

**HUMBERSIDE FIRE AUTHORITY**  
**(ANNUAL GENERAL MEETING)**  
**26 JUNE 2015**

**PRESENT:**

**Representing East Riding of Yorkshire Council:**

Councillors Chapman MBE, Finlay, Hodgson, Jefferson JP, Matthews, Sharpe and Turner

**Representing Kingston upon Hull City Council:**

Councillors Allen, Clarkson, Fudge, Mathieson, Payne and Wilson

**Representing North Lincolnshire Council:**

Councillors Briggs (Chairperson), Grant, Sherwood and Waltham

**Representing North East Lincolnshire Council:**

Councillors Burton, 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, Committee Manager and Ms J Rae (External Audit – KPMG) and Mr D Chapman (Chairperson of the Governance, Audit and Scrutiny Committee) were also present.

Mr J Doyle, 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.

An apology for absence was submitted from Councillor Green.

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 and Chief Fire Officer & Chief Executive welcomed newly appointed Members and also those who had previously served on the Authority.

*(The Monitoring Officer/Secretary took the Chair for the following item (Minute 4853.)*

**4853 ELECTION OF CHAIRPERSON** – The Monitoring Officer/Secretary submitted a report on the election of a Chairperson for 2015/16. 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 2016.

*(Councillor Briggs took the Chair and thanked Members for their support and welcomed new and returning Members; the Independent Co-opted Members of the Governance, Audit and Scrutiny Committee, Ms J Rae (External Audit - KPMG) and all other persons who were present.)*

**4854 MR J JEPSON** – The Chairperson reported the sad loss of Mr J Jepson, a former Independent Co-opted Member of the Governance, Audit and Scrutiny Committee. All present observed a one minute silence as a mark of respect.

**4855 ELECTION OF VICE CHAIRPERSON** - The Monitoring Officer/Secretary submitted a report on the election of a Vice Chairperson for 2015/16. Councillors Sutton and Chapman MBE were nominated and seconded.

Upon being put to the vote it was -

**Resolved** - That Councillor Chapman MBE be elected Vice Chairperson of the Humberside Fire Authority until the Annual Meeting of the Authority in 2016.

**4856 DECLARATIONS OF INTEREST** – There were no declarations.

**4857 MINUTES – Resolved** – That the minutes of the meeting of the Authority held on 27 April 2015 having been printed and circulated amongst the Members, be taken as read and correctly recorded and be signed by the Chairperson.

**4858 MATTERS ARISING FROM THE MINUTES NOT OTHERWISE ON THE AGENDA** – There were no items.

**4859 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.

**4860 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.

#### COMMUNICATIONS

**4861 HFR Solutions CIC – Board Members** - The Chairperson read out a letter he had received from N Granger, Director, HFR Solutions CIC dated 22nd June 2015 indicating that the Board of Directors would like to maintain a position whereby 50% of the positions are held by serving Members of the Fire Authority. Following previous nominations those positions had been held by Councillors Hodgson and Walker. Unfortunately as Councillor Walker is no longer a member of the Fire Authority he had now formally resigned from his role as Director of HFR Solutions CIC. The letter expressed the Board's appreciation for Councillor Walker's contribution to the development and success of the company and invited the Authority to consider nominating another Member to replace Councillor Walker on the Board.

**Resolved** – That the Authority consider the appointment of a Member in place of former Board Member Councillor Walker at the next meeting of the Authority

**4862 Fire and Rescue Day July 2015** - The Chairperson reminded Members of the Fire and Rescue Day to be held at 7 Lakes Country Park, Crowle on 11th July 2015.

**4863 COMPOSITION OF THE FIRE AUTHORITY 2015/16** - The Monitoring Officer/Secretary submitted a report on appointments to the Humberside Fire Authority made by the Constituent Authorities for the period 2015/16.

**Resolved** – (a) That the membership of the Authority for the period 2015/16 as set out below be noted:

#### East Riding of Yorkshire Council (8):

Councillor M Chapman MBE	(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 K Mathieson	(Liberal Democrat)
Councillor R Payne	(Liberal Democrat)

North East Lincolnshire Council (4):

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

North Lincolnshire Council (4):

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

**4864 APPOINTMENT OF GROUP SECRETARIES 2015/16 - 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

**4865 COMMITTEE STRUCTURE AND COMPOSITION 2015/16** - 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 2015/16. 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. A new Committee was formed called the Governance, Audit and Scrutiny Committee 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 2014/15 the GAS Committee comprised 8 Independent Co-opted Members but following the recent retirement of Mrs. G Hardy there was currently 1 vacancy. Following discussion with the Chairperson of the GAS Committee it was considered that the Committee can continue to operate effectively with just 7 members going forward.

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 indicated that the Fire Authority at its meeting on 16 March 2015 had received a report regarding the requirement under the The Firefighters’ Pension Scheme (Amendment) (Governance) Regulations 2015 to establish a Pension Board from 1 April 2015 to oversee compliance in the operation of the Firefighter Pension Scheme (FPS). The Authority agreed that initially the Pension Board should be comprised as follows:

<u>Employer representatives</u> (2):	1 Elected Member (to be appointed at this meeting)
	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 R Vaux nominated)
  - 1 representative selected from expressions of interest by individual HFRS FPS members or those eligible to be HFRS FPS members (Corporate Management Team has recommended that Mr D Riggall be appointed)

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

The inaugural meeting of the Pension Board will be held on 17 July 2015 at 10.30am.

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.

**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 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 appointments set out in paragraph 3 of the report for a 3 year term until the Authority AGM in 2018/19, and

(e) that the respective Group Secretaries consider the appointment of Members to each Committee (except the Governance, Audit and Scrutiny Committee) by their Groups and submit details at the Annual Meeting or as soon as possible thereafter to the Monitoring Officer/Secretary.

*(Details of committee memberships subsequently notified to the Monitoring Officer/Secretary by Group Secretaries are set out in Appendix 1 to these Minutes).*

**4866 APPOINTMENT OF MEMBER REPRESENTATIVES ON EXTERNAL BODIES –** The Monitoring Officer/Secretary submitted a report on the appointment of Member representatives, and where applicable substitutes, to external bodies for the period 2015/16.

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

<b>Body</b>	<b>Representative(s)</b>
The Local Government Association	Chairperson (Councillor Briggs)
Fire Services Commission	Substitute: Vice-Chairperson (Councillor Chapman MBE)

Yorkshire and Humber (Local Authorities) Employers' Association – Employers' Committee	Chairperson (Councillor Briggs) Substitute: Vice-Chairperson (Councillor Chapman MBE)
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**4867 APPOINTMENT OF NOMINATED SPOKESPERSONS FOR EACH CONSTITUENT AUTHORITY FOR 2015/16** – 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 2015/16:

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

**4868 CALENDAR OF MEETINGS 2015/16** - The Monitoring Officer/Secretary submitted a report outlining a proposed Calendar of Meetings for 2015/16 and indicating that the dates and times for meetings of the Governance, Audit and Scrutiny Committee would be finalised at the next meeting of that Committee.

**Resolved** – That the Calendar of Meetings for 2015/16 be approved as set out in Appendix 2 to these minutes.

#### MINUTES OF COMMITTEES

**4869 Governance, Audit and Scrutiny Committee** - At the invitation of the Chairperson of the Authority Mr D Chapman, Chairperson of the Governance, Audit & Scrutiny Committee presented the minutes of the Committee held on 15 June 2015.

**Resolved** – That the minutes of the Governance, Audit and Scrutiny Committee held on 15 June 2015 be received.

**4870 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. The Annual Report also supported the assurance framework. The draft Annual Report had been reviewed by the Committee at its meeting on 15 June 2015 (Minute 4841 refers) and approved for submission to the Fire Authority subject to being updated 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 stated that Members of the Governance, Audit and Scrutiny Committee look forward to having an opportunity to meet Members of the Authority at appropriate Member Days.

A Member referred to the scrutiny work undertaken by the Committee and welcomed the focus on outcome based reports and sought clarification of the proposed single topic (Business safety) scheduled for 2015/16. Mr Chapman stated that it was not a single item for scrutiny as the Committee had not yet honed the scope of that topic. The Chairperson of the Authority thanked Mr Chapman for the report.

**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.

**4871 GOVERNANCE, AUDIT AND SCRUTINY COMMITTEE WORKSTREAMS/ SCRUTINY PROGRAMME 2015/16** - The Monitoring Officer/Secretary submitted a report setting out the workstreams for the Governance, Audit and Scrutiny Committee for 2015/16. The intention behind the workstreams was to provide Members with a broad indication of the reports that they can expect to receive during the year. The workstreams will also enable forward planning for the Corporate Management Team and 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 topic agreed for inclusion in the programme for 2015/16 and the timing in terms of the initial scoping discussions, the meetings when the topic would be initially scrutinised, and also when feedback reports will be submitted in respect of recommendations in respect to topics previously scrutinised. The workstreams and scrutiny programme attached at Appendix 1 to the report had been considered and agreed by the Governance, Audit and Scrutiny Committee at their meeting on 15 June 2015 (Minute 4842 refers). The proposed workstreams had been incorporated in the timetable of meetings of the Committee that will be considered earlier in the meeting (Minute 4868 above refers). Progress against the workstreams will be included in the Annual Report from the Committee to the Fire Authority.

**Resolved** – That the Fire Authority receives the Governance, Audit and Scrutiny Committee’s workstreams/scrutiny programme for 2015/16 as set out in the report.

**4872 ANNUAL STATEMENT OF ACCOUNTS 2014/15** – The Executive Director Service Support/Section 151 Officer submitted a report containing the Authority’s full unaudited Statement of Accounts for 2014/15 as set out in Appendix 1 to the report and also highlighting the key aspects of revenue and capital outturn for the year. The accounts covered by the report were subject to audit by KPMG in their role as the Authority’s external auditor. The audited Statement of Accounts must be approved by the Fire Authority by 30 September 2015. The outturn position for the revenue budget for 2014/15 was a £1.269m underspend which compared well to the period 11 end of February 2015 projection in the Management Accounts of a £1.306m underspend. The full schedule of variances was set out in more detail in the Statement of Accounts (Appendix 1, pages 72-74).The outturn for the Capital Programme showed spending of £5.145m (£4.002m was the Authority’s Capital Programme and £1.143m was the East Coast and Hertfordshire Control Room Consortium spend in 2014/15) as detailed in the report. The report identified fourteen schemes for which it was proposed that the capital allocations be re-phased into the 2015/16 Capital Programme. Table 1 in paragraph 6 to the report showed the overall position on Reserves at 31 March 2015 and some recommended movements in reserves to be effected from 1 April 2015. Table 1 showed overall revenue reserves of £15.8m at 31 March 2015. The Authority had worked hard in recent years to deliver a sound level of reserves. This was particularly important against the uncertain financial backdrop for 2016/17 onwards. The earmarked reserves identified in the Table underpinned a number of key areas of work for the Service. Many of those workstreams were now in the implementation/delivery stage. In terms of key financial indicators the report indicated that against the backdrop of significant austerity (the Authority’s external financing from Government had been reduced by 28% or £7.3m over the period 2011/12 to 2015/16 as well as a 5 year freeze in the precept/council tax between 2011/12 and 2015/16), and drew attention to the following key financial indicators:

<u>Key Indicator</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>
Capital Financing Requirement (CFR)	£17.7m	£16.6m	£15.6m
Long-term Borrowing (PWLB)	£18.7m	£17.7m	£16.6m
Revenue Outturn	£2.1m underspend	£1.5m underspend	£1.3m underspend
Total Reserves (capital & revenue)	£19.13m	£17.3m	£15.8m

Fundamentally the Authority's underlying position was sound and against the backdrop of austerity the CFR (the Authority's underlying need to borrow for a capital purpose) had been reduced alongside a decrease in long-term borrowing (PWL). The revenue outturn underspend was lower than in the previous year and overall reserves had also reduced. Neither was a cause for concern but demonstrated a financial tightening as efficiency measures were worked through alongside significant reductions in external funding. The Authority's budget was balanced for 2015/16. 2016/17 onwards will present a significant challenge given the Government's austerity programme was unlikely to abate before 2020. The Service Re-design Programme currently underway would examine all possible options for further efficiency in 'non-fire engine' areas of the Service. This will be vital for the challenges that will lie ahead for 2016/17 onwards.

The accounts indicated that as the Fire Authority no longer had a controlling interest or influence over 'HFR Solutions' the Group Accounts were included for comparative purposes only. The report had previously been considered by the Governance, Audit and Scrutiny Committee (Minute 4845 refers).

A Member's query regarding the likely level of the challenge facing the Authority due to the Government's spending plans for 2016/17 and 2017/18 was answered by the Executive Director Service Support/Section 151 Officer.

**Resolved** – (a) That Members take assurance from the accounts presented and that after this Fire Authority meeting a copy signed by the Executive Director Service Support/Section 151 Officer be presented for audit;

(b) that Members approve the Capital Programme 'slippage' at paragraph 7 of the report, and

(c) that Members approve the position on Reserves as at 1 April 2015

**4873 TREASURY MANAGEMENT ANNUAL REPORT 2014/15** – The Executive Director Service Support/Section 151 Officer submitted a report providing a review of the Authority's Treasury Management activity and Prudential Indicators for the year 2014/15 in line with the Chartered Institute of Public Finance and Accountancy (CIFPA) Code of Practice 2009. The report showed full compliance with the Authority's Prudential Indicators for 2014/15. Appendix 1 to the report detailed the agreed Prudential Indicators for 2014/15 and the actual figures for 2014/15. During the financial year the Authority had operated wholly within the limits approved. The report stated that the Section 151 Officer considered the current capital programme to be affordable and sustainable with the revenue effects of capital investment built into the Medium-Term Financial Plan. Through the Medium-Term Financial Planning Process, the Authority had aligned its resources to key strategic priorities. With regard to Treasury Management the report indicated that based on the Operational Boundary definition, external debt at 31 March 2015 was £5.9m below the agreed Operational Boundary for 2014/15 and the maturity structure for both borrowing and investments remained within the approved upper and lower limits. Subsequent borrowing or re-scheduling during 2015/16 would take in to account prevailing interest rates on offer from the Public Works Loans Board, the current maturity structure of loans, balanced with the need to reduce capital risk by keeping down cash-balances. The report had previously been considered by the Governance, Audit and Scrutiny Committee (Minute 4846 refers).

**Resolved** - That Members take assurance from the Treasury Management activities undertaken during 2014/15 and the Prudential Indicators as outlined in paragraphs 16 and 17 and detailed in Appendix 1 to the report.

#### **EXTERNAL AUDIT (KPMG)**

**4874 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 also highlighted the main technical issues that were currently having an impact in local government. The report had previously been considered by the Governance, Audit and Scrutiny Committee (Minute 4843 refers).

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

**4875 HUMBERSIDE FIRE AUTHORITY WORKSTREAMS 2014/15 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 Report from the Governance, Audit and Scrutiny Committee was attached at Appendix 1 to the report. In accordance with the Constitution the Governance, Audit and Scrutiny Committee was required to submit an Annual Report to the Fire Authority and its Annual Report was submitted elsewhere on the Agenda for this meeting (Minute 4870 above refers). 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 2014/15. The report also supported the review of governance and provides added robustness to the assurance structure. The Chairperson presented the Authority's Annual Report.

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

**4876 HUMBERSIDE FIRE AUTHORITY WORKSTREAMS 2015/16** - The Monitoring Officer/Secretary submitted a report indicating that elsewhere on the Agenda for this meeting was a report containing details of the scrutiny programme 2015/16 approved by the Governance, Audit & Scrutiny Committee on 15 June 2015 (Minute 4871 above 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.

**4877 REVIEW OF FIRE AUTHORITY CONSTITUTION** -The Monitoring Officer/Secretary submitted a report indicating that the Authority's Constitution provides at Article 14.1 that the Fire Authority shall regularly consider the effectiveness of its Constitutional framework (regularly means annually). The Constitution was kept under review on an on-going basis to ensure that it is in compliance with relevant legislation. During 2014/15 amendments to the Constitution were approved by the Authority to implement –

- Changes to the legislation governing meetings of the Authority to allow, subject to certain exceptions, members of the public to record meetings of the Authority.
- The requirement for the Authority to have a Pension Board

The Fire Authority was required to undertake an annual review of the effectiveness of its Constitutional framework. The Constitution had been reviewed by the Secretary and the Section 151 Officer and subject to the amendments to the Constitution set out at paragraph 7 of the report the Constitution was considered to be fit for purpose.

The following amendments to the Constitution were recommended in relation to the Contract Procedure Rules in Part 4 Section E of the Constitution. Section E of the Constitution sets out the current Contract Procedure Rules but the rules as they exist do not fully reflect current tendering processes whereby tendering portals and dedicated electronic

tendering systems are used to invite and receive tenders. It is no longer the practice for tenders to be submitted in sealed envelopes. In recognition of these changed working practices it is suggested that the following amendments be made to the contract rules:

Rule 8 – Authorised Officer

8.1

- (j) “no tender for contracts to which Rules 13 and 14 apply will be considered unless it is uploaded to the tendering solution in accordance with the timescales contained within the Invitation to Tender”;

Rule 17 – Invitation to Tender

- 17.1 “The Invitation to Tender shall state that no Tender will be considered unless it is received by the date and time and in the manner stipulated in the Invitation to Tender. Late Tenders will not be accepted. No Tender delivered in contravention of the method stated in the Invitation to Tender shall be considered.”
- 17.2 “Invitations to Tender should be issued on appropriate internet web sites or tendering systems using the HFA’s standard document templates, where appropriate”.

Existing safeguards with regard to processing tenders will continue in that the Senior Finance Officer (Procurement) is the designated Officer able to access the electronic procurement portal to deal with tenders received.

**Resolved** – That Members approve the amendments to the Constitution set out in paragraph 7 of the report.

**4878 SERVICE REDESIGN PROGRAMME - PROGRESS REPORT** – The Chief Fire Officer & Chief Executive submitted a report reminding Members that the Service Redesign Programme (SRP) will review all aspects of service delivery, excluding front-line fire station based emergency response, which had been subject to a separate review via an Operational Efficiency Programme (OEP) during 2013/14. The goal of the SRP therefore was to identify opportunities to make Service support and delivery more efficient, responsive and flexible in order to help meet the challenges which the Service faced. Whilst no direct financial targets had been applied, it was expected that deliverable outcomes will make a significant contribution to mitigate the risk of further reductions in external financial support. Reports updating Members on the budget position 2015/16 onwards were considered at the September, October and December 2014 and February 2015 Fire Authority meetings.

The report indicated that in broad terms the budget for 2015/16 was balanced, the deficit for 2016/17 was circa £1.7m and the deficit for 2017/18 was £3m. Members were reminded that the Authority had suffered a £7.5m or 28% reduction in support from the Government over the period 2011/12 to 2015/16. It was anticipated that further reductions in support will be announced in the provisional settlement expected December 2015, for the period 2016/17 onwards. Indeed, prior to that the Chancellor of the Exchequer’s July 2015 Budget Statement might also allocate in-year 2015/16 funding reductions. No further details were known at this stage.

The first phase of review work undertaken by the Service Redesign Team (SRT) had been to establish the optimum number of Officers to fulfil the Service’s specific requirements for incident command and other specialist emergency response functions, resourced predominantly through the Flexible Duty System (FDS). At the Authority meeting on 16 February 2015 Members approved a range of options, including reductions in the number of operational managers, for incremental implementation by the Chief Fire Officer and Chief Executive (Minute 4764 refers). The Chief Fire Officer and Chief Executive referred to option (e) in paragraph 7 of the report and stated that the new Command Unit would be based at Brough Fire Station to be crewed by Retained Duty staff and would also be used

for training purposes. Having identified achievable management efficiencies for Incident Command and Specialist Functions the SRT engaged with the Corporate Management Team (CMT), Group Managers and non-uniformed Grade 13 Managers to consider an efficient and effective functional management structure taking account of the opportunities presented from the Incident Command and Specialist Functions review to reduce managerial posts. This exercise resulted in the development of a transitional structure, which will be implemented by the end of September 2015. A schematic of the transitional structure was available to Members on request. It was anticipated that cumulative salary savings will be achieved as follows:

Financial Year	£m
2016/17	1.00
2017/18	1.56
2018/19	1.70

A review of implementation progress and any arising issues relating to the transitional structure will take place during September/October 2015 and further internal engagement regarding the next stage of reductions in uniformed managerial posts will take place concurrently.

Members were reminded that, following a 9 month Chief Fire Officer and Chief Executive led trial the Authority on 16 February 2015 had approved a revised structure for the Area Manager/Director and Assistant Chief Fire Officer/Executive Director managerial tiers, realising further annual savings of circa £250k from the senior management pay budget (Minute 4762 refers). The next phases of SRP activity will focus upon administrative and data management requirements to support the transitional structure. This review area is predominantly of non-uniformed/support functions that are required to support emergency response, public safety and organisational development. Migration to a new organisational structure presented clear opportunities to review areas where support activity can be rationalised. An on-going but so far successful trial of a transactional activity based ‘Service Support Centre’ incorporating elements of HR, Finance and Resource Management activity was now a catalyst for encompassing other transactional functions currently performed in diverse geographical locations, which will offer up further opportunities for consideration around organisational structure. The outcomes of the next phases of SRP activity are likely to result in options being presented to CMT which support the removal of some non-uniformed posts, within an environment where the retirement profile for these staff members is less conducive to a natural reduction in the size of the workforce, within a reasonable time period. An on-going review of the Service Control Room was approaching completion and a report outlining some potential options for engagement and consultation will be made to CMT, via the Chief Fire Officer and Chief Executive in August 2015. Other service delivery specific reviews of efficiency and effectiveness will also take place over the next twelve months, focusing on alternative or innovative approaches within our delivery and support directorates. It was anticipated that a number of support and delivery initiatives and updates will be reported to Members during the following cycle of Authority meetings:

<u>Review Area</u>	<u>Indicative HFA Reporting Timeline</u>
Service Control resourcing and delivery options.	25 September 2015
Administrative and Data Management provision to support functional management structures, incorporating the role of the Service Support Centre.	23 October 2015
Emergency Response and Preparedness, delivery and resourcing options.	11 December 2015
Public Safety and Community Preparedness, delivery and resourcing options.	18 March 2016
Personal Development and Training, delivery and resourcing.	18 March 2016

Due to increasing pressure to mitigate reductions in external funding it might inevitably require further exploration of efficiency options within the emergency response arena. Further detail will be brought to the Authority when the next Spending Review figures are released by the Government.

A Member's query regarding the level of underspend in Community Safety in the Statement of Accounts 2014/15 was answered by the Deputy Chief Fire Officer/Executive Director Service Delivery.

**Resolved** - (a) That Members note the progress that the Chief Fire Officer and Chief Executive has made in the incremental implementation of options to reduce the number of uniformed operational managers, within a new optimal functional management structure, and

(b) that Members approve that progress reports will be brought before the Authority at appropriate stages of the SRP.

**4879 EXCLUSION OF PRESS AND PUBLIC – Resolved** – That the press and public be excluded from the meeting during consideration of the following item (Minute 4880) on the grounds that it is likely to involve the 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).*

**4880 OCCUPATIONAL HEALTH PROVISION** - The Chief Fire Officer and Chief Executive submitted a report requesting that Members consider the report which was attached which was the culmination of a joint review of occupational health service provision within both Humberside Fire and Rescue Service (HFRS) and South Yorkshire Fire and Rescue (SYFR), presenting options for the future delivery of Occupational Health (OH) services within both organisations.

A Member sought clarification of a statement in paragraph 4 of the report of the joint review. The Chief Fire Officer and Chief Executive confirmed that the issue raised would be clarified when the matter next comes before the Authority.

**Resolved** - That Members approve the commencement of a 12 week consultation period for the three options set out in the report and attached appendices.

*Meeting closed at 11.50am*



**Appendix 1**

**HUMBERSIDE FIRE AUTHORITY  
COMMITTEE COMPOSITION 2015/16**

**GOVERNANCE, AUDIT AND SCRUTINY COMMITTEE (7 Co-opted Independent Members)**

Mr M Allingham  
Mr D Chapman  
Mr J Doyle  
Mrs P Jackson  
Mr A Smith  
Mrs M Thomlinson  
Mr C Vertigans

**APPOINTMENTS COMMITTEE (7 Members)**

Conservative: Councillors Briggs, Chapman MBE and Green  
Labour: Councillors Finlay, Fudge and Sutton  
Liberal Democrats: Councillor Payne

**APPEALS COMMITTEE (3 Members)**

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



**Appendix 2**

**HUMBERSIDE FIRE AUTHORITY**  
**SCHEDULE OF MEETINGS 2015/16**

<b>Date</b>	<b>Time</b>	<b>Meeting</b>
Friday, 26 June 2015	10:30 am	<b>AGM &amp; HUMBERSIDE FIRE AUTHORITY MEETING</b> Followed by NEW MEMBERS INDUCTION EVENT
Monday, 13 July 2015	10:00 am	<b>Governance, Audit and Scrutiny Committee AGM*</b>
Friday, 17 July 2015	10:30 am	<b>PENSION BOARD</b>
Tuesday, 21 July 2015		<i>Member Day 1</i>
Friday, 24 July 2015	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
<b>AUGUST</b>		<b>RECESS</b>
Monday, 14 September 2015	10:00 am	<b>Governance, Audit and Scrutiny Committee*</b>
Friday, 25 September 2015	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
Friday, 2 October 2015		<i>Member Day 2</i>
Friday, 23 October 2015	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
Monday, 2 November 2015	10:00 am	<b>Governance, Audit and Scrutiny Committee*</b>
Friday, 27 November 2015		<i>Member Day 3</i>
Friday, 11 December 2015	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
Monday, 18 January 2016		<i>Member Day 4</i>
Friday, 29 January 2016	10:30 am	<b>PENSION BOARD</b>
Monday, 1 February 2016	10:00 am	<b>Governance, Audit and Scrutiny Committee*</b>
Monday, 15 February 2016	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
Friday, 26 February 2016		<i>Member Day 5</i>
Monday, 7 March 2016	10:00 am	<b>Governance, Audit and Scrutiny Committee*</b>
Friday, 18 March 2016	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
Monday, 11 April 2016	10:00 am	<b>Governance, Audit and Scrutiny Committee*</b>
Monday, 25 April 2016	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
<b>Date</b>	<b>Time</b>	<b>Meeting</b>
Monday, 6 June 2016	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.

