



# **HEREFORD & WORCESTER Fire Authority**

**Full Authority**

## **AGENDA**

**Thursday, 16 December 2021**

**10:30**

**Wyre Forest House Council Chamber  
Wyre Forest District Council, Wyre Forest House,  
Finepoint Way, Kidderminster, Worcestershire, DY11 7WF**

## Wyre Forest House Location Map

SAT NAV: DY11 7FB

Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF  
Reception at Wyre Forest House 01562 732101

### From Stourport:

Head towards Kidderminster on the A451 Minster Road, passing Stourport High School and Stourport Sports Club on your left. When you reach the traffic lights at the crossroads, turn left into Walter Nash Road West (signposted Wyre Forest House). Then take your first left onto Finepoint Way. Follow the road around to your left and Wyre Forest House is at the end of the road on the left. Visitor parking is available and signposted from the mini roundabout.

### From Kidderminster:

From Kidderminster, follow the signs for Stourport and head out of Kidderminster on the A451 Stourport Road, this road becomes a dual carriageway. You will pass 24/7 Fitness and Wyre Forest Community Housing on your left. At the crossroads with traffic lights turn right into Walter Nash Road West (there is a dedicated right hand-turn lane), signposted for Wyre Forest House. Then take your first left onto Finepoint Way. Follow the road around to your left and Wyre Forest House is at the end of the road on the left. Visitor parking is available and signposted from the mini roundabout.



**ACCESS TO INFORMATION – YOUR RIGHTS.** The press and public have the right to attend Local Authority meetings and to see certain documents. You have:

- the right to attend all Authority and Committee meetings unless the business to be transacted would disclose “confidential information” or “exempt information”;
- 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;**
- the right to inspect agenda and public reports at least five days before the date of the meeting (available on our website: <http://www.hwfire.org.uk>);
- the right to inspect minutes of the Authority and Committees for up to six years following the meeting (available on our website: <http://www.hwfire.org.uk>); and
- 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.

**Please note that when taking part in public participation, your name and a summary of what you say at the meeting may be included in the minutes.**

A reasonable number of copies of agenda and reports relating to items to be considered in public will be available at meetings of the Authority and Committees. If you have any queries regarding this agenda or any of the decisions taken or wish to exercise any of these rights of access to information please contact Committee & Members’ Services on 01905 368209 or by email at [committeeservices@hwfire.org.uk](mailto:committeeservices@hwfire.org.uk).

**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

Thursday, 16 December 2021, 10:30

---

### Agenda

#### Councillors

Mr R J Phillips (Chairman), Mr A Amos, Mr D Boatright, Mr S Bowen, Mr B Brookes, Mr D Chambers, Mr B Clayton, Mr A Ditta, Mrs E Eyre BEM, Ms K S Guthrie, Mr I D Hardiman, Mr Al Hardman, Mr M Hart, Mrs K Hey, Mrs E Marshall, Ms N McVey, Ms J Monk, Mr D Morehead, Mr R J Morris, Ms L Robinson, Mr L Stark, Mr C B Taylor, Mrs D Toynbee, Mr R M Udall, Mr T Wells

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	<b>Public Participation</b>  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 13 December 2021). Further details about public participation are available on the website. Enquiries can also be made through the telephone numbers/email listed below.	

<b>5</b>	<b>Confirmation of Minutes</b>	<b>1 - 4</b>
	To confirm the minutes of the meeting held on 13 October 2021.	
<b>6</b>	<b>Budget Monitoring 2021/22 – Quarter 2</b>	<b>5 - 10</b>
	To inform Members of the current position on the revenue and capital budget for 2021/22.	
<b>7</b>	<b>Medium Term Financial Plan (MTFP) Update</b>	<b>11 - 13</b>
	To inform Members of the current position about information available to support the 2022/23 budget and MTFP, and to seek delegated authority to enter a future Business Rates Pool.	
<b>8</b>	<b>Her Majesty’s Inspectorate of Constabularies and Fire and Rescue Services (HMICFRS) Cause of Concern Action Plan</b>	<b>14 - 23</b>
	This report is to update Members on the progress in implementing the Prevention Action Plan following the cause of concern issued by HMICFRS after the 2021 inspection, letter dated 29 June 2021.	
<b>9</b>	<b>2021-22 Performance Report: Q2 (1 July – 30 September 2021)</b>	<b>24 - 39</b>
	This report summarises the Service’s performance for Quarter 2 2021-22	
<b>10</b>	<b>Minutes of the Audit and Standards Committee</b>	<b>40 - 42</b>
	To receive the minutes of the meeting held on 30 September 2021.	
<b>11</b>	<b>Minutes of the Policy and Resources Committee</b>	<b>43 - 49</b>
	To receive the minutes of the meetings held on 16 September 2021.	



Hereford & Worcester Fire Authority

Full Authority

Wednesday, 13 October 2021, 10:30

**Chairman: Mr C B Taylor**

**Vice-Chairman: Mr R J Phillips**

## **Minutes**

**Members Present:** Mr A Amos, Mr S Bowen, Mr B Brookes, Mr D Chambers, Mr B Clayton, Mr A Ditta, Mrs E Eyre BEM, Mr I D Hardiman, Mr M Hart, Mrs K Hey, Mrs E Marshall, Ms N McVey, Mr R J Morris, Mr R J Phillips, Ms L Robinson, Mr L Stark, Mr C B Taylor, Mrs D Toynbee, Mr T Wells

### **335 Apologies for Absence**

Apologies were received from Cllr K Guthrie, Cllr J Monk, Cllr D Morehead, Cllr J Robinson and Cllr R Udall.

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

Cllr Phillips declared that he was Vice Chair of the Firefighters Scheme Advisory Board (England and Wales), Chair of the Local Government Pension Scheme Advisory Board (England and Wales), a member of the NJC for Fire Service (Grey Book and Green Book) and represented the Fire Authority on the Place Partnership Ltd Shareholder Group.

### **337 Chairman's Announcements**

The Chairman announced to Members that he had recently attended the Dying to Drive Road Safety event at the Wyre Forest Emergency Services Hub and encouraged Authority Members to attend future sessions.

The Chairman invited the Chief Fire Officer to provide an update for Members on recent key events. The Chief Fire Officer stated that:

- the recent fire at Park Street in Kidderminster had been declared a major incident by the Police. It had a severe impact on the area but no injuries had been sustained. Firefighting crews had undertaken excellent work in order to get residents and businesses back to their

- properties within 24 hours;
- the Service had stood down its previous position in response to the Covid-19 pandemic with all services back to normal. However, some internal control measures were still in effect and precautionary measures were being undertaken with regards to vulnerable people; and
- the three Core Strategies in respect of Response, Prevention and Protection had been circulated to all Members. The Chief Fire Officer thanked Members for their support.

The Chief Fire Officer provided a brief update with regards to capital projects in respect of Broadway Fire Station, Redditch Fire Station, Hereford Fire Station and North Herefordshire Strategic Training Facility. Members were also informed about the relocation of the Incident Command Training Centre to Worcester Fire Station and the work that was underway to evaluate the relocation of the Service Training Centre from Droitwich Fire Station to the Wyre Forest Emergency Services Hub.

The Chairman informed Members that item 7: Public Consultation on a Revised Attendance Measure was to be deferred to a future meeting to enable new Authority Members an opportunity to be provided with the background to the attendance measure via a series of workshops.

### **338 Public Participation**

There was no public participation.

### **339 Confirmation of Minutes**

RESOLVED that the minutes of the meeting held on 17 June 2021 be confirmed as a correct record and signed by the Chairman.

### **340 Medium Term Financial Plan (MTFP) Update**

The Treasurer explained that the results of the Comprehensive Spending Review (CSR) were not expected until late October and indications were that useable information at individual authority level would not emerge until very late December.

Therefore, the Treasurer recommended revisions to the Medium Term Financial Plan (MTFP) on the basis of the known variables and indicated some of the potential impacts where there was uncertainty over the direction of funding that might arise from the CSR .

The Treasurer advised that the MTFP remained within the manageable parameters approved by the Authority on 24th February 2021 and

informed the meeting that a further report would be brought to the Authority following the announcement of the CSR.

***RESOLVED that the Authority:***

***i) approves the known changes to the Medium Term Financial Plan (MTFP);***

***ii) notes that the outcome of the Comprehensive Spending Review (CSR) and its impact on the emerging MTFP is still awaited; and***

***iii) notes that the Policy and Resources Committee will receive further reports as more information is received.***

### **341 Arrangements for Appointment of External Auditors**

The Treasurer explained the three broad options open to the Authority under the Local Audit and Accountability Act 2014 for the appointment of External Auditors following the conclusion of the 2022/23 audit year. The Treasurer recommended the Authority should “opt-in” to the sector led body (Public Services Appointments Limited) which had been approved by the Government to make future audit appointments on behalf of principal local authorities.

***RESOLVED that the Authority continues to “opt in” to Public Sector Audit Appointments Ltd (PSAA) for the procurement of future external audit provision (Option 3).***

### **342 Her Majesty’s Inspectorate of Constabularies and Fire and Rescue Services (HMICFRS) Improvement Plan – Update September 2021**

The Deputy Chief Fire Officer presented the Authority with an update on the implementation of the HMICFRS Improvement Plan following the inspection report dated 20 December 2018. Members were advised that the HMICFRS Improvement Plan before them did not cover the inspection of the Service's response to the Covid-19 pandemic nor the inspection carried out in 2021, which had yet to be published by HMICFRS. Members were advised that once HMICFRS had published its next report (expected December 2021) a new action plan would be developed by officers and reported to the Authority.

The Deputy Chief Fire Officer explained that additional progress had been made up to September 2021, with all items now closed and embedded into core work streams.

***RESOLVED that the Authority:***



***i) notes progress on actions to deliver the 2018 HMICFRS Improvement Plan; and***

***ii) approves the close down of reporting on the 2018 HMICFRS Improvement Plan.***

### **343 Strategic Fire Alliance Board Update**

The Deputy Chief Officer presented Members with an update on progress against the programme of priority projects developed by the Strategic Fire Alliance between Hereford & Worcester and Shropshire Fire and Rescue Services. Progress had been made in respect of:

- aligning the Community Risk Management Plan processes of each Service;
- joint procurement exercises;
- ICT projects such as the Wide Area Network, ICT Helpdesk and joint ICT purchasing;
- a joint specification for the new Command and Control system; and
- opportunities to share learning and to develop policies on Environmental Management.

The Deputy Chief Fire Officer confirmed that although work was undertaken at a strategic level there were user groups set up for each area to enable staff at various levels to be involved.

***RESOLVED that progress on the programme to date be noted.***

### **344 Minutes of the Audit and Standards Committee**

The Chairman of the Committee presented the minutes of the Audit and Standards Committee meeting held on 28 July 2021.

***RESOLVED that the minutes of the Audit and Standards Committee meeting held on 28 July 2021 be received and noted.***

The Meeting ended at: 11:30

Signed:.....

Date:.....

Chairman

## Report of the Treasurer

### Budget Monitoring 2021/22 – Quarter 2

#### Purpose of report

1. To inform Members of the current position on the revenue and capital budget for 2021/22.
- 

#### Recommendation

***It is recommended that the Authority:***

- i) Approves the revised Core Revenue Budget at £35.356m; and***
- ii) Notes the net Revenue overspend of £0.026m.***

#### Introduction and Background

2. This report follows the established format and for the Revenue budget is an out-turn projection nominally based on second quarter information, but incorporating latest information up to early November.
3. For the Capital report, because capital projects tend to last beyond a single financial year, the report shows progress against the approved scheme totals.
4. Details are also included about the Authority's Treasury Management position for the period and the latest available month end position on investments.

#### Revenue Budget

5. In September 2021 the Policy and Resources Committee approved a Revised Core Budget of £35.276m (*Appendix 1: Column 1, Row 36*), which was funded by Precept, Grants and Retained Business Rates of £35.065m (*Appendix 1: Column 1, Row 41*), and planned net transfers from reserves of £0.211m (*Appendix 1: Column 1, Row 46*).
6. In preparation for the replacement Fire Control project, and to allow the release of staff there has been a temporary increase in Fire Control staffing. This will give time for sufficient staff to be trained and ready before existing staff are abstracted onto the project. This cost will be funded from the specific reserve set aside for this project and the budget is therefore increased appropriately.
7. The new Revised Core Budget of £35.356m is shown at *Appendix 1: Column 3, Row 36*.

8. Column 5 of Appendix 1 shows the current out-turn projection against these revised budgets, and column 7 shows the additional variation now appearing at the second quarter.
9. As a reminder the variations reported at Quarter 1 were:
  - a. **+£0.266m** relating to pay awards.
  - b. **-£0.080m** relating to Capital Financing. The Chief Fire Officer will bring future proposals to invest this to improve appliance availability.

The additional variations now reported at Quarter 2 are:

- a. **-£0.030m** relating to National Insurance Contributions on provided vehicles – this presents an on-going saving and will be reflected in future budgets
  - b. **-£0.050m** relating to travel/subsistence and accommodation. In the first part of the year we were still subject to Covid restrictions and normality has not yet returned so there will be a saving in these items but the long-term situation is not clear.
  - c. **-£0.080m** relating to further savings in capital financing.
10. It is possible that at quarter 3 there will be cost pressures on fuel and utility costs but these are yet to materialise in sufficient detail to quantify at the moment.

## Capital Budget

11. The current capital budget, as amended by this Committee in September 2021 is detailed in Appendix 2 and summarised below.

<b>Approved at Sep 2021</b>	2.715	7.916	0.590	2.532	0.212	12.949	<b>26.914</b>
Closed Schemes	0.000	0.000	0.000	(0.099)	0.000	0.000	<b>(0.099)</b>
Minor Schemes Allocation	0.000	0.000	0.000	0.035	(0.035)	0.000	<b>0.000</b>
<b>Approved at Nov 2021</b>	<b>2.715</b>	<b>7.916</b>	<b>0.590</b>	<b>2.468</b>	<b>0.177</b>	<b>12.949</b>	<b>26.815</b>
Expenditure to 2020/21	0.423	7.219	0.318	0.635	0.000	0.000	<b>8.595</b>
<b>Unspent Budget C/fwd.</b>	<b>2.292</b>	<b>0.697</b>	<b>0.272</b>	<b>1.833</b>	<b>0.177</b>	<b>12.949</b>	<b>18.220</b>

12. The approved capital budget is divided into four blocks:
  - Major Buildings – in accordance with the approved Property Strategy
  - Vehicles – in accordance with the approved Vehicle Strategy
  - Other Major Schemes (Fire Control and Mobile Data Terminals)
  - Minor Schemes (allocated by Senior Management Board)
13. The Future Buildings Scheme figure (*Appendix 2: Row 66*) is provision for Hereford, Redditch and Broadway fire station replacements and the North Herefordshire Strategic Training Facility. These schemes are not disclosed separately to protect the Authority's procurement interest until contracts are actually awarded.
14. Allowing for the Schemes awaiting allocation or approval the Budget available to be spent at the start of 2021/22 is £5.094m and is summarised below:

		£m
Total Approved Budget	Column 2 Line 67	26.815
Less: Future Buildings	Column 2 Line 66	(12.949)
Less: Unallocated Minor	Column 2 Line 63	(0.177)
<b>Approved to Spend</b>		<b>13.689</b>
Incurred to 2020/21	Column 3 Line 67	(8.595)
<b>Balance</b>		<b>5.094</b>

15. Against this budget £2.412m (*Column 5, Row 67*) has been incurred. This represents 47% of the relevant budget at the end of the second quarter.
16. There are two matters to which Members attention is drawn:
  - a. The apparent over-spending on Broadway FS Prelims (*line 14*). The Authority has approved this Scheme to proceed and spend up to the project budget, but until contracts are let this sum is not being disclosed. There will be a further budget transfer from the Future building Scheme provision to cover this.
  - b. Small overspendings on Minor Schemes (lines 26, 36, 38 & 55) totalling £8,409. These are under investigation, but if justified will require an additional allocation from the unallocated Minor Schemes provision.

### Treasury Management

17. Since October 2008 the Authority has adopted a policy of avoiding long term borrowing where working cash balances permit, and will only incur long term borrowing to finance long term assets.
18. As the Authority is currently holding significant earmarked reserves, and has recently sold the old HQ building cash balance do not currently require additional borrowing.
19. At 31<sup>st</sup> March 2021 long term borrowing stood at £12.137m, with £1.726m scheduled to be repaid this year, leaving an expected £10.411m at 31<sup>st</sup> March 2022.
20. It is unlikely that additional borrowing will be required this year (see paragraph 20 above), but rates are always under review to ensure borrowing is taken at an appropriate point.
21. All existing borrowing is via the Public Works Loans Board (PWLB), and it is probable that any future borrowing will be from the same source, as PWLB remains the only practical alternative for the Fire Authority.
22. In accordance with the Authority's Treasury Management Strategy (approved in February each year by the Fire Authority) surplus funds are invested by Worcestershire County Council (WCC) alongside their own funds. Investment is carried out in accordance with WCC's own Treasury Management Strategy, which is developed from the Prudential Code for Capital Finance and is used to manage risks from financial instruments.

23. The Treasurer continues to advise that investment should be focused on security and, as a consequence, surplus funds continue to generate low returns, which are factored into the revenue budget.
24. At 31-Aug-2021 (*the latest date for which WCC have provided information*) short term investment via WCC comprised:

Other Local Authorities	2.586
Money Market Funds	5.054
Call (instant access)	2.274
Cash Plus (liquidity fund)	2.586
	<b>12.500</b>

### Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	Whole Report
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	None
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	None
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	None
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	N/A

### Supporting Information

Appendix 1 Revenue Budget Monitoring 2021/22 Quarter 2

Appendix 2 Capital Budget Monitoring 2021/22 Quarter 2

**Hereford & Worcester Fire Authority**  
**Policy & Resources Committee: 1 December 2021**  
**Revenue Budget Monitoring 2021/22: 2nd Quarter**

Col. Line		1	2	3	4	5	6	7
		Qtr. 1	Fire	Qtr. 2	Forecast	Forecast		Additional
		Revised	Control	Revised	Out-turn	Out-turn	at Qtr. 1	Qtr. 2
		Budget	Project	Budget	Expenditure	Variation	Report	Variation
		£	£	£	£	£	£	£
1	Wholetime Firefighter Pay/NI/Pension	13,938,900		13,938,900	14,095,900	157,000	157,000	0
2	Retained Fire-fighter Pay/NI/Pension	4,102,600		4,102,600	4,148,600	46,000	46,000	0
3	Control Pay/NI/Pension	899,500	80,000	979,500	989,500	10,000	10,000	0
4	Support Pay/NI/Pension	4,291,000		4,291,000	4,344,000	53,000	53,000	0
5	Other Employee Costs	120,000		120,000	90,000	(30,000)	0	(30,000)
6	Unfunded Pension Costs	1,035,000		1,035,000	1,035,000	0	0	0
7	<b>Employee Related</b>	<b>24,387,000</b>	<b>80,000</b>	<b>24,467,000</b>	<b>24,703,000</b>	<b>236,000</b>	<b>266,000</b>	<b>(30,000)</b>
8	Strategic Management	105,500		105,500	105,500	0	0	0
9	New Dimensions	46,400		46,400	46,400	0	0	0
10	Operational Policy	37,800		37,800	37,800	0	0	0
11	Technical Fire Safety	17,800		17,800	17,800	0	0	0
12	Community Safety	213,000		213,000	213,000	0	0	0
13	Training	621,500		621,500	621,500	0	0	0
14	Operational Logistics/Fleet	1,737,000		1,737,000	1,737,000	0	0	0
15	Property/Facilities Management	2,025,500		2,025,500	2,025,500	0	0	0
16	PPL Charges	479,800		479,800	479,800	0	0	0
17	PPL Charges - Capitalised	(99,700)		(99,700)	(99,700)	0	0	0
18	Information & Comms Technology	2,003,700		2,003,700	2,003,700	0	0	0
19	Policy & Information	74,300		74,300	74,300	0	0	0
20	Corporate Communications	28,300		28,300	28,300	0	0	0
21	Human Resources/Personnel	452,800		452,800	452,800	0	0	0
22	Authority Costs	61,300		61,300	61,300	0	0	0
23	Committee Services	700		700	700	0	0	0
24	Legal Services	37,800		37,800	37,800	0	0	0
25	Insurances	361,800		361,800	361,800	0	0	0
26	Finance (FRS)	139,400		139,400	89,400	(50,000)	0	(50,000)
27	Finance SLA	88,300		88,300	88,300	0	0	0
28	Unallocated Savings	(41,000)		(41,000)	(41,000)	0	0	0
29	<b>Running Costs</b>	<b>8,392,000</b>	<b>0</b>	<b>8,392,000</b>	<b>8,342,000</b>	<b>(50,000)</b>	<b>0</b>	<b>(50,000)</b>
30	Capital Financing	2,497,000		2,497,000	2,337,000	(160,000)	(80,000)	(80,000)
31	<b>Capital Financing</b>	<b>2,497,000</b>	<b>0</b>	<b>2,497,000</b>	<b>2,337,000</b>	<b>(160,000)</b>	<b>(80,000)</b>	<b>(80,000)</b>
36	<b>Core Budget</b>	<b>35,276,000</b>	<b>80,000</b>	<b>35,356,000</b>	<b>35,382,000</b>	<b>26,000</b>	<b>186,000</b>	<b>(160,000)</b>
37	Funding Grants	(8,337,000)		(8,337,000)	(8,337,000)	0	0	
38	Council Tax Precept/Collection Fund	(24,481,000)		(24,481,000)	(24,481,000)	0	0	
39	Retained Business Rates - Net	(1,759,300)		(1,759,300)	(1,759,300)	0	0	
40	One-Off Grants	(488,000)		(488,000)	(488,000)	0	0	
41	<b>Total Funding</b>	<b>(35,065,300)</b>	<b>0</b>	<b>(35,065,300)</b>	<b>(35,065,300)</b>	<b>0</b>	<b>0</b>	<b>0</b>
42	<b>Structural Gap/(Surplus)</b>	<b>210,700</b>	<b>80,000</b>	<b>290,700</b>	<b>316,700</b>	<b>26,000</b>	<b>186,000</b>	<b>(160,000)</b>
43	to/(From) Budget Reduction Reserve	9,300		9,300	(96,700)	(106,000)		
44	to/(From) Property Reserve	(220,000)		(220,000)	(220,000)	0		
45	to/(From) Fire Control Reserve	0	(80,000)	(80,000)	0	80,000		
46	<b>Use of Reserves</b>	<b>(210,700)</b>	<b>(80,000)</b>	<b>(290,700)</b>	<b>(316,700)</b>	<b>(26,000)</b>		
47	<b>Residual Gap</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

**Hereford & Worcester Fire Authority**  
**Policy & Resources Committee: 1 December 2021**  
**Capital Budget Monitoring 2021/22: 2nd Quarter**

**Appendix 2**

	2	3	4	5	6
	Revised	Prior Year	Balance at	2020-21	Remaining
	Budget	Expenditure	01-Apr-21	Expenditure	Unspent
	£	£	£	£	£
<b><u>Vehicle Programme</u></b>					
1 Pumps 20-21	1,332,563		1,332,563	1,085,351	247,212
2 Water Carrier 20-21	412,000		412,000		412,000
3 Remote Access Vehicle 20-21	404,130		404,130	404,130	0
4 Water Rescue Vehicle (3) 20-21	262,650	226,481	36,169	6,291	29,878
5 Rope Rescue Vehicle(1) 20-21	87,550	76,000	11,550		11,550
6 Van-Spec 20-21	130,000	120,024	9,976		9,976
7 Car 20-21	27,800		27,800		27,800
8 Van-Small 21-22	29,000		29,000		29,000
9 Car 21-22	29,000		29,000		29,000
10 <b>Total</b>	<b>2,714,693</b>	<b>422,505</b>	<b>2,292,188</b>	<b>1,495,772</b>	<b>796,416</b>
<b><u>Major Buildings</u></b>					
11 Redditch FS Prelims	358,000	56,220	301,780	301,780	0
12 Wyre Forest Hub	7,273,000	7,128,340	144,660	6,588	138,072
13 Hereford Prelims Holmer Road	250,000	15,655	234,345		234,345
14 Broadway FS Prelims	35,291	18,952	16,339	33,179	(16,840)
15 <b>Total</b>	<b>7,916,291</b>	<b>7,219,166</b>	<b>697,125</b>	<b>341,547</b>	<b>355,578</b>
<b><u>Other Major Schemes</u></b>					
16 Mobile Data Terminal Replacement	340,000	291,347	48,653	39,856	8,797
17 Fire Control	249,911	26,558	223,353	59,517	163,836
18 <b>Total</b>	<b>589,911</b>	<b>317,905</b>	<b>272,006</b>	<b>99,373</b>	<b>172,633</b>
<b><u>Minor Schemes</u></b>					
19 224 - Audit Software	35,000	22,325	12,675		12,675
20 237 - Intel Software	20,000		20,000		20,000
21 247 - ICT Strategy Cloud Services	96,082	41,477	54,605	13,605	41,000
22 248 - ICT Strategy SharePoint	200,000	72,000	128,000		128,000
23 249 - ICT Strategy Professional Services	150,000	117,666	32,334	17,050	15,284
24 250 - ICT Strategy Equipment	250,000	117,579	132,422	18,778	113,644
25 254 - Leintwardine Rear Extension	179,000	19,139	159,861	895	158,966
26 264 - Ladders	73,000	54,632	18,368	18,744	(376)
27 272 - Ledbury Asbestos works	21,500	11,866	9,634		9,634
28 274 - Leominster Fire Station Tower	10,000		10,000		10,000
29 276 - Pershore Re Roof and Guttering	0		0		0
30 277 - Peterchurch STF Pallet Storage	8,000	6,306	1,694		1,694
31 302 - Ross Drainage	85,000		85,000		85,000
32 303 - Leominster Welfare Refurb	23,000		23,000		23,000
33 304 - Tenbury Rear Yard	40,000	4,830	35,170		35,170
34 305 - Redditch Water First Responders	15,000		15,000		15,000
35 309 - Disaster Recovery	37,000		37,000		37,000
36 310 - ICCS FireWall	20,254	20,254	(0)	3,739	(3,739)
37 311 - Thermal Imaging Cameras	148,000	102,108	45,892	45,536	356
38 312 - Air Bags	60,000		60,000	62,474	(2,474)
39 313 - Power Tools	45,000		45,000		45,000
40 317 - Laptops Community Fire Safety	55,000	44,972	10,028		10,028
41 318 - Wifi Improvements	28,000		28,000	19,985	8,015
42 319 - Traffic Management Droitwich	30,000		30,000	24,153	5,847
43 320 - Houses Droitwich	25,000		25,000	16,476	8,524
44 321 - Droitwich1st Floor	24,000		24,000		24,000
45 322 - Defford Welfare	70,000		70,000	45,118	24,882
46 324 - Bromyard Appliance Bay Floor	5,000		5,000		5,000
47 326 - Bromyard Heating	3,000		3,000		3,000
48 327 - Ross On Wye Roof	20,000		20,000	850	19,150
49 329 - Electrical Charging Points	50,000		50,000		50,000
50 354 - Cmnd Training Relocation	130,000		130,000	122,828	7,172
51 355 - Ledbury Roof Works	35,000		35,000	32,781	2,219
52 356 - Hereford Welfare (Showers)	30,000		30,000		30,000
53 357 - Service Wide: LED Lighting	35,000		35,000		35,000
54 358 - Service Wide: Appliance Bay Pits	30,000		30,000		30,000
55 359 - Droitwich Appliance Bay Doors	30,000		30,000	31,820	(1,820)
56 360 - Pershore: Cellar Works	1,100		1,100		1,100
57 361 - Tenbury: Appliance Bay Doors	5,000		5,000		5,000
58 362 - Wyre Forest: STF	8,000		8,000		8,000
59 363 - Hose Branch Renewal	50,000		50,000		50,000
60 364 - Water First Responder Update	150,000		150,000		150,000
61 365 - WAN Hardware	139,000		139,000		139,000
62 <b>Sub-Total</b>	<b>2,468,936</b>	<b>635,154</b>	<b>1,833,782</b>	<b>474,832</b>	<b>1,358,950</b>
63 Minor Schemes - Unallocated	176,761		176,761		176,761
64 <b>Total</b>	<b>2,645,696</b>	<b>635,154</b>	<b>2,010,543</b>	<b>474,832</b>	<b>1,535,711</b>
<b><u>Future Building Schemes</u></b>					
65 Budgetary Provision	12,948,173	0	12,948,173		12,948,173
66 <b>Total</b>	<b>12,948,173</b>	<b>0</b>	<b>12,948,173</b>	<b>0</b>	<b>12,948,173</b>
67 <b>Capital Budget</b>	<b>26,814,764</b>	<b>8,594,730</b>	<b>18,220,035</b>	<b>2,411,524</b>	<b>15,808,511</b>

## Report of the Treasurer

### Medium Term Financial Plan (MTFP) Update

#### Purpose of report

1. To inform Members of the current position about information available to support the 2022/23 budget and MTFP, and to seek delegated authority to enter a future Business Rates Pool
- 

#### Recommendation

***It is recommended that the Authority:***

- i) Notes that the outcome of the Comprehensive Spending Review (CSR) and its impact on the emerging MTFP is still awaited;***
- ii) Notes that the Policy and Resources Committee will receive a full report as more information is available;***
- iii) Notes the decision taken under the urgent business procedure for the Authority to participate in the business rates pooling for 2021/22 and***
- iv) Gives delegated authority to the Treasurer to determine whether to participate in business rate pooling arrangements for future years.***

#### Background

2. In October 2021 the Authority received an interim update on the budget and MTFP. It was, however, noted that there was insufficient information available from the Comprehensive Spending Review (CSR) in respect of grants and no information on council tax-bases or business rates yield on which to make any useful conclusions.
3. It is now expected that the provisional grant settlement will be announced on 15 December, and if any detail can be conveyed verbally to the Authority today it will be.
4. In advance of this, whilst, on the face of it the CSR looks promising it is now emerging that much of the apparent gain is due to the inclusion of items previously thought to be included elsewhere e.g. the support for Employers Pension contributions moving from Home Office Grant to the Department of Levelling Up, Housing & Communities (DLUHC) *(the current name for the department that deals with local government)*; and the Chancellor's promise to fund the social care rises in employers National Insurance contributions.



5. At the date this report was drafted we were still awaiting indications of council tax base changes and collection fund figures for Council tax and Business rates. We normally would not expect business rate yield information until mid January.
6. As a consequence there is no reliable information on which to move the budget projection produced for October and nothing that can be used to produce any credible “most likely” MTFP scenarios.
7. Therefore, for the moment the MTFP remains unchanged at:

	<b>2021/22 Budget £m</b>	<b>2022/23 Forecast £m</b>	<b>2023/24 Forecast £m</b>	<b>2024/25 Forecast £m</b>
MTFP - Expenditure: Current	35.334	36.416	37.166	38.529
MTFP - Funding: Current	(34.950)	(36.120)	(37.106)	(38.052)
Structural Gap/(Surplus): Current	0.384	0.296	0.060	0.477

8. Further reports will be brought to the Authority and Policy and Resources Committee as information on the grant settlement emerges.

### **Business Rates Pool**

9. For the last two years the Authority has been a member of the Worcestershire Business Rates pool, which as well as helping to keep resources in Worcestershire rather than going to the Treasury, has resulted in additional business rate yield for the Authority.
10. Due to the decision timetable imposed in the past two years it has been necessary to seek approval to join the Pool via the Urgent decisions process. As a result of an oversight the urgent decision was not subsequently reported to the Committee in a formal way, but has been referred to in budget reports.
11. To avoid the need for an Urgent Decision in future, it is proposed that the Treasurer is given delegated authority, after consultation with the Chair of the Authority, to enter into future pools if appropriate.
12. This would be consistent with the position in prior years

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	None – no change from Previous Report
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications)	None
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores)	None
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	None
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	N/A
<b>Data Protection Impact Assessment</b> (where personal data is processed a DPIA must be completed to ensure compliant handling) An impact assessment will be completed as required.	N/A

## **Report of Assistant Director: Prevention**

### **Her Majesty's Inspectorate of Constabularies and Fire and Rescue Services (HMICFRS) Cause of Concern Action Plan**

**Update November 2021**

#### **Purpose of report**

1. This report is to update Members on the progress in implementing the Prevention Action Plan following the cause of concern issued by HMICFRS after the 2021 inspection, letter dated 29 June 2021.
- 

#### **Recommendation**

***It is recommended that the Authority notes progress on actions to deliver the HMICFRS Cause of Concern Action Plan.***

#### **Introduction and Background**

2. At the Audit and Standards Committee meeting on 30 Sept 2021, Members received a copy of the action plan to address the Prevention cause of concern, following the findings of Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) inspection of Hereford & Worcester Fire and Rescue Service in April 2021.
3. The action plan has now been updated to outline progress made up to the beginning of November 2021. The report covers the 3 objectives identified by HWFRS to sign off the cause of concern which were:

By 31 August 2021, the service should have plans in place for:

- An effective system to define the levels of risk in the community.
- The development and delivery of a prevention strategy that prioritises the people most at risk of fire and ensures that work to reduce risk is proportionate.
- The review of systems and processes for dealing with referrals from partner agencies. This is to make sure they are managed effectively, and the backlog of safe and well visits is reduced and resourced in accordance with risk

#### **HMICFRS Action Plan – Progress Update**

4. The delivery of the action plan is overseen by the Prevention Improvement Panel, which is chaired by the Assistant Director for Prevention. The panel meet every two weeks to drive the plan forward.

5. The Performance & Information team also ensure that actions carried out are fully evidenced and available for evaluation and audit. The latest update of the action plan, covering up to the beginning of November 2021, is attached to this report (see Appendix 1).
6. The update shows that good progress is being made in addressing areas identified within the three objectives following the Prevention cause of concern letter.
7. In particular Members are asked to note that the Prevention Strategy (2021-2025) has been in place since April 2021, with a one year Prevention Strategy Action Plan now available to support delivery.
8. The backlog of safe and well visits was eliminated by 18 October 2021, ahead of schedule.
9. The Senior Management Board recently considered a paper detailing options for the annual number of Home Fire Safety Visits the Service will achieve and approved the recruitment of additional posts to facilitate this core area of work.
10. Work progresses in line with the action plan to define and articulate levels of risk in the community and review systems and processes for referrals working with partner agencies. The updated action plan is available in Appendix 1.

### **Conclusion/Summary**

11. The first update of the action plan shows that progress has been made up to October 2021 with the overall action plan is on target to be completed by July 2022.
12. Members are recommended to note the progress made in delivering the cause of concern action plan. Further progress updates will be reported each quarter.
13. Members should note the full HMICFRS inspection report will be published in December 2021. Following its release a full review of feedback and recommendations will be prioritised, with action plans produced as appropriate. A report on these will be provided to the February FRA meeting.

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	The action plan highlights areas for improvement relating to prevention. SMB have recently approved additional resources to support sustainable delivery of targeted prevention activity.
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	Actions proposed in the action plan are directly linked to achieving the Prevention Strategy and therefore linked to the CRMP and the MTFP. All proposals will be assessed to ensure they meet the Service's overall Core Purpose and Vision.
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	Any risks associated with proposals will be assessed through the action plan.
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	Proposals to deliver the action plan have the support of the Senior Management Board and relevant Service departments. The Prevention team have been engaged and involved in the drafting, review and delivery of the action plan.
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	An EIA is not required for this report. EIAs will be completed as appropriate when preparing proposals through the action plan.

## Supporting Information

Appendix 1: Prevention Cause of Concern- Action Plan – Update 17.11.21



# Prevention Cause for Concern Action Plan

17 November 2021

How Hereford & Worcester Fire and Rescue Service  
Keeps the Public Safe Through Prevention Activity

Strategic Lead: Anna Davidson – Assistant Director: Prevention

## Cause for concern:

Prevention activity is not a sufficiently high priority for the service, and it is not adequately identifying those most at risk from fire.

## Recommendations:

By 31 August 2021, the service should have plans in place for:

1. An effective system to define the levels of risk in the community.
2. The development and delivery of a prevention strategy that prioritises the people most at risk of fire and ensures that work to reduce risk is proportionate.
3. The review of systems and processes for dealing with referrals from partner agencies. This is to make sure they are managed effectively, and the backlog of safe and well visits is reduced and resourced in accordance with risk.

## Detailed Findings:

We found that the service does not have a clear prevention strategy that identifies and prioritises those most at risk from fire. The service is making very limited use of risk modelling information to ensure prevention activity is targeted at the most vulnerable. We were concerned that prevention activity is not a sufficiently high priority for the service, and it has limited productivity when compared to other similar Fire & Rescue Services. There is limited capacity in the prevention team to deal with referrals, post fire prevention activity and campaigns. There is currently a backlog of referrals for the prevention team to complete and at the time of the inspection operational crews were doing very limited prevention activity. As was found in the round one inspection in 2018, there is also limited evaluation of prevention activity to assess its impact.

*Source: HMICFRS letter to CFO Jon Pryce 29-06-21*

## What does good look like?

The FRS has developed and implemented an ambitious prevention strategy which is informed by local risk and complies with statutory requirements.

The FRS prevention plan is clear about where the greatest risks lie within its area and sets out a clear rationale for the level of activity to prevent fires and other risks.

The FRS uses the findings from prevention, protection and response activity to adapt its prevention plan. FRS prevention activity meets community expectations, and its core functions are sustained regardless of other discretionary priorities for the FRS.

The FRS targets its communications to provide information about fire prevention and to promote community safety. The FRS has a comprehensive understanding of the diverse needs of its communities and ensures that its engagement and communication is designed to be appropriate and accessible to meet those diverse needs.

FRS staff are able to recognise the opportunity to prevent fires and other risks, and are able to take appropriate action.

The FRS works with other FRSs, a wide range of partner organisations and diverse sections of the community to reduce the number of fires and other risks.

The FRS evaluates the impact of its prevention activity and uses this evaluation to improve its own and partners' approaches.

*Extracts from HMICFRS Judgment Criteria*



### Aim:

Hereford & Worcester Fire and Rescue Service aims to discharge the action plan by July 2022.

### Objectives:

A summary of key actions required including timescale for delivery.

All actions / evidence collated to meet our objectives will be signed off by a lead officer and the Prevention Improvement Panel.

## Objective 1:

To have an effective system to define the levels of risk in the community.

### Key:

AD	Assistant Director: Prevention
GC	Group Commander: Prevention
SCP	Station Commander: Prevention
SCH	Station Commander: HMICFRS
PM	Prevention Manager
SCM	Station Commander Malvern
GCN	Group Commander North District
DCFO	Deputy Chief Fire Officer
CFO	Chief Fire Officer

		Completion Date	Lead	Signed Off By/Date
1.1	Add the cause for concern onto the Prevention Risk Register and escalate onto the Strategic Risk Register	26.07.21	CGP PM	AD 27.07.21
1.2	Review of data sources / systems, seeking 3 quotes for replacement geographic information and modelling software, linked to joint system with Protection Directorate	30.09.21	SCH GCP	AD 18.10.21
1.3	Articulate our definition of the categories of people who are most at risk from fire, RTC and other risks what we mean by risk to underpin what we do, i.e. to understand who we target as those most vulnerable and at risk in our communities and be able to communicate that effectively. Collate into a position statement of risk groups and determine what constitutes high, medium and low risk for publication to compliment our Community Risk Management Plan. Using data to identify the risk groups determine from that those who fall into those categories	30.09.21	GCP PM SCP	AD 29.09.21
1.4	As recommended in the Prevention Fire Standard, attend regular regional FRS Prevention working group meetings to share best practice to drive innovation and continuous improvement	ongoing	PM	
1.5	<b>Milestone.</b> Review data sets and devise a clear procedure to establish where the greatest risks lie within the Service area, setting out a clear written rationale for the level of activity to prevent fires and other risks	30.11.21	GCP	
1.6	Review community data breakdown to establish which equality of access guidance documents would be most useful to prioritise and use as a Service, mapping recommendations into a paper for SMB	28.02.22	SCP	
1.7	In line with the new NFCC guidance on Home Fire Safety Visits (HFSV), review the classification of prevention checks we undertake and publish a summary document	31.12.21	PM	
1.8	Following the review of data sources - create a clear rationale being explicit about what data we use and how we use it – map into a flow chart / clarification document	Q4 2021/2022	GCP PM SCP	
1.9	<b>Milestone.</b> An effective system to define the level of risk in the community will be in place and reviewed annually.	Q4 2021/2022	GCP PM SCP	

## Objective 2:

To develop and deliver a prevention strategy that prioritises the people most at risk of fire and ensures that work to reduce risk is proportionate.

### Key:

AD	Assistant Director: Prevention
GC	Group Commander: Prevention
SCP	Station Commander: Prevention
SCH	Station Commander: HMICFRS
PM	Prevention Manager
SCM	Station Commander Malvern
GCN	Group Commander North District
DCFO	Deputy Chief Fire Officer
CFO	Chief Fire Officer

		Completion Date	Lead	Signed Off By/Date
2.1	Communicate the Cause for Concern with Prevention Team	12.07.21	AD GCP	AD 12.07.21
2.2	Progress to date, following the cause of concern issued for prevention activity, reported to SMB	13.07.21	AD	DCFO 13.07.21
2.3	Prevention Improvement Panel established and Terms of Reference confirmed	14.07.21	AD	AD 14.07.21
2.4	Review Prevention Fire Standard and perform gap analysis against Prevention Strategy	21.07.21	AD PM	AD 21.07.21
2.5	Finalise, publish and promote Prevention Strategy, including KPI's for monitoring to assess the impact of prevention activity	30.07.21	AD DCFO CFO	CFO 30.07.21
2.6	Finalise the Prevention Strategy Action Plan and communicate to all staff, as well as agreeing with Station based managers	30.09.21	GCP	AD 02.11.21
2.7	In line with the new NFCC guidance on HFSVs. Collate and map quarterly KPI's for monitoring via P&I department to evaluate prevention activity and assess its impact	31.10.21	GCP PM SCP	AD 16-11-21
2.8	Create and publish a communication plan to articulate and share prevention aims across the service (internal)	30.11.21	GCP	
2.9	In line with the new NFCC guidance on Home Fire Safety Visits (HFSV), formalise the plan for how we establish and maintain a competent and professional workforce to deliver prevention activities, to include the provision of safeguarding training, in a paper /statement of intent	31.12.21	PM	
2.10	We will apply an agile and proportionate approach to assessing risk based on need, which will range from telephone advice, to a HFSV, then up to a Safe and Well check with referrals and partners. Applying an efficient and risk based approach will ensure volume and quality in the delivery of our services.	31.12.21	PM	
2.11	In line with the Prevention Fire Standard, establish a process to identify and capture feedback from a range of sources; to drive innovation and continuous improvement and enhance future performance. Review and publish the customer feedback and compile an annual report of recommendations.	31.03.22	PM	
2.12	Develop a means of evaluating prevention activity to assess its impact of on the local community	30.04.22	PM GCP	
2.13	Undertake efficiency based value review, measuring resources in versus outputs, and continue to monitor efficiency.	30.04.22	PM GCP	
2.14	Investigate a body to undertake a peer review or external assessment of delivery against our strategy	30.04.22	GCP	

## Objective 3:

To review the systems and processes for dealing with referrals from partner agencies. This is to make sure they are managed effectively and the backlog of safe and well visits is reduced and resourced in accordance with risk.

### Key:

AD	Assistant Director: Prevention
GC	Group Commander: Prevention
SCP	Station Commander: Prevention
SCH	Station Commander: HMICFRS
PM	Prevention Manager
SCM	Station Commander Malvern
GCN	Group Commander North District
DCFO	Deputy Chief Fire Officer
CFO	Chief Fire Officer

		Completion Date	Lead	Signed Off By/Date
3.1	Extend x4 Fixed Term Prevention Technician contracts until 31.12.21 to increase capacity pending a review of resources	30.06.21	PM	AD 30.06.21
3.2	Confirmation to Response to confirm they will complete home fire safety check as of 19.07.21 pending a full review of prevention work streams by the Prevention Department	16.07.21	AD PM	AD 16.07.21
3.3	Response and Prevention managers to meet to determine our classification of checks	04.08.21	PM SCP GCP	GCP 04.08.21
3.4	Reduce the backlog of checks from 500 to 250	03.08.21	PM SCP	AD 03.08.21
3.5	Eliminate historical backlog of remaining checks	30.10.21	PM	AD 18.10.21
3.6	Obtain feedback from Response on their time in motion study to inform the time available for crews to undertake prevention activity on a weekly basis	03.09.21	GCN	AD 29.09.21
3.7	Undertake a resource mapping exercise, measured against the Prevention Strategy, to determine a long term sustainable prevention resource, and total service resources required to deliver a sustainable programme of prevention activity in line with the Strategy to include referrals, post fire prevention activity and campaigns	30.09.21	GCP PM SCP	AD 29.09.21
3.8	Paper to SMB to define what the Prevention department and Response teams deliver, what resource there is currently, how we will apply it and finally what we expect to deliver annually with that resource. If additional resources or structural changes are required this will be clearly recommended in this paper	26.10.21	AD GCP	AD 29.09.21
3.9	Allocate clear workloads and targets (with regular KPI management) to Response crews	27.10.21	GCP	AD 02.11.21
3.10	Define clearly the systems and processes for working with other agencies and formalise the partnership working approach and process for feeding back to partner agencies via a paper / statement of intent and include in the Prevention Action Plan	31.10.21	PM SCP	
3.11	Working with Corporate Communications develop and publish a Prevention communications plan (External)	30.11.21	PM SCP	
3.12	Establish quality assurance process for Home Fire Safety Visits	31.12.21	PM	
3.13	Review systems and processes for dealing with referrals from partner agencies, including development of on-line referral form for partner agencies and members of the public to ensure referrals are managed effectively	30.11.21	PM	
3.14	Work with relevant partners to plan, promote, support and deliver prevention activities in line with the risks outlined in our CRMP, formalise into an annual plan	30.01.22	PM SCP	

## **Report of the Assistant Director: Prevention**

### **2021-22 Performance Report: Q2 (1 July – 30 September 2021)**

#### **Purpose of report**

1. This report summarises the Service's performance for Quarter 2 2021-22.
- 

#### **Recommendation**

***It is recommended that Members note the Q2 2021-22 performance headlines set out in Section 4 of this report, with further details available in Appendix 1.***

#### **Introduction and Background**

2. The Service gathers performance data relating to incidents attended and activities carried out, and reports to the P&R Committee and the Senior Management Board on a quarterly basis. The Quarter 2 2021-22 Performance Report is attached as Appendix 1, and provides information on overall incident numbers, Prevention, Protection and Response activities and an overview of the Service workforce.
3. The Performance Report has been compiled in the same format as the new Annual Service Review and Annual Service Plan introduced in April 2021 and relates closely to the new Prevention, Protection and Response strategies as well as the Community Risk Management Plan 2021-25.

#### **Key Headlines**

#### **Incident Overview**

4. A total of 1,994 incidents were attended in Q2 2021-22, a small increase of 1% on Q2 2020-21, and close to the five year average of 2,001 incidents. This is made up of:
  - a. 466 Fires: the 466 fires attended in Q2 were 2% lower than Q2 2020-21, and represents the fewest number of fires in Q2 over the last five years.
  - b. 565 Special Services: the figure remained constant, with only 2 incidents less when compared with Q2 2020-21. However, it is still 5% lower than the 594 incidents recorded in Q2 2019-20.
  - c. 963 False Alarms: a small increase of 3% on Q2 2020-21, despite fewer Good Intent False Alarms, which fell by 3%.

## **Prevention**

5. 792 Home Fire Safety Visits were completed in Q2 2021-22, an 89% increase over the same period in 2020-21, which reflected the restrictions on working arrangements following the March 2020 national lockdown.

## **Protection**

6. With businesses restarting following the easing of lockdown restrictions, more inspections have been possible during Q2 2021-22.
7. The easing of restrictions has also enabled the Risk Based Inspection Programme (RBIP) to gain momentum during the quarter, with 89 completions out of 800 inspections programmed for the full year. Watch Commanders are also being trained to gain Level 3 Certificates in Fire Safety, which will increase capacity to carry out formal inspections from Q3 2021-22.
8. New building safety legislation has also been introduced, and the department is proactively contacting business leads to highlight their fire safety responsibilities and offer support and signposting to other assistance where needed.

## **Response**

### Fires

9. The numbers of Primary Fires attended in Q2 2021-22 were up by 12%, whereas Secondary Fires were down by 11% over the same period in 2020-21. While the number of Primary Fires rose to 246, the number of domestic primary fires remained relatively constant at 87 incidents. However, despite an increase building primary fires (130 incidents), no fatality or serious injuries were recorded.
10. The 11% decrease to 220 Secondary Fires coincided with generally cool weather during the quarter.
11. No life was lost due to a fire incident during the Q2 2021-22. The same was recorded in Q2 2020-21.

### Road Traffic Collisions

12. In terms of Road Traffic Collisions (RTCs), the 169 incidents during the quarter was a 1% decrease over Q2 2020-21. Prior to pandemic, 173 RTCs were recorded in Q2 2019-20 and therefore they remain relatively constant during the past three years.
13. With the increase in road use during the quarter, both fatalities and injuries in RTCs increased: there were eight fatalities and 17 serious injuries in the RTCs attended by the Service.

### Attendance Standard

14. In Q2 2020-21 Service attended 130 Primary Building Fires; 3 reports were removed from data analysis as they did not meet data quality control requirements. The average attendance time increased from 11 minutes 1 second recorded in Q2 2020-21 to 11 minutes 2 seconds in Q2 2021-22.
15. Out of 130 examined Primary Building Fires, 72 incidents reported that the attendance standard was not met. The main reasons given continue to be travel distance (34 incidents) and responding at normal road speed (AFAs) (17 incidents).

### On Call Appliance Availability

16. The first On Call appliance availability fell to 83.46% during the quarter, down from 88.77% in the same quarter of 2020-21. While availability for all On Call appliances fell to 72.86%, almost a half fire stations (10 stations) remained at over 90%, with the main falls occurring at Bromsgrove, Redditch, Peterchurch, Wyre Forest, Pershore, Pebworth, Malvern and Tenbury Wells fire stations.

### **People**

17. In terms of equality and diversity, the proportion of female employees has risen to 18% of the workforce, compared to 16% in 2017-18. There has also been a 2% increase in ethnic minority representation in the workforce rising to 7% since 2017-18.
18. Overall absence due to staff sickness remained unchanged and was equal to 2.12 days lost per person in the Quarter 2 2021-22. Both Wholetime and Fire Control staff showed increases during the quarter, while Support Staff sickness absence remained constant. Long-term absence represents 56% of all staff sickness absence, down from 76.5% in Q2 2020-21. Musculo-skeletal disorders (especially relating to the back) and hospital, post-operative recovery was found to be the most common reasons for absence.
19. Staff absence figures do not include sickness related to Covid-19, which is reported separately.

### **Conclusion/Summary**

20. Further information on the headlines set out above is included in Appendix 1.
21. The Senior Management Board will continue to receive performance reports and the measures being taken to address any issues arising. Where improvements are required, any necessary action will be reported to the Policy and Resources Committee.

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	None at present.
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	The areas included link with the Annual Service Review and Annual Service Plan and the strategic objectives of the Service as outlined in the CRMP and three core strategies.
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	None.
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	None.
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	No, the report concerns operational activity and other areas of general performance, but not from an equalities viewpoint.
<b>Data Protection Impact Assessment</b> (where personal data is processed a DPIA must be completed to ensure compliant handling)	Not required – no personal data is identified.

## Supporting Information

Appendix 1 – Performance Report: Quarter 2 2021-22



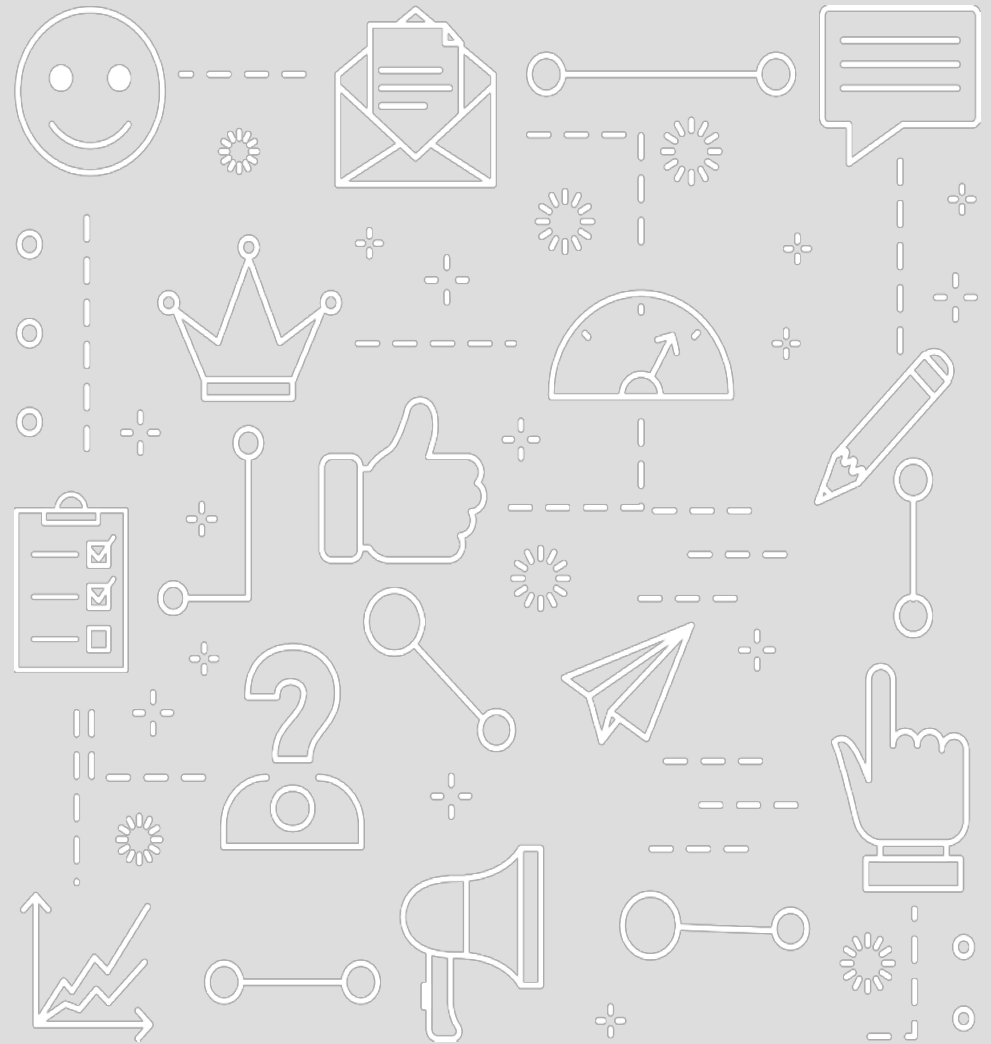


HEREFORD & WORCESTER  
**HWFR**  
FIRE AND RESCUE SERVICE

# Performance Report

Quarter 2 2021-22

Report of the Assistant Director: Prevention



# Incident Overview

Q2 2021-22 (1 Jul – 30 Sept 2021)



## All Incidents

Total

1,994

Change since Q2 2020-21

↑ 1%

Small increase on Q2 2020-21, and continues to average about 2,015 per Q2 over the last 5 years. The Service also attended 12 'Over The Border' incidents.



## Fires

466

↓ 2%

Fewest number of fires in Q2 over the last 5 years, lowest number of incidents recorded in September (144) for this quarter.



## Special Services

565

↔ 0%

The Special Service incidents stayed similar to pandemic levels following last year's Q2 high of 567 incidents.



## False Alarms

963

↑ 3%

Small increase on Q2 2020-21, with people reporting Good Intent False Alarms (218 incidents, an increase of 11% compared to Q1 2020-21).

# District Overview

## Incidents per District Q2 2021-22



Fire



Special  
Service



False  
Alarms



All  
Incidents

Change since  
Q1 2021-22

North District	182	214	416	812	↑ 11%
South District	153	203	331	687	↑ 16%
West District	131	148	216	495	↑ 10%
Total	466	565	963	1,994	↑ 12%

# Asset location



# Prevention

## Fire Prevention Checks Completed

Q2 2021-22    Q2 2020-21

---

Home Fire Safety Visits

795    418

Equipment Only Checks

179    187

---

Total Checks

974    605

## Safe and Well Check Survey Q2 2021-22

Proportion of Positive Responses

99.7%

The number of fire prevention checks have continued to increase since the easing of lockdown and the number of referrals from partner agencies gain momentum.

There had been a restricted number of visits to people's home during the first lockdown, but these have now increased by 61% to 974 checks during Q2 2021-22.

We have increased capacity in the Prevention department to undertake more prevention checks.

We continue to work closely with partner agencies and gather feedback from service users on visits we undertake.

# Protection

<b>Inspections Completed</b>	<b>Q2 2021-22</b>	<b>Q2 2020-21</b>
<b>Business Fire Safety Checks</b>	<b>1</b>	<b>0</b>
<b>Technical Fire Safety Activity</b>	<b>589</b>	<b>399</b>
<b>Satisfactory Audit Outcomes</b>	<b>89</b>	<b>26</b>
<b>Total Enforcement Activity</b>	<b>8</b>	<b>10</b>
.....		
<b>Specific Post Fire Audit</b>	<b>42</b>	<b>16</b>
<b>- Within target date</b>	<b>39</b>	<b>10</b>
<b>- Exceeded target date</b>	<b>3</b>	<b>6</b>

## Post Fire Audit Survey Q2 2021-22

Proportion of  
Positive Responses

**88.9%**

With businesses restarting following the easing of lockdown restrictions, more inspections have been possible during Q1 and Q2 2021-22.

The easing of restrictions has also enabled the Risk Based Inspection Programme (RBIP) to gain momentum during the Q2 with 89 completions out of 800 inspections programmed for the full year. Watch Commanders are also being trained to gain Level 3 Certificates in Fire Safety, which will increase capacity to carry out formal inspections from Q3 2021-22.

New building safety legislation has also been introduced, and the department is proactively contacting business leads to highlight their fire safety responsibilities and offer support and signposting to other assistance where needed.

# Response - Fires



## Primary Fires

246

Primary Fires	Q2 2020-21	Q2 2021-22	Change	
Building Fires	114	130	+16	+14%
Outdoor Fires	33	41	+8	+24%
Vehicle & Transport Fires	73	75	+2	+3%
<b>Total</b>	<b>220</b>	<b>246</b>	<b>+26</b>	<b>+12%</b>

The number of Primary Fires has risen by 14% compared to Q2 2020-21, the number of domestic (dwelling and other residential properties) primary fires remained similar (87 incidents recorded in Q2 2020-21 and 88 incidents in Q2 2021-22). Vehicle and transport fires has also stayed similar following the easing of lockdown restrictions on 12 April 2021, it has reached pre-lockdown levels (79 primary vehicle fires were recorded in Q2 2019-2020).

## Secondary Fires

220

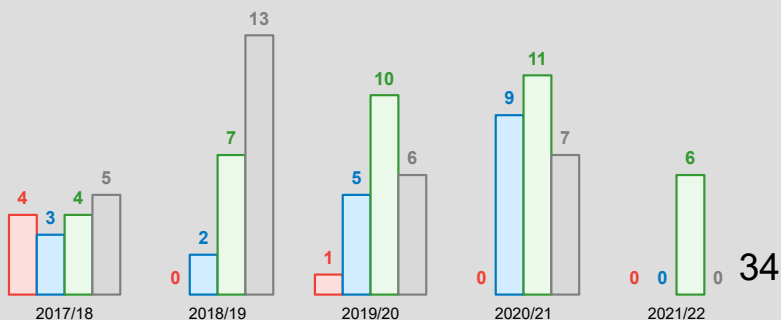


Secondary Fires	Q2 2020-21	Q2 2021-22	Change	
Grassland, Woodland and Crop	115	100	-15	-13%
Other Outdoors (including land)	72	80	+8	+11%
Outdoor Structures	50	26	-24	-48%
Buildings & Transport	9	10	+1	+11%
Outdoor Equipment & Machinery	1	4	+3	+300%
<b>Total</b>	<b>247</b>	<b>220</b>	<b>-27</b>	<b>-11%</b>

There was a 11% decrease in Secondary Fires compared to Q2 in 2020-21. However, there was an increase of 3% when compared to Q1 in 2021-22. This coincides with the reasonably warm, settled and quiet weather during the quarter (apart from two weeks).

## Primary Fire Injuries and Fatalities

■ Fatalities  
■ Victim went to hospital, injuries appear to be Serious  
■ Victim went to hospital, injuries appear to be Slight  
■ First aid given at scene

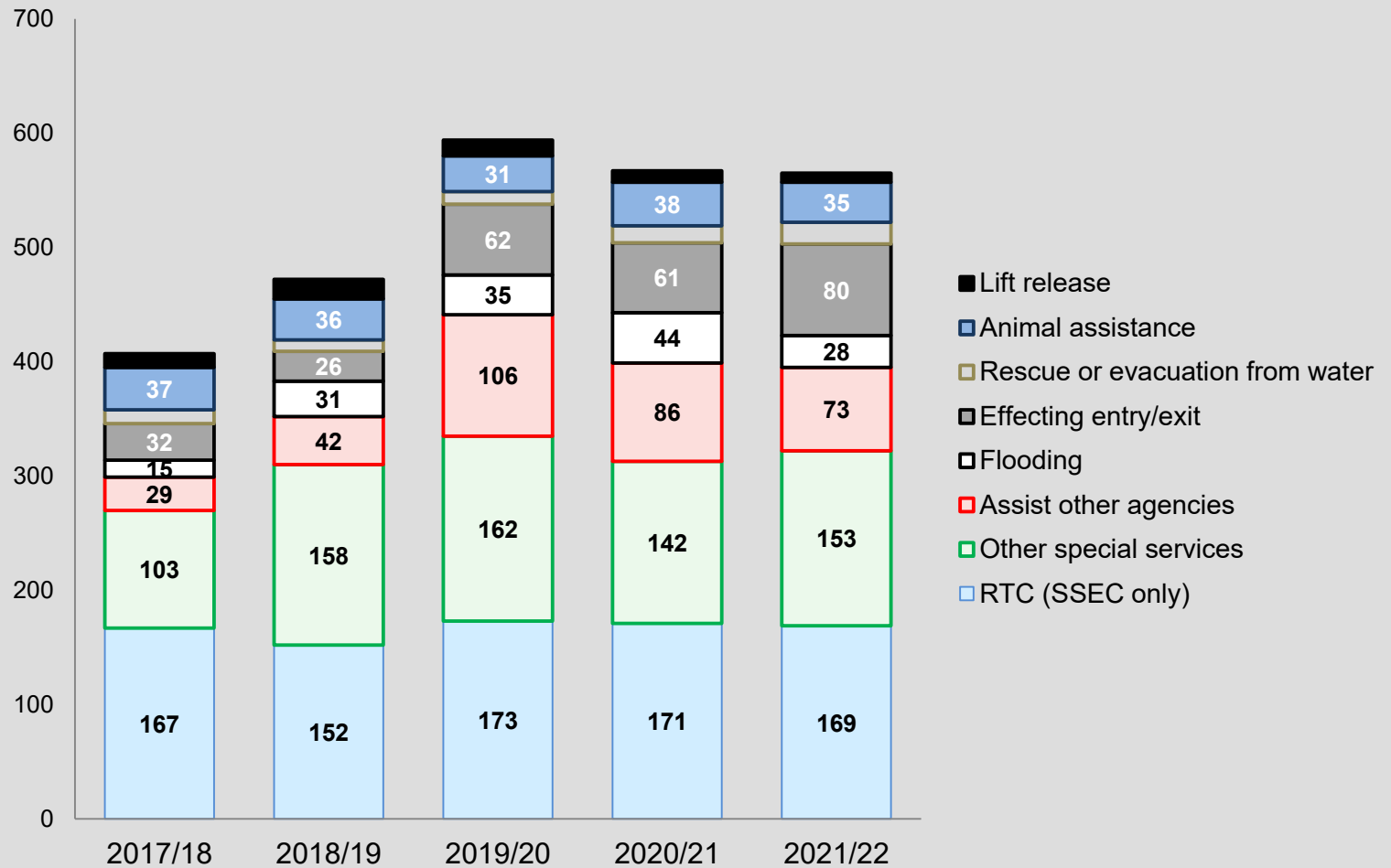


No fatalities in primary fires were recorded in Q2 2021-22 and there were 6 victims who had to visit hospital with slight injuries.

# Response – Special Services



**565**  
Special  
Service  
incidents  
in Q2  
2021-22



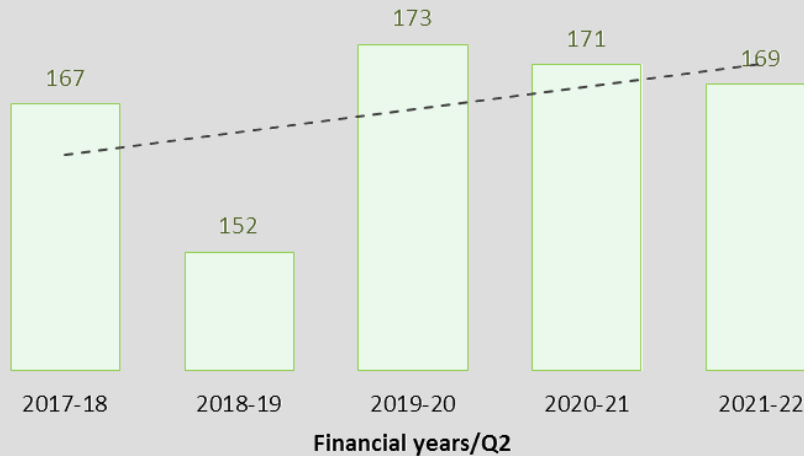


# Response – Road Traffic Collisions



169  
RTCs

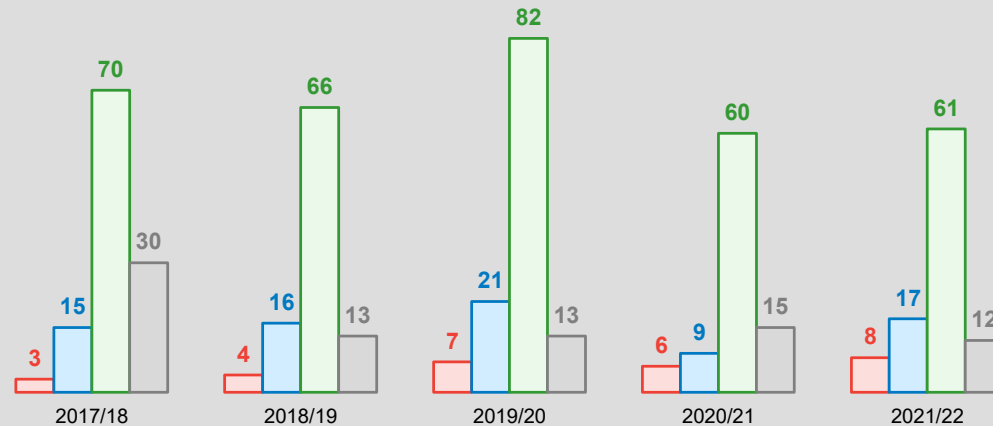
Total RTC Incidents



Whilst the number of RTC incidents showed an overall decrease of 1% over Q2 in 2021-22, this is largely a reflection of population getting used to the road use following the first Covid-19 national lockdown on 23 March 2020. The number of RTC incidents show a gradual return to pre-lockdown levels, there continues to be an overall downward trend in RTC numbers.

- Fatalities
- Victim went to hospital, injuries appear to be Serious
- Victim went to hospital, injuries appear to be Slight
- First aid given at scene

RTC - Injuries and Fatalities



As expected RTC fatalities and injuries increased in Q2 2021-22 due to increased road use when compared to the reduced road use following the lockdown restrictions in March 2020.

# Response – Attendance Standard



	Q2 2021-22	Q2 2020-21
<b>Primary Building Fires</b>	<b>130</b>	<b>114</b>

Attendance Standard  
First fire appliance attendance at Primary Building Fires within 10 minutes



<b>Attendance within 10 minutes</b>	<b>55 42.31%</b>	<b>57 50.0%</b>
<b>Attendance outside 10 minutes</b>	<b>72</b>	<b>57</b>

<b>Average Attendance time** (min:sec)</b>	<b>11:02***</b>	<b>11:01***</b>
--	-----------------	-----------------

\*\* Time of call to arrival at scene.

Call handling time	01:46	01:46
Turnout time	03:28	02:01
Travel time	05:48	07:14

\*\*\* It should be noted that these are three independent averaged values, and therefore may not always add up.

		<u>No. of incidents</u>
<b>Reasons for not meeting Attendance Standard</b>	Travel distance to the incident	34
	Responding at normal road speed (AFAs)	17
	Turn in time (Retained and day crew only)	13
	Road obstruction, road closure etc,	4
	Other	37

# Response - On Call Appliance Availability



**First On Call Appliance** **83.46%**

**All On Call Appliances** **72.86%**

**First On Call  
Appliance  
Availability  
Q2 2020-21**

**88.77%**

## **On Call Appliance Availability Q2 2021-22**

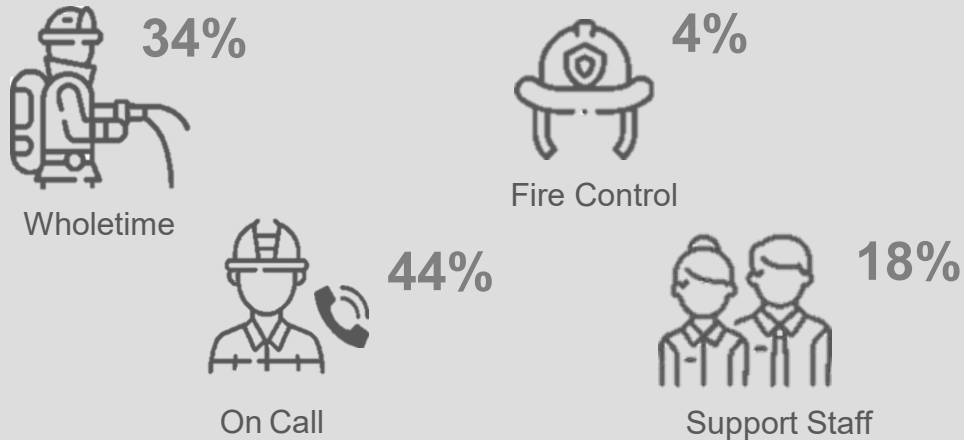
For Q2 2021-22, the first On Call appliance availability was 83.46%.

When looking at all On Call appliance availability for each fire station, there have been some changes since the previous year:

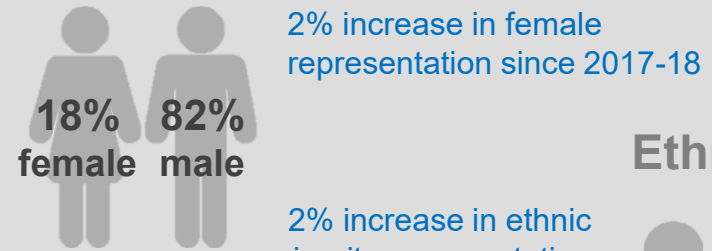
- Eardisley, Evesham, Pebworth, Pershore, Redditch, Tenbury Wells, Worcester and Wyre Forest have all dropped below 85%
- Bromsgrove, Droitwich, Malvern and Peterchurch dropped below 75%
- Broadway continued to have the lowest availability, remaining at the same level of 48%
- Ross-on-Wye continued to achieve 100% availability

# People

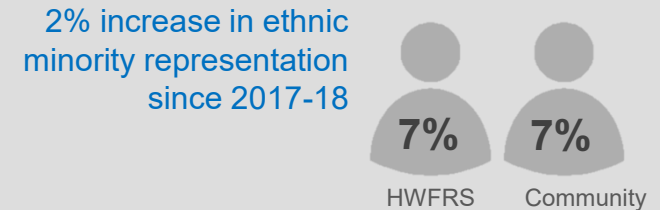
## Overall Workforce Profile



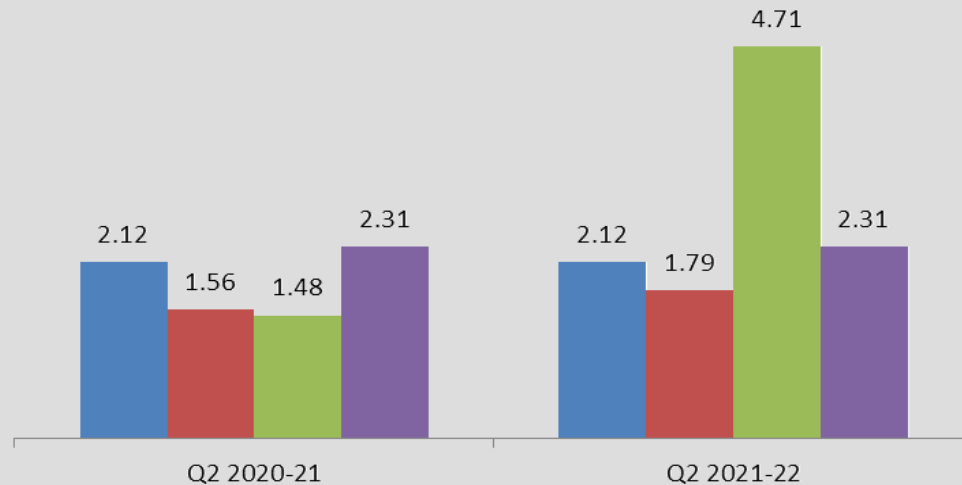
## Equalities



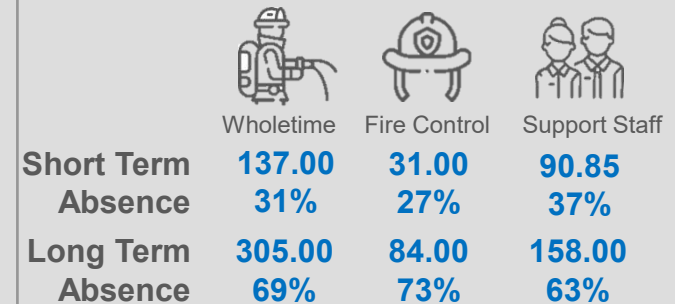
## Ethnicity



■ All Staff ■ WT ■ FC ■ Support Staff



## Days/ Shifts Lost



## Top 3 Reasons for Absence

- Musculo-Skeletal - Lower Limb
- Hospital/Post Operative
- Musculo-Skeletal - Shoulder

\*All sickness data does not include Covid-19



Hereford & Worcester Fire Authority

Audit and Standards Committee

Thursday, 30 September 2021, 10:30

**Chairman: Mr M Hart**

**Vice-Chairman: Mr A Amos**

## **Minutes**

**Members Present:** Mr B Brookes, Mr I D Hardiman, Mr Al Hardman, Mr M Hart, Ms N McVey

### **212 Apologies for Absence**

Apologies were received from Cllr A Amos and Cllr R Morris.

### **213 Named Substitutes**

There were no named substitutes.

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

There were no interests declared.

### **215 Confirmation of Minutes**

***RESOLVED that the minutes of the meeting held on 28 July 2021 be confirmed as a correct record and signed by the Chairman.***

### **216 External Audit Progress Report**

The External Auditor updated Members on the progress of the external audit of the Authority's 2020/21 financial statements.

The External Auditor and the Treasurer made Members aware that the delay was not caused by any material issues with the financial statements, simply lack of resources.

It was noted that the Committee was unhappy with the external auditors' failure to provide sign off by 30 September.

The Treasurer assured Members that no issues had been identified which would fundamentally change the Draft Accounts that the Committee had sight of in July 2021.

***RESOLVED that the External Audit Progress Report be noted.***

**217 Internal Audit Progress Report 2021/22**

The Head of Internal Audit Shared Service presented Members with an update in regards to the delivery of the Internal Audit plan 2021/22.

Members were pleased to note that the assurances had been significant or above and there were no high priority recommendations to report. Members noted the progress with the 2021/22 plan and that the 2 reviews rolled over, namely Safeguarding and Young Firefighters had now been completed.

Summary findings would be provided at the next committee for the 2 reviews that were rolled over.

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

**218 Statement of Assurance Update 2020-21**

The Deputy Chief Fire Officer presented Members with the Statement of Assurance Update 2020-21 for approval for publication.

Members were informed that the finalised version would be published on the Service website. Members congratulated officers and expressed their thanks to staff who had put this together as a good example of modern practice.

***RESOLVED that the Committee approved the Statement of Assurance Update 2020-21 for publication.***

**219 Prevention Cause of Concern – Action Plan**

The Deputy Chief Fire Officer presented Members with an action plan to discharge the Cause of Concern issued by Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) in relation to Prevention Activity.

Members were pleased to note that plans had already been developed within the Service to address some of the key areas that had been raised prior to receiving the Cause of Concern.

The Chief Fire Officer assured Members that the Service would be more focussed on evaluating and targeting the risk groups and was confident

that the Service had the right people and strategies in place for both HMIFRS and the organisation's needs.

***RESOLVED that the action plan created to discharge the Cause of Concern in relation to our Prevention activity be noted.***

**220 Health and Safety Committee Update: April – June 2021 (Quarter 1)**

The Assistant Chief Fire Officer presented Members with an update on Health and Safety activities and items of significance for the reporting period.

Members were informed that there were a total of 46 Health and Safety events reported during April to June 2021, with personal injuries and vehicle collisions, although commensurate with the mileage over the quarter, being the most frequent.

It was noted that due to the large proportion of manual handling incidents reported, the Service was tasked with providing additional internal training to reduce the number of incidents.

Members were pleased to note that all injuries, whether minor or not, were reported to allow the Service to look for any particular trends.

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

***(i) The involvement of the Service in Health and Safety initiatives;***

***(ii) Health and Safety performance information recorded during April to June 2021 (Quarter 1).***

Following the close of the meeting Members expressed their thanks to the Chief Fire Officer for the work undertaken on 8 September for the large fire in the area. The local Community were very grateful for the response by the Fire Service.

The Meeting ended at: 11:18

Signed:.....

Date:.....

Chairman



Hereford & Worcester Fire Authority

Policy and Resources Committee

Thursday, 16 September 2021, 10:30

**Chairman: Mr R J Phillips**

**Vice-Chairman: Mr C B Taylor**

## **Minutes**

**Members Present:** Mr D Chambers, Mr A Ditta, Mrs K Hey, Mr R J Phillips, Mr L Stark, Mr C B Taylor, Mr T Wells

### **179 Apologies for Absence**

Apologies were received from Cllr K Guthrie, Cllr L Robinson and Cllr R Udall.

### **180 Named Substitutes**

There were no named substitutes.

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

Cllr R Phillips declared that he was a member of the NJC for Fire Service, Vice Chair of the Firefighters Scheme Advisory Board (England and Wales), Chair of the Local Government Pension Scheme Advisory Board (England and Wales), a member of the Fire Commission and a Director of Place Partnership Limited.

### **182 Confirmation of Minutes**

***RESOLVED that the minutes of the meeting held on 2 December 2020 be confirmed as a correct record and signed by the Chairman.***

### **183 Budget Monitoring 2021/22 – Quarter 1**

The Treasurer updated Members on the current position of the revenue and capital budget for 2021/22.

Members were informed that since the Fire Authority meeting in June,



further clarity had emerged over the Retained Business Rate estimates which had resulted in a net reduction in the transfer to reserves of £0.121m. The Core Budget was now confirmed as £35.276m, funded by Precept, Grants and Retained Business Rates of £35.065m.

Members were also asked to note the Revenue overspend of £0.266m which related to pay awards and the potential for further capital financing under-spending due to a number of minor building schemes being delayed due to the wind down of Place Partnership Ltd.

***RESOLVED that:***

***(i) the revised Core Revenue Budget at £35.276m and the allocations in Appendix 1 Column 6 be approved;***

***(ii) the Revenue overspend of £0.266m relating to pay awards be noted; and***

***(iii) the potential for further capital financing under-spending be noted.***

**184 Exclusion of Press and Public**

***RESOLVED that the press and public be excluded from the meeting relating to discussion of Appendix 1 of each of the Agenda Items 6 and 7 on the grounds that it would be likely to involve the disclosure of exempt information within the meaning of section 100A(4) of the Local Government Act 1972, namely:***

***information relating to the financial or business affairs of any particular person (including the authority holding that information).***

**185 Redevelopment of Hereford Fire Station**

The Chief Fire Officer updated Members on the proposals for the redevelopment of Hereford Fire Station on the existing site in order to seek approval for an increased budget allocation.

Members were reminded that the Authority's Asset Management Plan 2009-2013, adopted in 2009 identified that the design of Hereford Fire Station was no longer fit for purpose, the building's services were approaching the end of their useful life and some elements of the building were deteriorating. In March 2011, the Policy and Resources Committee approved Hereford as one of four stations as priorities for replacement and allocated a budget at that time. Hereford Fire Station is the only scheme yet to be either completed or underway.

Although a number of proposals had been investigated over the years, including sites at Edgar Street Grid redevelopment, Bath Street, Merton Meadow, and more recently Holmer Road, none had been successful.

Members were informed that a high-level feasibility options appraisal of the existing fire station site at St. Owen Street had been prepared. A preferred option had been identified, proposing a new four bay fire station with associated accommodation, improving access and egress from the site and enhancing car parking.

Members were pleased to note the proposals and progress being made and approved the increased budget allocation for the build.

***RESOLVED that:***

***(i) the budget allocation for the redevelopment of Hereford Fire Station be increased to the amount shown in Appendix 1***  
**[CONFIDENTIAL - Not For Publication];**

***(ii) the Authority proceed with proposals for the redevelopment of the Fire Station on the existing site at St. Owen Street, Hereford; and***

***(iii) Officers be authorised to:***

***(a) appoint architects to complete detailed design work and seek planning permission for the proposed development;***

***(b) proceed with the proposed development subject to planning permission being granted and provided the estimated costs, including the costs of any temporary fire station, remain within the approved budget; and***

***(c) make suitable arrangements for the temporary location of the fire station during the construction period.***

**186 North Herefordshire Strategic Training Facility & Feasibility to Relocate Leominster Fire Station, and Options to Move Training Centre to Wyre Forest Fire Station**

The Chief Fire Officer updated Members on the proposals for the development of a North Herefordshire Strategic Training Facility, the potential future relocation of Leominster Fire Station and options to relocate the Training Centre to Wyre Forest Fire Station.

Leominster STF was the only 'hot fire house' training facility approved in 2011 which had not so far been delivered. However, a potential site had now been identified at Leominster Police Station, with a proposal to provide a two-storey training facility, with both domestic and commercial training scenarios and BA facilities.

A long term option to relocate Leominster Fire Station to the Police site has also been identified. The proposal was to further develop and incorporate the fire station redevelopment option into the STF planning permission documents, proposing a two phased approach to the scheme.

The existing Training Centre at Droitwich Fire Station was very constrained. It was therefore proposed to investigate the feasibility of relocating the Training Centre to the Wyre Forest Hub. These proposals would be subject to identifying appropriate funding and could be phased over a four year period.

The budget allocation for the North Herefordshire STF had been previously approved by the Fire Authority and Members agreed to proceed with the feasibility options and planning appraisal for the relocation of the Training Centre.

***RESOLVED that:***

***(i) the budget allocation for the development of the North Herefordshire Strategic Training Facility (STF) be noted, shown in Appendix 1 [CONFIDENTIAL - Not For Publication];***

***(ii) the Authority proceed with proposals for the development of a North Herefordshire Strategic Training Facility on the Leominster Police Station site at Enterprise Park, Leominster (phase 1) subject to the agreement of the Police & Crime Commissioner;***

***(iii) Officers be authorised to:***

- 1. appoint architects to complete detailed design work and seek planning permission for the proposed STF development utilising the previously approved capital programme, shown in appendix 1;***
- 2. submit additional detail in the STF planning application as part of a proposed two phase development approach for the future relocation of Leominster Fire Station to the Police Station site;***

***(c) proceed with the proposed STF development subject to planning***

***permission being granted and provided the estimated costs remain within the approved budget;***

***(d) make suitable arrangements to enter into an agreement with the Police & Crime Commissioner to locate the STF at Enterprise Park (phase 1), and the potential future relocation of Leominster Fire Station if planning permission is approved and capital funding is identified (phase 2); and***

***(e) appoint architects to complete a feasibility options appraisal, including planning feasibility to relocate Training Centre to Wyre Forest Fire Station, financed from within the reserve approved in June 2021, also shown in Appendix 1.***

## **187 Property Update**

The Chief Fire Officer updated Members on the current property programme.

Members were informed that the Fire Authority had entered into an agreement for the OPCC to deliver the Service's property management functions as part of a joint property team. The new service became operational on 1st April 2021 and continues to transition and develop well.

It was noted that there were currently four new build schemes being planned/developed including; Broadway Fire Station, Redditch Fire Station, Hereford Fire Station, and a Strategic Training Facility in North Herefordshire.. Site disposal of the former fire station sites at Windsor Street Bromsgrove, Bewdley, Kidderminster and Stourport continued to be progressed.

**RESOLVED that the report be noted.**

## **188 Pensions Board Update (Fire Pension Schemes)**

The Treasurer updated Members on the activities of the Pension Board for the Firefighter Pension Schemes (FPS). The aim of the Board was to assist the Scheme Manager in accordance with the Public Services Pensions Act 2013.

The Head of Legal Services explained to Members that "McCloud/Sargeant", which the report referred to, was a legal case regarding the protections and transition arrangements for older members of the 2015 scheme. This was common across all public sector schemes,

however the scheme was found to be unlawful as it discriminated against younger members of the schemes. The Government intended to remedy this situation but the administrative consequences in doing so were significant.

**RESOLVED that the following areas of progress are noted:**

**(i) The Pensions Board continues to be compliant with the Public Services Pensions Act 2013.**

**(ii) Following the last report to the Policy and Resources Committee in May 2020, after advice from The Pensions Regulator, it was decided that the Pensions Board would move to four meetings per year. These were held on 22 October 2020, 18 January 2021, 14 April 2021 and 21 July 2021.**

#### **189 Firefighters Pension Schemes – Voluntary Scheme Pays (VSP)**

The Treasurer presented Members with a variation to the current approval for the implementation of a Voluntary Scheme Pays (VSP) to delegate authority to the Treasurer to agree appropriate arrangements.

Members agreed to delegate authority to the Treasurer to use the Voluntary Scheme Pays (VSP) arrangement.

**RESOLVED that the Treasurer be given delegated authority to use the Voluntary Scheme Pays (VSP) arrangement, in relation to the Firefighters Pension Schemes.**

#### **190 Quarterly Performance Reporting**

The Chief Fire Officer presented Members with proposals to redesign the Performance Quarterly Report based on key performance areas identified in the new core and enabling Strategies.

The adoption of these key strategic performance indicators would ensure that:

- (i) The needs of the Fire Authority Members were met and that they had sufficient information and assurance on the Service's performance. Additional information and statistics could be provided upon request or by exception;
- (ii) The process of management against the performance indicators was efficient, appropriate and aligned to the HMIFRS data requirements; and
- (iii) The proposed new performance indicators were appropriate, relevant

and aligned to the Service mission and strategies.

***RESOLVED that:***

***(i) future quarterly performance reporting be aligned to the new Service core and enabling strategies and key performance indicators; and***

***(ii) the format of the report presented to Members be refreshed accordingly.***

**191 Q1 2021-22 Performance Report**

The Chief Fire Officer presented Members with a summary of the Service's performance for Quarter 1 2021-22.

The Chief Fire Officer informed Members that they would receive a report at the next Fire Authority meeting detailing the Cause of Concern from the HMICFRS.

Members were pleased to note the Service's performance.

***RESOLVED that Members note the Q1 2021-22 performance headlines set out in the report, with further details available in the Appendix to the report.***

The Meeting ended at: 12:04

Signed:.....

Date:.....

Chairman