

**HUMBERSIDE FIRE AUTHORITY**

**ANNUAL GENERAL MEETING**

**3 JUNE 2019**

**PRESENT:**

**Representing East Riding of Yorkshire Council:**

Councillors Bryan, Chadwick, Davison, Fox, Green, Jefferson JP, Smith and West

**Representing Hull City Council:**

Councillors Chambers, Dad, McMurray, Nicola, Randall (Mrs) and Singh

**Representing North East Lincolnshire Council:**

Councillors Barfield and Shepherd

**Representing North Lincolnshire Council:**

Councillors Briggs (Chairperson), Grant, Mumby-Croft and Sherwood

**Officers of Humberside Fire & Rescue Service**

Chief Fire Officer & Chief Executive, Deputy Chief Fire Officer/Executive Director Service Delivery, Executive Director of Corporate Services/Section 151 Officer, Director of Service Delivery, Director of Service Delivery Support, Director of People and Development, Monitoring Officer/Secretary and Committee Manager.

**Independent Co-opted Members of the Governance, Audit and Scrutiny Committee**

Mr D Chapman (Chairperson of the Governance, Audit and Scrutiny Committee), Mr J Doyle, Ms A Thomlinson and Mr C Vertigans were in attendance as observers.

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

The meeting commenced at 10.30am.

*The Monitoring Officer/Secretary took the Chair for Minutes 1/19 - 3/19.*

**1/19 APOLOGIES FOR ABSENCE** - Apologies for absence were submitted from Councillors James, Swinburn and Mr K Hunter - Police and Crime Commissioner for Humberside Police.

**2/19 DECLARATIONS OF INTEREST** - No declarations were made.

**3/19 ELECTION OF CHAIRPERSON 2019/20** - The Monitoring Officer/Secretary submitted a report on the election of a Chairperson for 2019/20. Councillor Briggs was nominated and seconded. There were no other nominations.

**Resolved** - That Councillor Briggs be elected Chairperson of the Humberside Fire Authority until the Annual General Meeting of the Authority in 2020.

*Councillor Briggs took over the Chair*

**4/19 ELECTION OF VICE CHAIRPERSON 2019/20** - The Monitoring Officer/Secretary submitted a report on the election of a Vice Chairperson for 2019/20. Councillor Green was nominated and seconded. There were no other nominations.

**Resolved** - That Councillor Green be elected Vice Chairperson of the Humberside Fire Authority until the Annual General Meeting of the Authority in 2020.

**5/19 MINUTES - Resolved** - That the minutes of the meeting of the Authority held on 26 April 2019 be received as a correct record and signed by the Chairperson.

**6/19 QUESTIONS BY MEMBERS** - None

**7/19 PETITIONS AND DEPUTATIONS** - No petitions or requests for a deputation had been received under Rule 13, Part 4 of the Constitution.

**8/19 COMMUNICATIONS** - None

**9/19 ANY QUESTIONS BY MEMBERS ON THE LATEST NEWSLETTER** - It was noted that Members were still not receiving the Members' Newsletter communications.

**Resolved** - That all Members be in receipt of Members' Newsletters.

**10/19 COMPOSITION OF THE FIRE AUTHORITY 2019/20** - The Monitoring Officer/Secretary submitted a report on appointments to the Humberside Fire Authority made by the Constituent Unitary Authorities for the period 2019/20. A revised report incorporating details of the appointments made by North Lincolnshire Council was circulated prior to the meeting and set out as follows:

East Riding of Yorkshire Council (8)

|                                 |                    |
|---------------------------------|--------------------|
| Councillor Mike Bryan           | (Conservative)     |
| Councillor Chad Chadwick        | (Conservative)     |
| Councillor Phil Davison         | (Liberal Democrat) |
| Councillor Caroline Fox         | (Conservative)     |
| Councillor Helen Green          | (Conservative)     |
| Councillor Barbara Jefferson JP | (Independent)      |
| Councillor Patricia Smith       | (Conservative)     |
| Councillor Kay West             | (Conservative)     |

Hull City Council (6)

|                                    |                    |
|------------------------------------|--------------------|
| Councillor Linda Chambers          | (Liberal Democrat) |
| Councillor Jackie Dad              | (Liberal Democrat) |
| Councillor Shane McMurray          | (Labour)           |
| Councillor Rosie Nicola            | (Labour)           |
| Councillor Christine Randall (Mrs) | (Liberal Democrat) |
| Councillor Abhimanyu Singh         | (Labour)           |

North East Lincolnshire Council (4)

|                             |                    |
|-----------------------------|--------------------|
| Councillor Ian Barfield     | (Liberal Democrat) |
| Councillor Ros James        | (Labour)           |
| Councillor Ron Shepherd     | (Conservative)     |
| Councillor Stewart Swinburn | (Conservative)     |

North Lincolnshire Council (4)

|                        |                |
|------------------------|----------------|
| Councillor John Briggs | (Conservative) |
|------------------------|----------------|

Councillor Mick Grant (Labour)  
 Councillor Holly Mumby-Croft (Conservative)  
 Councillor Nigel Sherwood (Conservative)

**Resolved** - That the membership of the Authority for the period 2019/20 be approved.

**11/19 APPOINTMENT OF GROUP SECRETARIES 2019/20** - The Monitoring Officer/Secretary submitted a report that set out that each political group represented on the Fire Authority should appoint a Group Secretary and notify the Monitoring Officer/Secretary of such appointment at the Annual General Meeting of the Fire Authority or as soon as possible thereafter.

**Resolved** - That the Group Secretaries as detailed below be appointed for 2019/20:

| Political Group   | Group Secretary      |
|-------------------|----------------------|
| Conservative      | Councillor Smith     |
| Labour            | Councillor Nicola    |
| Liberal Democrats | Councillor Dad       |
| Independent       | Councillor Jefferson |

**12/19 COMMITTEE STRUCTURE AND COMPOSITION 2019/20 AND APPOINTMENT OF PANEL/GROUP MEMBERS AND MEMBER CHAMPIONS 2019/20** - The Monitoring Officer/Secretary submitted a report that proposed the committee structure and composition of the Authority for 2019/20 and the appointment of Panel/Group Members and Member Champions for 2019/20.

The Authority approved a new Constitution which took into account the matters arising from the third review of corporate governance – principally that the Fire Authority should be the sole decision making body. A new Committee was formed called the Governance, Audit and Scrutiny Committee. The Authority agreed that the Committee should comprise only Independent Co-opted Members and that the Committee shall have no decision making powers. In these circumstances the rules regarding political proportionality in relation to appointments to this Committee do not apply. In 2018/19 the GAS Committee comprised 7 Independent Co-opted Members.

Other than the Governance, Audit and Scrutiny Committee the Constitution provides that should the need arise the Authority will establish an Appointments Committee (to deal with the appointment of Senior Officers and make recommendations to the Authority), and an Appeals Committee (to hear any appeal against dismissal under the current Conduct and Performance Procedure). In respect to these Committees regard shall be had to the rules on political proportionality.

In accordance with The Firefighters’ Pension Scheme (Amendment) (Governance) Regulations 2015 the Authority agreed to establish a Pension Board from 1 April 2015 to oversee compliance in the operation of the Firefighter Pension Scheme (FPS).

In addition to the above-mentioned committees the Authority has previously approved appointments to the following Groups/Panels:

- Equality and Inclusion Group (1 Member)
- Fire Death and Injury Panel (1 Member from each constituent authority area)

Also, Member Champions are also appointed to the following areas:

- Emergency Response and Public Safety
- Emergency Response Preparedness
- Public Safety Central Support
- ICT
- Estates
- HR

- Organisational Development
- Mental Health and Wellbeing
- Operational Training
- Corporate Assurance
- Health & Safety

In respect to the Appointments Committee, the seats allocated in 2018/19 was seven seats. It was recommended that the same size be approved for 2019/20. Similarly it was recommended that the Appeals Committee should comprise 3 Members. Members were advised that, based on political composition of the Authority, the allocation of seats as between the respective political groups in 2019/20 would be as set out below. In the event of the Police and Crime Commissioner becoming a Member of the Authority with full voting rights the Authority will need to review the committee allocations set out below.

| Committee              | Total Seats | Allocation of Seats |                      |              |                      |                   |                      |
|------------------------|-------------|---------------------|----------------------|--------------|----------------------|-------------------|----------------------|
|                        |             | Conservative        |                      | Labour       |                      | Liberal Democrats |                      |
|                        |             | No. of seats        | No. of seats rounded | No. of seats | No. of seats rounded | No. of seats      | No. of seats rounded |
| Appointments Committee | 7           | 3.5                 | 4                    | 1.59         | 2                    | 1.59              | 1                    |
| Adjustment             | -           | -                   | -                    |              | <i>Rounded up</i>    |                   | <i>Rounded down</i>  |
| Appeals Committee      | 3           | 1.5                 | 2                    | 0.68         | 0                    | 0.68              | 1                    |
| Adjustment             | -           | -                   | -                    |              | <i>Rounded down</i>  |                   | <i>Rounded up</i>    |
| <b>Allocation</b>      | <b>10</b>   |                     | <b>6</b>             |              | <b>2</b>             |                   | <b>2</b>             |

Due to the calculations involved with proportionality it was not possible to precisely allocate the designated number of seats to each Group. As such it was not always possible to allocate each Group with the corresponding seats. It was felt that the Labour Group should have a seat on the Appeals Committee in order that there was equal Group representation on this Committee. As such it was therefore suggested that the number of seats on the Appeals Committee be increased from three to four, with the Labour Group being allocated one seat on that Committee. As a consequence it would therefore be necessary to increase the number of seats on the Appointments Committee from seven to eight, with the Liberal Democrat Group being allocated an additional seat.

**Resolved** - (a) That the Authority approves the Committee structure as set out in the report;

(b) that the size and allocation of seats of the committees be amended as follows:

| Appointments Committee |                 |
|------------------------|-----------------|
| Political Group        | Number of Seats |
| Conservative           | 4               |
| Labour                 | 2               |
| Liberal Democrats      | 2               |
| <b>Total</b>           | <b>8</b>        |

| Appeals Committee |                 |
|-------------------|-----------------|
| Political Group   | Number of Seats |
| Conservative      | 2               |
| Labour            | 1               |
| Liberal Democrats | 1               |
| <b>Total</b>      | <b>4</b>        |

(c) that the Authority re-appoints Councillor Shepherd as the Elected Member to serve on the Pensions Board for 2019/20 (the first year of his second three year term);

(d) that the following appointments to each Committee (except the Governance, Audit and Scrutiny Committee) be approved;

| <b>Appointments Committee</b> |   |
|-------------------------------|---|
| <b>Political Group</b>        | <b>Appointed Member</b>   |
| Conservative (4)              | Councillor Briggs<br>Councillor Green<br>Councillor Shepherd<br>Councillor West |
| Labour (2)                    | Councillor Grant<br>Councillor Singh  |
| Liberal Democrats (2)         | Councillor Dad<br>Councillor Randall  |

| <b>Appeals Committee</b> |                                       |
|--------------------------|---------------------------------------|
| <b>Political Group</b>   | <b>Appointed Member</b>               |
| Conservative (2)         | Councillor Chadwick<br>Councillor Fox |
| Labour (1)               | Councillor Nicola                     |
| Liberal Democrats (1)    | Councillor Randall                    |

(e) that the following appointments to Groups/Panels until the Annual General Meeting of the Authority in 2020 be approved:

| <b>Group/Panel</b>  | <b>Member Representative</b>   |
|---|--|
| Equality and Inclusion Group  | Councillor West  |
| Fire Death and Injury Panel<br><i>(one representative from each Authority area)</i> | Councillor Green (East Riding of Yorkshire Council)<br>Councillor Chambers (Hull City Council)<br>Councillor Shepherd (North East Lincolnshire Council)<br>Councillor Mumby-Croft (North Lincolnshire Council) |

(f) that the Group Secretaries in conjunction with the Executive Director Service Support/Section 151 Officer inform the Monitoring Officer/Secretary of the appointment of Members to each Member Champion role.

**13/19 APPOINTMENT OF MEMBER REPRESENTATIVES ON CERTAIN BODIES 2019/20** - The Monitoring Officer/Secretary submitted a report on the appointment of Member representatives to the Local Government Association (LGA) Fire Commission and Yorkshire & Humber (Local Authorities) Employers' Association - Employment Committee for the period 2019/20.

**Resolved** - That the following appointments be approved:

| <b>Body</b>  | <b>Representative(s)</b>                            |
|--|---|
| The Local Government Association Fire Commission                                       | Councillor Briggs<br>[Substitute: Councillor Green] |
| Yorkshire and Humber (Local Authorities) Employers' Association - Employers' Committee | Councillor Briggs<br>[Substitute: Councillor Green] |

**14/19 APPOINTMENT OF NOMINATED SPOKESPERSON FOR EACH CONSTITUENT AUTHORITY 2019/20** - The Monitoring Officer/Secretary submitted a report that requested the appointment of a nominated spokesperson to each Constituent Authority, to answer any questions concerning the Fire Authority at meetings of their respective Authorities.

**Resolved** - That the following nominated spokespersons for each Constituent Authority for the period 2019/20 be approved:

| <b>Constituent Authority</b>     | <b>Nominated Spokesperson</b> |
|----------------------------------|-------------------------------|
| East Riding of Yorkshire Council | Councillor Green              |
| Hull City Council                | Councillor Dad                |
| North Lincolnshire Council       | Councillor Sherwood           |
| North East Lincolnshire Council  | Councillor James              |

**15/19 CALENDAR OF MEETINGS 2019/20** - The Monitoring Officer/Secretary submitted a report outlining a proposed Calendar of Meetings for 2019/20 incorporating the dates and times for meetings of the Governance, Audit and Scrutiny Committee and the Pension Board.

**Resolved** - That the calendar of meetings for 2019/20 be approved as set out in Appendix 1 to these minutes.

**16/19 ANNUAL REPORT OF THE GOVERNANCE, AUDIT AND SCRUTINY COMMITTEE 2018/19** - The Chairperson of the Governance, Audit and Scrutiny Committee presented the Annual Report of the Governance Audit and Scrutiny Committee (GAS) which captured the work of the Committee over the past year and set out how the Committee had performed its functions in accordance with the Constitution.

The report briefly outlined progress against the workstreams agreed by the GAS Committee, which was consolidated into the Annual Report to the Authority in accordance with the Constitution.

The Chairperson of the GAS Committee extended an invite to all Members to attend future GAS meetings as observers.

The draft Annual Report had been considered and approved by the Governance, Audit and Scrutiny Committee at its meeting on 8 April 2019 (Minute 6125 refers).

**Resolved** - That the Annual Report of the Governance, Audit and Scrutiny Committee 2018/19 be approved and the work undertaken by the Committee be acknowledged.

**17/19 ANNUAL REPORT OF THE PENSION BOARD 2018/19** - The Monitoring Officer/Secretary submitted a report that presented the Annual Report of the Pension Board.

The Annual Report captured the work of the Board over the past year and set out how the Board had performed its functions in accordance with the Constitution. This report briefly outlined progress against the workstreams agreed by the Pension Board, which was consolidated into the Annual Report to the full Fire Authority in accordance with the Constitution.

**Resolved** - That the Annual Report of the Pension Board 2018/19 be approved.

**18/19 HUMBERSIDE FIRE AUTHORITY WORKSTREAMS 2018/19 AND ANNUAL REPORT** - The Monitoring Officer/Secretary submitted the Annual Report of the Fire Authority for 2018/19.

The Annual Report of the Fire Authority captured the work of the Authority over the past year. The Annual Report dovetailed with the Annual Reports from the Governance, Audit and Scrutiny Committee and the Pension Board, which, in accordance with the Constitution each Committee was required to submit to the Authority.

The intention behind the workstreams for 2018/19 was to provide Members with a broad indication of the reports that they expected to receive during that year which enabled forward planning for the Strategic Leadership Team (SLT). Workstreams agreed were not exhaustive, but indicative.

It was requested that an updated version of the Annual Report be circulated to Members that amended the past year's Membership, detailed attendance at meetings of the Authority and Member Days and corrected the workstream meeting dates for 2018/19.

**Resolved** - That the Annual Report of the Fire Authority 2018/19 be approved.

**19/19 HUMBERSIDE FIRE AUTHORITY WORKSTREAMS 2019/20** - The Chief Fire Officer/Chief Executive and Monitoring Officer/Secretary submitted a report that outlined the proposed workstreams for 2019/20.

In line with the Constitution, each Committee should receive annually a report which outlined broadly the substantive reports that Members, as a minimum, could expect to receive during the forthcoming year. Article 4 of the Constitution set out the functions of the Fire Authority and this informed the reports that the Authority would consider over the course of the year.

**Resolved** - That the workstreams 2019/20 be approved.

*Meeting closed at 11.10am.*

**HUMBERSIDE FIRE AUTHORITY**  
**SCHEDULE OF MEETINGS 2019/20**

| <b>Date</b>                     | <b>Time</b>               | <b>Meeting</b>  |
|---------------------------------|---------------------------|---|
| Monday, 3 June 2019             | 10:30 am                  | <b>HUMBERSIDE FIRE AUTHORITY AGM</b><br>Followed by NEW MEMBERS INDUCTION EVENT |
| Friday, 14 June 2019            | 10:00 am                  | Governance, Audit and Scrutiny Committee AGM*                                   |
| Friday, 28 June 2019            | 10:30 am                  | <b>HUMBERSIDE FIRE AUTHORITY</b>  |
| Friday, 5 July 2019             |                           | <i>Member Day 1</i>   |
| Friday, 12 July 2019            | 10.30 am                  | <b>PENSION BOARD AGM</b><br><i>(followed by training event)</i>                 |
| Monday, 15 July 2019            | 10:00 am                  | Governance, Audit and Scrutiny Committee*                                       |
| Monday, 29 July 2019            | 10:30 am                  | <b>HUMBERSIDE FIRE AUTHORITY</b>  |
|                                 |                           |   |
| <i>Friday, 6 September 2019</i> |                           | <i>Member Day (additional) – if required</i>                                    |
| Monday, 13 September 2019       | 10:00 am                  | Governance, Audit and Scrutiny Committee*                                       |
| Monday, 30 September 2019       | 10:30 am                  | <b>HUMBERSIDE FIRE AUTHORITY</b>  |
| Friday, 4 October 2019          |                           | <i>Member Day 2</i>   |
| Friday, 25 October 2019         | 10.30 am                  | <b>HUMBERSIDE FIRE AUTHORITY</b>  |
| Monday, 11 November 2019        | 10:00 am                  | Governance, Audit and Scrutiny Committee*                                       |
| Friday, 22 November 2019        |                           | <i>Member Day 3</i>   |
| Friday, 6 December 2019         | 10:30 am                  | <b>HUMBERSIDE FIRE AUTHORITY</b>  |
| Monday, 13 January 2020         |                           | <i>Member Day 4</i>   |
| Friday, 24 January 2020         | 10:00 am                  | Governance, Audit and Scrutiny Committee*                                       |
| Monday, 27 January 2020         | 10.30 am                  | <b>PENSION BOARD AGM</b><br><i>(followed by training event)</i>                 |
| Monday, 10 February 2020        | 10:30 am                  | <b>HUMBERSIDE FIRE AUTHORITY</b>  |
| Monday, 21 February 2020        | 10:00 am                  | Governance, Audit and Scrutiny Committee*                                       |
| Friday, 13 March 2020           | 10:30 am                  | <b>HUMBERSIDE FIRE AUTHORITY</b>  |
| Friday, 13 March 2020           | <i>On the rise of HFA</i> | <i>Member Day 5</i>   |
| Monday, 6 April 2020            | 10:00 am                  | Governance, Audit and Scrutiny Committee*                                       |
| Friday, 24 April 2020           | 10:30 am                  | <b>HUMBERSIDE FIRE AUTHORITY</b>  |
| <b>2020/21</b>                  |                           |   |
| Monday, 1 June 2020             | 10:30 am                  | <b>HUMBERSIDE FIRE AUTHORITY AGM</b><br>Followed by MEMBER INDUCTION            |

\* Governance, Audit and Scrutiny Committee - Independent Co-opted Members of the Committee will meet in private at 9.00am, main meeting at 10.00am.