



# **HEREFORD & WORCESTER Fire Authority**

**Full Authority**

## **AGENDA**

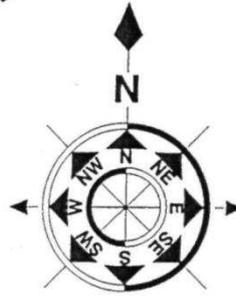
**Wednesday, 12 February 2020**

**10:30**

**Shire Hall**

**St Peter's Square, Hereford, HR1 2HY**

# HEREFORD



TO SHREWSBURY  
& LEOMINSTER

TO WORCESTER

TO  
LEDBURY

LEISURE  
CENTRE

HOLMER ROAD

ROMAN ROAD

A49

MORTIMER RD

NEWTON RD.

BURCOTT RD.

COLLEGE RD.

BARRS COURT ROAD

AYLESTONE HILL (A4103)

HEREFORD  
UNITED F.C.

EDGAR STREET

BLACKFRARS  
ST.

WIDEMARSH STREET

RAILWAY  
STATION

COMMERCIAL RD.

BODENHAM ROAD

NEWMARKET ST

BLUESCHOOL ST.

ST GUTHLAG STREET

BROCKINGTON

EIGN STREET

VICTORIA STREET (A49)

EIGN GATE

BROAD STREET

7 HEREFORD  
CATHEDRAL

HIGH TOWN

STOMEN'S ST

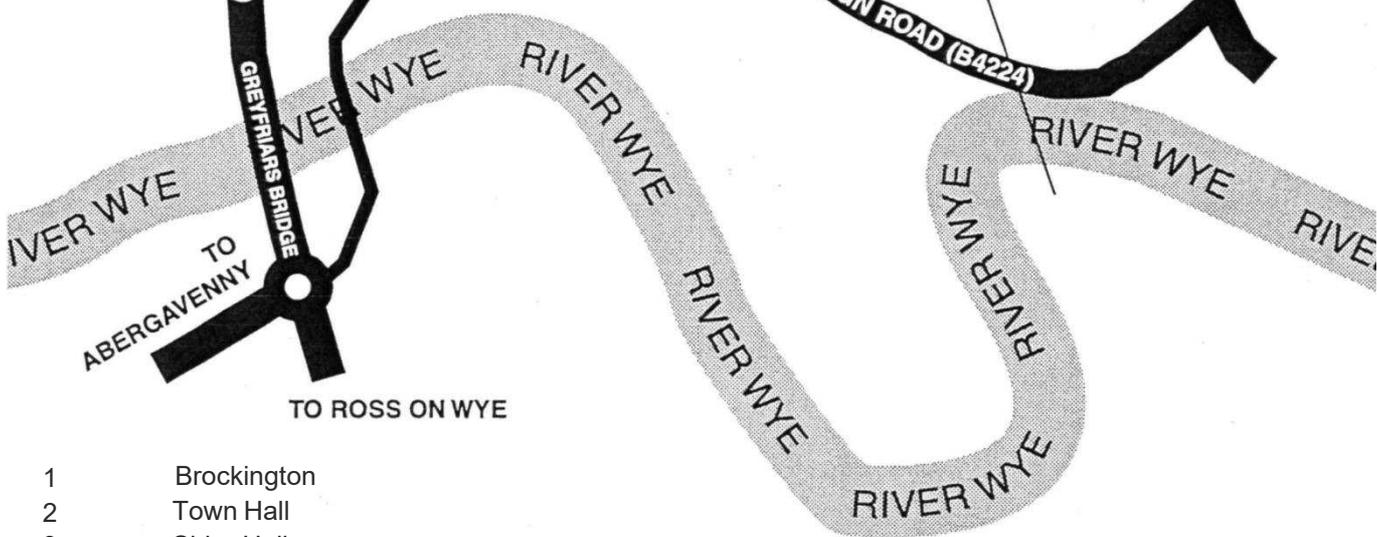
BATH STREET

County  
Hospital

A438 LEDBURY ROAD

HAFOD ROAD

EIGN ROAD (B4224)



TO ABERGAVENNY

TO ROSS ON WYE

- 1 Brockington
- 2 Town Hall
- 3 Shire Hall
- 4 Education Centre
- 5 Garrick House
- 6 Bath Street
- 7 Kemble House

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- the right to film, record or report electronically on any meeting to which the public are admitted provided you do not do so in a manner that is disruptive to the meeting. **If you are present at a meeting of the Authority you will be deemed to have consented to being filmed or recorded by anyone exercising their rights under this paragraph;**
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- the right to inspect background papers on which reports are based for a period of up to four years from the date of the meeting.

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**WELCOME AND GUIDE TO TODAY’S MEETING.** These notes are written to assist you to follow the meeting. Decisions at the meeting will be taken by the **Councillors** who are democratically elected representatives and they will be advised by **Officers** who are paid professionals. The Fire and Rescue Authority comprises 25 Councillors and appoints committees to undertake various functions on behalf of the Authority. There are 19 Worcestershire County Councillors on the Authority and 6 Herefordshire Council Councillors.

**Agenda Papers** - Attached is the Agenda which is a summary of the issues to be discussed and the related reports by Officers.

**Chairman** - The Chairman, who is responsible for the proper conduct of the meeting, sits at the head of the table.

**Officers** - Accompanying the Chairman is the Chief Fire Officer and other Officers of the Fire and Rescue Authority who will advise on legal and procedural matters and record the proceedings. These include the Clerk and the Treasurer to the Authority.

**The Business** - The Chairman will conduct the business of the meeting. The items listed on the agenda will be discussed.

**Decisions** - At the end of the discussion on each item the Chairman will put any amendments or motions to the meeting and then ask the Councillors to vote. The Officers do not have a vote.



# Hereford & Worcester Fire Authority

## Full Authority

Wednesday, 12 February 2020,10:30

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### Agenda

Councillors

Mr R J Phillips (Chairman), Mr P A Tuthill (Vice Chairman), Mr R C Adams, Ms P Agar, Mr A Amos, Mr T D Baker-Price, Mr S Bowen, Mr B Clayton, Mrs E Eyre BEM, Mr A Fry, Ms K S Guthrie, Mr I D Hardiman, Mr Al Hardman, Mr M Hart, Mrs K Hey, Dr C A Hotham, Mr R J Morris, Mrs F M Oborski MBE, Dr K Pollock, Mrs J Potter, Professor J W Raine, Mr L Stark, Mr C B Taylor, Mrs D Toynbee, Mr R M Udall

No.	Item	Pages
1	<b>Apologies for Absence</b> To receive any apologies for absence.	
2	<b>Declarations of Interest (if any)</b> This item allows the Chairman to invite any Councillor to declare an interest in any of the items on this Agenda.	
3	<b>Chairman's Announcements</b> To update Members on recent activities.	

#### **4 Public Participation**

To allow a Member of the public to present a petition, ask a question or make a statement relating to any topic concerning the duties and powers of the Authority.

Members of the public wishing to take part should notify the Head of Legal Services in writing or by email indicating both the nature and content of their proposed participation to be received no later than 2 clear working days before the meeting (in this case 7 February 2020). Further details about public participation are available on the website. Enquiries can also be made through the telephone numbers/email listed below.

#### **5 Confirmation of Minutes**

To confirm the minutes of the meeting held on 18 December 2019.

**1 - 6**

#### **6 Budget and Precept 2020/21 and Medium Term Financial Plan**

Details

#### **7 Members Allowances Scheme 2020/21**

Details

#### **8 Gender Pay Gap Report 2019**

Details

#### **9 Pay Policy Statement**

Details

#### **10 Strategic Fire Alliance – priority projects update**

Details

#### **11 HMICFRS Improvement Plan – Update Quarter 3, 2019-20**

To update Members on progress in implementing HMICFRS Improvement Plan.

**12 Fire Authority and Committee Dates 2020/21**

Details

**13 Minutes of the Audit and Standards Committee**

To receive the minutes of the meeting held on 22 January 2020.

**7 - 11**



Hereford & Worcester Fire Authority

Full Authority

Wednesday, 18 December 2019, 10:30

**Chairman: Mr R Phillips**  
**Vice-Chairman: Mr P Tuthill**

## **Minutes**

**Members Present:** Mr T D Baker-Price, Mr S Bowen, Mr B Clayton, Mrs E Eyre BEM, Mr A Fry, Ms K S Guthrie, Mr I D Hardiman, Mr Al Hardman, Mr M Hart, Mrs K Hey, Dr C A Hotham, Mrs F M Oborski MBE, Mr R J Phillips, Dr K Pollock, Mrs J Potter, Professor J W Raine, Mr L Stark, Mr C B Taylor, Mrs D Toynbee, Mr P A Tuthill, Mr R M Udall

**Also in attendance: Mr John Campion, West Mercia Police and Crime Commissioner**

### **234 Apologies for Absence**

Apologies were received from Mr R Adams, Ms P Agar, Mr A Amos and Mr R Morris.

### **235 Declarations of Interest (if any)**

Cllr R Phillips declared that he was a member of the Fire NJC, Fire Pension Scheme Advisory Board and Chairman of the LGPS Scheme Board.

### **236 Chairman's Announcements**

The Chairman thanked the fire crews for all their assistance during the floods in October/November this year.

He also informed the Authority of the following:

- Nigel Snape, Head of Legal Services had been appointed as legal advisor to the LGA/National Employers Advisory Board.
- An update on the Shropshire Alliance would be provided at the February Authority meeting.
- He had met with Group Leaders, Officers, Regional and National

Fire Bodies since the last Authority meeting.

Members were also reminded that a tour of the Wyre Forest Hub would take place immediately following the close of the meeting.

**237 Public Participation**

There was no public participation.

**238 Confirmation of Minutes**

**RESOLVED that the minutes of the Fire Authority meeting held on 15 October 2019 be confirmed as a correct record and signed by the Chairman.**

**239 Budget Monitoring 2019/20 – Quarter 2**

The Treasurer informed Members of the current position on budgets and expenditure for 2019/20.

The Treasurer made Members aware of the following variations:

- 1) £0.500m underspending on capital financing charges due to continued delays to the major building programme.
- 2) £0.285m provision for the back-dating of the still unresolved July 2017 Grey book pay award.
- 3) £0.130m relating to back-dated injury pensions.

The Treasurer also informed Members that the provisional settlement had still not been received and was now unlikely before Christmas.

A Member requested an analysis of drawing on reserves to be provided to the Authority. The Treasurer confirmed that it was already in the Medium Term Financial Plan.

An update on the building schemes was requested by a Member and the Head of Legal Services assured the Authority that a property update would be provided at the next Policy and Resources Committee meeting.

**RESOLVED that the Authority note:**

- (i) the position in relation to back-dated injury pensions; and**
- (ii) the potential transfer to the pay award reserve and the continuing**

**budget risk regarding the pay award.**

**240 Updated Code of Conduct**

The Head of Legal Services presented a report updating Members on the best practice recommendations from the recent report published by the National Committee on Standards in Public life and put forward a revised draft Code of Conduct for approval, which had been prepared in conjunction with Monitoring Officers across Worcestershire.

A Member queried why the gifts and hospitality register value had increased from £5.00 to £15.00. The Head of Legal Services explained that £5 was previously too low and it had been agreed by Monitoring Officers that £15.00 was a more suitable value threshold for such registration to meet the purpose of transparency.

A Member queried the current meeting venues and why meetings were not balanced between Hereford and Worcester. The Chairman assured Members that there was a long standing agreement that one Authority meeting a year would be held in Hereford.

**RESOLVED that the Authority approves the draft code of conduct which has been revised to take into account areas of best practice identified by the National Committee on Standards in Public Life.**

**241 HMICFRS Improvement Plan – Update Quarter 2, 2019-20**

The Deputy Chief Fire Officer updated Members on progress in implementing the HMICFRS Improvement Plan.

Members' attention was drawn to the key points during Quarter 2:

- Effectiveness - evaluation of Safe and Well Checks and the Dying to Drive programme together with online training for safeguarding and additional domestic abuse training.
- Efficiency - the Service Delivery structure regarding crewing has been approved, additional staff in the Community risk department have been appointed to work in the areas of prevention and protection.
- People - Senior Management Board visits and CRMP workshops will continue throughout the Service, with key themes and emerging issues being reviewed. Further promotion processes have continued and on-call charter work is continuing to support the recruitment and retention of on-call operational staff.

There was discussion regarding Grenfell and the Chief Fire Officer

assured Members that the Service had regular engagement with the high rise buildings in Worcestershire to ensure effective processes were in place.

**RESOLVED that the Authority note progress on actions to deliver the HMICFRS Improvement Plan.**

**242 2019-20 Performance Report: Quarters 1-2**

At the start of this item, the Chief Fire Officer presented Members with information on the Service's current attendance standard and explained how it is calculated.

Members agreed that the way attendance times are measured needed to be reviewed so that they could be more easily compared with Shropshire Fire and Rescue Authority and that they needed to be understandable, comprehensible and a realistic target.

*[Cllr Oborski left the meeting at 11.55am].*

The Chief Fire Officer then presented a summary of the Service's Quarters 1 and 2 performance against a comprehensive set of Performance Indicators agreed by the Senior Management Board.

A Member requested more detailed information for cross boundary incidents to be included in the performance statistics.

*[Mr Campion left the meeting at 12.10pm and returned at 12.12pm]*

*[Cllr Hey left the meeting at 12.11pm and returned at 12.12pm]*

**RESOLVED that:**

**1. A review of Attendance Standards be undertaken.**

**2. Members note the following headlines drawn from Appendix 1 relating to performance in Quarters 1-2, 2019-20:**

**i) A total of 3,936 incidents were attended in Q1-Q2, a decrease of 3.29% (134 incidents) over the same Quarter of 2018-19, and 5.92% (220 incidents) lower than the average for the last five years. The overall five year trend shows a gradual increase in the total number of incidents.**

**ii) The majority of the decrease in Q1-Q2 is accounted for by a drop in the numbers of Fire incidents, particularly Primary and Secondary Fire incidents, while the number of Special Service**

incidents was up:

a. **Fires:** an overall decrease of 24.87% was mainly accounted for by 32.64% decrease in the number of Secondary Fires (220 incidents) and an 18.00% decrease in Primary Fires (115 incidents).

b. **Special Services:** an increase of 22.28% (211 incidents) was mainly accounted for by a 195.65% increase in the number of Assisting other agencies (135 incidents) and a 28.37% increase in Other Special Services (101 incidents).

c. **False Alarms:** a decrease of 0.78% (14 incidents), the most frequent automatic activations are at a number of sheltered housing, houses of single occupancy, up to 3 storeys and hospitals.

iii) **Overall Staff Sickness level for Q1-Q2 2019-20** was 4.06 days lost per head with the biggest proportion 2.74 days lost per head for Long Term Sickness.

iv) **The Service attended 45.34% (141 incidents) of Primary Building Fires within 10 minutes in Quarters 1-2, compared with 57.30% (208 incidents) in the same period in 2018-19.** The average time for the first fire appliance attendance at all Primary Building Fires was 11 minutes for Quarters 1-2 compared with 10 minutes 17 seconds in the same period in 2018-19.

v) **The average for the overall availability of the first On-Call (Retained) fire appliance was 83.92%; however, this has decreased by an average of 3.52% when compared to the same period in 2018-19.**

## **243 Update from the Joint Consultative Committee**

The Assistant Chief Fire Officer informed Members of the activities of the Joint Consultative Committee since May 2019.

A Member was concerned about the summer leave restriction for firefighters for next year but was reassured by the Assistant Chief Fire Officer that this had now been rectified.

**RESOLVED that the following items currently under discussion by the Joint Consultative Committee be noted:**

- 1. 7 Day 42 Hours Flexi System**

2. **DCP**
3. **Top 12 Policies/SPIs**
4. **Equality Impact Assessment – request for SPI**
5. **Joint Protocol for TU Duties**
6. **Tax Implications for Officers private use of Service Vehicles**
7. **Fitness Policy**
8. **People Strategy 2020-2022**
9. **Equality & Diversity Strategy**
10. **Positive Action Strategy**

**244 Minutes of the Audit and Standards Committee**

The Chairman of the Committee presented the minutes of the Audit and Standards Committee meeting held on 15 October 2019.

**RESOLVED that the minutes of the Audit and Standards Committee meeting held on 15 October 2019 be received and noted.**

The Meeting ended at: 12:21

Signed:.....

Date:.....

Chairman



Hereford & Worcester Fire Authority

Audit and Standards Committee

Wednesday, 22 January 2020, 10:30

**Chairman: Mr M Hart**

**Vice-Chairman: Mr A Amos**

## **Minutes**

**Members Present:** Ms P Agar, Mr A Amos, Mr S Bowen, Mrs E Eyre BEM, Mr I D Hardiman, Mr M Hart, Dr K Pollock, Mr L Stark, Mrs D Toynbee

### **158 Apologies for Absence**

Apologies were received from Mrs K Hey, Mr A Hardman and Mr R Morris.

### **159 Named Substitutes**

There were no named substitutes.

### **160 Declarations of Interest (if any)**

There were no interests declared.

### **161 Confirmation of Minutes**

**RESOLVED that the minutes of the meeting of the Audit and Standards Committee held on 15 October 2019 be confirmed as a correct record and signed by the Chairman.**

### **162 Internal Audit Draft Audit Plan 2020/21**

The Head of Internal Audit Shared Service presented Members with the Draft Audit Plan for 2020/21.

Members were made aware of a typographical error in paragraph 8 with reference to a watching brief being kept on the financial systems over the

past 2 years. It should state that it does not indicate any particular increase in risk or identified issue.

Members were pleased to note that operational progress against the Internal Audit Plan for 2020/21 would be closely monitored by the Head of Internal Audit Shared Service and would be reported to the Committee on a quarterly basis, which would also include any 'high' priority recommendations.

A Member queried whether the Committee was able to ask for Audits to be undertaken in certain areas where they felt it was necessary and were assured that any suggestions should, in the first instance, be directed to the Senior Management Board who would then discuss with the Auditors and make a recommendation to the Committee as appropriate.

A Member expressed her concern whether the Committee could have done more to support the Authority in relation to the HMICFRS inspection report. The Chief Fire Officer confirmed that this was not the case but welcomed any feedback from Members on areas that they felt required further focus.

*[Cllr Eyre entered the meeting at 10.40am]*

**RESOLVED that the 2020/21 Draft Internal Audit Plan be approved.**

### **163 Internal Audit Progress Report 2019/20**

The Head of Internal Audit Shared Service presented Members with a progress update on the delivery and progress to date on 2019/20. He explained that five reviews had been completed and the outcomes were all positive.

Members were pleased to note that the Internal Audit Plan for 2019/20 was progressing steadily and any recommendations in regards to the reports produced throughout the year were being addressed through robust management action plans and in a timely manner.

A Member requested clarification on the review of financial processes and the recommendation to strengthen training and segregation of duties.

With regard to segregation of duties for the main ledger, it was explained that smaller teams needed a clearer segregation of duties and the use of automated systems, where available, should be encouraged.

With regard to Equality and Diversity training, the Chief Fire Officer explained that an action plan had been put in place with management to ensure that the right training was getting to the right people in a timely

manner.

*[Cllr Bowen entered the meeting at 10.51am]*

**RESOLVED that the report be noted.**

**164 People Strategy 2020 - 2022**

The Assistant Chief Fire Officer presented Members with the People Strategy 2020-2022.

Members were advised that the NFCC People Strategy runs until 31 March 2022 and therefore it was proposed to review and renew the current People Strategy to ensure it accurately reflected the priorities over the next two years representing the Service's commitment to supporting and developing the workforce in delivering the strategy. A further review would be completed to align with the NFCC update for April 2022.

Members were pleased to note that with the introduction of a new strategy, training would be delivered in bite size chunks to staff to meet the needs of the workforce.

A Member welcomed the strategy and thought it was very positive, but sought reassurance there wasn't a blame culture in the organisation. The Assistant Chief Fire Officer assured Members that there was a revised set of values published in all work locations and that staff were now happy to report health and safety events as they knew they would be dealt with correctly with no blame.

With regard to the workforce getting their view and opinions across to management, the Chief Fire Officer confirmed that they were either passed on from Representative Bodies or fed back following Senior Management Board visits to all teams and watches where honest discussions took place.

**RESOLVED that the People Strategy 2020-2022 be accepted and the proposed action areas to be included in the People Strategy Implementation Programme be noted.**

**165 Review of Financial Regulations**

The Treasurer requested Members to approve the revised set of Financial Regulations.

Members were informed that in order to reflect the Strategic Alliance between the Fire Authority and Shropshire and Wrekin Fire Authority, the latest review had taken an integrated approach and aligned, as far as possible, the Regulations of both Services. Members were assured that there were no practical changes to the arrangements and therefore there was no direct impact on the way the Authority already operates.

A Member requested that the Regulations be gender neutral and the Treasurer confirmed that amendments would be made to reflect this.

Members queried the differences in Hereford & Worcester's version to Shropshire and Wrekin's and were assured by the Head of Legal Services that although both Authorities had the same common Regulations, certain specifics to each Authority would always be different.

A Member queried if both Authorities used the same Auditors. The Treasurer confirmed that both Authorities use the same External Audit company, however a different team, but Internal Audit had separate arrangements at present.

**RESOLVED that the Committee approves the revised Financial Regulations.**

## **166 Health and Safety Committee Update**

The Head of Operational Support presented Members with an update on the activities and items of significance from the Service's Health and Safety Committee.

A Member had concern over the increase in vehicle collisions. The Head of Operational Support assured Members that the statistics included incidents that were not the Service's fault and had no concerns.

A Member requested an explanation with regard to the lack of supply of water at two incidents. Members were assured that on the one occasion it was due to an electronic fault on the appliance and the other was due to a new housing estate not uploaded on the hydrant map system which caused a delay in obtaining additional water.

*[Cllr Stark left the meeting at 11.44am]*

**RESOLVED that the following issues, in particular, be noted:**

**(i) Health and Safety performance information recorded between July 2019 to September 2019 (Quarter 2;**

**(ii) The involvement of the Service in Health and Safety initiatives.**

At the end of the meeting Members thanked officers for the interesting tour of the Wyre Forest Hub in December and in particular were pleased to hear that the station staff had been involved in the design.

The Meeting ended at: 11:45

Signed:.....

Date:.....

Chairman