



# **HEREFORD & WORCESTER Fire and Rescue Authority**

## **AGENDA**

### **Policy and Resources Committee**

Wednesday 21 November 2012  
10.30 am

Conference Suites 1, 2 & 3  
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**.

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

### **Agenda Papers**

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

### **Chairman**

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

### **Officers**

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

### **The Business**

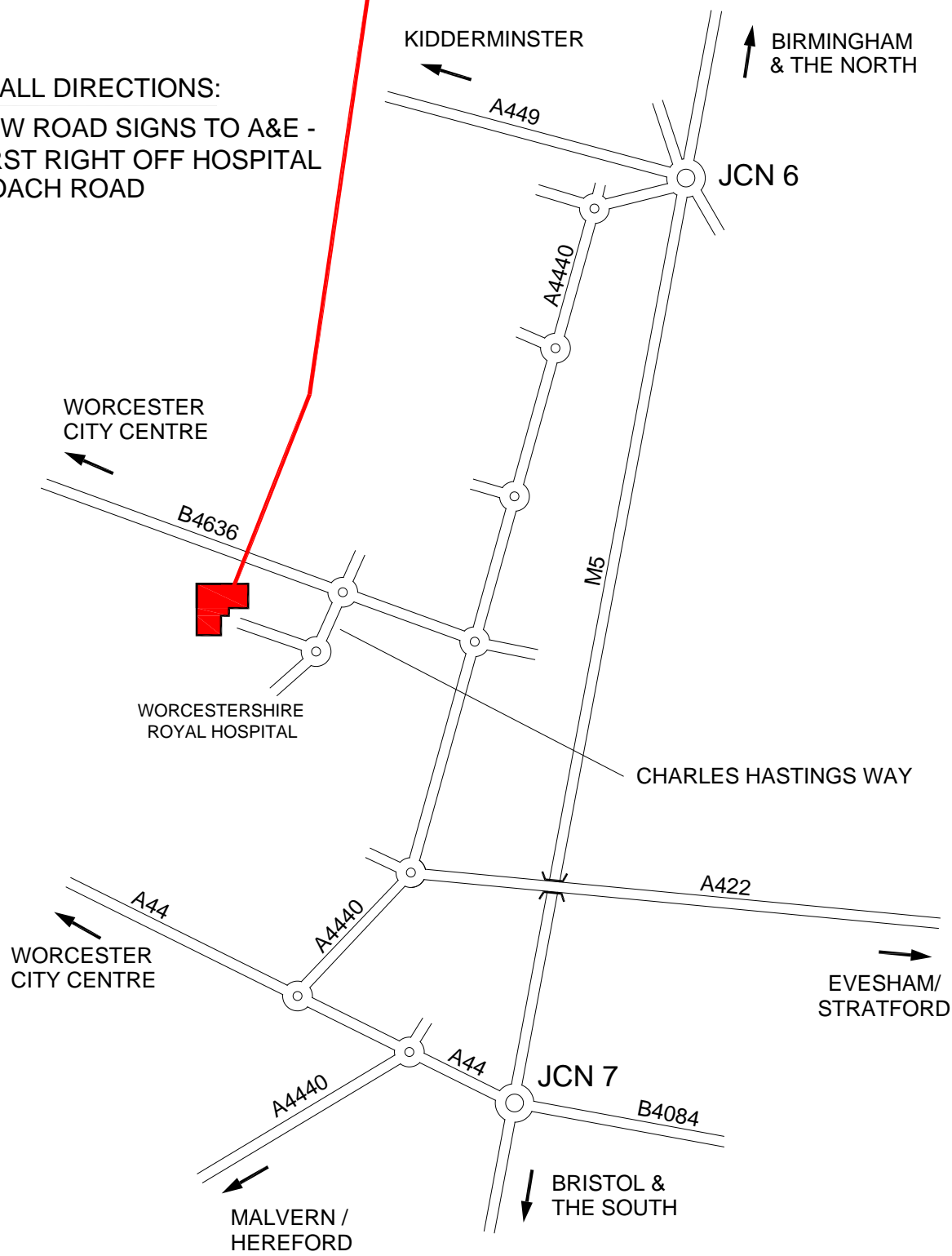
The Chairman will conduct the business of the meeting. The items listed on the agenda will be discussed.

### **Decisions**

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

HEREFORD & WORCESTER FIRE AND RESCUE SERVICE  
HEADQUARTERS  
2 KINGS COURT  
CHARLES HASTINGS WAY  
WORCESTER. WR5 1JR  
TEL: 0845 12 24454

FROM ALL DIRECTIONS:  
FOLLOW ROAD SIGNS TO A&E -  
HQ FIRST RIGHT OFF HOSPITAL  
APPROACH ROAD



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## Agenda

### Members

Mr K Taylor (Chair), Mr G Yarranton (Vice-Chair)Mr T Bean, Mr B Bullock, Mrs M Bunker, Mr J Campion, Mrs L Eyre , Mr A Hardman, Brigadier P Jones CBE, Mrs M Lloyd-Hayes, Mrs J Potter, Mr D Prodger MBE, Mr C Smith, Mr D Taylor, and Mr R Udall.

- |   |                |
|---|----------------|
| <b>1. Apologies for Absence</b>   |                |
| To receive any apologies for absence.   |                |
| <b>2. Named Substitutes</b>   |                |
| To receive details of any Member of the Authority nominated to attend the meeting in place of a Member of the Committee.                        |                |
| <b>3. Declaration of Interests (if any)</b>   |                |
| <b>4. Confirmation of Minutes</b>   | <b>1 - 7</b>   |
| To confirm the minutes of the meeting held on 5 September 2012.   |                |
| <b>5. 2012/13 Budget Monitoring – 2<sup>nd</sup> Quarter</b>  | <b>8 - 12</b>  |
| To inform the Policy and Resources Committee of the current position on budgets and expenditure for 2012/13.                                    |                |
| <b>6. Financial Prospects 2013/14</b>   | <b>13 - 18</b> |
| To provide Members with a further update on developments on the funding position for 2013/14 and beyond.  |                |
| <b>7. Fire and Rescue Authority Plan 2012-2013<br/>Quarter 1 and 2 Performance Analysis</b>   | <b>19 - 35</b> |
| To provide the Policy and Resources Committee with a summary of Quarter 1 and 2 performance against the Fire and Rescue Authority Plan 2012-13. |                |

<b>8. Equality and Diversity Advisory Group Update</b>	<b>36 - 38</b>
To inform the Policy and Resources Committee of the key areas of discussion at the Equality and Diversity Advisory Group meeting on 8 November 2012.	
<b>9. Joint Consultative Committee Update</b>	<b>39 - 41</b>
To inform the Policy and Resources Committee of the activities of the Joint Consultative Committee (JCC) since September 2012.	
<b>10. Health and Safety Liaison Panel Update</b>	<b>42 - 44</b>
To provide the Policy and Resources Committee with an update on the activities and items of significance from the Service's Health and Safety Liaison Panel.	

**Hereford & Worcester Fire and Rescue Authority  
Policy and Resources Committee  
5 September 2012**



## **Minutes**

### **Members Present**

Mr G Yarranton (Vice-Chairman)

Mr T Bean, Mrs E Eyre, Mr A Hardman, Brigadier P Jones CBE, Mr D W Prodger MBE, Mr C Smith, Mr D Taylor and Mr R Udall.

<b>No</b>	<b>Item</b>
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<b>1.</b>	<b>Apologies for Absence</b>
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Before receiving apologies for absence, the Chairman introduced the new Head of Legal Services, Mr Nigel Snape, to the Committee.

Apologies were noted from: Mr B Bullock, Mrs M Bunker, Mr J P Campion, Mrs M Lloyd-Hayes, Mrs J Potter and Mr K Taylor.

<b>2.</b>	<b>Named Substitutes</b>
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No substitutes were appointed.

<b>3.</b>	<b>Declaration of Interests (if any)</b>
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The Chairman invited Members to declare any disclosable pecuniary, or other interests against any of the Agenda items and none were declared.

<b>4.</b>	<b>Confirmation of Minutes</b>
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**RESOLVED that the Minutes of the meeting of the Policy and Resources Committee held on 7 June 2012 be confirmed as a correct record and signed by the Chairman.**

<b>5.</b>	<b>Fire and Rescue National Framework for England</b>
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A report was considered that gave a briefing on the new Fire and Rescue National Framework for England which was published on 11 July 2012.

Members were advised that there were 3 priorities for Fire and Rescue Authorities namely:

- To identify and assess the full range of foreseeable fire and rescue related risks their areas face, make provision for prevention and protection activities and respond to incidents appropriately;
- Work in partnership with their communities and a wide range of partners locally and nationally to deliver their service; and

- Be accountable to communities for the service they provide.

*Mr A Hardman entered the meeting at 10.35 am.*

Within the Framework the four key areas were the Integrated Risk Management Plan, Assurance, National Resilience and Accountability.

Whilst a 14 week consultation had been held, the National Framework document remained largely unchanged. There had been a few minor textual changes and some additional clarification but the Government remained constant on the use of the word 'must.'

There was some concern about the extent of information required to ensure transparency to communities and Government as required through Annual Assurance Statements.

**RESOLVED that the Policy and Resources Committee note the content of the report.**

## **6. Budget Monitoring Report 2012-13**

A report was considered that outlined the current position on budgets and expenditure for 2012/13.

The Treasurer presented the report and highlighted that since the FRA had approved the budget allocation in February 2012 an allocation amendment had been made to allow for the restructuring that had taken place of the Senior Management Team.

Members were advised that it was forecast that there would be an underspend of approximately £570,000 and that four areas had contributed to the underspend namely:

- Whole time uniform pay.
- Redundancy costs being charged to the 2011/12 budget.
- Further economies identified by budget holders.
- Offset by increased costs from the Retained Duty System (RDS) settlement.

With regard to the Capital Budget it was reported that movement within it had been slow as there were contracts which were still subject to tender or acceptance.

**RESOLVED that the Policy and Resources Committee note the contents of the report.**



*Mr C Smith left the meeting at 10.45 am and returned at 10.50 am*

## **7. The Fire and Rescue Authority Annual Plan 2012-13 Quarter 1 Performance Analysis**

A report was considered that provided a summary of Quarter 1 performance against the Fire and Rescue Authority Plan 2012-13.

The following areas were highlighted:

- Total incident number had decreased significantly (by 40%).
- There had been a significant reduction in the number of fires but chimney fires had increased from 21 to 38.
- With regard to attendance standards there had been a reduced performance but it was intended that this would be reviewed as part of the Integrated Risk Management (IRMP) process.
- With regard to Performance Indicator Tolerance Levels, indicators were within their 10% range except for the indicator regarding non-uniform sickness. Members were advised that the problem related to long-term sickness but proactive measures were being taken to address this issue.
- With regard to retained availability there had been a reduction of 2.7% of all retained pumps when compared with the same quarter last year. The Chief Fire Officer outlined some mitigating circumstances relating to the stations where the biggest drop in performance had occurred. It was noted that availability above 90% of retained pumps was considered to be good and this quarter availability had been 90.5%.

**RESOLVED that the Policy and Resources Committee note the contents of the report.**

*Mr C Smith left the meeting at 11.00 am.*

## **8. Treasury Management Activities 2011/12**

A report was considered that outlined treasury management activities for 2011/12.

The Treasurer presented the report. Members were advised that the banking arrangements and treasury management function was carried out by Worcestershire County Council under a Service Level Agreement (SLA). As part of the SLA arrangements a proportionate risk was taken depending on where the County Council invested the money. However, it was impossible for the County Council to invest the Authority's money in high risk environments as it was pooled to ensure that the investment processes were as risk free as possible. It was noted that the average rate of return on investments was 0.26%.

Prudential indicators were set by the FRA as part of the overall budget and were within the limits of the Medium Term Financial Plan.

**RESOLVED that the Policy and Resources Committee note the contents of the report.**

## **9. Financial Prospects 2013-14**

There were five key areas of funding change which were being reviewed by the Government:

- Base-lining of current expenditure and grant (for setting the future business rate retention arrangements).
- The size of the fire 'grant' pot.
- Business Rate Retention Scheme.
- Localisation of Council Tax Support arrangements.
- Council Tax policy and the implications of the 2012/13 freeze grant.

The Treasurer advised Members that to date, although there had been a significant amount of new information, it was considered to be indicative only and insufficiently detailed to be more accurate than the current Medium Term Financial Plan assumption.

**RESOLVED that the Policy and Resources Committee note the contents of the report.**

## **10. Employment Monitoring 2011/12**

A report was considered regarding employment monitoring for the year ended 31 March 2012.

The key trends were highlighted:

- Applications for employment and particularly the increase in the number of females applying to become retained firefighters.
- Applications for promotion – noting that there had been 76 more applications than last year.
- Leavers – noting that 68 employees left the Service compared with 83 last year.
- Disciplinarys – noting that there were 8 formal disciplinarys this year compared with 3 last year.
- Grievances – noting that this year there were 9 compared with 5 last year.
- Bullying and Harassment Complaints – noting that there were 4 such complaints this year compared with 3 last year.

**RESOLVED that the Policy and Resources Committee note the contents of the report.**

## **11. Progress of the Retained Duty System (RDS) Implementation Plan**

A report was considered on the progress of the Retained Duty System (RDS)

Implementation Plan.

Members were advised that a three year action plan had been drawn up and that the objectives from year two were substantially complete or in progress.

A detailed appendix was considered which outlined the work that had been undertaken during year two of the implementation plan. It was considered that the work undertaken would improve the safety, competence and operational efficiency of the retained duty staff.

**RESOLVED that the Policy and Resources Committee note the contents of the report.**

**12. Wet Weather Conditions June/July 2012**

A briefing report on the effect of the wet weather conditions on the Service during the period 21 June 2012 to 20 July 2012 was considered.

It was noted that as a result of the severe wet weather conditions business continuity measures were invoked to deal with the 1103 calls that were made in the period 21 June to 20 July 2012. This was a significant increase compared to normal but the Service had coped well and arrangements had proved to be resilient.

**13. RESOLVED that the Policy and Resources Committee note the contents of the report.**

**IRMP Recommendation 3 Fire Cover Review 2012-13**

A report was considered that contained the proposed Terms of Reference for the IRMP Action Plan, Recommendation 3, Fire Cover Review 2012-13.

It was proposed that the review would look at the following areas namely:

- Locations
- Crewing Systems
- Appliance Numbers
- Special Appliances
- Review of Borders
- Interoperability

The following areas were considered to be outside the scope of the review:

- National Resilience assets and strategy
- Water assets and strategy
- Flexible Duty System
- Animal Rescue
- Automatic Fire Alarms (AFA) Policy
- Other areas currently under review and pending implementation will not be included

It was anticipated that a report would be brought back to the Committee in six months' time.

**RESOLVED that the Policy and Resources Committee agree the Terms of Reference for Recommendation 3 Fire Cover Review 2012-13.**

**14. Equality and Diversity Advisory Group Update**

A review was considered that informed the Policy and Resources Committee of the key areas of discussion at the Equality and Diversity Group meeting held in July 2012.

It was noted that the Chief Fire Officer now chaired this Group and that the Group's Terms of Reference had been changed. Furthermore it was noted that a representative from each Department of the Service was a member of the Group.

The following was highlighted:

- There was no longer a dedicated Equality and Diversity Officer within the Service and Human Resources provided the specialist support.
- The Equality Scheme would expire in March 2013.
- An A5 booklet outlining the Service's Ethical Framework would be published shortly and training would be provided to Members following the May 2013 elections.

**15. RESOLVED that the Policy and Resources Committee note the contents of the report.**

**Joint Consultative Committee Update**

A report was considered that informed the Policy and Resources Committee of the activities of the Joint Consultative Committee since June 2012.

Members considered the key items that were still under discussion which included:

- Review of allowances.
- Use of Driver/Officer in Charge (OIC) on appliances.
- Part-time Workers' Settlement.
- Arrangements for Retained Duty Staff (RDS) working on Bank Holidays.

The Temporary Assistant Chief Fire Officer who now chaired the Joint Consultative Committee was optimistic that these items would be resolved.

**RESOLVED that the Policy and Resources Committee note the contents of the report.**

**16. Health and Safety Liaison Panel Update**

A report was considered that provided the Policy and Resource Committee with an update on the activities and items of significance from the Service's Health and

Safety Liaison Panel. These included:

- Discussion on the previous quarter's health and safety performance.
- The issue of 13.5m ladders reaching the end of their usable life.
- An overview of vehicle accidents.
- A further review and update of reported incidents of abuse to staff.

**RESOLVED that the Policy and Resources Committee note the contents of the report.**

The meeting concluded at 11.54 am.

Signed: \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_

## **5. 2012/13 Budget Monitoring – 2<sup>nd</sup> Quarter**

### **Purpose of report**

1. To inform the Policy and Resources Committee of the current position on budgets and expenditure for 2012/13.
- 

### **Recommendation**

***The Chief Fire Officer and Treasurer recommend that the report be noted.***

### **Introduction and Background**

2. This report relates to the Authority's financial position for the period April – September 2012 (Quarter 2 – 2012/13).
3. Separate financial reports are included to detail the position for both Revenue and Capital for this period.

### **Revenue**

4. In February 2012 the Fire and Rescue Authority (FRA) set a net revenue budget for 2012/13 of £33.821m.
5. Appendix 1 details the projected expenditure against the annual revenue budget, and predicts an under-spend for the financial year of £0.675m; the following details should be noted.
6. The pay increase for Uniformed Officers has been included and projected into the forecast for the financial year. As part of this the relevant amount within the Inflation Provision has been released to the relevant budget.
7. The provision for the RDS settlement was made within the 2011/12 budget for the estimated costs of "grossing up" of £0.100m. To date only FBU members have been paid, but using this data to improve the estimate, it is now expected that the "grossing up" cost will be nearer to £0.120m, an additional cost of £0.020m.
8. As part of the recent budget holder surgeries, discussion identified:
  - areas where it is anticipated that budgets would remain unspent at the end of the financial year and therefore provide a saving for the Authority;

- areas where expenditure has not yet commenced this financial year, where it may be possible for further managerial review as to how services are provided.
9. At this time it is not possible to assess accurately the level of additional savings that could be achieved. At the end of Quarter 2 an additional potential saving of £169,000 has been estimated, but this will be reviewed and updated regularly to assess the likelihood of its achievement.
  10. Review of income levels has revealed that income received from the provision of Special Services has reduced from that received in previous years. A review of incidents should be undertaken to assess if they are chargeable.

## Capital

11. Appendix 2 shows details of the capital budget.
12. Of the total budget of £10.287m, £6.777m relates to the major building projects and £0.519m remains as unallocated minor schemes. Of this, £1.396m (14%) has been spent and a further £1.803 (18%) committed by way of order or contract.

## Financial Considerations

Consideration	Yes/No	Reference in Report i.e paragraph no.
There are financial issues that require consideration	Yes	Whole report considers financial position

## Legal Considerations

Consideration	Yes/No	Reference in Report i.e paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	No	

## Additional Considerations

13. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e paragraph no.
<b>Resources</b> (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	Yes	Paragraph 4 - 5
<b>Strategic Policy Links</b> (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	No	
<b>Risk Management / Health &amp; Safety</b> (e.g. risk management and control measures, risk register score).	No	
<b>Consultation with Representative Bodies</b>	No	

### Supporting Information

Appendix 1 – Revenue Budget 2012-13: 2<sup>nd</sup> Quarter

Appendix 2 – Capital Budget 2012-13: 2<sup>nd</sup> Quarter

### Contact Officer

Martin Reohorn, Director of Finance and Assets (Treasurer)  
(01905 205)  
Email: mreohorn@hwfire.org.uk



**Hereford & Worcester Fire and Rescue Service :**  
**Policy & Resources Committee**  
**Revenue Budget 2012-13 : 2nd Quarter**

		Annual Budget £m	Budget Adj £M	Updated Annual Budget £m	Forecast Annual Expd £m	Forecast Annual Variance £m
1	WT FF Pay	13.874	0.106	13.980	13.624	(0.356)
2	RDS FF Pay	3.185	0.024	3.209	3.209	
3	USAR Pay	0.725	0.006	0.731	0.731	
4	Control Pay	0.798	0.006	0.804	0.804	
5	Support Pay	3.778		3.778	3.778	
6	Other Employee Costs	0.038		0.038	0.038	
7	Unfunded Pensions	0.753		0.753	0.753	
8		23.151	0.142	23.293	22.937	(0.356)
9	Strategic Management	0.058		0.058	0.058	
10		0.058	0.000	0.058	0.058	0.000
11	New Dimensions	0.114		0.114	0.114	
12	Technical Fire Safety	0.025		0.025	0.025	
13	Community Safety	0.094		0.094	0.094	
14	Approved Centre	0.000		0.000	0.000	
15	Training Dept	0.724		0.724	0.724	
16		0.957	0.000	0.957	0.957	0.000
17	P & I	0.237		0.237	0.237	
18	Ops Policy	0.075		0.075	0.075	
19	Personnel	0.274		0.274	0.274	
20	Ops Logistics	1.578		1.578	1.578	
21	Fleet	0.658		0.658	0.658	
22	PPP - FRA Costs	0.101		0.101	0.101	
23		2.923	0.000	2.923	2.923	0.000
24	ICT	1.036		1.036	1.036	
25	Facilities Mngt	1.946		1.946	1.946	
27	Insurances	0.301		0.301	0.301	
28	Finance (FRS)	0.124		0.124	0.124	
29	Finance SLA	0.151		0.151	0.151	
30	Capital Financing	2.636		2.636	2.636	
31		6.194	0.000	6.194	6.194	0.000
32	Legal Services	0.036		0.036	0.036	
33		0.036	0.000	0.036	0.036	0.000
34	<b>Core Budget</b>	<b>33.319</b>	<b>0.142</b>	<b>33.461</b>	<b>33.105</b>	<b>(0.356)</b>
35	Inflation Provision	0.180	(0.142)	0.038	0.038	
36	Redundancy Costs Provision	0.284		0.284	0.045	(0.239)
37	2012/13 Savings	0.100		0.100	0.000	(0.100)
38	RDS Settlement	0.000		0.000	0.020	0.020
39		0.564	(0.142)	0.422	0.103	(0.319)
40	<b>Core Budget</b>	<b>33.883</b>	<b>0.000</b>	<b>33.883</b>	<b>33.208</b>	<b>(0.675)</b>
41	Use of Dev Reserve	(0.040)		(0.040)	(0.040)	
42	Other Earmarked Reserves	(0.022)		(0.022)	(0.022)	
43		(0.062)	0.000	(0.062)	(0.062)	0.000
44	<b>Net Budget Requirement</b>	<b>33.821</b>	<b>0.000</b>	<b>33.821</b>	<b>33.146</b>	<b>(0.675)</b>

**Hereford & Worcester Fire and Rescue Service :**  
**Policy & Resources Committee**  
**Capital Budget 2012-13 : 2nd Quarter**

Scheme	Budget	Actual	Commitments	Total	Remainder
<b>Vehicles</b>					
091 - Pinzgauer Routine Replacement 4WD	33,233		34,827	34,827	(1,594)
092 - Argocat Routine Replacement Off Road	4,137	2,124	680	2,804	1,333
105 - Routine Pump Replacement 2011/12	359,184	350,541		350,541	8,643
115 - Specialist Replacement Incident Support Vehicle	73,848		40,763	40,763	33,085
116 - Line Rescue Vehicle Fit Out	25,266	24,926	202	25,128	138
117 - Routine Pump Replacement 2012/13	451,999	155,084	297,900	452,984	(985)
128 - Bulk Foam Capability 2012/13	67,000		67,630	67,630	(630)
129 - Pinzgauer Routine Replacement 4WD 2012/13	52,000			0	52,000
<b>Total</b>	<b>1,066,667</b>	<b>532,674</b>	<b>442,003</b>	<b>974,677</b>	<b>91,990</b>
<b>Major Building</b>					
012 - Pebworth (retentions)	37,063	0	0	0	37,063
Other Approved Building Schemes - subject to tendering process	6,739,648	173,224	1,065,153	1,238,377	5,501,271
<b>Total</b>	<b>6,776,711</b>	<b>173,224</b>	<b>1,065,153</b>	<b>1,238,377</b>	<b>5,538,334</b>
<b>Minor Schemes - Property</b>					
023 - Legionella Engineering Works	9,235	0	0	0	9,235
068 - Evesham Flat Roof	640	0	0	0	640
069 - Stourport Flat Roof	550	0	0	0	550
072 - Ewyas Harold Resurface Yard	2,241	0	0	0	2,241
083 - SRT Storage	4,010	0	0	0	4,010
084 - RPE Cylinder Strategy	22,195	0	642	642	21,553
095 - Diversity Compliant Rest Facilities Kidderminster- Hereford	58,880	0	0	0	58,880
096 - Property Work From Health and Safety Audit	744	0	0	0	744
097 - Air Conditioning ICT Work	2,606	0	0	0	2,606
100 - Evesham Refurbishment	8,061	0	0	0	8,061
110 - Up Grade to Lifts to Comply with Legislation	4,902	0	2,906	2,906	1,996
113 - Replacement Windows	3,692	2,643	0	2,643	1,049
119 - Evesham House Refurbishment	1,548	0	638	638	910
131 - Hereford Safety Refurbishment	60,300	0	0	0	60,300
132 - Revised HQ Server Room Fire Suppression	50,000	0	0	0	50,000
133 - Pershore UPVC Fascias, Soffits and Gutters	15,000	0	0	0	15,000
134 - Stourport BA Wash	20,000	0	0	0	20,000
135 - Asbestos Removal	95,000	0	0	0	95,000
136 - Amphlett Court Roof Replacement	15,000	0	0	0	15,000
137 - Bromsgrove Welfare Provision	60,000	0	0	0	60,000
138 - Automatic Meter Reading	5,000	0	0	0	5,000
<b>Sub-Total</b>	<b>439,604</b>	<b>2,643</b>	<b>4,187</b>	<b>6,830</b>	<b>432,774</b>
<b>Minor Schemes - IT</b>					
004 - Comp Systems Computer Purchases	177	0	145	145	32
005 - Comp Systems Computer Software	4,116	747	0	747	3,369
034 - Developments	940	430	0	430	510
063 - PBX Digital Telephony	2,497	0	0	0	2,497
074 - Command and Control Assurance	4,384	4,280	0	4,280	104
106 - Business Continuity ( ITC)	2,531	0	0	0	2,531
107 - Citrix Farm Updates	15,000	0	0	0	15,000
109 - Network Quality of Service Enablement	423	0	0	0	423
127 - Internet Improvement	25,000	0	0	0	25,000
<b>Sub-Total</b>	<b>55,068</b>	<b>5,457</b>	<b>145</b>	<b>5,602</b>	<b>49,466</b>
<b>Minor Schemes - Other</b>					
001 - IT VDMS	2,117	80	0	80	2,037
011 - Finance System	242	242	0	242	0
051 - Human Resource Information System	12,555	9,143	0	9,143	3,413
078 - Respiratory Protective Equipment	1,089	1,509	120	1,629	(540)
093 - CFRMIS 5 Web based package	850	0	850	850	0
101 - Intel Application	13,700	0	0	0	13,700
103 - Fire Control Replacement	1,299,767	572,369	290,063	862,431	437,336
118 - BA Enhancements	8,762	8,762	0	8,762	(0)
123 - Transfer Crawling Rig From Betony Road To Redditch	824	0	0	0	824
125 - USAR Flood Rescue Boats	50,000	50,000	0	50,000	0
130 - E-Hydraulic Equip	40,000	39,708	0	39,708	292
<b>Sub-Total</b>	<b>1,429,906</b>	<b>681,812</b>	<b>291,033</b>	<b>972,845</b>	<b>457,061</b>
<b>Total Minor Schemes - Allocated</b>	<b>1,924,578</b>	<b>689,912</b>	<b>295,365</b>	<b>985,277</b>	<b>939,301</b>
<b>Capital Budget</b>	<b>9,767,956</b>	<b>1,395,811</b>	<b>1,802,520</b>	<b>3,198,331</b>	<b>6,569,625</b>
<b>Minor Schemes - Unallocated</b>					
999 - Unallocated	519,001	0	0	0	519,001
<b>Total Minor Schemes - Allocated</b>	<b>519,001</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>519,001</b>
<b>Capital Budget</b>	<b>10,286,957</b>	<b>1,395,811</b>	<b>1,802,520</b>	<b>3,198,331</b>	<b>7,088,626</b>

## **6. Financial Prospects 2013/14**

### **Purpose of report**

1. To provide Members with a further update on developments on the funding position for 2013/14 and beyond.
- 

### **Recommendations**

***The Chief Fire Officer and Treasurer recommend that:***

- i) the report be noted; and*
- ii) the Policy and Resources Committee recommend to the Authority a future planning assumption for the precept.*

### **Introduction and Background**

2. The last meeting of this Committee considered new data that was available in respect of future funding, and concluded that at that time there was insufficient clarity to require any change to the current Medium Term Financial Plan (MTFP) assumptions.
3. In respect of the formula grant side of funding, there have been no more developments and the settlement is now likely to be made in the third week of December.
4. More information has become available in relation to the Government's view on Council Tax increase, which will have a significant impact on the future budget.
5. Significant progress has been made in identifying measures to close the MTFP budget gap.

### **Expenditure Requirement**

6. Members will recall that the MTFP identified budget gaps of £1.180m, £1.966m and £3.026m for 2013/14, 2014/15 and 2015/16 respectively, (as outlined at the top of Appendix 2 – Line 1).
7. These gaps were based on expenditure projection as outlined in line 14 of Appendix 1. Since then significant work has been done to identify measures to reduce expenditure and close the gap and these are detailed within this Appendix.

8. As can be seen from Appendix 2 (Line 3), although these measures have closed the identified gap for 2013/14 and significantly closed it for 2014/15, the gap beyond that point is a major problem.
9. A further year has been added to the projection to maintain the plan at 4 years, but it should be recognised that the latter 2 years are beyond the current CSR (Comprehensive Spending Review period).
10. In addition, potential additional cost pressures have been identified in respect of a significant increase in the employer's contribution to the Firefighters' Pension Schemes. (Appendix 2 – Line 4).

### **Funding Projections**

11. Although there has been no additional data published on firm proposals for grant distribution to individual Authorities, the grant control totals for 2015/16 and 2016/17 have now been illustrated. In the absence of any data the MTFP assumed a further reduction of 5% in 2015/16; this is now likely to be 8% with a further 5% in the following year. The impact of these changes is also shown in Appendix 2 – (Line 5).
12. Government has announced that there will be another Council Tax Freeze Grant available to those Authorities not increasing council tax in 2013/14. No firm details are yet available but it appears that the grant is limited to 1%, but is payable for 2 years.
13. In the same announcement the threshold for increase over and above which a referendum is required was set at 2%. Based on a crude estimate of the cost of a referendum, at £0.250m, an increase of 1.4% would be needed to pay for this cost. In other words a proposed increase would have to be 6.2% to deliver an additional £0.500m resources over an increase capped at 2%.
14. If the referendum result was against an increase above 2% the cost of the referendum and re-billing cost would have to be met from within the lower budget.
15. Based on previous experience it has been assumed for planning purposes that the Authority will opt to take the grant in 2013/14.
16. As usual Government has given no indication of capping policy beyond the current year, but for planning purposes a 1% p.a. increase has been assumed, and shown in Appendix 2 (Line 8).
17. For illustrative purposes Appendix 2 (Line 10) shows the impact of future precept increases at 2% as well.
18. Members will recall that the Committee recommended that the Authority adopt a planning assumption of 3.5% precept increases across the remaining years of the MTFP so this change has a significant impact, particularly as precept represents 2/3rds of the FRAs funding.

## Addressing the Gap

19. Given the uncertainties surrounding the financial settlement and its relative lateness, detailed information will not be available until the Budget Seminar on the 16 January 2013 and it is suggested that this is the forum for Members to discuss the implications based on a known set of information.
20. As it stands, the short term gap in 2013/14 could be smoothed by using 2012/13 budget savings this is a one off measure only, and could only be justified as a “breathing space” to permit time for proposals to meet the future gap to be implemented.

Financial Considerations	Yes/No	Reference in Report i.e paragraph no.
There are financial issues that require consideration	Yes	Whole report considers financial position

Legal Considerations	Yes/No	Reference in Report i.e paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	No	

## Additional Considerations

21. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e paragraph no.
<b>Resources</b> (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	No	
<b>Strategic Policy Links</b> (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	No	
<b>Risk Management / Health &amp; Safety</b> (e.g. risk management and control measures, risk register score).	No	
<b>Consultation with Representative Bodies</b>	No	

## **Supporting Information**

Appendix 1 – Medium Term Expenditure Forecast

Appendix 2 – Medium Term Financial Forecast

## **Background papers**

None

## **Contact Officer**

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# Hereford & Worcester Fire and Rescue Authority

## Policy & Resources Committee : 21st November 2012

### Medium Term Expenditure Forecast

		FRA - Feb 2012			
		2013/14 Forecast £m	2014/15 Forecast £m	2015/16 Forecast £m	2016/17 Forecast £m
1	<b>2012/13 Core Budget</b>	<b>33.821</b>	<b>33.821</b>	<b>33.821</b>	<b>33.821</b>
	<b><u>Base changes</u></b>				
1	Less one-off 2011/12 & 2012/13 Public Holiday	(0.020)	(0.020)	(0.020)	(0.020)
2	Pay Award Contingency	0.220	0.620	1.300	1.700
3	General Inflation Contingency	0.300	0.600	0.860	1.160
4	LGPS - increased contribution rate	0.020	0.040	0.060	0.080
5		<b>0.520</b>	<b>1.240</b>	<b>2.200</b>	<b>2.920</b>
	<b><u>Capital Programme</u></b>				
6	Impact of Asset Management Plan & Fleet Strategy	0.250	0.500	0.750	1.000
7		<b>0.250</b>	<b>0.500</b>	<b>0.750</b>	<b>1.000</b>
	<b><u>Cost Savings</u></b>				
8	Control Resilience Project - running costs	(0.067)	(0.067)	(0.067)	(0.067)
9		<b>(0.067)</b>	<b>(0.067)</b>	<b>(0.067)</b>	<b>(0.067)</b>
	<b><u>One-Off (2012/13 only) Costs</u></b>				
10	Redundancy/Pension Strain Costs	(0.284)	(0.284)	(0.284)	(0.284)
11	Operational Equipment ( <i>obsolescence</i> )	(0.210)	(0.210)	(0.210)	(0.210)
12	Property Maintenance	(0.250)	(0.250)	(0.250)	(0.250)
13		<b>(0.744)</b>	<b>(0.744)</b>	<b>(0.744)</b>	<b>(0.744)</b>
14	<b>MTFP - PROJECTED NET BUDGET NEED</b>	<b>33.780</b>	<b>34.750</b>	<b>35.960</b>	<b>36.930</b>
	<i>year on year change</i>	-0.1%	2.9%	3.5%	2.7%

		2013/14 Forecast £m	2014/15 Forecast £m	2015/16 Forecast £m	2016/17 Forecast £m
14	<b>MTFP - PROJECTED NET BUDGET NEED</b>	<b>33.780</b>	<b>34.750</b>	<b>35.960</b>	<b>36.930</b>
	<b><u>Other Pressures</u></b>				
15	FFPS Contributions			0.350	0.350
16	Pension Auto-Enrolment - maximum cost	0.060	0.120	0.120	0.120
17	Pension Auto-Enrolment - probable cost	(0.030)	(0.060)	(0.060)	(0.060)
		<b>0.030</b>	<b>0.060</b>	<b>0.410</b>	<b>0.410</b>
	<b><u>Cost Saving Measures</u></b>				
18	IRS Post	(0.013)	(0.013)	(0.013)	(0.013)
19	Watches sizes - expected 31-03-2022	(0.360)	(0.360)	(0.360)	(0.360)
20	Watches sizes - expected 2013/14	(0.110)	(0.230)	(0.230)	(0.230)
21	Day Crew Plus		(0.410)	(0.410)	(0.410)
22	Re-phasing Capital Financing Costs	(0.300)			
23	FDS Review	(0.248)	(0.248)	(0.248)	(0.248)
24	SMB Restructure	(0.050)	(0.050)	(0.050)	(0.050)
25	2012/13 Base Savings	(0.100)	(0.100)	(0.100)	(0.100)
26	Apr 2012 - no Support Staff Pay Award	(0.035)	(0.035)	(0.035)	(0.035)
27		<b>(1.216)</b>	<b>(1.446)</b>	<b>(1.446)</b>	<b>(1.446)</b>
28	<b>REVISED PROJECTED NET BUDGET NEED</b>	<b>32.594</b>	<b>33.364</b>	<b>34.924</b>	<b>35.894</b>
	<i>year on year change</i>	-3.6%	2.4%	4.7%	2.8%
	<i>change from MTFP</i>	-3.5%	-4.0%	-2.9%	-2.8%

**Hereford & Worcester Fire and Rescue Authority**  
**Policy & Resources Committee : 21st November 2012**  
**Medium Term Financial Forecast**

		Funding Forecast					Expenditure Forecast				Forecast Gap			
		FRA - Feb 2012				2016/17 Forecast £m	FRA - Feb 2012			2016/17 Forecast £m	FRA - Feb 2012			2016/17 Forecast £m
		2012/13 Actual £m	2013/14 Forecast £m	2014/15 Forecast £m	2015/16 Forecast £m		2013/14 Forecast £m	2014/15 Forecast £m	2015/16 Forecast £m		2013/14 Forecast £m	2014/15 Forecast £m	2015/16 Forecast £m	
1	<b>MTFP</b>	33.821	32.600	32.784	32.934		33.780	34.750	35.960		1.180	1.966	3.026	
2	Expenditure Saving Measures - see Appendix 1						(1.216)	(1.446)	(1.446)					
		33.821	32.600	32.784	32.934		32.564	33.304	34.514	35.834	(0.036)	0.520	1.580	
	New Cost Pressure - see Appendix 1 changes to grant control totals				(0.240)				0.350					
		33.821	32.600	32.784	32.694	32.364	32.564	33.304	34.864	35.834	(0.036)	0.520	2.170	3.470
	Grant Freeze/Future Precept at 1%		(0.425)	(0.897)	(1.593)	(2.098)								
	<b>Updated MTFP</b>	33.821	32.175	31.887	31.101	30.266	32.564	33.304	34.864	35.834	0.389	1.417	3.763	5.568
	2014/15 on precept increases at 2%			0.184	0.374	0.570								
		33.821	32.175	32.071	31.475	30.836	32.564	33.304	34.864	35.834	0.389	1.233	3.389	4.998



## **7. Fire and Rescue Authority Plan 2012-2013 Quarter 1 and 2 Performance Analysis**

### **Purpose of report**

1. To provide the Policy and Resources Committee with a summary of Quarter 1 and 2 performance against the Fire and Rescue Authority Plan 2012-13.

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### **Recommendation**

***The Chief Fire Officer recommends that the Policy and Resources Committee note the contents of this report.***

### **Introduction**

2. This report aims to provide an update on Quarter 1 and 2 performance against the Service's performance compared to the 2012-13 Fire and Rescue Authority Plan. In contrast to previous Quarter 2 reports, this report focuses on the cumulative Quarter 1 and 2 performance to date, rather than examining Quarter 2 performance in isolation.

### **Quarter 2 Performance Year to Date**

3. Quarter 1 and 2 combined saw a similar number of incidents compared to Quarters 1 and 2 combined last year. Although Special Service incidents have increased due in part to the flooding at the end of June 2012 and beginning of July 2012, the overall numbers of fires have reduced as the expected seasonal increase in secondary fires has been negated by the predominantly wet weather conditions during the two Quarters. False alarms have remained consistent with previous Quarter 2 levels.
4. Each individual Key Performance Indicator was tested against the tolerance levels expected for Quarter 2 and only one was out of tolerance at the end of Quarter 2, which was the number of days lost to non-uniform staff sickness per head. This is analysed in Appendix 1 together with an overview of overall operational activity, a summary of information requests received by the Service and an analysis of Retained Appliance availability that was proposed as being a standard item of future quarterly reporting.

### **Financial Considerations**

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are financial issues that require consideration	No	

## Legal Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are no legal issues e.g. contractual and procurement, reputational issues that require consideration	No	

## Additional Considerations

5. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e. paragraph no.
<b>Resources</b> (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	No	
<b>Strategic Policy Links</b> (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	Yes	FRA Plan
<b>Risk Management / Health &amp; Safety</b> (e.g. risk management and control measures, risk register score).	No	
<b>Consultation with Representative Bodies</b>	No	

## Conclusion/Summary

6. The Policy and Resources Committee will continue to receive reports based on the new method of performance reporting based on the measures that the Service is taking to stay within tolerance levels and to highlight interventions where improvements are required.

## Supporting Information

Appendix 1: Quarter 2 2012-13 Performance Analysis

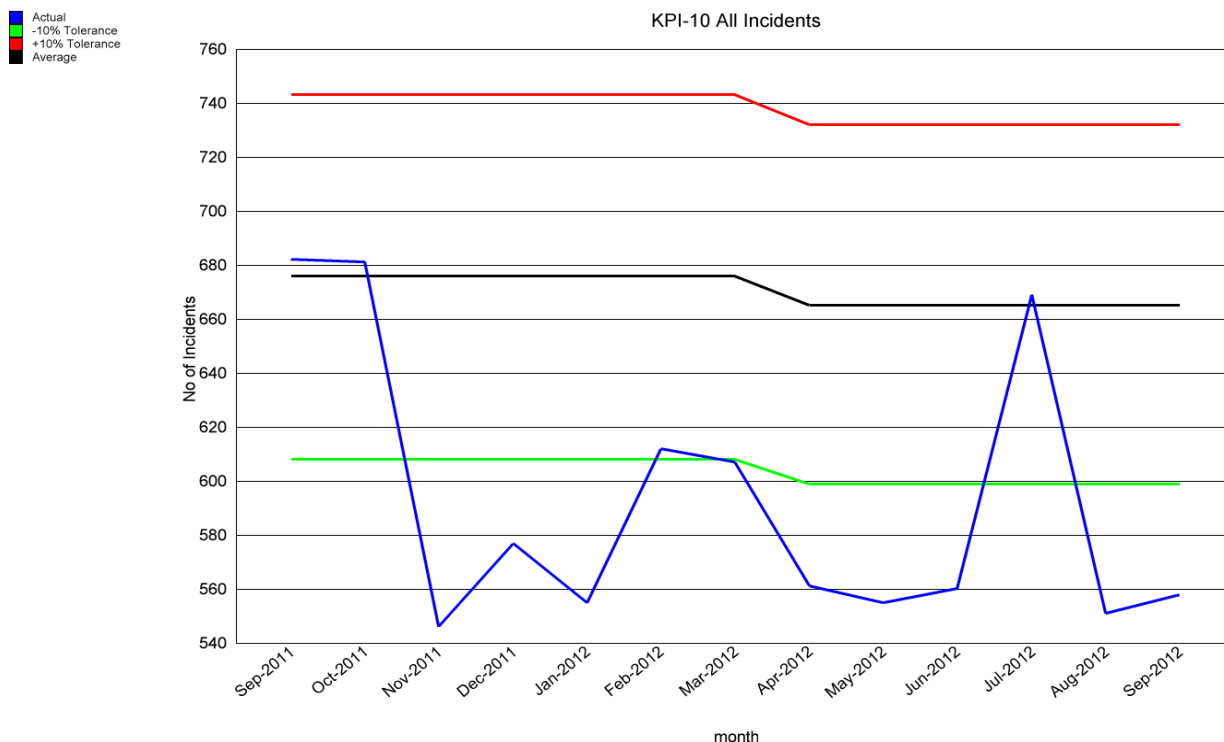
### Contact Officer

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## Fire and Rescue Authority Plan 2012-13 Quarter 1 & 2 Performance

### 1. Operational Activity – Total and Fire Incidents

#### 1.1. Quarter 1 & 2 Total Incidents Attended



(Figure 1 – Total Incidents per month Sept 2011 to Sept 2012)

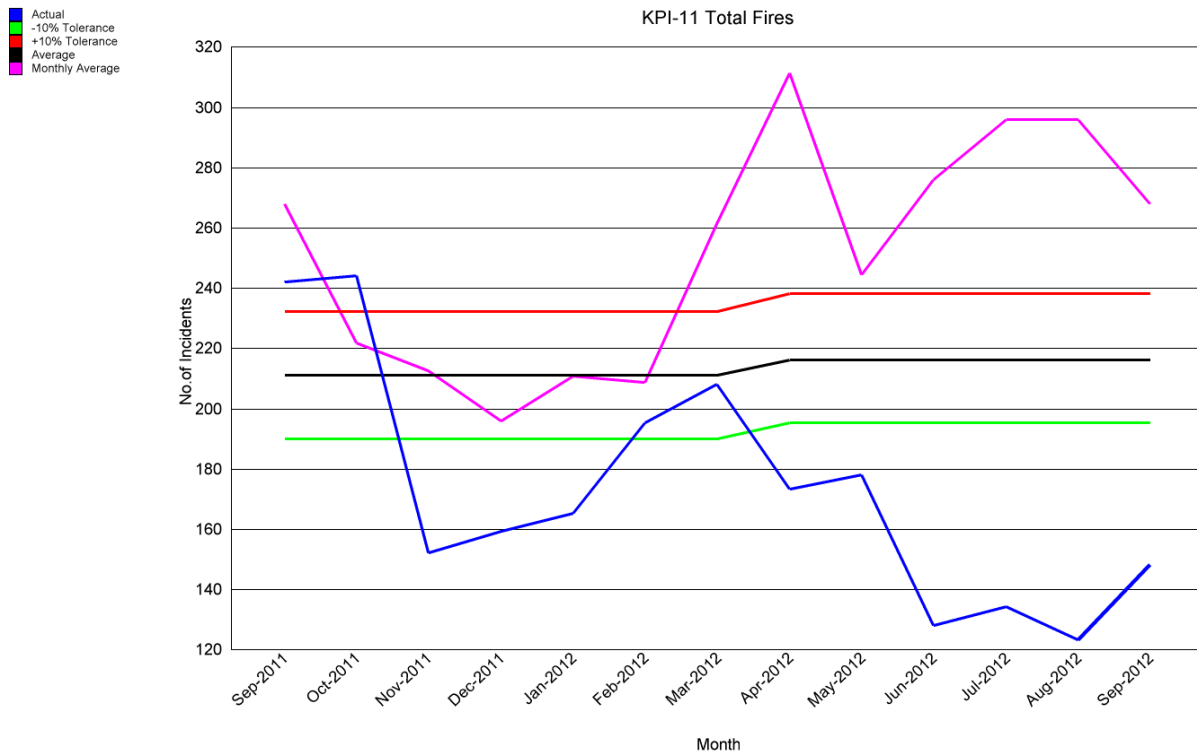
**Summary** Total incident operational activity levels show a decrease compared with the first half of the year last year.

Total Incidents	Quarter 1&2 2011-12	Quarter 1&2 2012-13	Percentage change
All Fires	1726	884	-48.8%
Special Services	774	895	15.6%
False Alarms	1779	1673	-6.0%
<b>Total Incidents</b>	<b>4279</b>	<b>3452</b>	<b>-19.3%</b>

(Table 1 –Total Incidents Quarter 1 & 2 2011-12 and 2012-13)

- A large reduction in the total number of fires attended in Quarter 1 & 2 compared with the same quarters last year.
- An increase in Special Services calls as a result of the spells of wet weather compared with the same quarters last year.
- A slight reduction in the number of false alarm calls compared with the position at the halfway point last year.

## 1.2. Quarter 1 & 2 Total Number of Fires



(Figure 2 – Total Fires per month Sept 2011 to Sept 2012)

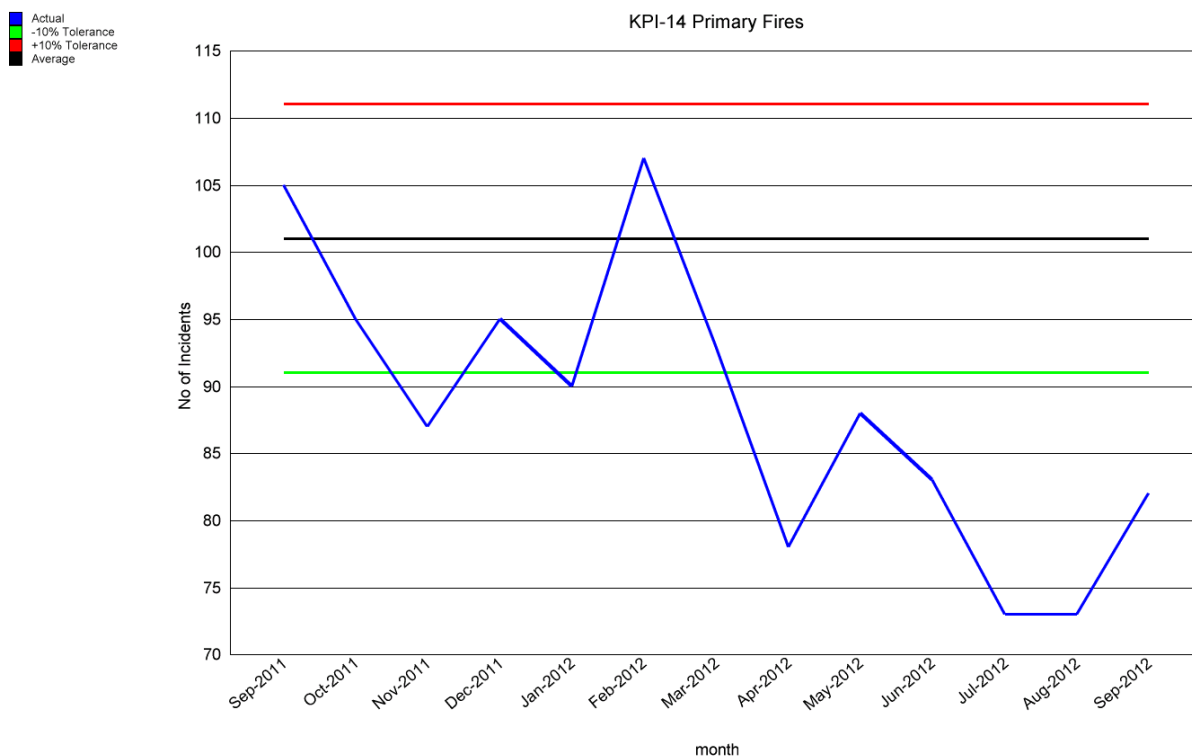
**Summary** A significant reduction in Secondary Fires attended in Quarters 1 & 2 compared with the same Quarters last year, has led to an overall reduction in the number of total fires attended.

Total Fires	Quarter 1&2 2011-12	Quarter 1&2 2012-13	Percentage change
Primary Fires	670	477	-28.8%
Secondary Fires	1027	356	-65.3%
Chimney Fires	29	51	75.8%
<b>Total Fires</b>	<b>1726</b>	<b>884</b>	<b>-48.8%</b>

(Table 2 –Total Fires Quarter 1 & 2 2011-12 and 2012-13)

- Primary fires down 24.4% from last 3 year's mid-year average
- Secondary fires down 56.1% from last 3 year's mid-year average
- Chimney fires increased from same quarters last year and also up 21.4% on last 3 year's mid-year average.

### 1.3. Quarter 1 & 2 Primary Fires



(Figure 3 – Total Primary Fire Incidents per month September 2011 to September 2012)

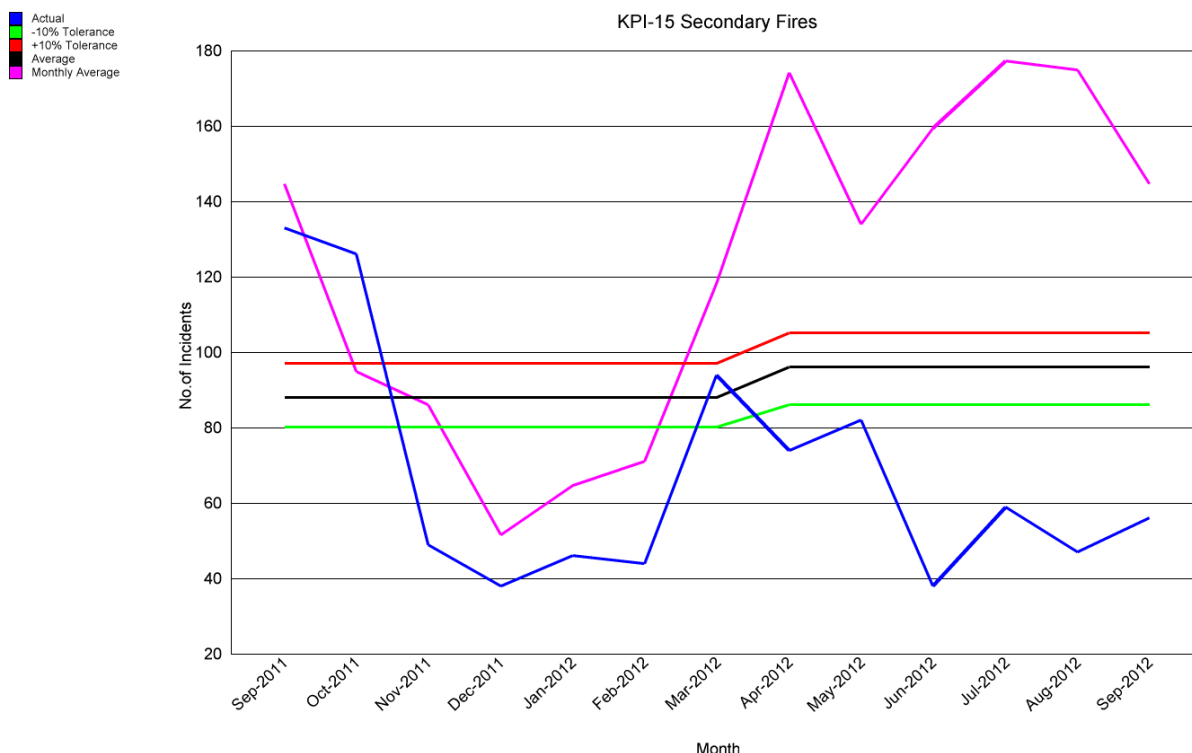
**Summary** Primary fires numbers in Quarter 1 & 2 reduced compared with same Quarters last year.

Primary Fires	Quarter 1 & 2 2011-12	Quarter 1 & 2 2012-13	Percentage change
Building Fires	395	304	-23.0%
Vehicle & Transport Fires	186	137	-26.3%
Outdoor Fires	89	36	-59.6%
<b>Total Fires</b>	<b>670</b>	<b>477</b>	<b>-28.8%</b>

(Table 3 – Primary Fires Quarter 1 & 2 2011-12 and 2012-13)

- There has been a year on year reduction in the three main categories of primary fires.
- Although small in context, the number of outdoor fires has decreased from 89 in Quarter 1 & 2 2011-12 to 36 in Quarter 1 & 2 2012-13. This is mainly due to the predominantly wet weather conditions which have also affected the number of secondary fires attended.

## 1.4. Quarter 1 & 2 Secondary Fires



(Figure 4 – Total Secondary Fire Incidents per month September 2011 to September 2012)

**Summary** Secondary fire numbers have decreased significantly compared with the same quarters last year due to the predominantly wet weather conditions in Quarters 1 & 2.

Secondary Fires	Quarter 1&2 2011-12	Quarter 1&2 2012-13	Percentage change
Grassland woodland and crops	587	103	-82.5%
Other Outdoors (including land)	236	126	-46.6%
Outdoor equipment & machinery	12	6	-50.0%
Outdoor Structures	166	105	-36.7%
Building	20	14	-30.0%
Road Vehicle	6	2	-66.7%
<b>Total Fires</b>	<b>1027</b>	<b>356</b>	<b>-65.3%</b>

(Table 4 – Secondary Fires Quarters 1 & 2 2011-12 and 2012-13)

- The majority of secondary fires in Quarter 1 & 2 2012-13 were located in grassland woodland and crops (103 out of 356 fires or 28.9% of all secondary fires in Quarter 1 & 2 2012-13). This is compared with 587 grassland woodland and crop fires in Quarter 1 & 2 2011-12 (57.2% of all secondary fires in Quarter 1 & 2 2011-12).
- There have been similar reductions in the number of secondary fires in other outdoor locations and outdoor equipment which together with grassland woodland and crop fires make up the majority of all secondary fires.

## 1.5. Quarter 1 & 2 Chimney Fires



(Figure 5 – Total Chimney Fire Incidents per month September 2011 to September 2012)

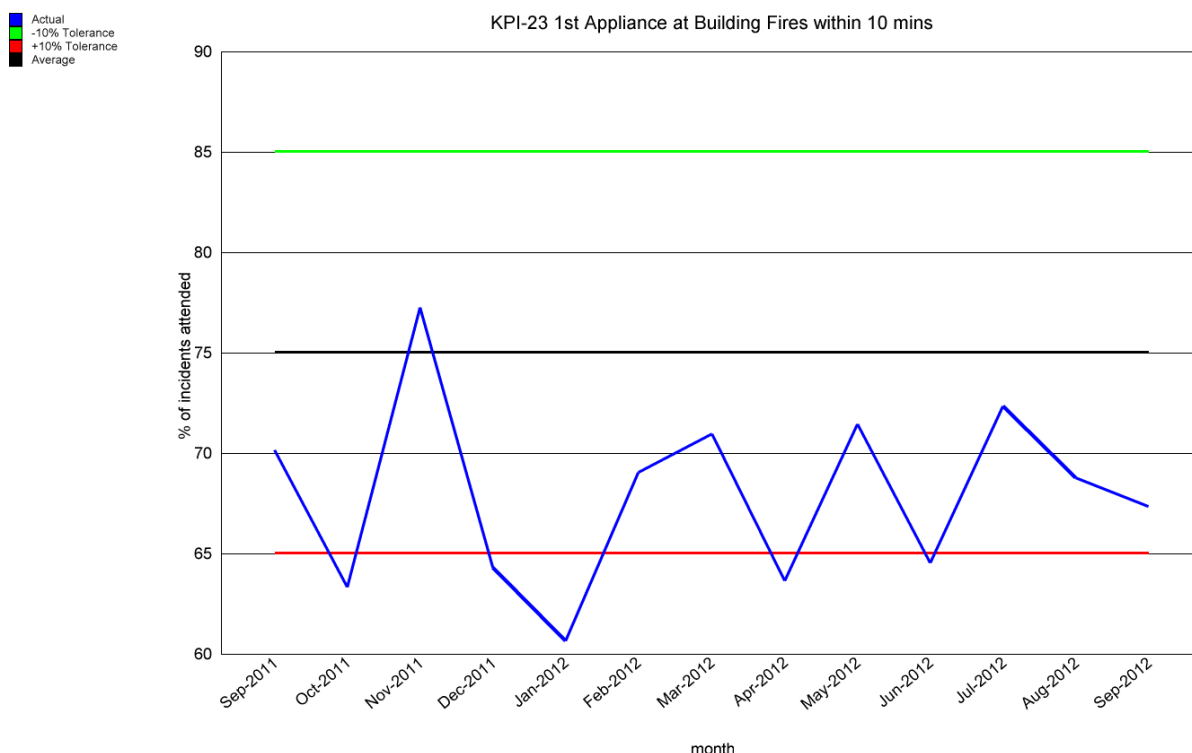
**Summary** Chimney fire occurrences are consistent with the monthly average number of incidents (see pink line in the graph above).

Chimney Fires	Apr	May	Jun	Jul	Aug	Sep	Total
Q1&2 2011-12	12	6	3	1	3	4	29
Q1&2 2012-13	21	8	7	2	3	10	51
% Change	75.0%	33.3%	133.3%	71.4%	0.0%	150.0%	75.8%

(Table 5 – Chimney Fires Quarter 1 & 2 2011-12 and 2012-13)

- Chimney fires have increased from the midpoint last year, with 75.8% more than in the same quarters last year; this may also be due to the cooler, wetter weather conditions in Quarter 1 & 2 2012-13.
- Increase in monthly figures particularly in September 2011 and June 2012 but these are relatively low figures in terms of all incidents attended.

## 1.6. Quarter 1 & 2 Attendance Standards – Fires in Buildings



(Figure 6 – 1<sup>st</sup> Appliance at Building Fires within 10 minutes – September 2011 to September 2012)

**Summary** In Quarter 1 & 2, the Service saw a reduction in the number of attendances at building fires that met the attendance standard compared with last year. Travel distance accounted for 50% of these failures. Of the remainder, 16% were attended in a time of between 10 and 11 minutes.

1 <sup>st</sup> Appliance attendance at Building Fires within 10 minutes	Q1 & Q2 11-12	Q1 & Q2 12-13
Number of building fires attended within 10 minutes	302	215
Total Number of building fires attended	413	317
<b>% attended within 10 minutes</b>	<b>73.1%</b>	<b>67.8%</b>

(Table 6 – 1<sup>st</sup> Appliance attendance Quarter 1 & 2 2011-12 and 2012-13)

- 16 out of the 102 fires which were not attended within 10 minutes were attended within 11 minutes.
- The overall average time taken to attend all types of incidents in Quarter 1 & 2 2012-13 was 9 minutes 9 seconds (excluding six late fire calls).



Travel distance to the incident	53	Communication Equipment Fault	2
Turn in time (Retained and Day Crew only)	9	Mobilising error	2
Late Fire Call	7	Mobilised from other location (not on home Station)	2
Difficulty in locating incident address	4	Mobilised to incorrect address	2
Weather conditions / Road conditions	4	Appliance breakdown / Off the Run	1
Responding at normal road speed, i.e. AFAs	3	Appliance not booked in attendance	1
Incident outside Station turnout area	3	Simultaneous Incident	1
Traffic conditions causing delayed turn in time to Stations (Retained and Day Crewed only)	2	Training event delaying turn out i.e. drilling	1
Road obstruction/road closure/road works/temp traffic controls or heavy traffic conditions once mobile	2	Insufficient crew due to numbers of crew available	1
Incorrect or insufficient information passed to Fire Control on initial call	2		
		Total	102

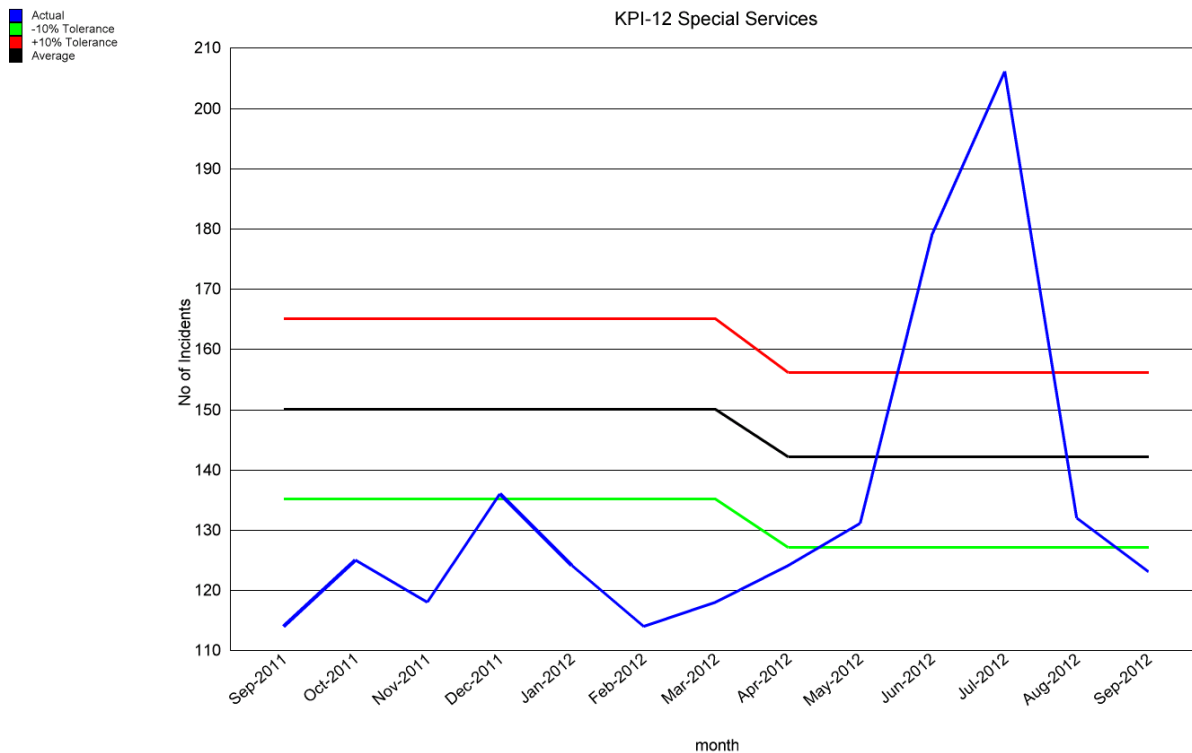
*(Table 7 – Fire in Buildings – Reasons for standard not met Quarter 1 & 2 2012-13)*

- The above table illustrates the breakdown of reasons for the 102 incidents where the standard was not met in Quarter 1 & 2. Travel distance accounted for over 50% of the failures.

## 2. Other Non-Fire Incidents

The second section of this report focuses on operational activity in terms of other non-fire incidents attended.

### 2.1. Quarter 1 & 2 Special Service Incidents



(Figure 7 – Special Services Incidents per month September 2011 to September 2012)

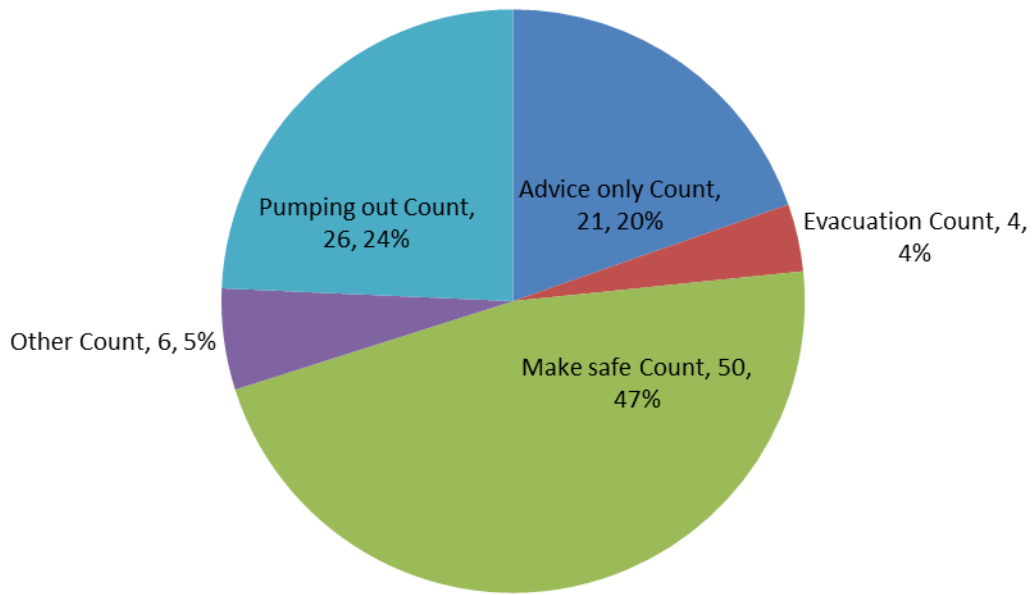
**Summary** The Special Service incidents totals have been adversely affected by an increase in flooding and other water related incidents in June 2012 and July 2012. Although the monthly total in June 2012 and July 2012 was out of tolerance, the overall Quarter 1 & 2 total was within tolerance at the midpoint of the year.

All Special Services	Quarter 1&2 2011-12	Quarter 1&2 2012-13	Percentage change
RTC Incidents	315	296	-6.0%
Flooding	30	107	256.7%
Other Special Services	429	492	14.7%
<b>Total Incidents</b>	<b>774</b>	<b>895</b>	<b>15.6%</b>

(Table 8 – Special Services Quarter 1 & 2 2011-12 and 2012-13)

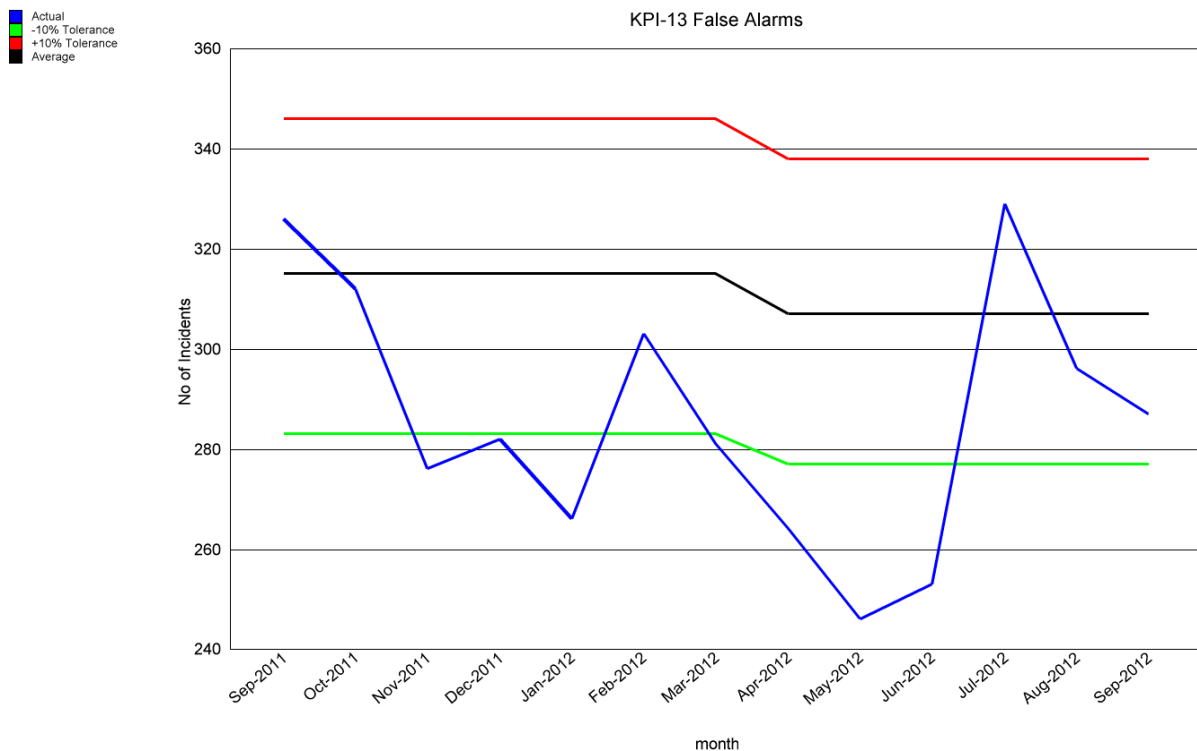
- 107 Flooding incidents in Quarter 1 2012-13 compared with 30 at the mid-year point last year.
- 25 out of the 107 flooding incidents occurred in the three day period 28 June to 30 June 2012.
- Other Special Services included quarter on quarter increases in making safe (not RTC) and rescues and evacuation from water, also linked to the spate conditions.

## Flooding Incidents Q1&2 2012-13



(Figure 8 – Flooding Incidents by type Quarter 1 & 2 2012-13)

### 2.2. Quarter 1 & 2 False Alarm Incidents



(Figure 9 – False Alarm Incidents per month September 2011 to September 2012)

**Summary** False alarm numbers have decreased against Quarter 1 & 2 last year and also decreased against the last 3 years Quarter 1 & 2 average.

<b>Total False Alarms</b>	<b>Quarter 1 &amp; 2 2011-12</b>	<b>Quarter 1 &amp; 2 2012-13</b>	<b>Percentage change</b>
Malicious False Alarms	37	20	-45.9%
False Alarm Good Intent	413	353	-14.5%
Automatic False Alarms	1329	1300	-2.2%
<b>Total False Alarms</b>	<b>1779</b>	<b>1673</b>	<b>-6.0%</b>

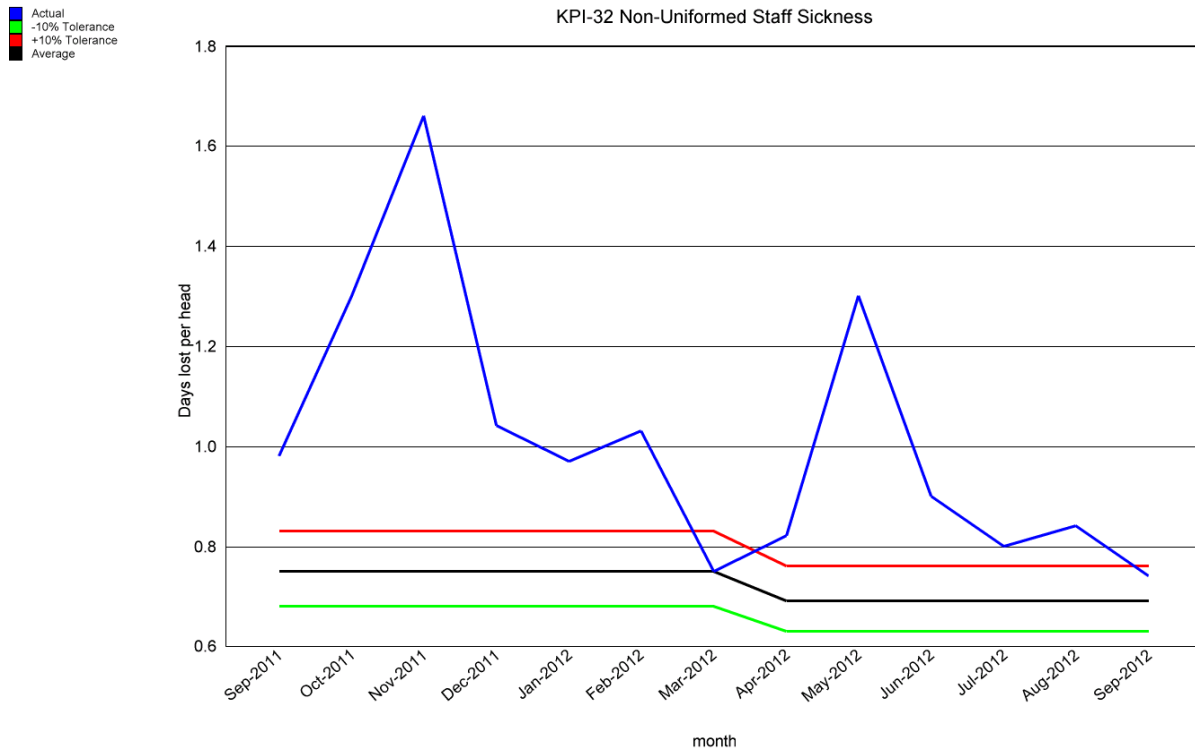
*(Table 9 – False Alarms Quarter 1 2011-12 and Quarter 1 2012-13)*

- Marginal decrease in the number of Automatic False Alarms in Quarter 1 & 2 2012-13 compared with same quarter last year.
- Decreases in the other categories of false alarms compared with the same Quarters last year.
- As a result of the Interim AFA policy, the total number of mobilisations (Appliances and Rescue Appliance) to AFAs reduced from 1763 in Quarters 1 & 2 2011-12 to 1446 in Quarter 1 & 2 2012-2013. There have been 317 fewer mobilisations as a result of the application of the interim policy.

### 3. Key Performance Indicators Out of Tolerance

At the end of Quarter 2, all key performance indicators (KPI) were within the 10% tolerance levels, except for the indicator regarding non-uniform sickness.

#### 3.1. KPI-33 Non-Uniform Sickness



(Figure 10 – Non-Uniform Staff Sickness September 2011 to September 2012)

**Summary** Non-uniform staff sickness was above the 10% tolerance levels for the first five months of the financial year and as a result was over the 10% tolerance level at the end of the Quarter. The main reason for this was an increase in long term sickness for non-uniform staff sickness.

	Apr	May	Jun	Jul	Aug	Sep	Total
Non-Uniform Sickness days lost per head Q1&2 2011-12 (days)	0.45 (54.74)	0.46 (55.72)	0.91 (108.43)	0.79 (92.53)	0.72 (114.37)	1.3 (152.8)	4.83 (578.59)
Non-Uniform Sickness days lost per head Q1&2 2012-13 (days)	0.82 (98.78)	1.3 (154.08)	0.9 (107.97)	0.8 (94.56)	0.84 (98.2)	0.74 (86.97)	5.34 (640.54)
Percentage Change	82.2%	182.6%	-1.0%	1.2%	16.7%	-43.1%	10.6%

(Table 10 – Non-Uniform Staff Sickness per month Quarter 1 & 2 2011-12 and 2012-13)

	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Total</b>
Short Term Non-Uniformed Staff Sickness per head Q1&2 2012-13 <i>(days lost)</i>	0.22 (26)	0.47 (55.68)	0.31 (37)	0.11 (12.59)	0.20 (23.41)	0.39 (46.21)	1.68 (200.88)
Long Term Non-Uniformed Staff Sickness per head Q1&2 2012-13 <i>(days lost)</i>	0.61 (72.78)	0.83 (98.4)	0.59 (70.97)	0.69 (81.97)	0.64 (74.78)	0.35 (40.75)	3.67 (439.65)
<b>Non-Uniformed Staff Sickness per head Q1&amp;2 2012-13 <i>(days lost)</i></b>	<b>0.82 (98.78)</b>	<b>1.3 (154.08)</b>	<b>0.9 (108.0)</b>	<b>0.8 (94.56)</b>	<b>0.84 (98.19)</b>	<b>0.74 (86.96)</b>	<b>5.35 (640.54)</b>

*(Table 11 – Non-Uniform Staff Sickness per month Quarter 1 & 2 2012-13)*

- The largest monthly total of non-uniform sickness was in May 2012 which also had the greatest monthly total of long-term non-uniform sickness.
- Long term non-uniform staff sickness represented 68% of all non-uniform staff sickness in Quarter 1 & 2 2012-13. This can be compared with Wholetime staff sickness where long term staff sickness represented 59% of all Wholetime staff sickness.
- 3.67 days were lost to long term non-uniform staff sickness in Quarter 1 & 2 2012-13 compared with only 2.65 days lost to long term non-uniform staff sickness in same quarter last year.
- The Senior HR Advisors are providing on - going support to enable all non – uniformed Managers to manage sickness absence and to keep sickness levels to a minimum. In order to address increases in this Quarter, Senior HR Advisors are supporting Managers by:
  - Continuing to ensure rapid occupational health, counselling and physiotherapy referrals are made, as and when required.
  - Implementing a structured and timed return for employees in relation to modified duties, the HR team are currently trialling a Modified Duties and RTW form.
  - Implementing fortnightly HR case review meetings to discuss actions and proactive interventions.
  - Implementing reasonable adjustments to working practices as and when required.

#### 4. Retained Availability

**Summary** *There was an overall drop in availability of 2% of all Retained Appliances across the Service when compared with the situation at the midpoint last year.*

Retained Availability	Apr	May	Jun	Jul	Aug	Sep	Total
Q1&2 2011-12	93.9%	94.1%	91.7%	91.8%	89.4%	89.9%	91.8
Q1&2 2012-13	91.8%	89.9%	89.9%	90.7%	86.0%	90.5%	89.8
% Change	-2.1%	-4.2%	-1.8%	-1.1%	-3.4%	0.6%	-2.0%

*(Table 12 –Retained Availability Quarter 1 2011-12 and Quarter 1 2012-13)*

- Stations which have experienced the biggest drop in performance from Quarter 1 2011-12 to Quarter 1 2012-13:
  - Hereford (down 17.69% on Quarter 1 & 2 2011-12 availability)
  - Droitwich (down 11.03% on Quarter 1 & 2 2011-12 availability)
  - Stourport (down 8.84% on Quarter 1 & 2 2011-12 availability)
- Evesham was the lowest performing Station in Quarter 1 & 2 2012-13 with a Retained availability of 66.47%
- Three Stations have shown significant improvement from Quarter 1 & 2 2011-12 to Quarter 1 & 2 2012-13:
  - Bewdley (up 15.03% on Quarter 1 & 2 2011-12 availability)
  - Pebworth (up 11.07% on Quarter 1 & 2 2011-12 availability)
  - Broadway (up 7.09% on Quarter 1 & 2 2011-12 availability)
- Kingsland was the highest performing Station in Quarter 1 2012-13 with a Retained availability of 99.9%.

Reasons for Appliances being off the run Quarter 1 & 2 12-13	% of time Appliances unavailable
Did not meet minimum crewing requirement	7.67%
No BA wearers	5.23%
No Officer in Charge	6.55%
No driver	3.24%
<b>Total impact on pump availability</b>	<b>10.2%</b>

*(Table 13 – Retained availability by factor – Quarter 1 & 2 2012-13)*

- Overall availability is dependent on a number of factors and an Appliance can be unavailable due to a combination of factors. The lack of sufficient crew is the largest reason for unavailability.

Station	Availability Q1 & Q2 11-12	Availability Q1 & Q2 12-13	Better/ Worse
21 Worcester	97.31%	95.85%	-1.46%
22 Stourport	99.9%	91.06%	-8.84%
23 Bewdley	78.32%	93.62%	15.03%
24 Kidderminster	99.9%	97.71%	-2.19%
25 Bromsgrove	83.16%	77.03%	-6.13%
26 Droitwich	84.27%	73.24%	-11.03%
27 Redditch	94.1%	90.88%	-3.22%
28 Evesham	61.52%	66.47%	4.95%
29 Pebworth	75.29%	86.36%	11.07%
30 Broadway	77.44%	84.53%	7.09%
31 Pershore	96.29%	90.03%	-6.26%
32 Upton	94.34%	87.78%	-6.56%
41 Malvern	99.34%	99.89%	0.55%
42 Ledbury	95.14%	92.48%	-2.66%
43 Fownhope	95.36%	97.79%	2.43%
44 Ross on Wye	99.43%	96.4%	-3.03%
45 Whitchurch	91.58%	86.32%	-5.26%
46 Hereford	95.59%	77.9%	-17.69%
47 Ewyas Harold	94.84%	90.21%	-4.63%
48 Eardisley	99.55%	99.49%	-0.06%
49 Kington	97.13%	93.38%	-3.75%
50 Leintwardine	88.87%	89.62%	0.75
51 Kingsland	99.97%	99.9%	-0.07%
52 Leominster	93.79%	89.62%	-4.17%
53 Tenbury	90.76%	91.29%	0.53%
54 Bromyard	86.98%	84.74%	-2.24%
55 Peterchurch	98.87%	94.18%	-4.69%
<b>Total Quarter 1 &amp; 2</b>	<b>91.8%</b>	<b>89.8%</b>	

(Table 14 –% availability by Station, comparing Quarter 1 & 2 2011-12 with Quarter 1 & 2 2012-13)



## 5. Information Requests

### 5.1. Information Requests – Quarter 1 & 2 2012-13

<b>Q 1 &amp; 2 2012-13</b>	<b>FOIA Requests received and completed</b>	<b>DPA Requests received and completed</b>	<b>EIR Requests received and completed</b>
April 2012	11	1	0
May 2012	14	0	0
June 2012	15	1	0
July 2012	13	0	0
Aug 2012	10	2	0
Sep 2012	13	3	0
<b>Total</b>	<b>76</b>	<b>7</b>	<b>0</b>

*(Table 15 – Information Requests Quarter 1 & 2 2012-13)*

- The Service collects and maintains information and data to enable the organisation to undertake statutory duties.
- In Quarters 1 & 2, FOI subject request areas have included Incidents Reports (now chargeable £52 per item); enquires regarding attendance to False Alarms; the number of Smoke Alarms fitted by the Service; the time spent investigating deliberate fires; enquires regarding the amount of funding and staff time given to Trade Unions and details of FRA Member expenses 2011/12.
- The overall number of information requests received has decreased from 104 in Quarters 1 & 2 2011-12 to 83 in Quarters 1 & 2 2012-13. FOIA requests have reduced from 98 to 76 and DPA requests have increased from 6 to 7. There have been no EIR requests in Quarter 1 & 2 2012-13 or the same Quarters last year.

## **8. Equality and Diversity Advisory Group Update**

### **Purpose of report**

1. To inform the Policy and Resources Committee of the key areas of discussion at the Equality and Diversity Advisory Group meeting on 8 November 2012.
- 

### **Recommendation**

**The Chief Fire Officer recommends that the Policy and Resources Committee note the content of this report.**

### **Update**

2. The second meeting of the Equality and Diversity Advisory Group was held on 8 November 2012. The Group was chaired by the Chief Fire Officer.
3. The Group noted the position with the current Equality Scheme Action Plan and approved the following equality objectives.
  - (i) To continue to embed equality and diversity within all aspects of service delivery and support functions:
    - Embed equality impact assessments of all Service Policies into core business;
    - Appropriately target community engagement in response to our available data; and
    - To analyse recruitment and employment data for trends and take appropriate action.
  - (ii) To develop partnerships to promote equality
    - Develop a Positive Action Sub Group made up of representatives from the local communities and other stakeholders; and
    - This Sub Group will recommend initiatives and actions, including positive action campaigns, to the Equality and Diversity Advisory Group.
4. It was agreed that these objectives would be submitted to the Senior Management Board for approval on 13 November 2012 for recommendation to the FRA in December.

5. The updated Ethical Framework has been approved by the Senior Management Board and the Media and Communications department are currently developing an A5 Ethical Framework booklet. Training will be cascaded throughout the Service, commencing early in 2013.
6. The updated Grievance Service Policy and Instruction has been approved by the Senior Management Board and toolkits and (ACAS (Advisory, Conciliation and Arbitration Service) advisory booklets are available on the intranet to support managers. Training has been delivered at the Station Commanders' Forum and Watch Commanders' Forums in October. Training sessions will also be delivered in a variety of Service locations and times throughout November.
7. Establishment of a Positive Action Sub Group which reports to the Equality and Diversity Advisory Group was discussed. It was agreed that this would be further explored and then discussed at the next meeting on 6 February 2013.
8. The Service was represented at the The Asian Fire Service Association (AFSA) Annual Conference held on 14 and 15 November 2012.

### **Financial Considerations**

Consideration	Yes/No	Reference in Report i.e paragraph no.
There are financial issues that require consideration	Yes	Whole report

### **Legal Considerations**

Consideration	Yes/No	Reference in Report i.e paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	Yes	Whole report

### **Additional Considerations**

9. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e paragraph no.
<b>Resources</b> (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	Yes	Whole report
<b>Strategic Policy Links</b> (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	Yes	Whole report
<b>Risk Management / Health &amp; Safety</b> (e.g. risk management and control measures, risk register score).	No	
<b>Consultation with Representative Bodies</b>	No	

### Supporting Information

None

### Contact Officer

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## **9. Joint Consultative Committee Update**

### **Purpose of report**

1. To inform the Policy and Resources Committee of the activities of the Joint Consultative Committee (JCC) since September 2012.
- 

### **Recommendation**

***The Chief Fire Officer recommends that the Policy and Resources Committee note the content of this report.***

### **Update**

2. The Joint Consultative Committee last met on 25 October 2012. The meeting scheduled for September was cancelled due to a significant number of apologies and the unavailability of any FBU representatives.
3. The number of items which have been ongoing for some time is reducing. Key items still under discussion include the following:
  - Review of allowances; and
  - Part-time workers settlement.
4. Since the Policy and Resources Committee was last updated, a number of items have been closed down. Agreement to this was confirmed by all parties and formally signed off and archived in the Consultation Register and Decision Log. Items now closed include:
  - RDS arrangements for working Bank Holidays;
  - RDS Management Policy; and
  - Ethical Framework Code of Conduct.
5. Several new items were brought to JCC for consideration at the October meeting; these include the following:
  - Timescales for disciplinary investigations. (It was noted that regular informal discipline review meetings have now been scheduled with the Fire Brigades Union (FBU) which, it is hoped, will help speed up this process);
  - Wholetime pumps riding with a crew of 4 rather than 5;
  - The amount of time spent by Crew Commanders and Watch Commanders implementing the Resilience Register;
  - Staff Suggestion Scheme; and

- Car parking at Service Headquarters.
6. Unions will be notified in writing of the commencement of three weeks' formal consultation on the following proposals:
- 13.5m ladder provision (to remove older ladders from stations, still leaving at least one 13.5m ladder on every station. Not only will this reduce the average ladder age, but also the cost of servicing); and
  - Workwear (to replace existing shirts and trousers – at no additional cost).

### Financial Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are financial issues that require consideration	Y	Paras 3 & 5

### Legal Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	Y	Paras 3 & 5

### Additional Considerations

7. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e. paragraph no.
<b>Resources</b> (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	Y	Paras 3 & 5
<b>Strategic Policy Links</b> (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	Y	Paras 3 & 5
<b>Risk Management / Health &amp; Safety</b> (e.g. risk management and control measures, risk register score).	N	
<b>Consultation with Representative Bodies</b>	Y	Paras 3 & 5

**Supporting Information**

None

**Contact Officer**

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## **10. Health and Safety Liaison Panel Update**

### **Purpose of report**

1. To provide the Policy and Resources Committee with an update on the activities and items of significance from the Service's Health and Safety Liaison Panel.

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### **Recommendation**

***The Chief Fire Officer recommends that the Policy and Resources Committee note the content of this report.***

### **Introduction**

2. The Health and Safety Liaison Panel last met on 29 October 2012.

### **Significant Issues Discussed**

3. In light of the recent Service re-structure, a discussion was held to review the Terms of Reference for this group. This included the purpose and objectives, membership, meeting arrangements and the arrangements for communicating the meeting outcomes to employees.
4. A review of the previous quarter's Health and Safety performance was discussed in detail (Appendix 1), followed by a review of the recent Health and Safety investigations. It was considered very positive that both reporting levels and awareness of staff were good and that, in general, any injuries reported were mostly minor in nature.
5. Training within the Service has focussed on risk critical areas and this year 12 operational commanders and non-uniformed equivalents will have been trained to The National Examination Board in Occupational Safety and Health (NEBOSH) level and 90 Watch Commanders and Crew Commanders to The Institute of Occupational Safety and Health (IOSH) Managing Safely level.
6. It was noted that, for next year, Health and Safety training will be co-ordinated and managed by the Training and Development Centre.
7. Feedback is being sought from users of the Occupational Health provider to ensure that the service being delivered meets the user requirements and to identify any areas for improvement.
8. An update from the Health and Safety Working Group confirmed that a review is currently underway to ensure that the recommendations from last year's incident involving breathing apparatus cylinders have been implemented sufficiently and are still fit for purpose. The Working Group will report back to the next Liaison Panel.



## Financial Considerations

Consideration	Yes/No	Reference in Report i.e paragraph no.
There are financial issues that require consideration	No	

## Legal Considerations

Consideration	Yes/No	Reference in Report i.e paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	No	

## Additional Considerations

9. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e paragraph no.
<b>Resources</b> (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	No	
<b>Strategic Policy Links</b> (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	Yes	Entire Report
<b>Risk Management / Health &amp; Safety</b> (e.g. risk management and control measures, risk register score).	Yes	Entire Report
<b>Consultation with Representative Bodies</b>	Yes	Part of H&SLP

## Supporting Information

Appendix 1: Health & Safety Report to FRA, July – September 2012

### Contact Officer

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## INCIDENTS AND INJURIES

A total of 56<sup>1</sup> Health and Safety related incidents were reported this quarter.

- 2 were/had potential to be 'serious incidents'<sup>2</sup>;
- 3 were incidents of sexual harassment (by telephone): one to a female firefighter on station from a member of the press and two from the same person to two fire control operators.

	Jul	Aug	Sep	This ¼ Total	Prev. ¼ Total
Serious Incidents <sup>2</sup>	0	0	2	<b>2</b>	2
Near Hit/Cause for Concern <sup>3</sup>	2	6	3	<b>11</b>	14
Specialist Investigations <sup>4</sup>	2	0	2	<b>4</b>	1

## ANALYSIS

The serious or potentially serious incidents this quarter comprised of the following:

1. Issue with the tolerances on the RTC gear tray on the new Scania appliances leading to manual handling injuries.
2. Contamination of external cylinder lockers with water, dirt and debris.

## FLEET INCIDENTS

Station	Total	Response
24 Kidderminster	2	1
25 Bromsgrove	2	1
26 Droitwich	1	0
27 Redditch	1	1
28 Evesham	2	1
41 Malvern	1	0
42 Ledbury	1	1

Station	Total	Response
45 Whitchurch	1	1
46 Hereford	3	1
52 Leominster	2	2
Headquarters	2	0
Training Centre	1	0
West District	1	0
<b>Total</b>	<b>20</b>	<b>9</b>

Of the total of 20 driving-related incidents reported this period:

- 18 were as a result of our driver error;
- 9 whilst responding to incidents;
- 9 occurred during slow speed manoeuvres;
- 4 occurred during reversing manoeuvres;
- 16 incidents involved front-line appliances; and
- 1 incidents involved non-operational support vehicles.

<sup>1</sup> Serious injuries, minor injuries, vehicle collisions, potential hazards, near hits.

<sup>2</sup> Incidents either actually resulting in, or having the potential to result in a fatality, serious personal injury or significant loss or damage.

<sup>3</sup> Incidents that almost resulted in an injury or conditions identified that have the potential to cause injury, loss or a near hit but have not done so up to the time of reporting – e.g. items falling but not injuring anyone.

<sup>4</sup> Of incidents either actually resulting in, or having the potential to result in serious injuries or losses.