



# **HEREFORD & WORCESTER Fire Authority**

**Policy and Resources Committee**

## **AGENDA**

**Monday, 14 September 2015**

**10:30**

**Conference Suites**

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

## **ACTION ON DISCOVERING A FIRE**

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

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

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

## **ACTION ON HEARING THE ALARM**

- 1 Proceed immediately to the Assembly Point

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

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

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- 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
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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.



## A photograph showing the exterior of a modern university building with red brick walls and large glass windows. In the foreground, there is a red signpost with white text in German, which reads "UNIVERSITÄT &amp; UNIVERSITÄTSKAMPUS WÜRZBURG-SCHWEINFURT". The building has multiple stories and a central entrance area.

2 Kings Court  
Charles Hastings Way  
Worcester  
WR5 1JR

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## Hereford & Worcester Fire Authority

### Policy and Resources Committee

Monday, 14 September 2015, 10:30

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#### Agenda

Councillors

Mr C B Taylor (Chairman), Mr R C Adams (Vice Chairman), Mr R J Phillips (Vice Chairman), Mr B A Baker, Mrs E Eyre, Mr A Fry, Ms R E Jenkins, Mr J L V Kenyon, Mrs F M Oborski MBE, Mr D W Prodger MBE, Mr J W R Thomas, Mr P A Tuthill, Mr R M Udall

No.	Item	Pages
1	<b>Apologies for Absence</b>  To receive any apologies for absence.	
2	<b>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.	
3	<b>Declarations of Interest (if any)</b>  This item allows the Chairman to invite any Councillor to declare an interest in any of the items on this Agenda.	
4	<b>Confirmation of Minutes</b>  To confirm the minutes of the meeting held on 25 March 2015.	8 - 12
5	<b>2015/16 Budget Monitoring – 1st Quarter</b>  To inform the Committee of the current position on budgets and expenditure for 2015/16.	13 - 18

<b>6</b>	<b>Quarter 1 Performance Report 2015-16</b>	<b>19 - 37</b>
	This report is a summary of annual performance against the Fire Authority's Annual Plan 2015-16 using the set of Key Performance Indicators (KPIs) agreed by Senior Management Board (SMB).	
<b>7</b>	<b>Firefighters' Pension Scheme 2015 Discretions</b>	<b>38 - 49</b>
	To inform the Committee of the discretionary powers of the Fire Authority under the Firefighters' Pension Scheme (England) Order 2014 in relation to the Firefighters Pension Scheme 2015 (2015 Scheme). It recommends decisions on the required discretions and statement of policy.	
<b>8</b>	<b>Local Government Pension Scheme Injury Awards</b>	<b>50 - 54</b>
	To inform Members of the requirement to agree and publish a policy statement on Injury Awards in accordance with Regulation 14 of the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011.	
<b>9</b>	<b>Employment Monitoring Data 2014 – 2015</b>	<b>55 - 73</b>
	For the Committee to note the contents of this report, prior to publication of the Employment Monitoring Data 2014/2015 on the Service's website.	
<b>10</b>	<b>Proposed New Hereford Fire Station</b>	<b>74 - 76</b>
	To report progress regarding the provision of a new joint fire and police station in Edgar Street, Hereford, and obtain authorisation to further develop this project.	
<b>11</b>	<b>Update from the Health and Safety Committee</b>	<b>77 - 82</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 Committee.	
<b>12</b>	<b>Update from the Joint Consultative Committee</b>	<b>83 - 85</b>
	To inform the Committee of the activities of the Joint Consultative Committee (JCC) since March 2015.	

### **13 Update from the Equality and Diversity Committee**

**86 - 88**

To provide the Committee with an update from the Equality and Diversity Advisory Group since the last report on 25th March 2015



Hereford & Worcester Fire Authority

Policy and Resources Committee

Wednesday, 25 March 2015, 10:30

## Minutes

**Members Present:** Mr R C Adams, Brigadier P Jones CBE, Mr D W Prodger MBE, Mr C B Taylor, Mr P A Tuthill, Mr R M Udall, Ms R E Jenkins, Mrs F M Oborski, Mr J L V Kenyon

**Substitutes:** Mr J W R Thomas (for Mr D C Taylor)

**Apologies for Absence:** Mr W P Gretton, Mr A I Hardman, Mr A Fry, Mr D C Taylor

### 9 Declarations of Interest (if any)

None

### 10 Confirmation of Minutes

**RESOLVED** that the minutes of the Policy and Resources Committee held on 27 January 2015 be confirmed as a correct record and signed by the Chairman.

### 11 Chairman's Announcements

The Chairman informed the Committee that:

- i) he had been asked to allow consideration of a late item relating to Evesham fire station and this was agreed.
- ii) there was no Health and Safety Committee update on the agenda this time as the last meeting was cancelled due to the national firefighters strike.
- iii) it was Councillor Brigadier Jones CBE last meeting for the Authority. He was thanked for all his work over the years on the Policy and Resources Committee and was wished well for the future.



**12            2014/15 Budget Monitoring – 3rd Quarter**

Members were informed of the current financial position for the period April - December 2014 and an outturn projection based on that position.

**RESOLVED that the current position on budgets and expenditure for 2014/15 be noted.**

**13            Joint Property Vehicle - Provision of Accommodation**

Members were asked to approve the letting of accommodation on the ground floor of the Service Headquarters to the Joint Property Vehicle.

**RESOLVED that:**

- i)    the offer of accommodation to the Worcester Hospital NHS Trust be withdrawn; and**
- ii)   the Chief Fire Officer be authorised to enter into a lease of office accommodation at Service Headquarters to the Joint Property Vehicle on terms to be agreed by Head of Legal Services and Director of Finance.**

**14            Quarter 1 to 3 Performance 2014-15**

Members were provided with a summary of annual performance against the Fire Authority Annual Plan 2014-15 using the set of Key Performance Indicators (KPIs) agreed by Senior Management Board.

**RESOLVED that the Committee note the following headlines taken from Appendix 1 relating to performance in Quarter 1 to 3 2014-15:**

- i)    the total number of incidents attended in Quarter 1 to 3 2014-15 is the lowest overall total in the nine years that the current data set has been collected. It is also the lowest number of incidents for the three main categories of incident individually;**
- ii)   this is despite an increase in wet weather related special service incidents attended in Quarter 1 to 3 2014-15 which have increased when compared to the same period last year;**
- iii)   although sickness levels for all staff continue to remain within tolerance levels for the year so far, sickness levels are beginning to rise again since dropping from a peak in October 2013;**

iv) the Service saw a slight increase in the percentage of attendances at building fires that met the 10 minutes attendance standard compared with the same period last year, and has investigated the reasons behind reductions in the number of building fires attended by the first appliance within 10 minutes over the past number of years; and

v) retained appliances were available for operational duty 90.9% of the time.

**15 Regulation of Investigatory Powers Act (RIPA) – Annual Review**

Members were asked to review the Authority's policy on the authorisation of covert surveillance techniques under the Regulation of Investigatory Powers Act 2000.

**RESOLVED that:**

i) the Committee note there has been no use of covert investigatory techniques during the past year; and

ii) no changes be made to the existing policy.

**16 Asset Management Strategy: Hereford Fire Station Update**

Progress was reported to Members regarding the provision of a new fire station in Hereford. A property update report will be presented to all Members at the Fire Authority meeting on 17 June 2015.

**RESOLVED that progress to explore the potential of a preferred option to replace Hereford fire station, be noted.**

**17 Pensions Board - Firefighters' Pension Scheme 2015**

Members were informed of the requirement to establish a Pensions Board for the Firefighter Pension Schemes (FPS) to assist the Scheme Manager in securing compliance with the Public Services Pensions Act 2013.

**RESOLVED that:**

i) the establishment of a pensions board be approved with effect

from 1 April 2015 in accordance with the Public Services Pensions Act 2013 and relevant DCLG guidance; and

ii) authority to implement the pensions board and make appointments to the board be delegated to the Head of Legal Services, in consultation with the Chairman of Policy and Resources Committee, having regard to the relevant regulations and any further best practice advice that may emerge.

#### **18 Update from the Equality and Diversity Advisory Group**

Members were provided with an update from the Equality and Diversity Advisory Group since the last report on 10 September 2014.

**RESOLVED** that the following key areas of development be noted:

- i) Positive Action Sub Group - key development areas;
- ii) AFSA National Conference 2014; and
- iii) Corporate membership of Networking Women in the Fire Service has been renewed.

#### **19 Update from the Joint Consultative Committee**

Members were informed of the activities of the Joint Consultative Committee (JCC) since September 2014.

**RESOLVED** that the following items currently under discussion by the Joint Consultative Committee be noted:

- i) Project Arrow update;
- ii) Transformation Bids (Hindlip and Wyre Forest);
- iii) Joint Property Vehicle (JPV);
- iv) Voluntary redundancy;
- v) Logging of pre-arranged overtime;
- vi) Policy on financial assistance for medical treatment; and
- vii) Restructure involving Performance and Information department.

**Late Item**

In accordance with Section 100B 4(b) of the Local Government Act 1972 (as amended) the Chairman allowed consideration of this late item as a matter of urgency because of the need to enter into formal agreements with Wychavon District Council prior to the date of the next meeting.

**RESOLVED that:**

**the press and public be excluded from the discussions relating to the Appendix to the following item on the grounds that it is likely to involve the disclosure of exempt information within the meaning of section 100A(4) of the Local Government Act 1972, namely - information relating to the financial or business affairs of any particular person (including the authority holding that information).**

**Evesham Fire Station**

Members were asked to approve the revised terms for the re-provision of Evesham Fire Station in light of additional project costs that had now been identified.

**RESOLVED that the Head of Legal Services, in consultation with the Chief Fire Officer and Director of Finance, be authorised to enter into an agreement with Wychavon District Council for the sale and replacement of Evesham Fire Station on terms that:**

**(i) the Fire Authority will contribute an initial £150,000 towards the cost of the development; and**

**(ii) any additional costs in excess of the partners' currently identified funding, as detailed in appendix 1 (exempt information), be shared equally between the Fire Authority and Wychavon District Council.**

The Meeting ended at: 11:54

Signed:.....

Date:.....

Chairman

## Report of the Treasurer

### 5. 2015/16 Budget Monitoring – 1<sup>st</sup> Quarter

#### Purpose of report

1. To inform the Committee of the current position on budgets and expenditure for 2015/16.
- 

#### Recommendation

***The Treasurer recommends that the forecast revenue underspend of £0.2m (0.6%) is noted.***

#### Introduction and Background

2. This report relates to the Authority's financial position for the period April – June 2015 (Quarter 1 – 2015/16), and an outturn projection based on that position.
3. Separate financial reports are included to detail the position for both Revenue and Capital for this period.
4. Details are included about the Authority's Treasury Management position for the period.

#### Revenue

5. In February 2014 the Authority set a net revenue budget for 2015/16 of £32.275m, allocated to budget heads.
6. This was subsequently amended to reflect changes in demand, proposed use of earmarked reserves and budget holder savings that were still to be achieved at the time the budget was set.
7. Appendix I details not only the annual budget but also gives details of the projected year end expenditure. At the end of quarter 1 (30<sup>th</sup> June 2015) the main variation relates to:
  - Capital Financing – This saving relates to the two following reasons, the anticipated slippage in the capital programme, the reasons for this are identified in the capital section of this report, and that financing costs have been lower than provided for as cash balances have been used to fund expenditure rather than external funds.
8. At this point in the financial year a net underspend of £0.200m is predicted.

## Capital

9. The current capital budget (including approved rephrasing from 2014/15) as detailed in Appendix 2, is in two parts:
  - a. Capital Budget – schemes approved      £5.577m
  - b. Schemes awaiting approval      £5.574m
  - c. Total Funded Capital Strategy      £11.151m
10. The approved Capital budget is divided into 4 blocks:
  - Vehicle Replacement
  - Major Building
  - Fire Control
  - Minor Schemes (allocated by Senior Management Board)
11. Of the Capital budget of £5.577m, £0.918m (16%) expenditure has been incurred, with a further £1.235m (22%) committed by way of orders.

## Treasury Management

12. Since October 2008 the Authority has adopted a policy of avoiding new long term borrowing, where working capital balances permit. The Authority will only extend long term borrowing when cash-flow requirements dictate that it is necessary, and only to finance long term assets.
13. At the beginning of the financial year (2015/16), borrowing was at a level of £13.971m, this has been reduced by £0.334 in August 2015 and will be further reduced in February 2016 by an additional £0.500m to £13.137m following planned repayments to the Public Works Loans Board.
14. In accordance with the Authority's Treasury Management Strategy, surplus funds are invested by Worcestershire County Council alongside their own funds. Investment is carried out in accordance with the WCC Treasury Management Strategy, which has been developed in accordance with the Prudential Code for Capital Finance and is used to manage risks from financial instruments.
15. Given the uncertainty in financial markets, the Treasurer continues to advise that investment should be focussed on security. As a consequence surplus funds continue to generate low returns which are factored into the budget.

16. At 30<sup>th</sup> June 2015 short term investment with Worcestershire County Council comprised:

Organisation Type Invested in	H&WFRA (Proportion) £'000
Other Local Authorities	6,929
MMF*	2,263
Call	1,308
Total	10,500

\* Instant Access

17. An investment income target of £0.010m has been set for 2015/16, however as investments with the County Council are now more diversified, whilst still ensuring risk levels are reduced, income levels are higher than expected. In the 3 months to 30<sup>th</sup> June 2015 the Council received income from investments of £0.009m, this increased level is reflected in the capital financing variation.

### Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	See paragraphs 4 – 9
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	None
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	None
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	None
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	None – N/A

## **Supporting Information**

Appendix 1 – 2014/15 Revenue Budget Monitoring

Appendix 2 – 2014/15 Capital Budget Monitoring

## **Contact Officer**

Martin Reohorn, Treasurer to the Authority  
(01905 368205)

Email: [mreohorn@hwfire.org.uk](mailto:mreohorn@hwfire.org.uk)



**Hereford & Worcester Fire Authority:**  
**Policy & Resources Committee**  
**Revenue Budget 2015-16 : 1st Quarter**

		2015/16 Proposed Allocation	Managerial Changes	2015/16 Final Budget	Forecast Annual Expd	Forecast Annual Variance
		£m	£m	£m	£m	£m
1	WT FF Pay	12.806		12.806	12.806	0.000
2	RDS FF Pay	3.351		3.351	3.351	0.000
3	Control Pay	0.702	(0.001)	0.701	0.701	0.000
4	Support Pay	3.009	0.248	3.257	3.257	0.000
5	Other Employee Costs	0.061		0.061	0.061	0.000
6	Unfunded Pensions	0.966	0.009	0.975	0.975	0.000
7		20.895	0.256	21.151	21.151	0.000
8	Strategic Management	0.104	0.004	0.108	0.108	0.000
9		0.104	0.004	0.108	0.108	0.000
10	New Dimensions	0.100	0.009	0.109	0.109	0.000
11	Technical Fire Safety	0.016		0.016	0.016	0.000
12	Community Safety	0.169	(0.005)	0.164	0.164	0.000
13	Training Dept	0.569	0.006	0.575	0.575	0.000
14		0.854	0.010	0.864	0.864	0.000
15	P & I	0.100	(0.012)	0.088	0.088	0.000
16	Ops Policy	0.084	(0.006)	0.078	0.078	0.000
17	Personnel	0.298	0.049	0.347	0.347	0.000
18	Ops Logistics	1.511	0.036	1.547	1.547	0.000
19	Fleet	0.590	(0.032)	0.558	0.558	0.000
20	PPP - FRA Costs	0.059		0.059	0.059	0.000
21		2.642	0.035	2.677	2.677	0.000
22	ICT	1.078	0.036	1.114	1.114	0.000
23	Facilities Mngt	2.329	0.011	2.340	2.340	0.000
26	Insurances	0.291		0.291	0.291	0.000
27	Finance (FRS)	0.111	(0.009)	0.102	0.102	0.000
28	Finance SLA	0.098		0.098	0.098	0.000
29	Capital Financing	3.154		3.154	2.954	(0.200)
30		7.061	0.038	7.099	6.899	(0.200)
31	Legal Services	0.023	0.005	0.028	0.028	0.000
32		0.023	0.005	0.028	0.028	0.000
33	<b>Core Budget</b>	<b>31.579</b>	<b>0.348</b>	<b>31.927</b>	<b>31.727</b>	<b>(0.200)</b>
34	Pay Award Provision 15/16	0.436	(0.043)	0.393	0.393	0.000
35	Inflation Contingency 15/16	0.260	(0.135)	0.125	0.125	0.000
36		0.696	(0.178)	0.518	0.518	0.000
37	Excess Staff	0.603		0.603	0.603	0.000
38	Secondment Income	(1.273)		(1.273)	(1.273)	0.000
39		(0.670)	0.000	(0.670)	(0.670)	0.000
40	<b>Gross Budget</b>	<b>31.605</b>	<b>0.170</b>	<b>31.775</b>	<b>31.575</b>	<b>(0.200)</b>
41	Budget Reduction Reserve	0.670		0.670	0.670	0.000
42	Development Contingency		(0.012)	(0.012)	(0.012)	0.000
43	Earmarked Reserves		(0.158)	(0.158)	(0.158)	0.000
44		0.670	(0.170)	0.500	0.500	0.000
45	<b>Net Budget Requirement</b>	<b>32.275</b>	<b>0.000</b>	<b>32.275</b>	<b>32.075</b>	<b>(0.200)</b>

# **Hereford & Worcester Fire Authority:** **Policy & Resources Committee** **Capital Budget 2015 - 2016 : 1st Quarter**

Scheme	Budget	Actual	Committed	TOTAL	Remainder
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## Vehicles

148 - Off Road Vehicle Replacement 13/14	26,000	-	-	-	26,000
149 - Command Vehicle Replacement 13/14	350,000	-	-	-	350,000
151 - Response Vehicles 14/15	326,839	-	-	-	326,839
152 - Pump Replacement 15/16	1,150,000	-	569,238	<b>569,238</b>	580,762
155 - Response Cars Replacement 15/16	435,000	-	103,318	<b>103,318</b>	331,682
199 - USAR Dog Van	29,000	-	18,649	<b>18,649</b>	10,351
204 - USAR ISV	55,000	-	-	-	55,000
<b>Total</b>	<b>2,371,839</b>	<b>-</b>	<b>691,205</b>	<b>691,205</b>	<b>1,680,634</b>

## Major Building

049 - Malvern Refurb	(7,393)	389	-	<b>389</b>	(7,782)
126 - Worcester Station	737,268	727,730	-	<b>727,730</b>	9,538
179 - Evesham Prelim. Works	101,628	-	5,588	<b>5,588</b>	96,040
<b>Total</b>	<b>831,503</b>	<b>728,119</b>	<b>5,588</b>	<b>733,707</b>	<b>97,796</b>

## Fire Control

103 - Fire Control Replacement	375,866	1,680	57,076	<b>58,756</b>	317,110
<b>Total</b>	<b>375,866</b>	<b>1,680</b>	<b>57,076</b>	<b>58,756</b>	<b>317,110</b>

## Minor Schemes

Minor Schemes - Property	1,669,432	138,083	472,634	610,716	1,058,716
Minor Schemes - IT	295,076	43,159	4,589	47,748	247,328
Minor Schemes - Equip	33,644	7,166	4,000	11,166	22,479
<b>Total</b>	<b>1,998,152</b>	<b>188,407</b>	<b>481,222</b>	<b>669,630</b>	<b>1,328,522</b>

<b>Capital Budget</b>	<b>5,577,360</b>	<b>918,206</b>	<b>1,235,091</b>	<b>2,153,297</b>	<b>3,424,063</b>
		16%	22%	39%	

## Schemes awaiting formal approval

122 - Kingsland Strategic Training Facilities	562,411	-	-	-	562,411
156 - Redditch	2,059,000	-	-	-	2,059,000
200 - New Hereford Station	2,168,253	-	10,780	<b>10,780</b>	2,157,473
Unallocated Minor Schemes (SMB)	784,428	-	-	-	784,428
<b>Total</b>	<b>5,574,092</b>	<b>-</b>	<b>10,780</b>	<b>10,780</b>	<b>5,563,312</b>

<b>Capital Strategy</b>	<b>11,151,452</b>	<b>918,206</b>	<b>1,245,871</b>	<b>2,164,077</b>	<b>8,987,375</b>
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## Report of Head of Corporate Services

### 6. Quarter 1 Performance Report 2015-16

#### Purpose of report

1. This report is a summary of Quarter 1 performance against the Fire Authority's Annual Plan 2015-16 using the set of Key Performance Indicators (KPIs) agreed by Senior Management Board (SMB).

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#### Recommendations

*It is recommended that members note the following headlines taken from Appendix 1 relating to performance in Quarter 1 2015-16:*

- i) The total number of incidents attended in Quarter 1 2015-16 has increased slightly in comparison to Quarter 1 2014-15 yet is still the second lowest total in the nine years the current data set has been collected.*
- ii) The number of Secondary Fire incidents attended in Quarter 1 2015-16 has increased when compared to the same Quarter last year, although this is still 9.8% below the 5 year average.*
- iii) The Service attended the second lowest number of Special Service incidents in the 9 years since our records began, which is 11.2% lower than the 5 year average.*
- iv) False Alarms incidents also recorded the second lowest number attended since records began, which is 4.7% lower than the 5 year average.*
- v) Sickness levels for all staff have remained within tolerance levels for Quarter 1.*
- vi) The Service saw a 6% improvement in the percentage of Building Fires that met the 10 minutes attendance standard when compared with the same Quarter in the previous year.*
- vii) Retained availability has remained at a similar level to Quarter 1 2014-15 at 92.0% compared to 92.1%.*

#### Introduction

2. The Service gathers data on a number of performance indicators based on operational activity and other areas of the Service and reports on these on a Quarterly basis to the Policy and Resources Committee and SMB.

## **Tolerance Levels**

3. Each Key Performance Indicator (KPI) is tested against the tolerance levels anticipated for the year. These are the levels between which performance is expected to fluctuate and are generally 10% above and below the average levels for the specific indicators.
4. Three indicators were out of tolerance at the end of Quarter 1 2015-16. These were; Total Fires (June), Secondary Fires (April, May and June) and the percentage of Building Fires attended by the first appliance within 10 minutes of the time of call. These indicators are analysed in detail in Appendix 1, together with an overview of all operational activity and an analysis of Retained appliance availability.

## **Quarter 1 2015-16 Performance**

5. Quarter 1 2015-16 saw a 0.6% increase in total incidents compared to the same period last year. This is despite a decrease in Special Service and False Alarm incidents during this period. Primary Fires have increased slightly when compared to the same Quarter 1 in 2014-15, although is still 5% lower than the 5 year average. Secondary Fires also increased when compared to 2014-15 which is not unexpected owing to wetter weather conditions during Quarter 1 of the previous year: this is still 11.1% lower than the 5 year average. Chimney Fires have decreased when compared with the same period last year and are at the lowest level since records began 9 years ago.
6. The numbers of Special Service incidents (emergency incidents that are not fire related) have decreased when compared with Quarter 1 2014-15. This is the second lowest number recorded (by 1 incident).
7. The number of days/shifts lost to sickness absence for all staff continues to remain within tolerance levels and has dropped on a monthly basis from a peak in October 2014. The Service compares favourably with Worcestershire County Councils on sickness levels.
8. The Service saw an improvement in the attendances at Building Fires that met the 10 minutes attendance standard compared to the same quarter last year. Travel distance accounted for 45.2% of occasions where the standard was not met. 29.7% of the 63 incidents which did not meet the standard were attended in a time of between 10 and 12 minutes.
9. Retained appliances were available 92.0% of the time in Quarter 1 2015-16, a decrease of 0.1% on the same period in 2014-15. Some Retained stations have two appliances, with the availability of the rescue appliance being prioritised (the rescue appliance has additional equipment, predominately to assist in dealing with road traffic collisions). The rescue appliances at Leominster, Ross-on-Wye and Bromyard were available 100% of the time in Quarter 1 2015-16.

## Conclusion/Summary

10. Further detail and analysis regarding the above headlines for performance in Quarter 1 2015-16 is included in Appendix 1. SMB will continue to receive reports based on the measures the Service is taking to stay within tolerance levels. Where improvements are required any necessary action will be reported, together with details of future performance to the Policy and Resources Committee.

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	None at present
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	The areas included link with the Fire Authority's Annual Plan and strategic objectives of the Service
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	None
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	None
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	No the report concerns operational activity and other areas of general performance but not from an equalities viewpoint.

## Supporting Information

Appendix 1 – Quarter 1 2015-16 Performance

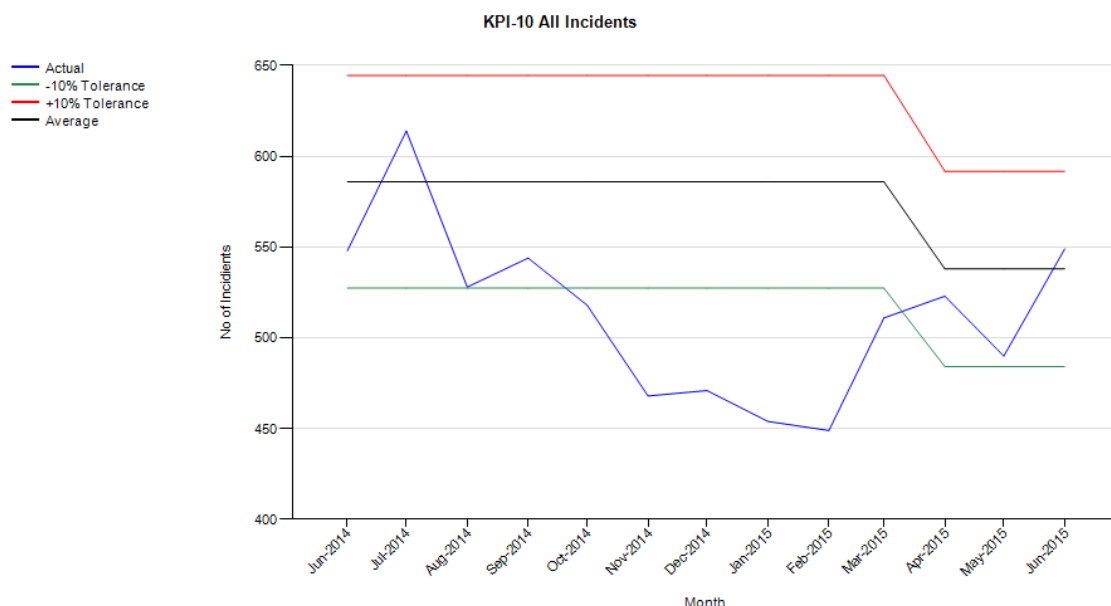
### Contact Officer

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## Fire Authority 2015-16 Quarter 1 Performance

### 1. Operational Activity

#### 1.1. Total Incidents Attended



(Figure 1 – Total Incidents per month June 2014 to June 2015)

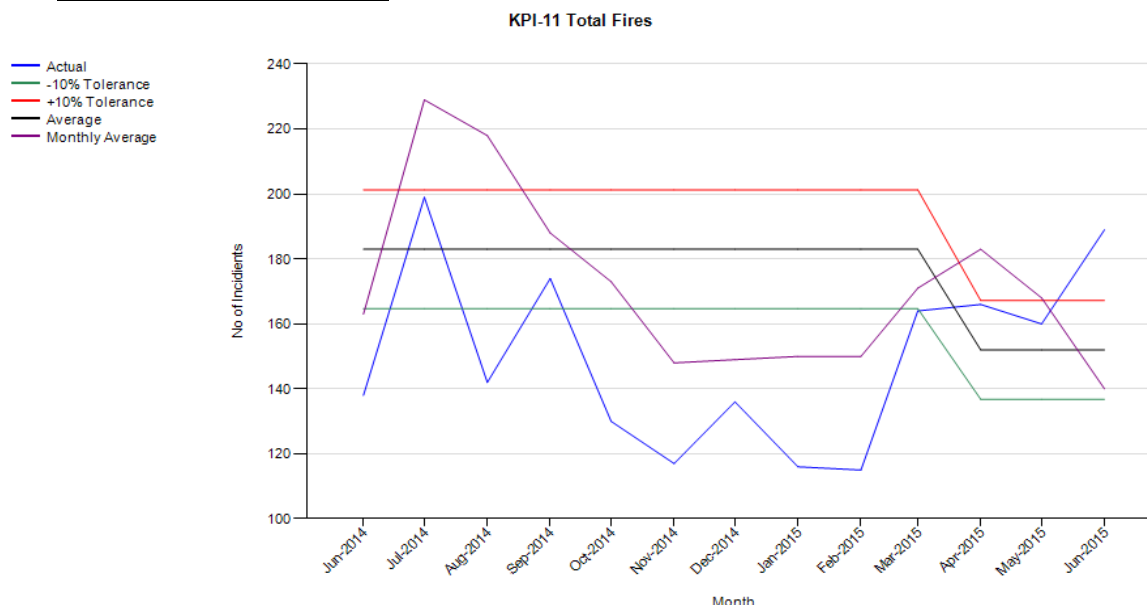
**Summary** Total incident levels for Quarter 1 2015-16 show an increase in operational activity compared to the same quarter last year. Fire incidents have increased whilst both False Alarms and Special Service incidents have decreased, making a nominal 0.5% overall increase in total incidents.

Total Incidents	Q1 2014-15	Q1 2015-16	Percentage change
All Fires	440	517	17.5%
Special Services	343	326	-5.0%
False Alarms	772	721	-6.6%
<b>Total Incidents</b>	<b>1555</b>	<b>1564</b>	<b>0.6%</b>

(Table 1 – Total Incidents Q1 2014-15 and Q1 2015-16)

- Total Fire incidents, which include Primary, Secondary and Chimney Fires, have increased 17.5% when compared to Quarter 1 2014-15. This is mainly due to an increase in Secondary Fires. Though this number seems high it is the 3<sup>rd</sup> lowest Quarter 1 in the 9 years since this dataset has been available.
- Special Service incidents (emergency incidents that are not fire related) have decreased 5.0% when compared to Quarter 1 2014-15. This is the 2<sup>nd</sup> lowest Quarter 1 figure in the 9 years since the current dataset has been available.
- There has also been a 6.6% decrease in the number of False Alarm calls compared with the same period last year.

## 1.2. Total Number of Fires



(Figure 2 – Total Fires per month June 2014 to June 2015)

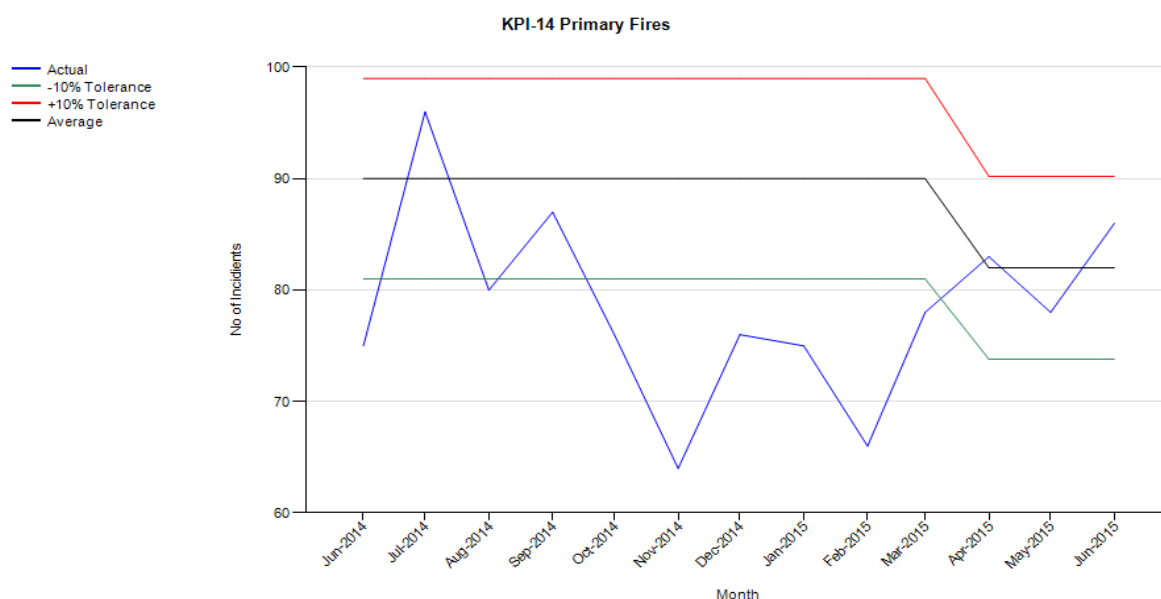
**Summary** Increases in Primary and Secondary Fires have contributed to an overall rise in the total number of Fires attended in Quarter 1 2015-16, compared to the same period in the previous financial year: this is not unexpected, as 2014-15 was particularly wet.

Total Fires	Q1 2014-15	Q1 2015-16	Percentage change
Primary Fires	235	249	6.0%
Secondary Fires	180	248	37.8%
Chimney Fires	25	20	-20%
<b>Total Fires</b>	<b>440</b>	<b>517</b>	<b>17.5%</b>

(Table 2 – Total Fires Q1 2014-15 and Q1 2015-16)

- Primary Fires have increased by 6.0% when compared with the same period last year (249 compared to 235) although this is still lower than the average from the last 5 years (280 incidents).
- Secondary Fires have increased by 37.8% when compared with the same period last year (248 compared to 180); the increase can be attributed to dry and hot weather conditions in 15/16 compared to wet weather conditions experienced in 14/15.
- Chimney Fires have decreased by 20% compared with Quarter 1 2014-15 (20 compared to 25) and are down by 41.2% compared with the average number of Chimney Fire incidents attended over the last 5 years (34 incidents).

### 1.3. Primary Fires



(Figure 3 – Total Primary Fire Incidents per month June 2014 to June 2015)

**Summary** Primary Fire incidents in Quarter 1 2015-16 have increased when compared with Quarter 1 2014-15.

Primary Fires	Q1 2014-15	Q1 2015-16	Percentage Change
Building Fires	128	146	14.1%
Vehicle & Transport Fires	78	76	-2.6%
Outdoor Fires	29	27	-6.9%
<b>Total Fires</b>	<b>235</b>	<b>249</b>	<b>6.0%</b>

(Table 3 – Primary Fires Q1 2014-15 and Q1 2015-16)

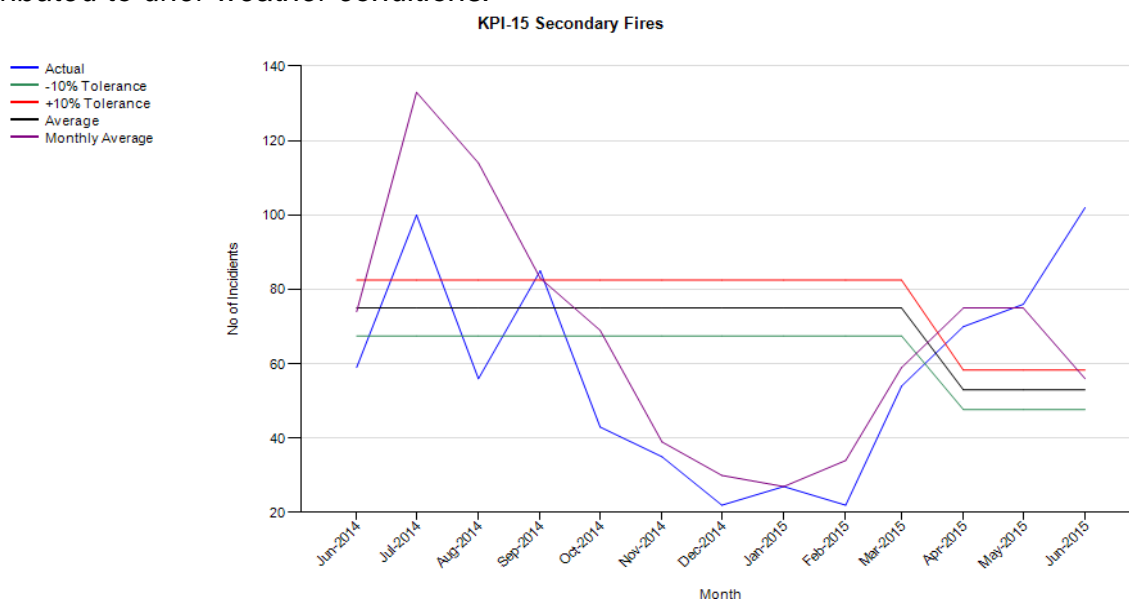
- Building Fires have increased by 14.1% compared to the same period in the previous year. Within the category of Building Fires, Non-residential Fires have increased by 30.2% and Dwellings Fires have increased by 10.0% although the amount (86) remains below the 5 year average (88).
- Car Fires account for the largest proportion of Vehicle and Transport Fires, although they have reduced from 40 in Quarter 1 2014-15 to 39 in Quarter 1 2015-16.
- The number of Primary Outdoor Fires has decreased slightly when compared with the same Quarter last year (27 compared to 29 fires respectively). These are Outdoor Fires that are designated Primary Fires, as they are attended by five or more appliances or involve a casualty.
- Injuries from Primary Fires have increased when compared with the same period last year. There were 19 injuries from 10 Primary Fires in Quarter 1 2015-16 compared with 3 incidents and 4 injuries in the same period last year. Four of these injuries occurred in one incident alone and a further 2 in a single factory fire.



- The Service continues to deliver prevention activity in line with local and national initiatives, and work with partner agencies to support those most at need.
- There were no fatalities from Primary Fires in Quarter 1 2015-16 which is the same as Quarter 1 last year.

#### 1.4. Secondary Fires

**Summary** *Secondary Fire numbers have increased in Quarter 1 2015-16. This can be attributed to drier weather conditions.*



(Figure 4 – Secondary Fire Incidents per month June 2014 to June 2015)

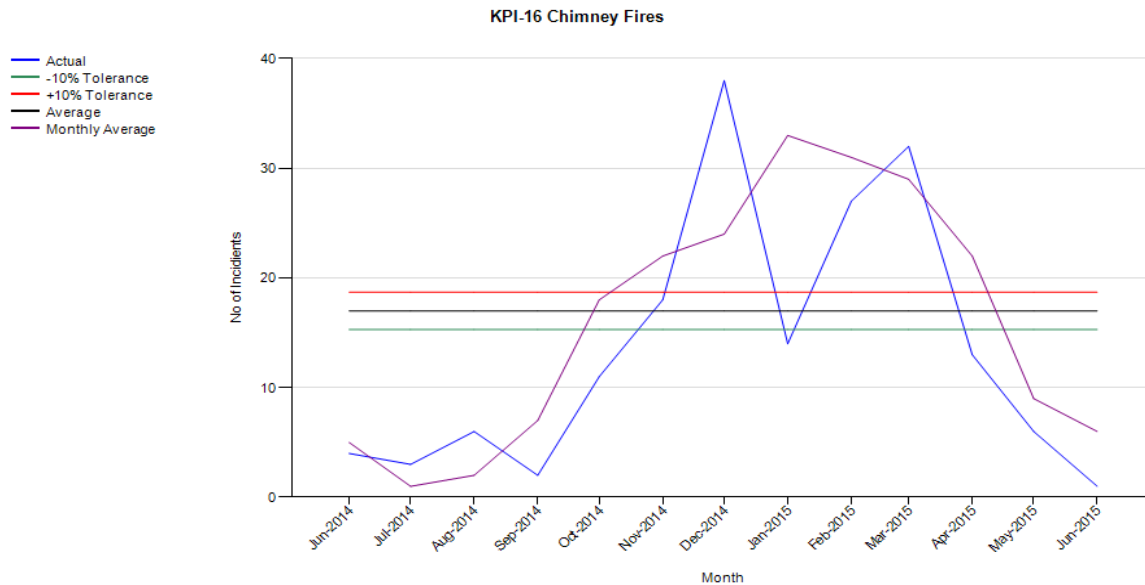
- The table below shows an increase in Secondary Fires, comparing Quarter 1 2015-16 to Quarter 1 2014-15. Fires located in Grassland, Woodland and Crops represent 39.9% of Secondary Fires in Quarter 1 2015-16, which is an increase of 135%; Other Outdoors Fires (including land) are also up 54.7% (46.8% of Secondary Fires). Though this appears a large increase this is the 4<sup>th</sup> lowest number in the 9 years since records began and lower than the 5 year average of 276.

Secondary Fires	Q1 2014-15	Q1 2015-16	Percentage change
Grassland, Woodland and Crop	42	99	135.71%
Other Outdoors (including land)	75	116	54.67%
Outdoor equipment & machinery	7	0	-100.00%
Outdoor Structures	46	21	-54.35%
Building & Transport	10	12	20.00%
<b>Total Fires</b>	<b>180</b>	<b>248</b>	<b>37.78%</b>

(Table 4 – Secondary Fires Q1 2014-15 and Q1 2015-16)

## 1.5. Chimney Fires

**Summary** Chimney Fires have decreased by 20.0% compared with Quarter 1 2014-15 (20 compared with 25) and are down by 41.2% compared with the average number of Chimney Fire incidents attended in the last 5 years (34 incidents).



(Figure 5 –Chimney Fire Incidents per month June 2014 to June 2015)

- The total number of Chimney Fires attended in Quarter 1 2015-16 has reduced when compared with Quarter 1 2014-15.

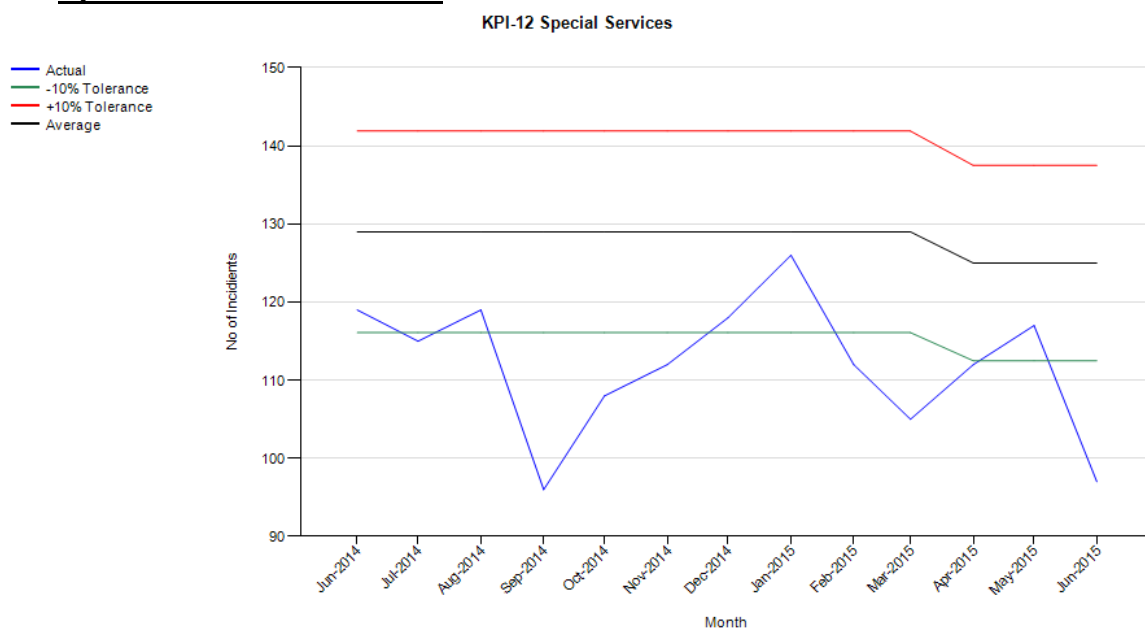
Chimney Fires	Q1 2014-15	Q1 2015-16	Percentage Change
April	13	13	0.00%
May	8	6	-25.00%
June	4	1	-75.00%
<b>Total</b>	<b>25</b>	<b>20</b>	<b>-20.00%</b>

(Table 5 – Chimney Fires Q1 2014-15 and Q1 2015-16)

## 2. Operational Activity - Other Non-Fire Incidents

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

### 2.1. Special Service Incidents



(Figure 6 – Special Services Incidents per month June 2014 to June 2015)

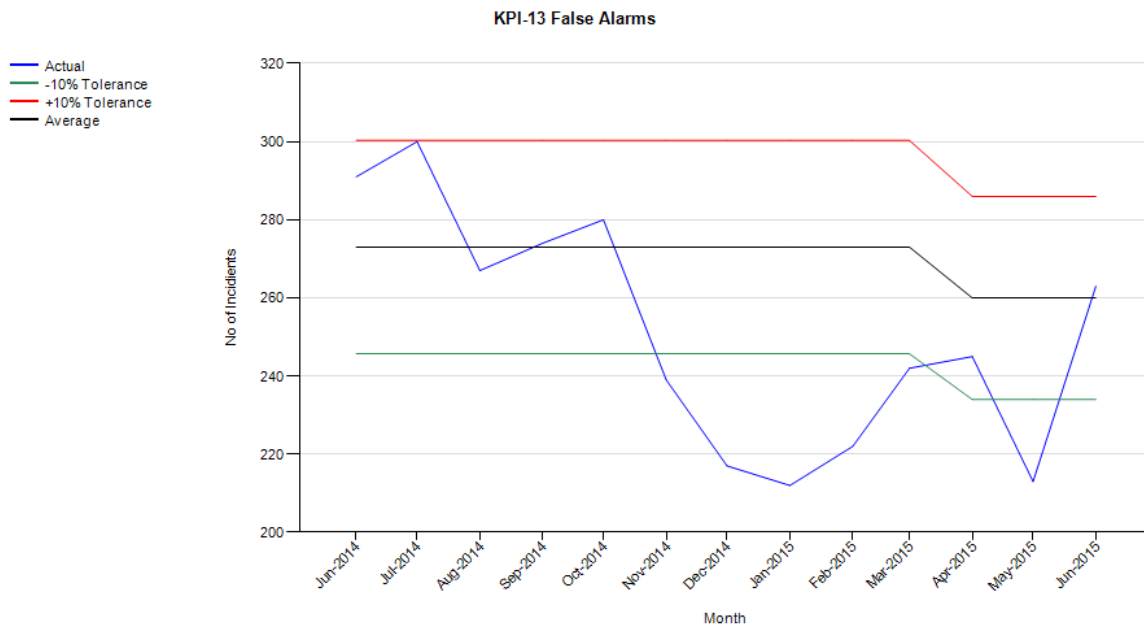
**Summary** Special Service incident totals have decreased by 5.0% when compared with the same period last year. This is not unexpected owing to drier conditions in 2015-16 than in Quarter 1 2014-15. Special Service is at its second lowest figure since records began 9 years ago.

All Special Services	Q1 2014-15	Q1 2015-16	Percentage Change
RTC Incidents	130	138	6.2%
Flooding	24	9	-62.5%
Rescue/Evacuation from Water	9	6	-33.3%
Animal Assistance	21	24	14.3%
Other Special Services	159	149	-6.3%
<b>Total Incidents</b>	<b>343</b>	<b>326</b>	<b>-5.0%</b>

(Table 6 – Special Services Q1 2014-15 and Q1 2015-16)

- The number of RTC (Road Traffic Collisions) incidents has increased when compared with the previous year.

## 2.2. False Alarm Incidents



(Figure 7 – False Alarm Incidents per month June 2014 to June 2015)

**Summary** The total number of False Alarms attended decreased slightly in Quarter 1 2015-16 compared with the same Quarter last year, although there was a spike in June 2015.

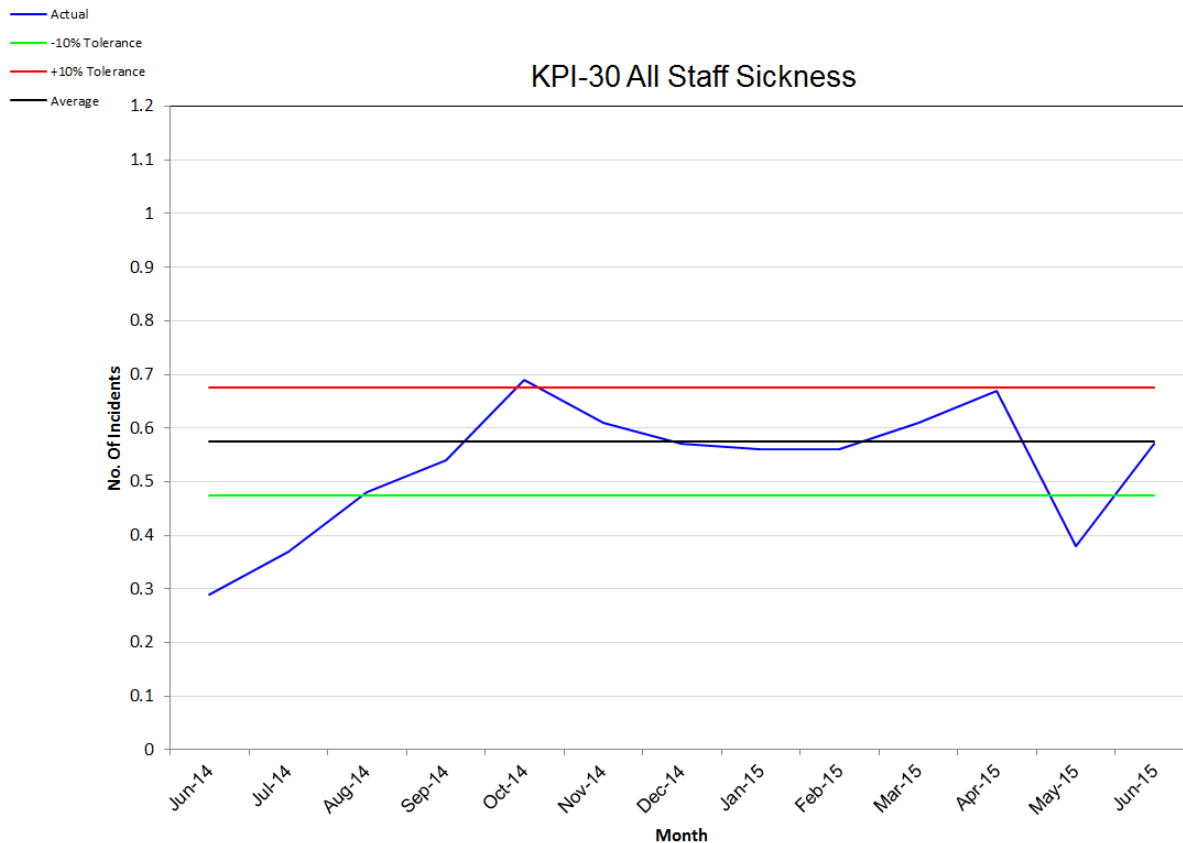
- There has been a decrease in the number of Good Intent False Alarms and Malicious False Alarms attended when compared with the same Quarter last year.
- There has also been a decrease in the number of Automatic False Alarms attended which represents the largest proportion of all False Alarms.

Total False Alarms	Q1 2014-15	Q1 2015-16	Percentage Change
Malicious False Alarms	17	13	-23.53%
False Alarm Good Intent	202	192	-4.95%
Automatic False Alarms	553	516	-6.69%
<b>Total False Alarms</b>	<b>772</b>	<b>721</b>	<b>-6.61%</b>

(Table 7 – False Alarms Quarter 1 2014-15 and Quarter 1 2015-16)

### 3. Absence Management

#### 3.1. All Staff Sickness



(Figure 8 – All Staff Sickness June 2014 to June 2015)

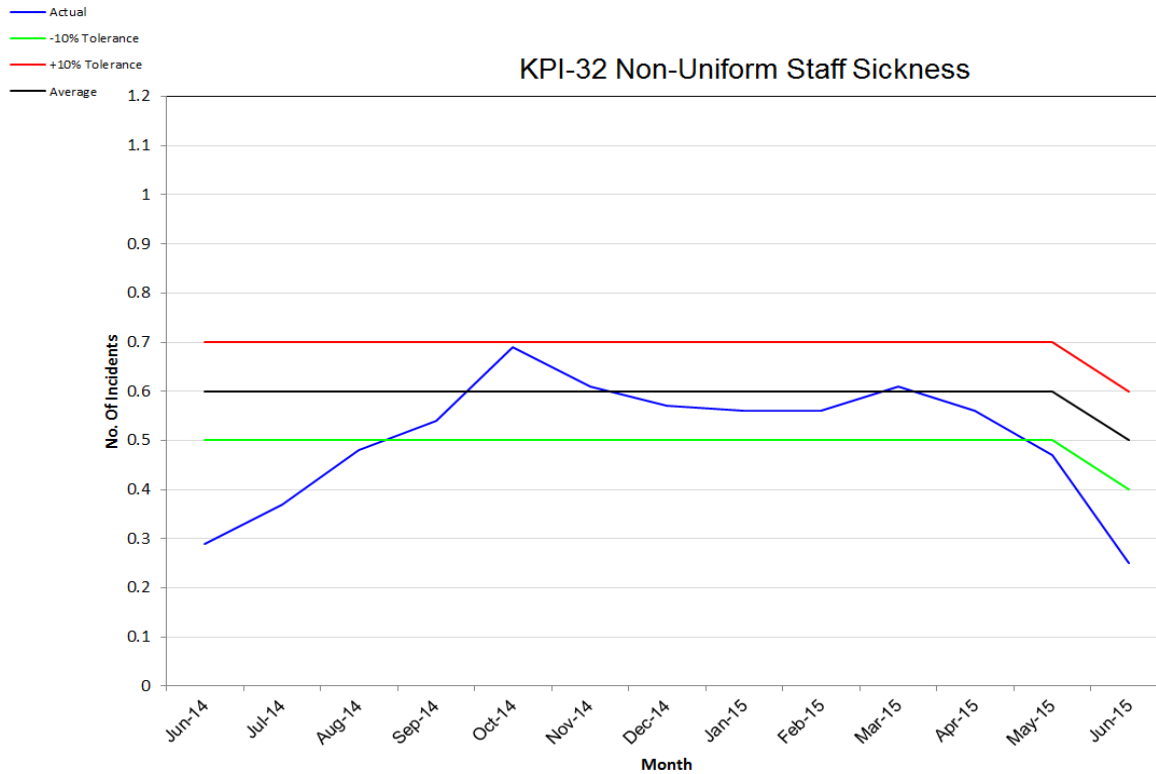
**Summary** Sickness levels for all staff have remained within tolerance on a monthly basis in Quarter 1 and have dropped from a peak in October 2014.

	Short Term All Staff Sickness per head (shifts/days lost)		Long Term All Staff Sickness per head (shifts/days lost)		All Staff Sickness per head (shifts/days lost)	
April 15	0.22	(87)	0.45	(181)	0.67	(268)
May 15	0.37	(67)	0.21	(86)	0.58	(153)
June 15	0.50	(201)	0.17	(68)	0.67	(269)
<b>Total</b>	<b>1.09</b>	<b>(355)</b>	<b>0.83</b>	<b>(335)</b>	<b>1.92</b>	<b>(690)</b>

(Table 8 – All Staff Sickness per month Q1 2015-16)

- The largest monthly total of all staff sickness for Quarter 1 2015-16 occurred in both April and June 2015, where 0.67 days/shifts per head were lost to sickness absence. 48.3% of all staff sickness in that month was due to long term staff sickness.
- Long term staff sickness rose to 51.7% of total staff sickness in June 2015.

### 3.2. Non-Uniform Staff Sickness



(Figure 9 – Non-Uniform Staff Sickness June 2014 to June 2015)

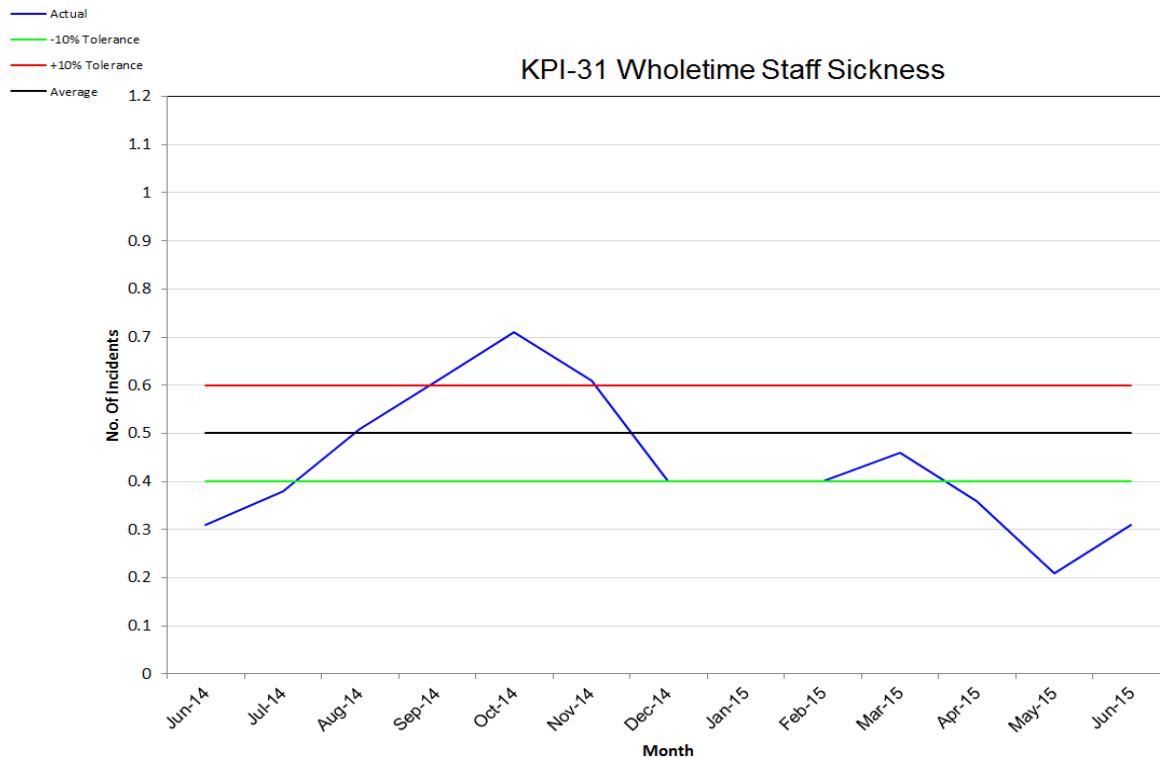
**Summary** Non-Uniform sickness levels are within tolerance on a monthly basis in Quarter 1 2015-16 and have dropped since January.

- The largest monthly total of all Non-Uniform staff sickness in Quarter 1 2015-16 was in April 2015, where 0.56 days per head were lost to sickness absence. 76.8% of the Non-Uniformed sickness in April was due to short term sickness (0.43 days per head).
- Non-Uniformed staff sickness has reduced on a monthly basis since April and the June figure of 0.25 days lost, was the lowest Non-Uniform sickness per head total since this data was first collected in April 2007. As a comparison, the largest monthly total was 1.7 days lost to Non-Uniform staff sickness in November 2007.

	Non-Uniform Short Term Sickness per head (Days lost)		Non-Uniform Long Term Sickness per head (Days lost)		All Non-Uniform Staff Sickness per head (Days lost)	
April 15	0.43	(43)	0.13	(12.43)	0.56	(55.43)
May 15	0.35	(34.46)	0.12	(11.74)	0.47	(46.2)
June 15	0.13	(13)	0.12	(11.74)	0.25	(24.74)
<b>Total</b>	<b>0.91</b>	<b>(90.46)</b>	<b>0.37</b>	<b>(35.91)</b>	<b>1.28</b>	<b>(126.37)</b>

(Table 9 – Non-Uniform Staff Sickness per month Q1 2015-16)

### 3.3. Wholetime Staff Sickness



(Figure 10 – Wholetime Staff Sickness June 2014 to June 2015)

**Summary** Wholetime sickness levels are within tolerance levels on a monthly basis in Quarter 1 2015-16 and have dropped since October 2014.

- The largest monthly total of Wholetime staff sickness in Quarter 1 2015-16 was in April 2015, where 0.36 shifts per head were lost to sickness absence. 50.0% of Wholetime staff sickness in this month was due to long term sickness (0.18 shifts per head).
- The improved Wholetime sickness figures are predominantly as a result of a reduction in the amount of long term staff sickness. The last time Wholetime sickness was out of tolerance occurred in October 2014, when 223 shifts were lost to long term sickness or 0.71 shifts per head compared, with 116 shifts or 0.36 shifts per head in April 2015.

	Wholetime Short Term Staff Sickness per head (shifts lost)		Wholetime Long Term Staff Sickness per head (shifts lost)		All Wholetime Sickness per head (shifts lost)	
April 15	0.18	(58)	0.18	(58)	0.36	(116)
May 15	0.10	(31)	0.11	(35)	0.21	(66)
June 15	0.14	(45)	0.17	(53)	0.31	(98)
<b>Total</b>	<b>0.42</b>	<b>(134)</b>	<b>0.46</b>	<b>(146)</b>	<b>0.88</b>	<b>(280)</b>

(Table 10 – Wholetime Sickness per month Q1 2015-16)

### 3.4. Comparative Data

Sickness Absence	Q1 2014-14	Q1 2015-16	Percentage Change
Wholetime Staff Sickness	0.87 (280.0)	0.88 (280.1)	0.04%
Non-Uniform Staff Sickness	1.27 (126.37)	1.28 (126.38)	0.01%
<b>All Staff Sickness</b>	<b>0.97</b> <b>(406.37)</b>	<b>0.99</b> <b>(406.39)</b>	0.02%

(Table 11 – All Staff Sickness Q1 2014-15 and Q1 2015-16)

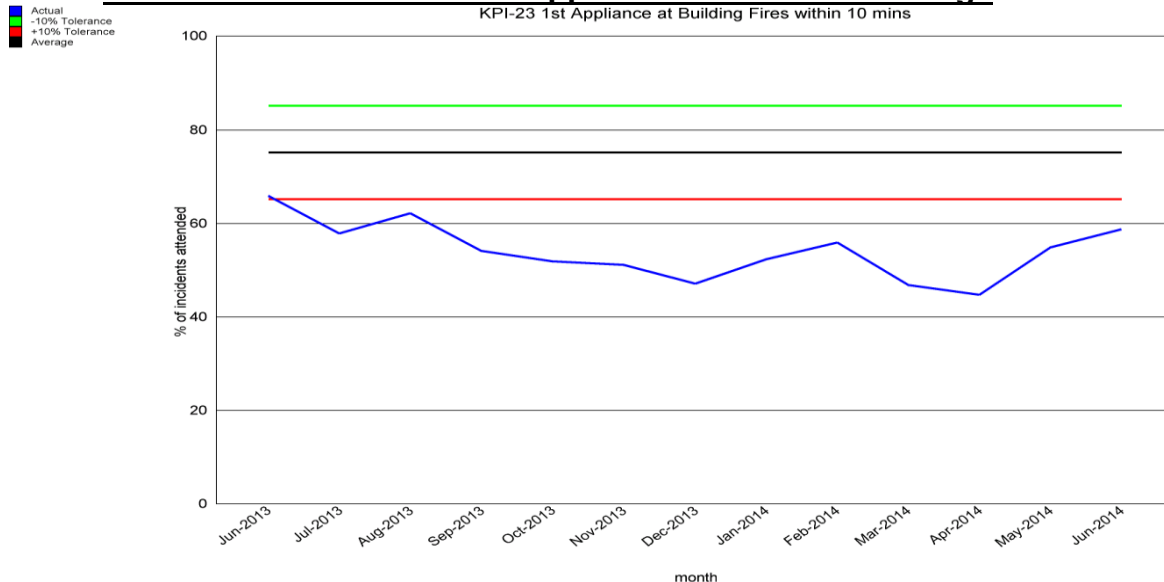
- There has been a very slight increase during Quarter 1 2015-16 in all staff sickness, compared with the previous year.
- A simple projection of Quarter 1 2015-16 figures would result in an annual 3.89 days/shifts per head lost to all staff sickness. Consequently there would be a slight decrease when compared with the figure of 3.88 shifts/days lost per head to all staff sickness in 2014-15. This also compares favourably with the reported annual sickness absence figures of 7.17 for Worcestershire County Council for 2014-15.
- Comparative Quarter 1 figures with other local Fire and Rescue Services are not available at the time of preparing this report.



## 4. Key Performance Indicators Out of Tolerance

At the end of Quarter 1 2015-16, all bar 2 Key Performance Indicators (KPI) were within the 10% tolerance levels; exceptions being Secondary Fires and first attendance by an appliance at Building Fires within 10 minutes, which forms part of the attendance standards set in the Service's Integrated Risk Management Plan (IRMP) 2009-2012.

### 4.1. Attendance Standards – 1<sup>st</sup> Appliance at Fires in Buildings



(Figure 11 – Percentage of 1<sup>st</sup> Appliance at Building Fires within 10 minutes – June 2014 to June 2015)

**Summary** The Service saw a 6% improvement in the attendances at Building Fires that met the 10 minutes attendance standard compared to the same quarter last year. Travel distance accounted for 45.2% of occasions where the standard was not met. 29.7% of the 63 incidents which did not meet the standard were attended in a time of between 10 and 12 minutes.

1 <sup>st</sup> Appliance attendance at Building Fires within 10 minutes	Q1 2014-15	Q1 2015-16
Building Fires attended within 10 minutes	71	89
Total Number of Building Fires attended	135	152
% attended within 10 minutes	52.6%	58.6%

(Table 13 – 1<sup>st</sup> Appliance attendance Quarter 1 2014-15 & Quarter 1 2015-16)

- There were more building fires attended within the 10 minute standard in Quarter 1 2015-16 compared with the same Quarter in 2014-15. The average time taken to attend the 152 Building Fires was 11 minutes 05 seconds.
- 44 out of the 152 Building Fires were attended in a time of 13 minutes 39 seconds or less.
- It has been well documented that the introduction of a new Fire Control system in September 2012 with improved technology, now records the time

of call earlier than under the previous Fire Control system and has contributed to the apparent deterioration in performance in this standard post 2012-13.

- The impact of this can be seen in the following table which breaks down the overall attendance time in three separate components. It is important to note that the first component is over 2 minutes because the time of call is now set earlier.

<b>1<sup>st</sup> Appliance attendance at Building Fires within 10 minutes average times</b>	<b>Q1 2015-16 (mm:ss)</b>
Time of Call until time appliance mobilised by Control	02:01
Time from Control mobilisation to appliance turning out	02:03
Appliance turn out to arrival time	07:01
<b>Time of Call to Arrival at Scene</b>	<b>11:05</b>

*(Table 14 – 1<sup>st</sup> Appliance attendance average times Q1 2015-16)*

- The attendance standard was developed prior to the introduction of new Fire Control system and there is not an exact match between a time recorded in the new system and the time used under the old system to record the time of call. The nearest time in the new system would be “Incident Created” time which is after the time of call and is the time that the operator has identified the address in the database and now wants to pinpoint the nearest appliance.
- It also has to be noted that the many parts of the area covered by the Service are rural in nature and often supported by On-Call or Retained Stations, who may take up to six minutes to respond to the station and mobilise the fire appliance. Herefordshire as a county has a sparse population with the fourth lowest overall population density in England.
- The average time taken for a Wholetime appliance to arrive was 9 minutes 46 seconds. The average time taken for a Retained appliance to arrive was 12 minutes 59 seconds making the overall average time taken to 11 minutes 05 seconds.

<b>1<sup>st</sup> Attendance at Building Fires</b>	<b>Building Fires attended within 10 minutes</b>	<b>Total Number of Building Fires attended</b>	<b>Percentage attended within 10 minutes</b>
Wholetime	68	102	66.7%
Retained	6	26	23.1%
Day Crewed	15	24	62.5%
Over the Border	0	0	0%
<b>All</b>	<b>89</b>	<b>152</b>	<b>58.6%</b>

*(Table 15 – 1<sup>st</sup> Appliance attendance by pump type 2014-15)*

- The table below illustrates the explanations provided by the Officer in Charge for 62 incidents where the standard was not met in Quarter 1 2015-16. Travel distance accounted for over 45.2% of the failures.

Travel distance to the incident	28	Mobilising error	2
Turn in time (Retained and Day Crew only)	11	Responding at normal road speed, i.e. AFAs	1
Appliance not booked in attendance	8	Failed alerters / Turnout system	1
Road obstruction/road closure/road works/temp traffic controls or heavy traffic conditions once mobile	5	Known False Alarm	1
Incident outside Station turnout area	2	Mobilised from other location (not on home Station)	1
Traffic conditions causing delayed turn in time to Stations (Retained & Day Crewed only)	2		
		<b>Total</b>	<b>62</b>

(Table 16 – Fire in Buildings – 1<sup>st</sup> appliance standards not met Q1 2015-16)

- This benchmark or measurement standard does not alter how quickly we attend incidents. Many other factors can influence this target, such as call challenging and information gathering in Fire Control. Changing societal issues, such as fewer incidents in built up areas and more incidents proportionally outside of towns and cities, weather and road conditions. All of which may increase the average time taken to attend across both Counties.
- Dedicated staff in rural areas, seek out referrals for Home Fire Safety Checks and work with partners to increase prevention activity in hard to reach areas. The Service has established links with Young Farmers and other rural community groups to further enhance fire safety messages.

## 5. Retained Availability

**Summary** Retained availability has remained at a similar level to Quarter 1 2014-15 at 92.0% compared to 92.1%.

Retained Availability	Q1 2014-15	Q1 2015-16	Percentage Change
April	93.50%	93.40%	-0.1%
May	91.20%	90.70%	-0.5%
June	91.60%	91.90%	0.3%
<b>Total</b>	<b>92.10%</b>	<b>92.00%</b>	<b>-0.1%</b>

(Table 17 – Retained availability by month – Q1 2014-15 & Q1 2015-16)

- Retained availability has decreased slightly in two out of the 3 months in Quarter 1 2015-16 compared with the same quarter in 14-15. The highest monthly availability in Quarter 1 was in April, where Retained appliances were available 93.4% of the time.

Reasons for Appliances being off the run Quarter 1 2015-16 for all Stations	% of time Appliances unavailable
Did not meet minimum crewing requirement	7.1%
No BA wearers	5.4%
No Officer in Charge	5.4%
No driver	2.4%
<b>Total impact on pump availability</b>	<b>8.0%</b>

(Table 18 – Retained availability by factor – Quarter 1 2015-16)

- Overall availability is dependent upon a number of factors: as a result an appliance may be unavailable due to a combination of these. The lack of sufficient crew is the greatest reason for unavailability.
- All 27 Stations have at least one Retained appliance, with a total of 31 Retained appliances out of the 41 appliances within HWFRS. The Service will continue to operate where appliances are not available for periods of time, such as when committed to an incident, training, lack of staffing or vehicle failure. Strategic cover is maintained by Fire Control during these periods and cover moves (of people or appliances) are made to balance cover across both counties.

Stations	Q1 Availability 2014/15	Q1 Availability 2015/16	Change (+/-)
221 Stourport	99.7%	99.0%	-0.7%
231 Bewdley	87.8%	78.5%	-10.9%
241 Kidderminster	99.2%	90.5%	-8.7%
251 Bromsgrove	95.4%	93.6%	-1.8%
261 Droitwich	90.9%	88.7%	-2.2%
271 Redditch	97.7%	100.0%	2.3%
532 Tenbury	98.9%	99.1%	0.2%
213 Worcester	99.0%	99.8%	0.8%
281 Evesham	93.1%	95.9%	2.8%
291 Pebworth	90.4%	94.6%	4.2%
302 Broadway	87.5%	89.1%	1.6%
311 Pershore	94.9%	98.8%	3.9%
322 Upton upon Severn	98.9%	82.6%	-16.3%
411 Malvern	99.1%	99.6%	0.5%
422 Ledbury	99.0%	98.4%	-0.6%
431 Fownhope	93.9%	98.4%	4.5%
442 Ross-on-Wye	100.0%	100.0%	0.0%
452 Whitchurch	87.6%	91.8%	4.2%
463 Hereford	95.2%	99.1%	3.9%
472 Ewyas Harold	82.7%	99.8%	17.1%
481 Eardisley	97.8%	93.0%	-4.8%
492 Kington	98.1%	96.7%	-1.4%
502 Leintwardine	96.3%	99.7%	3.4%
511 Kingsland	99.8%	99.8%	0.0%
522 Leominster	100.0%	100.0%	0.0%
542 Bromyard	100.0%	100.0%	0.0%
552 Peterchurch	82.6%	76.3%	-6.3%
<b>Total</b>	<b>94.30%</b>	<b>94.9%</b>	<b>0.6%</b>

(Table 19 – % of Retained availability of first appliances, comparing Q1 2015-16 with Q1 2014-15)

- Redditch, Ross-on-Wye, Leominster and Bromyard 1<sup>st</sup> appliances all managed 100% availability.
- Overall availability has changed only slightly (0.6%) when compared to the same period in the previous year.

## **Report of the Director of Finance**

### **7. Firefighters' Pension Scheme 2015 Discretions**

#### **Purpose of report**

1. To inform the Committee of the discretionary powers of the Fire Authority under the Firefighters' Pension Scheme (England) Order 2014 in relation to the Firefighters Pension Scheme 2015 (2015 Scheme). It recommends decisions on the required discretions and statement of policy.
- 

#### **Recommendations**

##### ***It is recommended that:***

- (i) approval be granted for the discretions detailed in the Statement of Policy (attached at Appendix 1) for:***
  - a. active membership***
  - b. pensionable pay***
  - c. contributions during absence from work due to illness, injury, trade dispute or authorised absence***
- (ii) the Chief Fire Officer be delegated the discretions detailed in Appendix 2***

#### **Introduction and Background**

2. The Firefighters' Pension Scheme 2014 (the order) sets out a number of discretionary powers, which the Fire Authority may wish to exercise, having regard to the circumstances of an individual case in respect of the pension rights of its firefighters and firefighters' dependents.
3. The Policy & Resources Committee has responsibility for exercising the discretionary elements of the the Firefighters Pension Schemes for staff employed by HWFRS. In June 2014 the Policy & Resources Committee agreed delegations and policies in relation to the Firefighters' Pension Scheme Orders 1992 and 2006. It is proposed that similar delegations and policies are now established in relation to the 2014 Order.

#### **Discretions**

4. The policy statement in relation to the discretions proposed for the 2015 Scheme are detailed in Appendix 1 for:

- a. active membership
  - b. pensionable pay
  - c. contributions during absence from work due to illness, injury, trade dispute or authorised absence
5. Appendix 2 lists the additional discretionary powers that can be exercised. In the interests of efficient administration and to ensure the minimum of delay it is suggested that these discretions are delegated to the Chief Fire Officer (CFO). The CFO will be advised by the Treasurer, Monitoring Officer and the HR Manager.

## Conclusion/Summary

6. This paper provides a proposed statement of policy for the discretions and recommends delegation of decision making for other discretions in relation to the 2015 Scheme.

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues).	Delegations of authority, such as those set out in this report and appendices, are necessary to enable officers to administer the schemes effectively into the future
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	None.
<b>Risk Management/Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores.	None
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter).	Local Pensions Board and Representative Bodies
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?	No, the discretions provide for delegated authority to CFO to make a determination on a case by case basis.

## Supporting Information

Appendix 1 – Discretions within the 2015 Scheme

Appendix 2 – Discretionary powers delegated by the Fire Authority to the CFO

## Contact Officer

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## DISCRETIONS WITHIN THE FIREFIGHTERS PENSION SCHEME 2015

Under the Scheme rules the fire authority has discretion in relation to the following:

### **1. *Regulation 19 Active membership***

A person who is on unpaid authorised absence can count the period as active membership if the scheme manager permits them to be treated as an active member during that period.

#### **Employer's Policy**

**A period of unpaid authorised leave will be treated as active membership providing both the employee and employer contributions are paid. Refer to discretion for Regulation 111 regarding payment of employer pension contributions.**

### **2. *Regulation 17 Pensionable pay***

The scheme manager has discretion to determine if continual professional development payments are to be treated as pensionable pay.

#### **Employer's Policy**

**Continual professional development payments are to be treated as pensionable pay.**

### **3. *Regulation 111 Contributions during absence from work due to illness, injury, trade dispute or authorised absence***

Where an active member is absent from scheme employment because of illness or injury and not entitled to receive pensionable pay, or because of trade dispute or authorised unpaid absence, they may pay member contributions; if they do, the scheme employer may require that they should also pay employer contributions.

#### **Employer's Policy**

**The employer pension contributions will be paid by the Service where an employee has a period of unpaid authorised leave due to illness or injury that has arisen out of authorised duty.**

**The employee will be required to pay both the employee and employer pension contributions for a period of unpaid authorised absence in relation to a trade dispute.**

**Discretion is delegated to the CFO for decision on payment of employer pension contributions where an employee has a period of unpaid authorised leave not detailed above. The CFO will consider the relevant circumstances and any decision will be made in the best interests of the fire authority. The CFO will be advised by the Treasurer, Monitoring Officer and the HR Manager.**



**FIREFIGHTERS PENSION SCHEME 2015  
DISCRETIONARY POWERS DELEGATED BY THE FIRE AUTHORITY**

**The decisions for the following discretions are delegated to the Chief Fire Officer (CFO) who will consider the relevant circumstances and any decision will be made in the best interests of the fire authority. The CFO will be advised by the Treasurer, Monitoring Officer and the HR Manager.**

**Opting Out**

**1. Opting into this scheme (Regulation 12)**

An optant-in will become an active member of the scheme with effect from the beginning of the first pay period following the date on which the option is exercised. There is an option for the scheme manager to vary the date on which the person becomes an active member, to such other time as the scheme manager considers appropriate. [Regulation 12(5)]

**2. Opting out after the first three months (Regulation 16)**

An optant-out ceases to be in pensionable service with effect from the first day of the first pay period following the date on which the option is exercised. If the scheme manager considers that day to be inappropriate, it may vary the date to the first day of any later pay period as the scheme manager does consider appropriate. [Regulation 16(2)(b)]

**Pension Accounts**

**3. Establishment of pension accounts: general (Regulation 28)**

The scheme manager must establish and maintain pension accounts for scheme members, but they may be kept in such form as the scheme manager considers appropriate. [Regulation 28(2)]

**4. Closure and re-establishment of active member's account (Regulation 37)**

If a member has more than two active member's account and ceases pensionable service with less than three months' qualifying service in respect of one account, that account must be closed and benefits aggregated with one of the others; the member may select which one. If the member fails to choose, the scheme manager has discretion to choose. [Regulation 37(3), (4) and (5)]

**5. Closure of deferred member's account after gap in pensionable service not exceeding five years. (Regulation 49)**

If a deferred member re-enters pensionable employment after a gap of five years or less, the scheme manager must close the deferred member's account and re-establish the active member's account, transferring entries from the deferred account.

If the person had more than one relevant deferred member's account, they must select – within three months of re-entering scheme employment - which one should close. If they

fail to make a selection, the scheme manager must make the choice for them.  
[Regulation 49(3) and (4)]

## **Contributions**

### **6. Member contributions (Regulation 110)**

Where there is a change in scheme employment or a material change which affects the member's pensionable pay in the course of a financial year and the revised amount falls into a different contribution rate band, the scheme manager must determine that this rate should be applied and inform the member of the new contribution rate and the date from which it is to be applied. [Regulation 110(5)]

When identifying the appropriate contribution rate, a reduction in pay in certain circumstances as listed in Regulation 110 are to be disregarded. In addition, the scheme manager can specify the circumstances in a particular case where a reduction in pensionable pay will be disregarded. [Regulation 110(7)(h)]

### **7. Deduction and payment of contributions (Regulation 114)**

Member contributions due under Regulation 110 may be deducted by the scheme employer from each instalment of pensionable pay as it becomes due, unless another method of payment has been agreed between the scheme manager and the member. [Regulation 114(1)]

Contributions due in respect of absence from work on reserve forces service leave may be deducted from any payment made under Part 5 of the Reserve and Auxiliary Forces (Protection of Civil Interests) Act 1951. [Regulations 114(2)]

Contributions which the member is required to pay, or has elected to pay under Regulations 111 and 113 may be paid by a lump sum or by deduction from instalments of pensionable pay as agreed between the member and the scheme manager. [Regulation 114(3)]

## **Transfers**

### **8. Statement of entitlement (Regulation 135)**

The scheme manager must specify in a statement of entitlement the "guarantee date" date by reference to which the cash equivalent or club transfer value is calculated; this date must fall within the three months beginning with the date of the member's application for the statement of entitlement and within ten days ending with the date on which the member is provided with the statement. The scheme manager has discretion, if it believes reasonable, to extend this date to within six months of the date of the member's application if, for reasons beyond the scheme manager's control, the information needed to calculate the transfer value cannot be obtained before the end of the three month period. [Regulation 135(4)]

### **9. Request for acceptance of a transfer payment (Regulation 141)**

There is a time limit of one year from becoming an active member in which a person can request a transfer payment from a non-occupational pension scheme. The scheme manager has the discretion to extend this period. [Regulation 141(3)]

**10. Transfer statement (Regulation 142)**

The scheme manager can require an active member to ask the scheme manager of a previous non- club pension scheme to provide a statement of the amount of transferred pension that the member would be entitled to count provided that the transfer date falls within two months of the date of the statement. [Regulation 142(2)]

**11. Club transfer value statement (Regulation 144)**

The scheme manager can require an active member to ask the scheme manager of a previous club pension scheme to provide a statement of the amount of transferred pension that the member would be entitled to count provided that the transfer date falls within two months of the date of the statement. [Regulation 144(2)]

**12. Employer initiated retirement (Regulation 62)**

An employer can determine that an active member age 55 or over but under age 60 who on the grounds of business efficiency is dismissed or has their employment terminated by mutual consent, can receive immediate payment of retirement pension without the early payment reduction.

An employer may only use this discretion if the employer determines that a retirement pension awarded on this basis would assist the economical, effective and efficient management of its functions having taken account of the costs likely to be incurred in the particular case. [Regulation 62(1) and (2)]

**13. Exercise of partial retirement option (Regulation 63)**

An active member aged at least 55 who would be entitled to immediate payment of pension if they leave pensionable service and who claims payment of the pension, may opt to claim the whole of their accrued pension but continue in pensionable service. The person concerned must give appropriate notice to the scheme manager and the partial retirement option is taken to be exercised on a date agreed between the member and the scheme manager. [Regulation 63(5)]

**14. Consequences of review (Regulation 69)**

If, following the review of a lower tier ill-health pension under Regulation 68, the scheme manager determines that the recipient is capable of performing the duties appropriate to the role from which the person retired on grounds of ill-health, the employer must consider whether or not to make an offer of re-employment. [Regulation 69(3)]

**15. Commencement of pensions (Regulation 70)**

If a deferred member requests, and is entitled to, the early payment of retirement pension on grounds of ill-health, the scheme manager must determine the date of payment as being the date on which the person became incapable of undertaking regular employment because of infirmity of mind or body or, if that date cannot be ascertained, the date of the member's request for early payment. [Regulation 70(7)]

If a deferred member requests deferral of payment of a deferred pension beyond deferred pension age, or requests early payment with an early payment reduction before deferred

pension age, the scheme manager will decide the payment date after the claim for payment has been made. [Regulation 70(8)]

### **Allocation**

#### **16. *Allocation election (Regulation 72)***

he scheme manager must give consent for the allocation of a portion of pension to a dependant who is not the spouse, civil partner or cohabiting partner of an active or deferred member. (Consent can be withheld if the scheme manager is not satisfied that the person nominated is not substantially dependent of the active member.) [Regulation 72(3)(b) and (4)]

#### **17. *Adjustment of allocated benefit (Regulation 75)***

If a member who has made an allocation election dies after reaching age 75, and the amount of allocated pension does not qualify as a dependant's scheme pension under section 167 of the Finance Act 2004 (pension death benefit rules), the amount may be adjusted in a manner determined by the scheme manager. [Regulation 75(1) and (2)]

### **Death Benefits**

#### **18. *Meaning of "surviving partner" (Regulation 76)***

A cohabiting partner may be considered a "surviving partner" and potentially qualify for a pension provided they meet certain conditions, one of which is that they must have been in a "long-term relationship" – a continuous period of at least two years – at the date at which entitlement needs to be considered. The scheme manager has discretion to allow the person to qualify where the period is less than two years. [Regulation 76(1)(b)(v) and (2)]

#### **19. *Person to whom lump sum death benefit payable (Regulation 95)***

The scheme manager has absolute discretion as to the recipient of any lump sum death benefit payable. [Regulation 95]

#### **20. *Payment of pensions under Part 6 "Death Benefits" (Regulation 100)***

If a child's pension is due in respect of an eligible child under age 18, the scheme manager will determine to whom it should be paid and will give directions to that person as to how the payment should be applied for the eligible child's benefit. [Regulation 100(2)]

#### **21. *Surviving partner's pensions and eligible child's pensions: suspension and recovery (Regulation 101)***

A scheme manager has the right to cease paying a surviving partner's pension and/or eligible child's pension and recover any payment made in respect of a pension where it appears to the scheme manager that the recipient made a false declaration, or deliberately suppressed a material fact in connection with the award. (This does not affect the scheme manager's right to recover a payment or overpayment under any other provision where the scheme manager considers it appropriate to do so.) [Regulation 101(2) and (3)]

**22. *Provisional awards of eligible child's pensions: later adjustments (Regulation 102)***

If children's pensions have been made to certain persons on the basis that they were eligible children and there were no others, and subsequently it appears that any of those children were not eligible, or there was a further eligible child to whom no payment has been made, or that a child born after the member's death is an eligible child, the scheme manager has discretion to adjust the amount of pensions as required in view of the facts as they subsequently appear. The adjustments may be made retrospectively. (This does not affect the scheme manager's right to recover a payment or overpayment under any other provision where the scheme manager considers it appropriate to do so.) [Regulation 102(2) and (3)]

**23. *Adjustment of benefits to comply with FA 2004 where members die over 75 (Regulation 104)***

If a member dies after reaching age 75 and any part of a pension to which a person becomes entitled on the death would not qualify as a dependant's scheme pension for the purposes of section 167 of the Finance Act 2004 (the pension death benefit rules), the scheme manager has discretion to adjust the benefit payable to the person so that it would qualify under that section of the Act. [Regulation 104(1)(a) and (2)]

**Appeals and determinations**

**24. *Determinations by the scheme manager (Regulation 151)***

It is the scheme manager that must determine whether a person is entitled to an award or to retain an award. [Regulation 151]

**25. *Role of IQMP in determinations by the scheme manager (Regulation 152)***

The scheme manager must select an Independent Qualified Medical Practitioner to provide a written opinion in respect of medical matters which may only be decided by having regard to such an opinion. [Regulation 152(1)]

If a person wilfully or negligently fails to submit to medical examination by the selected IQMP and the IQMP is unable to give an opinion on the basis of the medical evidence available, the scheme manager can make the determination based on such medical evidence as the scheme manager thinks fit, or without medical evidence. [Regulation 152(7)]

**26. *Review of medical opinion (Regulation 153)***

Where a member requests a review of an IQMP's opinion in the light of new evidence received by the scheme manager within 28 days of the member having received the opinion, the scheme manager may agree to giving the IQMP the opportunity of reviewing the opinion. [Regulation 153(1).]

Upon receiving the IQMP's response the scheme manager must confirm or revise its original determination and advise the member accordingly. [Regulation 153(4) and (5)]

**27. *Notice of appeal (Regulation 155)***

If a member wishes to appeal against a determination made by the scheme manager and their grievance lies in the medical opinion upon which the determination was based, they

can appeal to a board of medical referees. The appeal must be made within 28 days of the date on which the member receives the relevant documents under Regulation 154(4).

If the appeal is not made within this time limit and the scheme manager is of the opinion that the person's failure to give notice within the required period was not due to the person's own default, the scheme manager has a discretion to extend the time limit for such period as the scheme manager considers appropriate, not exceeding six months from the date the Regulation 154(4) documents were supplied. [Regulation 155(2)]

**28. *Procedure where appeal to be pursued (Regulation 157)***

The scheme manager must decide which persons will attend the interview as its representatives. The scheme manager must also decide whether or not to submit written evidence or a written statement (and must decide a response to any written evidence or written statement from the appellant). [Regulation 157(6) to (9)]

**29. *Expenses of each party (Regulation 161)***

If the medical appeal board determines in favour of the scheme manager and states that in its opinion the appeal was frivolous, vexatious or manifestly ill-founded, the scheme manager can require the appellant to pay it such sum not exceeding the total amount of the fees and allowances payable to the board under Regulation 160(1) as the scheme manager considers appropriate. [Regulation 161(2)]

If the appellant withdraws the appeal requesting cancellation, postponement or adjournment of the date appointed for interview and/or medical examination less than 22 working days before the date appointed, the scheme manager can require the member to pay it such sum not exceeding the total amount of the fees and allowances payable to the board under Regulation 160(1) as the scheme manager considers appropriate. [Regulation 161(3)(a)]

If the appellant's acts or omissions cause the board to cancel, postpone or otherwise adjourn the date appointed for interview and/or medical examination less than 22 days before the date appointed, the scheme manager can require the member to pay it such sum not exceeding the total amount of the fees and allowances payable to the board under Regulation 160(1) as the scheme manager considers appropriate. [Regulation 161(3)(b)]

**Payment of pensions**

**30. *Commutation of small pensions (Regulation 167)***

If the pension entitlement of a member of the scheme, or the pension entitlement of a member's beneficiary, does not exceed the small pensions commutation maximum the scheme manager may pay the entitlement as a lump sum. This would, however, be subject to the consent of the recipient and must comply with the commutation provisions that apply in the circumstances. [Regulation 167(3)]

**31. *Payments for persons incapable of managing their affairs (Regulation 168)***

If it appears to the scheme manager that a person other than an eligible child who is entitled to benefits under the scheme, is by reason of mental incapacity or otherwise, incapable of managing his or her affairs, the scheme manager may pay the benefits or

any part of them to a person having the care of the person entitled, or such other person as the scheme manager may determine, to be applied for the benefit of the person entitled. If the scheme manager does not pay the benefits in this way, the scheme manager may apply them in such manner as it may determine for the benefit of the person entitled, or any beneficiaries of that person. [Regulation 168]

**32. *Payments due in respect of deceased persons (Regulation 169)***

If, when a person dies, the total amount due to that person's personal representatives under the scheme (including anything due at the person's death) does not exceed the limit specified in the Administration of Estates (Small Payments) Act 1965, the scheme manager can pay the whole or part of the amount due to the personal representatives or any person or persons appearing to the scheme manager to be beneficially entitled to the estate, without requiring the production of grant of probate or letters of administration. [Regulation 169]

**Forfeiture**

**33. *Forfeiture: offences committed by members, surviving partners or eligible children (Regulation 171)***

If a member, surviving partner or eligible child is convicted of a relevant offence, the scheme manager can withhold pensions payable under the scheme to a member, any person in respect of the member, a surviving partner or an eligible child, to such extent and for such duration as it considers appropriate. "Relevant offence" is defined in this Regulation. The definition includes offences injurious to the State (including treason) or likely to lead to a serious loss of confidence in the public service. There are certain conditions set out in the Regulation, e.g. it is only the part of the pension that exceeds any guaranteed minimum pension that can be withheld. [Regulation 171(1), (2), (3) and (5).]

Where a pension is withheld, the scheme manager can at any time, and to such extent and for such duration as the manager thinks fit, apply the pension for the benefit of any dependant of the member or restore it to the member. [Regulation 171(4)]

**34. *Forfeiture of pensions: offences committed by other persons (Regulation 172)***

If a surviving partner or eligible child is convicted of the murder of a scheme member from whose benefits their pension would be derived the scheme manager must withhold all of the survivor's or child's pension otherwise payable. However, if a surviving partner or eligible child is convicted of the manslaughter of the member or any other offence, apart from murder, of which the unlawful killing of the member is an element, the scheme manager has discretion as to whether or not to withhold the pension to which they would otherwise be entitled. The amount withheld must only be that part of the pension which exceeds any guaranteed minimum pension. If the conviction is subsequently quashed, the pension must be restored with effect from the day after the date on which the member died. If, after the conviction has been quashed, the person is again convicted of murder, manslaughter or an associated offence as outlined above, any restoration is cancelled. [Regulation 172(1) to (5)]

**35. *Forfeiture of lump sum death benefit: offences committed by other persons (Regulation 173)***

If a person is convicted of a relevant offence, i.e. the murder or manslaughter of the member, or any other offence of which the unlawful killing of the member is an element, the scheme manager must withhold all of any lump sum death benefit payable to that person. If, however, the conviction is subsequently quashed on appeal, the scheme manager may, to such extent and for such duration as it thinks fit, restore to the person the amount of benefit withheld. If after the conviction has been quashed, the person is again convicted of murder, manslaughter or an associated offence as outlined above, any restoration is cancelled. [Regulation 173]

**36. *Forfeiture: relevant monetary obligations and relevant monetary losses (Regulation 174)***

If a member has a relevant monetary obligation or has caused a relevant monetary loss, the scheme manager may, to such extent and for such duration as it considers appropriate, withhold benefits payable to that person under the scheme. "Relevant monetary obligation" and "relevant monetary loss" are defined in the Regulation. There are certain limits, e.g. the amount withheld may only be that which exceeds the person's guaranteed minimum pension and the scheme manager may only withhold it if there is no dispute about the amount or, if there is, there is a court order or the award of an arbitrator. The monetary obligation must have been incurred to the employer after the person became an active member and arising out of or connected with the scheme employment in respect of which the person became a member of the scheme, and arising out of the person's criminal, negligent or fraudulent act or omission. The procedure is set out in Regulation 176. [Regulation 174]

**37. *Set-off (Regulation 175)***

A scheme manager has a discretion to set off a "relevant monetary obligation" against a member's entitlement to benefits under the scheme, subject to certain conditions which are similar to those contained in Regulation 174 (Forfeiture). The procedure is set out in Regulation 176. [Regulation 175]

**Payment and Deduction of Tax**

**38. *Payment on behalf of members of lifetime allowance charge (Regulation 178)***

At a scheme member's request, the scheme manager may pay on the member's behalf any amount that is payable by way of the lifetime allowance charge under section 214 of the Finance Act 2004. The scheme manager may only comply with the request if the member pays it the amount in question on or before the date on which the event occurs or the member authorises the deduction of the amount from a lump sum becoming payable to the member under the scheme at the same time as the event occurs. [Regulation 178]

**39. *Evidence of entitlement (Regulation 184)***

The scheme manager can require any person who is in receipt of a pension or may have entitlement to a pension or lump sum under the scheme to provide such supporting evidence as the scheme manager may reasonably require so as to establish the person's identity and their continuing or future entitlement to the payment of any amount under the scheme. [Regulation 184(1) and (2)]



If a person fails to comply with the scheme manager's requirements in this respect, the scheme manager can withhold the whole or part of any amount that it otherwise considers to be payable under the scheme. [Regulation 184(3)]

### **Added pension**

#### **40. *Amount of accrued added pension may not exceed overall limit of extra pension (Schedule 1 Part 1, Paragraph 4)***

The total amount of accrued added pension must not exceed a certain limit. If it appears to the scheme manager that a member who has elected to make periodical contributions will exceed the limit the scheme manager may cancel the election (by written notice to the member). [Schedule 1 Part 1, Paragraph 4]

#### **41. *Member's election to make periodical contributions for added pension (Schedule 1 Part 1, Paragraph 7)***

If a scheme member wishes to make periodical payments for added pension, the scheme manager can set a minimum amount which must be paid. [Schedule 1 Part 1, Paragraph 7(3)]

#### **42. *Periodical payments (Schedule 1 Part 2, Paragraph 8)***

If a scheme member wants to make periodical payments for added pension, but does not want them to be deducted from pensionable pay, the scheme manager may agree another method of payment. [Schedule 1 Part 2, Paragraph 8 (3)]

#### **43. *Periodical payments during periods of assumed pensionable pay (Schedule 1 Part 2, Paragraph 10)***

After a period of assumed pensionable pay or a period of reduced pay, the member may give written notice to the scheme manager authorising the employer to deduct the aggregate of payments – which would have been made but for the leave – from the member's pay during the period of six months from the end of the period of reduced pay. The scheme manager can extend this period of six months. [Schedule 1 Part 2, Paragraph 10(4)]

### **Tapered Protection**

#### **44. *Meaning of "tapered protection closing date" (Schedule 2 Part 1, Paragraph 3)***

The tapered protection closing dates for tapered protection members are given in the 1992 scheme tables in Schedule 2 Part 4. In most cases the appropriate closing date can be ascertained by reference to the band of dates in which the firefighter's birthday falls. The tapered protection date for a tapered protection member of FPS 2006 to whom paragraph 9(5) or 21 applies (members returning to pensionable service) is determined by the scheme manager. [Schedule 2 Part 1, Paragraph 3(3); Schedule 2 Part 2, Paragraph 9(5); and Schedule 2 Part 3, Paragraph 21]

## **Report of the Director of Finance**

### **8. Local Government Pension Scheme Injury Awards**

#### **Purpose of report**

1. To inform Members of the requirement to agree and publish a policy statement on Injury Awards in accordance with Regulation 14 of the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011.

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#### **Recommendations**

*It is recommended that the Policy and Resources Committee:*

- (i) *approve the discretions detailed in the Statement of Policy for Injury Awards, attached at Appendix 1; and*
- (ii) *delegate to the Chief Fire Officer the discretions detailed in Appendix 1*

#### **Introduction and Background**

2. Under Regulation 14 of the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011, each employer must formulate, keep under review and publish their policies on the exercise of the powers it has been granted within the Regulations.
3. This statement is applicable to all employees of the Hereford & Worcester Fire Authority who are eligible to be members of the Local Government Pension Scheme (LGPS). No allowance shall be paid under these regulations where in the opinion of HWFRS an employee receives an injury mainly as a result of their own serious and culpable negligence or misconduct.
4. The Policy and Resources Committee has responsibility for exercising the discretionary elements of the LGPS for staff employed by HWFRS. In June 2014 the Policy and Resources Committee agreed delegations and policies in relation to the LGPS. The Policy Statement on Injury Awards can be found at Appendix 1 of this report.

#### **Discretions**

5. Discretionary injury benefits are not subsidised by the LGPS Pension Fund in any way, so the Authority will bear all costs associated with it.

6. The policy statement in relation to the discretions proposed for the LGPS Injury Awards are detailed in Appendix 1. In the interests of efficient administration and to ensure the minimum of delay it is suggested that these discretions are delegated to the Chief Fire Officer (CFO). The CFO will be advised by the Treasurer, Monitoring Officer and the HR Manager.

### **Conclusion/Summary**

7. A policy statement on Injury Awards is a requirement under Regulation 14 of the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011.

### **Corporate Considerations**

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues).	Discretionary injury benefits are not subsidised by the LGPS Pension Fund in any way, so the Authority will bear all costs associated with it.
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	None.
<b>Risk Management/Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores.	None
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter).	Representative Bodies
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?	No, the discretions provide for delegated authority to the CFO to make a determination on a case by case basis.

### **Supporting Information**

Appendix 1: Regulation 14 of the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011 – Policy Statement.

### **Contact Officer**

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**Hereford & Worcester Fire Authority**

**The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011**

The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011 requires employers to publish a written statement and to keep that statement under review the policy that it will apply in the exercise of its discretionary powers to make any award under the Injury Allowances Regulations.

This Statement is applicable to all non-uniformed employees of HWFRS who are eligible to be members of the Local Government Pension Scheme.

The decisions for the following discretions are delegated to the Chief Fire Officer (CFO) who will consider the relevant circumstances and any decision will be made in the best interests of the fire authority. The CFO will be advised by the Treasurer, Monitoring Officer and the HR Manager.

**Regulation 3(1)**

Whether to grant an injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.

**Employer's Statement of Policy**

*Hereford & Worcester Fire Authority will consider each case on an individual basis.*

**Regulation 3(4) and 8**

Amount of injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.

**Employer's Statement of Policy**

*Hereford & Worcester Fire Authority will consider each case on an individual basis.*

**Regulation 3(2)**

Determine whether person continues to be entitled to an injury allowance awarded under regulation 3(1).

**Employer's Statement of Policy**

*Hereford & Worcester Fire Authority will consider each case on an individual basis.*

**Regulation 4(1)**

Whether to grant an injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job.

**Employer's Statement of Policy**

*Hereford & Worcester Fire Authority will consider each case on an individual basis.*

**Regulation 4(3) and 8**

Amount of injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job.

**Employer's Statement of Policy**

*Hereford & Worcester Fire Authority will consider each case on an individual basis.*

**Regulation 4(2)**

Determine whether person continues to be entitled to an injury allowance awarded under regulation 4(1).

**Employer's Statement of Policy**

*Hereford & Worcester Fire Authority will consider each case on an individual basis.*

**Regulation 4(5)**

Whether to suspend or discontinue injury allowance awarded under regulation 4(1) if person secures paid employment for not less than 30 hours per week for a period of not less than 12 months.

**Employer's Statement of Policy**

*Hereford & Worcester Fire Authority will consider each case on an individual basis. Although it is likely that an injury allowance would be suspended or discontinued if an individual secures paid employment for not less than 30 hours per week.*

**Regulation 6(1)**

Whether to grant an injury allowance following cessation of employment with entitlement to immediate LGPS pension where a regulation 3 payment was being made at date of cessation of employment but regulation 4 does not apply.

**Employer's Statement of Policy**

*Hereford & Worcester Fire Authority will consider each case on an individual basis.*

**Regulation 6(1)**

Determine amount of any injury allowance to be paid under regulation 6(1)

**Employer's Statement of Policy**

*Hereford & Worcester Fire Authority will consider each case on an individual basis.*

**Regulation 6(2)**

Determine whether and when to cease payment of an injury allowance payable under regulation 6(1)

**Employer's Statement of Policy**

*Hereford & Worcester Fire Authority will consider each case on an individual basis.*

**Regulation 7(1)**

Whether to grant an injury allowance to the spouse, civil partner, nominated co-habiting partner or dependent of an employee who dies as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.

**Employer's Statement of Policy**

*Hereford & Worcester Fire Authority will consider each case on an individual basis however it is unlikely that an injury allowance would be granted.*

**Regulation 7(2) and 8**

Determine amount of any injury allowance to be paid under regulation 7(1)

**Employer's Statement of Policy**

*Hereford & Worcester Fire Authority will consider each case on an individual basis.*

**Regulation 7(3)**

Determine whether and when to cease payment of an injury allowance payable under regulation 7(1)

**Employer's Statement of Policy**

*Hereford & Worcester Fire Authority will consider each case on an individual basis.*

## **Report of the Head of Corporate Services**

### **9. Employment Monitoring Data 2014 – 2015**

#### **Purpose of report**

1. For the Committee to note the contents of this report, prior to publication of the Employment Monitoring Data 2014/2015 on the Service's website.

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#### **Recommendations**

##### ***It is recommended that:***

***The Committee note the key areas highlighted in the Employment Monitoring Data Report 2014/2015 (Appendix 1) prior to publication on the Service's website and note that:***

- ***The Exit Interview process and form has been reviewed in order to collate quality data in relation to the reasons for staff leaving the Service.***
- ***The "Open for All group" (previously known as the Positive Action Sub Group) is currently exploring ways to develop links with the local community and has established links with publications such as the 'Here for All' magazine within the Polish community.***
- ***The Ethical Framework was reviewed in October 2014 and refresher training was delivered during this period. We are currently exploring ways to further embed the Ethical Framework across the Service.***

#### **Background**

2. The Equality Act 2010 sets out the Public Sector Equality Duty. The Equality Duty requires public bodies with 150 or more employees to publish information at least annually about their employees, furthering the aims of the Equality Duty, and to consider how activities affect people who possess the 9 protective characteristics which are as follows:
  - Age
  - Disability
  - Gender reassignment

- Marriage/civil partnership status<sup>1</sup>
  - Pregnancy and maternity
  - Race – this includes ethnic or national origins, colour or nationality
  - Religion or belief – this includes lack of belief
  - Gender
  - Sexual orientation
3. Effective monitoring is an important tool for measuring performance and progress towards equality and diversity objectives and in ensuring a more inclusive working environment. It enables the Service to examine how employment policies and processes are working and to identify areas where these appear to be impacting disproportionately on certain groups of staff. This should lead to more informed and inclusive decision making in activities affecting the workforce for example recruitment, selection and promotion.
  4. Effective monitoring also helps in minimising possible legal, financial and reputational harm. Furthermore, understanding the composition of the workforce enables the Service to highlight differences between groups to help identify, tackle and prevent issues that could otherwise undermine employee engagement and working relationships.
  5. The Employment Monitoring Data Report for the period 2014/15 is attached (Appendix 1). It provides information in relation to eight of the protected characteristics (i.e. race, gender, age, disability, religion/belief and sexual orientation, gender reassignment, pregnancy and maternity). There is no requirement to provide information on marriage and civil partnership.
  6. The Executive Summary contains an overview of the monitoring information and more detailed relating to the protected characteristics. It is broken down by the following categories:
    - Staff in post
    - Applications for employment
    - Applications for promotion
    - Staff leaving the Service
    - Staff subject to formal disciplinary procedures
    - Staff who are involved in grievance procedures
    - The number and nature of harassment and bullying
  7. The Equality and Diversity Advisory Group has considered and approved the Employment Monitoring Data Report 2014/2015 at its meeting on 8<sup>th</sup> September 2015.
  8. The Member Champions for Equality and Diversity have been consulted on the highlights in the Employment Monitoring Data Report 2014/2015.

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<sup>1</sup> Whilst the Duty applies to marriage and civil partnership, this in respect of the requirement to have due regard to the need to eliminate discrimination.



## **Key Trend Information**

### **Staff in Post**

9. An analysis of the data shows that there has been little change in employment information relating to the protected characteristics since the previous Employment Monitoring Data Report 2013/2014. Since 31 March 2012, the overall number of employees has decreased from 863 to 793. The number of support staff has reduced from 133 to 103, predominantly due to natural wastage and redundancies. 83% of our workforce are operational staff of which 36% are whole-time and 47% are retained.

### **Ethnicity**

10. The number of BME (Black Minority Ethnic) staff has increased from 24 to 27 since March 2012. The Service appointed 1 BME employee in 2014/ 2015, compared to 3 in the previous year. However, the number of RDS BME employees has increased by 66% over the last three years (from 10 to 15).

### **Gender**

11. Whilst the total number of female staff has decreased from 129 to 108 since March 2012, there has been a significant increase in the number of female applicants (87 compared with 40 the previous year). The number of female RDS staff has now increased by 4 (1%) since March 2013. During the last 12 months 82 employees left the Service with 14 being female, 49 were RDS compared with 32 in 2013/2014.

### **Sexual Orientation**

12. There have been 11 applicants, compared to 2 in 2013/2014, who declared their sexual orientation to be other than heterosexual. There has been an increase of 2 members of staff (7 compared to 5), who declare themselves to be other than heterosexual.

### **Disability**

13. The Service has seen an increase from 13 to 17, since the previous year, in staff members who have declared a disability. The number of applicants who have declared a disability has also increased by over 100% since the previous year (15 compared to 7).

### **Religion**

14. In 2014-2015 there were 15 applicants who declared their religion/belief to be other than Christian, which is 6 more than the previous year.

## **Age**

15. There has been a reduction of 37% in staff within the age group 17 – 24 since 2013/2014; however, applications for employment have increased by nearly 100% within this age category since the previous year (70 compared to 39).

## **Leavers**

16. Of the total number of leavers, 14 were female (1 RDS, 1 Fire Control and 12 support), 1 was White Other and 1 was BME. None of the leavers had a declared disability. 20% of staff leaving the Service were aged between 46-55 years of age.

## **Disciplinarys and Grievances**

17. HR case work in relation to formal disciplinarys has remained the same with 9 cases in 2014/2015. There were no employees subject to disciplinary procedures, who were classed as BME, disabled or had a sexual orientation other than heterosexual or not stated, or who had a religion/belief other than Christian or not stated.
18. It is positive to note that overall there has been a decrease with only one formal grievance being submitted in 2014/2015 compared to 3 within the previous year. There were 2 informal grievances submitted within this period by one male and one female.
19. There were 3 harassment and bullying cases reported during 2014/2015.

## **Areas of further work for further consideration**

20. 13 female applicants applied for an RDS role within 2014/2015, out of a total of 95 candidates. Only one female was successful. Further opportunities will continue to be explored to see what positive action initiatives might be appropriate in supporting and encouraging applications from people with protective characteristics.
21. It should be noted that there were 26 whole-time promotion applicants within 2014/2015, with only one female applicant. Out of 45 applicants for promotion there were 10 female applicants. Further work will be completed in analysing the process to see whether this group of individuals could be disadvantaged at any stage of the process and what positive action initiatives might apply to support and encourage progression.
22. Whilst the number of formal disciplinarys remained the same in 2014/2015, when compared to the previous 12 months, three bullying and harassment investigations were carried out in 2014/2015. It should be noted that these cases were unrelated however on-going monitoring will take place within this area.

23. The Service has an exit interview process in place, the exit interview process and form has been reviewed in order to collate quality data in relation to the reasons for staff leaving the Service.
24. Work has continued towards increasing our diversity levels as part of four On-Call (RDS) recruitment campaigns during 2014/15. Building on this, the "Open for All group" (previously known as the Positive Action Sub Group) is currently exploring ways to develop links with the local community and has established links with publications such as the 'Here for All' magazine within the Polish community.
25. The Ethical Framework was reviewed in October 2014 and refresher training was delivered during this period. We are currently exploring ways to further embed the Ethical Framework across the Service.

### Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	None
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	Supports and enables the people objective in the Corporate Strategy
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	Risk of non-compliance with furthering the aims of the Equality Duty
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	Not applicable
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	Not applicable however this report demonstrates commitment to embed the Equality Duty

### Supporting Information

Appendix 1 - The Employment Monitoring Data Report 2014/2015

Appendix 2 – Summary of Key Trend Information

### Contact Officer

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## Employment Monitoring Data 2014/15



## Appendix 1

### Introduction

Hereford & Worcester Fire and Rescue Service (HWFRS) is committed to challenging discriminatory behaviour or practices. We are committed to creating an environment where our staff feel safe, secure, valued, motivated and developed so that they have the skills, knowledge and abilities to confidently flourish; enabling them to provide the highest quality service to the communities we serve. We want to ensure that our staff complement and are reflective of our diverse communities and that we are recognised as an employer of choice.

We recognise that equality and diversity must be at the heart of our day-to-day activity, it must be embraced with integrity and fairness underpinning all that we do. We recognise that our people management policies, procedures, recruitment and retention of staff are key aspects of mainstreaming equality, diversity and inclusion across the organisation.

The Equality Act 2010 sets out the public sector Equality Duty. The Equality Duty requires public bodies with 150 or more employees to publish information at least annually about their employees, furthering the aims of the Equality Duty, and to consider how activities affect people who possess the 9 protective characteristics which are as follows: Age, Gender Disability, Gender reassignment Marriage/civil partnership status, Pregnancy and maternity, and Race – this includes ethnic or national origins, colour or nationality Religion or belief – this includes lack of belief Sex Sexual orientation. Whilst the Duty applies to marriage and civil partnership, this in respect of the requirement to have due regard to the need to eliminate discrimination.

in relation to the following categories:

**Staff in post, Applications for employment, Applications for promotion, Staff leaving the Service, Staff subject to formal disciplinary procedures  
Staff who are involved in grievance procedures, The number and nature of harassment and bullying**

It is important to view the numbers behind the percentage figures in conjunction with the commentary to ensure that the full context is appreciated.

### Population

Hereford & Worcester Fire and Rescue Service is located in the Heart of England and extends from the metropolitan borders of the West Midlands to the rural southern borderland between England and Wales.

The geographical area amounts to some 390,000 hectares and has a total population of around 749,700. It covers two counties, Worcestershire in the east with a population of 566,169 and Herefordshire to the west with 183,477. Both counties are largely rural, however, Worcestershire's population mainly reside in the towns of Worcester, Bromsgrove, Droitwich, Evesham, Kidderminster, Malvern and Redditch.

The breakdown of the total working age population of the Herefordshire and Worcestershire area is shown in the table opposite (figures shown are in '000s').

Population			
	Total Population	BME	Female
	000's	000's	000's
Herefordshire	183.477	3.6 (2.0%)	93.2 (51%)
Worcestershire	566.169	25.3 (4.7%)	287.4 (50.8%)

Source: Census 2011 for total population and females

Source: ONS Mid Year Population 2010 for BME

### Executive Summary

The chart opposite shows an overview of staff information. Further detail is provided in the attached appendices. Key areas to note are as follows:

### Equality and Diversity Strategy

The Service's equality objectives were updated and published in 2013. They focus on continuing to embed equality, diversity and inclusion within all aspects of service delivery and support functions, and developing partnerships to promote equality.

The Ethical Framework SPI was updated in 2013 and equality and diversity training has been embedded into the mandatory training programme, as part of promoting equality diversity and inclusion and the Service's values.

A Positive Action Sub Group (now entitled Open for All) has been established which focuses on supporting people from under-represented parts of the community who would like to work for Hereford & Worcester Fire and Rescue Service. In addition it helps to better promote Equality & Diversity across Hereford & Worcester Fire and Rescue Service.

### Recruitment and staff in employment

Work has continued towards increasing our diversity levels as part of four On-Call (RDS) recruitment campaigns during 2014-15. Building on this, the Open for All group is currently exploring ways to develop links with the local community and has established links with publications such as the 'Here for All' magazine within the Polish community.

During the last three years the overall number of employees have decreased from 863 to 793. The number of BME staff has increased from 24 to 27. The number of female staff have decreased from 129 to 108. The number of Support staff have reduced from 133 to 103 predominantly due to natural wastage and redundancies.

For retained positions, there has been an increase in the overall number of applications; 305 compared to 150 last year. There has been an increase in the number of BME RDS applicants and the Service appointed 1 BME employee, compared to 3 the previous year. The number of RDS BME employees has increased by 66% over the last three years. There has been an increase in the number of female applicants (87 compared with 40 the previous year) and the the number of female RDS staff have now increased by 4 individuals (1%) since March 2013. During the last 12 months 82 individuals left the Service, 49 RDS individuals compared with 32 in 2013 -2014.

In 2014/2015 there has been a increase in female and BME applications for support staff roles. There have been 11 applicants, compared to 2 in 2013 -2014, who declared their sexual orientation to be other than heterosexual. In this year there were 15 applicants who declared their religion/belief to be other than Christian, which is higher than the previous year.

..

### Executive Summary 1 April 2014 to 31 March 2015

	Total	%BME (including White Other)	% Female	% Disability	% LGB
Staff in post as at 31 March 2015	793	3.4	13.6	2.1	0.6
Applications for Employment	305	8.2	28.5	4.6	3.6
Applications for Promotion	45	0.0	22.2	4.4	2.2
Leavers	82	2.4	17.1	0.00	0.0
Discipline Cases	9	0.0	11.1	0.0	0.0
Grievance Cases	0	0.0	0.0	0.0	0.0
Harassment and Bullying Cases	3	0.0	33.0	33.0	33.0

Disability reporting has shown an increase of 4 members of staff who classed themselves as disabled i.e. 2.1% to 1.6% since last year. There has been an increase in the number of staff with a sexual orientation other than heterosexual since 2013. There is an additional member of staff who considers themselves to have a religion / belief other than Christian. We have no employees who have undergone gender reassignment.

### Other Key Information

Work is continuing with Remploy and Occupational Health to enhance the level of support that is provided to job applicants and employees that have mental health conditions, learning disabilities and physical disabilities. For example, seeking specialist advice on reasonable adjustments.

District Management Meeting templates have been developed which report trend information on case work including sickness, grievances, capability and disciplinary.

### Staffing Levels

The chart opposite shows the numbers and percentages of whole-time and retained firefighters, fire control and support staff in post as at 31 March each year over the past 4 years.

There was a reduction in whole-time staff in 2010/11 due to natural wastage of leavers, however, it was agreed in 2011 to take on a number of firefighters and a number of RDS have transferred to whole-time at Crew Commander and Watch Commander level.

The establishment level therefore increased in 2012 and has decreased in both 2013 and 2014. The number of BME staff has steadily increased by 1 each year over the last 4 years.

The number of Female employees within RDS increased this year by 3 to 6.6%

Support staff numbers have reduced by 30 during the last 4 years due to natural wastage.

### Staffing Levels

	31-Mar-12	31-Mar-13	31-Mar-14	31-Mar-15
<b>Wholetime</b>	<b>322</b>	<b>313</b>	<b>297</b>	<b>287</b>
<b>BME (including White Other)</b>	8 (2.5%)	8 (2.5%)	8 (2.7%)	8 (2.8%)
<b>Female</b>	18 (5.6%)	16 (5.1%)	16 (5.4%)	16 (5.6%)
<b>Retained</b>	383	372	396	380
<b>BME (including White Other)</b>	10 (2.6%)	12 (3.2%)	15 (3.8%)	15 (4%)
<b>Female</b>	18 (4.7%)	21 (5.6%)	22 (5.6%)	25 (6.6%)
<b>Fire Control</b>	25	24	22	23
<b>BME (including White Other)</b>	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)
<b>Female</b>	19 (76.0)	18 (75.0%)	16 (72.7%)	16 (69.6%)
<b>Support Staff</b>	133	135	112	103
<b>BME (including White Other)</b>	6 (4.5%)	5 (3.7%)	4 (3.6%)	4 (3.8%)
<b>Female</b>	74 (55.6%)	74 (54.8%)	57 (50.9%)	51 (49.5%)
<b>Total</b>	863	844	827	793
<b>Total BME (inc. White Other)</b>	24 (2.7%)	25 (3.0%)	27 (3.2%)	27 (3.4%)
<b>Total Female</b>	129 (15.0%)	129 (15.3%)	111 (13.4%)	108 (13.6%)

## 1. No. of staff in post as at 31 March 2015

### 1.1 GENDER, ETHNICITY & DISABILITY

			GENDER				ETHNICITY								DISABILITY							
Duty System	Total	%	Male	%	Female	%	White British	%	White Irish	%	White Other	%	BME	%	Not Stated	%	Disabled	%	Not Disabled	%	Not Stated	%
Wholetime	287	36.2	271	94.4	16	5.6	276	96.2	0	0.0	6	2.1	2	0.7	3	1.0	6	2.1	281	97.9	0	0.0
Retained	380	47.9	355	93.4	25	6.6	364	95.8	0	0.0	9	2.4	6	1.6	1	0.2	4	1.1	376	98.9	0	0.0
Fire Control	23	2.9	7	30.4	16	69.6	23	100.0	0	0.0	0	0.0	0	0.0	0	0.0	1	4.3	22	95.7	0	0.0
Support	103	13.0	52	50.5	51	49.5	95	92.2	1	1.0	2	1.9	2	1.9	3	2.9	6	5.8	97	94.2	0	0.0
	793	100.0	685	86.4	108	13.6	758	95.6	1	0.1	17	2.1	10	1.3	7	0.9	17	2.1	776	97.9	0	0.0

#### Staff in Post

As at 31 March 2015 there was a total of 793 staff in post, 287 (36.2%) wholetime, 380 (47.9%) RDS, 23 (2.9%) Fire Control and 103 (13.0%) support staff. Compared to the last annual report there are 34 less staff in total i.e. (10 less wholetime, 16 less RDS, 1 more Fire Control and 9 less support members of staff).

The number of female staff has decreased by 3 since last year (an increase of 3 RDS and 6 less support members of staff).

1.3% of staff are from BME groups and 2.1% of staff are from White Other groups. Based on the total of the two, there are the same numbers of members of staff since the last annual report.

2.1% of staff consider themselves to be disabled which is an increase of 4 since last year (0.5% increase) - 1 more for Fire Control and 3 more support members of staff.

### 1.2 AGE

Duty System	Total	%	AGE BRACKET									
			17-24	%	25-35	%	36-45	%	46-55	%	56-65	%
Wholetime	287	36.2	0	0.0	50	17.4	123	42.9	112	39.0	2	0.7
Retained	380	47.9	22	5.8	136	35.8	104	27.4	87	22.9	29	7.6
Fire Control	23	2.9	1	4.3	4	17.4	6	26.1	9	39.1	3	13.0
Support	103	13.0	2	1.9	20	19.4	26	25.2	35	34.0	19	18.4
	793	100.0	25	3.2	210	26.5	259	32.7	243	30.6	53	6.7

As at 31st March 2015 there has been a reduction of 15 employees aged between 17-24, a reduction of 11 employees aged between 25-35, 20 employees aged between 36 - 45 and 11 employees between 46-55.

### 1.3 SEXUAL ORIENTATION

Total	%	Bisexual	%	Gay/Lesbian	%	Heterosexual	%	Not Stated	%
793	100.0	3	0.4	4	0.5	359	45.3	427	53.8

Whilst we have encouraged staff to update their personal information on the HR recording system, HR Connect, the number of staff that have disclosed that they have a sexual orientation other than heterosexual remains low and it has been identified that further work is required in this area. moving forward An increase has been noted in the number of staff that have identified a sexual orientation other than heterosexual when compared to the previous twelve months

### 1.4 RELIGION OR SIMILAR BELIEF

Total	%	Christian	%	Bhuddhist	%	Hindu	%	Jewish	%	Muslim	%	Sikh	%	Other	%	None	%	Not Stated	%
793	100.0	226	28.5	2	0.3	0	0.0	1	0.1	1	0.1	1	0.1	12	1.5	138	16.5	412	52.0

Within the last twelve months we have encouraged employees to update their personal information on HR Connect,. This has identified an additional 1 employee who consider themselves to have a religion/belief other than Christian which is a 0.2% increase since 2014.

## 2. No. of applications for employment between 1 April 2014 to 31 March 2015

### 2.1 GENDER, ETHNICITY & DISABILITY

			GENDER				ETHNICITY								DISABILITY							
Duty System	Total	%	Male	%	Female	%	White British	%	White Irish	%	White Other	%	BME	%	Not Stated	%	Disabled	%	Not Disabled	%	Not Stated	%
Wholetime	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Retained	95	31.1	82	86.3	13	13.7	77	81.1	0	0.0	5	5.3	0	0.0	13	13.7	2	2.1	79	83.2	14	14.7
Fire Control	10	3.3	7	0.0	3	0.0	10	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	0.0	9	0.0	0	0.0
Support*	200	65.6	127	63.5	71	35.5	170	85.0	0	0.0	5	2.5	15	7.5	8	4.0	12	6.0	181	90.5	7	3.5
	305	100.0	216	70.8	87	28.5	257	87.4	0	0.0	10	3.3	15	4.9	21	6.9	15	4.6	269	88.2	21	6.9

During this year there have been a total of 305 applications for employment compared to 150 applications last year. Compared to last year, there has been an increase in recruitment activity in relation to support and retained posts 16 appointments were made into RDS posts (1 white other, 1 female) which is an decrease from last year's figure of 50 There were 5 appointments into support roles and one of these was an existing member of staff - 1 male and 5 females

### 2.2 AGE

			AGE BRACKET													
Duty System	Total	%	17-24	%	25-35	%	36-45	%	46-55	%	56-65	%	66+	%	N/S	%
Wholetime	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Retained	95	31.1	35	36.8	31	32.6	12	19.1	10	10.5	1	1.1	0	0.0	6	6.3
Fire Control	10	3.3	7	0.0	1	0.0	1	0.0	1	0.0	0	0.0	0	0.0	0	0.0
Support	200	65.6	28	14.0	80	40.0	32	17.3	41	17.3	15	7.5	1	0.5	3	1.5
	305	100.0	70	23.0	112	36.6	45	14.8	52	17.0	16	5.2	1	0.3	9	3.0

During this year there has been an increase in the percentage of applicants across all age brackets compared to the twelve months There has also been an increase in those applications not stating their age. (9 compared to 1 the previous year)

### 2.3 SEXUAL ORIENTATION

Total	%	Bisexual	%	Gay/Lesbian	%	Heterosexual	%	Not Stated	%
305	100.0	3	1.0	8	2.6	257	84.3	22	4.6

During this year there were 11 applicants, compared to 2 last year, who declared their sexual orientation to be other than heterosexual.

### 2.4 RELIGION OR SIMILAR BELIEF

Total	%	Christian	%	Bhuddist	%	Hindu	%	Jewish	%	Muslim	%	Sikh	%	Other	%	None	%	Not Stated	%
305	100.0	140	45.9	4	1.3	5	1.6	0	0.0	5	1.6	1	0.3	5	1.6	96	31.5	49	16.1

In this year there were 20 applicants who declared their religion/belief to be other than Christian, which is 11 more than in 2013 - 2014.



Applications for employment					
	31-Mar-11	31-Mar-12	31-Mar-13	31-Mar-14	31-Mar-15
Wholetime	7	21	0	0	0
BME (inc. White Other)	0 (0.0%)	1 (4.8%)	0 (0.0%)	0 (0.0%)	0 (0.0%)
Female	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)
Retained	146	90	123	63	95
BME (inc. White Other)	6 (4.1%)	7 (7.8%)	15 (12.2%)	4 (6.3%)	5 (5.2%)
Female	14 (9.6%)	13 (14.4%)	15 (12.2%)	8 (12.7%)	13 (13.6%)
Fire Control	0	0	0	0	10
BME (inc. White Other)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)
Female	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	3 (30%)
Support Staff	32	278	45	87	200
BME (inc. White Other)	2 (6.3%)	24 (8.6%)	8 (17.8%)	9 (10.3%)	15 (7%)
Female	5 (15.6%)	99 (35.6%)	13 (28.9%)	32 (36.8%)	71 (35%)
Total	185	389	168	150	305

Within the 2014 -2015 year there have been 20 applications from the BME community and 10 applicants from those that declared themselves as White Other.

5 applied for RDS posts and 15 applied for Support staff roles.

in 2013 -2014 year there were 13 applicants which declared that they were from the BME community, (compared with 25 within this year)

### 3. Number of applications for promotion between 1 April 2014 to 31 March 2015

#### 3.1 GENDER, ETHNICITY & DISABILITY

			GENDER				ETHNICITY										DISABILITY					
Duty System	Total	%	Male	%	Female	%	White British	%	White Irish	%	White Other	%	BME	%	Not Stated	%	Disabled	%	Not Disabled	%	Not Stated	%
Wholetime	26	57.8	25	96.2	1	3.8	26	100.0	0	0.0	0	0.0	0	0.0	0	0.0	2	7.7	9	34.6	15	57.7
Retained	6	13.3	5	83.3	1	16.7	6	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3	50.0	3	50.0
Fire Control	7	15.6	1	14.3	6	85.7	7	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	7	100.0
Support	6	13.3	4	66.7	2	33.3	6	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	0.0
	45	100.0	35	77.8	10	22.2	45	100.0	0	0.0	0	0.0	0	0.0	0	0.0	2	4.4	12	26.7	26	57.8

#### 3.2 AGE

Duty System	Total	%	AGE BRACKET													
			17-24	%	25-35	%	36-45	%	46-55	%	56-65	%	66+	%	Not stated	%
Wholetime	26	57.8	1	3.8	7	26.9	15	57.7	3	10.3	0	2.5	0	0.0	0	0.0
Retained	6	13.3	0	0.0	1	16.7	4	66.7	0	0.0	1	16.7	0	0.0	0	0.0
Fire Control	7	15.6	0	0.0	3	0.0	2	0.0	2	0.0	0	0.0	0	0.0	0	0.0
Support	6	13.3	1	16.7	1	16.7	1	16.7	2	33.3	0	0.0	0	0.0	1	16.7
	45	100.0	2	4.4	12	32.2	22	49	7	15.6	1	2.2	0	0.0	1	2.2

#### 3.3 SEXUAL ORIENTATION

Total	%	Bisexual	%	Gay/Lesbian	%	Heterosexual	%	Not Stated	%
45	100.0	0	0.0	1	2.2	29	64.4	15	33.3

#### 3.4 RELIGION OR SIMILAR BELIEF

Total	%	Christian	%	Bhuddist	%	Hindu	%	Jewish	%	Muslim	%	Sikh	%	Other	%	None	%	Not Stated	%
45	100.0	22	48.9	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2	4.4	21	46.7

Promotions			
	31-Mar-13	31-Mar-14	31-Mar-15
Wholetime	60	39	26
BME (inc. White Other)	1 (1.7%)	0 (0.0%)	0 (0.0%)
Female	2 (3.3%)	0 (0.0%)	1 (3.8%)
Retained	7	14	6
BME (inc. White Other)	1 (14.3%)	1 (7.1%)	0 (0.0%)
Female	0 (0.0%)	2 (14.3%)	1 (16.7%)
Fire Control	1	0	7
BME (inc. White Other)	0 (0.0%)	0 (0.0%)	0 (0.0%)
Female	1 (100.0%)	0 (0.0%)	6 (85.7%)
Support Staff	2	3	6
BME (inc. White Other)	0 (0.0%)	0 (0.0%)	0 (0.0%)
Female	1 (50.0%)	1 (33.3%)	2 (33%)
Total	70	56	45

#### Applications for Promotion

This year there have been 45 applications for promotion compared to 56 applications last year.

26 were wholetime, 6 RDS, 7 within Fire Control and 6 support staff.

No applicants were from the BME community however 10 applicants were female, with 6 of these were within Fire Control

One applicant disclosed their sexual orientation as Gay/Lesbian however no candidates disclosed a religion/belief other than Christian.

#### 4. Number of staff leaving the Service between 1 April 2014 to 31 March 2015

##### 4.1 GENDER, ETHNICITY & DISABILITY

			GENDER				ETHNICITY								DISABILITY							
Duty System	Total	%	Male	%	Female	%	White British	%	White Irish	%	White Other	%	BME	%	Not Stated	%	Disabled	%	Not Disabled	%	Not Stated	%
Wholetime	11	13.4	11	100.0	0	0.0	11	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	11	100.0	0	0.0
Retained	49	59.8	48	98.0	1	2.0	48	98.0	0	0.0	1	2.1	0	0.0	0	0.0	0	0.0	49	100.0	0	0.0
Fire Control	2	2.4	1	50.0	1	50.0	2	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2	100.0	0	0.0
Support	20	24.4	8	40.0	12	60.0	18	90.0	0	0.0	0	0.0	1	5.0	1	5.0	0	0.0	20	100.0	0	0.0
	82	100.0	68	82.9	14	17.1	79	96.3	0	0.0	1	1.2	1	1.2	1	1.2	0	0.0	82	100.0	0	0.0

##### 4.2 AGE

			AGE BRACKET											
Duty System	Total	%	17-24	%	25-35	%	36-45	%	46-55	%	56-65	%	66+	%
Wholetime	11	13.4	0	0.0	0	0.0	2	18.2	7	63.6	2	18.2	0	0.0
Retained	49	59.8	6	12.2	18	36.7	10	20.4	8	16.3	7	14.3	0	0.0
Fire Control	2	2.4	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	1	50.0
Support	20	24.4	0	0.0	6	30.0	6	30.0	2	10.0	5	25.0	1	5.0
	82	100.0	6	7.3	24	29.3	19	23.2	17	20.7	14	17.1	2	2.4

##### 4.3 SEXUAL ORIENTATION

Total	%	Bisexual	%	Gay/Lesbian	%	Heterosexual	%	Not Stated	%
82	100.0	0	0.0	0	0.0	41	50.0	41	50.0

##### 4.4 RELIGION OR SIMILAR BELIEF

Total	%	Christian	%	Bhuddist	%	Hindu	%	Jewish	%	Muslim	%	Sikh	%	Other	%	None	%	Not Stated	%
82	100.0	17	20.7	0	0.0	1	1.2	0	0.0	0	0.0	0	0.0	0	0.0	20	24.4	44	53.7

Leavers			
	31-Mar-13	31-Mar-14	31-Mar-15
Wholetime	9	17	11 (13.4%)
BME (inc. White Other)	0 (0.0%)	0 (0.0%)	0 (0.0%)
Female	2 (22.2%)	0 (0.0%)	0 (0.0%)
Retained	52	32	49 (59.8%)
BME (inc. White Other)	0 (0.0%)	0 (0.0%)	1 (2.1%)
Female	2 (3.8%)	1 (3.1%)	1 (2.0%)
Fire Control	1	2	2 (2.4%)
BME (inc. White Other)	0 (0.0%)	0 (0.0%)	0 (0.0%)
Female	1 (100.0%)	2 (100.0%)	1 (50.0%)
Support Staff	12	25	20 (24.4%)
BME (inc. White Other)	1 (8.3%)	1 (4.0%)	1 (5.0%)
Female	6 (50.0%)	17 (68.0%)	12 (60.0%)
Total	74	76	82

##### Staff leaving the Service

Between April 2014 and March 2015 there has been an increase in the number of staff leaving the Service (82 compared to 76 last year). 11 (13.4%) were wholetime, 49 (59.8%) were RDS, 2 (2.4%) were from Fire Control and 20 (24.4%) were support members of staff.

Of the total number of leavers, 14 were female (1 RDS, 1 Fire Control and 12 support), 1 was White Other and 1 was BME. None of the leavers classed themselves as disabled. 20.7% of staff leaving the Service were aged between 46-55.

No leaver had a sexual orientation other than heterosexual and 1 leaver had a religion/belief other than Christian.

Out of the 82 leavers within this period, 12 retired (7 WT, 3 RDS, 1 Fire Control and 1 support), 61 resigned (2 WT, 44 RDS, 1 Fire Control, 14 support), 3 had their contract terminated (1 WT, 2 RDS), 5 were made redundant (5 support) and 1 member of staff left due to other reasons (1 WT).

The main reason for RDS employees resigning was stated as personal reasons and/or they were relocating outside of the turn out area. Many commented that their work-life balance was affected due to the increased commitment required. For support staff, the main reason for leaving was that they had resigned to take up another post with another organisation or redundancy.

Every employee who leaves the Service, (other than those that are dismissed) are offered an exit interview. The information gained from forms that are returned are monitored and any significant information recorded.

#### 4.5 Reasons for staff leaving the Service

Reason for Leaving	Total	Wholetime	Retained	Fire Control	Support
Retirement	12	7	3	1	1
Resignation	61	2	44	1	14
Termination of contract	3	1	2	0	0
Redundancy	5	0	0	0	5
Not indicated	0	0	0	0	0
Other	1	1	0	0	0
<b>TOTAL</b>	82	11	49	2	20

82 individuals left the Service between April 2014 and March 2015.

1 White Other and 1 BME member of staff (1 RDS and 1 support staff) left - the reason for leaving was not related to their protected characteristic.

1 member of staff who classed themselves as "other" religion left - the reason for leaving was not related to their protected characteristic.

14 females left - the reason confirmed for leaving the Service was not related to their protected characteristic.

5. Number of formal disciplinarys between 1 April 2014 to 31 March 2015

Formal disciplinarys			
	31-Mar-13	31-Mar-14	31-Mar-15
Wholetime	7	0	3
BME (inc. White Other)	0 (0.0%)	0 (0.0%)	0
Female	0 (0.0%)	0 (0.0%)	0
Retained	6	8	6
BME (inc. White Other)	0 (0.0%)	0 (0.0%)	0
Female	2 (28.6%)	0 (28.6%)	1
Fire Control	0	1	0
BME (inc. White Other)	0 (0.0%)	0 (0.0%)	0
Female	0 (0.0%)	0 (0.0%)	0
Support Staff	1	0	0
BME (inc. White Other)	0 (0.0%)	0 (0.0%)	0
Female	0 (0.0%)	0 (0.0%)	0
Total	14	9	9

Overall the total number of formal disciplinarys that commenced between April 2014 and March 2015 have remained the same when compared to the previous year (2013 - 2014)

During this year there were 9 staff subject to formal disciplinary procedures (recorded as the date the discipline was received and commenced) - 3 Whole Time employees and 6 RDS employees.

There were no employees subject to disciplinary procedures, who were classed as BME, disabled or had a sexual orientation other than heterosexual or not stated, or who had a religion/belief other than Christian or not stated.

Detailed data has not been disclosed in order to protect individual information

6. Number of formal grievances between 1 April 2014 to 31 March 2015

Grievances			
	31-Mar-13	31-Mar-14	31-Mar-15
Wholetime	5	2	1
BME (inc. White Other)	0 (0.0%)	0 (0.0%)	0
Female	0 (0.0%)	0 (0.0%)	0
Retained	1	0	0
BME (inc. White Other)	0 (0.0%)	0 (0.0%)	0
Female	0 (0.0%)	0 (0.0%)	0
Fire Control	0	1	0
BME (inc. White Other)	0 (0.0%)	0 (0.0%)	0
Female	0 (100.0%)	0 (0.0%)	0
Support Staff	0	0	0
BME (inc. White Other)	0 (0.0%)	0 (0.0%)	0
Female	0 (0.0%)	0 (0.0%)	0
Total	6	3	1

It is positive to note that overall there has been a decrease with one formal grievances submitted in 2014 -2015 compared to 3 within the previous year.

There were 2 informal grievances submitted within this period by one male and one female.

Detailed data has not been disclosed in order to protect individual information

7. The number and nature of harassment and bullying complaints between 1 April 2014 to 31 March 2015

Harassment + Bullying			
	31-Mar-13	31-Mar-14	31-Mar-15
Wholetime	1	0	2
BME (inc. White Other)	0 (0.0%)	0 (0.0%)	0
Female	0 (0.0%)	0 (0.0%)	1
Retained	1	0	1
BME (inc. White Other)	0 (0.0%)	0 (0.0%)	0
Female	0 (0.0%)	0 (0.0%)	0
Fire Control	0	0	0
BME (inc. White Other)	0 (0.0%)	0 (0.0%)	0
Female	0 (0.0%)	0 (0.0%)	0
Support Staff	0	0	0
BME (inc. White Other)	0 (0.0%)	0 (0.0%)	0
Female	0 (0.0%)	0 (0.0%)	0
Total	2	0	3

During this year there were three complaints that were considered in line with the Services Bullying and Harassment SPI.

In the previous year there were no complaints. There was 1 complaint submitted by a female employee and one complaint by one employee who was classed as BME, disabled or who had a sexual orientation other than heterosexual.

Detailed data has not been disclosed in order to protect individual information

**Summary of Key Trend Information****Staff in post**

1. Compared to the last annual report there are 34 less staff in total. The overall number of female staff has decreased by 3 since last year. However the number of female RDS staff has increased from 22 to 25 since March 2014.
2. The number of BME staff has remained the same since last year. 1.3% of staff are from BME groups and 2.1% of staff are from White other groups. The number of BME staff has increased from 24 to 27 during the last 3 years. BME RDS post holders have increased by 3 since March 2013.
3. It should be noted that the BME total working age population is based on the most recent available census data as follows:
  - Herefordshire 2%
  - Worcestershire 4.7%
4. Disability reporting has shown an increase of 4 employees who class themselves as disabled, totalling 2.1%.
5. There has been an increase in the number of staff that has disclosed a sexual orientation other than heterosexual. ( 7 compared to 5 the previous year)
6. There has been an increase of 1 employee who considers themselves to have a religion/belief other than Christian since last year (This is a 0.2% increase since March 2014)

**Applications for Employment**

7. During this year there have been a total of 305 applications for employment compared to 150 applications last year.
8. The main key area of change has related to On-Call – Retained Duty System (RDS) recruitment where work has continued towards increasing our diversity levels. Applications for RDS employment has increased from 63 to 95 this year. However, the number of new appointments has decreased from 50 last year to 16 this year which includes 1 white other and 1 female.
9. It is positive to note that within this year there were 11 applicants, compared to 2 last year, who declared their sexual orientation to be other than heterosexual.
10. In this year there were 20 applicants who declared their religion/belief to be other than Christian, compared to 9 the previous year.



### Applications for Promotion

11. This year there have been 45 applications for promotion, compared to 56 applications last year. 26 Wholetime, 6 RDS, 7 Fire Control and 6 support staff. No applicants were from a BME background and 10 applicants were female. One applicant had a sexual orientation other than heterosexual, but no candidates had a religion/belief other than Christian.

### Leavers

12. This year there has been an increase in the number of staff leaving the Service (82 compared to 76 last year). 13.4% 11 were Wholetime, 59.8% 49 were RDS compared to 32 last year, 2.4% 2 were from Fire Control and 24.4% 20 were support members of staff. Of the staff who left the Service, 14 were female (1 RDS, 1 Fire Control and 12 support), 2 were BME and no leavers classed themselves as disabled. 29.3% of staff leaving the Service were aged between 25-35. No leaver had a sexual orientation other than heterosexual and 1 leaver had a religion/belief other than Christian.
13. This year has seen more RDS employees leaving the Service, 49 compared to 32 last year. The main reason for RDS employees resigning was for personal reasons and/or they were relocating. Many commented that their work-life balance was affected due to the increased commitment required. For support staff, the main reason for leaving was that they had resigned to take up another post with another organisation or redundancy.

### Disciplinaries

14. Overall the number of formal disciplinaries has remained the same this year when compared to last year. During this year there were 9 staff subject to formal disciplinary procedures – 3 WT and 6 RDS and there are no concerns relating to protected characteristics.

### Grievances / Bullying and Harassment

15. There has been a reduction in the number of formal grievances submitted this year, there was one formal grievance submitted this year compared to 3 last year.
16. There were three complaints of bullying and harassment this year compared to none last year. There are no concerns relating to protected characteristics.

## **Report of Area Commander, Head of Operations**

### **10. Proposed New Hereford Fire Station**

#### **Purpose of report**

1. To report progress regarding the provision of a new joint fire and police station in Edgar Street, Hereford, and obtain authorisation to further develop this project.
- 

#### **Recommendation**

##### ***It is recommended that:***

- i) Officers of the Service be authorised to enter into further negotiations between Herefordshire Council, West Mercia and Warwickshire Police and the Fire Authority to provide a new fire station in Hereford at a proposed site on Edgar Street; and*
- ii) the Chief Fire Officer in consultation with the Chairman of the Authority and the Treasurer be authorised to spend up to £75,000 on further work to take the project to planning approval stage;*
- iii) a further paper, including a detailed cost feasibility be brought to Policy and Resources Committee for final approval before entering into a contract for the acquisition of the site and any disposal of land.*

#### **Introduction and Background**

2. The Policy and Resources Committee previously requested regular updates on activity being undertaken by Officers of the Service to provide a replacement fire station in Hereford. At the last Policy and Resources Committee on 25 March 2015 it was reported that a preferred site had been identified and that the potential of this option was now being explored in full.
3. This paper provides further information about this option, how it has progressed, and the potential for further collaboration with public sector partners.

#### **Current Position**

4. The new preferred location along Edgar Street is currently used for parking and is due to be reconfigured at the same time as a proposed new link road, which commenced in spring 2015. The site is currently owned by Herefordshire Council and has sufficient capacity not only for a fire station, but also for other partners to be co-located on the same site.

5. At this stage West Mercia Police are seeking permission from the Police and Crime Commissioner, through the Chief Constable, to develop a proposal for this site to become a new joint police and fire station for Hereford City.
6. At the last Policy and Resources Committee, it was reported that discussions were on going between HWFRS officers and Herefordshire Council and these have progressed well. The Fire Authority, along with Police partners, are now in a position to enter into more structured discussions with Herefordshire Council in order to formalise any future land purchase, as well as the disposal of both existing sites.
7. A project lead has been appointed (Area Commander Jon Pryce) and the Treasurer and Head of Legal Services are now in a position to begin developing agreements between West Mercia Police regarding the potential governance, ownership and cost apportionment of this joint project, the details of which will be brought back to the Committee for approval.
8. Following meetings with the Chairman of the Fire Authority, Herefordshire Fire Authority Members, and the Leader of Herefordshire Council, there appears to be political support for the proposal.
9. Following these meetings an application for outline planning permission has now been submitted to Herefordshire Council. Should outline planning permission be granted, further work will need to be undertaken to submit a detailed planning application once the details of the proposal have been finalised.
10. To progress the scheme to a stage where it can be considered to be viable and to take the project up to a full planning approval stage may cost up to an additional £75,000. This work will need to be undertaken 'at risk' in the event that the scheme did not ultimately proceed.
11. Due to the complexity of this project and the proposed new road network in this area of Hereford City, which is due to be completed towards the end of 2016, the timeline for the project is yet to be determined. Early indications suggest that building may not commence until 2017 to avoid conflict with the proposed road network alteration programme.

## **Conclusion/Summary**

12. At the last Policy and Resources Committee meeting in March, members were made aware that a preferred option had been identified and that the potential of this option is being explored in full. This paper illustrates that tangible progress has been made and that officers of the Service, West Mercia Police and Herefordshire Council are now in a position to progress this proposal from the exploratory phase, and into the developmental stage.
13. It is recommended that the Policy and Resources Committee approve the recommendations in this paper and note the content.

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	Whole document relates to property. Proposals will require legal and financial input at the appropriate time.
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	The Asset Management Strategy supports 'Our Strategy' on the foundations of 'Buildings and Infrastructure'.
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	All capital projects are managed within the appropriate Health and Safety legislation and best practice.
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	Consultation is undertaken as part of the planning approval process.
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	No – this will be considered at the appropriate time.

## Supporting Information

None

## Background Papers

Policy and Resources Committee: 26 March 2014  
Policy and Resources Committee: 19 November 2014  
Policy and Resources Committee: 27 January 2015  
Policy and Resources Committee: 25 March 2015

## Contact Officer

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## **Report of Deputy Chief Fire Officer - Service Support**

### **11. Update from the Health and Safety Committee**

#### **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 Committee.

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#### **Recommendation**

*It is recommended that the following issues, in particular, be noted:*

- (i) *the involvement of the Service in a number of Health and Safety initiatives at national level;*
- (ii) *the review of asbestos management within the Service prompted by the new national agreement with the Health and Safety Executive (HSE);*
- (iii) *Health and Safety performance for Quarter 4 of year 2014 - 15 (Jan – Mar 2015)*

#### **Introduction**

2. Hereford and Worcester Fire Authority's aim is to ensure the safety and well-being of its employees and to reduce and prevent accidents and injuries at work.
3. The Health and Safety Committee (the Committee) is established to provide effective arrangements for the liaison and review of matters of a common interest in regards to Health and Safety (H&S), and to act as a forum for liaison on all matters relating to H&S for key stakeholders and departments. The Committee provides the opportunity for the Service to discuss the general H&S matters on which it must consult the workforce with employee representatives.
4. The Committee has the facility to task work to the Health & Safety Working Group, which sits beneath it and is chaired by the Area Commander Operations Support. The group meets as and when required but at least every six months.

#### **Update**

5. The Committee last met on 3rd June 2015 and is due to meet next on 10<sup>th</sup> September 2015.
6. A review of quarterly performance for the relevant periods (see above) was discussed in detail, which overall shows a downward trend. A summary report is included at Appendix 1.

7. On Wednesday 26th August, CFO Mark Yates hosted a visit by Lesley Pascoe of the HSE. Lesley is the HSE Officer who is responsible at a national level for matters that relate to the fire service. Lesley is new to her role (although a very experienced HSE Inspector) and as such has a limited knowledge of the fire service matters. The CFO liaises with Lesley in his national lead role for CFOA and as such offered Lesley a visit to Hereford and Worcester as part of her induction for her new role.

Lesley was given a tour of Worcester Fire Station to show how a frontline operational response unit works, followed by a visit to the Urban Search and Rescue facility at Droitwich Fire Station. She also witnessed a demonstration at the Evesham and Defford Strategic Training Facilities. The day was concluded with a presentation by Group Commanders George Marshall and Guy Palmer outlining our Operational Assurance activities and H&S reporting procedures.

## **National Activities**

8. The Service is currently involved in a number of initiatives at national level. Key areas of activity include:
- Implementation of Chemical, Biological, Radiological, Nuclear (CBRN) - Initial Operational Response (IOR)

IOR is a government owned programme. Fire and Rescue Authorities (FRA) remain responsible for securing the provision of trained personnel, services and equipment necessary to provide the control measures for IOR. This is consistent with the contents of the Health, safety and welfare framework for the operational environment which states the following: Fire and Rescue Authorities should have in place appropriate arrangements for monitoring and measuring health, safety and welfare performance against pre-determined plans and standards, including learning from incidents and using the information to improve operational performance.

HWFRS is currently addressing the following areas;

- Review of existing operational risk assessments
- Review of existing policies and operational procedures and are making amendments where required
- Delivery of effective training to operational personnel. This training may include additional elements over and above the nationally supplied Home Office training products based on the assessment of local risks
- Testing and exercising to ensure understanding and effectiveness of IOR / CBRN(E).
- Ensuring that self-contained breathing apparatus is certified to BS8468 (CBRN RPE).
- Consulted with Representative Body officials via the local Health and Safety Committee.

- Manual Handling Operations Regulations 1992

The Service is actively involved in consultation for the amendments to the fourth edition of this legal publication. It describes what to do in order to comply with the Manual Handling Operations Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. It has been produced to help employers, managers, safety representatives and employees across all industries reduce the risk of injury from manual handling.

## **Asbestos Management**

9. All UK FRSs previously held exemption certificates in respect of licensing and notification when working with asbestos. This exemption was granted because of the impracticability of the need to provide 14 days' notice of any work with, on or affecting asbestos. To meet the requirements of the new Control of Asbestos Regulations (CAR 12), CFA has engaged in a process of consultation and collaboration with the HSE to revise the method statement and secure a continuation of the previously agreed exemptions (from what are now regulations 8 and 9 of CAR 12) for the UK FRSs. The Service policy is now live and operational training is complete and associated equipment is available on all frontline appliances. The remaining tasks for health surveillance monitoring are being finalised by the Human Resources Department and the Service remains on track to complete this work by the end of September 2015.

## **Summary for Quarter 4 Performance Report**

10. In comparison to the previous Quarter the total number of incidents is slightly lower. Vehicle incidents have reduced; this is largely due to extra training delivered during Emergency Response Driver Training (ERDT) refreshers regarding slow speed manoeuvres as well as additional monitoring of technical knowledge packages. Near hits have remained the same against the previous quarter but are expected to increase after the introduction of the new Health and Safety Reporting System and personal injury incidents remain within tolerance.

See appendix 1 for additional information

## **Conclusion**

11. This report provides Members with an update on health and safety issues discussed at the previous Health and Safety Committee and draws Members' attention to key areas of work currently being undertaken by the Service. In addition the report provides information on quarterly health and safety performance, which overall shows a downward trend.

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	N/A
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	N/A
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	The report highlights the work of the Authority around Risk Management / Health & Safety
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	N/A
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	N/A

## Supporting Information

Appendix 1: Quarter 4 of year 2015 (Jan – Mar 2015) Health & Safety Performance Report

### Contact Officer

Richard Lawrence, Deputy Chief Fire Officer

(01905 368206)

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**Date:** 3<sup>rd</sup> June  
**Title:** Quarter 4 Performance Report (January – March 2015)

## **Summary**

A total of 29 H&S events were reported this period:

- 2 Near hits
- 1 incident of property damage involving damage to a charging reel
- 1 incident of verbal abuse from an inebriated occupant
- 10 Vehicle accidents, 7 of which occurred during routine or non-operational driving causing minor damage to FRS vehicles only. Only one incident involved reversing and a total of 5 incidents occurred during slow speed manoeuvres.
- 15 Personal injuries occurred, of which:
  - 7 occurred during training
  - 6 occurred during operational activity
  - 2 occurred during routine or non-operational activity; and
  - 7 were manual handling injuries
  - 4 were the result of a slip, trip or fall
  - 2 were the result of being hit by, or walking into something
  - 1 was a steam burn occurring whilst fighting a chimney fire

## **Quarter 4 Total Reported H&S Events**

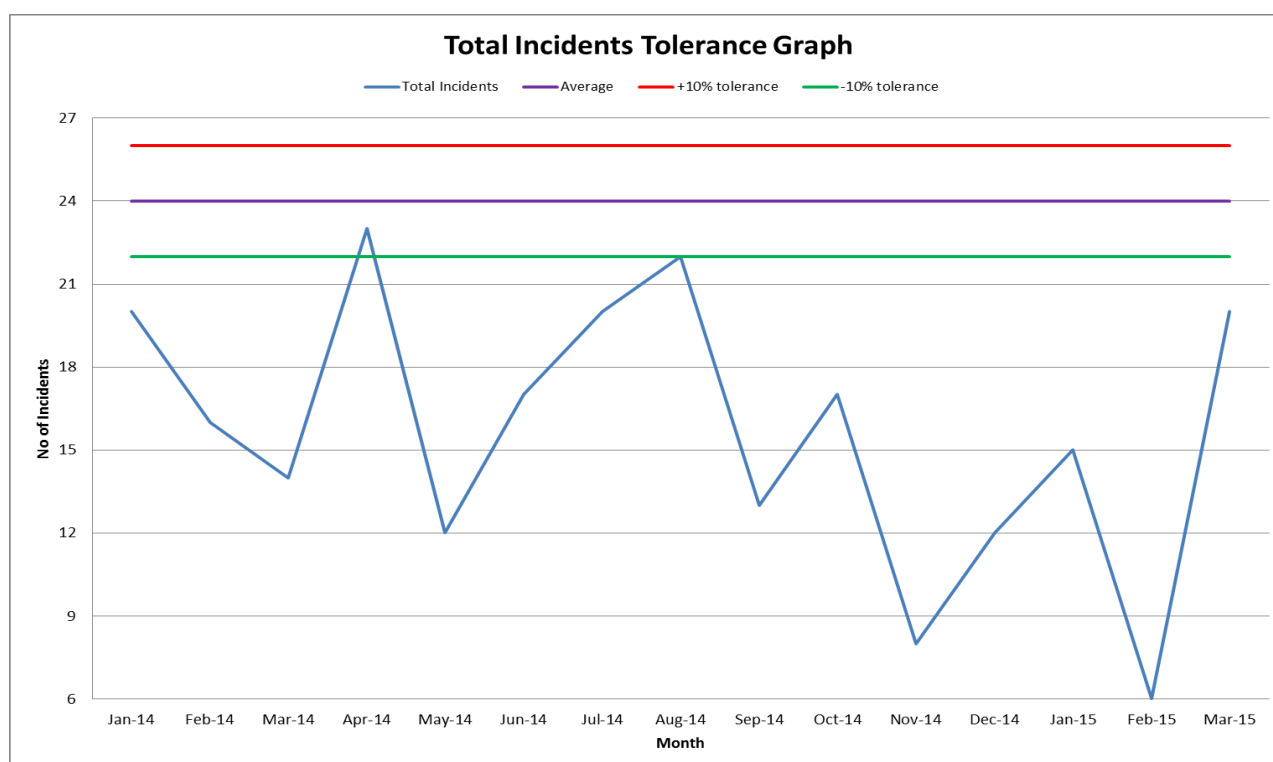


Figure 1 – Total events per month January 2014 to March 2015

**Summary** Whilst there has been a spike in March, the total number of H&S events in this period appear to be continuing a downward trend.

## Quarter 4 Serious Events Reported

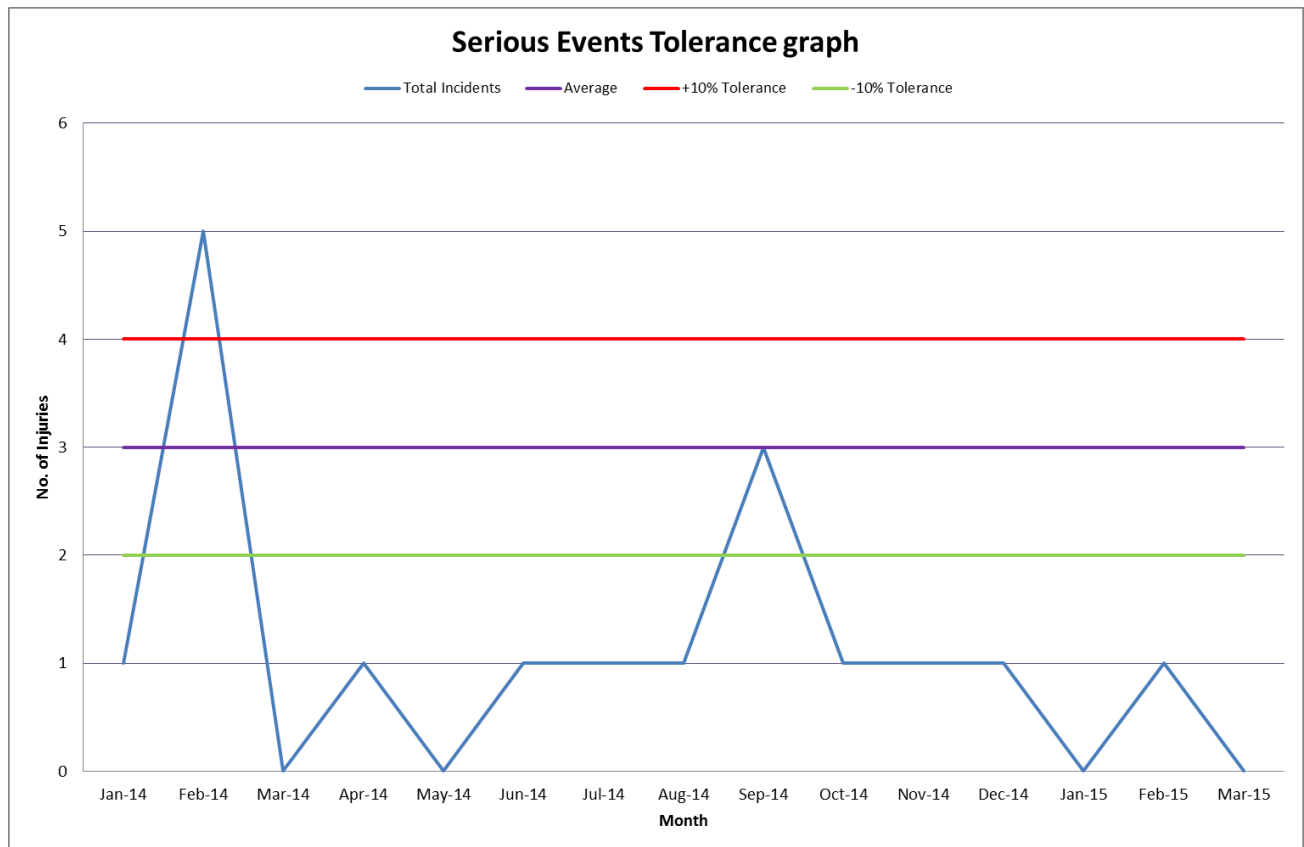


Figure 2 – Serious events per month January 2014 to March 2015

**Summary** *The total number of significant/potentially significant events in this period appear to continue to remain low. We have had two serious/potentially serious events this quarter (see below for details)*

### Significant/Serious Events

1. A third party vehicle pulled across the path of an appliance to park, having not noticed the appliance traveling towards it. This occurred on the Bromwich Road and the appliance was on a routine journey

**Action** – this was originally the subject of a specialist investigation as a member of the public had been injured but was stood down upon investigation.

### Potentially Serious Events

1. Whilst fighting a fire in a layby on the Hollywood Bypass, two traffic cones segregating our staff from traffic were hit by an unknown vehicle passing the incident.

**Action** – station personnel have been reminded of the importance of remaining vigilant of passing traffic and of correct coning procedures.

## **Report of the Deputy Chief Fire Officer – Service Support**

### **12. Update from the Joint Consultative Committee**

#### **Purpose of report**

1. To inform the Committee of the activities of the Joint Consultative Committee (JCC) since March 2015.
- 

#### **Recommendation**

***It is recommended that the following items currently under discussion by the Joint Consultative Committee be noted:***

- (i) Policy on financial assistance for medical treatment***
- (ii) Project Arrow Update***
- (iii) Staff Moves (e.g. to Hindlip)***
- (iv) Voluntary Redundancy***
- (v) Place Partnership Limited (PPL)***
- (vi) Logging of Pre-Arranged Overtime***
- (vii) Asbestos (Medicals)***
- (viii) Pensions Board***
- (ix) Parking***

#### **Background**

2. The Joint Consultative Committee acts as the main route for employee consultation. It comprises managers and employee representatives who meet on a monthly basis to discuss issues of mutual concern. The JCC is not a decision making body.
3. Employees are represented on JCC by members from each of the Representative Bodies (RBs) in Hereford & Worcester Fire and Rescue Service, namely the FBU, FOA, GMB, RFU and Unison.
4. The Committee is chaired by the Deputy Chief Fire Officer who is currently responsible for industrial relations. Other management representatives include the Head of Human Resources and the Area Commanders responsible for Operations and Operations Support.

## Update

5. Since its last update to the Committee, the Joint Consultative Committee has met on one occasion – 24<sup>th</sup> June 2015
- Policy on Financial Assistance for Medical Treatment: This is being incorporated into the new version of the Attendance Management Policy whereby a paragraph will be inserted to look at cases on individual merit
  - Project Arrow Update: Changes are now taking place in terms of how Project Arrow moves forward. The political group is being reconvened in September 2015.
  - Staff Moves (e.g. to Hindlip): Projected timescale is end of 2017/early 2018 – some teams/departments may move there sooner. AC Keith Chance is taking on the role heading up police collaboration.
  - Voluntary Redundancy – Voluntary Redundancy is a new initiative for grey book uniformed staff and the Service asked for expressions of interest over a 6 week period. Applications will be reviewed at the end of August. Other individuals over 50 with 25 years' service have had access to Voluntary Early Retirement (VER) whereby they can enhance their pensions by the same amount they would have received from VR. This has not been applied to individuals where it is not financially viable to the Authority. The Service is not able to offer staff an enhancement to their commutation if they have 30 years pensionable service or are age 55 or over they will be entitled to the maximum commutation.
  - Place Partnership Limited – TUPE consultation is complete with an anticipated transfer date of 1<sup>st</sup> September 2015. Andrew Pollard, PPL MD is now in post and located at SHQ. Management tiers 2 and 3 interviews took place week commencing 10<sup>th</sup> August
  - Logging of Pre-Arranged Overtime – Sally-Anne Chidwick (HR) is currently looking at a more adequate way of tracking overtime.
  - Asbestos (Medicals) – There is now a legal requirement to conduct asbestos screening for all operational staff and dialogue has commenced with Occupational Health to get this in place. Screening takes 15 minutes and this will be delivered over a 3 year period and implemented at the end of September. Medical staff will visit Worcester, Hereford and some RDS stations to screen operational staff.
  - Pensions Board – The first meeting took place on 16 July. Employer representatives are DCFO Richard Lawrence and Martin Reohorn, Director of Finance (Treasurer) and employee representatives are Julian Jenkins and Steve Gould. Terms of Reference have been drafted. Training sessions have taken place for Pensions Board members during July and August. The second meeting is scheduled for 3 September 2015.
  - Parking – Work has now finished at SHQ to increase the number of car parking spaces. Place Partnership Limited has been allocated a certain number of spaces and certain parking systems and procedures are being put in place.

6. The JCC Chair continues to keep JCC members updated on any key issues and activities in which the Service is involved. These include:
- Workforce Planning issues
  - RDS Availability
  - Restructures

## Conclusion

7. The Policy and Resources Committee has responsibility to monitor and review staffing matters discussed by the JCC and as such is required to receive regular reports on these matters. This report provides this Committee with an update on the current issues under discussion with employee representatives.

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	Para 7 & 8
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications)	Para 7 & 8
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores)	None
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	Para 7 & 8
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	No, not required – information only

## Supporting Information

None

### Contact Officer

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## **Report of the Head of Corporate Services**

### **13. Update from the Equality and Diversity Advisory Group**

#### **Purpose of report**

1. To provide the Committee with an update from the Equality and Diversity Advisory Group since the last report on 25<sup>th</sup> March 2015
- 

#### **Recommendations**

***It is recommended that the following areas of progress are noted:***

- i) the progress undertaken by the Open for All Sub Group;***
- ii) Service representatives attended the recent Asian Fire Service Association (AFSA) AGM and Development Day and provided an overview to the Equality & Diversity Advisory Group;***
- iii) Service representatives attended the recent UK Conference – Women in the Fire Service and will provide an update at the next Equality & Diversity Advisory Group; and***
- iv) the Equality and Diversity Advisory Group has agreed to identify the possibility of creating an over-arching Equality Framework and Action Plan in order to strengthen the current set of Equality Objectives.***

#### **Background**

2. The core function of the Equality and Diversity Advisory Group is to promote equality of opportunity and thereby help to eliminate unnecessary and unlawful discrimination within Hereford & Worcester Fire and Rescue Service and to develop a working environment where individual diversity is valued.
3. The Group meets quarterly and is represented by each department across the Service in order to mainstream Equality and Diversity across the whole Service. Two Authority Members and representatives of the trade unions also attend the Equality and Diversity Advisory Group meetings.
4. Since the last update reported to the Policy and Resources Committee on 25<sup>th</sup> March 2015 there has been one meeting of the Advisory Group in June 2015, with the next meeting scheduled for 8<sup>th</sup> September 2015.

## Progress Update

5. One meeting of the Open for All Sub Group took place on 19<sup>th</sup> May 2015. As a result of this, work is currently being undertaken to complete the following:
  - The exit interview form and associated process has been reviewed and is ready for implementation within the Service in August 2015.
  - Positive Action initiatives in relation to Recruitment and Development are being considered – an example of this includes a recent success at Bromyard whereby a recruitment campaign was inclusive of the Polish Community.
  - Positive Action initiatives are being identified which are linked with the nine protected characteristics
  - Minority communities and groups throughout Herefordshire and Worcestershire are being contacted through the Authority Member representatives on the Equality and Diversity Advisory Group in order to identify local community contacts.
6. Two members of staff represented the Service at the Asian Fire Service Association (AFSA) AGM and Development Day held at Tyne and Wear Fire and Rescue Service (FRS) on 21<sup>st</sup> and 22<sup>nd</sup> May 2015 and an overview was provided to the Equality and Diversity Advisory Group on 2<sup>nd</sup> June 2015 . The key themes from the conference have been noted as follows:
  - Guest speaker Maurice Duffy, Chief Executive of Black Swan gave a presentation on adjusting to change.
  - Workshop facilitated by Tyne and Wear FRS on building community cohesion through safety and prevention
  - Workshop facilitated by Tyne and Wear FRS on addressing workforce diversity that had highlighted the positive action indicatives and strategies that had been implemented in relation to recruitment
  - Workshop sessions by Dr Imran Awan Criminologist at Birmingham University that focussed on the radicalisation in Black Minority Ethnic (BME) communities and how the FRSs “non-threatening” reputation can be a powerful tool within local communities, particularly regarding signposting.
7. Three operational staff members (2 males and 1 female) attended the Women in the Fire Service – UK Conference in June 2015 and these members will be presenting an update at the next Equality and Diversity Advisory Group meeting on 8<sup>th</sup> September 2015.
8. The Equality and Diversity Group met in June 2015 and the following strands of work were identified.
  - Identify the possibility of creating an over-arching Equality Framework and Action Plan in order to strengthen the current set of Equality objectives
  - Provide an on-going programme of Equality and Diversity training to SMB and throughout the Service.

## Conclusion

9. The Service continues to make progress in embedding its Equality and Diversity agenda and will continue to provide updates to this Committee.

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	The core function of the Equality and Diversity Advisory Group is to promote equality of opportunity and thereby help to eliminate unlawful discrimination within the Service. This will help the Authority meet its Public Sector Equality Duty obligations as set out in s.149 of the Equality Act 2010
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	The work of the Equality and Diversity Advisory Group links to the values set out in "Our Strategy"
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	None
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	None
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	Not necessary, this report provides an update of current work and does not require a decision to be made

## Contact Officer

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