



## Minutes

### Members Present:

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

### 1. Apologies for Absence

Mr J Cairns, Mr J Campion, Mr S Clee,

### 2. Named Substitutes

None

### 3. Declaration of Interests (if any)

The Chairman invited any Member to declare an interest in any of the items on this Agenda and no personal or prejudicial interests were declared.

### 4. Confirmation of Minutes

**Resolved**

***That the Minutes of the meeting of the Policy and Resources Committee held on 1 November 2010 be confirmed as a correct record and signed by the Chairman.***

### 5. Draft Integrated Risk Management Action Plan 2011/12

The Deputy Chief Fire Officer presented the draft IRMP Action Plan 2011/2012 for consideration by the Committee.

She outlined the consultation process and the responses received arising from the consultation. She told the Committee that the initial draft, as approved by the Authority in June for consultation, together with the responses, had been considered by the IRMP Steering Group and that the draft presented reflected the discussions of the Group.

The Committee considered the draft and

**RESOLVED that:**

***i) The Committee notes the consultation report.***

***ii) The amended 2011/12 IRMP Action Plan be approved for submission to the Authority on 17 December 2010.***

### 6. Financial Prospects and Future Planning

The Treasurer gave the Committee a summary of the financial outlook and the resulting planning issues which faced the Authority over the next 4 years. He pointed out that more accurate forecasts would be available for Members after

the Grant Settlement had been announced, which was expected on 13 December.

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The Committee heard that the Chief Fire Officer had met all, except one, of the MPs for the Authority's constituencies and obtained their support for improved Grant Settlement distribution for the Authority. Along with the Director of Finance, they had also met the Fire Minister to make the case on behalf of the Authority, one of only 3 CFO's who had received access to the Minister.

**RESOLVED that the current revenue expenditure and resource projections be noted.**

## **7. Authority Plan 2010-2011 2nd Quarter Performance Analysis**

The Deputy Chief Fire Officer provided the Committee with a summary of the 2nd quarter performance against the 2010 -11 Authority Plan. The Committee noted that the Service had met performance targets for the following key corporate indicators:

- Primary fires
- Deliberate primary fires including vehicles
- Deliberate secondary fires including vehicles  
(It was noted that there had been a successful conviction of person who caused a series of bin fires in Warndon last June)
- Percentage of fires attended where no smoke alarm was fitted
- Malicious calls attended and unattended
- False alarms calls caused by automatic fire detection in non domestic properties
- Wholetime uniformed sickness absence

The meeting heard that the Service would focus on other key corporate performance indicators where continuous improvement was required for the remainder of 2010-2011:

- Percentage of dwelling fires where a smoke alarm did not activate when expected to
- Percentage of persons making complaints satisfied with the handling of those complaints
- Percentage of false alarms calls caused by automatic fire detection to a non-domestic property with more than 1 attendance
- Percentage of accidental fires in dwelling confined to room of origin
- Working days lost to all staff sickness absence per head  
(It was noted that there had been an increase in non-uniform staff sickness)
- Percentage of uniformed and non-uniformed staff who are disabled
- Percentage of invoices paid within timescales  
(A Member pointed out that the Worcester City Council and

the Worcestershire County Council had targets to pay local suppliers within 10 days; the Treasurer replied that given the

current business climate, the Service endeavoured to pay all invoices as soon as possible and the average payment period for undisputed invoices was 11 days)

The DCFO told the Committee that national reporting requirements had been relaxed and that the Service would be reviewing its performance indicators. The service was also engaged in benchmarking with a peer group of FRS's.

A Member congratulated the retained duty crew at Eardisley for their efficient response to the recent fire at St Mary's Church in Almeley, Herefordshire.

In response to a query, it was noted that planning permission had now been obtained for the photo-voltaic cells at the new fire station in Pebworth.

***RESOLVED that the Committee note the contents of this report.***

**8. The Information Commissioner's Office Model Publication Scheme Review**

The Clerk presented the draft review of the Information Commissioner's Office Model Publication Scheme, which committed the Authority to proactively publish and routinely make available information held by the Authority.

***RESOLVED that the Policy and Resources Committee recommend the revised Scheme for approval by the Authority.***

**9. Strategic Risk Register**

The Deputy Chief Fire Officer presented the revised Strategic Risk Register for consideration by the Committee. She told the Members that Risk Management is a key objective and part of the Fire and Rescue Service and that the reviewed and updated Strategic Risk Register was shared with Mr Peter Watts, the Risk Management Member Champion and Group Leaders for their input on 18 October 2010, advised by Principal Officers and recommend for approval by the Authority.

The meeting noted that the Register reflected the updated National Risk Register and the Community Risk Register and that the direction of travel for strategic risk for 2009/2010 was downwards. The Authority's live Strategic Risk Register would be monitored and updated on an ongoing basis with exception reporting to Principal Management Officers and would be formally reported to Members annually, with significant changes being reported to the Audit Committee in their quarterly risk update.

Following approval by the Authority the information from the Strategic Risk Register would be incorporated into Corporate Planning, highlighting any resilience issues through the management of Business Continuity in compliance with the Civil Contingencies Act (2004).

***RESOLVED that the Committee recommend the revised Strategic Risk Register for approval by the Authority.***

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## 10. Treasury Management Activities 2010/11

The Treasurer told the Committee that current Fire and Rescue Authority Financial Regulations required that Treasury Management Activities be reviewed by Members twice a year. Banking arrangements for the FRA, in respect of lending and borrowing, continue to be carried out by Worcestershire County Council under a Service Level Agreement and a risk-averse policy remained in place. The Committee noted that with prevailing interest rates at historically low levels that a less prudent strategy might yield only £7,000 to £10,000 additional income but with significantly higher risk attached.

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

## 11. Fees and Charges

The Treasurer told the Committee that given the current financial climate and the anticipated reductions in Grant Settlement and Council Precept the Service was considering options for charging for special services. The main areas where such charges could generate additional income were:

- a) Large Animal Rescues;
- b) Rescues from lifts or only after the first rescue in any year; and
- c) Assistance to the Environment Agency.

Members felt that charges for rescuing large animals would be costly to administer, difficult to collect and might damage the reputation of the Service.

The Meeting noted that charges for lift rescues would be levied against the owner/occupier of the building and not charged to the persons rescued from the lifts; it was felt that this would encourage better lift maintenance and reduce the number of these incidents. However, concern was expressed that it could result in persons being trapped for longer periods and there could be risks to others attempting rescue/repairs on the lifts. The Committee decided to refer the decision on this matter to the full Authority on 17 December.

It was noted that many other FRAs were already charging for assistance to the Environment Agency who in turn recouped their costs from “the polluter” and there was unanimous agreement that the Committee should recommend to the Authority the introduction of charges for such assistance.

**RESOLVED *to recommend to the Fire and Rescue Authority that:***

- a) The Authority does not introduce charges for Large Animal Rescues;***
- b) The Authority consider the proposals to charge for all rescues from lifts or only after the first rescue in any year; and***
- c) The Authority puts in place protocols for charging for FRA costs when assisting the Environment Agency to be invoiced for onward recovery.***

## **12. Update from the Equality and Diversity Steering Group**

The Deputy Chief Fire Officer provided the Committee with a report on the work undertaken through the Service's Equality and Diversity Steering Group. She told the Meeting that a full report would be presented to the Authority next year on the provisions of the Equality Act 2010.

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

## **13. Update from the Joint Consultative Council**

The ACFO Service Support briefed the Committee of the JCC Meetings and Decision Log for October 2010.

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

## **14. Update from the Health and Safety Liaison Panel**

The Deputy Chief Fire Officer provided the Committee with a report on the work undertaken through the Service's Health and Safety Liaison Panel.

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

The Meeting finished at 12.13 pm

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

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