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# CLEVELAND FIRE AUTHORITY

## MINUTES OF EXECUTIVE COMMITTEE MEETING

15 NOVEMBER 2024



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**PRESENT:**

**CHAIR**

Councillor David Coupe – Middlesbrough Council

**HARTLEPOOL BOROUGH COUNCIL**

Councillors Bob Buchan, Ben Clayton

**REDCAR & CLEVELAND BOROUGH COUNCIL**

Councillor Peter Chaney

**STOCKTON ON TEES BOROUGH COUNCIL**

Councillor Mick Stoker

**AUTHORISED OFFICERS**

Chief Fire Officer, Treasurer, Legal Adviser & Monitoring Officer

Assistant Chief Fire Officer – Community Protection

**APOLOGIES:**

Councillor Dennis McCabe – Middlesbrough Council

Councillor Sufi Mubeen – Stockton Borough Council

**54. DECLARATION OF MEMBERS INTERESTS**

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

**55. MINUTES**

**RESOLVED - that the Minutes of the Executive Committee on 20 September 2024 and Executive (Appointments) Committee on 1 & 2 October 2024 be confirmed.**

**56. REPORTS OF THE CHIEF FIRE OFFICER**

**56.1 Community Volunteers Policy**

The Assistant Chief Fire Officer – Community Protection (ACFO-CP) provided Members with details of this new policy established to bring together arrangements to recruit, train and monitor volunteers to enhance the work already delivered by the Brigade within the community in the most efficient way.

This model, approved by the Executive Leadership Team in June 2024, opts to manage the use of volunteers using existing staff and arrangements with the Head of Prevention having overall responsibility for the scheme to ensure it remains in budget.

### 56.1 Community Volunteers Policy cont.

The ACFO-CP outlined the Authority's role which was to:

- Advocate volunteering throughout the communities of Cleveland
- Supporting the use of volunteers to deliver community services by Cleveland Fire Brigade.

The ACFO-CP gave assurances that the Policy had been Equality Impact Assessed with no negative issues identified and consultation with the FBU and UNISON had taken place with no issues raised to date.

**RESOLVED – That the Authority's Community Volunteers Policy be approved.**

### 56.2 Fire Safety Enforcement Policy

The Chief Fire Officer (CFO) informed Members that this policy had been amended to reflect the recent changes to the Principal Officer roles and the new arrangements in place for statutory notices and their withdrawals to be signed.

He outlined the changes which were to remove the CFO and ACFO-CP responsibility to sign all Authority statutory notices and withdrawals and add the Head of Protection and Competent Fire Safety Manager to sign on behalf of the Authority, as detailed on pages 5 and 6 of the policy.

The Legal Adviser and Monitoring Officer (LAMO) confirmed that he would make the statutory changes to the Scheme of Delegation and report to the Annual Meeting in June 2025 when the Constitution was reviewed.

**RESOLVED:-**

- (i) That the amendments to the Fire Safety Enforcement Policy at Appendix 1 be approved.**
- (ii) That the delegation to the Legal Adviser and Monitoring Officer to make the required amendments to the CFA Constitution and Scheme of Delegation be approved.**

### 56.3 Disability, Mental Health and Wellbeing Report 2023

The CFO update Members on the Brigade's voluntary reporting of Disability, Mental Health and Wellbeing information, as detailed at Appendix 1, which outlines key actions undertaken over the period up to 31 March 2023.

He reported that moving forward, this report will be produced in the same timeline as Ethnicity and Gender Pay Gap, and Public Sector Equality Duty reports and published on the Brigade's website.

**RESOLVED – That Members noted the Cleveland Fire Brigade Disability, Mental Health and Wellbeing Report (Appendix 1) and the intention to publish future reports to align with Ethnicity and Gender Pay Gap and Public Sector Equality Duty reporting.**

- 57. 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.”
- 58. CONFIDENTIAL MINUTES**  
**RESOLVED** - that the Confidential Minutes of the Executive Committee on 20 September 2024 and 1 & 2 August be confirmed.
- 59. CONFIDENTIAL REPORTS OF THE CHIEF FIRE OFFICER**
- 59.1 Procurement Update Report**  
Members received details relating to contract letting procedures, exemptions to contract procedure rules and future procurement plans.
- 59.2 Provision of Mechanical and Electrical Planned and Reactive Maintenance Services – Contract Award**  
The CFO outlined the results of the Brigade analysis of the tenders received for the Mechanical and Electrical Planned and Reactive Maintenance Services – Contract Award.
- 60. CONFIDENTIAL REPORT OF THE TREASURER**
- 60.1 Medium Term Financial Strategy (MTFS) 2024/25 – 2026/27**  
The Treasurer provided Members with an update on the Authority’s MTFS and the proposed timetable for setting the 2025/26 budget and council tax.

**COUNCILLOR DAVID COUPE  
CHAIR**