

**HUMBERSIDE FIRE AUTHORITY****GOVERNANCE, AUDIT AND SCRUTINY COMMITTEE****26 NOVEMBER 2018**

**PRESENT:** Independent Co-opted Members Mr D Chapman (Chairperson), Mr M Allingham, Mr J Doyle, Mrs P Jackson, Mr A Smith, Mrs M Thomlinson and Mr C Vertigans

Councillor Green attended as an observer.

Director of Human Resources, Director of Operational Training, Director of Public Safety, Director of Service Support, Monitoring Officer/Secretary, Head of Corporate Assurance, Head of Finance, Head of Service Delivery (Hull), Area Manager (Projects), Committee Manager, Mr R Woodley (External Audit – Mazars) and Mr G Baines (Internal Audit - MIAA) 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 Councillor Green and all others present.)*

**PROCEDURAL**

**5986 MINUTES – Resolved** – That the minutes of the meeting of the Committee held on 17 September 2018 having been printed and circulated amongst the Members, be taken as read and correctly recorded and be signed by the Chairperson.

**5987 MATTERS ARISING FROM THE MINUTES, OTHER THAN ON THE AGENDA –**  
The following matters were briefly discussed:

- (a) Management Accounts to 30 June 2018 – A Member referred to Minute 5928 and queried whether the information regarding budget costs for training on staff development which the Committee had requested to be submitted to this meeting was available. The Head of Finance and Director of Human Resources explained that the budget for training was not split in a way that would readily allow the requested information to be submitted and informed Members of the budget costs for the last 5 years. The Chairperson stated that this matter was one of several where the Committee had requested action which was not included on the Agenda for this meeting and suggested that a way forward might be for an Action Schedule to be prepared in respect of sets of minutes. The Head of Assurance undertook to deal with Members' concerns.
- (b) Equality and Inclusion Annual Report 2018 – A Member referred to Minute 5937 and the request that Members be supplied with any statistical information available regarding the level of grades of female staff. A Member suggested that it would be helpful if the information could contain comparable data with other Services. The Head of Service Delivery (Hull) and the Director of Human Resources reminded Members that the figures were already published in the Workforce Plan. The Director of Human Resources informed Members that a report will be submitted to the January/February 2019 cycle of meetings on the Gender Pay Gap which would include the information requested. Members stated that they were willing to await that report.
- (c) Operational Assurance Report for the 1st Quarter Period April – June 2018 – A Member referred to Minute 5935 and the request that the CCTV recording of the fire incident on Hessle Road, Hull be shown to Members at this meeting and observed that there was no reference to the item on the Agenda. Members

were reminded that the recording had been shown at a Member Day but that arrangements would be made for the recording to be shown to Members at its next meeting.

- (d) Any Other Business – Member Day 7 September 2018 – A Member referred to Minute 5941 and the request that the Director of Public Safety bring to this Committee the presentation he gave at the Member Day on Emergency Preparedness which Members felt was very good and informative and would be helpful to those Members of the GAS Committee who had been unable to attend the Member Day. The Director of Public Safety undertook to submit the information to the next meeting of this Committee

**5988 DECLARATIONS OF INTEREST** – No declarations were made in connection with any of the items to be considered at the meeting.

### **GOVERNANCE**

**5989 UPDATE: MATTERS ARISING/FEEDBACK FROM FIRE AUTHORITY** – The Monitoring Officer/Secretary submitted a report summarising the consideration given by the Authority at its meeting on 28 September 2018 to the draft minutes of the meeting of the Committee held on 17 September 2018 and also providing feedback on other items considered by the Fire Authority at its meetings on 28 September and 26 October 2018. The Monitoring Officer/Secretary referred to paragraph 3 of the report and drew Members attention to the Review of the Term of Office, Allowances and Terms of Reference of the GAS Committee (Minute 5949 refers) and requested that those Members who have not already replied confirm their acceptance of their revised term of office in writing as soon as possible.

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

**5990 ANNUAL UPDATE REPORT ON THE DECLARATION AND REGISTRATION OF INTERESTS BY MEMBERS** – The Monitoring Officer/Secretary submitted an update report, further to Minute 5603 on the outcome of the latest review of the Declarations of Interest Registers completed by the Members of the Authority appointed by the respective authorities for 2018/19, and the registers of Gifts and Hospitality for Members and Officers. The report informed Members that Registers of Interests forms for Members are distributed to Members following the appointment by the constituent Unitary Authorities of Elected Members who are appointed to the Fire Authority at the Annual Meeting of each authority in May/June of each year. Returning Members are sent a Register of Interests form and a Declaration of Gifts and Hospitality form along with their Agenda papers for the Fire Authority AGM. New Members also receive a Code of Conduct Declaration form. Members have 28 days to complete and return their Register of Interest forms. Members are also informed of the need to submit details of any subsequent changes within 28 days of the change occurring. The Gifts and Hospitality form was for use as and when required. New Members are asked to return their Code of Conduct Declaration by the time of the Fire Authority AGM or the meeting next following their appointment if appointed during the year. Independent Co-opted Members and where appropriate Members of the Pension Board are also asked to complete a Register of Interests form annually around the time of the AGM and also a Code of Conduct Declaration upon appointment.

A review of the content of the Registers of Interests of Members was undertaken as part of the preparation of the report now submitted. A review of the information contained on the website confirmed that Register of Interests forms for each Member of the Authority are shown on the Authority's website. A comparison was also undertaken of the information contained on the Register of Interests for each of the Members' home authorities. Such a comparison is a useful check although the way in which some authorities register interests and the fact that some interests would be of relevance to a home authority and not for the Fire Authority (for example appointment to outside bodies) mean that you would not expect

the two registers to be identical. A check was also made on the Companies House website against each Member's name. There are some points of clarification that need to be raised with some Members as a result of this review and this has been done. No gifts and hospitality have been registered by Members since the last report to the GAS Committee. With respect to declarations by officers some gifts had been registered by officers and the register was available to view on the website. The report concluded that there are systems in place for the recording of interests by Members and that these are recorded and are available for public inspection on the website of the Authority. There are also systems in place for the recording of gifts and hospitality by officers and Members.

**Resolved** – That Members take assurance from this review of the recording of Members' Registers of Interests and of offers of Gifts and Hospitality by Officers and Members.

### **SCRUTINY PROGRAMME**

**5991 SCRUTINY PROGRAMME 2018/19 – TIMETABLING OF TOPICS** – The Monitoring Officer/Secretary submitted a report reminding Members that at its meeting on 9 April 2018 the Committee (Minute 5780 refers) had approved the Workstreams/Scrutiny Programme 2018/19 for this Committee subject to scrutiny topics being programmed following the identification by the Strategic Leadership Team or the Authority of topics they wish the Committee to review. On 15 June 2018 the Committee was informed (Minute 5839 refers) that the following items had been suggested by the Strategic Leadership Team as areas for scrutiny by this Committee in 2018/19:

- Benefits Realisation - from Service Redesign Programme.
- Effectiveness of the Cost recovery Model – Emergency Medical Response

The Committee agreed to defer until this meeting the scheduling of the scrutiny topics into the previously approved Committee Workstreams/Scrutiny Programme 2018/19 and requested that details of the previously approved programme be circulated to Members of this Committee prior to the meeting. A draft updated copy of the programme was attached at Appendix 1 to the report. The report also indicated that training on the scrutiny process was provided by Officers from East Riding of Yorkshire Council on the rising of the Committee held on 17 September 2018 and that in addition Mr Smith and Mrs Thomlinson had attended as observers a meeting of that Council's Scrutiny Panel held on 21 September 2018. The Committee was asked to timetable the scrutiny topics for 2018/19.

Members sought clarification of the scrutiny process going forward and the preparation of the scoping document using the current adopted template which for previous reviews had been produced by Members of the Committee, and also as to whether relevant officers would be available at meetings of the GAS Committee. Members also stated that the 2 topics put forward by SLT were quite extensive in nature and therefore the Committee might need to look to narrow the scope of the reviews. The Monitoring Officer/Secretary confirmed that the template would still be used but that at the outset a report would be submitted by the relevant Officer inviting the Committee to define the scope of its intended review, and also that relevant officers will attend meetings when required.

**Resolved** – That the Committee approves the timetable for scrutiny topics for 2018/19 as set out in Appendix 1 to these minutes.

### **AUDIT**

**5992 TECHNICAL UPDATE AND PROGRESS REPORT** – Mr R Woodley, External Audit (Mazars) submitted a report indicating that since the previous meeting of the Committee Mr G Barker (Director) and himself had met with senior management of the Service to commence their planning work in respect of the January 2019 audit which was beginning to shape their Audit Strategy Memorandum for the 2018/19 audit which Mazars intend to present to the January 2019 meeting of the Committee and the February 2019 meeting of

the Authority. The report also highlighted a number of national publications and other updates which were currently having an impact in local government and in particular the following:

<ul style="list-style-type: none"> <li>• A Revised Fire and Rescue National Framework for England, Home Office, May 2018</li> </ul>	
<ul style="list-style-type: none"> <li>• Building a Safer Future: Independent Review of Building Regulations and Fire Safety, Dame Judith Hackitt, May 2018</li> </ul>	Mr Woodley suggested that the Authority might wish to look at the report to see if anything needs to be done locally to avoid a similar incident.
<ul style="list-style-type: none"> <li>• Regulatory Compliance and Quality Review Programme: Annual Report 2018, PSAA, July 2018</li> </ul>	
<ul style="list-style-type: none"> <li>• Fire and Rescue Service Incidents 2017-18, Home Office, August 2018</li> <li>• Detailed Analysis of Fires Attended by Fire and Rescue Services, Home Office, September 2018</li> <li>• Fire Prevention and Protection Statistics, Home Office, September 2018</li> </ul>	Mr Woodley suggested that the Authority might wish to consider whether there is any correlation locally as in the last 6 years there had been a static rate of accidental fires whereas in Humberside there had been a 15% increase.
<ul style="list-style-type: none"> <li>• Fire and Rescue Service Workforce and Pensions Standards, Home Office, October 2018</li> </ul>	

A Member referred to the Hackitt Review of Building Regulations and queried whether there was any timeframe for the completion of the Review's recommendations. Mr Woodley stated that he was fairly sure that there was an action plan but that many of the recommendations would require action by the government. The Director of Public Safety reminded Members that the Humberside Fire and Rescue Service had contributed to the review, particularly around legislation on building regulations.

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

**5993 2018/19 MANAGEMENT ACCOUNTS TO 30 SEPTEMBER 2018** - The Head of Finance submitted a report containing the Authority's Management Accounts and Prudential Indicators for the period ending 30 September 2018. The summary estimated outturn position for the current financial year based on information to 30 September 2018 was as follows:

<u>Category</u>	<u>2018/19 Outturn Projection</u>
HFA	
Revenue Budget	£269k overspend
Capital Programme	£4.573m expenditure against £5.660m allocation
Pensions Account	£14.761m deficit

The report indicated that the Strategic Leadership Team will examine options to bring the revenue budget back into balance for the current financial year and that any measures introduced will be effective from early November and reported through to the December 2018 meeting of the Authority. The remaining reporting cycle frequency for the Management Accounts for 2018/19 will be as shown in the table below:

<u>Period Ending</u>	<u>Authority Meeting</u>
31 December 2018	11 February 2019
28 February 2019	26 April 2019

The accounts had been previously submitted to the Fire Authority on 26 October 2018 (Minute 5979 refers).

Members asked questions seeking clarification of the following aspects of the accounts:

- **Recruit Training Costs** – Members sought clarification regarding the budgeting implications arising from slippage of £120,000 in respect of the trainee recruitment programme into the next financial year. The Director of Human Resources informed Members that the Workforce Plan, which is regularly updated, stated that the Service would start recruiting in the Summer but the Service will not need to recruit again until later in 2020.
- **Business Safety Staff** – In respect to a query by Members the Director of Public Safety and Director of Human Resources informed Members of actions to be taken by the Service in addressing required budget savings.
- **Employers' Pension Contributions** – A Member asked whether there was any intention by the Government to make Fire Services responsible for funding Employers' pension contributions in the same way that Police Services were having to make contributions. The Head of Finance stated that there was a suggestion that Employers' pension contributions need to increase and that it was anticipated that Services would receive a grant in the first year, but not of the full cost and such contributions will become a pressure on Fire service funding.
- **Slippage on Capital Programme 2018/19** – A Member sought clarification regarding the budget implications as a result of £1.2m in respect of 6 capital projects slipping into the next financial year. The Head of Finance stated that the Outturn report submitted to the June 2019 meeting of the Authority will report on slippage from the previous year for its approval.

**Resolved** – That Members take assurance from the report and the Authority's financial position for the period ending 30 September 2018.

**5994 TREASURY MANAGEMENT MID-YEAR UPDATE REPORT 2018/19** – The Head of Finance submitted a report providing an update on the Authority's treasury management activities for the first half of the financial year 2018/19. The Authority on 16 March 2018 had approved the annual Treasury Management Policy Statement and agreed a range of Prudential Indicators as set out in Appendix 1 to the report, aimed at ensuring effective treasury management and affordability of capital plans. The report ensured compliance with recommended practice as outlined in the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management 2009 by providing Members with an update on treasury management undertaken since the beginning of the financial year and highlighting key Prudential Indicator information. Appendix 1 to the report detailed the Prudential Indicators agreed by Members at the Fire Authority on 16 March 2018 and showed for comparison the actual figures as at 30 September 2018. During the period April to September 2018, the Authority had operated wholly within the limits approved.

**Resolved** - That Members note the treasury management activities undertaken during the first half of 2018/19 and the Prudential Indicators as outlined in paragraphs 14 and 15 and detailed in Appendix 1 to the report now submitted.

**5995 2018/19 ANNUAL ACCOUNTS CLOSEDOWN TIMETABLE** – The Head of Finance submitted a report indicating that the Fire Authority was required by statute to produce accounts on an annual basis and including the timetable to ensure the Authority produces accounts for 2018/19 on an efficient and timely basis. The Authority must make available for audit its draft (signed by the Section 151 Officer) Annual Accounts by 31 May 2019 and the aim was to produce the Final (Audited) Annual Accounts that have been approved by the

Fire Authority by 31 July 2019. The Authority had liaised closely with the external auditors and planned a shorter period for the production and audit of the Authority's Annual Accounts. The timetable in Appendix 1 to the report was very similar to that which was used for the successful early completion achieved on the 2015/16, 2016/17 and 2017/18 accounts.

**Resolved** - That the Committee take assurance that the Fire Authority has robust plans in place to produce the Annual Accounts by the required deadlines.

**5996 INTERNAL AUDIT UPDATE** – Mr G Baines (Internal Audit - MIAA) submitted a report providing a progress update in respect of the assurances, key issues and progress against the Internal Audit Plan for 2018/19 as approved by the Fire Authority on 16 March 2018. The report indicated that comprehensive reports detailing findings, recommendations and agreed actions are provided to the organisation, and are available to Committee Members. In addition a consolidated follow up position will be reported on a periodic basis to the Committee. Section 3 of the report provided details of the work in progress and planned. Appendix A to the report provided the categorisation of assurance levels and risk ratings and Appendix B confirmed 2018/19 Internal Audit activity including a strategic overview, profiled timeline and performance against plan. There were no current proposals to amend the approved audit plan.

A Member referred to page 80 of the report with regard to GAS Committee – Workshop and sought clarification as to what work was intended given that the Authority had just approved a revised Terms of Reference of the GAS Committee. The Chairperson stated that with regard to this item the Committee will just keep a watching brief. The Director of Public Safety drew attention to a typographical error in the report in respect of the Public Safety Delivery Plan.

**Resolved** – That the Committee notes Internal Audit progress against the 2018/19 plan as set out in Appendix 1 to the report.

## **PERFORMANCE, RISK AND PROGRAMME MANAGEMENT**

**5997 SERVICE PERFORMANCE AND RISK REPORT – END OF THE 2ND QUARTER PERIOD 2018 - 2019** - The Head of Corporate Assurance submitted a report providing information relating to the Service's Performance and Risk Framework for the 2nd quarter period July – September 2018 which was highlighted in the following summary table:

<b>Prevention Performance</b>	
Accidental Dwelling Fires	13.5% above 3 year average.
Other Accidental Fires (exc. Vehicles)	38.4% above 3 year average.
Deliberate Primary Fires	2.6% above 3 year average.
Deliberate Secondary Fires	31.6% above 3 year average.
Automatic Fire Alarms	0.8% below 3 year average.
Fatalities	3 fatalities (aspirational target 0)
Injuries	31 injuries (aspirational target 0)
<b>Response Performance</b>	
First engine response	9.36% better than target
Second engine response	8.00% better than target
<b>Projects Update</b>	
<ul style="list-style-type: none"> <li>• Infrastructure</li> <li>• ICT</li> <li>• Collaboration</li> </ul>	A summary of progress for Strategic Projects is provided at Paragraph 8 within the body of this Report.

<b>Strategic Risks</b>		<b>Score</b>
Reduction in external financial support	No change in risk. Medium term financial planning for 2019/20 onwards has started with a report to the September 2018 HFA.	72
East Coast and Hertfordshire Control Room Project (ECHCR).	Slight reduction in risk. Capita have now put forward a new proposal which is currently under consideration by the board. This will push HFRS transition into 2019.	30
Impact of Brexit	Recently added to the risk register.	36
<b>Complaints</b>		
<b>Quarter 2 Detail</b>		
Driving related	1 Upheld	0 Not Upheld
Conduct of employees	1 Upheld	3 Not Upheld
Performance of employees	0 Upheld	1 Not Upheld
Damage to property whilst responding to incidents	1 Upheld	0 Not Upheld
Other	2 Upheld	3 Not Upheld
<b>Current and Previous Quarter for comparison</b>		
	Current Quarter	Previous Quarter
Totals	5 Upheld   7 Not Upheld	0 Upheld   3 Not Upheld
<b>Compliments and Messages of Thanks</b>		
31 compliments and messages of thanks were received and posted on our Website: <a href="#">Compliments and Messages of Thanks</a>		

A summary of all key performance was set out in Appendix 1 to the report. The Director of Public Safety drew Member's attention to paragraph 7 of the report which set out a number of performance issues of note that had arisen during the reporting period. Details with regard to accidental dwelling fires was set out in Appendix 2 to the report. The Director of Service Support drew Members' attention to paragraph 8 of the report which outlined some notable developments in respect to the following Strategic Projects:

- East Coast and Hertfordshire Control Room Project
- The Ark Flood Preparation and Response Centre
- HR/Resource Management System

The Head of Corporate Assurance referred to the Dashboard system that was now in use and stated that it would be shown to Members on the rising of this Committee.

A Member referred to page 84 of the report outlining work being done with Hull City Council to assist with their strategy of supporting sprinkler fittings in high rise flats and sought clarification regarding advice given to private sector landlords. The Director of Public Safety confirmed that the Service does not differentiate between public/private landlords when giving advice. A Member referred to page 85 of the report regarding Automated Fire Alarm (AFA) false alarm calls and also the initial feedback from the recent inspection by HMICFRS that the Service is not effectively addressing the burden of unwanted fire signals and reminded the Committee of the recommendations arising from the scrutiny review of Business Safety, and in particular Unwanted Fire Signals, in November 2015 (Minute 5971 refers). The report submitted to that meeting indicated that some fire services around the UK had adopted additional approaches with a higher degree of risk to minimise responses to unwanted fire signals. Examples included Cheshire Fire and Rescue Service who do not respond to an automatic fire alarm between 9am – 5pm until there is a call confirming there is a fire (excludes COMAH sites & sleeping risks premises). The Committee recommended to the Fire Authority that the Authority ask for a presentation at a Member Day on the range of approaches taken nationwide to address unwanted fire signals, and also that a small

piece of work be carried out by the Business Safety team to review unwanted fire signals activity at the level of business type e.g. agricultural, small retail etc. to:

- Establish if there are any patterns
- Evaluate whether there may be merit in sector specific education initiatives.

The Member stated that had the Authority followed the example of Cheshire Fire and Rescue Service it might have avoided the adverse feedback arising from the HMICFRS inspection.

**Resolved** – That the Committee takes assurance as to the Service's proactive approach to performance and risk management.

**5998 HEALTH, SAFETY AND ENVIRONMENTAL QUARTERLY REPORT 2ND QUARTER 2018/19** - The Director of Service Support submitted a report providing information with regard to Health, Safety and Environmental outcomes for the 2nd quarter period July – September 2018. A summary of the statistical data was set out in Appendix 1 to the report. During the reporting period there were 29 incidents recorded (Figs 1 & 2 to the report) that resulted in some form of personal injury or ill-health. This was identical to the same period last year and was marginally lower than the five-year rolling average for quarter two of 29.6 (Fig 3). Twenty-three of the 29 injuries/ill-health episodes were reported by operational staff. Eleven were fulltime, ten were on-call and two were flexible duty staff. This made up 79% of the total for the quarter. This was usual considering the proportionate makeup of the workforce and the nature of the activities carried out by operational staff i.e. more potential hazards encountered. It was less than last year's quarter 2 which was made up of 83% (24 out of 29) operational staff. Non-operational staff reports had increased from 2 to 4 largely due to minor incidents such as knocking into furniture, however one incident related to a dog bite during a safe and well visit (the dog was from a different property). As shown in (Fig 3), the number of accidents for quarter 2 was only slightly lower than the five-year rolling average (29.6). However, it should be noted that the total for this year had fallen significantly from the 2014 highest figure of 35; a reduction of almost 17%. Once again, training activities made up the highest number of the total injuries reported which was the same as quarter one for this year and quarter two for the previous year with 11 of the 29 reports (38%). Positively though, that proportion had reduced as the percentage of the total for last year's quarter two was 55% (15 out of 29). Every other activity type had shown an increase in comparison to last year's quarter, these were Physical Training, Routine Activities, Fire and Special Service. Another similarity with last year's quarter two was the number of RIDDOR reports (Fig 5) which was again two. Both those injuries resulting in sickness absence over seven days were sustained during Physical Training.

A Member referred to page 95 of the report and sought clarification regarding the reference to sustainability and environmental management. The Director of Service Support explained what was being done and stated that the Service wanted some consistency with the Police. A Member asked a question regarding insurance cover in respect of dog bites which was answered by the Head of Finance.

**Resolved** – That the Committee notes the report and takes assurance as to the Service's proactive approach to Health, Safety and Environmental outcomes.

**5999 OPERATIONAL ASSURANCE QUARTERLY REPORT 2ND QUARTER 2018/19** - The Director of Service Support submitted a report providing information with regard to Operational Assurance outcomes for the 2nd quarter period July - September 2018. A summary of the statistical data was set out in Appendix 1 to the report. The report indicated that during the reporting period 112 incidents were operationally assured compared to 78 for the same period last year. This was a significant increase of 44%. As a result, the number of hot debriefs carried out had risen by almost one and a half times. More structured, tactical debriefs had increased by four times, allowing a greater detailed picture and analysis

following larger more complex incidents. Understanding the quality of information gathered from all types of debriefs continued to improve significantly through increased education and awareness of assessors. This in turn allowed for the key lessons to be captured in order to continually improve firefighter safety. Each assessment undertaken was broken down into three key areas; safety critical, areas of concern and exceptional practice. All areas had significantly increased. These were all positive indicators in promoting continuous development through robust reporting. The utilisation of appliance CCTV to assure operational incidents had highlighted a number of areas of concern, however, the majority of incidents had been managed in accordance with the principles of National Operational Guidance and HFRS standard operating procedures. Over this reporting period, two thematic reviews had taken place. The message review is moving into business as usual following a period of review and challenge. As part of the review, Operational Assurance had recommended that Service Control along with FDS Officers continue to challenge poor performance when necessary, with associated learning taking place to improve the quality in this area. The Site-Specific Risk Information review was completed on 30 September, 2018. The Operational Assurance team were currently analysing the assessments and compiling a report which will highlight recommendations and areas of good practice arising as a result. One key area that had emerged was the need for timely risk critical information of buildings for crews. While systems are in place to capture and disseminate information, improvements are being explored to ensure a more robust process moving forward.

A Member referred to page 106 of the report and sought clarification regarding the reference to Service Control in both the areas of concern and also exceptional practices. The Director of Service Support and Area Manager (Projects) explained the references.

**Resolved** – That the Committee notes the report and takes assurance as to the Service's proactive approach to Operational Assurance outcomes,

**6000 ABSENCE MANAGEMENT UPDATE QUARTER 2 2018/19** – The Director of Human Resources submitted a report providing a brief update with regard to absence management for the second quarter of 2018/19. The report had previously been submitted to the Authority on 26 October 2018 (Minute 5981 refers). The report showed that for the second quarter in a row, absence remained below the targets agreed, and also provided a comparison of absence figures from this quarter with the same period last year which again showed significant improvements. A full analysis will be available to Members in the Quarterly Performance Report which will be submitted to the December 2018 Authority meeting. Attached at Appendix 1 to the report was the Quarter 1 National Data which was reported to Cleveland FRS by a number of Services, including Humberside. Whilst not directly comparable for a number of reasons, primarily calculation and omission of some Service's data, it provided a useful guide as to HFRS progress against the national picture. Appendix 2 to the report provided a comparison of local Quarter 1 absence management with the national data available, which showed a broadly favourable picture save for that of Support staff, where the Service had further work to do. The report included tables showing the following performance management data:

Table 1: Showed the performance this quarter against target by staff group and demonstrated a strong performance so far this year, with all staff groups being below target.

Table 2: Showed the reasons for absence for all staff groups during the quarter and showed that, once again, mental health conditions were the top reason for absence. This might be related to the significant work undertaken by the Service in raising awareness of mental health and encouraging staff to be open about the impact of mental ill health on individuals. Staff might well be more prepared to declare that their ill health is related to mental conditions, rather than mask with other conditions due to stigma.

Table 3: Showed the comparison of long-term and short-term absence against medical condition and showed that mental ill health accounts for the highest levels of long term absence. Further work is being undertaken in how the Service can better support those with mental ill health, following on from the comprehensive work undertaken.

Table 4: Showed a comparison of absence in the same quarter last year with this year. This showed a significant improvement in all areas of the Service and builds on the successes of Quarter 1.

Table 5: Showed a summary of duty days lost in Quarter 2 2018 in comparison with the same quarter last year, which again showed a significant improvement.

Following the introduction of the Case Review Board earlier this year, this had been further embedded this quarter and was now starting to show real progress in encouraging consistent management of absence. This approach also gives support to Managers in developing the skills to manage absence appropriately and offers support to the coaching approach taken with the introduction of the HR Service Partners. High levels of activity and focus had been placed on the management of absence over the last 12 months, with a detailed Absence Management Action Plan being developed and implemented. This had led directly to improved performance in all areas.

The Chairperson stated that it was a very positive report which indicated that the Service was going superbly in the right direction. A Member referred to Table 5 on page 116 of the report and stated that the reduction in duty days lost compared to last year was a huge achievement.

**Resolved** – (a) That Members welcome the content of the report and recognise the progress made in managing absence fairly, consistently and appropriately in the Service and that actions taken are having a positive impact on absence management figures, and

(b) that Members congratulate the Human Resources Team on the work undertaken in achieving the improved performance now reported.

**6001 UPDATE ON CONTROL ROOM ESTABLISHMENT AND HUMAN RESOURCE ISSUES** – The Head of Service Delivery (Hull) presented a report by the Director of Emergency Response, further to Minute 5936 of the Committee held on 17 September 2018, providing an update on Human Resource issues relating to the Control Room. The report followed on from the Business Continuity Review of the Control function carried out by Committee Members in May 2018. The report reminded Members that the Control Room is a specialist standalone function and as such does not have the staff resilience that fire stations have where staff can be supplemented from other locations and shortfalls can be balanced across multiple locations. There had been a number of staff changes within Control during this year due to retirements, external transfers in and out, promotions and recruitment. This had culminated in a single vacancy for a Control Operator which will be filled once final interviews have concluded in November 2018. The induction period for the successful candidate will commence in January 2019. Unsuccessful candidates that meet the required standard and are deemed appointable will be held on a waiting list for a minimum period of 6 months post interview and will be considered for any vacancies that arise during this period. Current workforce planning arrangements had not identified any predicted vacancies during this period, however there is the potential for job share requests that might lead to vacancies. Additional work to extend the notice period for Control staff wishing to leave the Service and to train suitable support staff to enter an internal fast track Control recruitment process is currently being explored by the Control Manager and Human Resources. The report reassured Members that the Control Room establishment will be fully replenished from January 2018, and that in the interim the single vacancy will be managed under normal backfill arrangements utilising overtime where required.

**Resolved** - That Committee Members acknowledge the work carried out around recruitment and retention in the Control Room and take assurance from the current establishment figures and recruitment arrangements.

**6002 HER MAJESTY'S INSPECTORATE OF CONSTABULARY AND FIRE & RESCUE SERVICES – UPDATE** – The Head of Corporate Assurance reported orally that HMICFRS had now completed their inspection and had given the Strategic Leadership Team an initial debrief and that a presentation on that information had been given to Members at the Member Day on 23 November 2018.

The Chairperson stated that from a cultural and behavior standpoint it was a good outcome and commended the Corporate Assurance Team for all their work in connection with the inspection.

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

**6003 ANY OTHER BUSINESS** – The following matters were briefly discussed:

- Elected Member Day 23 November 2018 – The Chairperson stated that the Member Day and the presentations given were excellent and provided beneficial feedback.
- Retirement of Committee Manager – The Chairperson reported that this was the last meeting of this Committee that Mr J Smith, Committee Manager would be attending prior to his retirement and on behalf of Members wished him a long and healthy retirement.

*(Mr Baines (MIAA) left the meeting prior to the consideration of item 6005 below.)*

**6004 EXCLUSION OF THE PRESS/PUBLIC - Resolved** – That the press and public be excluded from the meeting for consideration of the following item (Minute 6005) on the grounds that they involve the likely 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 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).*

**6005 INTERNAL AUDIT CONTRACT 1 APRIL 2019 ONWARDS** – The Chairperson was of the opinion that this item should be considered at this meeting as a matter of urgency notwithstanding that the item did not appear on the published Agenda for this meeting, to allow Members the opportunity to consider the matter and submit any recommendations to the Authority to be held on 7 December 2018 when the Authority will be asked to take a decision on the award of a contract.

Further to Minute 5931 of the meeting of the Committee held on 17 September 2018 the Monitoring Officer/Secretary submitted details of the tenders considered by the Tender Evaluation Panel on 22 November 2018 and stated that a report will be submitted to the Fire Authority to be held on 7 December 2018 recommending a preferred tender for the supply of Internal Audit Services from 1 April 2019.

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

*Meeting closed at 11.47 a.m.*



**Appendix 1****GOVERNANCE, AUDIT AND SCRUTINY COMMITTEE****SCHEDULE OF MEETINGS 2018/19****Including Workstreams ('Audit' and 'Governance') and Scrutiny Programme**

<b>2018/19</b>		
<b><u>Meeting</u></b>	<b><u>Workstreams ('Audit' and 'Governance')</u></b>	<b><u>Scrutiny Topics)</u></b> <b><u>REVISED</u></b>
<b>Fri 15 June 2018</b>	<ul style="list-style-type: none"> <li>• External Audit report</li> <li>• Internal Audit reports</li> <li>• HFA Update report</li> <li>• Annual Statement of Accounts 2017/18 (unaudited)</li> <li>• Treasury Management Annual Report 2017/18</li> <li>• Equality and Inclusion Annual Report 2018</li> <li>• Annual Fraud Report 2017/18</li> <li>• Absence Management Update</li> <li>• Public Safety Update</li> <li>• HMICFRS Update</li> </ul>	
<b>Mon 16 July 2018</b>	<ul style="list-style-type: none"> <li>• External Audit report</li> <li>• Internal Audit reports</li> <li>• HFA Update report</li> <li>• Annual Statement of Accounts 2017/18 (audited)</li> <li>• Annual Statement of Assurance 2017/18</li> <li>• Draft Annual Performance Report 2017/18</li> <li>• Absence Management Annual Report 2017/18</li> <li>• HMICFRS Update</li> </ul>	
<b>Mon 17 September 2018</b>	<ul style="list-style-type: none"> <li>• Management Accounts – Period ending 30 June 2018</li> <li>• External Audit Progress Report</li> <li>• Internal Audit reports</li> <li>• HFA Update report</li> <li>• Annual Audit Letter 2017/18</li> <li>• 1st Quarter Performance and Risk Report.</li> <li>• 1st Quarter H&amp;S and Environmental Report.</li> <li>• Declaration and Registration of Interests by Members – Annual Update Report</li> <li>• Review of Anti-Fraud Related Strategies – Annual Update</li> <li>• HMICFRS Update</li> </ul>	
<b>Mon 26 November 2018</b>	<ul style="list-style-type: none"> <li>• Management Accounts – Period ending 30 September 2018</li> <li>• External Audit report</li> <li>• Internal Audit reports</li> <li>• HFA Update Report</li> <li>• Treasury Management Half Year Report</li> <li>• 2nd Quarter Performance and Risk Report.</li> <li>• 2nd Quarter H&amp;S and Environmental Report</li> <li>• 2nd Quarter Absence Management Report</li> <li>• 2018/19 Final Accounts Timetable</li> </ul>	

	<ul style="list-style-type: none"> <li>• HMICFRS Update</li> </ul>	
<u>Meeting</u>	<u>Workstreams ('Audit' and 'Governance')</u>	<u>Scrutiny Topics)</u> <b>REVISED</b>
<p><b>Mon</b> <b>28 January 2019</b></p>	<ul style="list-style-type: none"> <li>• Management Accounts – Period ending 31 December 2018</li> <li>• External Audit report – Audit Plan</li> <li>• External Audit Progress Report</li> <li>• Internal Audit reports</li> <li>• HFA Update Report</li> <li>• HMICFRS Update</li> </ul>	<ul style="list-style-type: none"> <li>• Scrutiny programme 2018/19 – Scoping report [Benefits Realisation - from Service Redesign Programme.]</li> </ul>
<p><b>Mon</b> <b>4 March 2019</b></p>	<ul style="list-style-type: none"> <li>• External Audit report</li> <li>• Internal Audit reports</li> <li>• Treasury Management and Capital Expenditure Strategy 2019/20.</li> <li>• Draft Internal Audit Plan 2019/20</li> <li>• 3rd Quarter Performance and Risk Report.</li> <li>• 3rd Quarter H&amp;S and Environmental Report.</li> <li>• 3rd Quarter Absence Management Report</li> <li>• Pay Policy Statement 2019/20</li> <li>• HMICFRS Update</li> <li>• Business Continuity Management Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>• Scrutiny programme 2018/19 – Scoping report [Effectiveness of the Cost recovery Model – Emergency Medical Response]</li> <li>• Public scrutiny of Benefits Realisation - from Service Redesign Programme.</li> </ul>
<p><b>Mon</b> <b>8 April 2019</b></p>	<ul style="list-style-type: none"> <li>• Management Accounts – Period ending 28 February 2019</li> <li>• External Audit report</li> <li>• Internal Audit reports</li> <li>• HFA Update report</li> <li>• Draft Annual Governance Statement 2018/19.</li> <li>• Performance Reporting and Service Performance Indicators 2019/20</li> <li>• CSE Audit Outcomes.</li> <li>• Annual Report to HFA</li> <li>• Committee Workstreams/ Scrutiny Programme 2019/20</li> <li>• Use of Delegated Powers under Fire Authority Constitution by Chief Fire Officer &amp; Chief Executive</li> <li>• Annual Review of Constitution</li> <li>• Absence Management Update</li> <li>• HMICFRS Update</li> </ul>	<ul style="list-style-type: none"> <li>• Public scrutiny of Effectiveness of the Cost recovery Model – Emergency Medical Response</li> <li>• Outcomes Report including SLT Response [Benefits Realisation - from Service Redesign Programme.]</li> </ul>