



# **HEREFORD & WORCESTER Fire Authority**

**Policy and Resources Committee**

## **AGENDA**

**Wednesday, 08 May 2024**

**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, 08 May 2024, 10:30

### Agenda

Councillors

Mr R J Phillips (Chairman), Mr C B Taylor (Vice Chairman), Mr D Boulter, Mrs J Carwardine, Mr D Chambers, Mr D Davies, Mr A Ditta, Ms J Monk, Mr D Morehead, Ms L Robinson, 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 6 March 2024.	1 - 4
5	<b>Modern Slavery and Human Trafficking Statement 2023/2024</b> To undertake an annual review of the Modern Slavery and Human Trafficking Statement 2023/2024.	5 - 11
6	<b>Pensions Board Update (Fire Pension Schemes)</b> To provide an update on the establishment and activities of the Pensions Board.	12 - 16
7	<b>2023-24 Performance Report: Q4 (01 January – 31 March 2024)</b> To summarise the Service's performance for Q4, 2023-24.	17 - 35

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

**36 - 39**

To inform the Committee of the activities of the Joint Consultative Committee (JCC) since the last update provided on 14<sup>th</sup> November 2023.



Hereford & Worcester Fire Authority

Policy and Resources Committee

Wednesday, 06 March 2024, 10:30

**Chairman: Mr R J Phillips**

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

## **Minutes**

**Members Present:** Mr D Boulter, Mr D Davies, Mr A Ditta, Ms J Monk, Mr R J Phillips, Ms L Robinson, Mr C B Taylor, Mr T Wells

### **0251 Apologies for Absence**

Apologies were received from Cllr J Carwardine, Cllr D Chambers and Cllr D Morehead.

### **0252 Named Substitutes**

Cllr I Hardiman substituted for Cllr D Morehead.

### **0253 Declarations of Interest (if any)**

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

### **0254 Confirmation of Minutes**

***RESOLVED that the minutes of the Policy and Resources Committee meeting held on 14 November 2023 be confirmed as a correct record and signed by the Chairman.***

### **0255 Budget Monitoring 2023/24 – Quarter 3**

The Treasurer informed Members of the current position on the revenue and capital budget for 2023/24 and gave an update on Treasury Management.

Members noted the small overspend of £0.027m and that given the small size and the imminence of year end, it was proposed not to make specific decisions about how to fund what will inevitably be a different figure at outturn. Members also noted the error in paragraph 8 ii) - the cost associated with prevention works at a major fire risk site should have stated £0.035m rather than £0.35m.

With regard to Treasury Management, Members noted that the Authority was significantly “under-borrowed” to the extent of around £10m. This shortfall was funded by disinvesting the large cash balances held in relation to the ear-marked revenue reserves. As the Invest to Improve programme progresses this cash would be used up and additional long-term borrowing would be required.

***RESOLVED that the Committee:***

***i) Confirmed the revenue budget allocation adjustments;***

***ii) Noted the current projection of a small £0.027m revenue overspend;***

***iii) Noted the projected expenditure on “Invest to Improve” projects; and***

***iv) Noted the implementation of changes to the Capital Budget approved by the Fire Authority.***

**0256 Property Update**

The Assistant Chief Fire Officer presented Members with an update on the current property programme.

Members noted that previous reports to the Committee had referenced the UK construction tender price index and the associated inflationary pressures being seen across the building sector. Taking this into account the Treasurer was building in contingency funds in anticipation of the current capital build programme. Members would be updated as the projects developed, with particular regard to the largest projects which were still to be tendered, notably Hereford Fire Station and the North Herefordshire Strategic Training Facility builds.

Members were pleased to note that the planning application for the North Herefordshire Strategic Training Facility had been approved last week and detailed design work was now progressing to enable final costs to be established for the proposed project.

The Chief Fire Officer thanked Members for their support in the capital

build programme ensuring that all wholtime stations were either new or refurbished which made an immense difference to staff moral and performance. It was further noted that on call stations would be looked at after 2025.

***RESOLVED that the property update and progress of the capital build programme and property maintenance be noted at:***

***i) Broadway Fire Station;***

***ii) Redditch Fire Station;***

***iii) Hereford Fire Station;***

***iv) North Herefordshire Strategic Training Facility;***

***v) Relocation of Training Centre to Wyre Forest Fire Station; and***

***vi) Planned and reactive property maintenance.***

**0257 2023-24 Performance Report: Q3 (01 October – 31 December 2023)**

The Assistant Chief Officer presented a summary of the Service's performance for Q3, 2023-24.

Members noted that a total of 2,076 incidents were attended in Q3 2023-24, an increase of 3% on Q3 2022-23. The Service also attended 16 'Over the Border' incidents during this quarter. 1,898 Home Fire Safety Visits were completed which exceeded the quarterly target of 1875 HFSVs per quarter and the number of inspections of business premises had decreased to 315 due to Protection staff realigning workloads in Q3 2022-23 to increase capacity in delivering other areas of Protection work in Q4 2022-23.

Following a discussion about false alarms, a Member requested further information on the total number of malicious false alarms attended. There was also discussion about flooding events, in particular rescues from fords, and a Member requested further information on the number of ford rescues attended. This information would be sent to all Members following the meeting.

***RESOLVED that the details of the Q3 2023-24 performance headlines be noted, in particular that:***

***i) A total of 2,076 incidents overall were attended in Q3 2023-24 which was an increase of 3% on Q3 2022-23;***

***ii) Fires (312) were 7% lower than Q3 2022-23 and lower than the***



**five-year average of 344;**

**iii) Special services (699) were 4% higher than the corresponding quarter of the previous year and higher than the five-year average of 627; and**

**iv) False alarms (1,065) were higher by 6% compared with Q3 2022-23 and above the five-year average of 872.**

The Meeting ended at: 12:00

Signed:.....

Date:.....

Chairman

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

### **Modern Slavery and Human Trafficking Statement 2023/2024**

#### **Purpose of report**

1. To undertake an annual review of the Modern Slavery and Human Trafficking Statement 2023/2024.

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#### **Recommendation**

***It is recommended that the updated Modern Slavery and Human Trafficking Statement 2023/2024 is 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. The statement made is in line with 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 1 April 2023 to 31 March 2024.

#### **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 statement evolves and improves 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 build understanding and awareness of modern slavery and human trafficking, the existing Safeguarding e-learning training packages have been updated to include reference to modern slavery and are now mandatory for all staff.

### **Conclusion/Summary**

10. To conclude, HWFA has made a Modern Slavery and Human Trafficking statement publicly available in order to raise awareness and ensure there is no modern slavery in our own business and supply chains.

## Corporate Considerations

<p><b>Resource Implications</b> (identify any financial, legal, property or human resources issues)</p>	<p>There may be a financial implication to fund training provided to staff members.</p>
<p><b>Strategic Policy Links &amp; Core Code of Ethics</b> (Identify how proposals link with current priorities &amp; policy framework and align to the Core Code of Ethics)</p>	<p>The statement directly supports our safeguarding and procurement workstreams and links to the Prevention strategy. The statement directly supports the Core Code of Ethics in particular the ethical principle of Putting our Communities First.</p>
<p><b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).</p>	<p>There is a risk to members of the public if we do not raise awareness.</p>
<p><b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)</p>	<p>Staff and trade union colleagues will be advised of the decision to voluntarily produce a statement.</p>
<p><b>Equalities</b> (has an Equalities Impact Assessment been completed?)</p>	<p>Yes, no impact.</p>
<p><b>Data Protection Impact Assessment</b> Assessment (where personal data is processed a DPIA must be completed to ensure compliant handling)</p>	<p>Not required.</p>

## Supporting Information

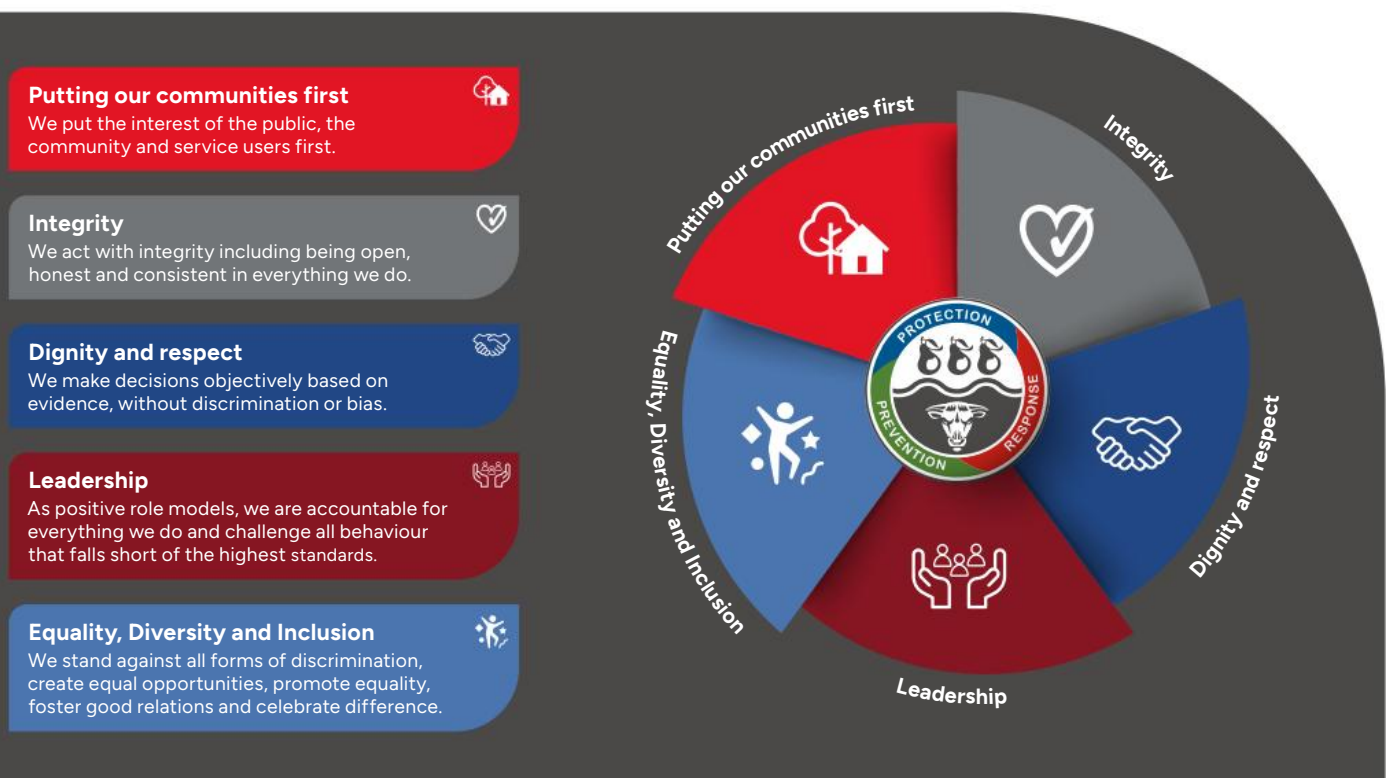
Appendix 1 – Modern Slavery and Human Trafficking Statement 2023/2024

# Modern Slavery and Human Trafficking Statement 2023/2024



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. We are making the statement in line with 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 790,700 across the two counties of Herefordshire and Worcestershire. HWFA employs 691 members of staff, working in 762 roles and in 2022 / 23 had a budget of £36.9 million.

Information about our Service structure, the Strategic Leadership Board and their areas of responsibility can be found at: <https://www.hwfire.org.uk/about/the-fire-service/slb/>

The [Annual Service Plan](#) sets out our purpose and values along with the priorities for 2023 / 24 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 Modern 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 through the open market and via UK government frameworks. Our due diligence requirements are set out in our procurement terms and conditions, which include:

- **[Contract Standing Orders](#)** - when assessing the appropriateness of suppliers, e.g. those to whom the requirements of the Modern Slavery Act 2015 apply, we consider the supplier's Anti-Slavery and Human Trafficking Statement, their Whistleblowing Policy and Ethical Framework, Safeguarding Policies and Code of Conduct 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/wp-content/uploads/2024/04/Whistleblowing-policy-v4-04.pdf>

- **Confidential Reporting Line** – Say So and Say So Plus are an external, independent and impartial service for any employee of HWFA or member of the public to report issues or concerns. Say So can securely accommodate anonymous, confidential, or fully open reports and these are cleansed where necessary to prevent identification of the reporter. Their systems and protocols have been designed to manage all data securely.
- **Managing Complaints and Concerns Policy** – We want to learn from the public about their experiences of using our services and we welcome their feedback. It's our aim to provide a high-quality service but if a user is unhappy with their experience it is important that we use this feedback to improve the services we provide.

The policy can be viewed at: <https://www.hwfire.org.uk/wp-content/uploads/2024/04/managing-complaints-and-concerns-v4-02-final-version.pdf>

- **Equality, Diversity and Inclusion Policy** - This policy sets out how HWFA seeks to ensure compliance with the aims and requirements of the Equality Act 2010 and Public Sector Equality Duty. This policy supports all staff, volunteers, visitors, contractors, service users and members of the public. It applies to all policies, procedures and working practices and will influence the nature, shape and delivery of our services.
- **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 which incorporates safer recruitment 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/wp-content/uploads/2024/03/pay-policy-statement-1-424.pdf>

## Safeguarding

HWFA is committed to safeguarding adults with care and support needs as well as children and young people across the two counties.

The Care Act 2014 includes modern slavery as a form of abuse and requires that local authorities consider this when carrying out or requesting others to carry out a Safeguarding Adult Enquiry.

HWFA has safeguarding guidance and training 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 provides detailed information on how to raise concerns about adults with care and support needs or children who are at risk of abuse or neglect.

## **Training**

Mandatory Level One (Universal) Adult and Children's Safeguarding training is provided for all staff and volunteers, which includes a section on Modern Day Slavery. Furthermore, level two and three safeguarding training is provided for appropriate staff members. Designated Safeguarding leads across the Service undertake level four training.

All staff and volunteers who work for HWFA are required to complete mandatory Equality, Diversity and Inclusion training delivered by an external training specialist. All staff and volunteers also participate in mandatory Ethical Dilemma Workshops to support the embedding of the Core Code of Ethics in to the organisation.

## **Partnership Working**

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 Deputy Chief Fire Officer

### Pensions Board Update (Fire Pension Schemes)

#### Purpose of report

1. To provide an update on the establishment and activities of the Pensions Board.
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#### Recommendations

*It is recommended it be noted that:*

- (i) *the Pensions Board continues to be compliant with the Public Services Pensions Act 2013;*
- (ii) *in line with the recommendations of The Pensions Regulator, the Pensions Board now meets four times a year; and*
- (iii) *progress continues to be made on a range of issues as described in the report.*

#### Introduction and 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 the Policy and Resources Committee.

#### Update

4. Since the last update delivered to the Policy and Resources Committee on 3 May 2023, the Board has met on four occasions: 23 May, 29 August, 29 November 2023 and 28 February 2024.

## **Pension Board Training Needs**

5. Recommendations from The Pensions Regulator (TPR) have been supported to enable the Board to have sufficient knowledge of the pension schemes and their roles as Board members, most recently:
  - The LGA led an online introductory Pension Board training session for HWFRS, SFRS and WFRS on 3 November 2023.
  - TPR – Conflicts of Interest Training was undertaken by new members.
  - Additional EDI training carried out across HWFRS was deemed equal to the TPR EDI training guidance and signed off by the Board.
6. In addition to the above training related materials and activities, all members have access to The Pensions Regulator’s online e-learning modules to enable members to actively participate and discuss Board issues; the training covers all pension schemes as well as the role as a Pension Board member.

## **Composition of Scheme Membership**

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

## **Scheme Advisory Board Update**

8. FPS Member website: a new page relating to the 2015 Remedy is now available and an article updating staff was published in the Service Bulletin. In support of the website becoming available a Triple Play video was also released to ensure all staff were kept up to date regarding the latest positions for both rulings (McCloud/Sargeant & Matthews).
9. Cost Cap Mechanism: a claim was brought by the FBU re. cost cap calculation. The High Court ruled the Treasury’s approach was not unreasonable, but the FBU are now applying for permission to appeal directly to the Court of Appeal.
10. Immediate Detriment: the Board has ensured that the Service is dealing with this in line with the guidance and legislation and that the reasons for decisions on implementation are being documented accordingly.
11. Contingent Decisions Guidance: this relates to members who would have made a different decision had they known about remedy. The Board decided the guidance would be adopted and decisions on its application would be devolved to the Scheme Manager.

## **Risk Register Update**

12. 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).
13. Three items that are worthy of note are:
  - PEN05 – an additional sub risk was added to highlight the impact of the workload needed to address both the McCloud/Sargeant Remedy and the second options exercise being carried out in relation to the Matthews case.
  - PEN011 – was agreed to be archived as not considered to be a risk (Failure of Employer to pay employee contributions).
  - PEN013 – was agreed to increase the likelihood score from 2 to 3 (Failure to interpret the amended rules following Matthews and McCloud/Sargeant).

## **Breaches**

14. 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 significant breaches. However, there has been a technical breach in relation to the deadline date for contacting staff as part of the second options exercise that will be reported.

## **Matthews Remedy**

15. The Matthews case concerned On-Call firefighters who, prior to 2006, were not eligible for membership of the Firefighters' Pension Scheme. This issue was partially addressed in 2006 by the creation of the 2006 Modified Scheme and On-Call firefighters who were within scope were given the option to purchase backdated pension benefits (the 'first options exercise'). As a result of the Matthews decision, the range of firefighters (and former On-Call firefighters) who are within scope has been significantly broadened. It has also become apparent that a significant number of people who should have been in scope did not appear within the first exercise. This is a national issue and not one specific to Hereford & Worcester FRS.
16. There are three blocks of staff within the exercise: current employees, former employees (with last known addresses) and others for whom addresses have been archived.
17. In response, the Pensions Manager has sent letters out to approx. 500 eligible members with an Expression of Interest form. The Service/team has identified 22 members for whom we have no known addresses and will subsequently use a tracing agency to try and establish contact. This is a time-consuming exercise, and it is anticipated that each case is likely to take around 3 hours to complete. Therefore, a decision was taken by the Board to seek approval from SLB to bring in temporary support to complete the work to meet the set deadline date; this person has now commenced.

## Sargeant Remedy Update

18. Relevant legislation has now been amended by Parliament which puts in place all the remedy measures previously discussed and delivers options for individuals who were moved out of the 1992 and 2006 legacy schemes to have their service during the remedy period (April 2015 – April 2022) recalculated as though they were still members of the legacy scheme for that period. All firefighters moved into the 2015 Scheme from 1 April 2022.
19. The GAD Calculator for remedy is now in place and has been used by the Pensions Manager, although initial use has identified some further issues/complications with the software which have been reported. Under the regulations, the Remediable Service Statements (RSS) need to be issued by 31 March 2025; however, West Yorkshire Pension Fund (WYPF) are aiming to issue the Annual Benefit Statements by August 2024. To support this, they requested we provide them with the figures from the calculator by late spring 2024.
20. The legislation sets out to resolve the various tax implications around issues such as the Authority's payment charges or lump sum payments and other such issues. However, a recent technical issue regarding interest payments and relevant tax charges against the interest payments now requires further clarification from HMRC.

## Decisions Log

21. A number of decisions have been taken and recorded by the Board that are worthy of note:
  - The Privacy Notice has been updated to cover data sharing between FRSs in relation to the Matthews case.
  - Discretions were agreed, along with the guidance and delegated authority devolved to the Scheme Manager regarding contingent decisions.
  - The Board agreed an uplift in administrative support for the Pensions Manager to support the additional workload created by both the Matthews and Sargeant cases.

## Conclusion/Summary

22. 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 Service 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 Service Pensions Act 2013 which is a new burden on Fire Authorities.
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<p><b>Strategic Policy Links &amp; Core Code of Ethics</b> (Identify how proposals link with current priorities &amp; policy framework and align to the Core Code of Ethics)</p>	<p>None</p>
<p><b>Risk Management/Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores.</p>	<p>A Risk Register is in place with an additional one for the Sargeant ruling added to the Strategic Risk Register.</p> <p>Note the additional link between the Pensions Board Risk Register and Payroll data and subsequent Risk Register.</p>
<p><b>Consultation</b> (identify any public or other consultation that has been carried out on this matter).</p>	<p>None</p>
<p><b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)</p>	<p>None</p>
<p><b>Data Protection Impact Assessment</b> (where personal data is processed a DPIA must be completed to ensure compliant handling).</p>	<p>All data is processed via third parties (e.g. WYPF).</p> <p>Note the update Privacy Notice linked to data sharing.</p>

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

### **2023-24 Performance Report: Q4 (01 January – 31 March 2024)**

#### **Purpose of report**

1. To summarise the Service's performance for Q4, 2023-24.
- 

#### **Recommendation**

*It is recommended that the details of the Q4 2023-24 performance headlines be noted, in particular that:*

- i) A total of 1,841 incidents overall were attended in Q4 2023-24 which was an increase of 6% on Q4 2022-23.*
- ii) Fires (289) were 15% lower than Q4 2022-23 and lower than the five-year average of 364.*
- iii) Special Services (680) were 13% higher than the corresponding quarter of the previous year and higher than the five-year average of 603.*
- iv) False alarms (872) were higher by 10% compared with Q4 2022-23 and above the five-year average of 796.*

#### **Introduction and Background**

2. The Service gathers performance data relating to incidents attended and activities carried out to report to the Policy and Resources Committee and the Strategic Leadership Board on a quarterly basis. The Q4 2023-24 Performance Report is attached as Appendix 1 and provides information on overall incident numbers for Prevention, Protection and Response activities with an overview of the Service workforce. A cumulative summary of the performance is reported separately in the Annual Service Review.
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 1,841 incidents were attended in Q4 2023-24, an increase of 6% on Q4 2022-23 and an increase of 4% on the five-year average of 1,763 incidents. The Service also attended 12 'Over the Border' incidents during this quarter.

More context is provided later in this report. However, analysis shows that this is made up of:

- a. 289 Fires: The number of fires attended in Q4 2023-24 was 15% lower than Q4 2022-23 and was also significantly lower than the five-year average of 364. This year, storms had significantly influenced and contributed to a decrease in the lower than usual number of outdoor fires.
- b. 680 Special Services: The number of Special Services attended in Q4 2023-24 was 13% higher than Q4 2022-23, and also higher than the five-year average of 603 incidents. This increase was mostly driven by a rise in the number of flooding (up by 100%) and rescues or evacuation from water (up by 90%) incidents as a result of the three storms recorded in Q4 2023-24 (storms Henk, Isha and Jocelyn).
- c. 872 False Alarms: The number of false alarms attended in Q4 was 10% higher than Q4 2022-23 and 9% higher than the five-year average of 796. These incidents fall into the following incident types: False Alarm due to apparatus, False Alarm - Good intent and False Alarm - Malicious. This increase was mainly caused by an increase in the number of False Alarms due to apparatus (an increase by 9%, 58 incidents) and partially due to increase in the number of Good Intent False Alarms (an increase by 12%, 18 incidents). In contrast, the number of Malicious False Alarms decreased by 1 incident when compared to Q4 2022-23.

## **Prevention**

5. 1,856 Home Fire Safety Visits (HFSV) were completed in Q4 2023-24. Although the quarterly target of 1,875 HFSVs per quarter was not achieved on this occasion, the overall annual target of 7,500 was exceeded by 160 HFSVs (2.13%). Out of 1,856 HFSVs, 432 were delivered by Prevention Technicians with 1,424 delivered by Wholtime crews. HFSVs are targeted at those at greater risk of fire, based upon data and analysis as outlined in the Prevention Strategy. Trends are monitored on a monthly basis and fed into adjusting and focusing prevention activity as required.

## **Protection**

6. The Service continues to conduct the Risk Based Inspection Programme (RBIP) of business premises. Qualified Fire Safety Inspectors from the Protection Department conducted 241 inspections in Q4. The total number of inspections carried out by the department in 2023-24 is 1,151, which exceeds the annual target of 1,000 Fire Safety inspections.
7. Whilst total enforcements have decreased by 50% compared to Q4 in 2022-23, there are no targets for this work. Enforcements are based upon inspection findings, including positive and proactive responses by business owners. This reflects positive engagement with businesses, by the Protection Department, as detailed in the Service Protection Strategy.

<b>Enforcement Type</b>	<b>Q4 2023-24</b>	<b>Q4 2022-23</b>
Alterations	3	5
Enforcements	1	11
Prohibitions	6	4
<b>Total</b>	<b>10</b>	<b>20</b>

8. All fires in commercial premises are subject to a Post Fire Audit, so again there are no targets for this work. For context, the number of post fire audits increased from 46 to 49 in Q4 2023-24, when compared to Q4 2022-23.
9. New Building Safety legislation was introduced on 1 October 2023 and the department have proactively identified business leads to highlight their fire safety responsibilities and offer support along with signposting to other assistance where needed. The department continue to proactively identify business leads to support them in their fire safety responsibilities and offer assistance when needed.

## **Response**

### Fires

10. Both the numbers of Primary Fires and Secondary Fires have decreased by 2% and 33%, respectively in Q4 2023-24 when compared to Q4 2022-23. Among the Primary Fires, the highest decrease was among Building Fires by 11% (down by 17 incidents), while amongst the Secondary Fires the highest reduction was observed in the Other Outdoor (including land) fires, decreasing by 50% (down by 15 incidents).
11. Fortunately, during this quarter there were no fatalities in Primary Fires with no further casualties going to hospital where an injury appeared to be serious.
12. 83% of the Primary Building Fires were classified as accidental and the majority of them (36%) started in the kitchen area. 34% of the property types for these incidents were recorded as a house of a single occupancy. For those incidents where household occupancy type was recorded, 36% concerned people living alone and 29% concerned person over pensionable age. This information is fed back into the Prevention department to further focus relevant activity and for trend analysis.
13. There were five incidents in Q4 2023-24 where five or more pumps attended, four Primary Fire and one Special Service incidents. Of these large incidents, two incidents occurred in Worcester and Hereford and one incident happened in Upton upon Severn.
14. In Q4 2023-24, Secondary Fires saw a 33% reduction, dropping from 94 incidents in the previous year to 63.



This decline spanned all Secondary Fire categories, including Grassland, Woodland and Crop, Other Outdoors, Outdoor Structures, Buildings & Transport and Outdoor Equipment & Machinery, with the number of incidents falling by 3 to 15 compared to the same quarter last year.

### Special Services

15. The largest increase amongst Special Service incident types was flooding. This incident category resulted in a 100% increase over the same period in 2022-23 and concerned mostly houses of a single occupancy (47% of all incidents) in Worcester and Wyre Forest station areas (40% of incidents).
16. The rescue or evacuation from water incident types saw the second highest increase of 90% over the same period in 2022-23 can be attributed to storms recorded in Q4. The highest numbers of rescues took place in Tenbury Wells and Hereford station areas (21% of all incidents) and concerned road vehicles surrounded by moving or rising water (68% of incidents).

### Road Traffic Collisions

17. There were 197 Road Traffic Collision incidents during Q4 2023-24, 19% more when compared to the same period in 2022-23. Although the overall number of RTC incidents appears to be slightly increasing when examining the last five years, 79% of RTCs attended in Q4 2023-24 concerned either making a vehicle or the scene safe. A person extraction was carried out at 21 incidents only.
18. The number of fatalities resulting from RTCs in Q4 2023-24 was 7 and slightly higher when compared to the same period last year. The same applies to the numbers of casualties suffering serious (an increase by 8) and slight injuries (an increase by 10). Information related to RTC's is fed into the Prevention department for review and to inform future training and awareness activities.

### Attendance Performance Measure (APM)

19. The Service evaluates the time taken for the first appliance to get to a much wider range of incidents and compares that against the expected travel time over three time zones (10, 15 and 20 minutes). Q4 2023-24 is only the fourth time the Service is reporting on this measure, therefore there may be a need to adjust the way data is collected and analysed that will be monitored and reviewed regularly.
20. Incident types that usually attract an emergency response (blue light conditions) are mainly used for this report and these are then split into three time zones based upon the expected travel time from the station to the incident location. The use of the new APM now means that the Service is able to examine attendance at a far greater number of incidents, providing a much larger range of useful data. The previous attendance standard would only have examined 132 incidents (primary building fires) in Q4 2023-24, whilst the new APM has exceeded this by 279%.

21. Out of the 501 incidents examined this quarter, 362 (72%) met the APM. This equates to meeting the APM in:
  - a. Zone 1 (10 mins) on 73% out of 355 occasions.
  - b. Zone 2 (10-15 mins) on 68% out of 125 occasions.
  - c. Zone 3 (15-20 mins) on 81% out of 21 occasions.
22. In this quarter, 71% of the incidents examined by the APM were in Zone 1 (10 minutes). Please note that the number of times an appliance had to attend an incident outside of its own station area was removed from the analysis.
23. This is a very useful baseline for future analysis and comparison, as the Service progresses through this reporting year. It also provides the Service with accurate data to identify areas of improvement when responding to emergencies.
24. The three main reasons why the APM was not met during this quarter were: Road obstruction/Traffic conditions etc (16 incidents), Turn in time (On-Call including Day crewing at night) (12 incidents) and Difficulty in locating incident address (11 incidents). The information has been passed on to Response managers who will review this data to ascertain which delays that may be unavoidable and also to determine what learning outcomes and improvements can be made. This will ensure that the Service can understand the reasons, put in relevant mitigations and improve response times where there is scope to make a difference.

#### On-Call Appliance Availability

25. The first On-Call appliance availability has decreased by 0.53% to 83.28% during Q4 2023-24 when compared to the same quarter of 2022-23. Availability for all On-call appliances fell by 6.85% to 66.45% in Q4 2023-24. For the first On-call appliance, 16 fire stations (64%) had over 85% availability. In comparison, 14 fire stations (56%) had over 85% availability over the same period in 2022-23. This information is fed back to managers in Response and directly links to the project work presently being undertaken with a strategic intent to improve On-Call availability to build a sustainable recruitment model for the future.

#### **People**

26. In terms of workforce diversity, the proportion of female representation has slightly increased by 1% reaching the level of 20% when compared to Q4 2022-23.
27. The 2021 Census data has recently been released and this has provided a more up-to-date picture of the Service's workforce profile. The population of ethnic minorities within the community has increased from 7% to 10%. Ethnic minority representation in the Service has slightly decreased by 1% when compared to the same period in 2022-23 and it is currently at 5%.

The Service continues to monitor employment trends and in the coming year will focus on positive action for under-represented groups as well as exploring development opportunities to support career progression for women.

28. Overall absence due to staff sickness returned to more typical levels of 2.25 days lost per person compared to 6.38 days in the same period in Q4 2022-23. Input for managers is continuing on the recently updated Attendance Management policy with an emphasis on early intervention and support. By putting measures in place early, this can influence the length of absence or even prevent the absence occurring e.g. welfare support or occupational health advice.
29. All staff groups, including Wholetime, Fire Control and Support showed a decrease in sickness rates in comparison to the same period in 2022-23. In terms of the split between long-term and short-term absence, long-term absence represents 51% of all staff sickness absence in this quarter. Respiratory – Chest Infection, Respiratory - Cold/Cough/Influenza and Mental Health – Stress categories were the main reasons for absence in this quarter. These figures and trends are monitored by the Health & Safety Committee who meet on a quarterly basis.

### Conclusion/Summary

30. Further information on the headlines set out above is included in Appendix 1.
31. 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

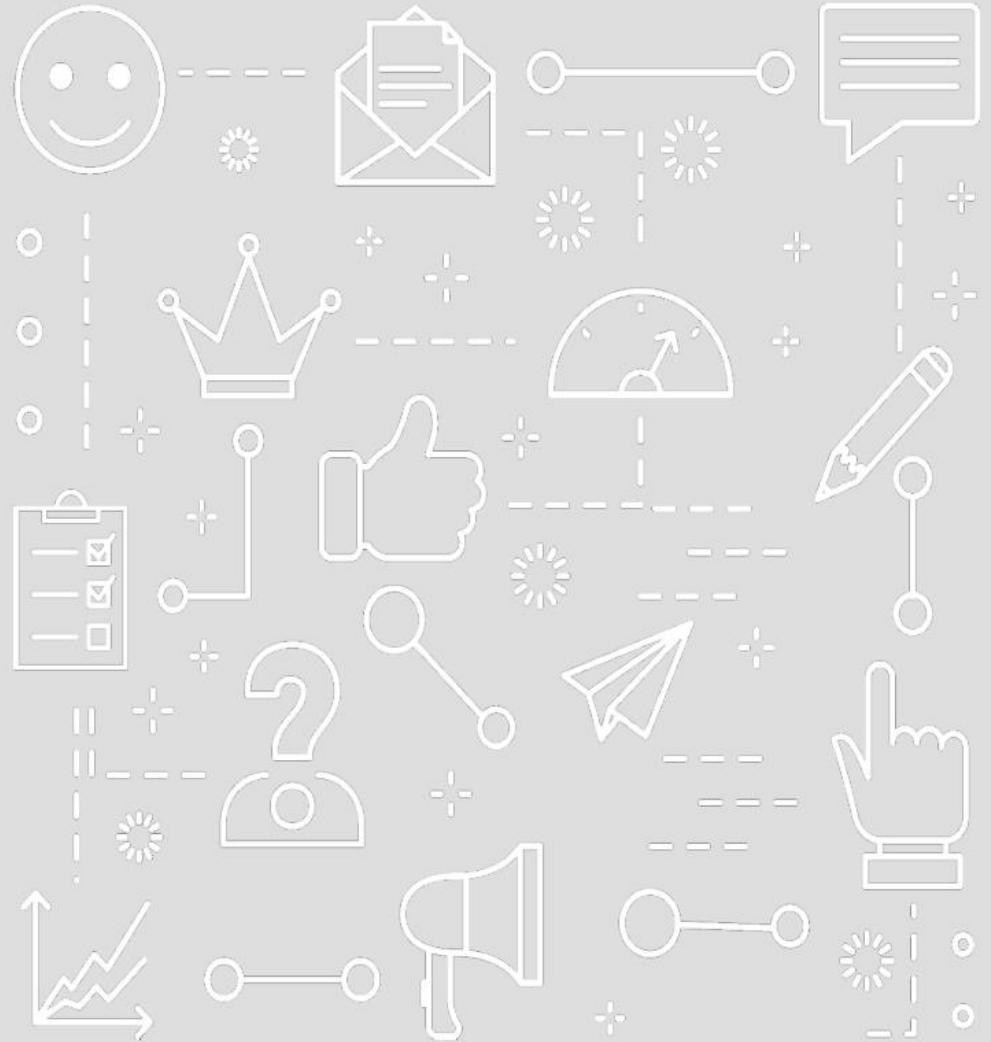
<p><b>Resource Implications</b> (identify any financial, legal, property or human resources issues)</p>	<p>The figures reported may change due to increasing scrutiny over the Command &amp; Control, Incident Recording System, Community Fire Risk Management Information System and HR Connect, and improved data quality control measures put in place.</p>
<p><b>Strategic Policy Links &amp; Core Code of Ethics</b> (identify how proposals link with current priorities &amp; policy framework and align to the Core Code of Ethics)</p>	<p>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. The data considered directly links with the ethical principle of Putting Our Communities First.</p>
<p><b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).</p>	<p>Relevant data is fed into the Health &amp; Safety Committee as appropriate.</p>

<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 4 2023-24



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



# Performance Report

Quarter 4 2023-24 (01 Jan – 31 Mar 2024)

Report of the Assistant Chief Officer - Director of Prevention

# Incident Overview

Q4 2023-24 (01 Jan - 31 Mar 2024)



## All Incidents

Total

1,841

Change since Q4 2022-23

↑ +6%

Increase by 6% on Q4 2022-23. The Service also attended 12 'Over The Border' incidents.



## Fires

289

↓ -15%

Decrease by 15% on Q4 2022-23.



## Special Services

680

↑ +13%

Increase by 13% on Q4 2022-23.



## False Alarms

872

↑ +10%

Increase by 10% on Q4 2022-23.

# District Overview

## Incidents per District Q4 2023-24



Fire



Special  
Service



False  
Alarms

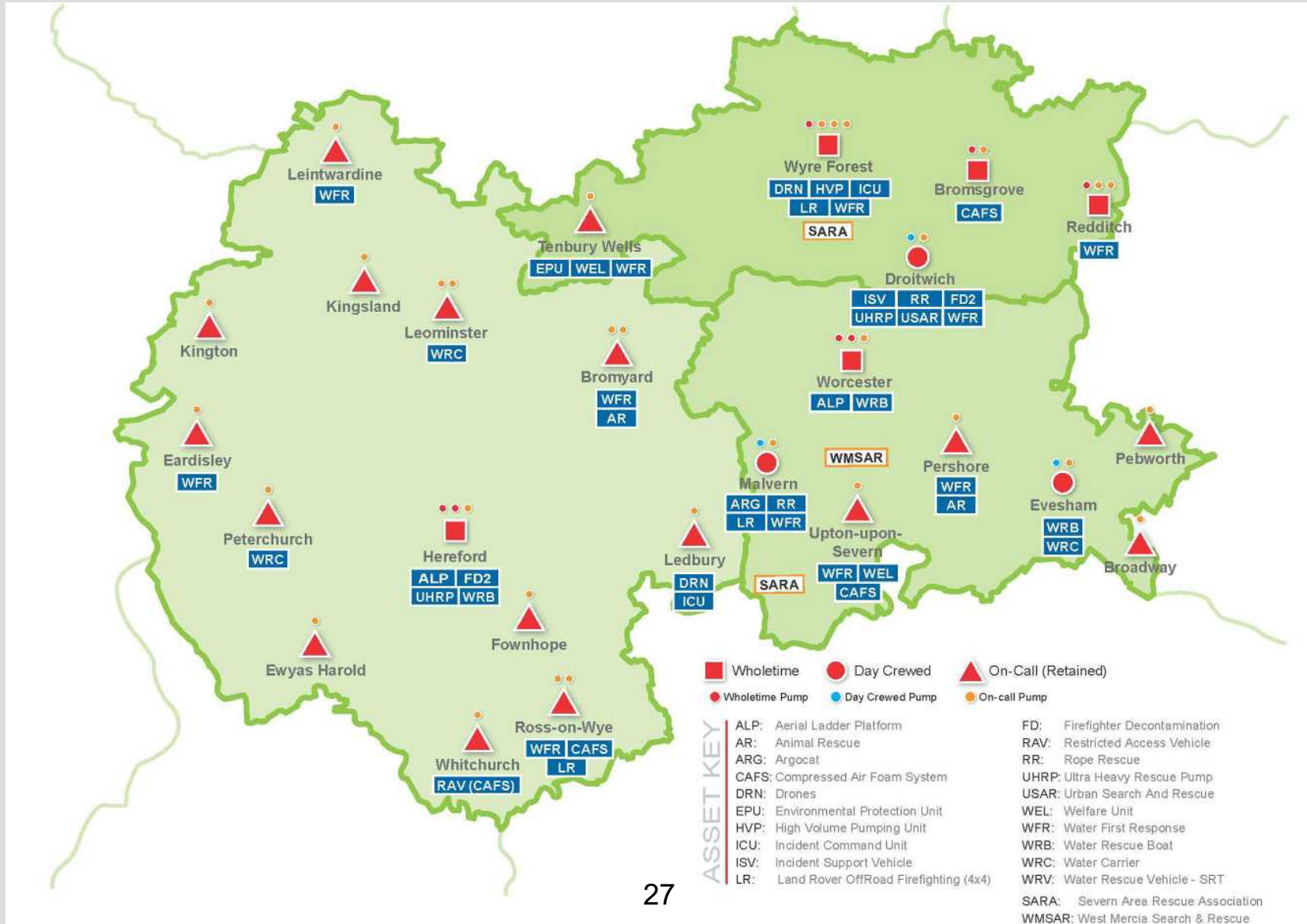


All  
Incidents

Change since  
Q4 2022-23

North District	112	259	381		752	↑ +2%
South District	92	229	305		626	↑ +8%
West District	85	192	186		463	↑ +10%
Total	289	680	872		1,841	↑ +6%

# Asset location (July 2023)





# Prevention



Fire Prevention Checks Completed	Q4 2023-24	Q4 2022-23
----------------------------------	------------	------------

Home Fire Safety Visits	1,856	1,878
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### Home Fire Safety Visit Feedback Q4 2023-24

Proportion of Positive Responses **100%**



The number of Home Fire Safety Visits have slightly decreased by 1.17% when compared to the same period last year. However, the annual target of 7,500 was exceeded by 160 HFSVs.

Nevertheless, the number of Home Fire Safety Visits completed remained at a high level when compared to previous years.

The Service continues to work closely with partner agencies and gathers feedback from service users on visits Service have undertaken.

# Protection



## Inspections Completed

Q4 2023-24    Q4 2022-23

Risk Based Inspection Programme

---

241    349

Total Enforcement Activity

---

10    20

Specific Post Fire Audit

49    46

## Fire Safety Full Audit Questionnaire

Q4 2023-24

Proportion of Positive Responses

91 %

The Risk Based Inspection Programme (RBIP) are inspections carried out by specialist qualified Fire Safety staff.

Total Enforcement Activities have decreased by 31% compared to Q4 in 2022-23. However, the total number of inspections carried out by the department in 2023-24 is 1,151, which exceeds the annual target of 1,000 Fire Safety inspections.

The Advice/Concerns Log generated 117 requests for help during this Quarter.

The department is proactively identifying business leads to highlight their fire safety responsibilities and offer support and signposting where needed.

# Response - Fires



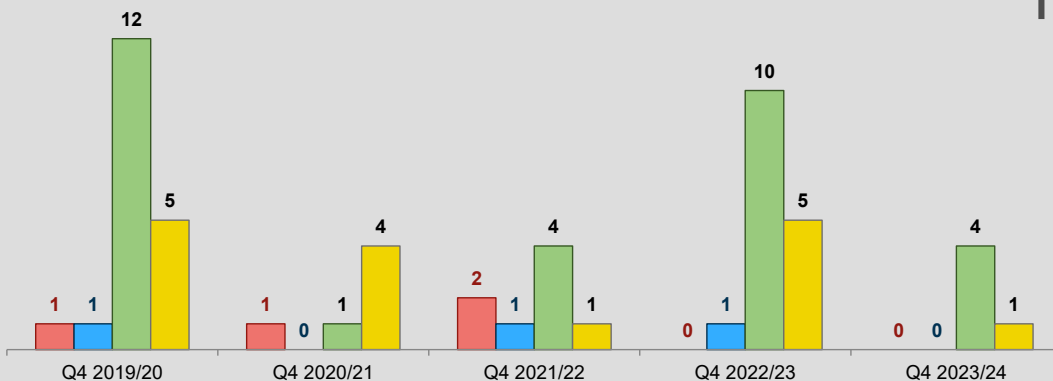
## Primary Fires 204

Primary Fires	Q4 2023-24	Q4 2022-23	Change	
Building Fires	132	149	-17	-11%
Outdoor Fires	9	14	-5	-36%
Vehicle & Transport Fires	63	46	+17	+37%
<b>Total</b>	<b>204</b>	<b>209</b>	<b>-5</b>	<b>-2%</b>

The number of Primary Fires has decreased by 5 incidents when compared to Q4 2022-23.

### Primary Fire - Injuries and Fatalities

■ Fatalities ■ Victim went to hospital, injuries appear Serious ■ Victim went to hospital, injuries appear Slight ■ First Aid



## Secondary Fires 63

Secondary Fires	Q4 2023-24	Q4 2022-23	Change	
Grassland, Woodland and Crop	27	34	-7	-21%
Other Outdoors (including land)	15	30	-15	-50%
Outdoor Structures	17	20	-3	-15%
Buildings & Transport	3	6	-3	-50%
Outdoor Equipment & Machinery	1	4	-3	-75%
<b>Total</b>	<b>63</b>	<b>94</b>	<b>-31</b>	<b>-33%</b>

There was a 33% decrease in Secondary Fires compared to Q4 in 2022-23.

The service also attended 22 Chimney Fires.

There were 5 incidents in Q4 2023-24 where 5 or more pumps attended. These were 4 fire and 1 special service incidents.

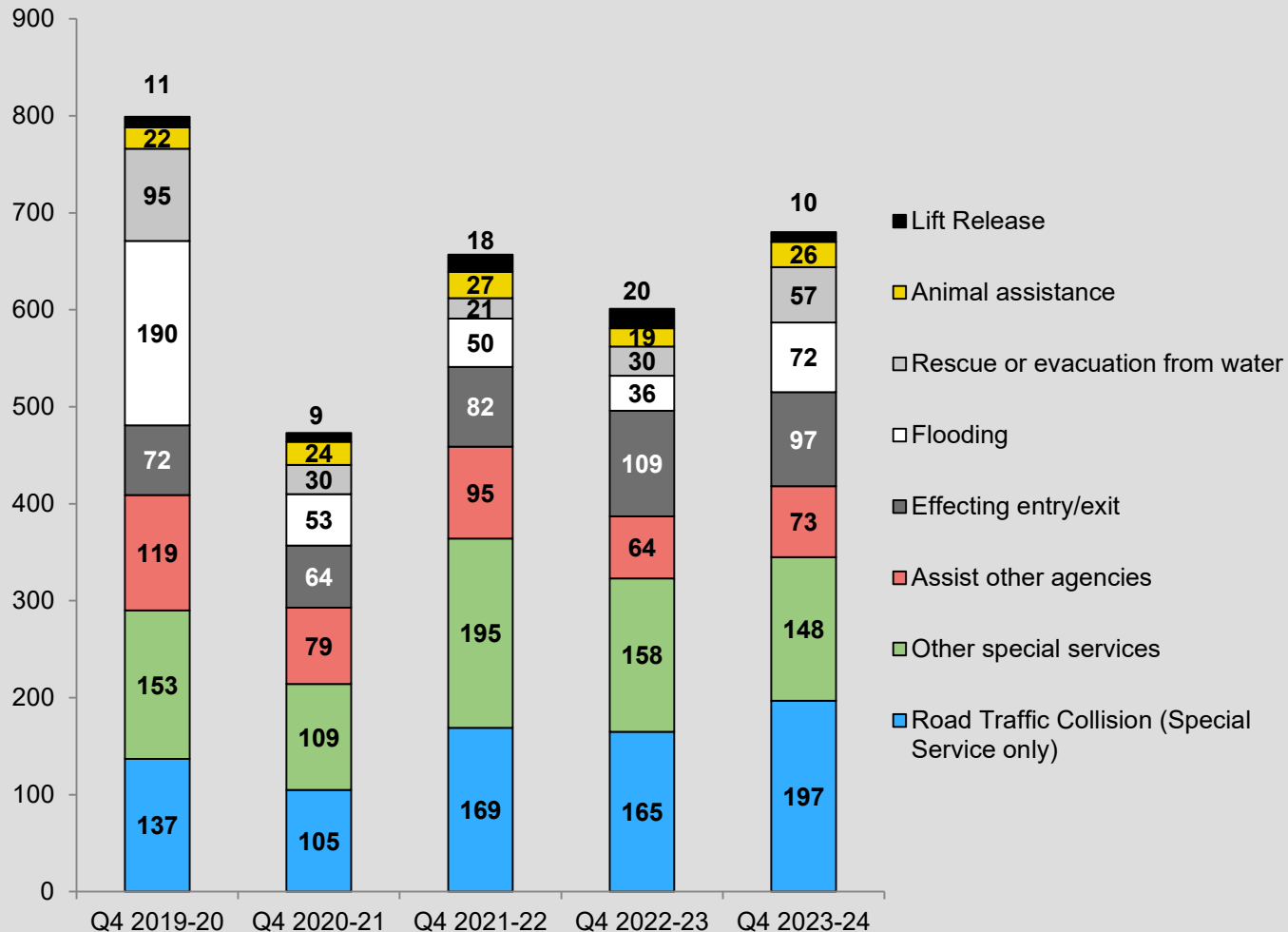
There were no fatalities in primary fires recorded in Q4 2023-24.

# Response – Special Services



680

Special Service incidents in Q4 2023-24



**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.

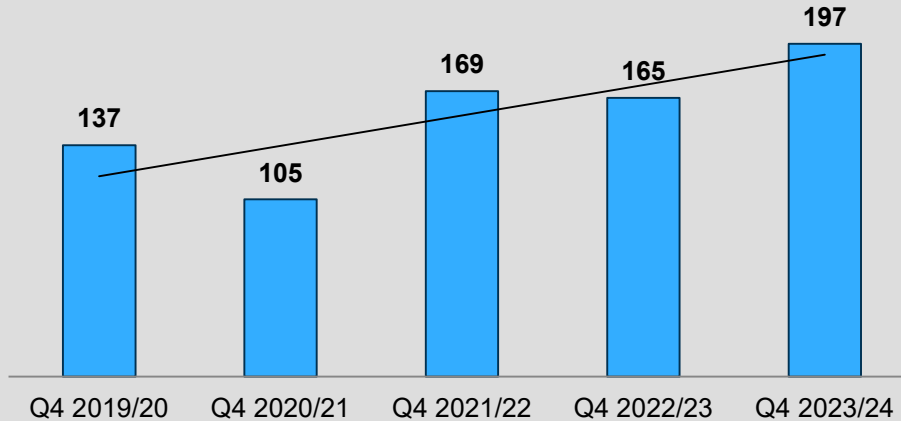
**Other special services** includes the following categories: Other Transport incident, Other rescue/release of persons, Making Safe (not RTC), Removal of objects from people, Removal of people from objects, Suicide/attempts, Medical Incident - First responder, Medical Incident - Co-responder, Evacuation (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

## Total RTC Incidents



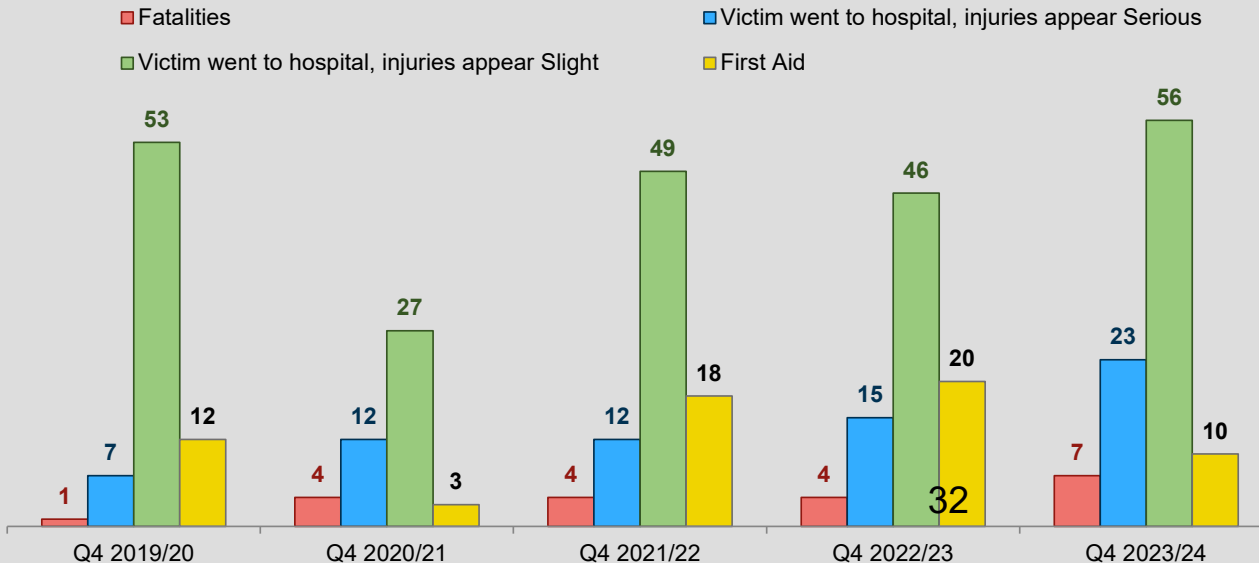
**197**  
RTC  
incidents  
in Q4  
2023-24



The number of RTC incidents increased by 19% and it was above the five-year average of 147 incidents.

The Service is now involved in several road safety initiatives.

## RTC - Injuries and Fatalities



The number of fatalities from RTC incidents increased in Q4 2023-24 when compared to the same period last year. Further increases were observed in case of injuries which appeared to be serious and slight but required hospital intervention.

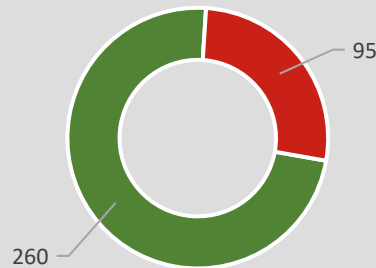
# Response – Attendance Performance Measure (APM)



Incidents evaluated for the APM - 501

Incidents that met the APM - 362

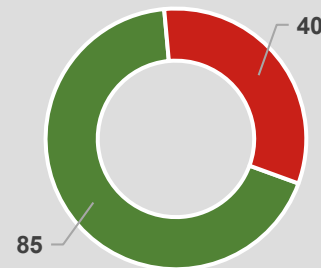
Time Zone 1 - Less than 00:10:00



■ Met ■ Not Met

Achieved on 73% of occasions

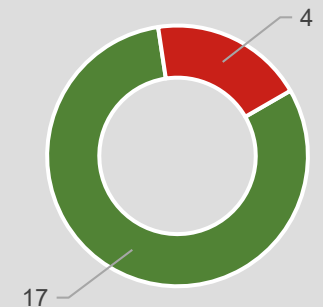
Time Zone 2 - Between 00:10:00 and 00:15:00



■ Met ■ Not Met

Achieved on 68% of occasions

Time Zone 3 - Between 00:15:00 and 00:20:00



■ Met ■ Not Met

Achieved on 81% of occasions

		<u>No. of incidents</u>
<b>Top 5 reasons for not meeting the Attendance Performance Measure</b>	1. Road obstruction/Traffic conditions etc	16
	2. Turn in time (On-Call including Day crewing at night)	12
	3. Difficulty in locating incident address	11
	4. Dressing in specialist PPE / Responding at normal speed / Weather conditions	7
	5. Mobilised to incorrect address	5

# Response – On-call Appliance Availability

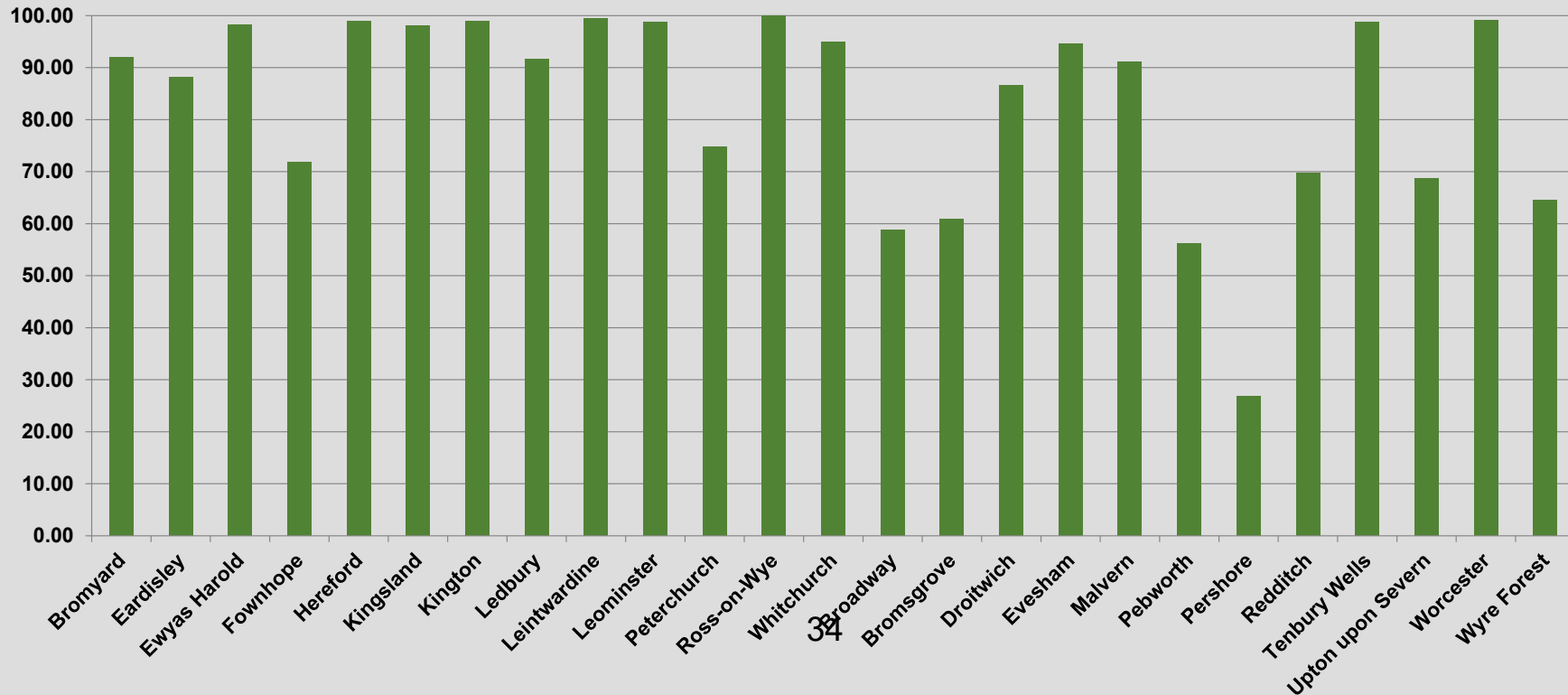


First On-call Appliance 83.28%

All On-call Appliances 66.45%

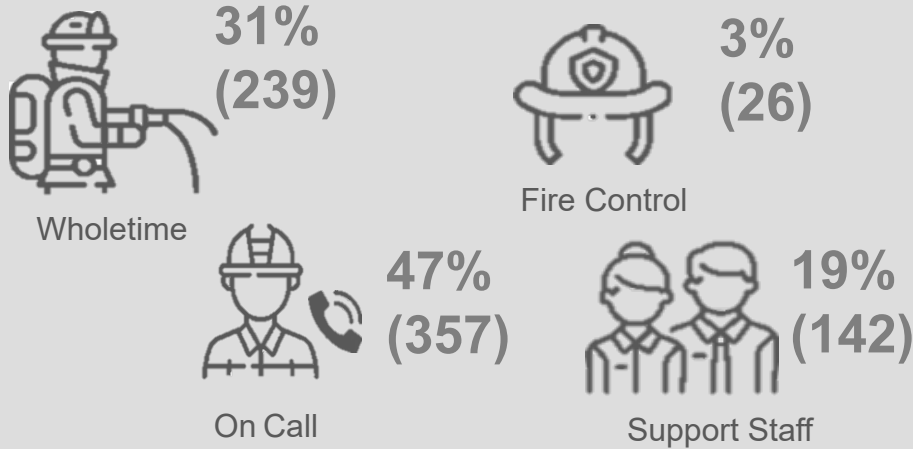
First On-call Appliance Availability 83.81%  
Q4 2022-23

## First On-Call Appliance Availability Q4 2023-24



# People

## Overall Workforce Profile – 764 employees

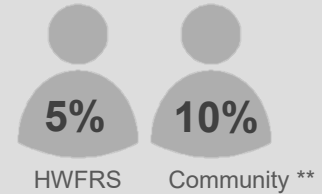


## Equalities



Female representation has slightly increased by 1% when compared to Q4 2022-23

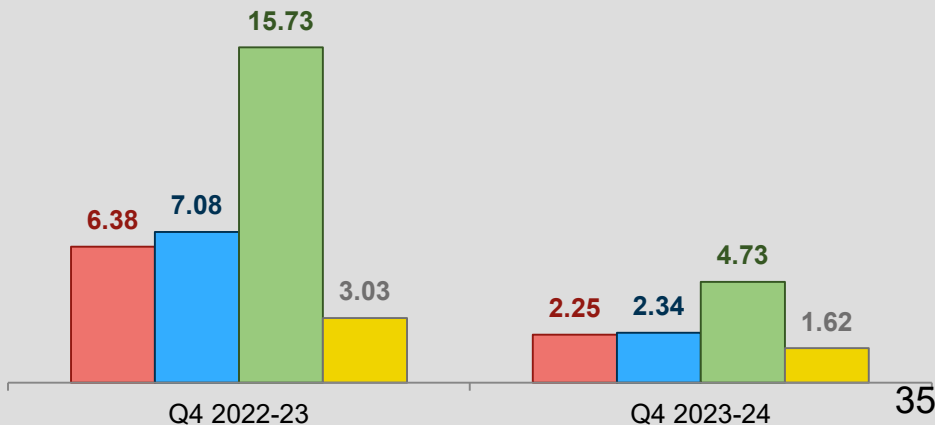
## Ethnicity



Ethnic minority representation has decreased by 1% when compared to Q4 2022-23

## Days/Shifts Lost Per Person

■ All Staff ■ Wholetime ■ Fire Control ■ Support Staff



\*Long Term Sickness is 28 calendar days or more

\*\*Community Ethnic Minority has increased to 10% in Census 2021 from 7% in Census 2011

## Days/Shifts Lost Per Person

	Wholetime	Fire Control	Support Staff
Short Term Absence	1.12 47.86%	1.19 25.20%	1.04 64.16%
Long Term Absence *	1.22 52.14%	3.54 74.80%	0.58 35.84%

## Top 3 Reasons for Absence

- Respiratory – Chest Infection
- Respiratory – Cold/Cough/Influenza
- Mental Health – Stress



## **Report of the Assistant Chief Fire Officer - Director of Protection and Assets**

### **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 14<sup>th</sup> November 2023.
- 

#### **Recommendation**

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

- (i) Station Work Routines***
- (ii) Fitness and Attendance Management Policies***
- (iii) Resource Review***
- (iv) Culture and Ethics Steering Group***
- (v) National Operational Guidance (NOG) and Intel Projects***
- (vi) Property Updates***
- (vii) HMICFRS Action Plan***
- (viii) Updates: Proposed New Flexible Duty System for Fire Control, Fire Control Crewing, New Employment Rights***
- (ix) USAR On-Call Process***

#### **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 Chief Officer Prevention, Assistant Directors / Area Commanders responsible for Protection, Prevention, Response and Assets, as well as the Head of HR and Development. The ACO will chair JCC in the absence of the ACFO.

## **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 meeting are now categorised under one of the following headings thus enabling a more structured flow of information between management and representative bodies:
  - For consultation
  - For negotiation
  - Service Policy and Instructions (SPI) undergoing formal consultation
  - Items for information / updates for Trade Union representatives
  - Requests for information / issues raised by Trade Union representatives
  - Other items / general updates
7. The JCC has met on 4 occasions since the previous update delivered to the Committee on 14<sup>th</sup> November 2023, in addition to 9<sup>th</sup> November 2023 (14<sup>th</sup> December 2023, 25<sup>th</sup> January 2024, 7<sup>th</sup> March 2024 and 18<sup>th</sup> April 2024).

## **New issues under discussion since the last update**

### Policies

8. Policies discussed or noted at JCC since the previous update have included:
  - Social Media Policy
  - Attendance Management Policy V7.0
  - Station Work Routines and Planning V1.00
  - Pre and Post Course Leave V2.0
  - Fitness Policy V1.0
  - Provision of Operational Risk Information V5
  - Annual Leave and Entitlement Procedures V11.0
  - Fitness Policy
  - Attendance Management Policy
  - Day Crewing Policy
  - Standards of Dress Policy
  - Relocation Assistance V1.3
  - Assistance and Lifting of Large or Bariatric Casualties
  - Procurement Guidelines
  - Animal Health Addendum V2.00
  - Speed Restrictions and Exemptions V2.00

### Promotion Processes

9. In the previous Committee update it was noted that a Fire Fighter (Control) and Crew Commander (Control), together with a wholetime Crew Commander process were on-going. All three of these promotion processes have been completed, with successful candidates being offered positions and commenced their new roles.
10. A Service bulletin item has also been released concerning the potential for temporary Group and Station Commander promotion processes being run in 2024.

### Industrial Action

11. This item has been left on the JCC agenda, awaiting outcomes of future pay negotiations, however there is no further update at this time.

### Property Update

12. A brief overview continues to be provided concerning the progress made in the capital property programme, specifically; Broadway, Redditch and Hereford Fire Stations, and the Strategic Training Facility at Leominster. Furthermore, the JCC Chair shared the full property update presented to the P&R Committee meeting on 6<sup>th</sup> March 2024 to JCC on 7<sup>th</sup> March 2024.

### Project Updates

13. The main focus of recent JCC discussions in terms of projects was as follows:
  - New Fire Control System
  - Replacement Breathing Apparatus
  - Equipment Tracking
  - Replacement workwear

### Conclusion

14. 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

<p><b>Resource Implications</b> (identify any financial, legal, property or human resources issues).</p>	<p>None.</p>
<p><b>Strategic Policy Links &amp; Core Code of Ethics</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).</p>	<p>The JCC forum links to the successful discharge of the People Strategy and also closely links to all five elements of the Core Code of Ethics.</p>
<p><b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).</p>	<p>None.</p>
<p><b>Consultation</b> (identify any public or other consultation that has been carried out on this matter).</p>	<p>Consultation has been carried out on all significant policy changes as per Service procedures.</p>
<p><b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?).</p>	<p>All significant policy changes are fully supported by EIAs.</p>
<p><b>Data Protection Impact Assessment</b> (where personal data is processed a DPIA must be completed to ensure compliant handling).</p>	<p>N/A</p>