



HEREFORD & WORCESTER

Fire and Rescue Authority

Policy and Resources Committee

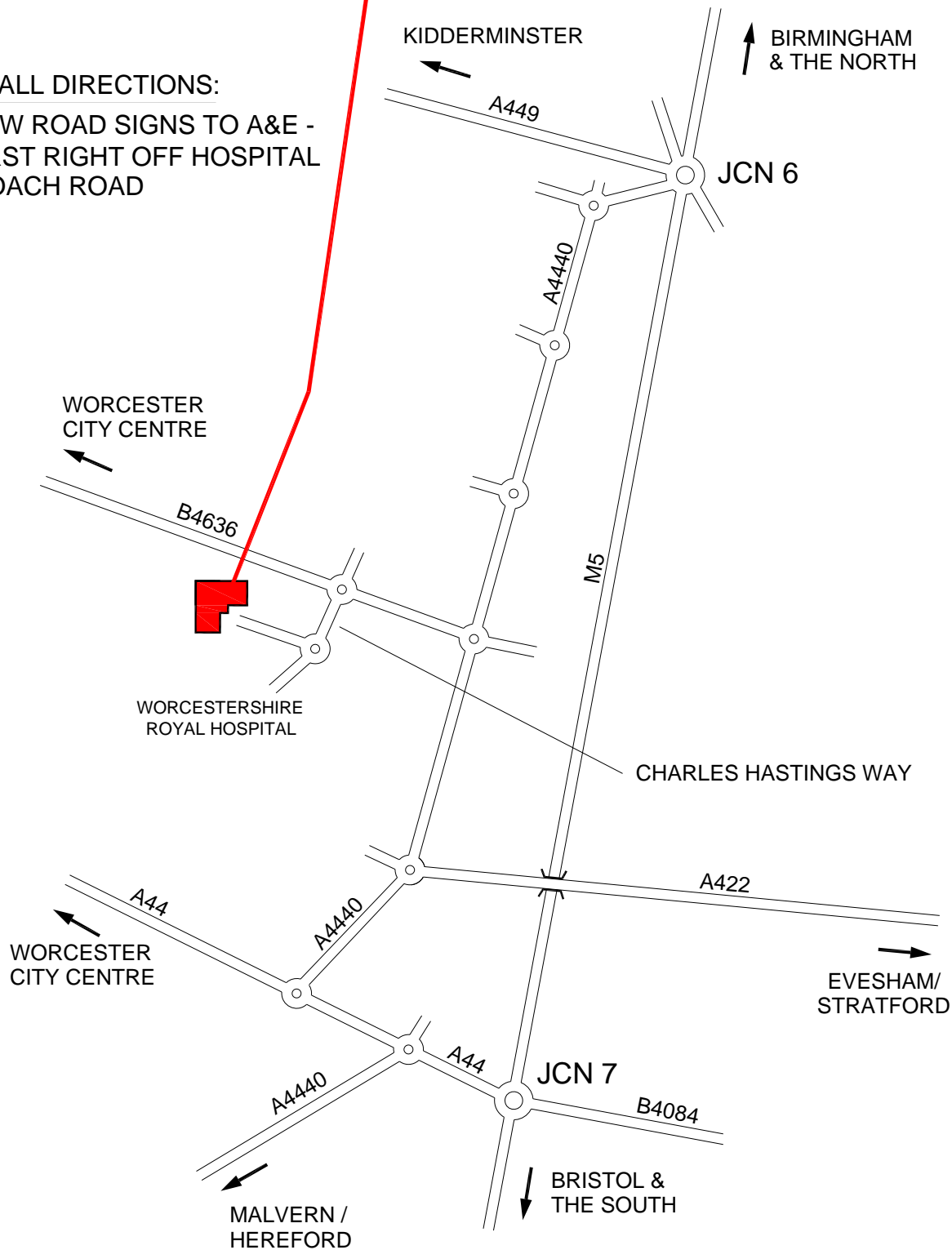
AGENDA

10.30 am Wednesday 8 June 2011

Headquarters
2 Kings Court
Charles Hastings Way
Worcester
WR5 1JR

HEREFORD & WORCESTER FIRE AND RESCUE SERVICE
HEADQUARTERS
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TEL: 0845 12 24454

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



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 OPTIMUM 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 Services on 0845 12 244554 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 Local Government (Access to Information) Act 1985 widened the rights of press and public to attend Local Authority meetings and to see certain documents. Your main rights are set out below:

- Automatic right to attend all Authority and Committee meetings unless the business if transacted would disclose “confidential information” or “exempt information”.
- Automatic right to inspect agenda and public reports at least five days before the date of the meeting.
- Automatic right to inspect minutes of the Authority and Committees (or summaries of business undertaken in private) for up to six years following the meeting.
- Automatic right to inspect background papers used in the preparation of public reports.
- Access, on request, to the background papers on which reports are based for a period of up to four years from the date of the meeting.
- Access to a public register stating the names and addresses and electoral divisions of members of the Authority with details of membership of Committees.
- A reasonable number of copies of agenda and reports relating to items to be considered in public must be made available to the public attending the 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 Services on 0845 12 244554 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.

8 June 2011

Agenda

Members

Mr A I Hardman, (Chairman), Mr K Taylor (Vice-Chairman),
Mrs P Andrews, Mr T Bean, Mrs M Bunker, Mr J Cairns, Mr J Campion, Mr S Clee,
Mr J Goodwin, Mrs L Hodgson, Brigadier P Jones CBE, Mrs J Potter, Mr D Taylor,
Mr R Udall and Mr G Yarranton.

No	Item	Pages
1.	Apologies for Absence To receive any apologies for absence.	
2.	Named Substitutes To receive details of any Member of the Authority nominated to attend the meeting in place of a Member of the Committee.	
3.	Declaration of Interests (if any) The Members' Code of Conduct requires Members to declare any interests against an Agenda item, the nature of an interest and whether the interest is personal or prejudicial. If a Councillor has a personal interest, they must declare it but can stay, take part and vote in the meeting. If a Councillor has a prejudicial interest then they must declare what that interest is and leave the meeting room for the duration of the item. This item allows the Chairman to invite any Member to declare an interest in any of the items on this Agenda.	
4.	Confirmation of Minutes To confirm the minutes of the meeting of the Policy and Resources Committee held on 24 March 2011 (copy attached).	1 - 5
5.	Authority Plan 2010-2011 Fourth Quarter Performance Analysis To provide the Policy and Resources Committee with a summary of the fourth quarter performance against the 2010-11 Authority Plan.	6 - 21
6.	Authority Plan 2010-2011 Annual Performance Analysis To provide the Policy and Resources Committee with a summary of the annual performance against the 2010-11 Authority Plan.	22 - 53
7.	The Authority's Draft Annual Plan 2011/12 To consider the draft Authority Plan 2011/12 for approval and publication. (Appendix 1- Draft Authority Annual Plan 2011/12 to follow)	54 - 55

8. Provisional Financial Results 2010/11	56 – 62
To brief the Policy and Resources Committee on provisional financial results for the year ended 31 March 2011.	
9. Fire Control Project Update	63 – 66
1. To inform Members of progress in the procurement of a new Command and Control system.	
2. To update Members on progress in the development of collaborative arrangements with Shropshire FRS, particularly the submission of a joint request for funding to DCLG officials.	
10. Adjustments to Conditions of Service for staff on the Retained Duty system	67 – 74
To inform the Policy and Resources Committee of the implications of recent changes to the Scheme of Conditions of Service for staff on the Retained Duty system.	
11. Update from the Equality and Diversity Steering Group	75 – 76
To provide the Policy and Resources Committee with a report on the work undertaken through the Service's Equality and Diversity Steering Group.	
12. Update from the Joint Consultative Committee	77 – 78
To inform the Policy and Resources Committee of the JCC Meetings.	
13. Update from the Health and Safety Liaison Panel	79 – 81
To provide the Policy and Resources Committee with a report on the work undertaken through the Service's Health and Safety Liaison Panel.	
14. Policy and Resources Committee Work Programme 2011/2012	82 - 85
To put forward a draft work programme for the Committee to consider and amend as appropriate, prior to approval.	
15. Asset Management Strategy: Malvern Fire Station	86 – 88
To gain approval for budget allocation to replace the fire station at Malvern.	
(Appendix 1 and 2 for this item are not for publication as the Clerk considers that they disclose information relating to the financial business of the Authority)	
Glossary	89 - 92