C L E V E L A N D F I R E A U T H O R I T Y

MINUTES OF EXECUTIVE COMMITTEE MEETING

8 MARCH 2019

PRESENT:

CHAIR
Councillor Jan Brunton Dobson - Middlesbrough Council
HARTLEPOOL BOROUGH COUNCIL
Councillor Tom Mawston
REDCAR & CLEVELAND BOROUGH COUNCIL
Councillor Mary Ovens, Ray Goddard
STOCKTON ON TEES BOROUGH COUNCIL
Councillors Jean O'Donnell, William Woodhead
AUTHORISED OFFICERS
Chief Fire Officer, Director of Corporate Services, Legal Adviser & Monitoring Officer, Treasurer
BRIGADE OFFICERS
Head of ICT and Estates
Martin Miley – Station Manager (observing)
Keith Carruthers – HMICFRS Service Liaison Lead (observing)

APOLOGIES: Councillor Rob Cook – Hartlepool Borough Council

108. WELCOME - HMICFRS SERVICE LIAISON LEAD
The Chair welcomed HMICFRS Service Liaison Lead Keith Carruthers to the meeting and informed Members that he was attending as an observer.

109. DECLARATION OF MEMBERS INTERESTS
It was noted no Declarations of Interests were submitted to the meeting.

110. MINUTES
RESOLVED - that the Minutes of the Executive Committee on 25 January 2019 be confirmed.

111. REPORTS OF THE CHIEF FIRE OFFICER
111.1 ICT Policy and Strategy 2019-22
The Head of ICT and Estates (HoICTE) reported that the ICT Policy and Strategy had been reviewed and refreshed in line with the Authority's Policy Framework arrangements. He referred Members to the Strategy at Appendix B which set out how over the next three years technology will support the Brigade's mission to deliver an inclusive Fire and Rescue Service that ensures the safety and wellbeing of its communities.

111.1 ICT Policy and Strategy 2019-22 continued

The Strategy covered:

- Principles
- National and Local Drivers
- ICT Strategy Themes
- Building on existing work
- Automation
- Collaboration
- Insight
- Governance

The HoICT reported that the Strategy was built around a number of key themes and eleven associated outcomes and progress would be monitored weekly via the ICT Internal Operating Plan.

Councillor Ovens commended the three year plan and asked how 'Intelligent Alerting Applications' would improve the existing use of pagers. The HoICTE confirmed that these new applications would utilise Global Position Systems (GPS) on mobile phones which would give Control an exact indication of when the alert had been received and would improve response times and efficiencies.

RESOLVED – That the ICT Policy 2019-22 attached at Appendix 1 be approved and ICT Strategy 2019-22 at Appendix 2 be noted.

111.2 CIRMP 2018/19 – Progress update

The Chief Fire Officer (CFO) provided Members with a detailed update of the progress made to date on the priorities detailed within the Authority's Service Plan 2018-19. He referred Members to the Corporate Internal Operating Plan 2018/19 attached at Appendix 1 and highlighted the following areas:

SSC1 - Emergency Response Standards

The HoICT reported that following the implementation of the new call answering response standard of 7.9 seconds 95% of the time, the average response time as at February 2019 was 5.9. In addition the average time to dispatch a fire engine to emergency incidents was 82 seconds on 98% of occasions against a target of 100 seconds.

Councillor Woodhead praised the reduced response times and said the public valued how quickly the Brigade attended incidents. The CFO added that time was a critical factor in saving lives.

SSC4 - Supporting the National Sprinkler Network for the promotion of fire suppression systems in buildings

Councillor Woodhead stated that this initiative should be led by Government. The CFO reported that Hartlepool Borough Council had taken the decision to insist that all planning applications should include sprinklers. In addition social housing provider Thirteen Group had taken the decision to put sprinklers into their buildings. The Chair noted that the Authority would continue to lobby parliament on this issue.

SSC7 - Evaluate the impact of our new approach to reducing the number of unwanted fire signals

Attendance figures currently being validated – evaluation report expected by April 2019.

111.2 CIRMP 2018/19 – Progress update continued

UOR9 – Emergency Services Mobile Communications Programme – Collaboration with North East Fire and Rescue Services
The HoICTE is leading this National Project which would ensure Cleveland remained at the forefront.

PIW12.1 – Review Leadership and Management Strategy
A revised leadership model will be in place before the end of March 2019.

UOR15 – Explore collaborative opportunities for sharing/integrating support services
The CFO confirmed that a further meeting of the Executive Committee would take place on 26 April 2019 to agree the scope of work and project plan.

The CFO confirmed that all the priorities for 2018/19 had been progressed with the majority complete, despite difficulties with capacity. The Chair praised staff for the extensive hard work that had gone into achieving the priorities.

RESOLVED:-
(i) That the progress on the corporate priorities set out in its CIRMP 2018-19 and on the Directorate priorities as Community Safety Strategy at Appendix 1 be noted.

111.3 Safe Place Scheme
The CFO informed Members of the Brigade's commitment to the Tees-wide 'Safe Place' Scheme which provides a network of support for vulnerable people within communities across the Tees Valley.

He reported that all of the Brigade's whole time fire stations were now designated as 'Safe Places' which offer:

- Somewhere safe and friendly
- Staff to understand and give reassurance
- Staff to listen and provide help and advice
- Somewhere to make a phone call
- Information, signposting

Councillor Ovens commended the use of the Brigade's Fire Stations in the scheme and stated that they offer a permanent and easily recognisable facility. The CFO reinforced the fact that they are community buildings which belong to the people of Cleveland.

RESOLVED – that the report be noted.

111.4 Gender Pay Gap 2018/19
The CFO reported that in line with new regulations set out under the Equality Act 2010 in April 2017, it is a requirement of all employers of more than 250 employees to calculate and publish information about the gender pay gap in their organisation.

111.4 Gender Pay Gap 2018/19 continued

He referred Members to the Gender Pay Gap Report at Appendix 1 which included a table of the data used as at the end of March 2018 and the outcomes of the six calculations required which show the difference between the average earnings of men and women. He reported that having a gender pay gap does not indicate that the Authority has acted inappropriately or unfairly.

The CFO added that the Authority had a duty under the regulations to publish the data on the Brigade website by 31 March 2019.

RESOLVED – that in line with the provisions set out in the Equality Act 2010 (Gender Pay Gap Information Regulations) 2017, Members noted Cleveland Fire Authority's gender pay gap data as detailed at Appendix 1.

111.5 HMIFRS Fire and Rescue Service Inspections 2018/19 - Update

The CFO reported that the dates for the Tranche 3 inspection had been received, as detailed in the letter from the HMICFRS at Appendix 1, with the following timetable confirmed for Cleveland:-

- Discovery Week w/c 13 May
- Strategic Briefing w/c 19 June
- Fieldwork w/c 08 July
- Proposed Hot Debrief w/c 15 July

He reported that all the documents required by HMICFRS had now been submitted and highlighted that the downside for Cleveland was that local elections were taking place on 2 May which may impact the Membership of the Authority.

Mr Keith Carruthers, HMICFRS Service Liaison Lead (SLL) for Cleveland, gave an overview of what the inspection would entail and noted that it would concentrate on three key pillars: effectiveness; efficiency; and how the service looks after its people. He informed Members that prior to inspection it is beneficial for SLLs to gain an understanding of the demographics and financial background of the Brigade and that more visits were planned to achieve this.

The Chair thanked officers for all the work they had put into the inspection to date.

RESOLVED – That Members noted the report, specifically the timetable for HMICFRS Tranche 3 inspection activities for the Authority detailed at Appendix 1.

111.6 Health, Safety & Wellbeing Awards

Members received details of the Authority's success in gaining the following health, safety and wellbeing awards:

- North East Better Health at Work Award - Ambassador Status
- Institute of Occupational Safety and Health (IOSH) Audit – graded 'Outstanding'

111.6 Health, Safety & Wellbeing Awards continued

The Chair applauded the teams involved in achieving both awards. The CFO confirmed that this further reinforced the Brigade's commitment to ensuring the health, safety and wellbeing of its staff as outlined in its values.

RESOLVED – that the report be noted.

112. REPORT OF THE LEGAL ADVISER

112.1 Pay Policy Statement 2019/20

The Legal Adviser & Monitoring Officer (LAMO) reported that in line with the provisions set out in the Localism Act 2011, the Authority had a statutory duty to prepare a Pay Policy Statement for each financial year relating to:

- the remuneration of its chief officers
- the remuneration of its lowest paid employees
- the relationship between:
  - the remuneration of its chief officers and
  - the remuneration of its employees who are not chief officers

The LAMO outlined the Pay Policy Statement 2019/20 at Appendix 1 and highlighted the remuneration of the lowest paid employees which was:

- Firefighter (Development) - £23,862
- Non-operational employees Grade B (Development) - £18,065

He reported that the Government's National Living Wage sets a minimum wage for all workers aged 25 years and over which equates to £15,837, which was lower than the Authority's lowest paid employees Grade B (Development) which was £18,065.

RECOMMENDED:-

(i) That Cleveland Fire Authority's Pay Policy Statement 2019/20 be considered and approved at its meeting on 29 March 2018.

(ii) That the Pay Policy Statement 2019/20 be published by the Authority, once approved.

113. 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 item 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 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."

114. CONFIDENTIAL MINUTES

RESOLVED - that the Confidential Minutes of the Executive Committee held on 25 January 2019 be confirmed.

115. CONFIDENTIAL REPORTS OF THE CHIEF FIRE OFFICER

115.1 Procurement Progress Report

Members received details relating to contract letting procedures and exemptions to contract procure rules.

115.2 Provision of Cleaning Services – Tender Acceptance

Members considered tender submissions for the Provision of Cleaning Services.

115.3 Provision of Security Services – Tender Acceptance

Members received details relating to the awarding of a contract for Security Services.

115.4 Provision of Training Props to Queens Meadow Complex – Tender Acceptance

Details of tender submissions for the provision of Training props to Queens Meadow Complex were considered.

COUNCILLOR JAN BRUNTON DOBSON
CHAIR