

HUMBERSIDE FIRE AUTHORITY
GOVERNANCE, AUDIT AND SCRUTINY COMMITTEE

9 APRIL 2013

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

Chief Fire Officer & Chief Executive, Deputy Chief Officer/Director of Operations, Secretary/Director of People, Director of Finance & Assets/Section 151 Officer, Assistant Chief Officer/Director of Safety, Head of Human Resources, Committee Manager and Ms J Rae (External Audit - KPMG) and Ms Y Mehmood (Internal Audit - H W Controls & Assurance) were also present.

An apology for absence was submitted from independent Co-opted Member Mr C Vertigans.

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

4071 COMMITTEE MEMBERSHIP – The Secretary/Director of People reported that he had received notification from Ms J Marr on 8 April 2013 of her resignation as a Member of the Committee.

Resolved – That the report be noted.

4072 DECLARATIONS OF INTEREST - No declarations were made in connection with any of the items to be considered at the meeting.

4073 MINUTES – Resolved – That the minutes of the meeting of the Committee held on 5 March 2013, having been printed and circulated amongst the Members, be taken as read and correctly recorded and be signed by the Chairperson.

4074 MATTERS ARISING FROM THE MINUTES, OTHER THAN ON THE AGENDA – There were no items.

4075 UPDATE: MATTERS ARISING/FEEDBACK FROM FIRE AUTHORITY - The Secretary/Director of People submitted a report, further to Minute 4030, reminding Members that the previous meeting of the Committee had agreed that it would be desirable to receive feedback from meetings of the Authority, particularly where the Committee had made recommendations to the Authority. The Committee had discussed how best this could be undertaken and decided that a report by the Secretary/Director of People in conjunction with the Chairperson of this Committee would be trialled and reviewed in due course. The report summarised the consideration given by the Authority at its meeting on 15 March 2013 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 5 March 2013. The Committee was invited to consider the format and content of the report. A Member stated that he was satisfied with the report as submitted. A Member stated that he would like the Fire Authority to give reasons for its decisions, especially if it should turn down something recommended by this Committee, so that the Committee might better understand the Authority actions when making future recommendations. The Secretary/Director of People stated that there had been no disagreement at the Authority on 15 March 2013 and acknowledged that there may be a need to capture greater feedback in future reports to this Committee. The Chairperson referred to the feedback in the report in respect to Minutes 4036 and 4037 and the need for policy documents to include the date of review and who reviewed by. The Chairperson stated that he had noted in the recent edition of Siren that a number of new Policy Guidance Notes were listed and that having tried to access them on the portal he had instead viewed the Authority's website and was surprised to find some outdated documents

on the site. The Chairperson suggested that a report be submitted to the next meeting of this Committee outlining the procedures for reviewing policies and how they are handled.

Resolved – (a) That the content of the report be noted;

(b) that the format of the report be accepted;

(c) that the need to capture greater feedback of the Authority's reasons for its decisions in future feedback reports be borne in mind by Officers, and

(d) that the workstreams for 2013/14 would include a report outlining the procedures for reviewing Policy Guidance Notes.

4076 EXCLUSION OF PRESS AND PUBLIC – Resolved – That the press and public be excluded from the meeting during consideration of the following items (Minutes 4077 and 4078) 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).

4077 WORKSHOPS COLLABORATION - The Director of Finance & Assets/Section 151 Officer and Secretary/Director of People submitted a report, further to Minute 4050, updating Members on discussions that had taken place between Senior Officers of the Humberside Fire Authority and Humberside Police to explore the potential for establishing a joint vehicle maintenance facility. Officers had worked hard to progress discussions with the express intention of creating a joint facility, provided that for both parties a clear business case exists. The report had been openly shared with Humberside Police and so far as possible incorporated their comments. Naturally, however, both parties needed to apply their own due diligence and to that extent, there were areas of the report which related solely to the position of Humberside Fire Authority. In summary, much progress had been made towards collaboration but there were some key issues yet to be finalised as outlined in the report. One issue related to the ability of Humberside Fire & Rescue Service to be able to trade commercially, which may impact on both location and governance/legal structure (to the extent of whether a joint venture is possible). Since the report was written it had been ascertained that a Submission would go before the Humberside Police and Crime Commissioner (PCC) on 10 April 2013 seeking approval to proceed with the Humberside Police scheme at Melton. The Secretary/Director of People stated that the Chairperson of the Fire Authority and the PCC would be undertaking a site visit on 11 April 2013 and that the Governance, Audit and Scrutiny Committee paper would need to be updated for submission to the Fire Authority on 23 April 2013 to take account of latest developments.

Members discussed fully the issues raised in the report and sought clarification of certain aspects of the proposals. A Member queried the timescale for a decision to be taken by the Authority and suggested that in the light of recent developments it might be appropriate for the Fire Authority to defer taking a decision until its June 2013 meeting.

Resolved – (a) That the report be noted;

(b) that the Fire Authority be informed that this Committee recognises the speed of change with regard the possible collaboration on a joint vehicle maintenance facility and therefore is not in a position to make any recommendations to the Authority, but that this Committee would wish to be continued to be informed of developments, and

(c) that the Officers be thanked for their hard work in pursuing the options available, which has been very time consuming.

4078 'HFR SOLUTIONS' COMMUNITY INTEREST COMPANY - The Assistant Chief Officer/Director of Safety presented a report by the Deputy Chief Officer/ Director of HFR Solutions, further to Minute 4049, providing an overview of the inception and operation of 'HFR Solutions' - Community Interest Company (CIC) in preparation for the Committee receiving the regular performance reports for the company which are received by the full Fire Authority. This report provided a brief history of the formation of the company, previous performance as set out in Appendix 1 to the report and briefly outlined fourth quarter trading activity.

Members discussed fully the information contained in the report and sought clarification of various matters including the arrangements in place to safeguard the interests of the Fire Authority in relation to the company.

Resolved – That on the evidence contained in the report now submitted this Committee is very pleased with the progress made by 'HFR Solutions'.

4079 MANAGEMENT ACCOUNTS TO 28 FEBRUARY 2013 - The Director of Finance & Assets/Section 151 Officer submitted a report containing the Authority's Management Accounts and Prudential Indicators for the period ending 28 February 2013. The summary estimated outturn position from the Management Accounts and Prudential Indicators was as follows:

- Revenue Budget - £1.949m underspend;
- Capital Programme - £3.607m total expenditure;
- Pensions Account - £7.012m deficit

The Director of Finance & Assets/Section 151 Officer stated that planning approval had now been obtained for the scheme to redevelop Clough Road Fire Station, Hull.

The Chairperson asked whether the Clough Road scheme had progressed as far as had been projected at this stage. The Director of Finance & Assets/Section 151 Officer stated that the scheme was broadly on track and that the scheme was due to be completed in Summer 2014. A Member referred to Note 7 on page 27 of the accounts and asked what the increased legal fees related to. The Director of Finance & Assets/Section 151 Officer stated that the fees were in respect to the settlement of a claim. The Secretary/Director of People stated that if further information was required the Committee would need to consider the matter under 'Exempt' information. A Member referred to the terminology used in paragraph 2 of the report ("underspend" and "total expenditure") and suggested that it would be clearer if a consistent term such as "variance" was used. The Director of Finance & Assets/Section 151 Officer stated that the wording would be looked at for future reports. The Chairperson referred to his earlier comment about the Clough Road scheme and stated that the summary of capital expenditure at paragraph 2 of the report gave no indication as to whether the expenditure was on track. The Director of Finance & Assets/Section 151 Officer stated that capital expenditure was more difficult to predict in delivering a programme of works and that if a number of projects are on-going at the same time the progress on individual schemes may be slowed down. The Chairperson referred to note 6 on page 29 of the accounts and sought an explanation regarding the buy-out of two leases of fire appliances. The Director of Finance & Assets/Section 151 Officer stated that the two appliances were relatively old and buying-out the lease reduced the Authority's costs and gave the possibility of disposing of the vehicles. A Member referred to the increased legal fees raised earlier in the discussion and queried whether a detailed investigation had been carried out into the way in which the issue arose and how such an issue might be avoided in future. The Secretary/Director of People stated that legal advice was taken and the advice was that a settlement was the best way forward and also stated that such legal cases are few and far between, and lessons are always learned. The Chairperson referred to the level of savings and commented that he still found it difficult to know how much of the savings were due to good management.

Resolved – That Members confirm that they have received sufficient assurance on the Authority's financial position for the period ending 28 February 2013.

EXTERNAL AUDIT

4080 Draft External Audit Plan 2012/13 - Ms J Rae (External Audit, KPMG) referred to Minute 4035 when Members had asked Mr D Murray (KPMG) how many days work was allowed for in carrying out the audit. Ms Rae circulated a note at the meeting explaining how the fees had been set by the Audit Commission following a bidding process by external providers and reported that Mr Murray had stated that he could not provide the information requested as the information was commercially sensitive. The Secretary/Director of People stated that the information could be provided under 'Exempt' information and that the request from Members was reasonable. Ms Rae undertook to inform Mr Murray of the Committee's views.

Resolved – That the information be noted.

4081 External Audit Update – Ms J Rae (External Audit, KPMG) reported orally that so far no matters had been identified during the early part of the audit work as requiring discussion with Officers of the Authority and that she would send a letter to the Authority stating this.

Resolved – That the report be noted.

INTERNAL AUDIT

4082 Internal Audit Monitoring Report – Update – Ms. Y Mehmood, H W Controls & Assurance submitted a report on the progress of the 2012/13 Internal Audit Plan and stated that all work was on target. The finalized reports on the audit of Debtors; Payroll; Creditor Payments, and Travel & Subsistence would be submitted to the next meeting of this Committee.

Resolved – That the report be noted.

4083 Strategic Transformation - Ms Y Mehmood, H W Controls & Assurance submitted reports on the outcome of the audit of strategic transformation. The overall objective of the audit was to ensure that strategic transformation initiatives are being managed in a concerted manner such that management time is used effectively and efficiently; and which ensure that tangible benefits to Service users remain the focus of plans going forward. Overall, based upon the work undertaken, H W Controls & Assurance had given an 'Adequate' assurance on the level of control in place to manage the risks associated with strategic transformation. The report identified six areas of good practice, three areas for further improvement and set out the key conclusions of the audit and also the agreed key management actions. The audit had not identified any high priority recommendations.

The Chairperson commented that the Internal Auditors submitted a draft report to Officers of the Authority before the report was finalised and queried at what stage in the process the level of assurance was determined. Ms Mehmood confirmed that a draft report was submitted to Officers and outlined the process adopted arriving at their assurance opinion and in finalizing the report. A Member referred to the areas for further improvement on page 3 of the report and the findings on page 5 and state that he did not understand what was meant given that on page 5 both items had been given an amber light. The Member asked what the Authority was supposed to do; what could it do better. Ms Mehmood stated that the auditor who had carried out the reviewed had discussed the report with Officers and it was about embedding change. The Secretary/Director of People stated that the Corporate Management Team (CMT) capture and manage the workstreams going forward, and that whilst the Internal Audit report might have been a little clearer CMT understood the report's findings. A Member referred to Item 2 on page 5 of the report relating to governance arrangements and queried that there was no reference to the Governance, Audit and Scrutiny Committee. The Secretary/Director of People stated that in terms of the overall structure this Committee was taken into account but Item 2 was looking below that level, and as there was no recommendation to the contrary it could be taken that those areas were

working well. A Member referred to the Management action listed against item 2 on page 5 of the report and queried whether if CMT was to review the terms of reference of the Boards; that should be put on the Agenda for this Committee. The Secretary/Director of People stated that previously the Fire Authority had received reports about the Board structure and that the Boards were essentially a management tool, but also broadly for this Committee. A Member asked about the procedures for high level recommendations/risks identified in audit reports. Ms Mehmood stated that such matters would be immediately be referred to the Secretary/Director of people and Director of Finance & Assets/Section 151 Officer to ensure the issues were addressed as soon as possible; and also that the Governance, Audit and Scrutiny Committee would be informed. The Secretary/Director of People stated that if it is a 'red' issue then it would be elevated to the full Fire Authority. The Chairperson asked how the target dates for management action were set. The Secretary/Director of People stated that the target dates are set in consultation with Officers.

Resolved – That Members note the findings of the audit and are assured by the management action being taken.

4084 ANNUAL GOVERNANCE STATEMENT – The Secretary/Director of People and Director of Finance & Assets/Section 151 Officer submitted a report regarding the requirement to publish an Annual Governance Statement (AGS). A copy of the draft AGS was set out in Appendix 1 to the report. Details of the AGS Framework were set out in Appendix 2 to the report. Given the content of the Statement, it was felt desirable that Members should specifically review the AGS separate from the Annual Accounts, although the AGS would form part of the Annual Accounts once approved in September 2013. It was also desirable that Members received this report in advance of the draft Annual Accounts at the June 2013 meeting of this Committee. The production of the AGS dovetailed strongly with corporate risk management and the Annual Audit Report from Internal Audit.

A Member suggested that some of the terminology in the draft Statement (paragraphs 8 (r) and (y)) should be given some additional explanation, and also suggested that paragraph 8 (aa) should be amended as this Committee, given that it was only established in October 2012, has not received regular reports on the performance of 'HFR Solutions' Community Interest Company. The Secretary/Director of People referred to paragraph 8 (r) and reminded Members that Public Concern at Work had been mentioned at the previous meeting of this Committee as part of the review of the Whistleblowing Strategy (Minute 4036 refers). A Member referred to the statement in paragraph 9 of the Statement 'assisted by positive feedback from recent Peer Audit' and suggested that there was nothing in the Statement to say that the governance system is working. The Secretary/Director of People stated that the assurance regarding the governance system would be dealt with under Agenda item 15 (Health Check: Review of Corporate Governance – Review of Authority Governance Structure) (Minute 4090 below refers). The Secretary/Director of People also stated that the AGS was underpinned by other documents; that there was nothing to indicate that there was anything untoward with the governance structure, and confirmed that paragraph 9 of the AGS would be updated for submission to the Fire Authority. A Member asked whether the AGS would be published on the Authority's website. The Secretary/Director of People stated that it was published as part of the Annual Accounts. The Member suggested that the AGS should be published on its own but felt that the jargon within the Statement was not 'lay reader' friendly. The Secretary/Director of People stated that the former Governance and Standards Committee produced an Annual Report (separate from the Annual Report to the Fire Authority) and suggested that this might be considered at the next meeting of this Committee. The Chief Fire Officer & Chief Executive reported that the National Framework will require an annual Assurance Statement. A Member drew attention to paragraph 15 of the Statement and stated that as there was no longer provision in the Authority's Constitution for a 'Call-In Procedure' this paragraph should be deleted. A Member referred to paragraph 18 of the Statement and queried whether the wording might be clarified.

Resolved – (a) That, subject to the Secretary/Director of People revising the content of the Statement to take account of the matters now raised by the Members of this Committee, the Annual Governance Statement for 2012/13 be approved by this Committee and Members confirm that they have sufficient assurance on the Authority's governance arrangements, and

(b) that the Secretary/Director of People will give consideration to the production of a more 'user friendly' Annual Report and a separate annual report about the work of the Committee.

4085 PEER AUDIT – The Chief Fire Officer & Chief Executive reported orally, further to Minute 4034, on the preliminary feedback received from the Team which carried out the Fire Peer Challenge 2013. As previously reported it had been agreed that the Team would focus on two areas:

1. Strategic Risk Register with a particular focus on planning and implementation assumptions for the Operational and Corporate Services Efficiency Programme, including the intrinsic enabling elements of Political and Corporate Leadership
2. A Light touch health check on the other Key Areas of Assessment

The Team had provided feedback in terms of the 'Strengths' and 'Future Challenges' identified by the Team in each of the following areas that had been assessed. The Chief Fire Officer & Chief Executive stated that the final report from the Team had not yet been received but should be available for the next meeting of this Committee.

Resolved – That the Committee await the report of the Peer Team.

4086 SERVICE PERFORMANCE AND RISK REPORT FOR THE FOURTH QUARTER PERIOD APRIL 2012 TO MARCH 2013 – The Assistant Chief Officer/Director of Safety submitted a report providing information relating to the Service's Performance and Risk Framework as follows:

- Section 1 – Strategic Risks
- Section 2 – Prevention/Protection Performance
- Section 3 – Response Performance
- Section 4 – Absence Management Performance
- Section 5 – Project Updates

The information included within the report was still draft at present as it was subject to quality assurance checks, and final input of incident data beyond 26 March 2013. The absence management data was the data from the 3rd Quarter but also included a full year projection. The finalised information would be brought before this Committee and the Fire Authority in the form of an Annual Performance Report at the July 2013 meeting.

The performance was summarised as set out in the Table below:

Section 1 – Strategic Risks	
Reduction in external financial support.	No change in risk
The likely need to reduce the WDS establishment	Slight decrease
Delivery of the Strategic Plan Workstreams	Removed from Register this Qtr.
Likely changes leading to commissioned services	No change in risk.
Section 2 – Prevention / Protection Performance	
Accidental Dwelling Fires	11.9% better than target.
Other Accidental Fires (exc Vehicles)	29.1% better than target
Deliberate Primary Fires	42.5% better than target

Deliberate Secondary Fires	41.5% better than target
Number of Automatic Fire Alarms	16.4% better than target.
Fatalities	3 fatalities against aspirational target of zero.
Injuries	49 injuries against aspirational target of zero.
Section 3 – Response Performance	
First engine response	6.6% better than target
Second engine response	7.84% better than target
Section 4 – Absence Management Performance	
Average days absence per employee	Projected increase compared to previous year
Section 5 – Projects Update	
Five Key projects are reported in this section	

Further detailed information was contained within the body of the report. The Deputy Chief Officer/Director of Operations referred to Section 5 of the report and the East Coast and Hertfordshire Control Room Project and reported that the consortium was hopeful it would receive 3 bids.

A Member referred to Section 4 of the report relating to Absence Management Performance and asked what the trigger point was for long term absences. The Head of Human Resources stated that the trigger point was 21 days of absence. The Deputy Chief Officer/Head of Operations stated that in many other Fire Services the trigger point was 28 days. A Member referred to comments at a previous meeting regarding the apparent increasing absences among Support Staff. The Secretary/Director of People reminded the Committee that as previously reported the Annual Report would include a further explanation as to why sickness levels are increasing. A Member asked whether it was common for Support Staff to have higher levels of absence. The Secretary/Director of People stated that in a previous report to the former Audit, Performance and Scrutiny Committee comparisons had been drawn with levels of absences in other Fire Services and also Unitary Authorities and stated that for the year end he would look to draw on similar comparisons. The Secretary/Director of People stated that in respect of the previous comparable data the Authority's absence levels were relatively low in all areas, although Support Services figures were higher than for Operational staff. A Member referred to the commentary on page 102 of the report and queried the statement that a more robust approach to gainfully employing Retained Duty Staff (RDS) on modified duties had contributed to their increased rates of absence. The Secretary/Director of People explained that there were far more limited opportunities for modified duties in respect to RDS staff, and suggested that Members should await more detailed information that will be included in the year-end report.

Resolved - That the Committee notes the report's detail and, subject to the matters now raised, takes assurance as to the Service's proactive approach to performance and risk management.

4087 OPERATIONAL EFFICIENCY PROGRAMME – ENGAGEMENT AND CONSULTATION – The Secretary/Director of People submitted a report setting out a proposed two-stage approach to engagement and consultation with respect to the operational efficiency programme. A fuller report would go before the Fire Authority meeting on 23 April 2013 recommending this two-stage approach. Separately the Authority will receive an exempt paper which will set out recommended options for the first stage engagement.

Resolved - That the report be noted.

4088 REVIEW OF CONSTITUTION –The Secretary/Director of People submitted a report reminding Members that it was good practice that the Constitution of the Authority should be subject to an annual review. The review of the Constitution is also highlighted in the workstreams of the Committee. Given the full review in 2012, other than very minor adjustments, for example around changes in post titles, there were no substantive recommended changes before the Committee.

Resolved – That having considered the report this Committee has no recommendations to make to the full Authority.

4089 USE OF DELEGATED POWERS UNDER FIRE AUTHORITY CONSTITUTION BY CHIEF FIRE OFFICER & CHIEF EXECUTIVE AND ESTABLISHMENT CLARIFICATION – The Secretary/Director of People submitted a report providing details of the decisions taken by the Chief Fire Officer & Chief Executive to vary the establishment during 2012/13, under his delegated powers within the Fire Authority Constitution. In addition, the Authority would receive a more detailed section which would ask for approval around clarifying establishment changes which had not been picked up previously but required Authority formal approval.

Resolved – That the Committee notes the report and takes assurance that the Scheme of Delegations has been properly exercised.

4090 HEALTH CHECK - REVIEW OF CORPORATE GOVERNANCE – REVIEW OF AUTHORITY GOVERNANCE STRUCTURE – The Secretary/Director of People submitted a report indicating that when the Fire Authority agreed the new governance structure in April 2012, following the third review of corporate governance, it agreed to undertake a further review (light touch) around its effectiveness, particularly around the role and composition of the Governance, Audit and Scrutiny Committee. The report proposed a light touch review of the recently adopted streamlined governance structure of the Authority and which will include the recent CIPFA/SOLACE good practice. Members were reminded that both the Peer Audit and the Efficiency Review led by Sir Ken Knight had highlighted that the Authority governance structure, especially the creation of the Governance, Audit and Scrutiny Committee, was notable practice. This provided a degree of external recognition and verification. The report indicated that the Authority at its April 2013 meeting will consider:

- The size, purpose/role, composition of the Governance, Audit and Scrutiny Committee;
- The performance of the Governance, Audit and Scrutiny Committee and its structure;
- Current membership of the Governance, Audit and Scrutiny Committee;
- Range and focus of Member Days

Members commented that the Governance, Audit and Scrutiny Committee is robustly embedded in the Authority's Constitution; that following the resignation of Ms. J Marr the Committee is one Member down, and also that there appeared to be recognition at meetings of the full Authority that the Committee is working. The Secretary/Director of People suggested that the Committee may wish the Chairperson to put forward Members' views to the full Fire Authority.

Resolved – That the Chairperson will put forward the views of the Committee as mentioned above at the Fire Authority in April 2013.

4091 LOCAL GOVERNMENT PENSION SCHEME (BENEFITS, MEMBERSHIP AND CONTRIBUTION) REGULATIONS 2008 AND ESTABLISHMENT CLARIFICATION – The Secretary/Director of People submitted a report indicating that the provisions of the Local Government Pension Scheme (LGPS) require participating authorities to have a policy explaining how they will apply their discretion under those elements of the Scheme where payments to Scheme members are at the discretion of the employing authority. Humberside

Fire Authority (HFA) approved its current policy in respect of its discretionary powers in September 2009. A review of the policy was now necessary due to some new provisions in the LGPS (Miscellaneous) Regulations 2012 and to comply with a revised template on discretionary payment policies recently introduced by the East Riding Pension Fund, the relevant scheme administrator for the Authority. The report described the changes and proposed a revised Statement of Policy for consideration by the Committee and recommendation to the Fire Authority for approval.

Resolved - That the Committee endorses the revised 'Statement of Policy on the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2008' attached at Appendix 1 to the report and recommends this to the Fire Authority for approval.

4092 COMMITTEE WORKSTREAMS 2012/13 AND ANNUAL REPORT TO HUMBERSIDE FIRE AUTHORITY - The Secretary/Director of People submitted a report reminding Members that following a previous review of its corporate governance, the Authority adopted a Constitution and a new Committee structure, and agreed that the first meeting of each Committee in a new cycle would receive a report which outlined broadly the substantive reports that Members, as a minimum, could expect to receive during 2012/13. The report now submitted briefly outlined progress against the workstreams agreed by the Committee at its meeting on 28 November 2012 as set out in Appendix 1 to the report and also provided a draft annual report to the full Fire Authority in accordance with the Constitution as set out in Appendix 2. The Annual Report also supports the assurance framework. The draft Annual Report was submitted for review by the Committee before going before the full Fire Authority on 23 April 2013, to be presented by the Chairperson of the Committee.

Members drew attention to typographical errors and omissions on page 147 of the report. A Member referred to paragraph 6.4 (a) of Appendix 2 which was an extract of Article 6 of the Authority's Constitution and commented that with regard to establishing sub-committees this Committee did not comprise any Elected Members and therefore political proportionality would not apply. The Secretary/Director of People stated that the issues raised would be corrected and that the attendance details would be updated to reflect this meeting.

Resolved – That, subject to the Secretary/Director of People updating the report as now discussed, the report be approved for submission to full Fire Authority on 23 April 2013, to be presented by the Chairperson of this Committee.

4093 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.

4094 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 12.25 pm

