



# **HEREFORD & WORCESTER Fire Authority**

**Policy and Resources Committee**

## **AGENDA**

**Wednesday, 04 May 2022**

**10:30**

**Wyre Forest House Council Chamber  
Wyre Forest District Council, Wyre Forest House,  
Finepoint Way, Kidderminster, Worcestershire, DY11 7WF**

## Wyre Forest House Location Map

SAT NAV: DY11 7FB

Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF  
Reception at Wyre Forest House 01562 732101

### From Stourport:

Head towards Kidderminster on the A451 Minster Road, passing Stourport High School and Stourport Sports Club on your left. When you reach the traffic lights at the crossroads, turn left into Walter Nash Road West (signposted Wyre Forest House). Then take your first left onto Finepoint Way. Follow the road around to your left and Wyre Forest House is at the end of the road on the left. Visitor parking is available and signposted from the mini roundabout.

### From Kidderminster:

From Kidderminster, follow the signs for Stourport and head out of Kidderminster on the A451 Stourport Road, this road becomes a dual carriageway. You will pass 24/7 Fitness and Wyre Forest Community Housing on your left. At the crossroads with traffic lights turn right into Walter Nash Road West (there is a dedicated right hand-turn lane), signposted for Wyre Forest House. Then take your first left onto Finepoint Way. Follow the road around to your left and Wyre Forest House is at the end of the road on the left. Visitor parking is available and signposted from the mini roundabout.



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- 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.

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

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](mailto: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 Fire Authority

## Policy and Resources Committee

Wednesday, 04 May 2022, 10:30

### Agenda

Councillors

Mr R J Phillips (Chairman), Mr C B Taylor (Vice Chairman), Mr D Chambers, Mr A Ditta, Ms K S Guthrie, Mrs K Hey, Ms J Monk, Mr D Morehead, Ms L Robinson, Mr L Stark, Mr R M Udall, Mr T Wells

No.	Item	Pages
1	<b>Apologies for Absence</b>  To receive any apologies for absence.	
2	<b>Named Substitutes</b>  To receive details of any Member of the Authority nominated to attend the meeting in place of a Member of the Committee.	
3	<b>Declarations of Interest (if any)</b>  This item allows the Chairman to invite any Councillor to declare an interest in any of the items on this Agenda.	
4	<b>Confirmation of Minutes</b>  To confirm the minutes of the meeting held on 26 January 2022.	1 - 4
5	<b>Budget Monitoring 2021/22 – Quarter 4</b>  To provide Members with an interim view out-turn position on the revenue and capital budget for 2021/22, in advance of the Provisional Financial Out-turn Report to the Fire Authority in June.	5 - 12
6	<b>Pensions Board Update (Fire Pension Schemes)</b>  To provide the Committee with an update on the establishment and activities of the Pensions Board.	13 - 15

<b>7</b>	<b>Slavery and Human Trafficking Statement 2021/2022</b>	<b>16 - 21</b>
	To recommend adoption of the Slavery and Human Trafficking Statement 2021/2022.	
<b>8</b>	<b>Young Firefighters Association</b>	<b>22 - 26</b>
	To review the current position of the Young Firefighters Association (YFA) and propose a recommendation to alter the delivery model prior to recommencement following the lifting of Covid-19 restrictions.	
<b>9</b>	<b>Property Services Update</b>	<b>27 - 31</b>
	To provide an update for Members on the current property programme.	
<b>10</b>	<b>2021-22 Performance Report: Q3 (01 October – 31 December 2021)</b>	<b>32 - 48</b>
	This report summarises the Service's performance for Quarter 3, 2021-22.	
<b>11</b>	<b>Update from the Joint Consultative Committee</b>	<b>49 - 52</b>
	To inform the Committee of the activities of the Joint Consultative Committee (JCC) since the last update provided on 26 January 2022.	



Hereford & Worcester Fire Authority

Policy and Resources Committee

Wednesday, 26 January 2022, 10:30

**Chairman: Mr R J Phillips**

**Vice-Chairman: Mr C B Taylor**

## **Minutes**

**Members Present:** Mr D Chambers, Ms K S Guthrie, Mrs K Hey, Mr R J Phillips, Ms L Robinson, Mr L Stark, Mr C B Taylor

### **193 Apologies for Absence**

Apologies were received from Cllr A Ditta, Cllr J Monk, Cllr R Udall and Cllr T Wells.

### **194 Named Substitutes**

There were no named substitutes.

### **195 Declarations of Interest (if any)**

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

### **196 Confirmation of Minutes**

***RESOLVED that the minutes of the meeting held on 16 September 2021 be confirmed as a correct record and signed by the Chairman.***

### **197 Budget 2022/23 and Medium Term Financial Plan (MTFP)**

The Treasurer informed Members of the current position on the budget for 2022/23 and implications for the Medium Term Financial Plan.

The Treasurer was pleased to report that the Comprehensive Spending

Review and Council Tax information had now been received and Members were provided with the updated data. Members were asked to approve the Council Tax Band D Precept increase. Following in depth discussions regarding the cost of inflation and the challenges being faced by our communities across the two Counties, and the need to avoid creating a future budget shortfall, Members agreed to recommend an increase in the Band D Precept of £1.72 per household/per year (1.96%).

Members noted the expenditure efficiencies expected to arise from the opening of the Wyre Forest Hub were being deferred by one year as a result of delays in the disposal of surplus buildings.

Members also noted that the Business Rates information was still awaited and it was anticipated to be received by the statutory deadline of 31 January 2022. This would be reported to the Fire Authority meeting in February 2022.

The Treasurer assured Members that the Authority's financial position in those areas where information was available was better than anticipated, but the as yet unknown Business Rates position could absorb all the gain.

***RESOLVED that the Committee:***

***i) Approved the changes to the Medium Term Financial Plan (MTFP) expenditure projection;***

***ii) Recommended that the Authority increase the Band D Precept by £1.72 (1.96%);***

***iii) Noted that the MTFP funding projection awaited detailed information on Business Rates; and***

***iv) Noted that the indications were that the final MTFP would be within previously approved parameters.***

**198 Update on progress with the Invest to Improve programme**

The Chief Fire Officer updated Members on the progress being made following the release of funding from strategic reserves in June 2021 to make long term improvements in some key elements of core service delivery and infrastructure.

Members noted the key areas of development and were pleased with the improvements being made.

***RESOLVED that the schemes identified within the Invest to Improve programme and progress to date, be noted.***

## **199 Fleet Strategy Update**

The Assistant Director of Assets presented Members with an update on the current Fleet Strategy.

Members noted that the current Fleet Strategy was developed in 2015 to cover the period 2016 to 2021. A full review of the current Fleet Strategy was underway to ensure that it aligned with the new core strategies and would be published in 2022.

Members thanked Officers for the comprehensive report.

***RESOLVED that the Fleet Strategy update be noted.***

## **200 Property Services Update**

The Assistant Director of Assets presented Members with an update on the current property programme.

Members noted that the Police and Crime Commissioner's property team now deliver the property management function as part of the joint property team, which became operational on 1 April 2021 and was continuing to transition and develop well.

There are currently four new build schemes being planned/developed across the two Counties and site disposals for former fire stations currently being progressed.

***RESOLVED that the property update and progress is noted.***

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

The Assistant Chief Fire Officer informed Members of the activities of the Joint Consultative Committee since the last update provided on 2 December 2020.

Members were pleased to note the key issues under discussion.

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

***i) Occupational Health provider***

***ii) HMICFRS Inspection and Cause of Concern***

***iii) Policies***

***iv) Job Evaluation***



***v) 12 Hour Day Duty System trial at Hereford Fire Station***

***vi) Standardising promotion processes***

The Meeting ended at: 11:44

Signed:.....

Date:.....

Chairman

## **Report of the Treasurer**

### **Budget Monitoring 2021/22 – Quarter 4**

#### **Purpose of report**

1. To provide Members with an interim view out-turn position on the revenue and capital budget for 2021/22, in advance of the Provisional Financial Out-turn Report to the Fire Authority in June.
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#### **Recommendations**

*It is recommended that the Committee:*

- (i) Approves the revised core revenue budget at £35.276m;*
- (ii) Notes the net revenue and capital out-turn projections are still subject to change; and*
- (iii) Approves the principle that the additional rates grant is earmarked for the major building schemes.*

#### **Introduction and Background**

2. Although this report follows the established format, it is by nature of timing a very provisional position.
3. The financial year to which it relates has now ended and the process of accounts closedown has commenced. This means that there is a mixture of actual and estimated data in the report. There will be a formal provisional out-turn report provided, as usual, to the Fire Authority meeting in June and there has to be a balance of effort in providing an accurate early estimate against knowing that the detail will be available in a few weeks' time. This is particularly so when the report is being finalised mid-April.
4. It is probable that the details of the report will change at final out-turn but the trends are unlikely to be different.
5. As capital projects tend to last beyond a single financial year, the capital report shows progress against the approved scheme totals.
6. Details are also included about the Authority's Treasury Management position for the period and the latest available month end position on investments.

## Revenue Budget

7. In December 2021 the Policy & Resources Committee approved a Revised Core Budget of £35.356m (*Appendix 1: Column 2, Row 34*), which was funded by Precept, Grants and Retained Business Rates of £35.065m (*Appendix 1: Column 2, Row 39*), and planned net transfers from reserves of £0.291m (*Appendix 1: Column 2, Row 53*).
8. There are a number of changes to the budget outlined below:
  - a. In preparation for the replacement Fire Control project, and to allow the release of staff, there was intended to be a temporary increase in Fire Control staffing to give time for sufficient staff to be trained and ready before existing staff are abstracted onto the project.
    - i. This cost was to be funded from the specific reserve set aside for this project and the budget had therefore been increased appropriately.
    - ii. Unfortunately, the increase in staff coincided with other leavers so the net staff levels remained the same. The budget adjustment is therefore reversed and the reserve funding will now be utilised in 2022/23 when further recruitment has taken place.
  - b. The original budget provided for the receipt of the Tax Income Guarantee Grant; however, this grant was paid in 2020/21 and there is an adjustment to show this as a transfer from reserves rather than a grant receipt.
  - c. There are further presentational changes to the funding budgets to bring them in line with the analysis used in the recently approved 2022/23 Budget and Medium Term Financial Plan (MTFP).
9. The new Revised Core Budget of £35.276m is shown at *Appendix 1: Column 5, Row 34*.
10. Column 6 of Appendix 1 shows the current out-turn projection (subject to the limitations referred to at paragraph 3 above) against these revised budgets.
11. As the report is now an estimated out-turn rather than a forecast it includes expenditure that will be funded from reserves, particularly in the “Invest to Improve” projects and the impact of these is adjusted out to give an underlying position in Column 9 of Appendix 1.

12. The underlying variations, with a comparison against the Quarter 2 projections, are shown below:

	Underlying Variation £m	Qtr. 2 Projection £m
Employees	0.078	0.236
Running Costs	(0.280)	(0.050)
Cap Fin	(0.110)	(0.160)
	<b>(0.312)</b>	<b>0.026</b>
Funding	(1.249)	
	<b>(1.561)</b>	<b>0.026</b>

13. It should be noted that the Running Cost figure awaits final accruals to go through and will probably increase and the capital financing costs await final investment income figures from Worcestershire County Council (WCC).
14. The employee costs figure still includes an estimate of the final months On-Call pay (it is paid one month in arrears) and is based on a lower estimate than previously used. This, combined with a lesser use of the resilience register to support appliance availability and more costs being attributed to reserve funded projects, has reduced the potential overspend. This figure will change once the final On-Call pay is known.
15. The overwhelming variation is however in respect of funding and the majority (94%) of the grant variation relates to one grant.
- Members may recall that in 2020/21 government introduced significant additional Business Rate reliefs for retail premises in the March budget. As this was after the statutory Retained Business Rate setting process it was compensated for in year via the Billing Authorities.
  - However, this was adjusted out for the purposes of setting the 2021/22 Retained Business Rates, resulting in a significant Collection Fund loss, of over £1m.
  - Government has now provided compensation for this loss totalling £1.171m.
16. It will be recommended that this windfall gain is earmarked to cover the inflationary pressures on the major building schemes programme to ensure these can be completed to meet the operational needs of the Service.

## Capital Budget

17. The current capital budget, as amended by this Committee in December 2021 is detailed in Appendix 2 and summarised below:

	Vehicles	Major Builds	Major Equip	Alloc. Minor	Unalloc Minor	Future Builds	TOTAL
	£m	£m	£m	£m	£m	£m	£m
<b>Approved at Dec 2021</b>	2.715	7.916	0.590	2.468	0.177	12.949	<b>26.815</b>
Major Scheme Allocation		0.170				(0.170)	<b>0.000</b>
Minor Scheme Allocation				0.025	(0.025)		<b>0.000</b>
Closed Scheme				(0.045)			<b>(0.045)</b>
	2.715	8.086	0.590	2.448	0.152	12.779	<b>26.770</b>
Expenditure to 2020/21	0.423	7.219	0.318	0.590	0.000	0.000	<b>8.550</b>
Expenditure 2021/22	1.316	0.489	0.090	0.573			<b>2.468</b>
<b>Unspent Budget C/fwd.</b>	0.976	0.378	0.182	1.285	0.152	12.779	<b>15.752</b>

18. The approved capital budget is divided into four blocks:

- Major Buildings – in accordance with the approved Property Strategy
- Vehicles – in accordance with the approved Vehicle Strategy
- Other Major Schemes (Fire Control and Mobile Data Terminals)
- Minor Schemes (allocated by Strategic Leadership Board)

19. The Future Buildings Scheme figure (*Appendix 2: Row 66*) is provision for Hereford, Redditch and Broadway fire station replacements and the North Herefordshire Strategic Training Facility. These schemes are not disclosed separately to protect the Authority's procurement interest until contracts are actually awarded.

20. Allowing for the schemes awaiting allocation or approval, the budget available to be spent at the start of 2021/22 is £5.290m and is summarised below:

		£m
Total Approved Budget	<i>Column 2 Line 67</i>	26.770
Less: Future Buildings	<i>Column 2 Line 66</i>	(12.778)
Less: Unallocated Minor	<i>Column 2 Line 63</i>	(0.152)
<b>Approved to Spend</b>		<b>13.840</b>
Incurred to 2020/21	<i>Column 3 Line 67</i>	(8.550)
<b>Balance</b>		<b>5.290</b>

21. Against this budget £2.467m (*Column 5, Row 67*) has been incurred. This represents 47% of the relevant budget.
22. As with the revenue budget there are potential additional accruals still to be posted to expenditure.

23. Members' attention is drawn to the Redditch scheme, where future arrangements for financing the project with the Police & Crime Commissioner may remove the capital expenditure from the Fire Authority, and the revenue capital financing costs replaced with a long-term rental type payment. The change would have no impact on the overall MTFP.

## **Treasury Management**

24. Since October 2008 the Authority has adopted a policy of avoiding long term borrowing where working cash balances permit, and will only incur long term borrowing to finance long term assets.
25. As the Authority is currently holding significant earmarked revenue reserves, sold the old HQ building in 2020/21 and recently disposed of surplus assets in Bromsgrove, Bewdley and Stourport the cash balance does not currently require additional external borrowing.
26. At 31 March 2021 long term borrowing stood at £12.137m, with £1.726m to be repaid this year as scheduled, leaving a balance of £10.411m at 31 March 2022.
27. It is unlikely that additional borrowing will be required this year (see paragraph 25 above), but rates are always under review to ensure borrowing is taken at an appropriate point.
28. All existing borrowing is via the Public Works Loans Board (PWLb), and it is probable that any future borrowing will be from the same source, as PWLB remains the only practical alternative for the Fire Authority.
29. In accordance with the Authority's Treasury Management Strategy (approved in February each year by the Fire Authority) surplus funds are invested by Worcestershire County Council (WCC) alongside their own funds. Investment is carried out in accordance with WCC's own Treasury Management Strategy, which is developed from the Prudential Code for Capital Finance and is used to manage risks from financial instruments.
30. The Treasurer continues to advise that investment should be focused on security and, as a consequence, surplus funds continue to generate low returns, which are factored into the revenue budget.
31. At 31 March 2022 short term investment via WCC comprised:

	£m
Money Market Funds	3.581
Call (instant access)	1.049
Cash Plus (liquidity fund)	1.913
Other Local Authorities	0.957
	<hr/>
	<b>7.500</b>

## Corporate Considerations

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

## Supporting Information

Appendix 1: Revenue Budget Monitoring 2021/22 – Quarter 4

Appendix 2: Capital Budget Monitoring 2021/22 – Quarter 4

**Hereford & Worcester Fire Authority**  
**Policy & Resources Committee: 4th May 2022**  
**Revenue Budget Monitoring 2021/22: 4th Quarter**

Col Line		2 Qtr.2 Revised Budget £	3 Reserve Adjusts £	4 Funding Re-align £	5 Qtr.4 Revised Budget £	6 Forecast Out-turn £	7 Forecast Variation (Raw) £	8 Reserves Effect £	9 Forecast Variation (Underlying) £
1	WT Firefighter Pay	13,938,900			13,938,900	14,045,893	106,993	(170,432)	(63,439)
2	OC (RDS) Firefighter Pay	4,102,600			4,102,600	4,128,008	25,408		25,408
3	Fire Control Pay	979,500	(80,000)		899,500	983,498	83,998	(67,286)	16,712
4	Support Staff Pay	4,291,000			4,291,000	4,419,263	128,263	(85,468)	42,795
5	Other Employee Costs	120,000			120,000	68,698	(51,302)		(51,302)
6	Pension Costs	1,035,000			1,035,000	1,142,720	107,720		107,720
7		<b>24,467,000</b>	<b>(80,000)</b>	<b>0</b>	<b>24,387,000</b>	<b>24,788,079</b>	<b>401,079</b>	<b>(323,186)</b>	<b>77,893</b>
8	Strategic Management	105,500			105,500	125,889	20,389		20,389
9	New Dimensions	46,400			46,400	26,050	(20,350)		(20,350)
10	Ops Policy	37,800			37,800	65,326	27,526		27,526
11	Protection (TFS)	17,800			17,800	109,733	91,933	(94,306)	(2,373)
12	Prevention (CFS)	213,000			213,000	138,537	(74,463)	(1,121)	(75,584)
13	Training	621,500			621,500	576,976	(44,524)		(44,524)
14	Ops Logistics	1,190,000			1,190,000	1,109,158	(80,842)		(80,842)
15	Fleet	547,000			547,000	453,381	(93,619)		(93,619)
16	Property	2,025,500			2,025,500	1,711,962	(313,538)	187,500	(126,038)
17	PCC Charges	479,800			479,800	369,970	(109,830)		(109,830)
18	PCC Capitalisation	(99,700)			(99,700)	0	99,700		99,700
19	ICT	2,003,700			2,003,700	2,184,598	180,898		180,898
20	Performance & Information	74,300			74,300	13,183	(61,117)		(61,117)
21	Corporate Comms	28,300			28,300	31,355	3,055		3,055
22	Human Resources	452,800			452,800	446,268	(6,532)		(6,532)
23	Fire Authority Costs	61,300			61,300	52,889	(8,411)		(8,411)
24	Committee Services	700			700	0	(700)		(700)
25	Legal Services	37,800			37,800	55,111	17,311		17,311
26	Insurances	361,800			361,800	429,592	67,792		67,792
27	Finance (FRA)	139,400			139,400	87,064	(52,336)		(52,336)
28	Finance (SLA)	88,300			88,300	75,304	(12,997)		(12,997)
29	Finance (Misc)	0			0	(42,225)	(42,225)		(42,225)
30	Unallocated Budgets	(41,000)			(41,000)	0	41,000		41,000
31		<b>8,392,000</b>	<b>0</b>	<b>0</b>	<b>8,392,000</b>	<b>8,020,118</b>	<b>(371,882)</b>	<b>92,073</b>	<b>(279,809)</b>
32	Capital Financing	2,497,000	0		2,497,000	2,425,346	(71,654)	(38,845)	(110,499)
33		<b>2,497,000</b>	<b>0</b>	<b>0</b>	<b>2,497,000</b>	<b>2,425,346</b>	<b>(71,654)</b>	<b>(38,845)</b>	<b>(110,499)</b>
34	<b>Core Budget</b>	<b>35,356,000</b>	<b>(80,000)</b>	<b>0</b>	<b>35,276,000</b>	<b>35,233,543</b>	<b>(42,457)</b>	<b>(269,958)</b>	<b>(312,415)</b>
35	Funding Grants	(8,337,000)		830,400	(7,506,600)	(7,504,676)	1,924		1,924
36	Council Tax	(24,481,000)		600	(24,480,400)	(24,480,406)	(6)		(6)
37	Business Rates & Grants	(1,759,300)		(175,700)	(1,935,000)	(3,093,452)	(1,158,452)		(1,158,452)
38	Special Grants	(488,000)	116,000	(653,000)	(1,025,000)	(1,309,999)	(284,999)	192,675	(92,324)
39	<b>Total Funding</b>	<b>(35,065,300)</b>	<b>116,000</b>	<b>2,300</b>	<b>(34,947,000)</b>	<b>(36,388,533)</b>	<b>(1,441,533)</b>	<b>192,675</b>	<b>(1,248,858)</b>
40		<b>290,700</b>	<b>36,000</b>	<b>2,300</b>	<b>329,000</b>	<b>(1,154,990)</b>	<b>(1,483,990)</b>	<b>(77,283)</b>	<b>(1,561,273)</b>
41	Property Reserve	(220,000)			(220,000)	(32,500)	187,500	(187,500)	0
42	Pension Reserve	0			0	(7,910)	(7,910)	7,910	0
43	TIG Reserve	0	(116,000)		(116,000)	(51,154)	64,846		64,846
44	Protection Grants Reserve	0			0	32,819	32,819	(43,864)	(11,045)
45	Fire Prevention Reserve	0			0	(48,035)	(48,035)	48,035	0
46	Safety Initiatives Reserve	0			0	(23,071)	(23,071)	23,071	0
47	Fire Control Reserve	(80,000)	80,000		0	(80,000)	(80,000)		(80,000)
48	Organisational Excellence Reserve	0			0	(86,500)	(86,500)	86,500	0
49	On Call Recruitment Reserve	0			0	(37,000)	(37,000)	37,000	0
50	Budget Reduction Res	9,300		(2,300)	7,000	0	(7,000)		(7,000)
51	Broadway Reserve	0			0	(38,845)	(38,845)	38,845	0
52	ESN Reserve	0			0	(67,286)	(67,286)	67,286	0
53	<b>Use of Reserves</b>	<b>(290,700)</b>	<b>(36,000)</b>	<b>(2,300)</b>	<b>(329,000)</b>	<b>(439,482)</b>	<b>(110,482)</b>	<b>77,283</b>	<b>(33,199)</b>
54		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,594,472)</b>	<b>(1,594,472)</b>	<b>0</b>	<b>(1,594,472)</b>



**Hereford & Worcester Fire Authority**  
**Policy & Resources Committee: 4th May 2022**  
**Capital Budget Monitoring 2021/22: 4th Quarter**

**Appendix 2**

	2	3	4	5	6
	Revised	Prior Year	Balance at	2020-21	Remaining
	Budget	Expenditure	01-Apr-21	Expenditure	Unspent
	£	£	£	£	£
<b><u>Vehicle Programme</u></b>					
1 Pumps 20-21	1,332,563		1,332,563	1,109,079	223,484
2 Water Carrier 20-21	412,000		412,000		412,000
3 Remote Access Vehicle 20-21	404,130		404,130	200,478	203,652
4 Water Rescue Vehicle (3) 20-21	262,650	226,481	36,169	6,291	29,878
5 Rope Rescue Vehicle (1) 20-21	87,550	76,000	11,550		11,550
6 Van-Spec 20-21	130,000	120,024	9,976		9,976
7 Car 20-21	27,800		27,800		27,800
8 Van-Small 21-22	29,000		29,000		29,000
9 Car 21-22	29,000		29,000		29,000
10 <b>Total</b>	<b>2,714,693</b>	<b>422,505</b>	<b>2,292,188</b>	<b>1,315,848</b>	<b>976,340</b>
<b><u>Major Buildings</u></b>					
11 Redditch FS Prelims	506,183	56,220	449,963	450,109	(146)
12 Wyre Forest Hub	7,273,000	7,128,340	144,660		144,660
13 Hereford Prelims Holmer Road	250,000	15,655	234,345		234,345
14 Broadway FS Prelims	57,447	18,952	38,495	38,495	0
15 <b>Total</b>	<b>8,086,630</b>	<b>7,219,166</b>	<b>867,464</b>	<b>488,604</b>	<b>378,860</b>
<b><u>Other Major Schemes</u></b>					
16 Mobile Data Terminal Replacement	340,000	291,347	48,653	39,630	9,023
17 Fire Control	249,911	26,558	223,353	50,368	172,985
18 <b>Total</b>	<b>589,911</b>	<b>317,905</b>	<b>272,006</b>	<b>89,998</b>	<b>182,008</b>
<b><u>Minor Schemes</u></b>					
19 224 - Audit Software	35,035	22,325	12,710	12,710	0
20 237 - Intel Software	20,000		20,000		20,000
21 247 - ICT Strategy Cloud Services	96,082	41,477	54,605	13,605	41,000
22 248 - ICT Strategy SharePoint	200,000	72,000	128,000	8,550	119,450
23 249 - ICT Strategy Professional Services	150,000	117,666	32,334	17,050	15,284
24 250 - ICT Strategy Equipment	250,000	117,579	132,422	51,199	81,223
25 254 - Leintwardine Rear Extension	179,000	19,139	159,861	895	158,966
26 264 - Ladders	73,376	54,632	18,744	18,744	(0)
27 272 - Ledbury Asbestos works	21,500	11,866	9,634		9,634
28 274 - Leominster Fire Station Tower	10,000		10,000		10,000
29 276 - Pershore Re Roof and Guttering			0		0
30 277 - Peterchurch STF Pallet Storage	8,000	6,306	1,694		1,694
31 302 - Ross Drainage	85,000		85,000		85,000
32 303 - Leominster Welfare Refurb	23,000		23,000		23,000
33 304 - Tenbury Rear Yard	40,000	4,830	35,170		35,170
34 305 - Redditch Water First Responders	15,000		15,000		15,000
35 309 - Disaster Recovery	37,000		37,000	9,796	27,204
36 310 - ICCS FireWall	23,993	20,254	3,739	3,739	0
37 311 - Thermal Imaging Cameras	148,000	102,108	45,892	45,536	356
38 312 - Air Bags	62,474		62,474	62,474	0
39 313 - Power Tools	45,000		45,000		45,000
40 318 - Wifi Improvements	19,985		19,985	19,985	0
41 319 - Traffic Management Droitwich	30,000		30,000		30,000
42 320 - Houses Droitwich	25,000		25,000	6,360	18,640
43 321 - Droitwich1st Floor	24,000		24,000		24,000
44 322 - Defford Welfare	70,000		70,000	37,713	32,287
45 324 - Bromyard Appliance Bay Floor	5,000		5,000		5,000
46 326 - Bromyard Heating	3,000		3,000		3,000
47 327 - Ross On Wye Roof	46,543		46,543	425	46,118
48 329 - Electrical Charging Points	50,000		50,000		50,000
49 354 - Cmnd Training Relocation	130,000		130,000	126,965	3,035
50 355 - Ledbury Roof Works	37,120		37,120	36,180	940
51 356 - Hereford Welfare (Showers)	30,000		30,000		30,000
52 357 - Service Wide: LED Lighting	35,000		35,000		35,000
53 358 - Service Wide: Appliance Bay Pits	30,000		30,000		30,000
54 359 - Droitwich Appliance Bay Doors	31,820		31,820	31,820	0
55 360 - Pershore: Cellar Works	1,100		1,100		1,100
56 361 - Tenbury: Appliance Bay Doors	5,000		5,000		5,000
57 362 - Wyre Forest: STF	8,000		8,000		8,000
58 363 - Hose Branch Renewal	50,000		50,000		50,000
59 364 - Water First Responder Update	150,000		150,000		150,000
60 365 - WAN Hardware	139,000		139,000	69,686	69,314
61 367 - Whitchurch Kitchen Works	6,000		6,000		6,000
62 <b>Sub-Total</b>	<b>2,449,028</b>	<b>590,182</b>	<b>1,858,846</b>	<b>573,432</b>	<b>1,285,414</b>
63 Minor Schemes - Unallocated	151,696		151,696		151,696
64 <b>Total</b>	<b>2,600,724</b>	<b>590,182</b>	<b>2,010,542</b>	<b>573,432</b>	<b>1,437,110</b>
<b><u>Future Building Schemes</u></b>					
65 Budgetary Provision	12,777,834	0	12,777,834		12,777,834
66 <b>Total</b>	<b>12,777,834</b>	<b>0</b>	<b>12,777,834</b>	<b>0</b>	<b>12,777,834</b>
67 <b>Capital Budget</b>	<b>26,769,792</b>	<b>8,549,758</b>	<b>18,220,034</b>	<b>2,467,882</b>	<b>15,752,152</b>

## **Report of the Assistant Chief Fire Officer**

### **Pensions Board Update (Fire Pension Schemes)**

#### **Purpose of report**

1. To provide the Committee with an update on the establishment and activities of the Pensions Board.

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#### **Recommendations**

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

- (i) The Pensions Board continues to be compliant with the Public Services Pensions Act 2013.***
- (ii) In line with the Pensions Regulator, it was decided that the Pensions Board would move to four meetings per year.***

#### **Background**

2. The Public Sector Pensions Act 2013 requires Scheme regulations to provide for the establishment of a Pensions Board from 1 April 2015 to assist the Scheme Manager in:
  - Securing compliance with the Scheme regulations and other legislation relating to the governance and administration of the Scheme
  - Securing compliance with any requirements imposed by the Pensions Regulator
  - Any other matters as detailed by the regulations.
3. The Authority established its Pensions Board at the Policy and Resources Committee on 25 March 2015. The authority to implement the Pensions Board and make appointments to the Board was delegated to the Head of Legal Services, in consultation with the Chairman of Policy & Resources Committee.

#### **Update**

##### **Pension Board Training Needs**

4. Recommendations from the Pensions Board Regulator have been supported to enable to have sufficient knowledge of the pension schemes and their roles as Board members. The LGA provided a training session via MS Teams on 22 February. This is provided once per year to enable members to actively participate

and discuss Board issues; the training will cover all pension schemes as well as our role as a pension member.

#### Composition of Scheme Membership

5. At each meeting, the Board receives and reviews data on scheme membership across the Service. Membership has stayed consistently high and no trends have been identified.

#### Scheme Advisory Board

6. The role of the Pensions Board is to receive updates from the Scheme Advisory Board. Since the last report, a survey has been undertaken on workforce and pension statistics by the Home Office and results given. The Board will now look at this data and carry out a comparison with other FRSs. In February 2019, HMT paused the cost cap element of the 2016 valuations (every 4 years there is a valuation of the different funds and actuaries looking at calculations to see if it meets the cost cap). Further clarity will be provided going forward as and when known. From 30 November 2021 strict rules were issued giving FRAs tools to act if they have suspicions about the circumstances that have led a member to transfer a pension, i.e. to a personal pension or occupational pension scheme. FRAs can now physically stop transfers if they become suspicious.
7. The Board ensured that the Service was considering the legal implications of implementing Immediate Detriment and that the reasons for the decisions made were documented

#### Risk Register Update

8. The Board is required to compile, update and report on any significant risks or issues related to pensions. The Pensions Board Risk Register has now been finalised and aligned to the Service Strategic Risk Register (SRR) format to apply a consistent approach with the most significant risks being escalated to the SRR.

#### Breaches

9. The Board is required to be made aware of any breaches to the law where that breach is likely to be of material significance. Since the last report, there have been no Conflicts of Interest or breaches which required to be reported to The Pensions Regulator.

#### Sargeant Remedy Update

10. Since the date of the last pensions Board meeting, the Public Service Pensions and Judicial Offices Act 2022 received the Royal Assent on 7<sup>th</sup> March and lays the foundations for the remedies previously discussed. However, key provisions do not come into effect until implemented by secondary legislation and which will not be completed until October 2023. When fully implemented the Act will deliver options on the Remedy period for individuals who have moved out of legacy schemes. It intends to deliver a set of options for people to move into the 2015 Scheme not previously covered by the Court of Justice ruling and will move everyone into the 2015 Scheme from 1 April 2022. It also sets out to resolve tax

implications around issues such as Authorities' payment charges or lump sum payments and other such issues.

### Decisions Log

11. Due to the imminent retirement of the Deputy Chief Officer a decision was taken to appoint a new Pensions Board Chair; the Board appointed the current Assistant Chief Officer as the new Chair.
12. To ensure all control measures are in place for foreseeable risks, and to coincide with the realignment of the Pensions Board Risk Register, Board members were requested to send their views on the risk register.

### **Conclusion/Summary**

13. This paper provides an update on the activities of the Pensions Board for the Firefighter Pension Schemes (FPS) to assist the Scheme Manager in securing compliance with the Public Services Pensions Act 2013.

### **Corporate Considerations**

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues).	The local Pensions Board has been implemented in accordance with the Public Sector Pensions Act 2013 which is a new burden on Fire Authorities.
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	None.
<b>Risk Management/Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	A risk register is in place with an additional one for the Sargeant ruling being created
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter).	None
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	None

## **Report of the Assistant Director - Prevention**

### **Slavery and Human Trafficking Statement 2021/2022**

#### **Purpose of report**

1. To recommend adoption of the Slavery and Human Trafficking Statement 2021/2022.
- 

#### **Recommendation**

***It is recommended that the Slavery and Human Trafficking Statement 2021/2022 be approved and published on the Service website.***

#### **Introduction and Background**

2. The Modern Slavery Act 2015 requires certain organisations to produce an annual statement setting out the steps they have taken to ensure there is no modern slavery in their own business and their supply chains.
3. As a public sector organisation Hereford & Worcester Fire Authority (HWFA) is not currently required to produce a statement, however we are making a voluntary statement in line with our Values and the ethical principles of the NFCC Core Code of Ethics for Fire and Rescue Services.
4. This statement sets out the steps that HWFA has taken to prevent modern slavery in its supply chains and own business. This statement relates to the financial year 1st April 2021 to 31st March 2022.

#### **Purpose of the Statement**

5. A key purpose of this statement is to prevent modern slavery in our organisation and supply chains. A means to achieve this is to increase transparency by ensuring the public, employees and stakeholders know what steps the Service is taking to tackle modern slavery. The Service is required to build on what it is doing year on year and publish a statement annually on the Service website. The expectation is that the statements evolve and improve over time.

#### **Content of the Statement**

6. A statement should aim to include information about:
  - a. the organisation's structure, its business and its supply chains;
  - b. its policies in relation to slavery and human trafficking;

- c. its due diligence processes in relation to slavery and human trafficking in its business and supply chains;
  - d. the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk;
  - e. its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate;
  - f. the training and capacity building about slavery and human trafficking available to its staff.
7. The Modern Slavery Act requires a slavery and human trafficking statement to be approved and signed by an appropriate senior person in the organisation. This ensures senior level accountability, leadership and responsibility for modern slavery and gives it the serious attention it deserves. An organisation's senior leaders are best placed to foster a culture in which modern slavery is not tolerated in any form and are expected to lead and drive awareness.
  8. The statement summarises the structure of the Service, policies applicable to modern slavery and the relevant steps the Service has taken to date in relation to modern slavery and highlights how we do this in relation to procurement and safeguarding.

## Training

9. In order to achieve a greater understanding of slavery and human trafficking it is recommended that the Service takes further steps to build knowledge and awareness and that training on slavery and human trafficking is incorporated into existing safeguarding training and made available to members of staff.

## Conclusion/Summary

10. To conclude, whilst not legally required - HWFA has chosen to make a Slavery and Human Trafficking statement publicly available in order to raise awareness and ensure there no modern slavery in our own business and supply chains.

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	There may be a financial implication to fund training provided to staff members.
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	The statement directly supports our safeguarding and procurement workstreams and links to the Prevention strategy.

<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	There is a risk to members of the public if we do not raise awareness.
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	Staff and trade union colleagues will be advised of the decision to voluntarily produce a statement.
<b>Equalities</b> (has an Equalities Impact Assessment been completed?)	Yes, no impact.
<b>Data Protection Impact Assessment</b>	Not required.

### Supporting Information

Appendix 1 – Slavery and Human Trafficking Statement 2021/2022

## Slavery and Human Trafficking Statement 2021/2022

The Modern Slavery Act 2015 requires certain organisations to produce an annual statement setting out the steps they have taken to ensure there is no modern slavery in their own business and their supply chains.

As a public sector organisation Hereford & Worcester Fire Authority (HWFA) is committed to the principles of the Modern Slavery Act 2015 and the abolition of modern slavery and human trafficking. Whilst the Authority is not currently required to produce a statement, we are making a voluntary statement in line with our Values and the ethical principles of the [NFCC Core Code of Ethics for Fire and Rescue Services](#).



This statement sets out the steps that HWFA has taken to prevent modern slavery in its supply chains and own business.

## About Us

The Fire Authority is composed of 25 Members, all of whom are local councillors appointed by Worcestershire County Council and Herefordshire Council in proportion to the size of the population of those two counties currently as follows:

Herefordshire Council	6
Worcestershire County Council	19

HWFA has a constitution which sets out how it operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local communities. Some of these processes are required by the law and others HWFA has chosen to implement.

HWFA oversees Hereford & Worcester Fire and Rescue Service which serves a population of approximately 784,200 across the two counties of Herefordshire and Worcestershire. HWFA employs 688 members of colleagues, working in 774 roles and in 2020/21 had a budget of £35.8 million.





Information about our Service structure, the Senior Management Board and their areas of responsibility can be found at <http://www.hwfire.org.uk/about-us/the-fire-service/service-structure/>

The [Annual Service Plan](#) sets out our purpose and values along with the priorities for we will be focusing on in 2021/22 to help to deliver the [Community Risk Management Plan 2021-25](#), which sets out our medium-term priorities to keep people safe, support our workforce and deliver value for money.

## Policies in relation to Slavery and Human Trafficking

### Procurement

Due to the nature of our organisation, we assess ourselves to have a low risk of modern slavery in our business and supply chains. Our supply chains are limited and we procure goods and services from a restricted range of UK and overseas suppliers, mainly through UK government frameworks.

- [Contract Standing Orders](#) - when assessing the appropriateness of suppliers e.g. those to whom the requirements of the Modern Slavery Act apply we consider the supplier's Anti-Slavery and Human Trafficking Statement and evidence of compliance.
- Ethical Code in Relation to Procurement - HWFA colleagues are advised not use suppliers whose own corporate procurement practices and conduct whether directly or indirectly are deemed to be in breach of the Modern Slavery Act 2015.
- Contract Terms - our contracts contain terms for default events and breaches of contract which could be invoked should a supplier be found to have failed to meet their obligations under the Modern Slavery Act 2015 or other applicable laws.

### Our Policies

As an equal opportunities' employer, we are committed to creating and ensuring a non-discriminatory and respectful working environment for our colleagues. We want all colleagues to feel confident that they can expose wrongdoing without any risk to themselves.

Our recruitment and people management processes are designed to ensure that all prospective employees are legally entitled to work in the UK and to safeguard employees from any abuse or coercion.

HWFA consults with trade unions on the development of policies and has the following policies in place to help it meet the requirements of the Modern Slavery Act:

- Whistleblowing Policy - HWFA is committed to the highest possible standards of openness, probity and accountability. We expect colleagues who have serious concerns about any aspect of the Service's work to come forward and voice those concerns. The policy can be viewed at: <https://www.hwfire.org.uk/assets/files/whistleblowing-policy-v4-01.docx>



- Employee Code of Conduct – the Code of Conduct identifies our values, purpose and the roles and responsibilities of all colleagues.
- Dignity at Work policy – this policy promotes a positive and supportive working environment which is free from harassment, bullying and victimisation; where individuals are confident, if they bring a complaint in good faith, that the matter will be dealt with according to the agreed procedures without fear of subsequent victimisation or disadvantage.
- Recruitment policy– HWFA has a robust policy in place to ensure colleagues have a right to work in the UK, with checks made before employment including appropriate reference checks, and that they are paid directly into an appropriate, personal bank account.
- Pay Policy - pay for all HWFA colleagues is determined by the Local Government Employers with the Employers' Sides of the National Joint Council for Local Authority Fire and Rescue Services, the Middle Managers' Negotiating Body, the NJC for Brigade Managers of Local Authority Fire and Rescue Services, the Fire and Rescue Authority locally and representative bodies nationally. Pay awards are considered annually for all colleagues. Our Pay Policy Statement can be viewed at <https://www.hwfire.org.uk/assets/files/pay-policy-statement-1-421.pdf>

## **Safeguarding**

HWFA is committed to safeguarding adults with care and support needs as well as children and young people across the two counties. HWFA has guidance in place for all colleagues who engage with the public, whether operational colleagues through the emergency response provided or by colleagues and volunteers in respect of our protection and prevention work.

The guidance includes a reporting process and safeguarding training is in place for all Service personnel including volunteers.

HWFA is involved in various Multi Agency Targeted Enforcement (MATE) operations, with partners such as Trading Standards, Environmental Health, Housing, West Mercia Police and Home Office Immigration Enforcement. The information generated through the initiative helps to target the enforcing agencies resources to help protect those who may be at risk of slavery or human trafficking.

This statement has been approved by the Fire Authority.

Jon Pryce

Chief Fire Officer / Chief Executive

Cllr. C.Taylor

Chairman

## **Report of the Assistant Director - Prevention**

### **Young Firefighters Association**

#### **Purpose of report**

1. To review the current position of the Young Firefighters Association (YFA) and propose a recommendation to alter the delivery model prior to recommencement following the lifting of Covid-19 restrictions.
- 

#### **Recommendation**

***It is recommended that the existing Young Firefighters Association (YFA) be replaced by the NFCC endorsed format UK Fire Cadets, with a branch based at Droitwich Fire Station.***

#### **Introduction and Background**

2. The Young Firefighters Association (YFA) has been running for 22 years in its various formats. The YFA is based at Droitwich Fire Station where the Service has provided accommodation for the branch in one of the terraced buildings adjacent to the drill yard.
3. The branch at Droitwich is run by a team of volunteer instructors including Wholetime and On-call staff and previous Young Firefighters.
4. All YFA activities were suspended in March 2020 due to the Covid pandemic and they have not recommenced. This has provided a useful pause to review the Service youth engagement offer and how this contributes to our wider fire safety and prevention activities.

#### **Options for Future Delivery**

5. Three main options have been considered:
  - i. No changes are made and the YFA remains in its current format;
  - ii. The YFA is disbanded and the budget / resources allocated are reinvested into prevention related activities focused on young people / youth engagement;
  - iii. HWFRS moves from delivering the existing Young Firefighters Association (YFA) model, to the NFCC endorsed format UK Fire Cadets with a branch based at Droitwich Fire Station.

## **Option 1 – Continue with the YFA in its current format**

6. Youth engagement is led by the Prevention Department and the YFA links directly into the Station Commander for Prevention who oversees its smooth running. The YFA Constitution states the following as aims and objectives:
- (i) To recruit young people and allow them the opportunity of joining a uniformed youth organisation associated with a statutory agency.
  - (ii) To assist in the member's development, both mentally and physically while promoting self-discipline, social consciousness and community awareness.
  - (iii) To promote the Fire Service activities and increase awareness of community safety matters.
  - (iv) To foster a spirit of adventure and develop qualities for leadership, teambuilding and active participation amongst its members.
  - (v) Supporting the County's Strategy for Children and Young People, by building safer and stronger communities.

## **Support for the YFA**

7. Youth engagement carries with it clear rules and procedures. The services of a local Youth Development Agency (Young Solutions) have been employed over recent years to independently assess the efficacy of the structure and process utilised to facilitate YFA activities. These services are secured by an annual subscription to Young Solutions This secures an organisational health check bi-annually and has allowed volunteers to access their eLearning website). It also delivers up-to-date training on aspects of Youth Work, including Safeguarding, Dealing with Challenging Behaviour and Recognising Signs of Abuse etc. Similarly, the lead instructors are invited to the Prevention department's Quarterly Safeguarding meetings where relevant and attend by exception. Prevention Managers attend these meetings and subsequently cascade information to relevant staff.
8. The audit process by both Worcestershire County Council and Young Solutions has shown the YFA to be managed in a safe and effective manner. All volunteer instructors have up-to-date Enhanced DBS checks and there is an instructor recruitment protocol in place.
9. The YFA is allocated a budget of £6,000 to maintain its function, managed by the Prevention Department. However, the true cost of hosting the YFA is greater when taking account of the cost of the appliance and its maintenance provided for the YFA to use and the time awarded for instructors to run the YFA.

## **Option 2 – The YFA is disbanded and the budget reinvested into prevention related activities focused on young people / youth engagement**

10. The £6,000 budget could be reallocated into the Prevention Department if a decision was taken to disband the YFA and not consider an alternative youth engagement model. In this scenario the funds could be used for specific targeting of activity linked specifically to identified risks. There would also be a reduction in costs within Fleet department and an existing reserve fire engine could be removed from the fleet. Additionally, a reasonable amount of Officer time and capacity would be released back into the Service, including within the prevention department and with volunteer members of staff being time off for existing YFA activities.

## **Option 3 – UK Fire Cadets – Considerations**

11. [UK Fire Cadets](#) operates in many Fire and Rescue Services and there are 200 units across the country. It is a NFCC sponsored organisation with similar aims and objectives to the YFA and is a programme affiliated to the Fire Standards Board. It is a nationally recognised inclusive and progressive uniformed youth organisation delivered through Fire and Rescue Services, which inspires and empowers young people to be the best they can be.
12. UK Fire Cadets Board meets regularly and sits within the Children and Young People Workstream of the NFCC. This collaborative working allows for benefits to children and young people and also a standard approach to the following:
  - a. Uniform
  - b. Award scheme with B-TEC accreditation
  - c. Branding
  - d. Event and activities
  - e. Website
  - f. Data-management system
  - g. Support and Guidance for services
  - h. Networking and development opportunities for Cadet Instructors and managers
13. UK Fire Cadets offers a wide range of services, free of charge, to NFCC affiliated UKFRS. Some of the services include:
  - (i) Access to a free IT software called FireCadet Manager, which can be used for HR functions of instructors and cadets, including; attendance, training, competency, fundraising and a secure communication with cadets and carers/adults.
  - (ii) Training materials, e.g. Youth Fireground Training Manual.
  - (iii) Service advice and support via regional Fire Cadet representatives.
  - (iv) Access to the knowledge and experience of a national group through an official forum.
  - (v) Contribution to the future of UKFRS youth engagement at annual conferences, consultations and joint working opportunities.

14. There is no cost to joining the UK Fire Cadets and the services they provide will ensure our young people are safe, developed and receiving the fullest experience.
15. A number of meetings have taken place over the last three months with key stakeholders across the Service including YFA Leads and Prevention Leads where the UK Fire Cadet Model was presented in detail. Following discussions, all parties agreed that the Service, instructors and young people would benefit from moving to the NFCC UK Fire Cadet delivery model.
16. A budget of £6000.00 per annum is currently allocated to the YFA, it is anticipated that this will be sufficient to enable successful transition to the UK Fire Cadets. This will be used to purchase new uniforms, allow the branch to improve and replace equipment and facilitate instructor training. This will be possible by utilising the current Prevention budget.
17. To ensure appropriate oversight and support, the Young Solutions organisation will be commissioned to independently assess the efficacy of the structure and process utilised to facilitate Fire Cadet activities.

### **UK Fire Cadets - Alignment to Service Strategies and the national picture**

18. The Service's Community Risk Management Plan 2021 - 2025 (CRMP page 13) includes a commitment to supporting the YFA as part of the Prevention workstream.
19. Should it be approved, the HWFRS branch of the UK Fire Cadets would also be required to promote Prevention activity and related messages, attending Station Open Days and other public events. Similarly, Fire Cadets would be encouraged to engage with their peer group and communicate Prevention messages. It is anticipated that Prevention will be at the centre of the activities UK Fire Cadets undertake, which is the main rationale for this initiative from the Fire Authority's perspective as it will help deliver one of our key statutory functions.
20. A gap analysis of the Prevention department's activity against the Fire Standards Board's new Prevention Fire Standard has recently been undertaken. The inclusion of a youth engagement initiative could be used as evidence of the Prevention department's key activities to close a number of the gaps such as '5. Optimise resources to proactively engage and educate the community it serves, working collaboratively with others as and when appropriate'.

### **Conclusion/Summary**

21. Youth engagement via the YFA has been a staple within the Service for the past 22 years providing the Service with the opportunity to engage with a diverse group of young people, who in turn can engage and influence their peers on matters relating to their safety and well-being.
22. Having a renewed youth engagement platform to support the Service's CRMP and Prevention Strategy, promoting prevention message and assisting in the delivery of Prevention activities, provides an opportunity for young people locally to develop and enjoy an immersive experience in a Fire and Rescue environment.

23. Moving to UK Fire Cadets will enable the group to take advantage of a nationally structured programme that is evolving and improving with current topics and lessons.
24. If the recommendation is approved, it is anticipated that the HWFRS Unit of the UK Fire Cadets would commence operating in September 2022. This will align with the start of a new academic year and will also allow sufficient time to implement any changes identified in the gap analysis.

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	The Service provides a £6K budget annually to cover YFA running costs and provides suitable accommodation for their base location (Marshall House at Training and Development Centre). It is anticipated that this will be sufficient to allow for the setup of the UK Fire Cadet Unit.
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	Youth engagement supports the Service's CRMP and Prevention Strategy by engaging with (and providing unique opportunities for) young people locally to develop and enjoy an immersive experience in a Fire and Rescue environment and in doing so assisting them to influence their peers. It also allows the Service to demonstrate inclusivity by recognising the diversity of our community and providing equality of access to our Prevention agenda.
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	Working with young people does present an element of corporate risk; however, the branch is well supported and managed within the Prevention Department and has performed well in two recent (independent) audits. A Gap Analysis has been produced by Prevention Managers which will be completed prior to commencing any NFCC UK Fire Cadets meetings.
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	N/A
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	A People Impact Assessment is required to be completed initially and annually in the Gap Analysis with assistance from the service EDI lead officer.

## NOT FOR PUBLICATION

In the opinion of the Proper Officer, the discussion relating to Appendix 1 of this report is likely not to be open to the public on the grounds that it would be likely to involve the disclosure of exempt information within the meaning of section 100A(4) of the Local Government Act 1972, namely

- information relating to the financial or business affairs of any particular person (including the authority holding that information).

Hereford & Worcester Fire Authority  
Policy and Resources Committee  
4 May 2022

## **Report of Deputy Chief Fire Officer/Director of Prevention and Assets**

### **Property Services Update**

#### **Purpose of report**

1. To provide an update for Members on the current property programme.
- 

#### **Recommendation**

*It is recommended that:*

- (i) *the property update and progress is noted, and*
- (ii) *the budget allocation for redevelopment of Broadway Fire Station be increased to the amount shown in Appendix 1 [CONFIDENTIAL - Not For Publication].*

#### **Background**

2. It was reported to the committee meeting in January 2022 that the Fire Authority entered into an agreement for the office of the Police and Crime Commissioner (OPCC) to deliver our property management functions as part of a joint property team, as a result of the wind down of PPL. The new service became operational on 1<sup>st</sup> April 2021 and is now well established and delivering against our planned property programme.

#### **Budgets**

3. Recent reports to the committee have referenced the UK construction tender price index, and the associated inflationary pressures being seen across the building sector. Taking this into account the Treasurer is building in contingency funds in anticipation of our current capital build programme. We



will update Members as projects develop, notably Redditch and Hereford fire station builds.

## Property Update

4. **Broadway Fire Station:** Broadway is a single fire engine on-call station. It has been recognised for some time as being in a very poor state of repair and lacking the facilities necessary for a modern fire station. The existing site is constrained but, following several unsuccessful attempts to identify a suitable alternative location, the Fire Authority gave approval for the redevelopment of a new station on the existing site.
5. A detailed planning application was submitted in May 2021, and planning approval has now been granted by the local authority. The project team advertised the approved plans and detailed designs via the Bluelight procurement portal. Evaluation of tenders and interviews with prospective contractors took place in January, and a preferred contractor has been selected.
6. The original budget allocation for this scheme was made in 2018. There has been no adjustment for inflation since then. The estimated cost of the current proposals is shown in Appendix 1 (**confidential - Members only**) leaving a shortfall compared to the existing allocation. The Treasurer advises the estimated shortfall can be financed, and has already been factored into existing budgets.
7. **Redditch Fire Station:** The replacement of Redditch Fire Station has been part of the Authority's approved capital programme for several years. In collaboration with West Mercia Police, the Service is developing plans to provide a joint Fire and Police facility, building upon the concept of the Bromsgrove joint Fire / Police station.
8. The property update to Members in January 2022 noted that a detailed planning application was submitted on the 17<sup>th</sup> December 2021 to the local authority. It also confirmed that interviews were being completed with four potential contractors in January via a construction procurement framework. These were completed, and a contractor is currently working with the design team to develop the detailed designs and specifications, as we await a decision on the submitted application.
9. **Hereford Fire Station:** Following approval to progress the redevelopment of Hereford Fire Station at St Owen Street, a high-level feasibility options appraisal of the existing fire station site has been completed, along with a number of surveys of the site. The preferred option proposes a new four bay fire station with associated accommodation, improving access and egress from the site and enhancing car parking.
10. It was reported to the committee in January that completed feasibility drawings and surveys would form the basis of a tender pack to appoint architects who would develop the proposals. As reported, tenders were advertised in January, with evaluations and interviews being completed at the

end of March. Architects have now been selected, and have commenced the next design stage to enable a planning application to be submitted to the local authority within the next six months. Their work includes consultation with staff, and the appointment of specialist consultants where required.

11. **North Herefordshire Strategic Training Facility:** At the last committee it was reported that site surveys and feasibility drawings would form the basis of a tender pack to appoint architects to progress the scheme to completion. Tenders were released in February, and architects have now been selected to progress the project feasibility plans. Their work includes consultation with staff and the completion of additional surveys on-site to enable a full planning application submission within the next six months.
12. **Relocation of Training Centre to Wyre Forest Fire Station:** The architects who completed the Wyre Forest scheme have visited the existing Training Centre in Droitwich and met with the centre managers to commence initial scoping works, and formulate accommodation schedules for the proposed requirements of a new facility. This work will continue throughout the new year and we will update the committee on progress as options start to formulate.
13. **Planned and reactive property maintenance:** General maintenance and building works continue across the Service's estate. Notably, refurbishment of Tenbury Wells, Whitchurch and Fownhope fire stations has been completed. Other upgrades to Pershore, Ledbury and Leominster fire stations is on-going. The contract for routine repair and maintenance works has recently been re-tendered and has been awarded to CBRE, who are a major property services company.

#### Site Disposals

##### **Windsor Street, Bromsgrove**

14. This is the site of the former Bromsgrove Fire Station which has been vacant since the new joint Police / Fire Station was opened in 2014. The site is complex in that the building adjoins the former County Council library and the buildings overlap.
15. We reported previously a sale with Bromsgrove District Council was being negotiated, and can now confirm that a sale was completed on the 31<sup>st</sup> March 2022.

##### **Former Bewdley Fire Station**

16. Contracts were exchanged in August 2020, subject to planning permission for a mixed retail and residential use. We can now report that the sale was completed February 2022.

### Former Kidderminster Fire Station

17. We previously reported that the Authority has accepted an unconditional cash offer for the site. Despite the purchaser's initial commitment to complete the transaction quickly, contracts have still not yet been exchanged. It now looks unlikely that sale will proceed in its current form and officers are taking further advice with regard to the possible remarketing of the site.

### Former Stourport Fire Station

18. The former fire station is adjacent to the County Buildings which are due to become vacant later this year. We previously reported that discussions with the County Council regarding the possibility of them purchasing the site were on-going. We can report that a sale was completed in March, and the site has now been handed over.

### Conclusion/Summary

19. The Fire Authority has entered into an agreement for the OPCC to deliver our property management functions as part of a joint property team. The new service became operational on 1st April 2021 and is now established and delivering against our property programme.
20. There are currently four new build schemes being planned / developed, including; Broadway Fire Station, Redditch Fire Station, Hereford Fire Station, and a Strategic Training Facility in north Herefordshire. Planned and reactive property maintenance continues across the Service's estate. Site disposal of the former fire station sites at Windsor Street Bromsgrove, Bewdley, and Stourport have been completed, and Kidderminster continues to be progressed.

### Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues).	None.
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	Details underpin a number of key property priorities for the Authority.
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	None.
<b>Consultation</b> (identify any public or other consultation that has been	None.

carried out on this matter).	
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?).	None.

### Supporting Information

Appendix 1 – Redevelopment of Broadway Fire Station - Estimated Project Costs  
[CONFIDENTIAL - Not For Publication]

## **Report of the Assistant Director: Prevention**

### **2021-22 Performance Report: Q3 (01 October – 31 December 2021)**

#### **Purpose of report**

1. This report summarises the Service's performance for Quarter 3, 2021-22.
- 

#### **Recommendation**

***It is recommended that the Fire and Rescue Authority note the Q3 2021-22 performance headlines set out in Section 4 of this report, with further details available in Appendix 1.***

#### **Introduction and Background**

2. The Service gathers performance data relating to incidents attended and activities carried out, and reports to the Policy and Resources Committee and the Senior Management Board on a quarterly basis. The Q3 2021-22 Performance Report is attached as Appendix 1, and provides information on overall incident numbers, Prevention, Protection and Response activities and an overview of the Service workforce.
3. The Performance Report relates closely to the Prevention, Protection and Response strategies as well as the Community Risk Management Plan 2021-25.

#### **Incident Overview**

4. A total of 1,802 incidents were attended in Q3 2021-22, a small increase of 5% on Q3 2020-21, and close to the five year average of 1,739 incidents. This is made up of:
  - a. 330 Fires: the 330 fires attended in Q3 were 10% higher than Q3 2020-21, but is still lower than the five year average of 376.
  - b. 631 Special Services: although this is 11% higher than Q3 2020-21, it is a decrease of 20% compared to 787 incidents recorded in Q3 2019-20.
  - c. 841 False Alarms: these are at a similar level to Q3 2020-21, with all 3 categories at a similar level to Q3 2020-21 (Fire alarm due to apparatus; Good intent false alarm and Malicious false alarm).

## **Prevention**

5. 898 Home Fire Safety Visits (HFSV) were completed in Q3 2021-22, a 68% increase over the same period in 2020-21, which reflects the various restrictions on working arrangements in place during 2020. Out of 898 HFSVs, 482 were delivered by Prevention department (479 Technicians, 2 Senior Technicians and 1 On-Call Project) and 416 were delivered by crews (Wholetime 415, On-Call 1).

## **Protection**

6. With businesses restarting following the easing of lockdown restrictions, more inspections have been possible during Q3 2021-22.
7. The easing of restrictions has also enabled the Risk Based Inspection Programme (RBIP) to gain momentum during the quarter. 609 Technical Fire Safety (TFS) activities were carried out in comparison to 437 in Q3 2020-21; this is an increase of 39%. Out of 609 TFS activities, the Protection department delivered 605, crews (RIOPS/RIRES – Fire Safety Audit) delivered 2 and flexi duty officers (RI - Fire Safety Audit) delivered 2. Watch Commanders and Crew Commanders are also being trained to gain Level 3 Certificates in Fire Safety, which will increase capacity to carry out formal inspections from Q1 2022-23.
8. New building safety legislation has also been introduced, and the department is proactively contacting business leads to highlight their fire safety responsibilities and offer support and signposting to other assistance where needed.

## **Response**

### Fires

9. The numbers of Primary Fires attended in Q3 2021-22 were up by 9%, and Secondary Fires were up by 31% over the same period in 2020-21. While the number of Primary Fires rose to 200, this was due to the number of Primary Building Fires increasing, while the Outdoor Fires and Vehicle Fires remained relatively constant. However, despite an increase in Primary Building Fires (141 incidents in total), only one victim went to visit hospital where an injury appeared serious. 86% of the Primary Building Fires were classified as accidental and most of them started in the kitchen area (38%). One third of these fires occurred in houses of a single occupancy. Only 5% of the Primary Building Fires (7 out of 141 incidents) involved mobilisation of five or more pumping appliances.
10. The most significant fire happened in a warehouse in Kidderminster where the final fire damage was estimated between 5,001 and 10,000 square metres and it took 7 days and 8 hours to close this incident. From the start of the incident to the closure a total of 128 vehicles and 55 specialist flexi-duty officers attended. Three of our bordering FRS's provided 11 appliances in

support, six from Shropshire, four from West Midlands and one from Staffordshire. The Service mobilised 30 special vehicles, the Water Carriers were mobilised the most - 14 times, followed by the ICU's - seven times and the ALP's – six times. All 25 stations attended over the course of the incident.

11. There was a 31% increase to 109 Secondary Fires from 83 in Q3 2020-21. Although there was no identifiable pattern to cause this overall increase, in the Outdoor Structures category a cluster of deliberate incidents in Ledbury town has been identified. This is currently being followed up by the Prevention department in conjunction with local partner organisations.
12. No life was lost due to a fire incident during Q3 2021-22. During Q3 2020-21 there were 2 fatalities.

### Road Traffic Collisions

13. In terms of Road Traffic Collisions (RTCs), there were 175 incidents during the quarter, a 10% increase compared to Q3 2020-21. Prior to the pandemic, 197 RTCs were recorded in Q3 2019-20, with an overall downward trend over the last five years.
14. With the increase in road use during the quarter, both fatalities and injuries in RTCs increased: there were 4 fatalities and 15 serious injuries in the RTCs attended by the Service.

### Attendance Performance Measure

15. In Q3 2021-22 the Service attended 141 Primary Building Fires. The average attendance time decreased from 11 minutes 16 second recorded in Q3 2020-21 to 10 minutes 44 seconds in Q3 2021-22. This was largely due a greater proportion of incidents attended being closer to the fire stations. In addition, there was a reduction of 18 seconds in call handling, which continues to remain within the target of 2 minutes.
16. Out of 141 examined Primary Building Fires, 70 incidents reported that the attendance performance measure was not met. The main reasons given were travel distance (36 incidents) and turn in time (14 incidents).

### On Call Appliance Availability

17. The First On Call appliance availability fell to 84.46% during the quarter, down from 90.29% in the same quarter of 2020-21. Availability for all On Call appliances fell to 73.20%. However, for the first On Call appliance 64% of fire stations (16 stations) remained at over 85% availability. Ross-on-Wye continued to have the highest availability of 99.95%. Since Q3 of the previous year the main differences were Pebworth and Wyre Forest stations which dropped below 85%, while Pershore and Peterchurch stations dropped below 75%. Broadway station remained at 50% availability.

## People

18. In terms of inclusion, the proportion of female employees has risen to 19% of the workforce, this is a 1% increase since Q3 2020-21. There has been no change in the ethnic minority representation in the workforce since Q3 2020-21, and it is currently at 7%.
19. Overall absence due to staff sickness remained unchanged and was equal to 2 days lost per person in Q3 2021-22. Both support staff and fire control staff showed increases during the quarter, while sickness absence among wholetime decreased. In terms of the split between long and short term absence, long-term absence represents 63% of all staff sickness absence in this quarter, down from 67% in Q3 2020-21. Mental Health (Anxiety) and Respiratory (Cold/Cough/Influenza) were the most common reasons for absence in this quarter.
20. Staff absence figures do not include sickness related to Covid-19, which is reported separately.

## Conclusion/Summary

21. Further information on the headlines set out above is included in Appendix 1.
22. The Strategic Leadership Board will continue to receive performance reports and oversight of the measures being taken to address any issues arising. Where improvements are required any necessary action will be reported to the Policy and Resources Committee.

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	None at present.
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	The areas included link with the Annual Service Review and Annual Service Plan and the strategic objectives of the Service as outlined in the CRMP and three core strategies.
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	Relevant data is fed into the Health & Safety Committee as appropriate.



<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	None.
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	No, the report concerns operational activity and other areas of general performance data.
<b>Data Protection Impact Assessment</b> (where personal data is processed a DPIA must be completed to ensure compliant handling)	Not required – no personal data is identified.

### Supporting Information

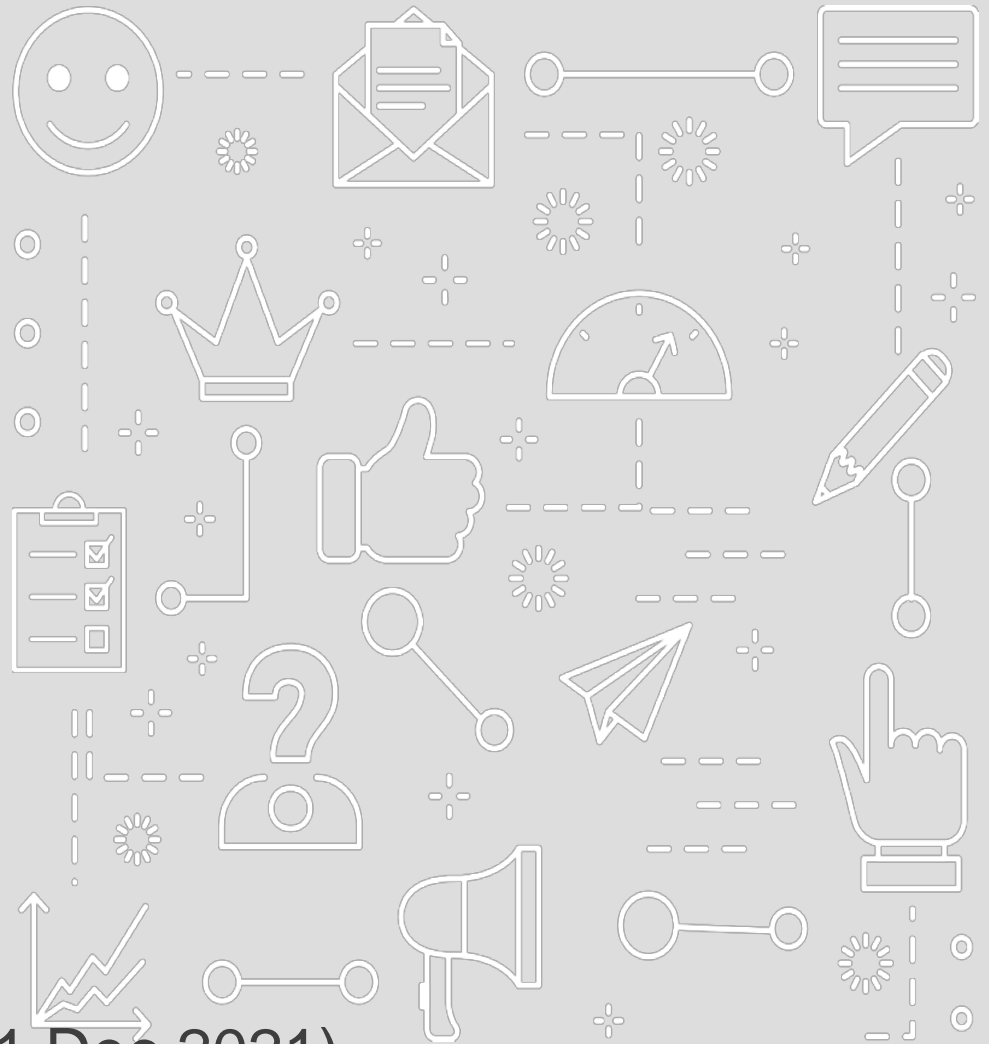
Appendix 1 – Performance Report: Quarter 3 2021-22



HEREFORD & WORCESTER  
**HWFR**  
FIRE AND RESCUE SERVICE

# Performance Report

Quarter 3 2021-22 (01 Oct – 31 Dec 2021)  
Report of the Assistant Director: Prevention



# Incident Overview

Q3 2021-22 (01 Oct – 31 Dec 2021)



## All Incidents

Total  
**1,802**

Change since Q3 2020-21

↑ **5%**

Small increase on Q3 2020-21, and continues to average about 1,739 per Q3 over the last 5 years. The Service also attended 7 'Over The Border' incidents.



## Fires

**330**

↑ **10%**

Although there is an increase compared to last year, the number of fires are similar to Q3 2019-20 (336 incidents).



## Special Services

**631**

↑ **11%**

While there is an increase of 11% compared to last year, there is a decrease of 20% compared to Q3 2019-20 (787 incidents).



## False Alarms

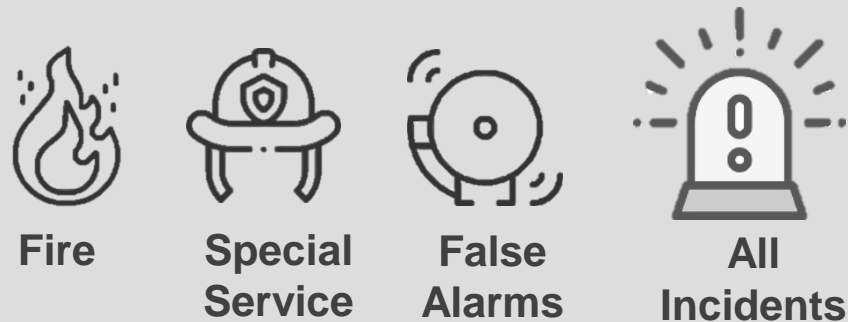
**841**

↔ **0%**

False Alarm incidents remained at a similar level to Q3 2020-21, with an average of 836 over the last 5 years.

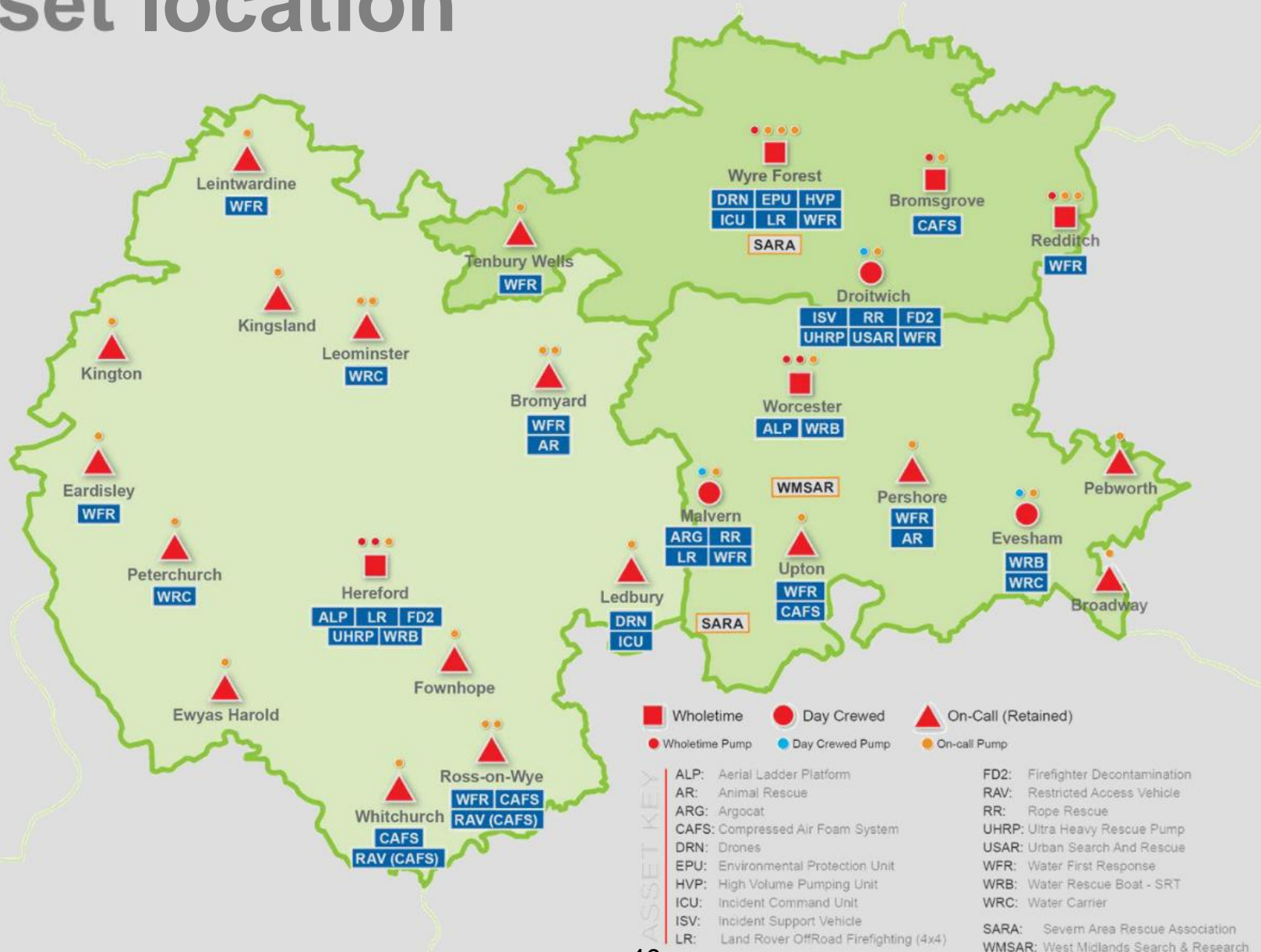
# District Overview

## Incidents per District Q3 2021-22



	Fire	Special Service	False Alarms	All Incidents	Change since Q3 2020-21
North District	126	247	332	705	↑ 2%
South District	98	206	288	592	↑ 4%
West District	106	178	221	505	↑ 11%
Total	330	631	841	1,802	↑ 5%

# Asset location



# Prevention

## Fire Prevention Checks Completed

Q3 2021-22

Q3 2020-21

Home Fire  
Safety Visits

618

354

Equipment  
Only Checks

280

179

Total Checks

898

533

## Safe and Well Check Survey Q3 2021-22

Proportion of Positive  
Responses

100%

The number of fire prevention checks have continued to increase since the easing of lockdown and the number of referrals from partner agencies gain momentum.

There had been a restricted number of visits to people's home during the first lockdown, but these have now steadily increased, 898 checks were carried out during Q3 2021-22, an increase of 68%.

We have increased capacity in the Prevention department to undertake more prevention checks.

We continue to work closely with partner agencies and gather feedback from service users on visits we undertake.

# Protection

<b>Inspections Completed</b>	<b>Q3 2021-22</b>	<b>Q3 2020-21</b>
<b>Business Fire Safety Checks*</b>	<b>1</b>	<b>0</b>
<b>Technical Fire Safety Activity</b>	<b>609</b>	<b>437</b>
<b>Satisfactory Audit Outcomes</b>	<b>61</b>	<b>62</b>
<b>Total Enforcement Activity</b>	<b>32</b>	<b>18</b>
.....		
<b>Specific Post Fire Audit</b>	<b>28</b>	<b>24</b>
<b>- Within target date</b>	<b>24</b>	<b>21</b>
<b>- Exceeded target date</b>	<b>4</b>	<b>3</b>

## Post Fire Audit Survey Q3 2021-22

Proportion of  
Positive Responses

**100%**

\* Business Fire Safety Checks have been replaced with a new type of inspection and only a single BFSC was carried out in Q3.

With businesses restarting following the easing of lockdown restrictions, more inspections have been possible during Q3 2021-22. An increase of 39% compared to Q3 2020-21.

New building safety legislation has also been introduced, and the department is proactively contacting business leads to highlight their fire safety responsibilities and offer support and signposting to other assistance where needed.

# Response - Fires



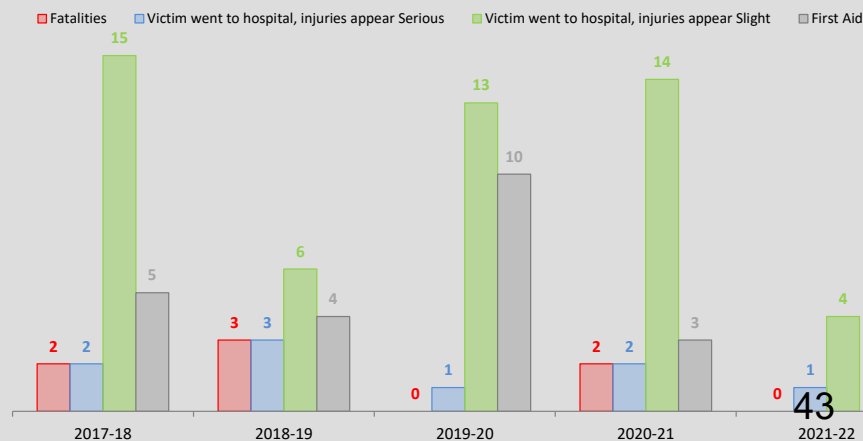
## Primary Fires

200

Primary Fires	Q3 2020-21	Q3 2021-22	Change	
Building Fires	124	141	+17	+14%
Outdoor Fires	11	11	0	0%
Vehicle & Transport Fires	49	48	-1	-2%
<b>Total</b>	<b>184</b>	<b>200</b>	<b>+16</b>	<b>+9%</b>

The number of Building Primary Fires has risen by 14% compared to Q3 2020-21. Vehicle and Transport Fires have stayed similar to Q3 2020-21, but this is lower than pre-lockdown levels (59 primary vehicle fires were recorded in Q3 2019-20). Outdoor Fires have also stayed similar to last year, but have increased by 2 incidents since Q3 2019-20.

## Primary Fire Injuries and Fatalities



## Secondary Fires

109



Secondary Fires	Q3 2020-21	Q3 2021-22	Change	
Grassland, Woodland and Crop	19	30	+11	+58%
Other Outdoors (including land)	38	38	0	0%
Outdoor Structures	11	32	+21	+191%
Buildings & Transport	13	5	-8	-62%
Outdoor Equipment & Machinery	2	4	+2	+100%
<b>Total</b>	<b>83</b>	<b>109</b>	<b>+26</b>	<b>+31%</b>

There was a 31% increase in Secondary Fires compared to Q3 in 2020-21. There was no identifiable pattern to the overall increase. However, in the Outdoor Structures category a cluster of deliberate incidents in Ledbury Town has been identified and is being investigated by Prevention.

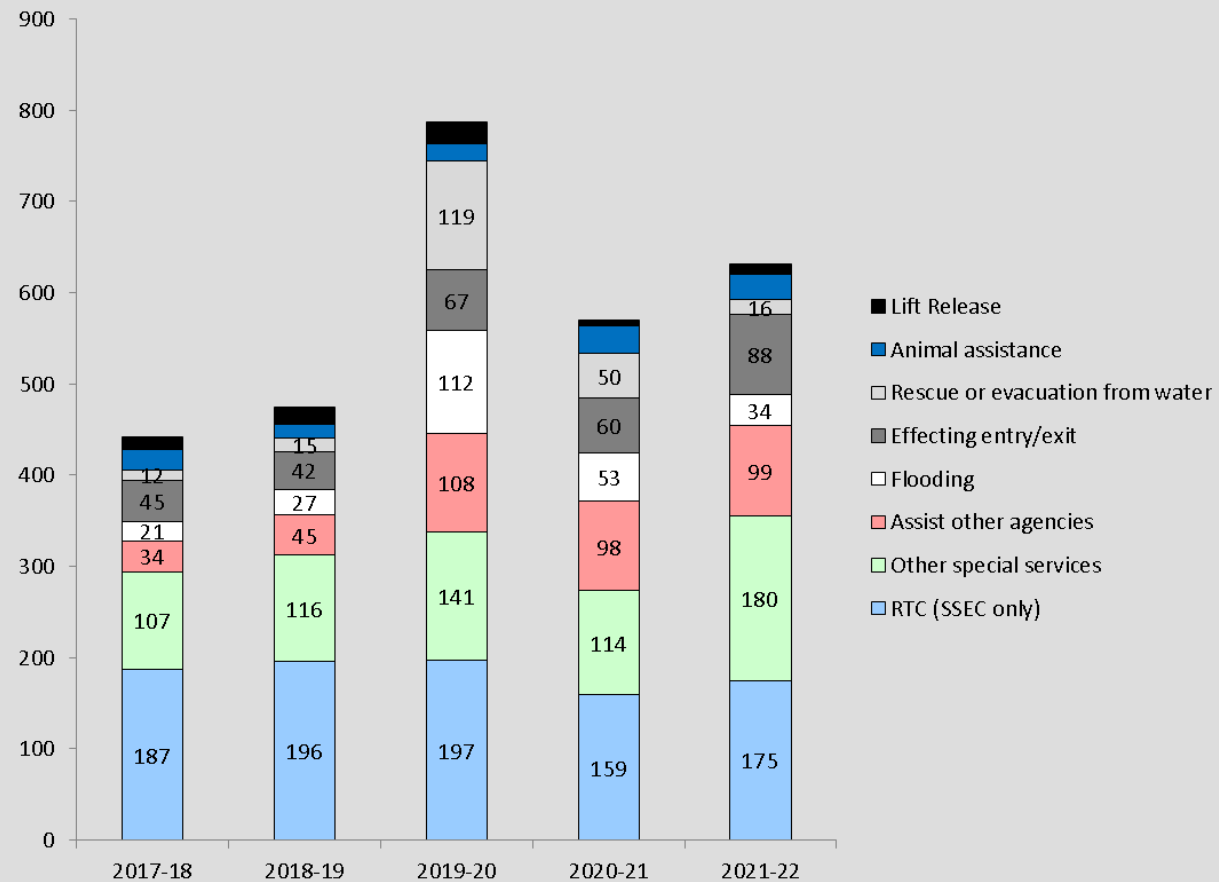
No fatalities in primary fires were recorded in Q3 2021-22, 1 victim had to visit hospital with a serious injury and there were 4 victims who had to visit hospital with slight injuries.



# Response – Special Services



**631**  
Special  
Service  
incidents  
in Q3  
2021-22



**RTC (SSEC only)** means that a road traffic collision was classified as a special service incident type; if a fire was associated with a road traffic collision, then the incident would be classified as a fire and not included here.

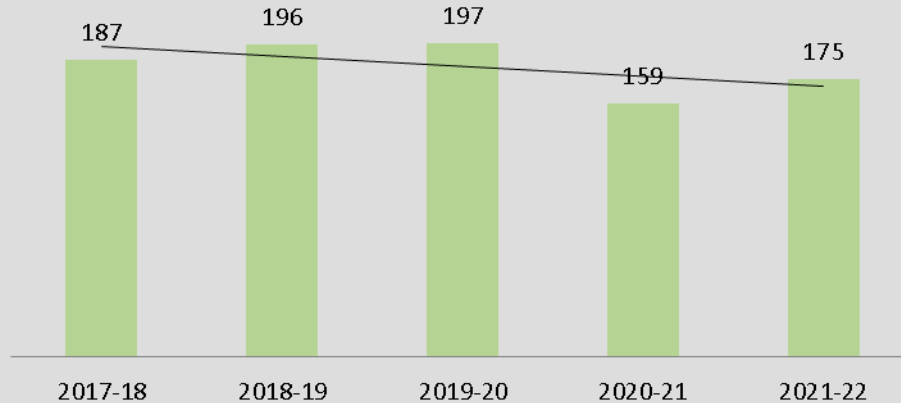
**Other special services** include following categories: Other Transport incident, Other rescue/release of persons, Making Safe (not RTC), Removal of objects from people, Removal of people from objects, Suicide/attempts, Medical Incident - First responder, Medical Incident - Co-responder, Evacuation (no fire), Water provision, Advice Only, Stand By, No action (not false alarm), Hazardous Materials incident, Spills and Leaks (not RTC).

# Response – Road Traffic Collisions



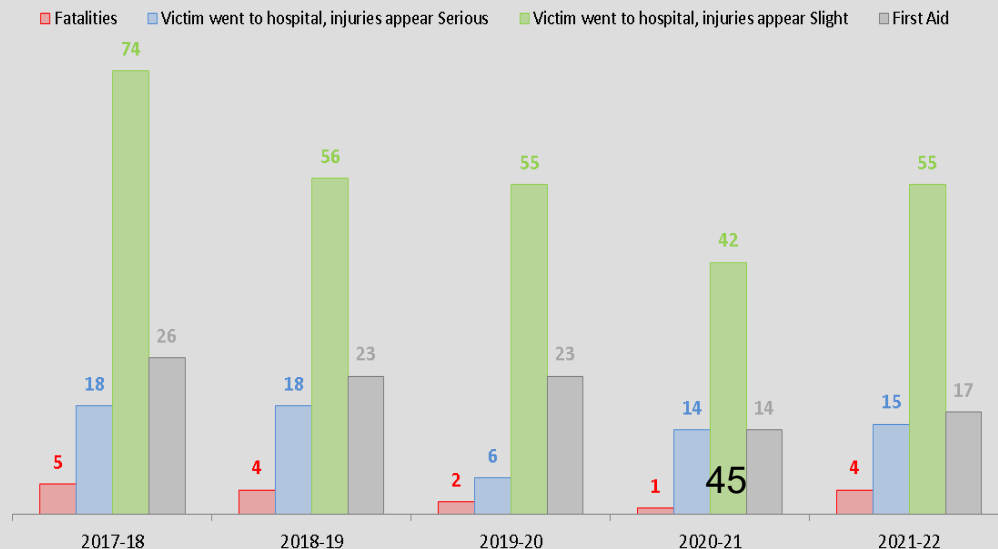
175  
RTCs

## Total RTC Incidents



Whilst the number of RTC incidents showed an overall increase of 10% over Q3 in 2021-22, this is largely a reflection of the population getting used to road use following the first Covid-19 national lockdown in March 2020. The number of RTC incidents show a gradual return to pre-lockdown levels, but there continues to be an overall downward trend in RTC numbers.

## RTC - Injuries and Fatalities



As expected RTC fatalities and injuries increased in Q3 2021-22 due to increased road use when compared to the reduced road use following the lockdown restrictions in March 2020. There is a slight downward trend since 2017-2018 in line with Total RTC incidents.

# Response – Attendance Performance Measure



	Q3 2021-22	Q3 2020-21
<b>Primary Building Fires</b>	<b>141</b>	<b>123</b>

Attendance Standard  
First fire appliance attendance at Primary Building Fires within 10 minutes



<b>Attendance within 10 minutes</b>	<b>71 50.35%</b>	<b>53 43.09%</b>
<b>Attendance outside 10 minutes</b>	<b>70</b>	<b>70</b>

<b>Average Attendance time** (min:sec)</b>	<b>10:44***</b>	<b>11:16***</b>
--	-----------------	-----------------

\*\* Time of call to arrival at scene.

Call handling time	01:34	01:52
Turnout time	02:51	02:46
Travel time	06:19	06:37

\*\*\* It should be noted that these are three independent averaged values, and therefore may not always add up.

		<u>No. of incidents</u>
<b>Reasons for not meeting Attendance Standard</b>	Travel distance to the incident	36
	Turn in time (On-Call and Day crew only)	14
	Appliance not booked in attendance	6
	Responding at normal road speed (AFAs)	5
	Other	9

# Response - On Call Appliance Availability



**First On Call Appliance** **84.46%**

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**All On Call Appliances** **73.20%**

**First On Call  
Appliance  
Availability  
Q3 2020-21** **90.29%**

## On Call Appliance Availability Q3 2021-22

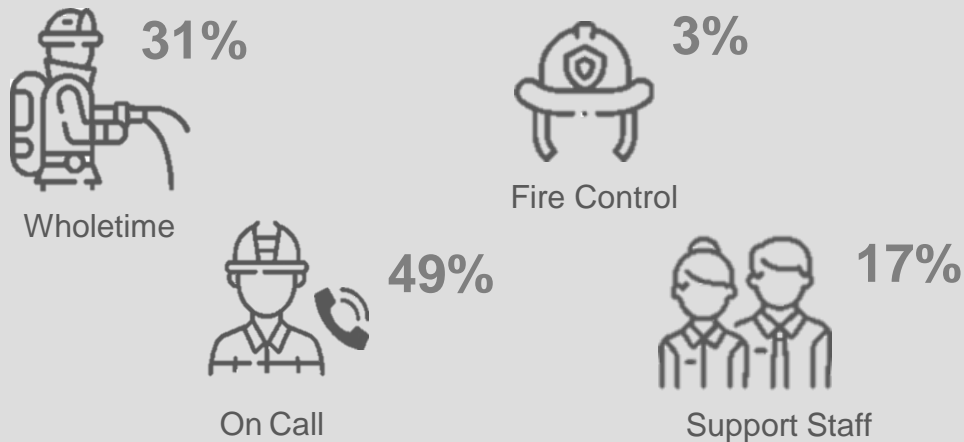
For Q3 2021-22, the first On Call appliance availability was 84.46%.

When looking at all On Call appliance availability for each fire station, there have been some changes since the previous year:

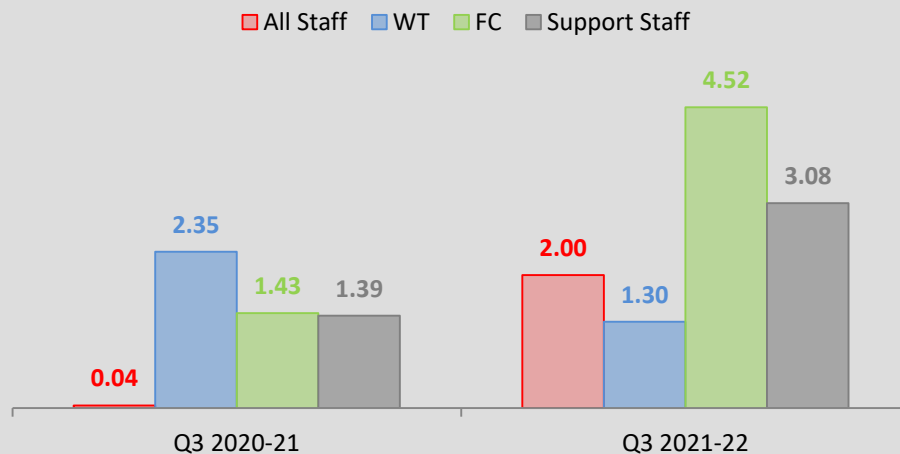
- Pebworth and Wyre Forest have both dropped below 85%
- Pershore and Peterchurch both dropped below 75%
- Broadway continued to have the lowest availability, remaining at a similar level of 50%
- Ross-on-Wye continued to achieve the highest availability, but dropped by 0.05% to 99.95%

# People

## Overall Workforce Profile



## Days/Shifts Lost Per Person



48

\*All sickness data do not include Covid-19

\*\*Long Term Sickness is 28 calendar days or more

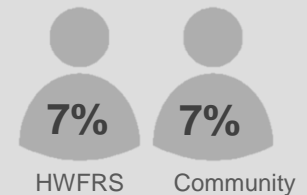
## Equalities



1% increase in female representation since Q3 2020-21

Same level of ethnic minority representation as Q3 2020-21

## Ethnicity



## Total Days/Shifts Lost \*

	Wholetime	Fire Control	Support Staff
Short Term Absence	0.50 38.28%	1.71 37.74%	1.06 34.53%
Long Term Absence **	0.80 61.72%	2.81 62.26%	2.02 65.47%

## Top 3 Reasons for Absence

- Mental Health - Anxiety
- Respiratory - Cold/Cough/Influenza
- Hospital/Post Operative

## **Report of the Assistant Chief Fire Officer – Director of Response and Protection**

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

#### **Purpose of report**

1. To inform the Committee of the activities of the Joint Consultative Committee (JCC) since the last update provided on 26 January 2022.
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#### **Recommendation**

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

- (i) The Mental Health at Work Commitment***
- (ii) Hybrid Working Trial***
- (iii) Day Crewed Duty System Review***
- (iv) Policies***
- (v) Job Evaluation***
- (vi) 12 Hour Day Duty System trial at Hereford Fire Station***
- (vii) Review of Corporate Communications***

#### **Background**

2. The JCC acts as the main route for formal employee consultation. It consists of managers and employee representatives who meet every six weeks to discuss issues of mutual interest. 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, FRSA 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 Assistant Directors/Area Commanders responsible for Protection, Prevention, Response and Assets, as well as the Head of HR and Development.

## **Update**

5. The Joint Protocol for Industrial Relations SPI provides the framework for communicating, consulting and negotiating with all Trade Unions.
6. Following a review of how the JCC operates, all new items raised at JCC meetings are now categorised under one of the following headings thus enabling a more structured flow of information between management and RBs:
  - For consultation
  - For negotiation
  - Service Policy and Instructions (SPI) undergoing formal consultation
  - Items for information / updates for TU Reps
  - Requests for information / issues raised by TU Reps
  - Other Items
7. The JCC has met on 3 occasions since the previous update delivered to the Committee on 26 January 2022 (25 November 2021, 13 January 2022 and 3 March 2022). It should be noted that the original update was prepared for the December 2021 meeting that was rescheduled, hence the difference in the date range between the JCC meeting dates and Audit and Standards Committee updates.

## **New Issues under discussion since the last Update**

8. New key issues that have been discussed are as follows:
9. The Mental Health at Work Commitment

HWFRS has signed up to a new Mental Health at Work Commitment which comprises of 6 key strands. This Commitment builds on, and considers, the good work already carried out in this area with a view to redefining an action plan, creating new objectives to address the 6 key areas/strands.
10. Hybrid Working Trial

The Hybrid Working trial has been extended to the end of March 2022. A questionnaire will be sent out to staff to evaluate the success of the trial and, based on feedback, a proposal will go to SMB with a view to incorporating this into formal policy.
11. Day Crewed Duty System Review

Members of the Senior Board Management recently met with station-based staff at all three Day Crewed locations to discuss a set of proposals to address some areas of underperformance identified within the current crewing arrangements.

12. Policies

The main focus over the coming months in terms of policies is currently as follows:

- Fitness SPI (being progressed by the Health & Safety Working Group)

13. Job Evaluation

The Assistant Director for Prevention advised JCC that a final report has now been received from the external consultant with recommendations for the Service to consider. The Head of HR & Development has shared the report with Unison with additional meetings booked to discuss next steps.

14. 12 Hour Day Duty System trial at Hereford Fire Station

The Assistant Director for Response advised that a report has been received from managers based at Hereford station who are enjoying working the revised duty pattern. Work is now underway between Representative Bodies and managers to finalise and agree the variation to the duty pattern in policy.

15. Review of Corporate Communications

An internal communications review has now been completed. The overall response was very good from all sections of the workforce with over 250 members of staff completing the survey and circa 80 staff providing individual feedback over Zoom or face to face. An action plan will now be developed and shared with all staff, along with the full report.

## Conclusion

16. 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 Members with an update on the current issues under discussion with employee representatives.

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	None
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications)	The JCC forum links to the successful discharge of the People Strategy.
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores)	None



<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	Consultation has been carried out on all significant policy changes as per service procedures.
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	All significant policy changes are fully supported by EIAs.