



HEREFORD & WORCESTER Fire and Rescue Authority

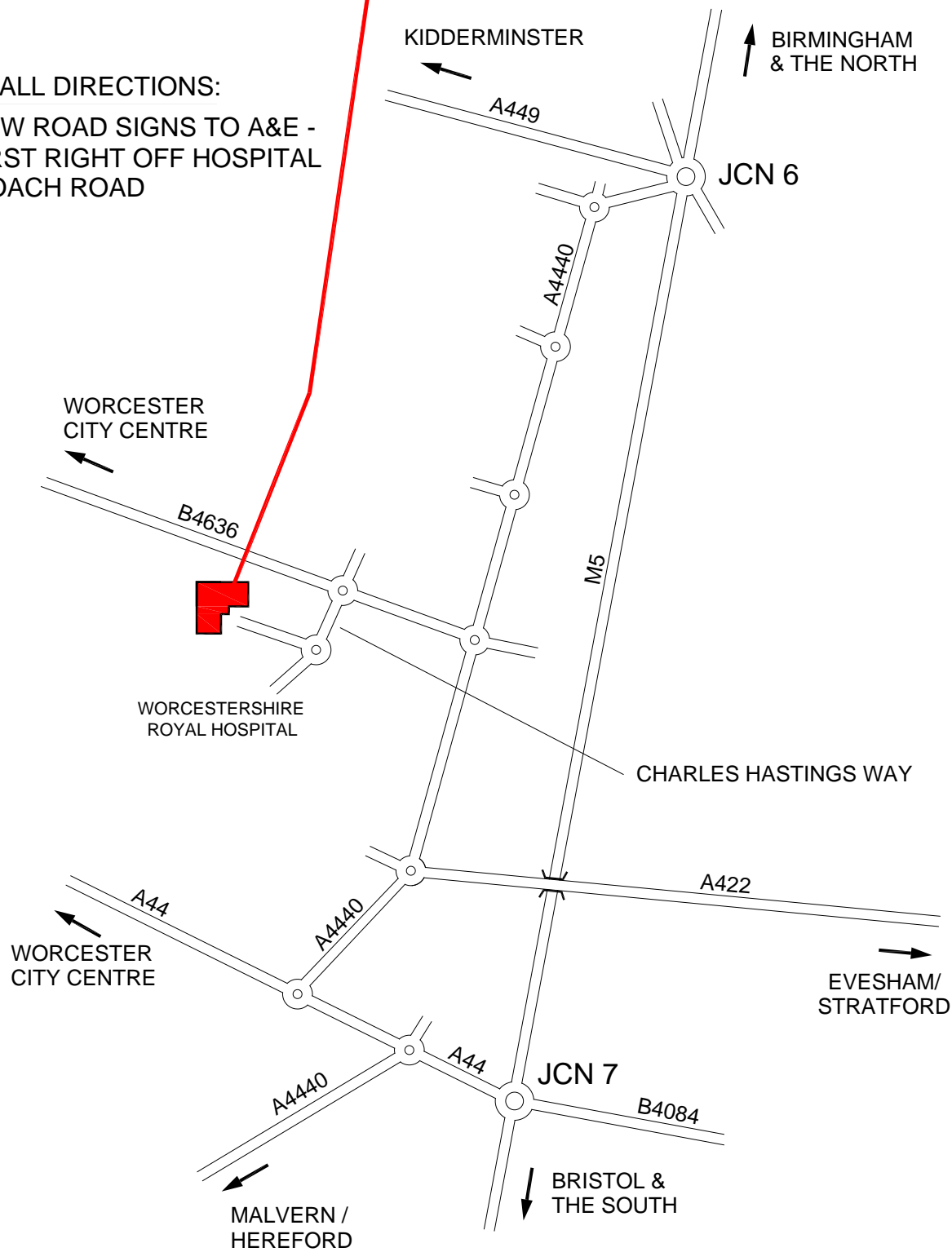
AGENDA

Wednesday 12 December 2012
10.30 am

Conference Suites 1, 2 and 3
Headquarters,
2 Kings Court,
Charles Hastings Way,
Worcester
WR5 1JR

HEREFORD & WORCESTER FIRE AND RESCUE SERVICE
HEADQUARTERS
2 KINGS COURT
CHARLES HASTINGS WAY
WORCESTER. WR5 1JR
TEL: 0845 12 24454

FROM ALL DIRECTIONS:
FOLLOW ROAD SIGNS TO A&E -
HQ FIRST RIGHT OFF HOSPITAL
APPROACH ROAD



This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings.
Hereford & Worcester Fire and Rescue Service 100229587 2005

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 OPTIMUM 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 OPTIMUM 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**.

GUIDANCE NOTES FOR VISITORS

Security

Upon arrival, visitors are requested to proceed to the barrier and speak to the reception staff via the intercom. There are parking spaces allocated for visitors around the front of the building, clearly marked. Upon entering the building, you will then be welcomed and given any further instructions. In particular it is important that you sign in upon arrival and sign out upon departure. Please speak to a member of the reception staff on arrival who will direct you to the appropriate meeting room.

Wheelchair access

The meeting room is accessible for visitors in wheelchairs.

Alternative formats

For information regarding requests for papers in alternative formats, please contact Committee Services on 01905-368241 or by email at committeeservices@hwfire.org.uk

Smoking is not permitted.

First Aid -please ask at reception to contact a trained First Aider.

Toilets – please ask at reception.

ACCESS TO INFORMATION – YOUR RIGHTS

The Local Government (Access to Information) Act 1985 widened the rights of press and public to attend Local Authority meetings and to see certain documents. Your main rights are set out below:

- Automatic right to attend all Authority and Committee meetings unless the business if transacted would disclose “confidential information” or “exempt information”.
- Automatic right to inspect agenda and public reports at least five days before the date of the meeting.
- 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.

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 Services on 01905-368241 or by email at committeeservices@hwfire.org.uk.

WELCOME AND GUIDE TO TODAY’S MEETING

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

Agenda Papers

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

Chairman

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

Officers

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

The Business

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

Decisions

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

Agenda

Councillors

Herefordshire:

Brigadier P Jones CBE (Vice-Chair),
Mr. D Greenow, Mrs. M Lloyd-Hayes, Mr. B Matthews, Mr. D C Taylor, Mr. P J Watts.

Worcestershire:

Mr. D W Prodger MBE (Chair),
Mr. T J Bean, Mr. B Bullock, Mrs. M Bunker, Mr. J Campion, Mr. J Cairns, Mrs. L Duffy, Mrs. L Eyre, Mr. A I Hardman, Mrs. L Hodgson, Mrs. G Hopkins, Mrs. F Oborski, Mrs. J Potter, Mr. T Spencer, Mr. K Taylor, Mr. J Thomas, Mr. R M Udall, Mr. T A L Wells and Mr. G C Yarranton.

	Pages
1. Apologies for Absence To receive any apologies for absence.	
2. Declaration of Interests (if any)	
3. Chairman's Announcements	
4. Confirmation of Minutes To confirm the minutes of the meeting held on 21 September 2012. (Copy attached)	1 – 5
5. 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.	
6. Chief Fire Officer's Service Report To inform the Authority of recent key developments and activities together with performance information for the period 1 July to 30 September 2012.	6 – 11
7. Financial Prospects 2013/14 To provide Members with a further update on developments on the funding position for 2013/14 and beyond.	12 – 17

8. Equality Scheme Update and Equality Objectives	18 – 22
To inform Members of progress with regard to the Service's existing Equality Scheme Action Plan and to seek approval for the publication of future organisational equality objectives.	
9. Report from Policy and Resources Committee	23 – 26
To inform the Authority of the proceedings of the Policy and Resources Committee meeting held on 21 November 2012.	
10. Report from Audit Committee	27 – 29
To inform the Authority of the proceedings of the Audit Committee meeting held on 28 September 2012.	
11. FRA and Committee Dates for 2013/14	30 - 32
To inform Authority Members of the meeting dates for 2013/14.	



Minutes

Members present:

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

Mr B Bullock, Mrs M Bunker, Mr D Greenow, Mrs L Duffy, Mrs L Eyre, Mr A Hardman, Mrs L Hodgson, Mr B Matthews, Mrs F Oborski, Mrs J Potter, Mr T Spencer, Mr D Taylor, Mr R Udall, and Mr G Yarranton.

No. Item

1. Apologies for Absence

Apologies for absence were received from Mr T Bean, Mr J Campion, Mr J Cairns, Mrs G Hopkins, Mrs M Lloyd-Hayes, Mr C Smith, Mr K Taylor, Mr J Thomas and Mr P Watts.

2. Declarations of Interest

Mr T Spencer declared an interest in agenda item 7 relating to Members' Allowances Scheme – Carers and Dependents Allowance regarding his wife's medical status.

3. Confirmation of Minutes

RESOLVED that the minutes of the meeting held on 20 June 2012 and the minutes of the Special Meeting held 19 July 2012 be agreed and signed by the Chairman.

4. Chairman's Announcements

The Chairman made the following announcements:

(a) Medals and Awards Ceremonies

The Worcestershire Medals and Awards Ceremony would be held at Worcester Guildhall at 6 pm on Friday 28 September 2012. Herefordshire Members would be sent an invitation to the Hereford Medals and Awards Ceremony which would be held on Friday 23 November 2012 at 6 pm in Hereford Town Hall.

(b) New Fire Minister for England

A new Fire Minister had been appointed, Brandon Lewis, MP, who replaced Bob Neil as Fire Minister for England as part of the recent coalition government reshuffle. Brandon Lewis was elected as a Conservative MP for Great Yarmouth in 2010 after a career in law and business.

(c) Thank you to Outgoing Members of the Standards Committee

A big thank you was given to the outgoing Chairman, Mr Gething and Vice Chairman, Dr Mylechreest who had loyally served the Fire Authority on the Standards Committee for the last few years. Thanks were also given to the independent members Mr Emeny, Mr Rogers and Mr Stevens. The Chairman told Members that a letter of thanks would be sent by him on behalf of the Authority to each of the above members of the Standards Committee.

5. Questions from Members of the Public

No questions had been received from members of the public.

6. Appointment of Deputy Chief Fire Officer

A report was considered that requested the Authority to ratify the appointment to the post of Deputy Chief Fire Officer, as recommended by the Appointments Committee.

The Chief Fire Officer advised Members that the merits of advertising the Deputy Chief Fire Officer's post had been discussed by the Appointments Committee but it was considered that the Authority already had an excellent and ideally suited candidate and that an external advertisement and process would be unnecessary in terms of expense and managerial and Member time.

Upon the ratification of the appointment Richard Lawrence joined the meeting and Members applauded him on his appointment as the new Deputy Chief Fire Officer. Richard Lawrence thanked Members and commented that he looked forward to working with the Chief and the Authority.

RESOLVED that the Authority appoints Temporary Deputy Chief Fire Officer Richard Lawrence to the substantive post of Deputy Chief Fire Officer.

7. Members' Allowances Scheme – Carers and Dependents Allowance

A report was considered that asked the Authority to consider an additional provision to the existing Members' Allowances Scheme to cover expenditure incurred by Members for the care of their dependents whilst undertaking particular approved duties in line with the Schemes set out by Worcestershire County Council and Herefordshire Council.

The Head of Legal Services presented the report and commented that there appeared to be an oversight in the Fire Authority's current scheme in that it did not include an allowance for carers as was the case for Herefordshire and Worcestershire Councils. Furthermore, he stated that the Authority's Members' Allowances Scheme would be fully reviewed in due course but until this was undertaken it was prudent to include provision for carers and dependents.

RESOLVED that the scheme of Members allowances be amended to include an additional allowance to cover expenditure incurred for the care of dependents as follows:

- i) £6.09 per hour (same rate as Worcestershire County Council);*
- 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 household and all claims to be evidenced by receipts.*

8. Standards Committee Appointments

A report was considered that requested the Authority to:

1. Appoint a Chairman and Vice-Chairman to the new Standards Committee;
2. Approve amendments to the Terms of Reference for the new Standards Committee;
3. Appoint a panel of 'Independent Persons'; and
4. Delegate authority for granting dispensations.

The Head of Legal Services presented the report and advised Members that whilst the Authority had agreed to retain a Standards Committee at its last meeting there were some items of unfinished business which needed to be resolved.

The appointment of a Chairman and Vice-Chairman was required and the Chairman of the Authority had nominated Mr T Spencer for Chairman and Mrs G Hopkins as Vice-Chairman.

Members were advised that the new Standards Committee would be required to be politically balanced under the Localism Act and to this end Members had before them a list of nominated members from Group Leaders. Also Members' attention was drawn to the fact that whilst the Terms of Reference had previously been agreed, they had been further revised to reflect best practice.

At the last Authority meeting Members had been advised that the Authority would wish to join the Worcestershire Pool of Independent Persons. It was noted that the recruitment process for Independent Persons had been completed and that six persons had been recommended for appointment to the Pool. However, after deliberation, it was considered that if at all possible it would be pertinent to recruit an Independent Person from Herefordshire to add to the list of Independent Persons available to the Authority.

10.45 am Mrs L Eyre entered the meeting at this point.

It was noted that the Localism Act had expanded the criteria for the granting of dispensations. Previously there had been a delegation in place for the Standards Committee to grant dispensations but invariably when a dispensation was required it was too late to convene a meeting of the Standards Committee. It therefore seemed more prudent to change the delegation to the Monitoring Officer for S31(4)a and for S31(4)b c and e of the Localism Act to the Monitoring Officer in consultation with the Independent Person provided that where the Monitoring Officer considers it appropriate to do so he may refer the request to the Standards Committee.

RESOLVED:

- i) The Authority appoints Mr T Spencer as Chairman and Mrs G Hopkins as Vice-Chairman of the Standards Committee.**
- ii) The following Members be appointed to serve on the Standards Committee: Mr T Spencer, Mrs G Hopkins, Mr D Greenow, Mr J Thomas and Mr C Smith.**
- iii) The appointment of two co-opted, non-voting, non-councillor Members of the Standards Committee be delegated to the Head of Legal Services in consultation with the Chairman of the Standards Committee and the Chairman of the Authority.**
- iv) The amended Terms of Reference of the Standards Committee, as attached at Appendix 1 to the report be approved.**
- v) The following individuals be appointed as Independent Persons for the purposes of the members' standards and ethics regime:**
 - David Coulson**
 - James Hipkiss**
 - Catherine Mangan**
 - Raymond Needham**
 - Fred Noble and**
 - David Warner**

And that the Head of Legal Services be given delegated authority to appoint a further Independent Person from Herefordshire.

- vi) The granting of dispensations under Section 33 of the Localism Act 2011 in relation to Members who would otherwise be prevented from participating in matters due to disclosable pecuniary or other interests under the Code of Conduct:**
 - (a) On the ground (a) Section 33(2) be delegated to the Monitoring Officer.**
 - (b) On all other grounds be delegated to the Monitoring Officer in consultation with the Chairman of Standards Committee and after consultation with the Independent Person PROVIDED that where the Monitoring Officer considers it appropriate to do so he may refer the request to the Standards Committee; and**
- vii) The outgoing Standards Committee Chairman and Members be thanked for their Service.**

9. 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 April to 30 June 2012.

The Chief Fire Officer presented the report and highlighted the following:

- During this quarter the Service had attended the lowest number of incidents during the last five years.**
- There had been a 61.9% reduction in the number of secondary fires attended.**
- There had been a small increase in the number of chimney fires.**
- There had been a 170% change in the number of flooding incidents attended.**

- With regard to retained availability, 90.5% availability had been achieved during the quarter which was considered to be a very good level of availability.
- With regard to items of special interest it was noted that the Service had donated one of its former rescue boats to the Young Firefighters' Association. Also it was noted how well the Service's teams had performed in the National Extrication and Trauma Challenge 2012.

RESOLVED that the Chief Fire Officer's Service report be noted.

11.05 am Mr B Bullock entered the meeting at this point.

10. Report from Audit Committee

A report was considered that informed the Authority of the proceedings of the Audit Committee meeting held on 29 June 2012.

RESOLVED that the Authority notes the proceedings of the Audit Committee meeting held on 29 June 2012.

11. Report from Policy and Resources Committee

A report was considered that informed the Authority of the proceedings of the Policy and Resources Committee meeting held on 5 September 2012.

RESOLVED that the Authority note the proceedings of the Policy and Resources Committee meeting held on 5 September 2012.

The meeting finished at 11.15 am.

Signed: _____
Chairman

Date: _____

6. Chief Fire Officer's Service Report

Purpose of Report

1. To inform the Authority of recent key developments and activities together with performance information for the period 1 July 2012 to 30 September 2012.

Recommendation

The Chief Fire Officer recommends that the report be noted.

Performance

Operational Activity – Total and Fire Incidents – Quarter 2, 2012-13

2. The total number of incidents attended shows a decrease compared with the same quarter last year. This is mainly due to a large reduction in the total number of fires attended.

Total Incidents	Quarter 2 2011-12	Quarter 2 2012-13	Percentage change
All Fires	886	405	-54.3%
Special Services	371	461	24.3%
False Alarms	979	912	-6.8%
Total Incidents	2236	1778	-20.5%

(Table 1 –Total Incidents Quarter 2 2011-12 and 2012-13)

3. The reduction in the total number of fires attended is primarily a result of a significant reduction in Secondary Fires attended in Quarter 2 compared with the same quarter last year. This reduction is largely due to the predominantly wet weather conditions in Quarter 2 2012-13 compared with the same Quarter last year.
4. Special Service incidents totals have been adversely affected by an increase in flooding and other water related incidents in July 2012.
5. The total numbers of false alarm incidents have decreased when compared to Quarter 2 last year and also against the last three years' Quarter 2 average.

Health and Safety

Incidents and Injuries

6. A total of 56¹ Health and Safety related incidents were reported this quarter.

- 2 were/had potential to be 'serious incidents'²; and
- 3 were incidents of sexual harassment (by telephone): one to a female firefighter on station from a member of the press and a further two from a member of the public to two fire control operators.

	Jul	Aug	Sep	This ¼ Total	Prev.¼ Total
Serious Incidents ²	0	0	2	2	2
Near Hit/Cause for Concern ³	2	6	3	11	14
Specialist Investigations ⁴	2	0	2	4	1

Analysis

7. The serious or potentially serious incidents this quarter comprised of the following:

1. Issue with the tolerances on the RTC gear tray on the new Scania appliances leading to a manual handling injury – this was investigated and remedied the same day by our Fleet Team.
2. Contamination of external cylinder lockers with water, dirt and debris – this was investigated and remedied the same day by our Fleet Team.

Fleet Incidents

Station	Total	Response
24 Kidderminster	2	1
25 Bromsgrove	2	1
26 Droitwich	1	0
27 Redditch	1	1
28 Evesham	2	1
41 Malvern	1	0
42 Ledbury	1	1

Station	Total	Response
45 Whitchurch	1	1
46 Hereford	3	1
52 Leominster	2	2
Headquarters	2	0
Training Centre	1	0
West District	1	0
Total	20	9

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.

8. Of the total of 20 driving-related incidents reported this period:

- 18 were as a result of our driver error;
- 9 whilst responding to incidents;
- 9 occurred during slow speed manoeuvres;
- 4 occurred during reversing manoeuvres;
- 16 incidents involved front-line appliances; and
- 1 incidents involved non-operational support vehicles.

Items of Interest

Worcestershire Medals and Awards Ceremony

9. Firefighters and staff from Hereford & Worcester Fire and Rescue Service were honoured at a Medals and Awards Ceremony held on Friday 28 September at the Guildhall in Worcester.
10. During the evening, medals for Long Service and Good Conduct were presented by David Blakey CBE, Deputy Lieutenant of Worcestershire, as the Queen's representative, and also by Chief Fire Officer Mark Yates and Councillor Derek W Prodger MBE, Chairman of Hereford & Worcester Fire and Rescue Authority. The High Sheriff of Worcestershire, Penelope Lewis, also attended the ceremony to present the High Sheriff's Award to the top Young Firefighter while Grant Wills, Group Commander with Hereford & Worcester Fire and Rescue Service, acted as Master of Ceremonies.

Herefordshire Medals and Awards Ceremony

11. Firefighters and staff from Hereford & Worcester Fire and Rescue Service were honoured at a Medals and Awards Ceremony held on Friday 23 November at Hereford Town Hall.
12. During the evening, medals for Long Service and Good Conduct were presented by The Countess of Darnley, Lord-Lieutenant of Herefordshire with commendations being presented by Chief Fire Officer Mark Yates and long service awards being presented by Councillor Derek W Prodger MBE, Chairman of Hereford & Worcester Fire and Rescue Authority. The High Sheriff of Herefordshire Lieutenant Colonel Charles Thwaites MBE, also attended the ceremony to present the High Sheriff's Award to the Community Safety Volunteer of the Year. Station Commander Neil Pigott with Hereford & Worcester Fire and Rescue Service acted as Master of Ceremonies.

Operational Assurance audit (OP A)

13. As part of a voluntary process facilitated by the Local Government Association, the Service has recently undertaken a peer review operational audit.
14. Between 5 and 8 November the Service hosted a multi-disciplined peer review team that looked at areas of operational performance and specific areas such as operational training, HR, Procurement and Risk Information. The spirit of the assessment was to provide rigour and challenge and to act as a critical friend.

15. The assessment was extensive involving 44 meetings and 188 staff and Members giving the peer review team a diverse audience group and a good basis on which to base their judgments.
16. Paul Raymond, the CFO of Shropshire and team leader presented the team's provisional findings on the last day of their visit and early indications are that the Service is well led, motivated and has some areas of notable practice. A final report outlining all findings from the visit will be analysed and presented to the Audit Committee.

Community Risk Management Plan (CRMP)

17. The Service is developing a new risk management plan. Formally known as the Integrated Risk Management Plan (IRMP), it will be suggested that the new name be adopted; the Community Risk Management Plan (CRMP) more readily reflects the emphasis of the document and the desired target audience.
18. The document will span a seven year period between 2013-2020 giving the Authority an opportunity to articulate its broad vision of how services will be delivered and what challenges the Service will face going into the future.
19. Recently officers of the Service have conducted several risk planning days inviting all staff and Members to contribute to the development of the new CRMP. This has involved staff discussing many areas such as the social and environmental impacts that we might experience, through to the political and legal challenges that the Service might face.
20. The sessions have been positively received and have acted as an excellent engagement mechanism for staff to have their say.

Workwear

21. In September this year, the Senior Management Board made the decision to change the colour of the workwear provided to Service staff from the existing 'brushed titanium' (grey) to dark blue. Firefighters, Crew Commanders and non-operational staff will move to blue shirts and blue trousers whilst Watch Commander to CFO will be issued with white shirts and blue trousers. Senior Officers will have the discretion to wear the appropriate style of workwear or uniform to suit the occasion.
22. Having listened to the opinions of our staff, the grey colour has never been popular with operational staff. The decision to change to the blue is as a result of consultation and communication with personnel and will help to reinforce pride and ownership within the Service.
23. The new work wear will be introduced in the spring of 2013 and it is important to note that the change is achievable within existing uniform budgets and will be part of the natural and programmed replacement with our existing supplier.

Thermal Image Cameras (TIC)

24. The Service has recently begun the purchase of new Thermal Image Cameras. Feedback from operational crews has indicated thermal image cameras greatly enhance their ability to deal with fires in compartments and as such are recognised as an essential item of operational equipment.
25. Until now provision across the Service has been limited to selected appliances. In response to the feedback from crews and in order to enhance firefighter safety and operational effectiveness, the new programme will allow for one TIC to be provided to the majority of front line appliances and in all cases one per station.
26. The roll out of the cameras will start in December 2012 with all relevant appliances completed by the end of January 2013.

Cable Entanglement

27. Incidents have occurred nationally involving firefighters becoming entangled within electricity and other cables whilst tackling compartment fires with potential serious consequences. The Service has moved to provide equipment to deal with this type of scenario and has carried out trials locally and with regional partners to determine the correct equipment provision.
28. By the end of January 2013, crews entering compartment fires wearing breathing apparatus will be provided with cable cutters and rescue knives. In addition, a further set of heavy duty cable cutters will be provided to all breathing apparatus emergency teams. This equipment will fill a gap in existing provision and demonstrates the Service's commitment to learn from national incidents and whilst it will not prevent entanglement, it will ensure that crews have the best capability to free themselves should it happen.

Roxel Fire

29. A well-rehearsed emergency plan at the Roxel site in Kidderminster played a key part in ensuring an incident on 16 November was dealt with so effectively.
30. The Service was called to the Summerfield Lane site just after 8.30am on this Friday morning following reports of a fire in a single storey building. Six fire crews attended (from Worcester, Kidderminster, Bewdley, Stourport, Bromsgrove and Tenbury) along with the Command Support Unit from Malvern, the Incident Support Unit from Droitwich and a Restricted Access Vehicle from Whitchurch. Police and ambulance crews also attended the incident.
31. In line with the company's emergency plans, local residents and business premises in the immediate area were evacuated as a precautionary measure and a 600-metre cordon was set up. The A449 was also closed from Hoobrook Island through to Black Bridges during the incident.

32. The fire had broken out in a workshop area at the Roxel site, and with two ground monitors and three covering jets in place, and a compressed air foam jet ready to be used if required, firefighters wearing breathing apparatus and protective clothing went into the affected building where they used specialist ventilation equipment and thermal imaging cameras to ensure the fire was fully extinguished.
33. Once it was confirmed that there was no further risk of fire, the cordon around the site was lifted and the road was re-opened, with local people allowed to return to their homes mid-afternoon.
34. There were no injuries during the incident and damage was confined to the building where the fire broke out.

Flood Incidents

35. Following a period of intense rain which started in the afternoon of Saturday 24 November, the Service received more than 160 calls in the 48 hour period from 24 November to 26 November. 80 of these were to flood-related incidents. The majority of these calls were taken from 10.30pm to 3.00am on Saturday night/Sunday morning with Evesham, Hereford, Ross on Wye and Worcester being particularly badly affected; mostly involving either motorists stranded in their vehicles in flood water or residents with flood water in their properties.
36. Fire crews and Water First Responders helped rescue occupants of vehicles stranded in flood water across the two counties and also over the border at in Gloucestershire and Warwickshire.
37. Fire Crews and Water First Responders rescued 50 people including the rescue of 15 residents in Kempsey at 5.00am on 25 November, after the water rose so quickly that they became trapped in their houses. 2 people were evacuated from their property in Bevere, Worcester and taken to safety by one of the Service's water rescue boats. One of the most serious incidents occurred at Coughton in Warwickshire when specialist crews from Evesham rescued three people trapped in a car that had been washed down stream whilst attempting to drive through a swollen ford. There was little doubt that the lives of the three elderly individuals were in grave danger and images from this rescue have appeared in many national media outlets.
38. Fire Control operators also received 53 calls where they gave advice and the attendance of a crew was not required. In addition to this they also dealt with a significant number of other non-flood related incidents such as road traffic collisions and fires.
39. The Service has repeated its warning for motorists to take extreme care and to heed any road closure or flood warning signs.

Contact Officer

Mark Yates, Chief Fire Officer
0845 12 24454
Email: myates@hwfire.org.uk

7. Financial Prospects 2013/14

Purpose of report

1. To provide Members with a further update on developments on the funding position for 2013/14 and beyond.
-

Recommendation

The Chief Fire Officer and Treasurer recommend that the report be noted.

Introduction and Background

2. The Policy and Resources Committee at its meeting on 5 September 2012 considered new data that was available in respect of future funding, and concluded that at that time there was insufficient clarity to require any change to the current Medium Term Financial Plan (MTFP) assumptions.
3. In respect of the formula grant side of funding, there have been no more developments and the settlement is now likely to be made in the third week of December.
4. More information has become available in relation to the Government's view on Council Tax increase, which will have a significant impact on the future budget.
5. Significant progress has been made in identifying measures to close the MTFP budget gap.

Expenditure Requirement

6. Members will recall that the MTFP identified budget gaps of £1.180m, £1.966m and £3.026m for 2013/14, 2014/15 and 2015/16 respectively, (as outlined at the top of Appendix 2 – Line 1).
7. These gaps were based on expenditure projection as outlined in line 14 of Appendix 1. Since then significant work has been done to identify measures to reduce expenditure and close the gap and these are detailed within this Appendix.

8. As can be seen from Appendix 2 (Line 3), although these measures have closed the identified gap for 2013/14 and significantly closed it for 2014/15, the gap beyond that point is a major problem.
9. A further year has been added to the projection to maintain the plan at 4 years, but it should be recognised that the latter 2 years are beyond the current CSR (Comprehensive Spending Review period).
10. In addition, potential additional cost pressures have been identified in respect of a significant increase in the employer's contribution to the Firefighters' Pension Schemes. (Appendix 2 – Line 4).

Funding Projections

11. Although there has been no additional data published on firm proposals for grant distribution to individual Authorities, the grant control totals for 2015/16 and 2016/17 have now been illustrated. In the absence of any data the MTFP assumed a further reduction of 5% in 2015/16; this is now likely to be 8% with a further 5% in the following year. The impact of these changes is also shown in Appendix 2 – (Line 5).
12. Government has announced that there will be another Council Tax Freeze Grant available to those Authorities not increasing council tax in 2013/14. No firm details are yet available but it appears that the grant is limited to 1%, but is payable for 2 years.
13. In the same announcement the threshold for increase over and above which a referendum is required was set at 2%. Based on a crude estimate of the cost of a referendum, at £0.250m, an increase of 1.4% would be needed to pay for this cost. In other words a proposed increase would have to be 6.2% to deliver an additional £0.500m resources over an increase capped at 2%.
14. If the referendum result was against an increase above 2% the cost of the referendum and re-billing cost would have to be met from within the lower budget.
15. Based on previous experience it has been assumed for planning purposes that the Authority will opt to take the grant in 2013/14.
16. As usual Government has given no indication of capping policy beyond the current year, but for planning purposes a 1% p.a. increase has been assumed, and shown in Appendix 2 (Line 8).
17. For illustrative purposes Appendix 2 (Line 10) shows the impact of future precept increases at 2% as well.
18. Members will recall that the Policy and Resources Committee recommended that the Authority adopt a planning assumption of 3.5% precept increases across the remaining years of the MTFP so this change has a significant impact, particularly as precept represents 2/3rds of the FRAs funding.

Addressing the Gap

19. Given the uncertainties surrounding the financial settlement and its relative lateness, detailed information will not be available until the Budget Seminar on the 16 January 2013 and it is suggested that this is the forum for Members to discuss the implications based on a known set of information.
20. As it stands, the short term gap in 2013/14 could be smoothed by using 2012/13 budget savings this is a one off measure only, and could only be justified as a “breathing space” to permit time for proposals to meet the future gap to be implemented.

Financial Considerations

Consideration	Yes/No	Reference in Report i.e paragraph no.
There are financial issues that require consideration	Yes	Whole report considers financial position

Legal Considerations

Consideration	Yes/No	Reference in Report i.e paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	No	

Additional Considerations

21. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e paragraph no.
Resources (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	No	
Strategic Policy Links (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	No	
Risk Management / Health & Safety (e.g. risk management and control measures, risk register score).	No	
Consultation with Representative Bodies	No	

Supporting Information

Appendix 1 – Medium Term Expenditure Forecast

Appendix 2 – Medium Term Financial Forecast

Background papers

None

Contact Officer

Martin Reohorn, Director of Finance & Assets (Treasurer)

(01905 368205)

Email: mreohorn@hwfire.org.uk

Hereford & Worcester Fire and Rescue Authority
Policy & Resources Committee : 21st November 2012
Medium Term Expenditure Forecast

		FRA - Feb 2012			
		2013/14 Forecast £m	2014/15 Forecast £m	2015/16 Forecast £m	2016/17 Forecast £m
1	2012/13 Core Budget	33.821	33.821	33.821	33.821
	<u>Base changes</u>				
1	Less one-off 2011/12 & 2012/13 Public Holiday	(0.020)	(0.020)	(0.020)	(0.020)
2	Pay Award Contingency	0.220	0.620	1.300	1.700
3	General Inflation Contingency	0.300	0.600	0.860	1.160
4	LGPS - increased contribution rate	0.020	0.040	0.060	0.080
5		0.520	1.240	2.200	2.920
	<u>Capital Programme</u>				
6	Impact of Asset Management Plan & Fleet Strategy	0.250	0.500	0.750	1.000
7		0.250	0.500	0.750	1.000
	<u>Cost Savings</u>				
8	Control Resilience Project - running costs	(0.067)	(0.067)	(0.067)	(0.067)
9		(0.067)	(0.067)	(0.067)	(0.067)
	<u>One-Off (2012/13 only) Costs</u>				
10	Redundancy/Pension Strain Costs	(0.284)	(0.284)	(0.284)	(0.284)
11	Operational Equipment (<i>obsolescence</i>)	(0.210)	(0.210)	(0.210)	(0.210)
12	Property Maintenance	(0.250)	(0.250)	(0.250)	(0.250)
13		(0.744)	(0.744)	(0.744)	(0.744)
14	MTFP - PROJECTED NET BUDGET NEED	33.780	34.750	35.960	36.930
	<i>year on year change</i>	-0.1%	2.9%	3.5%	2.7%

		2013/14 Forecast £m	2014/15 Forecast £m	2015/16 Forecast £m	2016/17 Forecast £m
14	MTFP - PROJECTED NET BUDGET NEED	33.780	34.750	35.960	36.930
	<u>Other Pressures</u>				
15	FFPS Contributions			0.350	0.350
16	Pension Auto-Enrolment - maximum cost	0.060	0.120	0.120	0.120
17	Pension Auto-Enrolment - probable cost	(0.030)	(0.060)	(0.060)	(0.060)
		0.030	0.060	0.410	0.410
	<u>Cost Saving Measures</u>				
18	IRS Post	(0.013)	(0.013)	(0.013)	(0.013)
19	Watches sizes - expected 31-03-2022	(0.360)	(0.360)	(0.360)	(0.360)
20	Watches sizes - expected 2013/14	(0.110)	(0.230)	(0.230)	(0.230)
21	Day Crew Plus		(0.410)	(0.410)	(0.410)
22	Re-phasing Capital Financing Costs	(0.300)			
23	FDS Review	(0.248)	(0.248)	(0.248)	(0.248)
24	SMB Restructure	(0.050)	(0.050)	(0.050)	(0.050)
25	2012/13 Base Savings	(0.100)	(0.100)	(0.100)	(0.100)
26	Apr 2012 - no Support Staff Pay Award	(0.035)	(0.035)	(0.035)	(0.035)
27		(1.216)	(1.446)	(1.446)	(1.446)
28	REVISED PROJECTED NET BUDGET NEED	32.594	33.364	34.924	35.894
	<i>year on year change</i>	-3.6%	2.4%	4.7%	2.8%
	<i>change from MTFP</i>	-3.5%	-4.0%	-2.9%	-2.8%

Hereford & Worcester Fire and Rescue Authority
Policy & Resources Committee : 21st November 2012
Medium Term Financial Forecast

		Funding Forecast					Expenditure Forecast				Forecast Gap			
		FRA - Feb 2012				2016/17 Forecast £m	FRA - Feb 2012			2016/17 Forecast £m	FRA - Feb 2012			2016/17 Forecast £m
		2012/13 Actual £m	2013/14 Forecast £m	2014/15 Forecast £m	2015/16 Forecast £m		2013/14 Forecast £m	2014/15 Forecast £m	2015/16 Forecast £m		2013/14 Forecast £m	2014/15 Forecast £m	2015/16 Forecast £m	
1	MTFP	33.821	32.600	32.784	32.934		33.780	34.750	35.960		1.180	1.966	3.026	
2	Expenditure Saving Measures - see Appendix 1						(1.216)	(1.446)	(1.446)					
		33.821	32.600	32.784	32.934		32.564	33.304	34.514	35.834	(0.036)	0.520	1.580	
	New Cost Pressure - see Appendix 1 changes to grant control totals				(0.240)				0.350					
		33.821	32.600	32.784	32.694	32.364	32.564	33.304	34.864	35.834	(0.036)	0.520	2.170	3.470
	Grant Freeze/Future Precept at 1%		(0.425)	(0.897)	(1.593)	(2.098)								
	Updated MTFP	33.821	32.175	31.887	31.101	30.266	32.564	33.304	34.864	35.834	0.389	1.417	3.763	5.568
	2014/15 on precept increases at 2%			0.184	0.374	0.570								
		33.821	32.175	32.071	31.475	30.836	32.564	33.304	34.864	35.834	0.389	1.233	3.389	4.998

8. Equality Scheme Update and Equality Objectives

Purpose of report

1. To inform Members of progress with regard to the Service's existing Equality Scheme Action Plan and to seek approval for the publication of future organisational equality objectives.

Recommendation

The Chief Fire Officer recommends that the Authority note progress with the existing Equality Scheme Action Plan and approve the following equality objectives for publication in 2013.

- (i) To continue to embed equality and diversity within all aspects of relevant service delivery and support functions***
 - Embed equality impact assessments of all service policies into core business***
 - Appropriately target community engagement in response to our available data***
 - To analyse recruitment and employment data for trends and take appropriate action***
- (ii) To develop partnerships to promote equality***
 - Utilise a Positive Action Sub Group made up of representatives from the local communities and other stakeholders***
 - This Sub Group will recommend initiatives and actions, including positive action campaigns, to the Equality and Diversity Advisory Group.***

Introduction and Background

2. The Service currently sets out and delivers its commitment to embedding equality and diversity throughout the Service through the "Delivering Equality for All: The Scheme 2010 – 2013". The general equality duty ('the 3 Arms') requires all public bodies to eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act 2010, to advance equality of opportunity between people who share a protected characteristic and those who do not, and foster good relations between people who share a protected characteristic and those who do not. In addition, the Equality Act 2010 places a legal obligation on all public bodies to publish equality objectives at least every four years and publish information demonstrating compliance with the equality duty at least annually. This includes equality impact assessment of all services specifically including organisational Policy.

3. The Service discharges its Statutory Duties, its moral responsibilities and duty of care through the Equality and Diversity Advisory Group. This group, chaired by the Chief Fire Officer, consists of a variety of stakeholders at departmental head and senior management level from across the Service. Also in attendance are two Authority Members who have specific responsibility within their portfolios for equality and diversity.
4. Following the Equality and Diversity Advisory Group meeting held on 31 July 2012, an Equality and Diversity Sub Group was formed in order to review current arrangements and progress with regard to the “Delivering Equality for All: The Scheme 2010 – 2013” and to identify suitable organisational equality objectives for publication April 2013. (The subgroup consists of four Group Commanders from across the Service, with lead expert responsibility provided by the qualified Senior HR Advisor (Equality)).
5. The Equality and Diversity Sub Group met on 8 October 2012, reviewed the Service’s progress against the existing scheme and developed the recommendations set out in this report.

Summary of Position of Current Equality Scheme Action Plan

Leadership and Promoting Inclusion

6. The Equality and Diversity Advisory Group is chaired by the Chief Fire Officer, and advises the Senior Management Board on matters relating to Equality and Diversity. A Senior Human Resources Advisor is the nominated lead for advising on Equality and Diversity.
7. The Ethical Framework and Code of Conduct Policy describes the behaviours that the Service expects all employees to uphold and the different routes that employees can explore if they feel they need advice or support. Managers have been provided with training on the Ethical Framework and leadership training is being developed throughout the organisation. The Harassment and Bullying Policy, Grievance Policy, Capability Policy and Disciplinary Policy support this document. The Ethical Framework has recently been updated to take into account changes in legislation and refresher training for all staff is due to be delivered in 2013.
8. There is limited evidence that marketing and public events reinforce the Service’s commitment to all equality strands.
9. The Service risk assesses all new Policies using a form that requires the assessor to confirm whether the Policy is likely to impact on equality and diversity; however the results of these are not published on the Service’s website.

Accountability

10. Equality and diversity is embedded within the Integrated Risk Management Plan (IRMP). The Service is in the process of developing a new Integrated

Risk Management Plan which will have equality and diversity as the foundation of its delivery.

Effective Service Delivery and Community Engagement

11. Operational data is monitored using the Pinpoint database and trends are identified and actioned accordingly by the Technical Fire Safety Team and Community Fire Safety Team. The Service runs a number of community engagement events and initiatives which are co-ordinated by the Community Fire Safety Team. In addition, the Service supports local equality and diversity initiatives and the Chief Fire Officer was recently a keynote speaker at an equality and diversity conference run by the University of Worcester.
12. The Integrated Risk Management Plan considers the changing and conflicting needs of the community. Injuries and fatalities remain consistent with previous years and there are no underlying trends in relation to equality and diversity.
13. The systems are currently being reviewed in relation to monitoring complaints data.
14. There are currently no systems in place to ensure all plans, procedures and practices are regularly reviewed in relation to equality and diversity.
15. There is limited information in relation to equality and diversity on the Service's website.

Employment and Training

16. Recruitment procedures have been reviewed by the Head of Human Resources and promotion procedures for operational staff have been reviewed by the Group Commander for the Training and Development Centre.
17. Human resources casework is monitored in relation to equality and diversity, and reported to the Fire and Rescue Authority. Any areas of concern are raised with the relevant operational or support staff manager.
18. There are no specific equality and diversity objectives in appraisal documentation; however, attitudes and behaviours as a whole are assessed as part of the appraisal process. The basis for this assessment would be the behaviours described in the Ethical Framework and Code of Conduct Policy.
19. The equal pay audit has not been finalised.

Evaluation and Sharing Good Practice

20. Peer assessments of the Service have been completed by West Midlands Fire Service and Shropshire and Staffordshire Fire and Rescue Services.
21. Annual data is collected in relation to service delivery and employment practice.

22. Equality and diversity is embedded within the capital planning processes through the Procurement Framework document.

Equality Objectives

23. The Equality and Diversity Advisory Group recommends the following equality objectives for publication in 2013:
- (i) To continue to embed equality and diversity within all aspects of service delivery and support functions
 - Embed equality impact assessments of all service policies into core business
 - Appropriately target community engagement in response to our available data
 - To analyse recruitment and employment data for trends and take appropriate action
 - (ii) To develop partnerships to promote equality
 - Utilise a Positive Action Sub Group made up of representatives from the local communities and other stakeholders
 - This Sub Group will recommend initiatives and actions, including positive action campaigns, to the Equality and Diversity Advisory Group.
24. It is also recommended that, as part of the consultation process, feedback on these objectives is sought from the local community via the Service website and the appropriate county based equality groups.

Conclusion/Summary

25. The Service has reviewed its Equality Scheme Action Plan. New objectives have been identified for publication in 2013. The Authority is asked to note the Service's progress against the existing scheme and to approve the recommended future objectives for publication in 2013.

Financial Considerations

Consideration	Yes/No	Reference in Report i.e paragraph no.
There are financial issues that require consideration	Yes	Training

Legal Considerations

Consideration	Yes/No	Reference in Report i.e paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	Yes	Compliance with Equality Act 2010

Additional Considerations

26. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e paragraph no.
Resources (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	Yes	Whole Report
Strategic Policy Links (e.g. INTEGRATED RISK MANAGEMENT PLAN, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	Yes	Whole Report
Risk Management / Health & Safety (e.g. risk management and control measures, risk register score).	Yes	Potential failure to meet Statutory Obligations
Consultation with Representative Bodies	Yes	Whole Report

Background Papers

Delivering Equality for All: The Scheme 2010-2013

Contact Officer

John Hodges, Director of Service Support
(01905 368256)
jhodges@hwfire.org.uk

9. Report from Policy and Resources Committee

Purpose of report

1. To inform the Authority of the proceedings of the Policy and Resources Committee meeting held on 21 November 2012.
-

Recommendation

The Policy and Resources Committee recommend that the Authority note the proceedings of the Committee meeting held on 21 November 2012.

2012/13 Budget Monitoring – Second Quarter

2. A report was considered that informed the Policy and Resources Committee of the current position on budgets and expenditure for 2012/13.
3. The Treasurer advised Members that it was likely that an underspend of just under £700,000 would be attained. This had been achieved through savings made from whole-time salaries from the Integrated Risk Management Plan (IRMP) review last year and budget holder savings.
4. The Committee noted the contents of the report.

Financial Prospects 2013/14

5. A report was considered that provided Members with a further update on developments on the funding position for 2013/14 and beyond.
6. The Treasurer presented the report and advised Members that the Authority would not receive details of its settlement until mid-December and thus it was difficult to predict the Authority's position until such details had been received.
7. The Authority had adopted a planning assumption of a 3.5% precept increase however the Government had announced:
 - a grant equal to 1% of precept if an authority freezes the precept again;
 - and that the threshold for increase over and above what a referendum was required will be set at 2%.
8. The change in precept increase would have a significant impact for the Authority as the precept represented two thirds of the Authority's funding.
9. In order to cover the costs of a referendum and deliver an additional useable resource of £0.5m, a precept increase of 6.2% would be required.

10. Due to the uncertainties regarding the financial settlement Members were advised that detailed information and options to address the budget gap would be brought to them at the Budget Seminar to be held on 16 January 2013.
11. The Committee noted the report and will recommend to the Authority a future planning assumption for the precept.

Fire and Rescue Authority Plan 2012-2013 Quarter 1 and 2 Performance Analysis

12. A report was considered that provided the Policy and Resources Committee with a summary of Quarter 1 and 2 performance against the Fire and Rescue Authority Plan 2012-13.
13. The report showed Quarter 1 and Quarter 2 in combination in order to give Members a better perspective of overall performance. There was now a tolerance approach to performance based on the previous three years performance.
14. The following points were highlighted:
 - there had been a reduction in the total number of fires;
 - there had been an increase in special services directly related to flooding incidents;
 - there had been a reduction in false alarm calls;
 - there had been a significant reduction in secondary fires;
 - primary fires had reduced by 28%;
 - there had been a slight increase in chimney fires;
 - there had been a reduction in the number of domestic dwelling fires;
 - there had been a slight reduction in attendance standards;
 - there had been an increase in non-uniform sickness; and
 - there had been a slight drop in availability of retained staff.
15. The Committee noted the contents of the report.

Equality and Diversity Advisory Group Update

16. A report was considered that informed the Policy and Resources Committee of the key areas of discussion at the Equality and Diversity Advisory Group meeting held on 8 November 2012.
17. Members were advised that the Group had approved a number of equality objectives including:
 - to embed equality impact assessments of all Service Policies into core business;
 - appropriately target community engagement in response to available data;
 - analyse recruitment and employment data for trends and take appropriate action; and
 - to develop partnerships to promote equality.

18. Training on equality and diversity would be rolled out to both Members and staff.
19. The Committee noted the contents of the report.

Joint Consultative Committee Update

20. A report was considered that informed the Policy and Resources Committee of the activities of the Joint Consultative Committee (JCC) since September 2012.
21. Key items under discussion were the review of allowances and part-time workers settlement.
22. New items for discussion included:
- timescales for disciplinary investigations;
 - whole-time pumps riding with a crew of 4 rather than 5;
 - amount of time spent by Crew and Watch Commanders implementing the Resilience Register;
 - staff suggestion scheme; and
 - car parking at Service Headquarters.
23. The Committee noted the contents of the report.

Health and Safety Liaison Panel Update

24. A report was considered that updated the Policy and Resources Committee on the activities and items of significance from the Service's Health and Safety Liaison Panel.
25. The following points was highlighted:
- the injuries referred to in the report were mostly of a minor nature;
 - during the last 12 months a large number of health and safety related training courses had been completed; and
 - the Service was now using a new occupational health provider and a questionnaire was being circulated to staff to ensure that the working relationship was progressing as it should.
26. The Committee noted the contents of the report.

Financial Considerations

Consideration	Yes/No	Reference in Report i.e paragraph no.
There are financial issues that require consideration	No	

Legal Considerations

Consideration	Yes/No	Reference in Report i.e paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	No	

Additional Considerations

27. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e paragraph no.
Resources (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	No	
Strategic Policy Links (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	No	
Risk Management / Health & Safety (e.g. risk management and control measures, risk register score).	No	
Consultation with Representative Bodies	No	

Supporting Information

None

Background papers – Agenda and Papers from Policy and Resources Committee meeting held on 21 November 2012.

Contact Officer

Committee Services
(01905 368241)
Email: Committeeservices@hwfire.org.uk

10. Report from Audit Committee

Purpose of report

1. To inform the Authority of the proceedings of the Audit Committee Meeting held on 28 September 2012.
-

Recommendation

The Audit Committee recommends that the Authority note the proceedings of the Committee meeting held on 28 September 2012.

External Audit Annual Governance Report 2011/12

2. The Committee considered the External Audit Annual Governance Report 2011/12.
3. The Audit Committee is required to consider the matters set out in the External Audit Annual Governance Report prior to approving the financial statements.
4. The External Auditor advised the Committee that the audit had been completed and that he proposed to issue an audit report, including an unqualified opinion on the Authority's financial statements. He proposed to issue an unqualified value for money conclusion. The Committee was advised that the standard of financial statements and associated working papers provided to the External Auditors were improved from last year.
5. The Committee thanked the Authority's staff in ensuring that an unqualified opinion was proposed by the External Audit.
6. The Committee agreed that:
 - (i) The External Audit Annual Governance Report 2011/12 be noted;
 - (ii) The letter of representation be approved on behalf of the Authority; and
 - (iii) The response to the proposed action plan set out in the report be agreed.

Statement of Accounts 2011/12

7. A report was considered that presented the Statement of Accounts 2011/12 for approval.
8. The Committee was advised that following completion of the external audit the Authority was required to approve the Statement of Accounts by 30 September 2012 and that the Authority had delegated the function to the Audit Committee.

9. The Treasurer presented the Statement of Accounts 2011/12 and it was noted that there had been some amendments that had arisen following the audit process. These amendments had been non-material adjustments and there were no overall changes in the Accounts that had been previously circulated.
10. The Committee approved the Statement of Accounts 2011/12 as amended.

Annual Governance Statement

11. The Committee considered a report which put forward the Annual Governance Statement and supporting assurances for approval.
12. Members were advised that the Annual Governance Statement included information on how the Authority had monitored the effectiveness of its governance arrangements and set out any planned changes for the current period.
13. The Annual Governance Statement identified the Authority's obligations and objectives, established controls to manage risks and ensured that the controls were working effectively.
14. The Treasurer presented the Committee with the draft Annual Governance Statement and confirmed that a further report on progress would be presented to the committee in April 2013.
15. The External Auditor confirmed that the Annual Governance Statement complied with the requirements of the CIPFA/SOLACE Delivering Good Governance in Local Government Framework and was consistent with other information arising from the audit of the financial statements. Furthermore it was noted that the Internal Auditors would audit the Annual Governance process.
16. The Committee agreed that the Annual Governance Statement and supporting assurances be approved.

Draft Internal Audit Plan 2012/13

17. A report was considered that provided the Committee with the Draft Internal Audit Plan for 2012/13.
18. Members were advised that there would be a total of 111 audit days of which 99 would focus on operations and 12 would focus on management.
19. The Draft Internal Audit Plan 2012/13 was a risk based plan which took into account the adequacy of the Authority's risk management, performance management and other assurance processes. It was based upon the risk priorities of the Authority's Corporate Risk Register as well as upon Independent Risk Assessment.
20. The Acting Service Manager for Worcestershire Internal Audit Shared Service presented the draft Internal Audit Plan for 2012/13 which had been previously considered by the Treasurer and External Auditors.

21. The Committee agreed that the Draft Internal Audit Plan 2012/13 be approved.

Financial Considerations

Consideration	Yes/No	Reference in Report i.e paragraph no.
There are financial issues that require consideration	No	

Legal Considerations

Consideration	Yes/No	Reference in Report i.e paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	No	

Additional Considerations

22. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e paragraph no.
Resources (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	No	
Strategic Policy Links (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	No	
Risk Management / Health & Safety (e.g. risk management and control measures, risk register score).	No	
Consultation with Representative Bodies	Yes	Paragraph 20

Supporting Information

Background papers – Agenda and Papers, Audit Committee, 28 September 2012

Contact Officer

Committee Services
(01905 368241)
Email: Committeeservices@hwfire.org.uk

11. FRA and Committee Dates 2013/14

Purpose of report

1. To inform Authority Members of the meeting dates for 2013/14.
-

Recommendation

The Clerk recommends that the attached dates are noted.

Introduction and Background

2. The Authority sets its meeting dates in December having ascertained with the Constituent Authorities that none of the proposed dates conflict with their meetings.
3. The attached 2014 dates have been sent to the Constituent Authorities for them to refer to when setting their dates to ensure there are no conflicts with any of the Authority meeting dates.
4. Members are asked to note these dates in their diaries.

Financial Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are financial issues that require consideration	No	

Legal Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	No	

Additional Considerations

5. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e. paragraph no.
Resources (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	No	
Strategic Policy Links (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	No	
Risk Management / Health & Safety (e.g. risk management and control measures, risk register score).	No	
Consultation with Representative Bodies	No	

Supporting Information

Appendix 1 Hereford & Worcester Fire and Rescue 2013/14 meeting dates

Background papers - None

Contact Officer

Committee Services
(01905 368241)

Email: Committeeservices@hwfire.org.uk

**Hereford & Worcester Fire and Rescue Authority
2013/14 Meeting Dates**

Meeting	Date	Time	Location
Fire and Rescue Authority	18 June 2013	10.30 am	Headquarters
Policy and Resources Committee	4 September 2013	10.30 am	Headquarters
Audit Committee	26 September 2013	2.00 pm	Headquarters
Fire and Rescue Authority	3 October 2013	10.30 am	Brockington
Policy and Resources Committee	19 November 2013	10.30 am	Headquarters
Fire and Rescue Authority	11 December 2013	10.30 am	Headquarters
Audit Committee	22 January 2014	10.30 am	Headquarters
Policy and Resources Committee	28 January 2014	10.30 am	Headquarters
Fire and Rescue Authority	19 February 2014	10.30 am	Headquarters
Policy and Resources Committee	26 March 2014	10.30 am	Headquarters
Audit Committee	16 April 2014	10.30 am	Headquarters