

HUMBERSIDE FIRE AUTHORITY
GOVERNANCE, AUDIT AND SCRUTINY COMMITTEE

4 FEBRUARY 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.

Councillor Briggs attended as an observer.

Chief Fire Officer & Chief Executive, M Buckley, Acting Monitoring Officer/Secretary, Director of Finance & Assets/Section 151 Officer, Assistant Chief Officer/Director of Safety, Committee Manager and Ms J Rae (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 M Buckley, Acting Monitoring Officer/Secretary who was attending his first meeting and also Councillor Briggs.

4391 DECLARATIONS OF INTEREST – There were no declarations.

4392 MINUTES – Resolved – That the minutes of the meeting of the Committee held on 3 December 2013, 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

4393 Appointment of Director's to HFR Solutions Board – A Member referred to Minute 4340 and queried whether any Elected Members had yet been appointed Directors of HFR Solutions'. The Chief Fire Officer & Chief Executive reported that he was not aware if any nominations had yet been submitted and stated that it may be that the appointments would be made at the Annual Meeting of the Authority in May 2014. Members commented that they were still waiting to see a business plan with financial information and queried whether the delay in making the appointments was further delaying the submission of the business plan. The Chief Fire Officer & Chief Executive stated that he would discuss with the Officer Directors the availability of the financial information sought by Members of this Committee.

Resolved – That this Committee notes the delay in the appointment of 2 Elected Members as Directors to the HFR Solutions' Board and the submission of a Business Plan incorporating financial information and that the Chief Fire Officer & Chief Executive will discuss with the Officer Directors to see if financial information can be submitted to the next meeting of this Committee.

4394 ICT Backup and Recovery - The Chairperson referred to Minute 4346 and stated that the Service Level Agreement had not been supplied to Members of this Committee. The Director of Finance & Assets/Section 151 Officer undertook to ensure a copy was circulated.

Resolved – That it be noted that the Director of Finance & Assets/Section 151 Officer will ensure that the information previously requested regarding the Service Level Agreement is supplied to Members of this Committee.

4395 Employment Tribunal Cases – A Member referred to Minute 4354 and queried that the information regarding Employment Tribunal cases was not included on the Agenda for this meeting. Attention was drawn to the comment in the Update Report at Agenda Item 5 which indicated that it was proposed to bring the information to a subsequent meeting. In reply to concerns at the delay the Chief Fire Officer & Chief Executive assured Members that the information would be provided for the next meeting of this Committee.

Resolved – That the report be noted.

4396 UPDATE: MATTERS ARISING/FEEDBACK FROM FIRE AUTHORITY - The Chairperson and Monitoring Officer submitted a report summarising the consideration given by the Authority 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 3 December 2013.

Members referred to the appointment of a Deputy Fire Officer (Minute 4384 refers) and sought clarification of the Authority's appointments process for senior appointments and the need to follow best practice in the interests of openness and transparency. The Chief Fire Officer & Chief Executive outlined the appointments process in this particular case and also generally. A Member referred to Minute 4357 (Commissioning Internal Audit Services) and commented that he had found the Supplier Day on 8 January 2014 very useful. The Chairperson reported that in view of the continuing uncertainty regarding the future of this Committee and there were only two further scheduled meetings he would like an update at the next meeting on any recommendations of the Committee that have not yet been implemented. A Member expressed concern that the Committee had been waiting a long time for reports to be considered by the Group Secretaries. The Chief Fire Officer & Chief Executive stated that the Group Secretaries had not yet scheduled a meeting. A Member also stated that his term of office was coming to an end and the uncertainty as to whether the Committee would be continuing was somewhat unsettling. The Chief Fire Officer & Chief Executive stated that in terms of value there was no doubt that Elected Members appreciated the time and effort put in by Members of this Committee.

Resolved – (a) That the report be noted;

(b) that with regard to Minute 4384 (Appointment of Deputy Fire Officer) this Committee is assured by the Chief Fire Officer & Chief Executive regarding the Authority's appointments process for this post and future senior appointments;

(c) that with regard to Minute 4357 (Commissioning Internal Audit Services) the Director of Finance & Assets/Section 151 Officer be thanked for the arrangements for the Supplier Day on 8 January 2014 and that it be noted that the review of tenders received will take place on 6 February 2014, and

(d) that a report be submitted to the next meeting of this Committee listing progress on all recommendations of this Committee which have not yet been implemented, including the following:

- Review of the Governance Arrangements and the Future of the Governance, Audit and Scrutiny Committee
- The offer of the Governance, Audit and Scrutiny Committee to assist in the preparation of the Business Plan for HFR Solutions.

EXTERNAL AUDIT

4397 External Audit Plan 2013/14 – Ms J Rae (KPMG) submitted an audit plan setting out the work that the External Auditor proposed to undertake for the 2013/14 audit. Ms Rae reported that Mr J Prentice had taken over from Mr D Murray as Director of KPMG and also that the External Auditor's fee for the audit work proposed was £41,455 Audit Commission but that discussions were on-going with the Audit Commission to clarify whether the additional costs agreed for the last audit were permanent or a one-off increase. The audit team would discuss and agree reports with officers before issuing them to the Governance, Audit and Scrutiny Committee and the Fire Authority in line with the following timetable:

<u>Planned Output</u>	<u>Indicative Date</u>
Interim Report	May 2014
Report to Those Charged with Governance (ISA 260 Report)	September 2014
Auditor's Report (issue opinion and value for money conclusion)	September 2014
Whole of Government Accounts	September 2014
Annual Audit Letter	November 2014

Resolved – That the Audit Plan be noted and the thanks of this Committee for the work they have done for the Authority and the Committee's best wishes for the future be conveyed to Mr D Murray, former Director of KPMG and Ms A Medic, Assistant Manager (KPMG).

INTERNAL AUDIT

4398 Internal Audit Monitoring Report – Quarter 4 – Ms Y Mehmood (H W Controls & Assurance) submitted a report updating the Committee on the progress of the 2013/14 Internal Audit Plan as at 21 January 2014 as set out in Appendix A to the report.

Resolved – That the report be noted.

4399 MANAGEMENT ACCOUNTS TO 31 DECEMBER 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 31 December 2013. The summary estimated outturn position from the Management Accounts and Prudential Indicators was as follows:

Revenue Budget	-	£1.255m	underspend;
Capital Programme	-	£4.842m	total expenditure against an allocation of £11.221m;
Pensions Account	-	£7.464m	deficit.

In response to queries by Members the Director of Finance & Assets/Section 151 Officer clarified various aspects of the report.

Resolved – That Members take assurance from the report and the Authority's financial position for the period ending 31 December 2013.

4400 2014/15 BUDGET AND PRECEPT AND MEDIUM-TERM FINANCIAL PLAN 2014/15 TO 2016/17 - The Director of Finance & Assets/Section 151 Officer submitted a report considering the Authority's Budget for 2014/15 onwards and also the setting of the precept for 2014/15. The report had been prepared in accordance with the Local Government Finance Act 1992 as amended by the Localism Act 2011 Sections 72 to 79 and the Local Government Finance Act 2012 to allow the Authority to approve:

- The Council Tax Requirement for 2014/15;
- The Council Tax Base figure for 2014/15; and
- The basic amount of Council Tax for 2014/15.

The report also complied with the Local Government Act 2003 in allowing the Authority to approve:

- The financial spending plans that are necessary to support the Authority's activities [Section 25(1)(a)]; and
- Maintenance of adequate reserves and provisions [Section 25(1)(b)].

Reports had previously been submitted both to the Governance, Audit and Scrutiny Committee and the Fire Authority on the budget position for 2014/15 onwards. Reports had been considered at the September and December 2013 round of meetings.

The Provisional Local Government Finance Settlement for 2014/15 and 2015/16 was issued on 18 December 2013 and a briefing was circulated to Members before the Christmas break. The key headlines were as follows:

- An 8.94% reduction in support from Government for 2014/15 (£2.17m) and a further 10.32% reduction for 2015/16 (£2.28m);
- Council Tax Referendum threshold for Humberside Fire Authority and all other Authorities will be confirmed in January/February 2014;
- Capital grant allocation of £995k for 2014/15.

The final Settlement for 2014/15 had not yet been issued and the report now submitted was based on the provisional Settlement announced on 18 December 2013. The reduction in funding from Government was anticipated, but was still significant when compounded with the reductions that the Authority had suffered over the period 2011/12 to 2013/14. The five year reduction in funding over the period 2011/12 to 2015/16 was £7.3m or 27% in cash terms. The Authority had worked very hard in anticipation of this austerity and by the close of 2013 had delivered efficiencies over the prior recent years of circa £5m. There were still major challenges ahead, not least from the anticipated reductions in support from Government for the period 2016/17 onwards. There was much speculation as to what that might entail but it was safe to assume that a further circa 25% cash reduction in support from Government could occur. The Authority's Revenue Budget and Capital Programme (Appendices A and B to the report) had been updated in line with new information that had become available since December 2013. The main examples of this were: the Council Tax Base for 2014/15; Collection Fund surplus; and the Capital Programme which was largely based on the Premises, IT and Vehicles reports for 2014/15 onwards approved at the December 2013 Fire Authority.

The decision on the Authority's 2014/15 precept had to be taken in the light of a number of significant factors as follows:

- the Government had not yet set a referendum threshold for 2014/15 for Humberside Fire Authority. Speculation had been that the level may be 1.5% and therefore any increase above that level would require a Humberside area-wide referendum in support. Clearly, there would be a significant cost attached to any such referendum.
- the Authority had frozen its precept in each of the years 2011/12, 2012/13 and 2013/14 as part of the Government scheme in operation in those years. The last time the Authority increased its precept was by 1.6% in 2010/11. There was a freeze compensation scheme in operation again for 2014/15 with a grant equal to a 1% increase payable from Government. As with the previous freeze grant schemes there was some uncertainty (despite assurances that the council tax freeze grants will be 'baselined') over how the grant will be treated in 2016/17 onwards.
- the Authority had suffered a historic reduction in Government support over the period 2011/12 to 2015/16. Much had been done in anticipation of this but the fact remains that the Authority has lost £7.3m or 27% of its funding from Government over this period.

The setting of the 2014/15 precept was the decision of the Fire Authority and therefore this report presents two options for consideration:

- Option 1: Freeze the 2014/15 precept at the 2013/14 level, i.e. no change. This would attract 'compensation' from the Government in the form of a grant equal to a 1% increase in precept (for Humberside Fire Authority this is £226k). In comparison to Option 2 (see below) this course of action would result in lower funding of £150k over the period 2014/15 to 2016/17. Appendices A1, C1 and D1 to the report outlined the budget projections associated with Option 1.
- Option 2: Increase the precept by 1.45%. This option is inside the possible referendum trigger of 1.5% and offers additional funding of £150k over the period 2014/15 to 2016/17 when compared to Option 1. A 1.45% increase would add £1.13p to the annual charge for a Band D council tax. Appendices A2, C2 and D2 to the report outlined the projections associated with this option.

The benefits of any precept increase would be eroded if the referendum threshold was lowered from the 2% level that was operated in 2013/14. This is further compounded if council tax freeze grants are to be 'baselined' from 2016/17 onwards, which essentially restores to the funding base all or some of the benefit that would have been achieved from a precept increase. Further information will be available by the time the Fire Authority meets on 17 February 2014 which might assist decision making with regard to the 2014/15 precept.

With regard to the Medium-Term Financial Plan 2014/15 To 2016/17 Members had been regularly briefed on the Authority's medium-term financial position. In broad terms a deficit was projected for 2015/16 of circa £2.3m and a deficit was also projected for 2016/17 of circa £5.6m. The requirement to make further significant efficiencies had been considered by the Fire Authority over the last 18 months and culminated with the Special Meeting of the Authority on 31 January 2014. The Authority's reserves consisted of the General Reserve (£8.804m at 31 March 2013) and a number of Earmarked Reserves created to meet specific areas of future expenditure (£9.788m at 31 March 2013). As a result of good forward planning by the Authority, the reserves were in a sound position, but they needed to be seen in the context of the current and future significant reductions in Government funding and the major financial uncertainties that still lie ahead. The Authority's Section 151 Officer had confirmed, for the purposes of Section 25 of the Local Government Act 2003, that the budget estimates have been compiled on a robust and prudent basis; that the current reserves held by the Authority are adequate, and that the Authority has timely and robust budget monitoring arrangements.

The report concluded that whichever option the Authority selects for the 2014/15 precept it will be able to broadly balance its budget and that the years 2015/16 onwards remain a concern and will require further efficiencies to maintain a balanced budget into the medium-term.

In answer to a query by a Member the Director of Finance & Assets/Section 151 Officer stated that page 87 of the report outlining the movement in revenue reserves did not reflect the decisions taken by the Fire Authority at its meeting on 31 January 2014 with regard to the Operational Efficiency Programme. A Member referred to the provision in the capital programme relating to the Workshops Relocation which she understood from the discussion on the budget monitoring report earlier in this meeting would now be met from revenue and queried when the provision in Appendix B to the report would be transferred to the revenue budget. The Director of Finance & Assets/Section 151 Officer clarified the intended funding arrangements and stated that the accounts would be amended accordingly at the year-end. A Member queried the accuracy of Appendix D2 to the report. The Director of Finance & Assets/Section 151 Officer acknowledged that the page would need some correction. A Member sought clarification regarding the timescale for setting a precept and the Government setting the Referendum Threshold and what would happen in the event that the Authority set a precept above the threshold level. The Director of Finance & Assets/Section 151 Officer explained the Referendum process and its implications for the

Authority and also stated that if the threshold level is announced in time the report to be submitted to the Authority on 17 February 2014 would be amended accordingly. Members referred to comments made at the Special Meeting of the Authority on 31 January 2014 when the Operational Efficiency Programme options were considered that the Authority should increase the precept to offset the need to implement any of the options. The Chief Fire Officer & Chief Executive stated that having reflected on those comments it would be necessary to increase the precept by around 20% above the cap.

Resolved – (a) That it be noted that Appendix D2 needs some correcting, and

(b) that it be a recommendation to the Authority that this Committee would suggest that the Authority approves Option 2 as set out in the report and approves an increase in the precept to a level a fraction below the threshold level to be set by the Government that would trigger a referendum, on the basis that such an increase will keep the base budget level up.

4401 FEES AND CHARGES 2014/15 - The Director of Finance & Assets/Section 151 Officer submitted a report indicating that in accordance with the Fire Services Acts, Fire Authorities have the discretion to charge for special services performed (where there is no immediate threat of fire) and for services relating to training, fire safety and administration. The total income for the Fire Authority generated through these sources was circa £67k in 2012/13. The report outlined the Authority's Special Service and Other Charges for 2014/15 as set out in Appendix A to the report. The revised charges proposed reflected the following:

- Staff related costs – charges are normally uplifted in line with the firefighters' pay award. Given that the firefighters' pay award for 2013 was 1%, it is proposed that the charge is increased by 1%;
- Non staff related costs – uplifted in line with the Consumer Price Index (CPI) (as at September 2013 2.7%).

Further income would also be generated during 2014/15, particularly in relation to the provision of professional services for the Control of Major Hazards (COMAH) sites. Those charges had been reviewed and the revised rates were shown in Appendix A to the report. The increase was proposed to bring the charges into line with those applied by other partner organisations for similar COMAH related activities. The report also indicated that Fire Service Circular 17/2001 advised Fire Authorities on the charges they may levy when dealing with cases of pension sharing involving serving members of the Firefighters' Pension Scheme or pensioners. The charges for 2014/15 would be increased in line with estimated local government pay award for 2013 of 1%. The charges were set out in Appendix B to the report.

Members sought clarification regarding the charging policies and practices, the level of income generation and the Authority's scope to trade which were answered by the Chief Fire Officer & Chief Executive and Director of Finance & Assets/Section 151 Officer.

Resolved - That the revised charges shown in the Appendices A and B to the report now submitted be noted.

(Mr Allingham declared a non-pecuniary interest in the following item (Minute 4402 below) in his capacity as a Member of the Independent Remuneration Panel appointed by North East Lincolnshire Council.)

4402 MEMBERS ALLOWANCES 2014/15 – The Monitoring Officer and Director of Finance & Assets/Section 151 Officer submitted a joint report indicating that the Fire Authority on an annual basis considers and approves a scheme of the allowances paid to Members. The approval of the scheme was a matter for the full Authority. The Local Authorities (Members' Allowances) (England) Regulations 2003 made provision for

Combined Fire Authorities to establish Member Allowances Schemes from May 2003. Humberside Fire Authority approved a scheme in October 2003 (Minute 987 refers) that allowances would be increased annually from 1 April in line with the local government officers' pay award. The Authority had frozen basic and special responsibility allowances since 2008/09 but agreed that for 2011/12 the global amount for the Basic Allowance and Special Responsibility Allowances be frozen at the current level on the understanding that some allowances might be adjusted following the Third Review of Corporate Governance. In the event no adjustments were agreed following that review. The Authority at its meeting on 12 February 2013 (Minute 4022) agreed: (a) that except where the existing schemes provides for the allowances in respect to Travel and Subsistence to be increased on an annual basis, being linked to the National Joint Council award, the allowances be frozen at their current level for 2013/14 as set out in Appendix 1 to these minutes, and (b) that a group comprising the Chairperson and Group Secretaries together with representation from the Governance, Audit and Scrutiny Committee will consider further the system of Member allowances during 2013, along with consideration given to performance and clarification around the role of Group Secretaries and make recommendations through the Governance, Audit and Scrutiny Committee to the full Fire Authority. It was reported that Part (b) of Minute 4022 had not been progressed and therefore Members might wish to consider this further during 2014. The current Scheme of Member Allowances, as from 1 April 2013 was set out in Appendix 1 to the report. The allowances were published in the press and online and were part of the Constitution.

The Authority would be asked to consider and approve a Scheme for Members' Allowances in respect to 2014/15. The Authority was required to have regard to the recommendations made by any Independent Remuneration Panels in relation to any constituent unitary authority that had such a panel that nominates Members to the Fire Authority. The most recent reports of the Members Allowances Panels of the four constituent unitary authorities were attached at Appendix 4 to the report. The current scheme had been in place for some time and perhaps did not fully reflect the new governance arrangements now in place. It was suggested that Members might wish to carry out a fuller review of allowances during 2014 in readiness for 2015/16.

It was difficult to draw a comparison with the allowances paid at other Combined Fire & Rescue Authorities, primarily owing to the different composition and governance arrangements in place. It was however notable that some authorities pay an allowance to a political group leader/group secretaries. Those comparisons also provide an indication that the basic allowance and Vice Chairpersons' allowance is greater than many. Attached at Appendix 2 to the report was a sample of allowances paid by some other Combined Fire Authorities in 2012/13, 2013/14 and 2014/15. This was by way of information only and clearly the authorities concerned will be setting fresh allowances for 2014/15. Attached at Appendix 3 to the report was a comparison of the allowances paid by each of the authorities who nominate Members to the Fire Authority.

Previously, before the Localism Act 2011, there were specific dispensations set out in Regulation permitting Members to vote in matters of allowances and setting a precept. In regard to allowances, all Members were likely to have a disclosable pecuniary interest. However, guidance published by the Department for Communities and Local Government in 2012 confirmed that no dispensations were necessary with regard to setting a precept. Under the Regulations, on 1 April (or as soon as practicable thereafter) the allowances paid to Members for 2013/14 will be published. In addition, the new Scheme (2014/15) will be published. This also meets the requirements of the Code of Transparency introduced towards the end of 2011.

The Chairperson commented that it had been agreed last year to carry out a review and yet the report now submitted was suggesting a review during 2014. The Director of Finance & Assets/Section 151 Officer stated that his judgement was that that review was about the discussion of the governance structure of the Authority that had not yet progressed. A Member referred to Appendix 2 to the report and stated that it would have

been helpful if it had also given an indication as to the size of the respective authorities. The Chief Fire Officer & Chief Executive reminded Members that there was in existence a family group of similar sized authorities that could be used for comparison purposes. Members queried whether it was permissible to relate the payment of allowances to performance i.e. attendance at meetings. The Monitoring Officer stated that the Regulations did not allow for performance related payments and that authorities were required to set a basic allowance and any special responsibility allowances. A Member suggested that going forward it would be useful for the Authority to have profile setting out the role of Group Secretaries. Members indicated that there should be a review of the Scheme of Allowances in 2014 and that they would be willing to participate in such a review.

Resolved – (a) That it be a recommendation to the Authority that, in the context of other cuts in the fire service budget, this Committee would support the suggestion in the report that the Authority might agree that the allowances be frozen at their current level for 2014/15 and that there should be an independent review in 2014 in readiness for 2015/16, and

(b) that the Authority be informed that this Committee would be willing to assist in the independent review.

4403 AUDIT COMMISSION – PROTECTING THE PUBLIC PURSE 2013 - The Director of Finance & Assets/Section 151 Officer submitted a report further to Minute 4341 presenting an updated copy of the 'Fraud checklist' contained within the Audit Commission publication 'Protecting the Public Purse 2013'. The checklist has been populated to reflect the position within the Authority. A copy of the publication and the updated checklist were appended to the report. The Authority had suffered few detected cases of fraud and where any allegations were made they were always referred to Internal Audit for investigation. The Authority keeps its Anti-Fraud and Corruption Policy and Whistleblowing Policy under review (both policies were reviewed in March 2013) but adopts a zero tolerance approach to any allegations of fraud. Employees were reminded from time to time of the two policies that are in place and also of the Authority's involvement in the National Fraud Initiative (NFI) work coordinated by the Audit Commission.

Resolved – That the report be noted and that this Committee is assured that appropriate systems and procedures are in place.

4404 SERVICE POLICIES – PRODUCTION, REVIEW, APPROVAL AND STORAGE - The Deputy Chief Officer/Director of Operations submitted a report providing a brief overview of the Service's processes for producing, reviewing, approving and storing Service Policy and Guidance. Those processes had been in place since 2011, following an extensive project to first make the transition from Service Orders to Service Policies & Guidance and secondly to ensure effective and robust policy approval and review processes. The report also identified a number of areas where the policy review process was being improved, in particular improvements to the Corporate Information Portal.

Members asked questions seeking clarification of aspects of the report and the policy review process which were answered by Officers.

Resolved – That this Committee takes assurance from the processes currently in place for producing, reviewing and approving Service Policy and Guidance and also note the areas where improvements are being made to the Corporate Information Portal to further improve the policy review process.

4405 HEALTH AND SAFETY QUARTERLY REPORT – 2ND QUARTER 2013/14 - The Assistant Chief Officer/Director of Safety submitted a report indicating that during 2013 a project was delivered to replace the Service's IT based Health and Safety Management System, in order to improve the way that information was recorded and reports could be generated. That project had delivered a better system for users and managers, and now

quarterly reports were submitted to the Corporate Management Team (CMT) in an improved format. The intention was to provide the same report to this Committee for additional scrutiny on a quarterly basis. The report for the 2nd Quarter 2013/14 was attached at Appendix 1 to the report.

Members welcomed the report which they considered was very good and helpful. A Member suggested that future reports might usefully contain the following information:

- Accident statistics – a frequency rating
- RIDDOR reportable incidents (over 7 day absence) – a comparison with the previous criteria (over 3 day absence)
- Accidents – identify whether due to unsafe acts or unsafe conditions

Queries by Members regarding the arrangements in respect to external contractors were answered by Officers.

Resolved - That the Committee welcomes the report which is most useful and receives subsequent quarterly reports taking into account the comments now made regarding the content.

4406 OPERATIONAL EFFICIENCY PROGRAMME - The Chief Fire Officer & Chief Executive reported orally on the decisions of the Special Meeting of the Authority on 31 January 2014 regarding the Operational Efficiency Programme options.

The Chairperson on behalf of the Committee thanked Officers for all the work carried out during the last 20 months in connection with the proposed efficiency programme.

Resolved - That the report be received.

4407 COMMISSIONING INTERNAL AUDIT SERVICES - The Director of Finance & Assets/Section 151 Officer reported orally further to Minute 4357 that the Suppliers Day had been held on 8 January 2014 and that the Panel would meet on 6 February 2014 to review tenders received. A report on the conclusion of the commissioning process would be submitted to the next meeting of this Committee and then the Fire Authority.

Resolved - That the report be received.

4408 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.

4409 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.

ANY OTHER BUSINESS

4410 Relocation of Brough Fire Station – In response to a query by a Member the Director of Finance & Assets/Section 151 Officer gave an oral update with regard to the scheme.

Resolved – That the report be noted

Meeting closed at 12.32 p.m.

