



# **HEREFORD & WORCESTER Fire Authority**

**Full Authority**

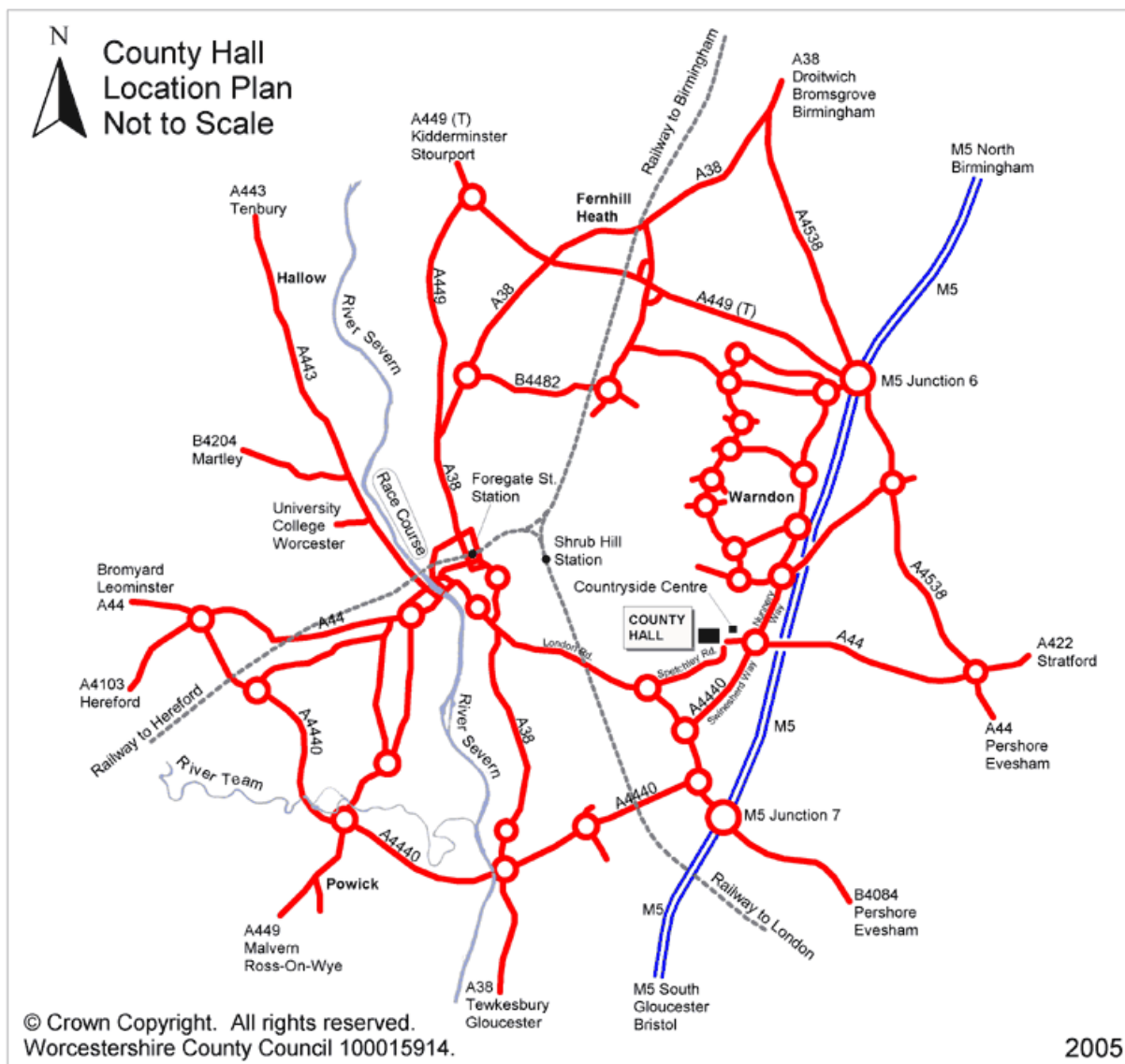
## **AGENDA**

**Wednesday, 12 June 2019**

**11:00**

**Council Chamber**

**County Hall, Spetchley Road, Worcester, WR5 2NP**



### From the M5

From J7 of M5 follow A44 to Worcester (follow the brown and white tourist signs) at the roundabout turn right onto Swinesherd Way and continue to the end passing Wildwood Drive on the left and the Countryside Centre on the right.

From J6 of M5 follow A4538 to Evesham, (follow the brown and white tourist signs) turn right at 1st roundabout onto B4636 (to Worcester) then left at the next roundabout (Nunnery Way - A4440) and then right at the next roundabout onto Wildwood Drive.

### From Worcester City Centre

Take the London Road away from the centre signposted M5 motorway and Evesham.

Travelling eastwards along London Road, passing through a set of traffic lights at the bottom of the first large hill, climb to the top of the next hill. Approach the large roundabout and take the first left (almost straight ahead if you remain in the inside lane) into Spetchley Road.

Travel along Spetchley Road for approximately 1/3 of a mile. At the mini roundabout turn left into the County Hall Campus.

## **Fire Alarm**

- The fire alarm is tested every Tuesday at 13:45. Should the alarm sound at any other time you will need to leave the building via the nearest safe exit.)
- You will need to follow Officers to Assembly Point E (Northside) which is located outside the building.

## **Toilets**

- There are male and female toilets with baby change facilities in reception and a disabled toilet within the Register Office at the entrance adjacent to reception.

## **Parking**

- If you have parked in the visitor car park please collect a token from Reception upon leaving.
- Once the token has been inserted please wait for the traffic light to change to green before driving off. The barrier will lower only when the light is green.

## **Smoking Policy**

- Smoking is not permitted anywhere within the building. There is a smoking shelter located by the cascades which are situated between the upper and lower lakes.

## **OPTIONAL INFORMATION**

### **Cafe**

- There is a cafe located on the ground floor, a short distance from Reception which you are welcome to use. It sells a range of hot and cold foodstuffs as well as having a coffee bar.
- The Lakeview Cafe is open for business 08:00 to 15:00 Monday to Friday. The area is available for informal meetings unless specifically booked for an event although we ask that you only do so outside the busy lunchtime period when diners are given priority use.

### **Shop**

- There is a shop adjacent to the cafe and stocks a range of sandwiches, snacks, sweets and newspapers.
- The shop's opening hours are 08:00 to 14:00 Monday to Friday
- There is a snack/cold drink vending machine immediately outside the shop for use during and outside of the shop's hours of business. There is also a KLIX hot drinks machine.

### **Grounds/Site traffic**

- Please note that County Hall and its grounds are public therefore there may be any number of people walking around the site including those walking their dogs or travelling to the nearby schools.
- Due to this we have a site wide 10 mph speed limit

### **Public Transport**

- There are two bus stops within the grounds of County Hall, one adjacent to each of the site entrances. Both have timetables and as a guide there are generally four buses per hour into the city centre.

**ACCESS TO INFORMATION – YOUR RIGHTS.** The press and public have the right to attend Local Authority meetings and to see certain documents. You have:

- the right to attend all Authority and Committee meetings unless the business to be transacted would disclose “confidential information” or “exempt information”;
- the right to film, record or report electronically on any meeting to which the public are admitted provided you do not do so in a manner that is disruptive to the meeting. **If you are present at a meeting of the Authority you will be deemed to have consented to being filmed or recorded by anyone exercising their rights under this paragraph;**
- the right to inspect agenda and public reports at least five days before the date of the meeting (available on our website: <http://www.hwfire.org.uk>);
- the right to inspect minutes of the Authority and Committees for up to six years following the meeting (available on our website: <http://www.hwfire.org.uk>); and
- the right to inspect background papers on which reports are based for a period of up to four years from the date of the meeting.

A reasonable number of copies of agenda and reports relating to items to be considered in public will be available at meetings of the Authority and Committees. If you have any queries regarding this agenda or any of the decisions taken or wish to exercise any of these rights of access to information please contact Committee & Members’ Services on 01905 368209 or by email at [committeeservices@hwfire.org.uk](mailto:committeeservices@hwfire.org.uk).

**WELCOME AND GUIDE TO TODAY’S MEETING.** These notes are written to assist you to follow the meeting. Decisions at the meeting will be taken by the **Councillors** who are democratically elected representatives and they will be advised by **Officers** who are paid professionals. The Fire and Rescue Authority comprises 25 Councillors and appoints committees to undertake various functions on behalf of the Authority. There are 19 Worcestershire County Councillors on the Authority and 6 Herefordshire Council Councillors.

**Agenda Papers** - Attached is the Agenda which is a summary of the issues to be discussed and the related reports by Officers.

**Chairman** - The Chairman, who is responsible for the proper conduct of the meeting, sits at the head of the table.

**Officers** - Accompanying the Chairman is the Chief Fire Officer and other Officers of the Fire and Rescue Authority who will advise on legal and procedural matters and record the proceedings. These include the Clerk and the Treasurer to the Authority.

**The Business** - The Chairman will conduct the business of the meeting. The items listed on the agenda will be discussed.

**Decisions** - At the end of the discussion on each item the Chairman will put any amendments or motions to the meeting and then ask the Councillors to vote. The Officers do not have a vote.



# Hereford & Worcester Fire Authority

## Full Authority

Wednesday, 12 June 2019,11:00

### Agenda

#### Councillors

Mr R J Phillips (Chairman), Mr P A Tuthill (Vice Chairman), Mr R C Adams, Ms P Agar, Mr A Amos, Mr T D Baker-Price, Mr B Clayton, Mrs E Eyre BEM, Mr A Fry, Mr I D Hardiman, Mr Al Hardman, Mr M Hart, Dr C A Hotham, Mr P Middlebrough, Mrs F M Oborski MBE, Dr K Pollock, Mrs J Potter, Professor J W Raine, Mr C B Taylor, Mr R M Udall

No.	Item	Pages
1	<b>Election of Chairman</b>  To elect a Chairman of the Authority.	
2	<b>Election of Vice Chairman</b>  To elect a Vice Chairman of the Authority.	
3	<b>Apologies for Absence</b>  To receive any apologies for absence.	
4	<b>Declarations of Interest (if any)</b>  This item allows the Chairman to invite any Councillor to declare an interest in any of the items on this Agenda.	
5	<b>Chairman's Announcements</b>  To update Members on recent activities.	

<b>6</b>	<b>Public Participation</b>	
	To allow a Member of the public to present a petition, ask a question or make a statement relating to any topic concerning the duties and powers of the Authority.	
	Members of the public wishing to take part should notify the Head of Legal Services in writing or by email indicating both the nature and content of their proposed participation to be received no later than 2 clear working days before the meeting (in this case 7 June 2019). Further details about public participation are available on the website. Enquiries can also be made through the telephone numbers/email listed below.	
<b>7</b>	<b>Confirmation of Minutes</b>	<b>8 - 15</b>
	To confirm the minutes of the meeting held on 11 February 2019.	
<b>8</b>	<b>Appointments to Committees and Outside Bodies</b>	<b>16 - 21</b>
	To consider the allocation of seats on Committees to political groups, appointments to those Committees and to outside bodies (insofar as is necessary).	
<b>9</b>	<b>Provisional Financial Out-turn 2018/19</b>	<b>22 - 42</b>
	<ol style="list-style-type: none"> <li>1. To receive provisional financial results for 2018/19 and to approve transfers to and from reserves.</li> <li>2. To review Treasury Management activities for 2018/19 and confirm compliance with Prudential Code Indicators.</li> </ol>	
<b>10</b>	<b>On-Call Retaining Fee</b>	<b>43 - 48</b>
	To inform the Authority of a decision taken by SMB to increase the on-call retaining fee.	
<b>11</b>	<b>Service Values</b>	<b>49 - 52</b>
	To seek the Fire Authority's endorsement of the Service's renewed organisational values, which have been reviewed and developed in full consultation with all staff groups.	

<b>12</b>	<b>Fire Authority Annual Report 2019-20</b>	<b>53 - 55</b>
	To adopt the Fire Authority Annual Report 2019-20 and approve it for publication.	
<b>13</b>	<b>Strategic Fire Alliance - Projects Update</b>	<b>56 - 59</b>
	To update Members on progress in preparing priority projects developed by the Strategic Fire Alliance between Hereford & Worcester and Shropshire Fire and Rescue Services.	
<b>14</b>	<b>HMICFRS Improvement Plan - Update</b>	<b>60 - 85</b>
	To update Members on progress in implementing the HMICFRS Improvement Plan.	
<b>15</b>	<b>2018-19 Performance Report: Quarters 1-4</b>	<b>86 - 117</b>
	This report is a summary of the Service's Quarters (Q1-Q4) performance against a comprehensive set of Performance Indicators agreed by Senior Management Board (SMB).	
<b>16</b>	<b>Minutes of the Audit and Standards Committee</b>	<b>118 - 123</b>
	To receive the minutes of the Audit and Standards Committee meeting held on 24 April 2019.	
<b>17</b>	<b>Minutes of the Policy and Resources Committee</b>	<b>124 - 128</b>
	To receive the minutes of the Policy and Resources Committee meeting held on 1 May 2019.	