

**HUMBERSIDE FIRE AUTHORITY  
(ANNUAL GENERAL MEETING)**

**4 JUNE 2018**

**PRESENT:**

**Representing East Riding of Yorkshire Council:**

Councillors Chadwick, Finlay, Green, Healing, Matthews, Smith, V. Walker and Whittle.

**Representing Kingston upon Hull City Council:**

Councillors Belcher, Chambers, Dad, Randall (Mrs) and Rodmell.

**Representing North Lincolnshire Council:**

Councillors Briggs, Grant, Sherwood and Waltham MBE

**Representing North East Lincolnshire Council:**

Councillors Barfield, Shepherd, Swinburn and T Walker

Chief Fire Officer & Chief Executive, Deputy Chief Fire Officer/Executive Director Service Delivery, Executive Director Service Support/Section 151 Officer, Monitoring Officer/Secretary, Director of Emergency Services, Director of Human Resources, Director of Public Safety, Director of Operational Training, Committee Manager and Mr D Chapman (Chairperson of the Governance, Audit and Scrutiny Committee) were also present.

Mr M Allingham, Mr A Smith, Mrs M Thomlinson and Mr C Vertigans (Independent Co-opted Members of the Governance, Audit and Scrutiny Committee) also attended as observers.

Apologies for absence were submitted from Councillor Nicola and Mr K Hunter, Police & Crime Commissioner for Humberside.

The meeting was held at the Humberside Fire and Rescue Service Headquarters, Kingston upon Hull. Meeting commenced at 10.30 a.m.

The Monitoring Officer/Secretary welcomed the new and returning Members.

*(The Monitoring Officer/Secretary took the Chair for the following item (Minute 5815)).*

**5815 ELECTION OF CHAIRPERSON** – The Monitoring Officer/Secretary submitted a report on the election of a Chairperson for 2018/19. Councillor Briggs was nominated and seconded. There were no other nominations.

**Resolved** - That Councillor Briggs be elected Chairperson of the Humberside Fire Authority until the Annual General Meeting of the Authority in 2019.

*(Councillor Briggs took the Chair and welcomed Members; the Independent Co-opted Members of the Governance, Audit and Scrutiny Committee and all other persons who were present.)*

**5816 DECLARATIONS OF INTEREST** – There were no declarations.

**5817 ELECTION OF VICE CHAIRPERSON** - The Monitoring Officer/Secretary submitted a report on the election of a Vice Chairperson for 2018/19. Councillors Green was nominated and seconded.

**Resolved** - That Councillor Green be elected Vice Chairperson of the Humberside Fire Authority until the Annual Meeting of the Authority in 2019.

**5818 MINUTES – Resolved** – That the minutes of the meeting of the Authority held on 23 April 2018 having been printed and circulated amongst the Members, be taken as read and correctly recorded and be signed by the Chairperson.

**5819 QUESTIONS BY MEMBERS** - The Monitoring Officer/Secretary stated that no questions had been received from Members in accordance with Rule 12, Part 4 of the Constitution.

**5820 PETITIONS AND DEPUTATIONS** - The Monitoring Officer/Secretary stated that no petitions had been received and no requests for a deputation had been received under Rule 13, Part 4 of the Constitution.

**5821 COMMUNICATIONS** – The Chairperson and Chief Fire Officer & Chief Executive reported orally following their attendance at a recent meeting with Her Majesty’s Inspectorate of Constabulary and Fire & Rescue Services in London when the Inspectorate gave feedback on the outcome of the 3 pilot inspections of Suffolk, Staffordshire and West Yorkshire Fire and Rescue Services. The feedback had been well received by those Services present at the meeting. The Chief Fire Officer & Chief Executive stated that Members would learn more about the inspection process at future Member Days.

**5822 MEMBERS’ NEWSLETTER** – This item was included on the Agenda to allow Members an opportunity to ask questions regarding any items included in the Members’ Newsletter that had been emailed recently to all Members of the Authority. There were no questions.

**5823 COMPOSITION OF THE FIRE AUTHORITY 2018/19** - The Monitoring Officer/Secretary submitted a report on appointments to the Humberside Fire Authority made by the Constituent Unitary Authorities for the period 2018/19. A revised report incorporating details of the appointments made by North East Lincolnshire Council was circulated prior to the meeting.

**Resolved** – (a) That the membership of the Authority for the period 2018/19 as set out below be noted:

East Riding of Yorkshire Council (8):

Councillor M .Chadwick	(Conservative)
Councillor H Green	(Conservative)
Councillor C Matthews	(Conservative)
Councillor L Healing	(Conservative)
Councillor P Smith	(Conservative)
Councillor V Walker	(Conservative)
Councillor J Whittle	(Independent)
Councillor S Finlay	(Labour)

Hull City Council (6):

Councillor S Belcher	(Labour)
Councillor R Nicola	(Labour)
Councillor P Rodmell	(Labour)
Councillor L Chambers	(Liberal Democrats)
Councillor J Dad	(Liberal Democrats)
Councillor (Mrs) C Randall	(Liberal Democrats)

North East Lincolnshire Council (4):

Councillor R Shepherd	(Conservative)
Councillor S Swinburn	(Conservative)
Councillor T Walker	(Labour)
Councillor I Barfield	(Liberal Democrats)

North Lincolnshire Council (4):

Councillor J Briggs	(Conservative)
Councillor N Sherwood	(Conservative)
Councillor R Waltham MBE	(Conservative)
Councillor M Grant	(Labour)

**5824 APPOINTMENT OF GROUP SECRETARIES 2018/19 - Resolved** - That the following appointments be noted:

<b>Political Group</b>	<b>Group Secretary</b>
Conservative	Councillor Smith
Labour	Councillor T Walker
Liberal Democrats	Councillor Dad

**5825 COMMITTEE STRUCTURE AND COMPOSITION 2018/19 AND APPOINTMENT OF PANEL/GROUP MEMBERS AND MEMBER CHAMPIONS 2018/19** - The Monitoring Officer/Secretary submitted a report on the committee structure adopted by the Authority as part of its Constitution and setting out a proposed Committee structure and composition in respect to 2018/19. The Constitution took into account the matters arising from the third review of corporate governance – principally that the Fire Authority should be the sole decision making body. The Governance, Audit and Scrutiny Committee was formed comprising only Independent Co-opted Members and with no decision making powers. In these circumstances the rules regarding political proportionality in relation to appointments to that Committee did not apply. In 2017/18 the GAS Committee comprised 7 Independent Co-opted Members. The Monitoring Officer/Secretary informed Members’ that he Constitution provides that the quorum for meetings of the GAS Committee shall be decided by the HFA at its AGM. Other than the Governance, Audit and Scrutiny Committee the Constitution provides that should the need arise the Authority will establish an Appointments Committee (to deal with the appointment of Senior Officers and make recommendations to the Authority), and an Appeals Committee (to hear any appeal against dismissal under the current Conduct and Performance Procedure). In respect to these Committees regard shall be had to the rules on political proportionality. It was suggested that the Authority should confirm the structure of its Committees (proposed as currently adopted and set out in the Constitution) and then consider the size of each Committee. Where the rules of proportionality apply to the allocation of the seats, Group Secretaries will then confirm with the Monitoring Officer/Secretary the nominations to fill the allocated seats. In the event of the Police and Crime Commissioner becoming a Member of the Authority with full voting rights the Authority will need to review the committee allocations set out below. The report set out the allocations as between the respective political groups to the respective Committees. The Committee Chairpersons would be elected at the first meeting of the relevant Committee.

The report also invited Members to consider other appointments made by the Authority:

Pension Board - In accordance with The Firefighters’ Pension Scheme (Amendment) (Governance) Regulations 2015 the Authority had established a Pension Board from 1 April 2015 to oversee compliance in the operation of the Firefighter Pension Scheme (FPS). The report set out the composition of the Board in 2017/18.

Groups/Panels - The report indicated that the Authority had previously approved appointments to the following Groups/Panels:

- (i) Equality and Inclusion Group (1 Member)
- (ii) Fire Death and Injury Panel (1 Member from each constituent unitary authority area.)

Member Champions - The report reminded Members that during 2017/18 the Authority had endorsed a proposal to broaden the then existing Member Champion roles to strengthen the Member/Officer partnership in Service Delivery Planning and Scrutiny. At the Authority held on 20 October 2017 Members endorsed the following suggested numerical allocation:

<u>Service Delivery Area</u>	<u>Proposed Member Champions</u>
Value Our People & Equality and Inclusion Steering Group	3
Responding Effectively	*4
Support Delivery	2
Make our Communities Safer	*4
Manage the Service Financially	2
Manage the Service Corporately	2
Mental Health and Wellbeing	1

\* The areas of Responding Effectively and Making our Communities Safer would benefit from one Member for each Local Authority area.

Members had further endorsed that the Chairperson of the Authority will not have an allocated Member Champion role, in recognition of the corporate governance/ leadership relationship with the Chief Fire Officer & Chief Executive and Executive Directors. It was agreed that Directors will facilitate local development sessions for respective Member Champions in order to introduce Members to teams, raise awareness of delivery team responsibilities and current and arising issues. A generic outline role description was provided for Members at the Authority held on 20 October 2017. It was expected that Directors will develop bespoke role descriptions, in conjunction with Member Champions, for each delivery area where a Member Champion provides support and scrutiny. It was proposed that Member Champions will meet with the Directors/Heads of Section for their specific area on a minimum quarterly basis, as indicated in the report. The report detailed the Member Champions appointed by the Authority at its meeting on 8 December 2017.

**Resolved** - (a) That the Authority approves the Committee structure as set out in the report;

(b) that the size of the committees as set out below be approved:

Appointments Committee (7) (Conservative 4, Labour 2, Liberal Democrats 1)

Appeals Committee (3) (Conservative 1, Labour 1, Liberal Democrats 1)

(c) that the Authority approves the allocation of seats on Committees as set out in part (b) above;

(d) that the Authority re-appoints Councillor Shepherd as the Elected Member to serve on the Pensions Board for 2018/19 (the third year of his first 3 year term) having regard to the criteria for such appointments set out in the Constitution and approves the other continuing appointments set out in paragraph 17 of the report;

(e) that the following appointments to each Committee (except the Governance, Audit and Scrutiny Committee) by the political groups be noted:

Appointments Committee (7 Members)

Conservative (4):	Councillors Briggs, Green, Healing and Matthews
Labour (2):	Councillors Belcher and Finlay
Liberal Democrats (1):	Councillor Dad

Appeals Committee (3 Members)

Conservative (1): Councillor Matthews  
 Labour (1) : Councillor Rodmell  
 Liberal Democrats (1): Councillor (Mrs) Randall

(f) that the following appointments to Groups/Panels until the Annual Meeting of the Authority in 2019 be approved:

<u>Group/Panel</u>	<u>Member Representative(s)</u>
Equality and Inclusion Group	Councillor Healing
Fire Death and Injury Panel	1 representative from each Authority area: Councillor Green - (East Riding of Yorkshire) Councillor Chambers - (Hull) Councillor Sherwood - (North Lincolnshire) Councillor Swinburn - (North East Lincolnshire)

(g) that it be noted that the Chairperson will discuss the allocation of Member Champion Roles with the Executive Director Service Support/Section 151 Officer with the aim of achieving continuity wherever possible, and

(h) that the quorum for meetings of the GAS Committee shall be 3;

*(Subsequent to the meeting, pursuant to part (g) above the Member Champion roles were allocated as follows:*

<u>Role</u>	<u>Member Champions 2018/19</u>
Value Our People & Equality and Inclusion Steering Group	Cllrs Finlay, Healing, Nicola and Waltham MBE
Responding Effectively	Cllrs Grant, Rodmell and Sherwood
Support Delivery	Cllrs Chadwick and Swinburn
Make our Communities Safer	Cllrs Green, (Mrs) Randall, Smith and Whittle
Manage the Service Financially	Cllrs Barfield and Shepherd
Manage the Service Corporately	Cllrs Dad and Walker
Mental Health and Wellbeing	Cllrs Belcher, Chambers, Healing and Walker

**5826 APPOINTMENT OF MEMBER REPRESENTATIVES ON CERTAIN BODIES** – The Monitoring Officer/Secretary submitted a report on the appointment of Member representatives, and where applicable substitutes, to certain bodies for the period 2018/19.

**Resolved** – That the following appointments be approved:

<b>Body</b>	<b>Representative(s)</b>
The Local Government Association Fire Commission	Chairperson (Councillor Briggs) Substitute: Vice-Chairperson (Councillor Green)
Yorkshire and Humber (Local Authorities) Employers' Association – Employers' Committee	Chairperson (Councillor Briggs) Substitute: Vice-Chairperson (Councillor Green)

**5827 APPOINTMENT OF NOMINATED SPOKESPERSONS FOR EACH CONSTITUENT AUTHORITY FOR 2018/19** – The Monitoring Officer/Secretary submitted a report on the appointment of a nominated spokesperson for each Constituent Authority to answer questions concerning the Fire Authority at meetings of their respective authorities. Councillors Nicola and Dad having been proposed and seconded with regard to the appointment of a nominated spokesperson in respect to Hull City Council it was -

**Resolved** – That the following nominated spokespersons be appointed for the period 2018/19:

East Riding of Yorkshire Council -	Councillor Green
Kingston upon Hull City Council -	Councillor Dad
North Lincolnshire Council -	Councillor Sherwood
North East Lincolnshire Council -	Councillor Barfield

**5828 CALENDAR OF MEETINGS 2018/19** - The Monitoring Officer/Secretary submitted a report outlining a proposed Calendar of Meetings for 2018/19 incorporating the dates and times for meetings of the Governance, Audit and Scrutiny Committee and the Pension Board.

**Resolved** – That the Calendar of Meetings for 2018/19 be approved as set out in Appendix 1 to these minutes.

#### **ANNUAL REPORTS OF COMMITTEES**

**5829 Annual Report of the Governance, Audit and Scrutiny Committee** - The Monitoring Officer/Secretary submitted a report presenting the Annual Report of the Governance, Audit and Scrutiny Committee highlighting the work undertaken in respect to the Committee. Under the Constitution the Committee was required to submit an Annual Report to the Authority, essentially to set out how the Committee had discharged its functions during 2017/18. The Annual Report also supported the assurance framework. The draft Annual Report had been considered by the Committee at its meeting on 9 April 2018 (Minute 5782 refers) and approved for submission to the Fire Authority subject to some minor updating by the Monitoring Officer/Secretary. At the invitation of the Chairperson of the Authority Mr D Chapman, Chairperson of the Governance, Audit & Scrutiny Committee presented the Committee's Annual Report. The Chairperson of the Authority thanked Mr Chapman for the report and also the Members of the GAS Committee for their work on behalf of the Authority and also welcomed their work on behalf of the PCC.

**Resolved** – That the Fire Authority notes the Annual Report of the Governance, Audit and Scrutiny Committee now submitted and acknowledges the work undertaken by the Committee.

**5830 Annual Report of the Pension Board** - The Monitoring Officer/Secretary submitted a report presenting the Annual Report of the Pension Board highlighting the work undertaken in respect to the Board during its first year of operation. Under the Constitution the Board was required to submit an Annual Report to the Authority, essentially to set out how it had discharged its functions. The Annual Report also supported the assurance framework. The draft Annual Report had been considered by the Board at its meeting on 26 January 2018 (Minute 5697 refers) and approved for submission to the Fire Authority. At the invitation of the Chairperson of the Authority Councillor Shepherd, Chairperson of the Pension Board presented the Board's Annual Report.

**Resolved** – That the Fire Authority notes the Annual Report of the Pension Board now submitted and acknowledges the work undertaken by the Board.

**5831 HUMBERSIDE FIRE AUTHORITY WORKSTREAMS 2017/18 AND ANNUAL REPORT** - The Monitoring Officer/Secretary submitted a report with regard to the Annual Report of the Fire Authority which aimed to capture the work of the Authority over the past year and set out how the Authority had performed its functions in accordance with the Constitution. The Fire Authority did not set workstreams for itself as such, but did approve

the workstreams of its committees. A copy of the draft Annual Report of the Fire Authority which dovetailed with the Annual Reports from the Governance, Audit and Scrutiny Committee and Pension Board was attached at Appendix 1 to the report. In accordance with the Constitution the Governance, Audit and Scrutiny Committee and the Pension Board were required to submit an Annual Report to the Fire Authority and their Annual Reports were submitted elsewhere on the Agenda for this meeting (Minutes 5828 and 5829 above refer). Whilst there was no requirement under the Constitution for the Fire Authority to produce an Annual Report it was considered that such a report would be helpful to Members in reviewing progress and performance during 2017/18. The report also supported the review of governance and provides added robustness to the assurance structure. The Chairperson presented the Authority's Annual Report.

**Resolved** – That the Annual Report be approved.

**5832 HUMBERSIDE FIRE AUTHORITY WORKSTREAMS 2018/19** - The Monitoring Officer/Secretary submitted a report with regard to the workstreams of the full Fire Authority for 2018/19. Article 4 of the Constitution sets out the functions of the Fire Authority and this informs the reports that the Authority will consider over the course of the year. The intention behind the workstreams for 2018/19 was to provide Members with a broad indication of the reports that they can expect to receive during the year. This also will enable forward planning for the Corporate Management Team and the Fire Authority. The proposed workstreams set out in Appendix 1 to the report were not exhaustive but were indicative.

A Member suggested that an update on high rise buildings in the light of the fire at Grenfell Tower, London be added to the workstreams. The Chief Fire Officer & Chief Executive stated that updates will be given at future Member Days but that notwithstanding that an update report can be incorporated into the schedule of proposed workstreams.

**Resolved** – That, subject to the inclusion of an update in respect to high rise buildings, the proposed workstreams set out in Appendix 1 to the report be approved.

*Meeting closed at 10.59am*





**Appendix 1**

**HUMBERSIDE FIRE AUTHORITY  
SCHEDULE OF MEETINGS 2018/19**

<b>Date</b>	<b>Time</b>	<b>Meeting</b>
Monday, 4 June 2018	10:30 am	HUMBERSIDE FIRE AUTHORITY AGM Followed by NEW MEMBERS INDUCTION EVENT
Friday, 15 June 2018	10:00 am	<b>Governance, Audit and Scrutiny Committee AGM*</b>
Monday, 25 June 2018	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
Friday, 6 July 2018		<i>Member Day 1</i>
Friday, 13 July 2018	10:30 am	<b>Pension Board AGM</b> <i>(followed by training event)</i>
Monday, 16 July 2018	10:00 am	<b>Governance, Audit and Scrutiny Committee*</b>
Friday, 27 July 2018	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
<b>AUGUST</b>		<b>RECESS</b>
Friday, 7 September 2018		<i>Member Day (additional) – if required</i>
Monday, 17 September 2018	10:00 am	<b>Governance, Audit and Scrutiny Committee*</b>
Friday, 28 September 2018	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
Friday, 5 October 2018		<i>Member Day 2</i>
Friday, 26 October 2018	10.30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
Friday, 23 November 2018		<i>Member Day 3</i>
Monday, 26 November 2018	10:00 am	<b>Governance, Audit and Scrutiny Committee*</b>
Friday, 7 December 2018	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
Monday, 14 January 2019		<i>Member Day 4</i>
Friday, 25 January 2019	10.30 am	<b>Pension Board</b> <i>(followed by training event)</i>
Monday, 28 January 2019	10:00 am	<b>Governance, Audit and Scrutiny Committee*</b>
Monday, 11 February 2019	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
Monday, 4 March 2019	10:00 am	<b>Governance, Audit and Scrutiny Committee*</b>
Friday, 15 March 2019	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
Friday, 15 March 2019	<i>On the rise of HFA</i>	<i>Member Day 5</i>
Monday, 8 April 2019	10:00 am	<b>Governance, Audit and Scrutiny Committee*</b>
Friday, 26 April 2019	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
<b>Date</b>	<b>Time</b>	<b>Meeting</b>
Monday, 3 June 2019	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY AGM</b> Followed by MEMBER INDUCTION

\* Governance, Audit and Scrutiny Committee – Independent Co-opted Members of the Committee will meet in private at 9.00 a.m., main meeting at 10.00 a.m.

