



## Minutes

### Members present:

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

No	Item
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1.	<b>Apologies for Absence</b>
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	Mr A Hardman (Chairman), Mrs P Andrews, Mr J Cairns Mr S Clee and Mr T Spencer.
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2.	<b>Named Substitutes</b>
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	None
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3.	<b>Declaration of Interests (if any)</b>
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	The Chairman invited Members to declare any personal or prejudicial interests against any of the Agenda items; Brigadier P Jones CBE declared his interest in re Bromsgrove Fire Station as his step-son was employed at that station.
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4.	<b>Confirmation of Minutes</b>
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	<b>RESOLVED that the Minutes of the meeting of the Policy and Resources Committee held on 24 March 2011 be confirmed as a correct record and signed by the Chairman.</b>
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5.	<b>Authority Plan 2010-2011 Fourth Quarter Performance Analysis and</b>
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6.	<b>Authority Plan 2010-2011 Annual Performance Analysis</b>
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	The Deputy Chief Fire Officer introduced the Annual Performance Analysis for 2010-11, including the fourth quarter for the year.
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	The Committee noted the following:
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|  | <ul style="list-style-type: none"><li>• The number of accidental dwelling fires and the number of injuries arising from same were slightly above target and there would be continuing emphasis on reducing these;</li><li>• The Service had carried out 3,060 Home Fire Safety Checks, exceeding the target of 2,700;</li><li>• The introduction and use of the Gartan system for managing the availability of on-call fire-fighters; and</li><li>• The reduction in the number of Assistant Chief Fire Officers in the Service from 2 posts to 1.</li></ul> |
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No	Item
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Members received the following responses to queries on the Report:

- The Annual Performance Analysis would be amended to reflect the contribution of the Young Fire fighters' Association;
- When other services in the family Group had published their data, cross-service comparisons would be available and reported to the Committee; and
- Home Fire Safety Checks and other prevention measures were targeted at vulnerable, minority and at-risk sections of the community and the review of Community Safety campaigns would continue to focus on these areas.

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

## **7. The Authority's Draft Annual Plan 2011/12**

The Deputy Chief Fire Officer presented the Authority's Draft Annual Plan 2011/12 for consideration by the Committee.

She told the meeting that the Plan summarises the performance data from 2010/11 and maps the way forward for 2011/12.

(The meeting noted that the actual number of incidents to which the Service responded in 2009/10 was 7,985 and not 7,185 as printed in the draft and that this would be corrected in the draft presented to the Authority for approval)

The meeting requested that the draft Plan be amended to include reference to the Young Firefighters' Association.

**RESOLVED *that subject to the amendments agreed above, the Committee recommends that the Authority approves the draft Authority Plan for publication.***

## **8. Provisional Financial Results 2010/11**

The Treasurer briefed the Committee on the provisional financial results for the financial year ending on 31 March 2011, noting that the returns were still subject to audit.

A Member expressed concern at the growth in reserves at the current time and the CFO replied that this was a one-off occurrence due to low staffing and prudent budget management. Another Member said there was a need to build reserves to protect against future uncertainties.

**RESOLVED *that the Committee:***

- i) Notes the provisional financial results for 2010-11;*
- ii) Recommends that the Authority approves the re-phasing of capital budgets from 2010-11 to 2011-12;*
- iii) Recommends that the Authority approve the use of revenue resources as suggested in the Report; and*
- iv) Notes that the Audit Committee will consider the annual Statement of Accounts in detail.*

(Mr R Udall abstained)

No	Item
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**9. Fire Control Project Update**

The Chief Fire Officer informed Members of progress in the procurement of a new Command and Control system which he expected would be operating from HQ within 12 months. The meeting heard that following a rigorous evaluation process that the project board had awarded the contract to Computacentre working in partnership with Telent.

The meeting also heard that the Service was progressing collaborative arrangements with Shropshire Fire and Rescue Service to develop a shared resilient control room infrastructure and that a bid for funding from government for this project had been submitted to CLG.

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

**10. Adjustments to Conditions of Service for staff on the Retained Duty system**

The Chief Fire Officer informed the Committee of the implications of recent changes to the conditions of service for staff on the retained duty system. He told the meeting that the three key changes that would have a financial impact on Hereford & Worcester Fire and Rescue Authority relate to acting up, a day in lieu for working on a public holiday and reimbursement of NHS charges (minimal). The changes took effect from 1 July 2010.

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

**11. Update from the Equality and Diversity Steering Group**

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

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

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

**13. Update from the Health and Safety Liaison Panel**

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

**14. Policy and Resources Committee Work Programme 2011/2012**

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

**15. Asset Management Strategy: Malvern Fire Station**

The Chief Fire Officer told the meeting that following the approval of the Asset Management Strategy by the Committee that officers had progressed proposals to re-provide Malvern Fire station. The proposal included the temporary transfer of operations at Malvern Fire Station to the Operational Logistics site at Betony Road.

The meeting approved the general approach and the Clerk recommended that the public and the press should be excluded from the meeting to allow the Committee to consider the financial business case for this proposal as this discussion was likely to disclose information relating to the financial or business affairs of the Authority.

***RESOLVED that the public and the press be excluded from the Meeting for the consideration of Appendix 1 – Summary Cost Plan for Betony road enabling Works and Appendix 2 – Summary cost Plan for Malvern Fire Station.***

**No**

**Item**

The meeting considered the works necessary for Malvern Fire Station arising from the present condition of the building, including the roof, electrical works and heating. While the CFO expected tender prices to be below estimate, it was noted that expenditure in excess of that proposed would need further approval by the Committee.

***RESOLVED that the Policy and Resources Committee approve the overall budget allocation detailed in Appendix 1 and 2 for the capital building scheme to re-provide Malvern fire station.***

The meeting concluded at 11.50 am.

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

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