

HUMBERSIDE FIRE AUTHORITY

GOVERNANCE, AUDIT AND SCRUTINY COMMITTEE

3 DECEMBER 2013

PRESENT: Independent Co-opted Members Mr D Hughes (Chairperson), Mr D Chapman, Mrs G Hardy, Mr J Jepson, Mrs M Thomlinson and Mr C Vertigans.

Councillors Swift and Whittle attended as observers.

Chief Fire Officer & Chief Executive, Secretary/Director of People, Director of Finance & Assets/Section 151 Officer, Assistant Chief Officer/Director of Safety, Committee Manager, N Granger, Area Manager/Head of Operations (Response), N Tharratt, Group Manager/HFR Solutions') and Ms J Rae (External Audit - KPMG) and Ms Y Mehmood (Internal Audit - H W Controls & Assurance) were also present.

An apology for absence was received from Mr M Allingham.

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.

4337 DECLARATIONS OF INTEREST – There were no declarations.

4338 MINUTES – Resolved – That the minutes of the meeting of the Committee held on 14 October 2013, having been printed and circulated amongst the Members, be taken as read and correctly recorded and be signed by the Chairperson.

4339 MATTERS ARISING FROM THE MINUTES, OTHER THAN ON THE AGENDA – There were no items.

4340 UPDATE: MATTERS ARISING/FEEDBACK FROM FIRE AUTHORITY - The Secretary/Director of People submitted a report summarising the consideration given by the Authority to the report presented by the Chairperson of the Governance, Audit and Scrutiny Committee and the draft minutes of the meeting of the Committee held on 14 October 2013.

The Secretary/Director of People referred to Minute 4150 (HFR Solutions' CIC Management Review) and drew the Committee's particular attention to the decision of the Fire Authority that there shall be 2 Directors appointed to the HFR Solutions' Board from Members of the Fire Authority and that the role description submitted to the Authority be used by Group Secretaries to identify Member Directors. The Chairperson stated that this Committee had not seen the report which was presented to the Fire Authority on 29 October 2013 and that when this matter had been last considered by this Committee Members had supported the view of the Secretary/Director of People that it would be preferable that Elected Members be observers rather than Directors of the HFR Solutions' Board, and that this Committee would like to understand why the Authority had decided to appoint 2 Members as Directors. The Secretary/Director of People stated that the report submitted to the Authority incorporated his views and also the views of this Committee but that ultimately it was a matter for decision by the Authority. The Secretary/Director of People re-iterated that the Authority had agreed a role description to be used by Group Secretaries when considering nominations for appointment which was a positive, and explained that the report had not been presented to this Committee simply owing to the timing of meetings. A Member asked whether appointments would be made on a political or skills basis. The Secretary/Director of People stated that the appointments process was about a skills match for the role. The Secretary/Director of People undertook to circulate copy of the Role Description to Members of this Committee.

The Chief Fire Officer & Chief Executive referred to the proposed joint workshops collaborative scheme and reported that the Ambulance Service had now decided not to participate and confirmed that the scheme would therefore proceed as a two service collaboration with Humberside Police.

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

(b) that this Committee is pleased to see that the Authority is moving forward in making appointments of Directors to the HFR Solutions' Board.

EXTERNAL AUDIT

4341 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 2013/14 audit was provided in Appendix 1 to the report.

A Member referred to the statement on page 14 with regard to 'Other work' that "This work is focussed on the Authority at this stage but potentially could be extended to review the arrangements at HFR Solutions' ", and sought clarification of the statement. Ms J Rae stated that the work could be extended to HFR Solutions' if the Authority so wished but that that would be a matter for the Authority and the company to decide. A Member referred to the technical update on page 16 and asked if Members of this Committee could be supplied with a copy of the updated checklist for detecting fraud. Ms J Rae reminded Members that the Committee had previously received a copy of the Audit Commission report 'Protecting the Public Purse' and undertook to supply a copy of the updated checklist.

Resolved – That the report be noted.

INTERNAL AUDIT

4342 Internal Audit Monitoring Report – Quarter 3 – Ms Y Mehmood (H W Controls & Assurance) submitted a report updating the Committee on the progress of the 2013/14 Internal Audit Plan as set out in Appendix A to the report.

Resolved – That the report be noted.

4343 Community Protection Unit: Hull – Ms Y Mehmood (H W Controls & Assurance) submitted a report on the outcome of the audit of the Community Protection Unit (CPU): Hull. The overall objective of the audit was to ensure that adequately controlled processes were in place that supports the effective and efficient operation of the CPU. The report outlined the specific objectives of the review and stated that based upon the work undertaken H W Controls & Assurance had given an 'Adequate' assurance on the level of control in place to manage the risks associated with the procurement process. The report identified three weaknesses in controls, five areas of good practice/controls operating effectively and set out the key conclusions of the audit and also the agreed key management actions. The audit had not identified any high priority recommendations.

A Member referred to item 3 on page 28 regarding the Asset Inventory and queried whether there was any evidence that the system had caused any problems. Ms Mehmood clarified the matters identified in the review as requiring attention A Member referred to page 28 and queried whether, when target dates were set for action to be completed by, the auditor received notification when the work was completed. Ms Mehmood stated that except in the case of high priority items (detrimental/critical) she would check the situation as part of the follow-up review in 2 years' time. The Assistant Chief Officer/Director of Safety reminded Members that part of the role of the Internal Performance Board was to manage all internal audit recommendations on review action lists to ensure that they were completed by the

target date set. A Member suggested that it would be helpful if this Committee received confirmation that matters were carried out. The Assistant Chief Officer/Director of Safety suggested that a report could be submitted to this Committee on an annual basis confirming action taken. In response to a query regarding the checking of the inventory Ms Mehmood stated that the inventory lists were checked on a monthly basis.

Resolved – (a) That Members note the findings of the audit and are assured by the management action being taken, and

(b) that an annual report be submitted to this Committee on progress on the implementation of actions arising from audit reviews.

4344 Community Protection Unit: North Lincolnshire – Ms Y Mehmood (H W Controls & Assurance) submitted a report on the outcome of the audit of the Community Protection Unit (CPU): North Lincolnshire. The overall objective of the audit was to ensure that adequately controlled processes were in place that supported the effective and efficient operation of the CPU. The report outlined the specific objectives of the review and stated that based upon the work undertaken H W Controls & Assurance had given an ‘Adequate’ assurance on the level of control in place to manage the risks associated with the procurement process. The report identified three weaknesses in controls, five areas of good practice/controls operating effectively and set out the key conclusions of the audit and also the agreed key management actions. The audit had not identified any high priority recommendations.

A Member referred to the observation on page 35 that the CPU was awarded the 2013/14 RD Training budget six months into the financial year and queried what the and stated that it might have been a problem if the budget had been allocated later in the year as that could have resulted in an underspend. The Chief Fire Officer & Chief Executive assured Members that it was not an issue as the Authority wished to increase that budget and devolve it to the CPU’s and the CPU’s were already carrying out that work.

Resolved – That Members note the findings of the audit and are assured by the management action being taken.

4345 Key Financial Systems Review (Part 1) – Ms Y Mehmood (H W Controls & Assurance) submitted a report on the outcome of the audit of Key Financial Systems Review (Part 1). The overall objective of the audit was to ensure that effective and efficient processes were in place for the key financial systems and that the information generated by those systems was accurate and complete. The audit work was designed to test the adequacy of the key controls within the following systems:

- Budgetary Control;
- General Ledger; and
- Treasury Management.

Based upon the work undertaken H W Controls & Assurance had given a ‘Substantial’ assurance on the level of control in place to manage the risks associated with the key financial systems process. The report identified no weaknesses in controls and nine areas of good practice. The audit had not identified any high priority recommendations and had made just one recommendation with regard to good practice.

Resolved – That Members note the findings of the audit and are assured by the management action being taken.

4346 ICT Backup and Recovery – Ms Y Mehmood (H W Controls & Assurance) submitted a report on the outcome of the audit of ICT Backup and Recovery. The overall objective of the audit was to provide an opinion on the level of control in place to manage the risks associated with ICT backup and recovery. Based upon the work undertaken

H W Controls & Assurance had given an 'Adequate' assurance on the level of control in place to manage the risks associated with the ICT backup and recovery process. The report identified three areas of risk and corresponding recommendations had been made to address those risks. Of the three recommendations made, two had been classified as medium priority. The report identified seven areas of good practice; set out the key conclusions of the audit and also the agreed key management actions.

A Member commented that it was fundamental to the Disaster Recovery Plan that the recommendations are implanted. A Member referred to item 2 on page 52 and queried who the Service Level Agreement (SLA) was with. Ms Mehmood undertook to provide the information to Members.

Resolved – (a) That Members note the findings of the audit and are assured by the management action being taken, and

(b) that information regarding the SLA be supplied to Members of this Committee.

4347 EXCLUSION OF PRESS AND PUBLIC – Resolved – That the press and public be excluded from the meeting during consideration of the following item (Minute 4348) 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).

4348 HFR SOLUTIONS' PERFORMANCE SUMMARY REPORT – The Assistant Chief Officer/Director of Safety presented a report by the Deputy Chief Officer/Director of HFR Solutions outlining the performance of HFR Solutions' operations and service delivery within the four main areas of activity: Business; Training, Community and Risk for the period July – September 2013. Details of the financial performance of HFR Solutions in 2012/13 (actual) and 2013/14 (year-end projection) were set out in Appendix 1 to the report. A draft Business Plan was attached at Appendix 2 to the report. The Assistant Chief Officer/Director of Safety reported on proposed amendments to the Business Plan.

A Member referred to paragraph 14 and sought clarification regarding the 'Blue Watch' Landlord accreditation scheme.

(The Assistant Chief Officer/Director of Safety declared an interest in that he was also a Director of CSL – one of the trading arms of the Chief Fire Officers' Association).

The Assistant Chief Officer/Director of Safety explained how the Landlord accreditation scheme worked and who it was aimed at. A Member referred to paragraph 22 of the report and queried how the proposed new appointments of Chief Fire Officer & Chief Executive and Deputy Chief Officer might affect the current Officer Directors of HFR Solutions'. The Chief Fire Officer & Chief Executive explained the likely outcome if the appointments were confirmed by the Authority. A Member referred to the report elsewhere on the Agenda for this meeting regarding Service Performance and queried where Members of this Committee might find occupational health details in respect to HFR Solutions'. The Assistant Chief Officer/Director of Safety stated that that information could be supplied to this Committee. The Chairperson referred to discussion by Members at their pre-meeting and suggested that it would be helpful if the Business Plan included an executive summary of the manpower/financial projections and an A4 size graph at paragraph 5.5. The Chairperson also pointed out that the Members of this Committee had a lot of expertise to offer with regard to the preparation of the Business Plan if they were allowed to have discussions with the Officer concerned. The Assistant Chief Officer/Director of Safety stated that the offer of assistance could be discussed at the next Board meeting. Members suggested that they

should draw up a list of points for submission to the next Board meeting. The Secretary/Director of People stated that that would be useful and suggested that the Chairperson could include Members' thoughts in his report to the next meeting of the Fire Authority presenting the draft minutes of this meeting. As the next Board meeting would be held on the same day as the Authority the Secretary/Director of People stated that the views could go simultaneously to both bodies.

Resolved – (a) That the Governance, Audit and Scrutiny Committee takes assurance from the report that:

- HFR Solutions' is developing into a successful business, which is capable of effectively supporting Humberside Fire & Rescue Services operational and community protection service delivery requirements, across both business and residential communities of the area;
- The draft Business Plan set out in Appendix 2 to the report reflects the activity of the company to date and sets out its aspirations for future success.

(b) that this Committee recognizes that a lot of work has gone into producing the draft Business Plan but that based upon Members own experience this Committee feels that it can help 'tweak' the plan and will send to the Secretary/Director of People a list of points for consideration by the Authority and the Board, and

(c) that absence management information in respect to HFR Solutions' be submitted to future meetings of this Committee.

4349 MANAGEMENT ACCOUNTS TO 31 OCTOBER 2013 – The Director of Finance & Assets/Section 151 Officer submitted a report containing the Authority's Management Accounts and Prudential Indicators for the period ending 31 October 2013. The summary estimated outturn position from the Management Accounts and Prudential Indicators was as follows:

- Revenue Budget - £1.096m underspend;
- Capital Programme - £5.317m total expenditure against an allocation of £10.786m;
- Pensions Account - £7.464m deficit.

In response to queries by Members the Director of Finance & Assets/Section 151 Officer clarified various aspects of the report.

Resolved – That Members take assurance from the report and the Authority's financial position for the period ending 31 October 2013.

4350 TREASURY MANAGEMENT MID-YEAR UPDATE REPORT 2013/14 – The Director of Finance & Assets/Section 151 Officer submitted a report providing an update on the Authority's treasury management activities for the first half of the financial year 2013/14. 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 15 March 2013 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 and the Local Authorities (Capital Finance and Accounting) (England) Regulations 2008, 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 2013, the Authority had operated wholly within the limits approved. The Director of Finance & Assets/Section 151 Officer reminded Members that they had previously asked him to

arrange some financial training and stated that he had arranged for Capita Asset Services to provide some training for Members of this Committee, and also any Elected Members of the Authority wishing to attend, after the meeting of the Committee on 4th February 2014. The Chairperson on behalf of Members thanked the Director of Finance & Assets/Section 151 Officer for arranging the training event.

Resolved - (a) That Members note the treasury management activities undertaken during the first half of 2013/14 and the Prudential Indicators as outlined in paragraphs 32 and 33 and detailed in Appendix 1 to the report, and

(b) that 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.

4351 FINANCIAL PLANNING 2014/15 ONWARDS – The Director of Finance & Assets/Section 151 Officer submitted a report considering the Authority's Revenue Budget for the period 2014/15 onwards. The current financial position of the Authority was sound but there would be significant challenges to that position in the medium-term. The latest position on the Authority's Revenue Budget for 2014/15 onwards was set out in Appendix 1 to the report. The key assumptions that had been incorporated into the budget were included in Table 1 to the report. In summary, the financial projections for the next three financial years after 2013/14 were as follows:

2014/15	Balanced budget;
2015/16	£2.5m deficit;
2016/17	£5.7m deficit.

The requirement to make further efficiencies would continue into the medium-term. There was now reasonable certainty over the deficit of £2.5m projected for 2015/16. This was a reflection to a large extent of the following:

	<u>£m</u>
Efficiencies generated over 2011/2012/2013	5.0
Reduction in external funding 2011-2016	<u>7.2</u>
Shortfall in efficiencies	<u>2.2</u>

The report stated that the Authority must continue to make efficiencies at least in line with the reduction in external funding, in order to maintain a balanced budget. The analysis above showed that the delivery of further efficiencies would be required early in 2014 to keep up with falls in external support from Government and therefore balance the budget for 2015/16. The period 2016/17 onwards offered no better news and looked equally challenging through to at least 2020. A date for the local government finance settlement for 2014/15 and 2015/16 had not yet been announced. Should the announcement be mid-December 2013 (i.e. after this Committee and the Fire Authority have met) as anticipated, a briefing note would be circulated before the Christmas break to cover the key headlines for Humberside Fire Authority.

In response to a query from a Member the Director of Finance & Assets/Section 151 Officer stated that no provision had been made in the report in respect to the Operational Efficiency Programme options which were currently subject to a consultation exercise.

Resolved - That Members note the report and take assurance from the Authority's proactive approach to its medium-term financial planning.

4352 CAPITAL PROGRAMME 2014/15 ONWARDS – VEHICLES, ESTATES AND IT – The Director of Finance & Assets/Section 151 Officer submitted a report setting out the proposed capital programme for vehicles, estates and IT for 2014/15 onwards. The programme has been developed through the Service's Board structure and approved by the

Corporate Management Team (CMT). The summary financial impact of the proposals in the report was as follows:

	2014/15 £m	2015/16 £m	2016/17 £m	2017/18 £m	2018/19 £m
Vehicles					
Heavy	2.940	-	1.400	2.210	1.400
Light	0.357	0.419	0.222	0.222	0.384
Estates	2.345	0.700	0.700	0.700	0.700
IT	0.320	0.320	0.320	0.320	0.320
Total	5.962	1.439	2.642	3.452	2.804

The programme would be recommended to the Fire Authority for approval at the 16 December 2013 meeting. The programme once approved would be incorporated into the budget and Medium-Term Financial Plan that will be submitted for approval by Members at the February 2014 Fire Authority.

Resolved - That it be a recommendation to the Fire Authority that the Capital Programme 2014/15 – Vehicles, Estates and IT as set out in the report now submitted be approved.

4353 PEER CHALLENGE FINAL REPORT – The Assistant Chief Officer/Director of Safety submitted a report, further to Minute 4163, presenting the final version of the report setting out the key findings from the Local Government Association’s (LGA) Fire Peer Challenge at Humberside Fire and Rescue Service in March 2013. There had been a number of changes to the report resulting from comments submitted upon the draft version. Those changes were detailed in Paragraph 6 of the report. The report highlighted strengths and areas to explore in each key area of assessment. Whilst the Peer Challenge Team was of the opinion that “Humberside Fire and Rescue Service provides a high quality service to local citizens and businesses” the Service is always keen to learn and improve and so all of the areas to explore were being considered with a view to improving the Service even further. Any significant improvements resulting from that work will be reported in the Annual Performance Report 2013/14.

Resolved – That the Committee notes and welcomes the very positive findings of the report.

4354 SERVICE PERFORMANCE AND RISK REPORT FOR THE 2ND QUARTER PERIOD JULY – SEPTEMBER 2013 – The Assistant Chief Officer/Director of Safety submitted a report providing information relating to the Service’s Performance and Risk Framework as highlighted in the following summary table:

Section 1 – Strategic Risks	
Reduction in external financial support.	No change in risk.
The likely need to reduce the WDS establishment	No change in risk.
Likely changes leading to commissioned services	No change in risk.
Section 2 – Prevention Performance	
Accidental Dwelling Fires	12% better than target.
Other Accidental Fires (exc Vehicles)	4.7% better than target.
Deliberate Primary Fires	14.7% better than target.
Deliberate Secondary Fires	7.3% better than target.
Number of Automatic Fire Alarms	17.6% better than target.
Fatalities	1 fatality against aspirational target of zero.
Injuries	26 injuries against aspirational target of zero.

Section 3 – Response Performance	
First engine response	8.2% better than target
Second engine response	12% better than target
Section 4 – Projects Update	
Key projects are reported in this section	
Section 5 – Absence Statistics	
Key data is reported in this section	

Further detailed information was contained within the body of the report.

A Member referred to page 151 and asked if a copy of the problem profile in respect to deliberate primary fires could be supplied to Members. The Assistant Chief Officer/Director of Safety undertook to circulate the profile to Members. The Assistant Chief Officer/Director of Safety referred to page 157 regarding the Incident Command Project and reported that the Chief Fire Officer & Chief Executive had attended the meeting on 12 November 2013 and it had been agreed to look at a joint procurement process for Incident Command software. A Member referred to the data on page 158 relating to the average sickness absence days per employee in Service Control and suggested that the year-end projection of 9.5 was still quite high. The Secretary/Director of People gave a brief explanation as to possible reasons for the projected total and stated that as part of the annual report he would include a greater explanation of the staff groups. A member asked if any information was available for this Committee in respect to Industrial Tribunal cases. The Secretary/Director of People stated that he would submit a report to the next meeting of this Committee. The Chairperson reported that he had noted that West Midlands Fire Service had recently had won an Institution of Occupational Safety and Health (IOSH) award for reducing incident scene accidents and queried whether the Authority had considered promoting its successes by applying for appropriate awards. The Chief Fire Officer & Chief Executive stated that bids had been considered but it was necessary to balance the input and costs associated with the preparation of bids which could be time consuming.

Resolved – (a) That the Committee takes assurance as to the Service’s proactive approach to performance and risk management;

(b) that a copy of the problem profile in respect to deliberate primary fires be circulated to Members of this Committee;

(c) that an explanation of staff absences be included in the annual report, and

(d) that a report be submitted to the next meeting of this Committee with regard to Industrial Tribunal cases.

4355 DRAFT REFRESHED STRATEGIC PLAN AND INTEGRATED RISK MANAGEMENT PLAN 2014-17 – The Assistant Chief Officer/Director of Safety submitted a report reminding the Committee that the Authority had approved the Integrated Risk Management Plan (IRMP) 2012-16 in December 2012 and the Strategic Plan 2013-16 in July 2013 following respective 12-week periods of consultation. In line with the Service Planning Framework both documents had undergone an annual light touch refresh to reflect relevant changes. At the same time they had been synchronised in terms of the date range they cover, aligning both as 2014-17. That alignment would be maintained in future annual refresh and three yearly fundamental reviews of each document. Both documents were presented in draft form at Appendix 1 to the report. There were no notable changes to the risk profile within the IRMP, although a number of areas had been amended with more up to date information. There were no significant changes to the Strategic Plan, although the sections which detail the progress since the last Plan had all been updated so the content was different. Approval to consult on the plans would be sought from the Fire Authority at the meeting on 16 December 2013.

With regard to consultation the report stated that the Authority was required to conduct appropriate consultation for its plans and to consider and incorporate relevant comments into the final versions. As this was an annual light touch refresh the consultation would be conducted via the Authority's website on this occasion. Appropriate internal and external stakeholders would be notified that the draft plans were available for comment at www.humbersidefire.gov.uk. The views of consultees would be considered when preparing the final version of the plans. The Authority will have the opportunity to take into account the views of consultees before approving the final versions of the Strategic Plan 2014-17 and IRMP 2014-17.

Resolved – That the report be noted.

4356 DEVELOPING THE OPERATIONAL TRAINING INFRASTRUCTURE – The Head of Operations (Response) presented a report by the Deputy Chief Officer/Director of Operations submitted a report indicating that over recent years the diversity of Humberside Fire and Rescue Service's (HFRS) operational response had expanded greatly. That diversity in areas such as water rescue, flood response, marine response and technical rescue now formed a critical aspect of a holistic approach to community protection in mitigating the impacts of large scale or complex emergencies. Whilst that expansion of operational response capability had been introduced through the provision of high quality operational equipment, personal protective equipment, procedures and training, the Service's ability to sustain that broader capability within a tightening financial climate would be challenging. The report focussed on proposals to improve the Service's in-house operational training infrastructure in relation to water response, rescue using ropes from height, marine response and incident command to ensure sustainability of a broader operational capability, which was cost effective through the reduction of high year on year revenue costs associated with current training provision through external providers and facilities. Furthermore the development of the Service's training infrastructure in those areas might have benefits for HFR Solutions'. As such the report had been developed in the context of the sustainability of HFRS's wide ranging response capability with a potential secondary benefit being HFR Solutions' commercial opportunities. Elsewhere on this meeting's Agenda was the draft Business plan for HFR Solutions' which was supported in part by the proposals outlined in the report. The proposals outlined represented a consolidation of plans first brought to Members attention via Member days and/or the HFR Solutions' quarterly performance reports. The report proposed five areas of infrastructure development:

- Purpose built in-house flood rescue response facility our current favoured site being Peaks Lane Fire Station, Grimsby;
- Purpose built marine fire fighting capability, current favoured sites at Immingham West Fire Station or Humberside International Airport;
- Purpose built height rescue facility at Service Headquarters (SHQ), including re-design of SHQ Stores area to provide an indoor training facility;
- Relocation of Incident Command School to a bespoke facility within SHQ Stores re-design to include training rooms and meeting facilities (including a new Authority meeting room);
- Develop enhanced welfare and teaching facilities at SHQ in order to maximise utilisation of proposed facilities.

The report outlined the current arrangements with regard to Flood Rescue Response, Marine Response, Height Rescue facility, Incident Command Training and Welfare and teaching provision at Service Headquarters.

Resolved – That it be a recommendation to the Fire Authority that this Committee fully endorses the farsighted proposals set out in the report.

4357 COMMISSIONING INTERNAL AUDIT SERVICES – The Secretary/Director of People and Director of Finance & Assets/ Section 151 Officer submitted a report reminding the Committee that the Fire Authority had approved the tendering for internal audit services from 1 April 2014 and also approved the composition of the Panel to take this forward. The report set out a different approach to commissioning, which arises, in part, from membership of the Cabinet Office Commissioning Academy. 9. The draft timetable for the tender process was attached as Appendix 1 to the report. The expectation was that the process would conclude in March 2014.

A Member referred to paragraph 8 of the report outlining the intention to invite all interested providers to a pre-tender day and asked whether Members of this Committee would be permitted to attend as observers. The Secretary/Director of People recommended that perhaps an observer attend from the Governance, Audit and Scrutiny Committee.

Resolved - (a) That the report be noted, and

(b) that Members of this Committee be permitted to attend as observers the proposed Supplier Day in the week commencing 6 January 2014.

4358 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.

4359 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

4360 Committee Workstreams 2013/14 - Suggested Alignment to Individual Members – The Chairperson referred to the discussion at a previous meetings of this Committee (Minutes 4149 and 4271) when it had been suggested that it would be helpful to Members of this Committee if they were each aligned to the proposed workstreams according to the individual Members' skillset. It had been agreed that that the Chairperson of this Committee would consult with Members of the Committee and notify the Secretary/Director of People of the names of Members to be linked to workstreams on a trial basis. The Chairperson reported that Mrs Hardy had expressed an interest in shadowing in respect to Fire Incidents Involving Deaths. The Secretary/Director of People reminded Members that there had been a discussion about the need to be clear about the roles of this Committee and suggested that the Committee should await the outcome of that review.

Resolved – That the report be noted

Meeting closed at 12.20 a.m.