



HEREFORD & WORCESTER Fire and Rescue Authority

Policy & Resources Committee

AGENDA

Wednesday 10 September 2014

10:30 am

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**.

GUIDANCE NOTES FOR VISITORS

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Wheelchair access

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Toilets – please ask at reception.

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

- the right to attend all Authority and Committee meetings unless the business to be transacted would disclose “confidential information” or “exempt information”;
- the right to film, record or report electronically on any meeting to which the public are admitted provided you do not do so in a manner that is disruptive to the meeting. **If you are present at a meeting of the Authority you will be deemed to have consented to being filmed or recorded by anyone exercising their rights under this paragraph;**
- the right to inspect agenda and public reports at least five days before the date of the meeting (available on our website: <http://www.hwfire.org.uk>);
- 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
- the right to inspect background papers on which reports are based for a period of up to four years from the date of the meeting.

A reasonable number of copies of agenda and reports relating to items to be considered in public will be available at meetings of the Authority and Committees.

If you have any queries regarding this agenda or any of the decisions taken or wish to exercise any of these rights of access to information please contact Committee & Members' Services on 01905 368209 or by email at committeeservices@hwfire.org.uk.

WELCOME AND GUIDE TO TODAY'S MEETING. These notes are written to assist you to follow the meeting. Decisions at the meeting will be taken by the **Councillors** who are democratically elected representatives and they will be advised by **Officers** who are paid professionals. The Fire and Rescue Authority comprises 25 Councillors and appoints committees to undertake various functions on behalf of the Authority. There are 19 Worcestershire County Councillors on the Authority and 6 Herefordshire Council Councillors.

Agenda Papers

Attached is the Agenda which is a summary of the issues to be discussed and the related reports by Officers.

Chairman

The Chairman, who is responsible for the proper conduct of the meeting, sits at the head of the table.

Officers

Accompanying the Chairman is the Chief Fire Officer and other Officers of the Fire and Rescue Authority who will advise on legal and procedural matters and record the proceedings. These include the Clerk and the Treasurer to the Authority.

The Business

The Chairman will conduct the business of the meeting. The items listed on the agenda will be discussed.

Decisions

At the end of the discussion on each item the Chairman will put any amendments or motions to the meeting and then ask the Councillors to vote. The Officers do not have a vote.



HEREFORD & WORCESTER
HWFR
FIRE AND RESCUE SERVICE

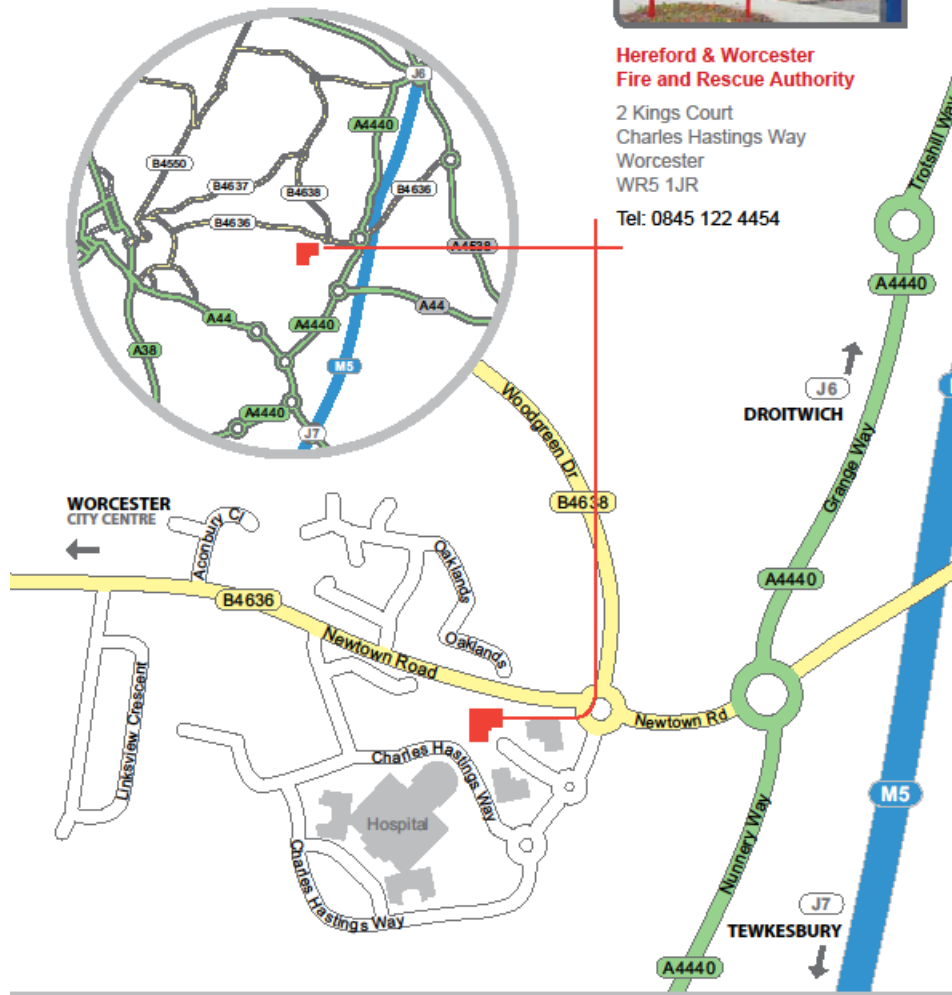
Service Headquarters



Hereford & Worcester Fire and Rescue Authority

2 Kings Court
Charles Hastings Way
Worcester
WR5 1JR

Tel: 0845 122 4454



Agenda

Councillors:

Mr K Taylor (Chairman), Mr R Adams (Vice-Chairman)

Mr A Fry, Mr P Gretton, Mr A Hardman, Mrs R Jenkins, Brigadier P Jones CBE, Mr J Kenyon, Mrs F Oborski, Mr D Prodger MBE, Mr D Taylor, Mr P Tuthill and Mr R Udall.

No.	Item	
1.	Apologies for Absence To receive any apologies for absence.	
2.	Named Substitutes To receive details of any Member of the Authority nominated to attend the meeting in place of a Member of the Committee.	
3.	Declarations of Interests (if any) This item allows the Chairman to invite any Councillor to declare an interest in any of the items on this agenda.	
4.	Confirmation of Minutes To confirm the minutes of the meeting held on 2 June 2014.	1-16
5.	2014/15 Budget Monitoring – 1st Quarter To inform the Committee of the current position on budgets and expenditure for 2014/15.	17-23
6.	Treasury Management Activities 2013/14 To review Treasury Management Activities for 2013/14.	24-32
7.	Pay Negotiations 2014 - Update To update Members on the progress of the different pay negotiations that affect the Service and note the settlements, where agreed.	33-35

8.	Provision of Payroll Services Update	36-38
	To inform Members of the outcome of the options explored to identify a suitable provider to deliver payroll services to the Fire Authority.	
9.	Quarter 1 Performance 2014-15	39-60
	This report is 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 (SMB).	
10.	Primary Authority Scheme	61-64
	To provide Members with further details of the Primary Authority Scheme and how it relates to Hereford & Worcester Fire and Rescue Service.	
11.	Employment Monitoring Data Report 2013/14	65-80
	For the Committee to note the key areas highlighted in the Employment Monitoring Data Report 2013/14 which will be published on the Service's website.	
12.	Update from the Equality and Diversity Advisory Group	81-83
	To provide the Committee with an update from the Equality and Diversity Advisory Group since the last report on 26 March 2014.	
13.	Joint Consultative Committee Update	84-86
	To inform the Committee of the activities of the Joint Consultative Committee (JCC) since March 2014.	
14.	Health and Safety Committee Update	87-92
	To provide the Committee with an update on the activities and items of significance from the Service's Health and Safety Committee.	



Minutes

Members Present:

Mr K Taylor (Chairman),

Mr A Amos, Brigadier P Jones CBE, Ms R Jenkins, Mrs F Oborski, Mr S Peters, Mr D Prodger MBE, Mr D Taylor, Mr P Tuthill and Mr R Udall.

No.	Item
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1.	Apologies for Absence
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Apologies for absence were received from Mr A Hardman, Mr R Adams (Vice-Chairman) and Mr P Gretton.

2.	Named Substitutes
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Mrs L Duffy substituted for Mr R Adams and Mr T Miller substituted for Mr P Gretton.

3.	Declaration of Interests
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None.

4.	Confirmation of Minutes
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RESOLVED that the Minutes of the meeting of the Policy and Resources Committee held on 26 March 2014 be confirmed as a correct record and signed by the Chairman.

5.	Provisional Financial Results 2013/14
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The Head of Finance presented a report informing Members of the financial results for 2013/14. Members' attention was drawn to the revenue budget savings which included a one off sum of £0.135m. This was due to the mobilising system not being 100% complete and therefore the maintenance fee had not yet been paid. Pressure was also being put on all spending departments. With regards to the capital budget Members' attention was drawn to the underspend of £8.125m which will be rolled forward to 2014/15.

RESOLVED that:

- i) the provisional financial results for 2013/14 be noted; and**

- ii) the following items be approved:**
 - (a) the transfer of £0.130m to a Business Rates Reserve;**
 - (b) the transfer of a further £0.211m to the Budget Reduction Reserve;**
 - (c) the transfer of the balance of £0.353m to General Balances; and**
 - (d) the re-phasing of capital budgets to 2014/15 as detailed in appendix 1 to these minutes.**

6. Joint Property Vehicle (JPV) Project

The Chief Fire Officer presented a report updating Members with progress towards supporting the Worcestershire Joint Property Vehicle (JPV) project and sought agreement to make available a small amount of an earmarked reserve to support the work should it be needed. The Chief Fire Officer detailed that the next stage would be to provide Members with a full business case before the end of the year. Members were advised that Herefordshire Council were also now an addition to the list of core partners.

The Chief Fire Officer explained that although the Head of Asset Management had been seconded to the project, his post would be backfilled from external funds provided from the project. However other Service staff will be committing time to progress the project to the Full Business Case stage as they play a full part in the various working groups being formed to deliver the Full Business Case. The Chief Fire Officer, therefore, requested approval for £30,000 of reserves to be available to occasionally outsource tasks if required.

RESOLVED that:

- i) progress towards the Full Business Case for the Worcestershire Joint Property Vehicle (JPV), including the fully funded secondment of a member of the Service's staff to the project, be noted;***
- ii) consultation with staff and representative bodies be undertaken as necessary as part of the development of the Full Business Case; and***
- iii) the Chief Fire Officer be authorised to use up to £30,000 from the Development Reserve as and if necessary to support the work towards the Full Business Case.***

Mr R Udall abstained from the vote.

7. Closer Working with Warwickshire Fire and Rescue Service

The Chief Fire Officer introduced the report and Area Commander Preece, a member of the project team, then updated Members in detail on the project approach and progress made to date in assessing the benefits and options for

closer working with Warwickshire Fire and Rescue Service.

RESOLVED that the project approach and progress made in assessing the benefits and options for closer working be noted.

8. Provision of Payroll Services

The Assistant Chief Fire Officer presented a report informing Members of a potential collaborative partnership arrangement to provide payroll services with Shropshire Fire and Rescue Service and to seek authority for the creation of a shared service if this is shown to be beneficial.

Under the terms of the Authority's constitution, any such 'joint arrangement' would require the approval of the full Authority

RESOLVED that the Fire Authority be recommended to give delegated authority to the Chief Fire Officer, in consultation with the Chairman of the Authority and the Treasurer, to enter into an in-house shared service with Shropshire Fire and Rescue Service and/or others for the provision of payroll services, if this is considered to be the most cost-effective approach following a detailed business case and/or competitive tender process.

9. West Midlands Regional Collaborative Statement

The Chief Fire Officer presented a report informing Members about a proposal by the West Midlands region's Fire Services to enter into a Regional Collaborative Statement to provide clear operational and organisational benefits through collaboration across the five Fire and Rescue Services in the West Midlands region.

RESOLVED that the Authority agree to the principles of the Regional Collaborative Statement and that agreement of this Statement is finalised by the Chief Fire Officer in consultation with the Chair of the Authority.

10. Annual Performance 2013-14

The Assistant Chief Fire Officer presented a report providing Members with a summary of annual performance against the Fire and Rescue Authority Plan 2013-14 using the set of Key Performance Indicators (KPIs) agreed by the Senior Management Board.

RESOLVED that Members note the following headlines relating to performance in 2013-14:

- i) The total number of incidents attended in 2013-14 is the second lowest total in the eight years that the current data set has been collected.***

- ii) *Although the number of Fires attended in 2013-14 have increased when compared to the previous year, the Service attended the lowest annual totals of Special Service (non-fire emergencies) and the second lowest number of false alarms in the last eight years.*
- iii) *Sickness levels for all staff continue to remain within tolerance levels and the amount of long term sickness has reduced as a proportion of all sickness at the end of the 2013-14 financial year.*
- iv) *Retained appliances were available for operational duty 91% of the time.*

11. Pension Scheme Discretions

The Head of Human Resources presented a report explaining the changes to the Firefighters' Pensions Scheme 1992 (FPS), the New Firefighters' Pension Scheme 2006 (NFPS) and the Local Government Pension Scheme 2014 (LGPS) and consider the Authority's policy in relation to various discretions exercisable under those schemes.

RESOLVED that the Statements of Policy for the Firefighters' Pension Scheme 1992, New Firefighters' Pension Scheme 2006 and Local Government Pension Scheme 2014 set out in appendix 2 to these minutes be approved

12. Assurance Against Equality Objectives

The Assistant Chief Fire Officer presented a report updating Members on the progress made against the Equality and Diversity objectives.

RESOLVED that the following be noted:

- i) *that the Service has achieved six of the seven actions in relation to the Equality and Diversity objectives; and*
- ii) *the assurance provided against the Service's Equality Objectives will be published on the Service's website.*

The meeting concluded at 11.40am.

Signed: _____
Chairman

Date: _____

Hereford & Worcester Fire Authority :
Policy & Resources Committee
Capital Budget 2013-14 : Provisional Out-turn

Scheme	Budget	Actual	Remainder
Vehicles			
086 - Ex Leased Appliances	0	147,949	147,949
129 - Pinzgauer Routine Replacement 4WD 2012/13	48,499	48,163	(336)
147 - Pump Replacement 13/14	1,010,000	0	(1,010,000)
148 - Off Road Vehicle Replacement 13/14	26,000	0	(26,000)
149 - Command Vehicle Replacement 13/14	350,000	0	(350,000)
All - remaining small budgets	9,580	185	(9,395)
Total	1,444,079	196,297	(1,247,782)
Major Building			
012 - Pebworth	37,063	14,608	(22,455)
049 - Malvern Refurb	2,364,496	1,086,740	(1,277,756)
156 - Redditch	247,369	0	(247,369)
157 - Hereford	247,597	38,694	(208,903)
175 - Bromsgrove Day Crew Plus Welfare Equipment	33,000	11,923	(21,077)
All - Strategic Training Facilities	1,222,912	603,459	(619,453)
All - Other Schemes	3,183,075	374,279	(2,808,796)
Total	7,335,512	2,129,702	(5,205,810)
Minor Schemes			
083 - SRT Storage	7,441	7,410	(31)
084 - RPE Cylinder Strategy	41,733	41,737	4
110 - Up Grade to Lifts to Comply with Legislation	1,996	756	(1,240)
119 - Evesham House Refurbishment	601	601	0
131 - Hereford Safety Refurbishment	1,337	668	(669)
132 - Revised HQ Server Room Fire Suppression	50,000	0	(50,000)
134 - Stourport BA Wash	20,000	14,060	(5,940)
135 - Asbestos Removal	110,000	14,765	(95,235)
136 - Amphlett Court Roof Replacement	15,000	0	(15,000)
137 - Bromsgrove IT Fit Out	60,000	27,483	(32,517)
138 - Automatic Meter Reading	5,000	0	(5,000)
139 - Broadway Female Facilities 13 - 14 Scheme	35,000	0	(35,000)
140 - Upgrade Droitwich Generator 13 - 14 Scheme	50,000	0	(50,000)
141 - Droitwich Welfare Facilities 13 - 14 Scheme	40,000	0	(40,000)
142 - Droitwich Boiler Room Refurb 13 - 14 Scheme	18,000	17,346	(655)
143 - Droitwich Forecourt Refurb 13 -14 scheme	15,000	0	(15,000)
144 - Electrical Distribution Boards Replacement	70,000	42,213	(27,787)
145 - Air Conditioning Gas Replacement 13 - 14 Scheme	70,000	35,230	(34,770)
178 - UPS Enhancement	142,000	0	(142,000)
182 - USAR Integration	71,600	44,768	(26,832)
107 - Citrix Farm Updates	2,072	0	(2,072)
127 - Wide Area Network / Internet Improvement	25,000	17,902	(7,098)
158 - Hardware/Computer Purchase 12-13	980	635	(345)
159 - Computer Software 12-13	11,793	3,715	(8,079)
161 - Network Upgrades LAN/ WAN	4,000	0	(4,000)
162 - Core Switch Hardware Replacement 12-13	15,000	0	(15,000)
163 - Lan Switch Router IOS updates	7,000	0	(7,000)
164 - Droitwich Wan upgrade	9,000	0	(9,000)
165 - Retained Station WAN upgrades	5,000	0	(5,000)
166 - Swipe Card Upgrade to ISO 14443A-4	50,000	0	(50,000)
167 - Retained Station Swipe Card Roll Out	80,000	0	(80,000)
168 - Command & Control replacement	7,000	0	(7,000)
169 - Hardware/Computer Purchase 13-14	40,000	14,567	(25,433)
170 - Computer Software 13-14	15,000	0	(15,000)
171 - Developments 13-14	10,000	2,146	(7,854)
172 - Server Hardware Upgrades 13/14	12,000	0	(12,000)
173 - Core Switch Hardware Replacement 13-14	15,000	0	(15,000)
180 - Finance System Workflow	54,500	11,661	(42,839)
130 - E-Hydraulic Equip	292	0	(292)
174 - Large Animal Rescue Equipment	12,100	10,960	(1,140)
176 - UHRP / ISV Additional Equipment	25,000	19,462	(5,538)
181 - Bromsgrove BA Compressor	45,000	0	(45,000)
101 - Intel Application	13,700	0	(13,700)
999 - Unallocated	208,717	0	(208,717)
Total	1,492,862	328,081	(1,164,781)
Fire Control			
103 - Fire Control Replacement	624,465	117,848	(506,617)
Total	624,465	117,848	(506,617)
Capital Budget	10,896,918	2,771,928	(8,124,990)

Background information regarding the FPS 1992 discretions

Rule B7 - Discretion to increase the Lump Sum payment to Firefighters who retire prior to age 55 with less than 30 years service

1. Under existing scheme rules a member of the FPS 1992 can retire from age 50 if they have a minimum of 25 years pensionable service. If they have not reached age 55 or 30 years service the Lump Sum receivable is restricted to a maximum of 2.25 times the gross pension. This discourages employees from retiring at the earliest opportunity and may result in the Authority being unable to reduce its wholtime workforce resulting in other less favourable measures being taken.
2. From 1st July 2013 Fire Authorities have the discretion to increase the lump sum to employees who would be subject to the 2.25 limit up to the maximum level of 25%. When exercising this discretion, the Authority must have regard to *“the economical, effective and efficient management of their functions, and the costs likely to be incurred in the particular case”*. Officers are also advised that in making any policy in respect of this discretion, the Authority may also wish to have regard to the fact that allowing full commutation may cause tax limits to be exceeded, thereby requiring the firefighter and authority to pay tax charges.
3. If the Authority **does** allow the firefighter to commute a greater sum, an amendment to Rule LA2 “Special payments and transfers into Firefighters’ Pension Fund” requires the Authority to transfer into that Fund an amount equal to the difference between the lump sum paid and what it would have been, if restricted to two and a quarter times the full amount of pension. The transfer must take place in the financial year in which the increased lump sum is paid.
4. The example below demonstrates the principle for a firefighter aged 50 with 25 years service based on an indicative annual salary of £28,199:

Under the FPS rules the member would receive the following annual pension and lump sum using the previously restricted pension factors:-

Pension: £12,429.82 per annum. Lump sum: £31,723.88

Under the new discretionary arrangements, if Fire Authority chose to lift the restriction on the lump sum the figures would be:-

Pension: £10,574.63 per annum. Lump sum: £66,972.63

The resulting outcome would be the firefighter leaves with a reduction in their annual pension of £1,855.19 per annum. However, their lump sum would be uplifted by the Fire Authority by £35,248.75. By not back filling the post the cost savings based on salary and on-costs including pension contributions would be recovered by the Fire Authority in the first year. This scheme does not put any further burden on the Pension Scheme. The member, although taking a reduced annual pension and smaller lump sum, in effect retires potentially five years early.

The above pension benefits compares to a firefighter with almost the full 30 years:

Pension: £14,099.50 per annum. Lump Sum: £89,301.30

Rule K4 - Withdrawal of a pension whilst re-employed in any capacity in any Fire and Rescue Authority (abatement)

5. The 1992 Scheme has been amended to increase the scope of the employer's discretion to abate a member's pension, where they are re-employed after retirement. This provision now applies to any scheme member re-employed in any role in any fire and rescue authority and supports Government policy that pension payments should be abated, where a member is re-employed in the public sector and receives a pension and salary exceeding earnings before retirement.
6. Rule K4 now requires an authority that elects not to exercise the discretion to abate, to pay into the pension fund the same amount as the pension paid to the member within the financial year. This amendment will apply retrospectively to cases where a retired member is re-employed on or after 25 September 2009. The Authority has a Flexible Retirement Policy which exercises the discretion to abate pensions of those employees who retire and are re-employed, this policy was implemented in January 2012. The Authority has 12 employees who were re-employed between 25 September 2009 and January 2012. The change in abatement rules will impact on one employee and this will incur a cost to the Authority of a one off payment of around £14,000 plus a future annual cost of around £4,000.

Rule B5C - Extension of Additional Pension Benefit (APB) arrangements to allowances

7. The definition of pensionable pay is amended so that only permanent elements of pay are treated as pensionable under final salary arrangements. The Authority is able to adopt Additional Pension Benefit arrangements for the treatment of other temporary allowances/emoluments. The policy intention is to reduce the financial risks associated with unfunded past service costs being generated in cases where a member receives a temporary allowance close to retirement.
8. Under existing scheme rules where a member of either Firefighters Pension Scheme is in receipt of Continuing Professional Development (CPD) payments they earn pension benefits based on the contributions paid on those payments and not on a Final Salary basis. The Fire Authority now has discretion to extend this arrangement to any of the following payments which it agrees should be pensionable:
 - a. Payments to reward additional skills and responsibilities outside the requirements of the firefighter member's duties under the contract of employment but which are within the wider functions of the job.
 - b. Any additional pay received whilst on temporary promotion or whilst temporarily carrying out the duties of a higher role.
 - c. Any non-consolidated performance related payment.

9. When exercising discretions –
 - a. these powers must be exercised reasonably having regard to the fiduciary duty owed to tax payers of the borough/district/county;
 - b. these powers may not be used for an ulterior motive, for instance to use them for a purpose for which they were not intended; and
 - c. regard must be given to all the relevant factors, disregarding irrelevant factors, and the cost to tax payers must be balanced against the benefits to the employer in deciding whether to adopt these powers.
10. Protection is provided for those members of the FPS in receipt of temporary allowances and emoluments which were treated as pensionable pay in the FPS 1992 prior to 1 July 2013.
11. The Authority currently have four allowances which have previously been paid as pensionable on a final salary basis:
 - a. USAR staff who were appointed prior to 1 July 2013, are paid a pensionable allowance for the provision of a higher level of specialist skills. The change will have no impact on this staff group as they were in receipt of the allowance prior to 1st July 2013 and the allowance will continue to be treated as pensionable pay. Anyone who receives this allowance for the first time since that date will be subject to the new arrangements.
 - b. For those staff temporarily promoted prior to 1 July 2013 who have continued to be paid the pensionable allowance will be protected and will continue to be treated as pensionable pay. Anyone who is temporarily promoted from 1 July 2013 will be subject to the new arrangements.
 - c. Day Crewing Plus staff are paid a pensionable allowance from the introduction of the new duty system in April 2014. This allowance will continue to be treated as pensionable as it does not meet the definition of the APB.
 - d. Flexi Duty Allowance has been specifically excluded from these discretions as it has been determined to be pensionable in accordance with the pension scheme regulations and therefore will continue to be treated as pensionable under Final Salary arrangements.
12. Whilst the change has no impact on the Employee contribution it will increase the rate of Employer contributions. This is because the regulations require a higher rate of Employer contribution to ensure that the benefit payment at retirement is fully funded as outlined by the Scheme Actuaries. The effect for Hereford & Worcester Fire Authority will be to increase the Employers Contribution on those payments covered by a further 5.2% for members of the FPS 1992.

STATEMENT OF POLICY

Firefighters Pension Scheme 1992

A Fire Authority is required to make certain decisions in relation to a number of discretionary powers set out in the Firefighters Pension Scheme 1992 (FPS) which the Fire Authority may wish to exercise having regard to the circumstances of any individual case in respect of the pension rights of their firefighters and firefighters' dependants.

This statement of policy details the discretions made by Hereford & Worcester Fire Authority and is applicable to all employees of Hereford & Worcester Fire Authority who are members of the FPS.

Rule B7 Commutation – Discretion to permit the maximum payment

The Fire Authority may apply its discretion to allow a person, whose right to commute is restricted to providing a lump sum of two and one quarter times the amount of the full pension, to commute up to one quarter of pension, i.e. the unrestricted amount allowed to those who retire with an ordinary pension with at least 30 years' service or who have reached normal pension age, or who retire on ill-health grounds.

When exercising this discretion, the Authority must have regard to “the economical, effective and efficient management of their functions, and the costs likely to be incurred in the particular case”. The Authority will be required to transfer into Pension Fund an amount equal to the additional pension benefit that the employee will receive on retirement.

Employer's Policy

Hereford & Worcester Fire Authority will give consent for up to one quarter pension to be commuted and to the extent that this can be demonstrated to be in the best financial interests of the Fire Authority.

In exercising their discretion the Fire Authority must have regard to the economical, effective and efficient management of their functions, and the costs likely to be incurred in the particular case which are transferrable to the Firefighters Pension Fund.

When the Chief Fire Officer considers that circumstances dictate it to be potentially necessary, expressions of interest will be sought from staff. With advice from the Treasurer and Monitoring Officer, the Assistant Chief Fire Officer (ACFO) will make a recommendation to the Chief Fire Officer for decision on a case by case basis.

The decision is delegated to the Chief Fire Officer involving approval of enhanced commutation in the case of employees whose annual salary is less than £45,000 or where the pension costs payable by the Authority do not exceed £45,000.

Rule K4 Withdrawal of a pension whilst re-employed in any capacity in any fire and rescue authority (abatement)

The Fire Authority has discretion to abate a member's pension, where they are re-employed after retirement. This provision applies to any scheme member re-employed in any role in any fire authority and supports Government policy that pension payments should be abated, where a member is re-employed in the public sector and receives a pension and salary exceeding earnings before retirement.

Employer's Policy

Hereford & Worcester Fire Authority will abate a member's pension, in all cases of re-employment of members of the FPS, where they are re-employed after retirement in any role in any fire authority.

Rule B5C - Extension of Additional Pension Benefit (APB) arrangements to allowances

Under existing scheme rules where a member of the FPS is in receipt of Continuing Professional Development (CPD) payments they earn pension benefits based on the contributions paid on those payments and not on a Final Salary basis. The Fire Authority has discretion to extend this arrangement to any of the following payments which it agrees should be pensionable:

- a. Payments to reward additional skills and responsibilities outside the requirements of the firefighter member's duties under the contract of employment but which are within the wider functions of the job.
 - b. Any additional pay received whilst on temporary promotion or whilst temporarily carrying out the duties of a higher role.
 - c. Any non-consolidated performance related payment.
9. When exercising discretions –
- a. these powers must be exercised reasonably having regard to the fiduciary duty owed to tax payers of the borough/district/county;
 - b. these powers may not be used for an ulterior motive, for instance to use them for a purpose for which they were not intended; and
 - c. regard must be given to all the relevant factors, disregarding irrelevant factors, and the cost to tax payers must be balanced against the benefits to the employer in deciding whether to adopt these powers

Employer's Policy

Hereford & Worcester Fire Authority will not grant the benefit contained within this regulation, except when it can be demonstrated that it is in the best needs of the Fire Authority.

With advice from the Treasurer and Monitoring Officer, the Assistant Chief Fire Officer (ACFO) will make a recommendation to the Chief Fire Officer for decision. The decision is delegated to the Chief Fire Officer.

Background information regarding the NFPS 2006 discretions

Rule 7B - Extension of Additional Pension Benefit (APB) arrangements to allowances

1. Under existing scheme rules where a member of either Firefighters Pension Scheme is in receipt of Continuing Professional Development (CPD) payments they earn pension benefits based on the contributions paid on those payments and not on a Final Salary basis. The Fire Authority now has discretion to extend this arrangement to any of the following payments which it agrees should be pensionable:
 - a. Payments to reward additional skills and responsibilities outside the requirements of the firefighter member's duties under the contract of employment but which are within the wider functions of the job.
 - b. Any additional pay received whilst on temporary promotion or whilst temporarily carrying out the duties of a higher role.
 - c. Any non-consolidated performance related payment.
2. When exercising discretions –
 - i. these powers must be exercised reasonably having regard to the fiduciary duty owed to tax payers of the borough/district/county;
 - ii. these powers may not be used for an ulterior motive, for instance to use them for a purpose for which they were not intended; and
 - iii. regard must be given to all the relevant factors, disregarding irrelevant factors, and the cost to tax payers must be balanced against the benefits to the employer in deciding whether to adopt these powers.
3. Flexi Duty Allowance has been specifically excluded from these discretions as it has been determined to be pensionable in accordance with the pension scheme regulations and therefore will continue to be treated as pensionable under Final Salary arrangements.
4. Protection is not provided for those members of the NFPS as the definition of pensionable pay excludes emoluments and allowances that are temporary.
5. Whilst the change has no impact on the Employee contribution it will increase the rate of Employer contributions. This is because the regulations require a higher rate of Employer contribution to ensure that the benefit payment at retirement is fully funded as outlined by the Scheme Actuaries. The effect for Hereford & Worcester Fire Authority will be to increase the Employers Contribution on those payments covered by a further 3.2% for members of the NFPS 2006.

STATEMENT OF POLICY

New Firefighters Pension Scheme 2006

A Fire Authority is required to make certain decisions in relation to a number of discretionary powers set out in the New Firefighters Pension Scheme 2006 (NFPS) which the Fire Authority may wish to exercise having regard to the circumstances of any individual case in respect of the pension rights of their firefighters and firefighters' dependants.

This statement of Policy details the discretions made by Hereford and Worcester Fire Authority and is applicable to all employees of Hereford & Worcester Fire Authority who are members of the NFPS.

Rule 7B - Extension of Additional Pension Benefit (APB) arrangements to allowances

Under existing scheme rules where a member of the NFPS is in receipt of Continuing Professional Development (CPD) payments they earn pension benefits based on the contributions paid on those payments and not on a Final Salary basis. The Fire Authority has discretion to extend this arrangement to any of the following payments which it agrees should be pensionable:

- a. Payments to reward additional skills and responsibilities outside the requirements of the firefighter member's duties under the contract of employment but which are within the wider functions of the job.
- b. Any additional pay received whilst on temporary promotion or whilst temporarily carrying out the duties of a higher role.
- c. Any non-consolidated performance related payment.

When exercising discretions:

- i. these powers must be exercised reasonably having regard to the fiduciary duty owed to tax payers of the borough/district/county;
- ii. these powers may not be used for an ulterior motive, for instance to use them for a purpose for which they were not intended; and
- iii. regard must be given to all the relevant factors, disregarding irrelevant factors, and the cost to tax payers must be balanced against the benefits to the employer in deciding whether to adopt these powers.

Employer's Policy

Hereford & Worcester Fire Authority will not grant the benefit contained within this regulation, except when it can be demonstrated that it is in the best needs of the Fire Authority.

With advice from the Treasurer and Monitoring Officer, the Assistant Chief Fire Officer (ACFO) will make a recommendation to the Chief Fire Officer for decision. The decision is delegated to the Chief Fire Officer.

Background information regarding the LGPS 2014 discretions

Under Regulation 60 (1) of the Local Government Pensions Scheme (LGPS) 2013 Regulations, each employer must formulate, keep under review and publish their policies on certain discretions contained within the LGPS Regulations. The new LGPS 2014 scheme means that some discretion are no longer required or have been removed from the scheme or new policy statements are required. The following table provides a summary of the changes to the discretions:

LGPS Pension Scheme	Regulation	Impact
Pre 2014 scheme	Regulation 12 BReg- Power of the employing authority to increase total membership of active members	This discretion has now been removed.
Pre 2014 schemes	Regulation 30 BReg – Choice of Early Retirement Benefits	This discretion has now been removed. LGPS members no longer need their employers consent to retire at 55 years to receive reduced pension benefits.
2014 Scheme	Reg 16 2(e and Reg 16 4(d)) Funding Additional pension	New discretion. This Regulation has replaced Shared Cost – AVC Reg 67
2014 Scheme	Regulation 30 (6) Flexible Retirement	No change to the discretion.
2014 Scheme	Regulation 30 (8) Waiving of Actuarial Reduction.	Employers can exercise discretion to allow LGPS members to receive unreduced pension benefits subject to the member meeting the '85 year rule'.
2014 Scheme	Regulation 31 Power of the Employing Authority to award additional pension	This discretion has not changed however the amount that can be awarded has increased from £5000 to £6500.
2014 Scheme	Choice of Early Payment of Deferred Pension	A policy statement is required for LGPS members who left between 31 March 2008 and 1 April 2014.

STATEMENT OF POLICY

Local Government Pension Scheme (LGPS)

Under Regulation 60 (1) of the Local Government Pensions Scheme (LGPS) 2013 Regulations, each employer must formulate, keep under review and publish their policies on certain discretions contained within the LGPS Regulations. This statement is applicable to all employees of Hereford & Worcester Fire Authority who are eligible to be members of the LGPS.

Regulations 16(2)(e) and 16(4)(d) - Funding of Additional Pension (New)

Where an active member opts to make Additional Pension Contributions (APC) under Rule 16(2)(e) these may be funded in whole or in part by the Employer. Under Rule 16(4)(d) the employee may opt to pay APC as a Lump Sum and this may also be funded in full or part by the employer.

Employer's Policy

Hereford & Worcester Fire Authority will not fund in whole or in part any APC purchased either by periodical payments or Lump Sum.

Regulation 30 (6) - Flexible Retirement (no change)

An employing authority may resolve to give their consent to grant flexible retirement to employees from age 55 who reduce their hours or move to a lower grade and draw all of their pension whilst continuing in employment and building up further benefits in the scheme.

The pension benefits may be reduced in accordance with guidance issued by the Government Actuary, if paid before age 65, and the employer has discretion not to apply all or part of the reduction. Where the discretion is applied the Authority will be required to transfer into Pension Fund an amount equal to the additional pension benefit that the employee will receive on retirement.

Employer's Policy

Hereford & Worcester Fire Authority will grant the benefit contained within this regulation, in accordance with the needs of the Service.

With advice from the Treasurer and Monitoring Officer, the Assistant Chief Fire Officer (ACFO) will make a recommendation to the Chief Fire Officer for decision. The decision is delegated to the Chief Fire Officer.

The decision is delegated to the Chief Fire Officer involving approval of enhanced commutation in the case of employees whose annual salary is less than £45,000 or where the pension costs payable by the Authority do not exceed £45,000.

Regulation 30 (8) – Waiving of actuarial reduction (New)

From age 55, members who have left local government employment receive early payment of their retirement benefits and do not need their employer's consent. The pension benefits must be reduced in accordance with guidance provided by the Government actuary. Employers may determine on compassionate grounds that the benefits are not reduced.

For a member who joined the scheme prior to 1 October 2006 where the member's age and membership (in whole years) satisfies the "rule of 85" then the benefits would be reduced, unless the employer chooses to exercise the discretion within the regulations. For a member who joined the Scheme on or after 1 October 2006, then reduced benefits would be payable if taken before age 65.

Employer's Policy

Hereford & Worcester Fire Authority will grant the benefit in this regulation to the extent that it can be demonstrated to be in the best financial interests of the Fire Authority.

In exercising their discretion the Fire Authority must have regard to the economical, effective and efficient management of their functions, and the costs likely to be incurred in the particular case which are transferrable to the pension fund.

With advice from the Treasurer and Monitoring Officer, the Assistant Chief Fire Officer (ACFO) will make a recommendation to the Chief Fire Officer for decision on a case by case basis.

The decision is delegated to the Chief Fire Officer involving approval of enhanced commutation in the case of employees whose annual salary is less than £45,000 or where the pension costs payable by the Authority do not exceed £45,000.

Regulation 31 - Power of the Employing Authority to award Additional Pension (change to the amount of additional pension)

An employer may resolve to award a member additional pension of not more than £6,500 a year, payable from the same date as their pension is payable under any other provision of these regulations. An additional pension may be paid in addition to any increase to total membership resolved under Regulation 16 so long as the overall total does not breach the limits laid down within these regulations.

Employer's Policy

Hereford & Worcester Fire Authority will not normally grant the benefit contained within this regulation, other than in very exceptional circumstances where the financial implications can be justified in the best interests of the Authority.

With advice from the Treasurer and Monitoring Officer, the Assistant Chief Fire Officer (ACFO) will make a recommendation to the Chief Fire Officer for decision on a case by case basis.

Choice of early payment of Deferred Pension (New)

Where a member became a deferred member between 31 March 2008 and 1 April 2014, they can apply for early release of benefits, and the Fire Authority can fund the costs of the release.

Employer's Policy

Hereford & Worcester Fire Authority will not grant the benefit contained within this regulation.

Report of the Treasurer

5. 2014/15 Budget Monitoring – 1st Quarter

Purpose of report

1. To inform the Committee of the current position on budgets and expenditure for 2014/15.
-

Recommendation

It is recommended that the planned underspending of £0.562m be noted.

Introduction and Background

2. This report relates to the Authority's financial position for the period April – June 2014 (Quarter 1 – 2014/15), 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 2014/15 of £32.637m, 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 (30th June 2014) the main variations relate to the following service areas:
 - Whole Time Firefighter Pay – This saving relates to the agreed secondment of firefighters to Shropshire & Wrekin Fire Authority.
 - Capital Financing – This saving has two underlying causes:
 - anticipated slippage in the capital programme - the reasons for this are identified in the capital section of this report

- financing costs have been lower than provided for as cash balances have been used to fund expenditure in the short term, rather than external funds.
- 8. At this point in the financial year a net underspend of £0.412m is predicted.
- 9. Additionally with settlement of the Firefighters pay award at 1% there will be budget savings of a further £0.150m, which will reflect in future base budget savings.
- 10. It is now emerging, however, that DCLG will be changing the basis of distribution for the element of Special Grant relating to the costs of the Radio system. This is highly likely to have a significant detrimental impact on this Authority, and could be greater than the pay award saving.

Capital

- 11. The current capital budget (including approved rephrasing from 2013/14) detailed in Appendix 2, is £15.284m and is divided into 3 blocks:
 - Vehicle Replacement
 - Major Building
 - Minor Schemes
- 12. Of the total budget of £15.284m only £1.117m (7.3%) expenditure has been incurred , with a further £3.202m (20.9%) committed by way of orders; £0.831m remains as unallocated minor schemes.
- 13. Capital expenditure remains lower than expected in the budget for two main reasons:
 - a. The vehicle replacement programme continues to be on hold until the outcome of the CRMP is known.
 - b. Work was delayed on capital projects within the major building section for the following reasons:
 - Worcester – contractual issues surrounding the building specification.
 - Hereford – requirement for additional works at the planning stage due to sensitivity of selected site being within conservation area.

Treasury Management

- 14. 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.
- 15. At the beginning of the financial year (2014/15), borrowing was at a level of £14.471m, this will be reduced by £0.500m to £13.971m following a repayment to the Public Works Loans Board planned at the beginning of February 2015.

16. 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.
17. 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.
18. At 30th June 2014 short term investment with Worcestershire County Council comprised:

Organisation Type Invested in	H&WFRA (Proportion) £'000
Other Local Authorities	7,680
Money Market Fund (<i>Instant Access</i>)	1,900
Call	670
Total	10,250

19. An investment income target of £0.010m has been set for 2014/15, 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 30th June 2014 the Council received income from investments of £0.008m, this increased level is reflected in the capital financing variation.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	See paragraphs 5 – 10
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	None
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	None
Consultation (identify any public or other consultation that has been carried out on this matter)	None
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	None – N/A

Supporting Information

Appendix 1 – 2013/14 Revenue Budget Monitoring

Appendix 2 – 2013/14 Capital Budget Monitoring

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Hereford & Worcester Fire Authority:
Policy & Resources Committee
Revenue Budget 2014-15 : 1st Quarter

		2014/15 FRA Amended	Approved Increases	Reduced Demand	Earmarked Reserve	2014/15 Final Budget	Forecast Annual Expd £m	Forecast Annual Variance £m
		£m	£m	£m	£m	£m		
1	WT FF Pay	13.825				13.825	13.613	(0.212)
2	RDS FF Pay	3.326				3.326	3.326	0.000
3	Control Pay	0.696				0.696	0.701	0.005
4	Support Pay	3.410				3.410	3.375	(0.035)
5	Other Employee Costs	0.038	0.023			0.061	0.061	0.000
6	Pensions Costs	0.966				0.966	0.966	0.000
7	Industrial Action	0.000				0.000	0.030	0.030
8		22.261	0.023	0.000	0.000	22.284	22.072	(0.212)
9	Strategic Management	0.084				0.084	0.084	0.000
10		0.084	0.000	0.000	0.000	0.084	0.084	0.000
11	New Dimensions	0.100				0.100	0.100	0.000
12	Technical Fire Safety	0.010				0.010	0.010	0.000
13	Community Safety	0.158				0.158	0.158	0.000
14	Training Dept	0.628		(0.059)		0.569	0.569	0.000
15		0.896	0.000	(0.059)	0.000	0.837	0.837	0.000
16	P & I	0.200		(0.009)		0.191	0.191	0.000
17	Ops Policy	0.069		(0.005)		0.064	0.064	0.000
18	Personnel	0.282		(0.004)		0.278	0.278	0.000
19	Ops Logistics	1.442				1.442	1.442	0.000
20	Fleet	0.605		(0.015)		0.590	0.590	0.000
21	PPP - FRA Costs	0.067		(0.008)		0.059	0.059	0.000
22		2.665	0.000	(0.041)	0.000	2.624	2.624	0.000
23	ICT	0.975		(0.003)		0.972	0.972	0.000
24	Facilities Mngt	1.787		(0.032)	0.210	1.965	1.965	0.000
26	Insurances	0.301		(0.010)		0.291	0.291	0.000
27	Finance (FRS)	0.124		(0.013)		0.111	0.111	0.000
28	Finance SLA	0.098				0.098	0.098	0.000
29	Capital Financing	2.965				2.965	2.765	(0.200)
30		6.250	0.000	(0.058)	0.210	6.402	6.202	(0.200)
31	Legal Services	0.023				0.023	0.023	0.000
32		0.023	0.000	0.000	0.000	0.023	0.023	0.000
33	Core Budget	32.179	0.023	(0.158)	0.210	32.254	31.842	(0.412)
34	Pay Award Provision	0.386				0.386	0.386	0.000
35	Inflation Contingency	0.270				0.270	0.270	0.000
36		0.656	0.000	0.000	0.000	0.656	0.656	0.000
37	Final Savings to be identified	(0.036)	(0.023)	0.059		0.000	0.000	0.000
38	Targeted Savings	(0.150)		0.099		(0.051)	(0.051)	0.000
39		(0.186)	0.000	0.099	0.000	(0.051)	(0.051)	0.000
40	Gross Budget	32.649	0.023	(0.059)	0.210	32.859	32.498	(0.412)
41	Use of Dev Reserve	(0.012)			(0.210)	(0.222)	(0.222)	0.000
42		(0.012)	0.000	0.000	(0.210)	(0.222)	(0.222)	0.000
43	Net Budget Requirement	32.637	0.023	(0.059)	0.000	32.637	32.276	(0.412)

Hereford & Worcester Fire Authority:
Policy & Resources Committee
Capital Budget 2014-15 : 1st Quarter

Appendix 2

Scheme	Budget	Actual	Commitments	Total	Remainder
Vehicles					
147 - Pump Replacement 13/14	1,010,000	-	-	-	1,010,000
148 - Off Road Vehicle Replacement 13/14	26,000	-	-	-	26,000
149 - Command Vehicle Replacement 13/14	350,000	-	-	-	350,000
150 - Pump Replacement 14/15	253,000	-	-	-	253,000
151 - Response Vehicles 14/15	338,000	-	-	-	338,000
Total	1,977,000	-	-	-	1,977,000

Major Building

049 - Malvern Refurb	779,411	507,484	122,519	630,003	149,408
122 - Strategic Training Facilities	619,453	37,139	308,439	345,578	273,875
126 - Worcester Station	3,975,858	464,211	2,500,864	2,965,075	1,010,783
156 - Redditch	3,247,369	-	-	-	3,247,369
157 - Hereford	2,173,903	5,455	87,903	93,357	2,080,546
175 - Bromsgrove Day Crew Plus Welfare Equipment	21,077	2,755	-	2,755	18,322
179 - Evesham Prelim. Works	157,460	11,938	21,988	33,926	123,534
998 - Unallocated Minor Schemes	30,354	-	-	-	30,354
Total	11,004,885	1,028,981	3,041,712	4,070,694	6,934,191

Minor Schemes - Property

131 - Hereford Safety Refurbishment	-	668	-	668	- 668
132 - Revised HQ Server Room Fire Suppression	50,000	-	-	-	50,000
134 - Stourport BA Wash	5,940	-	-	-	5,940
135 - Asbestos Removal	95,235	-	-	-	95,235
136 - Amphlett Court Roof Replacement	15,000	-	-	-	15,000
137 - Bromsgrove IT Flt Out	32,517	6,418	2,328	8,746	23,771
138 - Automatic Meter Reading	5,000	-	-	-	5,000
139 - Broadway Female Facilities 13 - 14 Scheme	35,000	-	-	-	35,000
140 - Upgrade Droitwich Generator 13 - 14 Scheme	50,000	-	-	-	50,000
141 - Droitwich Welfare Facilities 13 - 14 Scheme	40,000	-	-	-	40,000
142 - Droitwich Boiler Room Refurb 13 - 14 Scheme	655	-	655	655	1
143 - Droitwich Forecourt Refurb 13 -14 scheme	15,000	-	-	-	15,000
144 - Electrical Distribution Boards Replacement	27,787	3,183	1,500	4,683	23,104
145 - Air Conditioning Gas Replacement 13 - 14 Scheme	34,770	-	903	903	33,867
178 - UPS Enhancement	142,000	10,114	16,143	26,257	115,743
182 - USAR Intergration	56,500	26,611	29,888	56,500	0
Total	605,404	46,995	51,417	98,412	506,992

Minor Schemes - IT

127 - Wide Area Network / Internet Improvement	7,098	-	-	-	7,098
159 - Computer Software 12-13	8,079	-	-	-	8,079
161 - Network Upgrades LAN/ WAN	4,000	-	-	-	4,000
162 - Core Switch Hardware Replacement 12-13	15,000	-	-	-	15,000
163 - Lan Switch Router IOS updates	7,000	-	-	-	7,000
164 - Droitwich Wan upgrade	9,000	-	-	-	9,000
165 - Retained Station WAN upgrades	5,000	-	-	-	5,000
166 - Swipe Card Upgrade to ISO 14443A-4	50,000	-	-	-	50,000
167 - Retained Station Swipe Card Roll Out	80,000	-	-	-	80,000
168 - Command & Control replacement	7,000	-	-	-	7,000
169 - Hardware/Computer Purchase 13-14	25,433	2,173	-	2,173	23,260
170 - Computer Software 13-14	15,000	-	-	-	15,000
171 - Developments 13-14	7,854	1,103	-	1,103	6,751
172 - Server Hardware Upgrades 13/14	12,000	-	3,861	3,861	8,139
173 - Core Switch Hardware Replacement 13-14	15,000	-	-	-	15,000
180 - Finance System Workflow	42,839	14,000	-	14,000	28,839
183 - Committee Management Information System	12,500	-	14,500	14,500	- 2,000
Total	322,803	17,276	18,361	35,637	287,166

Scheme	Budget	Actual	Commitments	Total	Remainder
Minor Schemes - Equip					
174 - Large Animal Rescue Equipment	1,140	344	-	344	796
176 - UHRP / ISV Additional Equipment	5,538	-	4,000	4,000	1,538
181 - Bromsgrove BA Compressor	45,000	-	40,213	40,213	4,787
Total	51,678	344	44,213	44,557	7,121
Minor Schemes - Other					
101 - Intel Application	13,700	-	-	-	13,700
103 - Fire Control Replacement	506,617	23,269	46,178	69,446	437,171
Total	520,317	23,269	46,178	69,446	450,871
Sub Total Minor Schemes	1,470,534	87,885	160,169	248,053	1,222,481
Capital Budget	14,452,419	1,116,866	3,201,881	4,318,747	10,133,672
Unallocated Budgets					
999 - Unallocated	831,172	-	-	-	831,172
Total	831,172	-	-	-	831,172
Capital Strategy	15,313,259	1,116,866	3,201,881	4,318,747	10,994,512

Report of the Treasurer

6. Treasury Management Activities 2013/14

Purpose of report

1. To review Treasury Management Activities for 2013/14.
-

Recommendation

It is recommended that Members agree the Prudential Indicators were within the limits set by the Authority in February 2014 and that there are no matters that require further attention.

Introduction and Background

2. The Local Government Act 2003 (the Act) and supporting regulations requires the Authority to 'have regard to' the CIPFA Prudential Code and the CIPFA Treasury Management Code of Practice to set Prudential and Treasury Indicators for the next three years to ensure that the Authority's capital investment plans are affordable, prudent and sustainable.
3. The revised guidance issued in November 2011 makes it clear that investment priorities should be security and liquidity, rather than yield and that authorities should not rely solely on credit ratings, but consider other information on risk.
4. In accordance with both the Chartered Institute of Public Finance and Accountancy's Treasury Management Code of Practice, and current Fire Authority Financial Regulations the Treasury Management Activities are reviewed by Members twice a year.

Treasury Management Activities

5. Treasury Management is about managing the Authority's cash flow and investments to support its finances for the benefit of the Public and the Services that it provides. These activities are structured to manage risk foremost and then optimise performance.
6. The Treasury Management function strives to ensure the stability of the Authority's financial position by sound debt, cash and risk management techniques. The need to minimise risk and volatility is constantly addressed whilst aiming to achieve the treasury management objectives.
7. Banking arrangements and the Treasury Management functions for the Authority, in respect of lending and borrowing, are carried out by Worcestershire County Council under a Service Level Agreement. All Authority funds are

invested or borrowed by the County Council in accordance with their Treasury Management Strategy, this means that the Authority is subjected to the same levels of risk and return as the County Council. A copy of the current Treasury Management Strategy is included at Appendix 2.

8. At 31 March 2013 the Authority had long-term debt totalling £14.971m, £0.500m of this debt was repaid during the financial year (2013/14). There has been no additional borrowing requirement during this financial year, so the balance that remains outstanding at the end of March 2014, is £14.471m.
9. Surplus cash is invested on a day-to-day basis under a Service Level Agreement with Worcestershire County Council. The average interest rate achieved for the second half of the period was 0.35%.
10. As part of the defined investment risk strategy Authority funds are currently deposited with the Bank of England, and WCC Treasury Management keeps this policy under constant review. With the downgrading of several large financial institutions, to comply with the AA credit rating required by the Treasury Management Strategy, which ensures the continued reduction of risk exposure, there are now fewer financial institutions available where investments can be made which increases reliance upon the Bank of England.
11. Historically performance has been measured against the “7-Day London Inter-bank Bid Rate” (LIBID) as a benchmark. However, the very low risk strategy evolved for FRA investment means that at present this measure is less meaningful. The relevant figure for the second half of 2013/14 was an average of 0.35%.
12. However, with investment rates remaining as low as they currently are, a less prudent risk strategy would not greatly increase the expected yield whilst significantly increasing the associated risk.

Prudential Indicators

13. In considering the budget and precept for the year the Authority approves indicators and limits in respect of capital expenditure, borrowing and revenue consequences.
14. These are set by the Authority, as part of the overall budget setting process, in February prior to the start of the financial year.
15. Appendix 1 sets out the relevant indicators as approved and as they out-turn, and demonstrates that they are within the limits of the Medium Term Financial Plan.

Conclusion/Summary

16. The SLA with the County Council and the implied use of its Strategy Statement ensures that the Authority invests its resources within a robust and effective framework to deliver a maximum return on investments within a secure environment. The monitoring of the Prudential Indicators has demonstrated that the Authority has complied with its Treasury Management targets.

Corporate Considerations

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

Supporting Information

Appendix 1 – Prudential Indicators 2013/14 Outturn

Appendix 2 – Treasury Management Strategy 2013/14 – Worcestershire County Council

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Prudential Indicators 2013/14 Out-turn

Introduction

The Prudential Code for Capital Finance in Local Authorities (Prudential Code) has been developed by the Chartered Institute of Public Finance and Accountancy (CIPFA) to provide a code of practice to underpin the new system of capital finance embodied in Part 1 of the Local Government Act 2003.

The key objectives of the Prudential Code are to ensure that capital investment plans are affordable, prudent and sustainable.

The Prudential Code supports a system of self-regulation that is achieved by the setting and monitoring of a suite of Prudential Indicators that directly relate to each other. The indicators establish parameters within which the Fire and Rescue Authority (FRA) should operate to ensure the objectives of the Prudential Code are met.

Prudential Indicators

The Prudential Indicators for which the FRA is required to set limits are as follows:

1. Capital Expenditure

The actual amount of capital expenditure that was incurred during 2013/14 was as follows:

	2013/14 Original Feb 2012 £m	2013/14 Forecast Feb 2013 £m	2013/14 Actual £m
Capital Expenditure	11.656	10.739	2.772
Operationally Leased Assets	0.303	0.325	0.000
	11.959	11.064	2.772

Actual capital expenditure is lower than that original originally anticipated due to the following reasons:

- The vehicle replacement programme and minor capital projects have been put on hold pending the outcome of the CRMP
- Delays on major building projects.

2. Ratio of Financing Costs to Net Revenue Stream

Financing Costs include the amount of interest payable in respect of borrowing or other long term liabilities and the amount the FRA is required to set aside to repay debt, less interest and investments income.

The actual Net Revenue Stream is the 'amount to be met from government grants and local taxation' taken from the annual Statement of Accounts, and the estimated figure is the FRA's budget net of any transfers to or from the balances.

The indicator only requires that the costs associated with capital expenditure are measured in this way. However the FRA has used, and may continue to use Operational Leasing as a cost effective method of acquiring vehicles. In the spirit of the Prudential Code these costs are included for comparative purposes.

	2013/14 Original Feb 2013 £m	2013/14 Forecast Feb 2014 £m	2013/14 Actual £m
Financing Costs	2.569	2.506	2.378
Net Revenue Stream	31.286	31.286	31.286
Ratio	8.20%	8.00%	7.60%

3. Capital Financing Requirement

The capital financing requirement is a measure of the extent to which the FRA needs to borrow to support capital expenditure. It does not necessarily relate to the actual amount of borrowing at any one point in time. The FRA arranges its treasury management activity via a Service Level Agreement (SLA) with Worcestershire County Council (WCC) which has an integrated treasury management strategy where there is no distinction between revenue and capital cash flow, and the day to day position of external borrowing and investments can change constantly.

The capital financing requirement concerns only those transactions arising from capital spending, whereas the amount of external borrowing is a consequence of all revenue and capital cash transactions combined together following recommended treasury management practice.

	Original Feb 2013 £m	Forecast Feb 2014 £m	Actual £m
Capital Financing Requirement (CFR) 31 March 2014	17.900	17.064	16.506

4. Authorised Limit

The Authorised Limit represents an upper limit of borrowing that could be afforded in the short term but may not be sustainable.

5. Operational Boundary

The Operational Boundary represents an estimate of the most likely, prudent, but not worst case scenario and provides a parameter against which day to day treasury management activity can be monitored.

The limits for these indicators set for 2013/14 and the final out-turn are given below, and it can be confirmed that the out-turn figure represents the maximum borrowing at any point in the year, i.e. the Authorised limit was not exceeded.

	2013/14 £m
Authorised Limit	30.000
Operational Boundary	27.000
Actual Borrowing 31 March 2014	14.471

6. Fixed Interest Rate Exposures

The FRA set an upper limit on its fixed interest rate exposures as follows:

Fixed Interest Rate Exposure	2013/14 £m
Upper Limit	30.000
Actual Borrowing 31 March 2014	14.471

7. Variable Interest Rate Exposures

The FRA set an upper limit on its variable interest rate exposures, however all current borrowing is at fixed rates.

8. Maturity Structure of Borrowing

The upper and lower limits for the maturity structure of borrowings are as follows:

Period of Maturity	Lower Limit	Upper Limit	Actual
Under 12 months	0.000	3.618	0.500
12 months and within 24 months	0.000	3.618	0.834
24 months and within 5 years	0.000	7.236	2.500
5 years and within 10 years	0.000	10.853	4.802
10 years and above	3.618	13.747	5.835

Treasury Management Strategy 2013/14

1. Background

- 1.1. In accordance with the County Council's Treasury Management Practices (TMPs) and The Chartered Institute of Public Finance and Accountancy's (CIPFA) Treasury Management in the Public Services: Code of Practice the County Council is required to approve the Treasury Management Strategy and Annual Investment Strategy for 2013/14. The Treasury Management Strategy is reflected in the Personal Assurance Statement given by the Director of Resources concerning the 2013/14 budget calculations.
- 1.2. Treasury management is undertaken by a small team of professionally qualified staff within the Resources Directorate. In addition the County Council employs Treasury Management advisors, Sector, who provide information and advice on interest rate movements which is used to inform borrowing and investment decisions. The advisors are engaged on a fixed term basis after a tendering procedure.
- 1.3. Relevant information is also obtained from other financial commentators, the press and seminars arranged by other organisations, for example CIPFA and the Local Government Association. Information received from these different sources is compared in order to ensure all views are considered and there are no significant differences or omissions from information given by the County Council's advisors.
- 1.4. All Treasury Management employees take part in the County Council's Staff Review and Development scheme, where specific individual training needs are highlighted training in Treasury Management activities and networking opportunities provided by both professional and commercial organisations are taken up where appropriate.
- 1.5. During 2012/13 to date the County Council has invested its surplus cash with the UK Debt Management Office and with other local authorities.

2. Economic Commentary

- 2.1. During the year, uncertainty within financial markets has continued to be present particularly in relation to the Eurozone sovereign debt crisis, particularly in relation to Greece and Spain. The situation in Europe is likely to depress growth in the UK's biggest export market and together with the plan to reduce the annual fiscal deficit has led to little or no growth in 2012, with prospects for 2013 looking limited.
- 2.2. The bank rate has remained at the historically low level of 0.5% throughout the year. Most forecasters suggest that the bank rate will stay at its current level during 2013/14 and start to increase during 2015. However there are risks to these forecasts if economic recovery is slower than expected then any increase may be delayed. Equally concerns over increases in inflation may cause the rates to increase more quickly.
- 2.3. In November 2012, the PWLB launched the new "Certainty rate", which in exchange for summary information of the County Council's medium-term borrowing plans being submitted to HM Treasury, has given the County Council access to borrowing rates of 0.2% below those which would otherwise be available over all maturity periods. Rates applicable to early repayment of debt remain the same with the difference between these two sets of rates such that opportunities to reschedule debt are considerably limited.

3. Treasury Management Strategy

- 3.1. The Prudential Code for Capital Finance requires the County Council to set a number of Prudential Indicators. The Treasury Management Strategy has been developed in accordance with these indicators.

4. Borrowing Strategy

- 4.1. The outlook for borrowing rates is currently difficult to predict. Fixed interest borrowing rates are based on UK gilt yields and since national debt is now forecast to continue to increase until 2016/17 then so are gilt yields and therefore borrowing rates. However gilt yields are currently at historically low levels due to continued investor concerns over the Eurozone sovereign debt crisis and the UK's current perceived safe-haven status.
- 4.2. The County Council's Treasury Management advisors have produced forecasts which suggest that rates over all periods of borrowing will increase slowly in 2013/14. Rates on loans of 5 years are forecast to be around 1.7% while rates on longer term loans are expected to be around 4.1% by the end of 2013/14.
- 4.3. The County Council is currently maintaining an under-borrowed position. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded with external debt as cash supporting the County Council's reserves, balances and cash flow has been used as a temporary measure.
- 4.4. The strategy will be to borrow in order to replenish a proportion of the reserves and cash balances used to support capital expenditure since October 2008. This will mitigate any interest rate risk in that borrowing and will be taken before borrowing rates increase significantly. The timing of the borrowing will depend on cashflow requirements and forecast future developments and on interest rate movements and the forecast for those future movements. A mixture of shorter and longer-term loans will be taken in order to fit with the County Council's debt maturity profile.
- 4.5. Interest rates will be monitored but as forecasts stand it is likely that borrowing will be undertaken towards the final third of the financial year.
- 4.6. The gross capital borrowing requirement is estimated to be £32.6 million. After the use of the minimum revenue provision to repay debt of £16.0 million, the net capital borrowing requirement is estimated to be £16.6 million.
- 4.7. The management of the County Council's debt will be exercised in the most efficient manner taking into account maturing debt. The opportunity will be taken to reschedule any outstanding debt if rates are favourable, and make savings in the revenue budget. The cost of external interest of maintaining the County Council debt is estimated to be £12.6 million in 2013/14.

5. Annual Investments Strategy

- 5.1. The County Council's Investment Strategy has been drawn up having regard to both the Communities and Local Government's Guidance on Local Authorities Investments and the CIPFA Treasury Management in Public Services Code of Practice and CIPFA Cross-Sectoral Guidance Notes. This strategy will be revised and presented to County Council if changes occur outside those envisaged within this strategy.
- 5.2. The policy objective for the County Council is the prudent investment of its cash balances. The investment priorities are firstly the security of capital (protecting sums from capital loss) and secondly the liquidity of investments (ensuring cash

is available when required). Only when these two priorities are met will the third, of achieving the optimum return on investments, be taken into account.

- 5.3. The County Council will not borrow money purely to invest. The County Council will only borrow up to 12 months in advance of cash being required to fund its capital expenditure and the amount borrowed will not exceed the annual borrowing requirement.
- 5.4. The investments, which the County Council are able to use for the prudent management of cash balances are categorised as 'Specified Investments' and 'Non-Specified Investments'.
- 5.5. A Specified Investment offers high security and high liquidity, must be in sterling and have a maturity date of less than a year. Any Specified Investment must be with the United Kingdom Government, a local authority in England or Wales or a similar body in Scotland or Northern Ireland, a parish or community council, a AAA rated Money Market Fund, a bank which is part owned by the UK Government, or with a body of high credit quality. The County Council defines a body of high credit quality as counterparties who achieve ratings with all three rating agencies as described in the table below.

Table 1: High Credit Quality Criteria

Agency:	Long-Term:	Short Term:
Fitch	AA	F1+
Moodys	Aa2	P-1
Standard and Poors	AA	A-1+

- 5.6. Non Specified Investments have a range of vehicles not covered by the definition of Specified Investments, which are set out in the Treasury Management Practices (TMPs) and generally carry more risk. Only investments where there is no contractual risk to the capital invested and where the rate of return justifies their use will be entered into. The only category of Non Specified investment identified for use for the coming financial year is a routine term investment with a counterparty as described above for Specified Investments, for a period of more than one year. This type of investment will be considered when rates are favourable and cash balances allow. The County Council's prudential indicators allow no more than £5 million to be invested in this category.
- 5.7. The credit ratings of Fitch, Moodys and Standard and Poors are monitored at least weekly, ratings watches and downgrades are acted upon immediately. Any other information that is deemed relevant to the creditworthiness of any Counterparty will be acted upon, in line with the revised code issued in 2009.
- 5.8. The County Council will aim to have not less than 50% of its investments returnable within 28 days with at least 20% within 7 days.

6. West Mercia Energy

- 6.1. With regard to the joint ownership of West Mercia Energy, the County Council may, if deemed in the best interest of prudent management of the West Mercia business, undertake transactions pertaining to foreign currencies, such as foreign exchange deals and investments. Such dealings must have relevance to the course of business of West Mercia Energy. These dealings will be classified as Non-specified Investments as they are not sterling denominated.

Report of Head of Legal Services

7. Pay Negotiations 2014 - Update

Purpose of report

1. To update Members on the progress of the different pay negotiations that affect the Service and note the settlements, where agreed.
-

Recommendations

It is recommended that Members note:

- i) the outcomes of the pay settlements for uniformed staff and Brigade Commanders; and*
- ii) that Principal Officer salaries, expressed as a percentage relative to the Chief Fire Officer's pay, will now differ slightly from the percentages given in the Annual Pay Policy Statement.*

Introduction

2. There are three different sets of pay negotiations that impinge upon the Authority affecting uniformed staff (Grey book), Brigade Commanders (Gold book) and non-uniformed staff (Green & Red books).

Uniformed staff

3. Pay negotiations for all uniformed staff up to and including Area Commanders is dealt with through the National Joint Council for Local Authority Fire and Rescue Services. It was announced on 7th August that a pay settlement of 1% had been agreed with effect from 1st July 2014. This was in line with the offer made by the National Employers.

Brigade Commanders

4. Brigade Commanders are subject to separate terms and conditions as set out in the 'Gold book'. Settlement of their pay award has also now been agreed, backdated to 1st January 2014, as follows:
 - An increase of 1.0% on basic salary applicable to brigade managers earning a basic salary of £99,999 or lower; and
 - A flat rate increase of £1,000 on basic salary applicable to brigade managers earning a basic salary of £100,000 or more.

5. Due to the way this pay award is structured, the 1% pay increase when applied to the Deputy Chief Fire Officer, Assistant Chief Fire Officer and Director of Finance & Assets will mean that their salaries will now be at a very slightly higher percentage, relative to the Chief Fire Officer (who will receive a flat rate increase of £1,000), than the percentages stated in the Authority's annual Pay Policy Statement approved in February 2014, as follows:

	Previously	New
Chief Fire Officer	100%	100%
Deputy Chief Fire Officer	80%	80.14%
Assistant Chief Fire Officer	75%	75.13%
Director of Finance & Assets	60%	60.10%

Non-Uniformed Staff

6. Non-Uniformed staff within the Service are subject to terms and conditions negotiated by the National Joint Council for Local Government Services. Employee representative bodies previously rejected an offer of 1% for most grades and a UNISON staged a one day strike on 10th July (a GMB strike on the same day did not apply within the Fire Service). A further strike is being planned for 14th October 2014.

Budget Implications

7. The 2014/15 budget contains provision for the potential costs of a 2% pay award for all staff. The budgetary consequences of an actual award of 1% are detailed in the Budget Monitoring Report elsewhere on this Agenda.

Conclusion/Summary

8. The pay awards agreed so far are all within budget.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	See paragraph 7 above
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	The report relates to both the 'People' and 'Resources' aspects of Our Strategy

Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	None
Consultation (identify any public or other consultation that has been carried out on this matter)	None
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	There are no equalities issues associated with this report

Supporting Information

Background papers – NJC Circulars

Contact Officer

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Report of Assistant Chief Fire Officer

8. Provision of Payroll Services

Purpose of report

1. To inform Members of the outcome of the options explored to identify a suitable provider to deliver payroll services to the Fire Authority.
-

Recommendation

It is recommended Members note that:

- (i) following a detailed business case, it has been determined that the most cost-effective approach to provide payroll services for this Authority is by engaging Warwickshire County Council to provide the service; and*
- (ii) in accordance with contract standing orders, the Chief Fire Officer is satisfied that there are proper service reasons for not tendering the contract and that there will be no disadvantage to the Authority as a result.*

Introduction and Background

2. At the Policy and Resources Committee meeting held on 2 June 2014 Members were informed that:
 - the Service Level Agreement (SLA) between HWFRS and Worcestershire County Council (WCC) to provide payroll services required a retendering process in order to comply with EU procurement rules and the Authority's own standing orders, based on the then expected contract values;
 - WCC had advised us that they intend to externalise their payroll function and will no longer be able to provide a payroll service on our behalf; and
 - There was a possibility of entering into a in-house shared service for payroll with Shropshire & Wrekin FRS.

Update

3. The Service has undertaken an evaluation of the range of options available including:
 - tender for an external service provider in accordance with current procurement legislation. This could potentially be a commercial provider or another local authority/fire and rescue authority; or
 - procure appropriate software and manage the payroll service in-house utilising existing staff.
4. Discussions have taken place with WCC regarding the option to join with WCC in their procurement exercise. It has been decided that this is not a viable option as the Service would not be able to have any influence in the decision making process.
5. Discussions have taken place with Shropshire Fire and Rescue Service (SFRS) to consider the potential opportunity to collaborate in the procurement of a new payroll service. SFRS have subsequently decided not to progress with this opportunity.
6. Consideration has been given to the remaining options, in-house software and bureau service and indicative costs have been obtained.
7. As part of the Project Arrow process it has been identified that Warwickshire County Council are willing to provide a payroll service at a competitive rate. Following an analysis of costs, benefits and risks of both routes, the most advantageous solution would be to award the contract to Warwickshire County Council.
8. The costs associated with the Warwickshire County Council contract fall below the OJEU thresholds and the Authority would not therefore be required to complete a detailed OJEU tender.
9. Under normal circumstances the Authority's Contract Standing Orders would still require a tender process to be undertaken. However the detailed work that has been undertaken to date would indicate that there is no advantage of going through such a process. Accordingly the Chief Fire Officer has exercised his discretion, in accordance with Standing Orders, to authorise an exception from normal tendering requirements on those grounds.

Conclusion/Summary

10. Members are asked to note that the contract will be awarded to Warwickshire County Council as it is considered to be the most cost-effective approach following a detailed options evaluation exercise.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	Financial and Human Resources: this project is critical to ensure prompt and accurate payment to H&WFRS staff.
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	This paper supports the core of service provision.
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	None
Consultation (identify any public or other consultation that has been carried out on this matter)	None
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	None

Supporting Information

N/A

Background papers – None

Contact Officer

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Report of Head of Corporate Services

9. Quarter 1 Performance 2014-15

Purpose of report

1. This report is a summary of annual performance against the Fire Authority Annual Plan 2014-15 using the set of Key Performance Indicators (KPIs) agreed by the Senior Management Board (SMB).

Recommendation

It is recommended that Members note the following headlines taken from Appendix 1 relating to performance in Quarter 1 2014-15:

- i) The total number of Incidents attended in Quarter 1 2014-15 is the lowest total in the nine years that the current data set has been collected.*
- ii) Although the number of Special Service and False Alarm incidents attended in Quarter 1 2014-15 have increased when compared to the same quarter last year, the Service attended the lowest annual total of Fire incidents in the last nine years.*
- iii) Sickness levels for all staff continue to remain within tolerance levels and the amount of long term sickness has reduced as a proportion of all sickness at the end of Quarter 1 2014-15.*
- iv) the Service saw a reduction in the percentage of attendances at building fires that met the 10 minutes attendance standard compared with the same quarter last year, and has investigated the reasons behind reductions in the number of building fires attended by the first appliance within 10 minutes.*
- v) Retained appliances were available for operational duty 92% of the time.*

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 SMB and this Committee.

Tolerance levels

3. Each individual Key Performance Indicator (KPI) is tested against the tolerance levels expected 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. The only indicator out of tolerance at the end of Quarter 1 2014-15 was the percentage of Building Fires attended by the first appliance within 10 minutes of the time of call. This indicator is analysed in detail in Appendix 1 together with an overview of all operational activity, and an analysis of Retained Appliance availability.

Quarter 1 2014-15 Performance

5. Quarter 1 2014-15 saw a reduction in Total Incidents compared to the same period last year. This is despite an increase in Special Service and False Alarm incidents in that period. All three categories of Fire incidents have reduced when compared with the same quarter last year. Primary Fires have decreased to the lowest Quarter 1 total in the last nine years; Secondary Fires have reduced mainly due to the wetter conditions during the Quarter 1 2014-15 compared with Quarter 1 2013-14 and Chimney Fires have also decreased when compared with the same period last year.
6. The numbers of Special Service incidents have increased when compared with Quarter 1 2013-14. This has been mainly due to an increase in wet weather related incidents and RTCs. The number of False Alarm incidents has increased compared with the same period last year. 70% of False Alarms are caused by automatic false alarms actuations and an increase in automatic false alarms is the main factor in the overall increase in all false alarms.
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 2013. This peak was mainly as a result of an increase in wholetime sickness predominantly on a long term basis in that month. Non-uniform staff sickness peaked in July and August 2013 and this was also due to increases in long term sickness in those periods. The Service has roughly the same levels of sickness as other local FRS and compares favourably with the two local County Councils.
8. The Service has investigated the reasons behind the deterioration in the standard set in the Integrated Risk Management Plan for the percentage of building fires first attended by a pumping appliance within 10 minutes. It has been identified that this first attendance has been affected by a change in the starting point for the measure following the introduction of the Fire Control mobilising system. Many other factors can also influence performance, such as improved call challenging and information gathering in Fire Control, changing societal issues, such as less incidents in built up areas and more incidents proportionally outside of towns and cities or in rural areas or weather and road conditions.
9. Retained appliances were available 92.1% of the time in Quarter 1 2014-15, an increase of 2.9% on the same period in 2013-14. Some retained stations have two appliances and in these situations it is ensured that the rescue pump availability is maintained as much as possible and any unavailability is first taken by the regular pump. Therefore although some standard pumps such as those at Tenbury and Ledbury were not as available as other standard pumps, the rescue pumps at these stations were still available for 98.9% and 99.0% of the time respectively. The rescue appliances at Leominster, Ross and Bromyard were available 100% of the time in Quarter 1 2014-15.

Conclusion/Summary

10. Further details and analysis regarding the headlines in the recommendations and Quarter 1 2014-15 performance in general are included in the attached appendix. SMB will continue to receive reports based on the measures the Service is taking to stay within tolerance levels and where improvements are required and will report any action required together with details of future performance to the Policy and Resources Committee.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	None at this stage
Strategic Policy Links (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 Annual Plan and strategic objectives of the Service
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	None
Consultation (identify any public or other consultation that has been carried out on this matter)	None
Equalities (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 2014-15 Performance Analysis

Contact Officer

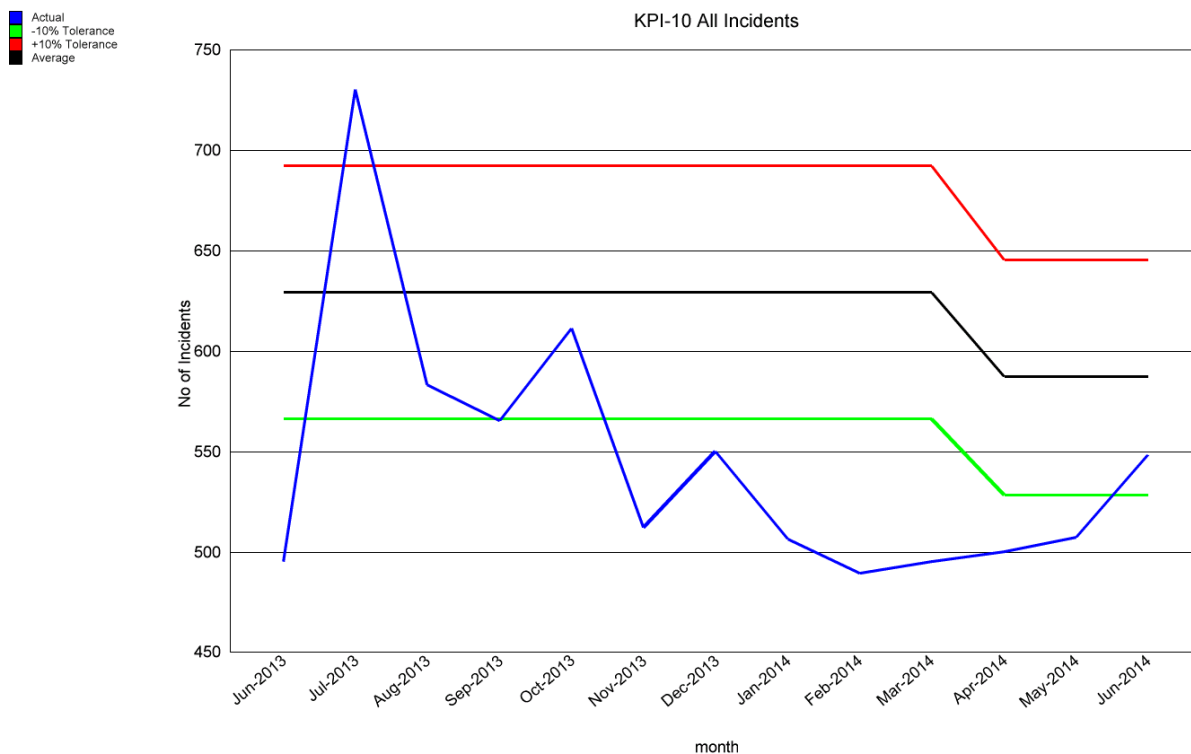
Jean Cole, Head of Corporate Services
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Fire Authority Annual Report 2014-15

2014-15 Quarter 1 Performance

1. Operational Activity – Total and Fire Incidents

1.1. Total Incidents Attended



(Figure 1 – Total Incidents per month June 2013 to June 2014)

Summary Total incident levels for Quarter 1 2014-15 show a slight decrease in operational activity compared with the same quarter last year. Fire incidents have reduced but there have been increases in the number of False Alarms attended and Special Service calls attended, particularly due to an increase in RTC and wet weather related incidents when compared with same quarter in 2013-14. The total number of incidents attended is the lowest Quarter 1 total since the current dataset has been collected for the past nine years.

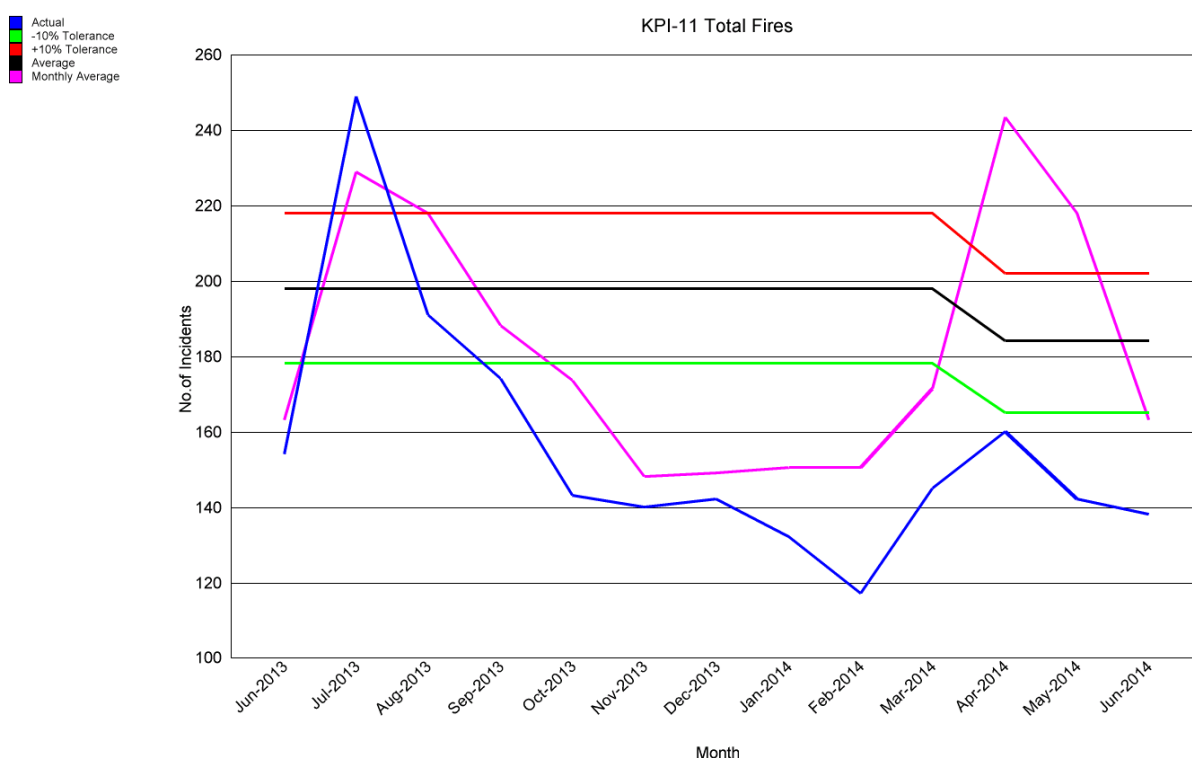
Total Incidents	Q1 2013-14	Q1 2014-15	Percentage change
All Fires	554	440	-20.6%
Special Services	307	343	11.7%
False Alarms	720	772	7.2%
Total Incidents	1581	1555	-1.6%

(Table 1 –Total Incidents Q1 2013-14 and Q1 2014-15)

- Total Fire incidents have reduced mainly due to a reduction in Secondary Fires when compared with the same period last year and is the lowest Quarter 1 total attended for the last nine years.

- Special Service incidents have increased when compared with Quarter 1 2013-14; this is mainly due to increases in RTCs and wet weather related incidents. Quarter 1 2014-15 experienced wetter weather conditions than the drier conditions in the same quarter last year. According to a local weather station, Malvern, 176.4 mm of rain fell in Quarter 1 2014-15 compared with 81.6mm in the same period last year.
- There has been a slight increase in the number of False Alarm calls compared with the position at end of Quarter 1 2013-14.

1.2. Total Number of Fires



(Figure 2 – Total Fires per month June 2013 to June 2014)

Summary Decreases in all three categories of Fires have contributed to an overall decrease in the total number of Fires attended in Quarter 1 2014-15 compared with the same period in the previous financial year.

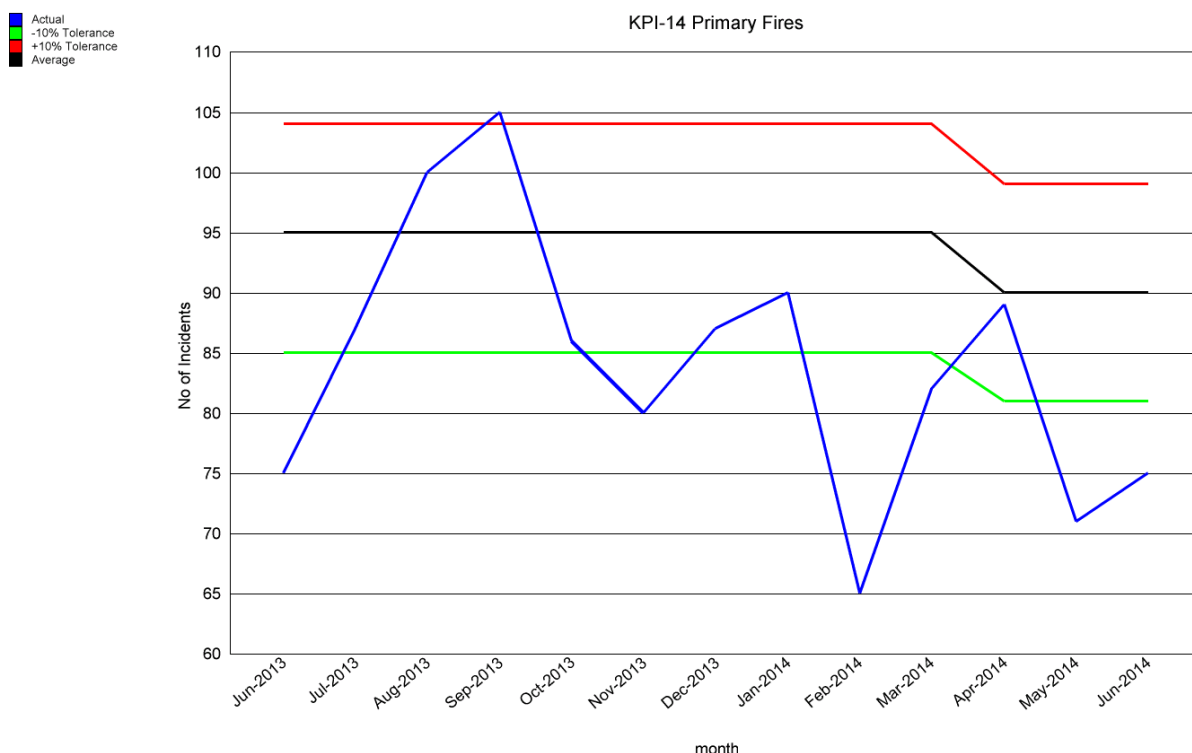
Total Fires	Q1 2013-14	Q1 2014-15	Percentage change
Primary Fires	254	235	-7.5%
Secondary Fires	247	180	-27.1%
Chimney Fires	53	25	-52.8%
Total Fires	554	440	-20.6%

(Table 2 –Total Fires Q1 2013-14 and Q1 2014-15)

- Primary Fires have decreased by 7.5% when compared with the last same period last year (235 compared with 254) and are also down 16.2% from last 5 years Quarter 1 average (280 incidents).

- Secondary Fires have decreased by 27.1% when compared with the same period last year (180 compared with 247) and are also down 47.9% from the last 5 years average (346 incidents).
- Chimney fires have decreased by 52.8% compared with Quarter 1 2013-14 (25 compared with 53) and are down by 30.6% compared with the average number of chimney fire incidents attended in Quarter 1 in the last 5 years (36 incidents).

1.3.Primary Fires



(Figure 3 – Total Primary Fire Incidents per month June 2013 to June 2014)

Summary Primary Fire incidents in Quarter 1 2014-15 have decreased when compared with Quarter 1 2013-14 and are the lowest Quarter 1 number of incidents attended for the last nine years.

Primary Fires	Q1 2013-14	Q1 2014-15	Percentage change
Building Fires	152	128	-15.8%
Vehicle & Transport Fires	73	78	6.8%
Outdoor Fires	29	29	0.0%
Total Fires	254	235	-7.5%

(Table 3 – Primary Fires Q1 2013-14 and Q1 2014-15)

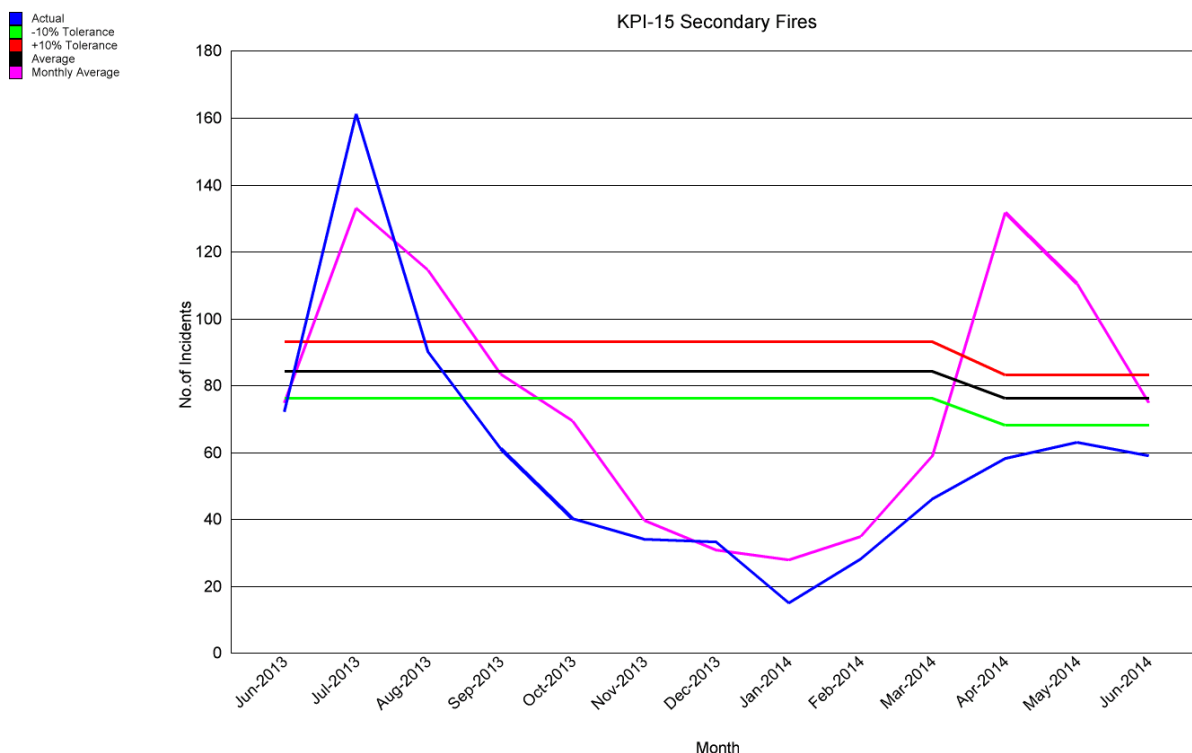
- Building Fires have decreased by 15.8% compared with the previous year. Within the category of Building Fires, non-residential and other residential fires have reduced by 35.8% and 22.2% respectively, but building fires in dwellings have increased by 2.6%.
- Car fires account for the largest proportion of vehicle and transport fires and although they have reduced from 42 in Quarter 1 2013-14 to 40 in

Quarter 1 2014-15, the overall number of vehicle fires has increased partially due to an increase in lorry/HGV and motorcycle fires when compared with the same quarter last year.

- The number of primary outdoor fires has stayed the same when compared with the same quarter last year (29 fires). These are outdoor fires which are designated primary fires as they are attended by five or more engines or they involve a casualty.
- Injuries from Primary Fires have increased when compared with the same period last year. There were 4 injuries from Primary Fires in Quarter 1 2014-15 compared with 2 in Quarter 1 2013-14. However regard needs to be made to the small numbers involved. There were no slight or serious injuries from Primary Fires in June. The 4 injuries from Primary Fires in Quarter 1 2014-15 were all as a result of the casualty being overcome by gas, smoke or toxic fumes and all of the injuries were considered slight rather than serious. Slight injuries are defined as those where it is considered that the casualty attending hospital as an outpatient only rather than an overnight stay but not where they were advised to attend hospital as a precautionary check.
- 3 of the 4 injuries were as a result of accidental dwelling fires and all three were as a result of fires which started in the kitchen, the other injury was as a result of a car fire. Prevention activity continues with information delivered in line with national initiatives. The Service continues to work with partner agencies to seek out referrals in hard to reach groups.
- There were no fatalities from Primary Fires in Quarter 1 2014-15 compared with one in the same quarter last year.

1.4. Secondary Fires

Summary Secondary fire numbers have decreased in Quarter 1 2014-15 compared with the same quarter last year. This is due to the wetter conditions during Quarter 1 2014-15 when compared with the predominantly drier weather conditions in Quarter 1 2013-14.



(Figure 4 – Secondary Fire Incidents per month June 2013 to June 2014)

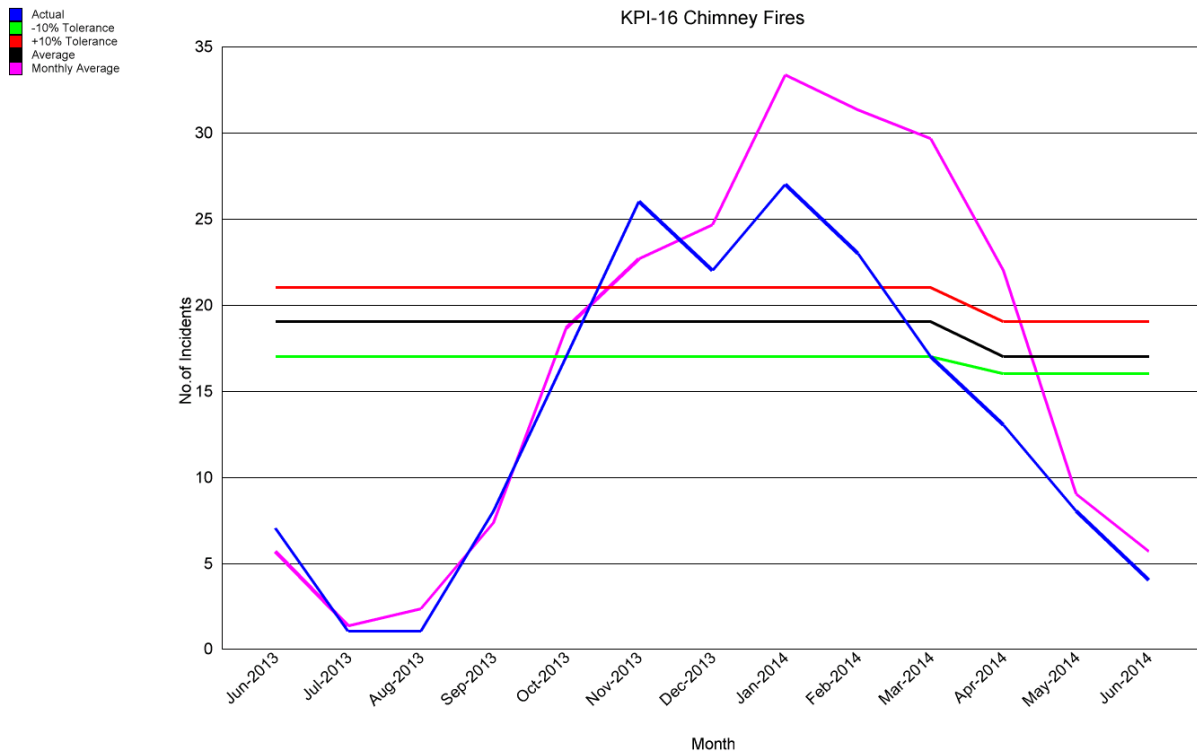
- The table below shows that the largest decreases in Secondary Fires, comparing Quarter 1 2014-15 with Quarter 1 2013-14, were in fires located in grassland, woodland and crops. There were 42 grassland, woodland and crop fires in Quarter 1 2014-15 which represent 23.3% of all Secondary Fires compared with 107 grassland woodland and crop fires in 2013-14 (43.3% of all secondary fires).

Secondary Fires	Q1 2013-14	Q1 2014-15	Percentage change
Grassland woodland and crops	107	42	-60.7%
Other Outdoors (including land)	78	75	-3.8%
Outdoor equipment & machinery	2	7	250.0%
Outdoor Structures	53	46	-13.2%
Building & Transport	7	10	42.9%
Total Fires	247	180	-27.1%

(Table 4 – Secondary Fires Q1 2013-14 and Q1 2014-15)

1.5. Chimney Fires

Summary Chimney fires have decreased by 52.8% compared with Quarter 1 2013-14 (25 compared with 53) and are down by 30.5% compared with the average number of Chimney Fire incidents attended in the last 5 years (36 incidents).



(Figure 5 –Chimney Fire Incidents per month June 2013 to June 2014)

- The total number of Chimney Fires attended in Quarter 1 2014-15 has reduced when compared with Quarter 1 2013-14. Chimney fires have also reduced by 30.5% when compared with the average number of chimney fire incidents attended in Quarter 1 in the last 5 years which was 36 incidents.

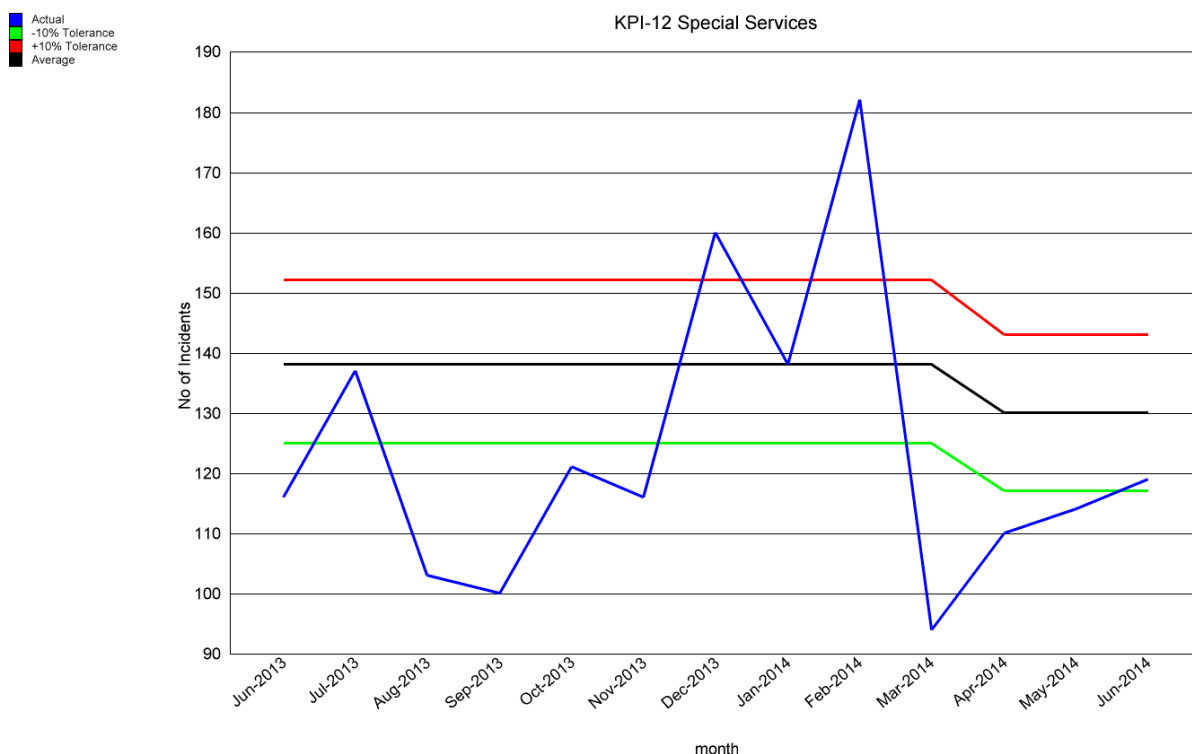
Chimney Fires	Q1 2013-14	Q1 2014-15	Percentage Change
April	33	13	-60.6%
May	13	8	-38.5%
June	7	4	-42.9%
Total	53	25	-52.8%

(Table 5 – Chimney Fires Q1 2013-14 and Q1 2014-15)

2. Operational Activity - Other Non-Fire Incidents

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

2.1. Special Service Incidents



(Figure 6 – Special Services Incidents per month June 2013 to June 2014)

Summary Special Service incidents totals have increased by 11.7% when compared with the previous year, this is particularly due to an increase in RTC and wet weather related incidents when compared with same quarter in 2013-14.

All Special Services	Q1 2013-14	Q1 2014-15	Percentage change
RTC Incidents	106	130	22.6%
Flooding	11	24	118.2%
Rescue/Evacuation from Water	4	9	125.0%
Animal Assistance	34	21	-38.2%
Other Special Services	152	159	4.6%
Total Incidents	307	343	11.7%

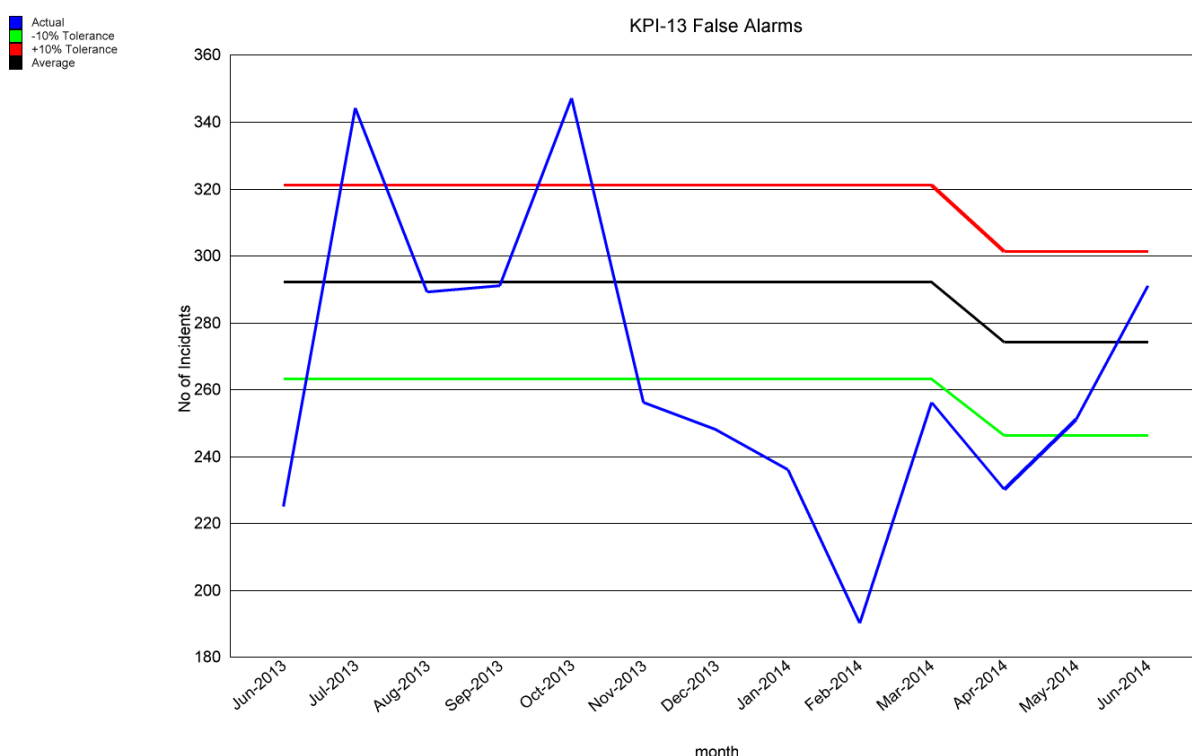
(Table 6 – Special Services Q1 2013-14 and Q1 2014-15)

- The Service attended a spate of wet weather incidents in June 2014 which has resulted in the increase in these incidents attended in Quarter 1 2014-15 when compared to the same period last year.
- In addition to property based flooding incidents, there are also other incident types that are adversely affected by wet weather conditions. These include making safe (not RTC) and rescues and evacuation from

water incident types. These incident types have also increased when compared with the same period last year.

- The number of RTC incidents has increased when compared with the previous year. This is partially due to a low number of RTC incidents occurring in April 2013 in Quarter 1 2013-14. There were 19 RTCs attended in April 2013 compared with 45 in the same month in the current year.
- The largest sub category of other Special Services was animal assistance incidents (21) which in Quarter 1 2014-15 accounted for 6.1% of all Special Service incidents (343 incidents) but have decreased by 38.2% when compared with the same quarter last year.

2.2.False Alarm Incidents



(Figure 7 – False Alarm Incidents per month June 2013 to June 2014)

Summary The total number of False Alarms attended has increased slightly in Quarter 1 2014-15 compared with the same quarter last year.

- There has been a slight increase in the number of Good Intent False Alarms attended and a larger percentage increase in the number of Malicious False Alarms when compared with the same quarter last year.
- There has also been an increase in the number of Automatic False Alarms attended which represents the largest proportion of all false alarms. This is without any extra incidents not attended during the periods of industrial action in Quarter 1 2014-15.
- The increase in the number of Automatic False Alarms attended is mainly due to a reduction in the number of alarms carelessly or

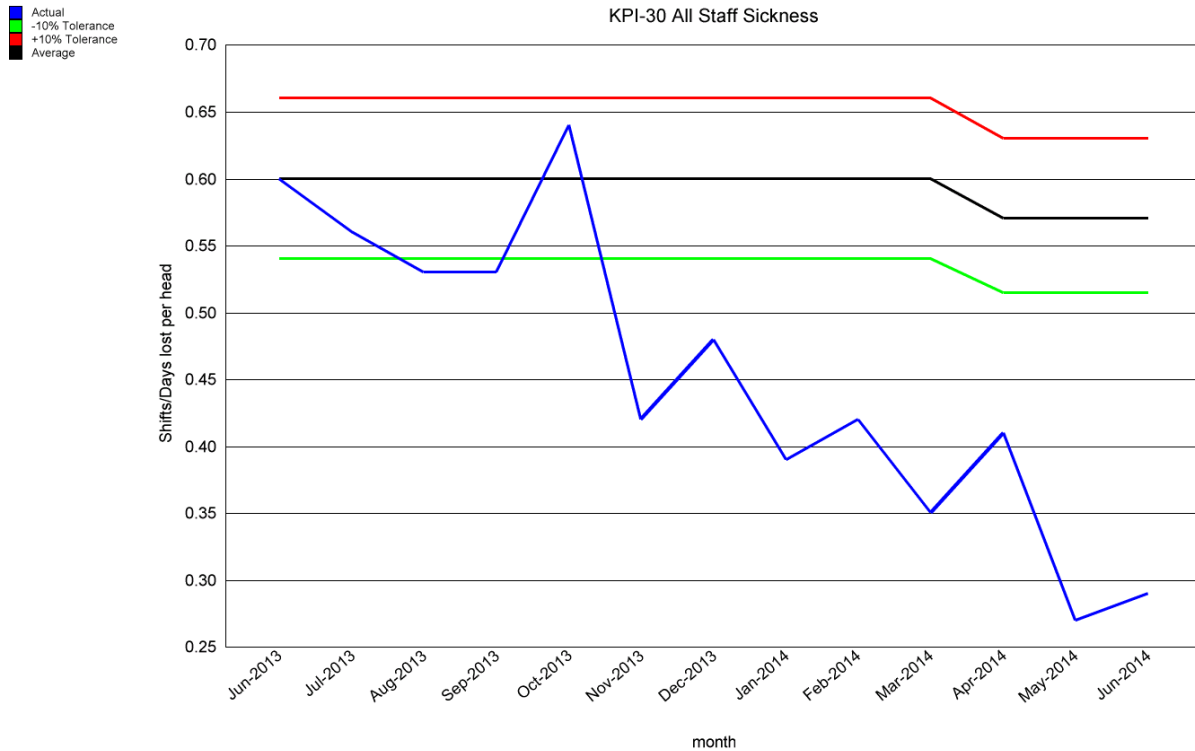
accidentally set off and also due to a reduction in damaged false alarm systems.

Total False Alarms	Q1 2013-14	Q1 2014-15	Percentage change
Malicious False Alarms	13	17	30.8%
False Alarm Good Intent	196	202	3.1%
Automatic False Alarms	511	553	8.2%
Total False Alarms	720	772	7.2%

(Table 7 – False Alarms Quarter 1 2013-14 and Quarter 1 2014-15)

3. Absence Management

3.1. All Staff Sickness



(Figure 8 – All Staff Sickness June 2013 to June 2014)

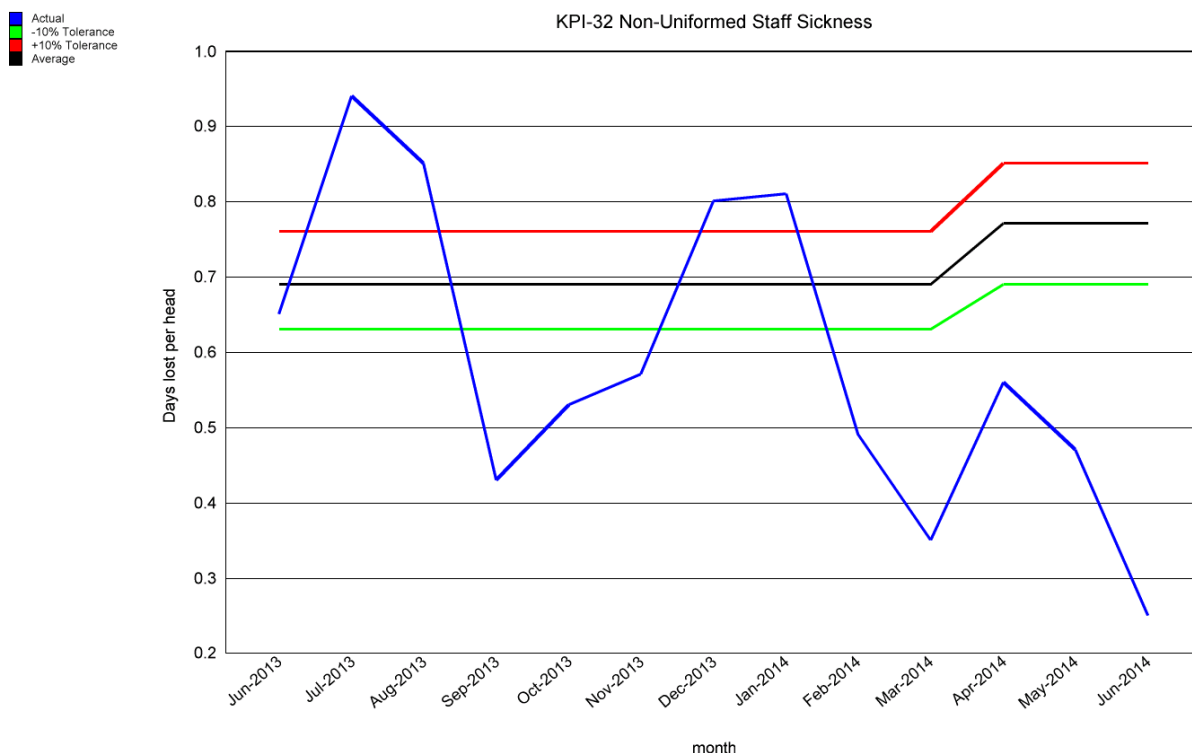
Summary Sickness levels for all staff have remained within tolerance levels on a monthly basis in Quarter 1 and has dropped from a peak in October 2013.

	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 14	0.24	(101)	0.17	(70.43)	0.41	(171.43)
May 14	0.16	(65.46)	0.11	(46.74)	0.27	(112.2)
June 14	0.14	(58)	0.15	(64.74)	0.29	(122.74)
Total	0.53	(224.46)	0.43	(181.91)	0.97	(406.37)

(Table 8 – All Staff Sickness per month Q1 2014-15)

- The largest monthly total of all staff sickness for Quarter 1 2014-15 was in April 2013 where 0.41 days/shifts per head were lost to sickness absence and 41.1% of all staff sickness in that month was due to long term staff sickness.
- Long term staff sickness rose slightly to 41.6% of total staff sickness in May and then increased as a monthly proportion of all staff sickness to 52% in June. At the end of the quarter, long term staff sickness represented 44.7% of all staff sickness for the whole quarter.

3.2.Non-Uniformed Staff Sickness



(Figure 9 – Non-Uniform Staff Sickness June 2013 to June 2014)

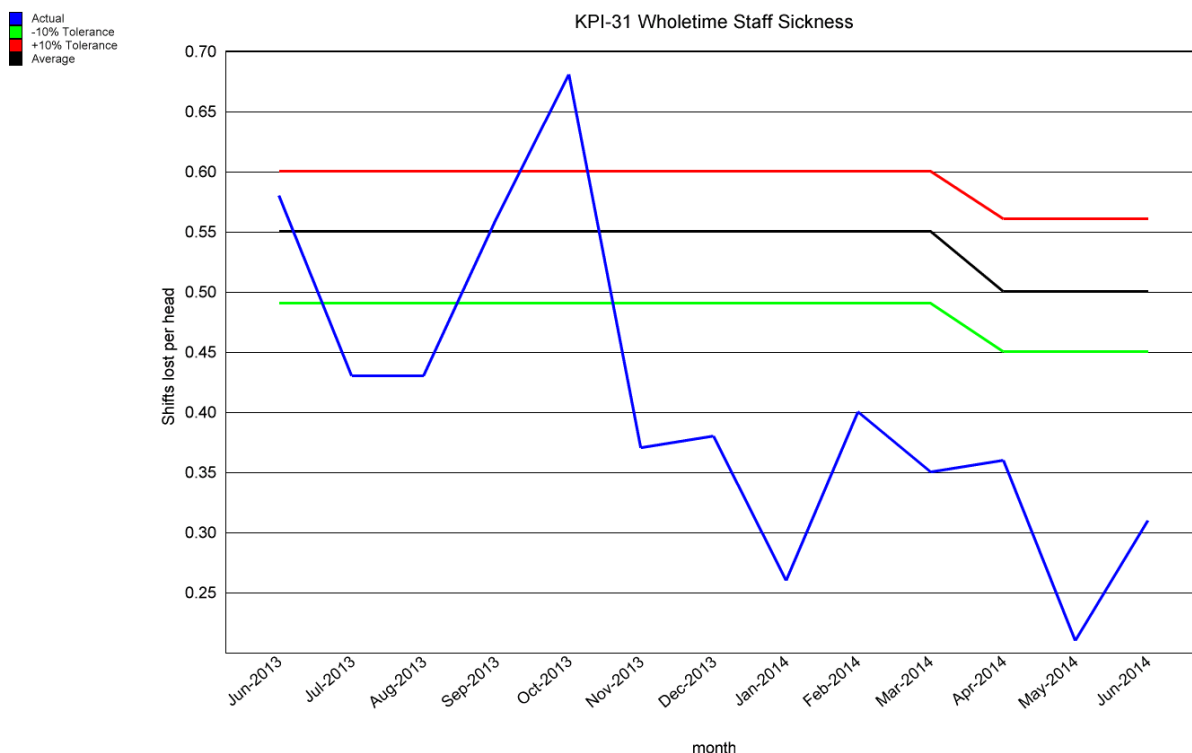
Summary Non-Uniform sickness levels are within tolerance levels on a monthly basis in Quarter 1 2014-15 and has dropped since January 2014 when they were last out of tolerance.

- The largest monthly total of all non-uniform staff sickness in Quarter 1 2014-15 was in April 2014 where 0.56 days per head were lost to sickness absence. 77.6% 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 to non-uniformed staff sickness 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 14	0.43 (43)	0.13 (12.43)	0.56 (55.43)
May 14	0.35 (34.46)	0.12 (11.74)	0.47 (46.2)
June 14	0.13 (13)	0.12 (11.74)	0.25 (24.74)
Total	0.91 (90.46)	0.36 (35.91)	1.27 (126.37)

(Table 9 – Non-Uniform Staff Sickness per month Q1 2014-15)

3.3. Wholetime Staff Sickness



(Figure 10 – Wholetime Staff Sickness June 2013 to June 2014)

Summary Wholetime sickness levels are within tolerance levels on a monthly basis in Quarter 1 2014-15 and has dropped since October 2013 when they were last out of tolerance.

- The largest monthly total of wholetime staff sickness in Quarter 1 2014-15 was in April 2014 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 in a reduction in the amount of long term wholetime staff sickness. The last time wholetime sickness was out of tolerance was in October 2013 when 123 shifts were lost to long term sickness or 0.38 shifts per head compared with 53 shifts or 0.17 shifts per head lost in June 2014.

	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 14	0.18 (58)	0.18 (58))	0.36 (116)
May 14	0.10 (31)	0.11 (35)	0.21 (66)
June 14	0.14 (45)	0.17 (53)	0.31 (98)
Total	0.42 (134)	0.45 (146)	1.27 (280)

(Table 10 – Wholetime Sickness per month Q1 2014-15)

- Short term sickness is no longer recorded for Bromsgrove from April 2014 due to the change to the day crewing plus shift system.

3.4.Comparative data

Sickness Absence	Q1 2013-14	Q1 2014-15	Percentage change
Wholetime Staff Sickness	1.58 (523.5)	0.87 (280.0)	-44.9%
Non-Uniform Staff Sickness	1.88 (206.52)	1.27 (126.37)	-32.4%
All Staff Sickness	1.66 (730.02)	0.97 (406.37)	-41.6%

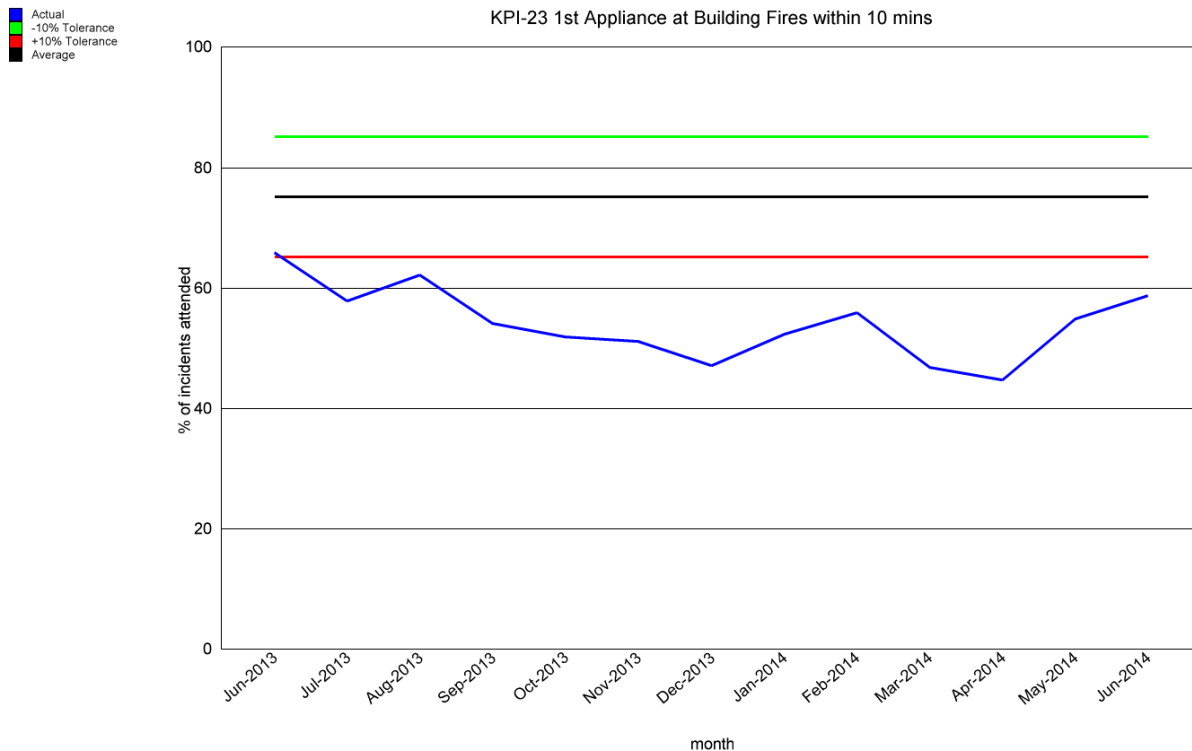
(Table 11 – All Staff Sickness Q1 2013-14 and Q1 2014-15)

- There has been a decrease of 41.6% in Quarter 1 2014-15 in all staff sickness compared with the previous year. There have been similar percentage reductions in wholetime and non-uniformed staff sickness year on year. These are due to reductions in both long term and short term sickness. There has been a 40% decrease in the amount of long term sickness taken by all staff between Quarter 1 2013-14 and Quarter 1 2014-15 and a 47% decrease in the amount of short term sickness taken by all staff between Quarter 1 2013-14 and Quarter 1 2014-15.
- A simple projection of the Quarter 1 2014-15 figures would result in an annual 3.88 days/shifts per head lost to all staff sickness. This would result in an improvement when compared with the figure of 5.42 shifts/days lost per head to all staff sickness in 2013-14 and also compares favourably with the reported annual sickness absence figures of 6.93 for Worcestershire County Council for 2013-14 and 11.1 for Herefordshire for 2013-14. Projections would also result in 3.48 shifts lost per person for wholetime staff and 5.08 days lost per person for non-uniform staff by the year end.
- Comparative Quarter 1 figures with other local Fire Services are not available at the time of preparing this report.

4. Key Performance Indicators Out of Tolerance

At the end of Quarter 1 2014-15, all key performance indicators (KPI) were within the 10% tolerance levels, except for the indicator regarding the first attendance by an appliance at Building fires within 10 minutes which forms part of the attendance standards set in the Service Integrated Risk Management Plan (IRMP) 2009-2012.

4.1. Attendance Standards – 1st Appliance at Fires in Buildings



(Figure 11 – Percentage of 1st Appliance at Building Fires within 10 minutes – June 2013 to June 2014)

Summary The Service saw a reduction in the percentage of attendances at building fires that met the 10 minutes attendance standard compared with the same quarter last year. Travel distance accounted for 54.7% of these failures. 29.7% of the 64 incidents which did not meet the standard were attended in a time of between 10 and 11 minutes.

1 st Appliance attendance at Building Fires within 10 minutes	Q1 2013-14	Q1 2014-15
Building fires attended within 10 minutes	90	71
Total Number of Building fires attended	155	135
% attended within 10 minutes	58.1%	52.6%

(Table 13 – 1st Appliance attendance Quarter 1 2013-14 & Quarter 1 2014-15)

- There were less building fires attended within 10 minutes at the end of Quarter 1 2014-15 than at the end of same quarter in 2013-14. The average time taken to attend all building fires in Quarter 1 2014-15 was 10 minutes 14 seconds. 19 out of the 64 fires which were not attended within 10 minutes were attended within 11 minutes.

- 102 out of the 135 building fires or 75% of incidents were attended in time of 12 minutes 10 seconds or less, the remaining 25% or 33 incidents were attended in a time more than 12 minutes 10 seconds.
- It has been well documented already that the Service launched a new Fire Control system in September 2012 which as a result of improved technology now records the time of call earlier than under the previous Fire Control system, and this has contributed to the overall 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.

1st Appliance attendance at Building Fires within 10 minutes average times	Q1 2014-15 (mm:ss)
Time of Call till time appliance mobilised	02:12
Mobilised Time till Appliance Mobile	02:11
Mobile Time till to Appliance Arrive	05:51
Time of Call to Arrival at Scene	10:14

(Table 14 – 1st Appliance attendance average times Q1 2014-15)

- 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 the “incident created” time which is after the time of call and is the time that the operator has found the address in the database, and now wants to look for the nearest appliance. Using the “incident created” date and time as the starting point would result in an improvement for Quarter 1 2014-15 from 52.6% to 69.6% with 94 out of the 135 building fires attended within 10 minutes. However it is to be noted that this is not an exact match with the old system and is therefore only an estimation.
- 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 into and mobilise out of the fire station. Herefordshire as a county has a sparse population with the fourth lowest overall population density in England.
- 62 out of the 135 building fires were in North District and 51.6% of these were attended within 10 minutes. There were 43 building fires in South District and 58.1% of these were attended within 10 minutes. The remaining 30 building fires were in West District and 46.7% of these were attended within 10 minutes.
- The average time taken for a Wholetime pump to be first arrival was 9 minutes 23 seconds. The average time taken for a Retained pump to be first arrival was 12 minutes 32 seconds and the average time taken for a Day Crewed pump to be first arrival was 10 minutes 24 seconds.

1st Attendance at Building Fires	Building fires attended within 10 minutes	Total Number of Building fires attended	Percentage attended within 10 minutes
Wholetime	56	88	63.6%
Retained	10	31	32.3%
Day Crewed	5	15	33.3%
Over the Border	0	1	0.0%
All	71	135	52.6%

(Table 15 – 1st Appliance attendance by pump type 2013-14)

- The table below illustrates breakdown of reasons giving by the officer in charge at the incident for the all 64 incidents where the standard was not met in Quarter 1 2014-15. Travel distance accounted for over 45% of the failures.

Travel distance to the incident	35	Traffic conditions causing delayed turn in time to stations (Retained & Day Crewed only)	2
Turn in time (Retained and Day Crew only)	11	Control intervention i.e. 1 st pump re-directed	1
Mobilised from other location (not on home station)	4	Incident outside Station turnout area	1
Appliance not booked in attendance	3	Mobilising Error	1
Difficulty in locating incident address	2	Road obstruction/road closure/road works/temp traffic controls or heavy traffic conditions once mobile	1
Incorrect or insufficient information passed to control on initial call	2	Simultaneous Incident	1
		Total	64

(Table 16 – Fire in Buildings – 1st appliance standards not met Q1 2014-15)

- This standard is merely a measurement and considering that no fire engines, fire stations or response models have changed in HWFRS for many years, it must be appreciated that the crews endeavour to respond as promptly as possible to all emergencies. However many other factors can influence this target, such as improved call challenge and information gathering in Fire Control, changing societal issues, such as less incidents in built up areas and more incidents proportionally outside of towns and cities or in rural areas or weather and road conditions, all of which may increase the average times taken to attend incidents across both Counties.
- Dedicated staff in our rural areas seek out referrals for home fire safety checks and work with partnerships to increase prevention in hard to reach areas. The Service has established links with young farmers and other rural community groups to further fire safety messages.

5. Retained Availability

Summary *There has been an increase in availability of 2.9% of all Retained Appliances across the Service when compared with the situation at the end of Quarter 1 2013-14.*

Retained Availability	Q1 2013-14	Q1 2014-15	Percentage change
April	90.8%	93.5%	2.7%
May	89.4%	91.2%	1.8%
June	87.4%	91.6%	4.2%
Total	89.2%	92.1%	2.9%

(Table 17 – Retained availability by month –Q1 2013-14 & Q1 2014-15)

- Retained availability has increased in every month in Quarter 1 2014-15 compared with the same month in the previous quarter. The highest monthly availability in Quarter 1 was in April where retained pumps were available 93.5% of the time.

Reasons for Appliances being off the run Quarter 1 2013-14 for all stations	% of time Appliances unavailable
Did not meet minimum crewing requirement	7.3%
No BA wearers	5.4%
No Officer in Charge	5.1%
No driver	2.7%
Total impact on pump availability	8.0%

(Table 18 – Retained availability by factor –Quarter 1 2014-15)

- Overall availability is dependent on a number of factors and an Appliance can be unavailable due to a combination of factors. The lack of sufficient crew is the largest reason for unavailability.
- All 27 stations also have at least one retained appliance making up the total of 33 of the 43 appliances. The Service operates daily where appliances regardless of crewing will not be 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 fire engines) are often made daily to balance cover across both counties. Small periods of deficient availability are where possible backfilled subject to strategic levels of cover.

Appliance/Station	Q1 Availability 2013-14	Q1 Availability 2014-15	Better/ Worse
213 Worcester	98.7%	99.0%	0.3%
221 Stourport	82.8%	99.7%	16.9%
231 Bewdley	97.7%	87.8%	-9.9%
241 Kidderminster	99.1%	99.2%	0.1%
251 Bromsgrove	87.9%	95.4%	7.5%
261 Droitwich	79.8%	90.9%	11.1%
271 Redditch	99.9%	97.7%	-2.2%
273 Redditch	74.5%	80.1%	5.6%
281 Evesham	91.6%	93.1%	1.5%
291 Pebworth	84.8%	90.4%	5.6%
302 Broadway	87.2%	87.5%	0.3%
311 Pershore	92.5%	94.9%	2.4%
322 Upton	95.9%	98.9%	3.0%
411 Malvern	99.8%	99.1%	-0.7%
421 Ledbury	66.8%	61.0%	-5.8%
422 Ledbury	99.6%	99.0%	-0.6%
431 Fownhope	97.8%	93.9%	-3.9%
441 Ross on Wye	86.8%	91.9%	5.1%
442 Ross on Wye	100.0%	100.0%	0.0%
452 Whitchurch	75.0%	87.6%	12.6%
463 Hereford	96.6%	95.2%	-1.4%
472 Ewyas Harold	84.2%	82.7%	-1.5%
481 Eardisley	98.4%	97.8%	-0.6%
492 Kington	99.1%	98.1%	-1.0%
502 Leintwardine	94.4%	96.3%	1.9%
511 Kingsland	100.0%	99.8%	-0.2%
521 Leominster	74.8%	77.2%	2.4%
522 Leominster	100.0%	100.0%	0.0%
531 Tenbury	41.6%	73.8%	32.2%
532 Tenbury	99.3%	98.9%	-0.4%
541 Bromyard	70.0%	87.2%	17.2%
542 Bromyard	98.2%	100.0%	1.8%
552 Peterchurch	88.6%	82.6%	-6.0%
Total	89.2%	92.1%	2.9%

(Table 19 –% of Retained availability by Station, comparing Q1 2014-15 with Q1 2013-14)

- The above data from Gartan Retained Duty system shows that in the case of two pump stations, if there is a deficiency in any way which takes the crewing below the two pump requirement then the regular pump will go off the run first so that the rescue appliance remains as available as possible. This is the case with:
 - Ledbury 421 which was available 61.0% of the time in Quarter 1 2014-15 and has reduced by 5.8% on Quarter 1 2013-14 availability. The low availability of 421 was mainly due to the lack of a sufficiently qualified manager and suitably qualified BA wearers during Quarter 1 2014-15. The Rescue pump at Ledbury (422) was still available 99.0% of the time in Quarter 1 2014-15.
 - Similarly, Tenbury 531 which was available 73.8% of the time Quarter 1 2014-15 but which had increased by 32.2% from the Quarter 1 2013-14 availability of only 41.6%. The lack of availability in Quarter 1 2013-14 had been due to specific circumstances where six crew members from Tenbury resigned or retired which affected crewing at that time. The Rescue pump at Tenbury (532) was available 98.9% of the time in Quarter 1 2014-15.
 - Leominster 521 was available 77.2% in Quarter 1 2014-15 but had increased by 2.4% compared with Quarter 1 2013-14 availability. The low availability in Quarter 1 2014-15 was mainly due to the lack of sufficient crew and suitably qualified BA wearers.
- In addition to Tenbury 531, two other pumps have shown significant improvement between Quarter 1 2013-14 and Quarter 1 2014-15:
 - Bromyard 541 which was up 17.2% in Quarter 1 2014-15 when compared with Quarter 1 2013-14 availability.
 - Stourport 251 which was up 16.9% in Quarter 1 2014-15 when compared with Quarter 1 2013-14 availability.
- The Rescue pumps at Ross 442, Leominster 522 and Bromyard 542 all had 100% retained availability throughout Quarter 1 2014-15.

Report of the Head of Community Risk, Training & Development

10. Primary Authority Scheme

Purpose of report

1. To provide Members with further details of the Primary Authority Scheme and how it relates to Hereford & Worcester Fire and Rescue Service.

Recommendations

It is recommended that:

- (i) The Chief Fire Officer, in consultation with the Treasurer, be given delegated authority to enter into any primary authority partnership arrangements with businesses in relation to fire safety legislation ; and*
- (ii) Members be kept abreast of the details of any arrangements that are entered into.*

Introduction

2. The Primary Authority Scheme is administered by the Better Regulation Delivery Office (BRDO) on behalf of the Secretary of State for Business, Innovation and Skills (BIS), in accordance with the Regulatory Enforcement and Sanctions Act 2008. It allows a business to form a partnership with a single local authority (usually but not necessarily, the authority where the Businesses principal offices are) in relation to a particular area of regulatory enforcement.
3. Once an arrangement has been approved by the Secretary of State, that Authority then becomes the lead authority in relation to enforcement and compliance with those particular regulatory requirements as they affect that business anywhere in the UK.. The Scheme has been in operation for a number of years in relation to matters such as food safety and building control but from April this year fire safety legislation is also now included within Primary Authority Scheme.

Implications

4. The advantages for businesses are:
 - a single point of contact on all matters relating to fire safety legislation;
 - a standard and consistent approach in relation to all of their premises across the country; and
 - avoiding duplication of effort.

5. A designated primary authority has the following functions:
 - giving advice and guidance to the regulated business in relation to the relevant function;
 - giving advice and guidance to other local authorities as to how they should exercise those functions in relation to the regulated person;
 - it can make an inspection plan setting out the frequency at which, or circumstances in which, enforcing authorities elsewhere in the country should carry out inspections and what those inspections should consist of; and
 - the primary authority can charge the business to recover its costs.
6. A local authority other than the primary authority (“the enforcing authority”):
 - must notify the primary authority before taking any enforcement action against the regulated person and the primary authority can direct the enforcing authority not to take action if it considers it is inconsistent with any advice or guidance previously given by the primary authority; and
 - cannot carry out inspections otherwise than in accordance with the inspection plan prepared by the primary authority, unless it first informs the primary authority and the primary authority consents.
7. Standard terms and conditions for agreements between the fire authority and a partner business have been made available by BRDO. These terms and conditions aim to mitigate the risks for participating fire authorities to the minimum allowable in law.

Current Position

8. As of 31 July 2014, there were 10 Fire and Rescue Authorities registered as primary authorities in relation to 75 businesses of varying types. For example London Fire and Emergency Planning Authority entering into a partnership with Hilton Worldwide; who currently own around 105 hotels across the UK, and Hampshire FRA partnership with the Sanctuary Group, who offer a wide range of accommodation from care homes to purpose built flats, hostels and student accommodation under a variety of business names.
9. HWFRS is already an enforcing authority for the Regulatory Reform (Fire Safety) Order 2005 and Technical Fire Safety officers currently support a range of businesses by providing advice and information under this legislation, whilst carrying out audit and enforcement activities.

10. The Primary Authority scheme is gathering momentum nationally and the Service has been approached by several businesses within Hereford & Worcester about the potential of entering into primary authority partnerships. These discussions are being actively pursued but are currently at an early stage. Should any of them come to fruition then in order to be able to make timely decisions in accordance with the needs of businesses, it is proposed that it be delegated to the Chief Fire Officer to give approval to any partnership arrangements, in consultation with the Treasurer. Any partnership arrangements would be on the basis of full cost recovery.

Conclusion/Summary

11. From April 2014 fire safety legislation has been included within the Primary Authority scheme, and there is potential for HWFRS to enter into partnership arrangements with businesses based in our area. This would benefit local businesses and be on a cost recovery basis. Any such arrangements would be approved by the Chief Fire Officer and the details would be reported to Members at the next opportunity.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	<p>The Primary Authority Partnership is a formal legal contract and it is important that the Service meets contractual obligations. The standard terms and conditions provided by BRDO will mitigate the risks for participating Authorities.</p> <p>Existing technical fire safety staff will be utilised to support any partnerships which are developed. If additional staff are required to support the existing technical fire safety team then their costs will be also recovered by the partnership arrangement.</p>
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	<p>None identified to date, however the Service Technical fire safety risk-based audit programme will be monitored to identify any impact caused through partnership activities.</p> <p>Primary Authority Partnerships aim to support business and economic growth.</p>
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	<p>None identified.</p>

Consultation (identify any public or other consultation that has been carried out on this matter)	No external consultation required with the public, but Service representatives are discussing PAPs with neighbouring Services.
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	There are no equalities issues.

Supporting Information

None.

Background Papers

Primary Authority Scheme (PAS), P & R Committee Paper dated 19th November 2013.

Regulatory Enforcement and Sanctions Act 2008.

Contact Officer

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Report of the Head of Human Resources

11. Employment Monitoring Data Report 2013/14

Purpose of report

1. For the Committee to note the key areas highlighted in the Employment Monitoring Data Report 2013/14 which will be published on the Service's website.

Recommendation

It is recommended that the Committee note the following key areas of development taken from the Employment Monitoring Data Report 2013/14 attached as Appendix 1:

- ***The Service's equality objectives were updated and published in 2013;***
- ***A Positive Action Sub-Group has been established;***
- ***Watch Commanders have received training in managing disciplinaries and grievances;***
- ***A disability toolkit has been developed in conjunction with the Fire Brigades Union (FBU); and***
- ***A review of the exit interview process is underway.***

Background

2. In order to comply with its responsibilities under the Equality Act 2010 the Service is required to publish relevant and proportionate information showing compliance with the Public Sector Equality Duty on an annual basis. Publishing the Employment Monitoring Data Report 2013/14 will evidence that the Service continues to comply with this duty.
3. The Employment Monitoring Data Report provides information relating to 2013/14 in relation to eight of the protected characteristics ie. race, gender, age, disability, religion/belief and sexual orientation, gender reassignment, pregnancy and maternity. There is no requirement to monitor marriage and civil partnership.
4. The Executive Summary in Appendix 1 provides an overview of the monitoring information for the period 1 April 2013 to 31 March 2014 and the attachments provide detailed information relating to the protected characteristics 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
5. The Equality and Diversity Advisory Group considered and approved the Employment Monitoring Data Report 2013/14 at its meeting on 4 June 2014.

Key Trend Information

6. An analysis of the data shows that there has been little change in employment data relating to the protected characteristics since the previous Employment Monitoring Data Report 2012/13.
7. Work has continued towards increasing our diversity levels as part of four On-Call (RDS) recruitment campaigns during 2013-14. Whilst there has been a decrease in the number of Black Minority Ethnic (BME) applicants for the RDS, the Service appointed 3 BME employees. The number of RDS BME employees has more than doubled over the last three years.
8. There has been a slight increase in the number of female applicants and the number of female RDS staff have now increased by 22% over the last three years.
9. During the last year there have been 20 less RDS staff who have left the Service.
10. Human Resources case work in relation to formal disciplinarys has decreased from 14 to 9 cases since last year. No formal disciplinary cases related to BME staff or female staff. Human Resources case work in relation to grievances has decreased from 6 to 3 cases compared to last year. There have been no harassment and bullying cases reported during the year.

Areas of Development

11. The Service's equality objectives were updated and published in 2013. Linked into this, the Ethical Framework SPI was updated in 2013 and equality and diversity training has been embedded into the mandatory training programme for all staff and volunteers, as part of promoting equality and diversity and the Service's values.
12. A Positive Action Sub Group has been established to focus 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 enhance Equality and Diversity across Hereford & Worcester Fire and Rescue Service. The intention is for the Sub Group to include diverse representation from the communities of Herefordshire and Worcestershire. However there has been very little interest from members of the communities to join the Sub Group.

13. Work has continued towards increasing our diversity levels as part of four retained (RDS) on-call recruitment campaigns during 2013-14. The number of BME staff have increased by three. The Service has more than doubled its BME RDS staff during the last three years. Building on this the Positive Action Sub Group is currently exploring utilising specialist advertising media and establishing appropriate community links. This has included placing an advert in Polish and English in the Polish magazine 'Here for All', which is circulated throughout Herefordshire and is expanding into Worcestershire.
14. District Management Meeting templates have been developed which report trend information on case work including sickness, grievances, capability and disciplinaries enabling local managers to proactively manage their staff. Training for managers on performance management has been very successfully delivered at Watch Commander Forums and locally. This has led to an overall reduction in formal disciplinary and grievance cases.
15. A Disability Toolkit has been jointly developed with the FBU. The aim of the toolkit is to support Managers and employees in dealing with disability related issues.
16. An Harassment and Bullying Toolkit has also been developed to support Managers and employees in dealing with harassment and bullying related issues. Awareness about harassment and bullying and how to deal with it has been raised both via the Service Bulletin and as part of the Ethical Framework training.
17. The exit interview process is currently being reviewed in order to ensure any equality and diversity related issues are identified and appropriately dealt with and the Service is able to learn and continually improve its approach to equality and diversity .

Conclusion

18. The Employment Monitoring Data Report 2013/14 identifies the trends and any relevant actions that are required.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	All
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	Paragraph 2
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	None
Consultation (identify any public or other consultation that has been carried out on this matter)	Equality & Diversity Advisory Group and SMB
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	Appendix 1

Supporting Documentation

Appendix 1: The Employment Monitoring Data Report 2013/14

Background Information: [Public Sector Equality Duty](#)

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Employment Monitoring Data 2013/14



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 is 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 and diversity across the organisation.

The Equality Act 2010 requires the Service to publish information relating to 8 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 monitor marriage and civil partnership. The Executive Summary provides an overview of the monitoring information and the attachments provide detailed information relating to gender, race, disability, age, sexual orientation and religion/belief 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 566,200 and Herefordshire to the west with 183,500. 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	183.5	5.3 (2.9%)	93.2 (50.8%)
Worcestershire	566.2	33.1 (5.9%)	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 and diversity 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 and diversity and the Service's values.

A Positive Action Sub Group 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 2013-14. Building on this the Positive Action Sub Group is currently exploring utilising the Diversity Jobs website and developing links with local community publications such as the 'Here for All' magazine for the Polish community.

During the last three years the overall number of employees have decreased from 856 to 826. The number of BME staff have increased from 21 to 27. The number of female staff have decreased from 129 to 111. The number of Support staff have reduced from 134 to 112 predominantly due to natural wastage and redundancies.

For retained positions, there has been an decrease in the overall number of applications; 63 compared to 123 last year. Whilst there was a decrease in the number of BME applicants for RDS the Service appointed 3 BME employees. The number of RDS BME employees has more than doubled over the last three years. There has been a slight increase in the number of female applicants and the the number of female RDS staff have now increased by 22% over the last three years. During the last years there have been less RDS staff who have left the Service; 32 compared to 52 last year.

In 2013/4 there has been a increase in female and BME applications for support staff roles. There have been 2 applicants, compared to 1 last year, who declared their sexual orientation to be other than heterosexual. In this year there were 9 applicants who declared their religion/belief to be other than Christian, which is the same total as the previous year. There was a signifiant increase in the number of applicants who declared their religion as 'other' and where specified, this included Roman Catholic, Spiritualism and Agnostic.

Executive Summary 1 April 2013 to 31 March 2014

	Total	%BME (including White Other)	% Female	% Disability	% LGB
Staff in post as at 31 March 2014	827	3.2	13.4	1.6	0.6
Applications for Employment	150	5.3	26.7	4.6	1.4
Applications for Promotion	56	1.8	5.4	1.8	0.0
Leavers	76	0.0	26.3	2.60%	1.3
Discipline Cases	9	0.0	0.0	0.0	0.0
Grievance Cases	3	0.0	0.0	66.7	0.0
Harassment and Bullying Cases	0	0.0	0.0	0.0	0.0

Disability reporting has shown a decrease of 1 member of staff who class themselves as disabled i.e. 1.7% to 1.6% since last year. There has been no change 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 has been undertaken with Remploy 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 disciplinarys. Training has been delivered for Managers at the Watch Commander Forums and locally on performance management

HR case work in relation to formal disciplinarys has decreased from 14 to 9 cases since last year. No formal disciplinary cases related to BME staff or female staff. HR case work in relation to grievances has decreased from 6 to 3 cases compared to last year. There have been no harassment and bullying cases reported. The previous year 2 harassment and bullying cases were reported.

Staffing Levels

The chart opposite shows the numbers and percentages of wholetime and retained firefighters, fire control and support staff in post as at 31 March each year over the past 3 years.

There was a reduction in wholetime 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 wholetime 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 BME staff on the RDS increased this year by 3 to 3.8% and the number of female staff on the RDS has increased by 1 to 5.6% since last year.

Support staff numbers have slightly reduced during the last 4 years due to natural wastage and redundancies and each year there has been a reduction of 1 BME member of support staff.

Staffing Levels

	31-Mar-11	31-Mar-12	31-Mar-13	31-Mar-14
Wholetime	312	322	313	297
BME (including White Other)	7 (2.2%)	8 (2.5%)	8 (2.5%)	8 (2.7%)
Female	17 (5.4%)	18 (5.6%)	16 (5.1%)	16 (5.4%)
Retained	385	383	372	396
BME (including White Other)	7 (1.8%)	10 (2.6%)	12 (3.2%)	15 (3.8%)
Female	18 (4.7%)	18 (4.7%)	21 (5.6%)	22 (5.6%)
Fire Control	25	25	24	22
BME (including White Other)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)
Female	19 (76.0)	19 (76.0)	18 (75.0%)	16 (72.7%)
Support Staff	134	133	135	112
BME (including White Other)	7 (5.2%)	6 (4.5%)	5 (3.7%)	4 (3.6%)
Female	75 (56.0%)	74 (55.6%)	74 (54.8%)	57 (50.9%)
Total	856	863	844	827
Total BME (inc. White Other)	21 (2.5%)	24 (2.7%)	25 (3.0%)	27 (3.2%)
Total Female	129 (15.1%)	129 (15.0%)	129 (15.3%)	111 (13.4%)

1. No. of staff in post as at 31 March 2014

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	297	35.9	281	94.6	16	5.4	286	96.3	0	0.0	6	2.0	2	0.7	3	1.0	6	2.0	291	98.0	0	0.0
Retained	396	47.9	374	94.4	22	5.6	380	96.0	0	0.0	8	2.0	7	1.8	1	0.2	4	1.0	392	99.0	0	0.0
Fire Control	22	2.7	6	27.3	16	72.7	21	95.5	1	4.5	0	0.0	0	0.0	0	0.0	0	0.0	22	100.0	0	0.0
Support	112	13.5	55	49.1	57	50.9	104	92.8	0	0.0	0	0.0	4	3.6	4	3.6	3	2.7	109	97.3	0	0.0
	827	100.0	716	86.6	111	13.4	791	95.6	1	0.1	14	1.7	13	1.6	8	1.0	13	1.6	814	98.4	0	0.0

Staff in Post

As at 31 March 2014 there was a total of 827 staff in post, 297 (35.9%) wholetime, 396 (47.9%) RDS, 22 (2.7%) Fire Control and 112 (13.5%) support staff. Compared to the last annual report there are 17 less staff in total i.e. (16 less wholetime, 24 more RDS and 2 less Fire Control and 23 less support members of staff).

The number of female staff has decreased by 18 since last year (an increase of 1 RDS, 2 less in Fire Control and 17 less support members of staff).

1.6% of staff are from BME groups and 1.7% of staff are from White Other groups. Based on the total of the two, there is an increase of 2 members of staff since the last annual report (3 more RDS and 1 less support).

1.6 % of staff consider themselves to be disabled which is an decrease of 1 since last year (0.1% decrease) - 1 less for support members of staff.

1.2 AGE

			AGE BRACKET											
Duty System	Total	%	17-24	%	25-35	%	36-45	%	46-55	%	56-65	%	66+	%
Wholetime	297	35.9	0	0.0	58	19.5	135	45.5	101	34.0	3	1.0	0	0.0
Retained	396	47.9	37	9.4	135	34.1	109	27.5	88	22.2	25	6.3	2	0.5
Fire Control	22	2.7	0	0.0	5	22.7	6	27.3	7	31.8	4	18.2	0	0.0
Support	112	13.5	3	2.7	23	20.5	29	25.9	36	32.1	20	17.9	1	0.9
	827	100.0	40	4.8	221	26.7	279	33.7	232	28.1	52	6.3	3	0.4

There are 20 less staff aged between 36 - 45.

1.3 SEXUAL ORIENTATION

Total	%	Bisexual	%	Gay/Lesbian	%	Heterosexual	%	Not Stated	%
827	100.0	2	0.2	3	0.4	353	42.7	469	56.7

Whilst we have encouraged staff to update their personal information on HR Connect, the number of staff with a sexual orientation other than heterosexual remains low and further work is required in this area. There has been no change in the number of staff with a sexual orientation other than heterosexual since 2013.

1.4 RELIGION OR SIMILAR BELIEF

Total	%	Christian	%	Bhuddist	%	Hindu	%	Jewish	%	Muslim	%	Sikh	%	Other	%	None	%	Not Stated	%
827	100.0	220	26.6	2	0.3	0	0.0	1	0.1	1	0.1	1	0.1	11	1.3	136	16.5	455	55.0

We have encouraged staff to update their personal information on HR Connect, which has identified an additional 1 member of staff who consider themselves to have a religion/belief other than Christian which is a 0.2% increase since 2013.

2. No. of applications for employment between 1 April 2013 to 31 March 2014

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	63	42.0	55	87.3	8	12.7	59	93.7	0	0.0	4	6.3	0	0.0	0	0.0	1	1.6	62	98.4	0	0.0
Fire Control	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
Support*	87	58.0	54	62.1	32	36.8	72	82.8	0	0.0	1	1.1	8	9.2	6	6.9	6	6.9	80	92.0	1	1.1
	150	100.0	109	72.7	40	26.7	131	87.4	0	0.0	5	3.3	8	5.3	6	4.0	7	4.6	142	94.7	1	0.7

During this year there have been a total of 150 applications for employment compared to 168 applications last year. Compared to last year, there has been an increase in recruitment activity in relation to support posts. Applications for retained have decreased from 123 last year to 63 this year. **One applicant for a support staff post did not wish to state their gender.***

In total this year, 50 appointments were made into RDS posts (3 white other, 2 females), which is an increase from last year's figure of 29. There were 6 appointments into support roles of which 5 were existing members of staff (4 males, 1 female).

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	63	42.0	23	36.5	23	36.5	12	19.1	5	7.9	0	0.0	0	0.0	0	0.0
Fire Control	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Support	87	58.0	16	18.4	32	36.8	15	17.3	15	17.3	7	8.0	1	1.1	1	1.1
	150	100.0	39	26.0	55	36.6	27	18.0	20	13.3	7	4.7	1	0.7	1	0.7

In this year, there has been an increase in the percentage of applicants who are in the 25-35, 46-55 and 66+ age brackets compared to the previous year. In the 17-24 age bracket, there has been a significant increase in the percentage of applicants for support staff roles, but a decrease in the percentage of applicants for retained.

2.3 SEXUAL ORIENTATION

Total	%	Bisexual	%	Gay/Lesbian	%	Heterosexual	%	Not Stated	%
150	100.0	1	0.7	1	0.7	141	94.0	7	4.6

In this year there were 2 applicants, compared to 1 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	%
150	100.0	87	58.0	0	0.0	0	0.0	1	0.7	0	0.0	0	0.0	8	5.3	47	31.3	7	4.7

In this year there were 9 applicants who declared their religion/belief to be other than Christian, which is the same total as the previous year. There was a significant increase in the number of applicants who declared their religion as 'other' and where specified, this included Roman Catholic, Spiritualism and Agnostic.

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

During the last year there have been 8 BME and 5 White Other applicants overall, of which 4 were for RDS posts.

For retained positions, there has been a decrease in the percentage of applicants who are BME/White Other but a slight increase in the percentage of applicants who are female.

3. Number of applications for promotion between 1 April 2013 to 31 March 2014

3.1 GENDER, ETHNICITY & DISABILITY

Duty System	Total	%	GENDER				ETHNICITY										DISABILITY					
			Male	%	Female	%	White British	%	White Irish	%	White Other	%	BME	%	Not Stated	%	Disabled	%	Not Disabled	%	Not Stated	%
Wholetime	39	69.6	39	100.0	0	0.0	39	100.0	0	0.0	0	0.0	0	0.0	0	0.0	1	2.6	38	97.4	0	0.0
Retained	14	25.0	12	85.7	2	14.3	13	92.9	0	0.0	0	0.0	1	7.1	0	0.0	0	0.0	12	85.7	2	14.3
Fire Control	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
Support	3	5.4	2	66.7	1	33.3	3	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3	100.0	0	0.0
	56	100.0	53	94.6	3	5.4	55	98.2	0	0.0	0	0.0	1	1.8	0	0.0	1	1.8	53	94.6	2	3.6

3.2 AGE

			AGE BRACKET															
Duty System	Total	%	17-24	%	25-35	%	36-45	%	46-55	%	56-65	%	66+	%	Not stated	%		
Wholetime	39	69.6	0	0.0	11	28.2	23	59.0	4	10.3	1	2.5	0	0.0	0	0.0		
Retained	14	25.0	2	14.3	5	35.7	3	21.4	4	28.6	0	0.0	0	0.0	0	0.0		
Fire Control	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0		
Support	3	5.4	0	0.0	2	66.7	0	0.0	1	33.3	0	0.0	0	0.0	0	0.0		
	56	100.0	2	3.6	18	32.2	26	46	9	16.1	1	1.8	0	0.0	0	0.0		

3.3 SEXUAL ORIENTATION

Total	%	Bisexual	%	Gay/Lesbian	%	Heterosexual	%	Not Stated	%
56	100.0	0	0.0	0	0.0	51	91.1	5	8.9

3.4 RELIGION OR SIMILAR BELIEF

Total	%	Christian	%	Bhuddist	%	Hindu	%	Jewish	%	Muslim	%	Sikh	%	Other	%	None	%	Not Stated	%
56	100.0	32	57.1	0	0.0	0	0.0	1	1.8	0	0.0	0	0.0	0	0.0	21	37.5	2	3.6

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

Applications for Promotion

This year there have been 56 applications for promotion compared to 70 applications last year.

39 wholetime, 14 RDS and 3 support staff.

One applicant was BME and 3 applicants were female.

None of the applicants had a sexual orientation other than heterosexual and one candidate had a religion/belief other than Christian.

4. Number of staff leaving the Service between 1 April 2013 to 31 March 2014

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	17	22.4	17	100.0	0	0.0	17	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	17	100.0	0	0.0
Retained	32	42.1	31	96.9	1	3.1	32	100.0	0	0.0	0	0.0	0	0.0	0	0.0	1	3.1	31	96.9	0	0.0
Fire Control	2	2.6	0	0.0	2	100.0	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	25	32.9	8	32.0	17	68.0	24	96.0	0	0.0	0	0.0	1	4.0	0	0.0	1	4.0	24	96.0	0	0.0
	76	100.0	56	73.7	20	26.3	75	98.7	0	0.0	0	0.0	1	1.3	0	0.0	2	2.6	74	97.4	0	0.0

4.2 AGE

Duty System	Total	%	AGE BRACKET											
			17-24	%	25-35	%	36-45	%	46-55	%	56-65	%	66+	%
Wholetime	17	22.4	0	0.0	2	11.8	1	5.9	11	64.7	3	17.6	0	0.0
Retained	32	42.1	5	15.6	12	37.5	11	34.4	3	9.4	1	3.1	0	0.0
Fire Control	2	2.6	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0	1	50.0
Support	25	32.9	1	4.0	2	8.0	4	16.0	7	28.0	9	36.0	2	8.0
	76	100.0	6	7.9	16	21.1	16	21.1	22	28.9	13	17.1	3	3.9

4.3 SEXUAL ORIENTATION

Total	%	Bisexual	%	Gay/Lesbian	%	Heterosexual	%	Not Stated	%
76	100.0	0	0.0	0	0.0	41	53.9	35	46.1

4.4 RELIGION OR SIMILAR BELIEF

Total	%	Christian	%	Bhuddist	%	Hindu	%	Jewish	%	Muslim	%	Sikh	%	Other	%	None	%	Not Stated	%
76	100.0	22	28.9	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	1.3	18	23.7	35	46.1

Leavers		
	31-Mar-13	31-Mar-14
Wholetime	9	17
BME (inc. White Other)	0 (0.0%)	0 (0.0%)
Female	2 (22.2%)	0 (0.0%)
Retained	52	32
BME (inc. White Other)	0 (0.0%)	0 (0.0%)
Female	2 (3.8%)	1 (3.1%)
Fire Control	1	2
BME (inc. White Other)	0 (0.0%)	0 (0.0%)
Female	1 (100.0%)	2 (100.0%)
Support Staff	12	25
BME (inc. White Other)	1 (8.3%)	1 (4.0%)
Female	6 (50.0%)	17 (68.0%)
Total	74	76

Staff leaving the Service

This year there has been an increase in the number of staff leaving the Service (76 compared to 74 last year). 17 (22.4%) were wholetime, 32 (42.1%) were RDS, 2 (2.6%) were from Fire Control and 25 (32.9%) were support members of staff.

Of the staff who left the Service, 20 were female (1 RDS, 2 Fire Control and 17 support), 1 was BME and 2 were those who classed themselves as disabled. 28.9% 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 76 leavers this year, 15 retired (11 WT, 1 RDS, 1 Fire Control and 2 support), 41 resigned (3 WT, 29 RDS, 1 Fire Control, 8 support), 2 had their contract terminated (1 WT, 1 support), 14 were made redundant (14 support) and 4 staff left due to other reasons (2 WT, 2 RDS).

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.

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 is monitored and any significant information recorded.

4.5 Reasons for staff leaving the Service

Reason for Leaving	Total	Wholetime	Retained	Fire Control	Support
Retirement	15	11	1	1	2
Resignation	41	3	29	1	8
Termination of contract	2	1	0	0	1
Redundancy	14	0	0	0	14
Not indicated	0	0	0	0	0
Other	4	2	2	0	0
TOTAL	76	17	32	2	25

2 members of staff who classed themselves as disabled left (1 RDS, 1 non-operational) - the reason for leaving was not related to their protected characteristic.

1 BME member of staff (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.

20 females left - the reasons for leaving were not related to their protected characteristics. Reasons for leaving are monitored via resignation letters, HR casework data and exit interview questionnaires.

5. Number of formal disciplinarys between 1 April 2013 to 31 March 2014

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

Overall there has been a decrease of 5 formal disciplinarys this year compared to last year.

During this year there were 9 staff subject to formal disciplinary procedures (recorded as the date the discipline was received).

There were no members of staff, 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 2013 to 31 March 2014

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

Overall there has been a decrease in 3 formal grievances submitted this year compared to last year.

During this year there were 3 staff who submitted formal grievance complaints (recorded as the date the grievance was received). All were male.

There were 2 formal grievances submitted by staff classed as disabled but these did not relate to their disability.

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 2013 to 31 March 2014

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

During this year there were no complaints of a bullying and harassment nature. In the previous year there were 2 complaints. There were no complaints submitted by staff classed as BME, disabled or who had a sexual orientation other than heterosexual or not stated or who had a religion/belief other than Christian or not disclosed in this figure.

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

Report of the Assistant Chief Fire Officer

12. 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 26 March 2014.
-

Recommendation

It is recommended that the following key areas of development be noted:

- *assurance has been provided in respect of the Service's Equality Objectives;*
- *the Harassment and Bullying Policy has been updated and the associated Toolkit has been developed and implemented;*
- *the Service was represented at the Women in Fire Service UK Conference; and*
- *corporate membership of Asian Fire Service Association has been renewed.*

Background

2. The core function of the Equality and Diversity Advisory Group is to promote equality of opportunity and thereby help to eliminate unlawful discrimination within Hereford & Worcester Fire and Rescue Service and to develop a working environment where individual diversity is valued. 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.
3. Since the last update reported to the Committee on 26 March 2014 there have been two meetings of the Advisory Group.

Areas of Development

4. Assurance was provided at the Advisory Group meeting by the Heads of Department in relation to the Equality Scheme Objectives and has subsequently been reported to Senior Management Board and this Committee. Six out of seven of the key equality actions have been achieved to meet the Service's equality objectives and these were reported to this Committee on 2 June 2014 and have subsequently been published on the Service's website.

5. Three meetings of the Positive Action Sub Group have taken place. As a result of this, work is currently being undertaken to review the exit interview process, in order to ensure any equality and diversity related issues are identified and appropriately dealt with, and the Service is able to learn and continually improve its approach to equality and diversity.
6. The Harassment and Bullying Policy has been updated. An associated Toolkit has been developed which is designed to support Managers and staff when dealing with potential issues of this nature. It should be noted that no instances of harassment and bullying have been reported within the previous 12 months.
7. Two members of operational staff represented the Service at the Women in the Fire Service UK Conference, and will provide an overview of this to the Equality and Diversity Advisory Group on 9 September 2014. Women in the Fire Service UK is a voluntary and non profit organisation which aims to encourage recruitment, retention, development and progression within the Fire and Rescue Service.
8. The Service has renewed its corporate membership of the Asian Fire Service Association (AFSA). The AFSA work with the national fire and rescue service and supporting agencies to enhance equality and diversity, and associated values. The AFSA provide excellent consultation and support to fire and rescue services, government and others in their development of new policies and strategies with regard to many issues ranging from recruitment, fire safety, clothing and research.

Conclusion

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

Corporate Considerations

Resource Implications (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
Strategic Policy Links (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"
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	None

Consultation (identify any public or other consultation that has been carried out on this matter)	None
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	An Equalities Impact Assessment was completed for the Bullying and Harassment SPI

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Report of the Assistant Chief Fire Officer

13. Joint Consultative Committee Update

Purpose of report

1. To inform the Committee of the activities of the Joint Consultative Committee (JCC) since March 2014.
-

Recommendation

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

- (i) review of Fire Control structure;***
- (ii) out of Service mobilisation; and***
- (iii) department restructures.***

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 Assistant 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 Policy and Resources Committee, the Joint Consultative Committee has met on three occasions – 27th March, 24th June and 24th July 2014.
6. The FBU Chair and Secretary are not currently participating in JCC meetings due to the current Action Short of Strike (ASOS) which is part of the ongoing pensions dispute. However, the ACFO continues to meet with them on an ad hoc basis to progress business.
7. As reported previously, there are currently only a small number of items still under discussion and these include the following:

- Review of Fire Control structure: formal consultation between management and the FBU is ongoing.
- Out of Service mobilisation: the Service's policy on out of county deployment is currently under review; discussions with RBs are ongoing.
- Department restructures (including Operational Logistics, Community Risk and ICT): negotiations with staff are ongoing and the relevant RBs are fully engaged in all discussions.

8. The JCC Chair continues to keep JCC members updated on any key issues and activities in which the Service is involved. These include:

- Community Risk Management Plan (CRMP) and change management process
- Transformational bid process
- Potential collaborative opportunities with partner organisations
- Findings of the research project undertaken by the University of Bath into firefighter fitness standards
- Arrangements for working with asbestos

Conclusion

9. 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

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

Background Papers

“Enhancing the Health, Fitness and Performance of UK Firefighters: an Interim Report”

http://www.firefitsteeringgroup.co.uk/enhancing_the_health_fitness_and_performance_of_uk_firefighters_interim_report.pdf

Supporting Information

None

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Report of the Assistant Chief Fire Officer

14. Health and Safety Committee Update

Purpose of report

1. To provide the Committee with an update on the activities and items of significance from the Service's Health and Safety Committee.

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); and*
- (iii) Health and Safety performance for Quarter 1 (April – June 2014)*

Introduction

2. Hereford & Worcester Fire Authority's aim is 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 20 May 2014 and is due to meet next on 1 September 2014. An update of significant issues discussed will be provided in the next report.
6. A review of performance for quarter 1 (April – June 2014) was discussed in detail, which overall shows a downward trend. A summary report is included at Appendix 1.

National Activities

7. The Service is currently involved in a number of initiatives at national level. Key areas of activity include:
- Performing rescues national guidance.
 - Development of a bespoke Fire Service audit system.
 - Review of standards for thermal protection Personal Protective Equipment (PPE) in the explosives industry.

Asbestos Management

8. UK Fire and Rescue Services (FRSs) previously held exemption certificates in respect of licensing and notification when working with asbestos. This exemption was underpinned by a method statement, detailing how the UK FRSs would safeguard personnel when encountering asbestos in the course of their duties.
9. To meet the requirements of the new Control of Asbestos Regulations, the Chief Fire Officers Association (CFOA) 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 for the UK FRSs.
10. We have now received our certificate of exemption from the HSE. However, it must be emphasised that exemptions were only granted on the basis that the Service meets the requirements described in the method statement. In order to satisfy these requirements, the organisation has embarked on a review of asbestos management. This includes the following work streams:
- (i) Operational Logistics
Procurement of relevant equipment.
 - (ii) Operational Policy and Community Safety
Review of internal policies and procedures.
 - (iii) Training & Development
Development of underpinning training packages
11. It is anticipated that the above work streams will be completed by March 2015.

Conclusion

12. 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 health and safety performance during quarter 1, which overall show a downward trend.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	Para 8
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	Para 8
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	Para 8
Consultation (identify any public or other consultation that has been carried out on this matter)	Para 8 – in hand
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	N/A

Supporting Information

Appendix 1: Quarter 1 Health & Safety Performance Report

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Quarter 1 Health & Safety Performance Report Summary (April – June 2014)

A total of 37 H&S events were reported this quarter:

- 3 specialist investigations were instigated (detail over page).
- 8 incidents relate to injuries occurring during training, of which 4 were manual handling injuries and of these 3 involved recruits.
- 4 incidents were causes for concern or near hits.
- 13 related to vehicle collisions, of which:
 - 6 were the fault of our driver
 - 9 were non-operational/routine journeys
 - 1 occurred during training
 - 3 occurred when responding to or at incidents
- 2 incidents were of verbal abuse from members of the public at operational incidents.
- 1 was a RIDDOR major injury of a broken bone, which occurred during water rescue training in Cardiff.

Quarter 1 Total Reported H&S Events

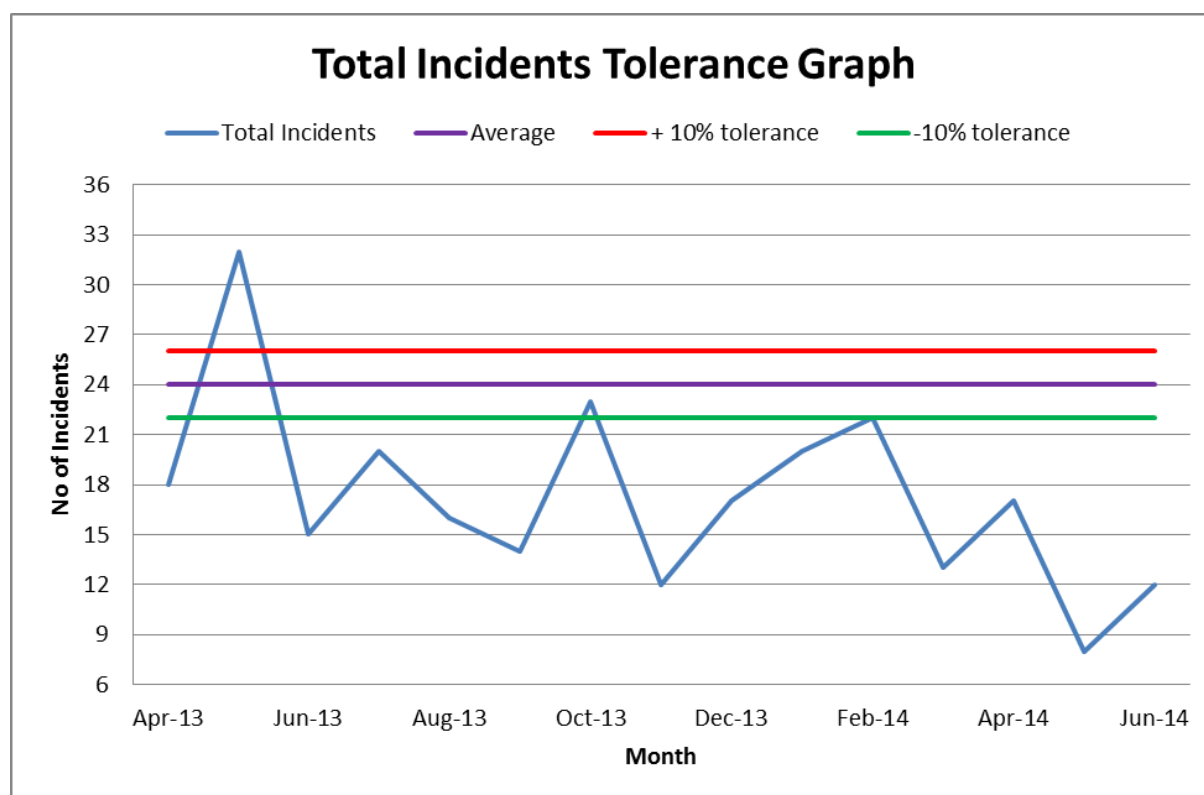


Figure 1 – Total events per month April 2013 to June 2014

Summary Total H&S events for this quarter show a downward trend following the anticipated increase in events during the inclement months.

Quarter 1 Serious Events Reported

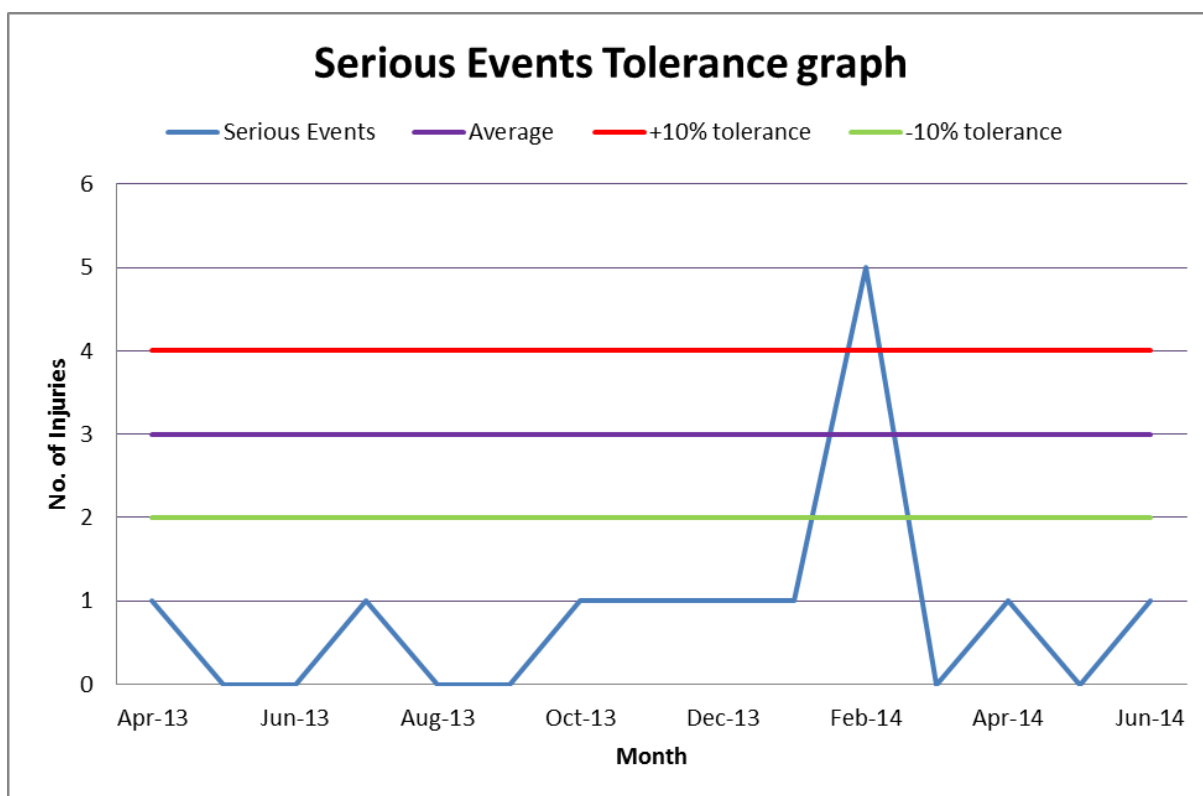


Figure 2 – Total events per month April 2013 to June 2014

Summary There were two potentially serious events this quarter, in addition to three specialist investigations:

Specialist Investigations

1. A fire fighter felt light-headed during a BA exercise. .

Actions – upon investigation it was found that the individual was insufficiently hydrated and had eaten very little.

No injuries were sustained.

2. A fire fighter broke his tibia whilst undertaking a water rescue course.

Actions – investigation is still ongoing.

3. Damage to a third party by our IRU when passing the vehicle in a layby. The third party raised a complaint as our vehicle did not stop.

Actions – investigations found that it would be plausible for our driver to be unaware due to the size of the appliance and the slow speed during the event.

No injuries were sustained.

Potentially Serious Events

1. *The pump on an appliance failed to deliver water at a fire.*

Actions – *a loose connection was found which would appear to be the cause. A shield is being fabricated to prevent similar issues on other appliances of this kind.*

2. *An officer inhaled a quantity of blood when administering mouth-to-mouth resuscitation.*

Actions – *all officers have been reminded to ensure they have adequate stocks of orinasal protection for use when administering mouth-to-mouth. The officer has also been referred to occupational health for screening/monitoring.*