



# **HEREFORD & WORCESTER Fire Authority**

**Policy and Resources Committee**

## **AGENDA**

**Wednesday, 01 March 2023**

**10:30**

**Wyre Forest House Council Chamber  
Wyre Forest District Council, Wyre Forest House,  
Finepoint Way, Kidderminster, Worcestershire, DY11 7WF**

## Wyre Forest House Location Map

SAT NAV: DY11 7FB

Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF  
Reception at Wyre Forest House 01562 732101

### From Stourport:

Head towards Kidderminster on the A451 Minster Road, passing Stourport High School and Stourport Sports Club on your left. When you reach the traffic lights at the crossroads, turn left into Walter Nash Road West (signposted Wyre Forest House). Then take your first left onto Finepoint Way. Follow the road around to your left and Wyre Forest House is at the end of the road on the left. Visitor parking is available and signposted from the mini roundabout.

### From Kidderminster:

From Kidderminster, follow the signs for Stourport and head out of Kidderminster on the A451 Stourport Road, this road becomes a dual carriageway. You will pass 24/7 Fitness and Wyre Forest Community Housing on your left. At the crossroads with traffic lights turn right into Walter Nash Road West (there is a dedicated right hand-turn lane), signposted for Wyre Forest House. Then take your first left onto Finepoint Way. Follow the road around to your left and Wyre Forest House is at the end of the road on the left. Visitor parking is available and signposted from the mini roundabout.



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

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

**Please note that when taking part in public participation, your name and a summary of what you say at the meeting may be included in the minutes.**

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

## Policy and Resources Committee

Wednesday, 01 March 2023, 10:30

### Agenda

Councillors

Mr R J Phillips (Chairman), Mr C B Taylor (Vice Chairman), Mr D Chambers, Mr A Ditta, Mr J Hardwick, Mrs K Hey, Ms J Monk, Mr D Morehead, Ms L Robinson, Mr L Stark, Mr R M Udall, Mr T Wells

No.	Item	Pages
1	<b>Apologies for Absence</b>  To receive any apologies for absence.	
2	<b>Named Substitutes</b>  To receive details of any Member of the Authority nominated to attend the meeting in place of a Member of the Committee.	
3	<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.	
4	<b>Confirmation of Minutes</b>  To confirm the minutes of the meeting held on 15 November 2022.	1 - 4
5	<b>Budget Monitoring 2022/23 – Quarter 3</b>  To inform Members of the current position on the revenue and capital budget for 2022/23.	5 - 10
6	<b>Fire Pensions Administration and Payroll Arrangements</b>  To seek an exception to Contract Standing Orders in respect of the Fire Pensions administration and payroll contract.	11 - 13

<b>7</b>	<b>Property Update</b>	<b>14 - 17</b>
	To provide an update for Members on the current property programme.	
<b>8</b>	<b>2022-23 Performance Report: Q3 (01 October – 31 December 2022)</b>	<b>18 - 34</b>
	This report summarises the Service's performance for Quarter 3, 2022-23.	



Hereford & Worcester Fire Authority

Policy and Resources Committee

Tuesday, 15 November 2022, 10:30

**Chairman: Mr R J Phillips**

**Vice-Chairman: Mr C B Taylor**

## **Minutes**

**Members Present:** Mr D Chambers, Mr A Ditta, Mr J Hardwick, Mr D Morehead, Mr R J Phillips, Mr L Stark, Mr C B Taylor, Mr T Wells

### **0214 Apologies for Absence**

Apologies were received from Cllr K Hey, Cllr J Monk, Cllr L Robinson and Cllr R Udall.

### **0215 Named Substitutes**

Cllr E Marshall substituted for Cllr J Monk.

### **0216 Declarations of Interest (if any)**

Cllr R Phillips declared that he was Vice Chair of the Firefighters Scheme Advisory Board (England and Wales), Chair of the Local Government Pension Scheme Advisory Board (England and Wales) and a member of the NJC for Fire Service (Grey Book and Green Book).

### **0217 Confirmation of Minutes**

***RESOLVED that the minutes of the meeting held on 4 May 2022 be confirmed as a correct record and signed by the Chairman.***

### **0218 Attendance Performance Measure – Public Consultation Report**

The Assistant Director of Prevention presented a report following the public consultation on proposed changes to the Attendance Performance Measure, including a detailed report from the external consultants, Opinion Research Services (ORS), who had undertaken the consultation on our behalf. ORS also gave a presentation on the methodology,

responses received and conclusions to be drawn from the consultation.

*[Cllr Hardwick entered meeting at 10.41am].*

*[David Chambers entered the meeting at 10.51am].*

Although there had been a relatively low response to the public questionnaire, this was not uncommon and there had been a good representative split between Worcestershire and Herefordshire. 75% of respondents had 'agreed' or 'strongly agreed' with the proposals and this support was also reflected by the two focus groups, where the proposals had been discussed in more detail.

Whilst the FBU were not in favour of the first two proposals, Members were nonetheless satisfied the changes would actually show areas of real performance and be more transparent than the current arrangements.

It did not invalidate the results but Members were nonetheless disappointed with the response rate to the consultation and it was recognised that any future consultation exercises should endeavour to improve upon this.

Members agreed to recommend the Fire Authority approve the revised Attendance Performance Measure at their meeting on 12 December 2022.

**UNANIMOUSLY RESOLVED *that:***

***1. efforts be made to improve upon the response rate to any future consultation exercises; and***

***2. the Fire Authority be recommended to:***

***(i) approve the proposed changes to the Attendance Performance Measure; and***

***(ii) adopt a revised Attendance Performance Measure which:***

- removes call handling time from the calculation;***
- measures performance across three zones (10, 15 and 20 minutes from each fire station); and***
- measures performance across a broader range of emergency incidents rather than just fires in buildings.***

**0219 Budget Monitoring 2022/23 – Quarter 2**

The Treasurer informed Members of the current position on the revenue

and capital budget for 2022/23.

With regard to the pay award budgets, the Treasurer confirmed that since writing the report the FBU had rejected the offer of 5% in a recent ballot. The figure that had been factored into the budget was based on the employers offer of 5%.

There were further savings in the capital financing programme due to delays to the start of the scheme,

Members were informed of the projected small revenue budget overspend of £0.131m which would be funded from the budget reduction reserve if necessary.

With regard to Treasury Management, Members noted that the Authority was significantly “under-borrowed” to the extent of around £10m. This shortfall is funded by disinvesting the large cash balances held in relation to the ear-marked revenue reserves. As the invest to improve programme progresses this cash will be used up and additional long term borrowing will be required.

***RESOLVED that the Committee:***

***i) Approves the allocation of pay award budgets in Appendix 1 Column 3;***

***ii) Approves the revised Capital Budget allocations in Appendix 2;***

***iii) Notes the forecast Revenue Budget over spend of £0.131m; and***

***iv) Notes the potential for this to change dependent on the final pay settlement.***

**0220 2022-23 Performance Report: Q2 (01 July – 30 September 2022)**

The Assistant Director of Prevention presented Members with a summary of the Service’s performance for Quarter 2, 2022-23.

Members noted that there was a total of 2,475 incidents in Q2 2022-23, which was an increase of 24% on Q2 2021-22. This was mainly due to a significant increase in the number of outdoor fires during the summer. There was also a small increase of special service incidents and a small increase in false alarms.

***RESOLVED that Fire Authority note the Q2 2022-23 performance headlines set out in Section 4 of this report, with further details available in Appendix 1.***



## **0221 Update from the Joint Consultative Committee**

The Assistant Chief Fire Officer – Director of Prevention and Assets, presented Members with the activities of the Joint Consultative Committee (JCC) since the last update provided on 4 May 2022.

Members noted the new and existing items currently under discussion, in particular regarding the ballot of FBU members for industrial action.

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

- i) Urban Search and Rescue (USAR) Contracts/Policy***
- ii) On Call Bandings***
- iii) Fitness, Attendance Management and Equality Diversity and Inclusion (EDI) Policies***
- iv) Promotion Processes***
- v) Industrial Action***
- vi) Review of Three Core Strategies***
- vii) Current Financial Position***
- viii) Project Updates – National Operational Guidance (NOG), On-Call, Unwanted Fire Signals and Fire Investigation***

The Meeting ended at: 11:52

Signed:.....

Date:.....

Chairman

## Report of the Treasurer

### Budget Monitoring 2022/23 – Quarter 3

#### Purpose of report

1. To inform Members of the current position on the revenue and capital budget for 2022/23.
- 

#### Recommendation

***It is recommended that the Committee approves a transfer from the Budget Reduction Reserve to fund the forecast Revenue Budget over-spend of £0.513m.***

#### Introduction and Background

2. This report follows the established format and, for the Revenue budget, is an out-turn projection nominally based on third quarter information, but incorporating latest information up to mid February.
3. For the Capital report, because capital projects tend to last beyond a single financial year, the report shows progress against the approved scheme totals.
4. Details are also included about the Authority's Treasury Management position for the period and the latest available month end position on investments.

#### Revenue Budget

5. In February 2022 the Fire Authority set a Core Budget of £36.853m (*Appendix 1: Column 2, Row 32*), which was funded by Precept, Grants and Retained Business Rates of £37.012m (*Appendix 1: Column 2, Row 49*). After some technical adjustments to balances this allowed a small transfer of £0.208m to the Buildings Cost Reserve as approved by the Fire Authority. (*Appendix 1: Column 2, Row 53*).
6. Column 3 of Appendix 1 shows the current out-turn projection against these revised budgets, and columns 4 and 5 identify the variation. For ease of explanation this has been split between those cumulatively identified at Quarter 2 and the additional variations now identified.
7. There is only one significant addition, in relation to the Grey Book (uniformed) pay award offer which no reflects the latest 7% offer to employees
8. The net impact is to give a net overspend of £0.513m as shown below;

	<b>Budget</b>	<b>Forecast</b>	<b>Variation</b>
	£m	£m	£m
Employee Related	25.270	26.226	0.956
Running Costs	8.756	8.948	0.192
Capital Financing	2.827	2.377	(0.450)
	<b>36.853</b>	<b>37.551</b>	<b>0.698</b>
Funding	(37.012)	(37.197)	(0.185)
Net Reserves	0.159	0.159	0.000
	<b>0.000</b>	<b>0.513</b>	<b>0.513</b>

9. It is proposed that this met by a draw on the Budget Reduction Reserve, which is partially offset by a budget surplus in 2023/24 as set out in the Budget and MTFP approved by the Authority on 13<sup>th</sup> February.

### Capital Budget

10. The current capital budget is detailed in Appendix 2 and summarised below;

	<b>Vehicle Prog £m</b>	<b>Major Build £m</b>	<b>Other Major £m</b>	<b>Alloc Minor £m</b>	<b>Unalloc Minor £m</b>	<b>Future Builds £m</b>	<b>TOTAL £m</b>
<b>Approved at Qtr.2</b>	3.826	8.107	0.590	2.552	0.166	12.757	<b>27.998</b>
Major Schemes Allocation		0.076				(0.076)	<b>0.000</b>
Minor Schemes Allocation				0.180	(0.180)		<b>0.000</b>
<b>Approved at Qtr. 3</b>	<b>3.826</b>	<b>8.183</b>	<b>0.590</b>	<b>2.732</b>	<b>(0.014)</b>	<b>12.681</b>	<b>27.998</b>
Less Expd. to 2021/22	1.345	7.473	0.431	0.664		0.000	<b>9.913</b>
Unspent Budget C/fwd.	<b>2.481</b>	<b>0.710</b>	<b>0.159</b>	<b>2.068</b>	<b>(0.014)</b>	<b>12.681</b>	<b>18.085</b>

11. The approved capital budget is divided into four blocks:
- Major Buildings – in accordance with the approved Property Strategy
  - Vehicles – in accordance with the approved Vehicle Strategy
  - Other Major Schemes - Fire Control and Mobile Data Terminals
  - Minor Schemes - allocated by Strategic Leadership Board (SLB)
12. The Future Buildings Scheme figure (*Appendix 2: Row 73*) is provision for Hereford, Redditch and Broadway fire station replacements and the North Herefordshire Strategic Training Facility. These schemes are not disclosed separately to protect the Authority's procurement interest until contracts are fully awarded.
13. The budget will be subject to adjustment to reflect the recently agreed revised arrangements for the funding of the Redditch scheme.
14. Allowing for the Schemes awaiting allocation or approval, the Budget available to be spent at the start of 2022/23 is £5.346m and is summarised overleaf:

		£m
Total Approved Budget	<i>Column 5 Line 75</i>	27.999
Less: Future Buildings	<i>Column 5 Line 74</i>	(12.682)
Less: Unallocated Minor	<i>Column 5 Lines 71</i>	(0.058)
<b>Approved to Spend</b>		<b>15.259</b>
Incurred to 2020/21	<i>Column 6 Line 75</i>	(9.913)
<b>Balance</b>		<b>5.346</b>

15. Against this budget £0.1.675m or 31% (*Column 8, Row 75*) has been incurred, with a further £ 1.087m (20%) committed by way of Orders placed.
16. The revenue costs of the financing of the capital programme are contained within the revenue budget.

### Treasury Management

17. Since October 2008 the Authority has adopted a policy of avoiding long term borrowing where working cash balances permit, and will only incur long term borrowing to finance long term assets.
18. However, it should be noted that the Authority is significantly “under-borrowed” to the extent of around £10m. This shortfall is funded by disinvesting the large cash balances held in relation to the ear-marked revenue reserves. As the invest to improve programme progresses this cash will be used up and additional long term borrowing will be required.
19. As a result of recent increases in interest rates, the long term borrowing rate now exceeds the average rate of the current debt. It might be considered worth taking new borrowing now, before rates climb higher, but given the level of revenue balances in the short term this is not deemed prudent.
20. Rates are always under review to ensure borrowing is taken at an appropriate point. Members can be assured that the MTFP takes account of the impact of this need in respect of Capital financing charge, and the recently approved MTFP has been updated for the new interest rates.
21. At 31 March 2022 long term borrowing stood at £10.411m, with £1.365m repaid this year as scheduled, leaving an expected £9.046m at 31 March 2023.
22. All existing borrowing is via the Public Works Loans Board (PWLB), and it is probable that any future borrowing will be from the same source, as PWLB remains the only practical alternative for the Fire Authority.
23. In accordance with the Authority’s Treasury Management Strategy (approved in February each year by the Fire Authority) surplus funds are invested by Worcestershire County Council (WCC) alongside their own funds. Investment is carried out in accordance with WCC’s own Treasury Management Strategy, which is developed from the Prudential Code for Capital Finance and is used to manage risks from financial instruments.

24. The Treasurer continues to advise that investment should be focused on security and, as a consequence, surplus funds continue to generate low returns, which are factored into the revenue budget.
25. Short term investments via WCC at 30-Dec-2022 are shown in the table below. For completeness the current account balance is now also shown.

Money Market Funds	3.587
Cash Plus (liquidity fund)	3.409
Call	1.704
<b>via WCC</b>	<b>8.700</b>
Current Account	3.803
	<u>12.503</u>

### Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	Yes – whole Report
<b>Strategic Policy Links &amp; Core Code of Ethics</b> (Identify how proposals link with current priorities & policy framework and align to the Core Code of Ethics)	Budget and Financial Plan underpins all other strategies
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	n/a
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	n/a
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	n/a
<b>Data Protection Impact Assessment</b> (where personal data is processed a DPIA must be completed to ensure compliant handling)	n/a

### Supporting Information

Appendix 1: Revenue Budget Monitoring 2022/23 Quarter 3

Appendix 2: Capital Budget Monitoring 2022/23 Quarter 3

**Hereford & Worcester Fire Authority**  
**Policy & Resources Committee: 1st March 2023**  
**Revenue Budget 2022/23: Quarter 3**

Col. Line		(2) Quarter 3 Revised Budget £	(3) Quarter 3 Forecast Expenditure £	(4) Quarter 2 Forecast Variation £	(5) Quarter 3 Additional Variation £
1	Wholetime Firefighter Pay	14,321,400	14,855,900	247,900	286,600
2	Retained Fire-fighter Pay	4,241,100	4,399,500	79,000	79,400
3	Control Pay	935,800	970,700	19,200	15,700
4	Support Pay	4,647,100	4,875,000	227,900	0
5	Other Employee Costs	90,000	90,000	0	0
6	Pension Costs Charged to Revenue Account	1,035,000	1,035,000	0	0
7	Employee Related	25,270,400	26,226,100	574,000	381,700
8	Strategic Management	107,600	107,600	0	0
9	New Dimensions	55,300	55,300	0	0
10	Operational Policy	41,100	41,100	0	0
11	Protection (Technical Fire Safety)	47,000	209,000	162,000	0
12	Prevention (Community Safety)	289,700	289,700	0	0
13	Training	679,800	679,800	0	0
14	Operational Logistics	1,149,300	1,149,300	0	0
15	Fleet Maintenance	575,600	575,600	0	0
16	Property/Facilities Management	1,939,100	1,939,100	0	0
17	PCC Charges	461,500	461,500	0	0
18	PCC Charges - Capitalised	(99,700)	(99,700)	0	0
19	Information & Comms Technology	2,091,900	2,091,900	0	0
20	Policy & Information	81,600	81,600	0	0
21	Corporate Communications	48,200	48,200	0	0
22	Human Resources/Personnel	513,400	513,400	0	0
23	Authority Costs	58,500	58,500	0	0
24	Committee Services	700	700	0	0
25	Legal Services	39,000	39,000	0	0
26	Insurances	447,100	447,100	0	0
27	Finance (FRS)	140,700	170,700	30,000	0
28	Finance SLA	88,200	88,200	0	0
29	Running Costs	8,755,600	8,947,600	192,000	0
30	Capital Financing	2,827,000	2,377,000	(450,000)	0
31	Capital Financing	2,827,000	2,377,000	(450,000)	0
32	Core Budget	36,853,000	37,550,700	316,000	381,700
33	(RSG) Revenue Support Grant	(2,144,100)	(2,144,100)	0	0
34	(BRTUG) Business Rate Top Up Grant	(3,372,300)	(3,372,300)	0	0
35	2022/23 Services Grant	(392,100)	(392,100)	0	0
36	(RSDG) Rural Services Delivery Grant	(114,500)	(114,500)	0	0
37	Fire Prevention Grant	0	(162,000)	(162,000)	0
38	S31: Fire Revenue Grant - New Dimensions	(820,000)	(824,176)	(4,176)	0
39	S31: Fire Revenue Grant - Firelink	(182,000)	(182,000)	0	0
40	S31: Pension Grant	(1,568,000)	(1,568,000)	0	0
41	S31 - under indexation of multiplier (BRTUG)	(344,700)	(344,700)	0	0
42	Council Tax Precept	(25,568,100)	(25,568,100)	0	0
43	Council Tax Collection Fund	(253,500)	(253,500)	0	0
44	Business Rates baseline	(2,315,400)	(2,315,400)	0	0
45	Local Forecasts (to NNDR1)	185,800	185,800	0	0
46	S31 - under indexation of multiplier (RBR)	(217,600)	(217,600)	0	0
47	S31 - Business Rate Reliefs	(554,500)	(554,500)	0	0
48	Business Rate Collection Fund	648,600	630,100	(18,500)	0
49	Total Funding	(37,012,400)	(37,197,076)	(184,676)	0
50	Structural Gap(Surplus)	(159,400)	353,624	131,324	381,700
51	from TIG Reserve (CT)	(14,000)	(14,000)	0	0
52	from TIG Reserve (RBR)	(35,000)	(35,000)	0	0
53	to Buildings Project Reserve	208,400	208,400	0	0
54	Use of Reserves	159,400	159,400	0	0
56	Net	0	513,024	131,324	381,700
				Quarter 1	(242,676)
				Quarter 2	374,000
					131,324
				Quarter 3	381,700
					513,024

Quarter 1	(242,676)
Quarter 2	374,000
	131,324
Quarter 3	381,700
	<b>513,024</b>

**Hereford & Worcester Fire Authority**  
**Policy & Resources Committee: 1st March 2023**  
**Capital Budget 2022/23: Quarter 3**

Col Line	(2) REVISED BUDGET 2022/23 Quarter 2 £	(3) Re- Allocation £	(5) REVISED BUDGET 2022/23 Quarter 3 £	(6) Expenditure to 21/22 £	(7) Balance at 01-Apr-22 £	(8) Expenditure in 22/23 £	(9) Remaining Unspent £
<b><u>Vehicle Programme</u></b>							
1 Pumps 20-21	1,332,563		1,332,563	1,109,079	223,484		223,484
2 Water Carrier 20-21	412,000		412,000		412,000		412,000
3 Remote Access Vehicle 20-21	202,579		202,579	100,239	102,340	103,067	(727)
4 Compact Appliance	202,579		202,579	100,239	102,340	103,067	(727)
5 Water Rescue Vehicle (3) 20-21	0		0		0		0
6 Rope Rescue Vehicle(1) 20-21	0		0		0		0
7 Car 20-21	27,800		27,800		27,800		27,800
8 Ancillary: 4x4	210,000		210,000		210,000		210,000
9 Special: Argocat	35,000		35,000		35,000		35,000
10 Van-Spec 20-21	0		0		0		0
11 Car 21-22	29,000		29,000		29,000		29,000
12 Van-Small 21-22	29,000		29,000		29,000		29,000
13 Response:	1,165,000		1,165,000		1,165,000	800,487	364,513
14 Fireground Welfare Vehicles	80,000		80,000	35,594	44,406	44,544	(138)
15 On-Call Recruitment Vans (EMR Funded)	75,000		75,000		75,000	68,492	6,508
16 Van - Protection (EMR Funded)	26,000		26,000		26,000		26,000
17 <b>Total</b>	<b>3,826,521</b>	<b>0</b>	<b>3,826,521</b>	<b>1,345,151</b>	<b>2,481,370</b>	<b>1,119,657</b>	<b>1,361,713</b>
<b><u>Major Buildings</u></b>							
18 Redditch FS Prelims	506,183		506,183	255,173	251,010	46,897	204,113
19 Wyre Forest Hub	7,273,000		7,273,000	7,128,340	144,660	5,950	138,710
20 Hereford Prelims Holmer Road	250,000		250,000	26,555	223,445	184,761	38,684
21 Broadway FS Prelims	58,947	27,962	86,909	57,447	29,462	29,462	0
22 North Hereford STF - Prelims	19,000	47,663	66,663	5,750	60,913	60,913	0
23 <b>Total</b>	<b>8,107,130</b>	<b>75,625</b>	<b>8,182,755</b>	<b>7,473,265</b>	<b>709,490</b>	<b>327,983</b>	<b>381,507</b>
<b><u>Other Major Schemes</u></b>							
24 Mobile Data Terminal Replacement	340,000		340,000	330,978	9,022		9,022
25 Fire Control	249,911		249,911	99,627	150,284		150,284
26 <b>Total</b>	<b>589,911</b>	<b>0</b>	<b>589,911</b>	<b>430,605</b>	<b>159,306</b>	<b>0</b>	<b>159,306</b>
<b><u>Minor Schemes</u></b>							
27 224 - Audit Software	35,035	(12,710)	22,325	22,325	0		0
28 237 - Intel Software	20,000		20,000		20,000		20,000
29 247 - ICT Strategy Cloud Services	96,082		96,082	55,082	41,000		41,000
30 248 - ICT Strategy SharePoint	200,000		200,000	80,550	119,450	57,000	62,450
31 249 - ICT Strategy Professional Services	150,000		150,000	134,716	15,284	5,000	10,284
32 250 - ICT Strategy Equipment	250,000		250,000	168,777	81,223	23,232	57,991
33 254 - Leintwardine Rear Extension	179,000		179,000	20,033	158,967	16,730	142,237
34 274 - Leominster Fire Station Tower	10,000		10,000		10,000		10,000
35 277 - Peterchurch STF Pallet Storage	8,000		8,000	6,306	1,694		1,694
36 302 - Ross Drainage	85,000		85,000		85,000		85,000
37 303 - Leominster Welfare Refurb	23,000		23,000		23,000		23,000
38 304 - Tenbury Rear Yard	40,000		40,000	4,830	35,170		35,170
39 305 - Redditch Water First Responders	15,000		15,000		15,000		15,000
40 309 - Disaster Recovery	37,000		37,000	9,796	27,204	24,232	2,972
41 310 - ICCS Firewall	23,993		23,993	20,254	3,739		3,739
42 313 - Power Tools	45,000		45,000		45,000	38,396	6,604
43 318 - Wi-Fi Improvements	19,985	12,710	32,695	16,671	16,024	15,419	605
44 322 - Defford Welfare	70,000		70,000	54,906	15,094		15,094
45 324 - Bromyard Appliance Bay Floor	5,000		5,000		5,000		5,000
46 326 - Bromyard Heating	3,000		3,000		3,000		3,000
47 327 - Ross On Wye Roof	46,543		46,543	425	46,118	595	45,523
48 329 - Electrical Charging Points	50,000		50,000		50,000	26,144	23,856
49 357 - Service Wide: LED Lighting	35,000		35,000		35,000		35,000
50 358 - Service Wide: Appliance Bay Pits	30,000		30,000		30,000		30,000
51 361 - Tenbury: Appliance Bay Doors	5,000		5,000		5,000		5,000
52 362 - Wyre Forest: STF	8,000		8,000		8,000		8,000
53 363 - Hose Branch Renewal	50,000		50,000		50,000		50,000
54 364 - Water First Responder Update	150,000		150,000		150,000		150,000
55 365 - WAN Hardware	139,000		139,000	69,686	69,314	2,701	66,613
372 - ICT Switches	0	108,000	108,000		108,000		108,000
56 373 - Eardisley Heat	6,000		6,000		6,000		6,000
57 374 - Kingsland Roof	20,000		20,000		20,000		20,000
58 375 - Pershore Office	5,500		5,500		5,500		5,500
59 376 - Leominster WFR	15,000		15,000		15,000	520	14,480
60 377 - Bromyard Exten	150,000		150,000		150,000		150,000
61 378 - Life Jackets	66,000		66,000		66,000		66,000
62 379 - Portable Pumps	20,000		20,000		20,000		20,000
63 380 - Ross Drill Tow	115,000		115,000		115,000		115,000
64 381 - Fitness Equip	70,000		70,000		70,000		70,000
65 382 - Veh Mount CCTV	135,000		135,000		135,000		135,000
66 383 - HVP PPPE	35,000		35,000		35,000		35,000
67 384 - Surcoat Replace	42,000		42,000		42,000		42,000
68 385 - Ladders	44,000		44,000		44,000	17,590	26,410
69 <b>Sub-Total</b>	<b>2,552,138</b>	<b>108,000</b>	<b>2,660,138</b>	<b>664,357</b>	<b>1,995,781</b>	<b>227,559</b>	<b>1,768,222</b>
70 Minor Schemes - Unallocated	0		0		0		0
71 Minor Schemes - Unallocated	166,211	(108,000)	58,211		58,211		58,211
72 <b>Total</b>	<b>2,718,349</b>	<b>0</b>	<b>2,718,349</b>	<b>664,357</b>	<b>2,053,992</b>	<b>227,559</b>	<b>1,826,433</b>
<b><u>Future Building Schemes</u></b>							
73 Budgetary Provision	12,757,334	(75,625)	12,681,709		12,681,709		12,681,709
74 <b>Total</b>	<b>12,757,334</b>	<b>(75,625)</b>	<b>12,681,709</b>	<b>0</b>	<b>12,681,709</b>	<b>0</b>	<b>12,681,709</b>
75 <b>Capital Budget</b>	<b>27,999,245</b>	<b>0</b>	<b>27,999,245</b>	<b>9,913,378</b>	<b>18,085,867</b>	<b>1,675,199</b>	<b>16,410,668</b>

Less Unallocated Future Builds	-	12,681,709
Less Unallocated Minor Schemes	-	58,211
Available to Spend		<b>5,345,947</b>
		31%

## Report of the Treasurer

### Fire Pensions Administration and Payroll Arrangements

#### Purpose of Report

1. To seek an exception to Contract Standing Orders in respect of the Fire Pensions administration and payroll contract.
- 

#### Recommendation

***The Treasurer recommends that the Committee approves an exception to Contract Standing Orders under paragraph 3.1 (g)***

2. Administration of the Firefighters' Pension Schemes and Pension Payroll is a technically complex matter that has always been carried out by a third party (previously Worcestershire CC); although the legal responsibilities for managing the schemes remains with the Fire Authority.
3. Following a tender process, in 2018 the Authority awarded a contract for these services to West Yorkshire Pension Fund (WYPF).
4. The contract was for three years with an option to extend for a further two years, which was taken up and the current contract expires on 31<sup>st</sup> September 2023.
5. The contract has run very successfully and WYPF have been able to provide a knowledgeable and resilient service and the Authority has played a prominent role in development of an "intelligent client" function.
6. Since award of the contract the landscape of fire pensions has changed:
  - a. At the time of award H&W was the fifth Fire Authority to transfer administration to WYPF, but it now provides services to at least 21 authorities, and is a major influence on national arrangements.
  - b. There are the complications of the McCloud/Sargeant remedy and Immediate Detriment and the imminent issue of Matthews/O'Brien to be dealt with.
  - c. Within the region, Staffordshire moved to WYPF just after H&W and recently Shropshire and Warwickshire Fire Services ran a joint open tender process and as result also awarded to WYPF. This tender attracted only two bids.



- d. As a consequence, there is now a regional pensions collaboration group, within which H&W takes a leading role and has allowed Shropshire and H&W to provide informal mutual support to each other.
7. We would normally retender this pension administration and payroll contract, but present time is not opportune for changing supplier, that is assuming there are potential suppliers able to take on a new customer in the middle of Remedy, and it will divert in service resources from dealing with the complexities of Remedy and Matthews/O'Brien.
8. The estimated annual value of the contract going forward is £30,000. Which base on normal aggregation principles gives a contract value of £120,000.
9. Under paragraph 2.5 of Contract Standing Orders would normally require:
- Either: (a) Minimum of 3 formal open tenders, or (b) Minimum 3 formal select tenders where the CFO is satisfied, having regard to the nature of the contract, that restricting the number of tenderers will not disadvantage the Authority*
10. However, paragraph 3.1 (g) permits a waiver of this regulation:
- Where the Fire Authority considers that there are special circumstances justifying the waiving of Standing Orders and authorises such waiver by resolution.*

## Conclusion

11. For the reasons outlined above it is recommended that the Authority agrees an exception to Contract Standing Orders, to allow the Treasurer. In conjunction with the Head of Legal Services, to extend the contract based on current arrangements for a further appropriate period.

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	Will not exceed current budgetary provision
<b>Core Code of Ethics and Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	No
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	None
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	None

<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	N/a
<b>Data Protection Impact Assessment</b> (where personal data is processed a DPIA must be completed to ensure compliant handling)	Not required – no personal data is identified.

## **Report of Assistant Chief Fire Officer/Director of Prevention and Assets**

### **Property Update**

#### **Purpose of report**

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

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#### **Recommendation**

*It is recommended that the property update and progress is noted.*

#### **Background**

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

#### **Budgets**

3. Recent reports to the Committee have referenced the UK construction tender price index, and the associated inflationary pressures being seen across the building sector. Taking this into account the Treasurer is building in contingency funds in anticipation of our current capital build programme. Members will be updated as the projects develop, with particular regard to the largest projects, notably Redditch and Hereford fire station builds.

#### **Property Update**

4. **Broadway Fire Station:** Following the previous update, construction work has now commenced on-site, with an estimated programme of 52 weeks. As part of health & safety obligations and as a courtesy, the main contractor has issued introductory letters to neighbouring properties before commencing the works. To date, no feedback from local residents has been received. Works are progressing well, with foundations now complete, and the steel frame is planned to be erected w/c 30 January.
5. **Redditch Fire Station:** A separate paper concerning Redditch Fire Station was noted at the Fire Authority meeting on the 13 February. The paper advised Members of an urgent decision that had been taken since the last meeting of the Policy and Resources Committee in relation to the redevelopment of Redditch Fire Station.

6. A contractor has been selected, and enabling works commenced on-site in late January 2023, with an estimated main contractor programme of 86 weeks, from the 6 March 2023.
7. **Hereford Fire Station:** It was reported to the Fire Authority in October 2022 that final surveys and assessments had been completed during August, and a formal planning application was submitted in September. Staff at the site have already been extensively consulted and as the planning application progresses staff will continue to be engaged, as well as ensuring that all other appropriate local stakeholders are briefed on the proposals.
8. The ACFO attended Hereford City Council (24/01/23) to present proposals for the new fire station, and the CFO attended to take questions concerning the project. As expected with any largescale redevelopment we are working closely with the design team, and local authority planners, to answer queries that have arisen during the formal planning application stage.
9. A main contractor has been appointed via the Pagabo procurement framework and is working with the design team to develop the detailed designs and specifications, as we await a decision on the submitted planning application. The team are also reviewing alternative sites that have been identified as potential temporary locations for the fire station during the construction works at St Owen Street.
10. **North Herefordshire Strategic Training Facility:** At the last Fire Authority meeting it was reported that the design team were eager to submit a full planning application by late October. Due to some design challenges, and engagement with the Environment Agency, the submission was delayed. However, a full planning application was submitted 20 December 2022.
11. Detailed design proposals are progressing, and a tender process via a construction procurement framework has commenced to identify a suitable contractor to build the training facility, as we await the decision on the submitted application.
12. **Relocation of Training Centre to Wyre Forest Fire Station:** The last property update confirmed that the architects who completed the Wyre Forest scheme had visited the existing Training Centre in Droitwich and met with the centre managers to commence initial scoping works, and formulate accommodation schedules for the proposed requirements of a new facility. A number of layout options have been received, and comments returned.
13. The design team have now prepared final spatial layouts, and these have been shared with the DCFO and training centre managers. We will update the Committee on progress as final options are determined.
14. **Planned and reactive property maintenance:** General maintenance and building works continue across the Service's estate. In the previous update to members it noted progress on the proposed design for a front extension and refurbishment of Leintwardine Fire Station. Additional surveys have been completed on site in December following engagement with Severn Trent

concerning a potential pumping main crossing the site. The design team is aiming to submit a detailed planning application in early March.

## Site Disposals

### **Former Kidderminster Fire Station**

15. The last property update noted that the previously agreed sale of the site is no longer proceeding, and Officers were arranging for a ground investigation survey to be undertaken in order to provide greater certainty to prospective purchasers and the site will then be re-marketed. Consultants have now been engaged and site surveys commenced, and members will be updated when reports are issued.

### **Conclusion/Summary**

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

### **Corporate Considerations**

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues).	Note reference to the UK construction tender price index, and the associated inflationary pressures being seen across the building sector.
<b>Strategic Policy Links &amp; Core Code of Ethics</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	Details underpin a number of key property priorities for the Authority.
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	None.
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter).	None.
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?).	None.

<p><b>Data Protection Impact Assessment</b> (where personal data is processed a DPIA must be completed to ensure compliant handling).</p>	<p>None.</p>
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## Report of the Assistant Director: Prevention

### 2022-23 Performance Report: Q3 (01 October – 31 December 2022)

#### Purpose of report

1. This report summarises the Service's performance for Quarter 3, 2022-23.
- 

#### Recommendation

***It is recommended that Fire Authority note the Q3 2022-23 performance headlines set out in Section 4 of this report, with further details available in Appendix 1.***

#### Introduction and Background

2. The Service gathers performance data relating to incidents attended and activities carried out, and reports to the Policy and Resources Committee and the Strategic Leadership Board on a quarterly basis. The Q3 2022-23 Performance Report is attached as Appendix 1, and provides information on overall incident numbers, Prevention, Protection and Response activities and an overview of the Service workforce. A cumulative summary of performance is reported separately in the Annual Service Review.
3. The Performance Report relates closely to the Prevention, Protection and Response strategies as well as the Community Risk Management Plan 2021-25.

#### Incident Overview

4. A total of 2,011 incidents were attended in Q3 2022-23, an increase of 11% on Q3 2021-22, and higher than the five year average of 1,774 incidents. More context is provided later in the report however analysis shows the following:

336 Fires attended	A small increase of 2% over Q3 2021-22, but still lower than the five-year average of 357 per Q3.
675 Special Services	An increase of 7% over Q3 2021-22, higher than the five-year average of 581. The number of incidents show a steady rise in the last five years.
1,000 False Alarms	An increase of 18% over Q3 2021-22, and above the five-year average of 836 per Q3. The overall trend is a steady rise in the last five years.

## **Prevention**

5. 1,947 Home Fire Safety Visits (HFSV) were completed in Q3 2022-23, a 217% increase over the same period in Q3 2021-22, which reflects the commitment to increase our Prevention activity. Out of 1,947 HFSVs, 572 were delivered by Prevention technicians and 1,375 were delivered by Wholetime crews. HFSVs are targeted at those at greater risk of fire based on data and analysis as outlined in the Prevention Strategy. Trends are monitored on a monthly basis and fed into adjusting and focusing prevention activity as required.

## **Protection**

6. The Service continues to conduct the Risk Based Inspection Programme (RBIP) of business premises. In Q3 2022-23, 411 inspections were completed compared to 273 in Q3 2021-22. This represents a 151% increase. This increase is due to operational staff having gained Level 3 Certificates in Fire Safety. This has increased capacity to carry out formal inspections from 2022-23 onwards providing recommendations as to how to reduce the risk of fire. The Fire Safety (Protection) Department remain on track to deliver their annual target of 1,000 Fire Safety inspections in 2022-23.
7. All fires in commercial premises are subject to a Post Fire Audit, and the number of audits has decreased from 29 to 28 in Q3 2022-23, when compared to Q3 2021-22. Total Enforcement Activities have decreased from 32 to 23 in Q3 2022-23, when compared to Q3 2021-22.
8. New building safety legislation has also been introduced, and the department is proactively identifying business leads to highlight their fire safety responsibilities and offer support and signposting to other assistance where needed.

## **Response**

### Fires

9. The numbers of Primary Fires attended in Q3 2022-23 were up by 7%, and Secondary Fires were down by 14% over the same period in Q3 2021-22. While the number of Primary Fires rose to 212, this was due to mostly an increase in vehicle and transport fires. During this timeframe there was unfortunately one life lost, due to a caravan fire. There were three victims where an injury appeared serious and the victim went to hospital. 85% of the Primary Building Fires were classified as accidental and most of them started in the kitchen area (37%). The highest proportion of these fires occurred in houses of a single occupancy (33%) with the top three occupancy types being couple with dependent child/ren (20%), lone person under pensionable age (14%) and lone person over pensionable age (14%). This information is fed back into the Prevention and Protection departments to further focus relevant activity and for trend analysis.



10. There were two incidents in Q3 2022-23 where more than 5 pumps attended, one was a primary fire in the West District and the other was a primary fire caused by a gas explosion in South District.
11. There was a 14% decrease to 94 Secondary Fires from 109 in comparison to Q3 2021-22. This may be due to November 2022 being much wetter than average while November 2021 was much drier than average.

### Road Traffic Collisions

12. In terms of Road Traffic Collisions (RTCs), there were 192 incidents during the quarter, a 9% increase compared to Q3 2021-22. Prior to the pandemic, 197 RTCs were recorded in Q3 2019-20, so there is an overall slightly downward trend over the last five years.
13. Overall, there were 4 fatalities and 21 serious injuries in the RTCs attended by the Service. Fatalities are the same as the previous year, but serious injuries were higher than Q3 2021-22. Information related to RTCs is fed into the Response and Prevention directorates for review and to inform future training and awareness activities.

### Attendance Performance Measure

14. In Q3 2022-23 the Service attended 129 Primary Building Fires. One incident was removed from the Attendance Performance Measure calculations as it was a late call and hence it didn't have an emergency response. The average attendance time increased from 10 minutes 39 seconds recorded in Q3 2021-22 to 11 minutes 28 seconds in Q3 2022-23. This was largely due to travel distance to the incidents. In addition, there was an average increase of 15 seconds in call handling. There was a reduction of 9 seconds for turnout time during Q3 2022-23 from 02:49 in Q3 2021-22 to 02:40 in Q3 2022-23.
15. Out of 128 examined Primary Building Fires, 67 incidents reported that the attendance performance measure was not met. The main reasons given were travel distance - 34 incidents and turn in time (On-Call and Day crew only) - 16 incidents.

### On Call Appliance Availability

16. The First On-Call appliance availability fell to 79.72% during the quarter, down from 84.49% in the same quarter of 2021-22. Availability for all On-Call appliances fell to 69.20%. However, for the first On-Call appliance 48% of fire stations (11 stations) remained at over 85% availability. Ross-on-Wye continued to have the highest availability of 100%. Since Q3 of the previous year the main differences were Peterchurch, Ledbury, Malvern and Upton upon Severn dropped by between 10% and 20%. Bromsgrove and Hereford had their availability drop by more than 24%. Tenbury Wells has increased to above 90%. Bromsgrove had the lowest availability at 35.99%.

17. The Service continues to identify recruitment opportunities to support availability of On Call units. The recent launch of the Marketing & Recruitment project will provide a data driven targeted approach to recruitment in the hard to reach areas of the Service.

## **People**

18. In terms of workforce diversity, the proportion of female employees has stayed at 19% of the workforce, the same as Q3 2021-22. There has been a slight decrease of 1% in the ethnic minority representation in the workforce since Q3 2021-22, and it is currently at 6%. The Service continues to closely monitor equality and employment trends. The Service has recently recruited an Inclusion & Organisational Development Manager role. This post will be key in designing and delivering strategies to address under-representation in various parts of the Service, and will work closely with departments and the Resourcing Manager to develop better diversity outcomes.
19. The most common reasons for absence this quarter were Respiratory – Other, Respiratory - Cold/Cough/Influenza and Hospital/Post-Operative. In Q3 2021-22, Covid-19 was not included within the sickness absence figures as it was reported on separately. It is now classed as a Respiratory infection. Also, the NHS has resumed operations, so the figures for Hospital/Post-Operative show a large increase, although this is just for four people. The main difference for Q3 is in the Fire Control figures. The Fire Control days/shifts lost per person have increased from just over one day to just over eight days. This increase can be attributed to six long-term sickness cases for Fire Control within this period. Within the Fire Control figures, the biggest increases are Respiratory – Other, Hospital/Post-Operative and Mental Health – Other. These figures and trends are monitored by the Health & Safety Committee who meets on a quarterly basis to ensure the safety and wellbeing of employees.

## **Conclusion/Summary**

20. Further information on the headlines set out above is included in Appendix 1.
21. The Strategic Leadership Board will continue to receive performance reports and oversight of the measures being taken to address any issues arising. Where improvements are required any necessary action will be reported to the Policy and Resources Committee.

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	None at present.
<b>Core Code of Ethics and Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	The report provides a transparent account of performance and is published online to show how we are prioritising and responding to the needs of our local community. The areas included link with the Annual Service Review and Annual Service Plan and the strategic objectives of the Service as outlined in the CRMP and three core strategies and the People Strategy.
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	Relevant data is fed into the Health & Safety Committee as appropriate.
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	None.
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	No, the report concerns operational activity and other areas of general performance data.
<b>Data Protection Impact Assessment</b> (where personal data is processed a DPIA must be completed to ensure compliant handling)	Not required – no personal data is identified.

## Supporting Information

Appendix 1 – Performance Report: Quarter 3 2022-23

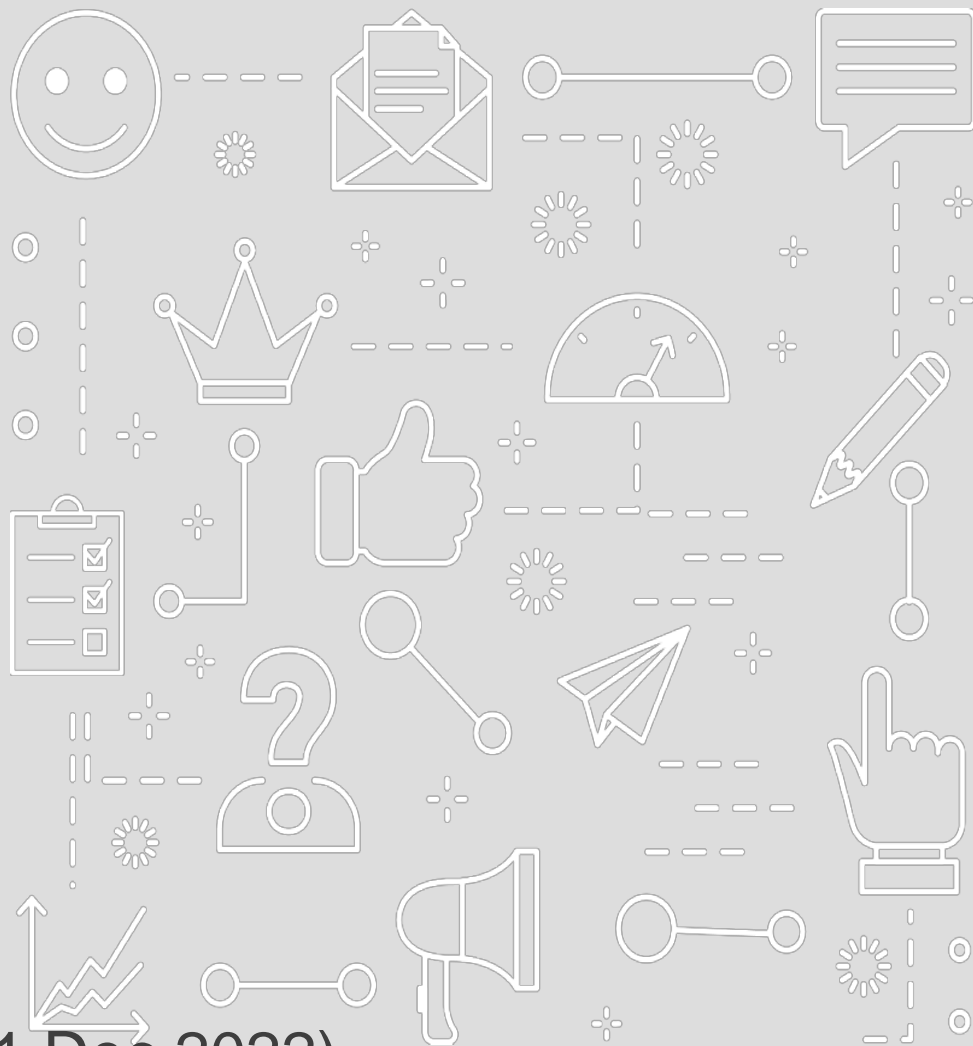


HEREFORD & WORCESTER  
**HWFR**  
FIRE AND RESCUE SERVICE

# Performance Report

Quarter 3 2022-23 (01 Oct – 31 Dec 2022)

Report of the Assistant Director: Prevention



# Incident Overview

Q3 2022-23 (01 Oct - 31 Dec 2022)



## All Incidents

Total  
2,011

Change since Q3 2021-22

↑ 11%

A considerable increase on Q3 2021-22, and above the 5 year average of 1,774 per Q3 over the last 5 years. Total figure shown does not include the 13 over the border incidents that the Service attended.



## Fires

336

↑ 2%

A small increase compared to last year, the number of fires are slightly lower than the 5 year average of 357 for Q3. The number of fires are the same as the pre-pandemic level of 336 fires in Q3 2019-20.



## Special Services

675

↑ 7%

There is an increase of 7% compared to last year, and this is higher than the 5 year average of 581. The number of incidents show a steady rise in the last five years.



## False Alarms

1,000

↑ 18%

An increase of 18% on Q3 2021-22, with false alarm calls well above the average of 836 per Q3 over the last five years. The overall trend is a rise in the last five years.

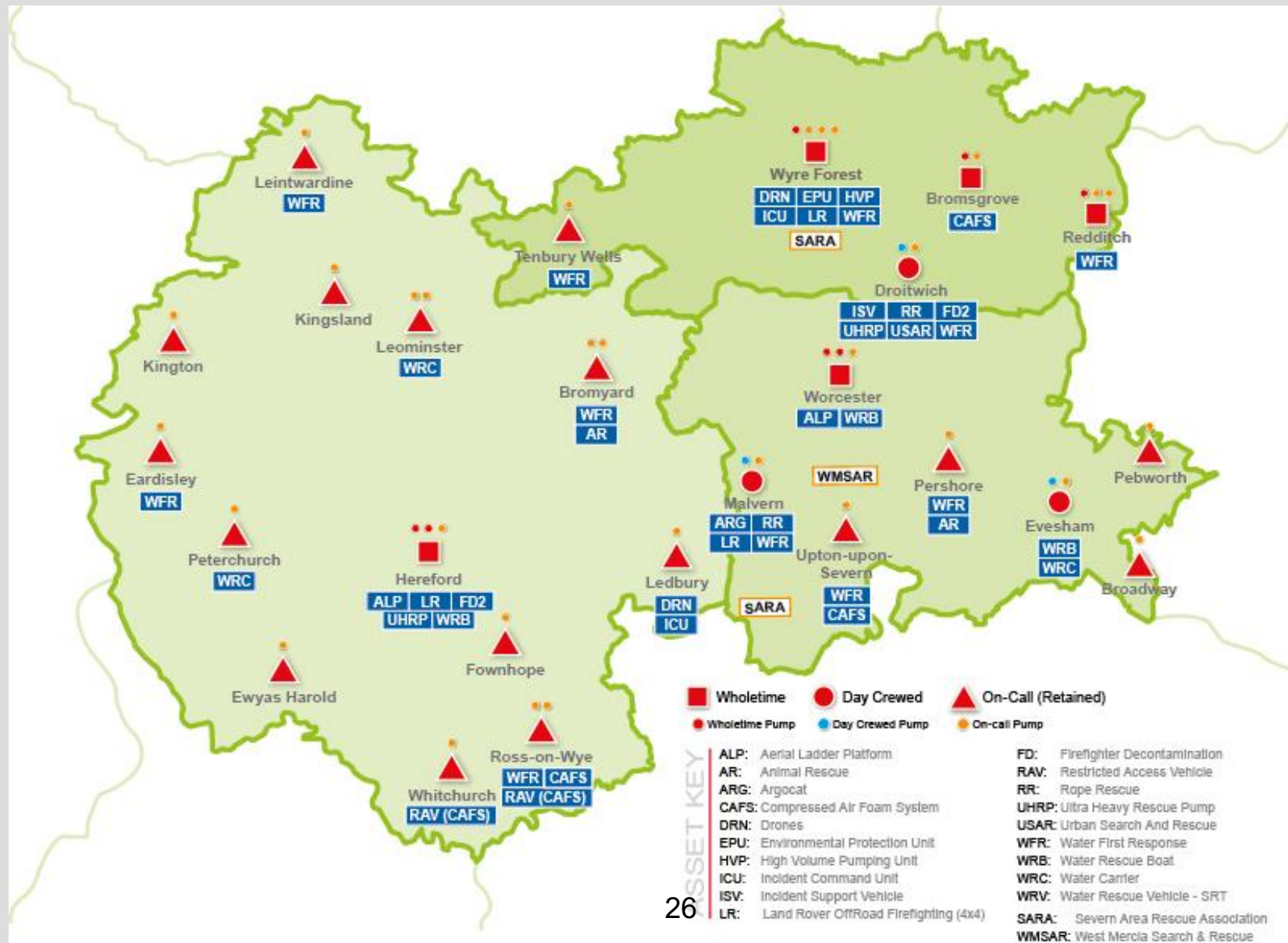
# District Overview

## Incidents per District Q3 2022-23



	Fire	Special Service	False Alarms	All Incidents	Change since Q3 2021-22
North District	136	263	421	820	↑ 16%
South District	117	229	373	719	↑ 21%
West District	83	183	206	472	↓ 7%
Total	336	675	1,000	2,011	↑ 11%

# Asset location



# Prevention

## Home Fire Safety Visits Completed

Q3 2022-23

Q3 2021-22

Home Fire  
Safety Checks

862

280

Safe and Well  
Checks

370

339

Equipment  
Only Checks

715

280

Total Checks

1,947

899

## Home Fire Safety Visits Survey Q3 2022-23

Proportion of Positive  
Responses

100%

1,947 Home Fire Safety Visits (HFSV) were carried out during Q3 2022-23, an increase of 217% compared to Q3 2021-22. In addition to the above, the Service also conducted 108 Doorstep Consultations and 14 Telephone Consultations.

The Service continues to work closely with partner agencies and gather feedback from Service users on visits undertaken.



# Protection

## Inspections Completed

	Q3 2022-23	Q3 2021-22
Risk Based Inspection Programme	411	273
.....		
Total Enforcement Activity	23	32
.....		
Post Fire Audit	28	29

## Risk Based Inspection Programme

## Total Enforcement Activity

## Post Fire Audit

## Post Fire Audit Survey Q3 2022-23

Proportion of  
Positive Responses

100%

The Risk Based Inspection Programme (RBIP) are inspections carried out by specialist qualified Fire Safety staff. Operational staff are also being qualified to support this programme in 2022-23.

The 151% increase in Q3 2022-23 RBIP figures in comparison to last year was mainly caused by having more qualified Fire Safety staff to carry out the inspections. The Fire Safety Department remain on target to deliver 1,000 Fire Safety inspections in 2022-23. To date 840 RBIP have been completed.

There is a small decrease in Enforcement Activity and in Post Fire Safety Audits compared to Q3 2021-22.

# Response - Fires



## Primary Fires

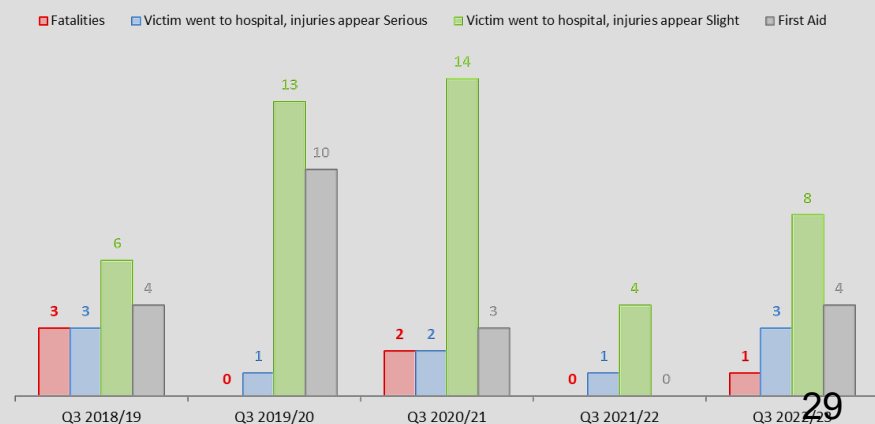
235

Primary Fires	Q3 2022-23	Q3 2021-22	Change	
Building Fires	129	140	-11	-8%
Outdoor Fires	12	11	+1	+9%
Vehicle & Transport Fires	71	48	+23	+48%
<b>Total</b>	<b>212</b>	<b>199</b>	<b>+13</b>	<b>+7%</b>

The number of Primary Building Fires has slightly decreased compared to Q3 2021-22. The top two causes were “Combustible articles too close to heat source (or fire)” at 18% and “Cooking - other cooking” at 16%.

The most common area for a Primary Building Fire was the kitchen at 37%. Accidental fires accounted for 85% of Primary Building Fires.

### Primary Fire - Injuries and Fatalities



## Secondary Fires

246



Secondary Fires	Q3 2022-23	Q3 2021-22	Change	
Grassland, Woodland and Crop	22	30	-8	-27%
Other Outdoors (including land)	34	38	-4	-11%
Outdoor Structures	31	32	-1	-3%
Buildings & Transport	6	5	+1	+20%
Outdoor Equipment & Machinery	1	4	-3	-75%
<b>Total</b>	<b>94</b>	<b>109</b>	<b>-15</b>	<b>-14%</b>

There was a 14% decrease in Secondary Fires compared to Q3 in 2021-22. This may be due to November 2022 being much wetter than November 2021.

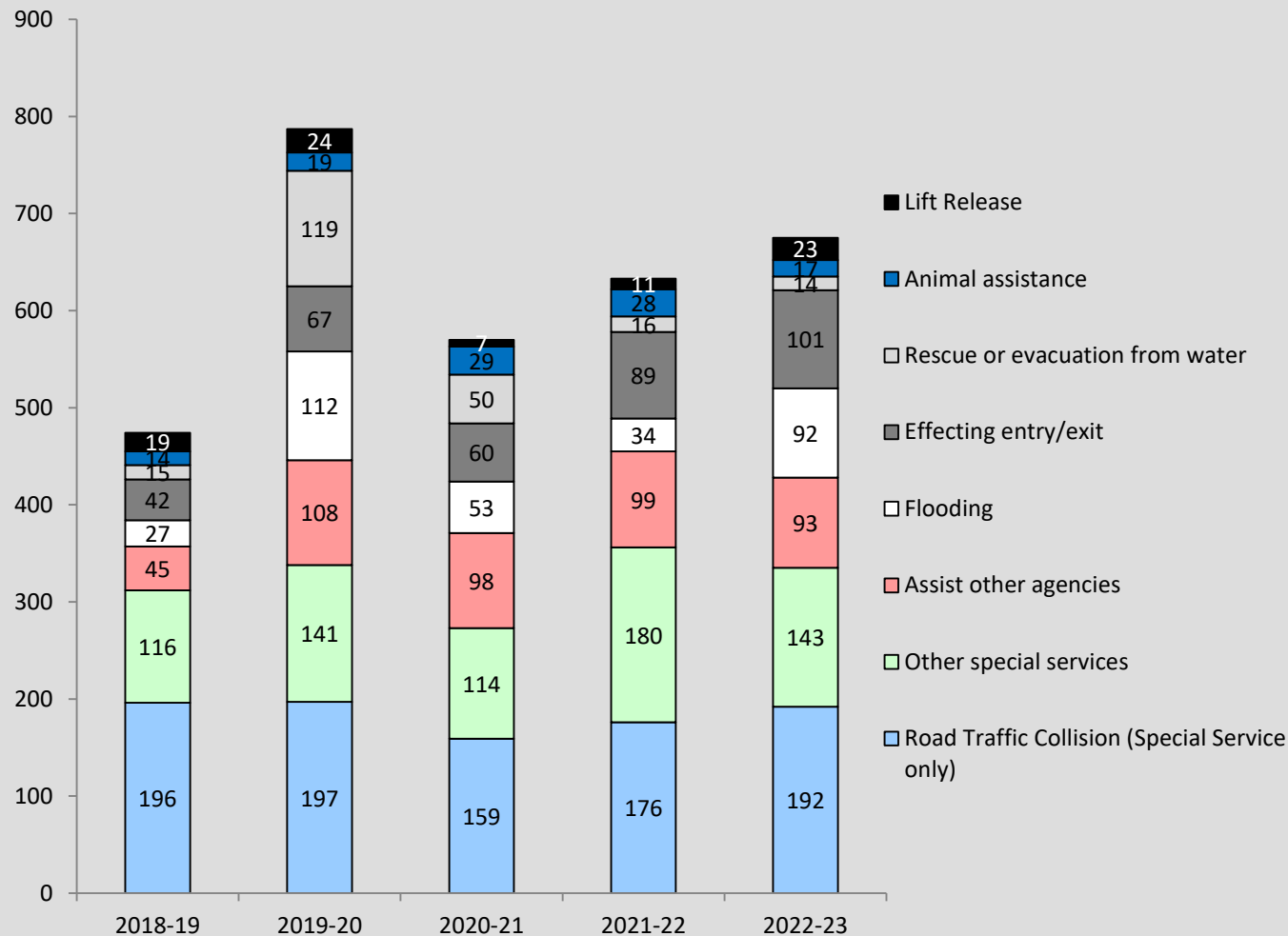
There were 2 incidents in Q3 2022-23 where more than 5 pumps attended. One was a Primary Fire in a house in the West District, there were no injuries. The other was a Primary Fire caused by a gas explosion in South District. There were two victims who went to hospital, injuries appeared to be serious and two victims who went to hospital, injuries appeared to be slight.

There was a singular fatality in Primary Fires recorded in Q3 2022-23. The fire was in a caravan but it was out when the Service arrived. The victim had died earlier and it was within the West District. There were no further casualties.

# Response – Special Services



**675**  
Special  
Service  
incidents  
in Q3  
2022-23



**RTC (SSEC only)** means that a road traffic collision was classified as a special service incident type; if a fire was associated with a road traffic collision, then the incident would be classified as a fire and not included here.

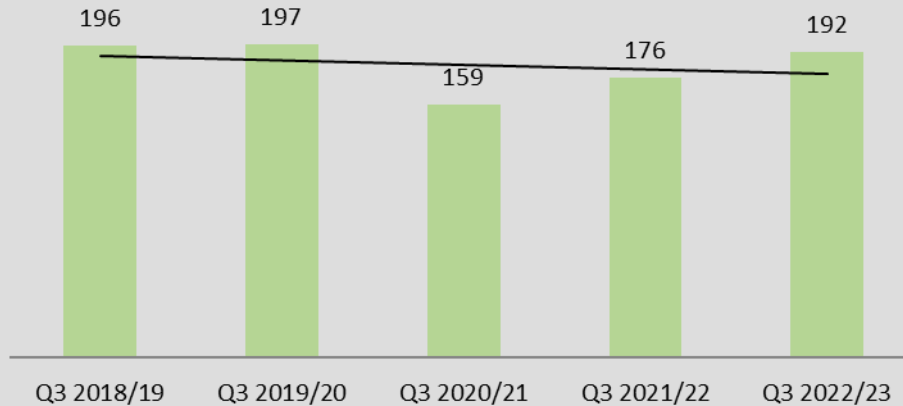
**Other special services** include following categories: No action - not false alarm (28), Hazardous Materials incident (21), Removal of objects from people (15), Other rescue/release of persons (13), Suicide/attempts (12), Spills and Leaks not RTC (11), Other Transport incident (10), Removal of people from objects (9), Medical Incident - First responder (8), Making Safe - not RTC (7), Advice Only (7), Medical Incident - Co-responder (2).

# Response – Road Traffic Collisions



192  
RTCs

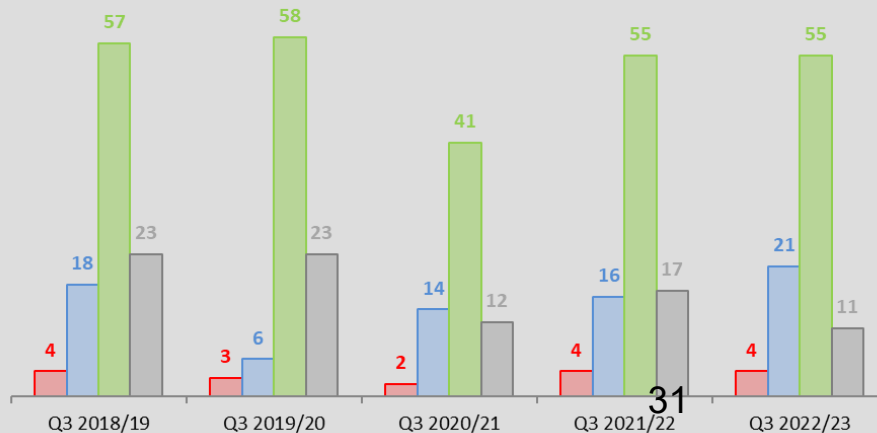
## Total RTC Incidents



The number of RTC incidents showed an increase of 9% compared to Q3 in 2021-22. However, the number of RTC incidents have returned to pre Covid-19 figures for 2019-20. The trend line shows a very slight downwards trajectory.

## RTC - Injuries and Fatalities

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



RTC fatalities have stayed the same as Q3 2021-22, slight injuries have also stayed the same. Serious injuries have risen slightly while first aid has decreased compared to Q3 2021-22.

# Response — Attendance Performance Measure



	Q3 2022-23	Q3 2021-22
Primary Building Fires	128 *	140

## Attendance Performance Measure

First fire appliance attendance at Primary Building Fires within 10 minutes



Attendance within 10 minutes	61 47.66%	71 50.71%
Attendance outside 10 minutes	67	69

\* One Primary Building Fire was removed from the calculations as it was a late call – this means it did not have an emergency response.

Average Attendance time** (min:sec)	11:28***	10:39***
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\*\* From time of call to arrival at scene.

Call handling time	01:48	01:33
Turnout time	02:40	02:49
Travel time	06:55	06:17

\*\*\* It should be noted that these are three independent averaged values, and therefore may not always add up.

### Top 5 reasons for attendance outside 10 minutes

- ☐ Travel distance to the incident
- ☐ Turn in time (On-Call and Day crew only)
- ☐ Responding at normal road speed (AFAs)
- ☐ Mobilised from other location (not on home station)
- ☐ Incident outside station turnout area

### No. of incidents

- 34
- 16
- 7
- 2
- 32
- 2

# Response – On-Call Appliance Availability



**First On Call Appliance** **79.72%**

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**All On Call Appliances** **69.20%**

**First On-Call  
Appliance  
Availability  
Q3 2021-22** **84.49%**

## On Call Appliance Availability Q3 2022-23

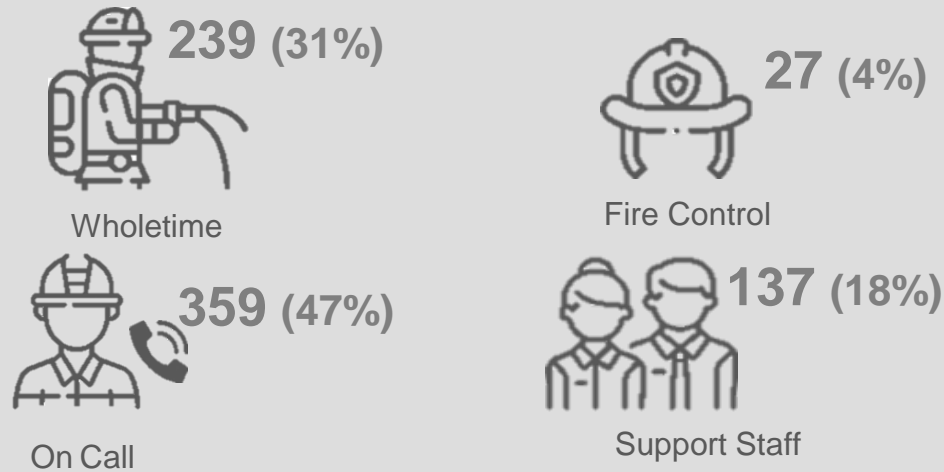
For Q3 2022-23, the first On-Call appliance availability was 79.72%.

When looking at all On-Call appliance availability for each fire station, there have been some changes compared to Q3 2021-22:

- Ross-on-Wye continued to achieve the highest availability of 100%;
- Peterchurch, Ledbury, Malvern and Upton upon Severn dropped between 10% and 20%;
- Bromsgrove and Hereford have dropped by more than 24%;
- Tenbury Wells has increased to above 90%;
- Bromsgrove had the lowest availability at 35.99%

# People Q3 2022-23 (01 Oct - 31 Dec 2022)

## Overall Workforce Profile



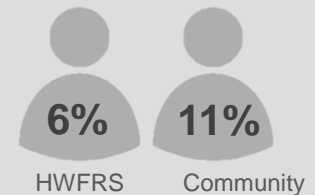
## Equalities



Female representation is the same as in Q3 2021-22

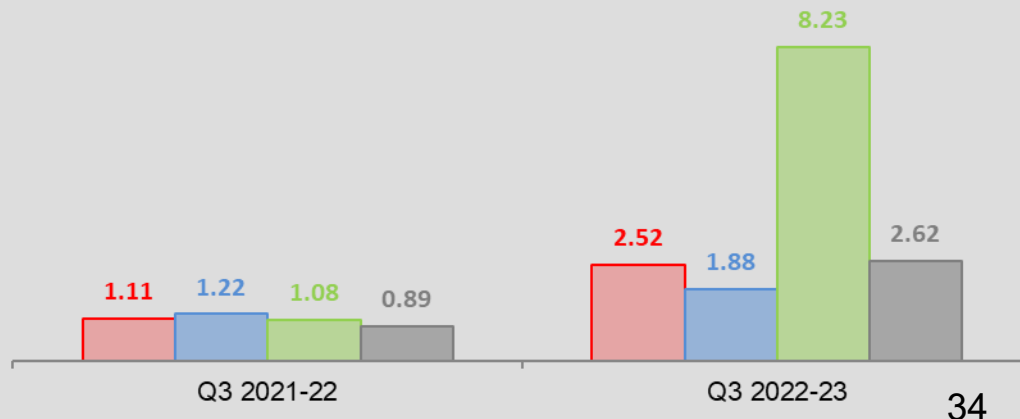
A decrease of 1% in ethnic minority representation since Q3 2021-22

## Ethnicity #



## Days/Shifts Lost Per Person

■ All Staff ■ Wholetime ■ Fire Control ■ Support Staff



## Total Days/Shifts Lost \*

	Wholetime	Fire Control	Support Staff
Short Term	291.40	35.50	154.38
Absence	68.99%	16.67%	50.06%
Long Term	131.00	177.50	154.00
Absence **	31.01%	83.33%	49.94%

## Top 3 Reasons for Absence

- Respiratory – Other
- Respiratory – Cold/Cough/Influenza
- Hospital/Post Operative