

**HUMBERSIDE FIRE AUTHORITY**  
**GOVERNANCE, AUDIT AND SCRUTINY COMMITTEE**  
**1 DECEMBER 2014**

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

Councillor Briggs attended as an observer.

Deputy Chief Fire Officer/Executive Director Service Delivery, Executive Director Service Support/Section 151 Officer, Monitoring Officer/ Secretary, Director of Commercial Services, Director of Operations (North), Director of Operations (South), Director of Service Support, Corporate Planning & Performance Manager, Committee Manager, Ms J Rae (External Audit – KPMG) and Ms B Jones (Internal Audit - MIAA) were also present.

An apology for absence was received from Mr A Smith.

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**

**4688 NEW COMMITTEE MEMBER** - The Chairperson welcomed Mrs P Jackson who was attending her first meeting:

**4689 DECLARATIONS OF INTEREST** - No declarations were made in connection with any of the items to be considered at the meeting.

**4690 MINUTES – Resolved** – That the minutes of the meeting of the Committee held on 13 October 2014 having been printed and circulated amongst the Members, be taken as read and correctly recorded and be signed by the Chairperson.

**4691 Draft Annual Performance Report 2013/14** - The Monitoring Officer/Secretary reported that the Corporate Planning & Performance Manager had brought to his attention that the meeting of this Committee on 11th July 2014 had considered the draft Annual Performance Report 2013/14 (Minute 4579 refers) and that at the subsequent Committee on 15 September 2014 the Corporate Planning & Performance Manager had informed Members by way of an oral update that an administrative error in a graph in the Annual Performance Report had been corrected in the version submitted to the Authority. Unfortunately this matter was not recorded in the minutes which had already been approved by the Committee as a correct record.

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

**4692 MATTERS ARISING FROM THE MINUTES, OTHER THAN ON THE AGENDA** – There were no items.

**SCRUTINY PROGRAMME**

**4693 Presentation – HR Strategy – Including HR Advice & Transactional and People Development & Training** – Further to Minute 4611 the Director of Service Support reminded Members that at its meeting on 15 September 2014 this Committee had agreed that the following aspects of the Service’s Human Resources Strategy should be scrutinised in more detail at the meeting of this Committee on 2 February 2015:

- (i) The Firewatch HR IT System taking account of the modules in the implementation plan, the support/expertise that has/will be used for implementation and the fit of the project with the Authority’s Service Redesign Programme, and

- (ii) Succession Planning, including equality of opportunity.

and stated that the Committee would receive presentations at this meeting which would give greater context to the above items. The intention was to base the 2 February 2015 GAS Committee Scrutiny Report on the areas covered in the presentations.

#### PRESENTATION ON THE FIREWATCH HR IT SYSTEM

The Director of Service Support gave a presentation regarding the Firewatch HR IT System as summarised below:

##### Firewatch HR IT System

- Firewatch is an integrated information management solution for the Fire & Rescue Service
- Departmentally focused modules are available that can be fully integrated to create one seamless solution
- The system is able to fully integrate with some existing Service systems e.g. Vision Mobilising System
- It is a modern, flexible system to support, manage & streamline the management of information
- It allows the provision of robust and real time qualitative & quantitative data via a suite of reports

##### HFRS Implementation to Date

- The Core HR & Availability (Resource Management) Modules were procured in 2011/12
- The initial project sought to transfer existing HFRS HR data to the Core HR Module
- The system replaced the existing Sophtlogic Management Information System in April 2013
- Commenced implementation of Availability Module in May 2013
- Core HR Module data being re-validated – November 2014 to January 2015

##### Future Development of Firewatch with HFRS

- Implementation of Firewatch creates a platform for potential future development/collaboration
- Any further expansion is currently under discussion at Corporate Management Team and must fit with the wider Service Redesign Programme
- Use of Firewatch to underpin the automation of transactional processes across the Service to drive Service Support efficiencies (FloSuite)

In summary Firewatch provides:

- A fully integrated seamless solution for the coordinated management of staffing levels/availability, recruitment, training & development, payments, Health & Safety/Occupational Health and aspects of Asset Management
- Improved Support Service effectiveness and efficiency
- Reduced administrative errors and more efficient use of data

The following table summarises discussion by Members on the presentation by the Director of Service Support:

##### Question/Comment by Members

The Service needs a very good data base. When all packages are in place will it identify when someone is off work due to sickness would there be some linkage to fleet management?

##### Response by Officers

The Director of Service Support stated that Firewatch does allow links to other systems and if all information was within one system it would allow identification of who uses a vehicle, or that that vehicle is available for use by someone else.

	<p>The Executive Director Service Support/Section 151 Officer confirmed that the system could say that a person is available, that a car is available and that the person has the right qualifications for that vehicle, and also indicated that Hampshire Fire Authority who had the full package claimed significant savings for the shift system.</p> <p>The Director of Service Support stated that the HR module was the core data but that availability was about how the Service manages staff, and that other modules might be looked at after the initial modules had been fully implemented.</p>
<p>Will the system include sickness details so that information on an individual can be accessed at any time?</p>	<p>The Director of Service Support stated that hopefully it would, and indicated that at present the Authority had a separate occupational health system that does not link to the HR system</p>
<p>Will the system bring up monitoring alerts i.e. after 6 months' absence?</p>	<p>The Director of Service Support stated that the system had the potential to do that but that the Authority would need to invest in the Flo Suite package for the alerts.</p>
<p>In disciplinary cases would it be possible to access previous cases as a guide to what penalties might be, given that the Authority does not have on-site any Employment Law Solicitor?</p>	<p>The Director of Service Support stated that all the system would do is provide the information the Authority needs, and indicated that the Authority would have process mapping, but what was needed was the right data. Firewatch will not give actions it will only give information.</p> <p>The Deputy Chief Fire Officer/Executive Director Service Delivery assured Members that in terms of fairness and clarity in disciplinary issues every case was seen by him so that there was a level of consistency on disciplinary matters.</p>
<p>As output is only as good as clean data how much time and effort is involved in validating the data?</p>	<p>The Director of Service Support stated that work was ongoing and would be completed by mid-January 2015. This will then form the platform for the system going forward.</p>
<p>What percentage of errors was there in the existing data?</p> <p>A Member suggested that it might be necessary to draw a line in the checking process and to accept that the data at a given date is accurate.</p>	<p>The Director of Service Support indicated that he was confident that by January 2015 the data will have been validated, and that importantly clear processes will be implemented to ensure that the data remains up to date.</p>
<p>Is information on performance pulled down from Firewatch and if so would it be possible to draw comparisons with other authorities?</p>	<p>The Director of Service Support answered yes and informed Members which authorities in the East Coast and Hertfordshire Control Project Consortium were using the system.</p>
<p>Is the Authority budgeting realistically for on-going development of the system?</p>	<p>The Director of Service Support stated that at the present time the Authority was only committed to the 2 modules and that the Corporate Management Team would discuss the need for a strategic longer term view.</p> <p>The Deputy Chief Fire Officer/Executive Director Service Delivery stated that Members needed to be mindful of the Service Redesign Programme</p>

	and the 'clean paper' approach to future service delivery, and also the potential for collaborative working.
Is there an analysis of data transfer?	The Director of Service Support stated that there needed to be confidence in the data and that the validation exercise will remove any poor data.
How will the accuracy of the data be maintained?	The Director of Service Support stated that there will be process mapping in place as to can change data on the system.
How much in-house expertise is there in HR?	The Deputy Chief Fire Officer/Executive Director Service Delivery stated that the subsequent report can include details of the training the Service has for Conduct and Performance management.

## PRESENTATION ON SUCCESSION PLANNING

The Director of Commercial Services gave a presentation with regard to succession planning as summarised below:

### Service Profile

- Determine Service retirement profile based upon predicted retirement dates
- Establish potential impact of the Service Redesign Program upon managerial establishment
- Identify predicted vacancies with date stamp to enable profiling and development of applicants
- Determine individuals eligible for potential advancement.

### Role Profile

- Establish/confirm job profile/description
- Determine development plans
  - Generic
  - Specialist
  - Individual
- Identify requirements to be delivered prior to undertaking role
- Identify requirements to be undertaken during development period
- Determine process for candidate selection.

### Personal Profile

- Determine criteria for personal profiling
- Implement individual profiling
  - PPA
  - MTQ
  - ILM
- Compare Personal Profile Analysis against Role profile
- Determine individuals eligible for acceptance role specific development programme
- Determine development plan for unsuccessful applicants.

### Development Bands

- Supervisory – Firefighter/Grade 6
- Middle – Watch Manager/Grade 9
- Strategic – Group Manager/Grade 13
- Generic development plan - managerial/leadership skills
- Specialist development plan - Operational, Finance, I.T, Control
- Individual development plan

The Director of Commercial Services stated that in most organisations there was an anticipated retirement after 30 years' service, but that staff did not always exercise that option at that time. The Director of Commercial Services stated that in 2016 all four current Directors would be in a position to consider retiring and that similarly middle managers would reach that position in 2017, with the supervisory cadre reaching that position between 2018/21. The Director of Commercial Services stated that the Chief Fire Officer/Chief Executive, the Deputy Chief Fire Officer/Executive Director of Service Delivery and the Executive Director of Service Support/Section 151 Officer had drawn up a profile for the role of Director, had looked at the individual traits of the post holder, with a view to being able to identify a pool of potential candidates and then the profile would be applied to determine those eligible to apply. The Director of Commercial Services stated that a data bank had now been set up and that the profiling of roles was on-going.

The following table summarises discussion by Members on the presentation by the Director of Service Support:

<u>Question/Comment by Members</u>	<u>Response by Officers</u>
What if an Officer leaves for reasons other than retirement at the due date?	The Director of Commercial Services stated that contingency planning will always feature as part of a prioritisation process.
In terms of contingency planning, including for holiday/long term sickness periods, are there any role sharing arrangements?	The Director of Commercial Services stated that a coaching/mentoring programme will be included.
The presentation slide appears to suggest that the succession planning only relates to Uniform staff, is this the case?	The Director of Commercial Services stated that the slide showed that the programme was the same whether uniform or support staff.
Individual profiling was designed to take out the subjective element, and creating opportunities?	The Director of Commercial Services agreed that the bigger the programme the better.
How many posts are involved?	The Director of Commercial Services stated that there were 51 manager posts and that the Supervisory level was a far bigger pool of employees.
Given the flux that exists have the profiles gone to the Appointments Committee?	The Director of Commercial Services stated that an external organisation was looking at the profiling and will report back to the Corporate Management Team.  The Deputy Chief Fire Officer/Executive Director Service Delivery stated that once this process had been completed it would be up to the Authority to determine how appointments would be made.
Do you go outside to other Fire Services with similar services, and if there is a role is it advertised externally?	The Director of Commercial Services stated that an Officer was currently visiting other services and identifying work that can be done by either Uniformed or Support staff and also that if the process identified that we did not have anyone with the required skill set then the Authority would have to consider how to address that situation.  The Deputy Chief Fire Officer/Executive Director Service Delivery stated that whilst the plan was still being developed most of the Officers present had undertaken some cross section development opportunities.

Will the staff profile be updated annually?	The Director of Commercial Services stated that this would take place as part of the annual staff appraisals.
Is there an accelerated promotion path and will this be taken into account in the profiling work?	The Director of Commercial Services stated that this would be looked at as part of the work the Officer was doing with other Services (see earlier response).
With regard to the profiling work being carried out by an external organisation what bodies do they look at?	The Director of Commercial Services stated that they will look at both public and private sector organisations.
Will consideration be given to gender mix?	The Director of Commercial Services stated that data on gender mix can be included in the report to the February 2015 meeting.
Does the staff appraisal process enquire, albeit informally, about people's future plans?	The Director of Commercial Services stated that it is tentatively addressed but it is not a direct question.
With regard to the staff retiring projections are they based on 30 years' service or the pension change?	The Director of Commercial Services stated that it is predicted on the 30/40 year pension.
Whether the module on IPDS fits?	The Director of Operations (North) stated that the Review on Conditions of service in February 2015 may impact on the IPDS module.  The Chairperson stated that the Committee will only be able to carry out its scrutiny on the basis of the information before at that time.

The Chairperson thanked the Officers for their presentations.

**Resolved** – That a Scrutiny Report be submitted to the meeting of this Committee in February 2015 taking account of the discussion at this meeting as noted above and including the following:

- What plans does the Service have to purchase additional modules of the Firewatch system?
- How far has the Service progressed with data cleansing for data on the Firewatch system
- The extent to which Firewatch could be used to provide triggers regarding sickness periods etc.
- Details of the coaching/mentoring programme.
- Whether the module on IPDS fits.
- How much in-house expertise is there in HR

## **GOVERNANCE**

**4694 UPDATE: MATTERS ARISING/FEEDBACK FROM FIRE AUTHORITY** – The Monitoring Officer/Secretary submitted report summarising the consideration given by the Authority at its meeting on 24 October 2014 to the draft minutes of the meeting of the Committee held on 13 October 2014 and also providing feedback on other items considered by the Fire Authority.

A Member referred to the Service Redesign Programme and suggested that a brief presentation might be given to the Members of this Committee on how the Watch system works. The Chairperson referred to Minute 4669 (Appointment of New Committee Members) and previous discussions regarding Induction Training for new Members of this Committee and stated that he would like to bring matters on which new Members expressed a wish to be trained on, if required, such as the previous budget training event and a visit to the

Control suite. The Executive Director Service Support/Section 151 Officer stated that depending on what training needs are identified it was anticipated that the Induction Training might take the form of a 2/3 hour session outside of the Committee. The Chairman stated that the training should be additional to the normal schedule of meetings of this Committee.

**Resolved** – (a) That the report be noted, and

(b) that new Members of this Committee feedback to the Chairperson of this Committee their training needs and dependent on what needs are identified an Induction session be arranged outside of the normal meeting schedule of this Committee to include:

- (i) Budget training
- (ii) How the Watch System Works
- (iii) Visit to the Control suite

**4695 GOVERNANCE AUDIT & SCRUTINY COMMITTEE WORKSHOP OUTCOMES REPORT (4 SEPTEMBER 2014)** – Ms B Jones (MIAA) submitted a report summarising the outcomes of the Committee Workshop held on 4 September 2014. The report stated that the effective operation of the Governance, Audit and Scrutiny (GAS) Committee was a significant component of the Authority's assurance arrangements in underpinning service delivery through a facilitative governance and scrutiny infrastructure. In light of the relatively new and innovative model for the Committee as an independent and non-political partner to the Authority, it was felt timely to 'take stock' of the GAS Committee's current operation, its challenges and how those might be addressed. The workshop was led by representatives from MIAA. The approach was as follows:

Setting the scene: a brief presentation and discussion on the role of the GAS Committee as an independently constituted Committee of the Authority, and the challenges faced.

Current performance and impact: discussion on the Committee's Terms of Reference regarding what currently goes well, where the Committee makes an impact and where things could be undertaken differently in order to add the most value.

Build a development plan: Exploring how the GAS Committee ensures they maximise effectiveness in partnership with the Authority and demonstrate clear and positive outcomes.

The introductory presentation and discussion focussed on the importance of the GAS Committee's role and its relationship with the Fire Authority in context of its independent and non-political composition within a politically structured governance framework. Comments were made confirming the robust independence of Committee Members and their acknowledgement of local political issues. The Authority Chairperson attended for the first part of the workshop and emphasised the need for the Committee to go 'beyond process' to ensure value was added to the organisation. The independent Committee arrangements had been cited by Sir Ken Knight as notable practice and aligned to this the Authority anticipated close external interest in the success of the GAS Committee's constitutional model. There was general discussion around factors to facilitate committee effectiveness and the very important distinction between assurance and re-assurance - observations which were paramount in ensuring appropriate outcomes. The facilitated session used a matrix approach to examine aspects of the Committee's recently amended Terms of Reference (ToR). By de-constructing the functions from the over-arching ToR document, the specific nature of the Committee duties and the approach taken to discharging these responsibilities could be critically evaluated. The Committee's self-assessment of its key duties was summarised in Figure 1 to the report. The report included a summary of the discussions from the facilitated session in respect of the following items:

- Frequency of meetings
- Meeting administration and papers
- Attendance

- Sub Groups
- Committee Profile and Organisational Engagement
- Review of ToR.
- Committee Work plan
- Authority Reporting
- Review of specific areas

Actions generated from the workshop were summarised in the development plan at Appendix 1 to the report and, once confirmed, would be translated into an implementation plan. Ms Jones stated that some actions had already been carried out, namely:

- The restructuring of the Agenda into the format used for the Agenda for this meeting, and
- The involvement of the Chairperson of the Gas Committee in discussions regarding the Agenda beforehand.

The report concluded that the GAS Committee recognises the important role it undertakes as part of the overall governance framework of the Authority. The request to carry out the workshop reflects the Committee's attentiveness to its responsibilities and is committed to the continuous development of its operations as facilitated through the development plan and through future workshop sessions (with a follow-up session to be held in 6 months' time). GAS Committee Members are committed to setting the tone of constructive challenge in order that good practice and value outcomes are demonstrable to both internal and external stakeholders.

**Resolved** – That it be a recommendation to the Authority that the development plan set out in Appendix 1 to the report be approved.

## **AUDIT**

**4696 MANAGEMENT ACCOUNTS TO 31 OCTOBER 2014** - The Executive Director Service Support/Section 151 Officer submitted a report containing the Authority's Management Accounts and Prudential Indicators for the period ending 31 October 2014. The summary estimated outturn position from the Management Accounts and Prudential Indicators was as follows:

- Revenue Budget - £659k underspend;
- Capital Programme - £8.114m total expenditure against an allocation of £12.056m;
- Pensions Account - £8.445m deficit.

A Member referred to page 28 and sought clarification regard the use of Agency staff. The Executive Director Service Support/Section 151 Officer stated that further detail could be included in the next report. The Chairperson asked whether, with the General Election due to be held in 2015, there were any views that any new government would change existing financial plans. The Executive Director Service Support/Section 151 Officer stated that it was anticipated that austerity will continue until 2020. A Member sought an explanation as to the level of underspending on the capital programme. The Executive Director Service Support/Section 151 Officer explained the reasons for the level of underspend. A Member suggested that there should be a separate income line in the revenue statement in respect of staff seconded to HFR Solutions. The Executive Director Service Support/Section 151 Officer explained the accounting methodology adopted for that income and stated that he would look to introduce the suggestion for the 2015/16 budget. A Member sought clarification of the Authority's policy with regard to reserves. The Executive Director Service Support/Section 151 Officer explained the reasoning behind the Authority's policy on reserves. A Member queried the difference between interest payable and receivable given the balances held by the Authority. The Executive Director Service Support/Section 151 Officer suggested that this could be best addressed under the discussion of the report on the following Agenda item (Minute 4697 refers).

**Resolved** – That Members take assurance from the report and the Authority's financial position for the period ending 31 October 2014.

**4697 TREASURY MANAGEMENT MID-YEAR UPDATE REPORT 2014/15** – The Executive Director Service Support/Section 151 Officer submitted a report providing an update on the Authority's treasury management activities for the first half of the financial year 2014/15. The report showed complete compliance with the Authority's Capital Expenditure and Treasury Management Prudential Indicators and also investment returns in line with the benchmark rate of return provided by Capita Asset Services. The Authority on 14 March 2014 had approved the annual Treasury Management Policy Statement and agreed a range of Prudential Indicators as set out in Appendix 1 to the report, aimed at ensuring effective treasury management and affordability of capital plans. The report ensured compliance with recommended practice as outlined in the Chartered Institute of Public Finance and Accountancy (CIFPA) Code of Practice on Treasury Management 2009 by providing Members with an update on treasury management undertaken since the beginning of the financial year and highlighting key Prudential Indicator information. During the period April to September 2014, the Authority had operated wholly within the limits approved.

The Executive Director Service Support/Section 151 Officer referred to the query raised by a Member on the previous item (Minute 4696 above refers) regarding the difference between interest payable and the level of reserves held and reminded Members of the Authority's Capital Financing Requirement, and also stated that whilst in the short term reserves could be used towards funding the capital programme the Authority had to have regard to market volatility given the period of time borrowing repayments would apply.

**Resolved** - (a) That Members note the treasury management activities undertaken during the first half of 2014/15 and the Prudential Indicators as outlined in paragraphs 27 and 28 and detailed in Appendix 1 to the report, and

(b) that the Prudential indicators continue to be monitored on a monthly basis and reported to Members as part of the monthly 'Management Accounts and Prudential Indicators' report.

#### **EXTERNAL AUDIT (KPMG)**

**4698 External Audit Progress Report and Technical Update** – Ms J Rae (KPMG) submitted a report providing an overview on progress in delivering KPMG's responsibilities as external auditors. The report also highlighted the main technical issues which were currently having an impact in local government. At the end of each stage of the audit KPMG issued certain deliverables, including reports and opinions. A summary of those deliverables for the 2014/15 audit was provided in Appendix 1 to the report. Ms Rae stated that given the date of the February 2015 meeting of this Committee it was anticipated that the Audit Plan will be submitted to the March 2015 meeting. Ms Rae referred to the technical update on 'Accounting for Injury Benefits – Firefighters and Police Officers' and confirmed that any such payments had been accounted for properly in the Authority's accounts and therefore there were no issues. Ms Rae drew Members' attention to the technical update regarding the 2014/15 work programmes and scales of fees for the National Fraud Initiative (NFI) and stated that the Audit Commission had decided that it would keep the scale of fees the same as for NFI 2012/13. Ms Rae reminded Members that this would be the last year that fees would be set by the Audit Commission and that for future years Authorities would be able to make their own arrangements.

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

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

**4699 Internal Audit Update** – Ms B Jones (Internal Audit - MIAA) submitted a report outlining internal audit activity since the last meeting as follows:

Finance & Resources Review: Combined Financial Systems - Phase 1: The planned review of Combined Financial Systems had been finalised and the report was

attached at Appendix 1 to the report. The assurance level provided was high which reflected a robust financial control environment with demonstrable key controls. A number of minor recommendations were made to further strengthen areas where low impact weaknesses were found. The report also set out planned internal audit coverage for Phase 2 of the review and the subsequent two years of the internal audit contract. The areas to be covered in greater detail during quarter 4 of the current financial year were financial reporting, accounts receivable and asset management. The remaining financial systems would be reviewed over the next two financial years thereby ensuring that all areas are covered in detail within the three year cycle.

Internal Audit Recommendations - Follow-Up: Further to the schedule previously provided for the GAS Committee of internal audit recommendations made by Haines Watts in relation to reviews conducted in 2013/14, Appendix 2 to the report now submitted provided further details of follow-up work undertaken by MIAA in respect of financial systems and operational efficiency and showed positive progress.

Internal Audit Plan Progress - The Internal Audit Control Schedule was attached at Appendix 3 to the report. The schedule reflected the recent completion of the review of Phase 1 of the Combined Financial Systems review, the work in progress on performance management/data quality, business/community safety, operational efficiency and follow up work on the implementation of previous internal audit recommendations, and the work currently being scoped around mobile computing and governance arrangements.

A Member referred to page 7 of Appendix 1 and sought clarification regarding the suggestion that the Authority should obtain a third party assurance letter on an annual basis. Ms Jones stated that the Authority could ask Hull City Council for their third party assurance to be passed to this Authority. A Member suggested that it would be helpful if a glossary of abbreviations was included in future reports. The Chairperson on behalf of the Committee thanked Ms Jones for her report.

**Resolved** - That the Committee notes the report's outcomes which underpins their role to monitor the effectiveness of the internal control environment.

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

**4700 SERVICE PERFORMANCE AND RISK REPORT - END OF THE 2ND QUARTER 2014–2015** - The Corporate Planning & Performance Manager submitted a report providing information relating to the Service's Performance and Risk Framework for the period 1 April to 30 September 2014. The Committee's attention was drawn to the new strategic risk in respect to the Emergency Services Mobile Communications Programme. The information relating to the Service's Performance and Risk Framework was summarized in Appendix 1 to the report and highlighted in the following summary table:

<b>Section 1 – Strategic Risks</b>	
Reduction in external financial support.	No change in risk.
Emergency Services Mobile Communications Programme (ESMCP) – New Risk	ESMCP, which is being managed nationally, will replace the existing Airwave communication system with a new Emergency Services Network. The success of this is critical to the Service. There are additional concerns that the cost share between Government and the Authority is not yet known.
<b>Section 2 – Prevention Performance</b>	
Accidental Dwelling Fires	3.2% over the 3 year average.
Other Accidental Fires (exc. Vehicles)	21.9% below the 3 year average.
Deliberate Primary Fires	21.2% below the 3 year average.
Deliberate Secondary Fires	33.2% below the 3 year average.

Number of Automatic Fire Alarms	8.4% below the 3 year average.
Fatalities	5 fatalities against aspirational target of zero.
Injuries	16 injuries against aspirational target of zero.
<b>Section 3 – Response Performance</b>	
First engine response	7.73% better than target
Second engine response	11.26% better than target
<b>Section 4 – Projects Update</b>	
Key projects are reported in this section	On track apart from Firewatch.
<b>Section 5 – Absence Statistics</b>	
Key data is reported in this section	Worsening for WDS and non-operational, improving for RDS and Control.

Further detailed information was contained within Appendix 2 to the report. The Corporate Planning & Performance Manager and Director of Operations (North) drew Members' attention to Service Performance Indicator SPI 2 (Total Accidental Dwelling Fires) and explained actions being taken by the Service to address the increase in accidental dwelling fires in the East Riding Community Protection Unit area.

Questions by Members were answered by Officers.

**Resolved** – That the Committee takes assurance as to the Service's proactive approach to performance and risk management.

**4701 Draft Strategic Plan and Integrated Risk Management Plan 2015-18 Consultation** – The Corporate Planning & Performance Manager reminded Members that the Authority at its meeting on 11 July 2014 had approved the draft Strategic Plan and Integrated Risk Management Plan (IRMP) 2015-18 for consultation and that no comments had been received. The Plans would be submitted to the December 2014 meeting of the Authority for approval.

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

**4702 HEALTH AND SAFETY QUARTERLY REPORT 2ND QUARTER 2014/15 - JULY – SEPTEMBER 2014** - The Director of Operations (South) submitted a report providing information with regard to Health and Safety for the period July to September 2014. Details of Health and Safety courses, incident statistics and on-going issues were set out in Appendix 1 to the report. Appendix 2 to the report provided a 'snap-shot' of the statistical data, giving a brief overview and summary of elements found explained in detail within Appendix 1. The Health and Safety Section had received 307 responses from the Safety Cultural Survey, which equated to 26% of the entire workforce, which was a commendable return for an initial survey. The feedback and comments received were very encouraging and had provided the Service with additional ways to ensure that the culture continues to improve over time. Some recommendations for improvement made by HFRS employees were currently in place whilst other recommendations were being evaluated. Work would be undertaken to best implement valid and reasonable suggestions.

A Member referred to paragraph 2.2.7 of Appendix 1 to the report and sought clarification regarding the incidents of attacks on Fire Service personnel. The Director of Operations (South) answered the query and explained the actions taken by the Community Service teams in providing risk assessment advice to mitigate such incidents.

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

**4703 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.

**4704 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.

#### **ANY OTHER BUSINESS**

**4705 Transformation Fund** – A Member referred to the project update included in the Service Performance and Risk Report considered earlier on the Agenda for this meeting (Minute 4700 above refers) and asked if any explanation had been received from the Department for Communities and Local Government as to why the Authority's bid for funding from the Transformation Fund for the Ark Project (Flood response)/East Hull CCG collaboration had been unsuccessful. Officers stated that only tentative information had been received but it had been noted that the criteria used to assess applications excluded training provision. Officers were in contact with other authorities who had been successful with their bids to learn from their bidding processes.

**Resolved** - That the report be received.

**4706 EXCLUSION OF PRESS AND PUBLIC – Resolved** – That the press and public be excluded from the meeting during consideration of the following items (Minutes 4707 - 4708) on the grounds that they are likely to involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

*(In making its decision the Committee confirmed that having regard to all the circumstances it was satisfied that the public interest in maintaining the exemption outweighed the public interest in disclosing the information).*

**4707 HFR SOLUTIONS' PERFORMANCE SUMMARY REPORT JULY – SEPTEMBER 2014** - The Director of Commercial Services submitted a report indicating that as agreed previously by the Authority reporting had been restructured to outline the performance of HFR Solutions operations and service delivery within each operating quarter and therefore the report now submitted covered the following four main areas of activity: Business; Training, Community, and Risk or the period July to September 2014.

Members asked questions on the content of the report which were answered by the Director of Commercial Services. A Member suggested that it would be helpful if future reports included income details on a contract basis. The Director of Commercial Services stated that the information could be included in future reports.

**Resolved** – (a) That this Committee takes assurance from the report that HFR Solutions continues to develop as a successful business, which is capable of effectively supporting Humberside Fire & Rescue Service's service delivery requirements, across both business and residential communities of the area, and

(b) that income details for contract delivery be included in future reports.

**4708 SCRUTINY PROGRAMME 2014/15 – HFR SOLUTIONS** – The Chairperson submitted a report detailing the outcomes from scrutiny undertaken by Members of the Governance, Audit and Scrutiny Committee regarding the trading activity of HFR Solutions CIC. As part of the Scrutiny Work Programme 2014/15 agreed at the Governance, Audit and Scrutiny Committee of 9 June 2014, it was agreed that HFR Solutions would form the first topic for scrutiny by the Committee. A Report Scoping Discussion was submitted to the Committee on 11 July 2014 with the full report being submitted to the Committee on 15 September 2014. That enabled scheduled scrutiny which had provided a reasonable level of assurance as to how HFR Solutions was progressing as a company and the proposed next steps in its organisational development. The scrutiny provided the Committee with assurance that there had been a good level of business development, particularly bearing in mind the relatively short time that the company had been trading, and had led the Committee to recommend to the Authority that the good work so far, in both developing the brand of the company to potential customers and providing a financial return to the Authority, be

acknowledged. The report identified, at paragraph 3, a number of areas that the Committee feel that the Authority might want to consider when the next version of the Business Plan is brought before the Authority.

**Resolved** - That it be a recommendation to the Authority that:

- (i) the good work so far, in both developing the brand of the company to potential customers and providing a financial return to the Authority, be acknowledged, and
- (ii) the Authority considers the matters listed in paragraph 3 of the report when the next version of the Business Plan is brought before the Authority.

*Meeting closed at 12.37 p.m.*

