



HEREFORD & WORCESTER FIRE AUTHORITY

Full Authority

AGENDA

Wednesday, 24 February 2021

10:30

This will be held as a virtual meeting on Teams.

The meeting can be accessed via a link which will be emailed to participants.

Information for Members of the Public

Due to the current Covid-19 pandemic Hereford & Worcester Fire Authority will be holding this meeting in accordance with the arrangements for remote meetings of a local authority. For more information please refer to: Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Please note that this is a public meeting, to be conducted remotely by video conferencing between invited participants and live streamed on the internet for general access. You are able to listen and view the live video stream of the meeting via the link that will be published on the Fire Authority's website <https://hwfire.cmis.uk.com/hwfire/Meetings.aspx>

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

- 1) the right to attend all Authority and Committee meetings by viewing or listening to the live stream unless the business to be transacted would disclose “confidential information” or “exempt information”;
- 2) 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.
- 3) 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>);
- 4) 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
- 5) 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.

If you are participating at a virtual meeting of the Authority under the Public Participation item, you will be deemed to have consented to being broadcast via the Authority’s website and/or filmed or recorded by the Authority and/or anyone exercising their rights under paragraph 2 above. Alternatively, your representations can be read out at the meeting on your behalf.

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

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 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 **Members** who are democratically elected representatives and they will be advised by **Officers** who are paid professionals. The Fire Authority comprises 25 Members and appoints committees to undertake various functions on behalf of the Authority. There are 19 Members who are Worcestershire County Councillors on the Authority and 6 who are Herefordshire Council Councillors. The Police & Crime Commissioner also attends Fire Authority meetings as a non-voting Member.

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 is responsible for the proper conduct of the meeting.

Officers - Also present during the meeting will be the Chief Fire Officer and/or other Officers of the Fire 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 Members to vote. The Officers do not have a vote.

Protocols for Remote Meetings

Status of these protocols

- These protocols supplement the new legislative arrangements permitting remote meetings of a local authority, under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.
- The Monitoring Officer reserves the right to amend or revoke these protocols at any time on reasonable notice. These protocols may also be revoked, superseded or amended by any standing orders that the Authority specifically adopts in respect of remote meetings.
- These protocols apply to anyone participating in a remote meeting, being: Members, officers, members of the public, other invited participants.

Participating in a remote meeting

- Officers and Members should join the meeting no less than 15 minutes before the scheduled start time to allow for any technical issues and avoid disrupting proceedings after the start time.
- At the start of the meeting the chairman will conduct a roll-call to confirm who is present and check for any connectivity issues.
- Where using video-enabled equipment, Members are asked to leave their cameras on throughout the meeting (unless connection speeds militate against this).
- Members should mute the microphone on their device when not speaking in order to reduce feedback and background noise. Committee and Members' Services can perform this function as well.

Access to documents

- Committee and Members' Services will publish the agenda and reports for meetings on the Fire Authority's website in the usual way and will notify Members and Officers by email.
- Members can either download the agenda pack from the link to the website or use the PDF sent with the email on a separate device to the one which they are using for the remote meeting.
- Printed copies will be sent to Members and Officers to support the effective conduct of the meeting where necessary. Printed copies will not be available for inspection at the Fire Authority's offices.

Officer Presentations

- Any presentations from Officers (eg Powerpoint) will be circulated to Members in PDF format in advance wherever possible and will be displayed on screen at the relevant point in the meeting. Where possible, presentations will be published on the Authority's website alongside the reports.
- When referring to reports or making specific comments, Officers should refer to the agenda page number so that all parties have a clear understanding of what is being discussed.

Protocol for Members speaking at meetings

- The Authority will be using Microsoft Teams, which will enable Members to participate in meetings remotely.
- The Chairman will ask all Members who wish to speak to indicate by pressing the 'raise your hand' button. Please do not speak or turn on your microphone until invited to do so by the Chairman. After speaking you must 'lower your hand' and turn off your microphone.

- The Chairman's ruling in regard to who should speak will be final and the Chairman will have the ability to mute any attendee's microphone if required.
- When referring to reports or making specific comments, Members should refer to the agenda page number so that all parties have a clear understanding of what is being discussed.

Voting

- Where it appears to the Chairman that the will of the majority of Members in the meeting is clear, the Chairman may put the motion to the meeting and ask if there are any votes against or any Members wishing to abstain. Those Members not voting against the motion or indicating they wish to abstain will be taken to be in favour.
- In all other circumstances a named vote will be taken. The Monitoring Officer will read out the Members' names, record the votes and announce the outcome to the meeting.
- Named votes will not be recorded in the minutes unless an individual Councillor asks to be recorded as voting "for", "against" or "abstained".

Participation by members of the public and the media

- A member of the public who has been given permission to speak during the public participation section of the meeting will be sent the relevant link to join the remote meeting and be invited to participate at the relevant point on the agenda. Members of the public who have been given permission by the Chairman to address a meeting may read out their question or written statement, of which prior notice will have been given, when invited to do so by the Chairman.
- As an alternative, members of the public who wish to address the meeting may submit a written statement that can be read out by the Chairman at the appropriate time.

Dealing with exempt items of business

- When confidential, or "exempt" information – as defined in Schedule 12A of the Local Government Act 1972 – is under consideration, the Chairman and Monitoring Officer will close the meeting and a private meeting will convene with Officers and Members only.
- Any Councillor or Officer in remote attendance who fails to disclose that there are other persons present, who are not permitted to see and/or hear the meeting, will be in breach of the Authority's Code of Conduct.

Dealing with technical difficulties

- In the event that the Chairman or Monitoring Officer identifies a failure of the remote participation facility, the Chairman may declare an adjournment while the fault is addressed.
- If it is not possible to address the fault and the meeting is inquorate, the meeting will be abandoned until such time as it can be reconvened.
- If the meeting remains quorate, it will continue. A vote will be taken in the absence of any Members who are unable to continue to participate remotely.
- If the meeting was due to determine an urgent matter or one which is time-limited and it has not been possible to continue because of technical difficulties, the matter may be dealt with in accordance with the 'urgent business' arrangements permitted by the Authority's Constitution.

Interpretation

Where the Chairman is required to interpret the Authority's Constitution in light of the requirements of remote participation, he or she shall take advice from the Monitoring Officer or Deputy Monitoring Officer prior to making a ruling, where practicable. The Chairman's decision in all cases shall be final.



Hereford & Worcester Fire Authority

Full Authority

Wednesday, 24 February 2021,10:30

Agenda

Councillors

Mr R J Phillips (Chairman), Mr P A Tuthill (Vice Chairman), Mr R C Adams, Ms P Agar, Mr A Amos, Mr T D Baker-Price, Mr S Bowen, Mr B Clayton, Mrs E Eyre BEM, Mr A Fry, Ms K S Guthrie, Mr I D Hardiman, Mr Al Hardman, Mr M Hart, Mrs K Hey, Dr C A Hotham, Mr R J Morris, Mrs F M Oborski MBE, Dr K Pollock, Mrs J Potter, Professor J W Raine, Mr L Stark, Mr C B Taylor, Mrs D Toynbee, Mr R M Udall

No.	Item	Pages
1	Apologies for Absence To receive any apologies for absence.	
2	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.	
3	Chairman's Announcements To update Members on recent activities.	

4 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 to be received no later than 2 clear working days before the meeting (in this case 19 February 2021). Further details about public participation are available on the website. Enquiries can also be made through the telephone numbers/email listed below.

5 Confirmation of Minutes

1 - 2

To confirm the minutes of the meeting held on 27 January 2021.

6 Budget and Precept 2021/22 and Medium Term Financial Plan

1. To determine the Revenue and Capital Budgets and the Council Tax Requirement for 2021/22
2. To approve the Prudential Indicators and Minimum Revenue Provision (MRP) Statement for 2021/22
3. To approve the Capital, Investment and Reserves Strategies
4. To approve the level of Fees & Charges for chargeable services for 2021/22
5. To identify potential future resources, their consequential impact on future year budgets and the future Council Tax Requirement. (the Medium Term Financial Plan)

7 Community Risk Management Plan 2021-25 – Proposed Amendments to Text following Consultation

To gain consent from the Authority to make a number of minor textual amendments to the draft Community Risk Management Plan 2021-25 (the CRMP) and to finalise the document for publication, following a review of consultation feedback and subsequent decision not to make any substantive changes to the nature or detail of the document.

8 Environmental Sustainability Plan: 2021-2025

For Members to approve the Environmental Sustainability Plan: 2021-25, prior to publication on the Service's website.

9 Members' Allowances Scheme 2021/22

To consider whether to make any alterations to the Members' Allowances Scheme for 2021/22 in light of the change in the Consumer Price Index to December 2020.

10 Pay Policy Statement

To bring to the attention of the Authority the requirement for the Service to publish its annual Pay Policy Statement for year 2021/2022.

11 HMICFRS Improvement Plan – Update January 2021

To update Members on the progress in implementing the HMICFRS Improvement Plan. The report confirms that despite the significant impact currently being experienced due to the Covid – 19 pandemic and three national lockdowns, good progress is being made to discharge the requirements of the Plan.

12 Fire Authority and Committee Dates

To inform Authority Members of the meeting dates for 2021/22.

13 Minutes of the Audit and Standards Committee

To receive the minutes of the meeting held on 20 January 2021.

14 Special announcement from the Chairman

3 - 6



Hereford & Worcester Fire Authority

Full Authority

Wednesday, 27 January 2021, 10:30

Chairman: Mr R Phillips
Vice-Chairman: Mr P Tuthill

Minutes

Members Present: Mr R C Adams, Mr A Amos, Mr S Bowen, Mr B Clayton, Mrs E Eyre BEM, Mr A Fry, Ms K S Guthrie, Mr I D Hardiman, Mr Al Hardman, Mrs K Hey, Dr C A Hotham, Mr R J Morris, Mrs F M Oborski MBE, Mr R J Phillips, Mrs J Potter, Professor J W Raine, Mr L Stark, Mr C B Taylor, Mrs D Toynbee

293 Apologies for Absence

Apologies were received from Cllr P Agar, Cllr M Hart, Cllr P Tuthill and Cllr Udall.

294 Declarations of Interest (if any)

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

Cllr Oborski declared that she was a member of the Fire Commission.

295 Public Participation

There was no public participation.

296 Confirmation of Minutes

RESOLVED that the minutes of the Fire Authority meeting held on 10 June 2020 be confirmed as a correct record and signed by the

Chairman at an appropriate time.

297 Exclusion of the Press and Public

RESOLVED that the press and public be excluded from the meeting for consideration of the following item due to the likelihood that it contains exempt information, namely information relating to the business affairs of another person or organisation, and the press and public are likely to be excluded from the discussion of this item.

298 Deed of Assurance to Facilitate Members' Voluntary Liquidation (MVL) of PPL

Summary of Minute

Members discussed the wind up of PPL and agreed as follows:

RESOLVED that:

i) the Fire Authority agrees to sign up to a Deed of Assurance to contribute towards any shortfall in PPL's assets necessary to achieve a solvent wind up of the company on terms to be agreed by the Head of Legal Services;

ii) the Fire Authority delegates the authority to the Chief Fire Officer and Chair of the Authority (in consultation with the Group Leaders, Treasurer and Monitoring Officer) to conclude the remaining elements of the process to wind up the company via the Members Voluntary Liquidation route and in agreement with the other shareholders.

The Meeting ended at: 11:15

Signed:.....

Date:.....

Chairman



Hereford & Worcester Fire Authority

Audit and Standards Committee

Wednesday, 20 January 2021, 10:30

Chairman: Mr M Hart

Vice-Chairman: Mr A Amos

Minutes

Members Present: Ms P Agar, Mr A Amos, Mrs E Eyre BEM, Mr I D Hardiman, Mr Al Hardman, Mr M Hart, Dr K Pollock, Mr L Stark, Mrs D Toynbee

Also in Attendance: Mrs F Oborski - EDI Member Champion

188 Apologies for Absence

Apologies were received from Cllr Hey and Cllr R Morris.

189 Named Substitutes

There were no named substitutes.

190 Declarations of Interest (if any)

Cllr P Agar declared that she was a member of the LGPS Pensions Board.

Cllr F Oborski declared that she was a member of the LGA Fire Commission.

[Cllr A Amos entered the meeting at 10.33am].

191 Confirmation of Minutes

RESOLVED that the minutes of the meeting held on 8 October 2021 be confirmed as a correct record and signed by the Chairman.

192 Annual Audit Letter 2019/20

The External Auditors, Grant Thornton UK LLP, presented Members

with the Annual Audit Letter 2019/20 which summarised the findings from the 2019/20 audit.

Members were also made aware of the additional fees arisen from the complications in carrying out the audit remotely under Covid restrictions. The Treasurer assured Members that he was not concerned with the additional costs.

RESOLVED that:

(i) the Annual Audit Letter 2019/20 from External Auditors, Grant Thornton UK LLP be noted; and

(ii) the additional audit fee be noted.

193 Internal Audit Progress Report 2020/21

The Head of Internal Audit Shared Service presented Members with an update in regards to the delivery of the Internal Audit Plan 2020/21.

Members were pleased to note that all core financial reviews that had been reported had returned a very sound assurance, there were no high priority recommendations and no emerging risks or additional risks that needed to be brought to the attention of the Committee.

It was highlighted to Members that the Internal Audit Plan for 2020/21 would continue on a priority basis agreed by the Treasurer however this would not be completed in full and there would be the requirement to roll over two reviews; Safeguarding and Young Firefighters and Volunteering, as it was unlikely that these would be completed during this financial year.

The Head of Internal Audit Shared Service thanked the Treasurer and departments for their support during these challenging times whilst the reviews took place.

RESOLVED that the report be noted.

194 Equality & Gender Pay Gap Report 2019/2020

The Head of Community Risk and HR & Development presented Members with the Equality and Gender Pay Gap Report 2019/2020.

It was highlighted to Members that equality reporting arrangements this year had been amended to allow the equality data, including gender pay gap reporting, to be published in one annual report, to provide a more

holistic picture of equality data.

[Cllr A Hardman and Cllr K Pollock entered the meeting at 11.00am]

There was discussion around the reasons staff left the Service and the Assistant Chief Fire Officer provided Members with a brief overview and confirmed to Members that exit interviews were available to all staff and an exit interview strategy was an action on the EDI action plan.

Members queried the benchmark used to judge performance against the equality characteristics. It was suggested it would be more meaningful to use the working age group as the benchmark rather than the whole population of the two counties. Officers agreed to investigate if the data could be accessed.

Members thanked Officers for a well presented report which was easily understood and very comprehensive with a suggestion of using actual numbers rather than percentages to add more meaning.

The EDI Member Champion expressed how impressed she was with the HR Department for their performance and how pleasing it was to note that the Service's minority ethnic proportion was higher than in the two Counties.

Members were asked to approve the publication of the Equality and Gender Pay Gap Report 2019/20 on the Service website and note that the information would also be submitted to the government reporting website as per the Regulations.

RESOLVED that the Authority notes the content of the Equality and Gender Pay Gap Report 2019/2020 and approves its publication.

**195 Equality, Diversity and Inclusion Plan 2020-2025: Progress Report
Q2-Q3 2020-21**

The Head of Community Risk and HR & Development presented Members with a summary of progress for Quarter 2 to 3 2020/21 against the Equality, Diversity and Inclusion Plan 2020-2025.

Members were made aware that this was the first bi-annual update on progress against the Equality, Diversity and Inclusion Plan which was approved by the Fire Authority on 29 July 2020.

There was discussion around the Safe and Well visits and although Worcestershire was ahead of Herefordshire, Officers confirmed that there were equal resources spread proportionally throughout the two Counties.

There was also discussion around the use of translators and Officers confirmed that existing staff were used for translation where required.

The EDI Member Champion commended the report and the progress made, particularly reporting after a period of Covid which had made initiatives much harder.

RESOLVED that the progress made against the Equality, Diversity and Inclusion Plan 2020-2025 in Quarter 2 to 3 2020/21 be noted.

196 Health and Safety Committee Update

The Assistant Chief Fire Officer presented Members with an update on the activities and items of significance from the Service's Health and Safety Committee.

A Member requested clarification of the use of dash cams and was pleased to note that dash cams were fitted to all Service vehicles which have proved invaluable for evidence of incidents and training purposes.

There was concern with the number of vehicle collision figures which Members felt was high. The Assistant Chief Fire Officer confirmed that each incident is reviewed, investigated and monitored regularly and procedures were in place for drivers to be re-assessed where appropriate. Members were assured that no reported incidents were on blue lights and most were low level and slow moving incidents.

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

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

(ii) Health and Safety performance information recorded during July to September 2020 (Quarter 2).

The Meeting ended at: 11:36

Signed:.....

Date:.....

Chairman