

**HUMBERSIDE FIRE AUTHORITY**  
**GOVERNANCE, AUDIT AND SCRUTINY COMMITTEE**

**13 JULY 2015**

**PRESENT:** Independent Co-opted Members Mr D Chapman (Chairperson), Mr M Allingham, Mr J Doyle, Mrs P Jackson, Mr A Smith, Mrs M Thomlinson and Mr C Vertigans

Councillor Briggs attended as an observer.

Executive Director Service Support/Section 151 Officer, Director of Organisational Development, Director of Public Safety, Director of Emergency Response, Corporate Planning and Performance Manager, Committee Manager, Ms J Rae (External Audit – KPMG) and Mrs B Boyes (Internal Audit - MIAA) were also present.

The meeting was held at the Humberside Fire and Rescue Service Headquarters, Kingston upon Hull. Meeting commenced at 10.00 a.m.

*(The Chairperson welcomed all who were observing the meeting.)*

**PROCEDURAL**

**4881 DECLARATIONS OF INTEREST** - No declarations were made in connection with any of the items to be considered at the meeting.

*(The Committee Manager took the Chair for the following item (Minute 4881).*

**4882 APPOINTMENT OF CHAIRPERSON** – The Committee Manager presented a report by the Monitoring Officer/Secretary on the appointment of a Chairperson for 2015/16.

**Resolved** – That Mr D Chapman be appointed Chairperson of this Committee until the Annual General Meeting of the Humberside Fire Authority in 2016.

**4883 MINUTES – Resolved** – That the minutes of the meeting of the Committee held on 15 June 2015 having been printed and circulated amongst the Members, be taken as read and correctly recorded and be signed by the Chairperson.

**MATTERS ARISING FROM THE MINUTES, OTHER THAN ON THE AGENDA**

**4884 Opening of Clough Road Fire Station, Hull** – A Member referred Minute 4852 and confirmed that Members had received their invitation to the official opening of Clough Road Fire Station after the Fire Authority meeting on 24 July 2015 and sought clarification regarding the start time of the Authority meeting. The Executive Director Service Support/Section 151 Officer confirmed that the meeting would commence at 10.30am but cautioned Members that there was only limited space available for observers at the meeting.

**Resolved** – That the report be noted.

**GOVERNANCE**

**4885 UPDATE: MATTERS ARISING/FEEDBACK FROM FIRE AUTHORITY** – The Committee Manager presented a report by the Monitoring Officer/Secretary summarising the consideration given by the Authority at its meeting on 26 June 2015 to the draft minutes of the meeting of the Committee held on 15 June 2015 and also providing feedback on other items considered by the Fire Authority.

The Chairman referred to Minute 4877 (Review of Fire Authority Constitution) and acknowledged that Members had received an email informing them that the latest version of the Constitution was available on the Authority's website and that hard copies would not normally be circulated to Members.

**Resolved** – That the report be noted.

**4886 CALENDAR OF MEETINGS 2015/16** - The Committee Manager presented a report by the Monitoring Officer/Secretary indicating that the Annual General Meeting of the Authority on 26 June 2015 had set the calendar of its meetings for the forthcoming year. With regard to the Governance, Audit and Scrutiny Committee, its calendar of meetings was a matter for the Committee. The report set out the dates proposed for meetings of this Committee during 2015/16 which had been presented at the previous meeting of the Committee to assist it in preparing its Scrutiny Programme for 2015/16. The Committee had previously agreed to meet in private with the Internal/External Auditors as appropriate at 9.00 a.m. with the Committee commencing formally at 10.00 a.m. Attached at Appendix 1 to the report was a schedule showing the calendar of meetings approved by the Fire Authority with the proposed dates for meetings of this Committee incorporated.

**Resolved** – That the dates and times of meetings of this Committee set out in Appendix 1 to the report be approved.

### **SCRUTINY PROGRAMME**

**4887 SCRUTINY WORK PROGRAMME 2015/16 – BUSINESS SAFETY – SCOPING DISCUSSION** – The Chairperson presented a paper with regard to the proposed scope of the scrutiny topic “Business Safety” that had been included in the Committee’s scrutiny work programme for 2015/16. The paper indicated:

- (a) That the aims/objective of the scrutiny review of ‘Business Safety’ shall be that the Committee will look to reassure the Authority that the HFRS Business Safety Activity is fit for purpose and adds value.
- (b) that the scope of the review shall include the headline questions included in the paper now submitted;
- (c) that the outcome of the review should be to inform the Corporate Management Team’s strategic thinking thereby allowing appropriate recommendations to be made to the Authority, and
- (d) that the projected timeline for the report on the outcome of the review to be approved by this Committee on 2 November 2015 be noted.

The Chairperson stated that the paper was an initial draft following preliminary discussions with the Director of Public Safety and Director of Emergency Response and that as “Business safety” was a large subject area the Head of Corporate Communications had agreed to act as a single point of contact to assist Members in finding the information they required. The Chairperson on behalf of the Committee thanked the Director of Public Safety and Director of Emergency Response for the time they had spent with Mr Doyle in exploring the scope of the review. The Executive Director Service Support/Section 151 Officer sought clarification as to the way forward suggested by Members and queried whether it was the intention to present a further scoping document for approval by the Committee at its September 2015 meeting to assist the Committee in meeting its outcomes for the review. Members explained that the paper now submitted would allow the Members Sub-Group to begin work on the review. The Chairperson stated that going forward the role of the Committee will be to refine what it wishes to achieve during the scrutiny review and that by the Committee meeting in September 2015 Members should have honed in on the specific areas of Business Safety which they wish to develop further as it was clear that the review could not cover all aspects of Business Safety.

**Resolved** – That the scoping document be approved as it stands for now and that the aim shall be that the Members Sub-Group will submit a finalised version of the document to the September 2015 meeting of this Committee.

## **AUDIT**

### **INTERNAL AUDIT (MIAA)**

**4888 Internal Audit Update** – Mrs Boyes (Internal Audit - MIAA) submitted a report outlining internal audit activity since the last meeting as follows:

Internal Audit Plan 2014/15 – Finalisation Update – The remaining 2014/15 review regarding the Wide Area Network had now been finalised and the report was attached at Appendix 1 to the report. The review attracted significant assurance with recommendations being made around ensuring lessons learned are implemented and gathering user feedback as qualitative evidence.

Internal Audit Plan 2015/16 - The Internal Audit control schedule for the approved 2015/16 plan was attached at Appendix 3 to the report and reflected marginal profiling changes since the last meeting. Follow-up activity was programmed throughout the year and Appendix 2 to the report reflected MIAA's work in following up financial system review recommendations from 2014/15.

The Chairperson thanked Mrs Boyes for her comprehensive report.

**Resolved** – (a) That the Committee notes outcomes with regard to the Wide Area Network and financial systems follow-up activity, and

(b) that the Committee notes the delivery profile for the 2015/16 Internal Audit Plan.

**4889 ANNUAL STATEMENT OF ASSURANCE 2014/15** – The Corporate Planning & Performance Manager submitted a report indicating that the Fire and Rescue National Framework for England (2007) sets out a requirement for Fire and Rescue Authorities to provide annual assurance, based upon the Department for Communities and Local Government (DCLG) Guidance on Statements of Assurance for Fire and Rescue Authorities in England (2013), and show they have had due regard to the expectations set out in their Integrated Risk Management Plan and the requirements included in the Framework. The areas covered were financial assurance, governance assurance and operational assurance. A copy of the Annual Statement of Assurance 2013/14 was attached at Appendix 1 to the report.

**Resolved** – That Members take assurance from the Annual Statement of Assurance for 2014/15.

## **PERFORMANCE, RISK AND PROGRAMME MANAGEMENT**

**4890 HEALTH, SAFETY AND ENVIRONMENTAL REPORT FOR THE 4TH QUARTER PERIOD JANUARY – MARCH 2015** - The Director of Public Safety submitted a report providing information with regard to Health and Safety for the period January to March 2015. The report also captured elements of the Service's Environmental outcomes. Details of the Service's Health, Safety and Environmental outcomes for the period 1 January to 31 March 2015 were contained in Appendices 1 and 2 of the report.

Queries by Members regarding aspects of the report were answered by the Director of Public Safety.

**Resolved** – That the Committee notes the report and takes assurance as to the Service's proactive approach to Health, Safety and Environmental outcomes.

**4891 DRAFT ANNUAL PERFORMANCE REPORT 2014/15** - The Corporate Planning & Performance Manager submitted a report indicating that the Humberside Fire Authority (HFA) publishes Annual Performance Reports which include the full performance information for the previous year. The draft report for 2014-15 was included at Appendix 1 to the report

and would go before the Authority for approval to publish at the meeting on 24 July 2015. The report incorporated detailed information covering the delivery of the Strategic Plan, a 'health check' of the Service and information relating to Preparedness, Community Safety, Business Safety, Emergency Response and Recovery. The Corporate Planning & Performance Manager drew attention to a number of typographical amendments that would be made to the report before it is submitted to the Authority.

A Member referred to the levels of performance and commented that some of the targets for 2014/15 seemed to be lower than the actual levels of performance achieved in the previous year. The Corporate Planning & Performance Manager explained that the performance targets were based on trends in performance over a 3 year period but that his ambition was for performance reports to be outcome based in future. A Member referred to the benchmarking information on page 26 of the report and suggested that it would be helpful if the data included information showing how the Humberside Fire and Rescue Service compared with other Fire Services in the same family group. The Corporate Planning & Performance Manager confirmed that he was willing to include a chart showing appropriate comparative data before the final document was published. A Member's query regarding the high level of call-outs that were false alarms was answered by the Director of Public Safety.

**Resolved** – (a) That Members note the report and take assurance from the proactive approach to performance management, and

(b) that Members support the content of the Annual Performance Report 2014/15 for publication.

**4892 INSPECTION OF MEMBER REGISTERS** – The Member Registers of Interests and Declarations of Gifts and Hospitality were made available for inspection by any Member of the Committee as part of their monitoring role.

**4893 INSPECTION OF OFFICER REGISTERS** – The Officer Registers of Interests and Declarations of Gifts and Hospitality were made available for inspection by any Member of the Committee as part of their monitoring role.

**4894 ANY OTHER BUSINESS** – The following matters were briefly discussed:

- Humber Half Marathon – Members expressed their thanks to Firefighter B Walmsley on his efforts in running the event in full firefighter kit and breathing apparatus in aid of Dove House Hospice.
- Celebrating Success – A Member suggested that given the change that the Service is going through the Authority should look to celebrate successes more through publications such as Siren. The Director of Organisational Development agreed to take Members' comments on board.
- Visit to Community Protection Units (CPUs) – The Chairperson expressed his appreciation for the recent visit which was much appreciated, and encouraged other Members to take the opportunity to visit their nearest CPU.
- Mr J Prentice (KPMG) – It was reported that Mr Prentice was currently in hospital. Ms Rae agreed to pass on Members' best wishes for a speedy recovery to Mr Prentice.
- HFR Solutions Publicity – The Chairperson commended the Director of Organisational Development upon the recent article published in Wind Energy network.

*Meeting closed at 11.08 a.m.*