

APPENDIX 1

FRS: Cleveland Fire Brigade

Inspection Date: 9th November 2020 from to 20th 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 th 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 th 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 th 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 ** Now includes employee health and safety	Carl Boasman ACO Community Protection Dave Turton Senior Head of Operations	10 th November Note date change from 17th Nov	1500-1630 Note time change and extended	
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 th 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 th November	1000 - 1100	
*Additional interview 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 th 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 Note that this meeting is 'strictly private' between HMI and Chair CFA, no additional persons allowed	11 th November	1100 - 1200	
Hot debrief with M Mason / A Bell		Ian Hayton Chief Fire Officer	20 th November	1430 Note time	

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