



HEREFORD & WORCESTER Fire Authority

Policy and Resources Committee

AGENDA

Tuesday, 14 November 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.



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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.

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, 14 November 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 12 September 2023.	1 - 5
5	Budget Monitoring 2023/24 – Quarter 2 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	Property Update	13 - 16

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

7 2023-24 Performance Report: Q2 (01 July – 30 September 2023) 17 - 35

To summarise the Service's performance for Q2, 2023-24.

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 3 May 2023.



Hereford & Worcester Fire Authority

Policy and Resources Committee

Tuesday, 12 September 2023, 10:30

Chairman: Mr R J Phillips

Vice-Chairman: Mr C B Taylor

Minutes

Members Present: Mrs J Carwardine, Mr D Chambers, Mr D Davies, Mr D Morehead, Mr R J Phillips, Ms L Robinson, Mr C B Taylor, Mr T Wells

0233 Apologies for Absence

Apologies were received from Cllr D Boulter, Cllr J Monk and Cllr R Udall.

0234 Named Substitutes

There were no named substitutes.

0235 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).

0236 Confirmation of Minutes

RESOLVED that the minutes of the Policy and Resources Committee meeting held on 3 May 2023 be confirmed as a correct record and signed by the Chairman.

0237 Budget Monitoring 2023/24 – Quarter 1

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 a significant variation to the budget detailed at the Policy and Resources Committee in May where spending slippage in the capital programme had led to a delay in spending and a consequential delay in capital financing costs of £0.250m. It was proposed to use this saving to fund the additional cost of Breathing Apparatus replacement beyond the initial estimate of £1m already provided in reserves. The Chief Fire Officer explained that the delay of the replacement was simply down to lack of technology on the market at the time.

The expected expenditure on reserve funded "Invest to Improve" projects was also noted, in particular that as more projects get underway this estimate would increase during the year.

Members noted that the green book pay award offer which was made on 23 February 2023 had still not been settled.

Members noted the changes to the capital budget since the Authority meeting in June and that the available budget to be spent at the start of 2023/24 was £4.974m.

With regard to Treasury Management, it was noted that the Authority was significantly "under borrowed" to the extent of around £10m. 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 £0.250m revenue underspending;

iii) Noted the projected expenditure on "Invest to Improve" projects;

iv) Approved the allocation of the revenue underspend to the Breathing Apparatus project; and

v) Noted the implementation of approved changes to the Capital Budget.

0238 Inclusion of Fire and Rescue Authority employees in the Rehabilitation of Offenders Act (Exceptions) Order 1975

The Assistant Chief Officer - Director of Prevention informed Members of the inclusion of Fire and Rescue Authority employees in the Rehabilitation of Offenders Act (ROA) (Exceptions) Order 1975.

Members agreed that this was a positive move to ensure the public's safety.

RESOLVED 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.

0239 Property update

The Chief Fire Officer updated Members on the current property programme.

Members were pleased to note the progress with Broadway Fire Station, that it was on target to be completed in January 2024 as per the project programme.

Members noted an alternative site had been identified in Hereford as a potential temporary location and Members would have an update as soon as information was available.

Members were also informed that in the next month there should be positive news with regard to the North Herefordshire Strategic Training Facility. Since the planning application had been submitted there had been concern in relation to site flood risk. Following extensive discussions an updated flood risk assessment and additional modelling had been submitted to Herefordshire Council and was currently being reviewed.

RESOLVED that the property update and progress of the capital build programme and property maintenance was 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

0240 Fire Cadets Annual Review 2022/2023

The Assistant Chief Officer - Director of Prevention updated Members on the Fire Cadets activity for 2022/2023.

Councillor Bob Brookes, the Fire Authority Fire Cadet Champion, presented awards at the passing out ceremony in May 2023 to those who were nominated for the Highest Achiever, Most Improved and Highest Attendance Awards.

Members were pleased to note that the Mayor of Droitwich for the civic year of 2023/2024, Councillor Kate Fellows, had chosen HWFRS Fire Cadets as one of her Charities.

RESOLVED 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.

0241 2023-24 Performance Report: Q1 (01 April – 30 June 2023)

The Assistant Chief Officer - Director of Prevention presented a summary of the Service's performance for Q1, 2023-2024 which included the first quarter of the new attendance reporting measure.

Members' attention was drawn to the incorrect colour coding on the graphs in the Appendix and assured Members that this would be resolved for the next meeting.

RESOLVED 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.

The Meeting ended at: 11:50

Signed:.....

Date:.....

Chairman

Report of the Treasurer

Budget Monitoring 2023/24 – Quarter 2

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.
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Recommendation

It is recommended that the Committee:

- i. Confirms the revenue budget allocation adjustments;*
- ii. Notes the current projection of a £0.270m revenue underspending*
- iii. Notes the projected expenditure on “Invest to Improve” projects;*
- iv. Approves the allocation of £0.050m of the revenue underspend to the Breathing Apparatus project;*
- v. Approves the allocation of the remaining £0.220m of the revenue underspend to the Hereford Fire station project; and*
- vi. 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 October.
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 & Resources Committee in May 2023 to £39.972m, and again at Policy & Resources Committee in September 2023 to £39.722 (*Appendix 1: Column 2, Row 37*), This is 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 and Breathing Apparatus Reserves 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 65*). This is essentially a balanced budget.
7. As part of the routine second quarter budget review the Strategic Leadership Board (SLB) identified small projected savings of £0.086m, as outlined in Column 4 of Appendix 1.
8. In addition, there are further £0.184m of capital finance savings as a result of a pause in the programme pending the outcome of the resource review. This latter saving is a cash flow-one and the resource remains within the future MTFP.
9. It is proposed to use £0.050m of the overall £0.270m to bring the saving to funding of the Breathing Apparatus project up to the final expected cost of £1.3m.
10. It is further proposed to use the remaining £0.220m to support the Hereford Fire Station replacement project and in particular the revenue costs of a temporary fire station whilst redevelopment of the site is undertaken.
11. 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.
12. Members are reminded that the April 2023 pay award for “Green Book” (support staff) remains unsettled and provision is still held for the cost of the employers’ final offer.
13. For information the Appendix also shows separately the expected expenditure on reserve funded “Invest to Improve” projects.

Capital Budget

14. The approved capital budget detailed in Appendix 2 and is divided into five blocks:
 - Vehicles – in accordance with the approved Vehicle Strategy
 - Major Buildings – in accordance with the approved Property Strategy
 - Major Equipment
 - Minor Schemes - allocated by Strategic Leadership Board (SLB)

- Future Buildings Schemes

15. 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.
16. There have been a number of changes to the budget since it was last reported to the Committee in September 2023, and these changes are summarised below:

	Vehicles £m	Major Builds £m	Major Equip £m	Alloc. Minor £m	Unalloc Minor £m	Future Builds £m	TOTAL £m
Approved at Sep 2023	4.356	10.028	0.000	2.853	0.597	8.807	26.641
Closed Schemes	0.000	(7.779)	0.000	(0.272)	0.000	0.000	(8.051)
Major Buildings alloc							0.000
Minor Schemes alloc	0.000	0.000	0.000	0.337	(0.337)	0.000	0.000
Reserve Funded	0.000	0.000	1.250	0.048	0.000	0.000	1.298
Revised at Oct 2023	4.356	2.249	1.250	2.966	0.260	8.807	19.888

17. The major reserve funded scheme is the Breathing Apparatus (at current approved provision).
18. Allowing for the Schemes awaiting allocation or approval, the Budget available to be spent at the start of 2023/24 is £6.328m and is summarised below:

		£m
Total Approved Budget	Column 2 Line 73	19.888
Less: Prior year spend	Column 3 Line 73	(4.668)
		15.220
Less: Future Buildings	Column 2 Line 71	(8.632)
Less: Unallocated Minor	Column 2 Line 69	(0.260)
Approved to Spend		6.328

19. Against this budget £1.310m or 20% (*Column 5, Line 73*) has been incurred, with an additional £2.291m (41%) committed by way of orders and contracts.
20. The revenue costs of the financing of the capital programme are contained within the revenue budget.

Treasury Management

21. 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.
22. 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.
23. 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.
24. 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.
25. 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.
26. 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.
27. 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.
28. 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.
29. Short term investments via WCC at 30 September 2023 are shown in the table below. For completeness the current account balance is now also shown.

Money Market Funds	8.062
Cash Plus (liquidity fund)	1.569
Call	1.569
via WCC	11.200
Current Account	1.731
	<hr/>
	18.931

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 2

Appendix 2: Capital Budget Monitoring 2023/24 Quarter 2

Hereford & Worcester Fire Authority
Policy & Resources Committee
14th November 2023
Revenue Budget 2023/24: Quarter 2

Col. Line	(2) Revised Allocation P&R - Sep 23 £	(3) Quarter 2 Forecast Out-turn £	(4) Quarter 2 Forecast Out-turn £	(6) Reserve Funded Projects £
1	Wholetime Firefighter Pay/NI/Pension	15,128,200	15,128,200	0
2	Retained Fire-fighter Pay	4,581,600	4,581,600	0
3	Control Pay	1,015,800	1,015,800	0
4	Support Pay	5,364,600	5,364,600	0
5	Other Employee Costs	90,000	90,000	0
6	Unfunded Pension Costs	1,035,000	1,035,000	0
7	Employee Related	27,215,200	27,215,200	0
8	Strategic Management	108,700	108,700	0
9	New Dimensions	62,200	52,200	(10,000)
10	Operational Policy	40,500	40,500	0
11	Protection	39,500	39,500	0
12	Prevention	290,400	290,400	0
13	Training	598,500	592,500	(6,000)
14	Operational Logistics	1,382,800	1,382,800	0
15	Fleet Maintenance	683,500	683,500	0
16	Property/Facilities Management	2,261,600	2,261,600	0
17	PCC Charges	454,500	454,500	0
18	PCC Charges - Capitalised	(98,200)	(98,200)	0
19	Information & Comms Technology	2,220,400	2,220,400	0
20	Policy & Information	84,900	74,900	(10,000)
21	Corporate Communications	48,400	48,400	0
22	Human Resources/Personnel	625,000	575,000	(50,000)
23	Authority Costs	58,300	58,300	0
24	Legal Services	39,700	39,700	0
25	Insurances	456,600	456,600	0
26	Finance (FRS)	141,700	131,700	(10,000)
27	Finance SLA	91,600	91,600	0
28	Running Costs	9,590,600	9,504,600	(86,000)
29	Capital Financing	2,583,000	2,399,000	(184,000)
30	Capital Financing	2,583,000	2,399,000	(184,000)
31	Pay Award Provision Jul 2022 (2%)	0	0	0
32	Pay Award Additional Provision Jul 2022 (to 5%)	0	0	0
33	Pay Award Provision Apr 2023 (5%)	333,000	333,000	0
34	Pay Award Provision Jul 2023 (4%)	0	0	0
35	General Inflation Contingency 2023/24	0	0	0
36	Provisions/Contingencies	333,000	333,000	0
37	Core Budget	39,721,800	39,451,800	(270,000)
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)	(40,099,400)	0
54	Structural Deficit/(Surplus)	(377,600)	(647,600)	(270,000)
55	from TIG Grant Reserve	(46,000)	(46,000)	0
56	to Capital Projects Reserve	289,900	289,900	0
57	(from) Organisational Excellence Reserve	0	0	(261,000)
58	(from) Fire Control Replacement Reserve	0	0	(473,000)
59	(from) IT Replacements Reserve	0	0	(545,000)
60	(from) OC Recruitment/Marketing Reserve	0	0	(481,000)
61	(from) Capital Projects Reserve	0	0	(1,215,000)
62	to BA Reserve	250,000	250,000	0
63	Use of Reserves	493,900	493,900	(2,975,000)
64	Net Deficit/(Surplus)	116,300	(153,700)	(270,000)
65	to/(from) Budget Reduction Reserve	(116,300)	(116,300)	0
66	Net Deficit/(Surplus)	0	(270,000)	(270,000)

Hereford & Worcester Fire Authority
Policy & Resources Committee
14th November 2023
Capital Budget 2023/24: Quarter 2

Col Line	(2)	(3)	(4)	(5)	(6)
	REVISED BUDGET 2023/24 Quarter 2 £	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	25,907	93
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	45,060	88,749
17 BA Maintenance Van (1)	95,000		95,000		95,000
18 Total	4,355,521	2,982,035	1,373,486	70,967	1,302,519
Major Buildings					
19 Hereford FS Prelims	585,510	337,912	247,598	245,805	1,793
20 Broadway FS	1,696,000	295,221	1,400,779	461,525	939,254
21 North Hereford STF - Prelims	141,916	103,586	38,330	37,014	1,316
22 Total	2,423,426	736,719	1,686,707	744,344	942,363
Major Equipment					
23 395- Breathing Apparatus Sets	1,250,000		1,250,000		1,250,000
24 Total	1,250,000	0	1,250,000	0	1,250,000
Minor Schemes					
25 237 - Intel Software	20,000	0	20,000		20,000
26 247 - ICT Strategy Cloud Services	96,082	55,082	41,000	3,666	37,335
27 248 - ICT Strategy SharePoint	200,000	137,550	62,450		62,450
28 249 - ICT Strategy Professional Services	150,000	134,716	15,284	6,750	8,534
29 250 - ICT Strategy Equipment	213,933	208,728	5,205	4,813	392
30 254 - Leintwardine Rear Extension	179,000	42,063	136,937	1,095	135,842
31 304 - Tenbury Rear Yard	40,000	4,830	35,170		35,170
32 305 - Redditch Water First Responders	15,000		15,000		15,000
33 309 - Disaster Recovery	34,027	34,028	(1)		(1)
34 310 - ICCS Firewall	20,254	20,254	(0)		(0)
35 313 - Power Tools	45,000	38,396	6,604		6,604
36 318 - Wi-Fi Improvements	31,514	31,515	(1)		(1)
37 327 - Ross On Wye Roof	46,543	1,020	45,523		45,523
38 358 - Service Wide: Appliance Bay Pits	30,000		30,000		30,000
39 361 - Tenbury: Appliance Bay Doors	27,141		27,141		27,141
40 362 - Wyre Forest: STF	8,000	5,950	2,050		2,050
41 363 - Hose Branch Renewal	50,000		50,000		50,000
42 364 - Water First Responder Update	210,000		210,000	56,713	153,287
43 365 - WAN Hardware	170,000	72,387	97,613	89,938	7,675
44 372 - ICT Switches	106,354		106,354	106,354	0
45 373 - Eardisley Heat	6,000		6,000		6,000
46 374 - Kingsland Roof	20,000		20,000		20,000
47 376 - Leominster WFR	15,000	520	14,480		14,480
48 377 - Bromyard Extend	158,000		158,000		158,000
49 379 - Portable Pumps	20,000	18,076	1,924		1,924
50 380 - Ross Drill Tow	115,000		115,000		115,000
51 381 - Fitness Equip	70,000	58,992	11,008		11,008
52 382 - Veh Mount CCTV	135,000	36,473	98,527	29,580	68,947
53 383 - HVP PPPE	36,637		36,637	2,294	34,342
54 386 - Incident Ground Welfare	70,000	8,890	61,110	2,743	58,367
55 387 - Life Jackets	66,000	39,600	26,400		26,400
56 388 - PPE (Water Rescue)	30,000		30,000		30,000
57 389 - Meeting Room ICT	12,221		12,221	2,960	9,261
58 391 - Upton Heating	48,230		48,230	23,050	25,180
59 392 - ICT - Switches 23-24	71,633		71,633		71,633
60 393 - Drone Replacement 23/24	30,000		30,000		30,000
61 394 - Equipment iPad	164,352		164,352	164,352	0
62 396 - Mainline Branch 23-24	38,000		38,000		38,000
63 397 - Hose reel Branch 23-24	42,000		42,000		42,000
64 398 - Ladders 23-24	10,000		10,000		10,000
65 399 - PPV Ram Fan 23-24	25,000		25,000		25,000
66 400 - T1 Finance Software Upgrade	40,000		40,000		40,000
67 401 - Core and Command Equip 23-24	50,000		50,000		50,000
68 Sub-Total	2,965,921	949,070	2,016,851	494,308	1,522,543
69 Minor Schemes - Unallocated	260,558	0	260,558		260,558
70 Total	3,226,479	949,070	2,277,409	494,308	1,783,101
Future Building Schemes					
71 Budgetary Provision	8,631,938		8,631,938		8,631,938
72 Total	8,631,938	0	8,631,938	0	8,631,938
73 Capital Budget	19,887,364	4,667,824	15,219,540	1,309,619	13,909,921
			less Unallocated Minor	-	260,558
			less Future Buildings	-	8,631,938
					6,327,044
					1,309,619
					20.7%

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, and*
- 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 main building structure is complete, and internal works are continuing at pace. The old fire station building has now been demolished, and external works, including drainage are a current focus by the contractor.
5. **Redditch Fire Station:** Since the last update, foundation piling and drainage works have been completed, together with the building steel frame. The project is currently on target to complete within the scheduled 86 week programme.
6. **Hereford Fire Station:** It was reported at the last Committee meeting that a contractor had been selected and was working with the design team to develop the detailed designs and specifications. This work is continuing to enable a final tender valuation to be presented to Officers.
7. The design team are continuing to work 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. An independent report has been completed reviewing the availability of alternative sites for a temporary fire station location during the proposed construction works. A preferred site has been selected, and legal work is being progressed.
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 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 closed, and contractor interviews are progressing at the time of publishing this paper.
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 taken place with architects, who are further developing plans for sign-off, prior to submitting 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. Notably, a new waste and recycling contract has commenced and links to the Environmental Sustainability Plan 2021-25.

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.

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.
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Report of the Director Prevention

2023-24 Performance Report: Q2 (01 July – 30 September 2023)

Purpose of report

1. To summarise the Service's performance for Q2, 2023-24.
-

Recommendation

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

- i) A total of 2,63 incidents overall were attended in Q2 2023-2024 which was a decrease of 17% on Q2 2022-2023.*
- ii) Fires (420) were 48% lower than Q2 2022/23 and lower than the five year average of 601.*
- iii) Special services (600) was 1% higher than the corresponding quarter of the previous year higher than the five year average.*
- iv) False alarms (1,043) had decreased by 3% compared with Q2 2022/23 which was due mainly to a decrease in the number of good intent and malicious false alarms.*

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 Q2 2023-24 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 2021-25.

Incident Overview

4. A total of 2,063 incidents were attended in Q2 2023-24, a decrease of 17% on Q2 2022-23 and a decrease of 4% on the five-year average of 2,142 incidents. The Service also attended 17 '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. 420 Fires: The number of fires attended in Q2 2023-24 was 48% lower than Q2 2022-23 and was also significantly lower than the five-year average of 601. Last year's heatwaves had significantly influenced and contributed to an increase in the higher than usual number of outdoor fires.
- b. 600 Special Services: The number of Special Services attended in Q2 2023-24 was 1% higher than Q2 2022-23 and also higher than the five-year average of 558 incidents. This increase was mostly driven by a rise in the number of effecting entry/exit incidents.
- c. 1,043 False Alarms: The number of false alarms attended in Q2 was 3% lower than Q2 2022-23 but 6% higher than the five-year average of 982. 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 due to an increase in the number of False Alarms due to apparatus by 11%. However, Good Intent False Alarms have decreased by 33% and Malicious False Alarms have reduced by 50% when compared to Q2 2022-23.

Prevention

- 5. 1,949 Home Fire Safety Visits (HFSV) were completed in Q2 2023-24. This exceeds the quarterly target of 1875 HFSV 's per quarter. By way of comparison, a total of 1,361 HFSV's were completed over the same period in 2022/23. Out of 1,949 HFSV's, 543 were delivered by Prevention Technicians with 1390 delivered by Wholetime crews. HFSV's 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 activities as required.

Protection

- 6. The Risk Based Inspection Programme (RBIP) has increased the number of inspections of business premises. In Q2 2023-24, 428 inspections were completed compared to 194 in Q2 2022-23. The increase of 121% is a result of operational staff undertaking comprehensive training and completing audits. The RBIP figures now include the Intelligence Lead Inspection Programme (ILIP).
- 7. Total Enforcement Activities has decreased by 35% compared to Q2 in 2022-23.

Enforcement Type	Q2 2023-2024	Q2 2022-2023
Alterations	2	9
Enforcements	7	13
Prohibitions	13	12
Total	22	34

8. All fires in commercial premises are subject to a Post Fire Audit and the number of audits has increased from 39 to 41 in Q2 2023-24, when compared to Q2 2022-23.
9. The department is proactively identifying business leads to support them in their fire safety responsibilities and offer assistance where needed.

Response

Fires

10. The numbers of both Primary Fires and Secondary Fires in Q2 2023-24 have decreased by 23% and 64% respectively, when compared to Q2 2022-23. Among the Primary Fires, the highest decrease was Outdoor Fires by 64%, while among the Secondary Fires the highest reduction was observed in the Grassland, Woodland and Crop Fire incidents, decreasing by 76%.
11. Thankfully, during this timeframe there were no fire related fatalities. However, two victims went to hospital where one injury appeared to be serious.
12. 74% of the Primary Building Fires were classified as accidental and the majority of them (30%) started in the kitchen area. 37% 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, 29% concerned people living alone and 15% concerned persons over 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 13 incidents in Q2 2023-24 where more than five pumps attended, 11 Primary Fires and two Special Service incidents. Of these Primary Fires, three incidents occurred in Droitwich Spa and Hereford, two incidents happened in Bromsgrove and one incident was recorded in Leominster, Redditch and Ross-on-Wye.
14. There was a 64% decrease in Secondary Fires from 448 in Q2 2022-23 to 178 in Q2 2023-24. Overall, most of the property categories experienced decreases in the number of fires, with a drastic reduction (221) in the number of Grassland, Woodland and Crop Fires being the majority. A minor increase in the category of Buildings and Transport has been recorded, increasing by three incidents when compared to the same period last year.

Special Services

15. The largest increase among Special Service (599) incident types was effecting entry/exit. This incident category resulted in a 51% increase over the same period in 2022-23 and the majority of these incidents (64%) involved the rescue of people from buildings. The Animal assistance incident type recorded the second highest increase of 28% over the same period in 2022-23.

Road Traffic Collisions

16. There were 160 Road Traffic Collision incidents during Q2 2023-24, one incident more when compared to the same period in 2022-23. However, the overall number of RTC incidents appears to be declining when examining the last five years.
17. The number of fatalities resulting from RTC's in Q2 2023-24 was four and this was the lowest figure during the past five years. The number of serious injuries was identical to the same period in 2022-23, whereas the number of slight injuries has decreased by 32%. The number of occasions where first aid was given to casualties has decreased by 55% in Q2 2023-24 when compared to Q2 2022-23.
18. Information related to RTC's is fed into the Prevention department for review and to inform future training and awareness activities.

Attendance Performance Measure

19. 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 and 20 minutes). Q2 2023-24 is only the second time the Service is reporting on this new measure, therefore there may be a need to adjust the way data is collected and analysed which 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 136 incidents (primary building fires) in the Q2 2023-24, while the new APM has exceeded this by 329%.
21. Out of the 584 incidents examined this quarter, 445 (76%) met the APM. This equates to meeting the APM in:
 - a. Zone 1 (10 mins) on 76% of 418 occasions.
 - b. Zone 2 (10-15 mins) on 73% of 141 occasions.
 - c. Zone 3 (15-20 mins) on 92% of 25 occasions.
22. In this quarter, 71.5% of the incidents examined by the APM were in Zone 1 (10 minutes). If we removed the number of times an appliance had to attend an incident outside of its own station area from the overall numbers of incidents examined by the APM, then we have met the APM on 79.6% of occasions.

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: the Incident location being outside Station ground of the responding appliance (25 incidents); Turn in time (23 incidents) and Difficulty in locating incident address (18 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 improvements 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

25. The first On-call appliance availability has increased by 1.6% to 74.82% during Q2 2023-24, compared to the same quarter of 2022-23. Availability for all On-call appliances fell by 8% to 63.77% in Q2 2023-24. For the first On-call appliance 14 fire stations (56%) had over 85% availability. In comparison, 13 fire stations (52%) had over 85% availability over the same period in 2022-23. This information is fed back to the managers within 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 employees has increased slightly to 20% which is a 2% increase on the same period in 2022-23. 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 10%, thanks to recent campaigns and processes. The number of operational female staff has also increased by 3% on the same period in 2022-23.
27. The 2021 Census data has recently been released and this has allowed a review of the Service's demographics. The population of ethnic minorities within the community has increased from 7% to 10%. However, ethnic minority representation in the workforce has not changed when compared to the same period in 2022-23 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.
28. Overall absence, due to staff sickness, increased slightly to 2.29 days lost per person compared to 2.04 days in the same period in 2022-23. Training for managers is continuing based upon the recently updated attendance management policy with an emphasis on managing absence at an earlier stage and putting measures in, where necessary, to support staff and tackle repeated absences.

29. Wholetime and Support staff groups both showed an increase in sickness in comparison to the same period in 2022-23. While Fire Control showed a decrease in sickness levels. In terms of the split between long-term and short-term absence, long-term absence represents 72.05% of all staff sickness absence in this quarter. Respiratory – Cold/Cough/Influenza, Gastro-Intestinal, Mental Health – Stress 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/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>Resource Implications (identify any financial, legal, property or human resources issues)</p>	<p>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.</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>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>Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).</p>	<p>Relevant data is fed into the Health & Safety Committee as appropriate.</p>
<p>Consultation (identify any public or other consultation that has been carried out on this matter)</p>	<p>None.</p>
<p>Equalities (has an Equalities Impact Assessment been completed? If not, why not?)</p>	<p>No, the report concerns operational activity and other areas of general performance data.</p>

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.
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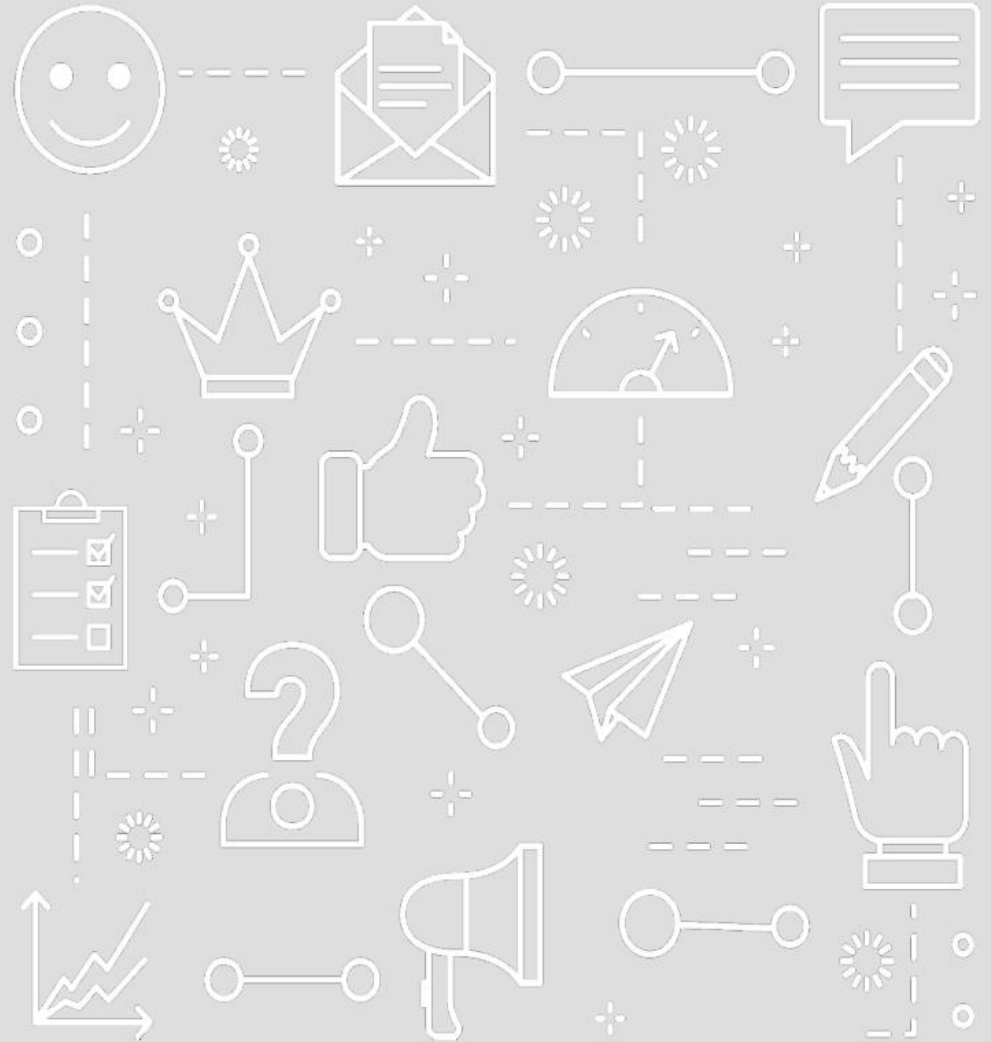
Supporting Information

Appendix 1 – Performance Report: Quarter 2 2023-24



HEREFORD & WORCESTER
HWFR
FIRE AND RESCUE SERVICE

Performance Report



Quarter 2 2023-24 (01 July – 30 Sept 2023)

Report of the Assistant Chief Officer / Director of Prevention

Incident Overview

Q2 2023-24 (01 Jul - 30 Sept 2023)



All Incidents

Total
2,063

Change since Q2 2022-23

↓ **-17%**

Decrease of 17% on Q2 2022-23. The Service also attended 17 'Over The Border' incidents.



Fires

420

↓ **-48%**

Decrease of 48% on Q2 2022-23.



Special Services

600

↑ **+1%**

Increase of 1% on Q2 2022-23.



False Alarms

1043

↓ **-3%**

Decrease of 3% on Q2 2022-23.

District Overview

Incidents per District Q2 2023-24



Fire



Special
Service



False
Alarms

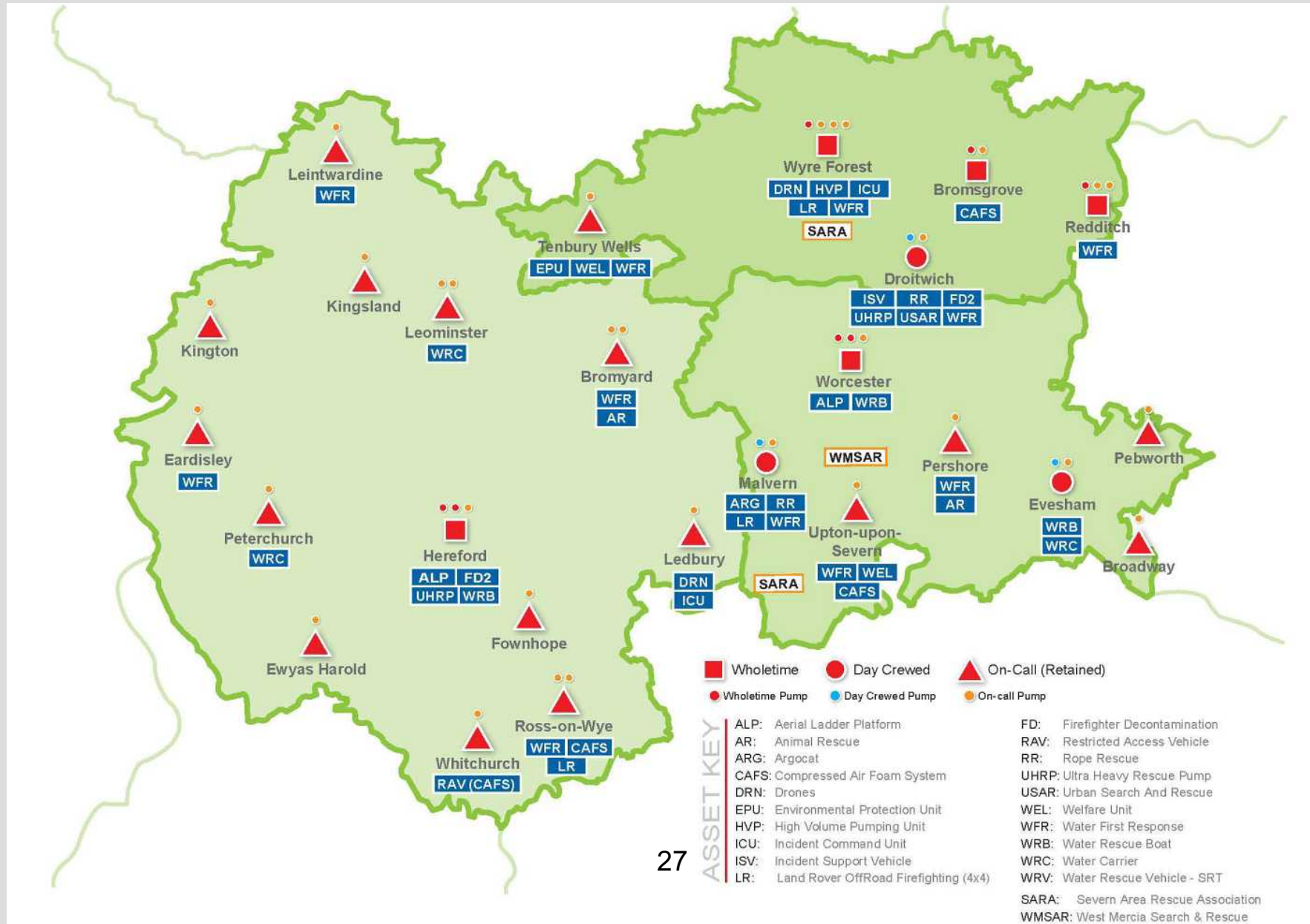


All
Incidents

Change since
Q2 2022-23

North District	194	245	419		858	↓ -19%
South District	136	196	390		722	↓ -14%
West District	90	158	234		482	↓ -16%
Total	420	599	1043		2062	↓ -17%

Asset location (June 2023)



Prevention



Fire Prevention Checks Completed	Q2 2023-24	Q2 2022-23
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Home Fire Safety Visits	1,949	1,361
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Home Fire Safety Visit Feedback Q2 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.

Response - Fires



Primary Fires 241

Primary Fires	Q2 2023-24	Q2 2022-23	Change	
Building Fires	136	137	-1	-1%
Outdoor Fires	30	83	-53	-64%
Vehicle & Transport Fires	75	92	-17	-18%
Total	241	312	-71	-23%

The number of Primary Fires has decreased by 23% compared to Q2 2022-23.



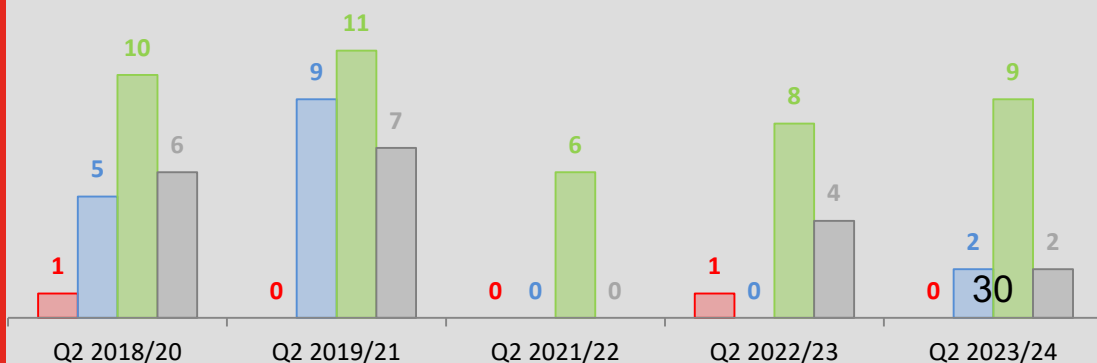
Secondary Fires 178

Secondary Fires	Q2 2023-24	Q2 2022-23	Change	
Grassland, Woodland and Crop	71	292	-221	-76%
Other Outdoors (including land)	43	114	-71	-62%
Outdoor Structures	44	59	-15	-25%
Buildings & Transport	16	13	+3	23%
Outdoor Equipment & Machinery	4	10	-6	-60%
Total	178	448	-310	-64%

There was a 64% decrease in Secondary Fires compared to Q2 in 2022-23. The service also attended 1 Chimney Fire.

Primary Fire - Injuries and Fatalities

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



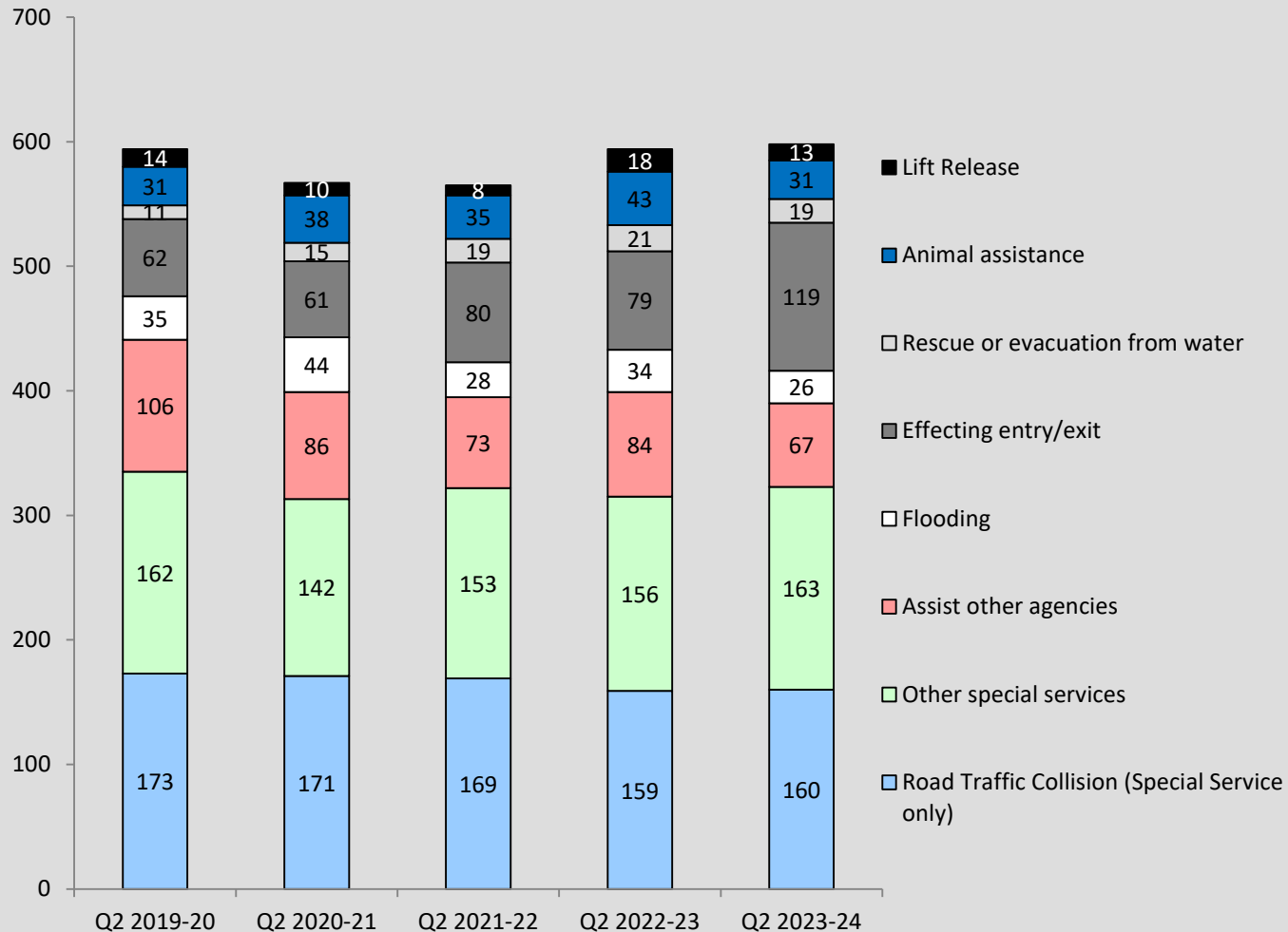
There were 13 incidents in Q2 2023-24 where more than 5 pumps attended. These were 11 fires and 2 special services.

Thankfully there were zero fatalities in primary fires recorded in Q2 2023-24.

Response – Special Services



599
Special Service incidents in Q2 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.

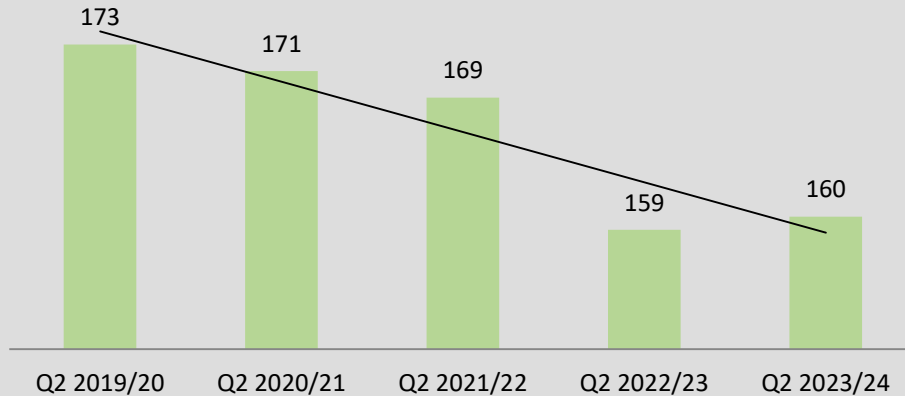
Other special services includes the following categories: Other Transport incident, Other rescue/release of persons, Making Safe (not RTC), Removal of objects from people, Removal of people from objects, Suicide/attempts, Medical Incident - First responder, Medical Incident - Co-responder, Evacuation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



160
RTC
incidents
in Q2
2023-24

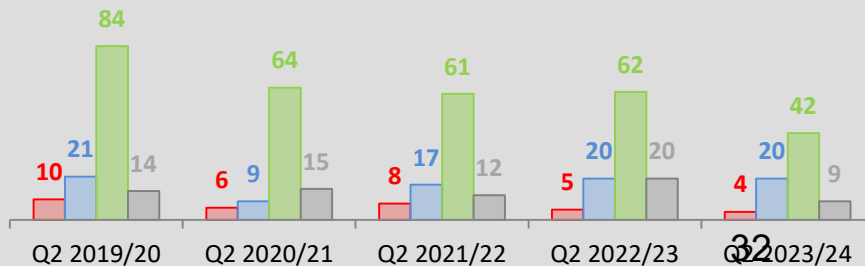
Total RTC Incidents



The number of RTC incidents appears to be declining. However the figure more closely reflects the 5 year average of 164 RTCs. The service is now involved in several road safety initiatives.

RTC - Injuries and Fatalities

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



The number of fatalities from RTC incidents for Q2 2023-24 are similar to the previous year. With a significant decrease in the number of slight injuries and cases of administered First Aid.

Response – Attendance Performance Measure (APM)



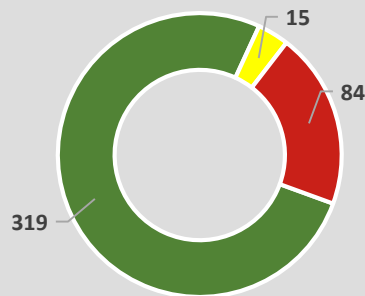
Incidents evaluated for the APM - 584

Incidents that met the APM - 445

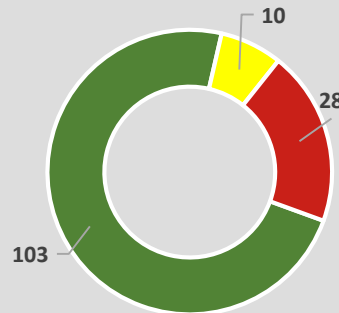
Time Zone 1 - Less than 10 minutes

Time Zone 2 - Between 10 and 15 minutes

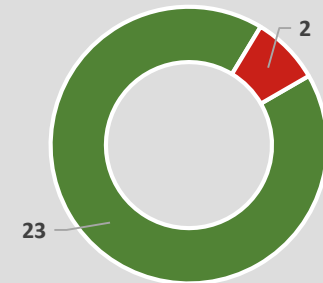
Time Zone 3 - Between 15 and 20 minutes



Achieved on 76% of occasions



Achieved on 73% of occasions



Achieved on 92% of occasions

■ Not Met - Incident location outside of own Station ground

■ Not met (Other reasons)

■ Met

		No. of incidents
Top 5 reasons for not meeting the Attendance Performance Measure	1. Incident location outside of own station ground	25
	2. Turn in time (On-Call and Day crew at night only)	23
	3. Difficulty in locating incident address	18
	4. Road obstruction/Traffic conditions etc	15
	5. Incorrect or insufficient information passed to Fire Control on initial call	11

Response – On-call Appliance Availability

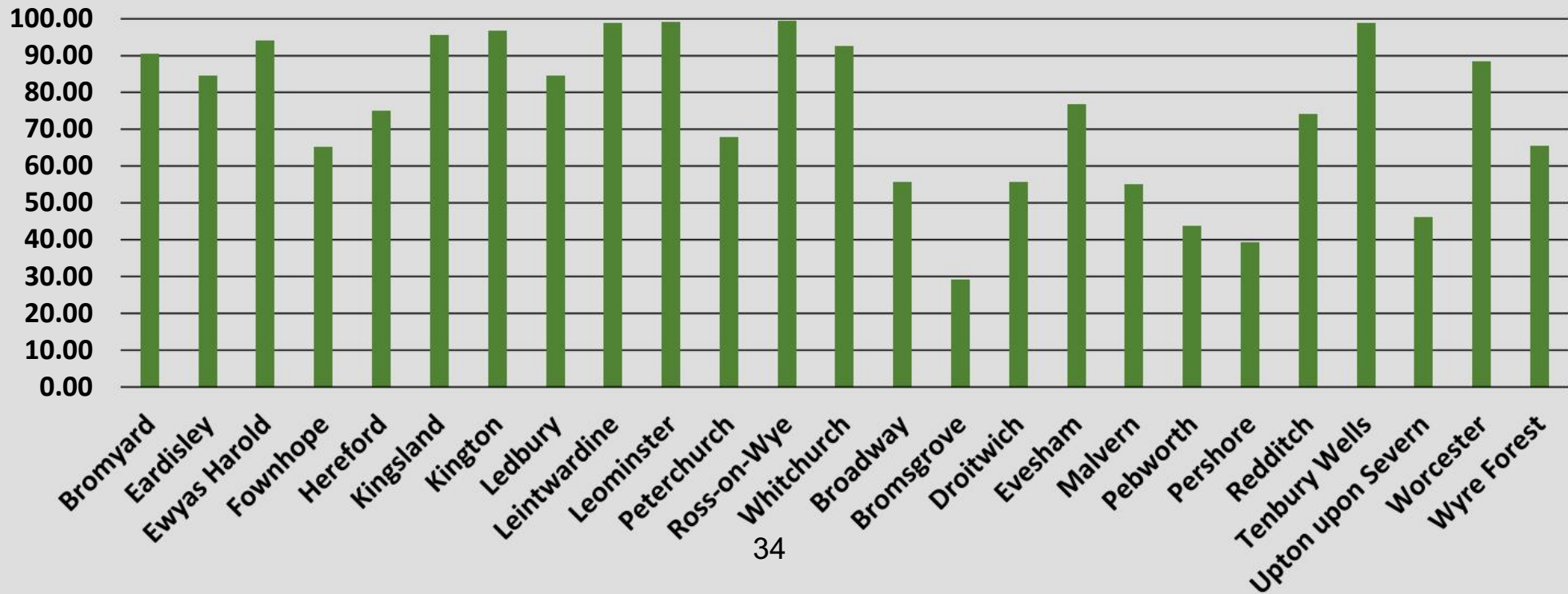


First On-call Appliance 74.82%

All On-call Appliances 63.77%

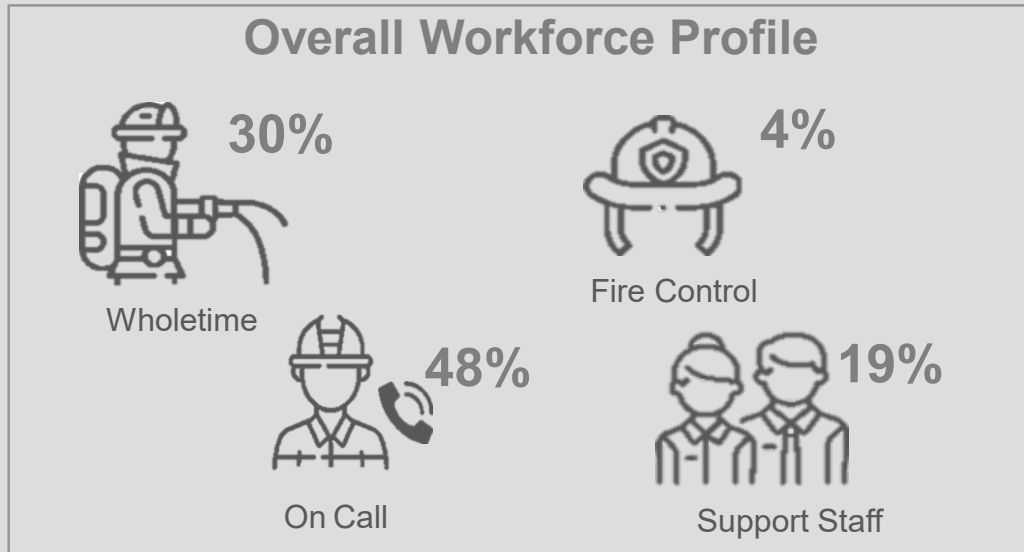
First On-call Appliance Availability Q2 2022-23 73.22%

First On-Call Appliance Availability Q2 2023-24



People

Overall Workforce Profile



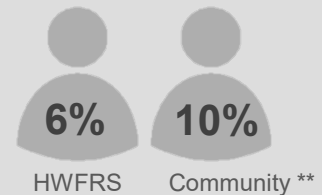
Equalities



2% increase in female representation amongst operational staff since Q2 2022-23 and 10% increase amongst control staff

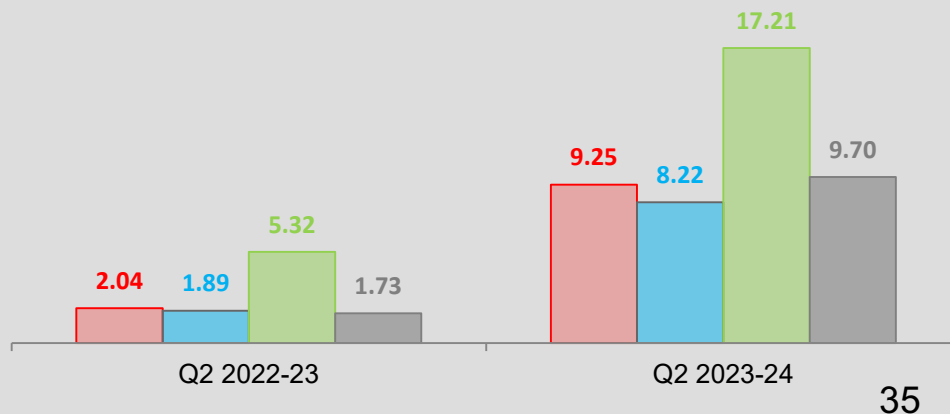
Ethnicity

Ethnic minority representation remains unchanged compared to Q2 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	3.42	5.00	2.33
Long Term Absence *	4.80	12.21	7.37
	41.6%	29.0%	24.0%
	58.4%	71.0%	76.0%

Top 3 Reasons for Absence

- Respiratory – Cold/Cough/Influenza
- Gastro-Intestinal
- 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 3 May 2023.
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Recommendation

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

- (i) Duty Systems - Day Crewing*
- (ii) Fitness and Attendance Management Policies*
- (iii) Promotion Processes*
- (iv) Industrial Action*
- (v) Core Code of Ethics Steering Group*
- (vi) Time in Motion Review*
- (vii) Cultural Audit Update*
- (viii) Property Update*
- (ix) Project Updates - New Fire Control System, On-Call, and Unwanted Fire Signals, and*
- (x) Pensions Update*

Background

2. The JCC acts as the main route for formal employee consultation. It consists of managers and employee representatives who meet every six weeks to discuss issues of mutual interest. The JCC is not a decision-making body.
3. Employees are represented on JCC by members from each of the Representative Bodies (RBs) in Hereford & Worcester Fire and Rescue Service, namely the FBU, FOA, FRSA and Unison.
4. The Committee is chaired by the Assistant Chief Fire Officer who is currently responsible for industrial relations. Other management representatives include the Assistant Directors / Area Commanders responsible for Protection, Prevention, Response and Assets, as well as the Head of HR and Development.

Update

5. The Joint Protocol for Industrial Relations SPI provides the framework for communicating, consulting and negotiating with all Trade Unions.
6. Following a review of how the JCC operates, all new items raised at JCC meetings are now categorised under one of the following headings thus enabling a more structured flow of information between management and RBs:
 - For consultation
 - For negotiation
 - Service Policy and Instructions (SPI) undergoing formal consultation
 - Items for information / updates for TU Reps
 - Requests for information / issues raised by TU Reps
 - Other Items
7. The JCC has met on 3 occasions since the previous update delivered to the Committee on 3 May 2023 (24 May 2023, 5 July 2023 and 27 September 2023).

New issues under discussion since the last update

Policies

8. The main focus over the coming months in terms of policies is currently as follows:
 - Fitness Policy - The Health & Safety Working Group have been working alongside HR on the Fitness Policy. The focus is to ensure that support is in place for individuals if they fail a fitness test.
 - Attendance Management Policy - Formal consultation has been completed, comments reviewed, and the policy is now published.
 - Day Crewing Policy. With the agreed move to introduce a revised Day Crewing model at Evesham, Droitwich and Malvern Fire Stations, the Day Crewing Policy has been agreed.
 - Standards of Dress Policy - This policy is being reviewed and when completed will be issued for consultation.

Promotion Processes

9. In the previous Committee update, it was noted that the 2023 programme for promotion processes was published. Since May the following processes have been completed; Station Commander, wholetime Fire Fighter, Crew Commander (Control). Currently a Fire Fighter (Control) and Crew Commander (Control) process is on-going, together with a wholetime Crew Commander process.

Industrial Action

10. Discussions have been held locally concerning industrial action, and the subsequent pay offers, including the work of the Industrial Action Management Group (IAMG).

Core Code of Ethics Steering Group

11. JCC members have been updated concerning the work of the Core Code of Ethics Steering Group.

Time in Motion Review

12. A brief update has been discussed with the group concerning the fire station(s) 'time in motion' review that has completed its first 12 months. It was noted that once the data has been studied it would be shared with the group.

Cultural Audit Update

13. JCC members were provided with a brief update concerning the completion of the independent cultural audit completed by Dr Deborah Willoughby. Additionally, it was confirmed that report recommendations were accepted and were being published.

Property Update

14. A brief overview was provided concerning the progress made in the capital property programme, specifically; Broadway, Redditch and Hereford Fire Stations, and the Strategic Training Facility at Leominster.

Project Updates

15. The main focus over the coming months in terms of projects is as follows:
 - New Fire Control System - An update concerning the procurement process, and collaboration approach to provide a new system.
 - On-Call - This project is progressing with an internal team led by a Group Commander. Station specific recruitment profiles and a rebranding exercise is being completed by a specialist consultancy to target local demographics and assist with on-call recruitment.
 - Unwanted Fire Signals Review (UwFS) - a briefing was presented and papers shared concerning the options being considered concerning the Service approach to UwFS.

Pensions Update

16. The Director of Finance attended JCC on the 27 September 2023 to provide an overview of the current position concerning pensions.

Conclusion

17. 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

Resource Implications (identify any financial, legal, property or human resources issues).	None.
Strategic Policy Links & Core Code of Ethics (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	The JCC forum links to the successful discharge of the People Strategy.
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).	Consultation has been carried out on all significant policy changes as per Service procedures.
Equalities (has an Equalities Impact Assessment been completed? If not, why not?).	All significant policy changes are fully supported by EIAs.
Data Protection Impact Assessment (where personal data is processed a DPIA must be completed to ensure compliant handling).	N/A