

**CLEVELAND FIRE AUTHORITY'S POLICY REVIEWS  
APRIL TO AUGUST 2020****REPORT OF THE CHIEF FIRE OFFICER****For Approval****1. PURPOSE OF REPORT**

- 1.1 To inform Members of the policy reviews and approvals that have taken place over the period April to August 2020.

**2. RECOMMENDATIONS**

- 2.1 That Members ratify the decision of the Chief Fire Officer to approve the updated policies highlighted in Section 4 of this Report.

**3. BACKGROUND**

- 3.1 In normal circumstances Cleveland Fire Authority's Executive Committee has delegated powers to approve the Authority's new strategic policies and any amendments to existing policies. These Policies are stored and accessed from the Brigade's Intranet site (FISH) under the Key Document Framework and are reviewed in line with the arrangements of that Framework to ensure they remain up to date and relevant.
- 3.2 Over recent months during our response to COVID 19 the Authority's meetings were suspended and as a result approval for new or amended policies fell to the Chief Fire Officer.

**4. APPROVED POLICIES APRIL TO AUGUST 2020**

- 4.1 Over the period April to August 2020 no new strategic policies were introduced and the following existing policies have been reviewed by relevant Senior Managers and approved by the Chief Fire Officer. Consultation has been undertaken place with Trade Unions on all policy amendments and the Key Document Framework has been updated accordingly.

**Family Friendly Policy and Procedure**

- 4.2 The Family Friendly Policy and Procedure no 35 was fundamentally reviewed and updated to reflect current legislative changes such as maternity and paternity leave and carer's responsibilities. It was approved by the Chief Fire Officer at the Executive Leadership Team meeting on 24<sup>th</sup> April 2020.

**Flexible Working Policy and Procedure**

- 4.3 The Flexible Working Policy and Procedure was reviewed and minor amendments were made in relation to the roles and responsibilities to reflect the new senior structure. It was approved by the Chief Fire Officer at the Executive Leadership Team on 24<sup>th</sup> April 2020.

**Health and Fitness Policy and Procedure**

- 4.4 The Health and Fitness Policy and Procedure was reviewed with minor amends relating to gender neutrality and changes to six monthly and Incident Command testing. It was approved by the Chief Fire Officer at the Executive Leadership Team meeting on 21<sup>st</sup> July 2020.

**Substance Misuse Policy and Procedure**

- 4.5 The Substance Misuse Management Policy and Procedure was reviewed with minor amends relating to gender neutrality and the inclusion of a process flow diagram. It was approved by the Chief Fire Officer at the Executive Leadership Team meeting on 21<sup>st</sup> July 2020.

**Sickness Absence Policy and Procedure**

- 4.6 The Sickness Absence Management Policy and Procedure was reviewed taking account of the outcomes from the Health and Wellbeing Strategy Review. The Policy has not changed fundamentally and the procedure has been updated to include wider support to people with disabilities and long term illnesses; give clarity to the processes of sickness management and include the procedures surrounding 'tracker' systems that have been implemented for sickness absence. The Policy and Procedure was agreed by ELT on 25<sup>th</sup> August 2020.

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