

## HUMBERSIDE FIRE AUTHORITY

26 SEPTEMBER 2014

### PRESENT:

#### Representing East Riding of Yorkshire Council:

Councillor Hodgson

#### Representing Kingston upon Hull City Council:

Councillors Mathieson, Petrini, Quinn and Thompson

#### Representing North Lincolnshire Council:

Councillors Briggs (Chairperson), Marper and Swift

#### Representing North East Lincolnshire Council:

Councillors Baxter, Burton 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 Ms J Rae (External Audit – KPMG) were also present.

Mr D Chapman 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 Chapman MBE, Green, Head, Moore, Norton, Sumpton, 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, Ms J Rae (External Audit - KPMG) and all other persons who were present.)*

**4621 COUNCILLORS A IBSON AND D ENGALL MBE** – The Chairperson reported the sad loss of Councillor A Ibson and the Vice-Chairperson, Councillor D Engall MBE who had both died recently. Members stood in silence as a mark of respect to both Councillors.

**4622 MONITORING OFFICER/SECRETARY** – The Chairperson referred to Minute 4568 of the Authority on 23 June 2014 and reported that East Riding of Yorkshire Council had now agreed to make the temporary arrangements in supplying the Monitoring Officer/Secretary to the Authority permanent and therefore Mr M Buckley would continue in his role as Monitoring Officer/Secretary to the Authority.

**Resolved** – That the appointment of Mr M Buckley as Monitoring Officer/ Secretary to the Authority be confirmed.

**4623 MR D HUGHES** - The Chairperson reported that Mr D Hughes had attended his last meeting as an Independent Co-opted Member of the Governance, Audit and Scrutiny Committee on 15 September 2014 and, on behalf of the Authority, expressed his thanks to Mr D. Hughes for all his work and his contribution whilst Chairperson of the Governance, Audit and Scrutiny Committee.

**4624 DECLARATIONS OF INTEREST** - There were no declarations.

**4625 MINUTES – Resolved** – That the minutes of the meeting of the Authority held on 22 July 2014 having been printed and circulated amongst the Members, be taken as read and correctly recorded and be signed by the Chairperson.

**4626 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.

**4627 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.

**4628 COMMUNICATIONS** - The Monitoring Officer/Secretary stated that no communications had been received.

**4629 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.

#### MINUTES OF COMMITTEES

**4630 Appeals Committee – Resolved** – That the minutes of the Appeals Committee held on 4 September 2014 be received.

**4631 Governance, Audit and Scrutiny Committee – Resolved** – That the minutes of the Governance, Audit and Scrutiny Committee held on 15 September 2014 be received.

**4632 INDUSTRIAL ACTION UPDATE** - Further to Minute 4593 the Chief Fire Officer & Chief Executive gave an oral update and stated that whilst the dispute was still on-going no further dates of proposed industrial action had been announced. The Chief Fire Officer & Chief Executive read out statements that had been published by the new Fire Minister, Penny Mordaunt MP and the Fire Brigades' Union and stated that he would keep Members informed of any further developments.

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

**4633 APPOINTMENT OF INDEPENDENT CO-OPTED MEMBERS OF THE GOVERNANCE, AUDIT AND SCRUTINY COMMITTEE** – The Monitoring Officer/Secretary submitted a report reminding Members that the Authority on 23 June 2014 (Minute 4565 refers) approved a process for the appointment of up to 4 new Independent Co-opted Members of the Governance, Audit and Scrutiny Committee and established an Interview Panel to recommend appointments for approval by the Authority. Previously, on 14 March 2014, the Authority had approved the following proposals regarding the membership of the Governance, Audit and Scrutiny (GAS) Committee:

- (i) The proposed size (8 Independent Co-opted Members) and tenure (2 terms of 3 years) of the GAS Committee;
- (ii) The recruitment of three members of the GAS Committee in 2014;
- (iii) The appointment of Mr. David Hughes and Mr. John Jepson as members of the GAS Committee until 30 September 2014, and
- (iv) The appointment Mrs. Gill Hardy as a member of the GAS Committee until 30 April 2015.

Mr J Jepson subsequently resigned as a Member of the GAS Committee from 30 April 2014. The Interview Panel (Councillors Briggs, Ibson, Petrini and Quinn and Mr D Chapman) had

met on 1 August 2014, having previously been through a shortlisting process, and agreed to recommend that initially the Fire Authority appoint two Independent Co-opted Members to the GAS Committee subject to satisfactory references. The Panel also agreed to meet again on 26 September 2014 prior to the Fire Authority to conduct a further interview but that meeting was subsequently postponed. The Monitoring Officer/Secretary confirmed that satisfactory references had been obtained.

A Member expressed his disappointment at the lack of candidates from the North Lincolnshire area but was assured by a response from the Monitoring Officer/Secretary regarding the steps that had been taken to invite applications from across the whole of the Authority's area.

**Resolved** – (a) That the Authority endorse the recommendations of the Interview Panel and approve the appointment of James Doyle and Andrew Smith as Independent Co-opted Members of the Governance, Audit and Scrutiny Committee for an initial 3 year period to 30 September 2017;

(b) that it be noted that the meeting of the Interview Panel which was postponed will be re-arranged and any recommendations will be reported to the next meeting of the Authority, and

(c) that the Authority approves, if necessary, a further recruitment process being carried out in 2015 to fill any vacancies that may remain.

#### **4634 MANAGEMENT ACCOUNTS 2014/15 – BASED ON PERIOD ENDING 31 AUGUST 2014**

The Executive Director Service Support/Section151 Officer submitted a report containing the Authority's Management Accounts and Prudential Indicators based on the period ending 31 August 2014. The summary estimated outturn position from the Management Accounts and Prudential Indicators was as follows:

- Revenue Budget - £484k underspend;
- Capital Programme - £10.011m total expenditure against an allocation of £12.056m;
- Pensions Account - £8.445m deficit

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

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

**4635 Report to Those Charged with Governance (ISA 260) 2013/14** – Ms J Rae (KPMG) submitted a report summarising the key issues identified during the audit of the Authority's financial statements for the year ended 31 March 2014 and their assessment of the Authority's arrangements to secure value for money (VFM) in its use of resources. The External Audit Plan 2013/14 presented to the Authority in February 2014 set out the four stages of the financial statements audit process. KPMG had previously reported on the first two stages in their Internal Audit Report 2013/14 submitted to this Committee and the Authority in April 2014. The report now submitted focussed on the third stage of the process: substantive procedures. The report indicated that KPMG anticipated issuing an unqualified audit opinion following approval of the Statement of Accounts by the Fire Authority on 26 September 2014. KPMG had identified one audit adjustment with a value of £2 million. The impact of that adjustment was to increase the net worth of the Authority as at 31 March 2014 by £2 million. The audit had identified three significant audit differences, which were set out in Appendix 3 to the report. The most significant item was in relation to the East Coast and Hertfordshire Control Room project which would be adjusted in the final version of the financial statements. The other two differences relating to finance lease values in the Authority's accounts and interest paid in the Group accounts had not been adjusted. KPMG had raised two recommendations in relation to the matters highlighted above which were

summarised in Appendix 1 to the report. The report indicated that although KPMG had made a recommendation last year to improve the year end processes they had, this year, identified the need for a more detailed review which was also raised as a recommendation in Appendix 1. In addition, KPMG had identified a small number of presentational adjustments that were required to ensure that the accounts were compliant with the Code of Practice on Local Authority Accounting the United Kingdom 2013/14 ('the Code'). KPMG understood that the Authority would be addressing these where significant. KPMG had reviewed the Annual Governance Statement and confirmed that:

- it complied with Delivering Good Governance in Local Government: A Framework published by CIPFA/SOLACE; and
- it was not misleading or inconsistent with other information KPMG were aware of from their audit of the financial statements.

KPMG had made only one minor comment in respect of its format and content which the Authority had agreed to amend. KPMG had also asked for the position of the Annual Governance Statement to be changed so that it supports the accounts, rather than appear as an integral part of the financial statements, as it was not covered by their audit opinion. The report indicated that KPMG was also required to give a statutory VFM conclusion based on the two criteria set by the Audit Commission and that KPMG had concluded that the Authority had made proper arrangements to secure economy, efficiency and effectiveness in its use of resources. The report had previously been considered by the Governance, Audit and Scrutiny Committee (Minute 4608 refers).

The Chairperson expressed thanks to Ms Rae for her report and to the Executive Director Service Support/Section 151 Officer and his Team for their work on the accounts.

**Resolved** – That the content of the report be noted and that Members take assurance from the outcome of the audit.

**4636 AUDITED STATEMENT OF ACCOUNTS FOR 2013/14** - The Executive Director Service Support/Section 151 Officer submitted a report presenting the audited version of the Fire Authority's Accounts for the financial year 2013/14 following the successful completion of the audit of the Authority's 2013/14 Statement of Accounts. In partnership with the Authority's external auditor, KPMG, a small number of corrections to the draft Accounts had been undertaken in order to reach the final version. The majority of those related to the accounting treatment of the East Coast and Hertfordshire Control Room Consortium which reflected the complexities of a 4-way FRS partnership. These were detailed in the 'Report to those charged with governance (ISA 260) 2013/14' referred to in Minute 4608 above. The final version of the Annual Accounts was attached at Appendix 1 to the report. Members were reminded that the draft unaudited Statement of Accounts for 2013/14 had been submitted to the Authority on 23 June 2014. The outturn position remained that which was reported to that meeting, a £1.468m underspend. The 'Report to those charged with governance (ISA 260) 2013/14' had given an unqualified opinion on the Authority's Accounts for 2013/14 and an unqualified value for money conclusion. Both of these aspects were extremely pleasing and showed another year of sound financial management. The report now submitted represented the final stage in the sign-off of the 2013/14 Statement of Accounts. Once approved by the Authority, the draft 'Letter of Representation' attached at Appendix 2 to the report would be duly signed and submitted to KPMG. After this Authority meeting the 2012/13 Accounts would be distributed to stakeholders and local libraries as well as posted on the Authority's website, to ensure information was as accessible as possible. A notice would also be placed in the press to inform the public that the 2013/14 audit of Accounts was now closed. The report had previously been considered by the Governance, Audit and Scrutiny Committee (Minute 4609 refers).

**Resolved** - (a) That Members approve the audited Statement of Accounts for 2013/14 and that they are signed by the Chairperson on behalf of the Fire Authority, and

(b) that the letter of representation to KPMG as set out in Appendix 2 to the report be approved and signed by the Chairperson and the Chief Fire Officer & Chief Executive on behalf of the Authority.

**4637 HUMBERSIDE FIRE AUTHORITY FINANCIAL OUTLOOK 2015/16 ONWARDS -**

The Executive Director Service Support/Section 151 Officer submitted a report which took a comprehensive look at the Authority’s financial prospects for the years 2015/16 to 2017/18. The report also included where possible updated assumptions as a result of any new information that had become available.

In respect to the current financial position 2013/14 and 2014/15 the report indicated that the Authority’s outturn for 2013/14 had delivered an underspend of £1.468m and a closing level of total Revenue Reserves of £17.261m. A significant proportion of the Authority’s Revenue Reserves were earmarked for a specific purpose. The full schedule was attached at Appendix 1 to the report for Members’ information. The Authority had set a balanced budget for 2014/15 and a 0% change in the precept/council tax as part of the Government’s national initiative to freeze council tax. There was no anticipated let up in the austerity measures in place for the public sector generally and fire and rescue in particular. The Government’s long-awaited response to Sir Ken Knight’s report ‘Facing the Future’ was issued on 15 July 2014. The response is attached at Appendix 2 to the report, but essentially it supported Sir Ken’s findings and the need for greater transformation and efficiency in the Fire and Rescue Service.

In respect to 2015/16 onwards the current financial projections for 2015/16, 2016/17 and 2017/18 had been updated based on the latest assumptions and information and were shown in Appendix 3 to the report. The key assumptions applied to the Medium-Term Financial Plan for 2015/16 to 2017/18 were as follows:

	2015/16	2016/17	2017/18
Pay Awards	1%	1%	1%
External Grant	As notified in February 2014 Settlement	-10%	-10%
Council Tax	0%*	2%	2%
Price Inflation			
• Rates/Fuel	5%	5%	5%
• Utilities	6%	6%	6%
• Insurance	5%	5%	5%
• Income	1%	1%	1%
• Other	0%	0%	0%

\* Assumed no increase and therefore the Authority will receive freeze grant (if applicable) in line with any freeze initiative operated by the Government for 2015/16.

Furthermore, the Authority’s financial projections had been updated to incorporate previous decisions relating to the implementation of efficiencies, e.g. the Operational Efficiency Programme outcomes of the 31 January 2014 Special Fire Authority meeting and the recent Senior Management Review. Members’ attention was drawn to Appendix 3 to the report which showed that there are estimated shortfalls in 2016/17 and 2017/18 and a minor deficit for 2015/16 as follows:

2015/16	2016/17	2017/18
£36k Deficit	£2.05m Deficit	£3.52m Deficit

In respect to efficiencies arising from Service Redesign Programme Members were reminded of the important and wide-ranging work on efficiency that was being undertaken by the Service Redesign Team (SRT) at the moment. The SRT were leading work which was examining all 'non-fire engine' elements of the Service. That work will be instrumental in meeting the budget deficits projected for 2016/17 and 2017/18. Principally, the Authority will need to identify efficiencies of circa £2m between now and March 2016 and a further £1.5m of efficiencies between April 2016 and March 2017. The Authority had a strong track record of delivering sustainable efficiencies and early decision making where possible will ensure changes can be implemented with minimal disruption to the Service. The report concluded that the Authority had worked hard to maintain its current sound financial position; that 2015/16 onwards will again test the Authority's finances – potentially to a far greater extent than that seen in 2011/12 to 2014/15, and the delivery of further efficiencies will remain a priority for the Authority from now into the medium-term. Further update reports will be brought to Members during the budget setting cycle for 2015/16 which will culminate in February 2015.

**Resolved** – That Members receive the report and note the financial challenges for the period 2015/16 onwards.

**4638 THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014** – The Monitoring Officer/Secretary submitted a report indicating that The Openness of Local Government Bodies Regulations 2014 amended the Local Government Act 1972 to allow, subject to certain exceptions, members of the public to report meetings of local authorities. Reporting included filming, photographing, or making an audio recording of proceedings at a meeting. The new rules applied to meetings of the Fire Authority. Guidance issued by the Department for Communities and Local Government stated that any reporting by members of the public should not be carried out in such a manner that it disrupts the conduct of a meeting. The guidance also stated that local authorities should consider adopting a policy on the filming of members of the public and ensure that they protect children, the vulnerable and members of the public who actively object to being filmed. Currently the Constitution of the Authority at Rule 33 provided that proceedings should not be recorded or photographed. The report outlined suggested changes in order to comply with the provisions of the new regulations. The report also reminded Members that the copy of the Constitution currently supplied to Members of the Fire Authority incorporated amendments up to and including 23 April 2013. Since that date the Authority had approved the following amendments:

- (i) Amended Terms of Reference of the Governance, Audit and Scrutiny Committee (Article 6);
- (ii) Members' Scheme of Allowances 2014

Also, the copy of the Constitution currently on the Authority's website included amendments up to an including 25 April 2014. Since that date the Authority had approved the following amendments:

- (i) Further Amended Terms of Reference of the Governance, Audit and Scrutiny Committee (Article 6);
- (ii) In addition changes were necessary to reflect the revised Management Structure and titles of Officers referred to in the Constitution.

In terms of issuing complete new versions of the Constitution to Members of the Authority it was suggested that the latest version will always be placed on the Authority's website but not automatically circulated to Members. However any Member wishing to have a hard copy of the latest version will be supplied with a copy on request to the Monitoring Officer.

A Member sought clarification as to whether the Regulations included any measures to protect individuals from 'selective' editing of proceedings of a meeting which might give an inaccurate portrayal of the actual events. The Monitoring Officer/Secretary answered the query and stated that there may be instances where the Authority might wish to consider the

desirability of doing its own film recording of a particular meeting to ensure that the full information is disclosed.

**Resolved** – (a) That the Constitution of the Authority be amended as set out below:

(i) that Rule 33 be amended as follows –

“Rule 33 – Recordings/Mobile Telephones and Pagers

33.1 Subject to the exceptions set out below members of the press and public are permitted to film, audio-record and take photographs during meetings.

33.2 If individuals film, audio record or take photographs of the meeting in such a manner that causes disruption to the running of the meeting they may be warned by the Chairperson and if they continue to cause disruption the Chairperson shall order that person’s removal from the room.

33.3 No filming, audio recording or photography may take place when the press and public are excluded from meetings.

33.4 At the commencement of a meeting members of the public who are present will be asked if they would object to being filmed or otherwise recorded during the proceedings. If any member of the public indicates that they do so object the Chairperson will ask that anyone wishing to film, photograph or record the meeting should only focus on councillors, officers and those individuals directly involved in the conduct of the meeting.”

(ii) that Paragraph 5 (c) be amended to read as follows:

“5. THE PUBLIC – OUR COMMUNITIES

(c) “Attend and record meetings of the HFA and its committees except where, for example, confidential matters or exempt information are being discussed;”

(iii) that Article 3.1(a)(i) be amended to read as follows:

Article 3 – Citizens and the Humberside Fire Authority

3.1 RIGHTS OF MEMBERS OF THE PUBLIC

(a) Information

Members of the public have the right to:

(i) “attend and record all meetings of the HFA and its committees, except where there may be confidential or exempt information to be disclosed, and the meeting is, therefore, held in private (note the published agenda will make this clear);”

(iv) that the Monitoring officer/Secretary be authorised to make such textual amendments as he considers are necessary to reflect the revised Management Structure and titles of Officers referred to in the Constitution.

(b) that the Authority agrees that in future hard copies of the latest version of the Constitution will not be automatically circulated to all Members of the Authority but will be published on the Authority’s website and will be made available on request by individual Members to the Monitoring Officer

**4639 SERVICE PERFORMANCE AND RISK REPORT FOR THE 1ST QUARTER PERIOD APRIL – JUNE 2014** – The Deputy Chief Fire Officer/Executive Director Service Delivery submitted a report providing information relating to the Service’s Performance and Risk Framework as highlighted in the following summary 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	No change in risk.
<b>Section 2 – Prevention Performance</b>	
Accidental Dwelling Fires	16.5% better than target.
Other Accidental Fires (exc Vehicles)	23.7% better than target.
Deliberate Primary Fires	28.7% better than target.
Deliberate Secondary Fires	35.3% better than target.
Number of Automatic Fire Alarms	7.3% better than target.
Fatalities	1 fatality against aspirational target of zero.
Injuries	6 injuries against aspirational target of zero.
<b>Section 3 – Response Performance</b>	
First engine response	6.95% better than target
Second engine response	10.98% better than target
<b>Section 4 – Projects Update</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 Appendix 1 to the report and also the supplementary information published alongside the Agenda papers for this meeting on the Authority’s website. The report had previously been considered by the Governance, Audit and Scrutiny Committee (Minute 4612 refers).

**Resolved** – (a) That the Members take assurance as to the Service’s proactive approach to performance and risk management, and

(b) that Members thanks be conveyed to staff for the level of performance attained.

**4640 HEALTH AND SAFETY REPORT FOR THE 1ST QUARTER PERIOD APRIL – JUNE 2014** - The Deputy Chief Fire Officer/Executive Director Service Delivery submitted a report providing information with regard to Health and Safety for the period April to June 2014. Details of Health and Safety courses, incident statistics and on-going issues were set out in Appendix 1 to the report. Since the introduction of the new H&S electronic reporting system (RIVO) in 2013 greater analysis of data was now possible, with additional areas such as road risk now being captured and consequently fully investigated. There had been an increase in ‘near miss’ reporting compared to the same period in 2013; up by an additional 10. This should be seen as a positive outcome and it was envisaged that this figure will increase following further guidance and tuition to staff from the Health and Safety Section. The Health and Safety Section in conjunction with the Health and Safety Laboratories (HSL) had developed a cultural survey for all staff to complete between July and September 2014 and the findings of this survey will be reported back at a later date. The Health and Safety team were also looking to include a section within future reports covering environmental issues. Supplementary information was published alongside the Agenda papers for this



meeting on the Authority’s website. The report had previously been considered by the Governance, Audit and Scrutiny Committee (Minute 4613 refers).

The Chairperson reminded Members that if they had any issues for possible discussion at a future Member Day they should let Officers know.

**Resolved** – That that the reported be noted and that Members take assurance as to the Service’s proactive approach to Health and Safety.

**4641 HUMBERSIDE FIRE AND RESCUE SERVICE STAFF (HFRS) PAY AWARDS – UPDATE** - The Chief Fire Officer & Chief Executive submitted a report indicating that given the recent pay offer by the National Joint Council (NJC) representing Grey book staff in Fire & Rescue Services it was considered timely to give the Authority an update report outlining the pay position of all of the staff groups it employs, including current arrangements and awards made over the previous five years for comparison. The table below summarises the pay awards for each staff group in HFRS since 2009.

Staff Group/Pay Award	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
Green Book	2.75%	1%	0	0	0	1%
Grey Book	2.45%	1%	0	0	1%	1%
Gold Book	1%	0	0	0	0	1%<£100k £1k>£100k

The information summarised in the report was given as a pre-cursor to reports on the pay positions of individual staff groups which in future would now be submitted annually to the Authority. This was especially pertinent where that pay can be influenced by the Authority either independently or in conjunction with nationally negotiated arrangements. Such reports had lapsed in recent years for a variety of reasons. It was considered important that the Authority have a transparent and detailed view of staff pay and how that is changing over time in order that they may contextualise other reports to the Authority in respect of efficiencies and new ways of working and be able to better place the Service in the wider public sector service providers in terms of their own and/or home Authority experience. The report now submitted and subsequent annual pay summary reports were not intended to replace the ‘Pay Policy Statement 2014/15’ report that was approved by the Authority at the 14 March 2014 Fire Authority meeting.

**Resolved** – (a) That Members note:

- (i) That Grey book staff have accepted a pay increment of 1% from the National Employers (NJC) Grey Book for 2014/15;
- (ii) that Green book staff have been offered a pay increment of 1% for 2014/15 from the National Employers (NJC) Green Book, and
- (iii) that Gold book staff have accepted a pay increment of 1% for those earning less than £100k and a flat £1000 increase for those earning more than £100k for 2014/15 from the National Employers (NJC) Gold Book.

(b) that Members note that in future pay summary reports will be submitted to the Authority annually.

**4642 INDEPENDENT REVIEW OF CONDITIONS OF SERVICE FOR OPERATIONAL STAFF IN THE FIRE & RESCUE SERVICE** - The Chief Fire Officer & Chief Executive submitted a report reminding Members that in May 2013, Sir Ken Knight published the findings from his review, ‘Facing the Future’ which highlighted a number of key areas in which the fire service could take forward reform. Sir Ken Knight found that the conditions of service for firefighters could be an actual or perceived barrier to changes that could

otherwise provide a more efficient service to the public. The Government had therefore commissioned Adrian Thomas, an expert in the field of personnel management and staff resourcing, to undertake an independent review of conditions of service of employees from firefighter through to Chief Fire Officer and the process by which they are determined. The review was timetabled to report its findings in February 2015 and, as part of the process, to assist with evidence gathering, Fire and Rescue Authorities had been asked to complete two questionnaires: Statistical Information (set out in Appendix 1 to the report) and Recruitment of Firefighters (set out in Appendix 2 to the report), for return to the Department for Communities and Local Government by 3 October 2014. Whilst large parts of the questionnaires had been completed by Officers, it was felt that there were some areas where Members input was required, particularly around questions 28a, 28b, 29a and 29b of the Recruitment of Firefighters questionnaire and to provide their overall endorsement of the response for both questionnaires.

**Resolved** – That Members approve the overall responses to the two questionnaires as set out in Appendices 1 and 2 of this report as now submitted with no response to questions 28a, 28b, 29a and 29b of the Recruitment of Firefighters questionnaire but subject to the inclusion in the ‘Further comments’ box that Members consider that completing questions 28a, 28b, 29a and 29b will compromise the impartiality of the Authority.

**4643 EXCLUSION OF PRESS AND PUBLIC – Resolved** – That the press and public be excluded from the meeting during consideration of the following items (Minutes 4644 - 4646) on the grounds that they are likely to involve the disclosure of exempt information as defined in paragraphs 1, 3 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

*(In making its decision the Authority confirmed that having regard to all the circumstances it was satisfied that the public interest in maintaining the exemption outweighed the public interest in disclosing the information).*

**4644 VEHICLE WORKSHOPS – UPDATE** - The Executive Director Service Support/ Section 151 Officer submitted a progress report, further to Minute 4515, with regard to the Vehicle Workshop facility with Humberside Police at Melton. Significant progress had been made since the last update to Members in April 2014. The key areas of interest were in respect to:

Construction - The estimated date for completion is late 2014 with migration to the new facility likely to take place early in 2015. Plans were being made for a visit to the site as part of the 3 October 2014 Member Day.

Transition Planning – Appointments had been made to the Joint Fleet Manager and Joint Deputy Fleet Manager roles. Work was now underway to appoint to the next level of management roles in the facility.

Governance Model - A Joint Venture Company remains the preferred approach at this stage for running the governance of the facility. It was hoped that a preferred model for the governance arrangements can be reported to the Fire Authority meeting on 24 October 2014.

**Resolved** – That Members note the progress that has been made towards the delivery of the joint workshops facility with Humberside Police.

**4645 HFR SOLUTIONS’ PERFORMANCE SUMMARY REPORT APRIL – JUNE 2014** - The Deputy Chief Fire Officer/Director of HFR Solutions submitted a report outlining the performance of HFR Solutions operations and service delivery within the operating quarter April – June 2014, as well as indicating the quarter’ profit and loss statement. The report covered the following four main areas of activity: Business; Training, Community, and Risk for the period April to June 2014. The report also included the HFR Solutions Business Plan

priorities update (Appendix 1 to the report) and also the profit and loss statement for the quarter (Appendix 2 to the report). The report had previously been considered by the Governance, Audit and Scrutiny Committee (Minute 4619 refers).

A Member sought clarification as to whether contracts of service included any retention of service provisions in recognition of the investment by the company in staff training. The Deputy Chief Fire Officer/Director of HFR Solutions stated that he would enquire and report back.

**Resolved** – That Members take assurance from the report that:

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

**4646 COMPLAINT TO EUROPEAN COMMISSION CONCERNING ALLEGED ILLEGAL STATE AID** - The Deputy Chief Fire Officer/Executive Director Service Delivery submitted a report informing Members that the Service had been made aware of a complaint to the European Commission (EC) concerning alleged illegal state aid. The complaint was not directly made against Humberside Fire Authority or HFR Solutions but was made against the UK Government. However the way that HFR Solutions trades could be affected if the complaint was upheld. There could also be financial implications to the Authority if the complaint was upheld as the Government could decide to pass on the costs of any fines they had imposed upon them as a result.

**Resolved** – That Members take assurance from the work undertaken so far, but consider the implications if the complaint were to be upheld.

*Meeting closed at 11.46 am*

