
CLEVELAND FIRE AUTHORITY

MINUTES OF ANNUAL MEETING

9 JUNE 2023



PRESENT:

CHAIR

Cllr David Coupe – Middlesbrough Council

HARTLEPOOL BOROUGH COUNCIL

Cllrs Tom Cassidy, Ben Clayton

MIDDLESBROUGH COUNCIL

Cllrs John Kabuye, Dennis McCabe, Julie Thompson

REDCAR & CLEVELAND BOROUGH COUNCIL

Cllrs Peter Chaney, Steve Kay, Mary Ovens, David Taylor

STOCKTON ON TEES BOROUGH COUNCIL

Cllrs Jim Beall, John Gardner, Stefan Houghton, Sufi Mubeen, Mick Stoker

AUTHORISED OFFICERS

Chief Fire Officer, Legal Adviser & Monitoring Officer, Deputy Treasurer,
Assistant Chief Fire Officer - Strategic Planning & Resources
Assistant Chief Fire Officer – Community Protection

APOLOGIES:

Councillor Henry Ashton – Hartlepool Borough Council

1. APPOINTMENT OF CHAIR FOR THE ENSUING YEAR

The Legal Adviser and Monitoring Officer (LAMO) opened the meeting and sought nominations for the position of Chair of Cleveland Fire Authority for 2023/24.

Councillors David Coupe and Ben Clayton were subsequently proposed and seconded. A vote was taken and Councillor Coupe received eight votes to Councillor Clayton's seven.

RESOLVED – that Councillor David Coupe be appointed Chair of Cleveland Fire Authority for 2023/24.

2. DECLARATIONS OF MEMBERS INTEREST

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

3. APPOINTMENT OF THE VICE CHAIR FOR THE ENSUING YEAR

The Chair sought nominations for the position of Vice Chair of Cleveland Fire Authority for 2023/24. Councillors Sufi Mubeen and Mick Stoker were proposed and seconded with Councillor Mubeen receiving eight votes to Councillor Stoker's seven.

RESOLVED – that Councillor Sufi Mubeen be appointed as Vice Chair of Cleveland Fire Authority for 2023/24.

4. MINUTES

RESOLVED – that the Minutes of proceedings of the Ordinary meeting of 24 March 2023 be confirmed.

5. MINUTES OF MEETINGS

RESOLVED - that the Minutes of the Executive (Appeals) Committee meeting on 24 April 2023 and the Executive Committee on 19 May 2023 be confirmed.

6. COMMUNICATIONS RECEIVED BY THE CHAIR

No communications were received by the Chair.

7. REPORT OF THE LEGAL ADVISER AND MONITORING OFFICER

7.1 Business Report 2023

The Legal Adviser & Monitoring Officer (LAMO) referred Members to The Constitution at Appendix A which included:

- CFA Membership 2023/24
- Calendar of Meetings 2023/24
- Terms of Reference
- Scheme of Delegation
- Financial Procedure Rules
- Code of Corporate Governance
- Ethical Governance Framework
- Standing Orders of the Authority Regulation of Proceedings & Business
- Contract Procedure Rules
- Members Allowance Scheme

Voting took place on the nominations received for Committees and outside bodies. With the consensus of the Members present, it was agreed that the appointment of the Chair and Vice Chair for the Audit & Governance Committee would take place at this Annual meeting and not at the initial committee meeting on 30 June 2023.

Appointment of Audit & Governance Committee Chair and Vice Chair

Nominations took place for the position of Chair of the Audit & Governance Committee. Councillors John Kabuye and Steve Kay were subsequently proposed and seconded with Councillor Kaye receiving nine votes to Councillor Kabuye’s six.

Nominations took place for the position of Vice Chair of the Audit & Governance Committee. Councillors Janet Thompson and David Taylor were subsequently proposed and seconded with Councillor Thompson receiving seven votes to Councillor Taylor’s seven.

RESOLVED:-

- (i) That the Constitution as outlined at paragraph 3 and Appendix A be approved.**
- (ii) That Member appointments to committees and outside bodies (as nominated and outlined in the table below) be approved.**

EXECUTIVE COMMITTEE

CON	COUPE (CHAIR)	MIDDLESBROUGH
CON	MUBEEN (VICE CHAIR)	STOCKTON ON TEES
CON	CASSIDY	HARTLEPOOL
LAB	CLAYTON	HARTLEPOOL
LAB	CHANEY	REDCAR & CLEVELAND
LAB	STOKER	STOCKTON ON TEES
LIB DEM	OVENS	REDCAR & CLEVELAND

7.1 Business Report 2023 cont.

AUDIT AND GOVERNANCE COMMITTEE

IND GRP	KAY (CHAIR)	REDCAR & CLEVELAND
CON	TAYLOR (VICE CHAIR)	REDCAR & CLEVELAND
CON	ASHTON	HARTLEPOOL
CON	HOUGHTON	STOCKTON ON TEES
CON	GARDNER	STOCKTON ON TEES
LAB	THOMPSON	MIDDLESBROUGH
LAB	BEALL	STOCKTON ON TEES
LAB	KABUYE	MIDDLESBROUGH
MICA	MCCABE	MIDDLESBROUGH

FPS LOCAL PENSION BOARD 2023/24

LAB	CLAYTON	HARTLEPOOL
CON	GARDNER	STOCKTON ON TEES
MICA	MCCABE	MIDDLESBROUGH
CON	ASHTON (SUB)	HARTLEPOOL

REPRESENTATIVES FOR OUTSIDE BODIES 2023/24

LGA FIRE COMMISSION REPRESENTATIVE	COUPE
Substitute:	MCCABE
REDCAR & CLEVELAND COMMUNITY SAFETY PARTNERSHIP	TAYLOR
STOCKTON SAFER PARTNERSHIP REPN	HOUGHTON

7.2 Member Development Plan

The LAMO presented the Member Development Plan 2023/24, as detailed at Appendix 1 of the report, and informed Members that a Corporate Manslaughter development seminar had been arranged for 28 July 2023. All development needs should be directed to Bev Parker, Democratic and Administration Manager.

RESOLVED – that the Member Development Plan 2023/24, at Appendix 1, be approved.

7.3 Appointment of Independent Persons

The LAMO informed Members that the term of office for the current Independent Persons was due to end on 30 June 2023. He reported that following a recruitment campaign, expressions of interest were only received from the current Independent Persons. Therefore, at its meeting on 3 March 2023, the Executive Committee agreed to recommend the re-appointment the Independent Persons for a four-year term of office (Min. No. 109 refers).

RESOLVED – That as recommended by the Executive Committee on 3 March 2023, Mr Paul McGrath and Mr Steve Harwood be re-appointed as the Independent Persons to Cleveland Fire Authority from 1 July 2023 for a four-year term of office.

8. REPORTS OF THE CHIEF FIRE OFFICER

8.1 Corporate Plan 2022-26: Progress on 2022/23 Priorities and Priorities for 2023/24

The Chief Fire Officer (CFO) introduced himself to the Authority and invited the Assistant Chief Fire Officers (ACFOs) to outline the remit of their own directorates.

He referred Members to the Corporate Plan 2022-26 (Appendix 1) which provided an outline of the progress of 2022/23 priorities set against the corporate goals and objectives captured in the following four-year plans:

- Community Risk Management Plan
- People Plan
- Resource Plan

The CFO also referred Members to the Service Plan 2023/24 (Appendix 2) which sets out the Authority's priorities and improvement actions for the coming year which are regularly monitored by the Executive Committee.

Councillor Kabuye asked what recent Equality, Diversity and Inclusion activities had been undertaken by the Brigade. The CFO confirmed that there had been positive action to encourage under-represented groups during the recent firefighter recruitment campaign which unfortunately had not been as successful as hoped with both female and black and ethnic groups underrepresented. Work is ongoing across the Brigade to address this gap.

Councillor Chaney referred to the delays with the Authority's 2021/22 Audit Certificate due to delays receiving Pension Fund Auditor assurances and asked whether there was a financial penalty to the Authority. The CFO confirmed that there was no financial penalty from the Home Office.

RESOLVED:-

- (i) **That Members noted the position regarding the implementation of the Authority's Corporate Plan 2022-26; and the priorities set out in the underpinning Community Risk Management, People and Resources Plans 2022-26.**
- (ii) **That the priorities for the current year, as detailed in the Service Plan 2022/23 at Appendix 1, be noted.**

8.2 Values & Culture in Fire & Rescue Services

The CFO presented the HMICFRS Spotlight Report on Values and Culture in the FRS and the assessment of the Brigade's current arrangements in relation to the 35 recommendations set out in the Report.

He referred Members to the Report at Appendix 1 which had been published on 30 March 2023 and focused on the following nine themes: raising concerns; background checks; misconduct handling; leadership; management and leadership training and development; diversity data; improving diversity; core code of ethics; and The Fire and Rescue National Framework for England.

The CFO reaffirmed the Authority's strategic direction in relation to its people as set out in the People Plan and captured in the corporate goals and objectives and reported that a comprehensive review and gap analysis had been undertaken against the 35 recommendations.

8.2 Values & Culture in Fire & Rescue Services cont.

Progress on the implementation of the Brigade’s actions will be captured in the Brigade’s improvement planning framework and monitored by the Executive Committee.

Councillor Chaney asked whether the trade unions and firefighters supported the Brigade’s efforts to improve values and culture in the workplace. The CFO confirmed that the trade unions were fully supportive and had a long history of pushing the EDI agenda.

Members recognised that the 36 recommendations contained within the Spotlight report was onerous on the Brigade’s resources. The CFO reported that the ACFO-SPR had undertaken a gap analysis against these recommendations and some were already being undertaken as part of the Authority’s 2023/24 priorities. He acknowledged the value in striving to become a more inclusive, diverse workforce which reflects the communities of Cleveland.

RESOLVED – That Members noted:-

- (i) the publication of the HMICFRS’s Spotlight Report on Values and Culture in the Fire and Rescue Service (Appendix 1).**
- (ii) Cleveland Fire Brigade’s assessment of its current arrangements in relation to culture against the recommendations set out in the HMICFRS Spotlight Report (Appendix 2).**
- (iii) the overview of the short, medium, and long-term recommendations for Government (Appendix 3).**
- (iv) the overview of the short, medium, and long-term actions for the National Fire Chiefs’ Council (Appendix 4).**
- (v) the overview of the short, medium, and long-term actions for the Chief Fire Officer (Appendix 5).**
- (vi) that further reports will be brought to future Executive Committee meetings on progress of the implementation of Cleveland Fire Brigade’s actions.**

8.3 Information Pack

8.3.1 Campaigns

RESOLVED – that the information pack be noted.

9. LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION ORDER) 2006

RESOLVED - “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.”

10. CONFIDENTIAL MINUTES

RESOLVED – that the Confidential Minutes of proceedings of the Ordinary meeting of 24 March 2023 be confirmed.

11. CONFIDENTIAL MINUTES OF MEETINGS

RESOLVED – that the Confidential Minutes of the Executive (Appeals) Committee on 24 April 2023 and the Executive Committee on 19 May 2023 be confirmed.

**COUNCILLOR DAVID COUPE
CHAIR**