

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

5 JUNE 2017

PRESENT:

Representing East Riding of Yorkshire Council:

Councillors Chadwick, Finlay, Green, Jefferson JP, Matthews, Smith, Sharpe and Turner

Representing Kingston upon Hull City Council:

Councillors Allen, Dad, Fudge, Mathieson and Wilson

Representing North Lincolnshire Council:

Councillors Briggs, Grant, Sherwood and Waltham

Representing North East Lincolnshire Council:

Councillors Burton, Jackson and Shepherd

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, 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 Councillors Clarkson and Sutton.

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 returning Members.

(The Monitoring Officer/Secretary took the Chair for the following item (Minute 5464)).

5464 ELECTION OF CHAIRPERSON – The Monitoring Officer/Secretary submitted a report on the election of a Chairperson for 2017/18. 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 2018.

(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. The Chairperson stated that this was the first time that all Members had been re-appointed and expressed thanks on behalf of the Authority to the four Constituent Unitary Authorities for ensuring continuity of service of their representatives which is a great assistance to the governance of the Fire Authority and asked that a letter be sent to the Leaders expressing the Authority's thanks.)

5465 DECLARATIONS OF INTEREST – There were no declarations.

5466 ELECTION OF VICE CHAIRPERSON - The Monitoring Officer/Secretary submitted a report on the election of a Vice Chairperson for 2017/18. Councillors Green, Finlay and Sharpe were nominated and seconded.

Upon being put to the vote it was –

Resolved - That Councillor Green be elected Vice Chairperson of the Humberside Fire Authority until the Annual Meeting of the Authority in 2018.

5467 MINUTES – Resolved – That the minutes of the meeting of the Authority held on 24 April 2017 having been printed and circulated amongst the Members, be taken as read and correctly recorded and be signed by the Chairperson.

5468 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.

5469 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.

5470 COMMUNICATIONS - The Chief Fire Officer & Chief Executive drew Members' attention to 2 Circulars dated 2 June 2017 from the National Joint Council for Local Authority Fire and Rescue Services (NJC 7/17) and the Fire & Rescue Services National Employers (EMP/4/17) with regard to a formal pay claim received from the Employees' Side of the NJC. The National Employers intended to consult with FRAs before considering a response to the claim, which was intended to be made before 1st July. Consultation meetings would be held at three locations and each FRA was invited to send their Chairperson and the Chief Fire Officers to the most convenient meeting. Copies of the Circulars had been emailed to all Members prior to the meeting. The Chief Fire Officer & Chief Executive invited the Group Secretaries to meet with the Chairperson and himself after this meeting to discuss the approach to be taken by the Authority's representatives at the consultation meeting.

5471 COMPOSITION OF THE FIRE AUTHORITY 2017/18 - The Monitoring Officer/Secretary submitted a report on appointments to the Humberside Fire Authority made by the Constituent Unitary Authorities for the period 2017/18. 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 2017/18 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 D Sharpe	(Conservative)
Councillor P Smith	(Conservative)
Councillor P Turner	(Conservative)
Councillor B Jefferson JP	(Independent)
Councillor S Finlay	(Labour)

Hull City Council (6):

Councillor P Allen	(Labour)
Councillor C Clarkson	(Labour)
Councillor L Fudge	(Labour)
Councillor S Wilson	(Labour)
Councillor J Dad	(Liberal Democrat)
Councillor K Mathieson	(Liberal Democrat)

North East Lincolnshire Council (4):

Councillor P Jackson	(Conservative)
Councillor R Shepherd	(Conservative)
Councillor M Burton	(Labour)
Councillor R Sutton	(Labour)

North Lincolnshire Council (4):

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

5472 APPOINTMENT OF GROUP SECRETARIES 2017/18 - Resolved - That the following appointments be noted:

Political Group	Group Secretary
Conservative	Councillor Smith
Labour	Councillor Sutton
Liberal Democrats	Councillor Mathieson

5473 COMMITTEE STRUCTURE AND COMPOSITION 2017/18 - 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 2017/18. A revised report taking account of the appointment of Members of the Authority made by North East Lincolnshire Council was circulated prior to the meeting. 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 2015/16 the GAS Committee comprised 7 Independent Co-opted Members. 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. The report also reminded Members that the Fire Authority at its meeting on 16 March 2015 had agreed to establish a Pension Board from 1 April 2015 to oversee compliance in the operation of the Firefighter Pension Scheme (FPS). In 2016/17 the Pension Board was comprised as follows:

Employer representatives (2): 1 Elected Member (Councillor Shepherd)
1 Officer (Director of Public Safety)

Scheme Member representatives (2): 1 representative nominated by the representative bodies via discussion and agreement at the Joint Consultative Committee (Mr G Marshall).

1 representative selected from expressions of interest by individual HFRS FPS members or those eligible to be HFRS FPS members (Corporate Management Team recommended that Mr D Riggall be appointed). It was noted that Mr Riggall had submitted his resignation in May 2017 and steps were being made to seek a

replacement in time for CMT to recommend an appointment for the next meeting of the Board.

(All members of the Pension Board must satisfy the applicable criteria.)

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. With regard to the adjustment identified in the report, the Authority was reminded that it could if it so wished simply agree the Committee allocations with no adjustments. The Committee Chairpersons would be elected at the first meeting of the relevant Committee. The Monitoring Officer/Secretary also reminded Members that the Authority at its meeting on 27 June 2016 had appointed one Member representative (Councillor Sharpe) to the Equalities and Inclusion Group (Minute 5168 refers).

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 3, Labour 3, 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 having regard to the criteria for such appointments set out in the Constitution and approves the other continuing appointments set out in paragraph 3 of the report which are for a 3 year term until the Authority AGM in 2018/19, and

(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: Councillors Briggs, Green and Sharpe
 Labour: Councillors Finlay, Fudge and Sutton
 Liberal Democrats: Councillor Dad

Appeals Committee (3 Members)

Conservative: Councillor Chadwick
 Labour: Councillor Allen
 Liberal Democrats: Councillor Mathieson

(f) that Councillor Sharpe be appointed as a Member representative to the Equality and Inclusion Group until the Annual Meeting of the Authority in 2018.

5474 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 2017/18.

Resolved – That the following appointments be approved:

Body	Representative(s)
The Local Government Association Fire Services Forum	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)
Fire Death and Injury Panel	1 representative from each Authority area: Councillor Green - (East Riding of Yorkshire) Councillor Mathieson - (Hull) Councillor Sherwood - (North Lincolnshire) Councillor Jackson - (North East Lincolnshire)

5475 APPOINTMENT OF NOMINATED SPOKESPERSONS FOR EACH CONSTITUENT AUTHORITY FOR 2017/18 – 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.

Resolved - That the following nominated spokespersons be appointed for the period 2017/18:

East Riding of Yorkshire Council -	Councillor Green
Kingston upon Hull City Council -	Councillor Wilson
North Lincolnshire Council -	Councillor Sherwood
North East Lincolnshire Council -	Councillor Sutton

5476 CALENDAR OF MEETINGS 2017/18 - The Monitoring Officer/Secretary submitted a report outlining a proposed Calendar of Meetings for 2017/18 incorporating the dates and times for meetings of the Governance, Audit and Scrutiny Committee and indicating that the dates and times for meetings of the Pension Board would be finalised at the next meeting of the Board.

Resolved – That the Calendar of Meetings for 2017/18 be approved as set out in Appendix 1 to these minutes.

ANNUAL REPORTS OF COMMITTEES

5477 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 2016/17. The Annual Report also supported the assurance framework. The draft Annual Report had been considered by the Committee at its meeting on 10 April 2017 (Minute 5426 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. Mr Chapman expressed his thanks to the Members of the Committee for their commitment and support throughout the year. Mr Chapman stated that 2016/17 had been an interesting year and that the work undertaken by the Committee had been meaningful and rewarding and had provided positive outcomes. Mr Chapman referred to the scrutiny reviews undertaken and stated that the feedback received from the Fire authority had been well received by the Committee and also stated that the role of the Committee was becoming better understood. Mr Chapman informed Members that the next meeting of the Committee would look at whether there were

opportunities to align the terms of office of Members of the Committee too their roles with the Police and Crime Commissioner's audit arrangements. 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.

5478 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 27 January 2017 (Minute 5330 refers) and approved for submission to the Fire Authority.

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

5479 HUMBERSIDE FIRE AUTHORITY WORKSTREAMS 2016/17 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 5477 and 5478 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 2016/17. The report also supported the review of governance and provides added robustness to the assurance structure.

The Chairperson presented the Authority's Annual Report and stated that he was pleased to report that the Service response standards continue at an excellent level and on behalf of the Authority Members congratulated all personnel for their magnificent achievements. The Chairperson acknowledged that the Authority has delivered on all aspects required of it by Government, both the collaboration agenda and financial objectives set. The new Policing and Crime Act 2017 introduced the involvement of the Police and Crime Commissioner (PCC) for Humberside in the workings of the Authority and helpful discussions had taken place and general agreement reached with Mr Keith Hunter (PCC) regarding the arrangements to be adopted in Humberside but those arrangements are in abeyance until the Home Office deals with legislative issues surrounding the Combination Orders that established Combined Fire Authorities. The Chairperson expressed his thanks to all Members of the Authority and Officers for their contributions to the work of the Authority and to all Independent Co-opted Members of the Governance, Audit and Scrutiny Committee for their work on behalf of the Authority, and acknowledged their willingness to support the PCC which demonstrates yet again another positive example of collaboration. The Chairperson stated that it was pleasing to have seen new recruits in the Service for the first time in ten years and to see the opening of the new Central Fire Station in Hull. Finally, the Chairperson expressed sadness that Dene Sanders, Chief Fire Officer & Chief Executive had given notice to retire in September 2017 and indicated that Members will have the opportunity to thank Dene Sanders for his work on behalf of the Authority nearer the date of his retirement.

Resolved – That the Annual Report be approved.

5480 HUMBERSIDE FIRE AUTHORITY WORKSTREAMS 2017/18 - The Monitoring Officer/Secretary submitted a report with regard to the workstreams of the full Fire Authority for 2017/18. At its meeting on 24 April 2017 the Authority had received a report containing details of the scrutiny programme 2017/18 approved by the Governance, Audit & Scrutiny Committee on 10 April 2017 (Minute 5424 refers). That report also set out the workstreams for that Committee in respect to its 'audit' and 'governance' functions. The workstreams were indicative only and not exhaustive. However, they will assist with forward planning for the Committee, the Authority and the Corporate Management Team. With regard to the workstreams of the full Fire Authority, then essentially these were set down in Article 4 of the Constitution. The proposed workstreams set out in Appendix 1 to the report were not exhaustive but were indicative.

Resolved – That the proposed workstreams set out in Appendix 1 to the report be approved.

5481 DECLARATIONS OF INTEREST – Mr C Blacksell, Deputy Chief Fire Officer/ Executive Director Service Delivery declared a pecuniary interest in the following item but at the invitation of the Chairperson remained in the meeting.

5482 APPOINTMENT OF CHIEF FIRE OFFICER & CHIEF EXECUTIVE - The Monitoring Officer/Secretary and Director of Human Resources submitted a report indicating that following the announcement by Mr Dene Sanders of his decision to retire as Chief Fire Officer & Chief Executive on 9 September 2017 the Authority at its meeting on 24 April 2017 agreed a process to be followed in making an appointment. Under the Constitution, it is the role of the Appointments Committee to recommend the appointment of a Chief Fire Officer & Chief Executive for ratification by the full Fire Authority. The report indicated that 9 candidates had applied from different backgrounds and that the Appointments Committee had unanimously shortlisted 3 of those candidates, rejected 1 on the grounds that it was received after the closing date, and 4 on the grounds that they did not meet the agreed essential criteria set for the role. 1 candidate withdrew prior to shortlisting for personal reasons. It was confirmed by the Appointments Committee that this candidate would have been eligible for shortlisting had she not withdrawn. 2 of the 3 shortlisted candidates were internal candidates and the 3rd candidate was external to the Service and was from a non-operational background.

The approved appointments process included a Partners Panel comprising 5 senior officers from Partner organisations and Members of the Appointments Committee received feedback from the Panel of their assessment of the candidates on the basis of a report presentation. The current Chief Fire Officer & Chief Executive provided technical advice to the Appointments Committee. Members of the Appointments Committee interviewed the 3 shortlisted candidates on 23 May 2017 and also received feedback from the Partners Panel and the media presentation exercise. The Members agreed unanimously to recommend that Mr Chris Blacksell be appointed Chief Fire Officer and Chief Executive with effect from 10 September 2017 subject to the recommendation being endorsed by the full Fire Authority on 5 June 2017.

The report indicated that the Members of the Appointments Committee wished to take this opportunity to record their appreciation of the commitment of five senior officers from Partner organisations who participated in the Partner Panel assessments.

Resolved – That Members ratify the appointment of Mr Chris Blacksell as Chief Fire Officer and Chief Executive.

Meeting closed at 10.55am

Appendix 1

**HUMBERSIDE FIRE AUTHORITY
SCHEDULE OF MEETINGS 2017/18**

Date	Time	Meeting
Monday, 5 June 2017	10:30 am	HUMBERSIDE FIRE AUTHORITY AGM Followed by NEW MEMBERS INDUCTION EVENT
Tuesday, 13 June 2017	10:00 am	Appeals Committee
Friday, 16 June 2017	10:00 am	Governance, Audit and Scrutiny Committee AGM*
Monday, 26 June 2017	10:30 am	HUMBERSIDE FIRE AUTHORITY
Monday, 26 June 2017	Following HFA	Appointments Committee
Friday, 7 July 2017		<i>Member Day 1</i>
Monday, 10 July 2017 (provisional)	2:00pm	Pension Board AGM
Monday, 17 July 2017	10:00 am	Governance, Audit and Scrutiny Committee*
Friday, 28 July 2017	10:30 am	HUMBERSIDE FIRE AUTHORITY
AUGUST		RECESS
Monday, 18 September 2017	10:00 am	Governance, Audit and Scrutiny Committee*
Friday, 22 September 2017	10:30 am	HUMBERSIDE FIRE AUTHORITY
Friday, 6 October 2017		<i>Member Day 2</i>
Friday, 20 October 2017	10.30 am	HUMBERSIDE FIRE AUTHORITY
Friday, 24 November 2017		<i>Member Day 3</i>
Monday, 27 November 2017	10:00 am	Governance, Audit and Scrutiny Committee*
Friday, 8 December 2017	10:30 am	HUMBERSIDE FIRE AUTHORITY
Monday, 15 January 2018		<i>Member Day 4</i>
Friday, 26 January 2018	10.30 am	Pension Board
Monday, 29 January 2018	10:00 am	Governance, Audit and Scrutiny Committee*
Monday, 12 February 2018	10:30 am	HUMBERSIDE FIRE AUTHORITY
Friday, 23 February 2018		<i>Member Day 5</i>
Monday, 5 March 2018	10:00 am	Governance, Audit and Scrutiny Committee*
Friday, 16 March 2018	10:30 am	HUMBERSIDE FIRE AUTHORITY
Monday, 9 April 2018	10:00 am	Governance, Audit and Scrutiny Committee*
Monday, 23 April 2018	10:30 am	HUMBERSIDE FIRE AUTHORITY
Date	Time	Meeting
Monday, 4 June 2018	10:30 am	HUMBERSIDE FIRE AUTHORITY AGM 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.

