
CLEVELAND FIRE AUTHORITY

MINUTES OF MEETING

28 JULY 2017



PRESENT:

CHAIR

Cllr Jan Brunton – Middlesbrough Council

MIDDLESBROUGH COUNCIL

Cllrs Teresa Higgins, Naweed Hussain

REDCAR & CLEVELAND BOROUGH COUNCIL

Cllrs Neil Bendelow, Mary Ovens

STOCKTON ON TEES BOROUGH COUNCIL

Cllrs Gillian Corr, Paul Kirton, Jean O'Donnell, Mick Stoker, William Woodhead

AUTHORISED OFFICERS

Director of Corporate Services, Deputy Legal Adviser and Monitoring Officer, Treasurer

BRIGADE OFFICERS

Director of Technical Services, Head of Fire Engineering

APOLOGIES FOR ABSENCE:

Chief Fire Officer, Legal Adviser & Monitoring Officer

Councillors Rob Cook, Marjorie James, Ray Martin-Wells – HBC

Councillor Tom Mawston – Middlesbrough Council

Councillors Ray Goddard, Norah Cooney – R&C Borough Council

22. DECLARATIONS OF MEMBERS INTEREST

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

23. MINUTES

RESOLVED – that the minutes of the meeting of 9 June 2017 be confirmed.

24. MINUTES OF MEETINGS

RESOLVED – that the Minutes of the Executive Committee on 7 July 2017 be confirmed.

25. COMMUNICATIONS RECEIVED BY THE CHAIR

Gill Gittins – EMP/5/17 Pay Offer, EMP/6/17 Response to Pay Offer, EMP/7/17 Pay Claim 2017.

Sir Thomas Winsor – HMIC to extend inspection remit to FRSS

Nick Hurd MP – Inspection of FRAs in England

RESOLVED – that the communications be noted.

26. REPORTS OF THE CHIEF FIRE OFFICER

26.1 Memorandum of Understanding between Cleveland Fire Authority (CFA) and National Fire Chief Councils (NFCC) – Fire Commercial Transformation

The Director of Corporate Services (DoCS) reported that the launch of the Prime Ministers' Fire Reform programme in May 2016 required all Fire and Rescue Authorities in England to provide details on what they pay for 25 common items of equipment and uniform. A report on this 'basket of goods' was scrutinised by the Audit and Governance Committee on 11 November 2016 and the DoCS resolved to keep a watching brief.

The DoCS reported that the National Fire Chiefs Council (NFCC) had been working closely with the Home Office to establish a new national structure for procurement. The Strategic Commercial Committee was established, chaired by Ann Millington, Chief Executive Kent FRS and CFOA Procurement Strategic Lead as illustrated at paragraph 4.3 of the report. Six categories of high expenditure had been identified as being those with the greatest opportunity for savings from collaboration. These were:

- Construction and Facilities Management
- Information Communications and Technology
- Clothing
- Fleet
- Operational Equipment
- Professional Services

The DoCS informed Members that every FRS had provided data through the Bravo Spend analysis and this, along with Contracts & Pipelines data, was being used to determine procurement priorities for the next year. She reported that a consultation on the category strategies outlined in Appendix 1 was to be launched to run until 19 September 2017 with the agreed plans being formally launched at the Emergency Services Show on 20 & 21 September 2017.

The DoCS referred Members to the MoU at Appendix 2 and noted that by signing it Cleveland Fire Authority was giving commitment to the NFCC of its intent to collaborate with other FRAs on specific procurement activities and projects.

Councillor Bendelow asked how the Authority procures PPE to ensure the best quality for firefighters as well as value for money. The Director of Technical Services (DoTS) confirmed that the priority was to keep the Brigade's firefighters as safe as possible by providing them with the best PPE and equipment to match local risks. He confirmed that this was achieved by setting out the specification required and then advertising with all frameworks to achieve the best quality and value for the Brigade.

RESOLVED – that the National Procurement MoU (Appendix 2) be approved and signed by the Chair of the Fire Authority.

26.2 Information Pack

- 26.2.1 Employers Circulars
- 26.2.2 National Joint Council Circulars
- 26.2.3 Campaigns

The DoCS informed Members that an update report in relation to the Pay Claim 2017 would be tabled under Any Other Confidential Business.

RESOLVED – that the information pack be noted

27. REPORTS OF THE LEGAL ADVISER AND MONITORING OFFICER

27.1 The EU General Data Protection Regulator (GDPR)

The Deputy Legal Adviser and Monitoring Officer (DLAMO) updated Members on the changes the Authority will need to undertake in order to achieve compliance in implementing the General Data Protection Regulations.

The DLAMO gave members an overview of the GDPR which covered:

- (i) Appointment of Data Protection Officer
- (ii) Accountability and Governance
- (iii) Data Protection by Design and Data Protection by Default
- (iv) Data Protection Impact Assessments
- (v) Privacy Notes
- (vi) Records of Processing Activities
- (vii) A change in the consent regime
- (viii) New rights for individuals
- (ix) Data Breach Notification

Members were informed that the Authority needed to proceed expeditiously in meeting the implementation date of the GDPR on 25 May 2018 and was required to appoint a Data Protection Officer as a key statutory requirement and establish a clear framework for accountability with clear analysis of the legal basis of which the Authority uses and processes personal data.

RESOLVED:-

- (i) That Ray Khaliq, Director of Technical Services, be appointed as Data Protection Officer with responsibility for the implementation of the GDPR and Data Protection compliance within the Fire Authority.**

- (ii) That the Data Protection Officer in unison with the Authority's Information Governance Group explore the implementation of the GDPR with a full review of the existing policies and procedures with associated budgetary considerations, IT capability and associated and communications implications for the Authority.**

27.2 Delegated Powers

The DLAMO informed Members that in order for the annual Statement of Accounts to be approved before the 30 September deadline, the Executive Committee was to be given the delegated powers to approve the 2016/17 Financial Report at its scheduled meeting on 22 September 2017.

The DLAMO reported that the independent external audit of the Financial Report was substantially complete and no significant changes had been identified but some information from other sources was still outstanding. It was the intention that the Audit & Governance Committee would review the draft Financial Report at its meeting on 25 August 2017 prior to being referred to the Executive Committee for approval.

RESOLVED – that Members approved the Executive Committee be given delegated powers to approve the 2016/17 Financial Report at its scheduled meeting on 22 September 2017 to ensure approval of the report before the 30 September deadline.

- 28. 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 3, 4 and 7 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 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 and namely information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.**
- 29. CONFIDENTIAL MINUTES
RESOLVED – that the Confidential Minutes of the proceedings of 9 June 2017 be confirmed.**
- 30. CONFIDENTIAL MINUTES OF MEETINGS
RESOLVED – that the Confidential Minutes of the Executive Committee on 7 July 2017 be confirmed.**
- 31. CONFIDENTIAL REPORTS OF THE CHIEF FIRE OFFICER**
- 31.1 Grenfell Tower Block Fire Update**
Members were updated on the local and national implications for Fire and Rescue Services following the Grenfell Tower update.
- 32. ANY OTHER CONFIDENTIAL BUSINESS**
- 32.1 Firefighter Pay Claim**
The DoCS tabled an update report in relation to the Firefighter Pay Claim.

**COUNCILLOR JAN BRUNTON
CHAIR**