

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

**6 JUNE 2016**

**PRESENT:**

**Representing East Riding of Yorkshire Council:**

Councillors Chadwick, Finlay, Green, Hodgson, Jefferson JP, Matthews and Sharpe

**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, Shepherd and Sutton

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

Mr M Allingham, Mr A Smith, Mrs A 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 Clarkson, Jackson and Turner. Councillor Jefferson JP was not present at the start of the meeting.

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

The Chief Fire Officer & Chief Executive welcomed newly appointed and returning Members.

*(The Monitoring Officer/Secretary took the Chair for the following item (Minute 5120)).*

**5120 ELECTION OF CHAIRPERSON** – The Monitoring Officer/Secretary submitted a report on the election of a Chairperson for 2016/17. 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 2017.

*(Councillor Briggs took the Chair and welcomed new and returning Members; the Independent Co-opted Members of the Governance, Audit and Scrutiny Committee and all other persons who were present. The Chairperson expressed thanks on behalf of the Authority to the four Constituent Unitary Authorities for ensuring continuity of service of their representatives which was a great assistance to the governance of the Fire Authority.)*

**5121 DECLARATIONS OF INTEREST** – There were no declarations.

**5122 ELECTION OF VICE CHAIRPERSON** - The Monitoring Officer/Secretary submitted a report on the election of a Vice Chairperson for 2016/17. Councillors Sharpe and Finlay were nominated and seconded.

Upon being put to the vote it was –

**Resolved** - That Councillor Sharpe be elected Vice Chairperson of the Humberside Fire Authority until the Annual Meeting of the Authority in 2017.

**5123 MINUTES – Resolved** – That the minutes of the Special Meeting of the Authority held on 9 May 2016 having been printed and circulated amongst the Members, be taken as read and correctly recorded and be signed by the Chairperson.

**5124 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.

**5125 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.

**5126 COMMUNICATIONS** - The Monitoring Officer/Secretary stated that no communications had been received.

**5127 COMPOSITION OF THE FIRE AUTHORITY 2016/17** - The Monitoring Officer/Secretary submitted a report on appointments to the Humberside Fire Authority made by the Constituent Unitary Authorities for the period 2016/17. 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 2016/17 as set out below be noted:

East Riding of Yorkshire Council (8):

Councillor M Chadwick	(Conservative)
Councillor H Green	(Conservative)
Councillor A Hodgson	(Conservative)
Councillor C Matthews	(Conservative)
Councillor D Sharpe	(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)

**5128 APPOINTMENT OF GROUP SECRETARIES 2016/17 - Resolved** - That the following appointments be noted:

<b>Political Group</b>	<b>Group Secretary</b>
Conservative	Councillor Green
Labour	Councillor Sutton
Liberal Democrats	Councillor Mathieson

**5129 COMMITTEE STRUCTURE AND COMPOSITION 2016/17** - 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 2016/17. 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 2015/16 the Pension Board was comprised as follows:

<u>Employer representatives</u> (2):	1 Elected Member (Councillor Hodgson) 1 Officer (Director of Public Safety)
<u>Scheme Member representatives</u> (2):	1 representative nominated by the representative bodies via discussion and agreement at the Joint Consultative Committee (Mr R Vaux).  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).

(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. 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 18 March 2016 had agreed to appoint one Member representative (Councillor Hodgson) to the Equalities and Inclusion Group (Minute 5066 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 Hodgson 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, Sharpe and Green  
 Labour: Councillors Finlay, Fudge and Sutton  
 Liberal Democrats: Councillor Dad

Appeals Committee (3 Members)

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

(f) that Councillor Hodgson be appointed as a Member representative to the Equality and Inclusion Group until the Annual Meeting of the Authority in 2017.

*(Councillor Jefferson JP arrived during the discussion on the following item (Minute 5130).*

**5130 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 2016/17.

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

Body	Representative(s)
The Local Government Association Fire Services Forum	Chairperson (Councillor Briggs) Substitute: Vice-Chairperson (Councillor Sharpe)
Yorkshire and Humber (Local Authorities) Employers' Association – Employers' Committee	Chairperson (Councillor Briggs) Substitute: Vice-Chairperson (Councillor Sharpe)
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)

**5131 APPOINTMENT OF NOMINATED SPOKESPERSONS FOR EACH CONSTITUENT AUTHORITY FOR 2016/17** – 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 2016/17:

East Riding of Yorkshire Council -	Councillor Hodgson
Kingston upon Hull City Council -	Councillor Wilson
North Lincolnshire Council -	Councillor Waltham
North East Lincolnshire Council -	Councillor Sutton

**5132 CALENDAR OF MEETINGS 2016/17** - The Monitoring Officer/Secretary submitted a report outlining a proposed Calendar of Meetings for 2016/17 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 2016/17 be approved as set out in Appendix 1 to these minutes.

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

**5133 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 2015/16. The Annual Report also supported the assurance framework. The draft Annual Report had been considered by the Committee at its meeting on 11 April 2016 (Minute 5083 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 support, expertise, experience and commitment throughout the year; stated that Members of the Governance, Audit and Scrutiny Committee look forward to having an opportunity to meet Members of the Authority at the Member Day on 8 July 2016. The Chairperson referred to the proposed scrutiny review of Collaboration and expressed his thanks for the excellent report that Mr P Hayden had produced for Committee Members. 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..

**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.

**5134 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 the it had discharged its functions. The Annual Report also supported the assurance framework. The draft Annual Report had been approved by the Chairperson of the Pension Board and had been circulated to all Members of the Pension Board before being finalised for submission to the Fire Authority. At the invitation of the Chairperson of the Authority Councillor Hodgson, Chairperson of the Pension Board presented the Board's first 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.

**5135 HUMBERSIDE FIRE AUTHORITY WORKSTREAMS 2015/16 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 5133 and 5134 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 2015/16. 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 expressed his thanks to all Members of the Authority and Officers for their contributions to the work of the Authority.

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

**5136 HUMBERSIDE FIRE AUTHORITY WORKSTREAMS 2016/17** - The Monitoring Officer/Secretary submitted a report with regard to the workstreams of the full Fire Authority for 2016/17. At its meeting on 25 April 2016 the Authority had received a report containing details of the scrutiny programme 2016/17 approved by the Governance, Audit & Scrutiny Committee on 11 April 2016 (Minute 5083 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.

**5137 EXCLUSION OF THE PRESS/PUBLIC - Resolved** – That the press and public be excluded from the meeting for consideration of the following item (Minute 5138) on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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

**5138 COLLABORATION UPDATE** - The Chief Fire Officer and Chief Executive gave a brief oral update on the following matters:

- Collaboration with Humberside Police – The Chief Fire Officer and Chief Executive reminded Members of the collaborative venture with regard to the joint workshops facility and stated that a Police/Fire Transformation Board comprising the Corporate Management Teams of both Services had been established to examine possible other areas for collaboration.
- Possible merger between North Yorkshire Fire and Rescue Authority and Humberside Fire Authority – The Chief Fire Officer and Chief Executive stated that discussions at an Officer level were proceeding with a view to bringing an outline business case to the next meeting of the Authority. Discussions had focused on 4 areas:

- Financial viability of both organisations
  - Operational arrangements/service delivery
  - Management and structure
  - Governance arrangements for a joint body
- Speech by Home Secretary, Theresa May MP – The Chairperson referred to the recent speech which had been circulated to all Members of the Authority.

The Chief Fire Officer and Chief Executive also referred to a recent meeting with the new Police and Crime Commissioner for Humberside to ascertain his views regarding the Fire Service. The Chairperson informed Members of discussions he had had with the Rt. Hon Mike Penning, Minister of State at the Home Office and suggested that it might be appropriate for the Fire Authority to discuss the future direction of the Service at the 27 June 2016 Fire Authority meeting. The Chairperson also suggested that it might be appropriate to write to the Fire Brigades' Union and the Retained Firefighters' Union inviting them to give a presentation to Members regarding the future direction of the Humberside Fire and Rescue Service. A Member queried whether, with regard to the possible merger with North Yorkshire Fire and Rescue Service it might be possible for a joint meeting between Members of both authorities to be arranged. The Chairperson replied that a joint discussion meeting could be arranged.

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

**5139 OTHER BUSINESS NOT ON THE AGENDA FOR THIS MEETING** – The following items were briefly discussed:

- (i) Topics for Member Days – In response to a query the Chairperson stated that Members can flag up at any time matters that they would wish to be included for discussion at future Member Days. Members suggested the following topics:
  - HFR Solutions
  - Diversity

The Chief Fire Officer and Chief Executive stated that the Member Day in July 2016 was already scheduled to include an item on Equality and Diversity.

- (ii) Meetings at Fire Stations – In response to a suggestion by a Member that Member Days/meetings of the Authority might be held at Fire Stations the Chairperson stated that this would be taken on board.

*Meeting closed at 11.05am*





**Appendix 1**

**HUMBERSIDE FIRE AUTHORITY  
SCHEDULE OF MEETINGS 2016/17**

<b>Date</b>	<b>Time</b>	<b>Meeting</b>
Monday, 6 June 2016	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY AGM</b> Followed by NEW MEMBERS INDUCTION EVENT
Friday, 17 June 2016	10:00 am	<b>Governance, Audit and Scrutiny Committee AGM*</b>
Monday, 20 June 2016	10.30 am	<b>Pension Board</b>
Monday, 27 June 2016	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
Friday, 8 July 2016		<i>Member Day 1</i>
Monday, 18 July 2016	10:00 am	<b>Governance, Audit and Scrutiny Committee AGM*</b>
Friday, 29 July 2016	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
<b>AUGUST</b>		<b>RECESS</b>
Monday, 12 September 2016	10:00 am	<b>Governance, Audit and Scrutiny Committee*</b>
Friday, 23 September 2016	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
Friday, 7 October 2016		<i>Member Day 2</i>
Friday, 21 October 2016	10.30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
Monday, 31 October 2016	10:00 am	<b>Governance, Audit and Scrutiny Committee*</b>
Friday, 25 November 2016		<i>Member Day 3</i>
Friday, 9 December 2016	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
Monday, 16 January 2017		<i>Member Day 4</i>
Friday, 27 January 2017	10.30 am	<b>Pension Board</b>
Monday, 30 January 2017	10:00 am	<b>Governance, Audit and Scrutiny Committee*</b>
Monday, 13 February 2017	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
Friday, 24 February 2017		<i>Member Day 5</i>
Monday, 6 March 2017	10:00 am	<b>Governance, Audit and Scrutiny Committee*</b>
Friday, 17 March 2017	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
Monday, 10 April 2017	10:00 am	<b>Governance, Audit and Scrutiny Committee*</b>
Monday, 24 April 2017	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
<b>Date</b>	<b>Time</b>	<b>Meeting</b>
Monday, 5 June 2017	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.

