



HEREFORD & WORCESTER Fire Authority

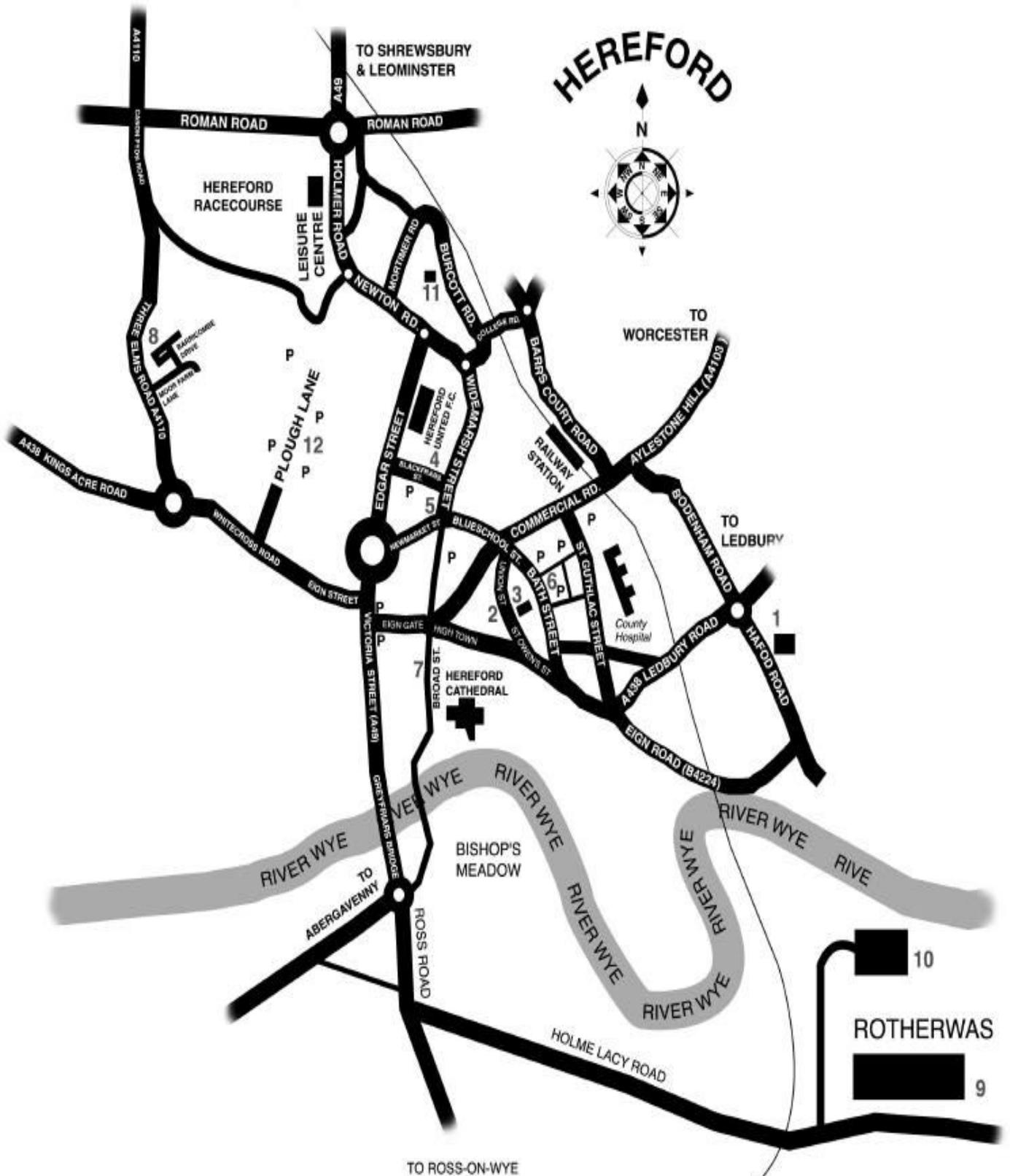
AGENDA

Thursday 3 October 2013

10.30am

The Council Chamber
Brockington
35 Hafod Road
Hereford
Herefordshire
HR1 1SG

(Please input 35 Hafod Road, Hereford into the Sat Nav. If you use the postcode HR1 1SH this will take you to Brockington Drive, which is behind the Council building and there is no access via Brockington Drive).



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|---|------------------|----|-----------------------------------|
| 1 | Brockington | 7 | Kemble House |
| 2 | Town Hall | 8 | Trinity House |
| 3 | Shire Hall | 9 | Thorn Office Centre |
| 4 | Education Centre | 10 | Herefordshire Commercial Services |
| 5 | Garrick House | 11 | Merchant House |
| 6 | Bath Street | 12 | Plough Lane |

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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.

Agenda

Councillors:

Herefordshire:

Brigadier P Jones CBE (Vice-Chairman), Mrs M Lloyd-Hayes, Mr B Matthews, Mr P Sinclair-Knipe, Mr D C Taylor and Mr P J Watts.

Worcestershire:

Mr R Adams, Ms P Agar, Mr A Amos, Mr M Broomfield, Mr S Cross, Mrs L Duffy, Mr A Fry, Mr P Gretton, Mr P Grove, Mr A Hardman, Mrs A Hingley, Ms R E Jenkins, Mrs F M Oborski, Mr S R Peters, Mr D W Prodger MBE (Chairman), Prof J W Raine, Mr C Taylor, Mr P Tuthill and Mr R Udall.

	Pages
1. Apologies for Absence To receive any apologies for absence.	
2. Declarations of Interest (if any)	
3. Confirmation of Minutes To confirm the minutes of the meeting of the Fire and Rescue Authority held on 18 June 2013.	1 - 8
4. Chairman's Announcements	
5. Public Participation To allow a Member of the public to present a petition, ask a question or make a statement relating to any topic concerning the duties and powers of the Authority. <i>Members of the public wishing to take part should notify the Head of Legal Services in writing or by email indicating both the nature and content of their proposed participation no later than 2 clear working days before the meeting (in this case Monday 1 October 2013). Enquiries can also be made through the telephone numbers/email listed in the footnote below.</i>	
6. Community Risk Management Plan 2014-2020 To present the details of the draft Community Risk Management Plan 2014-2020, and to gain authorisation for public consultation.	9 – 15 Appendix 1 sent as a separate enclosure

7.	Potential Combination with Warwickshire Fire and Rescue Service	16 - 20
	To seek approval for the Chief Fire Officer to progress discussions with Warwickshire Fire and Rescue Service regarding future options for combination with Warwickshire Fire and Rescue Service.	
8.	Appointment of Chair of Young Firefighters' Association (YFA) Executive Committee	21 - 24
	To ask the Fire and Rescue Authority (FRA) to appoint a Member of the Authority to be Chair of the Young Firefighters' Association (YFA) Executive Committee.	
9.	Annual Statement of Assurance 2013-14 <i>(Report to follow)</i>	
10.	Chief Fire Officer's Service Report	25 - 28
	1. To inform the Authority of recent key developments and activities.	
	2. To propose in future that Members are provided with more timely and appropriate Service information and that details provided in this report are instead provided via the Members' Bulletin and enhanced notification of any significant operational matters.	
11.	Amendment to Scheme of Delegations to Officers	29 - 30
	To advise the Authority of a proposed change to the Scheme of Delegations to Officers.	
12.	Report from the Policy and Resources Committee	31 - 35
	To advise the Fire Authority of the proceedings of the Policy and Resources Committee meeting held on 4 September 2013.	
13.	Report from Audit and Standards Committee <i>(Report to follow).</i>	



Minutes

Members present:

Herefordshire:

Brigadier P Jones CBE, Mrs M Lloyd-Hayes, Mr D C Taylor and Mr P Watts.

Worcestershire:

(Chair) Mr D W Prodger MBE, (Vice-Chair), Mr R Adams, Ms P Agar, Mr M Broomfield, Mrs L Duffy, Mr A Fry, Mr P Gretton, Mr P Grove, Mr A Hardman, Mrs A Hingley, Mrs R E Jenkins, Mr B Matthews, Mrs F M Oborski, Mr S R Peters, Prof J W Raine, Mr C Taylor, Mr P Tuthill and Mr R Udall.

- | No. | Item |
|------------|--|
| 1. | Election of Chairman

<i>Resolved that Councillor D W Prodger MBE be elected as Chairman of the Fire and Rescue Authority.</i>

Following the election of the Chairman a minute's silence was held as a mark of respect following the deaths of former Councillor R Bullock and Councillor A Baker. |
| 2. | Election of Vice-Chairman

<i>Resolved that Brigadier P Jones CBE be elected as Vice-Chairman of the Fire and Rescue Authority.</i> |
| 3. | Apologies for Absence

Apologies for absence were received from Councillors A Amos, P Agar, B Matthews, J W Raine and P Sinclair-Knipe. |
| 4. | Declarations of Interest

No declarations of interest were made.

It was confirmed by the Clerk that Wychavon District councilors did not need to declare an interest at this meeting in the item regarding the Development at Evesham (minute 12 refers). |
| 5. | Confirmation of Minutes

<i>Resolved that the minutes of the meeting of the Fire and Rescue Authority held on 13 February 2013 be agreed and signed by the Chairman.</i> |
| 6. | Chairman's Announcements |

The Chairman made the following announcements:

1. Welcome to new Members

The Chairman welcomed the 14 new Members of the Authority and

said that he looked forward to working with them.

2. Watch Commander Bob Morris

Watch Commander Bob Morris from Redditch Fire Station had been awarded the British Empire Medal in the Queen's Birthday Honours List for services to the communities of Worcestershire. Bob had served at Redditch Fire Station for over 35 years. The Chairman had sent him a congratulatory letter on behalf of the Authority.

3. Forms

Members were reminded to fill in their Written Undertaking and Declaration of Pecuniary Interest forms if they had not already done so.

4. Community Risk Management Plan/Fire Cover Review

A Member Development Seminar would be held for all Members at 2 pm on Tuesday 16 July 2013 at Service Headquarters. It was emphasised that this was an important seminar that would elucidate the issues regarding the Community Risk Management Plan ahead of decisions to be taken in the autumn.

7. Questions from Members of the Public

No questions had been submitted from members of the public.

8. Draft Constitution [FRA 036/13]

Members considered the adoption of the draft Constitution as recommended by the Audit Committee which was intended to:

- (i) define the matters of strategic importance that were reserved for decision by the full Authority;
- (ii) delegate other matters within the remit of individual committees to those committees for decision; and
- (iii) combine the previous Audit Committee and Standards Committee into a single Audit and Standards Committee.

Two changes had been made since the constitution had been considered at the Audit Committee on 17 April 2013:

- (i) the size of the Appointments Committee had been increased to 7 seats instead of 5. There was a requirement for the Chair of the Authority, Chair of Policy and Resources Committee and Chair of Audit and Standards Committee to be members and the increase in size of the Committee provided more flexibility in terms of political balance; and
- (ii) there had also been an increase in the size of the Audit and Standards Committee which would now comprise 13 members instead of 12. Again, this provided more flexibility in terms of political balance.

Members' attention was drawn to the hospitality protocol and they were reminded that in the interests of transparency they should declare any gifts which exceeded £5 in value.

Resolved that the Draft Constitution as set out at Appendix 1 to

Report FRA 036/13 be adopted.

9. Allocation of Seats to Political Groups and Appointments to Committees [FRA 037/13]

The Head of Legal Services presented a report on the allocation of Committee seats. Details of the Political Groups that had now been formed (Appendix 1 to these minutes) were tabled along with amended recommendations taking account of these groupings.

There was currently a seat vacant on the Authority due to the recent death of Councillor A Baker.

Resolved that the Authority:

(i) notes the number of seats on each Committee and determines the allocation of those seats to political groups as follows:

Group	Appointments Committee	Audit & Standards Committee	Policy & Resources Committee
Conservative	4	7	7
Labour	1	2	2
Independent	1	2	2
2013	1	1	2
Non Aligned	0	Vacancy	0
(Total)	7	13	13

(ii) appoints the Chairman and Vice-Chairman of the following Committees:

(a) Appointments Committee – Chairman Councillor D W Prodger MBE, Vice-Chairman – Councillor A Hardman*

*(*subsequent to the meeting Brigadier Jones has been nominated to the Appointments Committee in place of Councillor A Hardman).*

(b) Audit and Standards Committee

Chairman – Councillor L Duffy

Vice-Chairman Councillor P Grove

(c) Policy and Resources Committee

Chairman – Councillor K Taylor

Vice-Chairman – Councillor R Adams

(iii) authorises the Head of Legal Services to make appointments to Committees in accordance with the wishes notified by the Group Leaders;

(iv) A replacement for Councillor Baker, when nominated, will be a member of the Audit and Standards Committee.

(v) appoints Councillors F M Oborski and A Fry to the Equality and Diversity Advisory Group;

(vi) appoints Councillor Peter Watts to the Health and Safety Committee;

- (vii) appoints one Member from each political Group, to be nominated by the respective Group Leaders, to the Member Development Working Group;**
- (viii) continues with the previous practice for representation and voting on the Local Government Association, as follows:**
 - (a) that the Authority's representatives on the Local Government Association be the Group Leaders or their nominees;**
 - (b) that the 13 Service votes on the Local Government Association Assembly be allocated between its representatives on a politically proportionate basis as follows:**

Conservative Group	7
Labour Group	2
Independent Group	2
2013 Group	2
 Total	 13
 - (c) the corporate vote on the Local Government Association Assembly be exercised by the Chairman or his nominee; and**
- (ix) the place and vote available to the Authority on the Local Government Association Fire Commission be exercised by the Chairman of the Authority.**

10. Members' Allowances [FRA 038/13]

A report was considered that asked the Authority to consider whether to increase the level of Members' allowances in line with the increase in the Consumer Price Index.

The Head of Legal Services advised that the Independent Remuneration Panel had agreed that the Authority could continue to update allowances in accordance with the Consumer Price Index.

Resolved that :

- (i) the approval by the Independent Remuneration Panels to the continued use of the Consumer Price Index to make any necessary annual adjustments to the Members' Allowances Scheme over the next four years be noted ; and**
- (ii) There be no increase in the level of Members' Allowances and that the rates applicable from 1 April 2010 be retained for the period 1 April 2013 to 31 March 2014.**

11. The Fire and Rescue Authority's Annual Plan 2013-14 [FRA 039/13]

A report was considered that asked the Authority to adopt the Fire and Rescue Authority's Plan 2013-14 and approve its publication.

The report was presented by the Assistant Chief Fire Officer and Members' attention was drawn to its key areas.

Resolved that the draft Fire and Rescue Authority Plan 2013-14 (Appendix 1 to report FRA 039/13) be adopted and approved for publication subject to any final minor changes as agreed by the Chief Fire Officer in consultation with the Chairman.

12. Development at Evesham [FRA 045/13]

A report was considered that sought approval of the terms negotiated with Wychavon District Council and authorised officers to conclude an agreement for the sale of the current Evesham Fire Station site and the provision of a new fire station and training facility which was approved in principle by the Policy and Resources Committee in March this year.

Resolved : that the Chief Fire Officer be authorised to enter into an agreement for the sale of the existing Evesham Fire Station on terms whereby:

- (i) the fire station and training facility are first relocated to the proposed site off Abbey Road, Evesham;***
- (ii) freehold ownership of the new site is transferred to the Fire Authority;***
- (iii) the Fire Authority contribute £150,000 towards the cost of developing the new fire station and training facility but all other costs are met by Wychavon District Council; and***
- (iv) such other detailed terms to give effect to the above as may be agreed by the Chief Fire Officer, Head of Legal Services and Treasurer.***

Councillor M Broomfield left the meeting at 12 noon.

13. Provisional Financial Results 2012/13 [FRA 044/13]

The Treasurer presented a report that outlined the provisional financial results for 2012/13 and asked the Authority to approve treatment of financial variations.

Councillor M Broomfield returned to the meeting at 12.05.

The Treasurer presented the report and highlighted the following:

- The projected underspend had increased from £0.767m to £1.447m.
- A reserve of £0.575m would be used for capital financing costs of the approved capital programme.
- The General Reserves were £1.396m which was 4.1% of the core

budget.

Brigadier P Jones left the meeting at 12.27

Resolved that the Authority:

- (i) notes the provisional financial results for 2012/13;***
- (ii) approves the use, creation and amalgamation of earmarked reserves (as set out in report FRA 044/13 at paragraph 12);***
- (iii) approves the rephrasing of capital budgets from 2012/13 to 2013/14 (as set out in report FRA 044/13 at paragraph 17); and***
- (iv) notes the Audit Committee will consider the Annual Statement of Accounts in detail.***

12.30 Brigadier P Jones returned to the meeting.

14. Chief Fire Officer's Service Report [FRA 040/13]

A report was considered that informed Authority Members of recent key developments and activities.

Members were reminded that they would receive additional information in the monthly Members' bulletin.

The Chief Fire Officer highlighted the input that the Service had had with regard to fires at recycling plants. He referred to the fire at Lawrence's Recycling Plant the previous weekend and advised members of its different nature to the fire that had been a fast burning fire which predominantly involved plastics rather than the deep seated smoldering fire of last December.

Resolved that the report be noted.

12.34 Councillor D Taylor left the meeting.

15. Annual Report from Standards Committee [FRA 041/13]

As the Chairman of the Committee was no longer a Member of the Authority, the Head of Legal Services presented a report that informed the Authority of the proceedings of the Standards Committee since the last Annual General meeting of the Authority.

Resolved that the report be noted.

16. Report of Audit Committee [FRA 042/13]

The Chairman of the Committee presented a report of the proceedings of the Audit Committee meeting held on 17 April 2013 and reminded Members about the Audit and Standards Committee training which would take place on 9 September 2013 at 2 pm at Service Headquarters in relation to the accounts.

Resolved that the report be noted.

17. Policy and Resources Committee Report [FRA 043/13]

The Chairman of the Committee presented a report that informed Members of proceedings of the Policy and Resources Committee meeting held on 27 March 2013.

Resolved that the report be noted.

The meeting finished at 12.43

Signed: _____

Date: _____

Chairman

Hereford & Worcester Fire Authority – Members 2013

Conservative Group (13)

Mr D W Prodger

Mr C B Taylor

Mrs L R Duffy

Mr A I Hardman

Mr P A Tuthill

Mr W P Gretton

Mrs A T Hingley

Mr R C Adams

Mr M H Broomfield

Mr P Grove

Brig. P. Jones CBE

Mr P Watts

Mr P Sinclair-Knipe

Labour Group (4)

Mr R M Udall

Mr A Fry

Mr A T Amos

Ms P Agar

Independent Group(4)

Mr D Taylor

Mr R Matthews

Mr S R Peters

Ms R E Jenkins

2013 Group (2)

Mrs F M Oborski

Prof J W Raine

Mrs M Lloyd-Hayes

Report of the Chief Fire Officer

6. Community Risk Management Plan 2014-2020

Purpose of report

1. To present the details of the draft Community Risk Management Plan 2014-2020, and to gain authorisation for public consultation.
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Recommendation

It is recommended that the draft Community Risk Management Plan 2014-2020 be approved for consultation.

Introduction and Background

2. All Fire and Rescue Authorities are required to publish a plan setting out how they identify, assess and mitigate fire and rescue related risk. The plan needs to show how prevention, protection and response activities will mitigate the impact of risk on communities in a cost effective way. It must also make provision for responding to incidents, such as fires, road traffic accidents and emergencies within and beyond the local area. Further guidance is set out in the Fire and Rescue National Framework for England published by Government in 2012.
3. The Authority's last Integrated Risk Management Plan was published in 2009 and covered the period 2009-2012. The new plan is called the Community Risk Management Plan 2020 ('the CRMP') and incorporates a review of fire and emergency cover (response) arrangements. The review will assist the Authority to make decisions about how further savings can be achieved.

Financial Context

4. Members will be aware of the scale of the financial issues facing the Authority. Over the coming years there is a growing gap between the budget needed to deliver the current range of services and what will be available.
5. The latest figures available estimate that the budget gap will be £4.7m by 2016/17. With £2.5m revenue savings already made since 2011-12, this will bring the total reduction in the annual revenue budget to £7.2 million.

6. The scale of savings needed will have an impact on services. It is clear that all parts of the Service will have to take a share, from more cuts to back office support services and prevention and protection services through to the frontline response services – our firefighters, fire engines and fire stations. Some £2 million worth of further savings have been identified away from frontline services (mostly through further internal efficiencies and management reductions) but that still leaves a gap of £2.7 million.
7. With such substantial savings to be found, the CRMP sets out how the Service can balance its available resources against its assessment of risk, while also maintaining an effective fire and emergency response service across the two counties and with the least impact on communities.

CRMP Process

8. The CRMP is organised into five main sections plus related appendices. In summary, these sections cover the following:
 - a. context: this provides an overview of the general influences and pressures facing the two counties, and in particular the financial issues facing the Authority;
 - b. understanding risk: this sets out how the Service identifies, assesses and manages risk;
 - c. tackling risk: this describes how services will be organised to tackle risks over the coming years;
 - d. delivering our services: this section considers what changes need to be made in view of changing levels of risk and in the light of reduced resources. It presents proposals to reduce the level of fire and emergency cover, using analysis and professional judgement to minimise the impact on the community and the Service as a whole; and
 - e. outcomes for 2020: this sets out a number of outcomes that will help to guide the Service towards delivering effective, efficient and sustainable services into the future.
9. There is also a set of consultation questions, which are designed to encourage comments on the general issues raised in each section of the Plan and, in particular, any specific views and local perspectives on proposals to find savings from frontline response services.

Consultation

10. It is proposed that the CRMP be issued for public consultation for a period of 12 weeks, subject to approval by the Fire and Rescue Authority.

11. The questions in the CRMP are designed to ensure that there is a general public understanding of how the Authority intends to make sure that services are delivered effectively and efficiently over the coming years. Members will appreciate that savings must be found and that it is difficult to envisage alternative ways of finding the scale of savings needed without removing fire engines and firefighter posts and potentially closing fire stations. Therefore, the consultation includes a specific question to gain views and local perspectives on proposals to reduce the level of fire and emergency cover.
12. The questions have also been drawn together into a short booklet to aid consultation. The CRMP and questionnaire will be available on the Service website and there will be links to it through the Service's social media sites.
13. Officers have prepared an extensive programme of consultation meetings with appropriate groups and interested parties, including with firefighters at those fire stations potentially most affected, in addition to the wider general public consultation. A list of consultees and locations where the consultation will be publicly available can be found at Appendix 2.
14. At the end of the consultation period, an analysis of the results will be brought back to the Fire and Rescue Authority for consideration and approval. Following approval, the CRMP will be formally published and an implementation plan will be prepared.

Conclusion/Summary

15. The Community Risk Management Plan 2020 is the most important and far-reaching plan for many years. It comes at a time of much reduced public funding and represents the Chief Fire Officer's recommended course of action to address the issues this presents over the coming years.
16. The CRMP is a very lengthy document but it needs to be, given the magnitude of the task ahead. The main themes have been kept as concise as possible but it is important that anyone reading the document has all the necessary information before them to be able to understand the reasoning behind proposed changes to service delivery.
17. The actions set out in the CRMP present difficult choices but, if the Service is going to be able to continue to meet its obligations in the coming years, difficult decisions will need to be made. Officers will ensure that the implementation of the agreed course of action will be carried out with the utmost sensitivity.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	Financial savings to help to address the budget gap are identified in the CRMP. This will have significant financial, legal, property and human resources implications.
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	The CRMP will represent the Authority's overall strategic plan for delivering priorities and policies up to 2020, and will guide all service functions.
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	The CRMP sets out the Authority's overall approach to risk management.
Consultation (identify any public or other consultation that has been carried out on this matter)	Preparation of the CRMP has included a workshop and presentation to Members. An extensive programme of meetings with key groups and interested parties has been scheduled over a twelve week period. A consultation questionnaire has been prepared to ensure wide public consultation.
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	Proposals in the CRMP will have an impact on risk within the community. A formal Equalities Impact Assessment has not been undertaken; however, the CRMP has identified where the main life risks are located throughout the two counties. Profiles of all fire station areas have been prepared to show the potential impact of proposals and where mitigation measures may need to be put in place.

Supporting Information

Background Information

Link: [Fire and Rescue National Framework for England](#) DCLG © Crown copyright 2012

Datasets: All data used for research and analysis in the CRMP is based on four datasets spanning January 2007 to March 2012:

- i. all mobilisations between 2007-08 and 2011-12
- ii. all incidents between 2007-08 and 2011-12
- iii. all commercial buildings and fires in commercial buildings between 2008 and 2011
- iv. all fires in buildings, casualties and fatalities between 2007 and 2011

Appendix 1: Community Risk Management Plan 2014-2020 (*sent as a separate appendix*)

Appendix 2: Consultation – list of consultees and locations

Contact Officer

Mark Yates, Chief Fire Officer

(01905 368202)

Email: myates@hwfire.org.uk

Consultation – list of consultees and locations

The consultation on the Community Risk Management Plan 2014-2020 (“the CRMP”) will run for 12 weeks.

A wide range of stakeholders will be contacted during the consultation period in order for them to have a full appreciation of the content of the CRMP and the proposals being put forward.

The consultation programme includes both internal consultation with members of staff at the Fire and Rescue Service, as well as external consultation with key groups and organisations. In addition, there will be wider publicity to raise awareness with members of the public and to encourage them to complete the consultation questionnaire. There will also be a series of briefings with key heads of organisations and members of the press.

Internal Consultation

All Watches at all Fire Stations will receive briefings.

All Service Departments will be invited to attend briefing sessions at each location.

Direct email will be sent to all staff with links to relevant documents.

Regular articles and reminders will be placed in the Service’s weekly newsletter/bulletin.

The Service Intranet will be regularly updated and encouraging staff to respond to consultation.

Representative Bodies will have direct briefings.

External Consultation – key groups and organisations

Direct email with links to the CRMP and consultation document.	Neighbouring Fire and Rescue Services
	Voluntary, Third Sector and Interest Groups
	County, District, Town and Parish Councils
	Public Sector Organisations, including Police, Ambulance and NHS Trusts
	Housing Associations and Trusts
	Business Organisations

External Consultation – wider public awareness

Press releases to be issued throughout consultation process.

Social media campaign to be launched when consultation gets underway.

Dedicated website page on www.hwfire.org.uk with all documents available. A visible banner on the home page of the website to direct people to the relevant page.

Briefings

One-to-one briefing by the Chief Fire Officer or a Principal Officer arranged as necessary, to include:	Members of Parliament
	Chief Executive of West Midlands Ambulance Service
	Chief Constable of West Mercia Police
	Chief Executive Office of Herefordshire & Worcestershire Chamber of Commerce
	members of the Press

Report of the Chief Fire Officer

7. Potential Combination with Warwickshire Fire and Rescue Service

Purpose of report

1. To seek approval for the Chief Fire Officer to progress discussions with Warwickshire Fire and Rescue Service regarding future options for combination with Warwickshire Fire and Rescue Service.
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Recommendations

It is recommended that:

- i) A joint officer project team be established with Warwickshire Fire and Rescue Service to examine the feasibility and potential benefits of a possible combination with Warwickshire Fire and Rescue Service.*
- ii) The Chief Fire Officer makes recommendations to the Authority based upon the project team's work.*

Background

2. As Members are aware, Hereford & Worcester Fire and Rescue Authority is a separate stand alone authority that provides fire and rescue services for the combined area of Herefordshire and Worcestershire. In the case of Warwickshire, the County Council provides Fire and Rescue Services for that county.
3. In early 2007, Hereford & Worcester Fire and Rescue Service (HWFRS) and Warwickshire Fire and Rescue Service (WFRS) identified and agreed a number of common challenges and commenced a project to explore options for greater collaborative working or a full combination.
4. A joint review commenced in the form of an options appraisal that considered three potential scenarios:
 - Status Quo;
 - Expand existing collaboration; and

- Full combination and merger of the two fire and rescue services governed by a new Fire Authority appointed by Worcestershire County Council, Warwickshire County Council and Herefordshire Council.
5. In line with accepted good practice, the options appraisal considered each of the three scenarios in respect of its strategic, operational and financial impact.
 6. The initial options appraisal was conducted at a strategic level and its outcome was reported to each Authority in September 2008. Following those meetings, it was jointly agreed to undertake more detailed work to develop a single outline business case, which would provide adequate information for each Authority to make an informed judgement on the benefits and disadvantages of each option.
 7. As a consequence of a large fire at Atherstone-on-Stour when four firefighters tragically died, notably the potential impact and outcome of the on-going criminal, health and safety and civil investigations, both this Authority and the Warwickshire County Council Cabinet decided to defer the work on the business case until an appropriate opportunity to finalise the review presented itself.
 8. In December 2012, the Fire Minister, Brandon Lewis MP, commissioned Sir Ken Knight, to undertake a review of efficiencies and operations in fire and rescue authorities in England. The findings of the review were published in May 2013. The report acknowledged that although there has been a significant reduction in emergency incidents during the last decade, the overall expenditure and firefighter numbers had remained broadly the same. It also focused on the need for fire and rescue authorities to consider ways of transforming themselves to reflect the entirely different environment of risk and demand in which they now operate. In the key findings, Sir Ken Knight recommended that where fire and rescue authorities can provide business cases for local merger, showing clear, achievable efficiencies, central government should step forward to provide financial support for transition.
 9. In April 2010 this Authority appointed a new Chief Fire Officer (CFO) and in May 2013 an interim CFO was appointed by Warwickshire County Council. Taking into consideration the current financial climate of budget reductions, the content of the Knight report and that the Atherstone-on-Stour court cases had recently concluded, the two CFOs agreed that it was appropriate to reconsider the joint requirements of and arrangements for a possible combination scheme between the two authorities. On initial inspection it could be concluded that the two authorities, services and areas would be ideal for an investigation into a potential combination for the following reasons:
 - (a) A combination of the 2 Services would enable major structure and back room functions to be merged which it is anticipated would realise significant financial savings which in turn would protect front-line Service provision;
 - (b) They can be seen as culturally similar, i.e. an urbanised belt along the border of the West Midlands' conurbation, along with the challenges that arise from delivering services in more rural communities where a significant element of the workforce work the 'on-call' duty system.

Whilst HWFRS and WFRS are not identical in every way, there are sufficient synergies in the communities, risk and workforce make-up to suggest that solutions to manage and address issues in one Service are most likely to be appropriate in addressing the needs in the other;

- (c) HWFRS and WFRS have a good history of collaborative working including sharing of risk information, equipment research and development, and joint delivery of some elements of training and development; and
 - (d) a combination will contribute to securing long term viability and to boost internal capacity to respond to modern day fire and rescue service issues, whilst maintaining an effective front-line public service.
10. Taking the above factors into consideration, it is considered that a combination of HWFRS and WFRS is the most viable option for merger and worthy of further exploration.

Current Position

11. The current environment that neighbouring fire and rescue services find themselves in, together with the publication of the Knight Review, mean that interest in securing efficiencies and better viability through alliances or combinations continues to be just as relevant today as when the Authority and Warwickshire County Council agreed to explore these possibilities in the past.
12. In recent weeks both the Authority Chairman and the Chief Fire Officer have met and held informal discussions with their counterparts at Warwickshire County Council. These early discussions have been very positive and there is clear political interest in both Authorities in restarting the project that was placed on hold in February 2009.
13. Officers have also met to consider the potential impacts on the level of Council Tax and the overall resulting budgetary position. Initial findings indicate that there are synergies in this area and therefore further exploration is warranted.
14. It is now therefore considered timely to re-visit the process to examine the potential options for the future combination of Warwickshire and Hereford & Worcester Fire and Rescue Authorities that was put on hold by the previous resolution of the Authority on 18 February 2009.
15. Members may also wish to note that West Mercia and Warwickshire Police are also examining a similar process.

Benefits

16. For HWFRS and WFRS, a significant increase in the organisational capacity would be delivered almost immediately by the combination of the two services. Removal of duplication would provide the short term capacity required to deliver harmonisation of processes and procedures across the new authority. Longer term the creation of better resourced teams in key departments or functions can be achieved at a lower cost.

17. A combined Service would provide organisational resilience in both the operational and training arenas as well as within support services. This would be evidenced in relation to better utilisation of specialist training staff and physical training resources, as well as reserve and specialist appliances. Having a single operational and risk policy unit would ensure that operational doctrine was robust, up to date and consistently applied. A standardisation of approach across the two services would then enable a more robust training and audit system to ensure firefighter and community safety.
18. A combination would allow the integration of good practice from the two authorities and build on those already established partnerships in the wider arena.
19. Greater flexibility in the important area of training and development can be achieved through the integration of the assets and services. The development of a single training and development policy utilising shared infrastructure will provide the maximum flexibility and ensure economic use of facilities. A combined authority would not seek to achieve these improvements in isolation, but would be in a stronger position to enter into and contribute towards suitable partnerships with neighbours.

Proposed Next Steps

20. Officers in both Hereford & Worcester and Warwickshire are now re-visiting the data available to both services from the previous work, and considering how to suitably resource the project. A bid for project funding from the DCLG (Department for Communities and Local Government) transformation fund has also been submitted and a response is expected mid October.
21. A wide range of issues will need consideration and political agreement will be necessary before any combination could proceed, particularly around issues such as political governance and budget. The Authority will be kept fully informed of the progress of the Project Team.

Conclusion/Summary

22. This report outlines previous work undertaken in respect of a potential combination between Hereford & Worcester and Warwickshire Fire and Rescue Services, which was agreed to be put on hold by resolution of the Authority on 18 February 2009.
23. In light of the need to secure long term viability, boost internal capacity to respond to modern fire and rescue service issues and maintain an effective front-line public service, it is concluded that now is the appropriate time to re-visit the process to examine the combination option. It is therefore recommended that the Authority gives approval for the Chief Fire Officer to progress discussions with Warwickshire Fire and Rescue Service.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	If the outcome of further discussions leads to future recommendations for combination resource implications will be fully scoped and reported back to the Authority.
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	The recommendation contained within this report directly links to the Authorities Core Purpose 'providing our communities with sustainable high quality fire-fighting, rescue and preventative services'.
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	Not applicable at this stage.
Consultation (identify any public or other consultation that has been carried out on this matter)	Not applicable at this stage.
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	Not applicable at this stage.

Supporting Information

Background papers

Hereford & Worcester Fire and Rescue Authority Agenda, Papers and Minutes:
27 September 2007, 13 December 2007, 16 June 2008, 19 December 2008, 18 February 2009.

Contact Officer

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Report of Area Commander – Community Risk and Training

8. Appointment of Chair of Young Firefighters' Association (YFA) Executive Committee

Purpose of report

1. To ask the Fire and Rescue Authority (FRA) to appoint a Member of the Authority to be Chair of the Young Firefighters' Association (YFA) Executive Committee.
-

Recommendation

It is recommended that the Authority appoints one of its Members to be the Chair of the Young Firefighters' Association Executive Committee.

Introduction

2. Since its inception, the FRA has provided the YFA with support and governance, and has been pivotal in its development from a fledgling Association to one which is now firmly established within the Service. Support of the YFA has been evident in the FRA's stance of appointing an FRA Member as the Chair of the YFA Executive Committee.
3. The Executive Committee meets on a quarterly basis at Service Headquarters to monitor the progress of the Association and is attended by representatives of the two YFA branches.
4. The role of Chair had, until the recent local elections, been undertaken by Councillor Lucy Hodgson and has now become vacant.

Background

5. The Service has two established YFA branches based at Redditch and Droitwich. Both groups utilise accommodation and resources at existing fire stations to meet the YFA Members' requirements.
6. The overarching aim of the YFA is to:
 - a. Positively promote Hereford & Worcester Fire and Rescue Service (HWFRS) and contribute to its objectives relating to the promotion of community safety within the communities of Herefordshire and Worcestershire;
 - b. Provide young people with the opportunity of joining a uniformed, disciplined organisation that is affiliated to a statutory body;

- c. Support the development both mentally and physically of young people, whilst promoting self-discipline, social consciousness and community awareness; and
 - d. Foster a spirit of adventure and develop qualities of leadership, team building and active participation amongst people.
7. Each YFA branch is considered as a station, with a Station Commander having overall responsibility and a branch co-ordinator overseeing the day to day running. Supporting each branch co-ordinator are the YFA Instructors who have responsibility for developing and supporting the Young Firefighters on a weekly basis. The support and guidance individual branches provide is underpinned by a Watch Commander from within the Community Safety Department with the responsibility for administrative arrangements including policy and guidance documents.
8. The existing branches support the Service in numerous community safety initiatives and operational fire ground exercises throughout the year. This involvement also includes assisting with formal proceedings such as Medals and Awards ceremonies and a number of charity fundraising events.

Conclusion/Summary

9. The appointment of an FRA Member as the YFA Executive Chair will enable the Authority to continue its long standing support and commitment to the Association within the Service.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	None Identified
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	This appointment will support the FRA's existing policy framework towards the YFA.
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	This appointment provides the FRA will a level of scrutiny over the management and control of the YFA within the Service.

Consultation (identify any public or other consultation that has been carried out on this matter)	None required.
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	None Required – this appointment is open to any member of the FRA and is consistent with a previous approach of the Authority in respect of this role.

Supporting Information

Appendix 1 – The Role of the YFA Executive Committee

Contact Officer

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The Role of the Executive Committee

HWFRS YFA is governed by the Executive Committee based at Service Headquarters (SHQ). The Committee will meet every quarter to monitor the progress of the YFA Branches and support any requirements they may have.

Members include:

- An FRA representative (Chair)
- A Principal Officer (PO) representative (Vice-Chair)
- Finance Department Representative (Treasurer)
- Community Safety Department Senior Administrator (Secretary)
- Community Safety Manager
- Asset Management representative
- HR Department representative
- Health and Safety Department advisor
- Branch Co-ordinator Branch Secretary
- Station Managers, YFA branches (Associate members)
- YFA Co-ordinator, Community Safety (Associate members)

Only full Executive Committee members have voting rights on executive decisions. For a meeting to be quorate 6 members must be present. Associate members are present for professional advice but do not have voting rights on decision making.

The Executive Committee may invite other representatives to sit on the Committee either as full Members or as Associate Members of the Committee.

The Executive Committee will:

- Own the YFA Policy and ensure it is maintained as a living and working document
- Ensure that all relevant Service Policies and Instructions are applied
- Ensure adequate financial monitoring
- Approve annual budget submissions to the Director of Finance
- Facilitate support for YFA requirements from all Service areas
- Promote the Aims and Objectives of the HWFRS YFA in the wider community.

Report of the Chief Fire Officer

10. Chief Fire Officer's Service Report

Purpose of Report

1. To inform the Authority of recent key developments and activities.
2. To propose that in future Members are provided with more timely and appropriate Service information and that the details provided in this report are instead provided via the Members' Bulletin and enhanced notification of any significant operational matters.

Recommendation

The Chief Fire Officer recommends that:

- i) The report be noted; and***
- ii) In order to ensure that Members receive more timely and appropriate service information in future, the details normally contained in this report are provided instead via the Members' Bulletin and enhanced notification of any significant operational matters.***

Items of Interest

Public Access Defibrillators

3. Early access to immediate care including the use of a defibrillator is recognised as a key component in saving someone's life in the event of heart failure and the early intervention of a trained operator can often mean the difference between life and death. The Service currently has defibrillators at all its locations for our staff to access and use as required. However, local Commanders in North Herefordshire have now pioneered a new initiative jointly with the West Midlands Ambulance Service (WMAS) and local Parish Councils to provide public access to defibrillators on the exterior of some of our fire stations and other local landmarks.
4. WMAS will train volunteers within the community who will be able to access and use these defibrillators in the event of a life threatening heart condition or accident in their community, prior to the arrival of an ambulance. The equipment will be maintained by WMAS and regularly checked and monitored by Fire and Rescue Service staff within these communities. Currently this initiative is progressing well in Kingsland (to be located at a local garage central to the village) and at Eardisley fire station. Other parish councils in Kington and Leominster are currently evaluating this initiative for their communities and it is hoped that if successful this model may be extended to other parts of both counties.

Police and Crime Commissioner's Grant

5. The Community Safety Department is launching a pilot scheme called Ignite at the Brookfield School in Hereford for four days from 19 to 22 October 2013 which is targeted towards involving 8 to 10 youths aged 12 to 16 years. The 4 day pilot scheme will develop skills, knowledge and understanding in citizenship as well as addressing key learning elements such as the understanding of how to reduce and prevent fires, fire injuries and the impact of arson and hoax calls. This pilot scheme has been part funded by a Police and Crime Commissioners grant of £4,250.
6. The establishment of this scheme will enable the Service to draw on members from disadvantaged areas of the community where engagement is difficult. The aim of the scheme is to complete one module of the Asdan Course giving the individuals the opportunity of achieving one credit through the provision of practical and theoretical aspects.

Current Position

7. Prior to the establishment of Hereford & Worcester Fire Authority in 1998, Fire Service related matters were dealt with by Hereford and Worcester Council's Fire and Public Protection Committee. The Fire and Public Protection Committee received quarterly reports from the Chief Fire Officer, the County Trading Standards and Scientific Services Officer and the County Emergency Planning Officer. These quarterly reports apprised Members of the performance of these services in addition to any other items of interest or incidents of note.
8. Following the reorganisation of Herefordshire and Worcestershire Councils and the establishment of the Combined Fire Authority, the Chief Fire Officer continued to provide a service report to each full Authority meeting. The Service Report has provided an opportunity for Members to be updated on performance, items of interest or incidents of note but over recent years we have created more timely mechanisms to provide this information. In addition, our governance processes and Committee system have developed significantly since the inception of the Fire Authority, providing Members with much more detailed information on areas such as performance and providing further opportunities for Members to hold Officers to account.
9. All Members have the right to access such information as is necessary for them to carry out their role and are able to request items for consideration at meetings if they so wish.
10. We currently find ourselves in the position of duplicating information, time and effort to provide the Authority with its Service Report. As resources get tighter the time and effort would be better used to further develop our information sharing mechanism for Members to ensure timely and relevant information is provided.

Future Information to Members

11. It is important that the Service continues to provide relevant information to Authority Members to support them in carrying out their roles effectively. The Service Report item has, for some years provided Authority Members with information in terms of service performance.
12. Changes to the Committee system now mean that the Policy & Resources Committee has a specific role in monitoring the performance of the Service against key performance indicators and holding Officers to account. Therefore, the performance information is no longer provided in the Service Report as it is published in the public domain as part of the Committee papers on a quarterly basis. All Members are provided with email notification when Committee papers are published and receive a web-link to view papers on line.

Operational Incidents

13. Authority Group Leaders are provided with information on a daily basis via email regarding incidents that have occurred in relation to fires, road traffic collisions and other significant operational incidents. This Daily Briefing provides Group Leaders with a regular overview of incidents.
14. In addition, the Chief Fire Officer and/or Deputy Chief Fire Officer will arrange for a verbal briefing for the Chairman of the Authority with regards to significant incidents. It is not possible to be exact as to what constitutes a significant incident but may include:
 - a) A Regional or National Emergency requiring Silver or Gold Command;
 - b) An incident involving 8 or more pumps at any one time (potentially less if incident is significant for other reasons);
 - c) Fire fatality; and
 - d) Any other incident that may be considered to be of interest.
15. Following the necessary briefings, all Members will usually receive communication by email with regards to significant operational incidents to ensure information is shared.

Key Developments and Activities

16. Information on key developments, such as the recent strike ballot is provided to all Members by email as issues arise, providing a timely update and an opportunity for Members to respond should they have any questions or further comment. The Monthly Members' E-Bulletin also provides regular information on key activities and updates on significant incidents and events.
17. In addition, Member workshops and development events are held to keep Members updated and provide an opportunity to question Officers on particular matters.

Conclusion

18. Over recent years, mechanisms have been developed to help to provide Members with more information and in a more timely manner. Due to these developments the Service Report has become a duplication of information already provided to Members and has tied up resources that could be used to further develop information sharing for Members. It is therefore recommended that details provided in this report are provided instead via the Members' Bulletin and enhanced notification of any significant operational matters.

Contact Officer

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Report of the Monitoring Officer

11. Amendment to Scheme of Delegations to Officers

Purpose of report

1. To advise the Authority of a proposed change to the Scheme of Delegations to Officers.
-

Recommendation

The Policy and Resources Committee recommend that the Scheme of Delegations to Officers be amended to authorise the Chief Fire Officer to approve early retirements, in consultation with the Chairman and Treasurer in the case of employees whose salary is less than £45,000 and where the pension costs do not exceed £45,000.

Introduction and Background

1. At its meeting on 4 September 2013 the Policy and Resources Committee considered a report on an urgent decision which concerned a request for voluntary early retirement.
2. When officers were dealing with the request it became apparent that there was an anomaly within the Scheme of Delegations to Officers.
3. In the current Scheme of Delegations the Chief Fire Officer has delegated authority to consider and decide requests for voluntary redundancy. However the pension cost arising from early retirement requires Member approval for voluntary redundancy.
4. This case highlighted a wider issue regarding the extent to which the Policy and Resources Committee needed to be involved in approving early retirement.
5. Whilst it is right and proper for Members to be involved in scrutinising proposals involving senior staff, it is suggested that the Scheme of Delegations to Officers be amended to allow the Chief Fire Officer, in consultation with the Chairman and Treasurer to determine early retirements where the salary costs are less than £45,000 and the pension costs do not exceed £45,000.

6. Conclusion/Summary

The suggested amendment to the Scheme of Delegations to Officers is considered to be prudent as it will ensure that the Policy and Resources Committee has an input regarding senior staff costs but is not required to consider unnecessarily every case of voluntary redundancy.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues).	None.
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	None.
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 – not applicable.

Supporting Information

Background papers – The Scheme of Delegations to Officers
Policy and Resources Committee agenda papers and minutes – 4 September 2013

Contact Officer

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12. Report from the Policy and Resources Committee

Purpose of report

1. To advise the Fire Authority of the proceedings of the Policy and Resources Committee meeting held on 4 September 2013.
-

Recommendation

The Policy and Resources Committee recommends that the contents of the report be noted.

Facing the Future: findings from the Review of Efficiencies and Operations in Fire and Rescue Authorities in England

2. The Chief Fire Officer presented the Authority's response to Sir Ken Knight's report 'Facing the Future'.
3. Sir Ken Knight's review considered the efficiencies and operations in Fire and Rescue Authorities in England. The report made no recommendations and suggested that the Government and local Fire and Rescue Authorities consider their own positions against the findings.
4. The areas addressed touch upon many issues that the Authority is already well aware of. It was noted that a formal response by Government to the report will be published in the autumn of this year.
5. The Policy and Resources Committee approved the Service's response for submission to the Fire Minister.

Asset Management Strategy: Provision of Accommodation for West Mercia Police at Service Locations

6. The Head of Asset Management presented a report which sought approval to provide facilities accommodation for West Mercia Police staff at Fire Service Headquarters in Worcester and other Service locations.
7. West Mercia Police has expressed interest in pursuing other opportunities to rationalise their estates portfolio by using Hereford & Worcester Fire and Rescue Service facilities at various locations across the Service area. Specific locations being investigated are Bewdley, Peterchurch, Tenbury Wells, Kington, Upton, Bromyard and Droitwich.

8. The Policy and Resources Committee agreed that the Head of Asset Management be authorised to enter into a lease to West Mercia Police in respect of office accommodation at Service Headquarters and a lease and/or licence arrangement in respect of the use of West Mercia police of facilities at other Fire Service locations all on terms agreed by the Chief Fire Officer and Head of Legal Services.

Merger of the Urban Search and Rescue Team into Droitwich Fire Station

9. The Area Commander – Operations presented a report which sought approval to merge the Service's Urban Search and Rescue Team with Droitwich Fire Station to create a single multi-functional operational unit.
10. The report also sought approval to transfer the government provided and maintained National Resilience Incident Response Unit and equipment from Droitwich Fire Station to Gloucestershire Fire and Rescue Service, subject to agreement by the National Resilience Board.
11. Members were advised that the proposal would realise revenue savings of approximately £0.3m which would reduce pressure on the revenue budget.
12. The Policy and Resources Committee agreed that the Service's Urban Search and Rescue Team be merged into Droitwich Fire Station to create a single multi-functional operational unit and also agreed that subject to agreement by the National Resilience Board, the existing National Resilience Incident Response Unit and equipment be transferred to Gloucestershire Fire and Rescue Service.

Automatic False Alarm (AFA) Reduction Policy

13. The Assistant Chief Fire Officer presented a report that proposed the formal adoption of the existing interim Automatic Fire Alarm Reduction (AFA) Policy into a new policy.
14. The Service had undertaken an in-depth and detailed review of all aspects of attendances at Automatic Fire Alarms as part of the 2011/12 Integrated Risk Management Action Plan.
15. As part of a phased implementation plan the Service introduced seven of the original twelve proposals in the first instance with a view to potentially implementing the remaining five proposals after a 12 month period of review.
16. The Policy and Resources Committee formally agreed the adoption of the existing Interim Automatic False Alarm Reduction (AFA) Policy into a new Policy.

2013/14 Budget Monitoring – 1st Quarter

17. The Treasurer presented a report that informed the Policy and Resources Committee of the current position on budgets and expenditure for 2013/14.
18. The Policy and Resources Committee noted the contents of the report.

Treasury Management Activities 2012/13

19. The Treasurer presented a report that reviewed the Authority's Treasury Management Activities for 2012/13.
20. The Policy and Resources Committee noted that the Authority's Treasury Management Activities during 2012/13 were in accordance with the prudential indicators previously agreed.

Fire and Rescue Authority Plan 2012-13 – Annual Performance Analysis

21. The Assistant Chief Fire Officer presented a report that provided the Policy and Resources Committee with a summary of annual performance against the Fire and Rescue Authority Plan 2012-13.
22. The Policy and Resources Committee noted the report.

Quarter 1 Performance and Healthy and Safety Reports 2013-14

23. The Assistant Chief Fire Officer presented a report that outlined the key outcomes in performance in the first quarter of 2013-14.
24. The Policy and Resources Committee noted the key outcomes in respect of performance in Quarter 1 2013-14.

Urgent Decision Taken (2013/001)

25. The Monitoring Officer presented a report that advised the Policy and Resources Committee of an urgent decision that had been taken since the last meeting of the Committee and requested that changes be made to the Scheme of Delegations to address such matters in the future.
26. The Policy and Resources Committee noted the urgent decision and recommended to the Fire and Rescue Authority that the scheme of delegations be amended.

Equality and Diversity Advisory Group Update

27. The Chief Fire Officer presented a report that informed the Policy and Resources Committee of the key areas of discussion at the Equality and Diversity Advisory Group meeting on 16 July 2013.
28. The Policy and Resources Committee noted the contents of the report.

Joint Consultative Committee Update

29. The Assistant Chief Fire Officer presented a report that informed the Policy and Resources Committee of the activities of the Joint Consultative Committee since March 2013.
30. The Policy and Resources Committee noted the contents of the report.

Health and Safety Committee – Update

31. The Assistant Chief Fire Officer presented a report that updated the Policy and Resources Committee on the activities and items of significance from the Service's Health and Safety Committee.
32. The Policy and Resources Committee noted the contents of the report.

Contingency Planning for Strike Action

33. The Chief Fire Officer presented a report that informed the Policy and Resources Committee of the background and current position of the proposed strike action by the Fire Brigades Union and gave an overview of the Service's contingency arrangements to cover any periods of strike action.
34. The Policy and Resources Committee noted the contents of the report.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	None.
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	None.
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?)	N/A

Supporting Information

Background papers – Agenda and Papers Policy and Resources Committee 4 September 2013

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