



# **HEREFORD & WORCESTER Fire Authority**

**Full Authority**

## **AGENDA**

**Wednesday, 21 June 2023**

**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

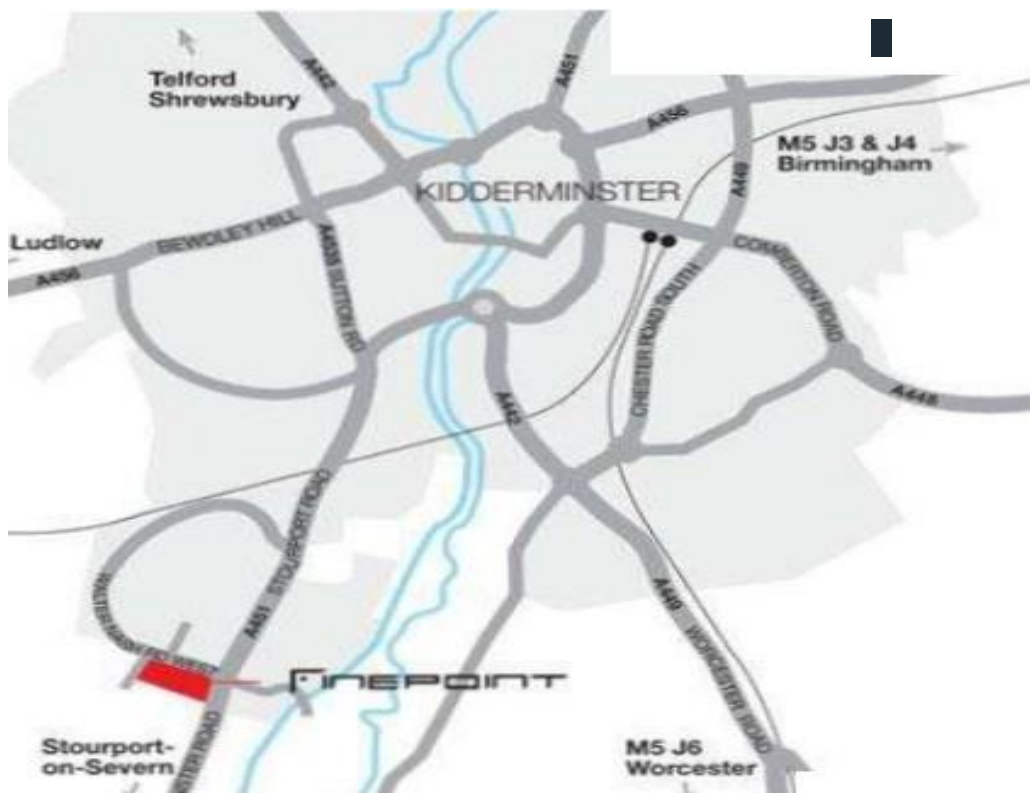
Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF  
Reception at Wyre Forest House 01562 732101

### 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.



**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](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

## Full Authority

Wednesday, 21 June 2023,10:30

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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 B Brookes, Mr D Chambers, Mr B Clayton, Mr A Ditta, Mrs E Eyre BEM, Mr I D Hardiman, Mr Al Hardman, Mr M Hart, Mrs E Marshall, Ms N McVey, Ms J Monk, Mr D Morehead, Mr R J Morris, Ms L Robinson, Mrs D Toynbee, Mr R M Udall, Mr T Wells

No.	Item	Pages
1	<b>Election of Chairman</b> To elect a Chairman of the Authority.	
2	<b>Election of Vice Chairman</b> To elect a Vice Chairman of the Authority.	
3	<b>Apologies for Absence</b> To receive any apologies for absence.	
4	<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.	
5	<b>Chairman's Announcements</b> To update Members on recent activities.	

<b>6</b>	<b>Public Participation</b>	
	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 16 June 2023). Further details about public participation are available on the website. Enquiries can also be made through the telephone numbers/email listed below.	
<b>7</b>	<b>Confirmation of Minutes</b>	<b>1 - 7</b>
	To confirm the minutes of the meeting held on 13 February 2023.	
<b>8</b>	<b>Appointments to Committees and Outside Bodies</b>	<b>8 - 13</b>
	To consider the allocation of seats on Committees to political groups, the membership of those committees and appointments to outside bodies.	
<b>9</b>	<b>Provisional Financial Out-turn 2022-23</b>	<b>14 - 29</b>
	To receive provisional financial results 2022-23, to review Treasury Management activities and to confirm compliance with the Prudential Code indicators.	
<b>10</b>	<b>Staff Survey Feedback Presentation</b>	
	Costa Antoniou from People Insight will present a summary of feedback from the staff survey that was recently undertaken.	
<b>11</b>	<b>Cultural Issues in the Fire Service</b>	<b>30 - 57</b>
	To inform Members of the current assessment of the Service's culture and behaviours and assure Members of the measures being taken to drive progress in this area.	
<b>12</b>	<b>Annual Service Review 2022-23</b>	<b>58 - 93</b>
	This report seeks approval for the draft Annual Service Review 2022-23.	

<b>13</b>	<b>Annual Service Plan 2023-24</b>	<b>94 - 107</b>
	This report seeks approval for the draft Annual Service Plan 2023-24.	
<b>14</b>	<b>His Majesty’s Inspectorate of Constabularies and Fire and Rescue Services (HMICFRS) Improvement Plan – Update Q4 2022 / 2023</b>	<b>108 - 134</b>
	This report is to update Members on the HMICFRS Improvement Plan following the inspection report dated 15 Dec 2021.	
<b>15</b>	<b>Change Function Support</b>	<b>135 - 138</b>
	This report summarises steps that have been taken to review options to support the Authority’s significant change portfolio and propose a collaboration arrangement with West Mercia Police.	
<b>16</b>	<b>Invest To Improve Programme</b>	<b>139 - 142</b>
	To inform Members on the progress of the Invest to Improve Programme and assure Members of the measures being taken and positive impact of this programme.	
<b>17</b>	<b>Feasibility of Droitwich Training Centre/Wyre Forest</b>	<b>143 - 145</b>
	To update Members on the feasibility to relocate Training Centre (currently based in Droitwich) to Wyre Forest Fire Station.	
<b>18</b>	<b>Environmental Sustainability Plan 2021-2025 Update</b>	<b>146 - 165</b>
	To update Members on the progress in delivering the actions set out in the Environmental Sustainability Plan 2021-2025.	
<b>19</b>	<b>Minutes of the Audit and Standards Committee</b>	<b>166 - 170</b>
	To receive the minutes of the meeting held on 19 April 2023.	
<b>20</b>	<b>Minutes of the Policy and Resources Committee</b>	<b>171 - 175</b>
	To receive the minutes of the meeting held on 3 May 2023.	