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# CLEVELAND FIRE AUTHORITY

## MINUTES OF EXECUTIVE COMMITTEE MEETING

5 AUGUST 2024

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**PRESENT:**

**CHAIR**

Councillor David Coupe – Middlesbrough Council

**HARTLEPOOL BOROUGH COUNCIL**

Councillors Bob Buchan, Ben Clayton

**MIDDLESBROUGH COUNCIL**

Councillor Dennis McCabe

**REDCAR & CLEVELAND BOROUGH COUNCIL**

Councillor Peter Chaney

**STOCKTON ON TEES BOROUGH COUNCIL**

Councillor Mick Stoker

**AUTHORISED OFFICERS**

Chief Fire Officer, Chief Fire Officer (Designate)

Treasurer, Legal Adviser & Monitoring Officer

Assistant Chief Fire Officer – Strategic Planning & Resources

Assistant Chief Fire Officer – Community Protection

**APOLOGIES:**

Councillor Sufi Mubeen – Stockton Borough Council

**20. INTRODUCTION AND THANKS**

The Chair welcomed Chief Fire Officer (CFO) designate Peter Rickard to the meeting who had joined the Brigade from West Sussex Fire and Rescue Service where he had served as Assistant Chief Fire Officer.

He also placed on record extensive thanks on behalf of the Authority to CFO Ian Hayton for his 49 years' dedicated service with Cleveland Fire Brigade and his unwavering passion for protecting the communities across Teesside.

Members echoed these sentiments of thanks and wished CFO Hayton a long and healthy retirement and were looking forward to working with CFO Rickard in his new role.

**21. DECLARATION OF MEMBERS INTERESTS**

It was noted no Declarations of Interests were submitted to the meeting.

**22. MINUTES**

**RESOLVED - that the Minutes of the Executive Committee on 17 May 2024 and Executive (Appointments) Committee on 20/21 May 2024 be confirmed.**

**23. REPORT OF THE CHIEF FIRE OFFICER**

**23.1 Discipline Policy**

The Assistant Chief Fire Officer – Strategic Planning & Resources (ACFO-SPR) presented the revised Discipline Policy which had been reviewed in line with the Authority's Key Document Framework arrangements.

The policy had been updated to reflect the requirements of the HMICFRS Values and Culture in the fire and rescue service spotlight report, specifically Recommendation 4 relating to CFOs ensuring a mechanism is in place for sharing progress updates on concerns raised with those who have raised them. In addition, they are required to establish a professional standards function to handle conduct concerns to ensure fair and transparent management and to provide a point of contact for all staff involved.

The policy also addressed Recommendation 17 which requires that any allegations with the potential to constitute staff gross misconduct be notified to HMICFRS.

**RESOLVED – that the Discipline Policy be approved.**

**24. LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION ORDER)**

**2006 “That Under Section 100(A) (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 3 and 4 of Part 1 Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006, namely information relating to any individual; information relating to the financial or business affairs of any particular person (including the authority) holding that information and namely information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.”**

**25. CONFIDENTIAL MINUTES**

**RESOLVED - that the Confidential Minutes of the Executive Committee on 17 May 2024 and Executive (Appointments) Committees on 20/21 May 2024 be confirmed.**

**26. CONFIDENTIAL REPORTS OF THE CHIEF FIRE OFFICER**

**26.1 Procurement Update Report**

Members received details relating to contract letting procedures, exemptions to contract procedure rules and future procurement plans.

**26.2 Digital Transformation Strategy – Investment Proposal**

Members considered a proposal to strengthen the Brigade's Digital Transformation Strategy.

**26.3 Succession Planning**

The CFO outlined the current arrangements in relation to succession planning.

**26.4 MTFS 2024/25 – 2026/27 Deficit Strategy**

Members considered scenarios for meeting the funding shortfall in the Authority's budget over the medium term.

**26.5 HMICFRS Misconduct Thematic Report – verbal update**

The CFO provided Members with an outline of the latest thematic report by the Inspectorate on misconduct.

**COUNCILLOR DAVID COUPE  
CHAIR**