
CLEVELAND FIRE AUTHORITY

MINUTES OF EXECUTIVE COMMITTEE MEETING

15 MARCH 2024



PRESENT

CHAIR

Councillor David Coupe – Middlesbrough Council

HARTLEPOOL BOROUGH COUNCIL

Councillor Ben Clayton

REDCAR & CLEVELAND BOROUGH COUNCIL

Councillors Mary Ovens, Peter Chaney

STOCKTON ON TEES BOROUGH COUNCIL

Councillor Mick Stoker

AUTHORISED OFFICERS

Chief Fire Officer, Treasurer

Assistant Chief Fire Officer – Strategic Planning & Resources

Acting Assistant Chief Fire Officer – Community Protection

APOLOGIES

Legal Adviser & Monitoring Officer

Councillor Sufi Mubeen – Stockton on Tees Borough Council

89. DECLARATION OF MEMBERS INTERESTS

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

90. MINUTES

RESOLVED - that the Minutes of the Executive Committee on 19 January 2024 and Executive (Appeals) Committee on 19 February 2024 be confirmed.

91. REPORTS OF THE CHIEF FIRE OFFICER

91.1 Disclosure and Barring Service (DBS) Checking Policy

Members considered a revised Disclosure and Barring Service (DBS) Checking Policy which had been updated to reflect the requirements of the HMICFRS Values and Culture in Fire and Rescue Services spotlight report.

The Chief Fire Officer informed Members that he was required to ensure the Brigade had suitable and sufficient background checks in place to safeguard staff and communities by 1 December 2024, in line with Recommendation No. 9 of the spotlight report. He tabled a matrix which outlined all job roles across the Brigade and the level of DBS checks required and referred Members to the Policy Statement at Appendix A which outlines the Authority's duty of care.

Members discussed DBS checking arrangements in their own councils and agreed they could provide evidence of these if required.

91.1 Disclosure and Barring Service (DBS) Checking Policy cont.

The CFO confirmed that the representative bodies had been consulted on the policy changes and no issues had been raised. In addition, the policy had been equality impact assessed and was due to be rolled out with effect of 1 April 2024.

RESOLVED – that Members approved the Authority’s Disclosure and Barring Service (DBC) Checking Policy at Appendix A.

91.2 Anti-Slavery and Human Trafficking Statement 2024/25

Members considered the updated Anti-Slavery & Human Trafficking Statement 2024-25 which demonstrates the Authority’s ongoing corporate commitment to ensure compliance with Section 54 of the Modern Slavery Act 2015. In addition, the statement aims to ensure there is no modern slavery or human trafficking in any part of the Authority’s business.

The CFO referred Members to the Statement at Appendix 1 which covers three key areas of risk: Supply Chain; Employment/Recruitment; and Training/Community Safety. The Statement covers work already undertaken within each area of work and new objectives to be implemented for 2024/25 which will be monitored on a quarterly basis.

RESOLVED – that the Anti-Slavery and Human Trafficking Statement for 2023/24 be approved.

92. REPORT OF THE LEGAL ADVISER AND MONITORING OFFICER

92.1 Pay Policy Statement 2024/25

The Treasurer reported that in line with the provisions set out in the Localism Act 2011, the Authority had a statutory duty to prepare a Pay Policy Statement for each financial year relating to:

- the remuneration of its chief officers
- the remuneration of its lowest paid employees
- the relationship between:
 - the remuneration of its chief officers and
 - the remuneration of its employees who are not chief officers

The Treasurer outlined the Pay Policy Statement 2024/25 at Appendix 1 and outlined the key changes as highlighted in yellow which included:

- Firefighter (Development) - £28,310 (pay award pending 1 July 2024).
- Non-operational employees Grade B (Development) - £23,114 (pay award pending 1 April 2024).

He reported that the Government’s National Living Wage sets a minimum wage for all workers aged 25 years and over of £11.44 per hour, which equates to an annual salary of £22,067.76, which was lower than the Authority’s lowest paid employees Grade B (Development) which is currently £22,737 (pay award pending 1 April 2024).

92.1 Pay Policy Statement 2024/25 cont.

The Treasurer confirmed that updated pay formula for Chief Fire Officer and Assistant Chief Fire Officer posts was approved by the Authority on 13 October 2023 and will apply to future recruitment for these posts.

RECOMMENDED - That Cleveland Fire Authority's Pay Policy Statement 2024/25 be approved at its meeting on 22 March 2024 and published on the Authority's website.

- 93. 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, 2, 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 that is likely to reveal the identity of an 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."**

94. CONFIDENTIAL MINUTES

RESOLVED - that the Confidential Minutes of the Executive Committee on 19 January 2024 and Executive (Appeals) Committee on 19 February 2024 be confirmed.

95. CONFIDENTIAL REPORTS OF THE CHIEF FIRE OFFICER

95.1 Procurement Update Report

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

95.2 Provision of Occupational Health Services – Contract Award

Members considered a report on the contract award for the Brigade's provision of Occupational Health Services.

95.3 Succession Planning

The CFO provided an update on Succession Planning.

**COUNCILLOR DAVID COUPE
CHAIR**