

HUMBERSIDE FIRE AUTHORITY

15 MARCH 2019

PRESENT:

Representing East Riding of Yorkshire Council:

Councillors Finlay, Green, Healing, Matthews, Smith, Walker and Whittle

Representing Hull City Council:

Councillors Belcher, Chambers, Dad, Nicola, Randall and Rodmell

Representing North East Lincolnshire Council:

Councillors Barfield and Shepherd

Representing North Lincolnshire Council:

Councillors Briggs (Chairperson), Grant and Sherwood.

Chief Fire Officer & Chief Executive, Executive Director of Corporate Service/Section 151 Officer, Monitoring Officer/Secretary, Director of Service Delivery, Director of Service Delivery Support, Director of People and Development, Director of Service Improvement, Head of Joint Estates, Mr D Chapman (Chairperson of the Governance, Audit and Scrutiny Committee) and Mr P Harrison (Internal Audit - TIAA) were also present.

Mr A Smith, Mrs M Thomlison and Mr C Vertigans (Independent Co-opted Members of the Governance, Audit and Scrutiny Committee) were in attendance as an observer.

Apologies for absence were submitted from Councillors Chadwick, Swinburn and Waltham and Mr K Hunter - Police and Crime Commissioner for Humberside Police.

The meeting was held at the Humberside Fire and Rescue Service Headquarters.

The meeting commenced at 10.30am.

6097 DECLARATIONS OF INTEREST - No declarations were made.

6098 MINUTES - Resolved - That the minutes of the meeting of the Authority held on 11 February 2019 be received as a correct record and signed by the Chairperson.

6099 QUESTIONS BY MEMBERS - Councillor Dad enquired as to what precautions were taken to safeguard Service staff from physical violence when attending emergency calls.

Members were assured that the Service did as much as it could to safeguard its staff. For example, all fire appliances were fitted with CCTV and frontline response staff were trialling the use of body cameras. The Service had good working relations with Humberside Police and in the event where the response destination was a known threat, Service staff would not attend unless with a police escort. Engagement work was also undertaken with young people to help raise the profile of the Service.

Members were requested for their support when messages were put out to the public in the event of such incidents occurring by raising awareness with their constituents. When messages were released Members would be informed.

6100 PETITIONS AND DEPUTATIONS - No petitions or requests for a deputation had been received under Rule 13, Part 4 of the Constitution.

6101 COMMUNICATIONS - The Chief Fire Officer & Chief Executive reported orally on the following items:

- (i) National Joint Council (NJC) Pay Award Proposal - the NJC pay award proposal and been circulated to Members previously. The proposal was for a pay award of 2 percent increase in July 2019, a 3 percent increase in April 2020 and a four percent increase in July 2020. Whilst Fire and Rescue Services supported a pay increase for their employees in general, it was the Service's view that anything above a two percent increase must be centrally funded as financial planning only took into consideration a two percent increase. The proposed pay award was due to go to the Fire Brigades Union (FBU) for ballot shortly. If the proposals were accepted then it would be necessary for Fire and Rescue Services to lobby Government for funding to cover pay award increases above two percent. Information on the impact the proposals would have on the Service should they be agreed would be communicated to employees shortly. It was agreed that a copy of this communication would be sent to Authority and Governance, Audit and Scrutiny Committee Members.
- (ii) Customer Service Excellence (CSE) Audit Outcome - The results of the latest CSE audit had now been received. Members would receive a detailed update on this at the next meeting of the Authority but the Service was pleased to announce that seven areas had been identified as best practice and three areas in compliance plus. Members congratulated all service area staff in the part they played in achieving such good outcomes from the audit.

6102 MEMBERS' NEWSLETTER - Members were provided with the opportunity to ask questions regarding any items included in the Members' Newsletter recently sent out to all Members of the Authority. There were no questions, however, it was requested that all Members receive Siren Bulletins in future.

MINUTES OF COMMITTEES

6103 Governance, Audit and Scrutiny (GAS) Committee - Mr D Chapman, Chairperson of the Governance, Audit and Scrutiny Committee presented the draft minutes of the meeting of the Committee held on 4 March 2019, drawing Members' attention to the following item:

- (i) Scrutiny Programme 2018/19 - Benefits Realisation from the Service Redesign Programme (Minute 6094 refers)

It was noted that only one scrutiny topic would be considered per meeting in future in order to allow Committee Members to give due consideration to the topic at hand.

The Chairperson of the Authority informed Members that Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) would be considering governance of Fire Authorities during its next round of inspections. Given the unique structure of this Authority with having a specific Governance, Audit and Scrutiny Committee, it was proposed and agreed by Members that the Authority should put itself forward to the Inspectorate for the next round of governance inspections. The Chief Fire Officer/Chief Executive clarified for Members that such inspections were usually only undertaken at Authorities where there were perceived governance deficiencies.

Resolved - That the minutes of the Governance, Audit and Scrutiny (GAS) Committee held on 4 March 2019 be received.

6104 DRAFT INTERNAL AUDIT PLAN 2019/20 - Mr P Harrison, Director of TIAA (Internal Auditors) submitted the draft Audit Strategy and Annual Internal Audit Plan 2019/20.

The Audit Plan for 2019/20 had been informed by consideration of the key issues and risks facing the service following discussion with senior management and TIAA's understanding of risk more widely affecting Fire Authorities and Fire and Rescue Services. The resultant plan would ensure that coverage for the year was focussed on the key audit risks, and would enable a robust annual Head of Internal Audit Opinion to be provided.

Each year an updated risk assessment would be carried out to ensure the Audit Strategy remains fully aligned with the key risks facing Humberside Fire and Rescue Service. Following the risk prioritisation review, the Audit Strategy had been updated (as set out at Annex A) and the Annual Plan (as set out at Annex B) set out the reviews that would be carried out, the planned times and the scopes for each of these reviews.

The Annual Plan would be subject to ongoing review and could change as the risks change for the organisation and would be formally reviewed with senior management and the Governance, Audit and Scrutiny Committee mid-way through the financial year or should a significant issue arise. The Plan would also have to take into account the outcomes of Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) inspectorate report once published.

The overall agreed time for the delivery of the Annual Plan included: research, preparation and issue of terms of reference, production and review of working papers and reports and site work. The Annual Plan had been prepared on the assumption that the expected controls would be in place.

The report had previously been considered by the Governance, Audit and Scrutiny Committee (Minute 6089 refers).

Whilst it was acknowledged that the Strategy would be subject to change and that some work had been undertaken during 2018/19, it was felt that the ICT Cyber Security review should be undertaken earlier than 2020/21 as planned. It was also requested that the costs for carrying out the three year Audit Strategy be included in future update reports.

Resolved - That the Draft Internal Audit Plan be received.

6105 FIREFIGHTERS' PENSION SCHEMES – EMPLOYER CONTRIBUTION RATES 2019/20 TO 2022/23 - The Chief Fire Officer/Chief Executive and Executive Director of Corporate Services/S.151 Officer submitted a report that updated Members on the Firefighters' Pension Schemes employer contribution rates that were announced on Thursday 28 February 2019.

The Government Actuary's Department (GAD) wrote to the Home Office on 28 February 2019 with scheme specific employer contribution rates for 2019/20 to 2022/23 for the Firefighters' Pension Schemes in England.

Prior to this communication, the Service had (based on direction from the Home Office) budgeted for a total increase in the employer contribution rate for the Firefighters' Pension Schemes of £2.43m for 2019/20 in addition to the base employer contribution amount of £3.3m. 90 percent of this additional financial pressure from the increase was anticipated to be met by Government in the form of a Section 31 grant (circa £2.18m) with a further £250k in addition to be met by the Service which was budgeted for in the 2019/20 budget.

Based on the application of the new rates, the increase was now calculated to be circa £2.8m which was £370k in excess of the £2.43m that was anticipated. This would mean that the grant from Government met only 78 percent of the additional cost pressure (£2.18m/£2.8m).

The Service would consider a number of options to address this 2019/20 financial pressure, depending on the outcome of discussions between the Fire Sector and the Home Office which would include regular monitoring of the 2019/20 budget with Members being regularly updated during the financial year.

Resolved - That the report be received.

6106 TREASURY MANAGEMENT AND CAPITAL EXPENDITURE PRUDENTIAL INDICATORS, TREASURY MANAGEMENT POLICY STATEMENT 2019/20 AND MINIMUM REVENUE PROVISION (MRP) FOR 2019/20 - The Report by the Executive Director of Corporate Services/S.151 Officer submitted a report that set out the Prudential Indicators for Treasury Management and Capital and the Treasury Management Policy Statement proposed for adoption for the financial year 2019/20. The report also outlined the recommended policy to be adopted in respect of creating the Minimum Revenue Provision (MRP) for 2019/20, in line with the statutory requirements set out in The Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008.

The formulation and application of a prudent Treasury Management Policy and MRP provision ensures that the Authority effectively managed financial risks such as exposure to interest rate changes and liquidity risk whilst minimising borrowing costs and maximising investment income. It further ensured that sufficient levels of resource were set aside for the repayment of debt. Effective treasury management was key to making the best use of the Authority's financial resources and thus the successful delivery of its Strategic Plan.

The report and its Appendices had been considered by the Governance, Audit and Scrutiny Committee at its 4 March 2019 meeting.

Resolved - That the 2019/20 Treasury Management and Capital Prudential Indicators, the 2019/20 Annual Investment Strategy and the 2019/20 Minimum Revenue Provision (MRP) Statement be approved.

6107 HEALTH, SAFETY AND ENVIRONMENTAL QUARTERLY REPORT 3RD QUARTER 2018/19 (OCTOBER - DECEMBER 2018) - The Director of Service Improvement submitted a 3rd Quarter 2018/19 report on Health, Safety and Environment.

During the reporting period there were twenty-two incidents recorded that resulted in some form of personal injury or ill-health. This was higher than the same period last year but remained lower than the five-year rolling average for Quarter 3 of 24.

Eighteen of the reported injuries/ill-health episodes were sustained by operational staff, making up 82 percent of the total; 66 percent of this group were Full-time Fire Fighters. Notwithstanding this, there were two fewer accidents involving Full-time operational employees than the same quarter for the previous year.

On-Call Fire Fighter statistics showed an increase of five reported accidents from the same quarter of the previous year; two of these were due to being involved in an road traffic collision (RTC) (in the same vehicle) whilst en route to a fire call resulting in a total of six sick days lost. The remaining three were of a minor nature and did not result in any lost time.

Non-operational staff accident reports increased from three to four comparatively. Three reports were related to trips on a staircase at Beverley Station. The subsequent investigation found the root cause to be new stair nosing which had been laid over the old one, increasing the height the foot needed to be raised to clear the lip created. This was rectified by the Joint Estates Service. The remaining report was for an individual receiving a static electricity shock from a data point. There was no lost time recorded for any of these occurrences.

Near miss reports were 47 percent higher in comparison to the same quarter last year. This continued the upward trend in near miss reporting that the Health, Safety and Environment Team had been actively working to achieve. Such reports were allocated a thorough investigation to identify any organisational learning and to prevent accidents from being realised.

Appendix 1 of the report provided a summary of the statistical data.

Resolved - (a) That the report be received, and

(b) that the Health, Safety and Environment Team be congratulated on its work in encouraging staff to report the near misses.

6108 OPERATIONAL ASSURANCE QUARTERLY REPORT 3RD QUARTER 2018/19 (OCTOBER - DECEMBER 2018) - The Director of Service Improvement submitted a report that highlighted Operational Assurance for the period 1 October to 31 December 2018.

During this third quarter period 111 incidents were operationally assured compared to 96 for the same time last year (a slight increase of 15 percent). As part of the assessment process, hot debriefs were recorded. These had also risen in number in comparison to the previous year's quarter. Although the number of tactical debriefs had remained similar, the information received through both types of debriefs had continued to be at a good standard. This gave an invaluable insight in to the Service's performance at incidents and also proved that awareness and education of Operational Assurance processes were embedding amongst assessors and other Service personnel.

The Operational Assurance Team had captured learning from the operational assurance assessments, communicated appropriate actions where necessary and would continue to undertake further developments in several areas reflecting the Service's proactive approach.

Details of the Service's Operational Assurance outcomes for this third Quarter (2018/19) were detailed at Appendix 1 of the report.

Resolved - That the report be received.

6109 SERVICE PERFORMANCE AND RISK REPORT - END OF THE 3RD QUARTER 2018/19 (1 OCTOBER 2018 - 31 DECEMBER 2018) - The Director of Service Improvement submitted a report that provided information relating to the Service's Performance and Risk Framework.

Regular performance and risk reviews were undertaken internally to jointly review any issues at Strategic Leadership Team (SLT), and Project level. SLT provided the oversight of Projects and therefore there were two levels of risk register; one for Strategic Risks and separate ones for individual projects.

A summary of all key performance was detailed at Appendix 1 of the report. The following performance issues of note had arisen during this reporting period:

- (a) Accidental Dwelling Fires (ADFs)
- (b) Deliberate Secondary Fires
- (c) Deliberate Primary Fires
- (d) Automatic Fire Alarm false alarm calls (AFA)
- (e) Other Accidental Fires (excluding vehicles)

The report provided assurance to Members as to the proactive management of performance and risk by the Service.

The report had previously been received by the Governance Audit and Scrutiny Committee.

Resolved - That the report be received.

6110 ABSENCE MANAGEMENT UPDATE - The Director of People and Development submitted a report that updated Members on absence management for the period 1 April 2018 to 1 February 2019. In keeping with previous recent results, absence remained below the targets agreed.

Performance during this period against target by staff group continued to be strong, with two staff groups being below target (Green Book and Wholetime), two slightly above target (Control and Retained) and overall absence being significantly below target for the year.

Reasons for absence for all staff groups during the period 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 was related to mental conditions, rather than mask with other conditions due to stigma.

A comparison of long-term and short-term absence against medical condition showed that mental ill health continued to account for the highest levels of long term absence. Further work was being undertaken in how the Service could better support those with mental ill health, following on from the comprehensive work undertaken.

A comparison of absence in the same period last year with this year showed a significant improvement in all areas of the Service and built on the successes of the previous quarterly reports. It showed a decrease in all areas of the Service except Wholetime, due to an increase in the workforce numbers in this staff group. Overall, there was a significant decrease in the number of sickness days taken.

Following the introduction of the Case Review Board last year, this had been further embedded and was now starting to show real progress in encouraging consistent management of absence. This approach also gave 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. This dual approach was now reaping real benefits in managing absence fairly and appropriately across the Service.

The report had previously been received by the Governance, Audit and Scrutiny Committee.

Members took assurance that absence was being managed fairly, consistently and appropriately in the Service and that actions taken were having a positive impact on absence management figures.

Resolved - That the report be received.

6111 PAY POLICY STATEMENT 2019/20 - The Director of People and Development submitted a report that provided a proposed Pay Policy Statement for Humberside Fire Authority for 2019/20, as required by the Localism Act 2011.

The Localism Act 2011 introduced senior staff pay transparency into local authorities with a requirement that authorities prepare a Pay Policy Statement for each financial year. A statement for Humberside Fire Authority was first produced for 2012/13 and approved by the Fire Authority at its meeting on 17 April 2012 (Minute 3839 refers).

The Authority agreed at that time that the Pay Policy Statement should be reviewed annually by officers and that any proposed amendments be brought before the full Authority for consideration.

The proposed statement for 2019/20 reflected the pay details for the Strategic Leadership Team (SLT) posts.

The report had previously been received by the Governance, Audit and Scrutiny Committee.

Resolved - That the Pay Policy Statement for 2019/20 be approved.

6112 APPEALS AGAINST DISMISSAL - The Director of People and Development submitted a report updating Members on appeals made in the case of Dismissal through the Disciplinary Process and described the stages and considerations of the process.

Appeals against dismissal were currently undertaken by the Appeals Committee which was formed annually at the Authority's Annual General Meeting in June. Not all Fire Authorities chose to handle appeals in this way and many used an officer-led process to do so.

In the previous three years, there had been three appeals processes; two of which upheld the original decision to dismiss, and one which re-instated the Firefighter concerned.

A fourth appeal had been submitted and would be heard by the Appeals Committee imminently.

Members reaffirmed their belief that appeals against dismissal should be undertaken by Members and not solely by officers. It was requested that Appeals Committee Members receive relevant training.

Resolved -(a) That the report be received, and

(b) that Appeals Committee Members receive relevant training.

6113 CHAIRPERSON'S MEETING WITH THE POLICE AND FIRE MINISTER - UPDATE - The Chairperson of the Authority provided an oral update following his meeting with Nick Hurd MP, Policing and Fire Minister, regarding the appointment of Chief Fire Officers in line with the new Fire and Rescue National Framework for England.

The Policing and Fire Minister had previously written to the Service in November 2018 stating that the Authority had acted outside of the new Fire and Rescue National Framework for England in re-appointing its Chief Fire Officer. As stated in his recent meeting with the Minister and also in a letter sent to the Minister, the Chairperson of the Authority advised the Minister that the Authority had not acted outside of the Framework and that the wording of the Framework was subject to legal challenge and as a consequence advised the wording in the Framework should be reviewed. The Minister had agreed to take no further action with the Authority and the Authority awaited the Minister's response to the Chairperson of the Authority's letter.

Resolved - That the update be received.

6114 WORKFORCE PLAN - The Director of People and Development submitted a report highlighting the workforce plan for 2019-22.

In 2018 a new Workforce Planning Framework was introduced. This laid out the mechanisms for developing and refreshing a robust and effective Workforce Planning system and process. It was agreed that a document would be written and approved for publication to enable Members, staff and the public to read and understand the Service's workforce position.

The Workforce Plan 2019-22 lay out the detail of the position as at 31 January 2019 in relation to the Service, its vacancies, recruitment plan, and current and future workforce position

during this period. The document was designed to be a 'working document' to enable continual evolution as the Service progressed.

Key points for the 2019-2022 Plan included the following:

- During 2018/19 the Service transitioned to an area-based leadership approach. The structure had continued to develop throughout the year with a further change to portfolio allocation and management. It was envisaged that the new structure would lead to increased effectiveness through joined up working and would provide clearly visible and accountable leadership locally for staff, partners and communities;
- There would be a developing need to regularly recruit to Wholetime Firefighting positions over the next two years to maintain the current provision following potential retirements;
- Gender split remained an issue in the Service as a whole, with a particular issue in Firefighting roles;
- There continued to be some difficulty in the recruitment of Watch Managers to day posts, this had been made more difficult once locally determined crewing had been established;
- The Service would continue to experience recruitment challenges for On-Call staff, in rural areas where 5-minute response time was geographically challenging.

The Plan would be refreshed on a quarterly basis and a full review would be undertaken and presented to Members annually.

Resolved - That the Workforce Plan 2019-22 be approved.

6115 REDUCTION OF UNWANTED FIRE SIGNALS - The Director of Service Delivery submitted a report that followed on from the Member Day presentation of 23 November 2018 and reports to the Fire Authority on 7 December 2018 and 11 February 2019 on the current levels of resourcing burden from Unwanted Fire Signals (UwFS).

At its meeting of 11 February, Authority Members received the results of the public consultation exercise that asked for views upon future policy changes to address and reduce the resource burden of UwFS. Members agreed in principle (subject to further information) to support a change to service policy provision.

A single item Member Day on the subject of UwFS and Automatic Fire Alarms was held on the 25 February 2019, where the details of the proposals and underpinning reasoning were presented to Members for information and questioning.

UwFS accounted for 14 percent of operational mobilisations. Despite a robust call challenge process being present in the Service Control room, the Service continued to respond to over 1400 UwFS incidents per year.

The impact of crews attending UwFS reduced the opportunities to deliver Public Safety activities (Community and Business Safety), train for operational incidents and attend genuine 999 calls requiring an emergency response.

Within the Fire and Rescue Service family group, the Service was sixth highest for UwFS in non-domestic premises last year. Within the family group, the top five performing services (exhibiting the lowest volumes of UwFS) all had a non-attendance approach supported by policy. In the Yorkshire and Humber Region all three other Fire and Rescue Services had a non-attendance for UwFS and two had charging mechanisms within their policy provision.

Nationally, over 20 services had a non-attendance policy (Fire Industry Association, 2015) and The National Fire Chiefs Council were committed to establishing non-attendance and charging as part of a suite of published best practices by 2020.

Subject to Member approval, the following next steps would be adopted:

- (i) Communication with the public and businesses from April 2019;
- (ii) Adoption of a policy:
 - 1. Design, refine and deliver supporting internal mechanisms
 - a. Standard Delivery Guidance
 - b. Publicly available information
 - c. Routes for communication (internal & public)
- (iii). Implement policy from October 2019;
- (iv). Review of performance impacts after 12 months for:
 - 1. Mobilisation system
 - 2. Charging system
 - 3. Delivery of Public Safety work;
- (v) Report performance to the Fire Authority

Members were concerned that with 999 calls reducing, the implementation of such a policy could impact on front line staff numbers. Members were assured that funding of front line staff was not linked to the number of calls received and that the implementation of such a policy would not result in any front line staffing reductions.

Resolved - (a) That the Position Statement on Unwanted Fire Signals (as set out at Appendix A of the report) be approved and implemented,

(b) that quarterly updates will be brought to Authority during year one of implementation.

Voting was by way of a recorded vote as follows:

For - Councillors Barfield, Briggs, Chambers, Dad, Green, Healing, Matthews, Randall, Rodmell, Shepherd, Sherwood, Smith, V Walker and Whittle.

Against - Councillors Belcher, Finlay, Grant and Nicola

Abstentions - None

For - 14

Against - 4

Abstentions - 0

6116 URGENT ITEM: DRIFFIELD FIRE STATION - 'BLUE LIGHTS COLLABORATION' - The Chairperson accepted this item as urgent in order for the proposals to progress in a timely manner.

The Director of Service Support and Head of Joint Estates Service submitted a report detailing proposals for Driffield Fire Station.

Members at the meeting of the Fire Authority on 8 December 2017 approved the inclusion of a budget allocation 'Co-location Fund' within the Capital Programme 2018/19 Onwards –

Vehicles, Estates and ICT', with the objective of progressing co-location schemes with other blue-light services as an element of the broader collaboration agenda.

In line with this, the Joint Estates Service (JES) had undertaken a preliminary review of all the Service's premises, with a view to identifying potential sites for collaboration with blue-light partners. Following the review, three sites including Pocklington, Driffield and Hornsea had been identified as priority locations to undertake further feasibility work associated with their development. Whilst feasibility work concluded that a co-location scheme at Hornsea would be unviable due to space and cost constraints, schemes for Pocklington and Driffield had been further developed in conjunction with respective operational teams and approval was given to progress the scheme at Pocklington by Members of the Fire Authority on 7th December 2018.

The report detailed the plans for Driffield Fire Station for re-modelling the facility and sought formal approval to progress a scheme intended to facilitate greater integration between front-line 'blue-light' services, allowing the realisation of financial efficiencies for the public purse and ensuring the Service made best use of its available resources.

Members raised concerns that such proposals might result in the dilution of the well-respected Fire and Rescue Service identity. Likewise, some Members felt that co-location of services might result in staffing reductions. Members were assured that the Service was not looking to reduce any staff on site.

Resolved - (a) That the proposals to develop and implement a collaborative project with Humberside Police and Yorkshire Ambulance Service to co-locate services at Driffield Fire Station be approved, and

(b) that the use of the co-location budget to fund the Service's contribution to the scheme be approved.

Voting was by way of a recorded vote as follows:

For - Councillors Barfield, Briggs, Chambers, Dad, Finlay, Grant, Green, Healing, Matthews, Randall, Shepherd, Sherwood, Smith, V Walker and Whittle

Against - Councillors Belcher, Nicola and Rodmell

Abstentions - None

For - 15

Against - 3

Abstentions - 0

6117 EXCLUSION OF THE PRESS/PUBLIC - Resolved - That the press and public be excluded from the meeting for consideration of the following item on the grounds that it involves 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.

6118 EU EXIT UPDATE - The Chief Fire Officer/Chief Executive provided an oral update on operational planning for the Service prior to the UK leaving the European Union.

Members were given assurance that the Service, as part of the Local Resilience Forum (LRF), continued with its preparedness for the UK's exit from the European Union in the event of a no deal situation.

Resolved - That the update be received.

Meeting closed at 12.23pm.