



HEREFORD & WORCESTER Fire Authority

Full Authority

AGENDA

Wednesday, 18 October 2023

10:30

**Herefordshire Council Offices
Plough Lane, Hereford, Herefordshire, HR4 0LE**

GUIDANCE NOTES FOR VISITORS

Parking

There is a free car park for visitors located at the top of Plough Lane. Drive past the Herefordshire Council offices (which are on your right) all the way up until you cannot go any further. Then, turn left and go past the first two car parks which belong to Heineken. The next car park and an overflow car park on from that belong to Herefordshire Council and are free to use.

Alternative formats

For information regarding requests for papers in alternative formats, please contact Committee & Members' Services on 01905 368241/209 or by email at committeeservices@hwfire.org.uk.

Smoking is not permitted.

First Aid -please ask at reception to contact a trained First Aider.

Toilets – please ask at reception.

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

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

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.

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.



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Agenda

Councillors

Mr C B Taylor (Chairman), Mr R J Phillips (Vice Chairman), Mr A Amos, Mr D Boatright-Greene, Mr D Boulter, Mr B Brookes, Mrs J Carwardine, Mr D Chambers, Mr B Clayton, Mr D Davies, Mr A Ditta, Mrs E Eyre BEM, Mr I D Hardiman, Mr Al Hardman, Mr M Hart, Mr J Kenyon, Mrs E Marshall, Ms N McVey, Ms J Monk, Mr D Morehead, Mr R J Morris, Ms L Robinson, Ms D Toynbee, Mr R M Udall, Mr T Wells

No.	Item	Pages
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1	Apologies for Absence	
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To receive any apologies for absence.

2	Declarations of Interest (if any)	
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This item allows the Chairmen to invite any Councillor to declare an interest in any of the items on this Agenda.

3	Chairman's Announcements	
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To update Members on recent activities.

4	Public Participation	
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To allow a Member of the public to present a petition, ask a question or make a statement relating to any topic concerning the duties and powers of the Authority.

Members of the public wishing to take part should notify the Head of Legal Services in writing or by email indicating both the nature and content of their proposed participation to be received no later than 2 clear working days before the meeting (in this case 13 October 2023). Further details about public participation are available on the website. Enquiries can also be made through the

telephone numbers/email listed below.

5	Confirmation of Minutes	1 - 11
	To confirm the minutes of the meeting held on 21 June 2023.	
6	Statement of Assurance 2022-23	12 - 32
	To present the Statement of Assurance 2022-23 for approval and publication.	
7	His Majesty's Inspectorate of Constabularies and Fire and Rescue Services (HMICFRS) Improvement Plan – Update Q1 2023/2024	33 - 59
	To update Members on the HMICFRS Improvement Plan following the inspection report dated 15 Dec 2021.	
8	Reducing Unwanted Fire Signals (UwFS)	60 - 69
	To provide Members with a review of Unwanted Fire Signals and to consider the benefits/disbenefits of attending in response to automatic fire alarms.	
9	Fire Alliance Fire Control Project Update	70 - 72
	To update the Fire Authority on progress of the Fire Alliance Fire Control Project.	
10	Minutes of the Audit and Standards Committee	73 - 77
	To receive the minutes of the meeting held on 19 July 2023.	
11	Minutes of the Appointments Committee	78 - 79
	To receive the minutes of the meeting held on 12 September 2023.	
12	Minutes of the Policy and Resources Committee	80 - 84
	To receive the minutes of the meeting held on 12 September 2023.	