

# APPENDIX 1

FRS: Cleveland Fire Brigade

Inspection Date: 9<sup>th</sup> November 2020 from to 20<sup>th</sup> November 2020 (2 week window)

HMI: W Williams

Inspection Officer: A Bell

**Interviews: *Ideally interviews to take place in week one.*** Interviews should last approx. 1 hour (allow some time for discussion with IO and note taking, EGTs).

Interviews:					
Interview	Strategic accountability for ....	Interviewee name and job title	Date	Time	Video /audio tested in advance
Head of HR	Workforce planning and resourcing, additional responsibilities including those under the tri-partite agreement, employee benefits, work with rep bodies, new ways of working, staff wellbeing and caring responsibilities, EDI impact and considerations	Karen Winter ACO Strategic Planning and Resources  Chris Chisholm Senior Head of People	16 <sup>th</sup> November	1400-1500	
Head of Finance	Resources to respond to the pandemic and maintain statutory responsibilities, impact on FRS financial position and associated forecasting, plans to address, reserves, other funding, procurement, efficiencies identified	Karen Winter ACO Strategic Planning and Resources  Graham Fowler Head of Finance	12 <sup>th</sup> November	1000-1100	
Head/s of Prevention and Protection (2 people allowed in interview)	Prevention / protection provision through pandemic, how visits prioritised / risk assessed, control measures for safe working etc. other community safety activities, resourcing the work, sharing	Carl Boasman ACO Community Protection  Steve Johnson Senior Head of Prevention, Protection and Engagement	13 <sup>th</sup> November	1400-1500	

	learning				
Head/s of Response and Control (2 people allowed in interview)	Resilience of fire stations and control room, operational performance and organisational learning, availability, training, responding to incidents, HFSV's, FS visits by station staff <b>** Now includes employee health and safety</b>	Carl Boasman ACO Community Protection  Dave Turton Senior Head of Operations	10 <sup>th</sup> November  <b>Note date change from 17<sup>th</sup> Nov</b>	1500-1630  <b>Note time change and extended</b>	
Chair of LRF, or Deputy if FRS chairs (of all LRFs the FRS sit on)	Multi agency emergency response arrangements during pandemic and FRS role, agencies support to each other, information sharing protocols, lessons learned and future LRF planning	Denise McGukin Hartlepool Borough Council	10 <sup>th</sup> November	1000-1130	
Chief Fire Officer C-19 lead/ Gold Commander	Business continuity /pandemic flu plans, and future reviews, LRF arrangements, local community risk profiles, sharing learning and work with NFCC, new areas of work, support to others, new ways of working	Ian Hayton Chief Fire Officer  Carl Boasman ACO Community Protection	9 <sup>th</sup> November	1000 - 1100	
<b>*Additional interview</b>  Responsible person/s for BCP	CFB submitted Business continuity /pandemic flu plans – interview will focus on BCP and content	Carl Boasman ACO Community Protection  Dave Turton Senior Head of Operations	9 <sup>th</sup> November	1200-1245	
Chair of the Fire Authority and HMI	FRA oversight re tripartite arrangements, FRA scrutiny arrangements, relationship management, ensuring vfm, sharing learning, recovery planning,	Cllr Paul Kirton Chair Cleveland Fire Authority  <b>Note that this meeting is 'strictly private' between HMI and Chair CFA, no additional persons allowed</b>	11 <sup>th</sup> November	1100 - 1200	
<b>Hot debrief with M Mason / A Bell</b>		Ian Hayton Chief Fire Officer	20 <sup>th</sup> November	1430  <b>Note time</b>	

				change from 1000hrs	
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