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# CLEVELAND FIRE AUTHORITY

## MINUTES OF ANNUAL MEETING

1 JUNE 2018



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### PRESENT:

#### CHAIR

Cllr Jan Brunton Dobson – Middlesbrough Council

#### HARTLEPOOL BOROUGH COUNCIL

Councillors Marjorie James, Rob Cook

#### MIDDLESBROUGH COUNCIL

Cllrs Teresa Higgins, Naweed Hussain, Tom Mawston

#### REDCAR & CLEVELAND BOROUGH COUNCIL

Cllrs Neil Bendelow, Norah Cooney, Ray Goddard, Mary Ovens

#### STOCKTON ON TEES BOROUGH COUNCIL

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

#### AUTHORISED OFFICERS

Chief Fire Officer, Director of Corporate Services/Clerk, Legal Adviser and Monitoring Officer, Treasurer

#### IN ATTENDANCE

Craig Drinkald, Service Liaison Officer, HMICFRS (Minute Nos 1 & 2.1)

**APOLOGIES FOR ABSENCE:** Councillor Paul Kirton – Stockton Borough Council

### 1. APPOINTMENT OF CHAIR FOR THE ENSUING YEAR

The Clerk sought nominations for the position of Chair of Cleveland Fire Authority for 2018/19.

Councillor Jan Brunton Dobson was subsequently proposed and seconded with Councillors Cook and James abstaining. The Chair thanked Members for their nominations and for supporting continuity in the Authority for another year.

**RESOLVED – that Councillor Jan Brunton Dobson be appointed Chair of Cleveland Fire Authority for 2018/19.**

Councillor Brunton Dobson in the Chair

### 2. INTRODUCTION

#### 2.1 Service Liaison Officer, HMICFRS

The Chair suspended the meeting and introduced Craig Drinkald, Service Liaison Officer for Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) and updated Members on the areas covered at the Chief and Chairs meeting which she attended in London on 30 May 2018.

#### 2.2 Resignation of Hartlepool Borough Council Member

The Chair resumed the meeting and informed Members that Councillor Ray Martin-Wells had resigned from Hartlepool Borough Council and subsequently there was a vacancy for a Hartlepool Member on the Authority. The Chair placed on record thanks to Councillor Martin-Wells for the support he had given the Authority.

**3. DECLARATIONS OF MEMBERS INTEREST**

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

**4. APPOINTMENT OF THE VICE CHAIR FOR THE ENSUING YEAR**

The Chair sought nominations for the position of Vice Chair of Cleveland Fire Authority for 2018/19. Councillor Jean O'Donnell was proposed and seconded with Councillors Cook and James abstaining.

**RESOLVED – that Councillor Jean O'Donnell be appointed as Vice Chair of Cleveland Fire Authority for 2018/19.**

**5. MINUTES**

**RESOLVED – that the minutes of the Ordinary meeting of 23 March 2018 be confirmed.**

**6. MINUTES OF MEETINGS**

**RESOLVED - that the Minutes of the Executive Committee meeting on 11 May 2018 be confirmed.**

**7. COMMUNICATIONS RECEIVED BY THE CHAIR**

David Blunt - Next Stages in the Incident Recording System (23 March)

Zoe Billingham - Publication of HMICFRS Inspection Programme & Framework 2018/19, Fire & Rescue Inspection Update – Judgement Criteria, Data Collection and Short Term Seconded Programme, FRS inspection updates.

Peter Holland CBE - Regulatory Reform (Fire Safety) (Custodial Premises) Subordinate Provisions Order 2018

Chloe Dunnett - Revised Fire and Rescue National Framework for England, Professional Standards for Fire and Rescue Services in England

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

**8. REPORTS OF THE LEGAL ADVISER AND MONITORING OFFICER**

**8.1 Business Report 2018-19**

The Legal Adviser and Monitoring Officer (LAMO) referred Members to The Constitution at Appendix A which included:

- CFA Membership 2018/19
- Calendar of Meetings 2018/19
- Terms of Reference
- Delegation Scheme
- Financial Procedure Rules
- Code of Corporate Governance
- Standing Orders of the Authority
  - Regulation of Proceedings & Business
  - Contract Procedure Rules
- Members Allowance Scheme
- Ethical Governance Framework
- Member Development Plan

The LAMO reported that a request had been made by Middlesbrough Council that Members' home addresses be removed from the website and replaced with the council address instead. He asked Members from other councils to contact him directly should they also wish to use their council addresses. This also applied to any sensitive issues in the Register of Interests. He also reported that The Constitution would also be amended to reflect the resignation of the Councillor Ray Martin-Wells from Hartlepool Borough Council.

**8.1 Business Report 2018-19 (cont.)**

The LAMO outlined the nominations received for the ensuing year for Committees and Outside Bodies.

**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 DOBSON | MIDDLESBROUGH      |
| LAB  | O'DONNELL      | STOCKTON ON TEES   |
| LAB  | COOK           | HARTLEPOOL         |
| LAB  | GODDARD        | REDCAR & CLEVELAND |
| CONS | WOODHEAD       | STOCKTON ON TEES   |
| LD   | OVENS          | REDCAR & CLEVELAND |
| IND  | MAWSTON        | MIDDLESBROUGH      |

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

|      |          |                    |
|------|----------|--------------------|
| LAB  | JAMES    | HARTLEPOOL         |
| LAB  | HIGGINS  | MIDDLESBROUGH      |
| LAB  | HUSSAIN  | MIDDLESBROUGH      |
| LAB  | KIRTON   | STOCKTON ON TEES   |
| LAB  | STOKER   | STOCKTON ON TEES   |
| LAB  | BENDELOW | REDCAR & CLEVELAND |
| CONS | COONEY   | REDCAR & CLEVELAND |
| CONS | TBC      | HARTLEPOOL         |
| IBIS | CORR     | STOCKTON ON TEES   |

**REPRESENTATIVES FOR OUTSIDE BODIES 2018/19**

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

**8.2 Modern Slavery and Human Trafficking Statement**

The LAMO referred Members to the Modern Slavery and Human Trafficking Statement 2017/18 at Appendix 1 which outlined the Authority's commitment to acting with integrity in all its business relationships to ensure compliance with the Modern Slavery Act 2015.

He reported that the Authority aimed to adopt a zero tolerance approach to slavery and human trafficking and all forms of corruption and bribery and not deal with any business knowingly involved in modern slavery practices in any part of its operations.

## 8.2 Modern Slavery and Human Trafficking Statement (cont.)

The LAMO confirmed that the Equality, Diversity and Inclusion Forum had considered the Modern Slavery and Human Trafficking Statement at its meeting on 29 May 2018.

**RESOLVED - That the Authority's Modern Slavery and Human Trafficking Statement outlined at Appendix 1 be approved and published on the Brigade website.**

## 9. REPORT OF THE CHIEF FIRE OFFICER

### 9.1 Information Pack

9.1.1 National Joint Council Circulars

9.1.2 Campaigns

#### Easter Arson Campaign

The Chief Fire Officer (CFO) reported the success of the recent Easter Arson Campaign which saw a 50% decrease in accidental dwelling fires and 66% decrease in all deliberate fires compared to the same period last year.

Councillor James acknowledged the Brigade's recent success and supported the running of campaigns prior to and throughout school holiday periods. The CFO confirmed there was undoubtedly a correlation and the Brigade was currently taking a fresh look at its approach to arson.

Councillor Stoker asked whether drones could be used to support arson reduction. The CFO confirmed that Cleveland Police was currently exploring the procurement of a drone and if successful this could then be progressed.

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

## 10. JOINT REPORT OF THE CHIEF FIRE OFFICER AND TREASURER

### 10.1 Medium Term Financial Strategy (MTFS) - update

The Treasurer reported that the 2017-18 accounts had been finalised on 31 May and presented Members with details of the actual outturn and an update of the MTFS for 2019/20 to 2022/23. The report covered:-

- 2017/18 Actual Outturn
- Financial Risks 2018/19 and 2019/20
- Financial Risks 2020/21 and future years
- Business Rates retention and fair funding

The Treasurer reported a year end outturn higher than predicted owing to slightly higher vacancy savings, higher income from Government Top Up grants and the re-phasing of expenditure commitments to 2018/19, as detailed at section 4 of the report. This additional resource will enable the reserves earmarked to manage future risks to be increased from £2.913m to £3.342m.

He highlighted risks to the current budget year at Section 5 of the report which included the uncertainty of firefighter pay awards and the possibility they could exceed the provision included in the base budgets for 2017/18 and 2018/19.

**10.1 Medium Term Financial Strategy (MTFS) – update (cont.)**

Future financial risks to the Authority post 2020/21 were reported at section 6 and included business rates retention, fair funding review, council tax referendum limits, pay awards and non-pay inflation and a summary of the potential impact on the Authority.

The Treasurer agreed to provide Members with further updates when more information was available to enable the Authority to roll the existing MTFS forward to cover the period 2019/20 to 2022/23.

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

- 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 3 and 4 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 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 Ordinary meeting of 23 March 2018 be confirmed.**
- 13. CONFIDENTIAL MINUTES OF MEETINGS**  
**RESOLVED – that the Confidential Minutes of the Executive Committee meeting on 11 May 2018 be confirmed.**

**COUNCILLOR JAN BRUNTON DOBSON**  
**CHAIR**