

# CLEVELAND FIRE AUTHORITY ORDINARY MEETING

29 JULY 2016 - 2.00PM



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CLEVELAND FIRE BRIGADE, TRAINING & ADMINISTRATION HUB, ENDEAVOUR HOUSE,  
QUEENS MEADOW BUSINESS PARK, HARTLEPOOL, TS25 5TH

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## MEMBERS OF CLEVELAND FIRE AUTHORITY -

HARTLEPOOL : Councillors - Rob Cook, Marjorie James,  
Ray Martin-Wells  
MIDDLESBROUGH : Councillors - Jan Brunton, Teresa Higgins, Naweed Hussain,  
Tom Mawston  
REDCAR & CLEVELAND : Councillors - Neil Bendelow, Norah Cooney, Brian Dennis,  
Mary Ovens  
STOCKTON ON TEES : Councillors - Gillian Corr, Paul Kirton, Jean O'Donnell,  
Mick Stoker, Bill Woodhead MBE

# A G E N D A

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF MEMBERS INTEREST
3. TO CONFIRM THE MINUTES OF PROCEEDINGS OF THE CLEVELAND  
FIRE AUTHORITY ANNUAL MEETING ON 10 JUNE 2016
4. CHIEF FIRE OFFICER COMMENDATIONS
  - 4.1 Mr Matt Heap
  - 4.2 Mr Matthew Johnson
5. TO RECEIVE COMMUNICATIONS RECEIVED BY THE CHAIR
6. TO RECEIVE THE REPORTS OF THE CHIEF FIRE OFFICER
  - 6.1 Fire as a Health Asset - presentation
  - 6.2 Information Pack

OFFICIAL

**CLEVELAND FIRE AUTHORITY  
ORDINARY MEETING**

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**A G E N D A**

**- 2 -**

7. ANY OTHER BUSINESS WHICH, IN THE OPINION OF THE CHAIR, SHOULD BE CONSIDERED AS A MATTER OF URGENCY
  
8. LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION ORDER) 2006  
Members are requested to pass the following resolution:-  
"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 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 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.
  
9. TO CONFIRM THE CONFIDENTIAL MINUTES OF PROCEEDINGS OF THE CLEVELAND FIRE AUTHORITY ANNUAL MEETING ON 10 JUNE 2016
  
10. TO RECEIVE THE CONFIDENTIAL REPORT OF THE CHIEF FIRE OFFICER  
10.1 Service Plan Update 2016/17
  
11. ANY OTHER CONFIDENTIAL BUSINESS WHICH, IN THE OPINION OF THE CHAIR, SHOULD BE CONSIDERED AS A MATTER OF URGENCY

**CLEVELAND FIRE AUTHORITY****MINUTES OF ANNUAL MEETING****10 JUNE 2016**

**PRESENT:**

**HARTLEPOOL BOROUGH COUNCIL**  
Cllrs Rob Cook, Marjorie James, Ray Martin-Wells

**MIDDLESBROUGH COUNCIL**  
Cllrs Jan Brunton, Teresa Higgins, Naweed Hussain, Tom Mawston

**REDCAR & CLEVELAND BOROUGH COUNCIL**  
Cllrs Neil Bendelow, Norah Cooney, Mary Ovens

**STOCKTON ON TEES BOROUGH COUNCIL**  
Cllrs Jean O'Donnell, Mick Stoker, William Woodhead

**AUTHORISED OFFICERS**  
Chief Fire Officer, Director of Corporate Services, Legal Adviser and Monitoring Officer, Treasurer

**APOLOGIES FOR ABSENCE:** Councillor Brian Dennis – Redcar & Cleveland Borough Council  
Councillors Gillian Corr, Paul Kirton – Stockton Borough Council

**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 2016/17. 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 Councillors Stephen Akers-Belcher, John Gardner, Stephen Parry, Ron Arundale, Shamal Biswas, Billy Ayre, Ray Goddard and Mary Lanigan for the commitment and support they gave during their time as Members of Cleveland Fire Authority.

The Chair welcomed new Member Councillor Neil Bendelow from Redcar & Cleveland Borough Council to the Authority.

**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 2016/17. 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 1 April 2016 be confirmed.

**5. MINUTES OF COMMITTEES**

**RESOLVED** – that the Minutes of the Executive Committee meeting on 13 May 2016 be confirmed.

**6. COMMUNICATIONS RECEIVED BY THE CHAIR**

- Gill Gittins, NJC For Brigade Managers - Pay Award
- Mike Penning MP – Police & Crime Bill, FRA Efficiency Plans
- Daniel Greaves – Payment of Fire Revenue Grant 2016/17

**RESOLVED** – that the communications be noted.

**7. REPORT OF THE LEGAL ADVISER AND MONITORING OFFICER**

**7.1 Business Report 2016/17**

The Legal Adviser and Monitoring Officer (LAMO) informed Members that the Corporate and Ethical Governance and Member Development Frameworks had been amalgamated into one composite document, the Constitution which was outlined at Appendix A, which included the:

- CFA Membership 2016/17
- Calendar of Meetings 2016/17
- Standing Orders of the Authority
  - Regulation of Proceedings & Business
  - Contract Procedure Rules
- Terms of Reference
- Delegation Scheme
- Financial Procedure Rules
- Code of Corporate Governance
- Members Allowance Scheme
- Ethical Governance Framework
- Member Development Plan

The LAMO reported that those Members not on the Executive Committee would form the membership of the Audit & Governance Committee. He informed Members that he had received nominations for appointments to committees and associated meetings from the majority of members but sought nominations from Members for an Authority representative on the Cleveland Fire Support Network Board. Councillor James asked for further clarification as to the venue of these meetings and the level of commitment involved in the role. The Chief Fire Officer (CFO) confirmed that the Board meetings were held quarterly at Coulby Newham Fire Station. Councillor Mawston was nominated and appointed to the CFSNB.

**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 outlined in the table below) be approved.**

**EXECUTIVE COMMITTEE 4-1-1-1**

LAB	BRUNTON	CHAIR
LAB	O'DONNELL	VICE CHAIR
LAB	JAMES	HARTLEPOOL
LAB	STOKER	STOCKTON ON TEES
CONS	WOODHEAD	STOCKTON ON TEES
LD	OVENS	REDCAR & CLEVELAND
MIG	MAWSTON	MIDDLESBROUGH

**7.1 Business Report 2016/17 continued**

**AUDIT AND GOVERNANCE COMMITTEE 6-2-1**

LAB	DENNIS	REDCAR & CLEVELAND
LAB	KIRTON	STOCKTON ON TEES
LAB	COOK	HARTLEPOOL
LAB	HIGGINS	MIDDLESBROUGH
LAB	HUSSAIN	MIDDLESBROUGH
LAB	BENDELOW	REDCAR & CLEVELAND
CONS	MARTIN-WELLS	HARTLEPOOL
CONS	COONEY	REDCAR & CLEVELAND
IBIS	CORR	STOCKTON ON TEES

**REPRESENTATIVES FOR OUTSIDE BODIES 2016/17**

LGA FIRE COMMISSION REPRESENTATIVE	Cllr BRUNTON
Substitute:	Cllr O'DONNELL
REDCAR & CLEVELAND COMMUNITY SAFETY PARTNERSHIP INITIATIVE	Cllr BENDELOW
STOCKTON SAFER PARTNERSHIP REPN	Cllr STOKER
CLEVELAND FIRE SUPPORT NETWORK BOARD	Cllr MAWSTON
LOCAL PENSIONS BOARD	Cllr HIGGINS

**MEMBER CHAMPIONS 2016/17**

IMPROVEMENT AND EFFICIENCY	Cllr BENDELOW
SAFER COMMUNITIES	Cllr JAMES
PROFESSIONAL WORKFORCE	Cllr HIGGINS
SAFEGUARDING	Cllr BRUNTON

**8. REPORTS OF THE CHIEF FIRE OFFICER**

**8.1 Annual Performance and Efficiency Report 2015/16**

The CFO gave a detailed presentation on the Brigade's performance, efficiency, audit outcomes and operational performance for the year ending 31 March 2016, including comparator information as detailed below.

	<u>2014/15</u>	<u>2015/16</u>
• Strategic Goals and Aims:	Performing Well	➡ Performing Well
• Annual Priorities: Performing Well:	Performing Well	➡ Performing Well
• Key Service Standards:	Performing Well	➡ Performing Well
• Operational Assurance:	Performing Strongly	➡ Performing Strongly
• Good Corporate Governance:	Performing Strongly	➡ Performing Strongly
• Value for Money:	Performing Strongly	➡ Performing Strongly
• Comparison with other FRS:	Adequate Performance	➡ Adequate Performance
• Customer Care:	Performing Strongly	➡ Performing Strongly

## 8.1 Annual Performance and Efficiency Report 2015/16 continued

The CFO reported that the Brigade had assessed itself as Performing Strongly in 4 of these categories, Performing Well in 3 categories and the remaining category had been assessed as Performing Adequately, which when consolidated, gave an overall performance rating as 'Good'.

Councillor James asked if there was a fairer comparison group for the Brigade which closer reflected its demography and risk. The CFO confirmed that the Brigade's profile was more aligned to the Metropolitan Fire and Rescue Services (FRS) but had been allocated its family group by the Department for Communities and Local Government (DCLG). However, he reported that as the FRS was now under the remit of the Home Office, a new National Benchmarking Scheme was being established.

Councillor Cook asked what the cost of False Alarm calls was to the Authority. The CFO confirmed that despite continued efforts to reduce these calls, they were still a significant cost to the Authority and agreed to provide Members with the exact figure.

Councillor Ovens reported there were deliberate fire hotspots across her district and partnership work was key to tackling the issue.

### RESOLVED :-

- (i) that the report be noted.
- (ii) that Members receive details of the cost to the Authority of False Alarm calls.

## 8.2 Information Pack

### 8.2.1 Fire and Rescue Authorities' Efficiency Plans

The CFO reported that the Authority was required to submit an Efficiency Plan to the Home Office by 14 October 2016 in order to obtain a four year budget position and that the Treasurer would be presenting a report to a future CFA meeting.

### 8.2.2 Fire and Rescue Authorities' Procurement Information

The CFO informed Members that the Authority had been requested by the Home Office to provide procurement details on 25 items of uniform, equipment and vehicle by 23 June 2016 in order to offer the public transparency on expenditure and a comparison across the sector.

**RESOLVED – that the information pack be noted**

## 9. REPORT OF THE CHAIR OF AUDIT & GOVERNANCE COMMITTEE

### 9.1 Information Pack

Councillor Stoker outlined the areas scrutinised by the Audit & Governance Committee at the 20 May 2016 meeting.

**RESOLVED – that the information pack be noted**

**10. ANY OTHER BUSINESS**

**Audit & Governance Meeting – 19 August 2016**

Councillor Martin-Wells reported that there were a number of Audit and Governance Members who were unable to attend its first meeting on 19 August 2016 and requested it be re-arranged to ensure maximum member attendance.

**RESOLVED – that the Audit and Governance meeting be moved to a mutually agreeable date.**

**11. 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 and 4 below 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 and namely information relating to any 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.**

**12. CONFIDENTIAL MINUTES**

**RESOLVED – that the Confidential Minutes of the Cleveland Fire Authority on 1 April 2016 be confirmed.**

**13. CONFIDENTIAL MINUTES OF COMMITTEES**

**RESOLVED – that the Confidential Minutes of the Executive Committee meeting on 13 May 2016 be confirmed.**

**14. CONFIDENTIAL REPORT OF THE CHIEF FIRE OFFICER**

**Strengthening Emergency Services Collaboration**

The CFO updated Members on the latest position in relation to Strengthening Emergency Services Collaboration.

**COUNCILLOR JAN BRUNTON  
CHAIR**

**INFORMATION PACK****REPORT OF THE CHIEF FIRE OFFICER****For Information****1. EMPLOYERS CIRCULARS**  
EMP/01/16 - Pay Award 2016**2. NATIONAL JOINT COUNCIL CIRCULARS**  
NJC/6/16 - Inclusive Fire Service Group - update  
NJC/5/16 - Co-responding and wider work trials  
NJC/4/16 - Advanced Level Apprenticeship in Exercise and Fitness  
NJC/3/16 - Pay 2016  
NJC/2/16 - Pay Settlement: 2015**3. FIRE REFORM TRANSPARENCY SURVEY**

Correspondence has been received from the Home Office requesting staff, elected members and the public complete an online survey on the fire and rescue service.

The purpose of the survey is to understand:

- what Fire and Rescue Service material is currently viewed on-line and for what purpose; and where this is commonly obtained from; and
- what further information could be published and how we could make it more accessible.

**IAN HAYTON**  
**CHIEF FIRE OFFICER****KAREN WINTER**  
**DIRECTOR OF CORPORATE SERVICES**