

HUMBERSIDE FIRE AUTHORITY WORKSTREAMS 2016/17 AND ANNUAL REPORT

SUMMARY

1. This is the Annual Report of the Fire Authority which captures the work of the Authority over the past year and sets out how the Authority has performed its functions in accordance with the Constitution. The Fire Authority does not set workstreams as such, but does approve the workstreams of the Governance, Audit and Scrutiny Committee and also receives details of the workstreams of the Pension Board.
2. The attached draft Annual Report of the Fire Authority dovetails with the Annual Reports from the Governance, Audit and Scrutiny Committee and the Pension Board.
3. In accordance with the Constitution each Committee is required to submit an Annual Report to the Fire Authority. The Annual Reports approved by the Governance, Audit and Scrutiny Committee and the Pension Board are set out under Agenda Item 15.

RECOMMENDATIONS

4. Members are asked to discuss and approve this report.

BACKGROUND AND WORKSTREAMS 2016/17

5. The intention behind the workstreams for 2016/17 was to provide Members with a broad indication of the reports that they could expect to receive during the year. That enabled forward planning for the Corporate Management Team. Members will recall that the workstreams agreed were not exhaustive, but indicative.
6. An update against the agreed workstreams is incorporated in the attached draft Annual Report and the Authority has received a number of additional reports, in part driven by the Strategic Risk Register.

ANNUAL REPORT

7. Under the Constitution each Committee of the Authority should submit an Annual Report to the full Authority, essentially to set out how the Committee has discharged its functions. The Annual Report also supports the assurance framework.
8. The Annual Reports approved by the Governance, Audit and Scrutiny Committee and the Pension Board will be considered under Agenda Item 15.
9. Whilst there is no requirement under the Constitution for the Fire Authority to produce an Annual Report it is considered that such a report would be helpful to Members in reviewing progress and performance during 2016/17. The report also supports the review of governance and provides added robustness to the assurance structure. This report has been agreed with the Chairperson of the Fire Authority.

STRATEGIC PLAN COMPATIBILITY

10. Corporate governance is a key enabler of the Strategic Plan.

FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS

11. None arising directly.

LEGAL IMPLICATIONS

12. None arising directly.

EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS

13. None arising directly.

CORPORATE RISK MANAGEMENT IMPLICATIONS

14. None arising directly.

HEALTH AND SAFETY IMPLICATIONS

15. None arising.

COMMUNICATION ACTIONS ARISING

16. None arising directly

DETAILS OF CONSULTATION AND/OR COLLABORATION

17. Corporate Management Team.

BACKGROUND PAPERS AVAILABLE FOR ACCESS

18. None.

RECOMMENDATIONS RESTATED

19. Members are asked to discuss and approve this report.

M BUCKLEY

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JS
12 May 2017

**Annual Report
to Humberside Fire Authority
June 2017**

**Humberside Fire
Authority**

Humberside Fire Authority

Annual Report

Foreword

It is with much pleasure that I present the 2016/2017 Annual Report of the Fire Authority.

It has once again been a busy and challenging year for all Members. The breadth and depth of the work of the Authority is clear from the Annual Report.

I am pleased to report that the Service response standards continues at an excellent level and on behalf of the Authority Members I congratulate all our personnel for their magnificent achievements.

I once again reflect upon where the Authority was only a few years ago. The Authority has worked very well together with healthy debate, particularly regarding the significant continuing challenges of the Operational Efficiency Programme that will provide the strong foundation for our future. It is worthy to note that the Authority has delivered on all aspects required of it by Government, both the collaboration agenda and financial objectives set. The new Policing and Crime Act 2017 introduces the involvement of the Police and Crime Commissioner (PCC) for Humberside in the workings of the Authority and helpful discussions have taken place and general agreement reached with Mr Keith Hunter (PCC) regarding the arrangements to be adopted in Humberside but those arrangements are in abeyance until the Home Office deals with legislative issues surrounding the Combination Orders that established Combined Fire Authorities.

As I have stated before, continuity of membership is of significant importance to the effective running of this Authority and I take this opportunity to thank our Constituent Authorities for ensuring, where possible, that the same Elected Members are nominated to attend.

I pay particular thanks to all Members for their work on behalf of the Authority.

I wish to make particular reference to the ongoing success of "HFR Solutions" and look forward to more and more innovations in the future.

I thank all Independent Co-opted Members of the Governance, Audit and Scrutiny Committee for their work on behalf of the Authority. I do acknowledge their willingness to support the PCC which demonstrates yet again another positive example of collaboration.

It was pleasing to have seen new recruits in the Service for the first time in ten years. Also to see the opening of our new Central Fire Station in Hull.

I believe the Fire Authority, in ensuring that the support of our communities and fire fighters remain at the top of all our priorities, working in conjunction with our professional officers, will uphold the standards of service to our residents and businesses we are all proud to deliver.

Finally, the Authority was informed at its meeting in March 2017 that Dene Sanders, Chief Fire Officer & Chief Executive had given notice to retire in September 2017 and the Authority had to commence the task of appointing a successor. Members will have the opportunity to thank Dene Sanders for his work on behalf of the Authority nearer the date of his retirement. .

I am delighted to report that at the AGM on 5 June 2017 a paper will be presented recommending Mr Chris Blacksell to succeed Dene as Chief Fire Officer & Chief Executive.

**Councillor John Briggs
Chairperson of Humberside Fire Authority**

Humberside Fire Authority

Annual Report

1. Membership (22)

Chairperson: Councillor John Briggs

Vice Chairperson: Councillor Dee Sharpe

Members:

- Councillor Peter Allen
- Councillor Mike Burton
- Councillor Margaret Chadwick
- Councillor Carol Clarkson
- Councillor Jackie Dad
- Councillor Shelagh Finlay
- Councillor Leanne Fudge
- Councillor Mick Grant
- Councillor Helen Green
- Councillor Arthur Hodgson (resigned June 2016)
- Councillor Philip Jackson
- Councillor Barbara Jefferson JP
- Councillor Christopher Mathews
- Councillor Karen Mathieson
- Councillor Ronald Shepherd
- Councillor Nigel Sherwood
- Councillor Pat Smith (in place of Councillor Hodgson)
- Councillor Ray Sutton
- Councillor Peter Turner
- Councillor Rob Waltham
- Councillor Steve Wilson

2. Number of Meetings of Humberside Fire Authority

6 June 2016 (AGM)
27 June 2016
29 July 2016
23 September 2016
21 October 2016
11 November 2016 (Special Meeting)
9 December 2016
13 February 2017
17 March 2017
24 April 2017

3. Attendance record at meetings of Humberside Fire Authority

	Number of Meetings attended (10)	Number of Member Development Days attended (<i>excluding New Member Induction Day</i>) (7)	Informal meeting with Members of North Yorkshire Fire Authority (1)
Councillor Briggs	10	7	1
Councillor Sharpe	9	6	1
Councillor Allen	10	4	-
Councillor Burton	6	2	1
Councillor Chadwick	9	4	1

	Number of Meetings attended (10)	Number of Member Development Days attended (<i>excluding New Member Induction Day</i>) (7)	Informal meeting with Members of North Yorkshire Fire Authority (1)
Councillor Clarkson	4	0	-
Councillor Dad	10	6	1
Councillor Finlay	10	3	1
Councillor Fudge	7	4	1
Councillor Grant	10	6	-
Councillor Green	9	6	1
Councillor Hodgson	1 (out of 1)	0	-
Councillor Jackson	6	6	-
Councillor Jefferson JP	10	6	-
Councillor Matthews	9	6	1
Councillor Mathieson	10	7	1
Councillor Shepherd	7	1	-
Councillor Sherwood	8	2	1
Councillor Smith	8 (out of 8)	7 (out of 7)	1
Councillor Sutton	9	5	-
Councillor Turner	9	2	-
Councillor Waltham	8	2	1
Councillor Wilson	6	2	-

4. **Member Days and Development Events**

There have been the following Member Days:

Date	Topics discussed
6 June 2016	New Member Induction
8 July 2016	Focus: Equality and Inclusion; HFR Solutions; Tour of training facility at Service HQ, and demonstration of new Command Unit.
7 October 2016	Focus: Collaboration.
2 November 2016	Focus: Discussion with Police and Crime Commissioner for Humberside
25 November 2016	Focus: East Coast and Hertfordshire Control Room Consortium – Update; Safety Review; The Thomas Review; Police and Crime Commissioner/HFA Governance
16 January 2017	Focus: Staff Survey Feedback; The Thomas Report; HFRS Charity; Budget and Council Tax 2017/18; Hull City of Culture Fire Engine.
24 February 2017	Focus: HFA Governance, and Partnership with Howden Joinery.
24 May 2017	Focus: Partnership with Howden Joinery; Research Article – Heat Exposure and the Risk of Heart Attack; New Recruits Course 01/2017, and New Stations – Central Hull and Brough.

5. **Functions of Humberside Fire Authority**

The functions of Humberside Fire Authority are set out in the Constitution, Article 4. Article 4 is attached at Appendix 1.

6. **Progress Against Workstreams 2016/17**

The following workstreams were agreed at the June 2016 Authority meeting:

JUNE 2016 AUTHORITY MEETING	
Agreed Workstreams	Update
<ol style="list-style-type: none"> 1. Annual Statement of Accounts (Unaudited) 2015/16 2. Treasury Management Annual Report 2015/16 	<ol style="list-style-type: none"> 1. Reported. 2. Reported.
JULY 2016 AUTHORITY MEETING	
Agreed Workstreams	Update
<ol style="list-style-type: none"> 1. Draft Strategic Plan and Integrated Risk Management Plan 2017/20 for consultation 2. Annual Performance Report 2015/16 3. Annual Statement of Assurance 2015/16 4. Report to those charged with governance (ISA 260) 2015/16 5. Annual Statement of Accounts (audited) 2015/16 6. Management Accounts 	<ol style="list-style-type: none"> 1. Reported. 2. Reported. 3. Reported 4. Reported 5. Reported 6. Reported
SEPTEMBER 2016 AUTHORITY MEETING	
Agreed Workstreams	Update
<ol style="list-style-type: none"> 1. External Audit report 2. Annual Audit Letter 3. HFA Financial Outlook 2017/18 Onwards 4. 1st Quarter Performance and Risk Report 5. 1st Quarter H&S and Environmental Report 	<ol style="list-style-type: none"> 1. Reported 2. Reported. 3. Reported. 4. Reported. 5. Reported.
OCTOBER 2016 AUTHORITY MEETING	
Agreed Workstreams	Update
<ol style="list-style-type: none"> 1. Management Accounts 2. External Audit report 3. Internal Audit report 	<ol style="list-style-type: none"> 1. Reported. 2. N/a 3. December meeting
DECEMBER 2016 AUTHORITY MEETING	
Agreed Workstreams	Update
<ol style="list-style-type: none"> 1. Strategic Plan and Integrated Risk Management Plan 2017/20 for approval 2. Capital Programme 2017/18 Onwards 3. Treasury Management Half Year Report 2016/17 4. 2nd Quarter Performance and Risk Report 5. 2nd Quarter H&S and Environmental Report 6. Financial Planning 2017/18 Onwards 	<ol style="list-style-type: none"> 1. Reported. 2. Reported. 3. Reported. 4. Reported. 5. Reported. 6. Reported
FEBRUARY 2017 AUTHORITY MEETING	
Agreed Workstreams	Update
<ol style="list-style-type: none"> 1. External Audit report 2. Budget and Precept 2017/18 3. Medium Term Financial Plan 2017/18 to 2019/20 4. Fees and Charges 2017/18 5. Members' Allowances Scheme 2017/18 6. Management Accounts 	<ol style="list-style-type: none"> 1. Reported. 2. Reported. 3. Reported. 4. Reported. 5. Reported. 6. Reported.

MARCH 2017 AUTHORITY MEETING	
Agreed Workstreams	Update
1. Internal Audit report 2. Treasury Management and Capital Expenditure Prudential Indicators, Treasury Management Policy Statement 2017/18 and Minimum Revenue Provision (MRP) for 2017/18 3. Internal Audit Plan 2017/18 4. Pay Policy Statement 2017/18 5. 3rd Quarter Performance and Risk Report 6. 3rd Quarter H&S and Environmental Report 7. Management Accounts	1. Reported. 2. Reported. 3. Reported. 4. Reported. 5. Reported 6. Reported. 7. April meeting.
APRIL 2017 AUTHORITY MEETING	
Agreed Workstreams	Update
1. External Audit report 2. Annual Internal Audit Report 2016/17 3. Annual Governance Statement 2016/17 4. Performance Reporting and Service Performance Indicators 2017/18 5. Use of Delegated Powers under Fire Authority Constitution by Chief Fire Officer & Chief Executive 6. Constitutional Review, including Financial/Procurement 7. CSE Audit Outcomes	1. N/a 2. Reported. 3. Reported. 4. Reported. 5. Reported 6. Reported 7. Reported.

7. Other reports considered by the Humberside Fire Authority during 2016/17

During 2016/17 in addition to the workstreams under the Constitution, the Authority considered a number of other reports, including:

- Election of Chairperson 2016/17
- Election of Vice Chairperson 2016/17
- Composition of the Fire Authority 2016/17
- Appointment of Group Secretaries 2016/17
- Committee Structure and Composition 2016/17
- Appointment of Member Representatives on Certain Bodies 2016/17
- Appointment of Nominated Spokesperson for each Constituent Authority
- Calendar of Meetings 2016/17
- Annual Report of the Governance, Audit and Scrutiny Committee 2015/16
- Annual Report of the Pension Board 2015/16
- Humberside Fire Authority Workstreams 2015/16 and Annual Report
- Humberside Fire Authority Workstreams 2016/17
- Collaboration Updates
- Fire and Rescue Authorities' Efficiency Plans – Letter from The Rt. Hon Mike Penning MP, Minister for Policing, Fire, Criminal Justice and Victims
- Absence Management and Reporting 2016/17
- Draft Equality and Inclusion Annual Report 2016 for Consultation
- Outline Business Case – North Yorkshire Fire and Rescue Authority and Humberside Fire Authority
- Initial WDS Recruit Course Infrastructure
- Emergency First Response Activity on Behalf of Yorkshire Ambulance Service
- Response to Fires at Sea – Impact of Changes in Training Provision
- Changes to Arrangements for the Appointment of External Auditors
- Fire Procurement Information Published by the Home Office

- Service Redesign Programme (SRP) 2016/17
- Emergency First Response Activity on behalf of Yorkshire Ambulance Service – Update Report
- Internal Audit Arrangements 2017/18 onwards
- Equality and Inclusion Priorities and Actions – Outcomes From Consultation
- Absence Management
- Service Redesign Programme – Summary of Establishment Changes To Date
- Suspension of Response to Fires at Sea
- Service Redesign Programme Options for Consultation - Reviews of Training, Estates Management and Health Safety and Environment
- Governance, Audit and Scrutiny Committee Scrutiny Programme 2016/17 – Collaboration Review Outcomes
- Fire Procurement Information Published by the Home Office – Further Analysis
- Absence Management – Progress Report
- Draft Workforce Profile
- Employee Engagement Survey Results
- Independent Review of Conditions of Service for Fire and Rescue Staff in England ‘The Thomas Review’
- HFRS Staff Pay Awards – Annual Update
- Suspension of Response to Fires at Sea Update
- Service Redesign Programme (SRP):
 - Training and Health, Safety and Environment Consultation Outcomes
 - Review of Operational Training
 - Health, Safety and Environmental and Operational Assurance Review – Consultation Outcomes
 - Review of Health, Safety and Environment and Operational Assurance
- Service Redesign Programme (SRP):
 - Review of ICT Data Systems
 - Review of Water Supplies
 - Review of Human Resources, Organisational Development and Occupational Health
 - Review of Public Safety
 - Review of Corporate Planning
 - Review of Emergency Response Preparedness and Service Control Room
- East Coast and Hertfordshire Control Room Consortium – Update
- Scrutiny Programme 2016/17 – Members’ Allowances
- Public Sector Audit Appointments (PSAA) – Report on the results of auditors’ work 2015/16: Local government bodies
- External Audit Appointment
- Absence Management
- Chief Fire Officers Association Draft People Strategy
- Service Redesign Programme (SRP) - Consultation Outcomes and Recommendations for Implementation:
 - Strategic Estates and Facilities Management Review
 - Human Resources, Occupational Health and Organisational Development Review
 - Corporate Planning Review
 - Emergency Response Preparedness and Service Control Room Review
- Absence Management – Progress Report
- Home Office Consultation – Re-engagement of Senior Fire Officers Post Retirement
- Service Redesign Programme (SRP) – Consultation Outcomes:
 - Review of ICT Data Systems
 - Review of Water Supplies
 - Review of Public Safety
- HFA Governance
- MTFA Arrangements in the Humber Area
- Policing and Crime Act 2017 - Applying the ‘representation model’ to combined fire and rescue authority(FRA) combination schemes

- Governance, Audit and Scrutiny Committee Workstreams/Scrutiny Programme 2017/18
- The Composition of the Fire Authority 2017/18
- Appointment of Chief Fire Officer and Chief Executive

There are also a number of standing reports to the Authority:

- Minutes and reports from all Committees
- External Audit Update Reports
- Internal Audit Update Reports

8. Compliance with functions under Article 4 of the Constitution

8.1 Article 4.2: Functions of the Full Fire Authority

(a) Adopting and changing this Constitution;

The Humberside Fire Authority agreed in February 2011 to adopt a revised governance structure with the full Fire Authority being essentially the sole decision making body and with a Governance, Audit and Scrutiny Committee undertaking a scrutiny role in advance of decisions being taken by the Authority. A revised Constitution was approved by the Fire Authority on 17 April 2012 and updated on 23 April 2013. The Authority approved a revised Terms of Reference for the Governance, Audit and Scrutiny Committee on 25 April 2014. The Authority at its meeting on 16 March 2015 approved the establishment of a Pensions Board with effect from 1 April 2015 and the Board's Terms of Reference for incorporation in the Constitution. The Governance, Audit and Scrutiny Committee on 10 April 2017 and the Fire Authority on 24 April 2017 agreed that no changes were necessary to the Constitution at the present time.

(b) Approving or adopting the Policy Framework (the Strategic Plan and Integrated Risk Management Plan (IRMP));

The Humberside Fire Authority approved its Strategic Plan/IRMP on 11 April 2008 and certain Resource Disposition proposals at a special meeting on 25 July 2008. The annual refreshment of the Strategic Plan and the IRMP 2012-15 was approved at the meeting of the Authority on 14 December 2012. A Draft Strategic Plan 2017/20 and Draft Integrated Risk Management Plan 2017/20 were approved by the Authority for publication on 9 December 2016.

(c) Approval of Precept;

The Humberside Fire Authority approved the level of precept for 2017/18 at its meeting on 13 February 2017.

(d) Approval of Annual Statement of Accounts;

The Humberside Fire Authority approved the Statement of Accounts at its meetings on 27 June and 23 September 2016.

(e) Approval of the Annual Budget and Medium Term Financial Plan, including Capital Programme;

The Humberside Fire Authority approved the Annual Budget and Medium Term Financial Plan, including the Capital Programme at its meeting on 13 February 2017.

- (f) Approval of Annual Treasury Management Prudential Indicators and Treasury Management Policy Statement;
- The Humberside Fire Authority approved the Annual Treasury Management Prudential Indicators and Treasury Management Policy Statement at its Meeting on 17 March 2017
- (g) Approval of Annual Governance Statement;
- The Annual Governance Statement was considered by the Governance, Audit, and Scrutiny Committee on 10 April 2017 and approved by the Authority on 24 April 2017 and will form part of the Annual Statement of Accounts that will be submitted to the Authority.
- (h) Appointing annually the Chairperson and Vice Chairperson of the HFA and agreeing the composition of the committee structure of the HFA;
- Approved at the Annual General Meeting of the Humberside Fire Authority on 5 June 2017. and by subsequent nomination via the Group Secretaries.
- (i) Agreeing and/or amending the functions of its committees;
- See (a) above.
- (j) Completing the business of the Annual General Meeting;
- Annual General Meeting of Humberside Fire Authority on 5 June 2017.
- (k) Appointing representatives to outside bodies unless the appointment has been delegated by the HFA;
- Annual General Meeting of Humberside Fire Authority on 5 June 2017.
- (l) Adopting and amending the Members' Allowance Scheme;
- The 2017/18 Scheme of Members' Allowances was approved at the Humberside Fire Authority on 13 February 2017.
- (m) Setting and varying the Authorised Establishment (subject to any delegations set out in the Constitution);
- Changes in the Authorised Establishment have been managed within the scheme of delegated authority granted to the Chief Fire Officer & Chief Executive and reported to the Governance, Audit & Scrutiny Committee on 10 April 2017 and to the Humberside Fire Authority meeting on 24 April 2017.
- (n) Designation of the Monitoring Officer and S.151 Officer;
- There has been no change in the designation of the Monitoring Officer or the S.151 Officer.
- (o) Confirming the appointment of the Chief Fire Officer & Chief Executive and other Senior Officers;
- The Authority is in the process of appointing a new Chief Fire Officer and Chief Executive following the announcement by Mr Dene Sanders that he will retire in September 2017. It is anticipated that the recommendation of the Appointments Committee regarding his successor will be submitted to the HFA (AGM) on 5 June 2017.
- (p) Appointing such number of Independent Co-opted Members of the Governance, Audit and Scrutiny Committee as the Authority shall from time to time determine;

There have been no new appointments.

- (q) Receiving the minutes of meetings of committees;
This is a standing item on each Humberside Fire Authority meeting, including both approved and draft minutes.
- (r) Receive annual reports from Committees;
The Agenda of the June 2017 Humberside Fire Authority AGM contains an Annual Report from the Governance, Audit and Scrutiny Committee and also the Pension Board.
- (s) Such other matters specifically requiring the approval of the HFA, particularly under Part 3 and Part 4;
None at present.
- (t) All other matters which by law must be reserved to the HFA;
No other matters have required a report to the Humberside Fire Authority.
- (u) Approval of strategic partnerships;
No new partnerships approved, although reports received concerning agency collaboration.
- (v) Establishing any committee or working party in respect to HFA matters;
None at present.
- (w) Approving the policy framework for the HFA.
No reports during 2016/17.
- (x) Keep under review the performance of the Service, assisted by the Governance, Audit and Scrutiny Committee.
Quarterly performance reports were received.
- (y) Keep under review the Audit of the Authority, assisted by the Governance, Audit and Scrutiny Committee.
Audit reports received.
- (z) Keep under review the performance of any regulated company of the Authority.
Reports were submitted to the Authority during 2015/16 clarifying the legal relationship between HFR Solutions and the Fire Authority and reports are no longer submitted to the HFA.

8.2 Article 4.3: Meetings

Meetings have been held as scheduled with the addition of one Special Meeting in November 2016.

9. Assurance

The Humberside Fire Authority has discharged its functions under the Constitution.

Article 4 – Humberside Fire Authority – Full Authority Meetings

4.1 MEANINGS

(a) Policy Framework

The Policy Framework comprises all major corporate plans and strategies of the HFA and includes:

- (i) the Strategic Plan, which incorporates the:
- (ii) IRMP (Integrated Risk Management Plan).

(b) Budget

The Budget includes the allocation of financial resources to different directorates, to projects, proposed contingency funds, setting the council tax precept and decisions relating to the control of the HFA's borrowing requirements, the control of its capital expenditure and the setting of virement limits.

(c) Authorised Establishment

The Authorised Establishment means the maximum number of permanent and temporary employees that are to be employed by the HFA at any given time.

4.2 FUNCTIONS OF THE FULL FIRE AUTHORITY

Generally all decisions shall be made by the HFA except as it may delegate to any ad hoc Appointments Committee or to the Chief Fire Officer & Chief Executive as detailed in the Scheme of Delegations. Only the HFA will exercise the following functions (matters reserved to the HFA):

- (b) Adopting and changing this Constitution;
- (b) Approving or adopting the Policy Framework (the Strategic Plan and Integrated Risk Management Plan (IRMP));
- (c) Approval of Precept;
- (d) Approval of Annual Statement of Accounts;
- (e) Approval of the Annual Budget and Medium Term Financial Plan, including Capital Programme;
- (f) Approval of Annual Treasury Management Prudential Indicators and Treasury Management Policy Statement;
- (g) Approval of Annual Governance Statement;
- (h) Appointing annually the Chairperson and Vice Chairperson of the HFA and agreeing the composition of the committee structure of the HFA;
- (i) Agreeing and/or amending the functions of its committees;
- (j) Completing the business of the Annual General Meeting;
- (k) Appointing representatives to outside bodies unless the appointment has been delegated by the HFA;

- (l) Adopting and amending the Members' Allowance Scheme;
- (m) Setting and varying the Authorised Establishment (subject to any delegations set out in the Constitution);
- (n) Designation of the Monitoring Officer and S.151 Officer;
- (o) Confirming the appointment of the Chief Fire Officer & Chief Executive and other Senior Officers;
- (p) Appointing such number of Independent Co-opted Members of the Governance, Audit and Scrutiny Committee as the HFA shall from time to time determine;
- (q) Receiving the minutes of meetings of committees;
- (r) Receive an annual report from the Governance, Audit and Scrutiny Committee;
- (s) Such other matters specifically requiring the approval of the HFA, particularly under Part 3 and Part 4;
- (t) All other matters which by law must be reserved to the HFA;
- (u) Approval of strategic partnerships;
- (v) Establishing any committee or working party in respect to HFA matters;
- (w) Approving the policy framework for the HFA.
- (x) Keep under review the performance of the Service, assisted by the Governance, Audit and Scrutiny Committee.
- (y) Keep under review the Audit of the Authority, assisted by the Governance, Audit and Scrutiny Committee.
- (z) Keep under review the performance of any regulated company of the Authority.

4.3 MEETINGS

There are three types of HFA meetings:

- (a) The Annual General Meeting (AGM), which meets in late May or early June in each year;
- (b) Ordinary meetings (normally eight per year);
- (c) Extraordinary meetings (as may be necessary).

The meetings of the HFA will be conducted in accordance with the HFA Procedure Rules in Part 4 of this Constitution.

The AGM is primarily a procedural meeting, where for example the Chairperson and Vice Chairperson are elected. The compositions of the Committees are also determined.