

# **HUMBERSIDE FIRE AUTHORITY**

**29 APRIL 2022**

## **PRESENT:**

### **Members**

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

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

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

Councillors Belcher, Chambers, Dad, North, Randall and Singh

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

Councillors Lindley, Patrick, Shepherd and Swinburn

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

Councillors Briggs (*Chairperson*) and Grant

#### **Office of the Police and Crime Commissioner for Humberside**

Jonathan Evison - Police and Crime Commissioner for Humberside Police

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

Phil Shillito - Deputy Chief Fire Officer/Executive Director of Corporate Services, Niall McKiniry - Assistant Chief Fire Officer/Executive Director of Service Delivery, Christine Cooper - Executive Director of People and Development, Kevin Wilson - Executive Director of Finance/Section 151 Officer, Steve Duffield - Temporary Director of Prevention and Protection, Matthew Sutcliffe - Temporary Director of Service Improvement, Steve Topham - Director of Emergency Response, Lisa Nicholson - Deputy Monitoring Officer/Secretary and Samm Campbell - Committee Manager

### **Internal Auditor**

Andrew McCulloch - Director of Audit (TIAA) (presented Minute 46/22)

The meeting was held at The Country Park Hotel, Hessle.

**38/22 TRIBUTE TO COUNCILLOR CHADWICK** - The Authority paid tribute to Councillor Chadwick, a member of the Authority, who had recently passed away.

**39/22 APOLOGIES FOR ABSENCE** - Apologies for absence were submitted from Councillors Belcher, Fox, North and Waltham.

**40/22 DECLARATIONS OF INTEREST** - There were no declarations of interest.

**41/22 MINUTES - Resolved** - That the minutes of the meeting of the Authority held on 11 March 2022 be received as a correct record and signed by the Chairperson.

**42/22 QUESTIONS BY MEMBERS** - None

**43/22 PETITIONS AND DEPUTATIONS** - No petitions or requests for a deputation had been received under Rule 13, Part 4 of the Constitution.

**44/22 COMMUNICATIONS** - The following communications were reported:

- (i) Business Safety Uplift Grant - The Service had submitted its business safety uplift grant return to the Minister for Building Safety and Fire.
- (ii) Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services - The Service had been assigned a new lead inspector: Roy Wilsher, who had previously served a chief fire officer and chair of the National Fire Chiefs Council.
- (iii) Support to Ukraine - Further to Minute 25/22, the Service's donation of thousands of pieces of fire kit (tunics and trousers) and a fire engine to colleagues in the Ukraine Fire Service had been received with thanks from their government's fire minister.
- (iv) Customer Service Excellence Award - The Service had achieved the Customer Service Excellence Award for another consecutive year, meeting the 'Excellent Plus' standard. The Authority offered it's thanks to the Head of Corporate Assurance and his teams for their hard work and diligence.

**45/22 DRAFT GOVERNANCE, AUDIT AND SCRUTINY (GAS) COMMITTEE MINUTES - 7 FEBRUARY 2022 - Resolved** - That the draft minutes of the Governance, Audit and Scrutiny (GAS) Committee meetings held on 7 March and 11 April 2022 be received.

**46/22 INTERNAL AUDIT ANNUAL REPORT - DIRECTOR OF AUDIT OPINION AND ANNUAL REPORT (2021/22)** - Andrew McCulloch of TIAA presented the Internal Audit Annual Report 2021/22.

The internal audit programme had been conducted across 65 days, with 10 days reserved for contingency. Overall, TIAA was satisfied that, for the areas reviewed during the 2021/22 year, the Service had reasonable and effective risk management, control and governance processes in place. The 2021/22 Annual Audit Plan, Report and individual audit reports had been received by the Governance, Audit and Scrutiny Committee throughout the year. As a result of TIAA's nine audit activities, it had offered the following judgements:

- two of substantial assurance (compared to three in the previous year);
- six of reasonable assurance (compared to seven in the previous year), and
- one of limited assurance (compared to none in the previous year).

The audit activities had concluded with one urgent recommendation, 14 important recommendations and 15 routine recommendations. The urgent recommendation had related to the audit of the Productivity - Shift System which had resulted in a conclusion of limited assurance in the first instance. However, the urgent recommendation had been addressed and a follow-up audit had concluded with reasonable assurance.

**Resolved** - That the Internal Audit Annual Report 2021/22 be received.

**47/22 MANAGEMENT ACCOUNTS 2021/22 - PERIOD ENDING 28 FEBRUARY 2022** - The Executive Director of Finance/S.151 Officer submitted a report summarising the Management Accounts 2021/22 for the period ending 28 February 2022.

The Management Accounts for the period ending 28 February 2022 would be the final ones received by the Authority before the external audit annual report due to be received later in the year. The outturn projection was summarised as follows:

CATEGORY	2021/22 OUTTURN PROJECTION
HFA	
Revenue Budget	£0.988m underspend
Capital Programme	£2.198m expenditure against £7.129m allocation
Pensions Account	£12.954m deficit

In response to a question from a Member, the Service assured the Authority that it had anticipated potential increases to energy costs and had put support plans in place to mitigate them.

**Resolved** - That the Management Accounts 2021/22 for the period ending 28 February 2022 be received.

**48/22 ANNUAL GOVERNANCE STATEMENT 2021/22** - The Deputy Chief Fire Officer submitted a report summarising the Annual Governance Statement 2021/22.

The Annual Governance Statement 2021/22 would accompany the Authority's audited accounts and had been submitted to the Committee for consideration. The Statement covered three key functions of the Service: economy, efficiency and effectiveness. The draft Annual Governance Statement 2021/22 had been submitted to the Governance, Audit and Scrutiny Committee at its meeting of 11 April 2022 and its recommendations had been addressed within the Statement.

**Resolved** - That the Annual Governance Statement 2021/22 be approved.

**49/22 PERFORMANCE REPORTING AND SERVICE PERFORMANCE INDICATORS 2022/23** - The Temporary Director of Service Improvement submitted a report summarising how the Service would report its performance in future.

During 2021/22, the Service had begun to report its performance bi-annually. Both reports, produced in October and March each year, presented cumulative data for the preceding 12 months. Recently, the Service had recruited a data scientist to improve the Service's use of data. The bi-annual reports would include reference to:

- performance and risk;
- health, safety and environment;
- absence management;
- occupational health and wellbeing;
- operational assurance, and
- workforce planning.

Members were encouraged to meet with their relevant District Management Teams and had a standing invitation to all district performance meetings. Similarly, engagement between the Service and Member Champions had continue to be beneficial.

**Resolved** - That the proposals for reporting the Service's performance to the Fire Authority in 2022/23 be approved.

**50/22 USE OF DELEGATED POWERS UNDER FIRE AUTHORITY CONSTITUTION BY CHIEF FIRE OFFICER & CHIEF EXECUTIVE** - The Deputy Chief Fire Officer/Executive Director of Corporate Services submitted a report summarising the use of delegated powers under the Fire Authority's constitution by the Chief Fire Officer/Chief Executive.

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 2021/22 the following substantive establishment changes (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 Head of Function post in Service Improvement – Head of Corporate Risk and Intelligence.
- Creation of one additional Head of Function post in Service Delivery – Head of Prevention.

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

**51/22 REVISED FIRE AUTHORITY MEMBER CODE OF CONDUCT** - The Monitoring Officer/Secretary submitted a report summarising the draft revised Fire Authority Member Code of Conduct.

The Fire Authority was required to adopt a Code of Conduct in order to set expectations for the conduct of Members of the Fire Authority and its committees (including co-opted Members). The content of the Code needed to be consistent with the seven principles of public life (the Nolan Principles). Following a series of workshops and consultation processes in recent months, the Local Government Association had produced a revised model code of conduct. The draft revised Code of Conduct had been considered by the Governance, Audit and Scrutiny Committee at its meeting of 11 April 2022 and it had made four recommendations, two of which had been incorporated.

**Resolved** - (a) That the revised Fire Authority Member Code of Conduct be approved and adopted, and

(b) that the revised Code of Conduct be the subject of a presentation at an upcoming Member Day.

**52/22 AMENDMENTS TO THE CONSTITUTION** - The Monitoring Officer/Secretary submitted a report summarising proposed amendments to the Constitution.

The proposed changes to the Constitution were detailed in the form of track-changes at Appendix 1 to the report.

**Resolved** - That the proposed changes to the Constitution be approved.

**53/22 COVID-19 UPDATE** - The Chief Fire Officer/Chief Executive submitted a verbal report that updated Members on the Service’s response to the Pandemic.

Covid-19 was not causing any issues in relation to service continuity and it was noted that confidence in the reporting of infection data was low in the light of decreased testing.

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

**54/22 FUTURE VENUE FOR AUTHORITY MEETINGS** - the Authority considered whether it was the right time to return to Service Headquarters for future meetings. Given the rise in Covid-19 cases across the four local authority areas, Members felt it prudent to continue to tread with caution and not put officers at unnecessary risk.

**Resolved** - That the Authority meets at an external venue for its next meeting, with a decision on future meeting venues taken on a meeting by meeting basis.

**55/22 NEXT MEETING VENUE - Resolved** - That future Fire Authority meetings be held at Service Headquarters.