APPENDIX 1

CLEVELAND FIRE AUTHORITY

Annual Statement of Assurance 2018/19

November 2019

Contents

Page

1 Introduction…… ……..…3

2 Risk Profile……..…….4

3 Operational Assurance…….…..…….6

4 Financial Assurance……..……..13

5 Corporate Governance…….……15

6 Performance……..…….19

7 Assurance Summary…….……..……..20

1 Introduction

The National Framework for England provides overall strategic direction to English Fire and Rescue Authorities (FRA). It sets out the Government's priorities and objectives and places a requirement on all FRA's to provide assurance to their communities and Government on financial, governance and operational matters. The Framework a requires all English Fire and Rescue Authorities to publish Statements of Assurance. It says:

> *Each fire and rescue authority is required to produce an* ***Annual statement of assurance.*** *The statement should outline the way in which the authority and its fire and rescue service has had regard to the National Framework, the Integrated Risk Management Plan and to any strategic plan prepared by the authority for that The authority must also provide assurance to their community and to government on financial, governance and operational matters.*

This is Cleveland Fire Authority's (CFA) Statement of Assurance for 2018/19 and provides the necessary accountability and transparency to the people of Teesside that it's Fire and Rescue Service continues to deliver against the expectations detailed within both the National Framework and the Authority's Community Integrated Risk Management Plan (CIRMP). This statement follows the guidance set out in the Department of Communities and Local Government's 'Guidance on Statements of Assurance for Fire and Rescue Authorities in England'. Much of the information in the statement is already contained in other documents; in such circumstances the Statement of Assurance contains hyperlinks to these documents.

Cleveland Fire Authority, a Combined Fire Authority, is located in the North East of England and provides fire and rescue services incorporating the unitary borough authorities of Hartlepool, Middlesbrough, Redcar and Cleveland and Stockton-On-Tees.

The Authority's vision is that it builds a sustainable future and:

- *makes a positive difference to the safety and quality of life of every local citizen; and the places where they live and work*
- *delivers services by people who are professional, proud and passionate*
- *is nationally recognised as being high performing and innovative; and internationally renowned for being able to reduce risk in business, industry and the home*

The Authority has published a number of key documents detailing its vision, strategic goals and aims and details on how these will be achieved, notably;

- Community Integrated Risk Management Plan 2018-2022
- Service Plan 2018-19

An Annual Performance and Efficiency Report 2018/19 is published and provides information on progression towards the achievement of the vision, the strategic goals and aims.

2 Risk Profile

CFA provides fire and rescue services to an area of approximately 597km2 across four borough council areas. The Authority's area, centred around the mouth of the River Tees, has a population of 566,150 living in 249,221 dwellings. The population consists of 49% males and 51% females, with 5.5% of the population from black and ethnic minority communities. Full details of the make up of the Brigade and the Communities it serves is detailed in the Workforce and Community Profile.

CFA's area is a major production centre for the chemical industry. It has 30 'top tier' and 6 'lower tier' COMAH sites located within the area which equates to 12% of all national COMAH sites. These sites represent a high hazard in the local area and should serious incidents occur in such sites it would take the deployment of significant fire service resources, in terms of both equipment and people with suitable skills and abilities, to bring them to a safe conclusion.

The area has a nuclear fuelled power station at Hartlepool with two nuclear reactors, 4 bio-mass (food waste) fueled power stations (two in Middlesbrough and one each at Wilton and Hartlepool) and two energy-from-waste plants at Haverton Hill and Wilton. In addition new bio-mass (wood pellets) power stations are being constructed at Port Clarence and Tees Port. There are 7 solar powers farms,12 onshore wind power farms and an off shore power farm with the expectation that the numbers of renewable energy assets is likely to grow in the future. All stations produce electricity for the national grid.

There are two major deep sea ports in the area with Teesport handling over significant volumes of vessel movements and cargo a year, making it one of the largest UK ports in terms of tonnage.

The Brigade area has a road network of 3,409km, a mixture of 'A' class, 'B' class and other roads with no motorways. The Brigade borders Durham Tees Valley Airport which handled 130,911 passengers and 19,668 aircraft movements including small aircraft arrivals and departures in 2017. It is also served by a regional rail network with passenger volume of 4.1m in 2015/16 and substantial volumes of bulk cargo.

The decline of heavy industry in the area has led to high levels of unemployment (almost twice the national average). People living in Teesside suffer significantly higher levels of health problems and have higher rates of dependency on alcohol, drugs and tobacco. The area experiences high levels of deprivation with 38% (30) of Cleveland's 79 wards falling within the worst 10% most deprived wards nationally; 8 (10%) of these fall within the top 1% most deprived wards nationally. It is well recognised that, other than two Metropolitan urban areas, Cleveland has the highest levels of deprivation. As a consequence, the incidence of deliberate fires and anti-social behaviour in Cleveland is high; the area suffers from one of the highest arson rates in the country.

The risks facing the Brigade are fully documented in our Community Risk Profile 2018

Managing our Risks

The Authority'sCommunity Integrated Risk Management Plan (CIRMP) identifies and assesses all foreseeable fire and rescue related risks that might affect its, including those of a cross-border, multi-authority and/or national nature. The Plan takes into account the Community Risk Registers produced by Local Resilience Forums and any other local risk identified in the Corporate Risk Register. This risk information is refreshed on an annual basis.

The CIRMP provides the evidence base from which we deploy resources and services in a focused and targeted manner to drive down the fire related risks facing our local communities. Our resources are configured to ensure that services are positively reducing risk and vulnerability where and when they are needed.

In 2018/19 frontline services were co-ordinated and delivered from Community Safety District Hubs and 14 strategically placed Community Fire Stations. Delivery of services is through a balanced strategy of prevention, protection and emergency response.

- **Prevention** work takes many forms, from Home Fire Safety Visits, Safe and Well visits, marketing, advice and education through to involving the community in helping to design and deliver our services.

- **Protection** activities involve advising individuals and businesses on how to keep safe and businesses about their risk management responsibilities. Fire safety regulations are enforced where necessary.

- Where and when emergency incidents still occur, they are responded to by professional staff using modern methods, appliances and equipment. The Brigade operates to a suite of **emergency response** standards and the latest information on how fast the Brigade attended to fire incidents indicates that we have the fastest response rates in the country to fire incidents.

The activities undertaken by our firefighters are wide ranging and our approach to the delivery of services means that the people who attend emergency incidents also deliver a range of our prevention and protection services in addition to specialist employed staff for these services, thus reducing the risks within our communities.

The CIRMP is used to identify those groups who are at risk, when they are at risk and geographic areas of higher risk for a range of emergency incidents which then enables a combination of prevention, protection and response services to be identified that would have the greatest impact.

3 Operational Assurance

The National Framework outlines the requirement placed upon Fire and Rescue Authorities to provide assurance on operational matters which are determined locally by them in partnership with their local communities, citizens, businesses and others.

Statutory Responsibilities

CFA has carried out its functions in accordance with the defined statutory and policy framework in which it is required to operate. The key legislative documents defining these responsibilities are:

- The Fire and Rescue Services Act 2004
- The Civil Contingencies Act 2004
- The Regulatory Reform (Fire Safety) Order 2005
- The Fire and Rescue Services (Emergencies) (England) Order 2007
- The Localism Act 2011
- The Fire and Rescue National Framework for England 2012
- The Health and Safety at Work Act 1974
- The Licencing Act 2003
- The Building Act 2004

Community Safety Strategy

The CIRMP details how the identified risks will be addressed which is underpinned by a Community Safety Strategy. This strategy sets out our operational priorities and how we will keep people of Teesside safe. It is the foundation to our operational service delivery arrangements from which we assure that our arrangements are robust and effective.

The Performance Management Framework provides information on the effectiveness of operational arrangements. This is underpinned by periodic independent assessments on operational and national resilience arrangements which then provide the necessary assurance on our operational service delivery arrangements both a national and local level.

Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS)

Responsibility for fire formally moved from Department of Communities and Local Government (DCLG) to the Home Office in early 2016. In 2017/18 Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) commenced inspections of England's fire & rescue services to assess and report on their efficiency, effectiveness and people arrangements.

All Fire and Rescue Services in England will be inspected by the HMICFRS with Cleveland Fire Brigade inspected during 2019/20. The outcome of this inspection will be published by the HMICFRS in December 2019.

To prepare for this inspection during 2018/19 the Brigade has produced a detailed self-assessment “This Is Us” that has identified no significant issues on the Brigade’s operational arrangements.

For those areas requiring improvement and development identified during the production of this self-assessment an improvement plan has been developed which is integrated into the Brigade’s Improvement Planning Framework.

HMICFRS: Public Perception Survey

To inform the inspection program, during 2018 the HMICFRS engaged BMG research to conduct a public perception survey of all Fire and Rescue Services in England. This survey gained the views of approximately 400 members of the public from every fire and rescue service (excluding the Isle of Scilly FRS) focusing on the following areas:

- Satisfaction with the Fire and Rescue Service
- Perceptions, image and reputation of the Fire and Rescue Service
- Representativeness of the Fire and Rescue Service
- Interest in and engagement with the Fire and Rescue Service
- Accessing the Fire and Rescue Service
- Contact with the Fire and Rescue Service
- Responsibilities and priorities of the Fire and Rescue Service

The outcome of this research was published by the HMICFRS in December 2018. An analysis of the outcomes indicates that within the Brigade’s area satisfaction and opinion of the service is higher than the national average.

National Resilience

National Resilience (NR) is defined as the capacity and capability of Fire and Rescue Authorities to work together and with other Category 1 and 2 responders to deliver a sustained, effective response to major incidents, emergencies and disruptive challenges, such as (but not limited to) those identified in the National Risk Register of Civil Emergencies. It refers to risks that need to be planned for on a strategic national basis because their impacts and consequences would be of such scale and/or complexity that local resources would be insufficient, even when taking into account mutual aid arrangements, pooling and reconfiguration of resources and collective action.

The Brigade maintains national resilience New Dimension assets and capabilities in accordance with Governments expectations. The Brigade actively participates in joint exercises, training and learning events with other regional partners to maintain its capabilities in a state of readiness.

The Brigade is subject to National Resilience audit processes which test the various aspects of NR capabilities. The National Resilience Assurance Team (NRAT) was set up by the Government to ensure national and local arrangements to support national resilience are effective, efficient and robust. The National Resilience Assurance Team last audited the Brigade in August 2014. The audit process covered seven Key Areas of Assessment (KAA):

- **Prior to call preparation:** FRS ability to mobilise NR assets to an incident.
- **Mobilisation and support to the incident:** FRS arrangements for managing the mobilisation of National Resilience assets and the provision of relevant information and support to responding crews.
- **Command & Control:** responsibilities and actions of attending personnel and the integration of NR capability into planned or existing Command and Control arrangements.
- **Operational Response:** structures, policies and arrangements in place to allow attending crews to achieve the objectives of the incident.
- **Monitoring and Review:** evaluation and recording of NR incidents and exercises.
- **Integration of National Resilience capability:** integration of NR capability into planning assumptions for identified or emerging local risks.
- **Multi agency integrated response:** how the FRS engages with other organisations and agencies to meet effective resolution to NR incidents.

Cleveland Fire Brigade received a positive conformity rating from the National Resilience Assurance Team on all 41 elements detailed in the KAAs.

> *'It was evident that the areas the Assurance Team were tasked to review mean that statutory duties outlined in the Fire and Rescue Services Act 2004 and the Fire and Rescue Services (Emergencies) (England) Order 2007 in relation to NR capability can be satisfactorily discharged by CFB.'*
>
> ***National Resilience Assurance Team Report of the Outcomes for Cleveland Fire Brigade 2014/15***
> ***31st October 2014***

No further reviews or audits by NRAT have taken place since 2014.

Operational Assessment

Operational Assessment is a process which allows a 'whole system' look at how a Fire & Rescue Authority leads, prioritises and delivers the interrelated functions of prevention, protection and response. The assessment covers seven key areas within the Brigade.

- Community Risk Management
- Prevention
- Protection
- Emergency Response
- Health and Safety

- Training and Development
- Call Management and Incident Support

The last Operational Assessment review of the Brigades activities was in 2014, the outcome of which confirms the Brigade's self-assessment for the areas detailed above.

> *'It is clear that Cleveland Fire Brigade has a track record of making a positive impact on outcomes for local people and also has opportunities to make further progress. The peer team believe that by harnessing staff enthusiasm and commitment Cleveland can embrace the future, managing the risks and challenges along the way'*
>
> **Operational Assessment Fire Peer Challenge Report October 2014**

No further Operational Assessment reviews have taken place since 2014.

Joint Emergency Services Interoperability Principles (JESIP)

CFA is supporting the work being undertaken as part of the Joint Emergency Services Interoperability Programme (JESIP). This is a nationally recognised tri-service programme designed to ensure the blue light services are trained and exercised to work together as effectively as possible. Further details are available at www.JESIP.org.uk.

During 2017 JESIP assurance visits were carried out to all Police, Fire, and Ambulance services in England and Wales. The visits were specifically intended to measure the progress of services with embedding JESIP into their business as usual arrangements and in line with the HMIC Tri-Service recommendations of 2015. The following areas were considered as part of this review;

DOCTRINE:	Has JESIP doctrine (models and principles) been incorporated into local policy and procedure?
TRAINING:	Are agreed plans in place to deliver joint command training including refresher training. Do staff (including Control Room staff) receive awareness training?
TESTING & EXERCISING:	What arrangements are in place for commanders to exercise their interoperability skills?
JOL:	Does the Brigade have in place robust debriefing arrangements and policies that support the identification of lessons and notable practice to be shared?
AIRWAVE:	Does the service have in place an AIRWAVE standard test in line with the JESIP process, which are recorded and shared with the LRF?

The review also considered how robust the service arrangements appeared in terms of the future delivery and maintenance of JESIP.

The Brigade was visited by the JESIP review team on 20th June 2017. The resultant outcomes report was received in November 2017 and an associated improvement plan produced to address identified gaps and areas for development. This plan is now in the process of implementation with the majority of the identified actions completed.

Collaborative Working and Interoperability

The Brigade works with a wide variety of local partners to deliver its balanced strategy of Prevention, Protection and Emergency response in a joined up and co-ordinated fashion.

We are an active member of the Cleveland Local Resilience Forum (CLRF). This is a multi-agency partnership that provides a structure to help agencies plan and prepare for major incidents and emergencies which may have a significant impact on the community. The LRF assists partners to meet their statutory duties under the Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005 and accompanying statutory guidance entitled “Preparing for Emergencies). It is made up of Category 1, 2 and non-category responders.

As a category one responder we are an active member of the Local Resilience Forum on the CLRF Strategic Board, Tactical Business Group, Tactical Business Continuity focus group, Training and Exercise Group, Risk Assessment group, Blue Lights Group, Flood and adverse weather group and Warn and Inform Group.

The Brigade has established a collaborative tri partite partnership arrangement with Hereford and Worcester and Shropshire Fire and Rescue Services to ensure emergency response duties using the Brigade’s mobilising system at times of high demand for emergency response call handling or when Business Continuity plans are activated.

The Prevention services are based around home safety, road safety, water safety, arson reduction and youth engagement. Programmes and activities within these themes are targeted at those most vulnerable and delivered in conjunction with key partners in areas where there will be maximum benefit to the recipients.

The Authority’s Protection strategy aims to educate and regulate the built environment to protect people, property and the environment from harm. To deliver this the Brigade has developed close working relationships with other public enforcement bodies and delivers an annual risk based inspection program of buildings within the Brigade’s area.

Mutual Aid Agreements

The Fire and Rescue Services Act 2004 provides clear instructions and powers for FRS to make agreements (reinforcement schemes) with other Authorities to respond to incidents such as fires, road traffic collisions and emergencies within their area and in other areas. The Brigade is required to enter into such reinforcement schemes, as far as is practicable, for securing mutual assistance between authorities so statutory functions can be discharged at all times.

CFA holds and operates to formalised section 13/16 support arrangements with other fire and rescue services, notably Durham and Darlington Fire and Rescue Service and North Yorkshire Fire and Rescue Service to support operational activities.

Business Continuity

Business Continuity Management is an integral part of the Authority's corporate risk management process. Fire and Rescue Authorities have a duty to ensure plans are in place that will satisfy the requirements of both the Civil Contingencies Act 2004 and the Fire & Rescue Services Act 2004.

Having robust Business Continuity Plans is essential for the Service to minimise the impact of any disruption on its ability to deliver an effective service to the community whether the disruptions result from staff shortage, loss of premises, technology failure, loss of information or loss of a key supplier or partner.

Operational Business Continuity Plans have been developed over a number of years in conjunction with the Local Resilience Forum. To assure their effectiveness there are regular multi agency training and testing of the plans.

Each unit within the Brigade has its own Business Continuity Plan to ensure continuity. These are reviewed and refreshed annually.

Business Continuity Plans are being continually reviewed and tested. Each Department head reviews their BCP on an annual basis and an audit and assurance plan is in place to ensure that plans can be tested against realistic scenarios.

Through mechanisms of horizon scanning, structured meetings, generic and bespoke plans, training of staff, exercises and audit processes, the Authority strives to ensure it has appropriate arrangements in place to ensure an appropriate level of service is available to the communities of Teesside at all times.

Emergency Response

To meet the risk across Cleveland, the Authority's priority is to, when required, respond to and attend any incident as quickly as possible as we recognise the quicker we are able to get to an incident the greater the chance there is of survivability.

Response Standards:
We have a set of transparent response standards to life risk incidents. Performance against these standards is monitored and reported throughout the year. In 2018/19 all emergency response standards were achieved.

Actual Attendance Times:
On an annual basis the Home Office publish details of average response times to Fire Incidents by individual service. The latest information published indicates that the Brigade has the fastest average actual response times to primary fire incidents in the country.

Community Risk Management

Through the established Risk Management Framework the Service annually undertakes detailed risk assessments, produces intelligence and performance analysis reports to ensure that strategic, tactical and operational decision making and activities are intelligence-led, impact assessed and evaluated.

Employees with specialist skills work in conjunction with operational colleagues and use specialist systems and software to ensure the risk management framework is delivered effectively and to a high standard.

Information and data from a multitude of sources, internal and external to the Brigade, is used when compiling this analysis to ensure a robust and comprehensive picture of the risks facing the Brigade and the Community is established.

The risks facing the Brigade and its communities are refreshed on an annual basis and summarised in our Community Risk Profile.

4 Financial Assurance

Fire and Rescue Authorities are responsible for ensuring that their business is conducted in accordance with the law and proper standards. CFA conducts its duties under Section 3 of the Local Government Act 1999 in respect of ensuring that public money is properly accounted for and used economically, efficiently and effectively.

2018/19 Budget and Medium Term Financial Plan

The CFA meeting on 16th February 2018 approved the 2018/19 budget and council tax. It also approved the updated Medium term Financial Strategy covering the period 2018/19 to 2020/21.

CFA delivers value for money services. During 2018/19 the Council Tax for a Band D property was the equivalent of £75.18 per annum compared to the national average of £75.40. Cleveland council tax rate was the 13th highest of all Brigades with West Midland Fire and Rescue Service the lowest at £58.84.

The equivalent comparator Council Tax rates of neighbouring Brigades are Tyne and Wear Fire Authority (£79.94), North Yorkshire Fire Authority (£69.20), and Durham and Darlington Fire Authority (£100.53) which represents the highest in the country for 2018/19.

2018/19 Financial Performance

It is a statutory requirement for Authorities to publish the financial results of their activities for the year. This information is contained in the statement of accounts within 'The Financial Report'.

As detailed in the Financial Report the Authority's total net revenue budget for 2018/19 was £26.243m (which equates to £46.35 per person in the Teesside area) with a total spend of £25.442m before contributions to reserves.

Our External Auditors, Mazars LLP, who are an independent body to the Authority, audit the Authority's financial statements and also provide an opinion whether value for money is being achieved.

Opinion on Financial Statements

The Authority's external auditors, Mazars LLP, have issued an unqualified opinion on the statement of accounts and reported to Members of the Audit and Governance Committee;

> *Our auditor's report issued on26 July 2019 included our opinion that the financial statements:*
> *• give a true and fair view of the Authority's financial position as at 31 March 2019 and of its expenditure and income for the year then ended; and*

• have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2018/19.

Audit and Governance Committee 23rd August 2019
'Mazars Annual Audit Letter'.

Audit Judgement on Efficiency and Value for Money (VFM)

The External Auditors are required to conclude whether the Authority has in place proper arrangements for securing economy, efficiency and effectiveness in the use of resources.

External Audit form this opinion by considering the evidence and arrangements in place against two criteria specified by the Audit Commission, notably;

- Financial resilience, that considers evidence across three main areas:
  - financial governance;
  - financial planning;
  - financial control.

- Securing economy, efficiency and effectiveness, that considers evidence across two main areas:
  - prioritising resources;
  - improving efficiency and productivity.

Following the work by Mazars, in August 2018 they reported to Members of the Audit and Governance Committee their conclusion on the Authority's arrangements for achieving Efficiency and Value for Money. Their conclusion states;

Our auditor's report concluded that we are satisfied that in all significant respects, the Authorityhas put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2019.

Audit and Governance Committee 23rd August 2019
'Mazars Annual Audit Letter'.

Within the Financial Statements CFA published details of the salary and remuneration of all senior officers who have a salary of more than £50,000.

The pay policy statement brings the information on remuneration into a single document for public information and meets the obligations of the Localism Act 2011. It was approved by CFA on 23rd March 2018.

In 2010 the Government placed an obligation on public bodies to publish details of all expenditure over £500. Cleveland Fire Authority published such information on its website on a monthly basis.

4 Corporate Governance

In 2018/19 CFA was made up of 16 Elected Members from the four councils of Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton in the Authority Area.

Cleveland Fire Authority is a statutory body whose responsibilities are laid down in legislation as detailed within Section 3.

The membership from each of the four Councils is based on their population and is politically balanced to reflect the make-up of the Council. In 2018/19 the membership was;

Hartlepool	3 Members	2 Labour, 1 Conservative
Middlesbrough	4 Members	3 Labour, 1 Independent
Redcar & Cleveland	4 Members	2 Labour, 1 Conservative, 1 Liberal Democrat
Stockton	5 Members	3 Labour, 1 Conservative, 1 Ingleby Barwick Independent Society

The Authority is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively.

To support this, the following committees and Forums are in place;

- Cleveland Fire Authority*
- Executive Committee*
- Audit and Governance Committee*
- Local Pension Board*
- Independent Remuneration Panel (ad hoc)**

* Meetings scheduled at regular intervals during the year
**Meetings held on an as demand basis

Governance Framework

CFA has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

The governance framework comprises of systems, processes, culture and values by which the Authority directs and controls its activities through which it is accountable for and engages with the community. The Framework enables the Authority to monitor the achievement of its

strategic priorities and to consider whether those priorities have resulted in the delivery of appropriate and cost-effective services.

Code of Corporate Governance

The Authority has approved and adopted a code of corporate governance which encompasses the guidance and best practice outlined in the "Delivering Good Governance in Local Government Framework' (2016 edition) which is published by CIPFA and SOLACE.

Corporate governance services are provided to the Fire Authority through a combination of a SLA with Hartlepool Borough Council who provide the role of Treasurer an Internal Audit function. In addition a dedicated Legal Advisor/Monitoring officer is employed by the Brigade.

An annual Member Development Programme is in place and Corporate and Ethical Governance development is given to officers and managers.

Annual Governance Statement

The preparation of the Annual Governance Statement to support the Financial Report is a statutory requirement for public services. Its purpose is to demonstrate and evidence that there is a continuous review of the effectiveness of the Authority's internal controls, performance and risk management systems. This enables assurance on their effectiveness to be provided so users of the accounts can be satisfied that proper arrangements are in place to govern spending, safeguard assets and maximise operational effectiveness. The process enables the production of a corporate action plan to address any identified gaps, weaknesses or areas for improvement.

No issues were identified within our Annual Governance Statement by our Internal Auditors or External Auditors.

The Annual Governance Statement contained within the Financial Report 2018/19 was approved by Members of the Audit and Governance Committee on 28th June 2019.

Systems of Internal Control

The systems of internal control are a significant part of the Governance Framework and are designed to manage risk to a reasonable level. They cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness.

The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Authority's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

An annual review, evaluation and opinion of the systems and procedures of internal control is conducted and reported to Elected Members. This review is undertaken by the Authority's Internal Audit service provided by Hartlepool Council and is informed by the internal audit program conducted by the internal audit service throughout the year.

During 2018/19 there has been 15 internal audits completed, all with a satisfactory rating. In addition there are four additional audits completed with the reports to be finalised.

The outcome of the latest review was reported to the Audit and Governance Committee and stated;

> *"From the work undertaken during the year 2018/19, Internal Audit has reached the opinion that key systems are operating soundly and that there is no fundamental breakdown in controls resulting in material discrepancy. Satisfactory arrangements were implemented to ensure the effective, efficient and economic operation of Cleveland Fire Authority's financial affairs."*
>
> ***Audit and Governance Committee 28th June 2019 'Internal Audit Outturn Report'***

Local Pension Board

As prescribed in the Public Services Pension Act 2013 there is a requirement for the Pension Scheme Manager, The Pension Board and Scheme Advisory Board to be responsible for the administration of each public service pension.

To assist in the governance and assurance arrangements a representative from XPS Pensions Ltd attends the Pension Board meetings. They present to the Board their quarterly performance reports and provide updates on current and impending issues.

Compliance with the National Framework Requirements

The Fire and Rescue Services Act requires the Home Secretary to report every two years on the Authority's compliance with the National Framework. The last report provided by the Home Secretary was on 10th July 2018 which stated.

'In accordance with the above requirement, the Secretary of State is satisfied that every fire and rescue authority in England has acted in accordance with the requirements of the National Framework, and no formal steps have been taken by the Secretary of State since the last assurance statement in 2016 to secure compliance.'

Equality, Diversity and Inclusion

The Public Sector Equality Duty, of the Equality Act 2010, requires public bodies to consider all individuals when carrying out their day to day work- in shaping policy, in delivering services and in relation to their staff. It requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations

between different people when carrying out their activities. Cleveland Fire Authority is committed to considering equality and diversity in the way we provide our services.

On our website we have published a range of documents supporting this commitment including an Equality, Diversity and Inclusion Policy and Strategy, An workforce and Community Profile Analysis Report, a Gender Pay Gap Report and Public Sector Equality Duty Report.

Data Protection

We process information securely and follow the principles of the Data Protection Act 2018. All staff are required to complete an electronic data protection training module on a annual basis. We use secure methods of transferring and storing data a and also apply appropriate retention periods. We ensure that the data is disposed of securely when it is no longer required.

Risk Management Arrangements

The Authority's risk management arrangements are designed to effectively support service delivery via a balanced strategy of protection, prevention and emergency response.

Employees with specialist skills work in conjunction with operational colleagues and use specialist systems and software ensure that risk management is delivered robustly and to a high standard.

Information and data from a multitude of sources internal and external to the Brigade is used when compiling this analysis to ensure a robust and comprehensive picture of the risks facing the Brigade and the Community is established.

The risks facing the Brigade and its communities are refreshed on an annual basis and a detailed Community Risk Profile underpinned by a suite of detailed risk assessments is published annually that identifies the foreseeable risks facing the Brigade.

Our Corporate Risks are identified and addressed through our Corporate Risk Register that is updated at regular intervals during the year.

To ensure our risk management governance arrangements remain effective and efficient, the Brigade benchmarks and assesses arrangements on a regular basis through ALARM (The Public Risk Management Association) and CIPFA (The Chartered Institute of Public Finance Accountancy). The latest self-assessment outcomes indicate that all bar two areas of risk management are assessed as being in the highest performing categories.

To prepare for the HMICFRS inspection previously detailed the Brigade has produced a detailed self-assessment "This Is Us" covering all areas of service including 'How well we Understand Our Risk of Fire and Other Emergencies' This self assessment has identified no significant issues on the Brigade's risk management arrangements.

5 Performance

Cleveland Fire Brigade has an integrated performance assessment framework which is reported to the Audit and Governance Committee on a quarterly and annual basis, for analysis and scrutiny. A suite of corporate indicators and targets are used by the Authority and enable stakeholders to scrutinise delivery of the CIRMP 2018/22.

The performance reports are made publically available and are supplemented with summary performance leaflets for the Brigade and each district.The Brigade's website has a portal to provide users with up-to-date information on performance of key indicators at a Brigade wide, District and Ward level.

An Annual Performance and Efficiency Report is produced and presented to Members of the Audit and Governance Committee and the CFA. This report is publically available on the Brigade's website and shared with our key stakeholders.

Details regarding our arrangements in respect of access to data and information can be found on the Brigade's website.

The Brigade aims to make it as easy as possible for the people we serve to let us know their views. Through listening and learning we improve the quality of the services we provide, and encourage and recognise good practice by staff.

The Brigade wants to hear from people if they:

- Have a suggestion on how we might improve services.
- Would like to compliment us on a job well done.
- Feel we have fallen short of their expectations.
- Feel we have fallen short of the standards we set ourselves in dealing with complaints.

7 Assurance Summary

In line with the requirements of the National Framework, the Chair of Cleveland Fire Authority and Chief Fire Officer of Cleveland Fire Brigade can provide assurance to the people of Teesside on the Authority's operational, financial and governance arrangements for the year ending 31st March 2019.

……	……
Ian Hayton Chief Fire Officer	Cllr Paul Kirton Chair of Cleveland Fire Authority

Date:

Bibliography and Quick Links to Key Documents

This section provides the list of the key documents and associates links to the documents that have been used in the production of the Annual Statement of Assurance for 2017/18.

National Framework for Fire and Rescue Services for England

Guidance on Annual Statement of Assurance

Community Integrated Risk Management Plan 2018/22

Service Plan 2018/19

Annual Performance and Efficiency Report 2018/19

Community Risk Profile

Glossary

ALARM: The Public Risk Management Association

ASA: Annual Statement of Assurance

CFA: Cleveland Fire Authority

CIPFA: Chartered Institute of Public Finance Accountancy

CIRMP: Community Integrated Risk Management Plan

DCLG: Department Communities and Local Government

HMICFRS: Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services

JESIP: Joint Services Interoperability Principles

LRF: Local Resilience Forum

NR: National Resilience

NRAT: National Resilience Audit Team

NF: National Framework

Cleveland Fire Authority recognises the diverse make-up of the area it serves and is committed to equality, diversity and inclusion.

If you require this document in an alternative language, large print or Braille, please do not hesitate to contact us.

إذا كنت تحتاج إلى هذا المستند بلغة بديلة أو مطبوع بأحرف كبيرة أو بطريقة برايل، فلا تتردد في الاتصال بنا.

আপনার যদি এই নথিটি একটি বিকল্প ভাষা, বড় হরফের মুদ্রন বা ব্রেইলে

print o Braille, mangyaring huwag mag-atubiling makipag-ugnay sa amin

Eger tu vê belgeyê bi zimanê Kurdî, çapa bi tîpên mezin an Xetê Brîl dixwazî bi hetim bi me ra têkilliyê bigir.

如果您需要本文件的其他语言版本、大字版本或盲文版本，请随时与我们联系

Jeśli chcieliby Państwo otrzymać ten dokument w innym języku, w wersji dużym drukiem lub pisany alfabetem Braille'a, prosimy o kontakt z nami.

ਜੇ ਤੁਹਾਨੂੰ ਇਹ ਦਸਤਾਵੇਜ਼ ਕਿਸੇ ਬਦਲਵੀਂ ਭਾਸ਼ਾ, ਵੱਡੇ ਅੱਖਰਾਂ ਜਾਂ ਬ੍ਰੇਲ ਵਿੱਚ ਚਾਹੀਦਾ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਸੰਪਰਕ ਕਰਨ ਵਿੱਚ ਝਿਜਕ ਮਹਿਸੂਸ ਨਾ ਕਰੋ।

உங்களுக்கு இந்த ஆவணம் ஒரு மாற்று மொழியில், பெரிய அச்சு அல்லது பிரெயிலில் தேவைப்பட்டால், எங்களைத் தொடர்பு கொள்ள தயங்க வேண்டாம்.

প্রয়োজন হয়, আমাদের সাথে যোগাযোগ করতে দ্বিধা করবেন না।

Pokud potřebujete tento dokument v alternativním jazyce, velkém tisku nebo Braillově písmu, neváhejte nás kontaktovat.

اگر این نوشتار را به زبانی دیگر، با چاپ درشت یا خط‌بریل لازم دارید، لطفاً با ما تماس بگیرید.

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یہ دستاویز اگر آپ کو کسی دیگر زبان، بڑے حروف کی چھپائی یا بریل میں درکار ہو تو برائے مہربانی بلا جھجک ہم سے رابطہ کریں

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