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<b>To:</b> Members of the Governance, Audit and Scrutiny Committee	<b>Enquiries to:</b> Rob Close <b>Email:</b> <a href="mailto:committeemanager@humbersidefire.go.uk">committeemanager@humbersidefire.go.uk</a> <b>Tel. Direct:</b> (01482) 393899 <b>Date:</b> 24 March 2023
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Dear Member

I hereby give notice that a meeting of the **GOVERNANCE, AUDIT AND SCRUTINY COMMITTEE** of Humberside Fire Authority will be held on **MONDAY 3 APRIL 2023 at 10.00AM** at **HUMBERSIDE FIRE & RESCUE SERVICE HEADQUARTERS, SUMMERGROVES WAY, KINGSTON UPON HULL, HU4 7BB.**

The business to be transacted is set out below.

Yours sincerely



**for Lisa Nicholson**  
**Monitoring Officer & Secretary to Fire Authority**

Enc.

## **A G E N D A**

Business	Page Number	Lead	Primary Action Requested
1. Appointment of Chairperson of the Committee 2023/24	-	Monitoring Officer/ Secretary	To appoint a Chairperson
2. Apologies for absence	-	Monitoring Officer/ Secretary	To record
3. Declarations of Interest (Members and Officers)	-	Monitoring Officer/ Secretary	To declare and withdraw if pecuniary
4. Minutes of the meeting of 20 February 2023	(pages 3 - 6)	Chairperson	To approve
5. Annual Strategy Memorandum 2022/23	Copy to Follow	External Audit (Mazars)	To consider and make any recommendations to the HFA
6. Management Accounts 2022/23 Period ending 28 February 2023	(pages 7 - 8)	Deputy Joint Chief Finance Officer/Deputy S.151 Officer	To consider and make any recommendations to the HFA
7. Annual Governance Statement 2022/23	(pages 9 - 18)	Area Manager Service Improvement	To consider and make any recommendations to the HFA

<b>Business</b>	<b>Page Number</b>	<b>Lead</b>	<b>Primary Action Requested</b>
8. Annual Anti-Fraud and Corruption Statement 2022/23	(pages 19 - 22)	Area Manager Service Improvement	To consider and make any recommendations to the HFA
9. Scrutiny Item – EDI Staff Forums	(pages 23 - 30)	Head of Organisational Development	To consider and make any recommendations to the HFA

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

**20 FEBRUARY 2023**

**PRESENT:** Independent Co-opted Members James Doyle (Chair) Chris Brown, Pam Jackson, and Kathryn Lavery.

**Officers Present:** Matthew Sutcliffe – Assistant Chief Fire Officer & Executive Director of Corporate Services, Steve Duffield – Area Manager Service Improvement, Jon Henderson – Area Manager of Prevention and Protection (in remote attendance), Jason Kirby – Area Manager of Emergency Response, Martyn Ransom – Joint Deputy Chief Finance Officer & Deputy S.151 Officer, Simon Rhodes - Head of Corporate Assurance, Gareth Naidoo – Senior Corporate Assurance Officer, Paul Spurr – Information Governance Officer Lisa Nicholson – Monitoring Officer/Secretary, , and Rob Close – Committee Manager.

**Internal Audit (TiAA)**

David Robinson – Audit Manager (TiAA)

Councillor Briggs was also in attendance.

The meeting was held at the Humberside Fire and Rescue Service Headquarters, Kingston upon Hull.

**PROCEDURAL**

**12/23 APOLOGIES FOR ABSENCE** – Apologies for absence were received from Gerry Wareham.

**13/23 DECLARATIONS OF INTEREST** – No declarations of interest were made with respect to any items on the agenda.

**14/23 MINUTES** – *Resolved* – That the minutes of the meeting held on 23 January 2023 be confirmed as a correct record.

**15/23 MATTERS ARISING FROM THE MINUTES, OTHER THAN ON THE AGENDA** – There were no matters arising.

**GOVERNANCE**

**16/23 UPDATE: MATTERS ARISING/FEEDBACK FROM FIRE AUTHORITY** – The Monitoring Officer/Secretary advised the Committee that the minutes of the 10 February 2023 meeting of Humberside Fire Authority would be circulated to them after publication.

*Resolved* - That the minutes of the 10 February 2023 meeting of the Humberside Fire Authority be circulated to the Members of the Committee via email.

**AUDIT**

**17/23 DRAFT INTERNAL AUDIT PLAN 2023/24** – The Committee received a report of the internal auditors, TIAA. The Committee was given an overview of the draft internal audit plan for 2023/24 and advised of emerging themes that informed it.

It was clarified that the Service Absolutes Process was the system that monitored how Station and Watch Managers ensured effective management of facilities.

The days allocated for audit topics within the annual plan took into account time for significant testing and a tailored approach. Particular time was made available for newer topics which auditors were not familiar with. Ultimately, until field work commenced on the audits, completion timetables were only estimated.

**Resolved** – (a) That the Committee endorse the Internal Audit Plan for 2023/24;

(b) That the Committee endorse Bullying, Harassment and Discrimination as the first piece of Audit work for 2023/24.

## **FINANCE AND PERFORMANCE**

**18/23 TREASURY MANAGEMENT AND CAPITAL EXPENDITURE STRATEGY 2023/24** – The Committee received a report of the Deputy Joint Chief Finance Officer and Deputy Section 151 Officer.

The Committee was advised that, as part of the Local Governance Act 2003 and its supporting regulations, the Authority was required to have regard to the CIPFA Prudential Code and Treasury Management Code of Practice to set, on an annual basis, a range of Prudential and Treasury Indicators for the forthcoming three years to ensure that its capital investment plans were affordable, prudent and sustainable. The prudential indicators reported on the Authority's capital plans, minimum revenue provision, the treasury management strategy, and an investment strategy.

Indicator One gave a summary of the Authority's previously agreed and forecasted capital expenditure plans until 2026/27. Indicator Two presented the Authority's Capital Financing Requirements through its borrowing need. Currently, the Authority was under borrowed and there was no expectation for this to change. The newest Prudential Indicator, Indicator Three, was the Liability Benchmark which estimated the Authority's measure for liability for the forthcoming three financial years. Indicator Four gave an expected level of investment from the Authority's current resources. Indicators Five and Six presented the operational boundary and authorised limit for external debt respectively for the Authority. Indicator Seven identified the trend in the cost of capital against the net revenue stream. The Authority's Capital Strategy ultimately focussed investment on refurbishment of current operational assets.

The level of capital expenditure project slippage was agreed at Humberside Fire Authority at its 2 December 2022 meeting. The main delays were seen in fleet replacements; Fleet management was a joint service with Humberside Police operated by a Joint Estate Manager beginning work in March.

Regular updates were received from the Link Group indicating interest rates. The contract for Link Group was to be renewed in the next calendar year.

There were no plans currently to directly audit the service of Hull City Council's administration of the Authority's treasury management function, however there was capacity to amend scopes of the 2023/24 Internal Audit Plan to accommodate this if there was an appetite to in the future.

**Resolved** – (a) That the Treasury Management and Capital Expenditure Strategy 2023/24 be received;

(b) That an update be given by the Joint Estates Manager on fleet replacement during the next municipal year;

(c) That new members of Committee be offered training on Link.

### **SCRUTINY PROGRAMME**

**19/23 SCRUTINY ITEM – GENERAL DATA PROTECTION REGULATION (GDPR) COMPLIANCE** – The Committee received a report of the Area Manager of Service Improvement.

The Committee was advised that, in May 2019, an audit of the Authority's management of data protection related matter was conducted by the East Riding of Yorkshire Council (ERYC), to identify how well the Authority was complying with the GDPR legislation that came into force in May 2018.

The subsequent action plan identified areas of improvement and ultimately brought the authority into a position of compliance. As a result, the action plan transitioned to an Information Governance Compliance Assessment mirroring that of the Information Commissioner's Office Accountability Framework.

A recent internal audit review undertaken in November 2022 also demonstrated that the Authority had a robust data protection framework in place to continually monitor compliance against UK GDPR.

Members raised the following points:

**Freedom of Information (FOI) Requests** – The fluctuation in receipt of FOI requests usually correlated with press coverage of public sector organisations. For example, significant receipt of FOIs was received during the Covid-19 Pandemic. The Authority's current FOI figures were comparable with other Fire Authorities.

**Data Protection eLearning** – The Service had to ensure that all staff were trained in data protection every two years. Completion of this training was monitored on a quarterly basis and validity had consistently exceeded 95 per cent since February 2021. Due to the anniversary of the biennial refresh having just elapsed, staff validity had temporarily dropped to 87 per cent. The e-learning was mandatory for all staff, including all support staff (such as cleaners). Provision was made by managers for those staff (for example cleaners) that did not have access to Service ICT facilities to periodically undertake their e-learning requirements (such as Data Protection).

**Data Protection Training for Elected Members** – It was noted that the constituent authorities offered mandatory data protection training for HFA Members.

**CCTV** – The five areas on the Information Governance Compliance Assessment relating to CCTV were all in progress. Currently, appropriate signage was still outstanding, but this was likely to be erected within a matter of weeks.

**Resolved** – (a) That the Committee endorses the Authority's commitment to and compliance with UK GDPR;

(b) That a copy of the Data Protection Guide for Staff be circulated to the Committee for information upon publication.

**20/23 GAS COMMITTEE SCRUTINY PROGRAMME 2022/23** – The Committee Manager submitted a report summarising the Committee's Scrutiny Programme 2022/23.

**Resolved** – (a) That an item considering Equality, Diversity and Inclusion Staff Forums be brought to the 3 April 2023 meeting of the Committee;

(b) That the Programme be received.

*Following the meeting, the Chairperson of Humberside Fire Authority and the Chief Fire Officer offered the Authority's thanks to Mr James Doyle and Mrs Pam Jackson, for their continued hard work and service to the Committee and presented them with plaques.*

**MANAGEMENT ACCOUNTS 2022/23 – BASED ON PERIOD  
ENDING 28 FEBRUARY 2023**

**1. SUMMARY**

- 1.1 This report highlights the current financial position based on information to 28 February 2023.
- 1.2 The end of year projections are set out below for the revenue budget, the capital programme and the pensions account.

**2. RECOMMENDATIONS**

- 2.1 That Members take assurance from this report and the Authority’s financial position for the period ending 28 February 2023.

**3. BACKGROUND**

- 3.1 Management Accounts are reported to Members four times a year with the financial position at 30 June, 30 September, 31 December and 28 February.

**4. PERIOD ENDING 28 FEBRUARY 2023**

- 4.1 The summary estimated outturn position for the current financial year based on information to 28 February 2023 is as follows:

CATEGORY	2022/23 OUTTURN PROJECTION
HFA	
Revenue Budget	£0.060m underspend
Capital Programme	£3.085m spend against £7.292m allocation
Pensions Account	£13.523m deficit

- 4.2 This is the final set of Management Accounts for the 2022/23 financial year and work is now well underway to compile the published Annual Accounts for 2022/23.
- 4.3 Further details on all of these areas are available electronically alongside the agenda papers on the Fire Authority’s website at [www.humbersidefire.gov.uk/fire-authority](http://www.humbersidefire.gov.uk/fire-authority).

**Linkages to any Strategic/Corporate Plans/Policies**

- 4.4 The production of robust, timely and detailed information in relation to the Authority’s financial position contributes to the Strategic Plan objective of a ‘Stronger Organisation’. The information specifically underpins good governance and good financial management.

**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 That Members take assurance from this report and the Authority's financial position for the period ending 28 February 2023.

**Martyn Ransom**  
**Joint Deputy Chief Finance Officer &**  
**Deputy S.151 Officer**

### **Officer Contact**

Martyn Ransom – Joint Deputy Chief Finance Officer/Deputy S151 Officer

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### **Background Papers**

2022/23 Management Accounts



**ANNUAL GOVERNANCE STATEMENT 2022/23**

**1. SUMMARY**

- 1.1 It is a requirement of the Fire Authority to publish an Annual Governance Statement (AGS) on a yearly basis.
- 1.2 The report sets out the draft Annual Governance Statement (AGS) in respect to 2022/23 (Appendix 1). Given the content of the Statement, it is felt desirable that the Authority should specifically review the AGS separately from the Annual Accounts, although the AGS will form part of the Annual Accounts, the draft of which will be submitted to the Authority in July 2023.
- 1.3 The draft AGS is submitted to the GAS Committee for its consideration and the making of any recommendations to the Fire Authority prior to its approval.

**2. MATTERS FOR CONSIDERATION**

- 2.1 The Committee is requested to review the draft Annual Governance Statement 2022/23, as set out at Appendix 1, and may wish to endorse its approval to the Fire Authority.

**3. BACKGROUND**

- 3.1 Regulation 4 of the Accounts and Audit Regulations 2003 required the Humberside Fire Authority to conduct an annual review of the effectiveness of its system of internal control and publish a Statement of Internal Control (SIC) up until 2006/07.
- 3.2 From 1 April 2007 the SIC was replaced by the AGS. Guidance was issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) Finance Advisory Network in respect to the production of the AGS. In addition, guidance has also been set out in the CIPFA/Solace (Society of Local Authority Chief Executives) good governance framework.
- 3.3 The CIPFA/Solace good governance framework brought together a number of governance principles and requirements, including replacing the previous Statement of Internal Control with a new Annual Governance Statement (AGS) from 2007/08.
- 3.4 The AGS takes account of CIPFA Bulletin 06 issued 11 February 2021 providing guidance relevant for the annual review of the system of internal control and publication of the Annual Governance Statement (AGS). This guidance concerns the requirements of the Delivering Good Governance in Local Government Framework 2016 CIPFA and Solace (the Framework). It also takes into account the introduction of the CIPFA Financial Management Code 2019 (FM Code) during 2020/21.

**4. REPORT DETAIL**

- 4.1 The six key principles of good governance as laid down in the 2007 framework have been reviewed within the 2016 framework and re-issued as seven key principles:
  - (i) Behaving with integrity, demonstrating strong commitment to ethical values. And respecting the rule of law.
  - (ii) Ensuring openness and comprehensive stakeholder engagement.

- (iii) Defining outcomes in terms of sustainable economic, social, and environmental benefits.
  - (iv) Determining the interventions necessary to optimise the achievement of the intended outcomes.
  - (v) Developing the entity's capacity, including the capability of its leadership and the individuals within it.
  - (vi) Managing risks and performance through robust internal control and strong public financial management.
  - (vii) Implementing good practices in transparency, reporting, and audit to deliver effective accountability.
- 4.2 The Authority's governance framework comprises the systems and processes, culture and values, by which the HFA is directed and controlled. The framework demonstrates how the HFA accounts to, engages with and leads within the community. It enables the HFA to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost effective services.
- 4.3 The Constitution of the Authority, published on the Authority's website, includes:
- Committee Membership and Terms of Reference
  - Scheme of Delegation to Officers
  - Financial Procedure Rules
  - Contract Procedure Rules
  - Members' Code of Conduct
  - Officer/Employees' Code of Conduct
  - Protocol for Member and Officer Relationships
  - Code of Corporate Governance.
- 4.4 In essence the AGS is the formal Statement (signed by the Chairperson of the Fire Authority, the Chief Fire Officer & Chief Executive and other Statutory Officers) that recognises, records and publishes the governance arrangements of the Fire Authority. The AGS is much broader than the SIC, although the overall assurance process remains. The AGS must reflect the governance framework.
- 4.5 The assurances in respect to the AGS derive from the following:
- External Audit – through assessment
  - Internal Audit
  - Members
  - Section 151 Officer
  - Secretary/Monitoring Officer
  - Strategic Leadership
  - Third parties, including partnership arrangements.
- 4.6 There is no model AGS, but rather the Guidance sets out best practice in developing an AGS.
- 4.7 The production of the AGS dovetails strongly with corporate risk management and the Annual Audit Report from Internal Audit.

#### **Legal implications**

- 4.8 This AGS ensures that the Fire Authority complies with regulation 4(2) of the Accounts and Audit Regulations 2003 as amended 2006 and 2011.

## Linkages to the Strategic Plan

- 4.9 This report underpins good governance arrangements, which is an enabler of the current Strategic Plan.

## 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 AGS ensures that the Fire Authority complies with regulation 4(2) of the Accounts and Audit Regulations 2003 as amended 2006 and 2011.
- 6.2 The draft AGS 2022/23 is attached at Appendix 1 for the Committee's consideration and for making any recommendations to the Fire Authority prior to its approval.

**Steve Duffield**  
**Area Manager of Service Improvement**

## Officer Contact

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## Background Papers

None

## Glossary/Abbreviations

AGS	Annual Governance Statement
CIPFA	Chartered Institute of Public Finance and Accountancy
FM	Financial Management Code
SIC	Statement of Internal Control
SOLACE	Society of Local Authority Chief Executives

**HUMBERSIDE FIRE AUTHORITY ANNUAL GOVERNANCE STATEMENT 2022/23**

**Scope of Responsibility**

1. The Humberside Fire Authority (HFA) is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The HFA also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
2. In discharging this overall responsibility, the HFA is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, which includes arrangements for the management of risk.
3. The HFA has approved and adopted a code of corporate governance applicable to Members, which is consistent with the principles of the Chartered Institute of Public Finance and Accountancy (CIPFA)/ Society of Local Authority Chief Executives (Solace) Delivering Good Governance in Local Government Framework 2016 Edition. A copy of the code can be obtained from the Secretary to the Fire Authority.
4. The HFA has approved and adopted the National Fire Chiefs Council (NFCC) Core Code of Ethics for Fire and Rescue Services for employees to abide by.
5. This statement explains how the HFA has complied with the code of corporate governance and also meets the requirements of regulation 4(3) of the Accounts and Audit (England) Regulations 2011 in relation to the publication of an Annual Governance Statement.

**The purpose of the governance framework**

6. The governance framework comprises the systems and processes, culture and values, by which the HFA is directed and controlled. The framework demonstrates how the HFA accounts to, engages with and leads within the community. It enables the HFA to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost effective services.
7. The system of internal control is a significant part of the governance framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness.
8. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the HFA's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.
9. The governance framework has been in place at the HFA for the year ending 31 March 2023 and up to the date of approval of the Statement of Accounts.

**The Governance Framework 2022/23**

10. The key elements of the HFA's governance framework included:
  - a) The [Constitution](#) of the Authority which includes:
    - Committee Membership and Terms of Reference;

- Scheme of Delegation to Officers;
  - Financial Procedure Rules;
  - Contract Procedure Rules;
  - Members' Code of Conduct;
  - Employees' Code of Conduct;
  - Protocol for Member and Officer relationships;
  - Code of Corporate Governance.
- b) The Governance, Audit and Scrutiny (GAS) Committee, as well as the HFA itself, received regular reports on the Service's performance arrangements.
- c) An approved [Corporate Risk and Opportunity Policy](#).
- d) An approved 'Local Code of Corporate Governance' in accordance with the CIPFA/SOLACE Framework for Corporate Governance.
- e) The designation of the Chief Fire Officer as Chief Executive responsible to the HFA for all aspects of operational management.
- f) The designation of the Executive Director of Finance and S.151 Officer (Local Government Act 1972) in accordance with Section 112 of the Local Government Finance Act 1988 and conforming with the governance requirements of the CIPFA Statement on the role of the Chief Financial Officer in Local Government (2010).
- g) The designation of the Secretary as Monitoring Officer with the requirement to report to the full HFA if it is considered that any proposal, decision or omission would give rise to unlawfulness or maladministration.
- h) The Executive Board has considered a strategic overview of the HFA control environment, including the response to external audit, performance management, strategic planning and scrutiny of Risk and Opportunity Management.
- i) The production of quarterly [Management Accounts](#) which are distributed to all Members of SLT and are considered at the GAS Committee meetings and the HFA.
- j) The Service and Finance Planning process.
- k) In accordance with the Service Business Planning Framework the Strategic Plan and Community Risk Management Plan (CRMP) for 2021-24 ensure a three-year plan, linked to the [Medium Term Resource Strategy](#).
- l) The Strategic Plan 2021/24 includes strategic objectives and Directorate responsibilities. The [Strategic Plan 2021-24](#) was approved by HFA in December 2020 following consultation.
- m) The [Community Risk Management Plan \(CRMP\) 2021-24](#) takes account of the requirements of the 2018 Fire and Rescue National Framework for England, providing a detailed assessment of the risks facing our communities and personnel and the measures taken to mitigate those risks. .
- n) Current [Anti-Fraud and Corruption, Anti-Bribery and Anti-Money Laundering Policies](#). We publish these and other such Policies, associated data and information on the HFRS Website under Data Transparency.

- o) The Authority is committed to the highest possible standards of integrity, openness, fairness, inclusivity, probity and accountability. HFA aims to provide a positive and supportive culture to enable employees to raise their concerns.  
  
A [Whistleblowing Policy](#) and subscription to the services of the whistleblowing charity, Protect, are in place. Staff are informed of this service via Siren and the Whistleblowing Policy which is published on the external website.  
  
The Authority has also introduced a 'Freedom to Speak up Guardian' role through the new Wellbeing Manager in Occupational Health, providing another independent reporting route for staff to raise concerns.
- p) A Service Improvement Plan has been developed to ensure that improvement areas across the Service, including any actions arising from His Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) Inspection, are documented, evidenced and regularly reviewed.
- q) Member and Officer Development Programmes. During 2022/23 Officers undertook facilitated supportive leadership development. Access to the T2Hub of Management and Leadership Self Development resources, Continual Professional Development through the Leadership Forum and Guest Speakers and Officers completing the Executive Leadership Programme.
- r) Six scheduled Member Days to support Member development and awareness of developing agenda for the Service and across the Sector as a whole.
- s) An approved Treasury Management Policy and Prudential Indicators.
- t) A Protective Marking Scheme (based upon the Her Majesty's Government Security Framework).
- u) Implementation of a [Public Sector Equality Duty \(PSED\) action plan](#) to implement its priorities. Actions within this plan have been fully integrated within the LGA FRS Equality Framework Self-assessment/action planning process and Priorities following consultation.
- v) Aligned service delivery with our four Local Authorities (Hull, East Riding, North Lincolnshire and North East Lincolnshire) through District management teams, is helping partnership work and assists us to be closer and more accountable to local communities.
- w) Bi-Annual Performance Reports to HFA are published on our [website](#).
- x) A Pension Board, as required under The Firefighters' Pension Scheme (Amendment) (Governance) Regulations 2015, was formed in 2015 to oversee compliance in the operation of the Firefighters' Pension Scheme (FPS). The Pension Board met twice during 2022/23.
- y) The Executive Director of People and Development chairs a Joint Consultative Committee attended by all Representative Bodies to discuss any matters relating to staff terms and conditions.
- aa) Member Champions continue to support functional areas and are invited to attend local District performance meetings and to meet with Area Managers and Executive Directors.

- bb) Consultation on our Council Tax Precept for 2022/23 drew a significant number of responses from our community (2325). This allowed Fire Authority Members to make an informed decision on this matter.
- cc) In line with legislative requirements HFRS published its [Gender, Ethnicity and Disability Pay Gap Report](#) by the end of March 2023. Any arising actions are included within the Report to HFA.
- dd) Emergency Preparedness for significant events is assured through provision of a fulltime team, established and tested Business Continuity Plans and a lead role within the Humber Local Resilience Forum (LRF).
- ee) Policies relating to compliance, management and administration of information governance, under the General Data Protection Regulation (GDPR) are published on the [website](#).

### **Review of Effectiveness**

11. The HFA has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the executive managers within the Authority who have responsibility for the development and maintenance of the governance environment, the head of internal audit's annual report, and also by comments made by the external auditors and other review agencies and inspectorates.
12. The GAS Committee has continued its scrutiny programme during 2022/23, including the scrutiny of:
  - Fire Standards
  - Procurement
  - Equality, Diversity and Inclusion (EDI) - Equality Impact Analysis
  - General Data Protection Regulation (GDPR) Compliance
  - EDI Staff Forums.
13. The induction of new Members and continuing training of all Members (via Member Days and Member Champion meetings) during 2022/23 has further enabled Members to discharge the functions of the HFA.
14. During the 2022/23 financial year, the HFA and its committees met as follows:
  - HFA - nine occasions
  - GAS Committee - seven occasions
  - Pension Board - two occasions.
15. Members of the Pension Board receive reports against a number of key workstreams designed to ensure that the Board operates in compliance with the Pension Regulator's Code of Practice for Pension Boards, this encompasses three broad areas: Governance, Administration and Communication.
16. The review of the effectiveness of the system of internal control is informed by:
  - The work of Senior Officers
  - The work of Internal Audit
  - Corporate Risk and Opportunity
  - Performance information

- The Authority's External Auditor, in their Auditor's Annual Report, Audit Completion Report, Annual Audit Letter and other reports.
17. Internal Audit has undertaken a number of reviews during 2022/23. The following areas were covered:
- Equality Impact Analysis
  - Firewatch
  - Prevention & Protection quality assurance
  - Service collaborations
  - Secondary contracts
  - GDPR
  - Mid-year follow up
  - Key Financial Controls
  - Fire Service Rota
18. The Authority is fully compliant against the CIPFA Financial Management Code. Full compliance against the code became mandatory from 1 April 2022.
19. *[Statement on the overall Head of Internal Audit opinion for the period 1 April 2022 to 31 March 2023 to be inserted once the Annual Report has been received.]*
20. The effectiveness of the governance framework is considered throughout the year by SLT, the GAS Committee and HFA. Much of this is discharged through internal reports such as Management Accounts and Performance Reports as well as the work of Internal and External Audit. Any significant issues are captured via the risk management system and considered by the Fire Authority where appropriate.

### **Governance Update 2022/23**

21. There were no significant governance issues during 2022/23.
22. Members are assured that the Service has appropriate arrangements in place should use of the powers under the Regulation of Investigatory Powers Act (RIPA) 2000 be necessary. There was no use of RIPA or requests for covert surveillance during 2022/23.
23. The Police & Crime Act 2017 places a statutory duty upon Fire and Rescue, Police and Ambulance services to collaborate. The Act also enables Police and Crime Commissioners (PCC) to take responsibility for fire and rescue services, where a Business Case is formed and there is local public support.
24. We continue to proactively identify collaborative opportunities with the Police, Ambulance services and other bodies. This has included:
- A joint Emergency Service Fleet Management workshop with the Police.
  - A joint Estates (Operational and Strategic) function with Humberside Police.
  - Provision of a medical First Responder scheme in partnership with Yorkshire Ambulance (YAS), East Midlands Ambulance Service (EMAS).
  - A Hull Falls, Intervention Response, Safety Team (F.I.R.S.T) with City Health Care Partnership (CHCP), Humber, Coast and Vale Integrated Care System (ICS) and Hull City Council.
  - An agreement with Yorkshire Ambulance Service (YAS) for them to provide Service wide Clinical Governance.
  - Memorandums of Understanding with Humberside Police and Ambulance Trusts to support response activities including:
    - Fire Investigation
    - Forced Entry for Medical Rescues



- Drone
  - Bariatric
  - An Integrated Health Centre incorporating a Full-Time fire station, in partnership with Humber, Coast and Vale ICS.
  - A Fire and Police Transformation Board continues to review collaboration opportunities where they are beneficial and practicable.
  - Shared provision of a Health and Safety function with Humberside Police, managed by HFRS.
  - HFRS providing Financial Management support to Humberside PCC.
  - 'Don't Cross the Line' campaign to support stopping attacks on Emergency Service Workers.
25. The Service was last inspected by HMICFRS at the end of 2021 into 2022 and rated the Service as 'Good' across all three pillars (Effectiveness, Efficiency and People). The findings represent an improvement on the last routine inspection in 2018, which suggested the Service needed to do more in how it developed its workforce and increase the diversity of the people it employs. The Service Improvement Plan has been refreshed to address any findings from the inspection and to prepare the Service for its next inspection, due to take place later in 2023/24. Performance monitoring against the Service Improvement Plan is undertaken through a Strategic Leadership Team performance meeting held every other month.
26. The Appointments Committee met three times during 2022/23 to appoint to the following Executive posts:
- Chief Fire Officer and Chief Executive
  - Deputy Chief Fire Officer and Executive Director of Service Delivery
  - Assistant Chief Fire Officer and Executive Director of Corporate Services
27. One Whistleblowing complaint was received internally during 2022/23 and was dealt with in accordance with the Whistleblowing Policy. An investigation is currently in progress.
28. On 18 May 2022 the Secretary of State for the Home Department (Home Secretary) published a White Paper and Consultation outlining a package of proposed reforms for fire and rescue services. The White Paper described proposed areas of reform that are intended to drive change and strengthen fire and rescue services across three principle areas: (i) People, (ii) Professionalism and (iii) Governance. The Consultation closed on 26 July 2022 and the Sector is still awaiting the outcome and Government's response.

### **Strategic Risk and Opportunity Register**

29. The Service has in place a Strategic Risk and Opportunity Register which enables it to understand, monitor and mitigate against the Service's overall risk profile. The Service can use a range of techniques for identifying specific risks that may potentially impact on one or more objectives. The top critical Strategic Risks for 2022/23 as outlined below will continue to be progressed and monitored throughout the next financial year.
- Reduction in external funding
  - Threat of Industrial Action (IA)
  - Mobile Data Terminal (MDT) Failure
  - Emergency Services Network (ESN) (at present)

### **Conclusions**

30. This Annual Governance Statement for 2022/23 provides Members with a high level of assurance for the Authority's governance arrangements.

**Signed**

.....  
**Chair of the Authority**

.....  
**Chief Fire Officer & Chief Executive**

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**S.151 Officer**

.....  
**Secretary & Monitoring Officer**

## ANTI-FRAUD AND CORRUPTION STATEMENT 2022/23

### 1. SUMMARY

- 1.1 An annual Anti-Fraud and Corruption Statement is produced in response to recommendations within an Internal Audit review of Counter Fraud Arrangements conducted during 2016/17. The Statement covers key actions taken throughout the reporting year to provide an assurance of the processes in place.

### 2. MATTERS FOR CONSIDERATION

- 2.1 The Committee is requested to review the draft Anti-Fraud and Corruption Statement for 2022/23 and make any recommendations to the Fire Authority as necessary.

### 3. BACKGROUND

- 3.1 An annual Anti-Fraud and Corruption Statement is produced in response to recommendations within an Internal Audit review of Counter Fraud Arrangements conducted during 2016/17. The Statement covers key actions taken throughout the reporting year to provide an assurance of the processes in place.
- 3.2 The outcomes of the review, including a number of recommendations and agreed actions, were reported to the Committee on 10 April 2017. A specific recommendation was received that the Chief Fire Officer & Chief Executive should publish a formal statement of the Fire Authority's commitment to anti-fraud, bribery and corruption measures.
- 3.3 The Committee also conducted a scrutiny review of anti-fraud and corruption measures in 2018.

### 4. REPORT DETAIL & OPTIONS/PROPOSALS

- 4.1 Related anti-fraud Service Policies are reviewed annually in conjunction with the Committee. These include:
- Whistleblowing
  - Anti-Bribery
  - Anti-Money Laundering
  - Anti-Fraud and Corruption
- 4.2 Members also receive assurances through the Annual Governance Statement.
- 4.3 The draft Anti-Fraud and Corruption Statement for 2022/23 is set out at Appendix 1 and, subject to the Authority's approval, will be published on the Authority's website.

### 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 Committee is requested to review the draft Anti-Fraud and Corruption Statement for 2022/23 and make any recommendations to the Fire Authority as necessary.

**Steve Duffield**  
**Area Manager of Service Improvement**

### Officer Contact

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### Background Papers

None

**HUMBERSIDE FIRE AUTHORITY**

**ANTI-FRAUD AND CORRUPTION STATEMENT 2022/23**

**Introduction**

1. Humberside Fire Authority (HFA) is committed to the highest possible standards of integrity, openness, probity and accountability. The management of the risk of fraud and corruption and ensuring that effective counter fraud arrangements are in place are key elements of Corporate Governance.
2. Our Communities expect the HFA to conduct its affairs with integrity, honesty, openness and to demand the highest standards of conduct from those working for it.
3. The HFA recognises that sound systems of public accountability are vital to effective management and to maintain confidence in the Service and is committed to protecting the public funds entrusted to it. This Anti-Fraud & Corruption Statement outlines the HFA's commitment to creating an anti-fraud culture and maintaining high ethical standards in its administration of public funds. A culture of honesty and openness is a key element in tackling fraud.
4. In order to prevent, discourage and detect fraud, the Authority has in place and will continue to develop appropriate controls and procedures. These are inter-related and are designed to frustrate fraud or corruption. They cover culture, prevention, detection and training.
5. Actions around Fraud, Corruption and Bribery form part of the Authority's commitment to robust governance arrangements.

**Key Actions during 2022/23**

6. Existing policies and strategies are reviewed on an ongoing basis and annually in conjunction with the Governance, Audit and Scrutiny (GAS) Committee. The policies listed below are current and are published on the Authority's [website](#):
  - a) Anti-Fraud & Corruption Policy
  - b) Whistleblowing Policy
  - c) Anti-Bribery Policy
  - d) Anti-Money Laundering Policy
7. There has been no other attempted fraud, bribery or corruption identified during 2021/22. However, the organisation remains vigilant and constantly reviews the operating environment.

**Assurance**

8. The Authority has comprehensive crime insurance arrangements in place. This cover is for all employees and third parties up to £500k.
9. The GAS Committee are consulted on policy development to combating fraud across the Authority.

10. Arrangements are in place to utilise Internal Audit if required to investigate suspected cases of fraud.
11. We periodically draw to the attention of staff the relevant policies. This is usually through email bulletins and entries in internal communications.
12. We maintain our knowledge, assurance and best practice to deal with current fraud risks and issues through our relationship with Internal Audit. We also receive and disseminate alerts via our Internal Auditors (TiAA).
13. We challenge ourselves through Internal and External audit provision to ensure our procedures are robust and current.
14. We continue to fully participate in the Cabinet Office's National Fraud Initiative (NFI) and receive reports on the outcomes.
15. We have appropriate arrangements in place that encourage staff to raise their concerns. The Whistleblowing Policy and distribution of literature around the Protect Service further support our internal actions.

**Signed:**

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Chair of the Humberside Fire Authority

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Chief Fire Officer and Chief Executive

## EQUALITY, DIVERSITY AND INCLUSION – STAFF FORUM

### 1. SUMMARY

1.1 This report describes and updates on the following aspects:

- the role of the Staff Forums in supporting the Service's progress with its Public Sector Equality Duties (PSED);
- an evaluation of the effectiveness of the staff forums by reviewing their delivery against their terms of reference (see Appendix 1);
- an update on the Senior Equality Ambassador role and how this role engages with underrepresented groups, both internally and externally;
- how gaps are covered where staff forums are not established; and
- a general overview of culture and feedback associated with staff forum engagement.

### 2. MATTER FOR CONSIDERATION

2.1 The Committee may wish to endorse the Service's commitment to and continuing journey of improvement with its current Staff Forums, whilst striving to address gaps in engagement with other under represented groups in the Service and its wider community.

### 3. BACKGROUND

3.1 Following the completion of Public Sector Equality Duty (PSED) from 2016-2020 HFRS decided to renew its approach to equality, diversity and inclusion (EDI) during 2020-2021, and instituted a new focus to the EDI Steering Group and invited staff to develop Staff Forums. The Organisational Development (OD) Manager acts as an internal consultant and started conversations within the Service; to give interested staff support, guidance and information to form staff forums; a 'voice' for minority staff who identify with a protected characteristic.

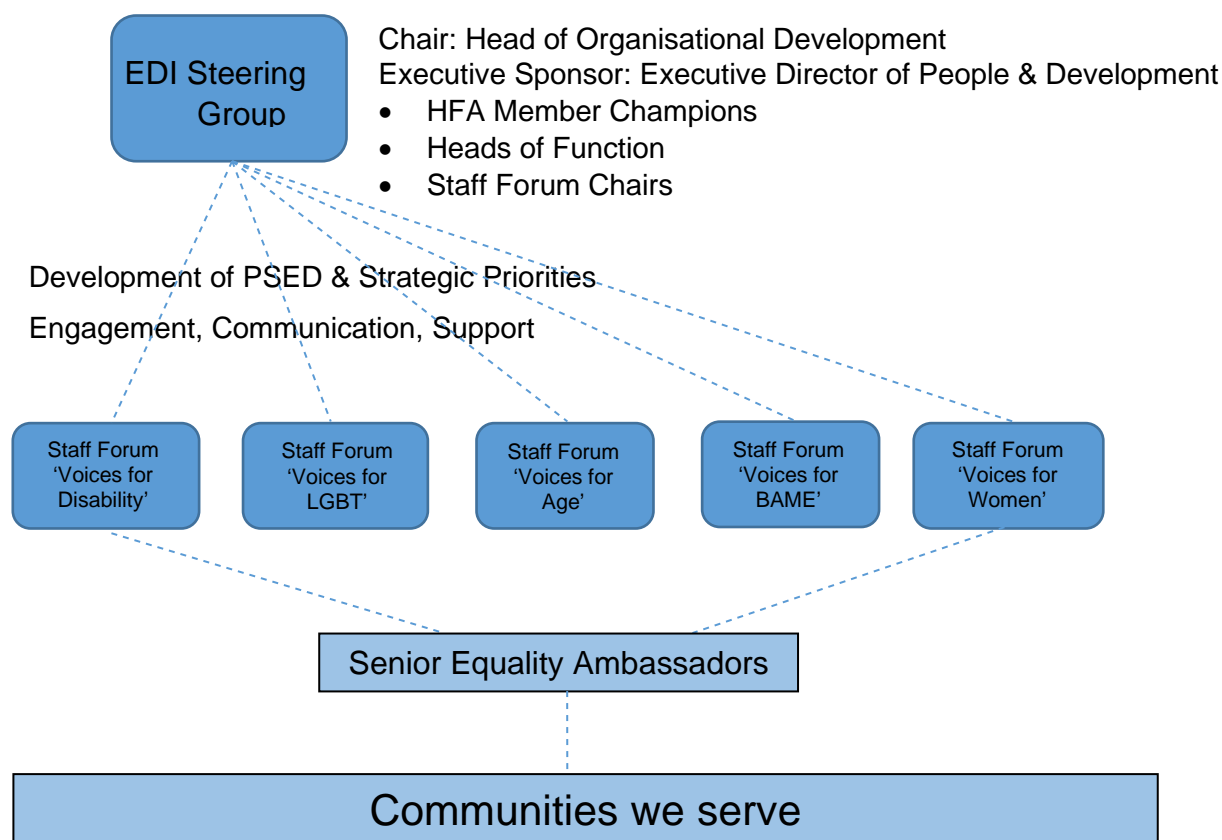
3.2 The definition of a 'group' or 'forum' is two or more people. These forums are led by staff for staff and the forums determine the pace for their development and the role they want to play within the organisation. What is appropriate for one group may not be appropriate for others, and they will take time to form and develop. All Groups have the aim of providing support to members of the under-represented staff group and to using lived experience of members to improve HFRS

3.3 Three staff forums emerged from interest generated through the EDI Steering Group, and with OD internal consultancy support: Voices for Women, Voices for Disability and LGBTQ+ network forum were established.

3.4 HFRS also reviewed its PSED Priorities which were considered by Humberside Fire Authority (HFA) in Sept 2020 and it was agreed to put these out for consultation. In December 2020, following that consultation process, HFA agreed a set of Priorities for EDI work for 2021-2024, to integrate with the Service's strategic planning cycle. Action planning started to implement new work from these priorities in 2021.

#### 4. REPORT DETAIL

4.1 The refresh of the EDI steering group in 2020 identified the governance structure and aims for the creation of staff forums.



4.2 The EDI steering group meets quarterly, is chaired by the Head of Organisational Development, who is the Corporate EDI lead. The Executive sponsor is the Executive Director of People and Development. The group members are a cross section of staff from across the service together with Heads of Function and an open invite to the HFA EDI champions. The group actively contributes to the progress of the PSED and the production of the EDI annual report that is presented to the Fire Authority.

4.3 The Chairs of the Staff Forums attend the quarterly EDI Steering Group and actively contribute to the development and achievement of the EDI strategic priorities and PSED as well as identifying issues/challenges for improvements within their forums for underrepresented staff within the Service e.g. contribution to policy and practice changes. Please see Appendix 1 for the Terms of Reference of the three established staff forums, their progress against these and their key achievements.

4.4 Every member of our senior leadership team is fully committed to equality, diversity and inclusion as part of business as usual. This is actively demonstrated through the Senior Equality Ambassador role as they work to promote equality, solve challenges to inequalities both within the service and the communities we serve. As part of this role they communicate and engage at all levels internally and externally and host or attend at least one event for staff or communities around the annual calendar of events, e.g. International Women’s Day, World Mental Health Day, Ramadan. The equality strands are allocated as follows (as at March 2023):

- Race and Religion/Belief – Jon Henderson, Area Manager for Prevention and Protection
- LGBTQ+ - Jason Kirby, Area Manager for Emergency Response
- Sex – Christine Cooper, Executive Director of People and Development
- Disability - Matt Sutcliffe, Assistant Chief Fire Officer
- Age – Steve Duffield, Area Manager for Service Improvement



Phil Shillito, Chief Fire Officer meets bi-annually with the Chairs of the Staff Forums.

- 4.5 We remain committed to building on the success of the current staff forums. At our recent event for International Women's day we are hoping to launch an allyship group open to men and women at all levels who are committed to learning and taking action to promote sex equality in the Service.
- 4.6 Where we do not currently have our own established staff forum groups we keep promoting opportunities for these to be established. We are about to communicate out across the service for interest to start an Age Equality Forum, hoping this may be of interest to both younger and older staff to look at issues for everyone at different stages of their working life.
- 4.7 Other gaps such as Black, Asian, Minority Ethnic (BAME) due to small numbers of staff in the service we have representatives from the EDI steering group attend the Asian Fire Service Association (AFSA) North and AFSA national meetings and events that bring in information, knowledge and resources into the Service that we use to promote and educate staff. We also have a good working relationship with Humberside Police who have an active BAME group and we attend their Gold and Silver EDI groups.
- 4.8 Moving forward we will seek consult with our staff forums to adopt a Maturity Model for Staff Forums from the National Fire Chiefs Council (NFCC) National Staff Networks Group which measures impact on service improvements of staff engagement, activities and outputs/outcomes.
- 4.9 The route to wider diversity for an organisation is of course through attraction and recruitment. The positive action work the service has undertaken in recent years has been noted in the last HMICFRS inspection:

***“We found that the service was actively promoting issues relating to equality, diversity and inclusion (EDI). And the workforce supports this approach, which will lead to benefits in the long term. The positive action being carried out across the service is noteworthy.”***

- 4.10 Whilst the Service is committed to positive action and promotion of the Service as an Employer of Choice, we still have societal, geographic and demographic challenges to overcome, for example getting ethnic diverse communities to consider the Fire and Rescue Service as an Employer of Choice for them, and that our ethnic minority diversity is, on average only 10 per cent across our district areas (according to the 2021 census).
- 4.11 Some parts of Service Districts have reasonable population numbers of people from ethnic minority groups living in them. There are significant regional variations in this respect, with Hull having the most ethnically diverse population across the Humberside area with 84 per cent White-British, and the East Riding having very low ethnic minority profiles at 95 per cent White British.

## **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 Committee may wish to endorse the Service's commitment to and continuing journey of improvement with its current Staff Forums whilst striving to address gaps in engagement with other under-represented groups in the Service and its wider community.

## Officer Contact

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## Background Papers

None

## Glossary/Abbreviations

AFSA	Asian Fire Service Association
BAME	Black Asian Minority Ethnic
EDI	Equality, Diversity, Inclusion
HMICFRS	His Majesty's Inspectorate of Constabulary and Fire and Rescue Services
LGBTQ+	Lesbian, Gay, Bi-sexual, Transgender, Queer (or Questioning)
NFCC	National Fire Chiefs Council
OD	Organisational Development
PSED	Public Sector Equality Duty

## **STAFF FORUMS TERMS OF REFERENCE**

### **Evidence of how the group meets their aims**

#### **Key achievements**

### **VOICES FOR WOMEN**

#### **Purpose:**

**“To provide a safe space for women working at HFRS and to discuss issues, gain support and to make recommendations for change”**

#### **Aims:**

- To provide a safe space for discussion and support
- Raise issues of importance to women working at HFRS
- To make recommendations for change
- To empower and build confidence
- To provide peer support and informal mentoring

#### **How does the group meet its aims?**

The group is structured with a Chair and Vice-chair, it produces notes of meetings and the Chair of the group reports into the Service EDI Steering Group.

By meeting on a regular basis, the group has established a safe environment for women working in various roles and at different levels in the service to build up trust, rapport, confidence and confidentiality to discuss a wide range of issues including:

- Women’s development
- Women’s career progression
- Women’s health
- Cost of living crisis
- Imposter syndrome
- Provision of peer mentoring within the group members
- Skills at work e.g. communication, confidence, assertiveness, mindfulness

#### **Key achievements to date:**

- Design and development of International Women’s day event
- Design and development of a presentation on WYFRS event for Staff Network Day
- Welfare packs available for women on every station and in vehicles
- Assistance in the design and commissioning of the welfare vehicles
- Agile working guidance
- Design and development of a newsletter to attract more women to the group
- Opening sessions to men to cultivate allyship

## VOICES FOR DISABILITY

### **Vision:**

**“To support, encourage and enable HFRS to break down the barriers associated with disability.”**

### **Purpose:**

There are many disabilities, some are obvious, and others are hidden. They can affect us mentally, physically or both. What is important is how we and others understand and appreciate each other.

The Voices for Disability staff group has been established to offer membership to staff who recognise themselves as having a disability or act as a carer to someone who has a disability. The purpose of the group is to provide members with an opportunity to discuss experiences, share ideas and to increase the disability awareness of staff, managers and leaders throughout the organisation.

### **Aims:**

- To support disabled staff and carers at HFRS
- Provide feedback and recommendations (e.g. through consultation on policies and procedures) on how HFRS can achieve disability equality
- Support the education and awareness of colleagues, managers and leaders in relation to disability
- Raise awareness of the impact that disability can have on carers and family members
- Support the journey of cultural change towards a social model of disability at HFRS
- Celebrate the achievements of disabled people.

### **How does the group meet its aims?**

The group is structured with a Chair and Vice-chair, it produces notes of meetings and the Chair of the group reports into the Service EDI Steering Group.

By meeting on a regular basis the group has established a safe environment for staff who have a wide range of disabilities to build up trust, rapport, confidence and confidentiality so collectively they can explore challenges within the workplace.

### **Key achievements to date:**

- Enabling the service to adopt the social model for disability
- Enabled the service to produce the reasonable adjustment policy delivery guidance
- Enabled the service to produce and pilot reasonable adjustment passports and reasonable adjustment requests for processes such as recruitment and promotion
- Recognised at the staff recognition award ceremony
- Provision of peer mentoring, support and signposting for staff

## **LGBTQ+ NETWORK**

### **Aim:**

We are committed to providing a quality level of support and advice to our members and to our organisation. We are aiming to work in partnership with our Service to create a safe, inclusive and diverse working environment that encourages a culture of respect and equality for everyone regardless of their sexual orientation/gender re-assignment. We believe that by dispelling ignorance and prejudices we will ensure that our members can develop and progress within the Service without fear of harassment, bullying or discrimination.

### **Objectives:**

- To provide advocacy and support to LGBTQ+ staff and families
- To provide a forum where LGBTQ+ staff/families can meet to share issues affecting their professional and personal development
- To assist with the development of/consultation on service policies which may have an impact on LGBTQ+ staff
- To ensure that existing policies (and practices) are not detrimental to LGBTQ+ staff
- To ensure that policies are applied in practice
- To encourage the service to develop a safe and positive working environment where LGBTQ+ staff feel valued and able to 'come out'
- To engage and promote networking with other similar fire services' LGBTQ+ groups. As well as creating partnership with local LGBTQ+ organisations within our community
- To assist the service to provide a quality range of awareness on key issues around sexual orientation and gender-reassignment
- To attend the HFRS equality and fairness steering group meetings.

### **How does the group meet its aims?**

The Forum is open to all staff who are LGBTQ+ or are allies to LGBTQ+ staff. All meetings will be strictly confidential. Some meetings will be limited to LGBTQ+ staff to ensure that people who are not 'out' are not discouraged to participate in the group, to ensure a safe space.

Any lesbian, gay, bisexual or transgender, questioning, + members of HFRS staff contacting the group will only be dealt with by a group member who identifies. All information will be protected and not available to any other staff unless that member gives their permission.

### **Key achievements to date:**

- Assist annually in preparing for Pride month with attendance at Hull, Brid, Scunthorpe and Grimsby/Cleethorpes Pride events
- Developed contacts and networks with other local LGBTQ+ forums
- Assist Communication team with information, advice and guidance for promotion of calendar of events e.g. Lesbian Visibility
- Design and distribution of posters on all stations to raise awareness of the group

All three staff groups have been working for over 2 years within the following remit:

- To promote equality, inclusion and diversity (EDI) at HFRS via awareness raising, challenge and providing engagement and views of underrepresented groups of staff.
- To provide a confidential and safe space for under-represented groups to explore issues of relevance and experience of work.
- To provide scrutiny, ideas, and challenge to transform the culture of the organisation in relation to EDI.
- Led by staff for staff, determining their own pace of development and shaping the role they want to play in helping to improving the organisation

Further information and resources can be accessed by staff on the Staff Forum SharePoint page.

**Staff Forums Contribution to Public Sector Equality Duty:**

Priority 1 – By leading by example on equality

Priority 2 – Increasing diversity throughout or workforce

Priority 3 – Ensure a safe and fair workplace for all staff