

Fire & Rescue Service Headquarters Summergroves Way Kingston upon Hull HU4 7BB  
Telephone 01482 565333

To: Members of the Fire Authority	<b>Enquiries to:</b> Gareth Naidoo <b>Email:</b> <a href="mailto:committeemanager@humbersidefire.go.uk">committeemanager@humbersidefire.go.uk</a> <b>Tel. Direct:</b> (01482) 393206 <b>Date:</b> 26 May 2021
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Dear Member

I hereby give you notice that a meeting of **HUMBERSIDE FIRE AUTHORITY** will be held on **FRIDAY, 4 JUNE 2021 at 10.30AM** at **THE VILLAGE HOTEL, HENRY BOOT WAY, HESSLE, HU4 7DY.**

#### Public and press attendance at meetings

Due to current social distancing requirements, **a maximum of only 4 people** will be permitted entry to the public gallery - **places must be booked in advance** by contacting the Committee Manager on the contact details above.

The business to be transacted is set out below.

Yours sincerely



**Mathew Buckley**  
**Monitoring Officer & Secretary to Fire Authority**

Enc.

### **A G E N D A**

Business	Page Number	Lead	Primary Action Requested
1. Apologies for absence	-	Monitoring Officer/ Secretary	To record
2. Declarations of Interest (Members and Officers)	-	Monitoring Officer/ Secretary	To declare and withdraw if pecuniary
3. Election of Chairperson	(pages 1 - 4)		To approve
4. Election of Vice Chairperson	(pages 5 - 8)	Monitoring Officer/ Secretary	To receive
5. Minutes of meeting of the Authority held on 30 April 2021	(pages 9 - 17)	Chairperson	To approve
6. Questions by Members	-	Monitoring Officer/ Secretary	To receive

<b>Business</b>	<b>Page Number</b>	<b>Lead</b>	<b>Primary Action Requested</b>
7. Petitions and Deputations	-	Monitoring Officer/ Secretary	To receive
8. Communications	-	Chairperson and Monitoring Officer/ Secretary	To receive
9. Composition of the Fire Authority	(pages 18 - 22)	Monitoring Officer/ Secretary	To approve
10. Appointment of Group Secretaries	(pages 23 - 24)	Monitoring Officer/ Secretary	To determine
11. Committee Structure & Composition and Appointment of Panel/Group Members and Member Champions	(pages 25 - 31)	Monitoring Officer/ Secretary	To determine
12. Appointment of Member Representatives on Certain Bodies	(pages 32 - 33)	Monitoring Officer/ Secretary	To determine
13. Appointment of Nominated Spokespersons	(pages 34 - 36)	Monitoring Officer/ Secretary	To determine
14. Calendar of Meetings 2021/22	(page 37)	Monitoring Officer/ Secretary	To receive
15. Humberside Fire Authority Workstreams 2021/22	(pages 38 - 41)	Monitoring Officer/ Secretary	To receive
16. Review of the Constitution	(pages 42 - 54)	Monitoring Officer/ Secretary	To approve
17. Review of Secondary Employment Policy	(pages 55 - 66)	Monitoring Officer/ Secretary	To approve

Under the Openness of Local Government Bodies Regulations 2014 members of the public may film, record, take photographs or use social networking during Authority and committee meetings that are open to the public. *The Monitoring Officer/Secretary kindly requests advance warning from anyone wishing to film, record or take photographs during open meetings so that suitable provision can be made.*

## **ELECTION OF CHAIRPERSON 2021/22**

### **SUMMARY**

1. One of the key functions at the Annual General Meeting is for Members of the Authority to appoint a Chairperson and a Vice Chairperson. This report concerns the appointment of a Chairperson. An extract from the Constitution with regard to the role of the Chairperson of the Authority is attached (Appendix 1). For the benefit of any newly appointed Members (and 'returning' Members), outlined below is the process to appoint a Chairperson. The Monitoring Officer/Secretary will take the Chair to enable the appointment of the Chairperson.

### **RECOMMENDATIONS**

2. Members are asked to elect a Chairperson at the Annual General Meeting in accordance with this report.

### **ELECTION OF CHAIRPERSON**

3. The Chairperson is an annual appointment to be made at the AGM.
4. The appointment of a Chairperson is laid down in Section 17 of the Humberside Fire Service's (Combination Scheme) Order 1995. The Constitution (Article 5 and Schedule 2 of Part 2) attached at Appendix 1 sets out the role of the Chairperson and the procedure to be followed to elect the Chairperson.
5. The Monitoring Officer/Secretary will call for nominations (and seconders) for the position as Chairperson of the Authority. Voting shall be by show of hands or may be by secret ballot. All Members present are entitled to vote. No proxies or substitutes are permitted. Members are reminded that the election is on the 'first past the post' basis.
6. The Monitoring Officer/Secretary shall not exercise any vote or casting vote when acting in the capacity of Chairperson for the purposes of the election.

### **STRATEGIC PLAN COMPATIBILITY**

7. The Chairperson plays a key role in the leadership as laid down by the Constitution. Governance and leadership is a key enabler of the Strategic Plan.

### **FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS**

8. None arising directly.

### **LEGAL IMPLICATIONS**

9. The election of a Chairperson shall be in accordance with the Constitution and the Combination Order.

### **EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS**

10. No direct actions required.

## CORPORATE RISK MANAGEMENT IMPLICATIONS

11. No direct actions required.

## HEALTH AND SAFETY IMPLICATIONS

12. None arising directly.

## COMMUNICATION ACTIONS ARISING

13. The appointment of the Chairperson will be published.

## DETAILS OF CONSULTATION AND/OR COLLABORATION

14. None.

## BACKGROUND PAPERS AVAILABLE FOR ACCESS

15. None.

## RECOMMENDATIONS RESTATED

16. Members are asked to elect a Chairperson at the Annual General Meeting in accordance with this report.

**M BUCKLEY**

Officer Contact: Mathew Buckley ☎ 01482 567174  
Monitoring Officer/Secretary

Humberside Fire & Rescue Service  
Summergroves Way  
Kingston upon Hull

GN  
21 May 2021

**[Extract from Constitution]**

**Article 5 – Chairperson of the Humberside Fire Authority**

5.1 The Chairperson and Vice Chairperson of the HFA will be elected from amongst the Members at the Annual General Meeting of the HFA. The Chairperson and, in his or her absence, the Vice Chairperson will have the following roles and functions:

**(a) Ceremonial role:**

- (i) to promote the interests and reputation of the HFA and act as an ambassador; and
- (ii) to undertake such civic, community and ceremonial functions as the HFA and he or she determines appropriate and foster community identity and pride.

**(b) Responsibilities as the Chairperson of the HFA:**

- (i) to uphold and promote the purposes of the Constitution;
- (ii) to preside impartially over meetings of the full HFA so that its business can be carried out fairly and efficiently and with regard to the rights of Members and the interests of the community;
- (iii) to ensure that the HFA meeting is a forum for the debate of matters of concern to the local community;
- (iv) to promote public involvement in the HFA's activities;
- (v) to conduct meetings of the full HFA with dignity and be the conscience of the HFA;
- (vi) to uphold the principles of good governance;
- (vii) to provide political leadership to the HFA.

Schedule 2 to the Articles provides additional guidance upon the role of the Chairperson and Members generally. In addition, guidance is provided upon the role of, Member Spokespersons and Group Secretaries.

## **Schedule 2**

### **Guidance Notes**

#### **1. ROLE OF THE CHAIRPERSON OF THE HUMBERSIDE FIRE AUTHORITY**

##### **PURPOSE**

Article 5 sets down the role and functions of the Chairperson of HFA.

The Chairperson leads the HFA. He or she also performs an important role in the HFA's external relations with other authorities and local, regional and national organisations.

##### **APPOINTMENT PROCEDURE**

The Chairperson is appointed at the Annual General Meeting of the HFA as set down in Part 4 (Rules of Procedure).

##### **KEY ROLES**

In addition to the key roles and functions set down in Article 5, he or she will:

- (a) provide strong political leadership for the HFA;
- (b) Exercise any power or duty of Chairperson permitted in terms of the HFA Procedure Rules to ensure democratic decision making and the orderly conduct of meetings;
- (c) ensure appropriate consultation on the draft Budget and level of local taxation and propose the Budget and tax level to full HFA for adoption;
- (d) propose the Policy Framework for adoption by HFA and any material changes thereto;
- (e) be the HFA's representative on key local, regional and national public bodies;
- (f) participate on behalf of the HFA in discussions involving other local authorities and relevant external organisations, including service providers and representative organisations, working towards common goals which enhance the HFA's service provision to the community;
- (g) make statements to the media and answer questions from them and members of the public on relevant HFA issues;
- (h) facilitate and preside at any Members' Briefings on relevant issues; and
- (i) represent the interests of Members at a relevant forum or body.

## **ELECTION OF VICE CHAIRPERSON 2021/22**

### **SUMMARY**

1. The Vice Chairperson of the Authority is an annual appointment made at the Annual General Meeting.
2. As with the appointment of the Chairperson, Members are asked to refer to the Constitution (Article 5 and Schedule 2 of Part 2) attached at Appendix 1 which sets out the role of the Vice Chairperson and election procedure.

### **RECOMMENDATIONS**

3. Members are asked to elect a Vice Chairperson in accordance with this report.

### **ELECTION OF VICE CHAIRPERSON**

4. The election of the Vice Chairperson shall be conducted by the same process as applies to the election of the Chairperson, except that it shall be the Chairperson who shall call for nominations. The Chairperson shall have a second or casting vote as set down in the Constitution, should there be an equal split of votes.

### **STRATEGIC PLAN COMPATIBILITY**

5. The Vice Chairperson of the Humberside Fire Authority has a key role to play, as set down in the Constitution. Governance and leadership is a key enabler of the Strategic Plan.

### **FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS**

6. None arising directly.

### **LEGAL IMPLICATIONS**

7. The election of a Vice Chairperson must be in accordance with the Constitution and the Combination Order.

### **EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS**

8. No direct actions required.

### **CORPORATE RISK MANAGEMENT IMPLICATIONS**

9. No direct actions required.

### **HEALTH AND SAFETY IMPLICATIONS**

10. None arising.

### **COMMUNICATION ACTIONS ARISING**

11. The appointment of the Vice Chairperson will be published.

### **DETAILS OF CONSULTATION AND/OR COLLABORATION**

12. None.

BACKGROUND PAPERS AVAILABLE FOR ACCESS

13. None.

RECOMMENDATIONS RESTATED

14. Members are asked to elect a Vice Chairperson in accordance with this report.

**M BUCKLEY**

Officer Contact: Mathew Buckley ☎ 01482 567174  
Monitoring Officer/Secretary

Humberside Fire & Rescue Service  
Summergroves Way  
Kingston upon Hull

GN  
21 May 2021



**[Extract from Constitution]**

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**(a) Ceremonial role:**

- (i) to promote the interests and reputation of the HFA and act as an ambassador; and
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## **Schedule 2**

### **Guidance Notes**

#### **2. ROLE OF THE VICE CHAIRPERSON OF THE HUMBERSIDE FIRE AUTHORITY**

##### **PURPOSE**

The Vice Chairperson will deputise for the Chairperson in his or her absence. The Vice Chairperson will also act in a supportive role in assisting the Chairperson to fulfil his or her role.

##### **APPOINTMENT PROCEDURE**

The Vice Chairperson is appointed at the Annual General Meeting of the HFA as set down in Part 4 (Rules of Procedure).

##### **KEY ROLES**

The Vice Chairperson of the HFA will:

- (a) chair meetings of the HFA in the absence of the Chairperson;
- (b) undertake the role of the Chairperson in his or her absence and carry out all duties applicable to this position; and
- (c) facilitate at Members' Briefings on relevant issues.

## HUMBERSIDE FIRE AUTHORITY

30 APRIL 2021

### **PRESENT:**

#### **Members**

#### **Representing East Riding of Yorkshire Council:**

Councillors Chadwick, Davison, Dennis, Fox, Green, Jefferson, Smith and West

#### **Representing Hull City Council:**

Councillors Chambers, Dad, McMurray, Randall and Singh

#### **Representing North East Lincolnshire Council:**

Councillors Shepherd and Swinburn

#### **Representing North Lincolnshire Council:**

Councillors Briggs (*Chairperson*), Grant and Sherwood

#### **Officers of Humberside Fire & Rescue Service**

Chris Blacksell - Chief Fire Officer & Chief Executive, Phil Shillito - Deputy Chief Fire Officer/Executive Director Service Delivery, Kevin Wilson - Executive Director of Corporate Services/Section 151 Officer, Jason Kirby - Temporary Director of People and Development, Paul McCourt - Director of Service Delivery, Niall McKiniry - Director of Service Improvement, Mathew Buckley - Monitoring Officer/Secretary and Gareth Naidoo - Committee Manager

#### **Also in attendance:**

#### **Independent Co-opted Members of the Governance, Audit and Scrutiny Committee**

Doug Chapman (presented Minute 52/21), Andrew Smith and Mandy Thomlinson were in attendance as observers.

#### **Internal Auditor**

Andrew McCulloch - Director of Audit (TIAA) (presented Minute 54/21)

#### **HMICFRS**

Davinder Johal - Service Liaison Lead (Merseyside FRS, Humberside FRS and Durham & Darlington FRS)

The meeting was held remotely via video conference (Zoom).

**TRIBUTE TO COUNCILLOR** - Members paid tribute to former Councillor Rita Hudson (East Riding of Yorkshire Council) and former Member of the Authority who had recently passed away.

**46/21 APOLOGIES FOR ABSENCE** - Apologies for absence were submitted from Councillors Barfield, James, Nicola and Waltham, and Keith Hunter - Police and Crime Commissioner for Humberside Police.

**47/21 DECLARATIONS OF INTEREST** - No declarations were made.

**48/21 MINUTES - Resolved** - That the minutes of the meetings of the Authority held on 12 and 26 March 2021 be received as a correct record.

**49/21 QUESTIONS BY MEMBERS** - There were no questions.

**50/21 PETITIONS AND DEPUTATIONS** - No petitions or requests for a deputation had been received under Rule 13, Part 4 of the Constitution.

**51/21 COMMUNICATIONS** - The following communication was reported:

- (i) **New SLT Structure** - Consultation had now been undertaken. The FBU had disagreed with the revised structure. Further communication across the Service to communicate better the new structure and clarifying that the new structure would not see an increase in staff numbers to the Command structure.
- (ii) **Fire Safety Guide** - Fire safety guides for high rise buildings had been removed. The Chair would be writing to Chair of Fire Safety Committee to express concerns over this course of action.

**52/21 DRAFT MINUTES OF GOVERNANCE, AUDIT AND SCRUTINY (GAS) COMMITTEE - 12 APRIL 2021** - Doug Chapman, Chairperson of the Governance, Audit and Scrutiny Committee, presented the draft minutes of the meeting of the Committee held on 12 April 2021.

**Resolved** - That the draft minutes of the Governance, Audit and Scrutiny (GAS) Committee held on 12 April 2021 be received.

**53/21 MANAGEMENT ACCOUNTS 2020/21 PERIOD ENDING 29 FEBRUARY 2021** - The Executive Director of Corporate Services/S.151 Officer submitted a report highlighting the current financial position based on information to 28 February 2021.

The summary estimated outturn position for the current financial year based on information to 28 February 2021 was as follows:-

CATEGORY	2020/21 OUTTURN PROJECTION
HFA	
Revenue Budget	£444k underspend
Capital Programme	£3.155m expenditure against the £6.752m allocation
Pensions Account	£11.157m deficit

In arriving at the estimated outturn position for the revenue budget (an underspend of £444k) some important provisions had been made for revenue projects that would require funding to be carried forward into 2021/22. Specifically these were:-

- £150k to meet the costs of the Uniform Replacement Project which would now be delivered in 2021/22;
- £150k to meet the costs of the replacement of the boat capability and associated vehicles and equipment;
- £400k to partially meet the Authority's likely contribution to the infrastructure replacement costs in 2021/22 for the East Coast and Hertfordshire Control Room Consortium (ECHCRC) partnership;

- £100k of the grant funding issued by the Home Office to be carried forward to meet costs associated with the Grenfell Project and Protection initiatives.

This was the final set of Management Accounts for the 2020/21 financial year and work was now underway on producing the outturn position and Annual Accounts for the 2020/21 financial year.

It was queried whether further costs had been incurred due to Covid-19. It was confirmed that the vast majority of costs had been met by the initial grant from Government.

**Resolved** - That the report be received.

#### **54/21 INTERNAL AUDIT - DIRECTOR OF AUDIT OPINION AND ANNUAL REPORT (2020/21) -**

This is the 2020/21 Annual Report by TIAA on the internal control environment at Humberside Fire & Rescue Service. The annual internal audit report summaries the outcomes of the reviews we have carried out on the organisation's framework of governance, risk management and control. This report is designed to assist Humberside Fire Authority in making its annual governance statement.

There were no areas reviewed by internal audit where it was assessed that the effectiveness of some of the internal control arrangements provided 'limited' or 'no assurance'. Internal Audit had analysed their findings/recommendations by risk area and these were summarised below.

Risk Area	Urgent	Important	Routine
<b>Directed</b>			
Governance Framework	-	6	5
Risk Mitigation	-	-	-
Compliance	-	6	9
<b>Delivery</b>			
Performance Monitoring	-	2	1
Financial Constraint	-	-	-
Resilience	-	-	1

It was queried what work had been undertaken by the Service to progress the 14 recommendations classed as 'Important'. The vast majority of the recommendations had been implemented with timescales established to implement the remaining recommendations.

**Resolved** - That the Director of Internal Audit Opinion and Annual Report (2020/21) be received.

#### **55/21 DRAFT ANNUAL GOVERNANCE STATEMENT 2020/21** - The Executive Director of Corporate Services/ S.151 Officer and Monitoring Officer/Secretary submitted the draft Annual Governance Statement 2021/22.

The CIPFA/SOLACE good governance framework brought together a number of governance principles and requirements, including replacing the previous Statement of Internal Control with a new Annual Governance Statement (AGS) from 2007/08.

The AGS took account of CIPFA Bulletin 06 issued 11 February 2021 providing guidance relevant for the annual review of the system of internal control and publication of the Annual Governance Statement (AGS). This guidance concerned the impact of the continuing Covid-19 pandemic on governance in local government bodies and the requirements of the Delivering Good Governance in Local Government Framework 2016 CIPFA and Solace (the Framework). It also took into account the introduction of the CIPFA Financial Management Code 2019 (FM Code) during 2020/21.

The report set out a draft AGS in respect to 2020/21. Given the content of the Statement, it was felt desirable that the Authority should specifically review the AGS separately from the Annual Accounts, although the AGS would form part of the Annual Accounts once approved on 25 June 2021.

The GAS Committee received the draft Annual Governance Statement 2021/22 at its meeting of 12 April 2021 (Minute 37/21 refers).

Members commended the draft Statement and work undertaken by officers in preparing it.

**Resolved** - That the Annual Governance Statement 2021/22, as set out at Appendix 1 of the report, be approved.

**56/21 PERFORMANCE REPORTING 2021/22** - The Director of Service Improvement submitted a report that provided information regarding the reporting of Service Level performance for the period 2021/22.

Members approved a transition from quarterly performance reporting to bi-annual at the meeting of the Authority on 12 March 2021. As detailed in the Business Planning Framework period April - September 2021 would be reported in October 2021 and period October 2021 - March 2022 would be reported in June 2022 after the Authority's AGM (from 2022 onwards as 2020/21 performance reports would include the period to 31 March 2021). Report 2 would show cumulative performance over the full 12-month period. This negated the need for a separate Annual Performance Report, which would be replaced with an interactive end of year summary, in a similar manner to how Siren was produced and circulated electronically to Members.

Cyclical performance reporting would be supplemented by exception reporting of relevant trends/incidents or events to Members at meetings of the Authority or at Member Days. Members would also continue to benefit from Local Authority focussed performance reporting and Q&A, at meetings held by District Managers and during Member Champion discussions with Directors. This change was intended to make cyclical performance reporting more meaningful for Members, as performance would be reported over a longer period enabling Service level performance trends and the impact of safety interventions to be demonstrated.

Biannual performance reporting will include the following:

- a. Performance and Risk
- b. Occupational Health and Wellbeing/Health Safety and Environment
- c. Operational Assurance
- d. Absence Management
- e. Workforce Planning

Performance against all of our Strategic Objectives will be monitored and retrospectively reported to Humberside Fire Authority (HFA) on a bi-annual basis.

Members welcomed the continuing district meetings, along with Member Days and Member Champion Days.

**Resolved** - That the approach for reporting performance during 2021/22 be approved.

**57/21 SAFEGUARDING ARRANGEMENTS** - The Director of Service Delivery Support submitted that outlined the progress made to the Service's safeguarding arrangements and organisational development approach following a review against the National Fire Chief Council's (NFCC) Safeguarding Self-Assessment Toolkit.

NFCC's key objective was to develop a standardised approach to safeguarding for Fire and Rescue Services. The review had led to the Service introducing some strategic changes, re-aligning

managerial roles, adding safeguarding responsibility to others and consideration to governance, accountability, and reporting arrangements. The Self-Assessment Toolkit consisted of nine separate categories.

This report identified the progress made during the last year, particularly the influences on safeguarding during the timespan of COVID-19 pandemic, together with a summary of progress against each of the nine sections.

Members took assurance that the Service was well positioned in this area, particularly since the launch of the NFCC Self-Assessment Toolkit for Safeguarding.

**Resolved** - That the report be received.

**58/21 USE OF DELEGATED POWERS UNDER FIRE AUTHORITY CONSTITUTION BY CHIEF FIRE OFFICER & CHIEF EXECUTIVE 2020/21** - The Chief Fire Officer/Chief Executive and Monitoring Officer/Secretary submitted a report that provided the Authority with details of the decisions taken by the Chief Fire Officer & Chief Executive during 2020/21 to vary the establishment, under his delegated powers within the Fire Authority Constitution.

The Scheme of Delegation set out in the Constitution (Part 3, Section B) gave the Chief Fire Officer & Chief Executive delegated authority as follows:

“(m) (vi) to vary in any one financial year the overall establishment to a maximum of 0.5% of total annual budget (provided that such a variation does not affect more than 10 permanent full-time equivalent posts), and provided that any such variations are within the approved Budget (and confirmed by the S.151 Officer) and are in accordance with the approved Strategic Plan (and IRMP) of the HFA. The Chief Fire Officer & Chief Executive shall report on an annual basis to the HFA setting out the basis upon which such powers have been exercised.”

In the year 2020/21 the following substantive establishment change (not including temporary changes or those approved by the Fire Authority as part of a HFA report) had been approved under the delegated authority given to the Chief Fire Officer & Chief Executive:

- Creation of one additional post in Corporate Assurance - Information Governance Officer.

**Resolved** - That the report be received.

**59/21 CALL FOR EVIDENCE - REMOTE MEETINGS** - The Monitoring Officer/Secretary informed Members of the Ministry of Housing, Communities and Local Government's call for evidence to seek the views on the use of the current arrangements which had provided express provision for local authorities to hold meetings remotely or in a hybrid format during the coronavirus pandemic.

The Government was requesting evidence about the use of the current arrangements for local authorities to meet remotely or in hybrid format, as set out in the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (and the equivalent regulations for Wales and Northern Ireland) under powers granted by section 78 of the Coronavirus Act 2020.

Those regulations came into force on 4 April 2020 and applied to meetings taking place before 7 May 2021. The powers in section 78 of the Coronavirus Act 2020 were brought in specifically to make express provision for local authorities in England, Wales and Northern Ireland to deal with the challenges of holding physical meetings during the coronavirus pandemic. They had helped local authorities to redeploy resources to deal with the pandemic and ensure that essential business continued whilst protecting the health and safety of their members, officers and the public.

The Government was aware that experience of remote meetings had been varied, and that while the experience of managing and participating in remote meetings had grown considerably

during the period since the remote meetings regulations came into force, there had been examples of the difficulties this format had posed for some authorities.

The Government had received representations from individual local authorities and sector representative organisations making the case for permanent express provision for remote meetings. The government was keen to hear from interested parties about the pros and cons of making such arrangements permanent in England and the use of the arrangements to date. In particular, the Government was keen to receive any quantitative data that could be included to substantiate the responses submitted.

11 questions had been published by the Government, with the call for evidence due to last for 12 weeks from 25 March 2021. The deadline for submission was 17 June 2021.

Members considered the 11 questions and a response was drafted, as set out at Appendix 1 to these Minutes. Members were also encouraged to submit their own responses direct to the Government.

Overall it was felt that there was no substitute for face to face meetings, however the option to hold hybrid meetings and some meetings remotely provided greater flexibility for Members from a work life balance perspective and allowed greater participation due to the reduction in travel.

**Resolved** - That the response to the Government's Call for Evidence, as set out at Appendix 1 to these Minutes, be approved and submitted to the Government.

**60/21 HMICFRS UPDATE** - The Director of Service Improvement provided the Authority with a verbal update in relation to Her Majesty's Inspectorate of Constabulary and Fire and Rescue Service's (HMICFRS).

In February 2021 the Home Office appointed Andy Cooke as one of Her Majesty's Inspectors of Constabulary and Her Majesty's Inspectors of Fire & Rescue Services. Mr Cooke had now taken up post and would be primarily responsible for the inspection and other work of HMICFRS in relation to the northern region so the Service looked forward to working with him in the future.

Tranch 1 inspections have now begun. The Service would be in Tranch 2 of the inspections (between September 2021 and Spring 2022). In interim the Service was required to submit significant data returns throughout the year to inform some of the inspection work.

Progress against Service Improvement Plan continued with significant progress being made to the work of Occupational Health and Wellbeing. Likewise progress continue to be made against the recommendations from the Grenfell inquiry and the Director of Service Delivery Support was continue work on prevention arrangements.

**Resolved** - That the update be noted.

**61/21 COVID-19 UPDATE** - The Chief Fire Officer/Chief Executive provided a verbal update on the Service's response to and future plans relating to Covid-19.

Covid-19 had had a relatively low level impact on the Service from a staffing absence point of view. Staff could now collect Lateral Flow Test (LFT) kits from Service buildings.

2.8m items of PPE, LFT and other equipment had been delivered by the Service throughout the pandemic (100,000 items a week).

Going forward the Service was looking to establish a blended approach for staff working in future, with some staff balancing their time working from home and/or the office.

**Resolved** - That the update be noted.



## **Call for Evidence**

### **Questions**

The Government would like to gather evidence about the use of the arrangements that make express provision for local authorities to meet remotely or in hybrid format during the coronavirus pandemic, including the arrangements that existed for Scottish Authorities prior to the pandemic.

**Q1. Generally speaking, how well do you feel the current remote meetings arrangements work?**

- Well

**Q2. Generally speaking, do you think local authorities in England should have the express ability to hold at least some meetings remotely on a permanent basis?**

- Yes

**Q3. What do you think are some of the benefits of the remote meetings arrangements? Please select all that apply.**

- ✓ More accessible for local authority members
- ✓ Reduction in travel time for councillors
- ✗ Meetings more easily accessed by local residents
- ✗ Greater transparency for local authority meetings
- ✗ Documents (e.g. minutes, agendas, supporting papers) are more accessible to local residents and others online
- ✗ Easier to chair meetings in an orderly fashion \*
- ✗ A virtual format promotes greater equality in speaking time during meetings
- ✗ I do not think there are any benefits to remote meetings

#### **Other comments**

- Negative - Having to maintain and monitor chat functions is challenging.
- Positive - There is no substitute for face to face meetings, however the option to hold hybrid meetings and some meetings remotely provide greater flexibility for Members from a work life balance perspective (ie managing other work commitments and childcare responsibilities) and allows greater participation due to the reduction in travel.

**Q4. (For local authorities only) Have you seen a reduction in costs since implementing remote meetings in your authority?**

- Yes

**Q5. What do you think are some of the disadvantages of the remote meetings arrangements, and do you have any suggestions for how they could be mitigated/overcome? Please select all that apply.**

- ✗ It is harder for members to talk to one another informally

- ✓ Meetings are less accessible for local authority members or local residents who have a poor-quality internet connection
- ✓ Meetings are less accessible for local authority members or local residents who are unfamiliar with video conferencing/technology
- ✗ There is less opportunity for local residents to speak or ask questions
- ✓ Some find it more difficult to read documents online than in a physical format
- ✗ Debate is restricted by the remote format
- ✗ It is more difficult to provide effective opposition or scrutiny in a remote format
- ✗ It is more difficult to chair meetings in an orderly fashion
- ✗ Virtual meetings can be more easily dominated by individual speakers
- ✗ It might enable democratically elected members to live and perform their duties outside their local area on a permanent basis, therefore detaching them from the communities they serve
- ✗ It may create too substantial a division between the way national democracy (e.g. in the House of Commons) and local democracy is conducted
- ✗ I do not think there are any disadvantages to remote meetings

**Q6. What do you think are some of the main advantages of holding face-to-face meetings, as opposed to remote meetings?**

- Social interaction

**Q7. If permanent arrangements were to be made for local authorities in England, for which meetings do you think they should have the option to hold remote meetings?**

- I think local should be able to decide for themselves which meetings they should have the option to meet remotely

**Q8. If permanent arrangements were to be made for local authorities in England, in which circumstances do you think local authorities should have the option to hold remote meetings?**

- I think local authorities should be able to decide for themselves which circumstances they should have the option to meet remotely

**Q9. Would you have any concerns if local authorities in England were given the power to decide for themselves which meetings, and in what circumstances, they have the option to hold remote meetings?**

- No

**Q10. If yes, do you have any suggestions for how your concerns could be mitigated/overcome?**

N/A

**Q11. In your view, would making express provision for English local authorities to meet remotely particularly benefit or disadvantage any individuals with protected characteristics e.g. those with disabilities or caring responsibilities?**

- **Yes**

The option to hold hybrid meetings and some meetings remotely provide greater flexibility for Members from a work life balance perspective (ie managing other work commitments and childcare responsibilities) and allows greater participation due to the reduction in travel.



## **COMPOSITION OF THE FIRE AUTHORITY**

### **SUMMARY**

1. This report provides an update with regard to the Members appointed to serve on the Fire Authority by each Constituent Unitary Authorities following their annual meetings in May 2021 (Appendix 1).
2. Appendix 2 details attendance at meetings by Members during the previous municipal year.

### **RECOMMENDATIONS**

3. Members are asked to consider this report and note the appointments to the Fire Authority made by each of the constituent authorities.

### **BACKGROUND**

4. The Authority is comprised of 23 (voting) Members as detailed below:

East Riding of Yorkshire Council	:	8
Kingston upon Hull City Council	:	6
North Lincolnshire Council	:	4
North East Lincolnshire Council	:	4
Police & Crime Commissioner	:	1

4. The number of seats each Authority is allocated should reflect the political proportionality of that Authority. The political make-up of the Fire Authority will be as follows (subject to confirmation by North East Lincolnshire Council):

East Riding of Yorkshire Council	:	6 x Conservative 1 x Labour 1 x Independent
Hull City Council	:	3 x Labour 3 x Liberal Democrats
North East Lincolnshire Council	:	2 x Conservative 1 x Labour 1 x Liberal Democrats
North Lincolnshire Council	:	3 x Conservative 1 x Labour

5. Details of the known appointments made by the constituent authorities at the time of going to print for 2021/22 are set out in Appendix 1. Details of the appointments made by North East Lincolnshire Council at its Annual Meeting on 27 May 2021 will be confirmed at the Fire Authority's AGM.

### **POLICING AND CRIME ACT 2017**

6. The Policing and Crime Act 2017 provides for Fire Authorities to appoint the Police and Crime Commissioner for their area as a Member of the Fire Authority with full voting rights. Legislative changes to the Combination Orders that established Combined Fire Authorities have now been made to allow the Police and Crime Commissioner for Humberside to become a Member of the Authority with full voting rights.

## STRATEGIC PLAN COMPATIBILITY

7. This report reflects the robustness of corporate governance arrangements.

## FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS

8. None arising directly.

## LEGAL IMPLICATIONS

9. As set out above.

## EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS

10. None arising directly.

## CORPORATE RISK MANAGEMENT IMPLICATIONS

11. This report is designed to further enhance the governance arrangements of the Authority, while ensuring that the Authority is compliant with the Combination Order.

## HEALTH AND SAFETY IMPLICATIONS

12. None arising directly.

## COMMUNICATION ACTIONS ARISING

13. None.

## DETAILS OF CONSULTATION AND/OR COLLABORATION

14. Chief Fire Officer & Chief Executive and Statutory S.151 Officer.

## BACKGROUND PAPERS AVAILABLE FOR ACCESS

15. None

## RECOMMENDATIONS RESTATED

16. Member are asked to consider this report and note the appointments to the Fire Authority made by each of the constituent authorities.

**M BUCKLEY**

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Monitoring Officer/Secretary

Humberside Fire & Rescue Service  
Summergroves Way  
Kingston upon Hull  
GN 21 May 2021

**COMPOSITION OF HUMBERSIDE FIRE AUTHORITY 2021/22**

**23 MEMBERS**

**1. East Riding of Yorkshire Council (8)**

Councillor Chad Chadwick	(Conservative)
Councillor Phil Davison	(Liberal Democrat)
Councillor John Dennis	(Conservative)
Councillor Caroline Fox	(Conservative)
Councillor Helen Green	(Conservative)
Councillor Lyn Healing	(Conservative)
Councillor Barbara Jefferson	(Independent)
Councillor Patricia Smith	(Conservative)

**2. Hull City Council (6)**

Councillor Sharon Belcher	(Labour)
Councillor Linda Chambers	(Liberal Democrat)
Councillor Jackie Dad	(Liberal Democrat)
Councillor Peter North	(Labour)
Councillor Christine Randall	(Liberal Democrat)
Councillor Abhimanyu Singh	(Labour)

**3. North East Lincolnshire Council (4)**

*Awaiting representation*

**4. North Lincolnshire Council (4)**

Councillor John Briggs	(Conservative)
Councillor Mick Grant	(Labour)
Councillor Nigel Sherwood	(Conservative)
Councillor Rob Waltham MBE	(Conservative)

**5. Police and Crime Commissioner (1)**

Jonathan Evison





## ATTENDANCE BY MEMBERS DURING PREVIOUS MUNICIPAL YEAR (2020/19)

### Meetings of Humberside Fire Authority

Members	Forename	Surname	15 May 2021	26 June 2020	24 July 2020	25 September 2020	30 October 2020	27 November 2020	7 December 2020	12 February 2021	12 March 2021	26 March 2021	30 April 2021	Total Meetings (11) Attended
Councillor	Ian	Barfield	1	0	1	0	1	0	1	1	1	1	0	7
Councillor	John	Briggs	1	1	1	1	1	1	1	1	1	1	1	11
Councillor	Chad	Chadwick	1	1	1	1	1	1	1	1	1	1	1	11
Councillor	Linda	Chambers	1	1	1	1	1	1	1	1	1	1	1	11
Councillor	Jackie	Dad	1	0	1	1	1	1	1	1	1	1	1	10
Councillor	Phil	Davison	1	1	0	1	1	1	1	1	1	1	1	10
Councillor	John	Dennis				1	1	1	1	1	0	1	1	7
Councillor	Caroline	Fox	1	1	1	0	1	1	1	1	1	1	1	10
Councillor	Mick	Grant	1	1	1	1	1	1	1	0	1	0	1	9
Councillor	Helen	Green	1	1	1	0	1	1	1	1	1	1	1	10
Councillor	Ros	James	1	0	1	1	1	1	1	1	1	0	0	8
Councillor	Barbara	Jefferson	1	1	1	1	1	1	1	1	1	1	1	11
Councillor	Shane	McMurray	1	1	1	1	0	0	1	1	0	0	1	7
Councillor	Rosie	Nicola	1	1	1	0	1	1	1	1	1	1	0	9
Councillor	Christine	Randall	1	1	0	1	1	1	1	1	1	1	1	10
Councillor	Ron	Shepherd	1	1	1	1	1	1	1	1	1	1	1	11
Councillor	Nigel	Sherwood	1	1	1	1	1	0	1	1	1	1	1	10
Councillor	Abhimanyu	Singh	1	1	1	0	1	0	1	0	1	1	1	8
Councillor	Pat	Smith	1	1	1	1	1	1	1	1	1	1	1	11
Councillor	Stewart	Swinburn	1	1	1	0	1	1	1	0	1	1	1	9
Councillor	Rob	Waltham	1	1	1	1	1	1	1	0	1	0	0	8
Councillor	Kay	West	1	1	1	1	1	1	1	1	1	1	1	11
PCC	Keith	Hunter	0	0	0	0	0	0	0	0	0	0	0	0

## Member Days

			19-Jun	10-Jul	18-Sep	02-Oct	27-Nov	15-Jan	05-Feb	26-Mar	14-May	Total Member Days (9) Attended
Councillor	Ian	Barfield	0	0	0	0	0	0	0	1	0	1
Councillor	John	Briggs	1	1	1	1	1	1	1	1	1	9
Councillor	Chad	Chadwick	1	1	1	1	1	1	1	1	1	9
Councillor	Linda	Chambers	1	1	0	1	1	1	1	1	1	8
Councillor	Jackie	Dad	0	1	1	1	1	1	1	1	1	8
Councillor	Phil	Davison	1	0	1	1	1	1	1	1	1	8
Councillor	John	Dennis			1	1	1	1	0	1	1	6
Councillor	Caroline	Fox	1	1	1	1	1	1	1	1	1	9
Councillor	Mick	Grant	1	1	1	1	1	1	1	1	1	9
Councillor	Helen	Green	1	0	1	1	1	1	1	1	1	8
Councillor	Ros	James	0	1	0	0	1	1	1	0	0	4
Councillor	Barbara	Jefferson	1	1	1	1	1	1	1	1	1	9
Councillor	Shane	McMurray	1	1	1	0	0	1	0	0	0	4
Councillor	Rosie	Nicola	1	0	1	1	1	1	1	1	0	7
Councillor	Christine	Randall	1	1	0	0	1	0	1	1	1	6
Councillor	Ron	Shepherd	1	0	0	0	1	0	0	0	0	2
Councillor	Nigel	Sherwood	1	1	1	0	1	1	1	1	1	8
Councillor	Abhimanyu	Singh	1	1	1	1	1	1	1	1	0	8
Councillor	Pat	Smith	1	1	0	1	1	1	1	1	1	8
Councillor	Stewart	Swinburn	1	0	1	1	1	0	0	1	1	6
Councillor	Rob	Waltham MBE	0	1	1	0	1	0	1	1	0	5
Councillor	Kay	West	0	1	1	1	1	1	0	1		6
PCC	Keith	Hunter	0	0	0	0	0	0	0	0		0

## **APPOINTMENT OF GROUP SECRETARIES 2021/22**

### **SUMMARY**

1. The Constitution provides that each political group represented on the Fire Authority shall appoint a Group Secretary and notify the Monitoring Officer/Secretary of such appointment at the Annual General Meeting of the Fire Authority or as soon as possible thereafter. The paragraph also outlines the role of Group Secretaries.

### **RECOMMENDATIONS**

2. That the appointment of Group Secretaries be reported at the Annual General Meeting or be notified to the Monitoring Officer/Secretary as soon as possible thereafter.

### **GROUP SECRETARIES**

3. A brief role profile of a Group Secretary is contained in the Constitution (Schedule 2 of Part 2) as set out below:
  - (a) *Each political group represented on the HFA shall appoint a Group Secretary. Group Secretaries should be notified to the Secretary at the Annual General Meeting of the HFA or as soon as possible thereafter.*
  - (b) *Group Secretaries will ensure that Group Meetings are convened and managed as may be agreed by the particular political group.*
  - (c) *Group Secretaries will be the conduit through which substitutions are made and notified to the Secretary. (Note: substitutions are not permitted to the full HFA).*
  - (d) *Group Secretaries shall act as a conduit for any information to be disclosed to their political group.*
  - (e) *Where a nomination is sought from their group, whether this be as a member of a Committee, Sub-Committee, panel, forum or otherwise, then a Group Secretary shall on behalf of that Group inform the Secretary of such a nomination.*
  - (f) *Group Secretaries may request the Secretary to provide meeting facilities prior to meetings of the Authority.*

### **STRATEGIC PLAN COMPATIBILITY**

4. Not directly applicable.

### **FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS**

5. None arising directly.

### **LEGAL IMPLICATIONS**

6. None arising directly.

### **EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS**

7. No action required directly.

CORPORATE RISK MANAGEMENT IMPLICATIONS

8. None arising directly.

HEALTH AND SAFETY IMPLICATIONS

9. None arising directly.

COMMUNICATION ACTIONS ARISING

10. None arising directly.

DETAILS OF CONSULTATION AND/OR COLLABORATION

11. None.

BACKGROUND PAPERS AVAILABLE FOR ACCESS

12. None.

RECOMMENDATIONS RESTATED

13. That the appointment of Group Secretaries be reported at the Annual General Meeting or be notified to the Monitoring Officer/Secretary as soon as possible thereafter.

**M BUCKLEY**

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GN  
21 May 2021

## **COMMITTEE STRUCTURE AND COMPOSITION 2019/20 AND APPOINTMENT OF PANEL/GROUP MEMBERS AND MEMBER CHAMPIONS 2019/20**

### **SUMMARY**

1. Other than the Governance, Audit and Scrutiny Committee the Constitution provides that, should the need arise, the Authority will establish an Appointments Committee (to deal with the appointment of Senior Officers and make recommendations to the Authority), and an Appeals Committee (to hear any appeal against dismissal under the current Conduct and Performance Procedure). In respect to these Committees regard shall be had to the rules on political proportionality.
2. In accordance with The Firefighters' Pension Scheme (Amendment) (Governance) Regulations 2015 the Authority agreed to establish a Pension Board from 1 April 2015 to oversee compliance in the operation of the Firefighter Pension Scheme (FPS).
3. In addition to the above-mentioned committees the Authority has previously approved appointments to the following Groups/Panels:
  - Equality and Inclusion Group (1 Member)
  - Fire Death and Injury Panel (1 Member from each constituent authority area)
5. Also Member Champions are also appointed as set out at Appendix 1:
6. The Authority should confirm the structure of its Committees (proposed as currently adopted and set out in the Constitution) and then consider the size of each Committee. Where the rules of proportionality apply to the allocation of the seats, Group Secretaries will then confirm with the Monitoring Officer/Secretary the nominations to fill the allocated seats. Further, the Authority should make appointments to:
  - the Pension Board
  - the Equality and Inclusion Group
  - the Fire Death and Injury Panel
  - Member Champions

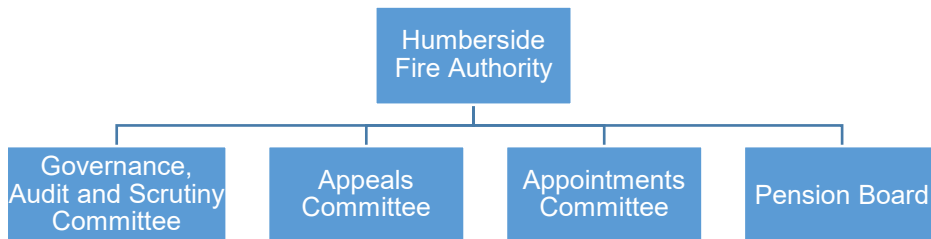
### **RECOMMENDATIONS**

7.
  - (a) That the Authority approves the Committee structure.
  - (b) That the Authority determines the size of its Committees.
  - (c) That the Authority determines the allocation of seats on Committees referred to in this report.
  - (d) That the Authority appoints one Elected Member to serve on the Pensions Board having regard to the criteria for such appointments set out in the Constitution.
  - (e) That the Authority appoints one Elected Member to sit on the Equality and Inclusion Group.
  - (f) That the Authority appoints one Elected Member from each constituent authority area to sit on the Fire Death and Injury Panel.

- (g) That the respective Group Secretaries consider the appointment of Members to each Committee (except the Governance, Audit and Scrutiny Committee) by their Groups and submit details at the Annual Meeting or as soon as possible thereafter to the Monitoring Officer/Secretary.
- (h) That the Authority appoints Elected Members to the role of Member Champions as set out at Appendix 1.

## COMMITTEE STRUCTURE

8. The current Committee Structure is as follows:



9. The terms of reference of each Committee and the Pensions Board are set out in the Constitution.

## LOCAL GOVERNMENT HOUSING ACT 1989 - POLITICAL BALANCE PROVISIONS

10. Members are reminded that the political balance provisions of the Local Government and Housing Act 1989 applies to the appointment of Committees of the Fire Authority provided that the Authority may, where there is no dissent, make whatever Committee membership arrangements it wishes. The provisions do not apply to the appointment of Independent Co-opted Members of the Governance, Audit and Scrutiny Committee. The Fire Authority's membership is divided into political groups and pending confirmation from North East Lincolnshire Council of their appointments to the Fire Authority it is anticipated that the composition of the respective groups expressed as a proportion of the Fire Authority overall will be as follows:

<u>Political Group</u>	<u>Members</u>	<u>As a % of 23 Members</u>
Conservative	11	47.83
Independent	1	4.35
Labour	5	21.74
Liberal Democrats	5	21.74
Police & Crime Commissioner	1	4.35

11. Section 15(5) of the Act lays down four principles to be followed when applying political proportionality to the membership of committees as follows:
- (i) that not all the seats on a Committee are allocated to the same political group;
  - (ii) that the majority of seats on a Committee are allocated to the group having a majority of seats on the Fire Authority **(as no political group has a majority of seats on the Authority this provision does not apply)**;
  - (iii) that subject to (i) and (ii) above the number of seats on the ordinary committees of the Fire Authority allocated to each political group bears the same proportion to the total of all the seats on the ordinary committees of the Authority as is borne by the number of Members of that group to the membership of the Authority (see paragraph 9 above);
  - (iv) that subject to (i) to (iii) above the number of seats on a Committee allocated to each political group bears the same proportion to the number of all the seats

on that Committee as is borne by the Members of that group to the membership of the Authority

12. Members are first asked to consider the appropriate size of each Committee to be effective, and from a decision on size will flow the allocation of seats according to the rules of political proportionality (except in respect to the Governance, Audit and Scrutiny Committee).
13. As the Authority has agreed that the Governance, Audit and Scrutiny Committee shall not comprise any Elected Members and the Committee is not subject to the rules of political proportionality.
14. The Appointments Committee comprises 8 seats and it is recommended that the same size be approved for 2021/22.
15. The Appeals Committee comprises 4 seats and it is recommended that the same size be approved for 2021/22.
16. Based on political composition of the Authority the allocation of seats as between the respective political groups will be as set out below.

Committee	Total Seats	Allocation of Seats							
		Conservative		Labour		Liberal Democrats		Independent & PCC	
		No. of seats	No. of seats rounded up	No. of seats	No. of seats rounded up	No. of seats	No. of seats rounded up	No. of seats (each)	No. of seats rounded up (each)
Appointments Committee	8	3.83	4	1.74	2	1.74	2	0.35	0
Appeals Committee	4	1.91	2	0.87	1	0.87	1	0.13	0

15. Should any adjustments become necessary following confirmation by North Lincolnshire Council of their appointments the Authority could simply agree Committee allocations with no further adjustments.
16. Provided the Authority approves Recommendations 2(a) and 2(b), then if the Group Secretaries are in a position to make nominations to the Committees, then the composition of the Fire Authority's Committees can be determined at the Annual General Meeting. The Committee Chairpersons are elected at the first meeting of the relevant Committee.

#### PENSION BOARD

17. In accordance with The Firefighters' Pension Scheme (Amendment) (Governance) Regulations 2015 the Authority agreed to establish a Pension Board from 1 April 2015 to oversee compliance in the operation of the Firefighter Pension Scheme (FPS). In 2018/19 the Pension Board was comprised as follows:

<u>Employer representatives</u> (2):	1 Elected Member (Councillor Shepherd) 1 Officer (Director of Service Delivery)
<u>Scheme Member representatives</u> (2):	1 representative nominated by the representative bodies via discussion and agreement at the Joint Consultative Committee (Gavin Marshall).  1 representative selected from expressions of interest by individual HFRS FPS members or those eligible to be HFRS FPS members (Brian Johnson)

(All members of the Pension Board must satisfy the applicable criteria.)

Paragraph 5(a) of Article 10A of the Constitution provides that “The membership of the Pension Board shall be determined at the Annual General Meeting of the HFA. Board members may be appointed for a maximum of two 3 year terms.”

The Table below sets out when the current Members were first appointed:

<b>Member</b>	<b>Date first appointed to the Pension Board</b>
Councillor Shepherd	27 June 2016
Director of Service Delivery (Paul McCourt)	6 December 2017
Gavin Marshall	27 January 2017
Brian Johnson	28 July 2017

The Pension Board meets twice a year.

#### PANELS/GROUPS

18. In addition to the above-mentioned committees the Authority has previously approved appointments to the following Groups/Panels:

Equality and Inclusion Group (1 Member)

Fire Death and Injury Panel (1 Member from each constituent unitary authority area.)

#### MEMBER CHAMPIONS

19. Members have previously endorsed a proposal to broaden the then existing Member Champion roles to strengthen the Member/Officer partnership in Service Delivery Planning and Scrutiny to achieve the following benefits:

Members will benefit from:

- Working with Officers who are subject matter experts;
- Making contributions to help develop services;
- Gaining a broader understanding of enablers and barriers.

Officers will benefit from Members:

- Broad experience;
- Local knowledge and understanding;
- Political awareness and leadership.

20. Members further endorsed that the Chairperson of the Authority will not have an allocated Member Champion role, in recognition of the corporate governance/ leadership relationship with the Chief Fire Officer/Chief Executive and Executive Directors.
21. By way of background it was agreed that Directors will facilitate local development sessions for respective Member Champions in order to introduce Members to teams, raise awareness of delivery team responsibilities and current and arising issues. It is proposed that Member Champions will meet with the Directors/Heads of Section for their specific area on a minimum quarterly basis.

22. The Authority will need to allocate Member Champion Roles as set at Appendix 1:

#### STRATEGIC PLAN COMPATIBILITY

23. Not directly relevant.

#### FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS



24. None arising directly.

#### LEGAL IMPLICATIONS

25. None arising directly.

#### EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS

26. No direct actions required.

#### CORPORATE RISK MANAGEMENT IMPLICATIONS

27. An effective committee structure supports leadership and good governance.

#### HEALTH AND SAFETY IMPLICATIONS

28. None arising directly.

#### COMMUNICATION ACTIONS ARISING

29. The structure will be published.

#### DETAILS OF CONSULTATION AND/OR COLLABORATION

30. None.

#### BACKGROUND PAPERS AVAILABLE FOR ACCESS

31. None.

#### RECOMMENDATIONS RESTATED

32. (a) That the Authority approves the Committee structure.
- (b) That the Authority determines the size of its Committees.
- (c) That the Authority determines the allocation of seats on Committees referred to in this report.
- (d) That the Authority appoints one Elected Member to serve on the Pensions Board having regard to the criteria for such appointments set out in the Constitution.
- (e) That the Authority appoints one Elected Member to sit on the Equality and Inclusion Group.
- (f) That the Authority appoints one Elected Member from each constituent authority area to sit on the Fire Death and Injury Panel.
- (g) That the respective Group Secretaries consider the appointment of Members to each Committee (except the Governance, Audit and Scrutiny Committee) by their Groups and submit details at the Annual Meeting or as soon as possible thereafter to the Monitoring Officer/Secretary.
- (h) That the Authority appoints Elected Members to the role of Member Champions as set out at Appendix 1.

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21 May 2020

## Member Champions 2021-22

<b>Role</b>	<b>Director</b>	<b>Delivery Area</b>	<b>Number of Member Champions</b>	<b>Appointed Member Arranged at HFA AGM</b>
Service Delivery	P. McCourt	Emergency Response and Public Safety Delivery	<b>8</b> (2 per LA)	
Service Delivery Support	S. Topham	Emergency Response Preparedness	<b>1</b>	
		Public Safety Central Support – Including Safeguarding	<b>2</b>	
		ICT	<b>1</b>	
		Estates	<b>1</b>	
People and Development	J. Kirby	HR	<b>2</b>	
		Organisational Development - including EDI	<b>2</b>	
		Operational Training	<b>1</b>	
Service Improvement	N. McKiniry	Occupational Health and Wellbeing	<b>1</b>	
		Corporate Assurance	<b>1</b>	
		Health & Safety	<b>1</b>	
Finance	K. Wilson	Financial Planning	<b>1</b>	

East Riding of Yorkshire Council = 8 Champions  
 Hull City Council = 6 Champions  
 North East Lincolnshire Council = 4 Champions  
 North Lincolnshire Council = 3 Champions\*  
 Police & Crime Commissioner = 1 Champion

\* NB The Chairperson of the Fire Authority does not hold a role of Member Champion



## **APPOINTMENT OF A MEMBER REPRESENTATIVE ON CERTAIN BODIES 2021/22**

### **SUMMARY**

1. Members are asked to consider the appointment of Member representatives on certain bodies for 2021/22.
2. These bodies are as follows:-
  - (a) The Local Government Association (LGA) : 1 representative  
Fire Commission
  - (b) Yorkshire & Humber (Local Authorities) : 1 representative  
Employers' Association - Employment  
Committee

### **RECOMMENDATIONS**

3. That the Fire Authority determines the appointment of its Member representatives/nominees in respect to the bodies listed in paragraph 2 for 2021/22.

### **LGA FIRE COMMISSION**

4. All fire and rescue authorities in England and Wales in membership of the LGA, have a place on the Commission. The Commission provides the opportunity for members to discuss issues of importance for the sector, share good practice, as well as hearing from a range of speakers from government, other sectors and the wider fire community. The Commission provides a sounding board for the Fire Services Management Committee and is an opportunity for the wider membership of the LGA to influence our priorities and activities.
5. The practice adopted previously has been that the Chairperson represents the Humberside Fire Authority at the LGA. This is a matter for Members to determine. It was established that, should the need arise the Vice Chairperson would attend as a substitute.

### **YORKSHIRE & HUMBER (LOCAL AUTHORITIES) EMPLOYERS' ASSOCIATION – EMPLOYMENT COMMITTEE**

6. The Humberside Fire Authority is invited to appoint 1 representative to the Y&H Employers' Association (formerly the Local Government Yorkshire & Humber (LGYH) Employers' Committee; the LGYH ceased to exist from 1 April 2015 but the Employers Organisation that was part of the LGYH still functions but under a new constitution). The practice adopted previously was that the Chairperson represented the Humberside Fire Authority at the Employers' Committee of the former LGYH.

### **STRATEGIC PLAN COMPATIBILITY**

8. Not directly relevant to the new Strategic Plan.

### **FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS**

9. None arising directly.

#### LEGAL IMPLICATIONS

10. None arising directly.

#### EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS

11. No direct actions required.

#### CORPORATE RISK MANAGEMENT IMPLICATIONS

12. None arising directly.

#### HEALTH AND SAFETY IMPLICATIONS

13. None arising directly.

#### COMMUNICATION ACTIONS ARISING

14. The appointments will be notified to the appropriate bodies.

#### DETAILS OF CONSULTATION AND/OR COLLABORATION

15. None.

#### BACKGROUND PAPERS AVAILABLE FOR ACCESS

16. None.

#### RECOMMENDATIONS RESTATED

17. That the Fire Authority determines the appointment of its Member representatives/nominees in respect to the bodies listed in paragraph 2 for 2021/22.

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21 May 2021

**APPOINTMENT OF NOMINATED SPOKESPERSONS  
FOR EACH CONSTITUENT AUTHORITY 2021/22**

**SUMMARY**

1. This report requests that Members appoint a nominated spokesperson to each Constituent Authority, to answer any questions concerning the Fire Authority at meetings of their respective Authorities.

**RECOMMENDATIONS**

2. That a Member from each Constituent Authority is appointed as a spokesperson in respect to 2021/22.

**REPORT DETAIL**

3. At its meeting held on 18 February 2005 (copy attached at Appendix 1, Minute 1326 refers) the Fire Authority approved arrangements for dealing with questions by members of Constituent Unitary Authorities on fire matters. The Fire Authority agreed to nominate a Member from amongst the representatives of each Constituent Unitary Authority to answer questions at meetings of their respective Councils who will be appointed annually at the Annual Meeting of the Fire Authority.

**STRATEGIC PLAN COMPATIBILITY**

4. The appointment of nominated spokespersons for each Constituent Authority would assist in delivering the outcomes set out in the Strategic Plan.

**FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS**

5. None arising.

**LEGAL IMPLICATIONS**

6. None arising directly.

**EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS**

7. No direct actions required.

**CORPORATE RISK MANAGEMENT IMPLICATIONS**

8. The recommendations set out in this report support the governance of the Authority.

**HEALTH AND SAFETY IMPLICATIONS**

9. None arising directly.

**COMMUNICATION ACTIONS ARISING**

10. The four constituent authorities will be notified.

**DETAILS OF CONSULTATION AND/OR COLLABORATION**

11. None.

BACKGROUND PAPERS AVAILABLE FOR ACCESS

12. None.

RECOMMENDATIONS RESTATED

13. That a Member from each Constituent Authority is appointed as a spokesperson in respect to 2021/22.

**M BUCKLEY**

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Humberside Fire & Rescue Service  
Summergroves Way  
Kingston upon Hull

GN  
21 May 2021



**MINUTE EXTRACT**

**1326 QUESTIONS BY MEMBERS OF CONSTITUENT UNITARY AUTHORITIES ON FIRE MATTERS** - The Secretary submitted a report, further to Minute 1294 regarding the proposal by North Lincolnshire Council that arrangements be made to allow Members of that Council the opportunity of asking questions at full Council meetings about the functions of Humberside Fire Authority and the work of Humberside Fire and Rescue Service. The matter had been discussed at the Unitary Authority Leaders' meeting held on 19th January, 2005 when all four authorities indicated their desire to re-iterate North Lincolnshire Council's request on their own behalf and asked the Fire Authority to reconsider that request and come to a favourable decision.

**Resolved** - (a) That the Constituent Unitary Authorities be reminded that the following avenues already exist for obtaining information on Fire Authority matters:

- (i) Members of the Constituent Unitary Authorities who are representatives on the Fire Authority already respond to queries raised at their own Council's, albeit on an informal basis;
- (ii) the Fire Authority has demonstrated its willingness, when requested by a Council to participate in Overview and Scrutiny meetings to discuss fire related issues by authorising the Chair and the Chief Fire Officer & Chief Executive to represent the Fire Authority;
- (iii) a written response is always sent to any written request for information from a Council to the Chairman or Chief Fire Officer & Chief Executive;
- (iv) the Fire Authority consults Councils and the public widely through its fire service planning processes i.e. Integrated Risk Management Plan. These are widely available including via the internet;
- (v) a copy of the Agenda papers for meetings of the Fire Authority is sent to the Chief Executive of each Council for information purposes.

(b) however, for any Constituent Unitary Authority wishing to adopt a formal arrangement for asking questions on Fire Authority functions the Fire Authority approves the request by North Lincolnshire Council, as endorsed by the Unitary Leaders' Group, subject to the following requirements:

- (i) written notice of any question must to be given to the Authority's nominated spokesperson and the Chief Fire Officer & Chief Executive no later than 5 clear working days prior to the relevant Council meeting (excluding the day the question is received (not sent) and the day of the Council meeting), and
- (ii) this arrangement excludes supplementary questions from being asked at the Council meeting.

(c) that the Authority nominate a Member from amongst the representatives of each Constituent Unitary Authority to answer questions at meetings of their respective Councils who will be appointed annually at the Annual Meeting of the Fire Authority.



## SCHEDULE OF MEETINGS 2021/22

Date	Meeting
Fri 4 June 2021 (10.30am)	<b>HUMBERSIDE FIRE AUTHORITY AGM</b> <i>(followed by MEMBER INDUCTION)</i>
Mon 14 June 2021 (10.00am)	<b>Governance, Audit and Scrutiny Committee AGM</b>
Fri 25 June 2021 (10.30am)	<b>HUMBERSIDE FIRE AUTHORITY</b>
Mon 5 July 2021 (10.00am)	<b>Governance, Audit and Scrutiny Committee</b>
Fri 9 July 2021 (10.00am)	<b>Member Day</b>
Mon 12 July 2021 (10.30am)	<b>PENSION BOARD AGM</b> <i>(followed by training event)</i>
Fri 23 July 2021 (10.30am)	<b>HUMBERSIDE FIRE AUTHORITY</b>
Mon 6 September 2021 (10.00am)	<b>Governance, Audit and Scrutiny Committee</b>
Fri 17 September 2021 (10.00am)	<b>Member Day</b>
Fri 24 September 2021 (10.30am)	<b>HUMBERSIDE FIRE AUTHORITY</b>
Fri 1 October 2021 (10.00am)	<b>Member Day</b>
Fri 22 October 2021 (10.30am)	<b>HUMBERSIDE FIRE AUTHORITY</b>
Mon 15 November 2021 (10.00am)	<b>Governance, Audit and Scrutiny Committee</b>
Fri 26 November 2021 (10.00am)	<b>Member Day</b>
Fri 3 December 2021 (10.30am)	<b>HUMBERSIDE FIRE AUTHORITY</b>
Fri 14 January 2022 (10.00am)	<b>Member Day</b>
Mon 24 January 2022 (10.00am)	<b>Governance, Audit and Scrutiny Committee</b>
Mon 31 January 2022 (10.30am)	<b>PENSION BOARD</b> <i>(followed by training event)</i>
Fri 4 February 2022 (10.00am)	<b>Member Day</b>
Fri 11 February 2022 (10.30am)	<b>HUMBERSIDE FIRE AUTHORITY</b>
Mon 21 February 2022 (10.00am)	<b>Governance, Audit and Scrutiny Committee</b>
Fri 11 March 2022 (10.30am)	<b>HUMBERSIDE FIRE AUTHORITY</b>
Fri 25 March 2022 (10.00am)	<b>Member Day</b>
Mon 11 April 2022 (10.00am)	<b>Governance, Audit and Scrutiny Committee</b>
Fri 29 April 2022 (10.30am)	<b>HUMBERSIDE FIRE AUTHORITY</b>
Fri 3 June 2022 (10.30am)	<b>HUMBERSIDE FIRE AUTHORITY AGM</b> <i>(Followed by MEMBER INDUCTION)</i>



## **HUMBERSIDE FIRE AUTHORITY WORKSTREAMS 2021/22**

### **SUMMARY**

1. In line with the Constitution, each Committee should receive annually a report which outlines broadly the substantive reports that Members, as a minimum, can expect to receive during the forthcoming year. Article 4 of the Constitution sets out the functions of the Fire Authority and this informs the reports that the Authority will consider over the course of the year.

### **RECOMMENDATIONS**

2. That the Authority approves the workstreams for 2021/22.

### **WORKSTREAMS 2021/22**

3. In line with the Constitution, each Committee should receive annually a report which outlines broadly the substantive reports that Members, as a minimum, can expect to receive during the forthcoming year. Article 4 of the Constitution sets out the functions of the Fire Authority and this informs the reports that the Authority will consider over the course of the year.
4. The intention behind the workstreams for 2021/22 is to provide Members with a broad indication of the reports that they can expect to receive during the year. This also will enable forward planning for the Corporate Management Team and the Fire Authority. The proposed workstreams set out in Appendix 1 are not exhaustive but are indicative.

### **STRATEGIC PLAN COMPATIBILITY**

5. Good governance is a key enabler of the Strategic Plan.

### **FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS**

6. None arising directly.

### **LEGAL IMPLICATIONS**

7. None arising directly.

### **EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS**

8. None arising directly.

### **CORPORATE RISK MANAGEMENT IMPLICATIONS**

9. None arising directly.

### **HEALTH AND SAFETY IMPLICATIONS**

10. None arising directly.

### **COMMUNICATION ACTIONS ARISING**

11. None arising directly.

### **DETAILS OF CONSULTATION AND/OR COLLABORATION**

12. Strategic Leadership Team.

BACKGROUND PAPERS AVAILABLE FOR ACCESS

13. None.

RECOMMENDATIONS RESTATED

14. The Authority is asked to consider this report.

**M BUCKLEY**

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GN  
21 May 2021

**Humberside Fire Authority Workstreams 2021/22**

The workstreams of the Fire Authority are essentially as set down in Article 4 of the Constitution. The workstreams below are not exhaustive but are indicative.

<b>1. June 2021</b>
<ul style="list-style-type: none"> <li>• Approval of Annual Statement of Accounts (Unaudited) 2020/21 (KW)</li> <li>• Treasury Management Annual Report 2020/21 (KW)</li> <li>• Annual Anti-Fraud and Corruption Statement 2021/22 for Approval (KW/MB)</li> <li>• HMICFRS Update (NMc)</li> </ul>
<b>2. July 2021</b>
<ul style="list-style-type: none"> <li>• Approval of Draft Annual Statement of Assurance 2020/21 (NMc)</li> <li>• Approval of Annual Statement of Accounts 2020/21 (Audited) (KW)</li> <li>• External Audit Reports: Report to those charged with governance (ISA 260) 2020/21 (Mazars)</li> <li>• Management Accounts Period ending 30 June 2022 (KW)</li> <li>• Gender, Ethnicity and Disability Pay Gap (JK)</li> <li>• HMICFRS Update (NMc)</li> </ul>
<b>3. September 2021</b>
<ul style="list-style-type: none"> <li>• Financial Outlook 2022/23 Onwards (KW)</li> <li>• Review of OPCC Finance Collaboration (KW/CB)</li> <li>• Annual Report of the GAS Committee - Recommendations Progress 2020/21 [SC]</li> <li>• HMICFRS Update (NMc)</li> </ul>
<b>4. October 2021</b>
<ul style="list-style-type: none"> <li>• Management Accounts – Period ending 30 September 2022 (KW)</li> <li>• HFA &amp; OPCC Finance Collaboration Update (KW)</li> <li>• External Audit report Annual Audit Letter (Mazars)</li> <li>• Performance and Risk Report April – September (NMc)</li> <li>• HSE and Occupational Health and Wellbeing Report April – September (NMc)</li> <li>• Operational Assurance Report April – September (NMc)</li> <li>• Absence Management Report April – September (JK)</li> <li>• Workforce Planning Update Report April – September (JK)</li> <li>• HMICFRS Update (NMc)</li> </ul>
<b>5. December 2021</b>
<ul style="list-style-type: none"> <li>• Approval of Strategic Plan and IRMP 2021-24 Year 1 Refresh for Consultation (CB/NMc).</li> <li>• Approval of Capital Programme 2022/23 (KW)</li> <li>• Treasury Management Half Year Report 2021/22 (KW)</li> <li>• Financial Planning 2022/23 Onwards (KW)</li> <li>• HFRS Staff Pay Awards Annual Update (JK)</li> <li>• HMICFRS Update (NMc)</li> </ul>
<b>6. February 2022</b>
<ul style="list-style-type: none"> <li>• Approval of Budget and Precept 2022/23 (KW)</li> <li>• Approval of Medium-Term Financial Plan 2022/23 to 2023/24 (KW)</li> <li>• External Audit report Audit Plan (Mazars)</li> <li>• Management Accounts Period ending 31 December 2022 (KW)</li> <li>• Fees and Charges 2022/23 (KW/PS)</li> <li>• Members' Allowances 2022/23 (KW/MB)</li> <li>• HMICFRS Update (NMc)</li> </ul>

<b>7.</b>	<b>March 2022</b>
	<ul style="list-style-type: none"> <li>• Treasury Management and Capital Expenditure Strategy 2022/23 (KW)</li> <li>• Internal Audit Plan 2022/23 (TiAA)</li> <li>• Pay Policy Statement 2022/23 (JK)</li> <li>• Approval of HFA Scrutiny Programme 2022/23 (MB)</li> <li>• Approval of Strategic Plan and IRMP 2021-24 Year 1 Refresh</li> <li>• Customer Service Excellence (CSE) Audit Outcomes (NMc)</li> <li>• HMICFRS Update (NMc)</li> </ul>
<b>8.</b>	<b>April 2022</b>
	<ul style="list-style-type: none"> <li>• Draft Annual Governance Statement for Approval 2022/23 (KW/MB)</li> <li>• Performance Reporting and Service Performance Indicators 2022/23 (NMc)</li> <li>• Annual Internal Audit Report - Director of Audit Opinion and Annual Report (2022/23) (TiAA)</li> <li>• Management Accounts 2021/22 Period ending 28 February 2022 (KW)</li> <li>• Use of Delegated Powers under Fire Authority Constitution by Chief Fire Officer &amp; Chief Executive 2021/22 (CB/MB/GN)</li> <li>• HMICFRS update (NMc)</li> </ul>



## **Review of the Constitution**

### **SUMMARY**

1. The Fire Authority receive an annual report on amendments to the Constitution. There are amendments required to reflect –
  - Removal of references to remote meetings
  - Amendments to implement recommendations from the TIAA report received by the Fire Authority
  - Miscellaneous amendments

### **RECOMMENDATIONS**

2. Members are asked to approve the attached amendments to the Constitution.

### **BACKGROUND**

3. The Fire Authority receive an annual report on amendments to the Constitution. There are amendments required to reflect –
  - Removal of references to remote meetings
  - Amendments to implement recommendations from the TIAA report received by the Fire Authority
  - Miscellaneous amendments

### **REMOTE MEETINGS**

4. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on 4 April 2020. Following the introduction of the regulations amendments were made to the Constitution to amend procedures to allow for remote meetings. The regulations ceased to apply on 7 May 2021 and it is therefore proposed to remove references to remote meetings from the Constitution.

### **TIAA REPORT**

5. On the 26 March 2020 the Fire Authority received a report following an investigation by TIAA. The report made a number of recommendations including the following –
  - A publicly available Register of Interests for Principal grade staff be introduced and this be reviewed at least annually by the Governance, Audit and Scrutiny Committee.
  - A Code of Conduct be put in place for Principal Officer grade staff.
6. In order to implement the above recommendations it is proposed that a Code of Conduct for Strategic Managers be included in the Constitution. This incorporates a requirement for Strategic Managers to register certain interests of themselves and their spouse or civil partner or person they are living with as spouse or civil partner.
7. It is also proposed that reference for the need for Strategic Managers to comply with the Code of Conduct for Strategic Managers be included in the Officers section of the Constitution and the responsibilities of the Governance Audit and Scrutiny Committee be amended to include the review of the register of interests of strategic managers.

## MISCELLANEOUS AMENDMENTS

8. The Protocol for Member and Officer Relationships states that member concerns relating to the conduct or capability of officers should be raised initially with the officer concerned and if that fails to resolve the issue with the Chief Fire Officer & Chief Executive. The section is silent on what action a member should take if the concern relates to the Chief Fire Officer and Chief Executive. It is proposed that the Constitution is amended to provide that such concerns should be raised with the Chairman of the Authority.

## STRATEGIC PLAN COMPATIBILITY

9. This report ensures that the Constitution is compatible with relevant legislation.

## FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS

10. None arising directly.

## LEGAL IMPLICATIONS

11. As set out above.

## EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS

12. None arising directly.

## CORPORATE RISK MANAGEMENT IMPLICATIONS

13. This report is designed to further enhance the governance arrangements of the Authority.

## HEALTH AND SAFETY IMPLICATIONS

14. None arising directly.

## COMMUNICATION ACTIONS ARISING

15. None.

## DETAILS OF CONSULTATION AND/OR COLLABORATION

16. Chief Fire Officer & Chief Executive and Statutory S.151 Officer.

## BACKGROUND PAPERS AVAILABLE FOR ACCESS

17. None

## RECOMMENDATIONS RESTATED

18. Members are asked to approve the attached amendments to the Constitution.

**M BUCKLEY**

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Humberside Fire & Rescue Service  
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GN 21 May 2021

Summary of Changes	Comment
<p><b><u>REFERENCE TO REMOTE MEETINGS</u></b></p> <p>Remove references to remote meetings as follows:</p> <p><b>PART 1</b> <b>SUMMARY AND EXPLANATION</b></p> <p><b>2. <u>HOW THE HUMBERSIDE FIRE AUTHORITY OPERATES</u></b></p> <p><del>The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 allow meetings of the HFA to take place by teleconference or video conference (“Remote Meetings”). References to Members attending such remote meetings include Members participating by teleconference or video conference (Remote Attendance) and references to members of the public being able to attend such remote meetings includes members of the public being able to hear/ view such meetings by teleconference or video conference.</del></p> <p><b>Article 10A – Pension Board</b></p> <p><b>10A.7 <u>QUORUM</u></b></p> <p><del>The quorum for meetings of the Board shall be 3 or as may be decided by the HFA at its AGM. In the case of a Remote Meeting all Members in remote attendance shall count towards the quorum.</del></p> <p><b>10A.13 <u>VOTING</u></b></p> <p><del>Every proposition shall be determined by a show of hands. In the case of Remote Meetings, propositions shall be determined by Members indicating verbally or by electronic means.</del></p> <p><b>PART 4</b> <b>RULES OF PROCEDURE</b> <b>SECTION A – HUMBERSIDE FIRE AUTHORITY PROCEDURE RULES</b></p> <p><b>1. INTRODUCTION</b> <del>In these Procedure Rules–</del></p>	<p>The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on 4 April 2020 but cease to apply after 6 May 2021.</p> <p>Reference to remote meetings and Members in remote attendance has now been removed.</p>

Summary of Changes	Comment
<p><del>'Remote Meeting' is a meeting held under the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 [the 2020 Regulations]</del></p> <p><del>References to a Member being 'present' at a meeting includes a Member in remote attendance at a Remote Meeting</del></p> <p><del>A Member in remote attendance attends a meeting if they are able:</del></p> <ul style="list-style-type: none"> <li><del>• To hear and where practicable see, and be so heard and, where practicable, be seen by the other members in attendance</del></li> <li><del>• To hear and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting and</del></li> <li><del>• To be so heard and, where practicable, be seen by any other members of the public attending the meeting</del></li> </ul> <p><b>Ordinary Meetings of the Humberside Fire Authority</b></p> <p>1.3 Ordinary meetings of the HFA shall be held at such places and times as the HFA may determine. An annual schedule of meetings shall be agreed at the Annual General Meeting of the HFA. <del>In the case of a Remote Meeting any reference to a 'place' where a meeting is held, or to be held, includes reference to more than one place, including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers</del></p> <p><b><u>Rule 7 – Quorum</u></b></p> <p>7.1 The quorum prescribed for meetings of the HFA by the Humberside Fire and Rescue Services (Combination Scheme) Order 1995 is one third of the total number of Members of the HFA, or such greater number of Members as the HFA may determine, including at least one representative from each of two constituent authorities. The quorum for meetings of the committees of the HFA are set out under Articles 6 to 8. <del>In the case of a Remote Meeting all Members in remote attendance shall count towards the quorum.</del></p> <p>7.2 If during any meeting of the HFA the Chairperson, after counting the number of Members present, declares that there is not a quorum present, the meeting shall stand adjourned. The consideration of any business not transacted shall be adjourned to a time fixed by the Chairperson at the time the meeting is adjourned, or if the Chairperson does not fix a time, to the next ordinary meeting of the HFA or to any earlier Special Meeting, if called, and that business is specified in the notice. <del>In the case of a Remote Meeting the meeting shall stand adjourned for an initial period of ten minutes to allow Members in remote attendance to re-join the meeting. If after that initial adjournment there is not a quorum present the meeting shall be adjourned.</del></p> <p><b><u>Rule 11 – Attendance Book</u></b></p>	

Summary of Changes	Comment
<p>11.1 <del>Other than at Remote Meetings of the HFA,</del> Every Member of the HFA attending a meeting of the HFA shall sign his or her name in the attendance book or sheet provided for that purpose.</p> <p><b><u>Rule 27 – Voting</u></b></p> <p>27.1 Every proposition shall, unless otherwise required by these Procedures Rules or Statute, be determined by show of hands. <del>In the case of Remote Meetings propositions shall be determined by Members indicating verbally or by electronic means</del></p> <p><b><u>Rule 30 – Secret Ballot</u></b></p> <p>30.1 <del>Other than in respect of a Remote Meeting</del> A secret ballot may be demanded by at least 5 Members present. Such a ballot will be conducted by the Secretary whose return shall be final.</p> <p><b><u>Rule 31 – General Disturbances at Meetings</u></b></p> <p>31.2 <del>If a member or members of the public interrupts the proceedings at a Remote Meeting the Chairperson shall warn them and their video/audio links shall be removed or muted. If that person or persons continues the interruption they shall be removed from the Remote Meeting</del></p> <p><b><u>Rule 32 – Break during Meeting</u></b></p> <p>32.1 The Chairperson may adjourn any such meeting for a period of up to ten minutes whenever the meeting has been in session for a continuous period of two hours, except that the meeting may nevertheless agree not to so adjourn by a show of hands, <del>or in the case of Remote Meetings verbally or by electronic means, without debate.</del></p>	
<p><b><u>Implementation of Actions from TIAA Report</u></b></p> <p><b>Article 6 – Governance, Audit and Scrutiny Committee</b></p> <p><b><u>6.4.6 Other Responsibilities</u></b></p> <p>a) Producing an Annual Report that provides details of the Committee’s work, evaluates its performance during the preceding year and confirms whether all allocated responsibilities have been carried out.</p>	<p>The management response to the TIAA reports requires certain amendments to be made to the Constitution.</p>

Summary of Changes	Comment
<p>b) Preparation of reports on issues highlighted by the Committee recommending appropriate actions for consideration by the HFA or their statutory officers.</p> <p>c) Review of Strategic Managers registers of interests</p> <p>d) Performing any other relevant activities requested by the HFA</p> <p><b>Article 11 – Officers</b></p> <p><b>11.7 <u>CONDUCT</u></b></p> <p>Officers will comply with the Officers’ Code of Conduct set out in Part 4 of the Constitution and the Protocol on Member/Officer Relations set out in Part 5 of this Constitution. Strategic Managers will also comply with the Code of Conduct for Strategic Managers</p> <p><b>PART 5 CONDUCT AND PROBITY</b></p> <p><b><u>Code of Conduct for Strategic Managers</u></b></p> <p>The public are entitled to expect the highest standards of behaviour from officers of Humberside Fire and Rescue Service. As Strategic Managers you are required to act in accordance with the Nolan principles (the Seven principles of public life) this Code of Conduct is based on the Nolan principles and sets out what you must do to ensure that you are acting in accordance with the Nolan principles</p> <p>This Code of Conduct applies to all Strategic Managers</p> <p><b>Definitions</b></p> <p><b>Close Associate</b> – a person who is more than a colleague or an acquaintance someone a reasonable person might think you would be prepared to favour or disadvantage when dealing with a matter</p>	

Summary of Changes	Comment
<p><b>Conflict of Interest</b> - A conflict of interest exists where you have an outside interest which a reasonable person knowing all the relevant facts would consider likely to influence you in the performance of your duties.</p> <p><b>Decision Maker</b> – Any individual or body that has the authority to make a decision such as other officers, Fire Authority and Committees of the Fire Authority.</p> <p><b>Freedom of information legislation</b> – The Freedom of Information Act 2000 and the Environmental Information Regulations 2004</p> <p><b>General</b></p> <p>You must display the Service's Principles and Behaviours when carrying out your Service role or when representing the Service in any way</p> <p>You must seek to perform effectively against the National Fire Chief's Council (NFCC) Leadership Framework as adopted by Humberside Fire Authority</p> <p><b>1.1 Selflessness</b></p> <p><b>You must put the interests of the public, the community, and service users first.</b></p> <p>To demonstrate this, you must:</p> <ul style="list-style-type: none"> <li>put the interests of the residents you serve first.</li> <li>act with empathy, compassion, and respect, caring equally for everyone you deal with</li> <li>consider the diverse needs of your communities and tailor your work to best meet their specific needs</li> <li>understand and evaluate the impact you have on the public's safety and wellbeing</li> <li>continuously improve your performance to better serve the public and my communities</li> <li>be an ambassador for the Fire and Rescue Service and a role model in your communities</li> </ul>	

Summary of Changes	Comment
<p>identify and remove barriers to people joining or accessing the service</p> <p>serve all Councillors regardless of political affiliation and ensure the individual rights of all Councillors are respected.</p> <p>support your colleagues in their work</p> <p>discharge your duties to the best of your ability</p> <p><b>1.2 Integrity</b></p> <p><b>You must act with integrity including being open , honest , and consistent in everything that you do</b></p> <p>To demonstrate this you must –</p> <p>be honest , open and fair when dealing with everyone</p> <p>evidence your decisions and be able to explain your behaviour</p> <p>build trusting relationships and demonstrate an understanding of everyone’s roles and responsibilities welcome challenge and adapt the way you work and your behaviour as a result of what you learn</p> <p>challenge behaviour that does not comply with our Code or your service’s values</p> <p>never behave in a way that may cause others to act outside our ethical principles</p> <p>remain impartial and objective</p> <p>never act in an improper way, or in a manner that could create a perception of improper behaviour for personal gain. You must declare relevant interests and relationships and maintain personal and professional boundaries</p> <p>declare the following interests of yourself and your spouse , civil partner or person you are living with as if they were your spouse or civil partner</p> <ul style="list-style-type: none"> <li>• Details of any paid employment held other than with Humberside Fire and Rescue Service</li> <li>• Any role as a trustee</li> </ul>	



Summary of Changes	Comment
<ul style="list-style-type: none"> <li>• Name and address of any business you or they have an interest in and the nature of the interest</li> <li>• Details of any directorship or consultancy whether remunerated or not</li> <li>• Details of any contract between any business they have an interest in and Humberside Fire and Rescue Service</li> <li>• Details of any shareholding or other financial interest in any company where the total nominal value of any securities exceeds £25,000 or 1% of the total nominal value of the issued share capital, whichever is less</li> <li>• Description and location of any property owned, leased or mortgaged within the area of the authority other than a home address</li> </ul> <p>never act or take decisions in order to gain financial or other material benefits for you, your family, or your friends.</p> <p>in any situation where there is a conflict of interest arising from an interest declared by yourself or otherwise resolve the conflict of interest for example by not taking part in the decision-making process in relation to the matter.</p> <p>not be involved in the recruitment of or decisions relating to disciplinary actions, decisions on promotions or regrading in relation an officer who is a member of your family or who is a close associate or with whom you have a business relationship.</p> <p>ensure that your relationships at work do not create an actual or perceived conflict of interest</p> <p><b>1.3 Objectivity</b></p> <p><b>You must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.</b></p> <p>To demonstrate this, you must –</p> <p>keep an open mind and not be biased or have a closed mind when dealing with situations.</p> <p>make decisions taking into account only relevant factors and discounting irrelevant considerations.</p> <p>provide information and advice to decision makers on the basis of the evidence and accurately present the facts and the options.</p> <p>offer the advice you consider proper even when it is not advice that a decision maker wants to hear.</p>	

Summary of Changes	Comment
<p><b>1.4 Accountability</b></p> <p><b>You are accountable to the public for your decisions and actions and must submit yourself to the scrutiny necessary to ensure this.</b></p> <p>To demonstrate this, you must –</p> <p>ensure that decisions are properly recorded and reasons for decisions are clear.</p> <p>be open and honest when answering questions at any meetings, internal or external, including meetings of the Fire Authority and its committees.</p> <p>respond to complaints from the public in an open and honest manner.</p> <p>take responsibility for you own performance and acknowledge any failings in your performance.</p> <p><b>1.5 Dignity and respect</b></p> <p><b>You must treat people with dignity and respect , making decisions objectively based on evidence, without discrimination or bias</b></p> <p>To demonstrate this, you must</p> <p>use unbiased judgment and behaviour and act respectfully</p> <p>act with decency and impartiality , recognising that your unconscious bias can prevent you considering all perspectives and needs when you are making decisions</p> <p>do the right thing when delivery services , using the ethical principles set out in this Core Code and your service’s values</p> <p>support the development and opportunity of yourself and your colleagues</p> <p>create an environment of openness and trust</p>	

Summary of Changes	Comment
<p>treat people with respect and without discrimination , harassment , or bullying; You must actively reject these inappropriate behaviours</p> <p>challenge all inappropriate behaviour when you are at work</p> <p>respond to requests for information under freedom of information legislation in an open manner and only withhold information in accordance with exemptions set out in legislation and in accordance with guidance issued by the Information Commissioner's Office.</p> <p>ensure that you share information within the organisation so that staff know what decisions are being made and the rationale for decisions that are made</p> <p>share information with external organisations in accordance with relevant legislation and guidance when required in order to promote shared objectives</p> <p>give open and honest feedback</p> <p><b>1.6 Honesty</b></p> <p><b>You must be truthful.</b></p> <p>To demonstrate this, you must -</p> <p>challenge and be prepared to be challenged.</p> <p>not knowingly make false, misleading or inaccurate statements.</p> <p>encourage the raising of concerns either through whistleblowing or other routes</p> <p>stick to commitments that you have given.</p> <p><b>1.7 Equality , diversity, and inclusion</b></p>	

Summary of Changes	Comment
<p><b>You must continually recognise and promote the values of EDI , both within FRSs and the wider communities in which you serve. You must stand against all forms of discrimination , create equal opportunities , promote equality , foster good relations and celebrate difference</b></p> <p>To demonstrate this you must :</p> <p>acknowledge and care about people’s diverse needs so they can access the services they need from you and the service</p> <p>provide an environment where everyone has an equal voice</p> <p>acknowledge your own unconscious bias and consider everyone’s perspective</p> <p>behave in a way that celebrates diversity in all its forms , everywhere</p> <p>tackle discriminatory behaviour , policy and procedure</p> <p>do all you can to encourage people from underrepresented groups to join your Service and feel welcome</p> <p>help everyone to be their best and to always learn from one another</p> <p><b>1.7 Leadership</b></p> <p><b>You must be a positive role model , always demonstrating flexible and resilient leadership.</b></p> <p><b>You are accountable for your behaviour , decisions and actions , and you must challenge all behaviour that falls short of the highest standards</b></p> <p>To demonstrate this, you must –</p> <p>challenge behaviour that does not comply with this Code of Conduct or the Service’s Principles and Behaviours</p> <p>address inappropriate behaviour in ways appropriate to your role</p> <p>take responsibility for continuously improving your own performance and the performance of the service</p>	

Summary of Changes	Comment
<p>be accountable to the public , your employer and your colleagues for your decisions and actions</p> <p>take responsibility for your actions and their consequences</p> <p>recognise leaders exist at all levels in your organisation and communities</p> <p>always demonstrate the principles of a positive culture of equality, diversity, and inclusion</p> <p>be committed to implementing and working by this Code of Conduct</p> <p>lead by example demonstrating by your actions that you are committed to implementing and working by this Code of Conduct and the Code of Ethics</p> <p>communicate clearly with staff in the organisation</p> <p>take charge and provide clear direction when circumstances require it.</p>	
<p><b><u>Miscellaneous Amendments</u></b></p> <p><b>SECTION G – PROTOCOL FOR MEMBER AND OFFICER RELATIONSHIPS</b></p> <p><b>9 MATTERS RELATING TO OFFICER CONDUCT OR CAPABILITY</b></p> <p>9.1 A Member must not raise matters relating to the conduct or capability of an officer in a manner which is incompatible with paragraph 2.2 of this protocol. Any matters of concern should be raised initially with the officer concerned. If that fails to resolve the issue, the matter should be raised with the Chief Fire Officer &amp; Chief Executive. <b>If the concern relates to the Chief Fire Officer &amp; Chief Executive the matter should be raised with the Chair of the Authority who will deal with the matter in line with the Chief Fire Officers contract and the Service’s Conduct and performance Policy.</b></p>	<p>Clarifies the process when concerns are expressed in relation to the Chief Fire Officer &amp; Chief Executive</p>



## **Review of Secondary Employment Policy**

### **SUMMARY**

1. A report following an investigation by TIAA recommended that the outside employment rules for Principal Officers be reviewed and amended as appropriate to ensure compliance with the Nolan Principles is demonstrably achieved.
2. It is proposed that the rules on outside employment are amended to deal with the above recommendation.

### **RECOMMENDATION**

3. Members are asked to approve the attached amendments to the Secondary Employment Policy

### **BACKGROUND**

4. The On the 26 March 2020 the Fire Authority received a report following an investigation by TIAA. The report made a number of recommendations including the following –
  - The outside employment rules for Principal Officers be reviewed and amended as appropriate to ensure compliance with the Nolan Principles is demonstrably achieved.

### **Secondary Employment Policy**

5. The Fire Authority has a Secondary Employment Policy. It is considered that the recommendation in the TIAA report can be dealt with by expanding the scope of the secondary employment policy. The extension in scope would apply only to Strategic Managers and would be linked to certain of the interests that Strategic Managers are required to register pursuant to the Code of Conduct for Strategic Managers.
6. The policy as amended would require Strategic Managers to notify the Chief Fire Officer if they wished to undertake any outside commitments. In the case of the Chief Fire Officer the notification would be to the Chairman of the Authority. The Authority reserves the right to prohibit involvement in outside employment in certain circumstances and in line with that involvement in outside interests could also be prohibited in certain circumstances.

### **STRATEGIC PLAN COMPATIBILITY**

7. This report ensures that the rules on secondary employment for strategic managers is compatible with the Nolan principles.

### **FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS**

8. None arising directly.

### **LEGAL IMPLICATIONS**

9. As set out above.

## EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS

10. None arising directly.

## CORPORATE RISK MANAGEMENT IMPLICATIONS

11. This report is designed to further enhance the governance arrangements of the Authority.

## HEALTH AND SAFETY IMPLICATIONS

12. None arising directly.

## COMMUNICATION ACTIONS ARISING

13. None.

## DETAILS OF CONSULTATION AND/OR COLLABORATION

14. Chief Fire Officer & Chief Executive and Statutory S.151 Officer.

## BACKGROUND PAPERS AVAILABLE FOR ACCESS

15. None

## RECOMMENDATIONS RESTATED

16. Members are asked to approve the attached amendments to the Secondary Employment Policy

**M BUCKLEY**

Officer Contact: Mathew Buckley ☐ 01482 567174  
Monitoring Officer/Secretary

Humberside Fire & Rescue Service  
Summergroves Way  
Kingston upon Hull  
GN 21 May 2021





HUMBERSIDE FIRE AND RESCUE SERVICE

# People and Development

## ~~Outside Commitments and Secondary Employment~~

Owner	Director of People and Development
Responsible Person	Head of Human Resources
Date written	September 2020
Date of last review	February 2021
Date of next review	February 2024

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## **1. INTRODUCTION**

Humberside Fire and Rescue Service (HFRS) requires all employees to notify the Service of any outside employment in which they engage. The Service reserves the right to prohibit outside employment in certain circumstances as defined in this Policy.

HFRS also requires Strategic Managers to register any outside interests under the Code of Conduct for Strategic Managers. The Service reserves the right to prohibit involvement in outside interests in certain circumstances as defined in this Policy.

HFRS requires that efficiency and due performance of official duties shall not be impaired as the result of, or arising out of, outside employment by its employees or outside commitments by its Strategic Managers in off-duty periods, and it further requires at all times to be satisfied that its interests are not being detrimentally affected in this respect.

## **2. EQUALITY AND INCLUSION**

This policy explains the processes required to ensure fairness and consistency throughout the Service on outside commitments and secondary employment, regardless of age, gender, race, religion or religious or philosophical belief, gender reassignment, disability, sexual orientation, marriage and civil partnership, pregnancy and maternity or any other unjustifiable condition or requirement.

## **3. AIM AND OBJECTIVES**

This policy aims to ensure that any outside commitments and secondary employment undertaken by HFRS employees is compatible with the organisations objectives and responsibilities and does not constitute a conflict of interest, a breach of Working Time Regulations, a reputational risk or a risk of injury or disease.

## **4. DEFINITIONS AND PROHIBITIONS**

Outside employment is defined as paid work for another employer or self-employment. (Note that, for the purposes of this Policy, employment by HFR Solutions is included within this definition). Work with HFRS must not be compromised because of any outside employment undertaken by its employees and the Service reserves the right to prohibit outside employment where this either:

- a. could result in a breach of the Service's statutory obligations, for example, under the Working Time Regulations or Health and Safety legislation;
- b. would entail an unacceptable risk of injury or disease; or
- c. could bring the Service into disrepute or is considered to be in conflict with the Service's aims, objectives and responsibilities.

Should outside employment be prohibited on one or more of these grounds, then that employment will be considered incompatible with the employee's employment in HFRS.

Where specific outside employment has been prohibited and there is evidence that

the employee continues to engage in that employment, the Service's Discipline Procedure will be invoked.

Outside commitments are defined as any employment, role as a trustee, business, directorship or consultancy that Strategic Managers are required to register under the Code of Conduct for Strategic Managers.

Outside commitments must not lead to an actual or a perceived conflict of interest with the Service's aims, objectives and responsibilities and the Service reserves the right to prohibit such outside interests where that is the case.

## **5. NOTIFICATION**

Employees who wish to engage in any outside employment must notify the Chief Fire Officer via the relevant Emergency Response Group Manager (GM) / Section Head, prior to the commencement of any such employment using form PER 27 – Notification of outside employment in off-duty periods ([Appendix 'A'](#)).

Any future changes to the information submitted on the form must be notified in writing to the Service. (It is acknowledged that employees who work for on-call stations may have other 'primary' employment / work)

For clarification, these notification requirements and all other aspects of this policy apply equally to all employee groups except where indicated otherwise.

Strategic Managers who wish to undertake outside commitments must notify the Chief Fire Officer prior to the commencement of such outside commitment using form PER 28 – Notification of Outside Commitment ( Appendix ' B ' )

Any future change to the information submitted on the form must be notified in writing to the Service.

If the Chief Fire Officer wishes to undertake any outside commitments they must notify the Chairman of the Fire Authority prior to the commencement of such outside commitment using form PER 28 - Notification of Outside Commitment ( Appendix ' B ' )

Any future change to the information submitted on the form must be notified in writing to the Chairman.

## **6. RESTRICTIONS**

Outside employment may only be carried out during off-duty periods and must not be detrimental to the employee's efficiency or effectiveness in carrying out their duties with HFRS. The employee must ensure that:

- a. they do not perform any outside employment within 11 hours of the commencement of any period of work for HFRS (except for employees working on-call)
- b. the outside employment does not place them in a position where the combination of outside employment and their duties with HFRS would contravene the EU Driving Time Regulations.
- c. they have adequate opportunity to benefit from periods of leave with HFRS to

support their wellbeing.

- d. Work connected with outside employment is not to be undertaken during working time for HFRS, on HFRS premises or using HFRS resources.

Outside employment is not to be undertaken without prior approval of the Director of People and Development as follows:

- a. for any person, firm or company that is in a contractual relationship with or commissioned by Humberside Fire Authority (HFA) / HFRS or that is concerned in any property transaction with HFA / HFRS;
- b. for any person known or believed by the employee to be connected with such a firm or company or which is materially concerned with such contractual relationship, commission or property transaction.
- c. for any person, firm or company with whom an employee has a relationship with in the course of their official duties for HFRS.

An employee of HFRS proposing to undertake outside employment for any person, firm or company is responsible for ascertaining whether any of paragraphs a - c above apply and for notifying the Service accordingly. Where any of these instances arise during the course of such employment the employee must notify the Service accordingly.

Employees working on-call may find that their primary employment places them in a situation where there is a conflict with paragraphs a or b above. They must notify the Service accordingly and an assessment will be made of the implications with a view to mitigating the potential for any adverse impact on the Service.

Outside commitments may only be carried out during off-duty periods and must not be detrimental to the Strategic Manager's efficiency or effectiveness in carrying out their duties with HFRS. Work connected with outside employment is not to be undertaken during working time for HFRS, on HFRS premises or using HFRS resources.

## **7. SICK PAY**

Following medical advice, if any absence from work is due to an illness or injury that is wholly attributable to the employee undertaking outside employment, the employee shall not be entitled to Service occupational sick pay and will receive Statutory Sick Pay (SSP) only.

HFRS will not extend paid sick leave to any employee whose absence from work is attributable to sickness or injury caused by the employee engaging in outside employment.

It is in the interests of any employee undertaking outside employment to have in force a form of insurance or other scheme which will adequately cover the employee against such a contingency.

Any employee who is shown to be engaged in outside employment whilst on sick leave may forfeit any rights to pay and may be subject to HFRS's Disciplinary Procedure.

## **8. UNPAID WORK**

An employee of HFRS who wishes to undertake voluntary work for which no payment or other reward is made but which would otherwise be prohibited in accordance with Section 6 [Restrictions](#) above is to inform the Director of People and Development who will consider each case on its merits.

## **9. DUTY OF HFRS EMPLOYEES**

It is the duty of all employees of HFRS to report to their line manager or above any known breach of the conditions on which any outside commitment or secondary employment is permitted, or any apparent case in which the performance of official duty for HFRS has or is being impaired as the result of outside employment being undertaken.

## **10. PARKING OF TRADE VEHICLES**

Other than in circumstances where On-Call employees must respond to an emergency call out from their normal place of work or business, no HFRS employee may park a vehicle on HFRS premises that is, or appears to be, used in connection with a commercial business. Whilst employees may be permitted to park vehicles as a concession, it is not a right to do so.

Vehicles parked on HFRS premises must not display trading names, advertising, telephone numbers or other such commercial information. In addition, the vehicle must not be fitted with business equipment such as ladders, UPVC materials etc., either on the vehicle or on towed trailers. Employees who are in breach of this clause, other than in circumstances referred to in para 21, may be subject to disciplinary action.

**If you require any further guidance in relation to this policy,  
please contact Human Resources**



**APPENDIX A PER 27**

**NOTIFICATION OF OUTSIDE EMPLOYMENT IN OFF-DUTY PERIODS**

<b>NAME</b>		<b>SERVICE NUMBER</b>		<b>ROLE / POST</b>		<b>STATION / SECTION</b>	
<b>NATURE OF OUTSIDE EM- PLOYMENT</b>		<b>NAME AND AD- DRESS OF EM- PLOYER (IF SELF EMPLOYED PLEASE STATE)</b>					
<b>DATE OF COM- MENCEMENT OF THIS OUTSIDE EM- PLOYMENT</b>		<b>DETAILS OF TIMES OF WORK AND WORKING PATTERN</b>					
<p>I declare that the above information is true and accurate and that my engagement in this outside employment is in accordance with the requirements of The Outside Employment Policy</p> <p>Signed ..... Date: .....</p>							

<b>LINE-MANAGER COMMENTS</b>	<p>Signed: ..... Date: .....</p> <p>Print Name: .....</p>
<b>EMERGENCY RESPONSE GM/ SECTION HEAD COMMENTS</b>	<p>Signed: ..... Date: .....</p> <p>Print Name: .....</p>
<p><b>Following completion of Line Manager and Emergency Response GM/Section Head comments please forward this form to the HR Team at Service Headquarters</b></p>	

<b>Director of People and Development CONSIDERATION</b>	<b>NOTED - NO FURTHER ACTION REQUIRED</b>		
	<b>FURTHER DETAILS / ACTION REQUIRED AS BELOW</b>  <div style="border-top: 1px dotted black; height: 15px; margin-bottom: 10px;"></div> <div style="border-top: 1px dotted black; height: 15px; margin-bottom: 10px;"></div> <div style="border-top: 1px dotted black; height: 15px;"></div>		
	<div style="text-align: right; margin-bottom: 20px;"> <b>Signed: .....</b>      <b>Date: .....</b> </div> <div style="text-align: center;"> <b>Director of People and Development</b> </div>		
<b>FOR ACTION BY HR</b>	<b>Recorded on HR Records</b>	<div style="text-align: right; margin-bottom: 20px;"> <b>Date: .....</b> </div> <div style="text-align: right;"> <b>Signed: .....</b> </div>	





<b>Director of People and Development  CONSIDERATION</b>	<b>NOTED - NO FURTHER ACTION REQUIRED</b>		
	<b>FURTHER DETAILS / ACTION REQUIRED AS BELOW</b>  <div style="border-bottom: 1px dotted black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 1.2em;"></div>		
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<b>FOR ACTION BY HR</b>	<b>Recorded on HR Records</b>	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em;"></div>	