



HUMBERSIDE  
Fire Authority

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

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To: Members of the Fire Authority	<b>Enquiries to:</b> Alison Finn <b>Email:</b> <a href="mailto:committeemanager@humbersidefire.gov.uk">committeemanager@humbersidefire.gov.uk</a> <b>Tel. Direct:</b> (01482) 393204 <b>Date:</b> 28 May 2026
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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, 5 JUNE 2026** at **10.30AM** at **HUMBERSIDE FIRE & RESCUE SERVICE HEADQUARTERS, SUMMERGROVES WAY, KINGSTON UPON HULL, HU4 7BB.**

The business to be transacted is set out below.

Yours sincerely

**for Emma Appleton**  
**Monitoring Officer & Secretary to Fire Authority**

Enc.

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

<b>Business</b>	<b>Page Number</b>	<b>Lead</b>	<b>Primary Action Requested</b>
1. Election of Chairperson	-	Monitoring Officer & Secretary	To determine
2. Election of Vice-Chairperson	-	Chairperson	To determine
3. Apologies for absence	-	Chairperson	To record
4. Declarations of Interest	-	Chairperson	To declare
5. Minutes of the Authority meeting held on 27 March 2026	(pages 1 - 8)	Chairperson	To approve
6. Minutes of the Appointments and Remuneration Committee meeting held on (i) 13 April 2026 and (ii) 27 April 2026	(pages 9 - 12)	Chairperson	(i) To receive (ii) To approve
7. Minutes of the extraordinary Governance, Audit and Scrutiny Committee meeting held on 13 April 2026	(pages 13 - 16)	Chair of GAS Committee	To approve recommendations
8. Composition of the Fire Authority	(pages 17 - 20)	Monitoring Officer & Secretary	To approve
9. Committee Structure, Composition, Membership and Member Champions	(pages 21 - 32)	Monitoring Officer & Secretary	To approve and determine
10. Appointment of Group Secretaries	(pages 33 - 34)	Monitoring Officer & Secretary	To determine

<b>Business</b>	<b>Page Number</b>	<b>Lead</b>	<b>Primary Action Requested</b>
11. Appointment of Member Representatives on certain bodies	(pages 35 - 36)	Monitoring Officer & Secretary	To determine
12. Appointment of Nominated Spokesperson for each Constituent Authority	(pages 37 - 38)	Monitoring Officer & Secretary	To determine
13. Timetable of meetings 2026/27	(pages 39 - 40)	Monitoring Officer & Secretary	To approve
14. HFA workstreams	(pages 41 - 42)	Monitoring Officer & Secretary	To approve
15. Amendments and Reaffirmation of the Constitution	(pages 43 - 52)	Monitoring Officer & Secretary	To approve and reaffirm
16. Members Allowances Panel Report	(pages 53 - 57)	Monitoring Officer & Secretary	To approve

**HUMBERSIDE FIRE AUTHORITY**

**FRIDAY, 27 MARCH 2026**

**5**

**PRESENT:**

**Members**

**Representing East Riding of Yorkshire Council:**

Councillors Bayram, Cantrell, Cary, Dennis, Gill, Heslop-Mullens and Sutton

**Representing Hull City Council:**

Councillors Collinson, Henry, Hofman, McMurray, Neal and Nicola

**Representing North East Lincolnshire Council:**

Councillors Bonner, Lindley, Patrick

**Representing North Lincolnshire Council:**

Councillors Ogg and Sherwood

**Officers of Humberside Fire & Rescue Service**

Phil Shillito – Chief Fire Officer/Chief Executive, Niall McKinry – Deputy Chief Fire Officer, Matt Sutcliffe - Assistant Chief Fire Officer, Antoinette Diovisalvi – Joint Deputy Chief Finance Officer/Deputy Section 151 Officer, Donna Chambers - Assistant Director of People and Culture, Jason Kirby - Area Manager of People and Culture, Steve Duffield - Area Manager of Emergency Response, Richard Gibson – Area Manager of Service Improvement, Dan Meeke - Area Manager of Resilience and Public Safety, Lisa Nicholson - Monitoring Officer/Secretary and Alison Finn - Committee Manager.

**GAS Committee**

Chris Brown – Chair of the Governance, Audit and Scrutiny Committee

The meeting was held at Service Headquarters, Hessle.

**13/26 APOLOGIES FOR ABSENCE** - Apologies for absence were submitted from Bovill, Grant, Shepherd, Waltham and Jonathan Evison PCC.

**14/26 DECLARATIONS OF INTEREST** - There were no declarations of interest.

**15/26 MINUTES - Resolved** - That the minutes of the meeting of the Authority held on 13 February 2026 be approved as a correct record.

**16/26 MINUTES OF THE APPOINTMENTS AND REMUNERATION COMMITTEE – Resolved –**

- (a) That the minutes of the Appointments and Remuneration Committee meeting held on 13 February 2026 be received;
- (b) That the minutes of the Appointments and Remuneration Committee meeting held on 9 March 2026 be approved and Niall McKinry be appointed to the post of Chief Fire Officer.

**17/26 MINUTES OF GOVERNANCE, AUDIT AND SCRUTINY COMMITTEE**– The Chair of the GAS Committee, Chris Brown, presented the minutes of the Committee meetings of 9 February 2026 and 16

March 2026, providing Members with a highlight of the key areas of focus and recommendations to the Fire Authority.

**Resolved** – That the Minutes of the Governance, Audit and Scrutiny Committee of 9 February and 16 March 2026 be received.

**18/26 QUESTIONS BY MEMBERS** - There were no questions by Members.

**19/26 COMMUNICATIONS** – There were no communications

**20/26 INTERNAL AUDIT PLAN 2026/27** - David Robinson (TIAA) presented the Internal Audit Plan 2026/27.

The Annual Plan set out the assignments that would be carried out in 2025/26, the planned times and the high-level scopes for each of these assignments. Ten topics were proposed as part of the Internal Audit Plan 2026/27:

1. Managerial support and direction for watches
2. Staff competencies
3. Regulation of fire safety
4. Responding to fires and other emergencies
5. Leading people
6. Project management
7. National operational guidance
8. ICT controls
9. Key financial controls
10. TBC

The draft plan was produced through extensive engagement with the Service's Strategic Leadership Team (SLT). The Plan also included the following standard subjects:

- Financial resilience;
- Devolution and reorganisation;
- Digital transformation and AI
- Cyber security governance;
- Net zero;
- People and culture; and
- Wellbeing.

The draft Internal Audit Annual Plan 2026/27 had been received and endorsed for approval to the Fire Authority by the GAS Committee at its meeting of 16 March 2026 (minute 15/26 refers).

**Resolved** - that the Internal Audit Plan 2026/27 be approved.

**21/26 TREASURY MANAGEMENT AND CAPITAL EXPENDITURE STRATEGY 2026/27** - The Executive Director of Finance/Section 151 Officer submitted a report that set out the Prudential Indicators for Treasury Management and Capital and the Treasury Management Policy Statement for adoption for the financial year 2026/27.

The report set out the prudential indicators for treasury management and capital and the Treasury Management Strategy Statement proposed for adoption for the financial year 2026/27. The Authority's Constitution required that the Policy Statement was approved by the Fire Authority.

The report outlined the recommended policy to be adopted to create the minimum revenue provision for 2026/27, in line with the statutory requirements set out in The Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 and 2017.

The suggested strategy for 2026/27 in respect of the following aspects of the treasury management function was based on the S.151 Officer's views on interest rates, supplemented by leading market

forecasts provided by the Authority's treasury management advisors and support from the treasury management team within Hull City Council. The strategy covered:

- limits in force which will limit the treasury risk and activities of the Authority;
- the Treasury Management and Prudential Indicators;
- the current treasury position;
- prospects for interest rates;
- the borrowing requirement strategy;
- policy on borrowing in advance of need;
- debt rescheduling;
- the investment strategy;
- creditworthiness policy;
- the MRP strategy;
- policy on use of external service providers

**Resolved** - That the Treasury Management Strategy Statement 2026/27 be approved.

**22/26 MEMBERS ALLOWANCES 2026/27** - The Monitoring Officer/Secretary submitted a report summarising the Members Allowance Scheme for the 2026/27 financial year.

The Fire Authority, on an annual basis, considered and approved a scheme of allowances paid to its Members. The approval of the scheme was a matter for the full Authority.

The Local Authorities (Members' Allowances) (England) Regulations 2003 made provision for Combined Fire Authorities to establish Member Allowances Schemes from May 2003.

The Fire Authority set new basic and special responsibility allowances from 1 October 2024. It was proposed that that scheme would continue in 2026/27 until a recommendation was received from the Independent Remuneration Panel at the June AGM meeting.

**Resolved** - That the scheme for Members Allowances for 2026/27 be approved.

**23/26 PAY POLICY STATEMENT 2026/27** – The Assistant Director of People and Culture submitted a report that proposed a Pay Policy Statement for Humberside Fire Authority for 2026/27, as required by the Localism Act 2011, for approval by the Fire Authority.

The Act introduced senior staff pay transparency into local authorities with a requirement that authorities prepare a Pay Policy Statement for each financial year. A statement for Humberside Fire Authority was first produced for 2012/13 and approved by the Fire Authority at its meeting on 17 April 2012 (Minute 3839 refers).

The Authority agreed at that time that the Pay Policy Statement should be reviewed annually by officers and that any proposed amendments would be brought before the full Fire Authority for consideration.

The proposed statement for 2026/27 reflected the pay details for the current Strategic Leadership Team posts. A draft Pay Policy Statement for 2026/27 had been produced in compliance with the legislative requirements and having regard to the relevant guidance. The proposed Statement complied with the legislative requirements and reflected the structure of the Strategic Leadership Team as agreed by the Humberside Fire Authority on 12 March 2021.

**Resolved** - (a) That the draft Pay Policy Statement for 2026/27 be approved;

(b) that the Chief Fire Officer and Chief Executive be authorised to make factual adjustments to the Policy during the course of 2026/27;

(c) that any further amendments to the Policy be brought before the Full Authority for consideration.

**24/26 GENDER, ETHNICITY AND DISABILITY PAY GAP REPORT 2024/25** - The Assistant Director of People and Culture submitted a report on the Gender, Ethnicity and Disability Pay Gap.

The report detailed the pay gap reporting information and supportive narrative for the Service to meet its legislative obligations for the 2024/2025 gender pay gap reporting requirements. The report used data as of 31 March 2025. The Service had a legal duty to report on its gender pay gap by 30 March 2026 by publishing the report, along with an easy read version, and submitting data sets to Government Gender Pay Gap Portal by the same date. The Service continued to report not only on gender but (voluntarily) on both ethnicity and disability pay gaps.

**Resolved** - That the Service's data sets be submitted to the Government Gender Pay Gap Portal and an easy-read version of the report be published.

**25/26 PERFORMANCE REPORTING AND SERVICE PERFORMANCE INDICATORS 2026/27** - The Assistant Chief Fire Officer & Executive Director of Corporate Services submitted a report that provided information regarding the reporting of Service level performance for the period 2026/27, monitored and retrospectively reported to Members on a bi-annual basis.

Indicators and measures would be adopted under the following categories to ensure consistent assessment of performance across all CRMP activities during 2026/27:

- Incident Activity
- Response
- Prevention
- Protection
- People
- Corporate Governance

**Resolved** - That the frequency and content of the reporting of Service performance during 2026/27 be approved.

**26/26 AMENDMENT TO THE CONSTITUTION** - The Monitoring Officer/Secretary submitted a report summarising a change to the Constitution.

At its meeting on 28 November 2025, the Authority considered a proposal to strengthen its governance arrangements by introducing an additional clause to Article 2 of the Constitution. That clause would clarify that a Member ceased to hold office immediately upon changing political allegiance. To ensure transparency and accountability, the GAS Committee was tasked with reviewing the proposed change and make a recommendation to the Authority on whether it should be adopted.

Upon consideration, as the meeting Minute 07/26 refers, the GAS Committee recommended, "That the Authority approve the proposed amendment to Article 2 of the Constitution."

**Resolved** – That the amendment to the Constitution, as set out at section 4.4 of the report, be approved.

**27/26 ESTATES CAPITAL PROGRAMME UPDATE** - The Deputy Chief Fire Officer/ Executive Director of Service Delivery submitted a report summarising the Estates Capital Programme.

The report detailed the Service's progress in the development of the estate, linked to £23.469m of capital funding agreed by the Fire Authority at its November 2024 meeting, with further support and bolstering the investment to £26.828m and £1.95m for Training estate at the November 2025 meeting.

HLM Architects had been procured and on-boarded as the strategic partner and brought extensive experience in the fire and emergency services estate, with a strong track record of delivering modern, compliant fire stations and estate strategies across the UK.

HLM Architects reviewed the five-year capital programme, to ensure the planning assumptions aligned with strategic aims and provided best value. They would be recommending investment over five years but also medium-term ten-year period.

HLM assessed condition, lifecycle, functional suitability, operational alignment, risk and value for money across all sites. Cross cutting priorities within the HLM review included:

- Contaminants: clean/dirty zoning, ventilation, decontamination facilities.
- Operational effectiveness: turnout flow, appliance bays, site access, resilience.
- Welfare: changing rooms, showers, gyms, staff spaces.
- Collaboration: co location, shared use, One Public Estate (OPE) opportunities.
- PV / sustainability: PV potential, EV charging and energy efficiency upgrades.
- Smart systems: BMS, remote monitoring, automated compliance and smarter controls

The report summarised the process to implement the capital programme for the estates five-year period from 2026/27 to 2030/31, with a forward look into the medium term to 2036, and it was proposed that the Authority supports the programme development.

**Resolved** - That the Authority support the programme development.

**12/26 CHIEF FIRE OFFICER UPDATE** - The Chief Fire Officer delivered a verbal update making the following points:

- The productivity plan would be updated and published on the website.
- The Health and Safety Executive would be visiting the Service on 5 May and considering decontamination and contaminants.
- The new control system would go live within three weeks.
- Following the successful appointment of Niall McKiniry as the new Chief Fire Officer, the Deputy Chief Fire Officer recruitment process would now ensue.
- A ten appliance exercise had been carried out at the top of a multi-storey car park in Hull.
- Firefighter Millie Margetts had recently appeared on the TV programme Gladiators; it was hoped that would encourage more women to join the Service.
- Over £11,000 had been fundraised for the MND Rob Burrows association.

**Resolved** - that the Chief Fire Officer Update be received.

**13/26 VOTE OF THANKS TO THE MONITORING OFFICER** – The Monitoring Officer would be leaving their position at the end of April. The Authority presented her with a gift and paid tribute to the work she had undertaken over the years in supporting the work of the Authority. Members wished her well for the future.



**HUMBERSIDE FIRE AUTHORITY**  
**APPOINTMENTS AND REMUNERATION COMMITTEE**

**13 APRIL 2026**

**MEMBERS PRESENT:**

Councillors Sherwood (Chair), Neal, Nicola, Patrick and Sutton

Also in attendance:

Phil Shillito - Chief Fire Officer & Chief Executive  
Nial McKiniry - Deputy Chief Fire Officer  
Donna Chambers - HR Advisor  
Samm Campbell - Committee Manager

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

**9/26 DECLARATIONS OF INTEREST** - There were no declarations.

**10/26 MINUTES - Resolved** - That the minutes of the meeting of the Appointments and Remuneration Committee held on 9 March 2026 be approved as a correct record.

**11/26 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.

**12/26 APPOINTMENT OF DEPUTY CHIEF FIRE OFFICER -**

**Resolved** - (a) That the shortlist of candidates be confirmed, and  
(b) that the Committee convene on 27 April 2026 to interview shortlisted candidates.



**HUMBERSIDE FIRE AUTHORITY**  
**APPOINTMENTS AND REMUNERATION COMMITTEE**

**27 APRIL 2026**

**MEMBERS PRESENT:**

Councillors Sherwood (Chair), Lindley, Neal, Nicola and Sutton

Also in attendance:

Nial McKiniry - Deputy Chief Fire Officer

Donna Chambers - HR Advisor

Samm Campbell - Committee Manager

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

**13/26 DECLARATIONS OF INTEREST** - There were no declarations.

**14/26 MINUTES - Resolved** - That the minutes of the meeting of the Appointments and Remuneration Committee held on 13 April 2026 be approved as a correct record.

**15/26 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.

**16/26 APPOINTMENT OF DEPUTY CHIEF FIRE OFFICER -**

***Recommended to the Fire Authority*** - That Matt Sutcliffe be appointed to the post of Deputy Chief Fire Officer & Chief Executive.



## HUMBERSIDE FIRE AUTHORITY

### GOVERNANCE, AUDIT AND SCRUTINY COMMITTEE

13 APRIL 2026

**PRESENT:** Independent Co-opted Members Chris Brown (Chair), Karen Cowan, and Melissa Dearey.

**Officers Present:** Matthew Sutcliffe – Assistant Chief Fire Officer, Antoinette Diovisalvi – Joint Deputy Chief Finance Officer/Deputy S.151 Officer, Donna Chambers – Assistant Director of People and Culture, Richard Gibson – Area Manager of Service Improvement, Jamie Morris – Head of Corporate Assurance, Gareth Naidoo – Senior Corporate Assurance Officer, Lisa Nicolson – Monitoring Officer/Secretary, and Rob Close – Committee Manager.

The meeting was held at the Humberside Fire and Rescue Service Headquarters, Kingston upon Hull.

**20/26 APOLOGIES FOR ABSENCE** – Apologies for absence were received from Nigel Saxby and Gerry Wareham.

**21/26 DECLARATIONS OF INTEREST** – No declarations of interest were made with respect to any items on the agenda.

**22/26 MINUTES – Resolved** – That the minutes of the meeting held on 16 March 2026 be approved as a correct record.

**23/26 AMENDMENT TO THE CONSTITUTION – APPEALS COMMITTEE** – The Committee received a report of the Monitoring Officer/Secretary which set out a proposal to amend the Humberside Fire Authority Constitution in relation to the Appeals Committee.

Members were advised that the Authority currently operated an ad hoc Appeals Committee, comprising of four Members, to determine appeals against employment dismissal. This approach did not comply with the seventh edition of the National Joint Council (NJC) Scheme of Conditions of Service (the “Grey Book”) which required that appeals be heard by a more senior manager not previously involved in the case.

The position agreed by National Joint Council (NJC) for appeals was that “the appeal shall be heard by a higher level of manager. Arrangements for the final appeal stage against dismissal should be determined locally but be consistent with the principle that the corporate level involved should be higher than the level which heard the previous stage”. The same document was explicit regarding the level (role) at which dismissal could be considered; this was at Area Manager (AM) level or above.

The Service was an outlier in that appeals against dismissal were heard by Members of the Fire Authority. Across UK public services, including most Fire and Rescue Services, appeals against dismissal were determined by senior officers rather than elected Members, ensuring consistency and professional HR led practice.

The Committee was informed that the current arrangements exposed the Service to a heightened risk of Employment Tribunal challenge, particularly where delays occurred or where decision-making was not aligned with Advisory, Conciliation and Arbitration Service (ACAS) best practice. It was noted that ACAS guidance required appeals to be heard promptly and by an appropriately senior and impartial individual, with failure to comply potentially resulting in increased compensation awards.

Members were advised that convening an Appeals Committee had, on occasion, resulted in delays due to Member availability, and that there had been instances nationally

where procedural defects, rather than the merits of a case, had led to successful tribunal outcomes. The report further highlighted that Member-led appeal arrangements may present risks in relation to role clarity, potential bias and inconsistency, given that employment matters were operational in nature and required specialist HR expertise. The Committee noted that the proposed officer-led model would enable appeals to be heard by the Chief Fire Officer, or an appropriately senior delegated officer above the level of Area Manager, ensuring compliance with national guidance, improving timeliness and strengthening procedural consistency. It was also noted that this approach aligned with sector practice across fire and rescue services and supported clearer separation between Member strategic oversight and operational decision-making.

The Committee expressed support for the proposal but queried the absence of explicit reference to Human Resources (HR) professional involvement within the appeals process. It was confirmed that HR support was embedded within the internal process and that a HR professional was always present throughout an appeal. Consideration was also being given as to whether Equality, Diversity and Inclusion (EDI) representation should be included in the process. The Committee suggested an advisory panel approach be adopted to support the Chief Fire Officer, or their appropriately senior delegated officer, when hearing an appeal and making a decision.

The Committee sought clarification on whether appellants were entitled to union representation in appeals. It was confirmed that all employees had the right to representation, whether they were a member of a trade union or not.

**Recommended to the Fire Authority** – That the Authority approves the abolition of the Appeals Committee (Option 1 in the report):

- (i) Appeals against dismissal will be heard by the Chief Fire Officer or an appropriate senior delegated officer, in accordance with the National Joint Council Scheme of Conditions of Service and Advisory, Conciliation and Arbitration Service Code of Practice, and that the Service considers an advisory panel approach be adopted to support the Chief Fire Officer, or their appropriately senior delegated officer, when hearing an appeal and making a decision.
- (ii) Part 2, Article 8 - Appeals Committee specifies that the new process will be supported by an HR representative.

**24/26 REVIEW AND REAFFIRMATION OF THE CONSTITUTION** – The Committee received a report of the Monitoring Officer/Secretary which set out the proposed annual review and reaffirmation of the Authority's Constitution. Members were advised that the Authority was required to review and reaffirm its Constitution on at least an annual basis.

The primary proposed amendment related to the Scheme of Delegation, specifically increasing the Chief Fire Officer and Chief Executive's delegated authority to vary the overall establishment from 0.5 per cent to 1 per cent of the total annual budget. It was explained that the existing threshold had been in place for a number of years and was no longer reflective of current conditions, particularly in light of sustained wage inflation and increased workforce pressures.

Members were informed that the proposed increase would provide greater organisational flexibility to respond to fluctuations in workforce demand, support timely recruitment, and enable more agile management of resources, whilst retaining existing safeguards. These included a cap of 10 full-time equivalent posts, a requirement for affordability to be confirmed by the Section 151 Officer, alignment with the Strategic Plan and Community Risk Management Plan (CRMP) and continued annual reporting to the Authority on the use of delegated powers.

In response to a question, the Committee was advised that, historically, the organisation had been able to increase or reduce staffing levels within existing parameters on a cyclical basis. However, it was noted that this flexibility had been constrained in recent years due to sustained wage increases. The Committee was informed that increasing the delegation to 1 per cent of the total annual budget, equating to approximately £621,000, would provide greater flexibility to manage workforce changes.

The Committee noted that this approach would support the organisation in realigning resources, managing natural turnover and responding to financial pressures without reliance on more formal workforce reduction approaches. It was further noted that the Service was currently operating a moratorium on vacancies, and that the proposed change would support a more agile approach to workforce management.

The Committee sought assurance regarding the impact of workforce changes on capacity. It was confirmed that, whilst there had been recent changes within teams, this had not resulted in a loss of overall capacity.

The secondary proposed amendments related to the previous item discussed (Minute 23/26 Amendment to the Constitution - Appeals Committee) whereby subject to the approval of the abolition of the Appeals Committee, the Constitution would be updated to remove all references to the Appeals Committee and to reflect an officer-led appeals process in line with national guidance and best practice.

**Recommended to the Fire Authority** - That the Authority approves the amendments to the Constitution as set out in Appendix 1 to the report:

- (i) that the Authority approves the amendment to the Scheme of Delegation to increase the Chief Fire Officer and Chief Executive's authority to vary the overall establishment from 0.5 per cent to 1 per cent of the total annual budget;
- (ii) that the Authority approves the removal of all references to the Appeals Committee within the Constitution and the corresponding amendments to the Scheme of Delegation.

**25/26 OVERVIEW AND SCRUTINY WORK PROGRAMME – Resolved** – That the Committee's 2026/27 Scrutiny work programme be approved.



## COMPOSITION OF THE FIRE AUTHORITY

### 1. SUMMARY

- 1.1 This report sets out which Members have been appointed to serve on the Fire Authority by each Constituent Unitary Authorities following their annual meetings in May 2026 (Appendix 1).

### 2. RECOMMENDATIONS

- 2.1 It is recommended that the Fire Authority notes the appointments to the Fire Authority made by each of the constituent authorities.

### 3. BACKGROUND

- 3.1 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

- 3.2 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	:	3 x Conservative 1 x Independent 1 x Labour 3 x Liberal Democrat
Hull City Council	:	2 x Labour 3 x Liberal Democrats 1 x Reform
North East Lincolnshire Council	:	1 x Conservative 1 x Independent 1 x Labour 1 x Reform
North Lincolnshire Council	:	3 x Conservative 1 x Labour

- 3.3 Details of the appointments made by the constituent authorities for 2026/27 are set out in Appendix 1.

### 4. REPORT DETAIL

#### Police And Crime Act 2017

- 4.1 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. 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.

### 5. EQUALITY, DATA PROTECTION AND RISK IMPLICATIONS

- 5.1 There is no requirement to carry out an Equality Impact Assessment (EIA) and/or Data Protection Impact Assessment (DPIA) as this report does not relate to a policy or service delivery change or involves the processing of personal data.

## 6. CONCLUSION

- 6.1 The Fire Authority is requested to note the appointments made by each of the constituent authorities to the Fire Authority.

**Emma Appleton**  
**Monitoring Officer/Secretary**

### Officer Contact

Emma Appleton - Monitoring Officer & Secretary

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Alison Finn – Senior Committee Manager

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### Background Papers

None

**COMPOSITION OF HUMBERSIDE FIRE AUTHORITY 2026/27**

**23 MEMBERS**

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

Councillor Linda Bayram  
Councillor John Bovill  
Councillor Carolyn Cantrell  
Councillor John Dennis  
Councillor Coleen Gill  
Councillor Mike Heslop-Mullens  
Councillor Richard Meredith  
Councillor Margot Sutton

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

Councillor Alan Healand  
Councillor Laura Juskey  
Councillor Shane McMurray  
Councillor Tracey Neal  
Councillor Rosie Nicola  
Councillor Aaron Pickering

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

Councillor Robson Augusta  
Councillor Les Bonner  
Councillor Ian Lindley  
Councillor Oliver Freeston

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

Councillor Mick Grant  
Councillor Ogg  
Councillor Nigel Sherwood  
Councillor Paul Vickers

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

Jonathan Evison



	<b>Agenda Item No. 9</b>
<b>Humberside Fire Authority 5 June 2026</b>	<b>Report by the Monitoring Officer</b>

<b>COMMITTEE STRUCTURE, COMPOSITION, MEMBERSHIP AND MEMBER CHAMPIONS</b>
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**1. SUMMARY**

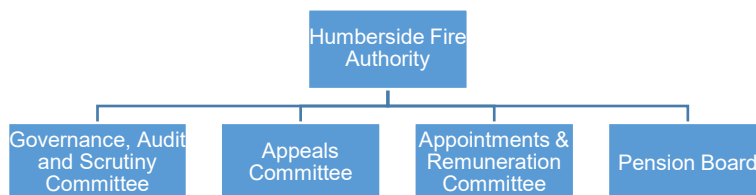
- 1.1 The Authority must confirm the structure of its committees and then consider the size of each Committee, ensuring rules of proportionality apply to the allocation of the seats (with the exception of the Governance, Audit and Scrutiny Committee).
- 1.2 Group Secretaries must then confirm with the Monitoring Officer the nominations to fill the allocated seats at the Annual General Meeting or as soon as possible thereafter.
- 1.3 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).
- 1.4 Member Champions are also to be appointed as set out at Appendix 1.

**2. RECOMMENDATIONS**

- 2.1 It is recommended that the Fire Authority:
  - (a) approves the Committee structure as proposed at section 4.6 of this report, confirming the abolition of the Appeals Committee.
  - (b) determines the allocation of seats on the Appointments & Remuneration Committee.
  - (c) appoints one Elected Member to serve on the Pension Board.
  - (d) appoints Elected Members to each Committee (except the Governance, Audit and Scrutiny Committee) by their Groups and submit details via the respective Group Secretaries at the Annual General Meeting or as soon as possible thereafter to the Monitoring Officer/Secretary.
  - (e) appoints Elected Members to the role of Member Champions, as set out at Appendix 1, or as soon as possible thereafter to the Monitoring Officer/Secretary.

**3. BACKGROUND**

3.1 The current Committee Structure is as follows:



3.2 The terms of reference of each Committee and the Pension Board are set out in the Constitution.

## 4. REPORT DETAIL & OPTIONS/PROPOSALS

### Local Government Housing Act 1989 - Political Balance Provisions

- 4.1 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	7	30.43%
Independent	2	8.70%
Labour	5	21.74%
Liberal Democrats	6	26.09%
Police & Crime Commissioner	1	4.35%
Reform	2	8.70%

- 4.2 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.
  - (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.
- 4.3 Members are first requested to determine 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 as the Authority has agreed that the Committee shall not comprise any Elected Members and therefore not subject to the rules of political proportionality).

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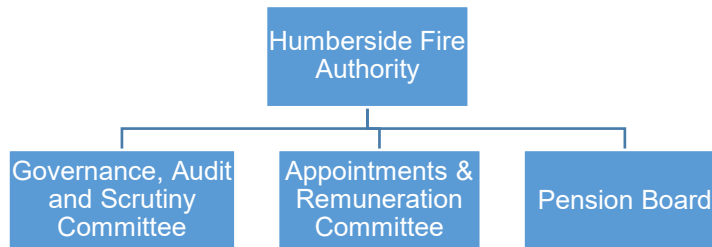
### Appeals Committee

- 4.5 The Authority currently establishes an ad hoc Appeals Committee (made up of four Members) to hear and determine appeals against dismissal.

#### Option 1 (preferred)

- 4.6 As set out at Appendix 2 and recommended to the Fire Authority for approval by the Governance, Audit and Scrutiny Committee at its meeting of 13 April 2026 (Minute 23/26 refers), the Authority is requested to remove the Appeals Committee from the Committee Structure of the Authority, being replaced by an internal appeals process, heard by the Chief Fire Officer or an appropriately senior delegated officer above the level of Area Manager who has not been involved in the original decision, appropriately trained, and supported by an advisory panel, including HR representation.

- 4.7 If this option is approved, the Committee Structure of the Authority would be as set out below:



### Option 2

- 4.7 The Committee remains (comprising 4 seats) and based on political composition of the Authority the allocation of seats as between the respective political groups will be as follows.

Group	No. of seats	No. of seats rounded
Conservative	1.22	1
Independent	0.35	0/1
Labour	0.87	1
Liberal Democrats	1.04	1
Police & Crime Commissioner	0.17	0
Reform	0.35	0/1
<b>TOTAL</b>	4	

- 4.8 The Committee elects its Chair on a meeting-by-meeting basis.

### **Appointments & Remuneration Committee**

- 4.9 The Appointments & Remuneration Committee is convened on an adhoc basis.
- 4.10 The current size of the Appointments and Remuneration Committee comprises seven seats. Based on political composition of the Authority the allocation of seats as between the respective political groups could be as set out below.

Group	No. of seats	No. of seats rounded
Conservative	2.13	2
Independent	0.61	0/1
Labour	1.52	2
Liberal Democrats	1.83	2
Police & Crime Commissioner	0.3	0
Reform	0.61	0/1
<b>TOTAL</b>	7	

- 4.11 The Committee elects its Chair on a meeting-by-meeting basis.

### **Pension Board**

- 4.12 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 2022/23 the Pension Board comprised as follows:

Employer representatives (2):

- 1 Elected Member
- 1 Officer (Area Manager Emergency Response)

Scheme Member representatives (2):

- 1 representative nominated by the representative bodies via discussion and agreement at the Joint Consultative Committee (Kiren Thorpe FBU Secretary)
- 1 representative selected from expressions of interest by individual HFRS FPS members or those eligible to be HFRS FPS members (Peter Wheldale)

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

The Pension Board meets twice a year.

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## **Member Champions**

- 4.13 The role of Member Champion is to champion the Service within the community and constituent local authorities. Members assigned to specific Member Champion roles build up a detailed knowledge and understanding on the work of a specific Function within the Service and help support and develop that Function's portfolio of work, through the delivery of the Service's Community Risk Management Plan (CRMP), Strategic Plan and relevant Functions' tactical plan, and promote the work of the Service as a whole within local communities.

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.

- 4.14 The Authority will need to allocate Member Champion roles as set at Appendix 1, except for the Chair of the Authority who does 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.

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## **5. EQUALITY, DATA PROTECTION AND RISK IMPLICATIONS**

- 5.1 An Equality Impact Assessment (EIA) has been undertaken in relation to the proposal to abolish the Appeals Committee and replace with an internal appeals process. The positive, neutral and negative impacts and their mitigations are set out in the report received by the Governance, Audit and Scrutiny Committee at its meeting of 13 April 2026 (Minute 23/26 refers). The Committee recommended that an advisory panel be adopted to support the Chief Fire Officer or their senior delegated officer when hearing an appeal and making a decision.
- 5.2 Upon review, no risk implications have been identified in relation to this subject, and no further action is deemed necessary.

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## 6. CONCLUSION

- 6.1 The Fire Authority must confirm the structure of its committees, with particular consideration to the Appeals Committee, and then consider the size of each committee.
- 6.2 Where the rules of proportionality apply to the allocation of the seats, Group Secretaries will then confirm with the Monitoring Officer the nominations to fill the allocated seats either at the Annual General Meeting of the Authority, or as soon as practicable thereafter.
- 6.3 Further, the Fire Authority should make appointments to each Member Champion position. (Appendix 1).

**Emma Appleton**  
**Monitoring Officer**

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### Officer Contact

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### Background Papers

None

### Glossary/Abbreviations

FPS	Firefighters' Pension Scheme
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**Member Champions 2026/27**

<b>Service Area</b>	<b>Lead Officer</b>	<b>Member Champion Function Area</b>	<b>Number of Member Champions</b>	<b>Appointed Member</b>
Emergency Response	Steve Duffield	Emergency Response – East Riding District	2	Bayram (ER Con)
				Sutton (ER LD)
		Emergency Response – Hull District	2	Healand (Hull LD)
				Juskey (Hull LD)
		Emergency Response – North and North East Lincolnshire Districts	4	Ogg (NLC Con)
				Grant (NLC Lab)
Bonner (NEL Ind)				
Training	1	Lindley (NEL Con)		
Resilience and Public Safety	Dan Meeke	Prevention	1	Evison (PCC)
		Protection	1	Neal (Hull LD)
		Fleet, Research and Capability	2	Cary (ER Con)
				Bovill (ER LD)
Estates and Resilience	1	Gill (ER Ind)		
People and Culture	Donna Chambers	Human Resources	1	Dennis (ER Con)
		Organisational Development	1	Nicola (Hull Lab)
		Occupational Health and Wellbeing	1	Pickering (Hull Ref)
Service Improvement	Richard Gibson	Corporate Assurance	1	Vickers (NLC Con)
		Corporate Risk and Intelligence	1	Augusta (NEL Lab)
		Health and Safety, Environmental Sustainability & Organisational Learning	1	McMurray (Hull Lab)
		Digital Services	1	Heslop-Mullens (ER LD)
Finance	Martyn Ransom	Financial Planning	1	Freeston (NELC Ref)
			1	Cantrell (ER Lab)

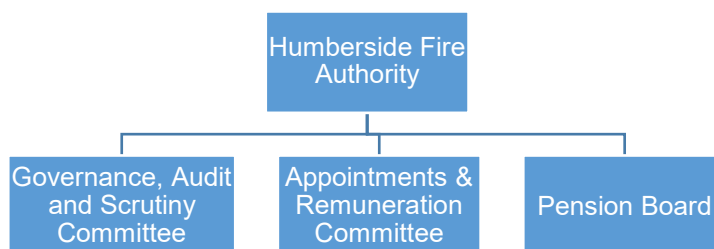
NB The Chair of the Fire Authority does not hold a role of Member Champion

	<b>Agenda Item No. 4</b>
<b>Governance, Audit and Scrutiny Committee 13 April 2026</b>	<b>Report by the Monitoring Officer</b>

<b>AMENDMENT TO THE CONSTITUTION – APPEALS COMMITTEE</b>
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**1. SUMMARY**

- 1.1 The Authority currently establishes an ad hoc Appeals Committee (made up of four Members) to hear and determine appeals against dismissal.
- 1.2 The use of an Appeals Committee to determine appeals against dismissal does not comply with the 7<sup>th</sup> edition of the *National Joint Council (NJC) for Local Authority Fire and Rescue Services Scheme of Conditions of Service (the "Grey Book")* and therefore puts the Authority at risk of challenge in an Employment Tribunal (ET).
- 1.3 As set out at section 4.16 the Committee is requested to consider the proposal to abolish the Appeals Committee and make recommendation to the Fire Authority at its Annual General Meeting on 5 June 2026.
- 1.4 If this option is approved, the Committee Structure of the Authority would be as set out below:




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**2. RECOMMENDATION**

- 2.1 It is recommended that Committee endorses Option 1, the proposal to abolish the Appeals Committee, as set out at section 4.16, to the Fire Authority.
- 

**3. BACKGROUND**

- 3.1 Humberside Fire Authority Constitution establishes a Committee Structure that includes an Appeals Committee, comprising four Members of the Fire Authority. This committee is responsible for hearing appeals against dismissal.
- 3.2 The current position does not comply with the 7<sup>th</sup> edition of the *National Joint Council (NJC) for Local Authority Fire and Rescue Services Scheme of Conditions of Service (the "Grey Book")* and therefore puts the Authority at risk of challenge in an Employment Tribunal (ET).

**Scheme and Conditions of Service (Grey Book) 7<sup>th</sup> Edition**

- 3.3 The position agreed by National Joint Council (NJC) for appeals is “the appeal shall be heard by a higher level of manager. Arrangements for the final appeal stage against dismissal should be determined locally but be consistent with the principle that the corporate level involved should be higher than the level which heard the previous stage”. The same document is explicit regarding the level (Role) at which dismissal can be considered; this is at Area Manager (AM) level.

- 3.4 As the dismissing officer is at the role of AM there is capacity in the organisational structure for an Executive Officer (i.e. Assistant, Deputy or Chief Fire Officer) to hear an appeal in accordance with the Grey Book.
- 3.5 It is noted in the Grey Book that “the procedure reflects and improves on the ACAS code of practice on Disciplinary and Grievance procedures” as such Advisory, Conciliation and Arbitration Service (ACAS) best practice is included below for information.
- ACAS and National Best Practice**
- 3.6 The ACAS Code of Practice on Disciplinary and Grievance Procedures sets out the minimum standards for fairness employers must follow. The Code emphasises:
- The need for impartial, fair and procedurally sound decision making.
  - Appeals to be heard by someone not previously involved and appropriately senior. [acas.org.uk]
  - Failure to comply may lead to ET uplifts of up to 25%.
- 3.7 Government guidance further notes that employers should follow the ACAS Code when handling appeals, and failure to do so increases legal risk and potential compensation (<https://www.gov.uk/taking-disciplinary-action/appeals>).
- 3.8 Across UK public services, including most Fire and Rescue Services, appeals against dismissal are determined by senior officers rather than elected Members, ensuring consistency and professional HR led practice.
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## **4. REPORT DETAIL AND OPTIONS**

### **Legal and Employment Tribunal Risk**

- 4.1 There is evidence to suggest that ETs can increase compensation awards where an employer fails to follow the ACAS Code. The Grey Book explicitly warns that failure to follow this code can lead to tribunal awards being adjusted (the Grey Book notes “up to 50%”)
- 4.2 As such Member-led appeal panels create a heightened risk of procedural flaws due to lack of specialist HR or employee relations training, increasing the likelihood of such a challenge. Whilst Members of the Appeals Committee do receive training annually, this does not make them experts on employment law; the training focuses on process rather than then specialist HR or employee relations.
- 4.3 GOV.UK guidance confirms that employers must follow ACAS aligned standards in appeals to minimise legal exposure (<https://www.gov.uk/taking-disciplinary-action/appeals>).
- 4.4 The ACAS Code requires that an appeal against dismissal be heard promptly and without unreasonable delay, rather than within a fixed statutory timescale. Employers must act quickly and communicate clearly, and delays must be justified.
- 4.5 While a delay does not automatically make a dismissal unfair, an employer who unreasonably fails to follow the ACAS Code (including unnecessary delays in arranging an appeal) may face a significant uplift in compensation at tribunal.
- 4.6 On many occasion it has proven difficult to convene a meeting of the Appeals Committee within an appropriate timeframe due to Members’ diary commitments and competing priorities. There have been instances where ET have ruled in favour of the appellant, not on the grounds of the dismissal but due to a defect in procedure (ie an unnecessary delay in arranging the appeal).

## **Governance and Role Clarity**

- 4.7 The Constitution positions Members as providing strategic oversight, not operational management; therefore determining individual employment appeal cases draws Members into operational matters and increases the likelihood of role conflict.
- 4.8 The Chief Fire Officer (CFO) or an appropriately senior delegated officer of an executive level (for example the Assistant or Deputy Chief Fire Officer), is the appropriate professional decision maker for staffing matters.

## **Risk of Perceived or Actual Bias**

- 4.9 Elected Members may be subject to political or constituency pressures, creating a risk of perceived bias in employment decisions. Officers are impartial and better positioned to ensure objective and evidence-based determinations are aligned to the Core Code of Ethics.

## **Professional Standards and Workforce Confidence**

- 4.10 A CFO-led process will ensure consistency, transparency, and alignment with modern HR standards and legislation. Staff and representative bodies generally expect appeals to be heard by trained senior officers rather than political committees.
- 4.11 An Officer-led appeals process is consistent with procedures laid out in the Grey Book.

## **Sector Benchmarking**

- 4.12 Following national inspections and reviews relating to misconduct, the use of Member-led conduct and performance appeals is now uncommon across Fire and Rescue Services. Transitioning to an officer-led model will bring the Service in line with national practice.
- 4.13 Should the Fire Authority approve the removal of the Appeals Committee from its Committee Structure, it is proposed that Part 2, Article 8 of the Constitution be amended as follows (changes in red font):

### Part 2: Article 8 – Appeals ~~against dismissal~~ Committee

~~There shall be established an ad hoc Appeals Committee to hear and determine appeals against dismissal submitted by an employee in accordance with the procedures of the HFA.~~

Appeals against dismissal shall be heard by the Chief Fire Officer or an appropriately senior delegated officer above the level of Area Manager who has not been involved in the original decision, in accordance with the ACAS Code of Practice on Disciplinary and Grievance Procedures, the National Joint Council for Local Authority Fire and Rescue Services, Scheme and Conditions of Service (Grey Book) 7th Edition and the Service's Disciplinary Policy.

- 4.14 Likewise, it is proposed that, for clarity and transparency, Part 3: Decision Making – Section B – Scheme of Delegation be amended to clarify that the CFO, or their appropriate senior officer delegate, will hear all such appeals in accordance with procedures set out in the National Joint Council Scheme and Conditions of Service (Grey Book) 7th Edition and ACAS best practice.

### Part 3: Decision Making – Section B – Scheme of Delegation

#### 2. Delegation To Chief Fire Officer & Chief Executive

(m) In respect to human resource matters:

- (iii) to suspend, discipline and dismiss officers in respect to such posts that are not subject to review by a Committee (where established), **including the hearing of all such appeals against dismissal, in accordance with procedures set out in the National Joint Council Scheme and Conditions of Service (Grey Book) and ACAS best practice.**

### **Financial Implications**

- 4.15 There are no direct financial implications associated with this change. Indirect cost reductions may arise from lower ET exposure and reduced legal fees arising from procedural challenges.

### **OPTION 1 (Preferred)**

- 4.16 Adopt the National Joint Council Scheme and Conditions of Service (the “Grey Book”) 7<sup>th</sup> Edition and ACAS Aligned CFO Led Appeals Process.

#### **Advantages**

- Strong compliance with ACAS Code.
- Reduced ET risk and improved procedural fairness.
- Professional, consistent decision making.
- Strengthened governance role separation.
- National Joint Council Scheme and Conditions of Service (Grey Book) 7th Edition compliant
- Alignment with modern fire sector standards.

#### **Disadvantages**

- Perceived loss of independence - mitigated through procedural safeguards, transparency and national best practice compliance.

### **OPTION 2 (Status Quo)**

- 4.17 Maintain the existing Member-led appeals process via the Appeals Committee

#### **Advantages**

- Continuity of historical practice.

#### **Disadvantages**

- Significant legal and ET risk as there is less alignment with ACAS (including compensation uplift).
- Governance misalignment with Member roles.
- Inconsistent decision making due to variable HR experience.
- Outdated compared with sector norms.
- Difficulty in maintaining Member training and a lack of continuity due to rotation of Members
- Processes often elongated due to limited Member availability

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## **5. EQUALITY, DATA PROTECTION AND RISK IMPLICATIONS**

- 5.1 The preferred option as set out at section 4.16 applies equally to all employees regardless of protected characteristic. While some staff may perceive reduced independence due to the removal of Member involvement, appeals will instead be

conducted by senior officers independent of the original decision, suitably trained and in accordance with ACAS and NJC requirements, ensuring procedural fairness.

- 5.2 The following positive and negative impacts and how these might be mitigated against have been identified.

#### **Positive impacts**

- Appeals against dismissal will be heard by professionally trained senior officers with appropriate expertise in employment law, ensuring consistent, evidence-based decision making aligned to ACAS and NJC requirements.
- Reduced delays in arranging appeals improves procedural fairness and reduces stress and uncertainty for appellants.
- Clear separation between strategic Member oversight and operational decision making strengthens governance integrity.

#### **Potential negative impacts**

- Some employees may perceive a reduction in impartiality due to the removal of a Member led Appeals Committee, as elected Members can be viewed as more independent from management than officers; however they are still ultimately the employer.

#### **Mitigation**

- Appeals will be heard by the Chief Fire Officer or a suitably senior delegated officer who has had no prior involvement in the case, in line with the ACAS Code of Practice.
- The appeals process will remain subject to established procedural safeguards, including the right to representation and the ability to challenge decisions through external legal routes.
- Clear communication will be provided to staff and representative bodies explaining the rationale for the change, the safeguards in place, and the alignment with national best practice.
- Anonymised reporting on disciplinary and grievance outcomes will continue to be provided to the Fire Authority, maintaining transparency and oversight.

- 5.3 Having considered the subject matter, the proposal strengthens organisational resilience, fairness, and transparency and reduces risk in the following areas:

- Employment law compliance.
- Governance integrity.
- Reputational risk associated with Member involvement in individual employment decisions.

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## **6. CONCLUSION**

- 6.1 The Committee is requested to consider the proposal to abolish the Appeals Committee and recommend approval TO the Fire Authority.
- 6.2 The Fire Authority will still continue to receive anonymised annual conduct and grievance reporting outcomes through the publication of the annual performance report.

**Lisa Nicholson**  
**Monitoring Officer/Secretary**

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## Background Papers

- [ACAS Code of Practice on disciplinary and grievance procedures](#)
- [Grey Book 7th edition - April 2025 | Fire Brigades Union](#)

## Glossary/Abbreviations

ACAS	Advisory, Conciliation and Arbitration Service
AM	Area Manager
CFO	Chief Fire Officer
DPIA	Data Protection Impact Assessment
EIA	Equality Impact Assessment
NJC	National Joint Council

## APPOINTMENT OF GROUP SECRETARIES

### 1. SUMMARY

- 1.1 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.

### 2. RECOMMENDATIONS

- 2.1 It is recommended that the appointment of Group Secretaries be made at the Annual General Meeting of the Fire Authority or be notified to the Monitoring Officer/Secretary as soon as possible thereafter.

### 3. BACKGROUND

- 3.1 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.

### 4. REPORT DETAIL

- 4.1 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.*

### 5. EQUALITY AND DATA PROTECTION RISK IMPLICATIONS

- 5.1 There is no requirement to carry out an Equality Impact Assessment (EIA) and/or Data Protection Impact Assessment (DPIA) as this report does not relate to a policy or service delivery change or involves the processing of personal data.

### 6. CONCLUSION

- 6.1 The Fire Authority is requested to appoint its Group Secretaries at the Annual General Meeting of the Fire Authority or to notify the Monitoring Officer/Secretary as soon as possible thereafter.

**Officer Contact**

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**Background Papers**            None

## APPOINTMENT OF A MEMBER REPRESENTATIVE ON CERTAIN BODIES

### 1. SUMMARY

- 1.1 Members are asked to consider the appointment of Member representatives on certain bodies.
- 1.2 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

### 2. RECOMMENDATIONS

- 2.1 It is recommended that Fire Authority appoints the Chairperson (and in their absence the Vice-Chairperson) as the representative to the Local Government Association (LGA) Fire Commission and the Yorkshire & Humber (Local Authorities) Employers' Association – Employment Committee.

### 3. BACKGROUND

#### Local Government Association (LGA) Fire Commission

- 3.1 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.

#### Yorkshire & Humber (Local Authorities) Employers' Association – Employment Committee

- 3.2 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).

### 4. REPORT DETAIL

- 4.1 The practice adopted previously has been that the Chairperson (and in their absence the Vice-Chairperson) represents the Humberside Fire Authority at the LGA and Y&H Employers' Association.

### 5. EQUALITY AND DATA PROTECTION RISK IMPLICATIONS

- 5.1 There is no requirement to carry out an Equality Impact Assessment (EIA) and/or Data Protection Impact Assessment (DPIA) as this report does not relate to a policy or service delivery change or involves the processing of personal data.

## 6. CONCLUSION

- 6.1 The Fire Authority is requested to determine the appointment of a Member representative to sit on the bodies listed in section 3.

**Emma Appleton**  
**Monitoring Officer & Secretary**

### Officer Contact

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### Background Papers

None

### Glossary/Abbreviations

LGA	Local Government Association
LGYH	Local Government Yorkshire & Humber Employers' Committee

**APPOINTMENT OF NOMINATED SPOKESPERSONS  
FOR EACH CONSTITUENT AUTHORITY**

**1. SUMMARY**

- 1.1 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.

**2. RECOMMENDATIONS**

- 2.1 It is recommended that the Fire Authority appoints one Member from each Constituent Authority as a spokesperson.

**3. BACKGROUND**

- 3.1 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.

**4. REPORT DETAIL**

- 4.1 A nominated spokesperson is required from each Constituent Authority, to answer any questions concerning the Fire Authority at meetings of their respective Authorities.

**5. EQUALITY AND DATA PROTECTION RISK IMPLICATIONS**

- 5.1 There is no requirement to carry out an Equality Impact Assessment (EIA) and/or Data Protection Impact Assessment (DPIA) as this report does not relate to a policy or service delivery change or involves the processing of personal data.

**6. CONCLUSION**

- 6.1 The Fire Authority is requested to appoint a spokesperson from each Constituent Authority.

**Emma Appleton**  
Monitoring Officer & Secretary

**Officer Contact**

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**Background Papers**

None

**MINUTE EXTRACT**

**HUMBERSIDE FIRE AUTHORITY**

**18 February 2005**

**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.

## Humberside Fire Authority & Committees Schedule of Meetings 2026/27

Day	Date	Time	Meeting
Friday	05 June 2026	09:30	<b>Humberside Fire Authority AGM</b> <i>(Followed by New Member Induction*)</i>
Monday	06 July 2026	10:00	<b>Governance, Audit and Scrutiny Committee AGM</b>
Friday	10 July 2026	10:00	<b>Member Day*</b>
Monday	13 July 2026	10:30	<b>Pension Board AGM</b>
Friday	17 July 2026	10:30	<b>Humberside Fire Authority</b>
	<b>AUGUST</b>		<b>RECESS</b>
Monday	07 September 2026	10:00	<b>Appointments &amp; Remuneration Committee</b>
Monday	09 November 2026	10:00	<b>Governance, Audit and Scrutiny Committee</b>
Friday	20 November 2026	10:00	<b>Member Day*</b>
Friday	27 November 2026	10:30	<b>Humberside Fire Authority</b>
Monday	08 February 2027	10:00	<b>Governance, Audit and Scrutiny Committee</b>
Friday	12 February 2027	10:00	<b>Member Day*</b>
Monday	15 February 2027	10:30	<b>Pension Board</b>
Friday	19 February 2027	10:30	<b>Humberside Fire Authority</b> <i>(Budget and Precept setting)</i>
Monday	08 March 2027	10:00	<b>Governance, Audit and Scrutiny Committee</b> <i>(Followed by Scrutiny Topic Setting Workshop*)</i>
Friday	12 March 2027	10:00	<b>Member Day*</b>
Friday	19 March 2027	10:30	<b>Humberside Fire Authority</b>
Friday	11 June 2027	10:30	<b>Humberside Fire Authority AGM</b>

\* Not open to the public



## HUMBERSIDE FIRE AUTHORITY WORKSTREAMS

### 1. SUMMARY

- 1.1 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.

### 2. RECOMMENDATIONS

- 2.1 It is recommended that the Fire Authority approves its workstreams for 2026/27 as set out at Appendix 1.

### 3. BACKGROUND

- 3.1 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. REPORT DETAIL

- 4.1 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 Strategic Leadership Team and the Fire Authority. The proposed workstreams set out in Appendix 1 are not exhaustive but are indicative.

### 5. EQUALITY AND DATA PROTECTION RISK IMPLICATIONS

- 5.1 There is no requirement to carry out an Equality Impact Assessment (EIA) and/or Data Protection Impact Assessment (DPIA) as this report does not relate to a policy or service delivery change or involves the processing of personal data.

### 6. CONCLUSION

- 6.1 The Fire Authority is requested to approve its workstreams for 2026/27 as set out at Appendix 1.

**Emma Appleton**  
Monitoring Officer & Secretary

#### Officer Contact

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#### Background Papers

None



	<b>Agenda Item No. 15</b>
<b>Humberside Fire Authority 5 June 2026</b>	<b>Report by the Monitoring Officer</b>

<b>REAFFIRMATION OF THE CONSTITUTION</b>
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**1. SUMMARY**

- 1.1 The Authority is required to review and reaffirm its Constitution at least annually.
- 1.2 Appendix 1 of this report sets out the proposed amendments for Members consideration and approval. These proposals were considered by the Governance, Audit and Scrutiny Committee at its meeting of 13 April 2026 and recommend approval to the Fire Authority (Minute 24/26 refers).

**2. RECOMMENDATIONS**

- 2.1 It is recommended that the Fire Authority approves the amendments (as recommended for approval by the Governance, Audit and Scrutiny Committee at its meeting of 13 April 2026 [Minute 24/26 refers]), as set out at Appendix 1, and reaffirms the Constitution as published on the [website](#):
  - (i) Amendment to the Scheme of Delegation, increasing the Chief Fire Officer & Chief Executive’s authority to vary the overall establishment from 0.5% to 1% of the total annual budget.
  - (ii) Subject to the approval of the abolition of the Appeals Committee as proposed in an earlier report submitted to the Fire Authority’s AGM of 5 June 2026, remove reference to the Appeals Committee and replace with the internal process in the Constitution.

**3. BACKGROUND**

- 3.1 The Authority is required to review and reaffirm its Constitution at least annually.
- 3.2 Proposed amendments to the Constitution can be brought to the Authority throughout the year for the Authority’s consideration and approval.
- 3.3 At its meeting of 13 April the Governance, Audit and Scrutiny Committee considered the proposed amendments and recommend approval to the Fire Authority (Minute 24/26 refers).

**4. REPORT DETAIL**

- 4.1 Appendix 1 of this report sets out the proposed amendments for Members consideration and approval.
- 4.2 Appendix 2 sets out the report considered by the Governance, Audit and Scrutiny Committee at its meeting of 13 April 2026 and which recommend approval of the amendments to the Fire Authority (Minute 24/26 refers).

**5. EQUALITY, DATA PROTECTION AND RISK IMPLICATIONS**

- 5.1 An Equality Impact Assessment (EIA) has been undertaken in relation to the proposal to abolish the Appeals Committee and replace with an internal appeals process. The positive, neutral and negative impacts and their mitigations are set out

in the report received by the Governance, Audit and Scrutiny Committee at its meeting of 13 April 2026 (Minute 23/26 refers).

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## **6. CONCLUSION**

- 6.1 Members are requested to approve the amendments, as set out at Appendix 1, and reaffirm the Constitution as published on the Authority's [website](#).

**Emma Appleton**  
**Monitoring Officer**

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### **Officer Contact**

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### **Background Papers**

None

## Amendments to the Constitution

Changes to be made	Comment/Rationale for Change
<p><b>PART 3: DECISION MAKING – SECTION B – SCHEME OF DELEGATION</b></p> <p><b>2. <u>DELEGATION TO CHIEF FIRE OFFICER &amp; CHIEF EXECUTIVE</u></b></p> <p>(m) In respect to human resource matters:</p> <p>(vi) to vary in any one financial year the overall establishment to a maximum of <del>0.5%</del> <b>1%</b> 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 CRMP) of the HFA. The Chief Fire Officer &amp; Chief Executive shall report on an annual basis to the HFA setting out the basis upon which such powers have been exercised;</p>	<p><b>Request</b> To increase the delegated power to vary the overall establishment from 0.5% to 1% of the total budget.</p> <p><b>Background</b> This limit of 0.5% has been in place for several years and was designed for periods of stable pay growth and predictable labour markets.</p> <p><b>Rationale</b></p> <p><u>Wage Inflation</u> The sustained increases in national pay awards for both Grey Book (operational) and Green Book (non-operational) staff have created greater budgetary and establishment volatility. Workforce numbers often need minor adjustments to absorb unavoidable cost pressures without requiring full Authority decisions for small operational changes.</p> <p><u>Organisational Agility</u> Moving from 0.5% <b>to 1%</b> provides:</p> <ul style="list-style-type: none"> <li>• A broader envelope for responding to unexpected workforce movements.</li> <li>• Flexibility to accelerate recruitment or rebalance functions.</li> <li>• Faster adaptation to risk and demand profiles.</li> <li>• Reduced operational friction where minor establishment changes currently require formal reporting or delayed approval.</li> </ul> <p>Importantly:</p> <ul style="list-style-type: none"> <li>• The 10 Full Time Equivalent (FTE) ceiling remains.</li> <li>• The S.151 Officer must still confirm affordability.</li> <li>• Decisions must remain aligned with the CRMP and Strategic Plan.</li> <li>• Annual reporting requirements on the use of these powers as per the Constitution remain unchanged.</li> </ul>

Changes to be made	Comment/Rationale for Change
<p><b>PART 1: SUMMARY AND EXPLANATION</b></p> <p><b>3. <u>HOW DECISIONS ARE MADE</u></b></p> <p>All decisions are made by the Fire Authority except those that may be delegated to its committees and <del>Appeals Committee</del> or to the Chief Fire Officer &amp; Chief Executive under the Scheme of Delegations.</p> <p><b>PART 2 THE CONSTITUTIONAL FRAMEWORK</b></p> <p><b>Article 8 – Appeals <u>Against Dismissal</u> Committee</b></p> <p><del>There shall be established an ad hoc Appeals Committee to hear and determine appeals against dismissal submitted by an employee in accordance with the procedures of the HFA.</del></p> <p>Appeals against dismissal shall be heard by the Chief Fire Officer or an appropriately senior delegated officer above the level of Area Manager who has not been involved in the original decision, in accordance with the ACAS Code of Practice on Disciplinary and Grievance Procedures, the National Joint Council for Local Authority Fire and Rescue Services, Scheme and Conditions of Service (the “Grey Book”) and the Service’s Disciplinary Policy, and supported throughout by an HR representative.</p> <p><b>Schedule 1 - Description of Decision Making Arrangements</b></p> <p>The following parts of this Constitution constitute the HFA’s decision-making structure:</p> <p>Article 8 — <del>Appeals Committee</del></p> <p><b>PART 3: DECISION MAKING – SECTION B – SCHEME OF DELEGATION</b></p>	<p>Subject to the approval of the abolition of the Appeals Committee as proposed in an earlier report submitted to the Fire Authority’s AGM of 5 June 2026, all reference to the Appeals Committee will be removed from the Constitution and replaced by an internal appeals process heard by the Chief Fire Officer or an appropriately senior delegated officer above the level of Area Manager who has not been involved in the original decision.</p>

Changes to be made	Comment/Rationale for Change
<p><b>2. <u>DELEGATION TO CHIEF FIRE OFFICER &amp; CHIEF EXECUTIVE</u></b></p> <p>(m) In respect to human resource matters:</p> <p style="padding-left: 40px;">(iii) to suspend, discipline and dismiss officers in respect to such posts that are not subject to review by a Committee (where established), <b>including the hearing of all such appeals against dismissal, in accordance with procedures set out in the National Joint Council Scheme and Conditions of Service (the “Grey Book”) and ACAS best practice, and supported throughout by an HR representative..</b></p>	

	<b>Agenda Item No. 5</b>
<b>Governance, Audit and Scrutiny Committee 13 April 2026</b>	<b>Report by the Monitoring Officer</b>

## REAFFIRMATION OF THE CONSTITUTION

### 1. SUMMARY

- 1.2 The Authority is required to review and reaffirm its Constitution at least annually.
- 1.2 Appendix 1 of this report sets out the proposed amendments for the Committee to consider and make recommendations to the Fire Authority at its Annual General Meeting on 5 June 2026.

### 2. RECOMMENDATIONS

- 2.1 It is recommended that the Committee endorses approval of the amendments, as set out at Appendix 1, to the Fire Authority:
- (i) Amendment to the Scheme of Delegation, increasing the Chief Fire Officer & Chief Executive's authority to vary the overall establishment from 0.5% to 1% of the total annual budget.
  - (ii) Subject to the approval of the abolition of the Appeals Committee as proposed in an early report to the Committee of 13 April 2026 (*Amendment to the Constitution – Appeals Committee*), remove reference to the Appeals Committee in the Constitution and amend the Scheme of Delegation to clarify the CFO, or their appropriate senior officer delegate, will hear all such appeals against dismissal, in accordance with procedures set out in the National Joint Council Scheme and Conditions of Service (Grey Book) and ACAS best practice.

### 3. BACKGROUND

- 3.1 The Authority is required to review and reaffirm its Constitution at least annually.
- 3.2 Proposed amendments to the Constitution can be brought to the Authority throughout the year for the Authority's consideration and approval.

### 4. REPORT DETAIL

- 4.1 Appendix 1 of this report sets out the proposed amendments for the Committee's consideration and endorsement to the Fire Authority, with further detail and rationale set out below.

#### **Amendment 1 – Scheme of Delegation - Varying the Overall Establishment**

#### **Part 3: Decision Making – Section B – Scheme of Delegation - Delegation to Chief Fire Officer & Chief Executive (m)(vi)**

- 4.2 This proposes to increase the CFO delegated power to vary the overall establishment from 0.5% to 1% of the total budget. The current limit of 0.5% has been in place for several years and was designed for periods of stable pay growth and predictable labour markets.

Wage Inflation

- 4.3 The sustained increases in national pay awards for both Grey Book (operational) and Green Book (non-operational) staff have created greater budgetary and establishment volatility. Workforce numbers often need minor adjustments to absorb unavoidable cost pressures without requiring full Authority decisions for small operational changes.

Organisational Agility

- 4.4 Moving from 0.5% to 1% provides:
- A broader envelope for responding to unexpected workforce movements (1% of total annual budget equates to £621,000, compared to 0.5% which equates to £310,500).
  - Flexibility to accelerate recruitment or rebalance functions.
  - Faster adaptation to risk and demand profiles.
  - Reduced operational friction where minor establishment changes currently require formal reporting or delayed approval.
- 4.5 The current parameters would still remain:
- The 10 Full Time Equivalent (FTE) ceiling remains.
  - The S.151 Officer must still confirm affordability.
  - Decisions must remain aligned with the CRMP and Strategic Plan.
  - Annual reporting requirements on the use of these powers as per the Constitution remain unchanged.

**Amendment 2 - Reference to the Appeals Committee and appeals against dismissal process**

**Part 1: Summary and Explanation - 3. How Decisions are Made**

**Part 2: The Constitutional Framework - Article 8 – Appeals Committee & Schedule 1 - Description of Decision Making Arrangements**

- 4.6 Subject to the approval of the abolition of the Appeals Committee as proposed in an earlier report submitted to the Committee on 13 April, all reference to the Appeals Committee will be removed from the Constitution.
- 4.7 Likewise, the Scheme of Delegation is to be amended to clarify that the CFO, or their appropriate senior officer delegate, will hear all such appeals in accordance with procedures set out in the National Joint Council Scheme and Conditions of Service (Grey Book) 7th Edition and ACAS best practice.

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**5. EQUALITY, DATA PROTECTION AND RISK IMPLICATIONS**

- 5.1 An Equality Impact Assessment (EIA) has been undertaken in relation to the proposal to abolish the Appeals Committee and replace with an internal appeals process. The positive, neutral and negative impacts and their mitigations are set out in another report received by the Governance, Audit and Scrutiny Committee at its meeting of 13 April 2026 (Minute 23/26 refers).
- 5.2 Upon review, no risk implications have been identified in relation to this subject, and no further action is deemed necessary.
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**6. CONCLUSION**

- 6.1 Appendix 1 of this report sets out the proposed amendments for the Committee to consider and make recommendations to the Fire Authority at its Annual General Meeting on 5 June 2026.

**Lisa Nicholson  
Monitoring Officer/Secretary**

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**Officer Contact**

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**Background Papers**

None

**Humberside Fire Authority Workstreams 2026/27**

The workstreams below are not exhaustive but are indicative.

<b>1.</b>	<b>17 July 2026</b>
	<ul style="list-style-type: none"> <li>• External Audit – Annual Strategy Memorandum 2025/26</li> <li>• Annual Statement of Accounts (unaudited) 2025/26</li> <li>• Treasury Management Annual Report 2025/26</li> <li>• Internal Audit – Director of Audit Opinion and Annual Report 2025/26</li> <li>• Annual Statement of Assurance 2025/26</li> <li>• Annual Governance Statement 2025/26</li> <li>• Anti-Fraud and Corruption Statement 2025/26</li> <li>• Modern Slavery Statement 2025/26</li> <li>• CRMP Review and Annual Performance Report (1 April 2025 – 31 March 2026)</li> <li>• Equality, Diversity &amp; Inclusion Annual Report 2025/26</li> <li>• Use of Delegated Powers by Chief Fire Officer and Chief Executive 2025/26</li> <li>• Workforce Plan Update (1 October 2025 – 31 March 2026)</li> <li>• Productivity and Efficiency Plan 2026/27</li> <li>• HMICFRS Recommendations Progress</li> <li>• Control 25 Update</li> <li>• Estates Update</li> <li>• Chief Fire Officer Update</li> </ul>
<b>2.</b>	<b>27 November 2026</b>
	<ul style="list-style-type: none"> <li>• External Audit Completion Report 2025/26</li> <li>• External Audit Annual Report 2025/26</li> <li>• Annual Statement of Accounts 2025/26 (Audited)</li> <li>• Finance and Procurement Update – Period ending 30 September 2026</li> <li>• Treasury Management Half Year Report 2026/27</li> <li>• Financial Outlook 2026/27 Onwards &amp; Draft Medium-Term Resource Strategy 2028/29 – 2031/32</li> <li>• Capital Programme 2027/28 Onwards – Vehicles, Estates and Digital Services</li> <li>• CRMP Bi Annual Performance Report (April – September 2026)</li> <li>• Workforce Planning Bi-Annual Report (April – September 2026)</li> <li>• Estates Update</li> <li>• Chief Fire Officer Update</li> </ul>
<b>3.</b>	<b>19 February 2027</b>
	<ul style="list-style-type: none"> <li>• Financial and Procurement Update – Period Ending 31 December 2026</li> <li>• Medium-Term Resource Strategy 2028/29 – 2031/32 and Precept 2027/28</li> <li>• Fees and Charges 2027/28</li> <li>• Suggested Scrutiny Topics 2027/28</li> <li>• Chief Fire Officer Update</li> </ul>
<b>4.</b>	<b>19 March 2027</b>
	<ul style="list-style-type: none"> <li>• Internal Audit Plan 2027/28</li> <li>• Members' Allowances 2027/28</li> <li>• Treasury Management and Capital Expenditure Strategy 2027/28</li> <li>• Performance Reporting and Service Performance Indicators 2027/28</li> <li>• Pay Policy Statement 2027/28</li> <li>• Gender, Ethnicity and Disability Pay Gap Report 2025/26</li> <li>• Estates Update</li> <li>• Chief Fire Officer Update</li> </ul>



**REPORT OF THE MEMBERS' ALLOWANCES PANEL – MARCH 2026****1. INTRODUCTION AND BACKGROUND**

- 1.1 The law requires the Humberside Fire Authority (HFA) to provide a scheme that provides for the payment of allowances each year to each member of the authority. Where the HFA seeks to review any aspect of its scheme, it must first take account of any recommendations from the Independent Remuneration Panel (Members' Allowances Panel) established for this purpose.
- 1.2 The Panel is required to make recommendations on the Members' Allowances Scheme, in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 which made provision for Combined Fire Authorities to establish Member Allowances Schemes from May 2003.
- 1.3 Members' allowances for the HFA were last increased in 2024 following a report from the Panel provided through East Riding of Yorkshire Council (ERYC). In their 2024 report, the Panel discussed the nature of any indexing and for how long this should apply. In the report, the Panel agreed to reconvene to reconsider the allowance rates in respect of indexation prior to the HFA Annual General Meeting (AGM) in June 2026.
- 1.4 The membership of the Panel comprises:
- Beverley Porritt (Chair)  
Mathew Buckley  
Robin Fox  
Susan Oliver
- 1.5 All panel members apart from Mathew Buckley had been involved when the HFA's allowances scheme had been reviewed in 2024.

**2. BACKGROUND**

- 2.1 The Panel met in March 2026 and whilst it received administrative support and advice from a small group of ERYC officers, the recommendations put forward are solely from the Panel.
- 2.2 Members of the Panel were presented with a range of information to aid in their discussion regarding the 2026/2027 HFA Scheme. This information included the Humber Local Authority Member Schemes, benchmarking information for other Fire Authorities and the HFA overview report 10 April 2024 outlining the functions of the organisation.
- 2.3 This report sets out the areas considered by the Panel along with its recommendations. A table summarising the Panel's recommendations is attached at Appendix A.
- 2.4 The Panel were provided with information on the current allowance scheme for 2025/26 and they received an update on the Members' Allowances on how the panel came to their recommendations.

2.5 The Panel was provided with extensive benchmarking information relating to Members' Allowances from all other Fire Authorities. This was updated from previous deliberations to ensure the existing scheme was still in line with other authorities nationally.

### **3. REQUIREMENTS OF THE PANEL'S REVIEW**

3.1 The Panel is required to make recommendations on the following aspects of the Members' Allowances Scheme, in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 which made provision for Combined Fire Authorities to establish Member Allowances Schemes from May 2003:

- The nature of any indexing and for how long this should apply.

3.2 In their 2024 report, the Panel agreed to reconvene to reconsider the allowance rates in respect of indexation prior to the HFA AGM in June 2026.

### **4 PANEL RECOMMENDATIONS**

#### **4.1 Indexation - The nature of any indexing and for how long this should apply**

<b>Recommendation 1</b>	<b>That the Humberside Fire Authority Members' Allowance Scheme should remain unchanged, and should not be increased in line with indexation</b>
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4.1.1 In their 2024 report, the Panel agreed to increase the previous HFA Members' Allowance Scheme in line with the median increase to officers pay following the National Joint Council (NJC) officers' pay award in 2023/24. The Panel had agreed this would be an appropriate way of indexing the scheme in the future. However, as it had been the first review of the scheme they had carried out, they had decided to revisit the scheme rather than set an indexation figure. Prior to the allowance increase which had been agreed in 2024, the HFA scheme had remained unaltered for a significant number of years.

4.1.2 The NJC pay award for 2025/26 had been set at 3.2% for officers. The Panel considered the ability of the HFA to manage any indexation allowance increase in terms of their budget. It was confirmed that the HFA had provisionally included a 3.2% increase in line with indexation in their budget. Documentation was provided to reflect how a 3.2% increase would alter the allowance scheme for 26/27.

4.1.3 The Panel considered the context of the HFA and whether member responsibilities had altered since the 2024 report had been produced. Member responsibilities were noted to have remained largely unchanged during this period, with the most significant change being that the number of HFA meetings had reduced from nine to five per calendar year. Prior to the reduction, the HFA had been an outlier amongst other combined or metropolitan fire authorities across England with the greatest number of meetings scheduled per municipal year (nine). The average number of authority meetings per municipal year across combined and metropolitan fire authorities in England was five. By reducing the number of meetings, meeting business had been streamlined.

4.1.4 The Panel considered benchmarking information relating to Members' Allowance Schemes from all other fire authorities. The Panel agreed that the HFA's scheme remained generous in comparison to schemes in other areas, even prior to an increase in line with indexation. It was also noted that the only other fire authorities

which paid more than the HFA were the Hampshire and Isle of Wight Fire Authority, and the Cheshire Fire Authority, but the latter of these was only by a marginal figure.

4.1.5 The Panel considered benchmarking information relating to Hull and East Yorkshire Combined Authority (HEYCA). It was noted that the scheme which had been adopted had set an allowance for members lower than the HFA figure.

4.1.6 The Panel agreed that no evidence had been presented which supported the HFA Members' Allowance Scheme being increased. The Panel agreed that the HFA members were already part of a generous scheme which supplied high allowance rates in comparison to other fire authorities across the country. The Panel also agreed that as the number of meeting commitments for members of the HFA had reduced since the scheme had last been reviewed in 2024, this also did not support an increase in the allowance figure.

## 4.2 Future Allowance Review

<b>Recommendation 2</b>	<b>That the Humberside Fire Authority Members' Allowance Scheme is reviewed again following the Councils within the Humberside area reviewing their schemes after the elections in May 2027.</b>
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4.2.1 The Panel considered the upcoming elections for Humberside Local Authorities, they noted that all Local Authorities would have had elections in May 2027. It was agreed that this would be an appropriate time to re-examine the HFA scheme, once their respective schemes had also been reviewed.

## 5. Conclusion

5.1 The Panel wishes to thank all Members and officers who contributed to the work of the Members' Allowances Panel in conducting the review. The Panel hope that the HFA members will understand why the recommendation had been made not to increase allowance rates at this time and continue with the existing scheme as shown in appendix B.

## Appendices

Appendix A – Summary of the Members' Allowances Panel Recommendations

Appendix B – Current Members' Allowances Scheme and Schedule 26/27 (Unchanged from 25/26)

**Summary of the Members' Allowances Panel Recommendations**

<b>Recommendation 1</b>	<b>That the Humberside Fire Authority Member's Allowance Scheme should remain unchanged, and should not be increased in line with indexation.</b>
<b>Recommendation 2</b>	<b>That the Humberside Fire Authority Members' Allowance Scheme is reviewed again following the Councils within the Humberside area reviewing their schemes after the elections in May 2027.</b>

## HUMBERSIDE FIRE AUTHORITY MEMBERS' ALLOWANCES SCHEME 2025/26

The Local Authorities (Members' Allowances) (England) Regulations 2003 made provision for Combined Fire Authorities to establish Member Allowances Schemes from May 2003.

The HFA at its meeting of 14 February 2025 agreed that the allowances be set at the current level for 2025/26. As per the resolution at the HFA meeting of 20 September 2024, it was agreed that the Independent Panel review the rates prior to the HFA AGM in June 2026.

	£
<b>1. Basic Allowance (per annum)</b>	
All Members	4,747
<b>2. Special Responsibility Allowances:</b>	
a. The Chair of the Authority	11,861
b. The Vice Chair of the Authority	8,899
c. The Chairs of Committees	597
<b>3. Independent Co-opted members of the GAS Committee</b>	
a. Chairperson of the Committee	£1,789/year (£149 per month)
b. All other Members of the Committee	£1,577 each/year (£131.416 per month)
<b>4. Childcare &amp; Dependant Carer Allowances (per hour)</b>	
a. Childcare	6.18
b. Dependant	11.08
<b>5. Travel Allowances</b>	
a. Car Allowances – In accordance with the National Joint Council for Local Government Services casual user rate:	
First 10,000 business miles in the tax year	0.45
Each business mile over 10,000 in the tax year	0.25
b. Motorcycle	0.24
c. Bicycle (per mile)	0.20
d. Public Transport	Actual Cost
<b>6. Subsistence Allowances</b>	
Actual cost not exceeding	
a. Breakfast – more than 4 hours before 11.00am	6.88
b. Lunch – more than 4 hours including 12noon to 2.00pm	9.50
c. Tea – more than 4 hours including 3.00pm to 6.00pm	3.73
d. Dinner – more than 4 hours ending after 7.00pm	11.75
e. Overnight (covering 24 hours)	
London #	145.27
Outside London	128.25
f. Out of Pocket Expenses (per night)	5.24
<b>Notes</b>	
# Includes Local Government Association and Annual Fire Conferences overnight attendances outside London.	