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# CLEVELAND FIRE AUTHORITY

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## MINUTES OF ORDINARY MEETING HELD ON FRIDAY, 25 MARCH 2011

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### PRESENT:

### CHAIR:-

Councillor O'Donnell – Stockton on Tees Borough Council

### HARTLEPOOL BOROUGH COUNCIL:-

Councillors Atkinson, Payne

### MIDDLESBROUGH COUNCIL:-

Councillors Brunton, Morby, Porley, Rogers, Thompson

### REDCAR AND CLEVELAND BOROUGH COUNCIL:-

Councillors Abbott, Briggs, Cooney, Dunning, Forster, Ovens

### STOCKTON ON TEES BOROUGH COUNCIL:-

Councillors Kirton, Lewis, Stoker, Woodhead

### AUTHORISED OFFICERS:-

Treasurer, Deputy Legal Adviser/Monitoring Officer, Chief Fire Officer, Director of Corporate Services

### APOLOGIES FOR ABSENCE

Councillors Akers-Belcher, Flintoff (Hartlepool Borough Council)  
Councillor Clark (Middlesbrough Council)  
Councillor Salt (Stockton Borough Council)

142. **PRESENTATION OF CHIEF FIRE OFFICER'S RECOGNITION OF ACTION TAKEN AWARD TO JAKE GOODE**  
The Chair and Chief Fire Officer presented a Chief Fire Officer's Recognition of Action Taken Award to Jake Goode for his quick thinking, improvisation and action which resulted in averting injury to himself and his mother when a fire occurred at their home on 14 December 2010.
143. **DECLARATIONS OF MEMBERS INTEREST**  
It was noted that no declarations of interest were submitted to the meeting.
144. **MINUTES**  
**RESOLVED - that the Minutes of the Cleveland Fire Authority Meetings held on 28 January 2011 and 4 February 2011 be confirmed.**
145. **MINUTES OF COMMITTEES**  
**RESOLVED - that the Minutes of the Executive Committee held on 4 March 2011, the Tender Committee held on 18 February 2011 and the Standards Committee held on 1 March 2011 be confirmed.**

**146. COMMUNICATIONS RECEIVED BY THE CHAIR**

The Chair outlined the following correspondence received since the last meeting:

Neil O'Connor, CLG re Cessation of Requirement to Provide Annual Efficiency Statements and Proposals for Delivering Access to IRS Data and Firebuy.

Andy Swyer, CLG re Community Right to Buy and Community Right to Challenge

Bob Neil MP re Council Tax Increases 2011-12 – Capping Principles

Colin Stockwell, FireControl NE re Provision of Fire Control Services

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

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

**147.1 Procurement Policy**

Members considered the Procurement Policy which provided the framework to ensure that all procurement activity was an integral part of delivering high performing value for money services by promoting effective procurement services that are fit for purpose and legislatively compliant in the acquisition of goods and services.

**RESOLVED – that the Procurement Policy attached at Appendix 1 be approved**

**147.2 Cleveland Fire Authority Integrated Risk Management Plan 2011-2015**

Members considered the final Integrated Risk Management Plan (IRMP) 2011-15 and the feedback received from the consultation.

The Chief Fire Officer reported that to ensure maximum efficiency is achieved in future years, the IRMP document will be subsumed into the Strategic Plan and annual Service Plan and these will be the only two outward facing documents produced.

**RESOLVED:**

- (i) That the feedback and outcomes of the IRMP Consultation Strategy be noted.**
- (ii) That the Authority's Final Integrated Risk Management Plan (IRMP) for the period 2011 to 2015 be approved.**
- (iii) That the integration of the IRMP process into the Authority's Strategic planning arrangement be approved.**

**147.3 Service Transformation Organisational Structure Review**

Members were advised of the outcomes from the consultation on the Brigade's Organisational Structure Review.

The desired organisational structure for 2014/15 has been amended to include the agreed changes emanating from the consultation exercise. Implementation of this structure will now result in estimated efficiency savings of £1.874m and will commence from 1 April 2011 in line with the agreed Workforce Transition Plan.

#### 147.3 Service Transformation Organisational Structure Review cont

**RESOLVED:**

- (i) That the outcomes from the consultation on the Brigade's Organisational Structure Review be noted.
- (ii) That the implementation of the Brigade's organisational structure for 2014/2015 commencing from 1 April 2011 be approved.

#### 147.4 Private Finance Initiative (PFI) Update

The Chief Fire Officer updated Members on the latest position regarding the NEFRA2 PFI and advised Members that new and innovative ways to finance the replacement element of the Authority's Estates Programme would now need to be explored and confirmed that the Authorities involved in NEFRA2 would be seeking re-imbusement of the expenditure made on the project to date. The Chief Fire Office confirmed that the Asset Management Plan would be brought to a future meeting.

**RESOLVED:**

- (i) That the actions taken by the NEFRA2 Authorities be supported.
- (ii) That the Authority's Estate Management intentions to provide the best Value for Money (VfM) solution for our Estates continue to be supported.

#### 147.5 Chief Fire Officer's Information Pack – March 2011

- 147.5.1 Fire and Rescue Service Monthly Bulletins
- 147.5.2 Employers Circulars
- 147.5.3 National Joint Circulars
- 147.5.4 Firefighters Memorial Trust
- 147.5.5 Health & Wellbeing

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

#### 148. REPORTS OF THE DIRECTOR OF CORPORATE SERVICES

##### 148.1 Cleveland Fire Authority Meetings 2011/12

Members considered the schedule of Cleveland Fire Authority meetings for the municipal year 2011/2012. The strategy driven schedule was aligned to the business year cycle which will further strengthen the corporate governance arrangements.

The Vice Chair suggested that an additional CFA Meeting be scheduled following the AGM in June so that the AGM could deal with governance issues and other items of business could be taken to the second date in June. Members supported this proposal.

#### 148.1 Cleveland Fire Authority Meetings 2011/12 cont

**RESOLVED:**

- (i) That the criteria used in the establishment of the schedule of meetings as outlined at paragraph 3 of the report be noted.
- (ii) That the schedule of Cleveland Fire Authority Meetings, as attached at Appendix 1, be approved subject to an additional CFA meeting being scheduled in June 2011.
- (iii) That confirmation be sent to Members confirming the additional date.

#### 148.2 Corporate Governance Information Pack

- 148.2.1 Standards Committee
- 148.2.2 Requests for Brigade Information
- 148.2.3 Employers' Side NJC Redundancy Survey
- 148.2.4 Member Attendance at Conference

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

#### 149. REPORT OF THE TREASURER

##### 149.1 Brigade Managers Pay Settlement 2011

The Treasurer informed Members that notification has been received from the National Joint Council in respect of the 2011 pay award. In light of current financial pressures the staff side had informed the employers' side that they would not be seeking to negotiate a national wage settlement for 2011, but Authorities could agree local settlements where appropriate. The Chief Fire Officer and the Directors are in agreement with the national position and have accepted the position that they will not receive a national 'rate of rise' pay award for 2011.

The Chief Fire Officer reported that, in line with the Workforce Transition Plan, the Directors job roles would be included in the job evaluation process, as a result of the significant changes in responsibilities due to transformational change.

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

#### 150. VERBAL BRIEFING ON THE NE FIRE CONTROL COMPANY BOARD

Councillor Forster informed Members that the LACC Board held its final meeting on 24 February 2011. The main items of agenda included disposal of company assets following closure of the Company and staff redundancies and related issues.

The Company owns the Leasehold interest in the RCC, but the lease costs are paid in full by DCLG. The LACC have been given confirmation that they will continue to meet those costs until an agreed disposal of that interest can be agreed. Due to inability to complete formal LACC wind up activities whilst the issue of the lease remains live, the Board agreed to retain the services of the Company Secretary to deal with the lease issue but imposed a June deadline so that formal steps to facilitate the winding up arrangements with Companies House can be completed.

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

#### 151. REPORT OF THE CHAIR OF AUDIT & GOVERNANCE

##### 151.1 Information Pack

- 151.1.1 Audit Commission
- 151.1.2 Organisational Performance Report 2010/11 (April-Dec)
- 151.1.3 District Performance Target Report 2010/11 (April-Dec)

- 151.1.4 Corporate Risk Register Review 2010/11
- 151.1.5 Progress Against Revenue and Capital Budgets 2010/11
- 151.1.6 Treasury Management Strategy 2011/12
- 151.1.7 Internal Audit Plan 2011/2012

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

**152. ANY OTHER BUSINESS**

The Chief Fire Officer informed Members that Carol McCletchie, Director of Business and Workforce Development had retired from the Authority on 22 March 2011. He added that Carol will continue to work with the Authority in a strategic capacity on a voluntary basis.

He also reported that Steve Watson, FBU Secretary had retired on the 22 March 2011 and wished to place on record that Steve had been a great ambassador of the Authority and hoped that the excellent relationship would continue with Mr Howe, if elected. Members agreed that a letter be sent to Mr Watson thanking him for his dedication and contribution over the years.

**RESOLVED-**

- (i) That the update be noted.
- (ii) That a letter of thanks be forwarded to Mr Watson on behalf of Cleveland Fire Authority.

**153. 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 154, 156.1 and 156.2– Paragraphs 3 and 4

Minute No 155 – Paragraphs 1, 3 and 4

Minute No 157.1 – Paragraph 3

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).

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

Paragraph 4 – namely information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

**154. CONFIDENTIAL MINUTES**

**RESOLVED – that the Confidential Minutes of the Cleveland Fire Authority Meeting held on 28 January 2011 be confirmed.**

**155. CONFIDENTIAL MINUTES OF COMMITTEES**

**RESOLVED – that the Confidential Minutes of the Executive Committee meetings held on 4 and 11 March 2011 and the Tender Committee held on 18 February 2011 be confirmed.**

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

**156.1 Fire Control Future Options**

Members discussed future options for the provision of control services for Cleveland Fire Authority.

**156.2 Service Transformation & Business Modelling**

Members were updated on the progress of the Authority's Transformation Programme.

**157. REPORT OF THE DIRECTOR OF CORPORATE SERVICES**

**157.1 Provision of Legal Services**

Members were informed of the outcome of the Brigade's Review of Legal Services.

**COUNCILLOR JEAN O'DONNELL  
CHAIR**