



HEREFORD & WORCESTER Fire Authority

Policy and Resources Committee

AGENDA

Tuesday, 12 September 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.

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

Tuesday, 12 September 2023, 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	Apologies for Absence To receive any apologies for absence.	
2	Named Substitutes To receive details of any Member of the Authority nominated to attend the meeting in place of a Member of the Committee.	
3	Declarations of Interest (if any) This item allows the Chairman to invite any Councillor to declare an interest in any of the items on this Agenda.	
4	Confirmation of Minutes To confirm the minutes of the meeting held on 3 May 2023.	1 - 5
5	Budget Monitoring 2023/24 – Quarter 1 To inform Members of the current position on the revenue and capital budget for 2023/24, and to give an update on Treasury Management.	6 - 12
6	Inclusion of Fire and Rescue Authority employees in the Rehabilitation of Offenders Act (Exceptions) Order 1975	13 - 15

To inform Members of the inclusion of Fire and Rescue Authority employees in the Rehabilitation of Offenders Act (ROA) (Exceptions) Order 1975.

7 Property update 16 - 18

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

8 Fire Cadets Annual Review 2022/2023 19 - 22

To provide an update on the Fire Cadets activity for 2022/2023.

9 2023-24 Performance Report: Q1 (01 April – 30 June 2023) 23 - 40

This report summarises the Service's performance for Q1, 2023-2024.



Hereford & Worcester Fire Authority

Policy and Resources Committee

Wednesday, 03 May 2023,10:30

Chairman: Mr R J Phillips

Vice-Chairman: Mr C B Taylor

Minutes

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

0222 Apologies for Absence

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

0223 Named Substitutes

There were no named substitutes.

0224 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).

0225 Confirmation of Minutes

RESOLVED that the minutes of the Policy and Resources Committee meeting held on 1 March 2023 be confirmed as a correct record and signed by the Chairman.

0226 Budget Update 2023-24

The Treasurer updated Members on the 2023/24 Budget following the settlement of the Grey Book Pay Award.

Members were informed of the five changes that had an impact on the budget since the Fire Authority meeting in February. Namely:

- i) Grey Book pay award had been settled at 7% for July 2022 and 5% for July 2023.
- ii) Green Book offer, which was in excess of the original budgetary provision for April 2023 had been rejected, but the cost of this revised offer has been included.
- iii) Retained Business Rate changes.
- iv) Distribution of Grants was slightly different.
- v) New Dimensions USAR grant amendments.

Members were still disappointed that central government were not providing any financial support for the pay award but it was recognised there was little benefit in trying to lobby government again on this point.

Members were advised that whilst it would not be prudent to rely on the use of reserves to close a budget gap in the long term, the planned use to avoid unnecessarily early service impacts, whilst developing a cost reduction plan, could be seen as a sensible use of reserves.

RESOLVED that the revised budget be approved.

0227 Pensions Board Update (Fire Pension Schemes)

The Deputy Chief Fire Officer presented an update on the establishment and activities of the Pensions Board.

Members were pleased to note that there had been no conflicts of interest or breaches reported to The Pensions Regulator.

[Cllr D Morehead entered the meeting at 10.44am].

RESOLVED 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.

0228 Efficiency and Productivity Plan 2023/24

The Treasurer presented the Efficiency and Productivity Plan which was required by standalone Fire Authorities under the National Framework to

be published and submitted to the Home Office by 31 March 2023. This was part of the evidence gathering exercise for the Home Office to demonstrate to HM Treasury that the sector had delivered on commitments.

The Treasurer did not use the Home Office's template as it was felt to be confusing, complicated and did not align with the format of information that Members were used to receiving. This view was also shared with other Fire Treasurers in the region. Following submission of the Plan, the Home Office requested that the template be completed (and made the same request of other Treasurers as well).

Members noted that the template had not been published on the website but was included as an appendix to the report for information.

RESOLVED that the Committee notes that the Efficiency and Productivity Plan was published on the Authority's website on 31 March 2023.

0229 Serious Violence Duty Update

The Assistant Chief Officer (Director of Prevention) provided an overview of the introduction of the Serious Violence Duty and the impact on Fire and Rescue Services.

The Serious Violence Duty came into effect in January 2023, following the government's public consultation in July 2019, to collaborate and plan to prevent and reduce serious violence.

Members were pleased to note that the Assistant Chief Officer (Director of Prevention) was the nominated lead representative for the Service.

RESOLVED that the introduction of the new Serious Violence Duty and the Fire and Rescue Service involvement was noted.

0230 Modern Slavery & Human Trafficking Statement 2022/2023

The Assistant Chief Officer (Director of Prevention) presented the annual Modern Slavery and Human Trafficking Statement 2022/23 for adoption.

The Statement set out the steps that the Service had taken to prevent modern slavery in its supply chains and own business.

RESOLVED that the Modern Slavery and Human Trafficking Statement 2022/23 be approved and published on the Service's website.

0231 2022-23 Performance Report: Q4 (01 January – 31 March 2023)

The Assistant Chief Officer (Director of Prevention) presented a revised report correcting errors in the original summary of the Service's performance for Quarter 4, 2022-23 that had been published with the agenda.

Members were pleased to note that the total number of incidents had decreased slightly to 1,733 compared to the same quarter of 2021-22 and there had been a significant increase in Home Fire Safety Visits, of which there were 1,878, a 143% increase compared to the same quarter of 2021-22. Inspections of business premises had also increased, 379 were completed compared to 241 in the previous year. This reflected the various restrictions on working arrangements in 2021 following Covid-19.

RESOLVED that the Q4 2022-23 performance headlines set out in Section 4 of the report, with further details available in Appendix 1, be noted.

0232 Update from the Joint Consultative Committee

The Assistant Chief Fire Officer (Director of Protection and Assets) presented the activities of the Joint Consultative Committee since the last update provided on 15 November 2022.

Members noted the current issues under discussion with employee representatives.

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

- i) Urban Search and Rescue (USAR) Contracts/Policy - Outcome of National Review***
- ii) Duty Systems - 12hr days and Day Crewing***
- iii) Fitness and Attendance Management Policies***
- iv) Promotion Processes***
- v) Industrial Action***
- vi) Core Code of Ethics Steering Group***
- vii) Safeguarding Training Competency Framework***
- viii) Time in Motion Review***

ix) Staff Survey Update

x) Property Update

**xi) Project Updates - National Operational Guidance (NOG), On-Call,
and Unwanted Fire Signals**

xii) Mid-term Financial Plan (MTFP) Update

The Meeting ended at: 11:49

Signed:.....

Date:.....

Chairman

Report of the Treasurer

Budget Monitoring 2023/24 – Quarter 1

Purpose of report

1. To inform Members of the current position on the revenue and capital budget for 2023/24, and to give an update on Treasury Management.
-

Recommendation

It is recommended that the Committee:

- I. Confirms the revenue budget allocation adjustments;*
- II. Notes the current projection of a £0.250m revenue underspending*
- III. Notes the projected expenditure on “Invest to Improve” projects;*
- IV. Approves the allocation of the revenue underspend to the Breathing Apparatus project; and*
- V. Notes the implementation of approved changes to the Capital Budget*

Introduction and Background

2. This report follows the established format and, for the Revenue budget, is an out-turn projection nominally based on first quarter information, but incorporating latest information up to mid August.
3. For the Capital report, because capital projects tend to last beyond a single financial year, the report shows progress against the approved scheme totals.
4. 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

5. In February 2023 the Fire Authority set a Core Budget of £39.397m which was subsequently amended at Policy & Resource Committee in May 2023 to £39.972m (*Appendix 1: Column 2, Row 37*), This was funded by Precept, Grants and Retained Business Rates of £40.099m (*Appendix 1: Column 2,*

Row 53).

6. After taking account of the approved transfer to the Capital Projects Reserve and final use of the Taxation Income Guarantee Grant Reserve, this required a small transfer of £0.116m from the Budget Reduction Reserve. (*Appendix 1: Column 2, Row 64*). This is essentially a balanced budget.
7. Column 3 of Appendix 1 shows the allocation for the provision of the national “grey book” pay award (the national “green book” award remaining unsettled) and Column 4 shows reallocations approved by the Strategic Leadership Board (SLB), including the allocation of the inflation provision.
8. At this point there is only one significant variation, and this is around capital financing where spending slippage in the capital programme has led to a delay in spending and a consequential delay in capital financing costs of £0.250m.
9. It is proposed to use this saving to fund the additional cost of Breathing Apparatus replacement beyond the initial estimate of £1m already provided in reserves.
10. For information the Appendix also shows separately the expected expenditure on reserve funded “Invest to Improve” projects. As more projects get underway this estimate will increase during the year.

Capital Budget

11. The approved capital budget detailed in Appendix 2 and is divided into four blocks:
 - Major Buildings – in accordance with the approved Property Strategy
 - Vehicles – in accordance with the approved Vehicle Strategy
 - Minor Schemes - allocated by Strategic Leadership Board (SLB)
 - Future Buildings Schemes
12. The latter is provision for Hereford Fire Station replacement, the North Herefordshire Strategic Training Facility relocation of training facilities at Wyre Forest and the approved Capital Projects Reserve to meet inflation pressures. These schemes are not disclosed separately to protect the Authority’s procurement interest until contracts are fully awarded.
13. There have been a number of changes to the budget since it was last reported to the Authority in June 2023, although the changes merely reflect decisions of the Authority. These changes are summarised below:

	Vehicles	Major Builds	Major Equip	Alloc. Minor	Unalloc Minor	Future Builds	TOTAL
	£m	£m	£m	£m	£m	£m	£m
Approved at June 2023	3.826	8.516	0.590	2.807	0.042	12.349	28.130
New Starts	0.529	0.000	0.000	0.000	0.600	0.000	1.129
Major Schemes/Property Reserve	0.000	1.512	0.000	0.000	0.000	(3.542)	(2.030)
Minor Schemes alloc	0.000	0.000	0.000	0.045	(0.045)	0.000	0.000
Closed Schemes	0.000	0.000	(0.590)	0.000	0.000	0.000	(0.590)
Revised at Sept 2023	4.355	10.028	0.000	2.852	0.597	8.807	26.639

14. The Major Schemes/Property Reserve adjustment, includes the allocation of the Broadway scheme from the Future Buildings Scheme pot, the removal of the provision for Redditch (now it is a Police & Crime Commissioner project) and the addition of the approved Capital Projects Reserve.
15. Allowing for the Schemes awaiting allocation or approval, the Budget available to be spent at the start of 2023/24 is £4.974m and is summarised overleaf:

		£m
Total Approved Budget	Column 2 Line 76	26.640
Less: Future Buildings	Column 2 Line 75	(8.807)
Less: Unallocated Minor	Column 2 Line 72	(0.597)
Approved to Spend		17.236
Incurred to 2022/23	Column 3 Line 76	(12.262)
Balance		4.974

16. Against this budget £0.763m or 15% (Column 5, Line 76) has been incurred.
17. The revenue costs of the financing of the capital programme are contained within the revenue budget.

Treasury Management

18. 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.
19. However, it should be noted that the Authority is significantly “under-borrowed” to the extent of around £10m. This shortfall is 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 will be used up and additional long term borrowing will be required.

20. As a result of recent increases in interest rates, the long term borrowing rate now exceeds the average rate of the current debt. It might be considered worth taking new borrowing now, before rates climb higher, but given the level of revenue balances in the short term this is not deemed prudent.
21. Rates are always under review to ensure borrowing is taken at an appropriate point. Members can be assured that the MTFP takes account of the impact of this need in respect of Capital financing charge, and the recently approved MTFP has been updated for the new interest rates.
22. At 31 March 2022 long term borrowing stood at £10.411m, with £1.365m repaid this year as scheduled, leaving an expected £9.046m at 31 March 2023.
23. 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.
24. 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.
25. The Treasurer continues to advise that investment should be focused on security and, as a consequence, surplus funds continue to generate lower returns, which are factored into the revenue budget.
26. Short term investments via WCC at 31-Jul-2023 are shown in the table below. For completeness the current account balance is now also shown.

Money Market Funds	3.025
Cash Plus (liquidity fund)	0.587
Call	0.588
via WCC	4.200
Current Account	4.200
	<u>8.400</u>

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	Yes – whole Report
Strategic Policy Links & Core Code of Ethics (Identify how proposals link with current priorities & policy framework and align to the Core Code of Ethics)	Budget and Financial Plan underpins all other strategies

Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	n/a
Consultation (identify any public or other consultation that has been carried out on this matter)	n/a
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	n/a
Data Protection Impact Assessment (where personal data is processed a DPIA must be completed to ensure compliant handling)	n/a

Supporting Information

Appendix 1: Revenue Budget Monitoring 2023/24 Quarter 1

Appendix 2: Capital Budget Monitoring 2023/24 Quarter 1

Hereford & Worcester Fire Authority
Policy & Resources Committee
12th September 2023
Revenue Budget 20223/24: Quarter 1

Col. Line	(2) Revised Allocation P&R - May 23 £	(3) Pay Awards £	(4) SLB Allocation £	(5) Revised Allocation P&R - Sep 23 £	(6) Forecast Out-turn £	(7) Forecast Out-turn £	(8) Reserve Funded Projects £
1	Wholetime Firefighter Pay/NI/Pension	14,056,500	1,071,700	15,128,200	15,128,200	0	
2	Retained Fire-fighter Pay	4,145,900	435,700	4,581,600	4,581,600	0	
3	Control Pay	915,700	100,100	1,015,800	1,015,800	0	
4	Support Pay	4,929,000	435,600	5,364,600	5,364,600	0	
5	Other Employee Costs	90,000		90,000	90,000	0	
6	Unfunded Pension Costs	1,035,000		1,035,000	1,035,000	0	
7	Employee Related	25,172,100	2,043,100	0	27,215,200	0	0
8	Strategic Management	107,600		1,100	108,700	0	
9	New Dimensions	55,300		6,900	62,200	0	
10	Operational Policy	41,100		(600)	40,500	0	
11	Protection	47,000		(7,500)	39,500	0	
12	Prevention	289,700		700	290,400	0	
13	Training	679,800		(81,300)	598,500	0	
14	Operational Logistics	1,149,300		233,500	1,382,800	0	
15	Fleet Maintenance	650,600		32,900	683,500	0	
16	Property/Facilities Management	2,379,100		(117,500)	2,261,600	0	
17	PCC Charges	461,500		(7,000)	454,500	0	
18	PCC Charges - Capitalised	(99,700)		1,500	(98,200)	0	
19	Information & Comms Technology	2,091,900		128,500	2,220,400	0	
20	Policy & Information	81,600		3,300	84,900	0	
21	Corporate Communications	48,200		200	48,400	0	
22	Human Resources/Personnel	513,400		111,600	625,000	0	
23	Authority Costs	59,200		(900)	58,300	0	
24	Legal Services	39,000		700	39,700	0	
25	Insurances	447,100		9,500	456,600	0	
26	Finance (FRS)	140,700		1,000	141,700	0	
27	Finance SLA	88,200		3,400	91,600	0	
28	Running Costs	9,270,600	0	320,000	9,590,600	0	0
29	Capital Financing	2,833,000			2,833,000	(250,000)	915,000
30	Capital Financing	2,833,000	0	0	2,833,000	(250,000)	915,000
31	Pay Award Provision Jul 2022 (2%)	281,100	(281,100)		0	0	
32	Pay Award Additional Provision Jul 2022 (to 5%)	1,159,800	(1,159,800)		0	0	
33	Pay Award Provision Apr 2023 (5%)	333,000		333,000	333,000	0	2,060,000
34	Pay Award Provision Jul 2023 (4%)	602,200	(602,200)		0	0	
35	General Inflation Contingency 2023/24	320,000		(320,000)	0	0	
36	Provisions/Contingencies	2,696,100	(2,043,100)	(320,000)	333,000	0	2,060,000
37	Core Budget	39,971,800	0	0	39,971,800	(250,000)	2,975,000
38	(RSG) Revenue Support Grant	(2,361,600)			(2,361,600)	0	
39	(BRTUG) Business Rate Top Up Grant	(3,401,700)			(3,401,700)	0	
40	S31 - under indexation of multiplier	(1,005,100)			(1,005,100)	0	
41	Services Grant	(230,000)			(230,000)	0	
42	Funding Guarantee Grant	(91,400)			(91,400)	0	
43	(RSDG) Rural Services Delivery Grant	(128,000)			(128,000)	0	
44	S31: Fire Revenue Grant - New Dimensions	(824,200)			(824,200)	0	
45	S31: Fire Revenue Grant - Firelink	(136,500)			(136,500)	0	
46	S31: Pension Grant	(1,568,000)			(1,568,000)	0	
47	Council Tax Precept	(27,216,300)			(27,216,300)	0	
48	Council Tax Collection Fund	(29,700)			(29,700)	0	
49	Business Rates baseline	(2,498,800)			(2,498,800)	0	
50	Local Forecasts (to NNDR1)	121,400			121,400	0	
51	S31 - Business Rate Reliefs	(643,200)			(643,200)	0	
52	Business Rate Collection Fund	(86,300)			(86,300)	0	
53	Total Funding	(40,099,400)	0	0	(40,099,400)	0	0
54	Structural Deficit/(Surplus)	(127,600)	0	0	(127,600)	(250,000)	2,975,000
55	from TIG Grant Reserve	(46,000)			(46,000)	0	0
56	to Capital Projects Reserve	289,900			289,900	0	0
57	(from) Organisational Excellence Reserve			0	0	0	(261,000)
58	(from) Fire Control Replacement Reserve			0	0	0	(473,000)
59	(from) IT Replacements Reserve			0	0	0	(545,000)
60	(from) OC Recruitment/Marketing Reserve			0	0	0	(481,000)
61	(from) Capital Projects Reserve			0	0	0	(1,215,000)
62	Use of Reserves	243,900	0	0	243,900	0	(2,975,000)
63	Net Deficit/(Surplus)	116,300	0	0	116,300	(250,000)	0
64	to/(from) Budget Reduction Reserve	(116,300)	0	0	(116,300)	0	
65	Net Deficit/(Surplus)	0	0	0	(250,000)	(250,000)	0

Hereford & Worcester Fire Authority
Policy & Resources Committee
12th September 2023
Capital Budget 2023/24: Quarter 1

Col Line	(2)	(3)	(4)	(5)	(6)
	REVISED BUDGET 2023/24 Quarter 1	Expenditure to 22/23 £	Balance at 01-Apr-23 £	Expenditure in 23/24 £	Remaining Unspent £
Vehicle Programme					
1	Pumps 20-21	1,332,563	1,109,079	223,484	223,484
2	Water Carrier 20-21	412,000		412,000	412,000
3	Remote Access Vehicle 20-21	202,579	203,307	(728)	(728)
4	Compact Appliance	202,579	203,307	(728)	(728)
5	Car 20-21	27,800		27,800	27,800
6	Ancillary: 4x4	210,000		210,000	210,000
7	Special: Argocat	35,000		35,000	35,000
8	Car 21-22	29,000	26,770	2,230	2,230
9	Van-Small 21-22	29,000	26,770	2,230	2,230
10	Response (30)	1,264,191	1,264,191	0	0
11	Fireground Welfare Vehicles	80,000	80,119	(119)	(119)
12	On-Call Recruitment Vans (EMR Funded)	75,000	68,492	6,508	6,508
13	Van - Protection (EMR Funded)	26,000		26,000	26,000
14	USAR Crew bus (1)	92,000		92,000	92,000
15	Replacement 4x4 LR (2)	109,000		109,000	109,000
16	Response (6)	133,809		133,809	98,426
17	BA Maintenance Van (1)	95,000		95,000	95,000
18	Total	4,355,521	2,982,035	1,373,486	98,426
Major Buildings					
19	Redditch FS Prelims	506,183	255,173	251,010	251,010
20	Wyre Forest Hub	7,273,000	7,128,340	144,660	144,660
21	Hereford Prelims	425,510	337,912	87,598	87,598
22	Broadway FS	1,696,000	295,221	1,400,779	310,494
23	North Hereford STF - Prelims	126,916	103,586	23,330	23,330
24	Total	10,027,609	8,120,232	1,907,377	421,422
Minor Schemes					
25	224 - Audit Software	22,325	22,325	0	0
26	237 - Intel Software	20,000		20,000	20,000
27	247 - ICT Strategy Cloud Services	96,082	55,082	41,000	3,666
28	248 - ICT Strategy SharePoint	200,000	137,550	62,450	62,450
29	249 - ICT Strategy Professional Services	150,000	134,716	15,284	3,000
30	250 - ICT Strategy Equipment	250,000	208,728	41,272	4,813
31	254 - Leintwardine Rear Extension	179,000	42,063	136,937	1,095
32	274 - Leominster Fire Station Tower	10,000		10,000	10,000
33	277 - Peterchurch STF Pallet Storage	8,000	6,306	1,694	1,694
34	302 - Ross Drainage	85,000		85,000	85,000
35	303 - Leominster Welfare Refurb	23,000		23,000	23,000
36	304 - Tenbury Rear Yard	40,000	4,830	35,170	35,170
37	305 - Redditch Water First Responders	15,000		15,000	15,000
38	309 - Disaster Recovery	37,000	34,028	2,972	2,972
39	310 - ICCS Firewall	23,993	20,254	3,739	3,739
40	313 - Power Tools	45,000	38,396	6,604	6,604
41	318 - Wi-Fi Improvements	32,695	31,515	1,180	1,180
42	322 - Defford Welfare	70,000	54,906	15,094	15,094
43	324 - Bromyard Appliance Bay Floor	5,000		5,000	5,000
44	326 - Bromyard Heating	3,000		3,000	3,000
45	327 - Ross On Wye Roof	46,543	1,020	45,523	45,523
46	329 - Electrical Charging Points	73,501	73,501	0	0
47	357 - Service Wide: LED Lighting	35,000		35,000	35,000
48	358 - Service Wide: Appliance Bay Pits	30,000		30,000	30,000
49	361 - Tenbury: Appliance Bay Doors	5,000		5,000	5,000
50	362 - Wyre Forest: STF	8,000	5,950	2,050	2,050
51	363 - Hose Branch Renewal	50,000		50,000	50,000
52	364 - Water First Responder Update	150,000		150,000	150,000
53	365 - WAN Hardware	162,325	72,387	89,938	89,938
54	372 - ICT Switches	108,000		108,000	106,354
55	373 - Eardisley Heat	6,000		6,000	6,000
56	374 - Kingsland Roof	20,000		20,000	20,000
57	375 - Pershore Office	5,500		5,500	5,500
58	376 - Leominster WFR	15,000	520	14,480	14,480
59	377 - Bromyard Exten	150,000		150,000	150,000
60	378 - Life Jackets	66,000		66,000	66,000
61	379 - Portable Pumps	20,000	18,076	1,924	1,924
62	380 - Ross Drill Tow	115,000		115,000	115,000
63	381 - Fitness Equip	70,000	58,992	11,008	11,008
64	382 - Veh Mount CCTV	135,000	36,473	98,527	29,580
65	383 - HVP PPPE	35,000		35,000	2,103
66	385 - Ladders	53,614	53,614	0	0
67	386 - Incident Ground Welfare	70,000	8,890	61,110	61,110
68	387 - Life Jackets	66,000	39,600	26,400	26,400
69	388 - PPE (Water Rescue)	30,000		30,000	30,000
70	389 - Meeting Room ICT	12,000		12,000	2,960
71	Sub-Total	2,852,578	1,159,722	1,692,856	243,509
72	Minor Schemes - Unallocated	597,272	0	597,272	597,272
73	Total	3,449,850	1,159,722	2,290,128	243,509
Future Building Schemes					
74	Budgetary Provision	8,806,938		8,806,938	8,806,938
75	Total	8,806,938	0	8,806,938	0
76	Capital Budget	26,639,918	0	12,261,989	14,377,929
				763,357	13,614,572

Report of the Assistant Chief Officer: Director of Prevention

Inclusion of Fire and Rescue Authority employees in the Rehabilitation of Offenders Act (Exceptions) Order 1975

Purpose of report

1. To inform Members of the inclusion of Fire and Rescue Authority employees in the Rehabilitation of Offenders Act (ROA) (Exceptions) Order 1975.
-

Recommendation

It is recommended that the details of the amendment to the Rehabilitation of Offenders Act (Exceptions) Order 1975 be noted, in particular that:

- i) all Fire and Rescue Authority employees are now eligible for Standard Disclosure and Barring Service (DBS) checks;***
- ii) the Service will commence a process of DBS checking for all existing members of staff; and***
- iii) whilst there is no legal requirement to re-check on a regular basis, the Service will conduct re-checks every five years.***

Introduction and Background

2. The National Fire Chiefs Council (NFCC) Prevention Committee led a proposal, with the support of the Home Office, for the inclusion of Fire and Rescue Authority (FRA) employees in the Rehabilitation of Offenders Act (Exemptions) Order 1975. On the 6 July 2023, FRAs in England and Wales were listed in Schedule 1 of the Act. Therefore, all FRA employees are now eligible for Standard Disclosure and Barring Service (DBS) checks. This means a person's spent and/or unspent convictions and cautions may be taken into account when assessing a person's suitability to work, subject to filtering rules.
3. A recent HMICFRS Spotlight Report on Values and Culture in the Fire and Rescue Service, published on 30 March 2023, included a range of recommendations referencing vetting checks. One of the recommendations was that, Fire and Rescue Services ensure that appropriate DBS checks are carried out for all existing, new staff, and volunteers, according to their roles.
4. In preparation for this, the NFCC have recently published National Operational Guidance on DBS eligibility checks for FRA roles, Positive Disclosure Risk Assessment templates and information on Managing Allegations.

Service Position

5. The Service currently completes Basic level DBS checks for all new appointments in the role of a Firefighter and other specified posts as part of pre-employment checks. This is also a requirement for employees who move internally to a specified role following a recruitment or promotion process who have not previously had a Basic DBS check. Roles that are eligible for higher levels of checks are completed accordingly.
6. The Service also requires employees to inform line management, at the earliest opportunity, if they are under investigation for a criminal offence, are arrested or are served with a caution or other penalty by a criminal court or police officer (for instance, a restraining order) for their conduct/alleged conduct.
7. However, in line with the new legislation, the Service will now commence a process of DBS checking for all existing members of staff. The Service may receive previously unknown disclosure information for an employee following a DBS Check which may potentially impact on their suitability to fulfil their contracted role. In this scenario the NFCC Guidance on Positive Disclosures will be followed.
8. Whilst there is no legal requirement to recheck on a regular basis, the Service has made the decision to re-run checks every five years.
9. The Service's Criminal Record Checks policy will also be reviewed to ensure it aligns with the NFCC Guidance on Positive Disclosures, with each individual case being managed on a risk assessed basis, using the NFCC Positive Disclosure Risk Assessment. This will support the Service in making a proportionate and reasonable decision about whether to employ or continue to employ an individual or volunteer, and or how to mitigate any risks e.g. through adjustments to the role or redeployment where appropriate.

Delivery of DBS Checking Programme

10. It is expected the DBS Checking programme will formally commence in Quarter 3 of 2023 and is expected to be fully in progress by 1 January 2024. An implementation plan is being developed for actions and timescales to be monitored. This will allow time for the appropriate policies, processes and guidance to be reviewed (and consulted on where appropriate), and in place prior to commencement of the checking programme.

Data Protection

11. The information provided in a DBS Check is likely to be highly sensitive and engage Data Protection legislation. A comprehensive Data Protection Impact Assessment will be completed on the DBS Checking process during its development and prior to commencement to ensure full compliance with the legislation and the requirements of the Information Commissioner's Office.

Conclusion/Summary

12. The Service is highly trusted within our communities and relies on this to carry out our services effectively. A higher level of DBS Check will enable the Service to take better informed decisions and mitigate risks in order to protect colleagues and the public, and to support high standards of integrity in line with our Core Code of Ethics.

Corporate Considerations

<p>Resource Implications (identify any financial, legal, property or human resources issues)</p>	<ul style="list-style-type: none"> • HR resource implications. • Revenue required for the additional checks.
<p>Strategic Policy Links & Core Code of Ethics (identify how proposals link with current priorities & policy framework and align to the Core Code of Ethics)</p>	<ul style="list-style-type: none"> • CRMP and core organisational strategies • People Strategy • Core Code of Ethics and Code of Conduct policy • Updates to policies will be required.
<p>Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).</p>	<ul style="list-style-type: none"> • Potentially infringes individual's right to respect for private life given the checks could lead to disclosure of personal sensitive information. This may be considered to be outweighed however by the public interest in giving assurance to vulnerable people and to our communities that Service employees and volunteers have undergone a level of scrutiny and vetting as to their suitability to discharge specific aspects of public service rather than in relation to their private lives. • DBS Checks are a snapshot in time and may give a false sense of assurance and confidence as to the risks posed by any particular person on an ongoing basis.
<p>Consultation (identify any public or other consultation that has been carried out on this matter)</p>	<ul style="list-style-type: none"> • Consultation on implementation process is recommended with Representative Bodies, following approval from SLB.
<p>Equalities (has an Equalities Impact Assessment been completed? If not, why not?)</p>	<ul style="list-style-type: none"> • A PIA has been completed and no adverse impacts identified at this stage.
<p>Data Protection Impact Assessment (where personal data is processed a DPIA must be completed to ensure compliant handling)</p>	<ul style="list-style-type: none"> • An initial DPIA screening has been completed which indicates a full DPIA is required. This will be completed on the checking process during its development and prior to commencement.

Report of Assistant Chief Fire Officer / Director of Protection and Assets

Property Update

Purpose of report

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

Recommendation

It is recommended that the property update and progress of the capital build programme and property maintenance is 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*
- vi) Planned and reactive property maintenance*

Background

2. Due to the number of property projects that are now moving forward and the significant expenditure that will be incurred, the Committee will continue to be provided with regular updates on progress.

Budgets

3. Previous 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. Members will be updated as the projects develop, with particular regard to the largest projects, notably Redditch and Hereford Fire Station builds.

Property Update

4. **Broadway Fire Station:** Construction work is progressing well on site and is on target to be completed in January 2024 as per the project programme. The external walls and roof structures are in place, with the majority of the internal blockwork now erected.
5. **Redditch Fire Station:** Since the last update, the enabling and ground remediation works have been completed and construction work has commenced. Foundation piling has started and ground beams are being

installed, as well as the foul and storm drainage infrastructure. Work on the steel frame started in July, and the project is currently on target to complete within the scheduled 86 week programme.

6. **Hereford Fire Station:** It was reported at the Committee meeting in March 2023 that a contractor had been selected and that they were working with the design team to develop the detailed designs and specifications whilst we waited for the decision on the planning application. Since the last committee planning permission has been granted (April 2023), and detailed designs are due to be completed in early September.
7. The design team are working to discharge the pre-commencement conditions set by Herefordshire Council, issued at the time of planning approval, and consultation with staff and key stakeholders continues. Alternative sites are being identified as potential temporary locations for the fire station during the proposed construction works at St Owen Street, alongside the likely enabling works and associated costs at each.
8. **North Herefordshire Strategic Training Facility:** At the last Policy and Resources Committee meeting it was reported that a full planning application was submitted to Herefordshire Council on the 20th December 2022, and is still pending a decision.
9. During the course of the application the Environment Agency requested further information in relation to site flood risk. Following extensive discussions an updated flood risk assessment and additional modelling has recently been submitted to Herefordshire Council, and is currently being reviewed.
10. A tender process via a construction procurement framework to identify a suitable contractor to build the training facility has also commenced.
11. **Relocation of Training Centre to Wyre Forest Fire Station:** The last property update confirmed that a number of proposed layout options had been provided by the architects who completed the Wyre Forest development and these had been reviewed by the DCFO and training centre managers. A meeting has been scheduled in late August to meet with the architects to further develop plans in preparation to submit a planning application to Wyre Forest District Council.
12. **Planned and reactive property maintenance:** General maintenance and building works continue across the Service's estate.

Site Disposals

13. **Former Kidderminster Fire Station:** As set out in the last property update, Officers arranged for a ground investigation survey to be undertaken in order to provide greater certainty to prospective purchasers. Survey work has been carried out and the issued report is being reviewed, it identifies the need for additional intrusive investigation and recommends three options, these are currently being considered.

Conclusion / Summary

14. The property, development and maintenance programme is extensive and complex, but continues to move at pace. Members should be aware of the volatile and changing construction industry, combined with rapidly increasing costs of materials. Officers are progressing all property related matters as quickly as resources permit in order to mitigate these costs wherever possible.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues).	Note reference to the UK construction tender price index, and the associated inflationary pressures being seen across the building sector.
Strategic Policy Links & Core Code of Ethics (identify how proposals link with current priorities & policy framework and align to the Core Code of Ethics).	Details underpin a number of key property priorities for the Authority.
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	None.
Consultation (identify any public or other consultation that has been carried out on this matter).	None.
Equalities (has an Equalities Impact Assessment been completed? If not, why not?).	None.
Data Protection Impact Assessment (where personal data is processed a DPIA must be completed to ensure compliant handling).	None.

Report of the Assistant Chief Officer: Director of Prevention

Fire Cadets Annual Review 2022/2023

Purpose of report

1. To provide an update on the Fire Cadets activity for 2022/2023.
-

Recommendation

It is recommended that the Fire Cadets update for 2022/2023 is noted, in particular:

- i. The introduction of the Droitwich Fire Cadets branch in September 2022;*
- ii. The formulation of the Fire Cadet Executive Committee to provide governance and support; and*
- iii. That 18 Cadets successfully passed out at a ceremony in May 2023.*

Introduction and Background

2. In March 2022, the Fire Authority approved the adoption of the UK Fire Cadets as the new delivery model for Hereford & Worcester Fire and Rescue Services (HWFRS) youth engagement programme. This replaced the Young Firefighters Association (YFA).
3. Youth engagement has been a staple within the Service for the past 22 years, in the form of the YFA, 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.
4. [UK Fire Cadets](#) operate in many Fire and Rescue Services and there are 200 units across the country. UK Fire Cadets is an NFCC sponsored organisation with similar aims and objectives to the YFA and is a programme affiliated to the Fire Standards Board.
5. Fire Cadets are 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.
6. Councillor Bob Brookes is the nominated Fire Authority Fire Cadet Champion.
7. Youth engagement supports the Service's Community Risk Management Plan (CRMP) and Prevention Strategy by engaging with 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 in matters of fire safety. It also allows the Service to demonstrate inclusivity by recognising the diversity of our community and providing equality of access to our Prevention agenda.

Fire Cadets – Droitwich Unit

8. In September 2022, HWFRS Fire Cadets commenced at Droitwich Fire Station. The unit at Droitwich is run by Ade and Sue Taylor who lead a team of volunteer instructors comprising of Wholetime and On-call staff, previous Fire Cadets (who have transitioned to a supervisory role in the branch) and a small number of parents whose children have previously been Fire Cadets themselves.
9. All Fire Cadet instructors volunteer to support weekly drill nights and additional activities. Drill night is held midweek for 2 hours in total. All Fire Cadet Instructors have a current Enhanced Disclosure and Barring Service (DBS) Certificate.
10. 18 young people started their Fire Cadets journey in September 2022.
11. The Station Commander for Prevention is the formal liaison with the group and oversees recruitment of volunteers. The Station Commander for Prevention carries out regular reviews of policy documents and oversees budgetary spending. The Fire Cadets Service Policy Instruction (SPI) has recently been updated and approved by SLB.

Event Attendance

12. Throughout the year, the group have attended numerous events to support the Service, raising funds and to promote the work of the Fire Cadets, focusing on raising awareness around Prevention activity and related messages.
13. This included attendance at Station Open Days where Fire Cadets worked alongside the Service Volunteers, promoting the Home Fire Safety Visit (HFSV) and assisted in the generation of over 70 HFSV referrals. Fire Cadets also raised over £2,500, a proportion of this money raised has been donated to the Firefighters Charity and the remainder will be used to meet the costs of future outward-bound activities. The young people also supported a major Service exercise in Herefordshire which involved them acting as live casualties.
14. In November 2022, the Fire Cadets supported the Herefordshire Medal and Awards Ceremony by meeting and greeting guests and they represented HWFRS at the Droitwich Remembrance Day Parade.
15. On 13 May 2023, the annual Fire Cadets Passout Parade took place at Droitwich Fire Station. This was the annual celebration of success ceremony for all new Fire Cadet members who have achieved the required standard of skills, knowledge and discipline.
16. The ceremony was an opportunity for those passing-out to demonstrate their newly acquired skills to family and friends.

17. ACFO Ade Elliott and ACO Anna Davidson presented awards to all 18 Fire Cadets who successfully completed their training. Other awards were also presented by Councillor Bob Brookes to the Fire Cadets who were nominated for the Highest Achiever, Most Improved and Highest Attendance Awards.
18. The Fire Cadets carried out numerous demonstrations showcasing the firefighting skills they had learnt since commencement in September 2022. This included hose running and ladder drills.
19. All Fire Cadets have now successfully completed all of the modules to be awarded the National Fire Cadets Award Level 1 and are now working towards the completion of the Level 2 award.

Budgets

20. The Fire Cadets receive an annual budget of £6,000 to maintain its function that is managed by the Prevention Department. Additionally, the Fire Cadets and volunteers proactively fund-raise to meet the costs of their outward-bound activities. The branch also intermittently receives charitable donations from local benefactors.
21. The Mayor of Droitwich for the civic year of 2023/2024, Councillor Kate Fellows has chosen HWFRS Fire Cadets as one of her Charities.
22. A further £10,000 was allocated to the Fire Cadets for the financial year 2022/2023. This was utilised from the Prevention reserve and was required as an initial outlay to enable successful transition to the UK Fire Cadets. This was used to purchase new uniforms for the young people and instructors and allowed the branch to improve and replace equipment along with facilitating instructor training.

Fire Cadets Meetings

23. The Fire Cadets are overseen and supported by the Fire Cadet Management Group who meet on a quarterly basis. This group sets the direction of the Fire Cadets to ensure that the aims and objectives are met so that the Fire Cadet policy is complied with.
24. To ensure effective governance of the Fire Cadet unit an Executive Committee has been formed. The Executive Committee ensures full integration of Fire Cadets within the Service and supports their work. The Committee meet on a bi-annual basis. The Annual General Meeting (AGM) took place on 14 June 2023. At the meeting two Fire Cadets gave a presentation on the role from their perspective, describing their journey and what being a Fire Cadet means to them.

Conclusion/Summary

25. This paper presents an update of the Fire Cadets activity over the last 12 months.

Corporate Considerations

<p>Resource Implications (identify any financial, legal, property or human resources issues)</p>	<p>The Service provides a £6K budget annually to cover Fire Cadets running costs and provides suitable accommodation for their base location (Marshall House at Training and Development Centre).</p>
<p>Strategic Policy Links & Core Code of Ethics (Identify how proposals link with current priorities & policy framework and align to the Core Code of Ethics)</p>	<p>Youth engagement supports the Service's CRMP and Prevention by engaging with 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. CCofE – Putting our Communities First, Leadership, EDI</p>
<p>Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).</p>	<p>Working with Young People does present an element of corporate risk; however, the unit is well supported and managed within the Prevention Department and has performed well in two recent (independent) audits. Relevant risk assessments are completed for specific activities / event attendance.</p>
<p>Consultation (identify any public or other consultation that has been carried out on this matter)</p>	<p>N/A</p>
<p>Equalities (has an Equalities Impact Assessment been completed? If not, why not?)</p>	<p>A People Impact Assessment was completed for initial unit set up. A PIA is completed for new activities</p>
<p>Data Protection Impact Assessment (where personal data is processed a DPIA must be completed to ensure compliant handling)</p>	<p>All personal information is kept securely in line with data protection rules and regulations.</p>

Report of the Assistant Chief Officer: Director of Prevention

2023-24 Performance Report: Q1 (01 April – 30 June 2023)

Purpose of report

1. This report summarises the Service's performance for Q1, 2023-2024.
-

Recommendation

It is recommended that the details of the Q1 2023-24 performance headlines be noted, in particular that:

- i) a total of 1,966 incidents overall were attended in Q1 2023-2024 which was an increase of 6% on Q1 2022-2023;***
- ii) however, Fires (445) were 10% lower than Q1 2022/23 and lower than the five year average of 514;***
- iii) Special services (558) although higher than the corresponding quarter of the previous year were still in line with the five year average;***
and
- iv) False alarms (993) had also increased by 14%, which was due mainly to an increase in the number of false alarms with good intent.***

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 Q1 2023-2024 Performance Report is attached as Appendix 1 and provides information on the overall incident numbers, Prevention, Protection and Response activities with an overview of the Service workforce. A cumulative summary of 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 2021-2025.

Incident Overview

4. A total of 1,966 incidents were attended in Q1 2023-2024, an increase of 6% on Q1 2022-2023 and an increase of 8% on the five-year average of 1,825 incidents. The Service also attended 10 '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. 445 Fires: The 445 fires attended in Q1 were 10% lower than Q1 2022-2023 and is lower still than the five-year average of 514.
- b. 588 Special Services: Although this is 10% higher than Q1 2022-2023, it is similar to the five-year average of 581 incidents.
- c. 933 False Alarms: The 933 false alarms attended in Q1 were 14% higher than Q1 2022-2023 and 15% higher than the five-year average of 810. These incidents fall into the following incident types: Fire alarm due to apparatus: False Alarm - Good intent and False Alarm - Malicious. This increase is mainly due to an increase of 29% in Good Intent False Alarms. Fire alarm due to apparatus had an increase of 10% compared to Q1 2022-2023.

Prevention

5. 1,988 Home Fire Safety Visits (HFSV) were completed in Q1 2023-2024. Although this has not quite reached our new target of 2,125 HFSV per quarter, it is an 86% increase over the same period in 2022-2023. Out of 1,988 HFSVs, 547 were delivered by Prevention Technicians and 1,441 were delivered by Wholetime crews. HFSV's are targeted at those at greater risk of fire based on 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 Risk Based Inspection Programme (RBIP) has increased the number of inspections of business premises. In Q1 2023-2024, 451 inspections were completed compared to 209 in Q1 2022-2023. The increase of 116% is a result of operational staff undertaking comprehensive training and completing audits. The RBIP figures now include Intelligence Lead Inspection Programme (ILIP).
7. Total Enforcement Activities have remained at a similar level to Q1 in 2022-2023.

Enforcement Type	Q1 2023-2024	Q1 2022-2023
Alterations	4	4
Enforcements	6	7
Prohibitions	9	10
Total	19	21

8. All fires in commercial premises are subject to a Post Fire Audit and the number of audits has increased from 41 to 47 in Q1 2023-2024, when compared to Q1 2022-2023.
9. The department is proactively identifying business leads to highlight their fire safety responsibilities and offer support and signposting to other assistance where needed.

Response

Fires

10. The number of Primary Fires attended in Q1 2023-2024 were up by 3% and Secondary Fires were down by 21% over the same period in 2022-2023. The number of Primary Fires rose slightly to 242, due to the number of Primary Building Fires increasing by 9% and the number of Vehicle & Transport Fires increasing by 20%. However, this effect is counteracted by the number of Outdoor Fires decreasing significantly (39%).
11. Unfortunately, during this timeframe there were five fatalities in Primary Fires. Two of the fatalities were in single occupancy dwellings. The other three fatalities were from the same incident which was a fire resulting from a multiple vehicle RTC. Following an incident which has a fire related death or serious injury the Fire Death Serious Injury Review Panel (FDSI) will hold a meeting within five working days, where Fire Investigation Officer will present their findings. The panel will ascertain Prevention activities undertaken post incident and provide a plan for targeting neighbouring properties. An action plan will be agreed for managing immediate impact, capturing lessons learnt, ensuring findings are communicated appropriately and actioned accordingly.
12. Five victims went to hospital where an injury appeared serious. 77% of the Primary Building Fires were classified as accidental and the majority of them (39%) started in the kitchen area. 37% of the property type for these incidents were recorded as a house with single occupancy. For those incidents where occupancy type was recorded, 11% occurred in houses of a single occupancy with the person over pensionable age. 11% was also recorded for single occupancy with the person under pensionable age. This information is fed back into the Prevention and Protection departments to further focus relevant activity and for trend analysis.
13. There were 11 incidents in Q1 2023-2024 where more than five pumps attended, nine primary fires, one special service incident and one false alarm. Of these primary fires, one was in Bromsgrove, one in Droitwich spa, one in Evesham, two in Hereford, one in Pebworth, one in Redditch and two in Wyre Forest.
14. There was a 21% decrease in Secondary Fires from 246 to 194 in Q1 2022-2023. Overall, most of the property categories have seen decreases in the number of fires, except for a minor increase in the category of Outdoor Equipment & Machinery, by three incidents. This is largely due to the moderate and mild Spring weather this year.

Special Services

15. The largest increase to Special Service incident types were in flooding and water rescues. These incident category resulted in a 144% increase over Q1 2022-2023. This is mainly due to the widescale flooding events in April 2023. The majority of these incidents (64%) involved the rescue of people from buildings. Effecting entry/exit incident type was the next highest increase in incidents at a 28% increase over Q1 2022-2023.

Road Traffic Collisions

16. In terms of Road Traffic Collisions (RTCs), there were 137 incidents during the quarter, a 7% decrease compared to Q1 2022-2023. The number of RTC incidents remained similar to the previous two years, confirming that the number of RTC incidents are returning to pre-Covid levels. Q1 2020-2021 is an anomaly due to Lockdown 1.
17. The number of fatalities for Q1 2023-2024 are similar to the previous year, five fatalities for this quarter, whereas there were four in the previous year. The number of serious injuries has decreased slightly compared to the previous year. While the number of slight injuries has remained at a similar level. The number of first aid given to casualties slightly increased in Q1 2023-2024. Information related to RTC's is fed into the Response department for review and to inform future training and awareness activities.

Attendance Performance Measure

18. On 1 April 2023 the Service launched the new Attendance Performance Measure (APM). The Service now 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 & 20 minutes). This quarter is the first time the Service is reporting on this new measure, therefore there may be a need to be to adjust the way data are collected and analysed which will be monitored and reviewed regularly.
19. Incident types that usually immediately 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 Service examines attendance at a far greater number of incidents, providing a much larger range of useful data. The previous attendance standard only examined 134 incidents (primary building fires) in the same quarter last year, while the new APM has exceeded this by 514%.
20. Out of the 689 incidents examined, 190 incidents (28%) did not meet the APM. Initial analysis of the data shows that Service attended 72% of incidents within the expected timescales for respective areas. This is a very useful baseline for future analysis and comparison as Service progresses through this financial year. It also provides Service with accurate data to identify areas of improvement when responding to emergencies.
21. The three main reasons why the APM was not met this quarter were: road obstruction/traffic conditions (42 incidents); mobilisation time by the crews (39 incidents) and the incident location being outside Station Ground of responding appliance (32 incidents). The information has been passed on to Response managers who will review this data to ascertain which delays may be unavoidable, and also to determine what learning outcomes and improvement can be made. This will ensure the Service will understand the reasons, put in relevant mitigations and improve response times where there is scope to make a difference.

On-call Appliance Availability

22. The first On-call appliance availability has reduced by 2% to 80% during the quarter, compared to the same quarter of 2022-2023. Availability for all On-call appliances reduced by 3% to 69%. For the first On-call appliance 12 fire stations (48%) had over 85% availability. In comparison, 16 fire stations (64%) had over 85% availability in Q1 2022-2023. 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 model and duty system for the future.

People

23. In terms of workforce diversity, the proportion of female employees has increased slightly to 20% which is a 2% increase since Q1 2022-2023. This is likely to be attributed to an increase in the proportion of women in support staff roles and a small increase in the overall number of women in operational roles by 1% thanks to recent campaigns and processes.
24. The 2021 Census data has recently been released and this allowed a review of the Service's demographics. The population of ethnic minority within the community has increased from 7% to 10%. However, the ethnic minority representation in the workforce has not changed since Q1 2022-2023 and it is currently at 6%. 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.
25. Overall absence due to staff sickness increased to 4.27 days lost per person compared to 2.02 days in Q1 2022-2023. This is largely due to Covid-19 sickness now being recorded as Respiratory (Cold/Cough/Influenza) along with the reduction in testing being carried out. A new attendance management policy and training for managers is currently being delivered with an emphasis on managing absence at an earlier stage and putting measures in where necessary to support staff and tackle repeated absences.
26. All staff groups showed increases during the quarter. In terms of the split between long-term and short-term absence, long-term absence represents 60.31% of all staff sickness absence in this quarter. Mental Health – Stress, Mental Health – Other and Musculo Skeletal – Lower Limb were the most significant reasons for absence in this quarter. These figures and trends are monitored by the Health & Safety Committee who meet on a quarterly basis.

Conclusion

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

28. 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

Resource Implications (identify any financial, legal, property or human resources issues)	The figures reported may change due to increasing scrutiny over the Command & Control, Incident Recording System, Community Fire Risk Management Information System and HR Connect, and improved data quality control measures put in place.
Strategic Policy Links & Core Code of Ethics (identify how proposals link with current priorities & policy framework and align to the Core Code of Ethics)	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.
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	Relevant data is fed into the Health & Safety Committee as appropriate.
Consultation (identify any public or other consultation that has been carried out on this matter)	None.
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	No, the report concerns operational activity and other areas of general performance data.
Data Protection Impact Assessment (where personal data is processed a DPIA must be completed to ensure compliant handling)	Not required – no personal data is identified.

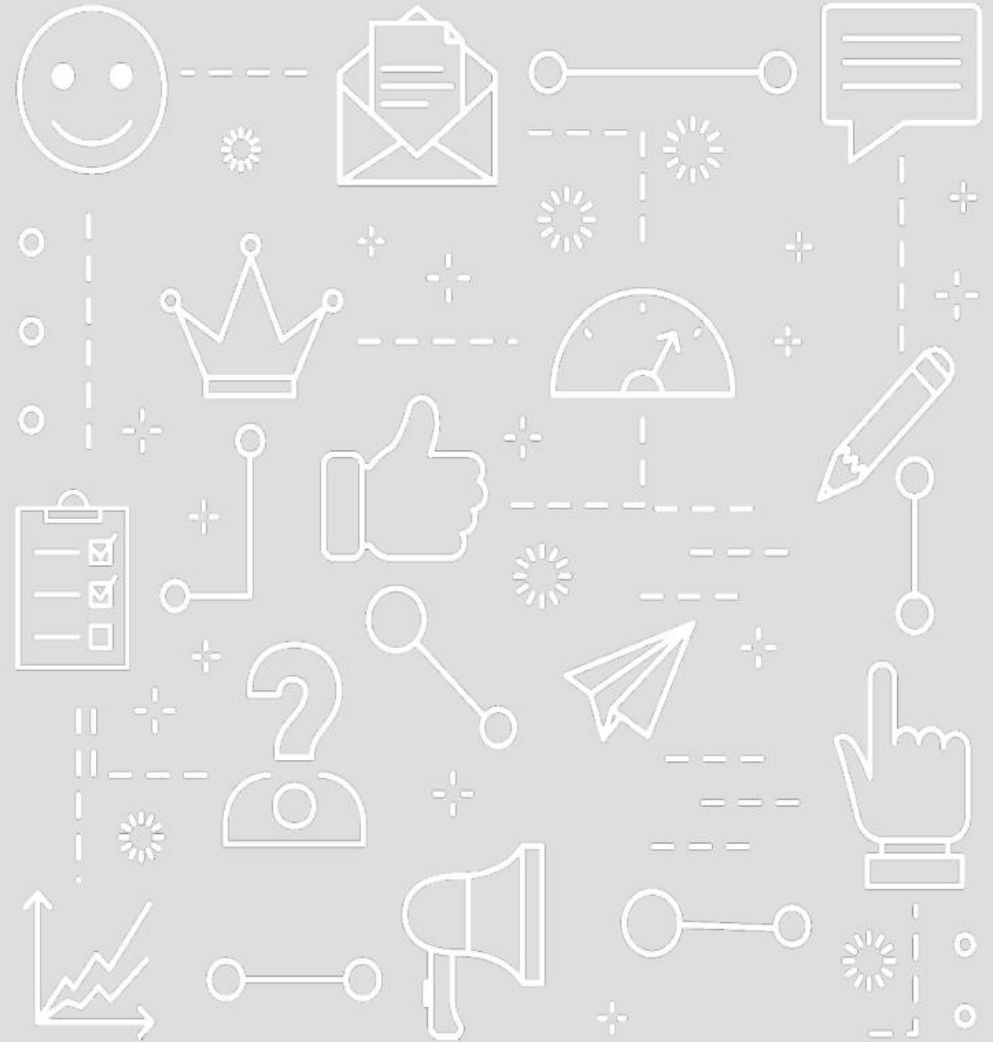
Supporting Information

Appendix 1 – Performance Report: Quarter 1 2023-2024



HEREFORD & WORCESTER
HWFR
FIRE AND RESCUE SERVICE

Performance Report



Quarter 1 2023-24 (01 Apr – 30 Jun 2023)

Report of the Assistant Chief Officer / Director of Prevention

Incident Overview

Q1 2023-24 (01 Apr – 30 Jun 2023)



All Incidents

Total

1,966

Change since Q1 2022-23

↑ +6%

Increase of 6% on Q1 2022-23. The Service also attended 10 'Over The Border' incidents.



Fires

445

↓ -10%

Decrease of 10% on Q1 2022-23.



Special Services

588

↑ +10%

Increase of 10% on Q1 2022-23.



False Alarms

933

↑ +14%

Increase of 14% on Q1 2022-23.

District Overview

Incidents per District Q1 2023-24



Fire



Special
Service



False
Alarms

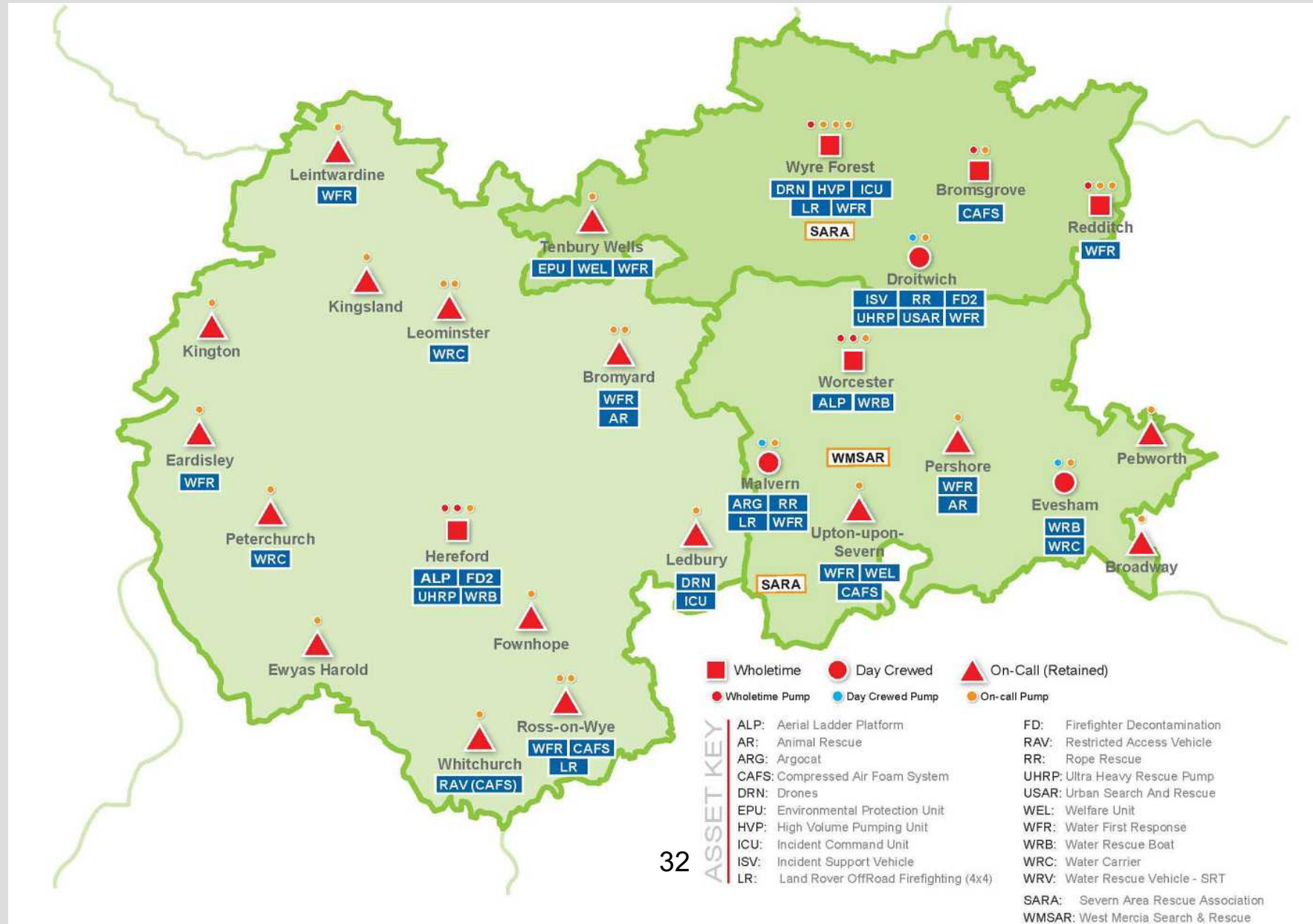


All
Incidents

Change since
Q1 2022-23

North District	191	241	384	816	↑ +4%
South District	149	213	336	698	↑ +4%
West District	105	134	213	452	↑ +15%
Total	445	588	933	1,966	↑ +6%

Asset location (June 2023)



Prevention



Fire Prevention Checks Completed	Q1 2023-24	Q1 2022-23
----------------------------------	------------	------------

Home Fire Safety Visits	1,988	1,069
-------------------------	-------	-------

Home Fire Safety Visit Feedback Q1 2023-24

Proportion of Positive Responses **100%**



The number of Home Fire Safety Visits have continued to increase and the number of referrals from partner agencies gain momentum.

The increased capacity within the Prevention department is really starting to show its value, with a significant increase in the number of Home Fire Safety Visits able to be completed.

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

Protection



Inspections Completed

Q1 2023-24 Q1 2022-23

Risk Based Inspection Programme **451** **209**

.....

Total Enforcement Activity **19** **21**

.....

Specific Post Fire Audit **47** **41**

Fire Safety Full Audit Questionnaire Q1 2023-24

Proportion of Positive Responses **87.50%**

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

The Advice/Concerns Log generated 120 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



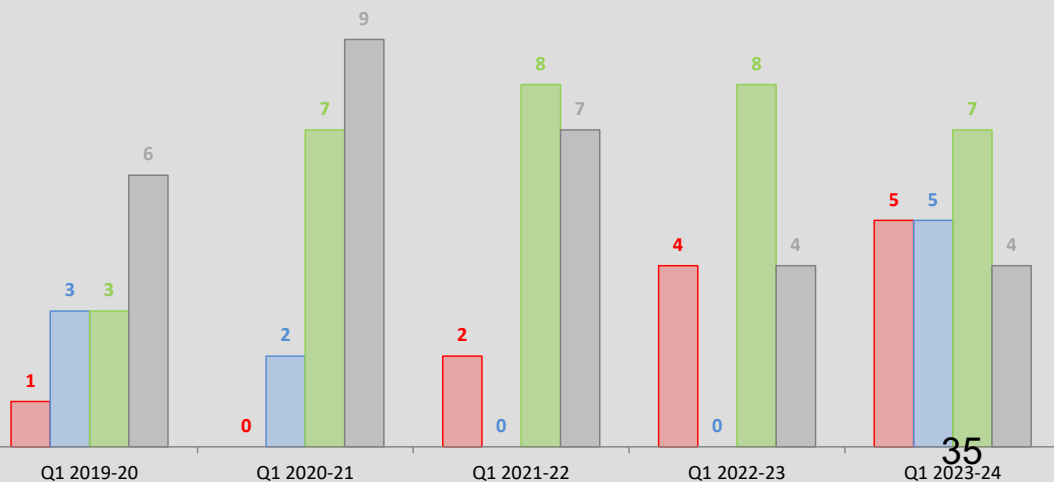
Primary Fires 208

Primary Fires	Q1 2023-24	Q1 2022-23	Change	
Building Fires	146	134	+12	+9%
Outdoor Fires	25	41	-16	-39%
Vehicle & Transport Fires	71	59	+12	+20%
Total	242	234	+8	+3%

The number of Primary Fires has risen by 3% compared to Q1 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 94

Secondary Fires	Q1 2023-24	Q1 2022-23	Change	
Grassland, Woodland and Crop	93	125	-32	-26%
Other Outdoors (including land)	58	57	+1	+2%
Outdoor Structures	26	46	-20	-43%
Buildings & Transport	10	14	-4	-29%
Outdoor Equipment & Machinery	7	4	+3	+75%
Total	194	246	-52	-21%

There was a 21% decrease in Secondary Fires compared to Q1 in 2022-23.

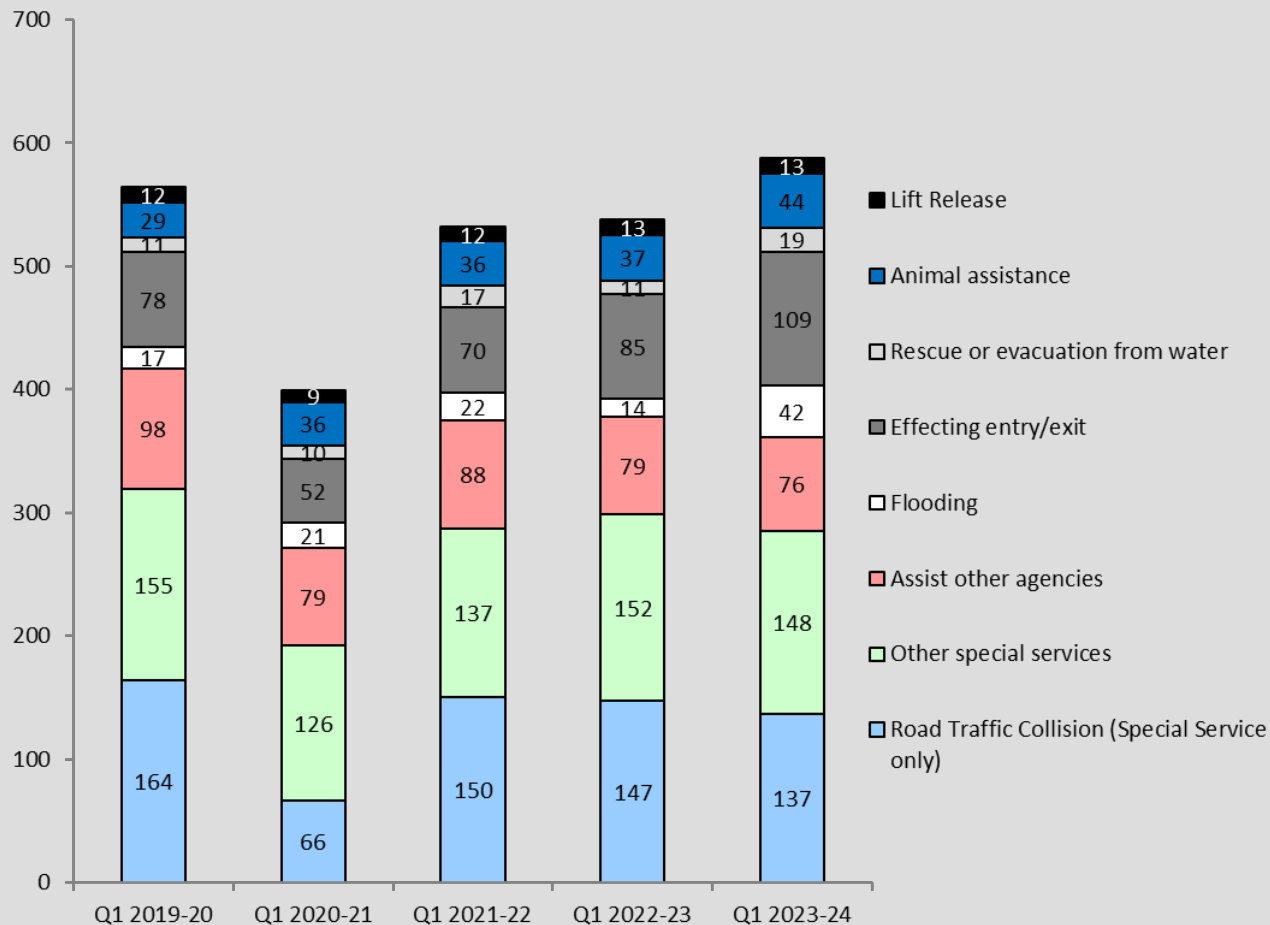
There were 11 incidents in Q1 2023-24 where more than 5 pumps attended. These were 9 primary fires, 1 special service and 1 False Alarm.

Unfortunately, there were five fatalities in primary fires recorded in Q1 2023-24.

Response – Special Services



588
Special Service incidents in Q1 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.

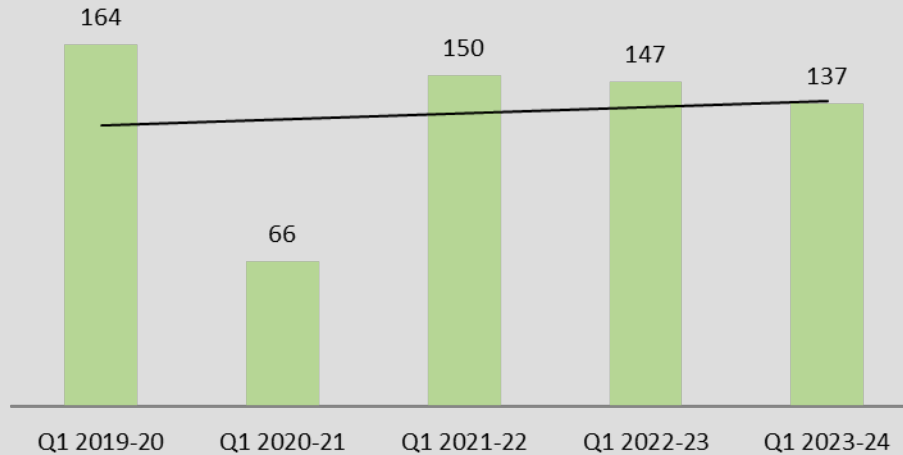
Other special services includes the following categories: Other Transport incident, Other rescue/release of persons, Making Safe (not RTC), Removal of objects from people, Removal of people from objects, Suicide/attempts, Medical Incident - First responder, Medical Incident - Co-responder, Evacuation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



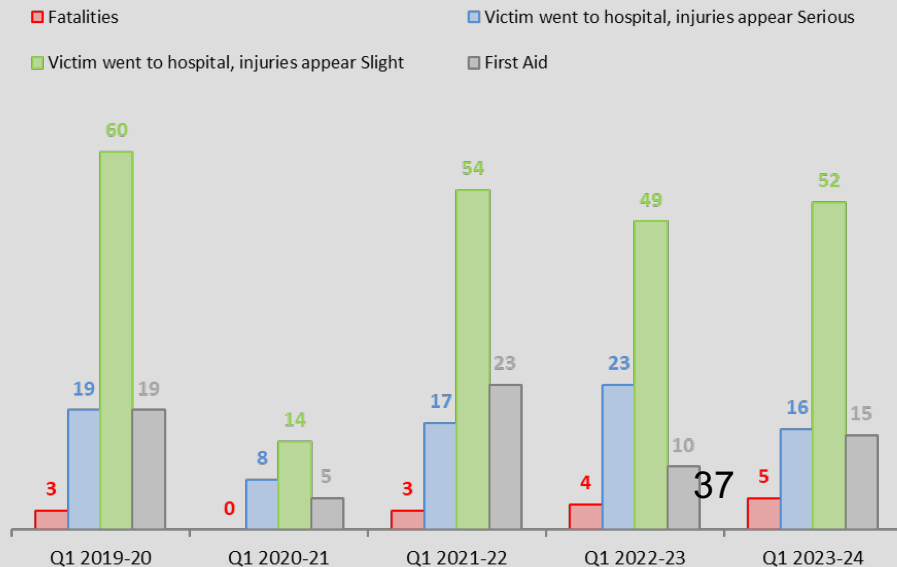
137
RTC
incidents
in Q1
2023-24

Total RTC Incidents



The number of RTC incidents remained similar to the previous two years.

RTC - Injuries and Fatalities

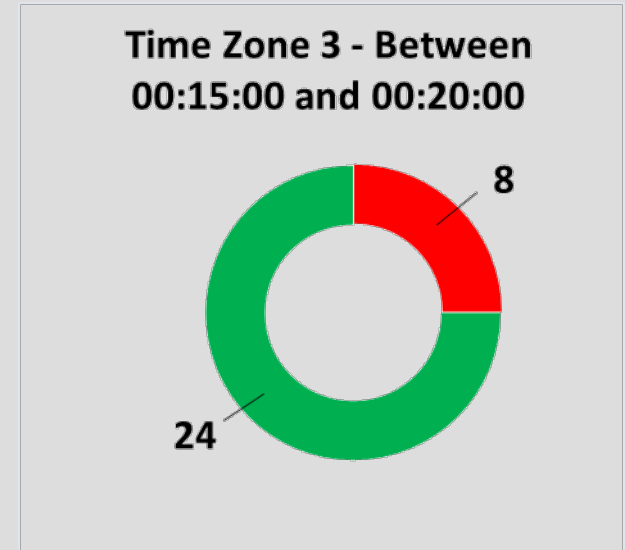
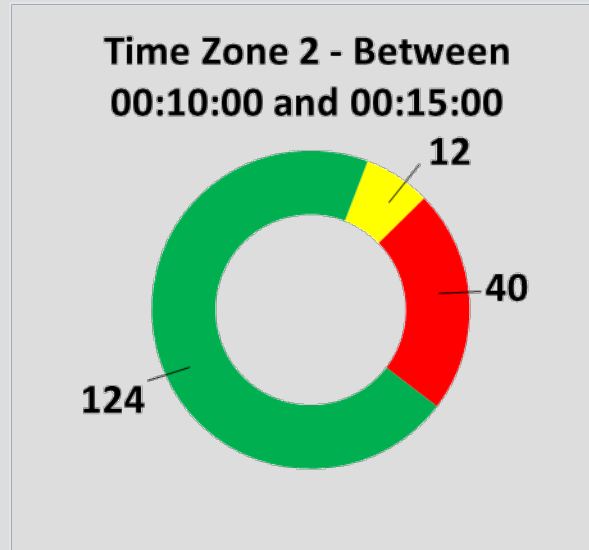
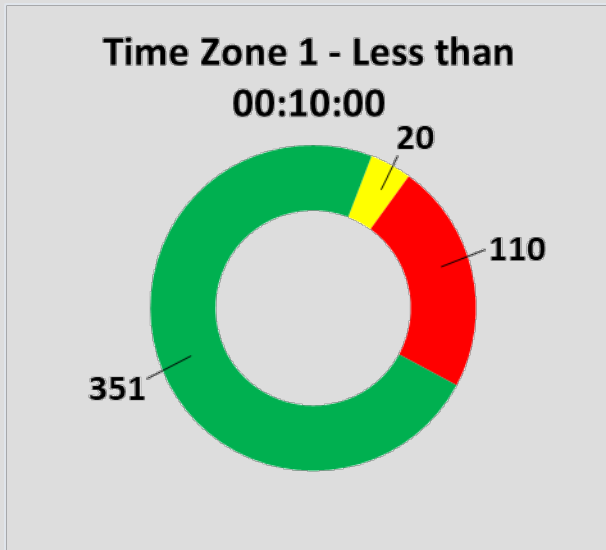


The number of fatalities from RTC incidents for Q1 2023-24 are similar to the previous year at five.

Response – Attendance Performance Measure (APM)



Incidents evaluated for the APM - 689
 Incidents that did not meet the APM - 190



■ Not Met - Incident location outside of own Station ground

■ Not met (Other reasons)

■ Met

		<u>No. of incidents</u>
Top 5 reasons for not meeting the Attendance Performance Measure	1. Road obstruction/Traffic conditions etc	42
	2. Turn in time (On-Call and Day crew at night only)	39
	3. Incident location outside of own station ground	32
	4. Difficulty in locating incident address	16
	5. Incorrect or insufficient information passed to Fire Control on initial call	15

Response – On-call Appliance Availability

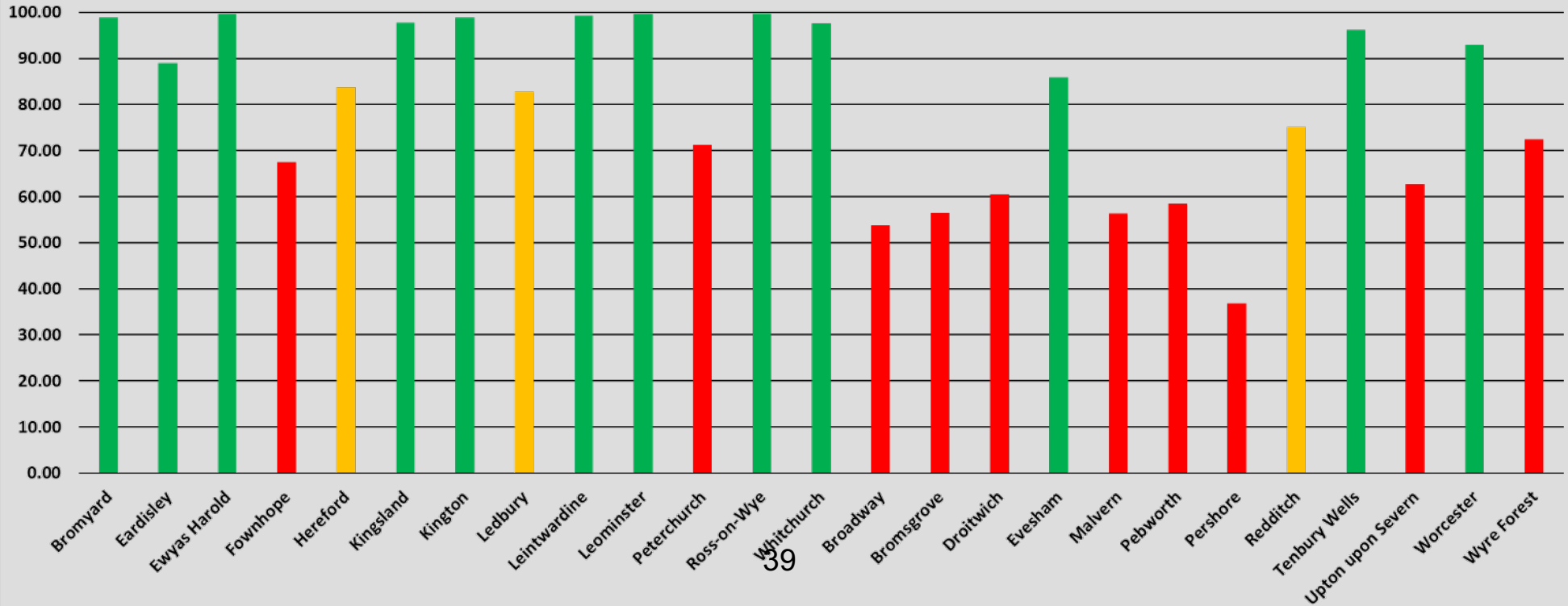


First On-call Appliance **79.72%**

All On-call Appliances **68.69%**

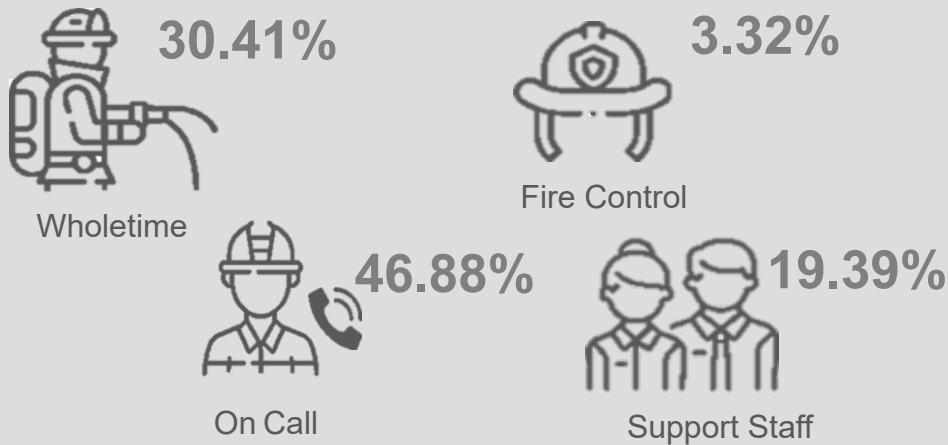
First On-call Appliance Availability **82.44%**
Q1 2022-23

First On-Call Appliance Availability Q1 2023-24



People

Overall Workforce Profile



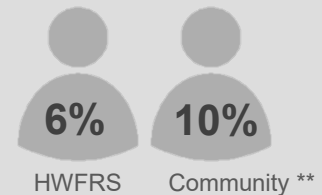
Equalities



2% increase in female representation since Q1 2022-23

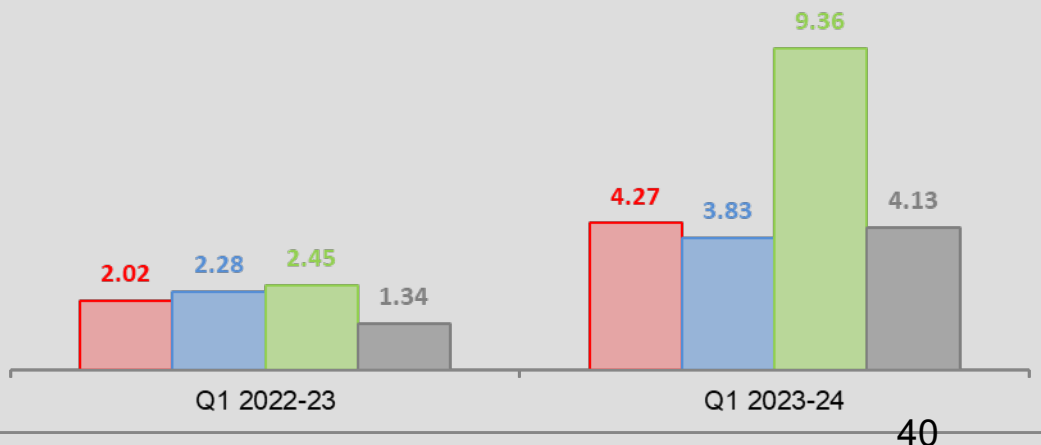
Ethnicity

Ethnic minority representation remains unchanged compared to Q1 2022-23



Days/Shifts Lost Per Person

■ All Staff ■ Wholetime ■ Fire Control ■ Support Staff



Days/Shifts Lost Per Person

	Wholetime	Fire Control	Support Staff
Short Term Absence	1.60 41.81%	2.13 22.74%	1.21 29.18%
Long Term Absence *	2.23 58.19%	7.23 77.26%	2.92 70.82%

Top 3 Reasons for Absence

- Mental Health - Stress
- Mental Health - Other
- Musculo Skeletal – Lower Limb

*Long Term Sickness is 28 calendar days or more

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