

HUMBERSIDE FIRE AUTHORITY

24 APRIL 2017

PRESENT:

Representing East Riding of Yorkshire Council:

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

Representing Kingston upon Hull City Council:

Councillors Allen, Dad, Mathieson and Wilson

Representing North Lincolnshire Council:

Councillors Briggs (Chairperson), Grant and Waltham

Representing North East Lincolnshire Council:

Councillors Jackson, 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, Director of Human Resources, Director of Public Safety, Committee Manager, Mrs B Boyes (MIAA), Mr K Lloyd ((MIAA), Mrs J Rae (KPMG) and Mr D Chapman (Chairperson of the Governance, Audit and Scrutiny Committee) were also present.

Mr J Doyle, Mrs P Jackson, 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 Burton, Clarkson, Fudge and Sherwood.

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

(The Chairperson welcomed the Internal and External Auditors, the Independent Co-opted Members of the Governance, Audit and Scrutiny Committee and all other persons who were present.)

5437 INTERNAL AUDIT – At the invitation of the Chairperson Mrs Boyes (MIAA) reported that she had been appointed to a new role at the University of Hull and introduced Mr K Lloyd who would in future be the main contact with the Fire Authority

5438 DECLARATIONS OF INTEREST - There were no declarations.

5439 MINUTES – Resolved – That the minutes of the meeting of the Authority held on 17 March 2017 having been printed and circulated amongst the Members, be taken as read and correctly recorded and be signed by the Chairperson.

5440 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.

5441 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.

5442 COMMUNICATIONS - The following items were reported:

- (i) Drowning Prevention and Water Safety Week 24-30 April 2017 – At the invitation of the Chairperson the Director of Public Safety informed Members that the Service was participating in the drowning prevention and water safety campaign coordinated by the Chief Fire Officers' Association. The message is 'Be Water Aware' and is aimed at people undertaking those activities which are often perceived as low risk near water. The Director of Public Safety encouraged Members to support the campaign in their Council areas.
- (ii) Policing and Crime Act 2017 - Applying the 'Representation Model' to Combined Fire and Rescue Authority (FRA) Combination Schemes – The Monitoring Officer/Secretary submitted a letter dated 7 April 2017 from the Minister of State for Policing and the Fire Service on a consultation exercise regarding applying the 'representation model' to combined fire and rescue authority (FRA) combination schemes and stated that it was likely to be some months before the matter was settled.

5443 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.

MINUTES OF COMMITTEES

5444 Appointments Committee – Resolved – That the minutes of the Appointments Committee held on 7 April 2017 be received.

5445 Governance, Audit and Scrutiny Committee – Mr D Chapman, Chairperson of the Governance, Audit and Scrutiny Committee presented the minutes of the meeting of the Committee held on 10 April 2017 and drew Members' attention to the following items:

- (i) Update: Matters Arising/Feedback From Fire Authority – Role of Vice Chairperson of the Authority (Minute 5422 refers) – The Chairperson stated that the Scrutiny Sub-Group will reconvene after the Fire Authority Annual General Meeting in June 2017 to acquire a greater understanding of the role of the Vice Chairperson of the Authority.
- (ii) Committee Workstreams/Scrutiny Programme 2017/18 (Minute 5424 refers) – The Chairperson stated that the Committee would be having a workshop with Internal Audit on the rising of this meeting to discuss Counter Fraud and also the scoping of scrutiny topics.
- (iii) Update: Matters Arising/Feedback From Fire Authority (Minute 5425 refers) – The Chairperson stated that scrutiny reports do have an associated timeline for reporting back to the Committee and that feedback must be adhered to.
- (iv) Internal Audit Update Including Director of Audit Opinion and Annual Report 2016/17 (Minute 5430 refers) – The Chairperson drew attention to the Committee's recommendation to the Fire Authority that Mrs P Jackson and Mr C Vertigans be nominated as non-executive leads on fraud, bribery and corruption matters.
- (v) Any Other Business - Police and Crime Commissioner Audit Meeting (Minute 5436 refers) – The Chairperson stated that as indicated the first meeting would be held on 22 May 2017.

- (vi) Attendance of Fire Authority Members as Observers at GAS Committee Meetings – The Chairperson stated that he was pleased to see the Chairperson and Vice Chairperson of the Authority at the Committee meeting and reminded Members that they were welcome to attend meetings of the GAS Committee to see at first hand the work that the Committee undertakes on behalf of the Authority. The Chairperson of the Authority echoed that invitation to Members of the Authority and stated that the Committee does excellent work on behalf of the Authority.

Resolved – That the minutes of the Governance, Audit and Scrutiny Committee held on 10 April 2017 be received and the recommendation in Minute 5430 be approved.

5446 GOVERNANCE, AUDIT AND SCRUTINY COMMITTEE WORKSTREAMS/ SCRUTINY PROGRAMME 2017/18 - The Monitoring Officer/Secretary submitted a report indicating that in line with the Constitution, the first meeting of each Committee in a new cycle should receive a report which outlines broadly the substantive reports that Members, as a minimum, can expect to receive during the year. This also enables forward planning for the Corporate Management Team and will assist the Committee in programming its scrutiny work having regard to the workload at individual meetings during the year. The report also set out the scrutiny topics agreed for inclusion in the programme for 2017/18 and the timing in terms of when the topics will be initially scrutinised. The workstreams and scrutiny programme attached at Appendix 1 to the report were considered and agreed by the Governance, Audit and Scrutiny Committee at their meeting on 10 April 2017 (Minute 5424 refers). That meeting also considered and agreed the Committee's Calendar of Meetings for 2017/18 and the workstreams and scrutiny programme have been incorporated in the timetable of meetings of the Committee that will be considered as part of the Authority's Calendar of Meetings at the AGM of the Authority on 5 June 2017. Progress against the workstreams and scrutiny programme will be included in the Annual Report from the Committee to the Fire Authority.

A Member referred to the approved Scrutiny Programme for 2017/18 and expressed thanks to the GAS Committee for proactively identifying scrutiny topics on behalf of the Authority.

Resolved - That the Authority receives the dates and times agreed by the Governance, Audit and Scrutiny Committee for its meetings during 2017/18 and also the Committee's workstreams/scrutiny programme for 2017/18.

INTERNAL AUDIT (MIAA)

5447 Director of Audit Opinion and Annual Report 2016/17 – Mrs Boyes (Internal Audit - MIAA) submitted the Director of Audit Opinion and Annual Report 2016/17. The purpose of the Director of Internal Audit Opinion was to contribute to the assurances available to the Accountable Officer and the Authority which underpin their own assessment of the effectiveness of the organisation's system of internal control. The report indicated that the Auditor's overall opinion was –

“Significant Assurance can be given that there is a generally sound system of internal control designed to meet the organisation's objectives, and that controls are generally being applied consistently. However, some weaknesses in the design or inconsistent application of controls put the achievement of particular objectives at risk and for which recommendations for improvement have been made.”

The report provided a summary of the outcomes of Internal Audit activity undertaken during the year (Appendix A); further information to consider when compiling the Annual Governance Statement (AGS) (Appendix B), and also assurance regarding the quality of MIAA's service (Appendix C). The report had previously been considered by the Governance, Audit and Scrutiny Committee (Minute 5423 refers). Mrs Boyes drew Members' attention to the performance of MIAA against Internal Audit Key Performance Indicators as set out in Table 3 to Appendix C to the report.

A Member referred to the note to Table on page 35 regarding Counter Fraud Arrangements that Officers, on receipt of recommendations, considered that no action was required in light of existing processes/controls, and sought clarification of the statement. Mrs Boyes answered the query. The Executive Director Service Support/Section 151 Officer stated that an annual report regarding Counter Fraud Arrangements would be submitted to the next meeting of the GAS Committee in June 2017. The Chairperson thanked Mrs Boyes for the work done by her with the Authority and also the GAS Committee.

Resolved – That Members note the Director of Audit Opinion and Annual Report for 2016/17.

5448 MANAGEMENT ACCOUNTS TO 28 FEBRUARY 2017 - The Executive Director Service Support/Section 151 Officer submitted a report highlighting the current financial position based on information to 28 February 2017. The summary estimated outturn position for the current financial year based on information to 28 February 2017 was as follows:

- Revenue Budget £1.107m underspend
- Capital Programme £6.672m expenditure against £9.426m allocation
- Pensions Account £11.213m deficit

Further detail was contained within the additional information published alongside the Agenda papers for this meeting on the Authority's website. The accounts had previously been considered by the Governance, Audit and Scrutiny Committee (Minute 5429 refers).

A Member referred to the Pension Account and queried whether the deficit was rising or falling and suggested that it would be helpful to Members if the report included a timeline trend. The Executive Director Service Support/Section 151 Officer stated that the deficit had decreased slightly but that it was a long term change and reminded Members that the Annual Accounts would include the previous year's deficit as a comparison.

Resolved – That Members take assurance from the report and the Authority's financial position for the period ending 28 February 2017.

5449 DRAFT ANNUAL GOVERNANCE STATEMENT 2016/17 – The Executive Director Service Support/Section 151 Officer presented a joint report by the Monitoring Officer/Secretary, Deputy Chief Fire Officer/Executive Director Service Delivery and himself setting out a draft Annual Governance Statement (AGS) in respect to 2016/17 as set out in Appendix 1 to the report. Given the content of the Statement, it was considered desirable that the Authority should specifically review the AGS separate from the Annual Accounts, although the AGS would form part of the Annual Accounts once approved in July 2017. It was also desirable that Members receive the report in advance of the draft Annual Accounts at the June 2017 cycle of meetings. Guidance was issued by the Chartered Institute of Public Finance Accountants (CIPFA) Finance Advisory Network in respect to the production of the AGS. In addition, guidance had also been set out in the CIPFA/SOLACE good governance framework last revised in 2016. There was no model AGS, but rather the guidance set out best practice in developing an AGS. The report had previously been considered by the Governance, Audit and Scrutiny Committee (Minute 5431 refers). The Deputy Chief Fire Officer/ Executive Director Service Delivery drew Members attention to paragraph 9(q) of the report and informed Members that the Ambulance Service also take part in the Fire and Police Transformation Board.

Resolved – That the Annual Governance Statement for 2016/17 be approved.

5450 CUSTOMER SERVICE EXCELLENCE AWARD - The Deputy Chief Fire Officer/ Executive Director Service Delivery submitted a report reminding Members that the Customer Service Excellence Award (CSE), originally achieved in 2009, was re-certified on an annual basis subject to passing a compliance audit. The award covered a three year period with 2017 being a Year 3 re-validation based on five criteria listed in the report. The re-validation audit

for 2017 took place on 9 February 2017 and it was pleasing to report that the award had been successfully retained for a further twelve months, with no partial or non-compliance issues identified. In summary the Assessor's findings were as follows:

- (a) The assessor was pleased to note great leadership and commitment to the service. This was evident from the Chief Fire Officer through to front-line and back office staff.
- (b) Humberside Fire and Rescue Service (HFRS) has continued to develop innovative and proactive service models to safeguard and improve the health and safety of its customers.
- (c) Partnership work is very strong in HFRS. Partners were unanimous in their positive comments regarding the commitment of HFRS staff.
- (d) The assessor was pleased to note high levels of customer satisfaction.
- (e) Customer journeys are well developed throughout the service and the assessor was pleased to note recent improvements, for example in complaints handling and in the delivery of services by the Falls Team, where extra steps had been added at the completion of the journeys to ensure customer satisfaction.

The full report was attached at Appendix 1 to the report. The report had previously been considered by the Governance, Audit and Scrutiny Committee (Minute 5432 refers).

A Member suggested that a letter of thanks be sent from the Chairperson to every member of staff conveying Members' congratulations on their excellent performance in achieving the retention of the Award. The Deputy Chief Fire Officer/Executive Director Service Delivery stated the Corporate Management Team would be visiting all stations and that the opportunity could be used to convey Members' congratulations. The Chief Fire Officer & Chief Executive drew Members' attention to one area of negativity in the report in that the Authority is not very good at celebrating success and stated that the suggestion of a letter from the Chairperson to staff was an excellent one; that the Authority needs to consider how to celebrate success, and that this matter will be taken on board.

Resolved – That Members acknowledge the retention of the Award and take assurance from the on-going commitment to Customer Service Excellence, and the Fire Authority congratulates all staff on their ongoing commitment to Customer Service Excellence.

5451 PERFORMANCE REPORTING AND SERVICE PERFORMANCE INDICATORS 2017/18 – The Deputy Chief Fire Officer/Executive Director Service Delivery submitted a report providing information regarding the reporting of Service performance for the period 2017/18 and the proposed Service Performance Indicators and targets for that period which were included at Appendix 1 to the report. Performance against all of the Strategic Objectives will be monitored and retrospectively reported to the Authority (HFA) on a quarterly basis following scrutiny by the Governance Audit and Scrutiny Committee. The Authority will receive three quarterly reports, followed by the Annual Performance Report which will incorporate performance information from the fourth quarter. This was in line with the reporting of performance for 2016/17 and the Annual Performance Report for that period, which will be presented to Members at the July 2017 meeting. The report had previously been considered by the Governance, Audit and Scrutiny Committee (Minute 5433 refers). The Deputy Chief Fire Officer/Executive Director Service Delivery referred to Appendix 1 to the report and informed Members' that the performance for 2016/17 for SPI 19 would be reviewed. The Deputy Chief Fire Officer/Executive Director Service Delivery also drew Members' attention to Appendix 2 to the report which gave an example of performance based reporting which was to be trialled during 2017/18.

Members referred to deliberate fires and asked if Members could have a breakdown of incidents as between fires at domestic and business premises. The Deputy Chief Fire Officer/Executive Director Service Delivery stated that there were a lot of different factors that affect incidents of deliberate fires which was why, for example, the Service works closely with waste removal companies to secure the removal of waste that might be the cause of an incident. The Deputy Chief Fire Officer/Executive Director Service Delivery undertook to supply a breakdown of deliberate fire incidents to a future meeting. A Member queried whether more information could be conveyed back to communities, perhaps through the Strategic Demand Group. A Member referred to incidents of arson in business premises and queried whether there was scope for the Service to contact businesses to talk about measures they might take to minimise risk and to emphasise the financial loss that could result from an arson incident. The Chief Fire Officer & Chief Executive informed Members of discussion at a recent meeting of the Corporate Management Team when CMT was informed that it was likely that fire services would be required to publish local fire statistics in a similar way that the Police publish crime statistics on a local area basis. The Chairperson suggested that Members consider the fire statistics in more detail at a future Member Day.

Resolved – (a) That Members endorse the approach for reporting performance and approve the Service Performance Indicators and Targets for 2017/18, and

(b) that Members consider the fire statistics at a future Member Day.

5452 ANNUAL REVIEW OF CONSTITUTION - The Monitoring Officer/Secretary reported orally that that it was good practice that the Constitution of the Authority should be subject to an annual review and stated that whilst no substantive changes were necessary at the present time there might be a need to review the composition of the Authority to include the Police and Crime Commissioner but that legislation needed to be addressed before that change could be implemented, and also the Constitution would need to reflect any change proposed for the role of the Vice Chairperson of the Authority. The matter had been considered by the Governance, Audit and Scrutiny Committee (Minute 5428 refers).

Resolved – That the report be received.

5453 USE OF DELEGATED POWERS UNDER FIRE AUTHORITY CONSTITUTION BY CHIEF FIRE OFFICER & CHIEF EXECUTIVE - The Monitoring Officer/Secretary submitted a report providing details of the decisions taken by the chief Fire Officer & Chief Executive during 2016/17 to vary the establishment under the delegated powers within the Fire Authority Constitution. The report had previously been considered by the Governance, Audit and Scrutiny Committee (Minute 5427 refers).

Resolved – That the report be noted and that Members take assurance that the Scheme of Delegations has been properly exercised.

5454 THE COMPOSITION OF THE FIRE AUTHORITY 2017/18 – The Monitoring Officer/Secretary submitted a report reminding Members that the composition of the Authority is determined in accordance with The Humberside Fire Services (Combination Scheme) Order 1995 and the Authority's Constitution having regard to the number of local government electors in each of the four constituent authorities' areas. The size of the Humberside Fire Authority was agreed by the Constituent Authorities prior to 1995 as being 21 and resulted in an allocation of 7 seats to East Riding of Yorkshire Council; 6 seats to Hull City Council; 4 seats each to North Lincolnshire Council and North East Lincolnshire Council. Following a report to the Fire Authority on 24 April 2009 providing an update of the number of Registered Electors in each of the Constituent Unitary Authority areas Members decided on the basis of that report to approve the option of increasing the size of the Authority to 22 Members. The report now submitted provided an annual update to Members in respect to the impact upon its composition arising from any change in the Registered Local Government Electors as at 1 December 2016 as recently published by the Office for National Statistics. Members are formally appointed to the Humberside Fire Authority by each of the four constituent authorities

at their respective annual general meetings, according to rules of political proportionality (or by any local agreement). Subject to the Authority confirming the allocation of seats in respect to 2017/18 as set out in Table 2 of the report, each constituent authority would be allowed to appoint the following number of Members:

East Riding of Yorkshire Council	:	8
Kingston upon Hull City Council	:	6
North Lincolnshire Council	:	4
North East Lincolnshire Council	:	4

As reported to the meeting of the Authority on 20 March 2017 (Minute 5412 refers) the Chairperson of the Authority and the Chief Fire Officer & Chief Executive had attended a meeting of the Leaders of the 4 Unitary Authorities in the Authority's area on 9 March 2017 and the Unitary Leaders had unanimously rejected changing the composition of the Authority and gave a strong steer that the Authority should remain the same size as now. Details of the appointments made by the constituent authorities for 2017/18 will be submitted to the Fire Authority (AGM) on 5 June 2017.

The report also reminded Members that the Policing and Crime Act 2017 makes provision, inter alia, for fire authorities upon a request from the Police and Crime Commissioner for their area to appoint the Commissioner as a Member of the Authority with full voting rights. However as explained at the meeting of the Authority on 20 March 2017 (Minute 5412 refers) and as indicated in the recent letter from the Minister of State for Policing and the Fire Service (Minute 5441 above refers) the Home Office is considering the need for new legislation to amend the respective Combination Orders that established Combined Fire Authorities (such as Humberside Fire Authority) to clarify the legal position. The report did not therefore take this matter into account at this stage and a further report will be submitted to the Authority in due course.

Resolved – That Members approve the composition of the Fire Authority for 2017/18 in terms of appointments by the four constituent Unitary Authorities as set out in the report now submitted.

5455 EXCLUSION OF THE PRESS/PUBLIC - Resolved – That the press and public be excluded from the meeting for consideration of the following item (Minute 5456) on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1 & 2 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).

(All Officers except the Chief Fire Officer & Chief Executive, Monitoring Officer/ Secretary, Director of Human Resources and Committee Manager left the meeting for the following item (Minute 5456)).

(Mrs P Jackson, Independent Co-opted Member of the GAS Committee arrived as an observer during the consideration of the following item (Minute 5456)).

5456 APPOINTMENT OF CHIEF FIRE OFFICER AND CHIEF EXECUTIVE - The Director of Human Resources submitted a report, further to Minute 5418 of the Appointments Committee held on 7 April 2017, setting out the recommendations of the Committee with regard to the arrangements to be adopted for the appointment of a Chief Fire Officer and Chief Executive to replace Mr D Sanders who had given notice of his intention to retire on 9 September 2017. The Director of Human Resources drew Members' attention to the Addendum to the report that had been circulated prior to the meeting.

Resolved – That Members note the content of the report and approve the process for the appointment of a Chief Fire Officer and Chief Executive.

(Meeting closed at 11.44am)

