

**HUMBERSIDE FIRE AUTHORITY****GOVERNANCE, AUDIT AND SCRUTINY COMMITTEE****3 MARCH 2014**

**PRESENT:** Independent Co-opted Members Mr D Hughes (Chairperson), Mr M Allingham, Mr D Chapman, Mrs G Hardy, Mr J Jepson, Mrs M Thomlinson and Mr C Vertigans.

Councillors Briggs and Whittle attended as observers.

Chief Fire Officer & Chief Executive, Deputy Chief Officer/Director of Operations, M Buckley, Acting Monitoring Officer/Secretary, Director of Finance & Assets/Section 151 Officer, Assistant Chief Officer/Director of Safety, Committee Manager and J Prentice (External Audit – KPMG) and Ms Y Mehmood (Internal Audit - H W Controls & Assurance) were also present.

The meeting was held at the Humberside Fire and Rescue Service Headquarters, Kingston upon Hull. Meeting commenced at 10.00 a.m.

The Chairperson welcomed Mr J Prentice (KPMG) who was attending his first meeting and also those persons observing the meeting.

**4426 DECLARATIONS OF INTEREST** – There were no declarations.

**4427 MINUTES – Resolved** – That the minutes of the meeting of the Committee held on 4 February 2014, having been printed and circulated amongst the Members, be taken as read and correctly recorded and be signed by the Chairperson.

**MATTERS ARISING FROM THE MINUTES, OTHER THAN ON THE AGENDA**

**4428 Members Allowances 2014/15** – A Member referred to Minute 4402 and the subsequent decision of the Fire Authority (Minute 4419) and queried whether it was good practice for Elected Members to review their own allowances. The Acting Monitoring Officer/Secretary stated that the proposed arrangements for the review were lawful as the requirement for local authorities to establish Independent Members' Remuneration Panels did not apply to the Fire Authority, although in determining its allowances the Fire Authority was required to have regard to the recommendations of the Panels of the constituent Unitary Authorities, which was why the latest reports of those Panels had been submitted with the report to the last meeting of this Committee and also the Fire Authority on 17 February 2014. The Acting Monitoring Officer/Secretary reminded the Committee that the report on the outcome of the review would come to this Committee prior to being submitted to the Authority. The Member suggested that the Authority could if it so wished change its Constitution to provide for the establishment of a Panel of Independent Members to review Members' allowances. The Chief Fire Officer & Chief Executive stated that the Authority would be reviewing its Constitution later in the year and suggested that the Member's suggestion could be discussed at a future Member Day when the review of the Constitution was discussed.

**4429 UPDATE: MATTERS ARISING/FEEDBACK FROM FIRE AUTHORITY** - The Chairperson and Acting Monitoring Officer/Secretary submitted a report summarising the consideration given by the Authority at its meeting on 17 February 2014 to the report presented by the Chairperson of the Governance, Audit and Scrutiny Committee and the draft minutes of the meeting of the Committee held on 4 February 2014.

A Member referred to Minute 4394 (ICT Backup and Recovery) and queried whether the information requested was available. The Director of Finance & Assets/Section 151 Officer clarified the basis of the Service Level Agreement (SLA). Members stated that they

were assured by the clarification provided and that there was no need to circulate a copy of the SLA to Members.

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

**4430 IMPLEMENTATION OF COMMITTEE RECOMMENDATIONS** - The Chief Fire Officer & Chief Executive submitted a report, further to Minute 4396, indicating that since its inception in October 2012 the Committee had made 37 recommendations/calls for action to officers and/or the Authority and that to date 28 of those had been implemented. The report identified the following recommendations/calls for action that had not yet been implemented and the actions that were proposed:

- (i) Minute 4005 - Service Performance and Risk Report for Period April to December 2012 - A Member referred to the breakdown of operational activity and expressed surprise that the average activity was only 3.9%. The Chief Fire Officer & Chief Executive replied.
- (ii) Minutes 4007 & 4029 regarding the role of Group Secretaries - The Chief Fire Officer & Chief Executive referred to the appointment of Member Director's to the Board of HFR Solutions and reported that the appointments had been agreed at a recent Member Day

A Member expressed concern that they had been informed that the nominations for Directors were to be discussed at a meeting of Group Secretaries the Member queried that the Group Secretaries had no executive powers. The Chief Fire Officer & Chief executive stated that the appointments agreed at the Member Day were Councillors Hodgson and T Walker (to give representation from the North Bank and South Bank of the Humber). A Member suggested that reasons for selecting those two individuals should be disclosed. The Chief Fire Officer & Chief Executive stated that he would submit a report regarding the appointment of Member Directors to the next meeting of the Fire Authority.

- (iii) Minute 4009 – Data Regarding Injury to Firefighters – The Chairperson stated that he welcomed the decision of the Authority to receive quarterly safety reports at its meetings.
- (iv) Minute 4044 – Review of the Role of the Governance, Audit & Scrutiny Committee – A Member re-iterated previous comments that Independent Members need to plan ahead but that this was difficult in view of the delay in completing the review of the Committee's role. The Chief Fire Officer & Chief Executive reported on discussion at the last Member Day when very positive comments had been made regarding the work of the Committee, that the Committee would continue for the foreseeable future, and that he had been asked to submit a report to the Authority.
- (v) Minute 4084 – Annual Governance Statement
- (vi) Minute 4215 – Accountability of Chief Fire Officer
- (vii) Minute 4939 – Appointment of Directors to HFA Solutions (Discussed under item (ii) above. The Chairperson referred to the ten recommendations made by this Committee with regard to the Business Plan of HFR Solutions and queried what action was being taken. The Assistant Chief Officer/Director of Safety stated that the recommendations would be submitted to the next Board meeting.
- (viii) Item 4402 – Member Allowances 2014/15

A Member queried the role of Member Days. The Assistant Chief Officer/Director of Operations stated that Member Days do not discuss Committee/Authority reports but are used for training and information purposes and looking forward at issues that will come forward in the next few months. A Member stated that previously the Members of this Committee had been allowed to attend Member Days and that she found them useful in providing background information. The Chief Fire Officer & Chief Executive reminded the Committee that the issue had been discussed at previous meetings of this Committee when it had been explained that the issue centered on the need for a separation of roles of the Fire Authority and scrutiny by this Committee, but acknowledged that in terms of member development there was also a need to look at the development of Members of this Committee. A Member agreed that it was not appropriate for Independent Members to attend Member Days so that the Committee can express its views dispassionately. A Member stated that the concerns now raised arose because the perception of members was that a decision had been made at a Member Day regarding the appointment of member Directors to the Board of HFR Solutions. The Chairperson stated that discussion at Member Days was not an issue so long as any reports arising make it clear that no decisions have been made, and also stated that Members of this Committee would like more training on the work of the Fire Service. A Member suggested that perhaps the Chief Fire Officer & Chief Executive and Chairperson of the Authority when determining matters to be discussed at future Member days could consider whether it might be appropriate to invite Members of this Committee to attend so as to avoid the duplication in training.

**Resolved** – (a) that it be noted that the Chief Fire Officer & Chief Executive will submit a report to the next meeting of the Authority with regard to the appointment of Member Directors to the Board of HFR Solutions, and

(b) that it be a recommendation to the Fire Authority that consideration is given at the AGM to including provision in the Constitution regarding an Independent Members' Allowances Panel.

**4431 MANAGEMENT ACCOUNTS TO 31 JANUARY 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 31 January 2014. The summary estimated outturn position from the Management Accounts and Prudential Indicators was as follows:

Revenue Budget	-	£1.270m	underspend;
Capital Programme	-	£4.891m	total expenditure against an allocation of £11.270m;
Pensions Account	-	£7.464m	deficit.

Members expressed their thanks to the Director of Finance & Assets/Section 151 Officer for the recent training he had arranged for Members of this Committee and the Fire Authority. A Member commented that the net budget requirement shown on page 26 of the report was shown as 'red' in the traffic light monitoring system. The Director of Finance & Assets/Section 151 Officer explained the reasons for the change from the previous report.

**Resolved** – That Members take assurance from the report and the Authority's financial position for the period ending 31 January 2014.

**4432 TREASURY MANAGEMENT AND CAPITAL EXPENDITURE PRUDENTIAL INDICATORS, TREASURY MANAGEMENT POLICY STATEMENT 2014/15 AND MINIMUM REVENUE PROVISION (MRP) FOR 2014/15** - The Director of Finance & Assets/Section 151 Officer submitted a report setting out the Prudential Indicators for Treasury Management and Capital and the Treasury Management Policy Statement proposed for adoption for the financial year 2014/15. The Authority's Constitution required that the Policy Statement is approved by the full Fire Authority and that responsibility cannot be delegated. The report also outlined the recommended policy to be adopted in respect of creating the Minimum Revenue Provision (MRP) for 2014/15, in line with the statutory requirements set

out in The Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008. In the light of the Icelandic situation in 2008, CIPFA had amended the CIPFA Treasury Management in the Public Services Code of Practice (the Code), Cross-Sectoral Guidance Notes and Guidance Notes and the template for the revised Treasury Management Policy Statement. The Fire Authority had formally adopted the revised Code on 15 February 2010. An updated version of the Code was published in November 2011 and the strategy statement had been prepared in accordance with the requirements of the new Code.

**Resolved** – That Members take assurance from the Prudential Indicators for Treasury Management and Capital Expenditure at paragraphs 12 and 13, the MRP calculated for 2014/15 at paragraphs 15-19 and Appendices 1, 2 and 3 of the report now submitted as the basis for the Authority's Treasury Management activities in 2014/15.

### EXTERNAL AUDIT

**4433 External Audit Progress Report and Technical Update** – Mr J Prentice (KPMG) submitted a report providing an overview on progress in delivering KPMG's responsibilities as external auditors. The report also highlighted the main technical issues which were currently having an impact in local government. At the end of each stage of the audit KPMG issued certain deliverables, including reports and opinions. A summary of those deliverables for the 2013/14 audit was provided in Appendix 1 to the report.

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

### INTERNAL AUDIT

**4434 Internal Audit Monitoring Report – Quarter 4** – Ms. Y Mehmood, H W Controls & Assurance reported orally on the progress of the 2013/14 Internal Audit Plan and stated that all work was on target.

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

**4435 SERVICE PERFORMANCE AND RISK REPORT FOR THE 3RD QUARTER PERIOD OCTOBER – DECEMBER 2013** - The Assistant Chief Officer/Director of Safety submitted a report providing information relating to the Service's Performance and Risk Framework as highlighted in the following table:

<b>Section 1 – Strategic Risks</b>	
Reduction in external financial support.	No change in risk.
The likely need to reduce the WDS establishment	No change in risk.
Likely changes leading to commissioned services	Reduction in the risk likelihood.
<b>Section 2 – Prevention Performance</b>	
Accidental Dwelling Fires	9.7% better than target.
Other Accidental Fires (exc Vehicles)	3.9% worse than target.
Deliberate Primary Fires	16.9% better than target.
Deliberate Secondary Fires	11.8% better than target.
Number of Automatic Fire Alarms	15.9% better than target.
Fatalities	3 fatality against aspirational target of zero.
Injuries	40 injuries against aspirational target of zero.
<b>Section 3 – Response Performance</b>	
First engine response	7.05% better than target
Second engine response	9.57% better than target
<b>Section 4 – Programme and Project Management</b>	
Key projects are reported in this section	
<b>Section 5 – Absence Statistics</b>	
Key data is reported in this section	

Further detailed information was contained within the body of the report. The Assistant Chief Officer/ Director of Safety stated that the data quoted on page 118 of the report was being checked as to its accuracy.

Members queries regarding various aspects of the report were answered by the Assistant Chief Officer/Director of Safety. It was suggested that it would be helpful if future reports could include the numbers of employees on long term sickness in parenthesis after the existing data. A Member referred to pages 114/115 of the report and queried whether there were any forecast savings associated with the projects/initiatives listed. The Assistant Chief Officer/Director of Safety undertook to check and report back to the Committee.

**Resolved** – (a) That the Committee endorses the quality of the data presented in the report and takes assurance as to the Service’s proactive approach to performance and risk management, and

(b) that this Committee records its thanks and appreciation to all those firefighters who volunteered to assist in the flood affected areas in Berkshire.

**4436 HEALTH AND SAFETY QUARTERLY REPORT – 3RD QUARTER 2013/14** - The Assistant Chief Officer/Director of Safety submitted a report, further to Minute 4405, presenting at Appendix 1 to the report the 3rd Quarter 2013/14 report on Health and Safety which included details of Health and Safety courses, incident statistics and on-going issues at Appendix 1. There are no significant trends in terms of accidents and injuries, although the Health and Safety Team were carrying out detailed work to analyse causal factors and whether there were any trends within those. There had been a reduction in near miss reports since last Quarter and the team were exploring ways to increase the number of such reports and Representative Bodies had agreed at the recent Consultative Committee to encourage their members to record near misses when they occur. There were a number of on-going issues. Significant areas included the team visiting the site used for water rescue training, in response to accidents highlighted in the 2nd Quarter report, and the changes to the Analytical Risk Assessment form used by crews at incidents.

The Chairperson reported that he was due to meet with the Health & Safety Manager after this meeting.

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

**4437 EXCLUSION OF PRESS AND PUBLIC – Resolved** – That the press and public be excluded from the meeting during consideration of the following item (Minutes 4438 and 4439) on the grounds that they are 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 Committee 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).*

**4438 HFR SOLUTIONS’ PERFORMANCE SUMMARY REPORT SEPTEMBER – DECEMBER 2013** - The Deputy Chief Officer/Director of Operations submitted a report indicating that as agreed previously by the Authority the report had been structured to outline the performance of HFR Solutions’ operations and service delivery within each operating quarter, as well as indicate that quarters profit and loss statement and therefore the report now submitted covered the following four main areas of activity: Business; Training; Community and Risk. Attached to the report were the HFR Solutions Business Plan priorities update (Appendix 1) and the profit and loss statement for Quarter 1 to Quarter 3 (Appendix 2).

A Member stated that whilst the report submitted was a good report it was more of an activity statement and he would like to see more financial information alongside the business

plan. A Member stated that he would have liked to have seen data for the year to-date and also an outturn projection. The Deputy Chief Officer/Director of operations stated that he had had discussions with the Director of Finance/Section 151 Officer regarding the format. The Director of Finance & Assets/Section 151 Officer stated that he had tried to provide information in narrative form at paragraph 7 but that in view of the comments he would have a further look at how the information is reported.

**Resolved** – That, subject to the format of future reports being amended as now suggested, this Committee takes assurance from the report that:

- (i) HFR Solutions' is developing into a successful business, which is capable of effectively supporting Humberside Fire & Rescue Service's operational and community protection service delivery requirements, across both business and residential communities of the area, and
- (ii) the key priorities of the Business Plan are effectively being performance managed to meet the strategic outcomes of the business (Appendix 1 to the report).

**4439 SUSPENSION OF SENIOR MANAGER** – Members referred to Minute 4425 of the Fire Authority held on 17 February 2014 and sought clarification regarding the exclusion of the Independent Co-opted Members who were observing the meeting along with all Officers and the public from the meeting for the item relating to the suspension of a senior manager. The Acting Monitoring Officer/Secretary explained the reasons for the advice he had given to the Authority

**Resolved** – That it be a recommendation to the Authority that when reviewing its Constitution consideration is given to clarifying the position of Independent Co-opted Members with regard to Exempt Business.

**4440 CUSTOMER SERVICE EXCELLENCE AWARD 2014** - The Assistant Chief Officer/Director of Safety submitted a report reminding Members that the Customer Service Excellence Award, originally achieved in 2009, was re-certified on an annual basis subject to passing a compliance audit. The re-certification audit for 2014 took place on 22 January 2014 and it was pleasing to report that the Award had been successfully retained for a further twelve months. The Assessor had noted three areas of good practice and assessed two areas 'Compliance Plus', demonstrating exceptional or exemplar behaviour. Two opportunities for improvement were also observed during the audit. The Assessment Report was attached at Appendix 1 to the report.

Members' queries regarding the report were answered by officers. The Chairperson stated that it was good that the Authority receives assessments from external organisations.

**Resolved** – That Members acknowledge the retention of the Award and take assurance from the Authority's on-going commitment to customer service excellence.

**4441 PAY POLICY STATEMENT 2014-15-** The Chief Fire Officer & Chief Executive submitted a report providing a proposed Pay Policy Statement for Humberside Fire Authority for 2014/15, as required by the Localism Act 2011, for consideration and recommendation to the Fire Authority. The Act introduced senior staff pay transparency into local authorities with a requirement that authorities prepare a Pay Policy Statement for each financial year. A statement for the Authority was first produced for 2012/13 and approved by the Authority on 17 April 2012 (Minute 3839 refers). The Authority agreed at that time that the Pay Policy Statement should be reviewed annually by officers and that any proposed amendments would be brought before the full Authority for consideration. The proposed statement for 2014/15 was unchanged regarding pay details for Corporate Management Team (CMT) posts.

**Resolved** – That it be a recommendation to the Fire Authority that:

- (i) the draft Pay Policy Statement for 2014/15 at Appendix 1 to the report now submitted be approved;
- (ii) the Chief Fire Officer and Chief Executive be authorised to make factual adjustments to the Policy during the course of 2014/15, for example, in reflection of the impact of any pay awards arising for different employment groups during the year; and
- (iii) any other proposed amendments to the Policy during 2014/15 be brought before the full Authority for consideration.

**4442 REVIEW OF MEMBER CODE AND MEMBER DEVELOPMENT** - The Chief Fire Officer & Chief Executive submitted a report indicating that the 2013/14 workstreams of the Committee included a discussion/review around the Member Code of Conduct and training/development opportunities for Elected Members. With regard to the current Code of Conduct and Procedure supporting the Code the report outlined a proposed technical amendment to the Code but did not raise any issues regarding the current procedure. A copy of the current Code of Conduct and Procedure in support which were approved by the Fire Authority on 24 July 2012 (Minute 3895 refers) were attached at Appendices 1 and 2 to the report. The Authority had also agreed that the Code and Procedure be reviewed annually. No review was undertaken in 2013 given the short period of time that had elapsed since the documents were adopted, and in that short time there had been no legislative changes necessitating any changes. It remained the case that there had been no changes in legislation since the Code and Procedure were adopted. The Department for Communities and Local Government had issued some guidance to local authorities in 2013 aimed at clarifying certain aspects regarding the content of Codes of Conduct and drawing attention to an alternative style that had been published by another body. However that information did not raise any matters which would suggest that the Authority should consider amending its current Code. It was however suggested that the Code should be amended by the deletion of paragraph 2.4 which states:

- “2.4 In addition to having effect in relation to conduct in your official capacity, this Code also applies at any other time, where your conduct constitutes a criminal offence for which you have been convicted (including an offence you committed before the date you took office, but for which you are convicted after that date).”

A revised Code incorporating that amendment was attached at Appendix 3 to the report.

With regard to training/development opportunities for Elected Members the report set out some background, considerations and broad options for the Committee to consider and decide whether to make any recommendation to the full Fire Authority. Currently Elected Members received ad hoc opportunities around training and development, which tended to be delivered locally (by one of the constituent Unitary Authorities) or within the region (through Local Government Yorkshire and Humber). Within the Service bespoke training had been provided, particularly around standards/conduct. In terms of Fire bespoke issues, then national events were normally attended by the Chairperson and the Vice- Chairperson, although depending upon the nature of a conference, then invitations had occasionally been made through the Group Secretaries. Feedback from such conferences, which were normally run by the Local Government Association or Chief Fire Officers' Association, was given at full Fire Authority meetings. Members were reminded that in the past use had been made of a Member needs analysis in the form of a questionnaire. That however was not particularly successful and was discussed during the third review of corporate governance. That third review of corporate governance changed the governance structure of the Authority, creating a more Board-like, single decision making body, with an increased use of Member Days to complement that new structure. Whilst the Member Days thus far had

focussed primarily on the Operational Efficiency Programme, the Days were also important to provide early briefings upon national, regional and local developments and issues. One of the issues facing the Authority was the frequent changeover of Elected Members. Again, Members were reminded that part of the Member protocol which was proposed to the constituent Unitary Authorities was around induction and training/ development of Members. Unfortunately that protocol was not supported by all the Unitary Authorities and while the principles remained relevant and of importance, there was little prospect that such a protocol would be supported by all interested parties. New Members however at the Annual General Meeting of the Authority do receive an induction and particular training/development is identified through feedback, and all Member Days had a feedback form to highlight areas for future focus. In terms of options going forward, the induction of new Members was important and would continue at the AGM, with individual needs identified and supported. Members in terms of broader knowledge of standards and local government also received support and opportunities at their home authorities. Clearly it was important to avoid duplication. It was intended to try and introduce again the Member training needs analysis. An example was attached at Appendix 4 to the report which ideally would be circulated and completed before or at the AGM, and would also apply to Governance, Audit and Scrutiny Committee Members.

The report indicated that at the next cycle of meetings, there would be a report on the governance arrangements and the role of the Governance, Audit and Scrutiny Committee going forward which would give an opportunity to also discuss further Member training and development. It was suggested that in considering the report, the Governance, Audit and Scrutiny Committee will undoubtedly wish to take the views of the Fire Authority, perhaps through the Group Secretaries and Chairperson in the first instance. Appendix 4 to the report was an example of a type of self-analysis. Members were reminded that when the Committee discussed Member training/development in March 2013 the following views were expressed:

“A Member stated that it was useful if skill sets are declared by Members so that if necessary they can be drawn upon in the workstreams of the Authority. A Member stated that she was in favour of the use of the questionnaire as the role of Elected Members at the Fire Authority is different to that at their home authority. A Member suggested that identifying Members training needs would help identify matters to feed into the Member Days. A Member expressed wholehearted support for the use of the questionnaire and stated that he would like to see it circulated to Unitary Authorities for consideration before they select appointments to the Fire Authority as it might identify the skill sets required. A Member suggested that it would be very useful if Sector could be asked to give some further training on financial matters to Members as they were very good on the previous occasion.”

The Committee agreed at that meeting that it totally endorsed the contents of the report submitted to that meeting and would welcome the opportunity to take the views of the Fire Authority, perhaps through the Group Secretaries and Chairperson in the first instance (Minute 4043 refers).

A discussion ensued during which members drew attention to a number of apparent anomalies within the documents submitted.

**Resolved** - That this Committee recommends that the Fire Authority be informed of the following recommendations/views:

- (i) That the proposed revised Code of Conduct be approved;
- (ii) that with regard to the procedure for the investigation and determination of allegations under the Code of Conduct set out in Appendix 2 the Governance, Audit and Scrutiny Committee considers that it is not good practice for the Quorum for meetings of the Panel to be 2 Members and that this should be changed to 3 Members of the Panel (paragraphs 3.7 and 9.12 refer):



- (iii) that with regard to the procedure for raising concerns about the conduct of Members of the Fire Authority set out in Appendix 2 the Governance, Audit and Scrutiny considers it is not good practice to include the name of individual officers in policy documents as they might change over time and therefore the document should only refer to the Officer's job title;
- (iv) that with regard to paragraph 13 of the report submitted to the Governance, Audit and Scrutiny Committee, the Independent Co-opted Members do not feel that they need to be approached through the Group Secretaries in considering their views on the report, and
- (v) the Members of the Governance, Audit and Scrutiny Committee welcomes the intention to include them in the proposed Member Training Needs Analysis.

**4443 CONSTITUTIONAL REVIEW, INCLUDING FINANCIAL/PROCUREMENT** - The Acting Monitoring Officer/Secretary reported orally on proposed legislative changes which had not yet been implemented, some of which were applicable to the Fire Authority and some of which were not. The Acting Monitoring Officer/Secretary suggested that the Constitution should be reviewed when the legislative changes are made.

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

**4444 COMMISSIONING INTERNAL AUDIT SERVICES** - The Director of Finance & Assets/Section 151 Officer reported orally further to Minute 4407 that the Panel had met on 5 February 2014 to review tenders received and had agreed that Merseyside Internal Audit Agency be designated the Preferred Contractor.

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

#### **ANY OTHER BUSINESS**

**4445 Presentation To Chief Fire Officer/Chief Executive** – The Chairperson on behalf of members presented Mr R Hannigan, Chief Fire Officer & Chief Executive with a gift to mark his impending retirement and conveyed Members' best wishes for a long and happy retirement. The Chief Fire Officer & Chief Executive responded.

**4446 INSPECTION OF MEMBER REGISTERS** – The Member Registers of Interests and Declarations of Gifts and Hospitality were made available for inspection by any Member of the Committee as part of their monitoring role.

**4447 INSPECTION OF OFFICER REGISTERS** – The Officer Registers of Interests and Declarations of Gifts and Hospitality were made available for inspection by any Member of the Committee as part of their monitoring role.

*Meeting closed at 12.40 p.m.*

