
CLEVELAND FIRE AUTHORITY

MINUTES OF ANNUAL MEETING

26 JUNE 2015



- PRESENT:**
- HARTLEPOOL BOROUGH COUNCIL**
Cllrs Rob Cook, Ray Martin-Wells
 - MIDDLESBROUGH COUNCIL**
Cllrs Ronald Arundale, Shamal Biswas, Jan Brunton, Teresa Higgins, Naweed Hussain, Tom Mawston
 - REDCAR & CLEVELAND BOROUGH COUNCIL**
Cllrs Billy Ayre, Norah Cooney, Ray Goddard, Mary Lanigan, Bob Norton, Mary Ovens
 - STOCKTON ON TEES BOROUGH COUNCIL**
Cllrs Gillian Corr, Paul Kirton, Jean O'Donnell, Stephen Parry, Mick Stoker, William Woodhead
 - AUTHORISED OFFICERS**
Director of Corporate Services, Legal Adviser and Monitoring Officer, Treasurer
 - BRIGADE OFFICERS**
Head of Corporate Support
- APOLOGIES FOR ABSENCE:** Councillors Stephen Akers-Belcher, Marjorie James – Hartlepool Borough Council

The Director of Corporate Services (DCS) welcomed new Members; Councillors Cook and Akers-Belcher from Hartlepool Borough Council, Councillors Arundale and Higgins from Middlesbrough Council, Councillors Ayre, Lanigan and Norton from Redcar & Cleveland Borough Council and Councillor Parry from Stockton on Tees Borough Council to Cleveland Fire Authority.

1. APPOINTMENT OF CHAIR FOR THE ENSUING YEAR

The Director of Corporate Services sought nominations for the position of Chair of Cleveland Fire Authority for 2015/16. Councillor Jan Brunton was subsequently proposed and seconded whereupon nominations were closed.

RESOLVED – that Councillor Jan Brunton be appointed Chair of Cleveland Fire Authority for the ensuing year.

Councillor Brunton in the Chair.

The Chair placed on record the Authority's thanks to Brian Briggs, ex Chair of the Authority, George Dunning, Robbie Payne, Dale Quigley and Steve Walmsley for the commitment and support they gave during their time as Members of Cleveland Fire Authority.

The Chair thanked Members for their nomination and stated that she is looking forward to working with Members and Officers in the coming year.

2. DECLARATIONS OF MEMBERS INTEREST

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

3. APPOINTMENT OF VICE CHAIR FOR THE ENSUING YEAR

The Chair sought nominations for the position of Vice Chair to Cleveland Fire Authority for 2015/16. Councillor Jean O'Donnell was proposed and seconded whereupon nominations were closed.

RESOLVED – that Councillor Jean O'Donnell be appointed as Vice Chair of Cleveland Fire Authority for the ensuing year.

4. MINUTES

RESOLVED – that the Minutes of the Cleveland Fire Authority meeting on 27 March 2015 be confirmed.

5. MINUTES OF COMMITTEES

RESOLVED – that the Minutes of the Executive Committee meeting on 15 May 2015 be confirmed.

6. COMMUNICATIONS RECEIVED BY THE CHAIR

Peter Holland, Chief Fire & Rescue Adviser - Honours And Awards
Shehla Hussain, DCLG - Local Government Transparency Code 2015

RESOLVED – that the communications be noted.

7. REPORT OF THE LEGAL ADVISER AND MONITORING OFFICER

7.1 Business Report 2015/16

The Legal Adviser and Monitoring Officer (LAMO) sought Members' views regarding the principles to the Corporate Governance framework outlined at paragraph 3 and the Corporate Governance Framework outlined at Appendix A which detailed the following:

- CFA Membership 2015/16
- Calendar of Meetings 2015/16
- Terms of Reference
- Committee Structure
- Delegation Scheme
- Financial Procedure Rules
- Standing Orders of the Authority
 - Standing Orders in Respect of Proceedings
 - Contract Procedure Rules
- Code of Corporate Governance
- Members Allowance Scheme

He highlighted to Members the change of sequencing regarding the rotation of Chair and Vice Chair positions (paragraph 3.1 refers), following the appointment of Chair and Vice Chair earlier in the meeting.

The LAMO sought nominations for the ensuing year for Committees, Outside Bodies and Member Champions.

7.1 Business Report 2015/16 (cont)

A vote was undertaken as three nominations were received for the two remaining positions on the Executive Committee. Councillors Corr and Ovens were appointed.

Following appointments the LAMO drew Members' attention to paragraph 3.5 of his report and asked Members to note that some Members were appointed to both the Overview & Scrutiny and Audit Governance Committees, which moved away from the usual practice of Audit & Governance membership being independent of Overview & Scrutiny.

The LAMO highlighted Member attendance of the Fire Improvement Group and Cleveland Fire Support Network.

Members were asked to consider and comply with the Ethical Governance Framework outlined at Appendix B. This included the revised Code of Conduct adopted by the Authority on 7 June 2013, through the requirement for Cleveland Fire Authority to promote and maintain high standards of conduct by its Members, under Section 27 of the Localism Act, 2011. The LAMO reminded Members of the requirement to ensure that their Register of Interest was returned/updated within 28 days of joining the Authority.

Councillor O'Donnell queried if it was possible to write and confirm that there had been no change since the previous submission of a Register of Interest. The LAMO confirmed that this would be acceptable.

Members were also asked to consider the Member Development Framework 2015/16 at Appendix C.

RESOLVED:-

- (i) That the Corporate Governance Framework principles as outlined at paragraph 3 be approved.**
- (ii) That the Corporate Governance Framework as outlined at paragraph 4 and Appendix A be approved.**
- (iii) That the Code of Conduct as outlined at paragraph 5.3, and Appendix B, be adopted and approved.**
- (iv) That the Ethical Governance Framework of the Authority as outlined at paragraph 5 and Appendix B be approved and complied with.**
- (v) That the Member Development Framework which includes the Role of Members outlined at paragraph 6 and Appendix C be approved.**
- (vi) That the Member attendance at the associated meetings as outlined at Paragraph 7 be noted.**
- (vii) That Member appointments to committees and outside bodies (as outlined in the table below) be approved.**
- (viii) That the change in sequencing regarding the rotation of Chair and Vice Chair be noted.**
- (ix) That the change of practice that members can be appointed to both Audit & Governance and Overview & Scrutiny be noted.**

EXECUTIVE COMMITTEE 4-1-1-1

LAB	BRUNTON	CHAIR
LAB	O'DONNELL	VICE CHAIR
LAB	JAMES	HARTLEPOOL
LAB	GODDARD	REDCAR & CLEVELAND
LD	OVENS	REDCAR & CLEVELAND
CONS	WOODHEAD	STOCKTON ON TEES
IND	CORR	STOCKTON ON TEES

7.1 Business Report 2015/16 (cont)

TENDER 2-1

LAB	BRUNTON	CHAIR
LAB	STOKER	STOCKTON ON TEES
CONS	WOODHEAD	STOCKTON ON TEES

OVERVIEW AND SCRUTINY COMMITTEE 4-1-1-1

LAB	PARRY	STOCKTON ON TEES
LAB	BISWAS	MIDDLESBROUGH
LAB	KIRTON	STOCKTON ON TEES
LAB	HIGGINS	MIDDLESBROUGH
CONS	COONEY	REDCAR & CLEVELAND
IND	LANIGAN	REDCAR & CLEVELAND
IND	MAWSTON	MIDDLESBROUGH

AUDIT AND GOVERNANCE COMMITTEE 4-1-1-1 PLUS 2 INDEPENDENT PERSONS

LAB	AKERS-BELCHER	HARTLEPOOL
LAB	STOKER	STOCKTON ON TEES
LAB	HUSSAIN	MIDDLESBROUGH
LAB	AYRE	REDCAR & CLEVELAND
CONS	GARDNER	STOCKTON ON TEES
IND	LANIGAN	REDCAR & CLEVELAND
IND	MAWSTON	MIDDLESBROUGH

APPEALS COMMITTEE 4-1-1-1 (AD HOC)

LAB	BISWAS	MIDDLESBROUGH
LAB	KIRTON	STOCKTON ON TEES
LAB	NORTON	REDCAR & CLEVELAND
LAB	AKERS-BELCHER	HARTLEPOOL
CONS	ARUNDALE	MIDDLESBROUGH
IND	LANIGAN	REDCAR & CLEVELAND
IND	MAWSTON	MIDDLESBROUGH

JOINT CONSULTATIVE COMMITTEE 4-1-1-1

LAB	BRUNTON	CHAIR
LAB	O'DONNELL	VICE CHAIR
LAB	NORTON	REDCAR & CLEVELAND
LAB	COOK	MIDDLESBROUGH
CONS	COONEY	REDCAR & CLEVELAND
IND	LANIGAN	REDCAR & CLEVELAND
IND	MAWSTON	MIDDLESBROUGH

REPRESENTATIVES FOR OUTSIDE BODIES 2015/16

LGA FIRE COMMISSION REPRESENTATIVE	Cllr BRUNTON
Substitute	Cllr O'DONNELL
REDCAR & CLEVELAND COMMUNITY SAFETY PARTNERSHIP INITIATIVE	Cllr GODDARD
STOCKTON SAFER PARTNERSHIP REPN	Cllr KIRTON

7.1 Business Report 2015/16 (cont)

MEMBER CHAMPIONS 2015/16

IMPROVEMENT AND EFFICIENCY CHAMPION	Cllr BISWAS
SAFER COMMUNITIES CHAMPION	Cllr NORTON
PROFESSIONAL WORKFORCE	Cllr PARRY

FIREFIGHTERS PENSION SCHEME LOCAL PENSION BOARD

Cllr BISWAS

8. REPORTS OF THE CHIEF FIRE OFFICER

8.1 Local Government Pension Scheme Discretions

The DCS advised that the Local Government Pension Scheme Discretions had been considered by the Executive Committee on 15 May 2015 and Members were requested to ratify their decision to approve the proposed CFA policies on the discretions that apply to the Local Government Pension Scheme Regulations 2014 as set out at Section 4 of the report. These being:

Funding of Additional Pension – for which it was proposed that CFA may, in exceptional circumstances contribute to shared cost. However, there must be a financial and/or operational advantages to CFA by doing so and CFA must have the ability to fund all costs.

To apply the 85 Year Rule before age 60 – for which it was proposed that CFA may, in exceptional circumstances, ‘switch on’ the 85 Year Rule. However it must be clear that there are financial and/or operational advantages to CFA by doing so and CFA must have the ability to fund all costs.

Flexible Retirement – for which it was proposed that CFA will consider all applications for flexible retirements on their merits. However it must be clear that there are financial and/or operational advantages to CFA by doing so and CFA must have the ability to fund all costs.

Waiving of Actuarial Reduction – for which it was proposed that CFA will consider whether to waive, in whole or in part, actuarial reduction on benefits. However, it must be clear that there are financial and/or operational advantages to CFA by doing so and CFA must have the ability to fund all costs.

RESOLVED:

- (i) That the report be noted.
- (ii) That the recommendation of the Executive Committee be ratified and the proposed CFA policies on the discretions that apply to the Local Government Pension Scheme Regulations 2014 as set out in the table at Section of the report be approved.

8.2 Information Pack

- 8.2.1 Fire and Rescue Service Monthly Bulletins
- 8.2.2 Employers Circulars
- 8.2.3 National Joint Council Circulars
- 8.2.4 Campaign Launches

RESOLVED – that the information pack be noted

9. REPORT OF THE CHAIR OF AUDIT & GOVERNANCE COMMITTEE

9.1 Information Pack

Councillor Biswas outlined the areas scrutinised by the Audit & Governance Committee at the 22 May 2015 meeting.

RESOLVED – that the information pack be noted

10. 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 items of business, on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1 & 3 below of Part 1 Schedule 12A of the Local Government Act 1972 as mended by the Local Government (Access to Information) (Variation) Order 2006”, namely information relating to any individual and namely information relating to any financial or business affairs of any particular person (including the authority) holding that information.

11. CONFIDENTIAL MINUTES

RESOLVED – that the Confidential Minutes of the Cleveland Fire Authority on 27 March 2015 be confirmed.

**COUNCILLOR JAN BRUNTON
CHAIR**