



HEREFORD & WORCESTER Fire Authority

Full Authority

AGENDA

Thursday, 16 June 2016

11:00

Conference Suites

**Headquarters, 2 Kings Court, Charles Hastings Way,
Worcester, WR5 1JR**

ACTION ON DISCOVERING A FIRE

- 1 Break the glass at the nearest **FIRE ALARM POINT**.
(This will alert Control and other Personnel)
- 2 Tackle the fire with the appliances available – **IF SAFE TO DO SO**.
- 3 Proceed to the Assembly Point for a Roll Call –

CAR PARK OF THE OFFICE BUILDING ADJACENT TO THE CYCLE SHED TO THE LEFT OF THE ENTRANCE BARRIER TO 2 KINGS COURT.

- 4 Never re-enter the building – **GET OUT STAY OUT**.

ACTION ON HEARING THE ALARM

- 1 Proceed immediately to the Assembly Point

CAR PARK OF THE OFFICE BUILDING ADJACENT TO THE CYCLE SHED TO THE LEFT OF THE ENTRANCE BARRIER TO 2 KINGS COURT.

- 2 Close all doors en route. The senior person present will ensure all personnel have left the room.
- 3 Never re-enter the building – **GET OUT STAY OUT**.

GUIDANCE NOTES FOR VISITORS

Security

Upon arrival, visitors are requested to proceed to the barrier and speak to the reception staff via the intercom. There are parking spaces allocated for visitors around the front of the building, clearly marked. Upon entering the building, you will then be welcomed and given any further instructions. In particular it is important that you sign in upon arrival and sign out upon departure. Please speak to a member of the reception staff on arrival who will direct you to the appropriate meeting room.

Wheelchair access

The meeting room is accessible for visitors in wheelchairs.

Alternative formats

For information regarding requests for papers in alternative formats, please contact Committee & Members' Services on 01905 368241 /209 or by email at committeeservices@hwfire.org.uk.

Smoking is not permitted.

First Aid -please ask at reception to contact a trained First Aider.

Toilets – please ask at reception.

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.

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.

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
HWR
FIRE AND RESCUE SERVICE

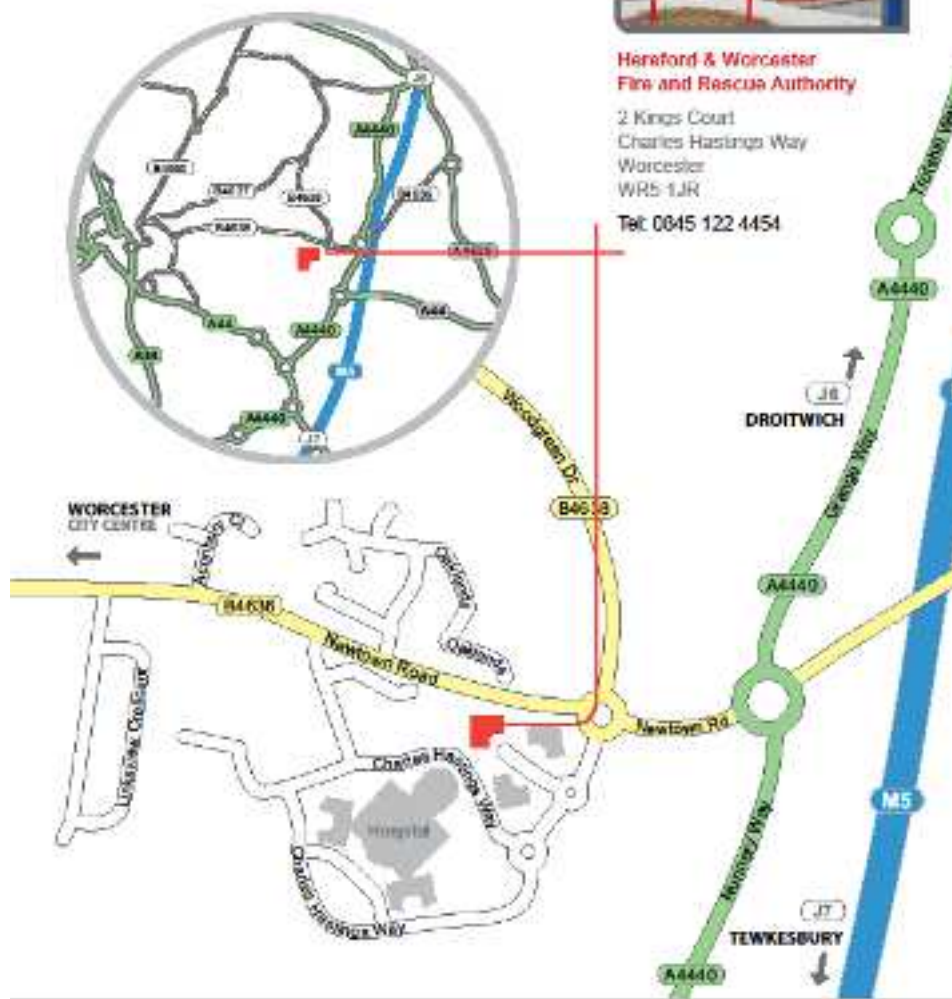
Service Headquarters



Hereford & Worcester Fire and Rescue Authority

2 Kings Court
Charles Hastings Way
Worcester
WR5 1JR

Tel: 0045 122 4454





Hereford & Worcester Fire Authority

Full Authority

Thursday, 16 June 2016,11:00

Agenda

Councillors

Mr D W Prodger MBE (Chairman), Mr R J Phillips (Vice Chairman), Mr R C Adams, Ms P Agar, Mr A Amos, Mr B A Baker, Mr S C Cross, Ms L R Duffy, Mrs E Eyre BEM, Mr A Fry, Ms K S Guthrie, Mr Al Hardman, Mrs A T Hingley, Ms R E Jenkins, Mr J L V Kenyon, Mr R I Matthews, Mrs F M Oborski MBE, Professor J W Raine, Mr C B Taylor, Mr J W R Thomas, Mr P A Tuthill, Mr R M Udall, Mr G J Vickery, Mr S D Williams, Mr G C Yarranton

No.	Item	Pages
1	Election of Chairman To elect a Chairman of the Authority.	
2	Election of Vice Chairman To elect a Vice Chairman of the Authority.	
3	Apologies for Absence To receive any apologies for absence.	
4	Declarations of Interest (if any) This item allows the Chairman to invite any Councillor to declare an interest in any of the items on this Agenda.	
5	Confirmation of Minutes To confirm the minutes of the meeting held on 17 February 2016.	8 - 24

6	Chairman's Announcements	
	To update Members on recent activities.	
7	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 no later than 2 clear working days before the meeting (in this case Monday 13 June 2016). Further details about public participation are available on the website. Enquiries can also be made through the telephone numbers/email listed below.	
8	Appointment of Chief Fire Officer/Chief Executive	25 - 27
	To recommend the appointment of Nathan Travis to the post of Chief Fire Officer/Chief Executive.	
9	Appointment to Committees	28 - 33
	To consider the allocation of seats on Committees to political groups and to authorise the Head of Legal Services, following consultation with Group Leaders, to make appointments to those committees.	
10	Appointments to Outside Bodies	34 - 36
	To consider appointments to the Local Government Association and to the Place Partnership Ltd. Shareholder Group.	
11	Provisional Financial Results 2015/16	37 - 46
	To receive financial results for 2015/16 and to approve treatment of financial variations	

12	Wyre Forest Emergency Services Hub Station – Preferred Sites Consultation	47 - 107
	This report reviews the outcome of investigations into potential locations for the Wyre Forest Emergency Services Hub Station and recommends that public consultation be undertaken on the preferred site.	
13	2015-16 Performance Report: Quarters 1 to 4	108 - 133
	This report is a summary of the Service's Quarter 1 to 4 (Q1-4) performance against the Fire Authority Annual Report 2015-16 using the set of Performance Indicators agreed by SMB.	
14	Fire Authority Annual Report 2016/17	134 - 218
	To adopt the Fire Authority Annual Report 2016-17 and approve for publication.	
15	Vehicle Fleet Capital Programme	219 - 223
	To provide the Authority with their findings and recommendations following scrutiny of the Vehicle Fleet Capital Programme.	
16	Chief Fire Officer's Service Report	224 - 226
	To inform the Authority of recent key developments and activities.	
17	Minutes of Audit & Standards Committee	227 - 229
	To receive the minutes of the meeting held on 13 April 2016.	
18	Minutes of the Policy & Resources Committee	230 - 236
	To receive the minutes of the meeting held on 21 March 2016.	
19	Minutes of the Appointments Committee	237 - 239
	To receive the minutes of the meeting held on 26 May 2016.	