

HUMBERSIDE FIRE AUTHORITY

25 APRIL 2014

PRESENT:

Representing East Riding of Yorkshire Council:

Councillors Chapman MBE, Engall MBE, Hodgson, Ibson, Mole, Moore and Whittle

Representing Kingston upon Hull City Council:

Councillors Gemmell OBE, Mathieson, Petrini, Quinn and S Walker

Representing North Lincolnshire Council

Councillors Briggs (Chairperson), Swift, Waltham and Vickers

Representing North East Lincolnshire Council:

Councillors Baxter, T Walker and Wallace

Chief Fire Officer & Chief Executive, Deputy Chief Fire Officer, Acting Monitoring Officer/Secretary, Director of Finance & Assets/Section 151 Officer, Head of Safety Support, Committee Manager and Ms J Rae (External Audit - KPMG) and Ms B Jones (Internal Audit – MIAA) were also present.

Mr D Chapman (Independent Co-opted Member) attended in place of Mr D Hughes, Chairperson of Governance, Audit and Scrutiny Committee. Mr M Allingham and Mrs A Thomlinson (Independent Co-opted Members) also attended as observers.

Apologies for absence were received from Councillors Armstrong, Turner and Wilson. Councillor Waltham 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 Chairperson welcomed Mr D Sanders who was attending his first meeting of the Authority following his appointment as Chief Fire Officer & Chief Executive. The Chairman also welcomed Ms J Rae (KPMG), Ms B Jones (MIAA) and the Independent Co-opted Members of the Governance and Scrutiny Committee and all other persons present to observe the meeting.

4496 DECLARATIONS OF INTEREST – Resolved – The Director of Finance & Assets/Section 151 Officer and the Head of Safety Support declared a prejudicial interest in Agenda Item 20 - Senior Management Review (Minute 4517 refers) and stated that they would leave the meeting for that item.

4497 MINUTES – Resolved – That the minutes of the meeting of the Authority held on 14 March 2014 having been printed and circulated amongst the Members, be taken as read and correctly recorded and be signed by the Chairperson.

4498 QUESTIONS BY MEMBERS - The Acting Monitoring Officer/Secretary stated that no questions had been received from Members in accordance with Rule 12, Part 4 of the Constitution.

4499 PETITIONS AND DEPUTATIONS - The Acting 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.

4500 COMMUNICATIONS - The Acting Monitoring Officer/Secretary stated that no communications had been received.

4501 Fire Brigades Union – Industrial Action May 2014 – The Chairperson reported that a letter had been received from the Fire Brigades’ Union regarding further industrial action. The Chief Fire Officer & Chief Executive stated that a copy of the letter had been emailed to all Members of the Authority. The industrial action was scheduled to be held at periods over the weekend Friday 2nd May to Sunday 4 May 2014. The Chief Fire Officer & Chief Executive stated that as on the previous occasion robust plans would be in place to enable an emergency response Service to be provided, however the Service would be reduced from that which would normally be provided and expected by the public. The Chief Fire Officer & Chief Executive stated that he would circulate email updates to Members as and when necessary.

MINUTES OF COMMITTEES

4502 Governance, Audit and Scrutiny Committee – Mr D Chapman, in the absence of Mr D Hughes, Chairperson of the Governance, Audit & Scrutiny Committee presented a report summarising the salient points arising from the Governance, Audit & Scrutiny Committee Members’ discussion of reports on the Agenda for the meeting held on 14 April 2014. The report was to be read in conjunction with the draft minutes of the Committee. The report drew the attention of the Authority to the discussion by Governance, Audit and Scrutiny Committee Members on the following items:

- Update: Matters Arising/Feedback from the Fire Authority (Minutes 4481 refers) insofar as it relates to the discussion held prior to the meeting with the Chairperson of the Authority.
- Mr J Jepson (Minute 4491 refers)
- Proposed Internal Audit Plan (Minute 4487 refers) with regard to the proposed work by internal audit around scrutiny. The Committee felt that in view of this some coordination will be required in terms of the scrutiny role of the Committee.

Mr Chapman then presented the minutes of that Committee held on 14 April 2014. The Chairperson of the Fire Authority thanked Mr Chapman for his report.

Resolved – (a) That the report be noted and that the minutes of the Governance, Audit and Scrutiny Committee held on 14 April 2014 be received, and

(b) that the Authority records its thanks for all the work undertaken by Mr J Jepson during his period of office and the contribution he has made to the Humberside Fire Authority.

4503 MANAGEMENT ACCOUNTS TO 28 FEBRUARY 2014 - The Director of Finance & Assets/Section 151 Officer submitted a report containing the Authority’s Management Accounts and Prudential Indicators for the period ending 28 February 2014. The summary estimated outturn position from the Management Accounts and Prudential Indicators was as follows:

Revenue Budget	-	£1.485m	underspend;
Capital Programme	-	£4.542m	total expenditure against an allocation of £11.306m;
Pensions Account	-	£7.893m	deficit.

The report had previously been considered by the Governance, Audit and Scrutiny Committee (Minute 4482 refers).

Resolved – That Members take assurance from the report and the Authority’s financial position for the period ending 28 February 2014.

(Councillor Waltham arrived at 10.39am).

EXTERNAL AUDIT (KPMG)

4504 Interim Audit Report 2013/14 – Ms J Rae (External Audit - KPMG) submitted a report summarising the key findings arising from the work undertaken by KPMG to date in relation to both the audit of the Authority's 2013/14 financial statements and KPMG's 2013/14 Value for Money (VFM) conclusion. The report had previously been considered by the Governance, Audit and Scrutiny Committee (Minute 4483 refers).

Resolved – That the report be noted.

4505 External Audit Progress Report and Technical Update – Ms J Rae (External Audit - KPMG) submitted a report providing an overview on progress in delivering KPMG's responsibilities as external auditors. At the end of each stage of the audit KPMG issued certain deliverables, including reports and opinions. A summary of progress against those deliverables was provided in Appendix 1 of the report. The report had previously been considered by the Governance, Audit and Scrutiny Committee (Minute 4484 refers).

Resolved – That the report be noted.

INTERNAL AUDIT - H W CONTROLS & ASSURANCE

4506 Annual Internal Audit Report 2013/14 – The Director of Finance & Assets/Section 151 Officer presented a report by Ms Y Mehmood (H W Controls & Assurance) on the 2013/14 annual report of Humberside Fire Authority's Internal Audit function. Internal Audit had completed the programme of audits for the year ended 31 March 2014 in accordance with the CIPFA Code of Practice for Internal Audit. Audits undertaken during the year had not resulted in any recommendations being classified as "high" priority and all recommendations had been implemented or were in the process of being implemented. There were no special investigations performed during the year. It was the opinion of Internal Audit that on the whole the Fire Service had an adequate, effective and reliable framework of internal control that provided reasonable assurance regarding the effective and efficient achievement of the Fire Service's objectives. The report had previously been considered by the Governance, Audit and Scrutiny Committee (Minute 4485 refers).

Resolved – That the report be noted.

4507 DRAFT ANNUAL GOVERNANCE STATEMENT 2013/14 - The Director of Finance & Assets/Section 151 Officer, the Acting Monitoring Officer/Secretary and the Deputy Chief Fire Officer submitted a report setting out a draft Annual Governance Statement (AGS) in respect to 2013/14 as set out in Appendix 1 to the report. Given the content of the Statement, it was considered desirable that Members should continue to specifically review it separate from the Annual Accounts, although the AGS would form part of the Annual Accounts once approved in September 2014. It was also desirable that Members receive the report in advance of the draft Annual Accounts at the June 2014 Governance, Audit and Scrutiny Committee meeting. There was no model AGS, but rather the Guidance sets out best practice in developing an AGS. A number of hyperlinks had been added to the document, enabling access to more detailed information when the approved AGS was published on the HFRS Website. The report had previously been considered by the Governance, Audit and Scrutiny Committee (Minute 4488 refers).

Resolved – That the Annual Governance Statement for 2013/14 be approved and Members confirm that they have sufficient assurance on the Authority's governance arrangements.

INTERNAL AUDIT – MERSEYSIDE INTERNAL AUDIT AGENCY (MIAA)

4508 Proposed Internal Audit Plan – Ms B Jones (Internal Audit - MIAA) submitted a report setting out the proposed detailed internal audit plan for 2014/15, as well as outlining

the scope of the reviews. MIAA recognised that they might need to update the audit plan during the year as different risks emerge, in particular the implications of government policy but will keep the Authority informed on any proposed changes to the plan which will be discussed with the Director of Finance & Assets/Section 151 Officer and routed through the Governance, Audit and Scrutiny Committee. The report had previously been considered by the Governance, Audit and Scrutiny Committee (Minute 4487 refers).

Resolved – That the proposed Internal Audit plan for 2014/15 be approved.

4509 PERFORMANCE REPORTING AND SERVICE PERFORMANCE INDICATORS

2014-15 - The Head of Safety Support presented a report by the Deputy Chief Fire Officer providing information regarding the reporting of Service performance for the period 2014/15 and the proposed Service Performance Indicators and Targets for that period which were included in Appendix 1 to the report. Performance against all of the Strategic Objectives would be monitored and reported to the Authority on a quarterly basis, following scrutiny by the Governance Audit and Scrutiny (GAS) Committee. The Authority would receive three quarterly reports, followed by the Annual Performance Report which would incorporate performance information from the fourth quarter. This was in line with the reporting for 2013/14 and the Annual Performance Report for that period, which will be reported to the Authority in July. The report reminded Members that the Strategic Plan 2014/17 contains five strategic objectives, which provide the basis of performance reporting during 2014/15:

- Preventing loss of life, injuries and the community impact from emergency incidents.
- Responding quickly and effectively to emergencies when requested.
- Reducing risk in our communities.
- Making the best use of the resources we have.
- Continuing to develop a committed, skilled and safe workforce.

A table of the Service Performance Indicators for 2014/15, and the proposed targets for 2014/15, matched to the relevant Strategic Objective(s), was shown at Appendix 1 to the report. Other performance indicators might be developed where they were considered meaningful and appropriate. The Strategic Objectives were only achievable through an efficient governance framework. The Strategic Plan 2014/17 included a 'plan on a page' diagram which is shown at Appendix 2 to the report, explaining the dependencies and relationships of the Objectives and the under-pinning support and governance arrangements. In terms of the target setting process that report set out the principles that had been applied to the target setting at Service level. Incident activity based target setting at a local Community Protection Unit (CPU) level used the Service level target as a baseline, which was then refined by focussing on more challenging targets in the areas of highest risk, to provide meaningful targets aimed at driving down risk in local communities. A schematic describing the target setting process was shown at Appendix 3 to the report. Quarterly Performance and Risk Reports would continue to be presented to this Committee and the Authority together with an Annual Performance Report. The report also outlined the arrangements for the management and reporting of local level performance. The report had previously been considered by the Governance, Audit and Scrutiny Committee (Minute 4489 refers).

Members sought clarification regarding the respective roles of Humberside Fire and Rescue Service, local authorities and landlords with regard to the inspection of Houses in Multiple Occupation (HMOs) to ensure that they complied with fire safety requirements. The Head of Safety Support explained the respective roles. It was reported that new legislation would make it mandatory for smoke detectors to be installed in such properties. A Member suggested that it might be helpful if the Service could circulate to the constituent unitary authorities details of the new legislation and also an explanation of the Service's opinion of the fire safety legislation in respect to HMOs.

- Resolved** – (a) That Members endorse the approach for reporting performance,
- (b) that Members approve the Service Performance Indicators and Targets for 2014/17, and
- (c) that details of the new legislation and also an explanation of the Service's opinion of the fire safety legislation in respect to HMOs be circulated to the constituent unitary authorities.

4510 TRANSFORMATION FUND - The Head of Safety Support presented a report by the Deputy Chief Fire Officer providing information regarding planned bids against the £75 million Fire and Rescue Transformation Funds for 2015/16 which the Government had announced in order to support schemes that encourage greater collaboration; improve local accountability; prioritise prevention and protection; and promote asset transformation/other efficiencies. Efficiencies should be delivered over a short to medium term, for example up to 10 years, but expenditure must be in 2015/16. The deadline for bids was 4 June 2014, unless the bid involved two Fire and Rescue Services in which case it was 17 June 2014. Officers were currently working up two bids. Firstly a bid to cover costs associated with the Service Wide Efficiency Review, which is part of the Strategic Plan 2014/17 recently approved by the Authority. It was expected that the bid for that element would cover staffing costs for the Project Team, any costs associated with research projects required for the Project and future costs associated with implementing any changes. It was expected that the bid would be within the small-scale scheme parameters.

Secondly work was being carried out to develop a bid to expand the existing plan for the Water Response facility, which was approved by Members on 16 December 2013, to include facilities for other agencies, and the public, to be trained in a range of activities to improve preparedness for flooding. That may include water safety related to flooding and the practical application of flood defence measures. It was expected that this bid would be either in the medium or large scale scheme parameters, and the bid might be supported by a number of other agencies as there was the potential for there to be significant savings in training costs for those agencies, including other Fire and Rescue Services. A partner day, which Members were invited to, was planned for 29 April 2014 at Service Headquarters to explain to key partners what the scheme might look like and give them the opportunity to contribute to the development of the bid. A wide range of partners from community groups to the Police and local authorities had been invited as well as local Members of Parliament. The intention for the expansion was to increase the planned physical infrastructure of the facility which could, for example, replicate a street scene with houses on it with the possibility for the "street" to be flooded to provide a training facility for other agencies and the public. There would also be the potential to develop classrooms and storage facilities as well. There would be some savings to the Service in the long term as it would be an efficient way to deliver the flood preparedness work that the Authority was seeking to deliver as part of the Strategic Plan 2014/17, it was also likely that partners might achieve savings by being able to train their staff locally.

Resolved - That Members endorse the steps being taken to develop the bids and approve the submission of those bids prior to the deadline of 4 June 2014.

4511 GOVERNANCE, AUDIT AND SCRUTINY COMMITTEE TERMS OF REFERENCE - The Chief Fire Officer & Chief Executive and Acting Monitoring Officer/Secretary submitted a report indicating that Members had met on 28th February 2014 to discuss, amongst other things, the purpose and function of the Governance, Audit and Scrutiny (GAS) Committee. The Chief Fire Officer & Chief Executive had made a brief presentation to remind Members of the history and purpose of the GAS Committee and to present options for consideration. Subsequently a report was submitted to the meeting of the Authority on 14 March 2014 which proposed that the audit and governance functions of the Committee would remain largely unchanged but that the scrutiny function of the Committee would be changed in that the routine scrutiny of all reports to the Authority would cease. Instead the Committee would

carry out in-depth scrutiny of a specific number of topics suggested by the Authority, Corporate Management Team (CMT) and the Committee itself. Whilst Members appeared to broadly support the retention of a scrutiny role it was felt that further detail was required of the proposed amended terms of reference of the Committee and some concern was expressed at the proposal that Members of the Authority could be called to give evidence before the Committee.

The report now submitted reminded Members that the GAS Committee had a key role to play in ensuring good governance within the organisation. It achieved that by reviewing and revising the Member Code of Conduct on a regular basis and by ensuring that Members were properly trained. Committee Members also monitor declarations of interest and had a role to play in the event of a complaint against Members of the Authority. However that role did not extend to adjudicating on the question of whether or not a Member of the Authority had or had not breached the provisions of the Code. That was the role of the Member Conduct Panel membership of which was taken from the Elected Members of the Authority. Every Authority was required to have an Audit Committee function and that was carried out by the GAS Committee. The Committee was required to provide independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and annual governance processes. To discharge that duty the Committee received reports on internal control and risk management, internal audit, external audit, performance, risk and programme management. It was proposed that those reports form the standing part of the GAS Committee agenda.

It was however recommended that the scrutiny function of the Committee should be revised. At the present time the GAS Committee received all reports destined for the Authority and scrutinised them before the Authority meeting. That created a degree of duplication and did not offer the facility to scrutinise and assess the impact of decisions made by the Authority. Neither did it allow the GAS Committee to scrutinise in depth issues that concern themselves, officers or the Authority. The Authority was moving towards a more value added and outcome focused model of governance. That was reflected in the revised approach to internal audit that would be designed to identify improvements that can be made by the Service. In the same spirit it was recommended that the scrutiny function of the GAS Committee is revised so that the Committee will focus its scrutiny role on a number of topics per year. That will enable the Authority to make best use of the scrutiny function of the Committee to identify improvements that can be made in the way in which the Service operates. It was therefore proposed that the routine scrutiny of all reports submitted to the Authority will cease. Instead the Authority, GAS Committee and Corporate Management Team would propose subjects for in-depth scrutiny. That scrutiny can be forward looking in that the Committee could scrutinise future proposals put before them by Officers. Equally Members of the Authority might ask the Committee to scrutinise a particular issue or Committee Members themselves might wish to focus on a particular subject. In practical terms an annual scrutiny programme could be developed by the GAS Committee. That would provide a more varied and challenging workload for the GAS Committee.

A revised terms of reference for the GAS Committee was attached at Appendix A to the report and showed the proposed amendments to the existing terms of reference as 'track changes'. Extracts from the Constitution setting out the Role of the Independent Co-opted Members of the GAS Committee and the Specific roles of the Chairman of the GAS Committee were attached at Appendixes B and C respectively. There were no proposed changes to those sections of the Constitution. There was no change in the proposed terms of reference from the present position that the Authority was the decision making body and that the role of the GAS Committee was to consider and make observations to the Authority on the governance, internal control and risk management, internal audit, external audit and performance risk and programme management of the Authority. It was proposed that the scrutiny process was changed in order that the scrutiny work of the Committee was more focussed. It was suggested that if Members had any suggestions for items to be subject to scrutiny they should forward them to the Director of Finance & Assets/Section 151 Officer.

Resolved - That Members approve the amended terms of reference of the Governance, Audit and Scrutiny Committee attached as Appendix A to these minutes.

4512 CALENDAR OF MEETINGS 2013/14 AND 2014/15 - The Acting Monitoring Officer/Secretary submitted a report reminding Members that the Annual General Meeting (AGM) of the Authority sets the calendar of its meetings, and those of its committees, for the forthcoming year. At its AGM on 24 May 2013 the Authority approved a calendar of meetings for 2013/14 which indicated that the AGM of the Authority in 2014 would be held on 23 May 2014. During 2014 the Government announced that local elections in 2014 would now be held on same day as date of European Parliament Elections (22 May 2014). As a consequence those unitary authorities which had annual elections (Hull and North East Lincolnshire (NEL) had changed the dates of their AGM when appointments were made to outside bodies, including this Authority. In the circumstances it was suggested that the Authority should change its Annual Meeting from 23 May to a date after 19 June, 2014 and that the simplest solution would be to combine the AGM with the Ordinary meeting of the Authority proposed for Monday 23 June 2014 to be followed by Member Induction. There would normally be a meeting of the Governance, Audit and Scrutiny (GAS) Committee in June 2014 (the proposed date was 9 June 2014). It was suggested that that date should be agreed as part of the calendar of meetings for the current year. The suggested date had been reported to the GAS Committee on 14 April 2014. Attached at Appendix 1 to the report for Members' information only at this stage was a proposed calendar of meetings for 2014/15 which would be submitted to the next AGM for approval. It was proposed to hold at least 5 Member Days during 2014/15, in addition to the Induction following the AGM for new Members. The proposed calendar of meetings largely reflected last year's arrangements. With regard to the Governance, Audit and Scrutiny Committee, the schedule would be finalised following the Authority deciding on its calendar.

Resolved - (a) That Members approve the proposed change of date of the Annual General Meeting from 23 May to 23 June 2014 and to that meeting conducting the formal business of the AGM as well as any ordinary business;

(b) that the proposed date of the GAS Committee on 9 June 2014 be noted, and

(c) that it be noted that the proposed calendar of meetings for 2014/15 set out in Appendix 1 to the report will be submitted to the next Annual General Meeting of the Authority for approval.

4513 USE OF DELEGATED POWERS UNDER FIRE AUTHORITY CONSTITUTION BY CHIEF FIRE OFFICER & CHIEF EXECUTIVE AND ESTABLISHMENT CLARIFICATION –

The Chief Fire Officer & Chief Executive and Acting Monitoring Officer/Secretary submitted a report providing details of the decisions taken by the Chief Fire Officer & Chief Executive during 2013/14 to vary the establishment, under his delegated powers within the Fire Authority Constitution. The report had previously been considered by the Governance, Audit and Scrutiny Committee (Minute 4490 refers).

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

4514 EXCLUSION OF PRESS AND PUBLIC – Resolved – That the press and public be excluded from the meeting during consideration of the following items (Minutes 4515-4517) on the grounds that they are likely to involve the disclosure of exempt information as defined in paragraphs 1, 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).

4515 VEHICLE AND EQUIPMENT WORKSHOPS COLLABORATION WITH HUMBERSIDE POLICE – HFA FINANCIAL CONTRIBUTIONS - The Chief Fire Officer & Chief Executive and Director of Finance & Assets/Section 151 Officer submitted a report reminding Members that the Authority on 9 September 2013 had approved the progression of a joint vehicle and equipment workshop with Humberside Police. The scheme was progressing currently with an anticipated completion date of late 2014/early 2015. The report now submitted updated Members specifically on the financial contribution to the project required from Humberside Fire Authority.

Resolved – (a) That Members approve in principle the Authority's financial contribution to the vehicle and equipment workshops collaboration with Humberside Police as set out in paragraphs 9 to 13 of the report now submitted subject to (b) below, and

(b) that a further update report be brought back to a future meeting of the Authority which sets out the financial contribution in the context of the partnership agreement between the two parties.

4516 NEW HULL CENTRAL FIRE STATION - The Chief Fire Officer & Chief Executive and Director of Finance & Assets/Section 151 Officer submitted a report reminding Members that the Authority on 24 June 2013, as a recommendation of the 'Annual Statement of Accounts 2012/13' report, approved the creation of a separate earmarked reserve of £2M, to part-fund the construction costs of a new station facility for Hull Central as an integral part of the Authority's on-going programme of fire station investment and renewal. The report now submitted provided Members with an update on the progress made in conjunction with Hull City Council in respect of the proposed land-swap agreement which would facilitate the Service's acquisition of a suitable development site for the construction of a new station facility within the city centre of Hull. The report also sought approval to finalise that agreement and to release appropriate funding to progress with a new-build station facility for Hull Central on the site identified at Spring Street, Hull.

Resolved – (a) That Members approve the proposed land-swap transaction, to transfer ownership to Hull City Council of the Hull Central Worship Street premise in exchange for the freehold tenure of the development site at Spring Street, Hull,

(b) that Members approve the subsequent construction of a new-build station facility for Hull Central on the Spring Street site, and

(c) that £2M be released from the earmarked reserve to fund the capital costs of the scheme, with the balance of £900k being funded by Prudential Borrowing, the costs of which will be funded by revenue savings associated with the relocation to the new build station.

(The Director of Finance & Assets/Section 151 Officer and the Head of Safety Support left the meeting for the following item)

4517 SENIOR MANAGEMENT REVIEW - The Chief Fire Officer & Chief Executive submitted a report reminding Members that the Fire Authority on 14 March 2014 approved that a review be undertaken to include the two most senior levels of management in the Service. It was further agreed that the incoming Chief Fire Officer & Chief Executive carry out the review in consideration of the future management structure of the Service under his leadership and that his recommendations be reported to the Authority at this meeting. The report now submitted set out the outcome of that review and the recommendations of the Chief Fire Officer & Chief Executive.

Resolved Unanimously – That Members approve the recommendations in the report.

Meeting closed at 11.38 a.m.

Appendix A

Article 6 – Governance, Audit and Scrutiny Committee

6.1 COMPOSITION

- (a) The membership of the Governance, Audit and Scrutiny Committee shall be determined at the Annual General Meeting of the HFA. The size of the Committee shall be decided by the HFA.
- (b) The HFA may if it considers it necessary or desirable appoint such number of Independent Co-opted Members of the Committee as it shall determine who shall be selected for their relevant expertise, particularly in:
 - Audit and financial governance
 - Corporate governance
 - Scrutiny of decision making

The HFA will approve a selection process and criteria.

- (c) The Chairperson of the Committee may be appointed annually at the Annual General Meeting of the HFA or elected at the first meeting of the Governance, Audit and Scrutiny Committee following the Annual General Meeting.
- (d) The quorum for meetings of the committee shall be decided by the HFA at its AGM.

6.2 FREQUENCY OF MEETINGS

There shall be eight ordinary meetings of the Governance Audit and Scrutiny Committee in each year. The Schedule of meetings shall be decided at the Annual General Meeting of the HFA. In addition, extraordinary meetings may be called at such other times as the Committee or Chairperson of the Committee may determine.

6.3 FUNCTIONS

The Governance, Audit and Scrutiny Committee shall have the following functions, unless decided otherwise by the HFA: -

6.3.1 Governance

- (a) To make observations to the HFA concerning its governance arrangements;
- (b) To assist the HFA in promoting and maintaining high standards of conduct by Members, including Independent Co-opted Members, appointed Members of Committees and Officers;
- (c) Generally assisting the Members to observe the Members' Code of Conduct;
- (d) Providing views to the HFA on the adoption or revision of the Members' Code of Conduct;

- (e) Advising, training or arranging to train Members and Officers on matters relating to the Members' Code of Conduct;
- (f) The monitoring of and issues relating to the declaration of interests and offer/receipt of gifts and hospitality by Members and Officers;
- (g) Such other matters in connection with governance as may be specified under this Constitution, or that the HFA may ask the Committee to consider.

In addition the Committee shall receive reports on the following matters (the Committee shall have no delegated authority but may make observations to the Fire Authority):

6.3.2 Internal Control and Risk Management

- (a) To consider the HFA's Annual Governance Statement prior to its adoption to the HFA.
- (b) To maintain an overview of the HFA's Constitution, particularly in respect to the contract procedure rules and financial procedure rules.
- (c) To review any issue referred to it by the Chief Fire Officer & Chief Executive, S.151 Officer or Secretary, or the HFA.
- (d) To monitor the effective development and operation of corporate risk and project management and corporate governance in the HFA.
- (e) To monitor the effectiveness of the internal control environment.

6.3.3 Internal Audit

The Committee shall consider and make observations to the HFA with regard to:

- (a) The Internal Audit Annual Work Programme;
- (b) Internal Audit reports;
- (c) The Internal Audit Annual Report;
- (d) The appointment of an effective and efficient Internal Audit Service; and
- (e) The performance of the Internal Audit Service.

6.3.4 External Audit:

The Committee shall consider and make observations to the HFA with regard to:

- (a) The appointment of External Auditors;
- (b) The External Auditor's Annual Audit letter;

- (c) The Annual Financial Statements and Statement of Assurance;
- (d) Feedback to the External Auditor upon performance of the external audit;
- (e) All External Audit Assessments concerning the Authority;
- (f) The audit aspects of the draft annual financial statements. These aspects will include the External Audit Opinion, the Statement of Members' Responsibilities, the Annual Governance Statement and any relevant issue raised in respect to the annual auditing process. The Committee should, where appropriate, confirm with the Internal and External Auditors that the effectiveness of the internal control system has been reviewed, and comment on this in its Annual Report to the HFA.

6.3.5 Performance Risk and Programme Management

The Committee shall consider and make observations to the HFA with regard to:

- (a) The effectiveness of performance management;
- (b) The achievement of Strategic Plan objectives;
- (c) The achievement of the Integrated Risk Management Plan (IRMP) objectives;
- (d) The achievement of agreed performance indicators;
- (e) The effectiveness of corporate risk management processes;
- (f) The effectiveness of programme management processes;
- (g) The performance of the Humberside Fire and Rescue Service generally;

6.3.6 Scrutiny - Generally

Scrutiny Function

- (a) The Committee shall review and scrutinise decisions of the HFA proposals of the HFA and the implementation of policy at Humberside Fire and Rescue Service;
- (b) The Committee shall be responsible for setting its own work programme which shall be tightly focussed on a small number of major issues;
- (c) In setting its work programme the Committee will consider items for scrutiny put forward by the HFA, CMT and Members of the Committee;

- (d) The HFA shall refer business to and seek advice from the Committee as it considers appropriate. Such referrals will be accompanied by an indication of its preliminary view of the matter under consideration;
- (e) The Committee shall respond as soon as their work programme permits to requests from the HFA to review a particular issue or issues;
- (f) In exercising its scrutiny role, the Committee will ensure that any observations are non-political and are not designed to displace the functions or responsibility of the HFA;
- (g) The Committee shall make such recommendations as it considers appropriate to the HFA arising out of the scrutiny process.

6.3.7 Additional Powers

- (a) The Committee is authorised to investigate any activity within its terms of reference and to seek any information it requires from any employee. All employees are directed to co-operate with any request made by the Committee.
- (b) The Committee is authorised to obtain outside legal or other independent advice and to secure the attendance of non-members with relevant experience and expertise if it considers this necessary, normally in consultation with the Secretary, Chief Fire Officer & Chief Executive and Chairperson of the HFA. However, it may not incur direct expenditure in this respect without the prior approval of the HFA.

6.4 **POWER TO ESTABLISH SUB-COMMITTEE OR PANELS**

- (a) The Governance, Audit and Scrutiny Committee shall have the power to establish a sub-committee of the Members of the Committee and any such sub-committee shall be authorised solely to make recommendations to the Governance, Audit, and Scrutiny Committee.
- (b) The Governance, Audit and Scrutiny Committee shall be entitled to establish such panels or groups as it considers necessary to assist in the discharge of its functions. No delegated authority shall be granted to such a panel and the composition of a panel shall not be confined to the Members of the Committee and the rules of political proportionality shall not need to apply.

6.5 **ANNUAL REPORT AND MINUTES**

- (a) The Committee shall report annually to the HFA upon the discharge of its functions;
- (b) Minutes of the Committee will be circulated to all Members of the HFA and shall be included as an agenda item on the HFA;
- (c) The Chairperson of the Committee will be invited to present the minutes at the meeting of the HFA and to respond to any questions that the HFA may have in respect to any matter concerning the Committee.