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# CLEVELAND FIRE AUTHORITY

## MINUTES OF ORDINARY MEETING

29 MARCH 2019

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**PRESENT:**

**VICE CHAIR**  
Cllr Jean O'Donnell

**HARTLEPOOL BOROUGH COUNCIL**  
Cllr Rob Cook

**MIDDLESBROUGH COUNCIL**  
Cllrs Teresa Higgins, Tom Mawston

**REDCAR & CLEVELAND BOROUGH COUNCIL**  
Cllrs Neil Bendelow, Ray Goddard, Mary Ovens,

**STOCKTON ON TEES BOROUGH COUNCIL**  
Cllrs Gillian Corr, Paul Kirton, William Woodhead MBE

**AUTHORISED OFFICERS**  
Chief Fire Officer, Legal Adviser and Monitoring Officer, Treasurer

**BRIGADE OFFICERS**  
Democratic & Administration Manager  
Martin Miley – Station Manager (observing)

**APOLOGIES FOR ABSENCE:**

Director of Corporate Services  
Cllr Marjorie James - Hartlepool Borough Council  
Cllrs Jan Brunton Dobson, Naweed Hussain - Middlesbrough Council  
Cllr Norah Cooney - Redcar & Cleveland Borough Council  
Cllr Mick Stoker - Stockton Borough Council

**119. DECLARATIONS OF MEMBERS INTEREST**

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

**120. MINUTES**

**RESOLVED** – that the minutes of the Ordinary Meeting of 15 February 2019 be confirmed.

**121. MINUTES OF MEETINGS**

**RESOLVED** - that the Minutes of the Executive Committee on 8 March 2019 be confirmed.

**122. COMMUNICATIONS RECEIVED BY THE CHAIR**

Zoe Billingham Fire & Rescue Inspection Update  
LGA Circular EMP/1/19 – Broadening the Role  
Home Office Shehla Husain – Fire Revenue Firelink Grant  
David Blunt – Incident Recording System Update  
2019 Annual Salary Survey

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

## **123. REPORTS OF THE CHIEF FIRE OFFICER**

### **123.1 HMICFRS - Update**

The Chief Fire Officer (CFO) provided Members with an update on the HMICFRS inspection timetable for Cleveland as detailed below:

- 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 Cleveland falls within the third tranche of inspections and to date the Authority has been required to submit data sets, self-assessment of question criteria, a 1000 word position statement and over 80 documents. The field work week will involve a team of 10 inspectors, led by former Chief Constable of Police Scotland Philip Gormley, looking at how well Cleveland performs across the three pillars of Efficiency, Effectiveness and People.

The CFO noted that the draft inspection report is expected in October with the final version being published in December 2019.

**RESOLVED – That Members noted the report with specific reference to the timetable of Tranche 3 inspection activities for the Authority.**

### **123.2 Service Plan Priorities 2019/20**

Members considered the draft Service Plan Priorities for 2019/20, as detailed at Appendix 1 of the report, for inclusion in the Service Plan 2019/20. The CFO reported that annual planning activities had been undertaken by the Executive Leadership Team to ensure that the strategic direction is reviewed and remains appropriate. He added that draft priorities stem from two main sources: the Community Integrated Risk Management Plan (CIRMP) 2018-22 Year 2 Priorities; and Corporate Proposals which are aimed at achieving the Brigade's three goals:-

- Safer Stronger Communities
- A Proud, Passionate, Professional and Inclusive Workforce
- Efficient Use of Resources

Councillor Higgins referred to SSC18: Body Worn Video for Operational Personnel and asked whether there had been any prosecutions as a result of these. The CFO confirmed the Brigade was working with the Police and Borough Councils to address this issue and there had been no prosecutions at this time.

Councillor Cook expressed disappointment in the increased numbers of attacks on staff and asked what the guidance is for personnel under attack regarding defending themselves. The CFO confirmed the guidance is to withdraw and seek the back-up of enforcement agencies.

**RESOLVED:-**

- (i) That the Priorities for 2019/20, as detailed at Appendix 1, be approved for inclusion in the Authority's Service Plan 2019/20.**
- (ii) Members noted that the Service Plan 2019/20 will be published in April 2019.**

### 123.3 Information Pack

- 120.3.1 Employers Circulars
- 120.3.2 Campaigns
- 120.3.3 Events

The CFO noted that this was the 10<sup>th</sup> year of the Brigade delivering its 'Stay Safe and Warm' campaign and take up had increased year-on-year. Councillor Higgins passed on thanks on behalf of the Authority to all the officers involved in delivering the service.

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

### 124. REPORT OF THE CLERK

#### 124.1 Calendar of Meetings 2019/20

Members considered the proposed schedule of Cleveland Fire Authority meetings for the municipal year of 2019/2020. The Democratic & Administration Manager confirmed that the dates were aligned to the Authority's business planning calendar.

**RESOLVED – That the Cleveland Fire Authority meeting schedule for 2019/20 be approved.**

### 125. REPORTS OF THE LEGAL ADVISER AND MONITORING OFFICER

#### 125.1 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 reported that the Executive Committee had considered the Pay Policy Statement 2019/20 at its meeting on 8 March 2019. He referred Members to Appendix 1 which 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.

Councillor Kirton requested that future Pay Policy Statement reports include a glossary encompassing both the national minimum wage and national living wage.

**RESOLVED:-**

- (i) **That Cleveland Fire Authority's Pay Policy Statement 2019/20 be approved and published by the Authority.**
- (ii) **That future Pay Policy Statement reports include reference to both National Living Wage and National Minimum Wage.**

**125.2 Appointment of Independent Person**

The LAMO informed Members that following the resignation of Mr Mike Hill from his role as Independent Person to the Authority a vacancy had arisen. He reported that a recruitment campaign had taken place and four application forms were received. All candidates were shortlisted for interview by the Executive (Appointments) Committee at its meeting on 22 March 2019, whereby Mr Paul McGrath was recommended for appointment as Independent Person by the Fire Authority.

**RESOLVED – that Mr Paul McGrath be appointed as Independent Person of Cleveland Fire Authority from 1 July 2019 for a two year term of office.**

- 126. 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 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.”**

**127. CONFIDENTIAL MINUTES OF MEETINGS**

**RESOLVED - that the Confidential Minutes of the Executive Committee on 8 March 2019 be confirmed.**

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

**128.1 Firefighters Pay Claim Update – Broadening the Role**

The CFO provided Members with the latest update position regarding the firefighters pay claim.

**COUNCILLOR JEAN O'DONNELL  
VICE CHAIR**