

Fire & Rescue Service Headquarters Summergroves Way Kingston upon Hull HU4 7BB
Telephone 01482 565333

To: Members of the Fire Authority	Enquiries to: Alison Finn Email: committeemanager@humbersidefire.gov.uk Tel. Direct: (01482) 393204 Date: 30 May 2024
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Dear Member

I hereby give you notice that a meeting of **HUMBERSIDE FIRE AUTHORITY** will be held on **FRIDAY, 7 JUNE 2024 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

Alison Finn.

**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 26 April 2024	(pages 1 - 5)	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 6 - 10)	Monitoring Officer & Secretary	To approve
9. Committee Structure and Composition and Appointment of Panel/Group Members and Member Champions	(pages 11 - 16)	Monitoring Officer & Secretary	To determine

Business	Page Number	Lead	Primary Action Requested
10. Appointment of Group Secretaries	(page 17)	Monitoring Officer & Secretary	To determine
11. Appointment of Member Representatives on certain bodies	(pages 18 - 19)	Monitoring Officer & Secretary	To determine
12. Appointment of Nominated Spokesperson for each Constituent Authority	(pages 20 - 21)	Monitoring Officer & Secretary	To determine
13. Timetable of meetings 2024/25	(page 22)	Monitoring Officer & Secretary	To approve
14. HFA workstreams	(pages 23 - 25)	Monitoring Officer & Secretary	To approve
15. Reaffirmation of the Constitution	(page 26)	Monitoring Officer & Secretary	To reaffirm

FRIDAY, 26 APRIL 2024

PRESENT:

Members

Representing East Riding of Yorkshire Council:

Councillors Casson, Dennis, Meredith, Sutton and Whyte

Representing Hull City Council:

Councillors Henry, Neal, Petrini and Woods

Representing North East Lincolnshire Council:

Councillors Lindley, Patrick, Shepherd and Swinburn

Representing North Lincolnshire Council:

Councillors Grant, Sherwood and Waltham MBE

Officers of Humberside Fire & Rescue Service

Phil Shillito - Chief Fire Officer & Chief Executive, 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, Martyn Ransom - Executive Director of Finance/Section 151 Officer, Jon Henderson - Area Manager Prevention, Protection, Fleet and Estates, Jason Kirby - Area Manager of Emergency Response, Steve Duffield - Area Manager of Service Improvement, Lisa Nicholson - Monitoring Officer/Secretary and Alison Finn - Committee Manager.

Also in attendance:

Internal Auditor David Robinson (presented Minute 39/24).

The meeting was held at Service Headquarters, Hessle.

Members of the Fire Authority held a minute silence to remember Councillor Briggs, Chairman of the Fire Authority, who had sadly died. Members thanked Councillor Woods for his time on the Fire Authority as he was standing down at the next local elections in May 2024.

34/24 APOLOGIES FOR ABSENCE - Apologies for absence were submitted from Jonathan Evison (Police and Crime Commissioner) and Councillors Gill, Heslop-Mullens, Matthews, North and Pickering.

35/24 DECLARATIONS OF INTEREST - There were no declarations of interest.

36/24 MINUTES - Resolved - That the minutes of the meeting of the Authority held on 8 March 2024 be approved as a correct record.

37/24 QUESTIONS BY MEMBERS - there were no questions by Members.

38/24 COMMUNICATIONS -

- The Productivity and Efficiency Plan 2024/25 had been sent to the Home Office and published on the website.
- The Service was continuing to receive updates on the progressing of Minimum Service Levels, an update of which would be brought to Members at a future meeting or Member Day.

- The Annual Statement of Assurance for 2022/23 and 2023/24 had been submitted to the Home Office following a new request that all Fire and Rescue Services submit the 2022/23 and 2023/24 Statements by 17th May.
- The National Employers for Fire and Rescue Services had made a pay offer of 4 per cent to the Fire Brigades Union (FBU). Having assessed the offer, the FBU Executive Council had unanimously agreed to recommend that members should vote to accept the offer.

39/24 INTERNAL AUDIT: DIRECTOR OF AUDIT OPINION AND ANNUAL REPORT (2023/24) – David Robinson presented the 2023/24 Annual Report by TIAA on the internal control environment at Humberside Fire and Rescue Service.

The 2023/24 Annual Audit Plan approved by the Governance, Audit and Scrutiny Committee was for 65 days of internal audit coverage in the year. There was one extra audit carried out which was in addition to the work set out in the Annual Audit Plan. That was for a review of Procurement and was requested by the Governance, Audit and Scrutiny Committee.

TIAA carried out nine reviews, which were designed to ascertain the extent to which the internal controls in the system were adequate to ensure that activities and procedures were operating to achieve Humberside Fire and Rescue Service’s objectives. For each assurance review an assessment of the combined effectiveness of the controls in mitigating the key controls was provided.

TIAA was satisfied that, for the areas reviewed during the year, Humberside Fire and Rescue Service had reasonable and effective risk management, control 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 on 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 Humberside Fire and Rescue Service from its various sources of assurance.

Resolved - That the Audit Opinion and Annual Report 2023/24 be received.

40/24 MANAGEMENT ACCOUNTS 2023/24 PERIOD ENDING 31 MARCH 2024 - The Executive Director of Finance/S.151 Officer submitted a report summarising the Management Accounts 2023/24 for the period ending 29 February 2024.

The summary estimated outturn position for the current financial year based on information to 29 February 2024 was as follows:

CATEGORY	2023/24 OUTTURN PROJECTION
HFA	
Revenue Budget	£0.296m underspend
Capital Programme	£2.089 spend against a £6.719m allocation
Pensions Account	£14.366m deficit

That was the final set of Management Accounts for the 2023/24 financial year and work was now well underway to compile the published Annual Statement of Accounts for 2023/24.

Further details on all of those areas were available electronically alongside the agenda papers on the Fire Authority’s website at www.humbersidefire.gov.uk/fire-authority.

Resolved - That the Management Accounts for the period ending 29 February 2024 be received.

41/24 USE OF DELEGATED POWERS BY THE CHIEF FIRE OFFICER 2023/24 – 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 2023/24 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 2023/24 the following substantive establishment changes had been approved under the delegated authority given to the Chief Fire Officer & Chief Executive:

- (i) Increase the establishment of the Finance team from 11.28 FTE to 14.28 FTE through the creation of the following posts:
 - 1 x Grade 6 Finance Assistant
 - 1 x Grade 8 Procurement Officer
 - 1 x Grade 10 Senior Finance Officer
- (ii) The creation of one full time Grade 10 Service Improvement Supervisor post within Corporate Assurance.
- (iii) The creation of one full time Grade 6 Administrative Assistant within HR.

Resolved - That the report be received.

42/24 PRODUCTIVITY AND EFFICIENCY PLAN 2024/25 - 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 2024/25.

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 2024/25, aligned to Home Office guidance regarding content. In simple terms, 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 HFA Productivity and Efficiency Plan 2024/25 provided detail of the efficiency and productivity progress of HFA against the national goals and with due consideration of efficiencies being made, alongside the rise of 2.99 per cent in Precept. 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 3.19 per cent during 2023/24 which was more than the target of 2.42 per cent that was published in the Productivity and Efficiency Plan for 2023/24. 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 had recorded cashable, non-cashable and cost avoidance savings of £569k through the efficient and effective implementation of good procurement practices since April 2022 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 for the period 2024/25, as submitted to the Home Office, be approved.

43/24 CULTURE UPDATE - HMICFRS MISCONDUCT QUESTIONNAIRE FEEDBACK - The Assistant Chief Fire Officer and Executive Director of Corporate Services submitted a verbal update on the HMICFRS Misconduct Questionnaire.

In 2023, Crest Advisory, on behalf of HMICFRS, conducted a comprehensive online survey among fire and rescue service staff, aiming to gauge their experiences and perceptions regarding misconduct within

the sector. The survey was open from 1 November to 15 December 2023 and received 82 completed responses from HFRS, representing 8% of the workforce.

- 60 per cent of respondents reported experiencing and/or witnessing misconduct in the previous 12 months.
- Half (49.6 per cent) believed misconduct-related behaviours or attitudes had improved over time.
- 31 per cent believed they had remained the same, while 19% perceived a worsening trend.
- Approximately 80 per cent found training on bullying/harassment and discrimination useful, with around 65 per cent finding cultural awareness and unconscious bias training beneficial.
- 93 per cent of respondents were confident in reporting misconduct and understanding social media use expectations.
- From a line manager's perspective, 63 per cent felt supported in flagging issues, while 89 per cent feel empowered to promote good behaviour standards. 88 per cent believed they, as line managers, set the team culture and 73 per cent felt they could address misconduct-related behaviours without losing support.

Currently Corporate Assurance was working through the actions identified in the RealWorldHR staff engagement survey report and mapping these, alongside other people and culture related publications (such as HMICFRS Values & Culture spotlight report and now the Crest Advisory report), into one overarching action plan, providing a gap analysis that would ensure no areas were missed or not actioned. Ultimately that would then form part of the Service Improvement Plan and the Culture Working Group would be tasked with realising the actions and outcomes identified from this mapping exercise. At the same time, through a People centred approach communication plan, staff would be kept abreast of progress, engaged with and utilised as part of the solution.

The Chief Fire Officer had recently written to all staff to inform them of the Crest Advisory findings and to assure them that the Service remained committed to acting whenever an issue was raised and to upholding the Core Code of Ethics, evidenced by the firm approach taken during 2023/24 in taking necessary disciplinary action against individuals.

It was recognised, however, that this was not a quick fix and would take quite a period of time and require a sustained effort to realise cultural change.

Resolved - That the update be received.

44/24 HMICFRS UPDATE - The Assistant Chief Fire Officer and Executive Director of Corporate Services submitted a verbal update on HMICFRS.

- i. HMICFRS would be undertaking its Round 3 inspection of the Service from 30 July until end of September this year.
- ii. The Service Liaison Lead attended the Service this week and the Service had now received the template timetable from the inspectorate, focussed on all elements of Service activity.
- iii. A document return of 53 documents (including Service policies and plans) was required to be submitted to the inspectorate in July.
- iv. In addition, the Service also had to submit a Self-Assessment against HMICFRS template questions (2000-word limit).
- v. HMICFRS had now introduced an additional rating of 'Adequate' and would no longer make gradings against the three pillars of Effectiveness, Efficient and People, but rather grade against 11 individual areas.

Resolved - That the update be received.

45/24 CHIEF FIRE OFFICER UPDATE - The Chief Fire Officer and Chief Executive provided a verbal update.

- i. The Passing Out Parade of 10 April was the first of its kind that celebrated the combination of Full-time recruits, On-call recruits, Control Room operators and non-operational staff joining the service recently.
- ii. The Community Interview Panel had been created to aid the recruitment process and was currently out to advert for volunteers to join the panel. The Service had recently introduced

FlashApp, an App developed and rolled out across the Service to provide dynamic operational information. All staff involved in were thanked for their contribution in developing the App.

- iii. A request had been received from Government to all Fire and Rescue Services to provide a further update on their implementation against the Grenfell Tower recommendations. The Service had implemented all the recommendations previously.

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 2024 (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	:	2 x Conservative 1 x Independent 1 x Labour
North Lincolnshire Council	:	3 x Conservative 1 x Labour

- 3.3 Details of the appointments made by the constituent authorities for 2024/25 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 2024/25

23 MEMBERS

1. East Riding of Yorkshire Council (8)

Councillor Kevin Casson
Councillor John Dennis
Councillor Coleen Gill
Councillor Mike Heslop-Mullens
Councillor Richard Meredith
Councillor Simon Pickering
Councillor Margot Sutton
Councillor Samantha Whyte

2. Hull City Council (6)

Councillor Rhiannon Beeson
Councillor Hester Bridges
Councillor Tracey Henry
Councillor Shane McMurray
Councillor Tracey Neal
Councillor Peter North

3. North East Lincolnshire Council (4)

Councillor Les Bonner
Councillor Ian Lindley
Councillor Matt Patrick
Councillor Ron Shepherd

4. North Lincolnshire Council (4)

Councillor Mick Grant
Councillor Ogg
Councillor Nigel Sherwood
Councillor Rob Waltham MBE

5. Police and Crime Commissioner (1)

Jonathan Evison

Appendix 2

ATTENDANCE BY MEMBERS DURING PREVIOUS MUNICIPAL YEAR (2023/24)

Meetings of Humberside Fire Authority

Members	Forename	Surname	Local Authority	09 June 2023	23 June 2023	21 July 2023	22 September 2023	03 November 2023	01 December 2023	09 February 2024	08 March 2024	26 April 2024	Total Meetings (9) Attended	
Councillor	Peter	Astell	East Riding of Yorkshire Council	1	1	1	1	1	1	x	x	x	6	Died on 3/12/23
Councillor	John	Briggs	North Lincolnshire Council	1	1	1	1	1	1	1	0	x	7	Died on 13/3/24
Councillor	Kevin	Casson	East Riding of Yorkshire Council	1	1	1	1	1	1	1	1		8	
Councillor	John	Dennis	East Riding of Yorkshire Council	0	1	1	1	1	0	0	1		5	
PCC	Jonathan	Evison	Humberside Police	0	1	0	0	0	0	0	0		1	
Councillor	Coleen	Gill	East Riding of Yorkshire Council	1	0	1	0	1	1	1	1		6	
Councillor	Mick	Grant	North Lincolnshire Council	1	1	1	1	1	1	1	1		8	
Councillor	Lyn	Healing	East Riding of Yorkshire Council	1	1	0	0	1	0	0	x		3	Left HFA 19/2/24
Councillor	Tracey	Henry	Hull City Council	1	1	1	1	1	1	1	0		7	
Councillor	Mike	Heslop-Mullens	East Riding of Yorkshire Council	x	x	x	x	x	x	1	1		2	Joined HFA 22/1/24
Councillor	Ian	Lindley	North East Lincolnshire Council	1	1	1	0	1	1	1	1		7	
Councillor	Deborah	Matthews	Hull City Council	1	1	1	0	0	0	1	1		5	
Councillor	Richard	Meredith	East Riding of Yorkshire Council	1	1	1	1	0	1	1	1		7	
Councillor	Tracey	Neal	Hull City Council	1	1	1	1	1	0	1	1		7	
Councillor	David	Nolan	East Riding of Yorkshire Council	1	1	1	0	1	0	x	x	x	4	Left HFA 11/1/24
Councillor	Peter	North	Hull City Council	1	0	1	1	1	0	1	0		5	
Councillor	Matt	Patrick	North East Lincolnshire Council	1	1	1	1	1	1	1	1		8	
Councillor	Lynne	Petrini	Hull City Council	1	1	0	1	0	1	1	1		6	
Councillor	Simon	Pickering	East Riding of Yorkshire Council	x	x	x	x	x	x	0	1		1	Joined HFA 15/12/23
Councillor	Ron	Shepherd	North East Lincolnshire Council	1	1	1	1	1	1	1	1		8	
Councillor	Nigel	Sherwood	North Lincolnshire Council	1	1	1	1	1	1	1	1		8	
Councillor	Margot	Sutton	East Riding of Yorkshire Council	1	1	1	1	1	1	1	1		8	
Councillor	Stewart	Swinburn	North East Lincolnshire Council	0	0	1	1	1	0	1	0		4	
Councillor	Rob	Waltham MBE	North Lincolnshire Council	1	1	1	0	1	0	1	1		6	
Councillor	Samantha	Whyte	East Riding of Yorkshire Council	x	x	x	x	x	x	x	1			
Councillor	David	Woods	Hull City Council	1	0	1	1	0	1	0	1		5	

* = attended remotely

Appendix 2

Attendance at Members Days 2023-24

Member	Name	Surname	16 June 2023	07 July 2023	08 September 2023	06 October 2023	02 February 2024	22/03/2024 - Cancelled	Total Member Days (4) Attended	
Councillor	Peter	Astell	1	1	1	1	x	x	4	Died 3/12/23
Councillor	John	Briggs	1	1	1	1	1	x	5	Died 13/3/24
Councillor	Kevin	Casson	1	1	1	1	1	x	5	
Councillor	John	Dennis	0	1	1	0	1	x	3	
Councillor	Coleen	Gill	1	1	1	1	1	x	5	
Councillor	Mick	Grant	0	1	1	0	1	x	3	
Councillor	Lyn	Healing	0	1	1	1	0	x	3	
Councillor	Tracey	Henry	1	1	1	0	0	x	3	
Councillor	Mike	Heslop-Mullens	X	X	X	X	1	x	1	Joined HFA 22/1/24
Councillor	Ian	Lindley	0	0	0	0	0	x	0	
Councillor	Deborah	Matthews	1	0	0	0	0	x	1	
Councillor	Richard	Meredith	1	1	1	0	1	x	4	
Councillor	Tracey	Neal	1	0	0	0	1	x	2	
Councillor	David	Nolan	0	1	1	1	x	x	3	No longer an HFA Member from 11/1/24
Councillor	Peter	North	0	0	0	0	0	x	0	
Councillor	Matt	Patrick	1	1	1	1	1	x	5	
Councillor	Lynne	Petrini	1	0	1	0	1	x	3	
Councillor	Simon	Pickering	X	X	X	X	1	x	1	Joined HFA 15/12/23
Councillor	Ron	Shepherd	0	0	0	0	0	x	0	
Councillor	Nigel	Sherwood	1	0	0	0	1	x	2	
Councillor	Margot	Sutton	1	1	1	1	1	x	5	
Councillor	Stewart	Swinburn	0	0	0	0	0	x	0	
Councillor	Rob	Waltham MBE	0	1	1	0	1	x	3	
Councillor	David	Woods	0	0	0	0	1	x	1	
PCC	Jonathan	Evison	0	0	0	0	1	x	1	

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

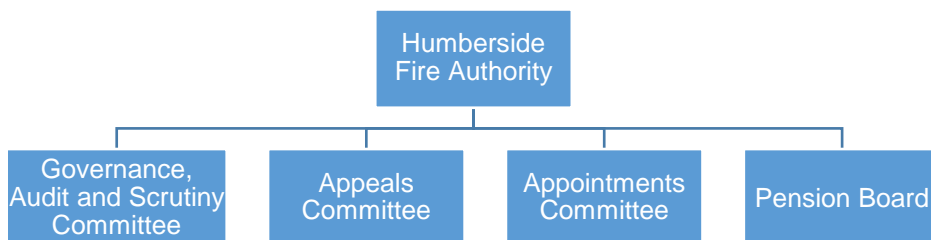
2. RECOMMENDATIONS

- 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 allocation of seats on the Appeals Committee, as set out at section 4.9 of this report;
 - e) appoints one Elected Member to serve on the Pensions Board.
 - f) appoints one Elected Member to sit on the Equality and Inclusion Group.

- g) appoints one Elected Member from each constituent authority area to sit on the Fire Death and Injury Panel.
- h) 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;
- i) 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	8	34.78%
Independent	2	8.69%
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 7 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.

Committee	Total Seats	Allocation of Seats									
		Conservative		Labour		Liberal Democrats		Independent		PCC	
		No. of seats	No. of seats rounded	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	2.43	2	1.82	2	1.82	2	0.6	1	0.30	0

Option 2

4.7 Option 2, the preferred option, is to reduce the size of Appointments Committee to five seats. The rationale for this is that from a candidate perspective it is less daunting for the interviewee walking into an interview with five rather than seven panel members. It would also be less resource intensive for the Members and make it logistically easier to organise an appointments committee as and when required. Based on political composition of the Authority the allocation of seats as between the respective political groups could be as set out below.

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	No. of seats	No. of seats rounded	No. of seats	No. of seats rounded up	No. of seats	No. of seats rounded up
Appointments Committee	5	1.74	2	1.30	1	1.30	1	0.43	1	0.22	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 (Vacant)

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
-----	------------------------------

Member Champions 2024/25

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	
		Fleet & Estates	1	
People and Development	Christine Cooper	Human Resources	1	
		Occupational Health and Wellbeing	1	
		Operational Training	1	
		Organisational Development	1	
Service Improvement	Steve Duffield	Corporate Assurance	1	
		Corporate Risk and Intelligence	1	
		Health, Safety and Environment & Organisational Learning	1	
		Digital Services (ICT)	1	
Finance	Martyn Ransom	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.

Humberside Fire Authority & Committees Schedule of Meetings 2024/25

Day	Date	Time	Meeting
Friday	07 June 2024	10:30	Humberside Fire Authority AGM <i>(Followed by New Member Induction)</i>
Monday	10 June 2024	10:00	Governance, Audit and Scrutiny Committee AGM
Friday	*28 June 2024	10:30	Humberside Fire Authority <i>(cancelled due to the General Election subject to HFA approval on 7/6/24)</i>
Friday	05 July 2024	10:00	Member Day *
Monday	* July 2024 (TBC)	10:00	Governance, Audit and Scrutiny Committee
Monday	08 July 2024	10:30	Pension Board AGM
Friday	19 July 2024	10:30	Humberside Fire Authority
	AUGUST		RECESS
Monday	09 September 2024	10:00	Governance, Audit and Scrutiny Committee
Friday	20 September 2024	10:30	Humberside Fire Authority
Friday	18 October 2024	10:00	Member Day *
Friday	25 October 2024	10:30	Humberside Fire Authority
Monday	11 November 2024	10:00	Governance, Audit and Scrutiny Committee
Friday	29 November 2024	10:30	Humberside Fire Authority
Monday	20 January 2025	10:00	Governance, Audit and Scrutiny Committee
Monday	27 January 2025	10:30	Pension Board
Friday	07 February 2025	10:00	Member Day *
Friday	14 February 2025	10:30	Humberside Fire Authority <i>(Budget and Precept setting)</i>
Monday	17 February 2025	10:00	Governance, Audit and Scrutiny Committee
Friday	07 March 2025	10:30	Humberside Fire Authority
Friday	21 March 2025	10:00	Member Day *
Monday	07 April 2025	10:00	Governance, Audit and Scrutiny Committee <i>(Followed by Scrutiny Topic scoping workshop)*</i>
Friday	25 April 2025	10:30	Humberside Fire Authority
Friday	06 June 2025	10:30	Humberside Fire Authority AGM

* 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 2024/25 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 2024/25 as set out at Appendix 1.

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Background Papers

None

Humberside Fire Authority Workstreams 2024/25

The workstreams below are not exhaustive but are indicative.

1. 28 June 2024
<ul style="list-style-type: none"> • Annual Performance Report • Annual Governance Statement • Anti-Fraud and Corruption Statement 2023/24 • Values and Culture Recommendations Update • HMICFRS Update by exception • Chief Fire Officer Update
2. 19 July 2024
<ul style="list-style-type: none"> • Approval of Annual Statement of Accounts 2023/24 • Annual Statement of Assurance 2023/24 • Treasury Management Annual Report 2023/24 • Equality, Diversity & Inclusion Annual Report 2023/24 • Gender Pay Reporting • HMICFRS Update by exception • Chief Fire Office Update
3. 20 September 2024
<ul style="list-style-type: none"> • Management Accounts Period ending 30 June 2024 • Financial Outlook 2024/25 Onwards • Modern Slavery Statement 2024/25 • HMICFRS Update by exception • Chief Fire Office Update
4. 25 October 2024
<ul style="list-style-type: none"> • Management Accounts period ending 30 September 2024 • Values and Culture Recommendations Update • HMICFRS Update by exception • Chief Fire Office Update
5. 29 November 2024
<ul style="list-style-type: none"> • Annual Statement of Accounts 2023/24 (Audited) • External Audit Completion Report • Treasury Management Half Year Report 2024/25 • Draft Medium-Term Resource Strategy 2025-26 – 2029/30 • Capital Programme 2025/26 Onwards – Vehicles, Estates and ICT • Approval to Consult on Strategic Plan and CRMP 2024-27 • Bi-Annual Performance Report (April – September 2024) • Workforce Planning (April – September 2024) • HMICFRS Update by exception • Chief Fire Office Update
6. 14 February 2025
<ul style="list-style-type: none"> • Auditors Annual Report 2023/24 • Management Accounts Period ending 31 December 2024 • Approval of Precept and Medium-Term Resource Strategy 2025/26 to 2029/30 • Fees and Charges 2025/26 • Members' Allowances 2025/26 • HMICFRS Update by exception • Chief Fire Office Update

7. 7 March 2025

- Internal Audit Plan 2025/26
- Treasury Management and Capital Expenditure Strategy 2025/26
- Pay Policy Statement 2025/26
- Performance Reporting and Service Performance Indicators
- Gender, Ethnicity and Disability Pay gap
- Values and Culture Recommendations Update
- Suggested Scrutiny Topics for 2025/26
- HMICFRS Update by exception
- Chief Fire Office Update

8. 25 April 2025

- Annual Strategy Memorandum
- Director of Audit Opinion and Annual Report (2024/25)
- Management Accounts 2024/25 Period ending 29 February 2025
- Annual Governance Statement 2024/25
- Anti-Fraud and Corruption Statement 2024/25
- Use of Delegated Powers under Fire Authority Constitution by Chief Fire Officer & Chief Executive 2024/25
- Staff Pay Award
- HMICFRS Update by exception
- Chief Fire Office Update

REAFFIRMATION OF THE CONSTITUTION

1. SUMMARY

- 1.1 Members are requested to reaffirm the Constitution (a copy of which was circulated in the Members Handbook).

2. RECOMMENDATIONS

- 2.1 It is recommended that the Fire Authority reaffirms the Constitution as published on the Authority's [website](#).

3. EQUALITY IMPLICATIONS

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

4. CONCLUSION

- 4.1 Members are requested to reaffirm the Constitution as published on the Authority's [website](#).

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Background Papers

None