

**BUSINESS REPORT 2019/20****REPORT OF THE LEGAL ADVISER AND  
MONITORING OFFICER****For Approval****1. PURPOSE OF REPORT**

- 1.1 That Members consider and approve the Authority's governance arrangements as set out in its Constitution at Appendix A.
- 1.2 To appoint Members to roles, committees and outside bodies as outlined at paragraph 4 and Appendix A.

**2. RECOMMENDATIONS**

- 2.1 That the Constitution as outlined at paragraph 3 and Appendix A be approved.
- 2.2 That Members nominate and appoint to the roles and membership of committees and outside bodies as outlined at paragraph 4 and Appendix A.

**3. CONSTITUTION**

Members are requested to consider and approve the following governance arrangements as outlined within Appendix A:

**3.1 Governance – Section 2**

Details the Authority's membership, committee structure and other governance information.

**3.2 Terms of Reference and Delegated Powers – Section 3**

Details the terms of reference and delegated powers of the Authority and its Committees.

**3.3 Delegation Scheme – Section 4**

The Delegation Scheme sets out the terms and limitations upon which the Authority has empowered its Authorised Officers, this includes additions in line with the requirements of the Public Service Pension Act 2013 and Regulations made thereunder. The Scheme was reviewed and updated in November 2018.

### **3. CONSTITUTION continued**

#### **3.4 Financial Procedure Rules – Section 5**

The Financial Procedure Rules also include the roles of External and Internal Audit.

#### **3.5 Standing Orders – Section 6**

Standing Orders of the Authority are divided into the following two areas:

- **Standing Orders in Respect of Proceedings and Business**
- **Contract Procedure Rules** – reviewed and updated in November 2018

#### **3.6 Code of Corporate Governance – Section 7**

The Code of Corporate Governance sets out how the Authority carries out its business in a way that demonstrates accountability, transparency, effectiveness, integrity, impartiality, inclusivity and efficiency. The Code has been updated to evidence the Brigades organisational documents in line with the CIPFA/Solace principles.

#### **3.7 Members Allowance Scheme – Section 8**

The Members Allowance Scheme details the governance of the scheme.

#### **3.8 Ethical Governance Framework – Section 9**

- Anti-Fraud and Anti-Corruption Strategy - reviewed May 2019)
- Standards and Partners
- Member Code of Conduct
- Register of Members Interests
- Declaration of Gifts and Hospitality
- Hearing Procedures
- Complaints Procedure

#### **3.9 Member Development Plan – Section 10**

The Member Development Plan enables Members to build upon their skills and knowledge to ensure they are able to fulfil the roles and responsibilities of an Authority Member. The Strategic Corporate Objectives of the Authority and the roles and responsibilities of all Cleveland Fire Authority Members are linked and embedded into the Framework which is vision guided and value based.

#### **3.10 Glossary – Section 11**

**4. NOMINATIONS 2019/20**

Members are requested to nominate and appoint the membership as detailed within the report and Constitution:

**4.1. APPOINTMENT OF CHAIR & VICE CHAIR**

Chair 2019/20	Councillor
Vice Chair 2019/20	Councillor

**4.2. APPOINTMENT TO COMMITTEES****EXECUTIVE COMMITTEE (7 Members)**

*Chair and Vice Chair to be included*

HARTLEPOOL BOROUGH COUNCIL:-	Councillor(s)
MIDDLESBROUGH COUNCIL:-	Councillor(s)
REDCAR & CLEVELAND BOROUGH COUNCIL:-	Councillor(s)
STOCKTON ON TEES BOROUGH COUNCIL:-	Councillor(s)

**AUDIT & GOVERNANCE COMMITTEE (9 Members)**

*Chair to be a Member from outside of the majority group*

*No Executive to be included - Includes 2 Independent Persons in an advisory role.*

HARTLEPOOL BOROUGH COUNCIL:-	Councillor(s)
MIDDLESBROUGH COUNCIL:-	Councillor(s)
REDCAR & CLEVELAND BOROUGH COUNCIL:-	Councillor(s)
STOCKTON ON TEES BOROUGH COUNCIL:-	Councillor(s)

**4.3. APPOINTMENT TO CFA LOCAL PENSION BOARD FIREFIGHTERS' PENSION SCHEME**

Employer Representation (CFA)	Councillor
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**4.4. OUTSIDE BODIES**

The Authority appoints on an annual basis to the following outside bodies to which they have allocated representation:-

<b>Local Government Association Fire Commission</b> (CFA Chair or Vice Chair)	Councillor
LGA Fire Commission substitute	Councillor

**Safer Partnership Forums**

Redcar and Cleveland Community Safety Partnership	Councillor
Stockton Safer Partnership representative	Councillor

<b>Cleveland Fire Support Network Board</b>	Councillor
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**5. AUTHORITY MEMBERSHIP 2019/20****HARTLEPOOL**

Tim Fleming	<a href="mailto:tim.fleming@hartlepool.gov.uk">tim.fleming@hartlepool.gov.uk</a>	*IUCon
Marjorie James	<a href="mailto:marjoriejames45@yahoo.com.uk">marjoriejames45@yahoo.com.uk</a>	Socialist Labour
Stephen Thomas	<a href="mailto:stephen.thomas@hartlepool.gov.uk">stephen.thomas@hartlepool.gov.uk</a>	Labour

**MIDDLESBROUGH**

Teresa Higgins	<a href="mailto:teresa_higgins@middlesbrough.gov.uk">teresa_higgins@middlesbrough.gov.uk</a>	Labour
Naweed Hussain	naweed <a href="mailto:hussain@middlesbrough.gov.uk">hussain@middlesbrough.gov.uk</a>	Labour
Jon Rathmell	<a href="mailto:rathmelljon@aol.com">rathmelljon@aol.com</a>	*MICA
Ashley Waters	<a href="mailto:ashley_waters@middlesbrough.gov.uk">ashley_waters@middlesbrough.gov.uk</a>	*MICA

**REDCAR & CLEVELAND**

Billy Ayre	<a href="mailto:billy.ayre@redcar_cleveland.gov.uk">billy.ayre@redcar_cleveland.gov.uk</a>	Labour
Adam Brook	<a href="mailto:adam.brooke@redcar_cleveland.gov.uk">adam.brooke@redcar_cleveland.gov.uk</a>	The Independent Group
Norah Cooney	<a href="mailto:norah.cooney@redcar_cleveland.gov.uk">norah.cooney@redcar_cleveland.gov.uk</a>	Conservative
Mary Ovens	<a href="mailto:mary.ovens@redcar_cleveland.gov.uk">mary.ovens@redcar_cleveland.gov.uk</a>	Lib. Democrat

**STOCKTON ON TEES**

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Andrew Stephenson	<a href="mailto:andrew.stephenson@stockton.gov.uk">andrew.stephenson@stockton.gov.uk</a>	Conservative
William Woodhead	<a href="mailto:william.woodhead@stockton.gov.uk">william.woodhead@stockton.gov.uk</a>	Independent

\*Independent Union and Conservative

\*Middlesbrough Independent Councillors Association

\*Thornaby Independent Association

**PETER DEVLIN****LEGAL ADVISER AND MONITORING OFFICER**

**The Business Report reflects the following Strategic Priorities & Principles**

<p align="center"><b>AUTHORITY'S STRATEGIC PRIORITIES</b></p>
<p><b>The Business Report contributes to the achievement of the following strategic goals:</b></p> <ul style="list-style-type: none"> <li>• <b>Safer, Stronger Communities</b></li> <li>• <b>Efficient Use of Resources</b></li> <li>• <b>A Proud, Passionate, Professional and Inclusive Workforce</b></li> </ul>
<p align="center"><b>CORE PRINCIPLES</b> Extract from CIPFA/SOLACE "Delivering Good Governance in Local Government: Framework (2016)"</p>
<ol style="list-style-type: none"> <li>1. Behaving with integrity, demonstrating strong commitment to ethical values and respecting the rule of the law.</li> <li>2. Ensuring openness and comprehensive stakeholder engagement.</li> <li>3. Defining outcomes in terms of sustainable economic, social and environmental benefits.</li> <li>4. Determining the interventions necessary to optimise the achievement of the intended outcomes.</li> <li>5. Developing the entity's capacity, including the capability of its leadership and the individuals within it.</li> <li>6. Managing risks and performance through robust internal control and strong public financial management.</li> <li>7. Implementing good practices in transparency, reporting and audit to deliver effective accountability.</li> </ol>
<p align="center">The sub Principles of good governance are detailed within the Authority's Code of Corporate Governance</p>