



HEREFORD & WORCESTER Fire Authority

AGENDA

Tuesday 18 June 2013

10.30am

Headquarters,
2 Kings Court,
Charles Hastings Way,
Worcester
WR5 1JR

ACTION ON DISCOVERING A FIRE

- 1 Break the glass at the nearest **FIRE ALARM POINT**.
(This will alert Control and other Personnel)
- 2 Tackle the fire with the appliances available – **IF SAFE TO DO SO**.
- 3 Proceed to the Assembly Point for a Roll Call –

CAR PARK OF THE OFFICE BUILDING ADJACENT TO THE CYCLE SHED TO THE LEFT OF THE ENTRANCE BARRIER TO 2 KINGS COURT.

- 4 Never re-enter the building – **GET OUT STAY OUT**.

ACTION ON HEARING THE ALARM

- 1 Proceed immediately to the Assembly Point

CAR PARK OF THE OFFICE BUILDING ADJACENT TO THE CYCLE SHED TO THE LEFT OF THE ENTRANCE BARRIER TO 2 KINGS COURT.

- 2 Close all doors en route. The senior person present will ensure all personnel have left the room.
- 3 Never re-enter the building – **GET OUT STAY OUT**.

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- Automatic right to inspect minutes of the Authority and Committees (or summaries of business undertaken in private) for up to six years following the meeting.
- Automatic right to inspect background papers used in the preparation of public reports.
- Access, on request, to the background papers on which reports are based for a period of up to four years from the date of the meeting.
- Access to a public register stating the names and addresses and electoral divisions of members of the Authority with details of membership of Committees.
- A reasonable number of copies of agenda and reports relating to items to be considered in public must be made available to the public attending the meetings of the Authority and Committees.

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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.



HEREFORD & WORCESTER
HWFR
FIRE AND RESCUE SERVICE

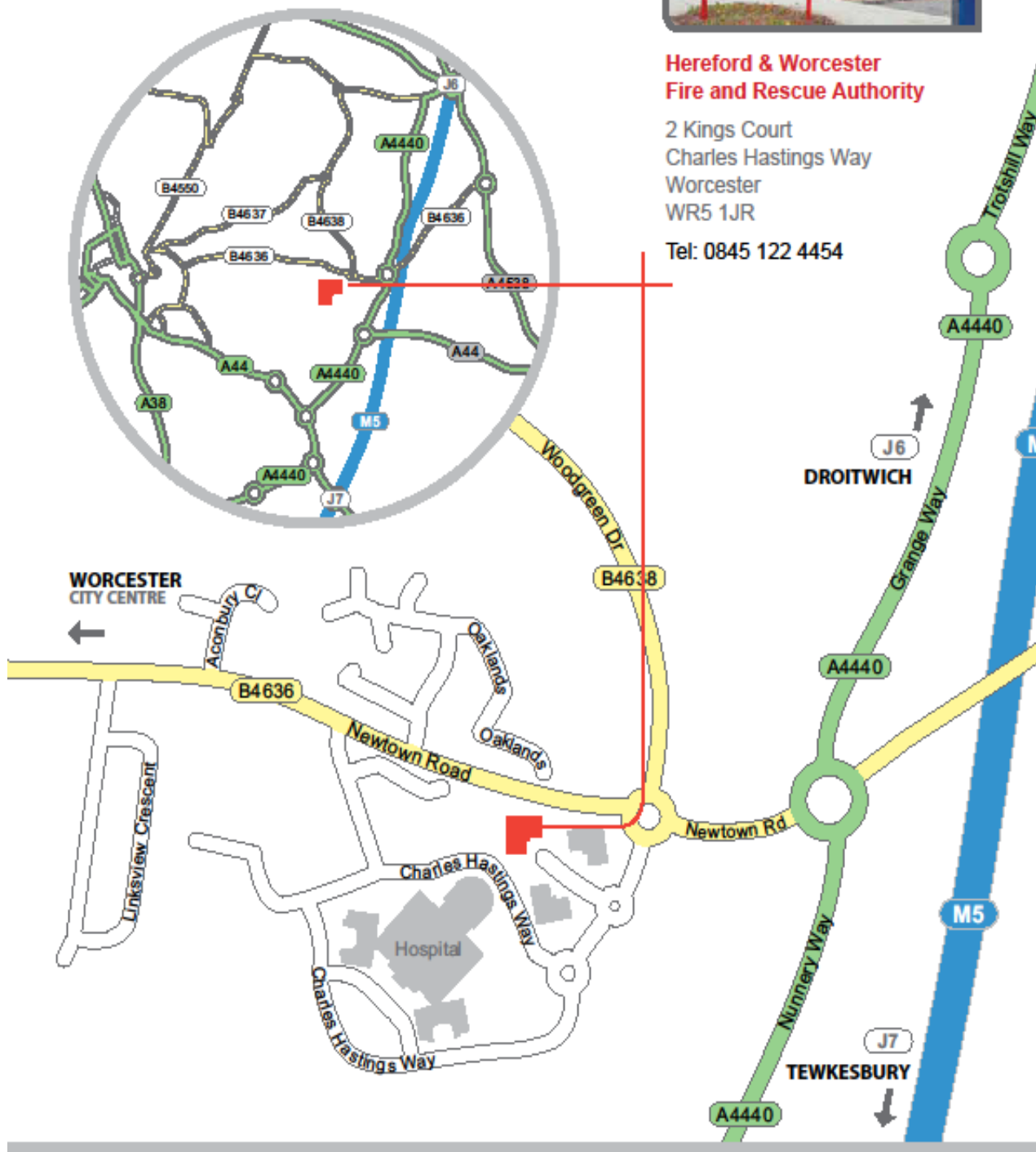
Service Headquarters



Hereford & Worcester Fire and Rescue Authority

2 Kings Court
Charles Hastings Way
Worcester
WR5 1JR

Tel: 0845 122 4454



Agenda

Councillors

Herefordshire:

Brigadier P Jones CBE, 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, 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, Prof J W Raine, Mr C Taylor, Mr P Tuthill, Mr R Udall, Vacancy.

	Pages
1. Election of Chairman To elect a Chairman of the Fire and Rescue Authority.	
2. Election of Vice-Chairman To elect a Vice-Chairman of the Fire and Rescue Authority.	
3. Apologies for Absence To receive any apologies for absence.	
4. Declarations of Interest (if any)	
5. Confirmation of Minutes To confirm the minutes of the meeting of the Fire and Rescue Authority held on 13 February 2013.	1-5
6. Chairman's Announcements	
7. Questions from Members of the Public To receive questions previously submitted by members of the public more than five clear working days before the meeting of the Authority.	
8. Draft Constitution To propose the adoption of the draft Constitution, as recommended by the Audit Committee.	6 – 9 (Draft Constitution is a separate enclosure)

9.	Allocation of Seats to Political Groups and Appointments to Committees	10 - 13
	To consider the allocation of seats on Committees to political groups and to authorise the Head of Legal Services, following consultation with Group Leaders, to make appointments to Committees and other bodies.	
10.	Members' Allowances	14 - 18
	To consider whether to increase the level of Members' Allowances in line with the increase in the Consumer Price Index.	
11.	The Fire and Rescue Authority's Annual Plan 2013-14	19 - 20 (Draft Plan is a separate enclosure)
	To adopt the Fire and Rescue Authority's Plan 2013-14 and approve for publication.	
12.	Development at Evesham	21 - 24
	To seek approval of the terms negotiated with Wychavon District Council and authorise 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.	
13.	Provisional Financial Results 2012/13	25 - 31
	To consider the provisional financial results for 2012/13 and to approve treatment of financial variations.	
14.	Chief Fire Officer's Service Report	32 - 39
	To inform the Authority of recent key developments and activities.	
15.	Annual Report from Standards Committee	40 - 41
	To inform the Authority of the proceedings of the Standards Committee since the last Annual General Meeting of the Authority.	
16.	Report of Audit Committee	42 - 45
	To inform the Authority of the proceedings of the Audit Committee meeting held on 17 April 2013.	
17.	Policy and Resources Committee Report	46 - 48
	To apprise the Authority of the proceedings of the Policy and Resources Committee meeting held on 27 March 2013.	



Minutes

Members present:

Mr D Prodger MBE (Chair), Brigadier P Jones CBE (Vice-Chair)

Mr T Bean, Mr B Bullock, Mrs M Bunker, Mr J Campion, Mrs L Duffy, Mrs L Eyre, Mr A Hardman, Mrs L Hodgson, Mrs G Hopkins, Mrs M Lloyd-Hayes, Mrs F Oborski, Mrs J Potter, Mr T Spencer, Mr K Taylor, Mr J Thomas, Mr R Udall, Mr P Watts, Mr T Wells and Mr. G Yarranton.

No. Item

1. Apologies for Absence

Apologies for absence were received from Mr J Cairns, Mr D Greenow, Mr B Matthews and Mr D Taylor.

2. Declaration of Interests (if any)

No declarations of interest were made.

3. Chairman's Announcements

3.1 Thank You

As this was the last meeting of the full Authority before the Worcestershire County Council elections in May, the Chairman thanked Members who would not be standing again on behalf of the Authority for all their years of Service and wished them all the best in the future. He also thanked all Members for the dedicated work and support they had given personally to him as Chairman of the Fire and Rescue Authority.

3.2 Local Government Association Fire Conference

The Chairman reported that he and other Group Leaders would be accompanying the Chief Fire Officer to represent the Authority at the Local Government Association Fire Conference in Brighton on 12 and 13 March 2013.

3.3 Lord Lieutenant of Worcestershire

Members were advised that the new Lord Lieutenant of Worcestershire, Lieutenant Colonel Patrick Holcroft OBE would be visiting the Service on Monday 25 March hosted by the Chief Fire Officer and the Chairman would be meeting him at Service Headquarters for lunch.

4. Confirmation of Minutes

Mrs M Lloyd-Hayes noted that her apologies had not been received and entered on the minutes.

RESOLVED: *That the minutes of the meeting of the Fire and Rescue Authority held on 12 December 2012 be confirmed as a correct*

record and signed by the Chairman subject to the addition of Mrs M Lloyd-Hayes' name being included on the list of apologies.

5. Questions from Members of the Public

No questions for the Authority had been received from members of the public.

6. Chief Fire Officer's Service Report

A report was considered that informed the Authority of recent key developments and activities together with performance information for the period 1 October 2012 to 31 December 2012.

The Chief Fire Officer presented the report and responded to Members' questions as follows:

- A Member complimented the Chief Fire Officer on the way that the Lawrence's Recycling Plant fire was handled. It was queried whether the Authority could be compensated for such events. The Chief Fire Officer responded that the Service had a statutory duty to attend fires and a decision had been taken to attend the fire from 12 December 2012 until 11 January 2013. He commented that if any clean up was required at a hazardous material incident following the emergency resolution phase the Service has a Memorandum of Understanding (MOU) in place with the Environment Agency for cost recovery. This was a fire incident and the crews were in attendance only during the extensive emergency phase.
- It was noted by a Member that 18 fire engines would be used during Exercise Cerberus and it was queried how the Service would cope if any incidents occurred during the duration of the exercise. The Chief Fire Officer reassured Members that fire engines would leave the exercise if it proved necessary and also the exercise was also designed to test the Service's resilience during a large scale deployment.

RESOLVED that the report be noted.

7. Budget and Precept 2013/14 and Medium Term Financial Plan

The Treasurer presented the report to Members. He advised Members that further information about the grant settlement had been forthcoming and also more information on the share of the cost of Council Tax Benefit. However he commented that this new information had not substantially changed the financial position of the Authority. He drew Members' attention to the budget gap which had been discussed at the Finance Seminar on 16 January where ways to address the gaps had been discussed. He also drew Members' attention to budget risks.

A debate then ensued by Members on the merits of taking the Council Tax Freeze Grant.

RESOLVED:

- (i) that the Authority accepts the Council Tax Freeze Grant for 2013/14.**

- (ii) that the Capital Budget and Programme as set out in Appendix 7 to report number FRA 029/12 be approved;
- (iii) the Statement of Prudential Code indicators set out in Appendix 10 to report number FRA 029/12 be approved;
- (iv) the Minimum Revenue Provision (MRP) Policy for 2013/14 as set out in Appendix 11 to report number FRA 029/12 be approved;
- (v) the Revenue Budget as set out in Appendices 2 and 5 of report number FRA 029/12 be approved;
- (vi) the Council Tax Requirement as set out in Appendix 8 of report number FRA 029/12 be approved; and
- (vii) the Medium Term Financial Plan (MTFP) as set out in Appendix 9 of report number FRA 029/12 be noted.

8. Findings and Recommendations arising from the Operational Assessment 2012

A report was considered that informed Members of the outcome of the Operational Assessment (OpA) conducted in 2012.

The Chief Fire Officer presented the report and advised Members that Peer Reviews were not mandatory but were strongly encouraged. He commented that the findings of the report were pleasing.

Members commended the Chief Fire Officer on the report and were pleased to see that details of the Operational Assessment had been published in full as an appendix to the report.

RESOLVED

- (i) the findings of the Operational Assessment be noted;
- (ii) the findings be incorporated within the Fire and Rescue Authority's Annual Statement of Assurance;
- (iii) a detailed Action Plan to address the report's findings be presented to the Audit Committee for approval and subsequent monitoring of implementation; and
- (iv) the Fire and Rescue Authority endorse the principle of further collaborative working with Shropshire and Wrekin Fire and Rescue Authority and note that senior officers and the Chairman will be meeting with their counterparts to discuss how best to take this forward with a view to bringing back further recommendations.

9. Pay Policy Statement

A report was considered that brought to the attention of the Authority the requirement for the Service to publish its annual Pay Policy Statement for the year 2013/14.

RESOLVED that the Hereford & Worcester Fire and Rescue Service

Pay Policy Statement and supporting information be approved for publication on the Hereford & Worcester Fire and Rescue Service's website before 1 April 2013.

10. Committee Structure

A report was considered that sought approval to the principle of implementing a new constitution defining the role of the Authority, delegating greater responsibilities to committees and merging the Audit Committee and the Standards Committee.

The Head of Legal Services presented the report and reiterated that matters of strategic importance would be reserved for decision by the full Authority.

RESOLVED that approval be given to the adoption of a new constitution:

- (i) defining the matters of strategic importance that are reserved for decision by the full Authority;**
- (ii) delegating other matters within the remit of individual committees to those committees for decision; and**
- (iii) combining the present Audit Committee and Standards Committee into a single Audit and Standards Committee.**

11. Member Learning and Development Strategy

A report was considered that sought the Authority's approval of the Member Learning and Development Strategy.

A comprehensive induction programme would be arranged for both new and returning Members but the aim of the proposed Strategy was to continue to promote Member development throughout the next three year period.

A Member Development Champion spoke in favour of the Strategy. It was perceived to be vital that all Members were effective in their role as Members. Another Member commented on the poor attendance of Members at Member Development sessions.

It was noted that Group Leaders had an important role to play in ensuring Member commitment to delivery of the Strategy.

RESOLVED that

- (i) the draft Members' Learning and Development Strategy be approved; and**
- (ii) any further views on topics for inclusion be put forward to the Member Development Working Party.**

12. Report from the Policy and Resources Committee

The Chairman of the Policy and Resources Committee, Mr K Taylor, presented the report which informed the Authority of the proceedings of the Policy and Resources Committee meeting held on 23 January 2013.

RESOLVED that the Authority note the proceedings of the Committee meeting held on 23 January 2013.

13. Report from Audit Committee

The Chairman of the Audit Committee, Mrs L Duffy, presented the report which informed the Authority of the proceedings of the Audit Committee meeting held on 16 January 2013.

RESOLVED that the Authority note the proceedings of the Committee meeting held on 16 January 2013.

The meeting finished at 11.50 am.

Signed: _____
Chairman

Date: _____

Report of Head of Legal Services

8. Draft Constitution

Purpose of report

1. To propose the adoption of the draft Constitution, as recommended by the Audit Committee and which is intended to:
 - (i) define the matters of strategic importance that are 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.
-

Recommendation

It is recommended that the draft Constitution (Appendix 1) be adopted.

Introduction and Background

2. Part of the remit given to the Head of Legal Services following his appointment last year was to review the Authority's governance arrangements. A subsequent report to Audit Committee identified the scope for improvements, principally to:
 - (a) avoid unnecessary duplication between the work of committees and meetings of the full Authority;
 - (b) reflect the reduction in workload for Standards Committee by combining that function with Audit Committee; and
 - (c) bring together all of the policies and procedures relating to Members and governance in a single place.
3. At the meeting of the Authority on 13 February 2013 it was agreed in principle that the Authority should adopt a new Constitution, the aims of which would be as described in paragraph 1 above.
4. The draft Constitution was considered and approved by Audit Committee on 17 April and is now recommended by them to the Authority for adoption.

Draft Constitution

5. The detail of the constitution (Appendix 1) follows the model form for local authorities and will be broadly familiar to Members from elsewhere. The key aspects are as follows:
 - Articles 4.1 & 4.2: These define the strategic budgetary and policy issues that will always come to the full Authority for decision.
 - Article 6.3: Committees will have full delegated decision making in respect of all other matters within their remit (i.e. those not reserved to the full Authority).
 - Article 6.4: In the event that Members are unhappy about the decision of a Committee, any five (5) Members of the Authority can ask for the decision to be 'called in' and refer it to the full Authority for consideration.

A Protocol on the use of the call-in procedure is contained in Part 4.
 - Part 3: A diagram showing the proposed new committee structure is included on page 24.
 - Part 4: Following the changes introduced by the Localism Act 2011, gifts & hospitality are no longer dealt with under the Members' Code of Conduct. A separate protocol for the registration of gifts and hospitality is therefore recommended in Part 4 of the Constitution.
6. Since presenting the draft constitution to Audit Committee, the Standing Orders for the Conduct of Business have also been updated to reflect the terms of the new constitution and these are included in the document at Appendix 1.

The Role of Scrutiny

7. In addition to amending the terms of reference for committees, consideration has also been given to the role of scrutiny within the Authority and how this can best be accommodated. Overview and Scrutiny is primarily associated with Executive arrangements (or structures that are closely akin to this). The committee structure within the Fire Authority is very different from this and a separate Overview & Scrutiny Committee would therefore not be appropriate because:
 - (a) all Members are already involved in decision making; and
 - (b) a large part of the remit of Policy and Resources Committee and of Audit and Standards Committee already involves a high degree of effective scrutiny of the organisation.
8. However, until now there has been no mechanism by which Members can get involved in more detailed review of policies or procedures, should this become necessary. The proposed committee structure at Part 3 of the Constitution

therefore allows for the creation of ad hoc Member Task and Finish Groups as and when a need arises. This approach has worked extremely well elsewhere. It is envisaged that Task and Finish groups will adopt a range of flexible approaches to meet the needs of the particular circumstances. Due to the potential resource implications for officers, particularly within the Committee Services team, a maximum of two Task and Finish Groups would operate at any one time.

Conclusion/Summary

9. The draft Constitution sets out the proposed new committee structure along with the arrangements for governance of the Authority, which are designed to ensure effective and efficient decision making.
10. Other policies and procedures which form part of the overall Constitution, such as the Scheme of Delegation to Officers and Contract Standing Orders have not been reviewed at this stage (and are not re-printed in Appendix 1). These will be the subject of review in the next stage of the process and any changes to those policies will be the subject of further reports.

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).	Yes. Ensuring effective governance arrangements for the Authority is part of 'Our 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)	Formal consultation with Audit and Standards Committees.
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	No. Not applicable.

Supporting Information

Appendix 1 (separate enclosure) – Draft Constitution

Background papers – Minutes and reports of Audit Committee 16/1/13 and Fire Authority 13/2/13

Contact Officer

Nigel Snape, Head of Legal Services
(01905 368242)
Email: nsnape@hwfire.org.uk

Report of Head of Legal Services

9. Allocation of Seats to Political Groups and Appointments to Committees

Purpose of report

1. To consider the allocation of seats on Committees to political groups and to authorise the Head of Legal Services following consultation with Group Leaders to make appointments to Committees and other bodies.

Recommendations

It is recommended that the Authority:

- i) notes that the number of seats on each Committee are as follows and determines the allocation of those seats to political groups [political balance to be confirmed following notification of FRA political groups]:*
 - a. Appointments Committee: 7*
 - b. Audit and Standards Committee: 13*
 - c. Policy and Resources Committee: 13;*
- ii) appoints the Chairman and Vice-Chairman of the following Committees:*
 - a. Appointments Committee*
 - b. Audit and Standards Committee*
 - c. Policy and Resources Committee;*
- iii) authorises the Head of Legal Services to make appointments to Committees in accordance with the wishes notified by the Group Leaders;*
- iv) determines any appointments of non-aligned Members to seats on committees*
- v) appoints two Members to the Equality and Diversity Advisory Group;*
- vi) appoints one Member to the Health and Safety Committee;*
- vii) appoints one Member from each political group 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 should 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; and*
- 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.*

Introduction and Background

2. In accordance with the Hereford & Worcester Fire Services (Combination Scheme) Order 1997 the Authority's membership comprises up to 25 Councillors, 19 from Worcestershire County Council and 6 from Herefordshire Council.
3. The Local Government and Housing Act 1989 requires that:
 - i. the Authority reviews the allocation of seats to political groups either at its annual meeting or as soon as practical thereafter;
 - ii. seats on committees are allocated so that:
 - (a) if there is a majority political group on the Authority overall, that group must have a majority of the seats on each committee; and
 - (b) subject to (a) above, the total number of committee seats allocated to each group overall is proportionate to the size of that group as a proportion of the total membership of the authority; and
 - (c) subject to (a) and (b) above, the number of seats allocated to each group on each individual committee is proportionate to the size of that group overall
 - iii. appointment of any non-aligned members to seats on committees is determined by the Authority

Committee Appointments

4. The Authority has generally appointed the Chairmen and Vice-Chairmen of Committees at its Annual General Meeting and therefore is recommended to do so at this meeting.
5. Members should note the following rules governing Committee appointments:
 - i. Group Leaders, the Chairman, Vice-Chairman, out-going Chairman of the Authority and Chairman of the Policy and Resources Committee are not eligible to serve on the Audit and Standards Committee.
 - ii. Subject to the rules on political balance, the Authority Chairman, the Policy and Resources Committee Chairman and the Audit and Standards Committee Chairman will serve on the Appointments Committee.

Local Government Association Appointments

6. All Fire and Rescue Authorities are entitled to a place and a vote on the Local Government Association (LGA) Fire Commission. The Authority needs to determine whether it wishes to appoint the Chairman or his nominee to the Commission and exercise the vote on behalf of this Authority.
7. This Authority is also in corporate membership of the LGA. The Authority is entitled to appoint up to 4 representatives to serve on the General Assembly. The rules relating to political balance do not apply to LGA appointments but the Association encourages those authorities entitled to 3 or 4 representatives to allocate one of these positions to minority group leaders on their authorities.
8. Arrangements determined by the Authority on 20 June 2012 allocated places on the General Assembly to the Leaders of the Political Groups on the Authority or their nominees. The Authority needs to determine if it wishes to confirm its decision on how many places it wishes to take up and how those places should be allocated.
9. The LGA constitution provides that Authorities in corporate membership shall be entitled to vote only as follows:
 - a) On the election of a Chairman, Vice-Chairman and Deputy Chairmen and on questions of estimated expenditure and subscriptions each corporate member shall have one vote; and
 - b) On issues of direct relevance to the statutory duties and responsibilities of corporate members of their class (as determined by the Chairman of the meeting) each corporate member shall be entitled to the same number of votes as a unitary authority within their population band (meaning that this Authority has 13 votes).
10. On 20 June 2012 the Authority allocated the corporate vote to the Chairman (or his nominee) and divided the 13 Service votes on the basis of proportionality. The Authority needs to determine whether it wishes to adhere to this decision. [Number of votes to be confirmed once notification of political groups has been received.]
11. The Authority needs to determine if it wishes to confirm its decision on how many places it wishes to take up and how those places should be allocated. The next meeting of the LGA General Assembly and LGA Annual Conference will take place on 2-4 July 2013 in Manchester.

Conclusion/Summary

12. The above arrangements have proven to be effective for the appointment of Committees to carry out the functions of the Authority, as specified in the Terms of Reference, and for appointments to outside bodies, and it is recommended that the Authority continue this practice, as set out above.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	Each Committee Chairman is entitled to a Special Responsibility Allowance of £1,355 per year
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	None directly.
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	None directly.
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?)	An Equalities Impact Assessment has not been carried out as the report does not contain a recommendation to approve a policy.

Background Papers

Committee Terms of Reference (see agenda item 8)

Local Government Association Constitution <http://www.local.gov.uk/general-assembly>

Hereford & Worcester Fire Services (Combination Scheme) Order 1997

Local Government and Housing Act 1989

Contact Officer

Nigel Snape, Head of Legal Services

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Report of Head of Legal Services

10. Members' Allowances

Purpose of report

1. To consider whether to increase the level of Members' Allowances in line with the increase in the Consumer Price Index.
-

Recommendations

It is recommended 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) Members determine the level of Members' Allowances for 2013/14.*

Introduction and Background

2. The Authority is required to have a scheme for its Members to be paid an annual allowance, under the Local Authorities (Members' Allowances) (England) Regulations 2003. The current scheme is attached at Appendix 1 and provides a basic annual allowance to Members. A Special Responsibility Allowance payable for certain roles. Members with more than one special responsibility only receive one special responsibility allowance at the higher appropriate level.
3. The Authority is required to consider the recommendations of an Independent Remuneration Panel made up of at least three non-councillors with regards to the level of allowances, although it is able to determine its own allowance levels taking into account factors such as affordability. The Authority takes advice from the Independent Remuneration Panels of both Worcestershire County Council and Herefordshire Council.
4. The Local Authorities (Members' Allowances) (England) Regulations 2003 require the authority to publish the total sum paid to each Member on an annual basis. The current 2013/14 budget for Members' Allowances is £57,100.

Consumer Price Index

5. On 16 June 2008 the FRA agreed to use the Consumer Price Index (CPI) for the purpose of annually adjusting Members' Allowances. However the Authority has previously agreed not to take an increase in 2011 and 2012. Should the Authority wish to increase Members' Allowances, this would be met through the existing budgets.

6. When an Authority has used a particular index to adjust allowances for a period of four years, it must seek a further recommendation from the Independent Remuneration Panel that the index can still be used. Both the Worcestershire County Council and Herefordshire Council Independent Remuneration Panels have recommended further use of the CPI for the next four years.
7. The following table indicates the current allowances and the amount to which they would increase if the Consumer Price Index was applied with effect from 1 April 2012.

Allowance	Current level	CPI wef 1.4.12
Chair of the Authority	£9,032	£9,283
Vice Chair of the Authority	£5,419	£5,569
Political Group Leaders	£1,355	£1,392
Chairs of Standing Committees	£1,355	£1,392
Basic Allowance	£1,163	£1,195

Conclusion/Summary

8. The Independent Remuneration Panels have recommended the use of the Consumer Price Index for a further four years to make annual adjustments to Members' Allowances. The Authority is asked to note this recommendation and to consider whether to make any alterations to the Members' Allowances payable for 2013/14.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	By retaining the level of Allowances applicable for 2010/11 there will be no budget increase necessary.
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	None directly.
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	None directly.
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?)	The types of allowances payable are determined by Regulation, however the current Members' Allowances Scheme includes a Dependents' Carers' Allowance.

Supporting Information

Appendix 1 – Members' Allowances Scheme

Background papers –

Local Authorities (Members Allowances) (England) Regulations 2003

Fire Authority Report and Minutes – 20 June 2012

Contact Officer

Nigel Snape, Head of Legal Services

(01905 368242)

Email: nsnape@hwfire.org.uk

Members' Allowances Scheme

Fire Authority Members receive certain allowances in recognition of their various duties. A scheme of allowances for Members was agreed by the Authority on 25 September 2003, which includes the following amounts for 2008/09:

- a basic allowance – an annual basic allowance of £1163.32 is paid to all Members
- special responsibility allowances – the following additional allowances are paid to Members with special responsibilities:

Chair of the Authority £9031.56

Vice Chair of the Authority £5418.96

Political Group Leaders £1354.73

Chairman of Audit & Standards Committee £1354.68

Chairman of Policy & Resources Committee £1354.68

Please note:

- Members with more than one special responsibility will only receive one special responsibility allowance at the higher appropriate level.
- Allowances are adjusted annually in line with the Consumer Price Index.
- Independent Members of the Standards Committee are not eligible for a basic or special responsibility allowance but can claim for travel and subsistence allowance.

The Members' Allowances Scheme also includes the following travel and subsistence allowances:

Travel Allowance

Allowances for travel by car are made at the approved rate. Members can also claim for travel by motorbike or cycle in line with the rate used by the Inland Revenue.

Passenger Allowance

Members can claim an allowance as driver in respect of one or more passengers who are fellow Authority Members carried on Authority business.

Travelling by taxi/public transport

Members can claim for use of public transport on a cost basis. Where travel by bus is practicable bus rates will be paid. Taxi fares may be claimed where bus/train travel is not practical. Receipts will be required.

Subsistence Allowances

Members can claim subsistence allowance payments as a reimbursement of actual expenditure, on the basis that reasonable expenses evidenced by receipts will be paid. Similarly, overnight accommodation expenses will be paid where this is necessary and is evidenced by receipts.

Carers and Dependents Allowance

Members can claim an additional allowance to cover expenditure incurred for the care of dependents as follows:

- i) £6.09 per hour;
- ii) Payable in respect of attendance at meetings of the Authority, its committees and Member training events; and
- iii) Claims to be made only in respect of care provided by persons other than family members resident in the house and all claims to be evidenced by receipts.

Report of the Assistant Chief Fire Officer - Service Support

11. The Fire and Rescue Authority's Annual Plan 2013-14

Purpose of report

1. To adopt the Fire and Rescue Authority's Plan 2013-14 and approve for publication.
-

Recommendation

It is recommended that the Authority adopts the draft Fire and Rescue Authority Plan 2013-14 (Appendix 1) and approves for publication subject to any final minor changes as agreed by the Chief Fire Officer in consultation with the Chairman.

Introduction and Background

2. As part of our corporate planning process, the Authority produces an annual Fire and Rescue Authority Plan (Appendix 1).
3. The Fire and Rescue Authority Plan is designed to be a consolidated document providing an overview on past performance and outlines our strategic direction. This approach is intended to benefit both the Service and our communities by demonstrating a clear commitment to the simplification of our literature to all stakeholders. The three key areas of the Fire and Rescue Authority Plan are:
 - I. **Core Purpose:** Our Strategy, Our Future, this section offers a clear statement of our legal role and responsibilities and outlines our strategic direction.
 - II. **We will deliver through:** An overview of our performance and notable successes during the 2012-13 business year.
 - III. **Our foundations:** What our 2013-14 priorities are from the perspective of the Service's six foundation elements.
4. The report is currently presented in a format that focuses on the narrative elements of the document and as such is not complete. A finalised version will be professionally published and will adopt a more appropriate layout and including final supporting images. Printed copies will be kept to a minimum to reduce costs. The finalised plan will be published on the Service's website.

Conclusion/Summary

5. Subject to Member approval, the next steps will be to professionally publish a finalised version with a more appropriate layout including final supporting images.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	The whole report as financial, property and human resource implications are necessary to support the implementation of the Fire and Rescue Authority (FRA) Plan objectives/ programme of work within the Directorates of Service Delivery, Finance & Assets and Service Support.
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	The whole report as the FRA Plan/objectives link into SMB's strategic direction, Directorate strategic objectives and corporate plans such as the Community Risk Management Plan (CRMP), Medium Term Financial Plan (MTFP) and Community Safety Strategy.
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	The whole report as a key principle throughout the Plan is "Ensuring Firefighter safety".
Consultation (identify any public or other consultation that has been carried out on this matter)	SMB consultation.
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	Not completed as Equality & Diversity (E&D) is already embedded throughout the Plan in areas such as "Our Values" and Human Resource objectives.

Supporting Information

Appendix 1 (separate enclosure) – Hereford & Worcester Fire and Rescue Draft Authority Plan 2013-14

Contact Officer

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Joint Report of the Head of Legal Services and Head of Asset Management

12. Development at Evesham

Purpose of report

1. To seek approval of the terms negotiated with Wychavon District Council and authorise 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.

Recommendations

It is recommended 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 new 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.***

Introduction and Background

2. The Policy and Resources Committee at its meeting on 27 March gave approval in principle to a proposal from Wychavon District Council to purchase the existing Evesham Fire Station at Merstow Green, Evesham in exchange for providing the Fire Authority with a new fire station and training facility a short distance away on land off Abbey Road, Evesham. The relocation of the fire station would facilitate a redevelopment proposal in Evesham which the Council believes will bring increased prosperity to the town and thus encourage sustainable growth in the area.

3. The Authority has recently invested £562,000 in the construction of a new training facility at Evesham Fire Station. However, the current fire station will require further capital investment at some point in the future. The provision of a new fire station would provide up-to-date facilities in keeping with the current requirements of a modern Fire and Rescue Service.
4. Officers are satisfied that the proposed new site is in an appropriate location to provide effective fire cover.

Detailed Proposal

5. The previous approval by the Policy and Resources Committee was on the basis that further terms would be the subject of negotiation with Wychavon District Council and would then be reported back for Member approval. Officers have met with Wychavon District Council on several occasions, including the Chairman and Chief Fire Officer being involved in meetings with the Council's Leader and Chief Executive.
6. Following those negotiations, the following high level terms have been agreed and are now recommended to Members for approval.
 - a) Any agreement will be conditional upon:
 - (i) planning permission for the new fire station and for the proposed redevelopment of the existing fire station site;
 - (ii) satisfactory outcome of site investigation surveys on the proposed new fire station site, including confirmation that there are no on-going issues relating to ground contamination or underground services and resolution of any highway issues; and
 - (iii) agreement between Wychavon and the eventual end-user of the new development.
 - b) All pre-development costs (site investigations, planning applications) will be paid by the Developer.
 - c) The cost of building the new fire station and training facility is estimated at approximately £2.9m. Subject to (d) below, Wychavon will pay the full cost of developing the new fire station and training facility (including all professional fees, site remediation, off-site works and any s.106/s.278 costs).
 - d) The Fire Authority will contribute £150,000 towards the cost of the new fire station to reflect the benefit to us of a new building. This can be funded from existing capital budgets.

- e) The construction contract will be let by competitive tender and will be managed by the Fire Authority. Additional resources will be needed to manage this project in addition to the existing capital fire station replacement programme and these costs will be included as part of the overall agreement with Wychavon District Council.
 - f) In the event of any underspend on the construction contract, this will accrue to Wychavon District Council.
 - g) Any overspend on the cost of the construction contract will be paid by Wychavon.
 - h) Wychavon will transfer the new site to the Fire Authority and following completion of the new fire station, we will then transfer the existing fire station site to Wychavon District Council; both transfers will be at no net cost to either party.
7. If the above terms are approved then further detailed discussions will take place to determine how best to structure the transaction having regard to issues such as stamp duty land tax. The project timetable currently envisages agreements being completed by the end of August 2013 and hence the reason for bringing the item to this meeting instead of the Policy and Resources Committee in September.

Conclusion/Summary

- 8. Relocating the fire station would release land close to the town centre of Evesham which the District Council are keen to redevelop in the interests of economic prosperity.
- 9. There are a number of hurdles still to be overcome (see paragraph 6a above) but if the proposal comes to fruition it will benefit the Fire Authority through the provision of a new fire station in Evesham and provide up-to-date facilities which are more in keeping with the current requirements of a modern Fire and Rescue Service.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	Whole document
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	Asset Management Strategy

Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	No
Consultation (identify any public or other consultation that has been carried out on this matter)	No
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	No equalities issues identified

Supporting Information

Report - Policy & Resources Committee 27/3/13

Contact Officers

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Report of the Treasurer

13. Provisional Financial Results 2012/13

Purpose of report

1. To consider the provisional financial results for 2012/13 and to approve treatment of financial variations.
-

Recommendations

It is recommended that the Authority:

- i) notes the provisional financial results for 2012/13;**
- ii) approves the use, creation and amalgamation of earmarked reserves;**
- iii) approves the rephasing of capital budgets from 2012/13 to 2013/14; and**
- iv) notes that the Audit Committee will consider the Annual Statement of Accounts in detail.**

Introduction and Background

2. Detailed budget monitoring reports have been presented to the Policy & Resources (P&R) Committee on a quarterly basis through the year, and previous Members will be aware that Officers are actively controlling budgets to minimise expenditure in the light of future financial projections.
3. The detailed Statement of Accounts will be presented to the Audit Committee in September following the review by the External Auditors. As a result of this process these Financial Results are provisional until that process is complete, but are unlikely to change.

Use of Revenue Resources

4. The approved budget for 2012/13 was £33.821m (*Appendix 1 Column 2 Line 39*), to which additional agreed expenditure of £0.475m funded from earmarked reserves has been added, bringing the total budget to £34.296m (*Appendix 1 Column 4 Line 39*).

5. The makeup of the budget is shown in detail in Appendix 1 and summarised below:

Net Expenditure on Services		34.296
Use of Development Reserve		(0.070)
Use of Other Earmarked Reserves		
New Dimensions (Training Facilities)	(0.179)	
RDS Part-time Compensation	(0.100)	
Workwear Payment Phasing	(0.056)	
DEFRA Boat Grant	(0.050)	
Net Other	(0.020)	(0.405)
		33.821

6. At the last meeting of the P&R Committee, based on expenditure to Quarter 3, a managed underspend of £0.767m was projected. Since then continued tight control of expenditure has increased this to a provisional outturn figure of £1.447m (*Appendix 1 Column 8 Row 39*).
7. For information, this figure is after allowing for transfers to earmarked results where underspending is caused by timing differences. These are:
- £0.575m in respect of capital financing costs of the Fire Station replacement programme, arising from the timing of major building works. The approved Medium Term Financial Plan (MTFP) assumes that this reserve will be utilised in 2013/14.
 - £0.213m in respect of the programme of non-capital station maintenance.
 - £0.045m in respect of New Dimensions.
 - £0.012m in respect of the Young Firefighters Association (YFA).
8. For the benefit of new Members it should be noted that this underspending is controlled and planned as a preparation for the financial projections indicated in the approved MTFP. It does not represent a failure of financial control, but a sign of the commitment of all budget-holders to avoid unnecessary expenditure.
9. It is recommended that, as previously discussed at P&R Committee, this underspend is transferred to a special Budget Reduction Reserve, separate from General Reserves, to be used to smooth the timing/costs of budget reduction measures necessary over the next few years.

Reserves and Balances

10. At the end of 2011/12 the General Reserves stood at £1.396m (4.1% of core budget), and, although at the lower end of the spectrum of stand-alone fire authorities, the level is considered adequate and not requiring further increase throughout the MTFP period. As a consequence the balance at the end of 2012/13 will remain as £1.396m.

11. In addition, Earmarked Reserves are held for various purposes. The extent of these, including the recommendations made above, is summarised in the table below:

	Balance at 31-Mar-12 £m	From/(to) Rev 12/13 £m	Re- designate £m	12/13 Savings £m	Balance at 31-Mar-13 £m
Pensions Reserve	0.422				0.422
New Fire Control Reserve	0.267				0.267
Operational Activity Reserve	0.300	0.045			0.345
New Dimensions Reserve	0.710	(0.179)			0.531
ICP Workwear Reserve	0.060	(0.056)			0.004
YFA Reserve	0.015	0.002			0.017
	1.774	(0.188)	0.000	0.000	1.586
Development Reserve	0.479	(0.070)			0.409
Capital Finance Phasing Reserve		0.575			0.575
Property Maintenance Reserve		0.213			0.213
	0.479	0.718	0.000	0.000	1.197
Training Reserve	0.231	(0.010)	(0.221)		0.000
Tax/NI Settlement Reserve	0.100	(0.100)			0.000
Relocation Reserve	0.092		(0.092)		0.000
DEFRA Boat Grant Reserve	0.050	(0.050)			0.000
RDS Implementation Reserve	0.018		(0.018)		0.000
Budget Reduction Reserve			0.331	1.447	1.778
	0.491	(0.160)	0.000	1.447	1.778
	2.744	0.370	0.000	1.447	4.561

Appendix 1 Column 5 Line 40	(0.070)
Appendix 1 Column 5 Line 41	(0.405)
Appendix 1 Column 5 Line 42	0.845
	0.370

12. As a consequence of the tight control of spending it has been possible to contain the expenditure for which some of the smaller reserves were established within the annual revenue budget. The Chief Fire Officer and Treasurer recommend that these reserves are consolidated into the Budget Reduction Reserve, to give a total figure of £1.778m.

Use of Capital Resources

13. The Capital Programme, as detailed in Appendix 2, is split into 3 main blocks:
- Vehicle Replacement.
 - Major Building Works.
 - Minor Schemes – for which detailed allocation is made by the Service Senior Management Board (SMB).
14. The total approved budget for 2012/13 was £10.288m (*Appendix 2 Column 1 Row 60*); however the Budget and Precept Report approved by the Fire

Authority in February 2013 anticipated a rephasing of capital budgets to 2013/14 totalling £5.927m, giving a revised budget of £4.361m (*Appendix 2 Column 3 Row 60*).

15. Against this revised budget, expenditure of £3.416m (78%) has been incurred, resulting in a variation of £0.956m (*Appendix 2 Column 5 Row 60*).
16. Within this total is expenditure of £0.185m on assets for which provision had originally been made to lease, but which are now capitalised.
17. It is recommended to rephase the remaining £1.131m to 2013/14.
18. This will not have a detrimental effect on the 2013/14 revenue budget as provision for financing costs was made on the basis that this expenditure would have been incurred in 2012/13.
19. It should be noted that although the Authority has given specific approval for the individual major building schemes, these have not been detailed in the report as they might compromise the Authority's position when tendering or negotiating construction contracts.

Role of the Audit Committee

20. The Statement of Accounts will be prepared on the basis of International Financial Reporting Standards (IFRS) and will show the true economic cost (but not overall economic benefits) of providing the service.
21. This basis differs substantially from the statutory basis on which Members are charged with managing the finances of the Fire Authority, and on which this Provisional Financial Results paper is written.
22. This is because there are significant items which:
 - a. are required to be charged by statute, but which are not permitted under IFRS; and
 - b. are required to be charged under IFRS but which are not allowed by statute.
23. The Statement of Accounts will reconcile these differences and the Audit Committee will scrutinise this reconciliation as well as the Accounts themselves.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	Statutory reporting of financial position
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	n/a
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

Supporting Information

Appendix 1 – Revenue Budget 2012/13

Appendix 2 – Capital Budget 2012/13

Contact Officer

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Hereford & Worcester Fire Authority

2012/13 Revenue Budget Provisional Out-turn Report

	(1)	(2) Annual Budget £m	(3) Planned Use of Reserves £m	(4) Amended Budget £m	(5) Provisional Out-turn £m	(6) Provisional Variance Budget £m	(7) Reserve Offsets £m	(8) Underlying Variance £m
1	WT FF Pay	13.980		13.980	13.718	(0.262)		(0.262)
2	RDS FF Pay	3.209	0.100	3.309	3.249	(0.060)		(0.060)
3	USAR Pay	0.731		0.731	0.731	0.000		0.000
4	Control Pay	0.804		0.804	0.800	(0.004)		(0.004)
5	Support Pay	3.757	0.021	3.778	3.841	0.063		0.063
6	Other Employee Costs	0.038		0.038	0.058	0.020		0.020
7	Unfunded Pensions	0.753		0.753	0.709	(0.044)		(0.044)
8		23.272	0.121	23.393	23.106	(0.287)	0.000	(0.287)
9	Strategic Management	0.058		0.058	0.058	0.000		0.000
10		0.058	0.000	0.058	0.058	0.000	0.000	0.000
11	New Dimensions	0.114		0.114	0.069	(0.045)	0.045	0.000
12	Technical Fire Safety	0.010		0.010	0.005	(0.005)		(0.005)
13	Community Safety	0.094	0.010	0.104	0.030	(0.074)	0.012	(0.062)
14	Training Dept	0.724	0.003	0.727	0.558	(0.169)		(0.169)
15		0.942	0.013	0.955	0.662	(0.293)	0.057	(0.236)
16	Performance & Information	0.237		0.237	0.148	(0.089)		(0.089)
17	Ops Policy	0.075		0.075	0.038	(0.037)		(0.037)
18	Personnel	0.274	0.020	0.294	0.190	(0.104)		(0.104)
19	Ops Logistics	1.578	0.066	1.644	1.752	0.108		0.108
20	Fleet	0.658		0.658	0.590	(0.068)		(0.068)
21	Fire Authority	0.101		0.101	0.079	(0.022)		(0.022)
22		2.923	0.086	3.009	2.797	(0.212)	0.000	(0.212)
23	ICT	1.024	0.012	1.036	0.987	(0.049)		(0.049)
24	Facilities Mngt	1.939	0.007	1.946	1.645	(0.301)	0.213	(0.088)
25	Insurances	0.301		0.301	0.305	0.004		0.004
26	Finance (FRS)	0.124		0.124	0.055	(0.069)		(0.069)
27	Finance SLA	0.151		0.151	0.152	0.001		0.001
28	Capital Financing	2.629	0.236	2.865	2.289	(0.576)	0.575	(0.001)
29		6.168	0.255	6.423	5.433	(0.990)	0.788	(0.202)
30	Legal Services	0.036		0.036	0.029	(0.007)		(0.007)
31		0.036	0.000	0.036	0.029	(0.007)	0.000	(0.007)
32	Sub-Total	33.399	0.475	33.874	32.085	(1.789)	0.845	(0.944)
33	Pay Award Provision	0.038		0.038	0.000	(0.038)		(0.038)
34	Redundancy Costs Provision	0.284		0.284	0.037	(0.247)		(0.247)
35	2012/13 Savings	0.100		0.100	0.000	(0.100)		(0.100)
36	RDS Settlement	0.000		0.000	0.000	0.000		0.000
37	Closure of Legal Provision	0.000		0.000	(0.118)	(0.118)		(0.118)
38		0.422	0.000	0.422	(0.081)	(0.503)	0.000	(0.503)
39	Total Net Expenditure	33.821	0.475	34.296	32.004	(2.292)	0.845	(1.447)
40	Use of Development Reserve		(0.070)	(0.070)	(0.070)	0.000		0.000
41	From Earmarked Reserves		(0.405)	(0.405)	(0.405)	0.000		0.000
42	To Earmarked Reserves				0.845	0.845	(0.845)	0.000
43	To Budget Reduction Reserve					0.000		0.000
44		0.000	(0.475)	(0.475)	0.370	0.845	(0.845)	0.000
45	Net Budget Requirement	33.821	0.000	33.821	32.374	(1.447)	0.000	(1.447)

Hereford & Worcester Fire Authority **2012/13 Capital Budget Provisional Out-turn Report**

	Scheme	(1) Approved Budget £m	(2) Planned Re-phasing £m	(3) Amended Budget £m	(4) Provisional Out-turn £m	(5) Out-turn Variance £m	(6) Adjustment to Rephasing £m
Vehicles							
1	091 - Pinzgauer Routine Replacement 4WD	0.033	0.004	0.037	0.037		
2	092 - Argocat Routine Replacement Off Road	0.004		0.004	0.003	(0.001)	0.001
3	105 - Routine Pump Replacement 2011/12	0.359		0.359	0.357	(0.002)	0.002
4	115 - Specialist Replacement Incident Support Vehicle	0.074		0.074	0.068	(0.006)	0.006
5	116 - Line Rescue Vehicle Fit Out	0.025		0.025	0.025		
6	117 - Routine Pump Replacement 2012/13	0.452		0.452	0.467	0.015	(0.015)
7	128 - Bulk Foam Capability 2012/13	0.067		0.067	0.068	0.001	(0.001)
8	129 - Pinzgauer Routine Replacement 4WD 2012/13	0.052	(0.004)	0.048		(0.048)	0.048
9	Revenue Provision made for Leasing						
10	086 - Ex Leased Appliances		0.020	0.020	0.019	(0.002)	
11	xxx - ex leased ICU				0.020	0.020	
12	xxx - cars				0.126	0.126	
13	xxx - vans				0.041	0.041	
14							
15		1.066	0.020	1.086	1.231	0.144	0.041
Major Building Schemes							
16	012 - New FS - Pebworth	0.037		0.037		(0.037)	0.037
17	XXX - New Fire Stations	4.495	(4.113)	0.382	0.185	(0.197)	0.197
18	XXX - Strategic Training Facilities	2.244	(0.794)	1.450	1.021	(0.429)	0.429
19		6.776	(4.907)	1.869	1.206	(0.663)	0.663
Other Major Schemes							
20	103 - Fire Control Replacement	1.300	(0.413)	0.887	0.751	(0.135)	0.135
21		1.300	(0.413)	0.887	0.751	(0.135)	0.135
Minor Schemes - Property							
22	005 - Comp Systems Computer Software				0.001	0.001	(0.001)
23	023 - Legionella Engineering Works	0.009		0.009	0.013	0.004	(0.004)
24	051 - Human Resource Information System				0.009	0.009	(0.009)
25	068 - Evesham Flat Roof	0.001		0.001		(0.001)	0.001
26	069 - Stourport Flat Roof	0.001		0.001		(0.001)	0.001
27	072 - Ewyas Harold Resurface Yard	0.002		0.002		(0.002)	0.002
28	074 - Command and Control Assurance				0.004	0.004	(0.004)
29	078 - Respiratory Protective Equipment	0.001		0.001	0.002		
30	083 - SRT Storage	0.004		0.004		(0.004)	0.004
31	084 - RPE Cylinder Strategy	0.022		0.022	0.009	(0.013)	0.013
32	095 - Diversity Compliant Rest Facilities Kidderminster- Hereford	0.059		0.059		(0.059)	0.059
33	096 - Property Work From Health and Safety Audit	0.001		0.001		(0.001)	0.001
34	097 - Air Conditioning ICT Work	0.003		0.003		(0.003)	0.003
35	100 - Evesham Refurbishment	0.008		0.008		(0.008)	0.008
36	101 - Intel Application	0.014		0.014		(0.014)	0.014
37	107 - Citrix Farm Updates	0.015		0.015	0.013	(0.002)	0.002
38	110 - Up Grade to Lifts to Comply with Legislation	0.005		0.005	0.003	(0.002)	0.002
39	113 - Replacement Windows	0.004		0.004	0.003	(0.001)	0.001
40	119 - Evesham House Refurbishment	0.002		0.002		(0.002)	0.002
41	123 - Transfer Crawling Rig From Betony Road To Redditch	0.001		0.001		(0.001)	0.001
42	125 - USAR Flood Rescue Boats	0.050		0.050	0.050		
43	127 - Wide Area Network / Internet Improvement	0.025		0.025		(0.025)	0.025
44	130 - E-Hydraulic Equipment	0.040		0.040	0.040		
45	131 - Hereford Safety Refurbishment	0.060		0.060	0.030	(0.030)	0.030
46	132 - Revised HQ Server Room Fire Suppression	0.050		0.050		(0.050)	0.050
47	133 - Pershore UPVC Fascias, Soffits and Gutters	0.015	(0.015)				
48	134 - Stourport BA Wash	0.020	(0.020)				
49	135 - Asbestos Removal	0.095	(0.095)				
50	136 - Amphlett Court Roof Replacement	0.015	(0.015)				
51	137 - Bromsgrove Welfare Provision	0.060		0.060		(0.060)	0.060
52	138 - Automatic Meter Reading	0.005	(0.005)				
53	158 - Hardware/Computer Purchase 12/13	0.039		0.039	0.038	(0.001)	0.001
54	159 - Computer Software 12/13	0.014		0.014	0.002	(0.012)	0.012
55	160 - Developments Tablets, Misc IT 12/13	0.010		0.010	0.011	0.001	(0.001)
56	161 - Network Upgrades LAN/ WAN	0.004		0.004		(0.004)	0.004
57	162 - Core Switch Hardware Replacement 12/13	0.015		0.015		(0.015)	0.015
58	999 - Unallocated	0.477	(0.477)				
59		1.146	(0.627)	0.519	0.228	(0.292)	0.292
60	Capital Strategy	10.288	(5.927)	4.361	3.416	(0.946)	1.131

Report of the Chief Fire Officer

14. Chief Fire Officer's Service Report

Purpose of Report

1. To inform the Authority of recent key developments and activities.
-

Recommendation

The Chief Fire Officer recommends that the report be noted.

Health and Safety

Quarter End Incidents and Injuries

2. A total of 61¹ Health and Safety related incidents were reported this quarter.

- 6 were/had potential to be 'serious incidents'²;
- 2 were incidents of verbal abuse;
- 11 were causes for concern or near hits.

	Jan	Feb	Mar	This ¼ Total	Prev.¼ Total
Serious Incidents ²	3	1	2	6	6
Near Hit/Cause for Concern ³	4	4	3	11	18
Specialist Investigations ⁴	3	1	2	6	5

Analysis

3. The serious and potentially serious incidents this quarter comprised of the following:
 - Operational incident - arcing electricity caused a small explosion throwing debris causing minor burns to a firefighter. Investigation completed
 - Breathing apparatus drill - the pressure relief valve on first stage reducer activated. There were no injuries. Investigation completed and debrief arranged.

¹ Serious injuries, minor injuries, vehicle collisions, potential hazards, near hits.

² Incidents either actually resulting in, or having the potential to result in a fatality, serious personal injury or significant loss or damage.

³ Incidents that almost resulted in an injury or conditions identified that have the potential to cause injury, loss or a near hit but have not done so up to the time of reporting – e.g. items falling but not injuring anyone.

⁴ Of incidents either actually resulting in, or having the potential to result in serious injuries or losses.

- Cause for Concern – smell of burning and potential scorch marks noted on a stowed Breathing apparatus set. Investigation completed: no fault found.
- Breathing apparatus drill – loss of air due to kinked air. There were no injuries. Investigation completed and debrief arranged.

Year End Incidents and Injuries

Totals	12-13	11-12	10-11
RIDDOR absence	5	23	21
RIDDOR Major Injuries	1	4	2
RIDDOR Dangerous Occurrence	6 ⁵	2	4
Serious Incidents	18	34	40
Incidents of aggression/abuse	6	13	17
Exposures	32 ⁶	15	15
Near Hit/Cause for Concern	55	48	39

Fires at Recycling Plants

- At the last Authority meeting Members were informed that in December 2012 the Service attended Lawrence's Recycling on Stourport Road, Kidderminster to reports of a fire within a large pile of household waste, stored pending recycling within a series of extremely large industrial buildings. Crews attended this incident for several weeks and it can be seen from the health and safety information above that this incident accounted for the majority of exposures met by our firefighters in the previous quarter.
- The Service was called to Sims Metal UK in Long Marston on 3 April at 5.40pm to a deep seated fire of approximately 4000 tonnes of waste material. Crews were in attendance for 24 hours. West Mercia Police and the Environment Agency attended regarding road closures and advice to residents due to wind plume.
- Unfortunately, the Service was again called to Sims Metal UK at 9.10pm on Tuesday 30 April after a fire broke out in a large pile of recycling material at the site. Eight fire crews were in attendance at the height of the incident, and local residents were advised, as part of a multi-agency approach involving police, the Environment Agency, Public Health England and the local councils, to keep doors and windows closed to minimise the impact of the smoke.
- A few weeks later on Monday 20 May, the Service was called to a fire at another recycling plant, this time a factory dealing with cooking oil recycling in Stourport-on-Severn. Fire crews from Stourport and Kidderminster were first to arrive at Pelican

⁵ These relate predominantly to BA Events

⁶ These relate predominantly to the fire at Lawrence Recycling

Foods in Barracks Lane, and finding a severe fire at the unit, they immediately requested extra resources.

8. At the peak of the incident, there were 70 firefighters using 10 fire appliances to tackle the blaze, which involved around 60 tonnes of waste oil and 500 tonnes of kerosene. Crews worked throughout the night to bring the fire under control. The Environment Agency also attended to help prevent the oil from the factory and the water and foam used in firefighting from entering the river nearby. West Mercia Police and West Midlands Ambulance Service attended and assisted with the evacuation of some local residents to a rest centre organised by Worcestershire County Council.

Factory Fire at Rotherwas

9. Fire crews were called just before 8am on Wednesday 17 April to a serious fire at premises on the Rotherwas Industrial Estate in Hereford. The fire involved a warehouse at Bathgate Flooring Ltd in Fir Lane where, at the height of the incident, 10 fire engines were in attendance along with water carriers, an aerial ladder platform, plus Command and Incident Support Units. While the fire was contained fairly rapidly, firefighters remained at the premises throughout the remainder of the week and through the weekend, working to damp down and fully extinguish the blaze.
10. Their attendance was scaled down gradually and crews left the premises at around 3.30pm on Monday 22 April 2013, although further re-inspections were carried out later that evening and during the morning of Tuesday 23 April 2013.
11. The factory unit was severely damaged as a result of the fire and there was also extensive smoke damage in the office space, but some machinery at the site was salvaged. The Fire Investigation, completed on Monday 22 April 2013, concluded that the fire started accidentally and was believed to have been caused by an electrical fault.

Fatal Car Fire - Bromsgrove

12. Hereford & Worcester Fire and Rescue Service was called to a car fire in Bromsgrove Road in Marlbrook at 11.10pm on Monday 11 March 2013. Fire crews from Bromsgrove and Redditch attended and firefighters in breathing apparatus extinguished the fire using one hose reel. They also helped gain access to the car.
13. A single male occupant of the car was confirmed dead at the scene and fire crews worked with the police to investigate the incident.

New Fire Engines – Ultra Heavy Rescue Pumps

14. Earlier this year the Service took delivery of two new fire engines with an enhanced “Ultra” heavy rescue capability (termed UHRP’s). These fire engines operate as a normal fire engine most of the time, but also have an enhanced capability to deal with road traffic collisions that involve heavy or large vehicles, such as lorries, trains or coaches. This type of incident requires specialist equipment and training to safely deal with extremely large vehicles and structures, under emergency response conditions. The capability to deal with these incidents was previously not

incorporated into a normal fire engine, but formed part of a separate specialist response vehicle based at Droitwich, which has now been decommissioned.

15. The new vehicles are now fully operational following an extensive period of training and familiarisation and are based at Droitwich and Hereford Fire Stations, offering an improved level of operational cover, equipment and response times across both counties. An additional benefit from the provision of these two new fire engines is that it has displaced the two previous fire engines based at Droitwich and Hereford and allowed them to be relocated to Ewyas Harold and Leintwardine in Herefordshire. This has led to an upgrade in the level of Road Traffic Collision equipment that is provided at these two locations, at no additional cost.

Large Animal Rescue

16. The Service has now adopted the Chief Fire Officers' Association (CFOA) model for the management of incidents involving the rescue of large animals. This will mean that all operational staff will receive standard training across the summer on how to deal with these incidents as the first responding crew. This training will be augmented by the provision of two specialised teams in Bromyard and Pershore that will be trained to a higher level to resolve large animal rescue incidents by in-house instructors.

Property Update

Malvern Fire Station

17. Planning approval for a replacement fire station was gained on 22 November 2012 and the proposal will replace the fire station at the existing location in Malvern Link. Whilst construction work is being undertaken, the fire station staff, equipment and vehicles have been temporarily relocated to the Service's Operational Logistics site at Betony Road in Malvern. The project has been tendered and construction commenced in May 2013: by using the existing foundations and part of the existing steel structure, significant cost reductions have been realised.

Bromsgrove Fire Station

18. Construction commenced in November 2012 to deliver a jointly occupied building with West Mercia Police. The Authority will enter into a lease arrangement where the building is owned by the Police who have undertaken design and construction works in conjunction with officers of the Service. The project has been adapted with facilities to accommodate the new shift system which will be operated in Bromsgrove. The building is due for completion in Spring 2014.

Worcester Fire Station

19. Work continues to bring this project to fruition. It is anticipated that an announcement will be made shortly.

Strategic Training Facilities

20. The Strategic Training Facilities (STF) project proposed two types of training facility which would provide realistic hot-fire training scenarios for fire fighters and support their essential training programme. The first type of facility burns wood within a steel structure, broadly resembling a residential property and one such facility for South Herefordshire at Peterchurch is nearing completion. Unfortunately the proposal to deliver a facility at Kingsland in North Herefordshire will not proceed due to planning and land purchase issues. The second type of training facility utilises Liquified Petroleum Gas to create fire situations housed within a brick built building which resembles a traditional residential property. This type of facility has been constructed at Evesham and one is also under construction to enhance an existing facility at Kidderminster. The Evesham STF was completed in March 2013 with Kidderminster due to be completed during the summer.

Hereford Fire Station

21. Officers of the Service have been in extensive discussion with Herefordshire Futures, an organisation leading on the regeneration of Hereford City. Two sites have been examined in detail as part of a major link-road development scheme, but unfortunately neither satisfies minimum requirements for a new fire station location. Officers are now examining other options including development of the existing site.

Redditch Fire Station

22. Similarly to the work in Bromsgrove, it was hoped that a joint Police and Fire Station could be developed at the existing Fire Station location in Redditch. This would have been a reciprocal agreement to the Bromsgrove arrangement and it was proposed that the Fire Service would own the site and manage the construction with West Mercia Police leasing part of the building. Draft site drawings were completed but the Police requirements have changed to the degree that they will now be making alternative arrangements. Officers will examine other options including development of the existing site.

Evesham Fire Station and Strategic Training Facility

23. Officers of the Service are working with Wychavon District Council to examine the feasibility of replacing Evesham Fire Station and the Strategic Training Facility at an acceptable location within Evesham. This project forms part of a wider development scheme to regenerate Evesham town centre, being led by Wychavon District Council. If the scheme is cost effective for the Authority a proposal will be brought to the Policy and Resources Committee.

Fire Control Officially Opened

24. The new control room was officially opened at headquarters on Monday 25 March 2013 by Lt Col Patrick Holcroft, LVO, OBE, the Lord-Lieutenant of Worcestershire. The previous control room operated from the fire station in Copenhagen Street in Worcester for the last 50 years.

25. The new system enables control room staff to quickly identify the location of the person placing the emergency calls and can identify the closest fire engine even if it's already on the move.
26. The next phase of the fire control project will involve linking our mobilising system to Shropshire Fire and Rescue Service. This will enable us to take emergency calls for each other during extreme busy periods which are often caused by significant weather events.

Excellence Awards

27. On Thursday 18 April 2013 the Service held its inaugural Excellence Awards evening at Eastnor Castle, near Ledbury. The entire event was sponsored by Telent Technology Services Ltd, who recently provided the Service with its new command and control mobilising system as part of the wider Fire Control project.
28. The evening recognised the achievements of staff and some of our partners. All nominees were winners in their own right. The event itself was inspiring and touching – so many achievements and so many dedicated individuals.
29. The individuals announced as winners in their category were as follows:
 - Community Excellence Award – Watch Commander Bob Morris (Redditch)
 - Fire Fighters Charity Fundraiser of the Year – Station Commander Martin Lown (Training & Development Centre)
 - Outstanding Contribution from Support Staff - Sonja Sinclair-Elechi (Payroll, HQ)
 - Outstanding Contribution from Operational Staff – Firefighter Andrew Davies (Malvern)
 - Partnership Achievement Award – Dr Hall (BASICS volunteer, Chairman of MARS)
 - RDS Employer of the Year – 2017 Ltd, Hereford
 - Leadership Achievement Award – Watch Commander John Chance (Eywas Harold)
 - Sporting Achievement Award – Firefighter Hannah Densley (Hereford)
 - Outstanding Contribution to HWFRS – Watch Commander John Chance(Eywas Harold)

Young Firefighters Passing out Ceremony 2013

30. A group of 19 teenagers celebrated the completion of a 13-week training course at their annual Young Firefighters passing out ceremony at Droitwich Fire Station on 11 May 2013. The group, which included ten from the Droitwich branch of the Young Firefighters Association (YFA) and nine from the Redditch branch, have all recently completed the YFA training programme.
31. At the passing out ceremony they were presented with a certificate of achievement by Chief Fire Officer Mark Yates and they also demonstrated to their families, Fire Service personnel and local dignitaries some of the skills they have learnt during their training. This included a hose running drill, a ladder climb, a simulated car fire and a house rescue demonstration.

32. Congratulations to all of those Young Firefighters who worked hard to pass their training course. Thanks and congratulations must also go to the instructors who give their own time to support the young people throughout the year.

Facing the Future: A review of efficiencies and operations in Fire and Rescue Authorities in England

33. In December 2012 Ministers commissioned Sir Ken Knight, the outgoing Chief Fire and Rescue Advisor, to conduct an independent review of efficiencies and operations in Fire and Rescue Authorities in England and on Friday, 17 May 2013, his long awaited report, 'Facing the Future', was published.
34. The report details the findings of Sir Ken's review of fifteen Fire and Rescue Authorities, chosen for their spread across government types and geographical and industrial differences. The report highlights the need for all Fire and Rescue Services to consider a flexible approach to service provision both now and in the future, including collaboration with other Services, flexible staffing arrangements, procurement and innovation in service delivery.
35. On 23 May 2013 senior officers of the Service participated in a teleconference with the Fire Minister, Brandon Lewis MP, and Sir Ken Knight, during which it was made clear that the government will engage in a period of intense consultation on the document, with all Fire and Rescue Services and the wider Fire Sector, between now and the autumn, at which point they intend publishing a formal response.
36. Senior officers have already commenced careful consideration of all aspects of the report and how these relate to the Service. Early indications are that Hereford & Worcester has already implemented, or is planning to, many of the recommendations made within the report.
37. The Service will be preparing a comprehensive response to the document, incorporating feedback from both Authority Members and Service personnel, which will be reported to the Policy and Resources Committee on 4 September 2013.

Fire Fighters' Charity

38. The Fire Fighters' Charity aim is to support serving and retired members of the fire service community and families when they are in need. It relies solely on fundraising activities and donations received from its supporters and costs in the region of £9 million a year to run.
39. The support for fire and rescue staff and families falls into two broad categories:
- Beneficiary Support and;
 - Rehabilitation/Recuperation Service
40. Beneficiary support is provided through a confidential helpline where a team of trained advisors provide impartial advice, guidance and support on a wide range of concerns. Examples include; signposting for debt advice, advice on grants and benefit claims or funding for building alterations required through injury or illness.

41. To enable rehabilitation and recuperation support, the Charity maintains three centres based in Devon, Cumbria and West Sussex. These centres offer a range of support programmes including physiotherapy, aimed at improving the well-being of those attending the centres. To aid emotional recuperation one or two week breaks are also available, which are designed to help those who have suffered injury, illness, stress or bereavement.
42. Locally, Hereford & Worcester has an established Fire Fighters' Charity Committee chaired by Chief Fire Officer Mark Yates. Its aim is to raise awareness of the Charity and provide guidance and support for local, regional and national fundraising events. In turn each location across the Service has the support of a local representative who acts as a point of contact for staff to provide advice or support on Charity matters.
43. Thanks to the volunteer support and commitment from staff across the Service, Hereford & Worcester raised £80,940 in the last financial year. A breakdown of how this money was raised is given below:
- | | |
|---|---------------|
| Individual Giving (donations outside of events) | 1,511 |
| Fire Service Regular Giving (fixed donations from pay) | 18,679 |
| Public Regular Giving (fixed donations by direct debit) | 75 |
| Volunteer Fundraising | 15,409 |
| Regional Fundraising | 12,791 |
| Sporting & Overseas Events (overseas treks and expeditions) | 8,016 |
| Fire Service Lottery | 12,014 |
| Merchandising (sales at open days) | 4,547 |
| Recycling (clothing banks at fire stations) | 7,898 |
| | <hr/> |
| | <u>80,940</u> |
44. Within the region the Service has an excellent reputation for fundraising and support of the Fire Fighters' Charity and the aim is to continue to build on this reputation as well as the sums raised year on year.

Contact Officer

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Report of Head of Legal Services

15. Annual Report from the Standards Committee

Purpose of report

1. To inform the Authority of the proceedings of the Standards Committee since the last Annual General Meeting of the Authority.

Recommendation

The Monitoring Officer recommends that the Authority notes the Committee's Annual Report to the Authority.

Standards Committee Proceedings since June 2012

2. The Monitoring Officer is pleased to report to the Authority that no complaints have been made against any Member of the Authority alleging a breach of the Code of Conduct during the past 12 months.
3. The Standards Committee met once on 29 January 2013.
4. At that meeting the Committee discussed:
 - (i) the granting of dispensations; and
 - (ii) the proposed new committee structure for the Authority.

Granting of Dispensations

5. The Committee granted dispensations to Members on the setting of the Authority's budget and precept and Members' Allowances Scheme.
6. The matter had been brought to the Committee in view of the fact that other neighbouring Authorities had granted dispensations to Members for these matters.
7. In the view of the Clerk these matters were not Disclosable Personal Interests but in view of the fact that other Authorities had granted dispensations to their Members to do so put the matter beyond doubt.

Committee Structure

8. In view of the changes in the Localism Act, which resulted in a reduced workload for Standards, the Standards Committee agreed the recommendation that a separate Standards Committee was no longer required and that this function be combined with that of the Audit Committee.

Conclusion/Summary

Since the introduction of the Localism Act 2011 the work of the Standards Committee has diminished and the decision to merge the Standards Committee with the Audit Committee is prudent.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	There will be potential savings to the Authority in amalgamating the Standards and Audit Committee as only one special responsibility allowance will be payable.
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?)	No. Not applicable.

Background papers – Agenda and papers for the meeting of the Standards Committee, 23 May 2012.

Contact Officer

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16. Report of Audit Committee

Purpose of report

1. To apprise Members of the proceedings of the Audit Committee meeting held on 17 April 2013.
-

Recommendation

The Audit Committee recommends that the contents of the report be noted.

Internal Audit Monitoring Report

2. The Audit Committee received an interim update on delivery of the 2012/13 Internal Audit Plan.
3. The following reports had been finalised and further details would follow at the next meeting:
 - Stock Control
 - Risk Management
 - Business Continuity
 - Payroll Audit
4. Members were informed that with regard to Asset Management/Verification that it had been requested that the audit be put on hold in order that the year-end accounting could take precedence but Members were assured that the audit would be completed in the near future.
5. With regard to the high priority recommendations regarding payroll it was noted that recommendation 1 had now been implemented and recommendation 2 was in the process of being implemented.
6. The Audit Committee noted the contents of the report.

External Audit Plan 2012/13

7. A report was received that included details of the Audit Plan for 2012/13 and also an Audit Risk Assessment. Members were informed that the auditors undertook a risk based audit whereby they focussed on those areas where they had identified a risk of material misstatement in the accounts.
8. Members were advised that with regard to the risks that had been identified, the auditors were satisfied with the overall response that the Fire Authority Management Team had provided.

9. The Audit Committee noted the Audit Commission's Audit Plan and also noted the Informing the Audit Risk Assessment.

National Fraud Initiative 2012/13

10. A report was considered that informed Members of the results of the National Fraud Initiative, the actions taken by officers and subsequent outcomes.
11. It was noted that this was a biennial exercise and that a small number of matches had been identified but each match had proved to be legitimate and there were therefore no issues of fraud.
12. The Committee noted the action taken to date by the Authority in response to the National Fraud Initiative and noted that no fraud had been detected since its instigation.

Strategic Risk Register

13. A report was considered regarding the Strategic Risk Register.
14. Members were advised that a new process had been adopted with regard to identifying strategic risks and now only the highest and/or most prevalent risks had been elevated to the Strategic Risk Register.
15. It was considered that the monitoring of risks had become more robust as a result of the new process and the Strategic Risk Register would continue to be monitored annually by the Audit Committee.
16. The Audit Committee approved the Strategic Risk Register 2012/13.

Code of Corporate Governance

17. A report was considered that provided the Audit Committee with an update on assurances that supported the Authority's Annual Governance Statement and presented the Annual Governance Statement for approval.
18. It was noted that the direction of travel had improved in three areas since the document had last been scrutinised. No items had moved in a backward direction and no items were deemed as requiring immediate action.
19. The Audit Committee noted the progress with the 2012-13 actions identified in the self-assessment that supported the Authority's Annual Governance Statement 2011-2012 and approved the Code of Corporate Governance.

Update from the Member Development Working Group

20. The Audit Committee received an update on the Member Development Working Group meeting held on 5 March 2013.
21. The Working Group had discussed Members' Induction Day. A wider on-going Member Development Programme had also been discussed as was the role and responsibilities of an Authority Member.

22. The Audit Committee noted the contents of the report and requested that any further areas for inclusion in the Development Programme be passed onto the Member Development Working Group.

Review of Confidential Reporting (Whistleblowing) Policy

23. A report was considered that asked the Committee to review the Authority's policy on Confidential Reporting (Whistleblowing) in accordance with the Code of Corporate Governance to ensure that the policy remained fit for purpose.
24. In the Clerk's view the policy remained sufficient and it was therefore not proposed that any changes be made.
25. The Audit Committee agreed that the existing Review of Confidential Reporting (Whistleblowing) Policy appeared to be fit for purpose and therefore no changes were required.

Detailed Action Plan arising from the Operational Assessment 2012

26. A report was considered that provided Members with a detailed Action Plan to address the identified collaborative areas for improvement arising from the Operational Assessment (OpA) conducted in 2012.
27. Members were advised that further reports would be made to the Audit Committee in due course to keep them apprised of progress.
28. The detailed action plan for implementation of the report's findings was approved for subsequent monitoring of implementation.
29. The Audit Committee noted that senior officers and the Chairman would be meeting with their counterparts in Shropshire and Wrekin Fire and Rescue Authority at dates to be agreed to discuss how best to take further collaborative working with a view to bringing back further recommendations.

Draft Constitution

30. A report was considered that set out details of the Authority's draft constitution.
31. The new constitution aimed to avoid duplication between the work of committees and meetings of the Authority.
32. Members were advised that the constitution now included the facility to call in a decision and that Members could request to scrutinise policies and procedures by setting up a task and finish group.
33. The Audit Committee recommended the draft constitution to the Fire Authority for approval.

34. The remaining procedures and protocols forming part of this constitution would be the subject of on-going review and further reports would be made to the Audit Committee as necessary.

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?)	No, not applicable.

Supporting Information

Background papers – Agenda and Papers Audit Committee meeting 17 April 2013.

Contact Officer

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17. Report of Policy and Resources Committee

Purpose of report

1. To apprise the Authority of the proceedings of the Policy and Resources Committee meeting held on 27 March 2013.
-

Recommendation

The Policy and Resources Committee recommend that the report be noted.

2012/2013 Budget Monitoring – Third Quarter

2. The Treasurer presented a report that informed the Policy and Resources Committee of the current position on budgets and expenditure for 2012/13.
3. The Treasurer highlighted that the Authority's underspend was slightly better than that which had been forecast.
4. The Policy and Resources Committee noted the contents of the report.

Development at Evesham

5. A report was considered that highlighted a proposal from Wychavon District Council to purchase the current Evesham Fire Station site and re-provide a new fire station and training facility as part of a greater development plan for Evesham.
6. The Policy and Resources Committee agreed in principle to the proposed sale of the existing Evesham Fire Station site to Wychavon District Council on terms that allowed for the provision of a new fire station and training facility; and it was agreed that details of the proposed terms would be reported back to the Policy and Resources Committee for approval following negotiation.

Property – Special Purpose Vehicle (SPV)

7. The Committee considered a report regarding a proposal by Worcestershire Partnership Executive Group (PEG) to explore the potential of a Property Services Special Purpose Vehicle (SPV).
8. Members were advised that the purpose of the SPV was to explore if there was a better way to deal with public property in Worcestershire.
9. The Policy and Resources Committee supported officers of the Service exploring the potential of an option of a joint Property Services Special Purpose Vehicle (SPV) between Worcestershire partners.

10. It was agreed that if any proposals arising from this work showed the potential to provide advantages for the Authority, these would be brought back to the Policy and Resources Committee for any approvals needed to proceed.

Regulation of Investigatory Powers Act 2000

11. The Committee considered a report that requested the approval of the adoption of a policy regarding the authorisation of covert investigatory techniques under the Regulation of Investigatory Powers Act 2000.
12. Members were advised that whilst the Authority did not use covert surveillance powers they were nevertheless required to have a policy and procedure in place.
13. The Committee approved the draft policy on the use of the Regulation of Investigatory Powers Act 2000, including the appointment of 'Authorising Officers' and 'Senior Responsible Person.'
14. It was resolved that in accordance with the Home Office Code of Practice, an annual report would be made to the Policy and Resources Committee with a review of the policy and the Authority's use of powers under the Act.

Fire and Rescue Authority Plan 2012/13 Quarters 1 – 3 Performance Analysis

15. The Assistant Chief Fire Officer presented a report that provided the Policy and Resources Committee with a summary of Quarters 1 – 3 performance against the Fire and Rescue Authority Plan 2012-13.
16. The Committee noted the contents of the report.

Equality and Diversity Advisory Group Update

17. A report was considered that provided the committee with an update on the activities and items of significance from the Service's Health and Safety Committee.
18. The Policy and Resources Committee noted the contents of the report.

Health and Safety Committee Update

19. A report was considered that provided the Policy and Resources Committee with an update on the activities and items of significance from the Service's Health and Safety Committee.
20. The Policy and Resources Committee noted the contents of the report.

Joint Consultative Committee Update

21. A report was considered that provided the Policy and Resources Committee with an update on the activities and items of significance from the Service's Joint Consultative Committee.

22. 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?)	No. Not applicable.

Supporting Information

Background papers – Agenda and papers from Policy and Resources Committee meeting held on 27 March 2013.

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