

## HUMBERSIDE FIRE AUTHORITY

27 APRIL 2015

### PRESENT:

#### Representing East Riding of Yorkshire Council:

Councillors Chapman MBE, Green, Head, Hodgson, Mole and Pearson

#### Representing Kingston upon Hull City Council:

Councillors Clarkson, Petrini, Quinn and Thompson

#### Representing North Lincolnshire Council:

Councillor Briggs (Chairperson)

#### Representing North East Lincolnshire Council:

Councillors Burton, Norton and Walker

Chief Fire Officer & Chief Executive, Deputy Chief Fire Officer/Executive Director Service Delivery, Executive Director Service Support/Section 151 Officer, Monitoring Officer/Secretary, Committee Manager and Mr K Lloyd (Internal Audit - MIAA) and Mr J Prentice (External Audit – KPMG) were also present.

Mr D Chapman, 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.

Apologies for absence were submitted from Councillors Baxter, Marper, Mathieson, Moore, Swift, Turner, Waltham and Wilson

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 Independent Co-opted Members of the Governance, Audit and Scrutiny Committee, Mr K Lloyd (Internal Audit - MIAA), Mr J Prentice (External Audit – KPMG) and all other persons who were present.)*

**4818 CHAIRPERSON'S ANNOUNCEMENTS** – The Chairperson congratulated Councillor Chapman MBE upon her successful sponsored parachute jump on 26 April 2015.

The Chairperson reported that Councillors A. Baxter and S. Norton were not standing for re-election at the forthcoming local elections on 7 May 2015 and on behalf of Members expressed thanks for all their work as Members of the Authority.

The Chairperson drew Members' attention to the photographic displays in the meeting room of the new Fire Station at Clough Road, Hull and also the joint workshops at Melton.

The Chairperson also reported that Mrs G Hardy had retired as an Independent Co-opted Member of the Governance, Audit and Scrutiny Committee and on behalf of Members expressed thanks to Mrs Hardy for her services to the Authority.

**4819 DECLARATIONS OF INTEREST** – There were no declarations.

**4820 MINUTES** – The minutes of the meeting of the Authority held on 16 March 2015 were submitted.

A Member referred to Minute 4794 (Management Accounts 2014/15 – Based on Period Ending 31 January 2015) and sought clarification regarding the reported deficit of

£8.445m on the Pensions Account and the implications for the Authority. The Executive Director Service Support/Section 151 Officer explained that the Pensions Account was a separate account funded by the Department for Communities and Local Government at the end of the financial year and also that the tendency had been for the size of the deficit to increase over the years.

**Resolved** – That the minutes of the meeting of the Authority held on 16 March 2015 having been printed and circulated amongst the Members, be taken as read and correctly recorded and be signed by the Chairperson.

**4821 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.

**4822 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.

**4823 COMMUNICATIONS** – There were no communications.

**4824 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. The Chief Fire Officer & Chief Executive drew Members' attention to the following articles in the Newsletter:

- The Prince's Trust Team Programme (Grimsby) - The Team achieved 'Outstanding status', informed by the Ofsted matrix, from the annual observation of teaching, learning and assessment conducted by the Grimsby Institute. This signifies the second consecutive year that programme staff has achieved the highest possible grade. The observer commented on a number of good practices: The Prince's Trust Qualifications department had also been awarded direct claims status to the Team Programme delivered by HFRS. This achievement judged the applied internal quality assurance and robust quality systems, demonstrating a consistently high standard of professional practice.
- Royal Society for the Prevention of Accidents (RoSPA) Award – The Service had achieved a Silver award for Health and Safety practices.
- Customer Service Excellence Award (Minute 4832 below refers)

**Resolved** – That Members' record their thanks to all those involved with the three items highlighted above.

**4825 INDUSTRIAL ACTION UPDATE** - The Chief Fire Officer & Chief Executive stated that at present no further industrial action had been announced by the Fire Brigades' Union and suggested that the trade union was probably awaiting the outcome of the General Election on 7 May 2015 before deciding whether to take any further action with regard to their unresolved dispute.

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

**4826 CLOUGH ROAD FIRE STATION** – Further to Minute 4818 above the Chief Fire Officer & Chief Executive reported that the completion of the new station at Clough Road, Hull marked the first new fire station built in Hull since 1976. Following the completion of the new build the old fire station would now be demolished. The Chief Fire Officer & Chief Executive stated that it was intended to coincide the official opening of the new station with

the Fire Authority meeting on 24 July 2015 and that the meeting could be held in the Conference Room at the new station.

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

## MINUTES OF COMMITTEES

**4827 Governance, Audit and Scrutiny Committee** – The minutes of the Governance, Audit and Scrutiny Committee held on 13 April 2015 were submitted. The Chairperson suggested that following the Annual General Meeting 2015 Members of the Authority should try to attend future meetings of the Governance, Audit and Scrutiny Committee to observe the work of the Committee which is producing some positive outcomes.

**Resolved** – That the minutes of the Governance, Audit and Scrutiny Committee held on 13 April 2015 be received.

**4828 TERM OF OFFICE OF MEMBERS OF THE GOVERNANCE, AUDIT AND SCRUTINY COMMITTEE** – The Monitoring Officer/Secretary submitted a report reminding Members that as part of the Authority's review of Corporate Governance in 2012 the Governance, Audit and Scrutiny (GAS) Committee was set up and the Authority at its meeting on 25 September 2012 appointed five Members to that Committee until April 2013 with a view to a three year appointment. One Member subsequently resigned. At a meeting of the Authority on 23 April 2013 the Authority agreed "that in respect to the four recently appointed Independent Co-opted Members of the Committee namely:

Mr M Allingham, Mr D Chapman, Mrs A J Thomlinson and Mr C Vertigans

their appointments be confirmed". The Authority had previously indicated that Independent Co-opted Members might serve for a maximum of 2 terms of 3 years. As the 4 Members were initially appointed in September 2012 ordinarily their first 3 year period would terminate on 30 September 2015. Rather than appointing the Members for a further period of five months and then considering their appointment for a further period of three years it was suggested that if the Members were willing to continue for a further term, their period of office should expire on 30 September 2018. All 4 Members had confirmed that they would be willing to serve for a further term.

**Resolved** - That the period of appointment of the following four Independent Co-opted Members of the Governance, Audit and Scrutiny Committee, namely:

Mr M Allingham, Mr D Chapman, Mrs A J Thomlinson and Mr C Vertigans

be extended for a further 3 year term from the end of April 2015 to the end of September 2018.

## INTERNAL AUDIT (MIAA)

**4829 Director of Audit Opinion and Annual Report (2014/15)** – Mr K Lloyd (Internal Audit - MIAA) submitted the Director of Audit Opinion 2014/15 presenting the overall conclusions based upon internal audit activity during the year. The overall opinion was significant which reflected the positive outcomes arising from MIAA's reviews. The report provided a summary of the work MIAA had performed along with wider observations, both of which will inform the Authority's Annual Governance Statement (AGS). An assessment had also been conducted on Internal Audit performance and for which details were provided. Mr Lloyd reported that MIAA had had really good engagement with the Corporate Management Team which had been a real benefit. The report had previously been submitted to the Governance, Audit and Scrutiny Committee held on 13 April 2015 (Minute 4810 refers). The Chairperson acknowledged that Ms B Jones had been unable to attend this meeting due to her participating in the London Marathon the day before.

**Resolved** – That Members note the Director of Audit Opinion for 2014/15.

**4830 MANAGEMENT ACCOUNTS 2014/15 – BASED ON PERIOD ENDING 28 FEBRUARY 2015** - The Executive Director Service Support/Section 151 Officer submitted a report containing the Authority’s Management Accounts based on the period ending 28 February 2015. The end of year projections for the revenue budget, the capital programme, the pensions account and HFR Solutions were as follows:

<u>Category</u>	<u>2014/15 Outturn projection</u>
<u>Humberside Fire Authority</u>	
Revenue Budget	£1.306m underspend
Capital Programme	£5.154m expenditure against £12.056m allocation
Pensions Account	£8.379m deficit
<u>HFR Solutions</u>	
Surplus after Corporation Tax	£200k

Further detailed information was contained within the additional information published alongside the Agenda papers for this meeting on the Authority’s website. The accounts had previously been submitted to the Governance, Audit and Scrutiny Committee held on 13 April 2015 (Minute 4809 refers).

**Resolved** – That Members take assurance from the report and the Authority’s financial position based on the period ending 28 February 2015.

**4831 DRAFT ANNUAL GOVERNANCE STATEMENT 2014/15** – The Executive Director Service Support/Section 151 Officer, the Monitoring Officer/Secretary and the Deputy Chief Fire Officer/Executive Director Service Delivery submitted a report setting out a draft Annual Governance Statement (AGS) in respect to 2014/15 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 2015. It was also desirable that Members receive the report in advance of the draft Annual Accounts at the June 2015 cycle of meetings. There was no model AGS, but rather the Guidance sets out best practice in developing an AGS. The report had previously been considered by the Governance, Audit and Scrutiny Committee on 13 April 2015 (Minute 4811 refers).

**Resolved** – That the Annual Governance Statement for 2014/15 be approved.

**4832 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 therefore 2015 marked the start of the re-certification process which was based on five criteria as set out in the report. The re-certification audit for 2015 took place on 24th and 25th February 2015 and it was pleasing to report that the award had been successfully retained for a further twelve months. The Assessor had noted five areas of good practice and three potential opportunities for improvement during the audit. The partial compliance from last year’s assessment had now been closed following improvements made with the Customer Feedback process. This year’s report did not contain any areas of either non or partial compliance, a first for the Service. The Assessment Report was available electronically alongside the Agenda papers on the Fire Authority’s website at [www.humbersidefire.gov.uk](http://www.humbersidefire.gov.uk) and was also available on request from the Corporate Planning and Performance Manager.

**Resolved** – That Members acknowledge the retention of the Award and take assurance from the on-going commitment to Customer Service Excellence.

**4833 PERFORMANCE REPORTING AND SERVICE PERFORMANCE INDICATORS 2015-16** – The Deputy Chief Fire Officer/Executive Director Service Delivery submitted a report indicating that during 2014/15 the Corporate Planning and Performance Manager had reviewed the way the three quarterly performance reports had been produced and presented. The report indicated that the simplified format had been met with a positive response by the Corporate Management Team, the Governance, Audit & Scrutiny Committee and the Authority and it was proposed that the format be adopted for all future quarterly reports. Further to this the numbering of Service Performance Indicators (SPIs) had been realigned to tie-in with the Service's Strategic Objectives as set out in Appendix 1 to the report. The baseline figures for 2015/16 were set out in Appendix 2 to the report and it was proposed that the Authority approve those figures for inclusion in the three year baseline for SPIs. The report had previously been considered by the Governance, Audit and Scrutiny Committee on 13 April 2015 (Minute 4812 refers).

**Resolved** – That Members approve:

- (i) the new format performance report cards for all future quarterly reports;
- (ii) the change in numbering for Service SPIs to align with Strategic Objectives as set out in Appendix 1 of the report.
- (iii) the 2015/16 baseline figures in Appendix 2 to the report.

**4834 USE OF DELEGATED POWERS UNDER FIRE AUTHORITY CONSTITUTION BY CHIEF FIRE OFFICER & CHIEF EXECUTIVE** – The Chief Fire Officer & Chief executive presented a report by the Monitoring Officer/Secretary providing details of the decisions taken by the Chief Fire Officer & Chief Executive during 2014/15 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 on 13 April 2015 (Minute 4808 refers).

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

**4835 EXCLUSION OF PRESS AND PUBLIC – Resolved** – That the press and public be excluded from the meeting during consideration of the following item (Minute 4836) on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 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).*

**4836 HFR SOLUTIONS – GOVERNANCE ARRANGEMENTS** - The Deputy Chief Fire Officer/Executive Director Service Delivery submitted a report providing information to Members regarding the legal relationship between HFR Solutions (CIC) and Humberside Fire Authority. The report sets out the status of HFR Solutions as a Community Interest Company/Social Enterprise and therefore clarifies the relationship between HFR Solutions and the Authority, which will be reviewed annually. It was intended that the topic would also be the subject of a Member Day early in 2015/16 so that the Authority can consider the implications in greater detail.

**Resolved** - That the report be noted and be considered further by Members in July 2015.

*Meeting closed at 11.15 am*

