

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

To: Members of the Fire Authority	Enquiries to: Samm Campbell Email: committeemanager@humbersidefire.go.uk Tel. Direct: (01482) 393205 Date: 31 May 2022
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Dear Member

I hereby give you notice that the **ANNUAL GENERAL MEETING** of **HUMBERSIDE FIRE AUTHORITY** will be held on **FRIDAY, 10 JUNE 2022** at **10.30AM** at **HUMBERSIDE FIRE & RESCUE SERVICE HEADQUARTERS, SUMMERGROVES WAY, KINGSTON UPON HULL, HU4 7BB.**

Public and press attendance at meetings

Seating in the public gallery is limited [to maximum of 4 people], therefore **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. Election of Chairperson	-	Monitoring Officer/ Secretary	To determine
2. Election of Vice Chairperson	-	Chairperson	To determine
3. Apologies for absence	-	Monitoring Officer/ Secretary	To record
4. Declarations of Interest	-	Monitoring Officer/ Secretary	To declare
5. Minutes of the Authority meeting held on 29 April 2022	(pages 1 - 4)	Chairperson	To approve
6. Minutes of the Appointments Committee meetings held on 27 April and 23 May 2022	(pages 5 - 6)	Chairperson	To approve
7. Questions by Members	-	Monitoring Officer/ Secretary	To receive

Business	Page Number	Lead	Primary Action Requested
8. Communications	-	Chairperson & Chief Fire Officer/ Chief Executive	To receive
9. Composition of the Fire Authority	(pages 7 - 11)	Monitoring Officer/ Secretary	To approve
10. Appointment of Group Secretaries	(pages 12 - 13)	Monitoring Officer/ Secretary	To determine
11. Committee Structure & Composition and Appointment of Panel/Group Members and Member Champions	(pages 14 - 19)	Monitoring Officer/ Secretary	To determine
12. Appointment of Member Representatives on Certain Bodies	(pages 20 - 21)	Monitoring Officer/ Secretary	To determine
13. Appointment of Nominated Spokespersons	(pages 22 - 24)	Monitoring Officer/ Secretary	To determine
14. Timetable of Meetings 2022/23	(page 25)	Monitoring Officer/ Secretary	To approve
15. Humberside Fire Authority Workstreams 2022/23	(pages 26 - 29)	Monitoring Officer/ Secretary	To receive

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

HUMBERSIDE FIRE AUTHORITY

APPOINTMENTS COMMITTEE

27 APRIL 2022

MEMBERS PRESENT:

Councillors Briggs (Chair), Belcher, Chambers, Dad, Green, Singh, Smith and Waltham

Also in attendance:

Chris Blacksell - Chief Fire Officer & Chief Executive

Christine Cooper - Executive Director of People and Development

Samm Campbell - Committee Manager

The meeting was held at Humberside Fire and Rescue Service Headquarters.

1/22 APPOINTMENT OF CHAIR - Resolved - That Councillor Briggs be appointed as Chair.

2/22 DECLARATIONS OF INTEREST - There were no declarations.

3/22 MINUTES - Resolved - That the minutes of the meeting of the Appointments Committee held on 8 November 2021 be confirmed as a correct record.

4/22 EXCLUSION OF THE PRESS/PUBLIC - Resolved - That the press and public be excluded from the meeting for consideration of the following item on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

In making its decision the Authority confirmed that having regard to all the circumstances it was satisfied that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

5/22 APPOINTMENT OF CHIEF FIRE OFFICER -

Resolved - (a) That the shortlist of candidates be confirmed, and

(b) that the Committee convene on 23 May 2022 to interview shortlisted candidates.

HUMBERSIDE FIRE AUTHORITY

APPOINTMENTS COMMITTEE

23 MAY 2022

MEMBERS PRESENT:

Councillors Briggs (Chair), Belcher, Chambers, Dad, Green, Singh, Smith and Waltham

Also in attendance:

Chris Blacksell - Chief Fire Officer & Chief Executive

Christine Cooper - Executive Director of People and Development

Samm Campbell - Committee Manager

The meeting was held at Humberside Fire and Rescue Service Headquarters.

6/22 DECLARATIONS OF INTEREST - There were no declarations.

7/22 MINUTES - Resolved - That the minutes of the meeting of the Appointments Committee held on 27 April 2022 be confirmed as a correct record.

8/22 EXCLUSION OF THE PRESS/PUBLIC - Resolved - That the press and public be excluded from the meeting for consideration of the following item on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

In making its decision the Authority confirmed that having regard to all the circumstances it was satisfied that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

9/22 APPOINTMENT OF CHIEF FIRE OFFICER - Recommended to the Fire Authority - That Phil Shillito be appointed to the post of Chief Fire Officer/Chief Executive.

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 2022 (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:

East Riding of Yorkshire Council	:	6 x Conservative
		1 x Independent
		1 x Liberal Democrat
Hull City Council	:	3 x Labour
	:	3 x Liberal Democrats
North East Lincolnshire Council	:	3 x Conservative
		1 x Labour
North Lincolnshire Council	:	3 x Conservative
		1 x Labour
5. Details of the appointments made by the constituent authorities for 2022/23 are set out in Appendix 1.

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

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

Humberside Fire & Rescue Service
Summergroves Way
Kingston upon Hull

COMPOSITION OF HUMBERSIDE FIRE AUTHORITY 2022/23

23 MEMBERS

1. East Riding of Yorkshire Council (8)

Councillor Julie Abraham	(Conservative)
Councillor Phil Davison	(Liberal Democrat)
Councillor John Dennis	(Conservative)
Councillor Caroline Fox	(Conservative)
Councillor Helen Green	(Conservative)
Councillor Barbara Jefferson	(Independent)
Councillor Patricia Smith	(Conservative)
Councillor Kay West	(Conservative)

2. Hull City Council (6)

Councillor Sharon Belcher	(Labour)
Councillor Linda Chambers	(Liberal Democrat)
Councillor Jackie Dad	(Liberal Democrat)
Councillor Shane McMurray	(Labour)
Councillor Tracey Neal	(Liberal Democrat)
Councillor Rosie Nicola	(Labour)

3. North East Lincolnshire Council (4)

Councillor Ian Lindley	(Conservative)
Councillor Matt Patrick	(Labour)
Councillor Ron Shepherd	(Conservative)
Councillor Stewart Swinburn	(Conservative)

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 (2021/22)

Meetings of Humberside Fire Authority

Members	Forename	Surname	Local Authority	04 June 2021	25 June 2021	23 July 2021	24 September 2021	22 October 2021	03 December 2021	11 February 2022	11 March 2022	29 April 2022	Total Meetings (9) Attended
Councillor	Sharon	Belcher	Hull City Council	1	1	1	0	1	1	1	1	0	7
Councillor	John	Briggs	North Lincolnshire Council	1	1	1	1	1	1	1	1	1	9
Councillor	Chad	Chadwick	East Riding of Yorkshire Council	1	1	0	0	0	1	1	0	1	5
Councillor	Linda	Chambers	Hull City Council	1	1	1	1	1	1	1	1	1	9
Councillor	Jackie	Dad	Hull City Council	1	0	0	1	1	1	0	1	1	6
Councillor	Phil	Davison	East Riding of Yorkshire Council	1	0	1	1	1	0	1	1	1	7
Councillor	John	Dennis	East Riding of Yorkshire Council	1	1	1	1	1	1	1	1	1	9
Councillor	Caroline	Fox	East Riding of Yorkshire Council	0	1	1	0	0	0	1	1	0	4
Councillor	Mick	Grant	North Lincolnshire Council	1	1	1	1	1	1	1	1	1	9
Councillor	Helen	Green	East Riding of Yorkshire Council	1	1	0	0	0	1	1	1	1	6
Councillor	Lyn	Healing	East Riding of Yorkshire Council	1	1	1	0	1	1	1	0	1	7
Councillor	Barbara	Jefferson	East Riding of Yorkshire Council	1	1	1	1	1	1	1	1	1	9
Councillor	Ian	Lindley	North East Lincolnshire Council	1	1	0	1	1	1	1	1	1	8
Councillor	Peter	North	Hull City Council	1	1	1	1	0	1	1	1	0	7
Councillor	Matt	Patrick	North East Lincolnshire Council	1	1	1	1	1	1	1	1	0	8
Councillor	Christine	Randall	Hull City Council	1	1	1	0	1	1	0	1	0	6
Councillor	Ron	Shepherd	North East Lincolnshire Council	1	1	1	1	1	1	1	1	1	9
Councillor	Nigel	Sherwood	North Lincolnshire Council	1	1	0	0	1	1	1	0	1	6
Councillor	Abhimanyu	Singh	Hull City Council	1	1	0	1	1	1	0	1	1	7
Councillor	Pat	Smith	East Riding of Yorkshire Council	1	1	1	1	1	1	1	1	1	9
Councillor	Stewart	Swinburn	North East Lincolnshire Council	1	1	1	0	1	0	1	1	1	7
Councillor	Rob	Waltham MBE	North Lincolnshire Council	1	0	0	0	1	1	0	0	0	3
PCC	Jonathan	Evison	Humberside Police	1	1	0	0	0	1	1	1	0	5

Member Days

			09 July 2021	17 September 2021	08 October 2021	26 November 2021	14 January 2022	04 February 2022	25 March 2022	Total Member Days (7) Attended
Councillor	Sharon	Belcher	1	0	1	1	1	1	1	6
Councillor	John	Briggs	1	1	1	1	1	1	1	7
Councillor	Chad	Chadwick	1	0	0	1	1	1	1	5
Councillor	Linda	Chambers	1	0	1	1	0	1	1	5
Councillor	Jackie	Dad	1	1	1	1	1	1	1	7
Councillor	Phil	Davison	0	0	1	0	1	0	1	3
Councillor	John	Dennis	1	0	1	1	1	0	1	5
Councillor	Caroline	Fox	1	1	1	1	1	1	1	7
Councillor	Mick	Grant	1	1	1	1	1	1	1	7
Councillor	Helen	Green	1	1	1	1	1	1	1	7
Councillor	Lyn	Healing	0	1	1	0	1	0	0	3
Councillor	Barbara	Jefferson	1	1	1	1	1	1	1	7
Councillor	Ian	Lindley	0	0	1	0	0	0	0	1
Councillor	Peter	North	1	0	1	0	0	0	0	2
Councillor	Matt	Patrick	0	0	1	0	0	0	0	1
Councillor	Christine	Randall	0	0	1	1	1	1	1	5
Councillor	Ron	Shepherd	0	0	0	0	0	0	0	0
Councillor	Nigel	Sherwood	1	1	1	0	1	1	1	6
Councillor	Abhimanyu	Singh	0	0	1	0	1	1	0	3
Councillor	Pat	Smith	1	1	1	1	1	1	1	7
Councillor	Stewart	Swinburn	0	0	0	0	1	0	0	1
Councillor	Rob	Waltham MBE	0	1	0	0	0	1	0	2
PCC	Jonathan	Evison	0	0	0	0	0	0	0	0
GAS Member	Doug	Chapman	0	1	1	1	0	0	0	3
GAS Member	James	Doyle	0	0	1	0	1	1	0	3
GAS Member	Pam	Jackson	0	0	1	0	0	0	0	1
GAS Member	Andrew	Smith	0	1	1	0	0	0	0	2
GAS Member	Amanda	Thomlinson	1	1	0	1	0	0	0	3

APPOINTMENT OF GROUP SECRETARIES

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

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

Humberside Fire & Rescue Service
Summergroves Way
Kingston upon Hull

COMMITTEE STRUCTURE & COMPOSITION AND APPOINTMENT OF PANEL/GROUP MEMBERS AND MEMBER CHAMPIONS

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

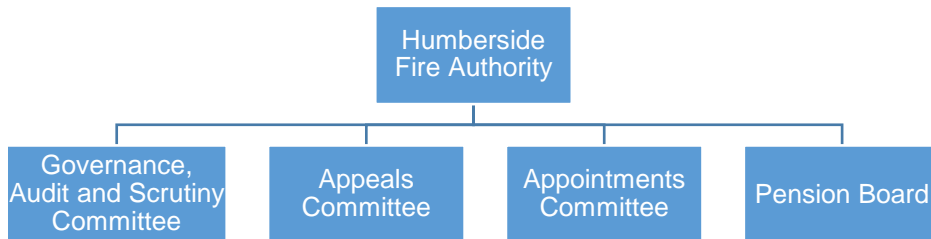
RECOMMENDATIONS

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 the composition of the respective groups expressed as a proportion of the Fire Authority overall will be as follows:

<u>Political Group</u>	<u>No. of Members</u>	<u>As a % of 23 Members</u>
Conservative	12	52.17%
Independent	1	4.35%
Labour	5	21.74%
Liberal Democrats	4	17.39%
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;
 - (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.
15. The Appeals Committee comprises 4 seats.
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	4.17	4	1.74	2	1.39	2	0.35	0
Appeals Committee	4	2.09	2	0.87	1	0.70	1	0.17	0

17. 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

18. 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 2021/22 the Pension Board comprised as follows:

Employer representatives (2): 1 Elected Member (Councillor Shepherd)
1 Officer (Director of Service Delivery)

Scheme Member representatives (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:

Member	Date first appointed to the Pension Board
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.

As Councillor Shepherd has now served the maximum of two three-year terms, he cannot be nominated again.

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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Member Champions 2022-23

Role	Director	Delivery Area	Number of Member Champions	Appointed Member Arranged at HFA AGM
Emergency Response	Steve Topham	Emergency Response	8 (2 per LA)	
		Emergency Preparedness	1	
Prevention and Protection	Steve Duffield	Prevention	1	
		Protection	1	
People and Development	Christine Cooper	HR	2	
		Occupational Health and Wellbeing	2	
		Operational Training	1	
		Organisational Development - including EDI	1	
Service Improvement	Matthew Sutcliffe	Corporate Assurance	1	
		Corporate Risk and Intelligence	1	
		Health & Safety	1	
		ICT	1	
Finance	Kevin Wilson	Financial Planning	1	

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

SUMMARY

1. Members are asked to consider the appointment of Member representatives on certain bodies.
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.

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.

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APPOINTMENT OF NOMINATED SPOKESPERSONS FOR EACH CONSTITUENT AUTHORITY

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.

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.

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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 2022/23

Date	Meeting
Fri 10 June 2022 (10.30am)	HUMBERSIDE FIRE AUTHORITY AGM <i>(Followed by NEW MEMBER INDUCTION)</i>
Wed 15 June 2022 (10.00am)	Governance, Audit and Scrutiny Committee AGM
Fri 24 June 2022 (10.30am)	HUMBERSIDE FIRE AUTHORITY
Mon 4 July 2022 (10.00am)	Governance, Audit and Scrutiny Committee
Fri 8 July 2022 (10.00am)	Member Day*
Mon 11 July 2022 (10.30am)	PENSION BOARD AGM <i>(followed by training event)</i>
Fri 22 July 2022 (10.30am)	HUMBERSIDE FIRE AUTHORITY
Mon 5 September 2022 (10.00am)	Governance, Audit and Scrutiny Committee
Fri 9 September 2022 (10.00am)	Member Day*
Fri 23 September 2022 (10.30am)	HUMBERSIDE FIRE AUTHORITY
Fri 7 October 2022 (10.00am)	Member Day*
Fri 4 November 2022 (10.30am)	HUMBERSIDE FIRE AUTHORITY
Mon 14 November 2022 (10.00am)	Governance, Audit and Scrutiny Committee
Fri 25 November 2022 (10.00am)	Member Day*
Fri 2 December 2022 (10.30am)	HUMBERSIDE FIRE AUTHORITY
Mon 23 January 2023 (10.00am)	Governance, Audit and Scrutiny Committee
Mon 30 January 2023 (10.30am)	PENSION BOARD <i>(followed by training event)</i>
Fri 3 February 2023 (10.00am)	Member Day*
Fri 10 February 2023 (10.30am)	HUMBERSIDE FIRE AUTHORITY <i>(Budget and Precept setting)</i>
Mon 20 February 2023 (10.00am)	Governance, Audit and Scrutiny Committee
Fri 10 March 2023 (10.30am)	HUMBERSIDE FIRE AUTHORITY
Fri 24 March 2023 (10.00am)	Member Day*
Mon 10 April 2023 (10.00am)	Governance, Audit and Scrutiny Committee
Fri 28 April 2023 (10.30am)	HUMBERSIDE FIRE AUTHORITY
Fri 9 June 2023 (10.30am)	HUMBERSIDE FIRE AUTHORITY AGM

* Member Days not open to the public

HUMBERSIDE FIRE AUTHORITY WORKSTREAMS

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 2022/23.

WORKSTREAMS

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 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.

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Humberside Fire Authority Workstreams 2022/23

The workstreams below are not exhaustive but are indicative.

1.	24 June 2022
	<ul style="list-style-type: none"> • Approval of Annual • Statement of Accounts (Unaudited) 2021/22 (KW) • Treasury Management Annual Report 2021/22 (KW) • Annual Anti-Fraud and Corruption Statement 2021/22 for Approval (MS/MB) • Performance Reports Oct - Mar 2021/22: • Performance and Risk (MS) • HSE/Ops Assurance (MS) • Occ Health (CC) • Absence Management (CC) • Workforce Planning (CC) • HMICFRS Update by exception (PS) • CFO Verbal Update
2.	22 July 2022
	<ul style="list-style-type: none"> • Approval of Draft Annual Statement of Assurance 2021/22 (PS) • Management Accounts Period ending 30 June 2022 (KW) • Gender, Ethnicity and Disability Pay Gap (CC) • HMICFRS Update by exception (PS) • CFO Verbal Update
3.	23 September 2022
	<ul style="list-style-type: none"> • Approval of Annual Statement of Accounts 2020/21 (Audited) (KW) • External Audit Completion Report 2021/22 (Mazars) • Financial Outlook 2023/24 Onwards (KW) • EDI Annual Report 2021/22 (CC) • HMICFRS Update (PS) • CFO Verbal Update
4.	4 November 2022
	<ul style="list-style-type: none"> • Management Accounts – Period ending 30 September 2022 (KW) • External Audit Report Annual Audit Letter (Mazars) • Performance Reports April – Sept 2022/23 • Performance and Risk (MS) • HSE/Ops Assurance (MS) • Occ Health (CC) • Absence Management (CC) • Workforce Planning (CC) • HMICFRS Update by exception (PS) • CFO Verbal Update
5.	2 December 2022
	<ul style="list-style-type: none"> • Approval of Strategic Plan and IRMP 2021-24 Year 2 Refresh for Consultation (PS). • Approval of Capital Programme 2023/24 (KW) • Treasury Management Half Year Report 2022/23 (KW) • Financial Planning 2023/24 Onwards (KW) • HFRS Staff Pay Awards Annual Update (CC) • HMICFRS Update by exception (MS) • CFO Verbal Update

6.	10 February 2023
	<ul style="list-style-type: none"> • Approval of Budget and Precept 2023/24 (KW) • Approval of Medium-Term Resource Strategy 2023/24 to 2025/26 (KW) • External Audit report Audit Plan (Mazars) • Management Accounts Period ending 31 December 2022 (KW) • Fees and Charges 2023/24 (KW) • Members' Allowances 2023/24 (KW/MB) • HMICFRS Update by exception (PS) • CFO Verbal Update
7.	10 March 2023
	<ul style="list-style-type: none"> • Treasury Management and Capital Expenditure Strategy 2023/24 (KW) • Internal Audit Plan 2023/24 (TiAA) • Pay Policy Statement 2023/24 (CC) • Suggested Scrutiny Topics 2023/24 for HFA consideration (SC) • Approval of Strategic Plan and IRMP 2021-24 Year 2 Refresh (MS) • HMICFRS Update by exception (PS) • CFO Verbal Update
8.	28 April 2023
	<ul style="list-style-type: none"> • Draft Annual Governance Statement for Approval 2022/23 (PS/MB) • Performance Reporting and Service Performance Indicators 2023/24 (MS) • Annual Internal Audit Report - Director of Audit Opinion and Annual Report (2022/23) (TiAA) • Management Accounts 2022/23 Period ending 28 February 2022 (KW) • Use of Delegated Powers under Fire Authority Constitution by Chief Fire Officer & Chief Executive 2022/23 (CB/MB) • CFO Verbal Update