



CLEVELAND FIRE AUTHORITY

MINUTES OF ORDINARY MEETING HELD ON

FRIDAY, 30 JULY 2010

**PRESENT:** **CHAIR:-**  
 Councillor O'Donnell – Stockton on Tees Borough Council  
**HARTLEPOOL BOROUGH COUNCIL:-**  
 Councillors Akers-Belcher, Atkinson, Flintoff, Payne  
**MIDDLESBROUGH COUNCIL:-**  
 Councillors Brunton, Morby, Porley, Rogers  
**REDCAR AND CLEVELAND BOROUGH COUNCIL:-**  
 Councillors Cooney, Dunning, Forster  
**STOCKTON ON TEES BOROUGH COUNCIL:-**  
 Councillors Kirton, Lewis, Patterson, Salt, Stoker, Woodhead  
**AUTHORISED OFFICERS:-**  
 Legal Adviser/Monitoring Officer, Treasurer  
**FIRE BRIGADE OFFICERS:-**  
 Director of Service Transformation, Head of Corporate Support

**APOLOGIES FOR ABSENCE:**  
 Councillor Abbott (Redcar and Cleveland Borough Council)  
 Councillor Briggs (Redcar and Cleveland Borough Council)  
 Councillor Clark (Middlesbrough Council)  
 Councillor Ovens (Redcar and Cleveland Borough Council)  
 Councillor Thompson (Middlesbrough Council)

39. **DECLARATIONS OF MEMBERS INTEREST**  
 Councillor Brunton declared a non prejudicial interest with regard to the contents of the NE Fire Control Company briefing at Agenda Item 8.
40. **MINUTES**  
**RESOLVED - that the Minutes of the Cleveland Fire Authority Annual Meeting held on 4 June 2010 be confirmed.**
41. **MINUTES OF COMMITTEES**  
 The Director of Service Transformation asked Members to note that the Tender Committee, at its meeting on 23 July 2010, had approved the use of the Regional Tender process for the Procurement of Uniform and Personal Protective Equipment (PPE). This will enable procurement of the uniform to be progressed.  
**RESOLVED - that the Minutes of the Executive Committees held on 25 June and 2 July 2010, the Standards Committee held on 13 July 2010 and the Tender Committee held on 23 July 2010 be confirmed.**
42. **REPORT OF THE LEGAL ADVISER/MONITORING OFFICER**  
 42.1 **Amendments to Standing Orders**

The Legal Adviser/Monitoring Officer explained that following the review and update of the Authority's Standing Orders at the Annual Meeting on 4 June 2010, these amendments had now stood adjourned without discussion since that meeting as

**42.1 Amendments to Standing Orders (cont)**

required under Standing Order No 28 and he requested that Members note the amendments and sought approval of the Standing Orders attached at Appendix 1 of his report.

**RESOLVED - that Members noted and approved the updated Authority's Standing Orders as outlined at Appendix 1.**

**43. REPORTS OF THE CHIEF FIRE OFFICER**

**43.1 Service Transformation Programme**

The Director of Service Transformation presented the background and objectives of the Service Transformation Programme to Members. He explained the impact surrounding the potential reduction in public sector spending and our approach to Service Transformation. The Director of Service Transformation highlighted the options in order of consideration:

- Efficiencies
- Streamlining Management Structures
- Shared Services
- Reconfiguration
- Commissioning
- Service Cuts – non Statutory
- Combination Order
- Service Cuts – Statutory

He explained that whilst the Transformation Programme is a whole organisation change exercise, it is structured into five key Workstreams:

- Service Delivery
- Support Services
- Cultural Transformation
- Management Structures
- Assets and Technology

The Director of Service Transformation also detailed the processes in place to achieve Service Transformation, the timeline of the process and the Communications and Engagement Strategy.

With regard to new ways of working, Councillor Rogers referred to a news article which had highlighted Merseyside Fire & Rescue using motorcycles to attend vehicle fires. The Director of Service Transformation confirmed that the Brigade were monitoring the situation, but that further research was required regarding, some of the implications and the safety of Firefighters.

#### **43.1 Service Transformation Programme (cont)**

**RESOLVED-**

- (i) that the content of the Authority's Service Transformation Roadmap and its Appendices be noted.**
- (ii) that the Transformation Programme's objectives and scope be noted.**
- (iii) that the Governance Framework of the Transformation Roadmap and the associated roles and responsibilities be noted.**
- (iv) that the Communication and Engagement Framework, inclusive of the Consultation arrangements be noted.**
- (v) that future Reports in line with the Governance Reporting and Communication and Engagement Strategy be received.**

#### **43.2 Chief Fire Officers Information Pack**

- 43.2.1 Fire and Rescue Service Circulars
- 43.2.2 Employers Circulars
- 43.2.3 National Joint Circulars
- 43.2.4 Community Awards
- 43.2.5 South Tees Hospitals NHS Foundation Trust

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

#### **44. REPORTS OF THE DIRECTOR OF CORPORATE SERVICES**

##### **44.1 Audit & Governance Committee FWP 2010/11**

The Head of Corporate Support asked Members to consider the Audit & Governance Forward Work Programme for 2010/11, as attached at Appendix 1 of the report.

Councillor Kirton asked if the Programme could be amended and reviewed during the year, if necessary, to reflect any changes brought about by Service Transformation. The Treasurer confirmed that the Programme was not 'set in stone' and could be amended if necessary.

**RESOLVED – that the Audit & Governance Forward Work Programme for 2010/11 be approved.**

##### **44.2 Corporate Governance Information Pack**

- 44.2.1 Standards Committee
- 44.2.2 Fire Conference, Harrogate

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

**45. VERBAL BRIEFING ON THE NE FIRE CONTROL COMPANY BOARD**

Councillor Forster provided Members with an update regarding the NE Fire Control Company Limited. LACC Officers were awaiting a formal announcement on project rescheduling which is urgently needed to re-prioritise outstanding activities and to confirm funding beyond September 2010. Meanwhile planning continues for the delivery of staff workshops which are due to take place in August.

Further meetings of the JCC Review Group have taken place and agreement has been reached in a number of key areas including shift patterns, rationalisation/allocation of annual leave and policies covering redundancy, redeployment, retirement and pay protection. The LACC Board met on 22 July when Directors validated policies agreed by the JCC. Copies of the latest FireControl NE Newsletter are available from Democratic Services.

**RESOLVED: that the report be noted.**

**46. REPORT OF THE CHAIR OF THE AUDIT AND GOVERNANCE COMMITTEE**

**46.1 Information Pack**

- 46.1.1 Audit Commission – Audit Progress
- 46.1.2 Audit & Governance Remit and Roles 2010/11
- 46.1.3 Forward Work Programme 2010/11
- 46.1.4 Corporate Risk Register Review 2010/11
- 46.1.5 Revenue and Capital Budget Outturn Report 2009/10
- 46.1.6 Progress against Revenue and Capital Budgets 2010/11
- 46.1.7 2009/10 Outturn Position and 2009/10 Statement of Accounts

**RESOLVED: that the report be noted.**

**47. ANY OTHER BUSINESS**

The Chairman informed Members that prior to the meeting, she had attended a meeting in Gateshead where she had been presented, on behalf of the Authority, with an award to for achieving Member Development Charter status.

**RESOLVED: that the report be noted.**

**48. LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) (VARIATION ORDER) 2006**

**RESOLVED – “That under Section 100(A) (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs below of Part 1 Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006”.**

Minute Nos 49 & 50 – paragraphs 1 and 3

Minute No 51 – paragraph 3

- 48. LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) (VARIATION ORDER) 2006 (cont)**  
Paragraph 1 – namely information relating to any individual  
Paragraph 3 – namely information relating to the financial or business affairs of any particular person (including the authority holding that information)
- 49. CONFIDENTIAL MINUTES**  
**RESOLVED – that the Confidential Minutes of the Cleveland Fire Authority Annual Meeting held on 4 June 2010 be confirmed.**
- 50. CONFIDENTIAL MINUTES**  
**RESOLVED – that the Confidential Minutes of the Executive Committee meeting held on 2 July 2010 and Tender Committee meeting held on 23 July 2010 be confirmed.**
- 51. JOINT REPORT OF THE CHIEF FIRE OFFICER & TREASURER**  
**51.1 PFI Update**  
The Director of Service Transformation provided Members with an update on the NEFRA 2 Private Finance Initiative (PFI) Project.

**COUNCILLOR JEAN O'DONNELL**  
**CHAIR**