5 fatalities. In addition, there were 3 fatalities from a fire following a road traffic collision and 1 from a deliberate fire.

The Service had proactively reviewed the targeting programme, and its work with partners, in line with the data. The Strategy would be amended to broaden the high-risk group and develop partner knowledge to ensure support to the most vulnerable in the community.

The Service's Prevention Strategy broadly had three elements in relation to home fire safety prevention. Those were:

- 1) Proactive targeting of those who were known to be at highest risk of dying in a domestic fire, that risk was identified using national and local fire death data.
- 2) Referrals from partner agencies, such as Health Care, Local Authorities, Police, of those who were deemed to need fire prevention support and advice.
- 3) Post incident targeting. Where properties within proximity of a recent incident were targeted.

In 2022/23 there were 5,110 properties within the proactive targeting group, 1,088 referrals were received and 751 post incident interventions were conducted. The key intervention, for those cases, was a home fire safety visit where personnel assessed risk, gave safety advice and installed smoke detection. The Service had reviewed its proactive targeting programme and as a result, proactive targeting of the high risk group would increase from 5,110 properties to approximately 9,000 properties. Accidental fires in the home that resulted in a fatality would be the main focus of prevention activity. The resourcing model used could be flexed to meet that increased demand.

Resolved - That the report be received and the Strategy be discussed further at a future Member Day.

45/23 EFFICIENCY & PRODUCTIVITY PLAN 2023/24 - The Executive Director of Finance and S.151 Officer and Assistant Chief Fire Officer and Executive Director of Corporate Services submitted a report on the Efficiency and Productivity Plan for 2023/24.

The Minister of State for Crime, Policing and Fire required all Fire and Rescue Authorities to produce an Efficiency and Productivity Plan for the period 2023/24, aligned to Home Office guidance regarding content. The Plan explained how Humberside Fire Authority aimed to deliver efficiencies and increased productivity, against national targets, set for 2021/22 – 2024/25 Spending Review period.

The draft Authority Productivity and Efficiency Plan 2023/24 provided detail of the efficiency and productivity progress of Humberside Fire Authority against the national goals and with due consideration of efficiencies being made, alongside the uptake of the full £4.99 Precept Tax rise flexibility offered within the Spending Review. The Plan was published on the Authority's website and the Authority committed to publishing an annual report on the progress of the Efficiency and Productivity Plan on its website, alongside the Annual Statement of Assurance, in July of each year.

The Authority had achieved non-pay efficiency savings of 2.25 per cent during 2022/23 and planned to achieve 2.42 per cent during 2023/24 and 2.46 per cent during 2024/25. The operational and non-operational workforce was managed through workforce planning arrangements. That identified existing and future vacancies and considered the role requirements and recruitment needs against current priorities, to utilise vacancies more effectively in deciding whether the role be immediately filled or considered for reallocation and re-evaluation into other parts of the Service in line with Service needs.

The Service reported a total of £1.12m in cost savings or avoidance since April 2020 and would continue to use the most appropriate procurement route to meet the needs of the Authority. The Authority was committed to pursuing a 3 per cent increase in productivity in line with national targets, set for the 2021/22 – 2024/25 Spending Review period.

Resolved - That the Efficiency and Productivity Plan 2023/24 for the period 2023/24, as submitted to the Home Office, be approved.

46/23 CHIEF FIRE OFFICER UPDATE - The Deputy Chief Fire Officer/Executive Director of Service Delivery provided a verbal update.

- i. The Efficiency and Productivity Plan was now published on the website.
- ii. The Government was consulting on minimum service levels needed by public services during periods of industrial action. As consultees, the Chief Fire Officer and Deputy Chief Fire Officer would provide a response in consultation with the Chair and Vice-Chair of the Authority.
- iii. The Chief Fire Officer currently chaired the Local Resilience Forum (LRF) on a voluntary basis. A trial was commencing with a paid officer chairing the forum and the Humberside LRF had

volunteered to be one of the 10 forums participating in the trial with a decision to be made later in the year.

- iv. A request had been received for more items to support Ukraine as reserves had almost been exhausted. The UK Fire and Rescue Service had sent three convoys of help including vehicles and would send the fourth and final convey shortly, with the Authority contributing some Fire Fighter personal protective equipment (PPE).
- v. The additional Home Office grant for 2023/24 had been received.
- vi. The Information Commissioner's Office had closed their investigation into the Authority's cyber incident with no action required.
- vii. Bernie McKiernan, a female on-call fire fighter from Snaith Fire Station, who had previously been awarded the British Empire Medal, had been invited and would be attending the King's Coronation on 6 May 2023 at West Minster Abbey.

Resolved - That the update be noted.

COMPOSITION OF THE FIRE AUTHORITY

1. SUMMARY

- 1.1 This report sets out which Members have been appointed to serve on the Fire Authority by each Constituent Unitary Authorities following their annual meetings in May 2023 (Appendix 1).
- 1.2 Appendix 2 details attendance at meetings by Members during the previous municipal year.

2. RECOMMENDATIONS

- 2.1 Members are asked to consider this report and note the appointments to the Fire Authority made by each of the constituent authorities.

3. BACKGROUND

- 3.1 The Authority is comprised of 23 (voting) Members as detailed below:

East Riding of Yorkshire Council	:	8
Kingston upon Hull City Council	:	6
North Lincolnshire Council	:	4
North East Lincolnshire Council	:	4
Police & Crime Commissioner	:	1

- 3.2 The number of seats each Authority is allocated should reflect the political proportionality of that Authority. The political make-up of the Fire Authority will be as follows:

East Riding of Yorkshire Council	:	3 x Conservative 3 x Liberal Democrat 1 x Independent 1 x Labour
Hull City Council	:	3 x Labour 3 x Liberal Democrats
North East Lincolnshire Council	:	3 x Conservative 1 x Labour
North Lincolnshire Council	:	3 x Conservative 1 x Labour

- 3.3 Details of the appointments made by the constituent authorities for 2023/24 are set out in Appendix 1.

4. POLICE AND CRIME ACT 2017

- 4.1 The Policing and Crime Act 2017 provides for Fire Authorities to appoint the Police and Crime Commissioner for their area as a Member of the Fire Authority with full voting rights. Legislative changes to the Combination Orders that established Combined Fire Authorities have now been made to allow the Police and Crime Commissioner for Humberside to become a Member of the Authority with full voting rights.

5. EQUALITY IMPLICATIONS

- 5.1 There is no requirement to carry out an equality impact analysis as this report does not relate to a policy or service delivery change.

6. CONCLUSION

- 6.1 Member are asked to note the appointments made by each of the constituent authorities to the Fire Authority.

Lisa Nicholson
Monitoring Officer/Secretary

Officer Contact

Lisa Nicholson - Monitoring Officer & Secretary

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Background Papers

None

COMPOSITION OF HUMBERSIDE FIRE AUTHORITY 2023/24

23 MEMBERS

1. East Riding of Yorkshire Council (8)

Councillor Peter Astell
Councillor Kevin Casson
Councillor John Dennis
Councillor Coleen Gill
Councillor Lyn Healing
Councillor Richard Meredith
Councillor David Nolan
Councillor Margot Sutton

2. Hull City Council (6)

Councillor Tracey Henry
Councillor Deborah Matthews
Councillor Tracey Neal
Councillor Peter North
Councillor Petrini
Councillor David Woods

3. North East Lincolnshire Council (4)

Councillor Ian Lindley
Councillor Matt Patrick
Councillor Ron Shepherd
Councillor Stewart Swinburn

4. North Lincolnshire Council (4)

Councillor John Briggs
Councillor Mick Grant
Councillor Nigel Sherwood
Councillor Rob Waltham MBE

5. Police and Crime Commissioner (1)

Jonathan Evison

ATTENDANCE BY MEMBERS DURING PREVIOUS MUNICIPAL YEAR (2022/23)

Meetings of Humberside Fire Authority

Members	Forename	Surname	Local Authority	10 June 2022	24 June 2022	22 July 2022	23 September 2022	04 November 2022	02 December 2022	10 February 2023	10 March 2023	28 April 2023	Total Meetings (9) Attended
Councillor	Julie	Abraham	East Riding of Yorkshire Council	0	1	1	1	1	1	1	1	1	8
Councillor	Sharon	Belcher	Hull City Council	0	1	1	1	1	1	0	0	0	5
Councillor	John	Briggs	North Lincolnshire Council	1	1	1	1	1	1	1	1	1	9
Councillor	Linda	Chambers	Hull City Council	1	1	0	1	1	1	0	1	1	7
Councillor	Jackie	Dad	Hull City Council	1	0	1	1	1	1	0	1	1	7
Councillor	Phil	Davison	East Riding of Yorkshire Council	1	1	0	1	0	1	1	1	1	7
Councillor	John	Dennis	East Riding of Yorkshire Council	1	1	0	0	1	1	1	1	1	7
PCC	Jonathan	Evison	Humberside Police	0	0	0	1	0	0	0	0	0	1
Councillor	Caroline	Fox	East Riding of Yorkshire Council	0	0	0	1	1	0	1	0	0	3
Councillor	Mick	Grant	North Lincolnshire Council	1	1	1	0	1	1	1	1	1	8
Councillor	Helen	Green	East Riding of Yorkshire Council	0	1	1	1	1	1	1	1	1	8
Councillor	Barbara	Jefferson	East Riding of Yorkshire Council	1	1	1	0	1	1	1	1	1	8
Councillor	Ian	Lindley	North East Lincolnshire Council	1	1	1	1	1	1	1	1	0	8
Councillor	Shane	McMurray	Hull City Council	1	0	0	1	1	0	0	0	1	4
Councillor	Tracey	Neal	Hull City Council	1	1	1	1	0	1	1	1	0	7
Councillor	Rosie	Nicola	Hull City Council	1	0	1	1	1	1	1	1	1	8
Councillor	Matt	Patrick	North East Lincolnshire Council	1	1	1	1	1	1	0	1	0	7
Councillor	Ron	Shepherd	North East Lincolnshire Council	1	0	1	1	1	1	1	1	0	7
Councillor	Nigel	Sherwood	North Lincolnshire Council	1	1	0	1	1	1	1	1*	0	6
Councillor	Pat	Smith	East Riding of Yorkshire Council	1	1	1	1	1	1	1	1*	1	8
Councillor	Stewart	Swinburn	North East Lincolnshire Council	0	1	1	1	1	1	1	1	0	7
Councillor	Rob	Waltham MBE	North Lincolnshire Council	1	0	1	1	1	1	1	0	0	6
Councillor	Kay	West	East Riding of Yorkshire Council	1	1	1	1	0	1	1	1	1	8

* = attended remotely

Member Days

			07 October 2022	25 November 2022	03 February 2023	24 March 2023	Total Member Days (4) Attended
Councillor	Julie	Abraham	1	1	1	1	4
Councillor	Sharon	Belcher	0	1	0	0	1
Councillor	John	Briggs	1	1	1	0	3
Councillor	Linda	Chambers	1	0	1	1	3
Councillor	Jackie	Dad	1	0	1	0	2
Councillor	Phil	Davison	1	1	1	0	3
Councillor	John	Dennis	1	1	1	1	4
Councillor	Caroline	Fox	1	0	1 *	0	1
Councillor	Mick	Grant	1	1	1	1	4
Councillor	Helen	Green	1	1	1	1	4
Councillor	Barbara	Jefferson	0	1	1 *	1	2
Councillor	Ian	Lindley	1	0	0	0	1
Councillor	Shane	McMurray	1	0	1	0	2
Councillor	Tracey	Neal	1	1 *	1	1	3
Councillor	Rosie	Nicola	1	1	1	0	3
Councillor	Matt	Patrick	1	1	1	1	4
Councillor	Ron	Shepherd	0	0	0	0	0
Councillor	Nigel	Sherwood	1	1	1	1	4
Councillor	Pat	Smith	1	1	1	1	4
Councillor	Stewart	Swinburn	0	0	0	0	0
Councillor	Rob	Waltham MBE	1	0	1	0	2
Councillor	Kay	West	1	0	1	1	3
PCC	Jonathan	Evison	0	0	0	0	0

* = attended remotely

COMMITTEE STRUCTURE & COMPOSITION AND APPOINTMENT OF PANEL/GROUP MEMBERS AND MEMBER CHAMPIONS

1. SUMMARY

- 1.1 Other than the Governance, Audit and Scrutiny Committee the Constitution provides that, should the need arise, the Authority will establish an Appointments Committee (to deal with the appointment of Senior Officers and make recommendations to the Authority), and an Appeals Committee (to hear any appeal against dismissal under the current Conduct and Performance Procedure). In respect to these Committees regard shall be had to the rules on political proportionality.
- 1.2 In accordance with The Firefighters' Pension Scheme (Amendment) (Governance) Regulations 2015 the Authority agreed to establish a Pension Board from 1 April 2015 to oversee compliance in the operation of the Firefighter Pension Scheme (FPS).
- 1.3 In addition to the above-mentioned committees the Authority has previously approved appointments to the following Groups/Panels:
- Equality and Inclusion Group (1 Member)
 - Fire Death and Injury Panel (1 Member from each constituent authority area)
- 1.4. Member Champions are also to be appointed as set out at Appendix 1:
- 1.5. The Authority should confirm the structure of its Committees (proposed as currently adopted and set out in the Constitution) and then consider the size of each Committee. Where the rules of proportionality apply to the allocation of the seats, Group Secretaries will then confirm with the Monitoring Officer/Secretary the nominations to fill the allocated seats. Further, the Authority should make appointments to:
- the Pension Board
 - the Equality and Inclusion Group
 - the Fire Death and Injury Panel
 - Member Champions

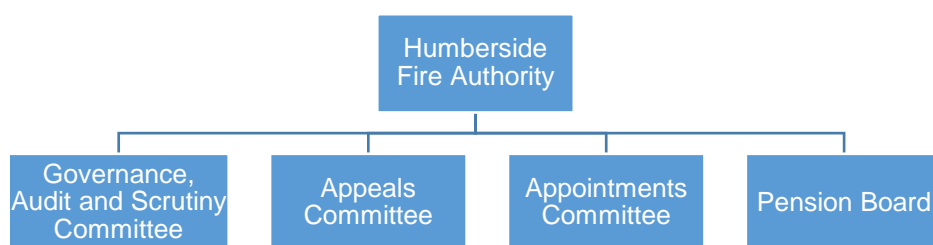
2. RECOMMENDATIONS

- 2.1 It is recommended that the Fire Authority:
- a) approves the Committee structure as set out at section 3.1 of this report.
 - b) determines the size of the Appointments Committee, with Option 2 being the preferred option, as set out at 4.7 of this report;
 - c) determines the allocation of seats on the Appointments Committee, with Option 2 being the preferred option, as set out at 4.7 of this report;
 - d) determines the size of the Appeals Committee as set out at section 4.8 or this report;
 - e) determines the allocation of seats on the Appeals Committee as set out at section 4.9 of this report;
 - f) appoints one Elected Member to serve on the Pensions Board.
 - g) appoints one Elected Member to sit on the Equality and Inclusion Group.

- h) appoints one Elected Member from each constituent authority area to sit on the Fire Death and Injury Panel.
- i) Appoints Elected Members to each Committee (except the Governance, Audit and Scrutiny Committee) by their Groups and submit details via the respective Group Secretaries at the Annual General Meeting or as soon as possible thereafter to the Monitoring Officer/Secretary;
- j) appoints Elected Members to the role of Member Champions as set out at Appendix 1 (see section 4.13 for further detail on the role of Member Champion).

3. BACKGROUND

3.1 The current Committee Structure is as follows:



3.2 The terms of reference of each Committee and the Pensions Board are set out in the Constitution.

4. REPORT DETAIL & OPTIONS/PROPOSALS

Local Government Housing Act 1989 - Political Balance Provisions

4.1 Members are reminded that the political balance provisions of the Local Government and Housing Act 1989 applies to the appointment of Committees of the Fire Authority provided that the Authority may, where there is no dissent, make whatever Committee membership arrangements it wishes. The provisions do not apply to the appointment of Independent Co-opted Members of the Governance, Audit and Scrutiny Committee. The Fire Authority's membership is divided into political groups and the composition of the respective groups expressed as a proportion of the Fire Authority overall will be as follows:

<u>Political Group</u>	<u>No. of Members</u>	<u>As a % of 23 Members</u>
Conservative	9	39.13%
Independent	1	4.35%
Labour	6	26.09%
Liberal Democrats	6	26.09%
Police & Crime Commissioner	1	4.35%

4.2 Section 15(5) of the Act lays down four principles to be followed when applying political proportionality to the membership of committees as follows:

- (i) that not all the seats on a Committee are allocated to the same political group;
- (ii) that the majority of seats on a Committee are allocated to the group having a majority of seats on the Fire Authority;
- (iii) that subject to (i) and (ii) above the number of seats on the ordinary committees of the Fire Authority allocated to each political group bears the same proportion to the total of all the seats on the ordinary committees of the Authority as is borne by the number of Members of that group to the membership of the Authority;

- (iv) that subject to (i) to (iii) above the number of seats on a Committee allocated to each political group bears the same proportion to the number of all the seats on that Committee as is borne by the Members of that group to the membership of the Authority.

4.3 Members are first asked to consider the appropriate size of each Committee to be effective, and from a decision on size will flow the allocation of seats according to the rules of political proportionality (except in respect to the Governance, Audit and Scrutiny Committee).

4.4 As the Authority has agreed that the Governance, Audit and Scrutiny Committee shall not comprise any Elected Members, the Committee is therefore not subject to the rules of political proportionality.

Appointments Committee

4.5 The Appointments Committee currently comprises 8 seats.

Option 1

4.6 Based on political composition of the Authority the allocation of seats as between the respective political groups could be as set out below. The decision to be taken is whether the Independent Member (or PCC) is given the remaining seat (even though proportionally they do not meet the threshold for the seat), or whether the remaining seat is given to either the Conservative, Labour or Liberal Democrat (again, even though proportionally they do not meet the threshold for the seat). Allocating the remaining seat to the Independent Member would be the fairer and politically neutral option.

Committee	Total Seats	Allocation of Seats									
		Conservative		Labour		Liberal Democrats		Independent		PCC	
		No. of seats	No. of seats rounded up	No. of seats	No. of seats rounded up	No. of seats	No. of seats rounded up	No. of seats	No. of seats rounded up	No. of seats	No. of seats rounded up
Appointments Committee	8	3.13	3	2.09	2	2.09	2	0.35	1	0.35	0

Option 2

4.7 The alternative, and preferred, option is to revert back to reducing the size of Appointments Committee to just seven seats, which prior to 2019/20 was the status quo. Based on political composition of the Authority the allocation of seats as between the respective political groups will be as set out below which makes for a cleaner composition.

Committee	Total Seats	Allocation of Seats									
		Conservative		Labour		Liberal Democrats		Independent		PCC	
		No. of seats	No. of seats rounded up	No. of seats	No. of seats rounded up	No. of seats	No. of seats rounded up	No. of seats	No. of seats rounded up	No. of seats	No. of seats rounded up
Appointments Committee	7	2.74	3	1.83	2	1.83	2	0.30	0	0.30	0

Appeals Committee

4.8 The Appeals Committee currently comprises 4 seats.

4.9 Based on political composition of the Authority the allocation of seats as between the respective political groups will be as set out overleaf.

Committee	Total Seats	Allocation of Seats									
		Conservative		Labour		Liberal Democrats		Independent		PCC	
		No. of seats	No. of seats rounded up	No. of seats	No. of seats rounded up	No. of seats	No. of seats rounded up	No. of seats	No. of seats rounded up	No. of seats	No. of seats rounded up
Appeals Committee	4	1.57	2	1.04	1	1.04	1	0.17	0	0.17	0

- 4.10 Provided the Authority approves Recommendations 2(a), 2(b) and 2(c), then if the Group Secretaries are in a position to make nominations to the Committees, then the composition of the Fire Authority's Committees can be determined at the Annual General Meeting, or as practicable as soon as thereafter. Each Committee elects its Chairperson on a meeting by meeting basis.

Pension Board

- 4.11 In accordance with The Firefighters' Pension Scheme (Amendment) (Governance) Regulations 2015 the Authority agreed to establish a Pension Board from 1 April 2015 to oversee compliance in the operation of the Firefighter Pension Scheme (FPS). In 2022/23 the Pension Board comprised as follows:

Employer representatives (2): 1 Elected Member (previously Councillor Shepherd)
1 Officer (Area Manager Emergency Response)

Scheme Member representatives (2): 1 representative nominated by the representative bodies via discussion and agreement at the Joint Consultative Committee (Sam Miller-Hodges)
1 representative selected from expressions of interest by individual HFRS FPS members or those eligible to be HFRS FPS members (Brian Johnson)

All members of the Pension Board must satisfy the applicable criteria.

The Pension Board meets twice a year.

Panels/Groups

- 4.12 In addition to the above-mentioned committees the Authority has previously approved appointments to the following Groups/Panels:
- Equality and Inclusion Group (1 Member)
 - Fire Death and Injury Panel (1 Member from each constituent unitary authority area.)

Member Champions

- 4.13 Members have previously endorsed a proposal to broaden the then existing Member Champion roles to strengthen the Member/Officer partnership in Service Delivery Planning and Scrutiny to achieve the following benefits:

Members will benefit from:

- Working with Officers who are subject matter experts;
- Making contributions to help develop services;
- Gaining a broader understanding of enablers and barriers.

Officers will benefit from Members:

- Broad experience;
- Local knowledge and understanding;
- Political awareness and leadership.

4.14 Members have previously further endorsed that the Chairperson of the Authority will not have an allocated Member Champion role, in recognition of the corporate governance/ leadership relationship with the Chief Fire Officer/Chief Executive and Executive Directors.

4.15 By way of background it was agreed that Executive Directors and Area Managers will facilitate local development sessions for respective Member Champions in order to introduce Members to teams, raise awareness of delivery team responsibilities and current and arising issues. It is proposed that Member Champions will meet with the Directors/Heads of Section for their specific area on a minimum quarterly basis.

4.16 The Authority will need to allocate Member Champion roles as set at Appendix 1.

5. EQUALITY IMPLICATIONS

5.1 There is no requirement to carry out an equality impact analysis as this report does not relate to a policy or service delivery change.

6. CONCLUSION

6.1 The Authority should confirm the structure of its Committees (proposed as currently adopted and set out in the Constitution) and then consider the size of each Committee. Where the rules of proportionality apply to the allocation of the seats, Group Secretaries will then confirm with the Monitoring Officer/Secretary the nominations to fill the allocated seats either at the Annual General Meeting of the Authority, or as soon as practicable thereafter. Further, the Authority should make appointments to:

- the Pension Board
- the Equality and Inclusion Group
- the Fire Death and Injury Panel
- Member Champions

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Background Papers

None

Glossary/Abbreviations

FPS	Firefighters' Pension Scheme
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Member Champions 2023/24

Service Area	Lead Officer	Member Champion Function Area	Number of Member Champions	Appointed Member
Emergency Response	Jason Kirby	Emergency Response – East Riding District	2	
		Emergency Response – Hull District	2	
		Emergency Response – North Lincolnshire District	2	
		Emergency Response – North East Lincolnshire District	2	
		Emergency Preparedness	2	
Prevention, Protection, Fleet & Estates	Jon Henderson	Prevention	1	
		Protection	1	
		Estates	1	
People and Development	Christine Cooper	Human Resources	1	
		Occupational Health and Wellbeing	1	
		Operational Training	1	
		Organisational Development (including EDI)	1	
Service Improvement	Steve Duffield	Corporate Assurance	1	
		Corporate Risk and Intelligence	1	
		Health, Safety and Environment & Operational Learning	1	
		Information and Communication Technology	1	
Finance	Kevin Wilson	Financial Planning	1	

NB The Chairperson of the Fire Authority does not hold a role of Member Champion

APPOINTMENT OF GROUP SECRETARIES

1. SUMMARY

- 1.1 The Constitution provides that each political group represented on the Fire Authority shall appoint a Group Secretary and notify the Monitoring Officer/Secretary of such appointment at the Annual General Meeting of the Fire Authority or as soon as possible thereafter. Paragraph 3.1 outlines the role of Group Secretaries.

2. RECOMMENDATIONS

- 2.1 That the appointment of Group Secretaries be made at the Annual General Meeting of the Fire Authority or be notified to the Monitoring Officer/Secretary as soon as possible thereafter.

3. BACKGROUND

- 3.1 A brief role profile of a Group Secretary is contained in the Constitution (Schedule 2 of Part 2) as set out below:

- (a) *Each political group represented on the HFA shall appoint a Group Secretary. Group Secretaries should be notified to the Secretary at the Annual General Meeting of the HFA or as soon as possible thereafter.*
- (b) *Group Secretaries will ensure that Group Meetings are convened and managed as may be agreed by the particular political group.*
- (c) *Group Secretaries will be the conduit through which substitutions are made and notified to the Secretary. (Note: substitutions are not permitted to the full HFA).*
- (d) *Group Secretaries shall act as a conduit for any information to be disclosed to their political group.*
- (e) *Where a nomination is sought from their group, whether this be as a member of a Committee, Sub-Committee, panel, forum or otherwise, then a Group Secretary shall on behalf of that Group inform the Secretary of such a nomination.*
- (f) *Group Secretaries may request the Secretary to provide meeting facilities prior to meetings of the Authority.*

4. EQUALITY IMPLICATIONS

- 4.1 There is no requirement to carry out an equality impact analysis as this report does not relate to a policy or service delivery

5. CONCLUSION

- 5.1 Members are requested to appoint their Group Secretaries at the Annual General Meeting of the Fire Authority or to notify the Monitoring Officer/Secretary as soon as possible thereafter.

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**APPOINTMENT OF A MEMBER REPRESENTATIVE
ON CERTAIN BODIES**

1. SUMMARY

1.1 Members are asked to consider the appointment of Member representatives on certain bodies.

1.2 These bodies are as follows:

- (a) The Local Government Association (LGA) : 1 representative
Fire Commission
- (b) Yorkshire & Humber (Local Authorities) : 1 representative
Employers' Association - Employment
Committee

2. RECOMMENDATIONS

2.1 That the Fire Authority determines the appointment of its Member representatives/nominees in respect to the bodies listed in paragraph 3.

3. BACKGROUND

Local Government Association (LGA) Fire Commission

3.1 All fire and rescue authorities in England and Wales in membership of the LGA, have a place on the Commission. The Commission provides the opportunity for members to discuss issues of importance for the sector, share good practice, as well as hearing from a range of speakers from government, other sectors and the wider fire community. The Commission provides a sounding board for the Fire Services Management Committee and is an opportunity for the wider membership of the LGA to influence our priorities and activities.

3.2 The practice adopted previously has been that the Chairperson represents the Humberside Fire Authority at the LGA. This is a matter for Members to determine. It was established that, should the need arise the Vice Chairperson would attend as a substitute.

Yorkshire & Humber (Local Authorities) Employers' Association – Employment Committee

3.3 The Humberside Fire Authority is invited to appoint 1 representative to the Y&H Employers' Association (formerly the Local Government Yorkshire & Humber (LGYH) Employers' Committee; the LGYH ceased to exist from 1 April 2015 but the Employers Organisation that was part of the LGYH still functions but under a new constitution). The practice adopted previously was that the Chairperson represented the Fire Authority at the Employers' Committee of the former LGYH. It was established that, should the need arise the Vice Chairperson would attend as a substitute.

4. CONCLUSION

4.1 That the Fire Authority determines the appointment of its Member representatives/nominees in respect to the bodies listed in paragraph 3.

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Background Papers

None

Glossary/Abbreviations

LGA	Local Government Association
LGYH	Local Government Yorkshire & Humber Employers' Committee

**APPOINTMENT OF NOMINATED SPOKESPERSONS
FOR EACH CONSTITUENT AUTHORITY**

1. SUMMARY

- 1.1 This report requests that Members appoint a nominated spokesperson to each Constituent Authority, to answer any questions concerning the Fire Authority at meetings of their respective Authorities.

2. RECOMMENDATIONS

- 2.1 It is recommended that a Member from each Constituent Authority is appointed as a spokesperson.

3. BACKGROUND

- 3.1 At its meeting held on 18 February 2005 (copy attached at Appendix 1, Minute 1326 refers) the Fire Authority approved arrangements for dealing with questions by members of Constituent Unitary Authorities on fire matters. The Fire Authority agreed to nominate a Member from amongst the representatives of each Constituent Unitary Authority to answer questions at meetings of their respective Councils who will be appointed annually at the Annual Meeting of the Fire Authority.

4. EQUALITY IMPLICATIONS

- 4.1 There is no requirement to carry out an equality impact analysis as this report does not relate to a policy or service delivery change.

5. CONCLUSION

- 5.1 Members are requested to appoint a spokesperson from each Constituent Authority.

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Background Papers

None

MINUTE EXTRACT

HUMBERSIDE FIRE AUTHORITY

18 February 2005

1326 QUESTIONS BY MEMBERS OF CONSTITUENT UNITARY AUTHORITIES ON FIRE MATTERS - The Secretary submitted a report, further to Minute 1294 regarding the proposal by North Lincolnshire Council that arrangements be made to allow Members of that Council the opportunity of asking questions at full Council meetings about the functions of Humberside Fire Authority and the work of Humberside Fire and Rescue Service. The matter had been discussed at the Unitary Authority Leaders' meeting held on 19th January, 2005 when all four authorities indicated their desire to re-iterate North Lincolnshire Council's request on their own behalf and asked the Fire Authority to reconsider that request and come to a favourable decision.

Resolved - (a) That the Constituent Unitary Authorities be reminded that the following avenues already exist for obtaining information on Fire Authority matters:

- (i) Members of the Constituent Unitary Authorities who are representatives on the Fire Authority already respond to queries raised at their own Council's, albeit on an informal basis;
- (ii) the Fire Authority has demonstrated its willingness, when requested by a Council to participate in Overview and Scrutiny meetings to discuss fire related issues by authorising the Chair and the Chief Fire Officer & Chief Executive to represent the Fire Authority;
- (iii) a written response is always sent to any written request for information from a Council to the Chairman or Chief Fire Officer & Chief Executive;
- (iv) the Fire Authority consults Councils and the public widely through its fire service planning processes i.e. Integrated Risk Management Plan. These are widely available including via the internet;
- (v) a copy of the Agenda papers for meetings of the Fire Authority is sent to the Chief Executive of each Council for information purposes.

(b) however, for any Constituent Unitary Authority wishing to adopt a formal arrangement for asking questions on Fire Authority functions the Fire Authority approves the request by North Lincolnshire Council, as endorsed by the Unitary Leaders' Group, subject to the following requirements:

- (i) written notice of any question must to be given to the Authority's nominated spokesperson and the Chief Fire Officer & Chief Executive no later than 5 clear working days prior to the relevant Council meeting (excluding the day the question is received (not sent) and the day of the Council meeting), and
- (ii) this arrangement excludes supplementary questions from being asked at the Council meeting.

(c) that the Authority nominate a Member from amongst the representatives of each Constituent Unitary Authority to answer questions at meetings of their respective Councils who will be appointed annually at the Annual Meeting of the Fire Authority.

SCHEDULE OF MEETINGS 2023/24

Date	Meeting
Fri 9 June 2023 (10.30am)	HUMBERSIDE FIRE AUTHORITY AGM
Mon 12 June 2023 (10.00am)	Governance, Audit and Scrutiny Committee AGM
Fri 16 June 2023 (10.00am)	Member Day*
Fri 23 June 2023 (10.30am)	HUMBERSIDE FIRE AUTHORITY
Mon 3 July 2023 (10.00am)	Governance, Audit and Scrutiny Committee
Fri 7 July 2023 (10.00am)	Member Day*
Mon 10 July 2023 (10.30am)	PENSION BOARD AGM
Fri 21 July 2023 (10.30am)	HUMBERSIDE FIRE AUTHORITY
Mon 4 September 2023 (10.00am)	Governance, Audit and Scrutiny Committee
Fri 8 September 2023 (10.00am)	Member Day*
Fri 22 September 2023 (10.30am)	HUMBERSIDE FIRE AUTHORITY
Fri 6 October 2023 (10.00am)	Member Day*
Fri 3 November 2023 (10.30am)	HUMBERSIDE FIRE AUTHORITY
Mon 13 November 2023 (10.00am)	Governance, Audit and Scrutiny Committee
Fri 1 December 2023 (10.30am)	HUMBERSIDE FIRE AUTHORITY
Mon 22 January 2024 (10.00am)	Governance, Audit and Scrutiny Committee
Mon 29 January 2024 (10.30am)	PENSION BOARD
Fri 2 February 2024 (10.00am)	Member Day*
Fri 9 February 2024 (10.30am)	HUMBERSIDE FIRE AUTHORITY <i>(Budget and Precept setting)</i>
Mon 19 February 2024 (10.00am)	Governance, Audit and Scrutiny Committee
Fri 8 March 2024 (10.30am)	HUMBERSIDE FIRE AUTHORITY
Fri 22 March 2024 (10.00am)	Member Day*
Mon 8 April 2024 (10.00am)	Governance, Audit and Scrutiny Committee
Fri 26 April 2024 (10.30am)	HUMBERSIDE FIRE AUTHORITY
Fri 7 June 2024 (10.30am)	HUMBERSIDE FIRE AUTHORITY AGM

* Member Days not open to the public

HUMBERSIDE FIRE AUTHORITY WORKSTREAMS

1. SUMMARY

- 1.1 In line with the Constitution, each Committee should receive annually a report which outlines broadly the substantive reports that Members, as a minimum, can expect to receive during the forthcoming year. Article 4 of the Constitution sets out the functions of the Fire Authority and this informs the reports that the Authority will consider over the course of the year.

2. RECOMMENDATIONS

- 2.1 It is recommended that the Authority approves the workstreams for 2023/24 as set out at Appendix 1.

3. BACKGROUND

- 3.1 In line with the Constitution, each Committee should receive annually a report which outlines broadly the substantive reports that Members, as a minimum, can expect to receive during the forthcoming year. Article 4 of the Constitution sets out the functions of the Fire Authority and this informs the reports that the Authority will consider over the course of the year.
- 3.2 The intention behind the workstreams is to provide Members with a broad indication of the reports that they can expect to receive during the year. This also will enable forward planning for the Strategic Leadership Team and the Fire Authority. The proposed workstreams set out in Appendix 1 are not exhaustive but are indicative.

4. EQUALITY IMPLICATIONS

- 4.1 There is no requirement to carry out an equality impact analysis as this report does not relate to a policy or service delivery

5. CONCLUSION

- 5.1 Members are asked to approve the Authority's workstreams for 2023/24 as set out at Appendix 1.

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Background Papers

None

Humberside Fire Authority Workstreams 2023/24

The workstreams below are not exhaustive but are indicative.

1. 23 June 2023
<ul style="list-style-type: none"> • Treasury Management Annual Report 2022/23 • Annual Performance Report • Occupational Health Performance Bi-Annual Report • Workforce Planning • Approval of Strategic Plan and CRMP 2021-24 3 Year Refresh • Unwanted Fire Signals Update • HMICFRS Update by exception • Chief Fire Officer Update
2. 21 July 2023
<ul style="list-style-type: none"> • Approval of Annual Statement of Accounts 2022/23 • Annual Statement of Assurance • Values and Culture in Fire and Rescue Services • HMICFRS Update by exception • Chief Fire Office Update
3. 22 September 2023
<ul style="list-style-type: none"> • Management Accounts Period ending 30 June 2023 • External Audit Completion Report • Annual Statement of Accounts • Financial Outlook 2023/24 Onwards • EDI Annual Report 2022/23 • HMICFRS Update • Chief Fire Office Update
4. 3 November 2023
<ul style="list-style-type: none"> • Management Accounts period ending 30 September 2023 • Bi-Annual Performance Report October 2022 – March 2023 • Occupational Health Performance Bi-Annual Report October 2022 – March 2023 • Workforce Planning • HMICFRS Update by exception • Chief Fire Office Update
5. 1 December 2023
<ul style="list-style-type: none"> • Treasury Management Half Year Report 2023/24 • Draft Medium-Term Resource Strategy 2024-25 – 2027/28 • Capital Programme 2024/25 Onwards – Vehicles, Estates and ICT • Approval to Consult on Strategic Plan and CRMP 2024-27 • HMICFRS Update by exception • Chief Fire Office Update
6. 9 February 2024
<ul style="list-style-type: none"> • Auditors Annual Report 2022/23 • Management Accounts Period ending 31 December 2023 • Approval of Precept and Medium-Term Resource Strategy 2024/25 to 2026/27 • Fees and Charges 2024/25 • Members' Allowances 2024/25 • HMICFRS Update by exception • Chief Fire Office Update

7.	8 March 2024
	<ul style="list-style-type: none"> • Internal Audit Plan 2024/25 • Treasury Management and Capital Expenditure Strategy 2024/25 • Pay Policy Statement 2024/25 • Performance Reporting and Service Performance Indicators • Approval of Strategic Plan and CRMP 2024-27 • Gender, Ethnicity and Disability Pay gap • Suggested Scrutiny Topics for 2024/25 • HMICFRS Update by exception • Chief Fire Office Update
8.	26 April 2024
	<ul style="list-style-type: none"> • Annual Strategy Memorandum • Director of Audit Opinion and Annual Report (2023/24) • Management Accounts 2023/24 Period ending 29 February 2024 • Annual Governance Statement 2023/24 • Anti-Fraud and Corruption Statement 2023/24 • Use of Delegated Powers under Fire Authority Constitution by Chief Fire Officer & Chief Executive 2023/24 • Staff Pay Award • HMICFRS Update by exception • Chief Fire Office Update

REAFFIRMATION OF THE CONSTITUTION

1. SUMMARY

- 1.1 Since the last iteration of the Constitution a few minor amendments are required to correct typographical errors and update terminology.
- 1.2 The minor amendments and reason for them are set out at Appendix 1 of this report for Members' consideration.
- 1.3 Members are requested to approve the changes and reaffirm the Constitution.

2. RECOMMENDATIONS

- 2.1 It is recommended that the Fire Authority approves the minor amendments to the Constitution, as set out at Appendix 1, and reaffirms the Constitution as published on the Authority's [website](#).

3. REPORT DETAIL & OPTIONS/PROPOSALS

- 3.1 Since the last iteration of the Constitution a few minor amendments are required to correct typographical errors and update terminology.
- 3.2 The amendments and reason for them are set out at Appendix 1 of this report for Members consideration.

4. EQUALITY IMPLICATIONS

- 4.1 There is no requirement to carry out an equality impact analysis as this report does not relate to a policy or service delivery change.

5. CONCLUSION

- 5.1 Members are requested to approve the amendments, as set out at Appendix 1, and reaffirm the Constitution as published on the Authority's [website](#).

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Background Papers

None

Amendments to the Constitution

Summary of changes to be made	Comment
<p>PART 2: THE HUMBERSIDE FIRE AUTHORITY CONSTITUTIONAL FRAMEWORK</p> <p>Article 4 – Humberside Fire Authority – Full Authority Meetings</p> <p>4.1 <u>MEANINGS</u></p> <p>(a) Policy Framework</p> <p>The Policy Framework comprises all major corporate plans and strategies of the HFA and includes:</p> <p>(i) Community Integrated Risk Management Plan (CRMP)</p> <p>(ii) Strategic Plan</p> <p>4.2 <u>FUNCTIONS OF THE FULL FIRE AUTHORITY</u></p> <p>(a) Approving or adopting the Policy Framework (the Strategic Plan and Integrated Community Risk Management Plan (ICRMP);</p> <p>4.3 <u>MEETINGS</u></p> <p>There are three types of HFA meetings:</p> <p>(a) The Annual General Meeting (AGM), which meets in late May or early June in each year;</p>	<p>Integrated Risk Management Plan (IRMP) now known as the Community Risk Management Plan (CRMP).</p> <p>The HFA AGM takes place in early June now to allow sufficient time for each Constituent Authority to hold its AGM in May and notify the HFA of its nominated members.</p>
<p>Article 6 – Governance, Audit and Scrutiny Committee</p> <p>6.1 <u>COMPOSITION</u></p> <p>(c) The Chairperson of the Committee may be appointed annually at the Annual General Meeting of the HFA or elected at the first meeting of the Governance, Audit and Scrutiny Committee Annual General Meeting of the Governance, Audit and Scrutiny Committee.</p>	<p>The Chairperson is always elected at the GAS Committee AGM (or HFA AGM).</p>

Summary of changes to be made	Comment
<p>6.4 FUNCTIONS</p> <p>6.4.1 Governance and Risk</p> <p>(f) Reviewing arrangements for the assessment of fraud risks and potential harm from fraud and corruption and monitor the effectiveness of the counter fraud strategy, actions and resources anti-fraud related policies.</p> <p>6.4.6 Other Responsibilities</p> <p>(a) Producing an Annual Report that provides details of the Committee's work, evaluates its performance during the preceding year and confirms whether all allocated responsibilities have been carried out.</p> <p>(b) Preparation of reports on issues highlighted by the Committee recommending appropriate actions for consideration by the HFA or their statutory officers.</p> <p>6.6 Regular Reports</p> <p>The Committee will receive the reports relating to the following issues on a regular basis as part of its audit function:</p> <ul style="list-style-type: none"> • treasury management (annual report) • annual accounts (annual report) • management accounts (biannual reports) • internal audit (frequent updates and annual report) • external audit (frequent updates and annual report) • risk management (annual report) 	<p>All counter fraud activity is now aligned to a number of anti-fraud policies.</p> <p>Following the change to the GAS Committee's terms of reference, as approved by HFA on 7 December 2020, the Committee no longer produces an annual report but instead uses a recommendations action tracker to monitor progress made against any recommendations made.</p> <p>Likewise, any recommendations made to the HFA by the Committee are recorded through the Minutes of the GAS Committee meetings which are then received by the HFA at their next meeting.</p> <p>The HFA receives an update on risk management through the Annual and Bi-Annual performance report.</p>
<p>PART 7: MANAGEMENT STRUCTURE</p> <p>Updated Management Structure chart inserted.</p>	