# HEREFORD & WORCESTER
# Fire Authority

## Policy and Resources Committee

# AGENDA

**Wednesday, 25 March 2015**

**10:30**

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

## ACTION ON DISCOVERING A FIRE

1   Break the glass at the nearest **FIRE ALARM POINT.**
    (This will alert Control and other Personnel)

2   Tackle the fire with the appliances available – **IF SAFE TO DO SO.**

3   Proceed to the Assembly Point for a Roll Call –

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

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

## ACTION ON HEARING THE ALARM

1   Proceed immediately to the Assembly Point

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

2   Close all doors en route. The senior person present will ensure all personnel have left the room.

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

## 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 Corporate Support on 01905 368241 /209 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 press and public have the right to attend Local Authority meetings and to see certain documents. You have:

- the right to attend all Authority and Committee meetings unless the business to be transacted would disclose "confidential information" or "exempt information";

- the right to film, record or report electronically on any meeting to which the public are admitted provided you do not do so in a manner that is disruptive to the meeting.  **If you are present at a meeting of the Authority you will be deemed to have consented to being filmed or recorded by anyone exercising their rights under this paragraph;**

- the right to inspect agenda and public reports at least five days before the date of the meeting (available on our website: http://www.hwfire.org.uk);

- the right to inspect minutes of the Authority and Committees for up to six years following the meeting (available on our website: http://www.hwfire.org.uk); and

- the right to inspect background papers on which reports are based for a period of up to four years from the date of the meeting.

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

**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.
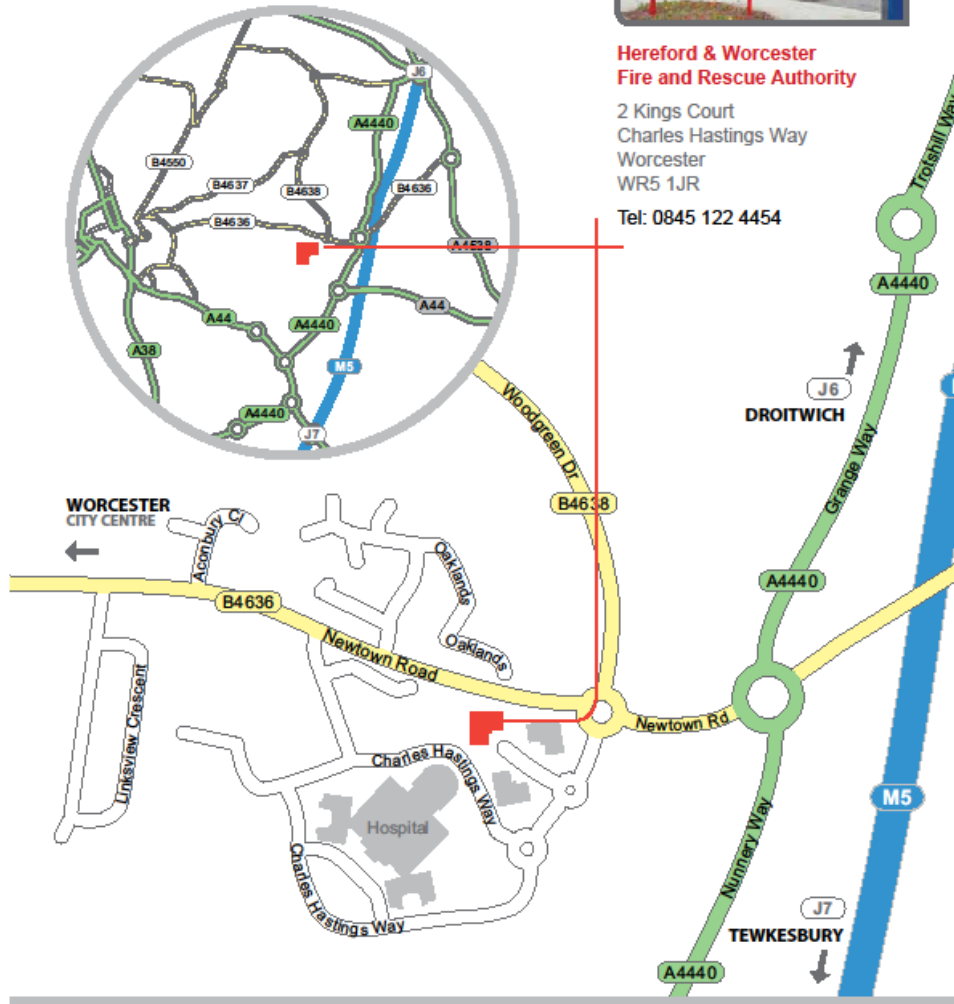
# Service Headquarters

**Hereford & Worcester**
**Fire and Rescue Authority**

2 Kings Court
Charles Hastings Way
Worcester
WR5 1JR

Tel: 0845 122 4454

**Hereford & Worcester Fire Authority**

**Policy and Resources Committee**

**Wednesday, 25 March 2015,10:30**

# Agenda

Councillors

Mr C B Taylor (Chairman), Mr R C Adams (Vice Chairman), Mr A Fry, Mr W P Gretton, Mr A I Hardman, Ms R E Jenkins, Brigadier P Jones CBE, Mr J L V Kenyon, Mrs F M Oborski, Mr D W Prodger MBE, Mr D C Taylor, Mr P A Tuthill, Mr R M Udall

| No. | Item | Pages |
|-----|------|-------|
| **1** | **Apologies for Absence** | |
| | To receive any apologies for absence. | |
| **2** | **Named Substitutes** | |
| | To receive details of any Member of the Authority nominated to attend the meeting in place of a Member of the Committee. | |
| **3** | **Declarations of Interest (if any)** | |
| | This item allows the Chairman to invite any Councillor to declare an interest in any of the items on this Agenda. | |
| **4** | **Confirmation of Minutes** | 8 - 11 |
| | To confirm the minutes of the meeting held on 27 January 2015. | |
| **5** | **Chairman's Announcements** | |
| | To update Members on recent activities. | |

Agenda produced and published by Chief Fire Officer and the Clerk to the Fire and Rescue Authority
For further information contact Corporate Support on 01905 368 241/209/219 or email CommitteeServices@hwfire.org.uk

5

Agenda produced and published by Chief Fire Officer and the Clerk to the Fire and Rescue Authority
For further information contact Corporate Support on 01905 368 241/209/219 or email CommitteeServices@hwfire.org.uk

6

**13** **Update from the Joint Consultative Committee**        **60 - 62**

To inform the Committee of the activities of the Joint Consultative Committee (JCC) since September 2014.

Hereford & Worcester Fire Authority

Policy and Resources Committee

Tuesday, 27 January 2015,10:30

## Minutes

**Members Present:** Mr R C Adams, Brigadier P Jones CBE, Mr D W Prodger MBE, Mr P A Tuthill, Mr A Fry, Mr R M Udall, Ms R E Jenkins, Mr D C Taylor, Mrs F M Oborski

**Substitutes:** Mr A P Miller (for Mr C B Taylor)

**Apologies for Absence:** Mr W P Gretton, Mr A I Hardman, Mr C B Taylor, Mr J L V Kenyon

| 1 | **Declarations of Interest (if any)** |
|---|---|

None

| 2 | **Confirmation of Minutes** |
|---|---|

**RESOLVED that the minutes of the meeting of the Policy and Resources Committee held on 19 November 2014 be confirmed as a correct record and signed by the Chairman.**

| 3 | **Budget 2015/16 and Review of the Medium Term Financial Plan (MTFP)** |
|---|---|

Members were advised of the current position in relation to budgets for 2015/16 and beyond. Provisional information had now been received to finalise some of the figures in the resourcing side of the budget equation, specifically; share of government grant totals, special grants and government estimates of business rate yield. It was confirmed that there had been reductions in special grant in respect of USAR and as a result of the transfer of an IRU vehicle to Gloucestershire. Members were also advised that the budget now included savings due to the pay awards for 2014 and the net consequence of joining the property JPV. The Authority will meet on 18 February 2015 to agree a budget and precept for 2015/16.

**RESOLVED that the Fire Authority be recommended to:**

- **increase council tax by £1.44 per year (1.94%) for 2015/16;**
- **plan for an annual 2% increase in council tax thereafter; and**
- **plan for budget changes as set out in the report appendix.**

4          **Asset Management Strategy: Hereford Fire Station**

Members were updated on the progress regarding the provision of a new fire station in Hereford and informed that significant work was being undertaken to locate an acceptable site. It was confirmed to Members that the Bath Street site would not proceed but Officers were potentially looking at three further sites with the Council and hoped an update would be available in March.

**RESOLVED that the progress towards identifying a site for a replacement fire station in Hereford be noted.**

5          **Asset Management Strategy: Evesham Fire Station**

Members were updated on negotiations with Wychavon District Council for the redevelopment of the existing site and provision of a new fire station in Evesham. Wychavon District Council wish to redevelop the existing Evesham Fire Station site as a Waitrose supermarket in order to improve the economic vitality of the town. In exchange, they will pay most of the costs for the constructon of a new fire station and replacement STF, which will then belong to the Fire Authority. Members were advised that the Fire Authority will contribute £150,000 - £250,000 towards the total costs.

**RESOLVED that the Head of Legal Services, in consultation with the Chief Fire Officer and Director of Finance, be authorised to enter into an agreement with Wychavon District Council for the sale and replacement of Evesham Fire Station on the terms set out in the report.**

6          **Protective Security**

Members were informed of the intention to drive forward and resource the protective security agenda noting the organisational impact and benefits of this, in particular the Public Services Network (PSN) accreditation.

**RESOLVED that the following be noted:**

- **a Service-wide programme is being undertaken to raise awareness of protective security issues; and**

- **a scheme of capital inprovements to enhance building security is to be undertaken and will be funded from the existing aproved minor capital works budget.**

**7          Pensions Appeals Panel**

Members were advised of the requirement to establish a Panel to consider and determine disputes in relation to Pensions Schemes. This will provide a formal mechanism for the involvement of Authority Members to consider second stage complaints.

**RESOLVED that the Committee establishes a Pensions Appeals Panel and approves the terms of reference for the Panel.**

**8          Health and Safety Committee Update**

Members were updated on the activities and items of significance from the Service's Health and Safety Committee.

**RESOLVED that the Committee note that the Health and Safety statistics indicate the Service has robust Health and Safety arrangements in place.**

The Meeting ended at:  11:43

Signed:…………………………          Date:………………

          Chairman

# Hereford & Worcester Fire Authority
## Policy & Resources Committee: MTFP Review

| Col | 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|
| Row | | 2015/16 Prov £m | 2016/17 Forecast £m | 2017/18 Forecast £m | 2018/19 Forecast £m | 2019/20 Forecast £m |
| | **MTFP Budget Gap (Feb 2014)** | | | | | |
| 1 | Savings to 2016/17 | 0.999 | 2.137 | 2.137 | 2.137 | 2.137 |
| 2 | Savings 2017/18 on | | | 1.446 | 2.380 | 3.322 |
| 3 | | **0.999** | **2.137** | **3.583** | **4.517** | **5.459** |
| | **CRMP Decisions (Sep 2014)** | | | | | |
| 4 | removal of 2nd Pumps - Tenbury/Ledbury | | (0.090) | (0.090) | (0.090) | (0.090) |
| 5 | conversion to DS - Hereford/Worcester (4+4) | (0.469) | (0.944) | (0.944) | (0.944) | (0.944) |
| 6 | standard crewing at 4 - all other WT/DC/DCP | (0.330) | (0.660) | (0.660) | (0.660) | (0.660) |
| 7 | | **(0.799)** | **(1.694)** | **(1.694)** | **(1.694)** | **(1.694)** |
| 8 | Provision for DCP trial | 0.164 | 0.164 | | | |
| 9 | | **(0.635)** | **(1.530)** | **(1.694)** | **(1.694)** | **(1.694)** |
| | **Remaining Budget Gap (Sep 2014)** | | | | | |
| 10 | Savings to 2016/17 | 0.364 | 0.607 | 0.443 | 0.443 | 0.443 |
| 11 | Savings 2017/18 on | | | 1.446 | 2.380 | 3.322 |
| 12 | | **0.364** | **0.607** | **1.889** | **2.823** | **3.765** |
| | **Expenditure Changes** | | | | | |
| 13 | 2014 Pay Award Savings | (0.200) | (0.200) | (0.200) | (0.200) | (0.200) |
| 14 | Firefighter Pensions Contribution Rates | | | | | |
| 15 | Impact of JPV | 0.014 | (0.025) | (0.063) | (0.095) | (0.156) |
| 16 | JPV set up Costs | 0.100 | | | | |
| 17 | | **(0.086)** | **(0.225)** | **(0.263)** | **(0.295)** | **(0.356)** |
| | **Funding Changes** | | | | | |
| 18 | Formula Grant Changes | 0.047 | 0.060 | 0.073 | 0.085 | 0.096 |
| 19 | Fire Revenue Grant | 0.150 | 0.150 | 0.150 | 0.150 | 0.150 |
| 20 | Revised 15/16 CT Freeze Grant Calculation | (0.008) | (0.008) | (0.007) | (0.006) | (0.005) |
| 21 | 15/16 Council Tax-base increase | (0.200) | (0.204) | (0.208) | (0.212) | (0.216) |
| 22 | Business Rate Yield Changes | 0.017 | 0.020 | 0.023 | 0.026 | 0.029 |
| 23 | | **0.006** | **0.019** | **0.031** | **0.043** | **0.054** |
| 24 | | **(0.080)** | **(0.206)** | **(0.232)** | **(0.252)** | **(0.302)** |
| 25 | | **0.284** | **0.401** | **1.657** | **2.571** | **3.463** |
| | **Excess Uniformed Staff** | | | | | |
| 26 | Employment Cost | 0.603 | 1.332 | 1.101 | 0.626 | 0.111 |
| 27 | Net Secondment Income | (1.273) | (0.007) | 0.000 | 0.000 | 0.000 |
| 28 | | (0.670) | 1.325 | 1.101 | 0.626 | 0.111 |
| 29 | **UNDERLYING GAP** | **(0.386)** | **1.726** | **2.758** | **3.197** | **3.574** |
| | **Proposed Use of Reserves** | | | | | |
| 30 | Use of budget Reduction Reserve | 0.670 | (1.025) | (1.101) | (0.626) | (0.111) |
| 31 | Use of General Balances | | (0.300) | | | |
| 32 | | 0.670 | (1.325) | (1.101) | (0.626) | (0.111) |
| 33 | **REMAINING GAP** | **0.284** | **0.401** | **1.657** | **2.571** | **3.463** |

## Report of the Treasurer

## 6.    2014/15 Budget Monitoring – 3rd Quarter

### Purpose of report

1.    To inform the Committee of the current position on budgets and expenditure for 2014/15.

### Recommendation

*It is recommended that the current position on budgets and expenditure for 2014/15 be noted.*

### Introduction and Background

2.    This report relates to the Authority's financial position for the period April – December 2014 (Quarter 3 – 2014/15), and an outturn projection based on that position.

3.    Separate financial reports are included to detail the position for both Revenue and Capital for this period.

4.    Details are included about the Authority's Treasury Management position for the period.

### Revenue

5.    In February 2014 the Authority set a net revenue budget for 2014/15 of £32.637m, allocated to budget heads.

6.    This was subsequently amended to reflect changes in the management structure and the proposed use of provisions.

7.    Appendix 1 details not only the annual budget but also gives details of the projected year end expenditure.  A breakdown of the budget variation is given in the table overleaf with an explanation of the nature and cause of significant variances.

| Budget Heading | Quarter 1 Variance £'000 | Quarter 2 Variance £'000 | Quarter 3 Variance £'000 |
|---|---|---|---|
| Wholetime Firefighter | (212) | (274) | (348) |
| RDS Firefighter | (95) | 0 | 0 |
| Control Pay | 5 | 22 | 17 |
| Support Pay | (35) | (60) | (6) |
| Industrial Action | | 39 | 53 |
| Capital Financing | (200) | (200) | (200) |
| Pay Award Provision | | (160) | (126) |
| Facilities Management | | | (104) |
| Authority Costs | 0 | (3) | (48) |
| Misc Net Other | | (80) | (93) |
| Total | (537) | (716) | (855) |

8.  At the end of Quarter 3 (31st December 2014) the main variations relate to the following service areas:

    a. Wholetime Firefighter Pay – This saving has increased since the previous estimate due to the increased secondment of firefighters.

    b. Support Pay – This saving has reduced from that anticipated last quarter because of the one-off cost of redundancies, following restructures within the Service.

    c. Facilities Management – The saving has increased from that predicted in the previous quarter, this is due to receiving further significant refunds on Business Rate payments.

    d. Capital Financing – the variation arises from the following three main causes:

        • Cash payments in respect of the major building schemes are proceeding at a slower pace than anticipated in the budget.
        • Pause on the vehicle replacement programmes whilst awaiting the outcome of the Community Risk Management Plan (CRMP) process.
        • In the short term interest rates remain low against a budget based on a historically higher average which may return during the MTFP period.

    e. Pay Award Provision – The anticipated saving is due to the annual Firefighter pay increase of 1% being less than that budgeted at 2%, and the support staff increase being 2.2% from 1st January 2015 for two years rather than that budgeted as 2% each financial year.

9.  Authority Costs – the saving has increased from that anticipated at the end of the previous quarter because a provision had been made for outstanding payments which is not now required.

10. At this point in the financial year a net underspend of £0.855m is now predicted.

**Capital**

11. The current capital budget (including approved rephasing from 2013/14) detailed in Appendix 2, is £15.282m and is divided into 4 blocks:

- Vehicle Replacement
- Fire Control Replacement/Upgrade
- Major Building
- Minor Schemes

12. Of the total budget of £15.282m only £3.379m (22.1%) expenditure has been incurred , with a further £1.558m (10.2%) committed by way of orders; £0.243m remains as unallocated minor schemes.

13. Capital expenditure remains lower than expected in the budget, for two main reasons:

a. The vehicle replacement programme has been on hold pending the final decision on the CRMP.
b. Work was delayed on capital projects within the major buildings section for the following reasons:
   - Worcester – contractual issues surrounding the building specification in the early part of the year.
   - Hereford – problems have occurred relating to the original site selected for the new station and work is now underway to identify an alternative site.
   - Redditch – this project has slipped as a result of other projects slipping and lack of capacity to move forward at this time. Once Worcester is operational and the Hereford project is finalised works will commence in earnest to identify a site.

**Treasury Management**

14. Since October 2008 the Authority has adopted a policy of avoiding new long term borrowing, where working capital balances permit. The Authority will only extend long term borrowing when cash-flow requirements dictate that it is necessary, and only to finance long term assets.

15. At the beginning of the financial year (2014/15), borrowing was at a level of £14.471m, this has been reduced by £0.500m to £13.971m following a repayment to the Public Works Loans Board planned at the beginning of February 2015.

16. In accordance with the Authority Treasury Management Strategy, surplus funds are invested by Worcestershire County Council alongside their own funds. Investment is carried out in accordance with the WCC Treasury Management Strategy, which has been developed in accordance with the Prudential Code for Capital Finance and is used to manage risks from financial instruments.

17.    Given the uncertainty in financial markets, the Treasurer continues to advise that investment should be focussed on security.  As a consequence surplus funds continue to generate low returns which are factored into the budget.

18.    At 31st January 2015 short term investment with Worcestershire County Council comprised:

| Organisation Type Invested in | H&WFA (Proportion) £'000 |
|---|---|
| Other Local Authorities | 4,426 |
| DMADF* | 0,705 |
| MMF** | 0,981 |
| Call | 0,888 |
| Total | 7,000 |

*  Debt Management Account Deposit Facility
** Instant Access

19.    An investment income target of £0.010m has been set for 2014/15, however as investments with the County Council are now more diversified, whilst still ensuring risk levels are reduced, income levels are higher than expected.  In the 9 months to 31st December 2014 the Council received income from investments of £0.031m, this increased level is reflected in the capital financing variation.

**Corporate Considerations**

| Resource Implications (identify any financial, legal, property or human resources issues) | See paragraphs 4 – 9 |
|---|---|
| Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications). | None |
| Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores). | None |

| | |
|---|---|
| **Consultation** (identify any public or other consultation that has been carried out on this matter) | None |
| **Equalities** (has an Equalities Impact Assessment been completed? If not, why not?) | None – N/A |

## Supporting Information

Appendix 1 – 2014/15 Revenue Budget Monitoring

Appendix 2 – 2014/15 Capital Budget Monitoring

## Contact Officer

Martin Reohorn, Treasurer to the Fire Authority
(01905 368205)
Email: mreohorn@hwfire.org.uk

# Hereford & Worcester Fire Authority:
## Policy & Resources Committee
## Revenue Budget 2014-15 : 3rd Quarter

| | | 2014/15 Updated Budget £m | Managerial Changes £m | Use of Provision £m | 2014/15 Final Budget £m | Forecast Annual Expd £m | Forecast Annual Variance £m |
|---|---|---|---|---|---|---|---|
| 1 | WT FF Pay | 13.825 | | 0.104 | 13.929 | 13.581 | (0.348) |
| 2 | RDS FF Pay | 3.326 | | 0.025 | 3.351 | 3.351 | 0.000 |
| 3 | Control Pay | 0.696 | | 0.005 | 0.701 | 0.718 | 0.017 |
| 4 | Support Pay | 3.410 | | 0.034 | 3.444 | 3.438 | (0.006) |
| 5 | Other Employee Costs | 0.061 | | | 0.061 | 0.061 | 0.000 |
| 6 | Unfunded Pensions | 0.966 | | | 0.966 | 0.966 | 0.000 |
| 7 | Industrial Action | | | | | 0.053 | 0.053 |
| 8 | | 22.284 | 0.000 | 0.168 | 22.452 | 22.168 | (0.284) |
| | | | | | | | |
| 9 | Strategic Management | 0.084 | | | 0.084 | 0.064 | (0.020) |
| 10 | | 0.084 | 0.000 | 0.000 | 0.084 | 0.064 | (0.020) |
| | | | | | | | |
| 11 | New Dimensions | 0.100 | | | 0.100 | 0.100 | 0.000 |
| 12 | Technical Fire Safety | 0.010 | | 0.006 | 0.016 | 0.011 | (0.005) |
| 13 | Community Safety | 0.158 | | 0.011 | 0.169 | 0.164 | (0.005) |
| 14 | Training Dept | 0.569 | | | 0.569 | 0.497 | (0.072) |
| 15 | | 0.837 | 0.000 | 0.017 | 0.854 | 0.772 | (0.082) |
| | | | | | | | |
| 16 | P & I | 0.191 | (0.091) | | 0.100 | 0.076 | (0.024) |
| 17 | Ops Policy | 0.064 | | | 0.064 | 0.058 | (0.006) |
| 18 | Personnel | 0.278 | | | 0.278 | 0.256 | (0.022) |
| 19 | Ops Logistics | 1.442 | | 0.080 | 1.522 | 1.459 | (0.063) |
| 20 | Fleet | 0.590 | | | 0.590 | 0.607 | 0.017 |
| 21 | FRA Costs | 0.059 | | | 0.059 | 0.033 | (0.026) |
| 22 | | 2.624 | (0.091) | 0.080 | 2.613 | 2.489 | (0.124) |
| | | | | | | | |
| 23 | ICT | 0.972 | 0.048 | | 1.020 | 1.018 | (0.002) |
| 24 | Facilities Mngt | 1.805 | 0.043 | | 1.848 | 1.744 | (0.104) |
| 25 | Hereford Station* | 0.000 | | | 0.000 | 0.088 | 0.088 |
| 26 | Insurances | 0.291 | | | 0.291 | 0.301 | 0.010 |
| 27 | Finance (FRS) | 0.111 | | | 0.111 | 0.111 | 0.000 |
| 28 | Finance SLA | 0.098 | | | 0.098 | 0.098 | 0.000 |
| 29 | Capital Financing | 2.965 | | | 2.965 | 2.765 | (0.200) |
| 30 | | 6.242 | 0.091 | 0.000 | 6.333 | 6.125 | (0.208) |
| | | | | | | | |
| 31 | Legal Services | 0.023 | | | 0.023 | 0.012 | (0.011) |
| 32 | | 0.023 | 0.000 | 0.000 | 0.023 | 0.012 | (0.011) |
| | | | | | | | |
| 33 | **Core Budget** | 32.094 | 0.000 | 0.265 | 32.359 | 31.630 | (0.729) |
| | | | | | | | |
| 34 | Pay Award Provision | 0.386 | | (0.168) | 0.218 | 0.092 | (0.126) |
| 35 | Inflation Contingency | 0.270 | | (0.148) | 0.122 | 0.122 | 0.000 |
| | | | | | | | |
| 36 | | 0.656 | 0.000 | (0.316) | 0.340 | 0.214 | (0.126) |
| | | | | | | | |
| 37 | Final Savings to be identified | 0.000 | | | 0.000 | | 0.000 |
| 38 | Targeted Savings | (0.051) | | 0.051 | 0.000 | | 0.000 |
| | | | | | | | |
| 39 | | (0.051) | 0.000 | 0.051 | 0.000 | 0.000 | 0.000 |
| | | | | | | | |
| 40 | **Gross Budget** | 32.699 | 0.000 | 0.000 | 32.699 | 31.844 | (0.855) |
| | | | | | | | |
| 41 | Use of Dev Reserve | (0.062) | | | (0.062) | (0.062) | 0.000 |
| | | | | | | | |
| 42 | | (0.062) | 0.000 | 0.000 | (0.062) | (0.062) | 0.000 |
| | | | | | | | |
| 43 | **Net Budget Requirement** | 32.637 | 0.000 | 0.000 | 32.637 | 31.782 | (0.855) |

\* Revenue Costs relating to the discontinued site for this capital scheme

| Scheme | Sys Budget | Adjust. | Budget | Sys Actual | Adjust. | Actual | Sys Commitments | Adjust. | Commitments | Total | Remainder |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Vehicles** | | | | | | | | | | | |
| 147 - Pump Replacement 13/14 | 1,010,000 | | 1,010,000 | - | | - | - | | - | - | 1,010,000 |
| 148 - Off Road Vehicle Replacement 13/14 | 26,000 | | 26,000 | - | | - | - | | - | - | 26,000 |
| 149 - Command Vehicle Replacement 13/14 | 350,000 | | 350,000 | - | | - | - | | - | - | 350,000 |
| 150 - Pump Replacement 14/15 | 253,000 | | 253,000 | - | | - | - | | - | - | 253,000 |
| 151 - Response Vehicles 14/15 | 338,000 | | 338,000 | - | | - | - | | - | - | 338,000 |
| 199 - USAR Dog Van | 29,000 | | 29,000 | - | | - | 18,649 | | 18,649 | 18,649 | 10,351 |
| **Total** | **2,006,000** | **-** | **2,006,000** | **-** | **-** | **-** | **18,649** | **-** | **18,649** | **18,649** | **1,987,351** |
| **Major Building** | | | | | | | | | | | |
| 049 - Malvern Refurb | 779,411 | | 779,411 | 789,211 | | 789,211 | 183,665 | -183,665 | 0 | 789,212 | - 9,801 |
| 120 - Strategic Training Facilities | - | 619,453 | 619,453 | | 55,841 | 55,841 | | 88,169 | 88,169 | 144,010 | 475,443 |
| 126 - Worcester Station | 3,975,858 | | 3,975,858 | 2,085,397 | | 2,085,397 | 1,191,139 | | 1,191,139 | 3,276,536 | 699,322 |
| 156 - Redditch | 3,247,369 | | 3,247,369 | - | | - | - | | - | - | 3,247,369 |
| 157 - Hereford Station | 2,173,903 | | 2,173,903 | 66,680 | - 49,600 | 17,080 | 39,189 | | 39,189 | 56,268 | 2,117,635 |
| 179 - Evesham Prelim. Works | 157,460 | | 157,460 | 43,495 | | 43,495 | 5,588 | | 5,588 | 49,083 | 108,377 |
| **Total** | **10,334,001** | **619,453** | **10,953,454** | **2,984,783** | **6,241** | **2,991,024** | **1,419,581** | **- 95,496** | **1,324,085** | **4,315,109** | **6,638,345** |
| **Fire Control** | | | | | | | | | | | |
| 103 - Fire Control Replacement | 506,617 | | 506,617 | 51,228 | | 51,228 | 71,170 | | 71,170 | 122,398 | 384,219 |
| **Total** | **506,617** | **-** | **506,617** | **51,228** | **-** | **51,228** | **71,170** | **-** | **71,170** | **122,398** | **384,219** |
| **Minor Schemes - Property** | | | | | | | | | | | |
| 131 - Hereford Safety Refurbishment | - | | - | 668 | | 668 | - | | - | 668 | - 668 |
| 132 - Revised HQ Server Room Fire Suppression | 50,000 | | 50,000 | - | | - | - | | - | - | 50,000 |
| 134 - Stourport BA Wash | 940 | | 940 | - | | - | - | | - | - | 940 |
| 135 - Asbestos Removal | 95,235 | | 95,235 | - | | - | - | | - | - | 95,235 |
| 137 - Bromsgrove IT Fit Out | 32,517 | | 32,517 | 8,603 | | 8,603 | 2,785 | | 2,785 | 11,388 | 21,129 |
| 139 - Broadway Female Facilities 13 - 14 Scheme | 35,000 | | 35,000 | - | | - | - | | - | - | 35,000 |
| 140 - Upgrade Droitwich Generator 13 - 14 Scheme | 50,000 | | 50,000 | - | | - | 17,766 | | 17,766 | 17,766 | 32,234 |
| 141 - Droitwich Welfare Facilities 13 - 14 Scheme | 40,000 | | 40,000 | - | | - | 12,875 | | 12,875 | 12,875 | 27,125 |
| 142 - Droitwich Boiler Room Refurb 13 - 14 Scheme | 655 | | 655 | - | | - | 655 | | 655 | 655 | 1 |
| 143 - Droitwich Forecourt Refurb 13 -14 scheme | 15,000 | | 15,000 | 850 | | 850 | - | | - | 850 | 14,150 |
| 144 - Electrical Distribution Boards Replacement | 22,787 | | 22,787 | 2,674 | | 2,674 | 1,500 | | 1,500 | 4,174 | 18,613 |
| 145 - Air Conditioning Gas Replacement 13 - 14 Scheme | 34,770 | | 34,770 | 17,370 | | 17,370 | - | | - | 17,370 | 17,400 |
| 175 - Bromsgrove Day Crew Plus Welfare Equipment | 21,077 | | 21,077 | 12,380 | | 12,380 | - | | - | 12,380 | 8,697 |
| 178 - UPS Enhancement | 142,000 | | 142,000 | 102,432 | | 102,432 | - | | - | 102,432 | 39,568 |
| 182 - USAR Intergration | 26,832 | | 26,832 | 26,611 | | 26,611 | 3,382 | | 3,382 | 29,994 | - 3,162 |
| 186 - Appliance Bay Doors | 85,000 | | 85,000 | - | | - | 49,580 | | 49,580 | 49,580 | 35,420 |
| 187 - Ross - Roof | 30,000 | | 30,000 | - | | - | - | | - | - | 30,000 |
| 188 - Eardisley - Roof | 17,500 | | 17,500 | - | | - | - | | - | - | 17,500 |
| 189 - Redditch - Roof | 40,000 | | 40,000 | 13,539 | | 13,539 | - | | - | 13,539 | 26,461 |
| 190 - FAHQ - Roof | 10,000 | | 10,000 | - | | - | - | | - | - | 10,000 |
| 191 - Hereford - Appliance Bay heating | 7,500 | | 7,500 | - | | - | - | | - | - | 7,500 |
| 192 - Redditch YFA | 20,000 | | 20,000 | 7,081 | | 7,081 | - | | - | 7,081 | 12,919 |
| 193 - Replace Redundant Towers with Masts | 106,000 | | 106,000 | - | | - | - | | - | - | 106,000 |
| 195 - Bromyard Garages - Retaining Walls | 60,000 | | 60,000 | - | | - | - | | - | - | 60,000 |
| **Total** | **942,813** | **-** | **942,813** | **192,209** | **-** | **192,209** | **88,542** | **-** | **88,542** | **280,751** | **662,062** |
| **Minor Schemes - IT** | | | | | | | | | | | |
| 127 - Wide Area Network / Internet Improvement | 7,098 | | 7,098 | - | | - | - | | - | - | 7,098 |
| 159 - Computer Software 12-13 | 8,079 | | 8,079 | - | | - | - | | - | - | 8,079 |
| 161 - Network Upgrades LAN/ WAN | 4,000 | | 4,000 | - | | - | - | | - | - | 4,000 |
| 162 - Core Switch Hardware Replacement 12-13 | 15,000 | | 15,000 | 14,639 | | 14,639 | - | | - | 14,639 | 361 |
| 163 - Lan Switch Router IOS updates | 7,000 | | 7,000 | 6,934 | | 6,934 | - | | - | 6,934 | 66 |
| 164 - Droitwich Wan upgrade | 9,000 | | 9,000 | - | | - | - | | - | - | 9,000 |
| 166 - Swipe Card Upgrade to ISO 14443A-4 | 50,000 | | 50,000 | - | | - | - | | - | - | 50,000 |
| 167 - Retained Station Swipe Card Roll Out | 80,000 | | 80,000 | - | | - | - | | - | - | 80,000 |
| 169 - Hardware/Computer Purchase 13-14 | 25,433 | | 25,433 | 11,577 | | 11,577 | - | | - | 11,577 | 13,856 |
| 170 - Computer Software 13-14 | 15,000 | | 15,000 | - | | - | - | | - | - | 15,000 |
| 171 - Developments 13-14 | 7,854 | | 7,854 | 4,064 | | 4,064 | - | | - | 4,064 | 3,790 |
| 172 - Server Hardware Upgrades 13/14 | 12,000 | | 12,000 | 3,861 | | 3,861 | - | | - | 3,861 | 8,139 |
| 173 - Core Switch Hardware Replacement 13-14 | 15,000 | | 15,000 | 15,562 | | 15,562 | - | | - | 15,562 | - 562 |
| 180 - Finance System Workflow | 42,839 | | 42,839 | 24,047 | | 24,047 | - | | - | 24,047 | 18,792 |
| 183 - Committee Management Information System | - | 12,500 | 12,500 | 14,500 | | 14,500 | - | | - | 14,500 | - 2,000 |
| 194 - Business Continuity | 39,000 | | 39,000 | 8,493 | | 8,493 | 8,181 | | 8,181 | 16,674 | 22,326 |
| 197 - Public Sector Network Physical Security Measures | 70,000 | | 70,000 | - | | - | - | | - | - | 70,000 |
| **Total** | **407,303** | **12,500** | **419,803** | **103,678** | **-** | **103,678** | **8,181** | **-** | **8,181** | **111,859** | **307,944** |
| **Minor Schemes - Equip** | | | | | | | | | | | |
| 174 - Large Animal Rescue Equipment | 1,140 | | 1,140 | 344 | | 344 | - | | - | 344 | 796 |
| 176 - UHRP / ISV Additional Equipment | 5,538 | | 5,538 | - | | - | 4,000 | | 4,000 | 4,000 | 1,538 |
| 181 - Bromsgrove BA Compressor | 45,000 | | 45,000 | 40,213 | | 40,213 | - | | - | 40,213 | 4,787 |
| 184 - Tactical Ventilation | 44,000 | | 44,000 | - | | - | 21,736 | | 21,736 | 21,736 | 22,264 |
| 185 - Compressors - Malvern/Peterchurch | 85,000 | | 85,000 | - | | - | 5,318 | | 5,318 | 5,318 | 79,682 |
| 196 - Hydraulic Test and Maintenance Rig | 16,000 | | 16,000 | - | | - | 16,067 | | 16,067 | 16,067 | - 67 |
| **Total** | **196,678** | **-** | **196,678** | **40,557** | **-** | **40,557** | **47,121** | **-** | **47,121** | **87,678** | **109,000** |
| **Minor Schemes - Other** | | | | | | | | | | | |
| 101 - Intel Application | 13,700 | | 13,700 | - | | - | - | | - | - | 13,700 |
| **Total** | **13,700** | **-** | **13,700** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **13,700** |
| **Sub Total Minor Schemes** | **1,560,494** | **12,500** | **1,572,994** | **336,444** | **-** | **336,444** | **143,844** | **-** | **143,844** | **480,288** | **1,092,706** |
| **Capital Budget** | **14,407,112** | **631,953** | **15,039,065** | **3,372,455** | **6,241** | **3,378,696** | **1,653,243** | **- 95,496** | **1,557,747** | **4,936,443** | **10,102,622** |
| **Unallocated Budgets** | | | | | | | | | | | |
| 998 - Unallocated Minor Schemes | 243,172 | | 243,172 | - | | - | - | | - | - | 243,172 |
| **Total** | **243,172** | **-** | **243,172** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **243,172** |
| **Capital Strategy** | **14,650,284** | **631,953** | **15,282,237** | **3,372,455** | **6,241** | **3,378,696** | **1,653,243** | **- 95,496** | **1,557,747** | **4,936,443** | **10,345,794** |

Hereford & Worcester Fire Authority
Policy and Resources Committee
25 March 2015

## Report of Head of Legal Services

## 7.  Joint Property Vehicle – Provision of Accommodation

**Purpose of report**

1.  To seek approval to let accommodation on the ground floor of the Service Headquarters to the Joint Property Vehicle.

---

**Recommendation**

*It is recommended that:*

*(1) the offer of accommodation to the Worcester Hospital NHS Trust be withdrawn; and*

*(2) the Chief Fire Officer be authorised to enter into a lease of office accommodation at Service Headquarters to the Joint Property Vehicle on terms to be agreed by Head of Legal Services and Director of Finance*

**Introduction and Background**

2.  In September 2013 this Committee approved a proposal to lease office accommodation on the ground floor of the Service Headquarters (SHQ) to West Mercia Police in order to make more efficient use of the space within the building and as part of our commitment to work with partners to make better use of the 'public estate'; work which has since evolved into the proposals for the creation of the Joint Property Vehicle (JPV).

3.  The lease to the Police did not subsequently come to fruition because Police requirements changed.  Officers have since been in negotiation with the Worcestershire Acute Hospitals NHS Trust for the lease of the accommodation to them but although heads of terms were agreed subject to contract in September 2014, negotiations have been protracted and the lease has not yet been concluded.

4.  Members will recall that the final business case for the JPV, which was approved at the Fire Authority meeting on 10th December 2014, identified the need to find suitable office accommodation for the JPV and highlighted SHQ as one possible location for this. The Shadow Shareholder Group (SSG) which is leading the JPV project and of which the Chief Fire Officer is a member have investigated several options, including the possibility of the JPV going to Hindlip but that is not considered feasible at the present time.  The most suitable accommodation in terms of both the space available and achieving the required timescales is on the ground floor of SHQ, including the area that was to have been let to the NHS Trust.

5.   Heads of terms for a lease to the JPV have not yet been finalised but will:
   - be on commercial terms at a market rent; and
   - include a break clause allowing for vacant possession of the building when Headquarters moves to Hindlip, should we so require.

6.   In order to accommodate the JPV staff it would also be necessary to implement a planning permission, obtained in 2013, to provide an additional 22 car parking spaces at SHQ. The funding for these works would be part of the negotiation for the proposed lease but ultimately the works will benefit the Fire Authority and enhance the value of our building.

7.   The Authority is committed to the creation of the JPV and in your Officers' view, locating the JPV at SHQ will be in the best interests of both the JPV, the Fire Service and our own staff who will be transferring to the JPV.

## Conclusion/Summary

8.   SHQ is the most suitable location currently available for the JPV and your Officers are satisfied that we can accommodate their requirements. It fits with our own property strategy and will generate income for the Fire Authority as a result of more effective utilisation of the space in the building.

## Corporate Considerations

| | |
|---|---|
| **Resource Implications** (identify any financial, legal, property or human resources issues) | The Authority will derive a rental income from the lease of the accommodation |
| **Strategic Policy Links** (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications). | The proposal accord with our own future property requirements and supports the Authority's commitment to the provision of appropriate 'Buildings and Infrastructure' |
| **Risk Management / Health & Safety** (identify any risks, the proposed control measures and risk evaluation scores). | None identified |
| **Consultation** (identify any public or other consultation that has been carried out on this matter) | There are regular staff briefings on the progress of the JPV. |
| **Equalities** (has an Equalities Impact Assessment been completed? If not, why not?) | Not applicable |

**Supporting Information**

Background papers:
Policy and Resources Committee – 4th September 2013 (proposed lease to West Mercia Police)
Fire Authority – 10th December 2014 (approval of JPV final business case)

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

**Report of Head of Corporate Services**

## 8.    Quarter 1 to 3 Performance 2014-15

**Purpose of report**

1.    This report is a summary of annual performance against the Fire Authority Annual Plan 2014-15 using the set of Key Performance Indicators (KPIs) agreed by Senior Management Board (SMB).

---

**Recommendation**

*That the Committee note the following headlines taken from Appendix 1 relating to performance in Quarter 1 to 3 2014-15:*

> *i)  The total number of Incidents attended in Quarter 1 to 3 2014-15 is the lowest overall total in the nine years that the current data set has been collected.  It is also the lowest number of incidents for the three main categories of incident individually.*
>
> *ii) This is despite an increase in wet weather related Special Service incidents attended in Quarter 1 to 3 2014-15 which have increased when compared to the same period last year.*
>
> *iii) Although Sickness levels for all staff continue to remain within tolerance levels for the year so far, sickness levels are beginning to rise again since dropping from a peak in October 2013.*
>
> *iv) The Service saw a slight increase in the percentage of attendances at building fires that met the 10 minutes attendance standard compared with the same period last year, and has investigated the reasons behind reductions in the number of building fires attended by the first appliance within 10 minutes over the past number of years.*
>
> *v)  Retained appliances were available for operational duty 90.9% of the time.*

**Introduction**

2.    The Service gathers data on a number of performance indicators based on operational activity and other areas of the Service and reports on these on a quarterly basis to SMB and the Policy and Resources Committee.

**Tolerance levels**

3.    Each individual Key Performance Indicator (KPI) is tested against the tolerance levels expected for the year. These are the levels between which performance is expected to fluctuate and are generally 10% above and below the average levels for the specific indicators.

4.    The only indicator out of tolerance at the end of Quarter 1 to 3 2014-15 was the percentage of Building Fires attended by the first appliance within 10 minutes of the time of call. This indicator is analysed in detail in Appendix 1 together with an overview of all operational activity, and an analysis of Retained Appliance availability.

**Quarter 1 to 3 2014-15 Performance**

5.    Quarter 1 to 3 2014-15 saw a reduction in Total Incidents compared to the same period last year. All three categories of Fire Incidents have reduced when compared with the same period last year. Primary Fires have decreased to the lowest Quarter 1 to 3 total in the last nine years; Secondary Fires have reduced mainly due to the wetter conditions during the summer when compared with the same period last year and Chimney Fires have also decreased when compared with Quarter 1 to 3 2013-14.

6.    The numbers of Special Service incidents have decreased when compared with Quarter 1 to 3 2013-14. This is despite an increase in wet weather related incidents.

7.    The number of False Alarm incidents has decreased compared with the same period last year. 70% of False Alarms are caused by automatic false alarms actuations and a decrease in automatic false alarms has negated increases in false alarm good intent and malicious false alarms.

8.    The number of days/shifts lost to sickness absence for all staff although continuing to remain within tolerance levels, has increased on a monthly basis from May to October 2014. This increase is mainly as a result of an increase in wholetime sickness and in particular long term wholetime sickness. The Service has roughly the same levels of sickness as other local FRS and compares favourably with the two local County Councils.

9.    The Service has investigated the reasons behind the deterioration in the standard set in the Integrated Risk Management Plan 2009-12 for the percentage of building fires first attended by a pumping appliance within 10 minutes. It has been identified that this first attendance has been affected by a change in the starting point for the measure following the introduction of the Fire Control mobilising system. Many other factors can also influence performance, such as improved call challenging and information gathering in Fire Control, changing societal issues, such as less incidents in built up areas and more incidents proportionally outside of towns and cities or in rural areas or weather and road conditions.

10.   Retained appliances were available 90.9% of the time in Quarter 1 to 3 2014-15, an increase of 0.6% on the same period in 2013-14. Some retained stations have two appliances and in these situations it is ensured that the rescue pump availability is maintained as much as possible and any unavailability is first taken by the regular pump. The rescue appliances at Leominster, Ross and Bromyard were available 100% of the time in Quarter 1 to 3 2014-15.

**Conclusion/Summary**

11. Further details and analysis regarding the headlines in the recommendations and Quarter 1 to 3 2014-15 performance in general are included in the attached appendix. SMB will continue to receive reports based on the measures the Service is taking to stay within tolerance levels and where improvements are required and will report any action required together with details of future performance to this Committee.

**Corporate Considerations**

| | |
|---|---|
| **Resource Implications** (identify any financial, legal, property or human resources issues) | None at this stage |
| **Strategic Policy Links** (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications). | The areas included link with the Fire Authority Annual Plan and strategic objectives of the Service |
| **Risk Management / Health & Safety** (identify any risks, the proposed control measures and risk evaluation scores). | None |
| **Consultation** (identify any public or other consultation that has been carried out on this matter) | None |
| **Equalities** (has an Equalities Impact Assessment been completed? If not, why not?) | No the report concerns operational activity and other areas of general performance but not from an equalities viewpoint |

**Supporting Information**

Appendix 1 Quarter 1 to 3 2014-15 Performance Analysis
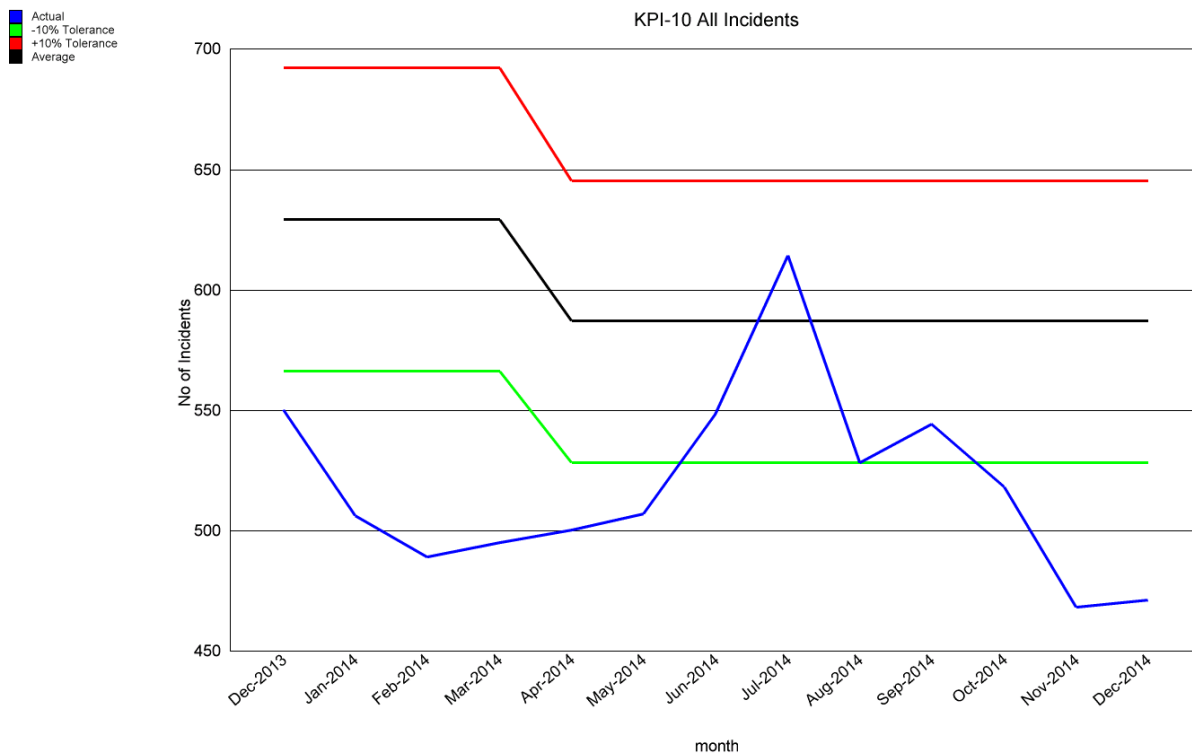
**Contact Officer**
Jean Cole, Head of Corporate Services
(01905 368329)
Email: jcole@hwfire.org.uk

**Fire Authority Annual Report 2014-15**
**2014-15 Quarter 1 to 3 Performance**

## 1.  Operational Activity – Total and Fire Incidents

### 1.1. Total Incidents Attended



*(Figure 1 – Total Incidents per month December 2013 to December 2014)*

**Summary** *Total incident levels for Quarter 1 to 3 2014-15 shows a decrease in operational activity compared with the same quarters last year. There have been decreases in the three main categories of incidents compared with same period in 2013-14. The total number of incidents attended is the lowest Quarter 1 to 3 total since the current dataset has been collected for the past nine years.*

| Total Incidents | Q1 to Q3 2013-14 | Q1 to Q3 2014-15 | Percentage change |
|---|---|---|---|
| All Fires | 1593 | 1338 | -16.0% |
| Special Services | 1044 | 1011 | -3.2% |
| False Alarms | 2495 | 2349 | -5.9% |
| **Total Incidents** | **5132** | **4698** | **-8.5%** |

*(Table 1 – Total Incidents Q1 to Q3 2013-14 and Q1 to Q3 2014-15)*

- Total Fire incidents have reduced due to a reduction in the three main categories of fires and is the lowest Quarter 1 to 3 total attended for the last nine years.

- Special Service incidents have decreased by 3.2% when compared with Quarter 1 to 3 2013-14; this is despite an increase in wet weather related incidents. Quarter 1 to 3 2014-15 experienced wetter weather conditions than the drier conditions in the same period last year. According to a local weather station, Malvern, 545.2mm of rain fell in Quarter 1 to 3 2014-15 compared with 349.6mm in the same period last year.

- The decrease of in the number of False Alarm calls compared with the position at end of Quarter 3 2013-14 is mainly due to a decrease in calls to automatic false alarms.

## 1.2. Total Number of Fires
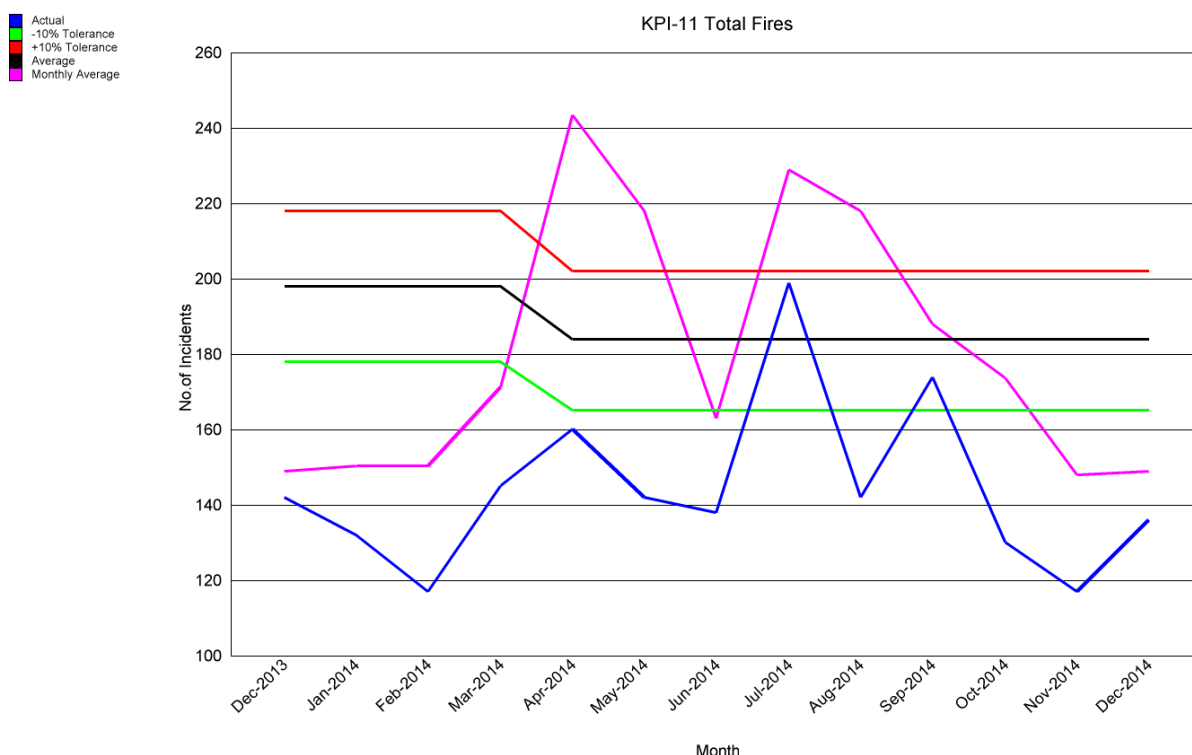


*(Figure 2 – Total Fires per month December 2013 to December 2014)*

**Summary**  *Decreases in all three categories of Fires have contributed to an overall decrease in the total number of Fires attended in Quarter 1 to 3 2014-15 compared with the same period in the previous financial year.*

| Total Fires | Q1 to Q3 2013-14 | Q1 to Q3 2014-15 | Percentage change |
|---|---|---|---|
| Primary Fires | 799 | 714 | -10.6% |
| Secondary Fires | 666 | 521 | -21.8% |
| Chimney Fires | 128 | 103 | -19.5% |
| **Total Fires** | **1593** | **1338** | **-16.0%** |

*(Table 2 – Total Fires Q1 to Q3 2013-14 and Q1 to Q3 2014-15)*

- Primary Fires have decreased by 10.6% when compared with the same period last year (714 compared with 799 fires) and are also down 16.7% from last 5 years Quarter 1 to 3 average (858 incidents).

26

- Secondary Fires have decreased by 21.8% when compared with the same period last year (521 compared with 666) and are also down 35.8% from the last 5 years average (811 incidents).

- Chimney fires have decreased by 19.5% compared with Quarter 1 to 3 2013-14 (103 compared with 128) and are down by 17.6% compared with the average number of chimney fire incidents attended in Quarter 1 to 3 in the last 5 years (125 incidents).

## 1.3.Primary Fires
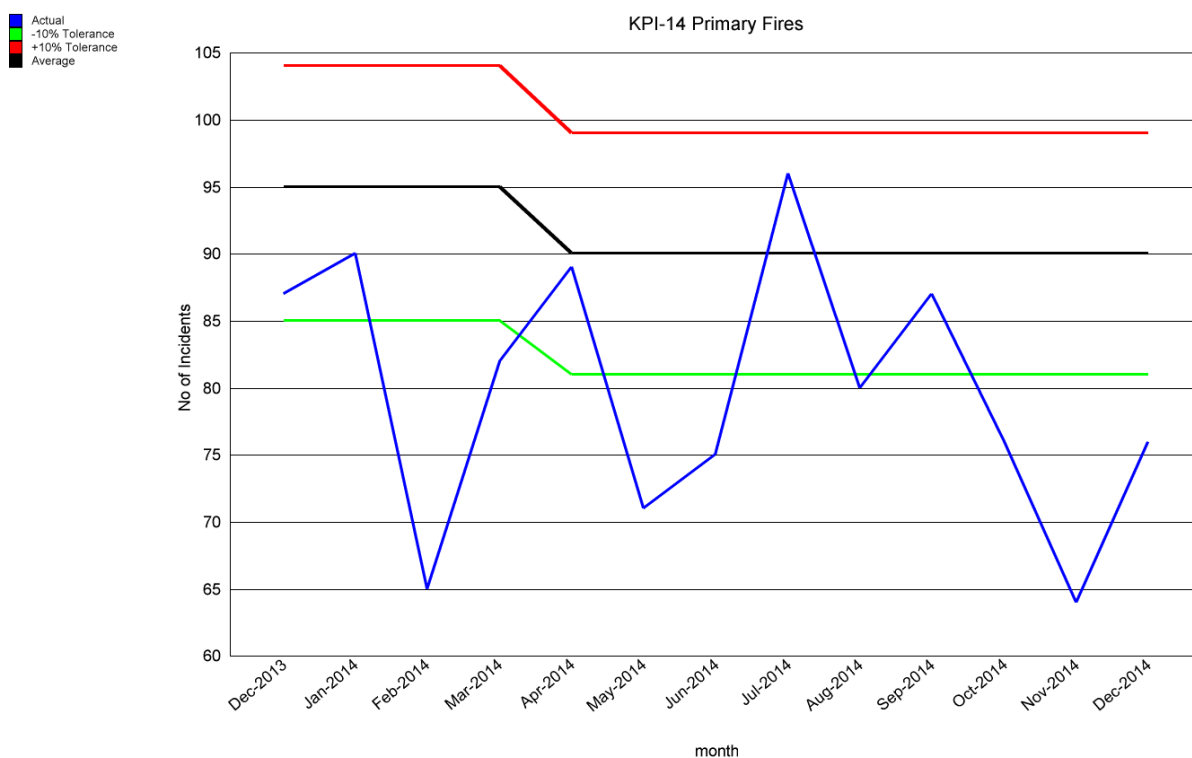


*(Figure 3 – Primary Fire Incidents per month December 2013 to December 2014)*

**Summary** *Primary Fire incidents in Quarter 1 to 3 2014-15 have decreased when compared with Quarter 1 to 3 2013-14 and are the lowest Quarter 1 to 3 number of incidents attended for the last nine years.*

| Primary Fires | Q1 to Q3 2013-14 | Q1 to Q3 2014-15 | Percentage change |
|---|---|---|---|
| Building Fires | 480 | 426 | -11.3% |
| Vehicle & Transport Fires | 232 | 223 | -3.9% |
| Outdoor Fires | 87 | 65 | -25.3% |
| **Total Fires** | **799** | **714** | **-10.6%** |

*(Table 3 – Primary Fires Q1 to Q3 2013-14 and Q1 to Q3 2014-15)*

- Building Fires have decreased by 11.3% in Quarter 1 to 3 2014-15 compared with Quarter 1 to 3 2013-14. Within the category of Building Fires, dwelling fires have decreased from 273 to 266 incidents attended when compared with the same period last year, a reduction of 2.6%; non-residential fires have reduced from 183 to 137 incidents, a reduction of 25.1%, and other residential fires have decreased from 24 to 23 incidents, a reduction of 4.2%.

- The overall number of vehicle and transport fires has decreased by 3.9% when compared with the same period last year. Car fires account for the largest proportion of vehicle and transport fires and these have reduced from 129 in Quarters 1 to 3 2013-14 to 115 in Quarters 1 to 3 2014-15. However there were increases in number of Lorry/HGV fires from 13 incidents in Quarters 1 to 3 2013-14 to 24 incidents in Quarters 1 to 3 2014-15 and motorcycle fires from 7 incidents in Quarters 1 to 3 2013-14 to 10 incidents in Quarters 1 to 3 2014-15.

- The number of primary outdoor fires has reduced by 25.3% when compared with the same period last year (65 compared to 87 fires). These are outdoor fires which are designated primary fires as they are attended by five or more engines or they involve a casualty, or they are in a location type which is always classed as primary fire. The reduction is mainly due to a decrease in grassland woodland and crops fires which are deemed to be primary fires.

- Injuries from Primary Fires have increased when compared with the same period last year. There were 18 injuries from Primary Fires in Quarters 1 to 3 2014-15 compared with 11 in Quarters 1 to 3 2013-14. However regard needs to be made to the small numbers involved. 15 of the 18 injuries from Primary Fires in Quarters 1 to 3 2014-15 were slight and as a result of the casualty being overcome by gas, smoke or toxic fumes and the remaining three were considered serious; two were severe burns and one was a casualty who was unconscious. Slight injuries are defined as those where it is considered that the casualty attends hospital as an outpatient only rather than an overnight stay but not where they were advised to attend hospital as a precautionary check. Serious injuries are defined as those where it is considered that casualty would stay in hospital at least overnight.

- 8 of the 18 injuries were as a result of accidental dwelling fires and 5 out of the 8 were as a result of fires which started in the kitchen, 2 out of the 8 were as a result of fires which started in the living room and the other accidental dwelling injury was as a result of fire which started in a hallway. The remaining 10 injuries from primary fires were as a result of 3 vehicle fires, 2 boat fires, 1 factory fire, 1 café/restaurant fire and 3 injuries from a deliberate flat fire.

- The deliberate flat fire incident which resulted in 3 injuries also resulted in a fatality. The incident occurred on the 27 November in the Horsefair area of Kidderminster in a first floor flat situated above ground floor shops. The Service worked closely with partner organisations, including the Police and Ambulance Service to resolve the incident and the Service's Community Safety Teams and Technical Fire Safety Officers worked closely with the local public and business communities to give advice and reassurance. This is the only fatality from Primary Fires in Quarter 1 to 3 2014-15 compared with four in the same period last year.

## 1.4. Secondary Fires
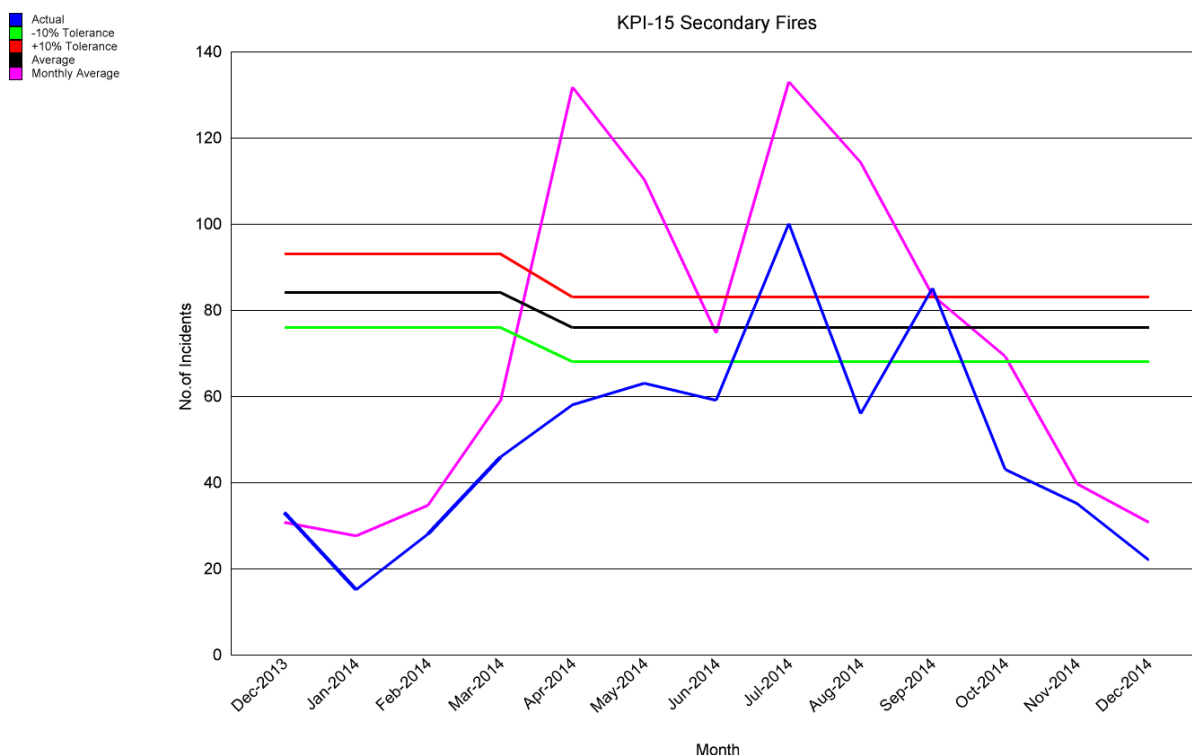


*(Figure 4 – Secondary Fire Incidents per month December 2013 to December 2014)*

**Summary** *Secondary Fire numbers have decreased in Quarter 1 to 3 2014-15 compared with the same period last year. This is mainly due to the wetter conditions during the summer of 2014 when compared with the predominantly drier summer conditions in 2013.*

| Secondary Fires | Q1 to Q3 2013-14 | Q1 to Q3 2014-15 | Percentage change |
|---|---|---|---|
| Grassland woodland and crops | 256 | 157 | -38.7% |
| Other Outdoors (including land) | 212 | 192 | -9.4% |
| Outdoor equipment & machinery | 10 | 12 | 20.0% |
| Outdoor Structures | 163 | 129 | -20.9% |
| Building & Transport | 25 | 31 | 24.0% |
| **Total Fires** | **666** | **521** | **-21.8%** |

*(Table 4 – Secondary Fires Q1 to Q3 2013-14 and Q1 to Q3 2014-15)*

- The table above shows that the largest decreases in Secondary Fires, comparing Quarter 1 to 3 2014-15 with Quarter 1 to 3 2013-14, were in fires located in grassland, woodland and crops. There were 157 grassland, woodland and crop fires in Quarter 1 to 3 2014-15 which represent 30.1% of all Secondary Fires compared with 256 grassland, woodland and crop fires in the same period in 2013-14 (38.4% of all secondary fires).

## 1.5. Chimney Fires

**Summary** *Chimney fires have decreased by 19.5% compared with Quarter 1 to 3 2013-14 (103 compared with 128) and are down by 16.9% compared with the average number of Chimney Fire incidents attended in the last 5 years (124 incidents).*
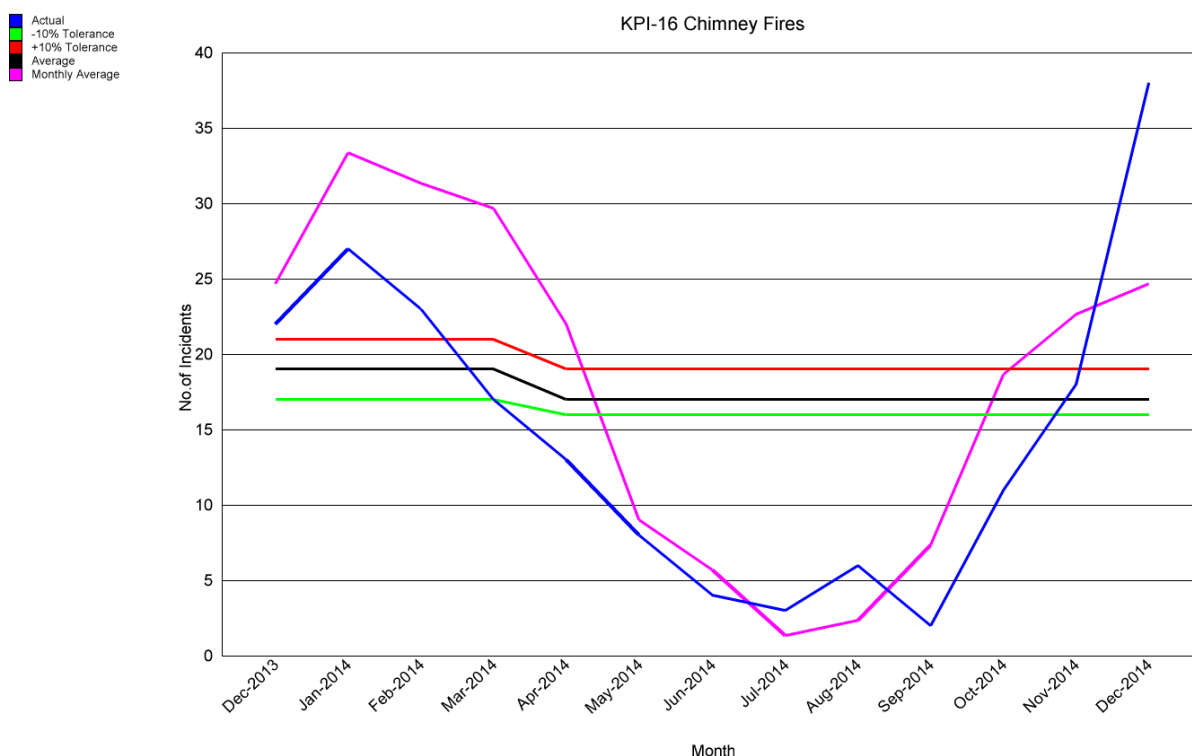


*(Figure 5 – Chimney Fire Incidents per month December 2013 to December 2014)*

- The total number of Chimney Fires attended in Quarter 1 to 3 2014-15 has reduced when compared with Quarter 1 to 3 2013-14 despite increases in the number attended in July, August and December when compared with the previous year. Chimney fires have also reduced by 16.9% when compared with the average number of chimney fire incidents attended in Quarter 1 to 3 in the last 5 years which was 124 incidents.

| Chimney Fires | Q1 to Q3 2013-14 | Q1 to Q3 2014-15 | Percentage Change |
|---|---|---|---|
| April | 33 | 13 | -60.6% |
| May | 13 | 8 | -38.5% |
| June | 7 | 4 | -42.9% |
| July | 1 | 3 | 200.0% |
| Aug | 1 | 6 | 500.0% |
| Sept | 8 | 2 | -75.0% |
| Oct | 17 | 11 | -35.3% |
| Nov | 26 | 18 | -30.8% |
| Dec | 22 | 38 | 72.7% |
| **Total** | **128** | **103** | **-19.5%** |

*(Table 5 – Chimney Fires Q1 to Q3 2013-14 and Q1 to Q3 2014-15)*

30

## 2. Operational Activity - Other Non-Fire Incidents

The second section of this report focuses on operational activity in terms of other non-fire incidents attended.

### 2.1. Special Service Incidents
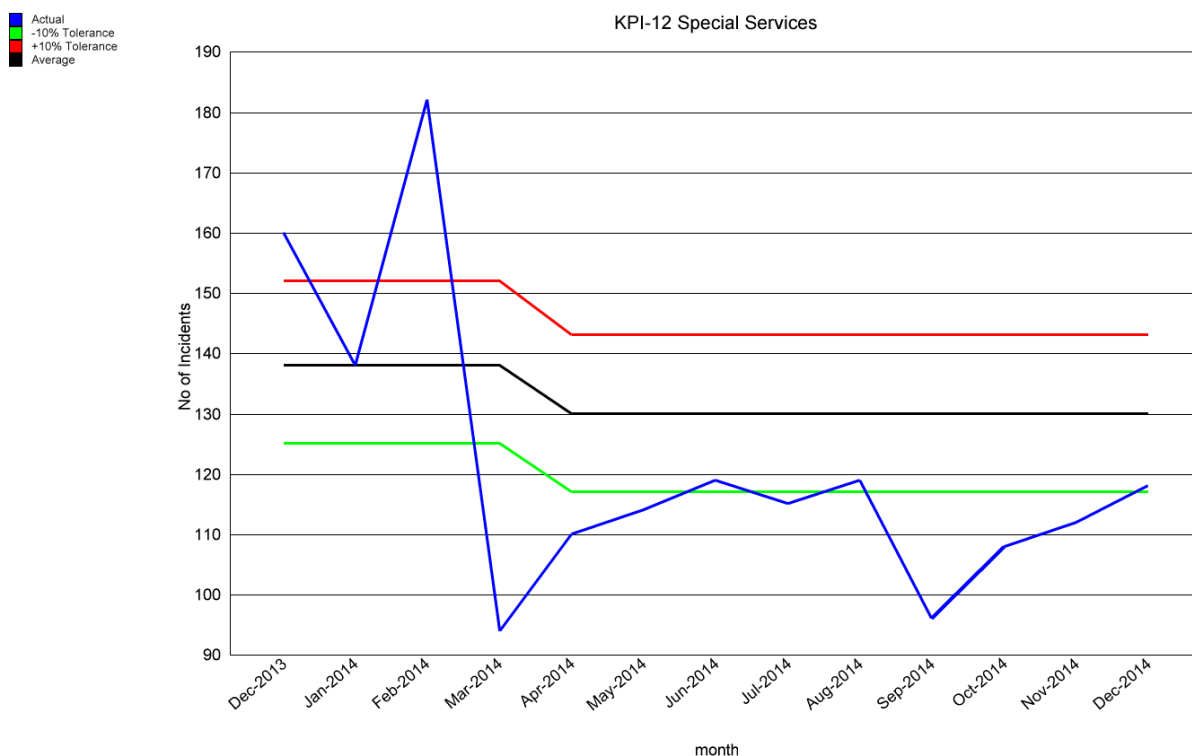


*(Figure 6 – Special Services Incidents per month December 2013 to December 2014)*

**Summary** *Special Service incidents totals have decreased by 3.2% when compared with the previous year, this is despite an increase in wet weather related incidents when compared with same period in 2013-14.*

| All Special Services | Q1 to Q3 2013-14 | Q1 to Q3 2014-15 | Percentage change |
|---|---|---|---|
| RTC Incidents | 427 | 415 | -2.8% |
| Flooding | 54 | 69 | 27.8% |
| Rescue/Evacuation from Water | 34 | 37 | 8.8% |
| Animal Assistance | 77 | 62 | -19.5% |
| Other Special Services | 452 | 428 | -5.3% |
| **Total Incidents** | **1044** | **1011** | **-3.2%** |

*(Table 6 – Special Services Q1 to Q3 2013-14 and Q1 to Q3 2014-15)*

- The Service attended a spate of wet weather incidents in June 2014 which has resulted in the increases in these types of incidents attended in Quarter 1 to 3 2014-15 when compared to the same period last year. However the overall total number of Special Service incidents has reduced when compared with the same period last year due to reductions in the other types of Special Service incidents.

- In addition to property based flooding incidents, there are also other incident types that are adversely affected by wet weather conditions. These include making safe (not RTC) and rescues and evacuation from water incident types. These incident types have also increased when compared with the same period last year. Making safe (not RTC) incidents have increased by 10% from 20 incidents in Quarter 1 to 3 2013-14 to 22 incidents in Quarter 1 to 3 2014-15 and rescues and evacuation from water incidents have increased by 8.8% from 34 incidents in Quarter 1 to 3 2013-14 to 37 incidents in Quarter 1 to 3 2014-15.

- The number of RTC incidents has decreased when compared with the previous year with 415 incidents attended compared with 427 in the same period last year. The number of people killed or seriously injured from RTC incidents has increased slightly with 76 casualties in Quarter 1 to 3 2014-15 compared with 68 casualties in the same period last year.

- There were 62 Animal assistance incidents in Quarter 1 to 3 2014-15 which accounted for 6.1% of all Special Service incidents but have decreased by 19.5% when compared with the same period last year.

## 2.2.False Alarm Incidents
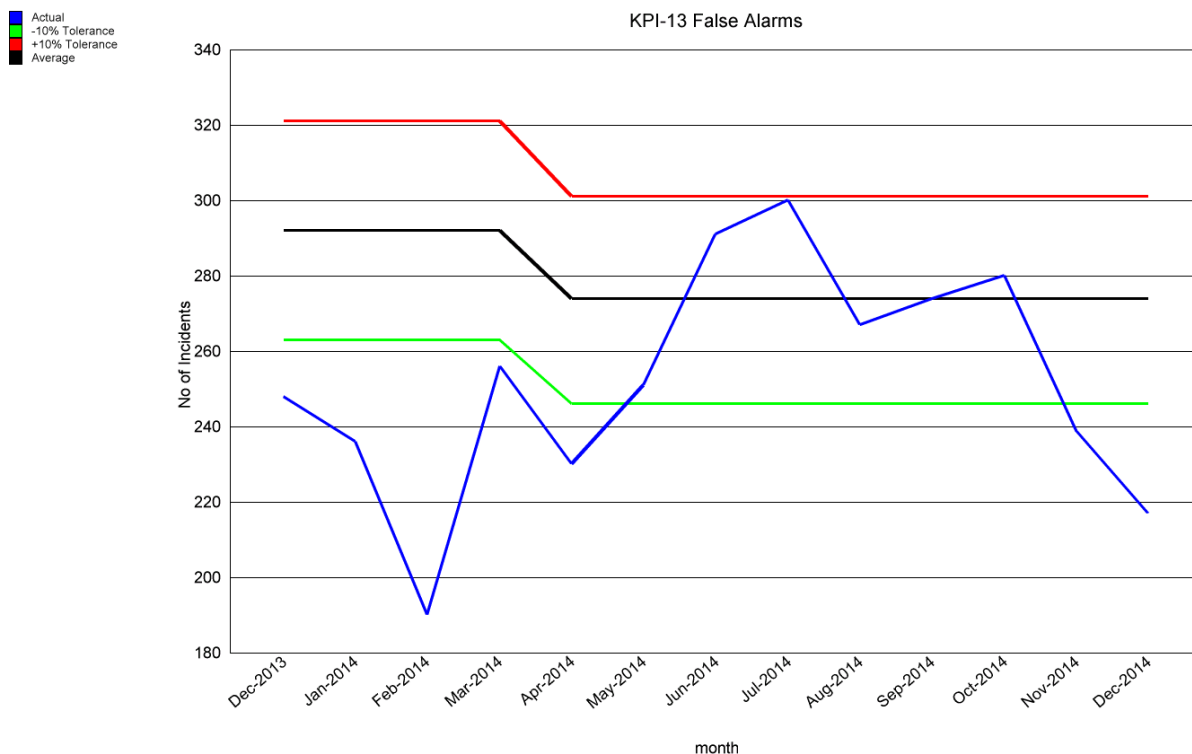


*(Figure 7 – False Alarm Incidents per month December 2013 to December 2014)*

**Summary** *The total number of False Alarms attended have decreased in Quarters 1 to 3 2014-15 compared with the same period last year and is the lowest Quarter 1 to 3 total attended in the last nine years.*

| Total False Alarms | Q1 to Q3 2013-14 | Q1 to Q3 2014-15 | Percentage change |
|---|---|---|---|
| Malicious False Alarms | 37 | 40 | 8.1% |
| False Alarm Good Intent | 570 | 574 | 0.7% |
| Automatic False Alarms | 1888 | 1735 | -8.1% |
| **Total False Alarms** | **2495** | **2349** | **-5.9%** |

*(Table 7 – False Alarms Q1 to Q3 2013-14 and Q1 to Q3 2014-15)*

- There has been a slight increase in the number of Good Intent False Alarms attended and a larger percentage increase in the number of Malicious False Alarms when compared with the same period last year.

- These increases have been negated by a decrease in the number of Automatic False Alarms attended which represents the largest proportion of all false alarms.

- The decrease in the number of Automatic False Alarms attended is mainly due to a reduction in the number of alarms carelessly or accidentally set off.

- The Quarter 1 to 3 false alarm total is the lowest Quarter 1 to 3 total attended in the last nine years.

# 3. Absence Management

## 3.1.All Staff Sickness
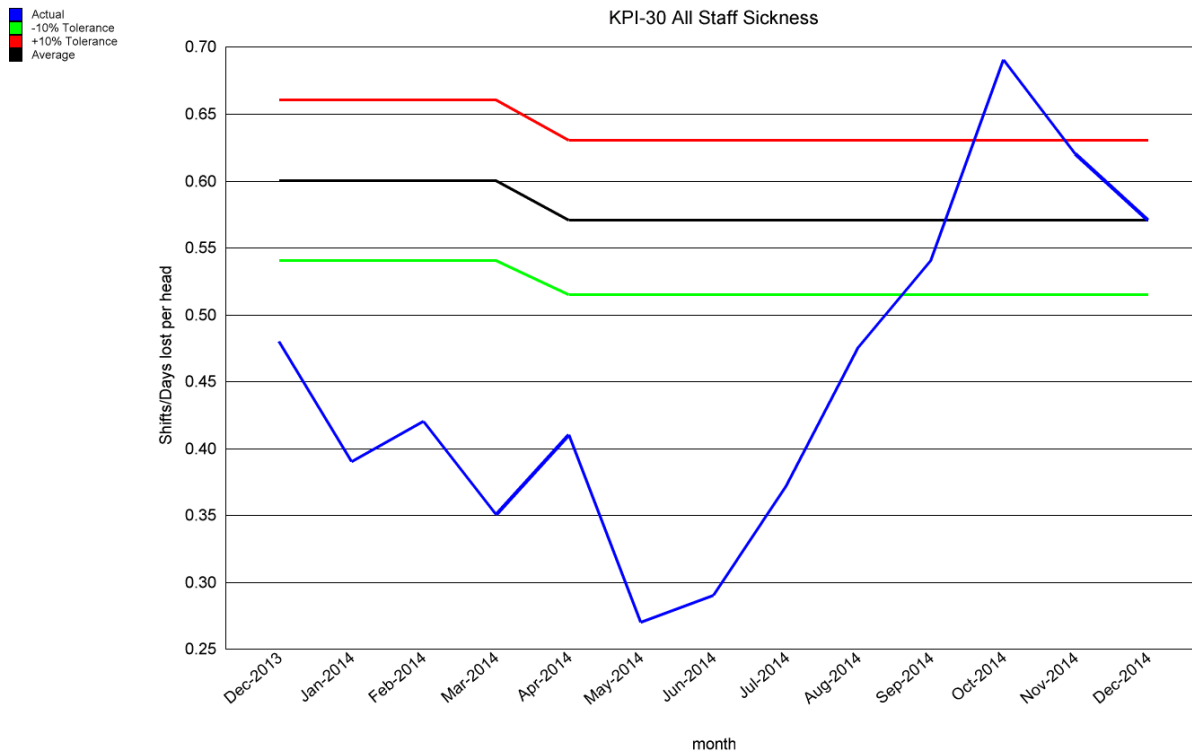


*(Figure 8 – All Staff Sickness December 2013 to December 2014)*

**Summary** *Sickness levels for all staff are decreasing again in Quarters 1 to 3 2014-15 since reaching a peak in October 2014.*
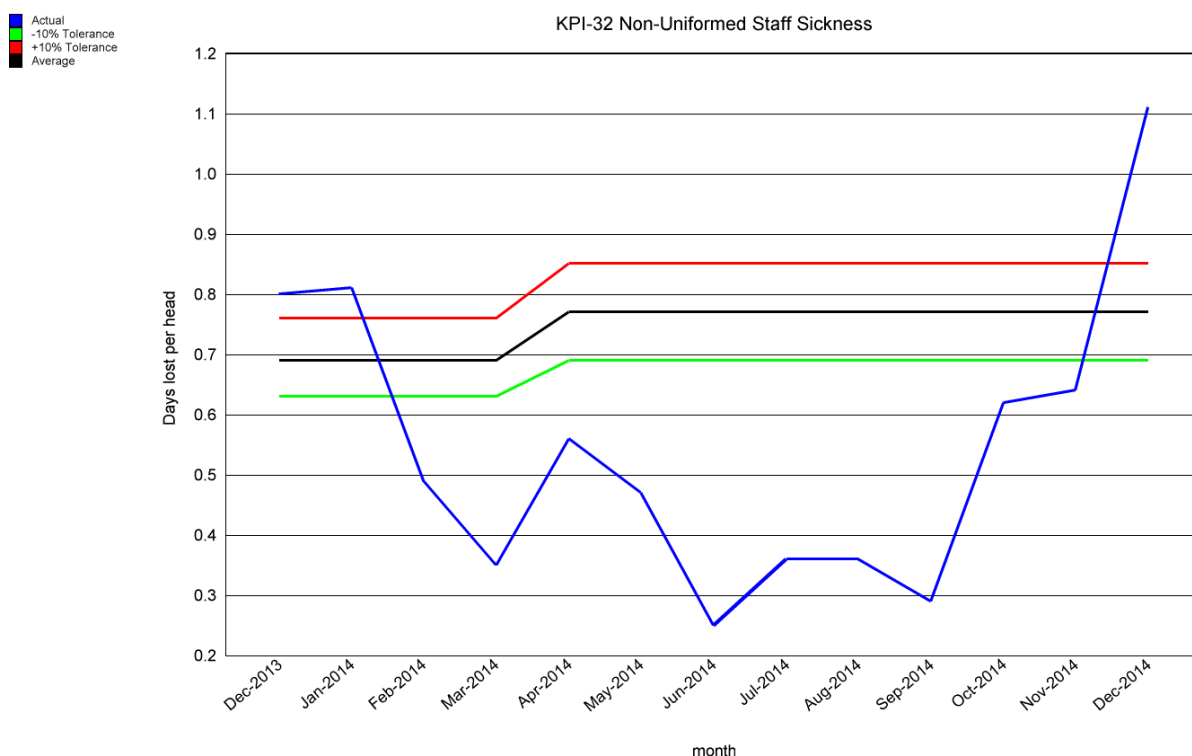
| | Short Term All Staff Sickness per head (shifts/days lost) | | Long Term All Staff Sickness per head (shifts/days lost) | | All Staff Sickness per head (shifts/days lost) | |
|---|---|---|---|---|---|---|
| April 14 | 0.24 | *(101)* | 0.17 | *(70.43)* | 0.41 | *(171.43)* |
| May 14 | 0.16 | *(65.46)* | 0.11 | *(46.74)* | 0.27 | *(112.2)* |
| June 14 | 0.14 | *(58)* | 0.15 | *(64.74)* | 0.29 | *(122.74)* |
| July 14 | 0.23 | *(98)* | 0.14 | *(57.49)* | 0.37 | *(155.49)* |
| Aug 14 | 0.26 | *(108.55)* | 0.21 | *(87)* | 0.48 | *(195.55)* |
| Sep 14 | 0.25 | *(103)* | 0.29 | *(117)* | 0.54 | *(220)* |
| Oct 14 | 0.35 | *(142)* | 0.34 | *(137)* | 0.69 | *(279)* |
| Nov 14 | 0.26 | *(103.7)* | 0.36 | *(145)* | 0.61 | *(248.7)* |
| Dec 14 | 0.31 | *(125.22)* | 0.26 | *(106)* | 0.57 | *(231.22)* |
| **Total** | **2.18** | **(904.93)** | **2.00** | **(831.40)** | **4.18** | **(1736.33)** |

*(Table 8 – All Staff Sickness per month Q1 to Q3 2014-15)*

- The largest monthly total of all staff sickness for Quarter 1 to 3 2014-15 was in October 2014 where 0.69 days/shifts per head were lost to sickness absence. This was due to increases in both long term and short term staff sickness. 50.9% of all staff sickness in that month was due to short term staff sickness and 49.1% long term staff sickness.

- The lowest monthly percentage that long term staff sickness represented of all staff sickness was in July 2014 and was 37%. At the end of Quarter 3, long term staff sickness represented 47.9% of all staff sickness for the year to date.

## 3.2.Non-Uniformed Staff Sickness



*(Figure 9 – Non-Uniform Staff Sickness December 2013 to December 2014)*

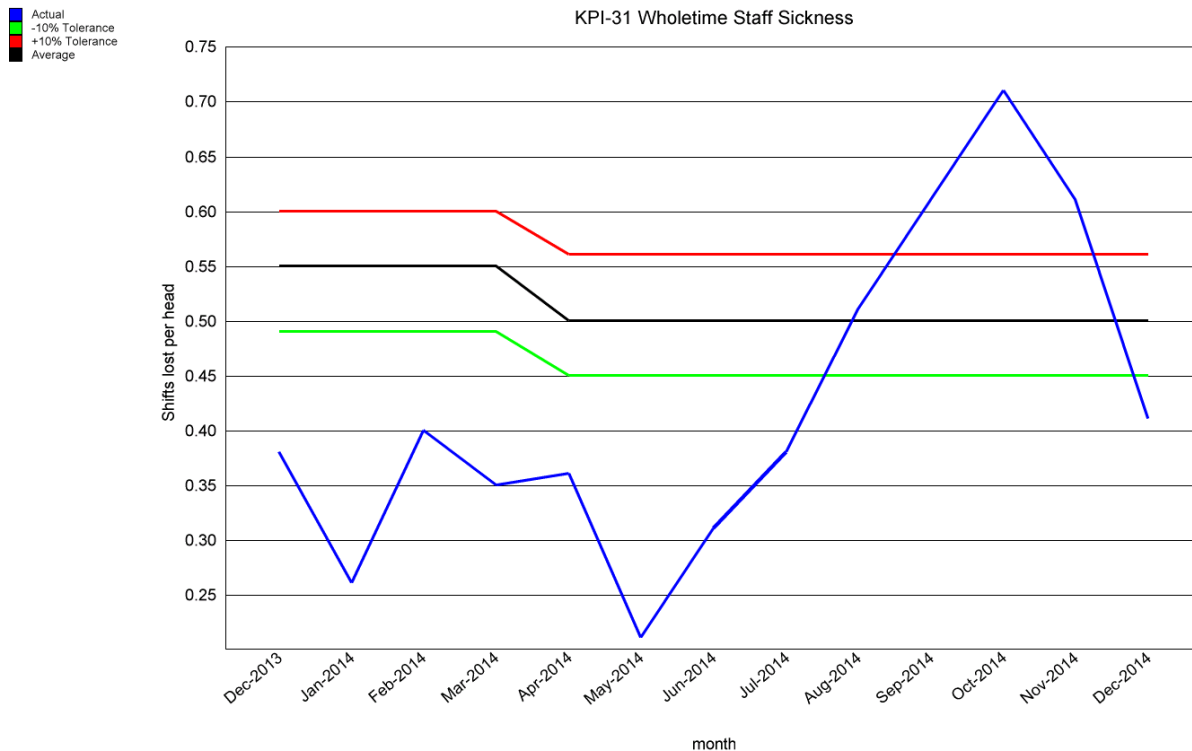**Summary** *Non-Uniform sickness levels have increased in Quarter 3 after falling to low levels in June and September 2014.*

|  | Non-Uniform Short Term Sickness per head (Days lost) | | Non-Uniform Long Term Sickness per head (Days lost) | | All Non-Uniform Staff Sickness per head (Days lost) | |
|---|---|---|---|---|---|---|
| April 14 | 0.43 | *(43)* | 0.13 | *(12.43)* | 0.56 | *(55.43)* |
| May 14 | 0.35 | *(34.46)* | 0.12 | *(11.74)* | 0.47 | *(46.2)* |
| June 14 | 0.13 | *(13)* | 0.12 | *(11.74)* | 0.25 | *(24.74)* |
| July 14 | 0.26 | *(25)* | 0.11 | *(10.49)* | 0.36 | *(35.49)* |
| Aug 14 | 0.36 | *(33.55)* | 0.00 | *(0.00)* | 0.36 | *(33.55)* |
| Sep 14 | 0.29 | *(26)* | 0.00 | *(0.00)* | 0.29 | *(26)* |
| Oct 14 | 0.37 | *(33)* | 0.26 | *(23)* | 0.62 | *(56)* |
| Nov 14 | 0.42 | *(37.7)* | 0.22 | *(20)* | 0.64 | *(57.7)* |
| Dec 14 | 0.69 | *(64.22)* | 0.42 | *(39)* | 1.11 | *(103.22)* |
| **Total** | **3.21** | ***(309.93)*** | **1.33** | ***(128.40)*** | **4.54** | ***(438.33)*** |

*(Table 9 – Non-Uniform Staff Sickness per month Q1 to Q3 2014-15)*

- The largest monthly total of all non-uniform staff sickness in Quarter 1 to 3 2014-15 was in December 2014 where 1.11 days per head were lost to sickness absence. 62.2% of the non-uniformed sickness in December was due to short term sickness (0.43 days per head).

35

- Non-uniformed staff sickness has only increased in the last quarter and prior to October 2014 it had reduced on a monthly basis since April. The June figure of 0.25 days lost to non-uniformed staff sickness was the lowest non-uniform sickness per head monthly total since this data was first collected in April 2007. There was no long-term non-uniform sickness in August and September 2014.

### 3.3.Wholetime Staff Sickness



*(Figure 10 – Wholetime Staff Sickness December 2013 to December 2014)*

**Summary** *Wholetime sickness levels have reduced from a monthly peak in October 2014. The October peak was due to an increase in both short term and long term sickness in that month. Sickness levels were also out of tolerance in September and November due to an increase in long term sickness in those months.*

| | Wholetime Short Term Staff Sickness per head (shifts lost) | | Wholetime Long Term Staff Sickness per head (shifts lost) | | All Wholetime Sickness per head (shifts lost) | |
|---|---|---|---|---|---|---|
| April 14 | 0.18 | *(58)* | 0.18 | *(58)* | 0.36 | *(116)* |
| May 14 | 0.10 | *(31)* | 0.11 | *(35)* | 0.21 | *(66)* |
| June 14 | 0.14 | *(45)* | 0.17 | *(53)* | 0.31 | *(98)* |
| July 14 | 0.23 | *(73)* | 0.15 | *(47)* | 0.38 | *(120)* |
| Aug 14 | 0.24 | *(75)* | 0.27 | *(87)* | 0.51 | *(162)* |
| Sep 14 | 0.24 | *(77)* | 0.37 | *(117)* | 0.61 | *(194)* |
| Oct 14 | 0.35 | *(109)* | 0.36 | *(114)* | 0.71 | *(223)* |
| Nov 14 | 0.21 | *(66)* | 0.40 | *(125)* | 0.61 | *(191)* |
| Dec 14 | 0.19 | *(61)* | 0.21 | *(67)* | 0.41 | *(128)* |
| **Total** | **1.87** | **(595)** | **2.21** | **(703)** | **4.08** | **(1298)** |

*(Table 10 – Wholetime Sickness per month Q1 to Q3 2014-15)*

36

- The largest monthly total of wholetime staff sickness in Quarter 1 to 3 2014-15 was in October 2014 where 0.71 shifts per head were lost to sickness absence. 60.6% of wholetime staff sickness in this month was due to long term sickness (0.37 shifts per head).

- Although the increase in October was due to increases in both long term and short term sickness, long term sickness was predominantly the cause of the general monthly increase in wholetime sickness from May 2014. Six members of wholetime staff were absent with long term sickness in December 2014.

- Short term sickness is no longer recorded for Bromsgrove from April 2014 due to the change to the day crewing plus shift system.

### 3.4.Comparative data

| Sickness Absence | Q1 to Q3 2013-14 | Q1 to Q3 2014-15 | Percentage change |
|---|---|---|---|
| Wholetime Staff Sickness | 4.48 *(1490.50)* | 4.08 *(1298)* | -12.9% |
| Non-Uniform Staff Sickness | 5.81 *(649.68)* | 4.54 *(438.33)* | -32.5% |
| **All Staff Sickness** | **4.81 *(2140.18)*** | **4.18 *(1736.33)*** | **-18.9%** |

*(Table 11 – All Staff Sickness Q1 to Q3 2013-14 and Q1 to Q3 2014-15)*

- There has been a decrease of 18.9% in Quarter 1 to 3 2014-15 in the number of shifts lost to all staff sickness compared with the previous year. There have been similar percentage reductions in wholetime and non-uniformed staff sickness year on year. These are due to reductions in both long term and short term sickness. There has been a 23.0% decrease in the amount of long term sickness taken by all staff between Quarter 1 to 3 2013-14 and Quarter 1 to 3 2014-15 and a 15.1% decrease in the amount of short term sickness taken by all staff between Quarter 1 to 3 2013-14 and Quarter 1 to 3 2014-15.

- A simple projection of the Quarter 1 to 3 2014-15 figures would result in an annual 5.57 days/shifts per head lost to all staff sickness. Although this would represent a slight deterioration when compared with the figure of 5.42 shifts/days lost per head to all staff sickness in 2013-14, it still compares favourably with the reported annual sickness absence figures of 6.93 for Worcestershire County Council for 2013-14 and 11.1 for Herefordshire for 2013-14. Projections would also result in 5.44 shifts lost per person for wholetime staff and 6.05 days lost per person for non-uniform staff by the year end.

- Comparative Quarter 1 to 3 figures with other local Fire Services are not available at the time of preparing this report.

# 4. Key Performance Indicators Out of Tolerance

At the end of Quarter 1 to 3 2014-15 period, all key performance indicators (KPI) were within the 10% tolerance levels for the year to date, except for the indicator regarding the first attendance by an appliance at Building fires within 10 minutes which forms part of the attendance standards set in the Service Integrated Risk Management Plan (IRMP) 2009-2012.

## 4.1. Attendance Standards – 1st Appliance at Fires in Buildings
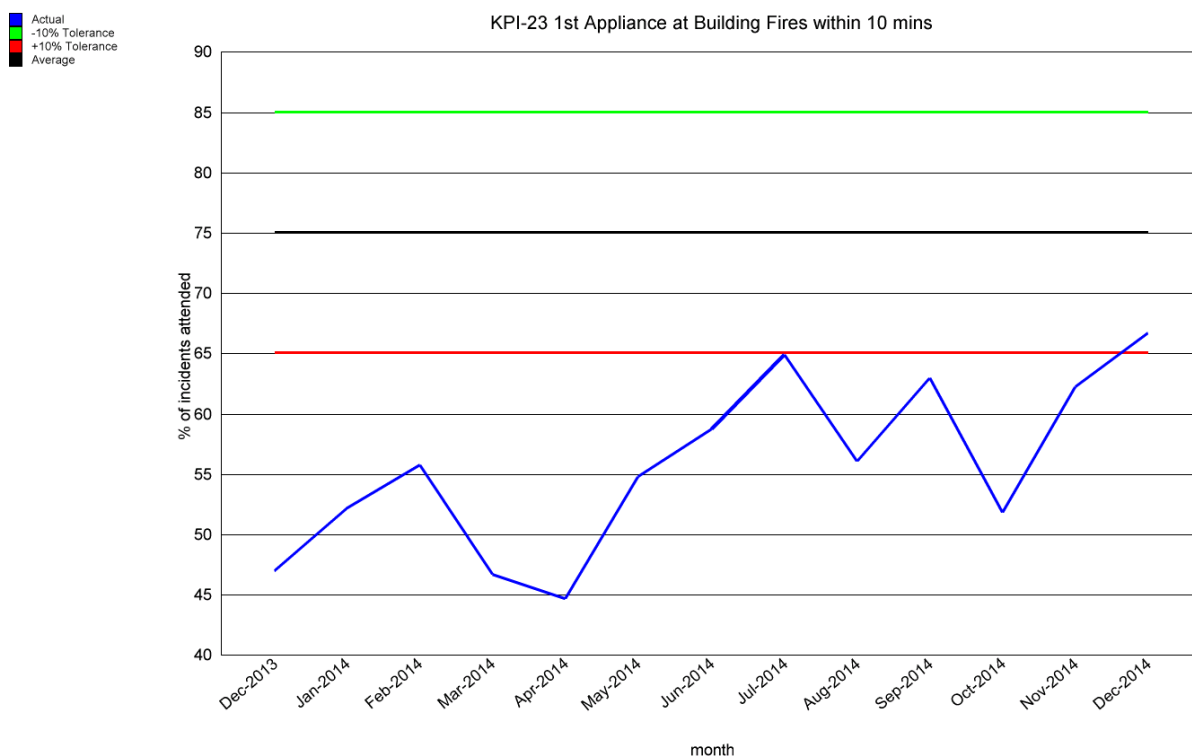


*(Figure 11 – Percentage of 1st Appliance at Building Fires within 10 minutes – December 2013 to December 2014)*

**Summary** *The Service saw an increase in the percentage of attendances at building fires that met the 10 minutes attendance standard compared with the same period last year. Travel distance accounted for 51.3% of these failures. 40 of the 187 incidents which did not meet the standard were attended in a time of between 10 and 11 minutes.*

| 1st Appliance attendance at Building Fires within 10 minutes | Q1 to Q3 2013-14 | Q1 to Q3 2014-15 |
|---|---|---|
| Building fires attended within 10 minutes | 273 | 261 |
| Total Number of Building fires attended | 496 | 448 |
| **% attended within 10 minutes** | **55.0%** | **58.3%** |

*(Table 12 – 1st Appliance attendance Q1 to Q3 13-14 & Q1 to Q3 14-15)*

- There were more building fires attended within 10 minutes at the end of Quarter 1 to 3 2014-15 than at the end of same period in 2013-14. The average time taken to attend all building fires in Quarter 1 to 3 2014-15 was 9 minutes 55 seconds. 40 out of the 187 fires or 21.4% which were not attended within 10 minutes were attended within 11 minutes.

- 336 out of the 448 building fires or 75% of incidents were attended in time of 12 minutes or less, the remaining 25% or 112 incidents were attended in a time more than 12 minutes.

- It is has been well documented already that the Service launched a new Fire Control system in September 2012 which as a result of improved technology now records the time of call earlier than under the previous Fire Control system, and this has contributed to the overall apparent deterioration in performance in this standard post 2012-13.

- The impact of this can be seen in the following table which breaks down the overall attendance time in three separate components. It is important to note that the first component is over 2 minutes because the time of call is now set earlier.

| 1st Appliance attendance at Building Fires within 10 minutes average times | Q1 to Q3 2014-15 (mm:ss) |
|---|---|
| Time of Call till time appliance mobilised | 02:01 |
| Mobilised Time till Appliance Mobile | 02:12 |
| Mobile Time till to Appliance Arrive | 05:43 |
| **Time of Call to Arrival at Scene** | **09:55** |

*(Table 13 – 1st Appliance attendance average times Q1 to Q3 2014-15)*

- The attendance standard was developed prior to the introduction of new Fire Control system and there is not an exact match between a time recorded in the new system and the time used under the old system to record the time of call. The nearest time in the new system would be the "incident created" time which is after the time of call and is the time that the operator has found the address in the database, and now wants to look for the nearest appliance. Using the "incident created" date and time as the starting point would result in an improvement for Quarter 1 to 3 2014-15 from 58.3% to 71.2% with 319 out of the 448 building fires attended within 10 minutes. However it is to be noted that this is not an exact match with the old system and is therefore only an estimation.

- It also has to be noted that the many parts of the area covered by the Service are rural in nature and often supported by on-call or retained stations who may take up to six minutes to respond into and mobilise out of the fire station. Herefordshire as a county has a sparse population with the fourth lowest overall population density in England.

- 168 out of the 448 building fires were in North District and 56.0% of these were attended within 10 minutes. There were 177 building fires in South District and 65.0% of these were attended within 10 minutes. The remaining 103 building fires were in West District and 50.5% of these were attended within 10 minutes.

- The average time taken for a Wholetime pump to be first arrival was 9 minutes 4 seconds. The average time taken for a Retained pump to be first arrival was 12 minutes 0 seconds and the average time taken for a Day Crewed pump to be first arrival was 9 minutes 55 seconds.

| 1st Attendance at Building Fires | Building fires attended within 10 minutes | Total Number of Building fires attended | Percentage attended within 10 minutes |
|---|---|---|---|
| Wholetime | 179 | 268 | 66.8% |
| Retained | 38 | 103 | 36.9% |
| Day Crewed | 44 | 72 | 61.1% |
| Over the Border | 0 | 5 | 0.0% |
| **All** | **261** | **448** | **58.3%** |

*(Table 14 – 1st Appliance attendance by pump type Q1 to Q3 2014-15)*

- The table below illustrates a breakdown of reasons giving by the officer in charge at the incident for the all 187 incidents where the standard was not met in Quarter 1 to 3 2014-15. Travel distance accounted for 51.3% of the failures.

| | | | |
|---|---|---|---|
| Travel distance to the incident | 96 | Responding at normal road speed, i.e. AFAs | 3 |
| Turn in time (Retained and day crew only) | 30 | Weather conditions / Road conditions | 3 |
| Appliance not booked in attendance | 12 | Control intervention i.e. 1st pump re-directed | 2 |
| Incident outside station turnout area | 8 | Training event delaying turn out i.e. drilling | 2 |
| Incorrect or insufficient information passed to control on initial call | 7 | Simultaneous Incident | 2 |
| Mobilised from other location (not on home station) | 7 | Insufficient crew due to numbers of crew available | 2 |
| Road obstruction/road closure/road works/temp traffic controls or heavy traffic conditions once mobile | 4 | Mobilising error | 1 |
| Difficulty in locating incident address | 4 | Not on home station i.e. school visit, HFS check | 1 |
| Traffic conditions causing delayed turn in time to stations (Retained & Day Crewed only) | 3 | | |
| | | Total | 187 |

*(Table 15 – Fire in Buildings – 1st appliance standards not met Q1 to Q3 2014-15)*

- This standard is merely a measurement and considering that no fire engines, fire stations or response models have changed in HWFRS for many years, it must be appreciated that the crews endeavour to respond as promptly as possible to all emergencies. However many other factors can influence this target, such as improved call challenge and information gathering in Fire Control, changing societal issues, such as less incidents in built up areas and more incidents proportionally outside of towns and cities or in rural areas or weather and road conditions, all of which may increase the average times taken to attend incidents across both Counties.

- Dedicated staff in our rural areas seek out referrals for home fire safety checks and work with partnerships to increase prevention in hard to reach areas. The Service has established links with young farmers and other rural community groups to further fire safety messages.

## 5.    Retained Availability

**Summary** *There has been an increase in availability of 0.6% of all Retained Appliances across the Service when compared with the situation at the end of Quarter 1 to 3 2013-14.*

| Retained Availability | Q1 to Q3 2013-14 | Q1 to Q3 2014-15 | Percentage change |
|---|---|---|---|
| April | 90.8% | 93.5% | 2.7% |
| May | 91.2% | 91.2% | 0.0% |
| June | 87.4% | 91.6% | 4.2% |
| July | 89.2% | 89.1% | -0.1% |
| August | 87.9% | 89.9% | 2.0% |
| September | 91.0% | 90.5% | -0.5% |
| October | 93.0% | 90.9% | -2.1% |
| November | 93.2% | 90.9% | -2.3% |
| December | 91.1% | 91.1% | 0.0% |
| **Total** | **90.3%** | **90.9%** | **0.6%** |

*(Table 16 – Retained availability by month – Q1 to Q3 13-14 & Q1 to Q3 14-15)*

- Retained availability has increased or stayed the same in 5 out of the 9 months in Quarters 1 to 3 2014-15 compared with the months in the same period last year. The highest monthly availability in Quarter 1 to 3 was in April where retained pumps were available 93.5% of the time.

| Reasons for Appliances being off the run Quarter 1 to 3 2014-15 for all stations | % of time Appliances unavailable |
|---|---|
| Did not meet minimum crewing requirement | 7.7% |
| No BA wearers | 6.4% |
| No Officer in Charge | 5.8% |
| No driver | 1.6% |
| **Total impact on pump availability** | **9.1%** |

*(Table 17 – Retained availability by factor – Quarter 1 to 3 2014-15)*

- Overall availability is dependent on a number of factors and an Appliance can be unavailable due to a combination of factors.  The lack of sufficient crew is the largest reason for unavailability.

- All 27 stations also have at least one retained appliance making up the total of 31 of the 41 appliances. This total has dropped from 33 appliances as following the decisions made as part of the CRMP, the second pumps at Ledbury and Tenbury were removed with effect from 7th November 2014.

- The Service operates daily where appliances regardless of crewing will not be available for periods of time, such as when committed to an incident, training, lack of staffing or vehicle failure. Strategic cover is maintained by fire control during these periods and cover moves (of people or fire engines) are often made daily to balance cover across both counties. Small periods of deficient availability are where possible backfilled subject to strategic levels of cover.

| Appliance/Station | Q1 to Q3 Availability 2013-14 | Q1 to Q3 Availability 2014-15 | Better/ Worse |
|---|---|---|---|
| 213 Worcester | 98.8% | 99.1% | 0.3% |
| 221 Stourport | 92.6% | 96.3% | 3.7% |
| 231 Bewdley | 94.6% | 84.1% | -10.5% |
| 241 Kidderminster | 98.0% | 95.3% | -2.7% |
| 251 Bromsgrove | 90.6% | 92.9% | 2.3% |
| 261 Droitwich | 78.1% | 87.1% | 9.0% |
| 271 Redditch | 99.3% | 98.7% | -0.6% |
| 273 Redditch | 73.2% | 72.4% | -0.8% |
| 281 Evesham | 95.3% | 91.1% | -4.2% |
| 291 Pebworth | 86.3% | 90.0% | 3.7% |
| 302 Broadway | 84.2% | 81.9% | -2.3% |
| 311 Pershore | 92.5% | 95.9% | 3.4% |
| 322 Upton | 96.6% | 94.0% | -2.6% |
| 411 Malvern | 99.1% | 98.6% | -0.5% |
| 422 Ledbury | 99.8% | 99.0% | -0.8% |
| 431 Fownhope | 97.3% | 95.5% | -1.8% |
| 441 Ross on Wye | 88.4% | 85.8% | -2.6% |
| 442 Ross on Wye | 100.0% | 100.0% | 0.0% |
| 452 Whitchurch | 76.0% | 88.2% | 12.2% |
| 463 Hereford | 97.1% | 95.0% | -2.1% |
| 472 Ewyas Harold | 91.8% | 92.6% | 0.8% |
| 481 Eardisley | 96.0% | 96.7% | 0.7% |
| 492 Kington | 98.7% | 97.8% | -0.9% |
| 502 Leintwardine | 93.3% | 96.2% | 2.9% |
| 511 Kingsland | 100.0% | 99.7% | -0.3% |
| 521 Leominster | 78.4% | 71.1% | -7.3% |
| 522 Leominster | 100.0% | 100.0% | 0.0% |
| 532 Tenbury | 99.5% | 99.1% | -0.4% |
| 541 Bromyard | 69.1% | 86.9% | 17.8% |
| 542 Bromyard | 99.3% | 100.0% | 0.7% |
| 552 Peterchurch | 89.8% | 77.1% | -12.7% |
| **Total** | **90.3%** | **90.9%** | **0.6%** |

*(Table 18 – Retained availability Q1 to Q3 2014-15 compared with Q1 to Q3 2013-14)*

- The above data from Gartan Retained Duty system shows that in the case of two pump stations, if there is a deficiency in any way which takes the crewing below the two pump requirement then the regular pump will go off the run first so that the rescue appliance remains as available as possible.

- This is the case with Leominster 521 which was available 71.1% of the time in Quarters 1 to 3 2014-15 and has reduced by 8.2% on Quarters 1 to 3 2013-14 availability. The low availability of 521 was mainly due to the lack of sufficient crew and suitably qualified BA wearers during Quarters 1 to 3 2014-15. The Rescue pump at Leominster (522) was still available 100% of the time in Quarters 1 to 3 2014-15.

- Other pumps have seen reductions in availability when compared with the same period last year including:

  o Redditch (273) which was available 72.4% of the time in Quarters 1 to 3 2014-15 compared with 73.2% in Quarters 1 to 3 2013-14. The low availability in Quarter 1 and 3 2014-15 was mainly due to the lack of sufficient crew and suitably qualified BA wearers.

  o Peterchurch (552) which was available 77.1% in Quarters 1 to 3 2014-15 and had decreased by 12.7% compared with availability in Quarters 1 to 3 2013-14. The low availability in Quarter 1 to 3 2014-15 was mainly due to the lack of sufficient crew and suitably qualified BA wearers.

- Pumps have shown significant improvement between Quarters 1 to 3 2013-14 and Quarters 1 to 3 2014-15 include:

  o Bromyard 541 which was up 17.8% in Quarters 1 to 3 2014-15 when compared with Quarters 1 to 3 2013-14 availability.

  o Whitchurch 452 which was up 12.2% in Quarters 1 to 3 2014-15 when compared with Quarters 1 to 3 2013-14 availability.

  o Droitwich 261 which was up 9.0% in Quarters 1 to 3 2014-15 when compared with Quarter 1 to 3 2013-14 availability.

- The Rescue pumps at Ross 442, Leominster 522 and Bromyard 542 all had 100% retained availability throughout Quarters 1 to 3 2014-15.

## Report of Head of Legal Services

### 9.     Regulation of Investigatory Powers Act (RIPA) – Annual Review

**Purpose of report**

1.     To review the Authority's policy on the authorisation of covert surveillance techniques under the Regulation of Investigatory Powers Act 2000.

_____

**Recommendations**

*It is recommended that:*

> **i)  the Committee note there has been no use of covert investigatory techniques during the past year; and**
>
> **ii) no changes be made to the existing policy.**

**Introduction and Background**

2.     The Regulation of Investigatory Powers Act 2000 ("RIPA") sets out procedural rules to enable specified public authorities to use covert investigatory techniques which might otherwise infringe legal rights to privacy and respect for family life under the Human Rights Act 1998. In particular they govern when and how hidden surveillance, covert witnesses and interception of communications can be used. Fire Authorities are included in the list of public authorities that can rely on RIPA.

3.     The Authority has no history of using the covert surveillance techniques covered by RIPA but nonetheless we are required to have a policy in place and are subject to periodic inspection by the Office of Surveillance Commissioners.

4.     The current policy was adopted by this committee in March 2013 and it was agreed that in accordance with the Home Office code of practice, an annual report would be made to the Policy and Resources Committee with a review of the policy and the Authority's use of powers under the Act.

**Review of RIPA Authorisations**

5.     The following table sets out the extent to which the Authority has utilised the provisions of RIPA during the past year:

| Applications for RIPA authorisation | nil |
|---|---|
| Applications granted | nil |
| Applications refused | nil |
| Authorisations renewed or extended | nil |

6.  As was to be expected, the Authority has not dealt with any cases during the past year in which covert investigatory powers were necessary. There is no expectation that there will be a need to use them in the future. The Authority will usually be able to gather all the information required for its statutory functions without resorting to covert techniques.

**Review of Policy**

7.  Although the Authority has not needed to rely on the use of RIPA, the policy nonetheless:

    (a) reinforces advice to officers that the use of covert investigatory techniques should be avoided in most circumstances;

    (b) ensures that should the unforeseen and exceptional eventuality arise when reliance on RIPA is needed there will be a clear procedure for handling its use;

    (c) ensures that any application to use the techniques covered by RIPA will be made using the appropriate Home Office forms and approved by one of the designated 'Authorised Officers'; and

    (d) meets the requirements of the Office of Surveillance Commissioners.

8.  The existing policy remains appropriate and no changes are considered necessary.

**Conclusion/Summary**

9.  Best practice under the code of practice requires members of local authorities, including fire authorities, to set the policy on the use of RIPA and to review it annually. However under the codes, members are not to have any role in considering any particular application to rely on RIPA.

10. The Authority has not relied on covert investigatory powers during the past year.

## Corporate Considerations

| | |
|---|---|
| **Resource Implications** (identify any financial, legal, property or human resources issues) | It is a requirement to have a policy in place but there are no on-going resource implications |
| **Strategic Policy Links** (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications). | This report enables Fire Authority members to exercise an oversight role on behalf of the wider community |
| **Risk Management / Health & Safety** (identify any risks, the proposed control measures and risk evaluation scores). | None |
| **Consultation** (identify any public or other consultation that has been carried out on this matter) | None |
| **Equalities** (has an Equalities Impact Assessment been completed? If not, why not?) | Not applicable |

## Supporting Information

Background papers:
RIPA Policy
Policy & Resources Committee report 27th March 2013

## Contact Officer

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

## Report of Head of Asset Management

## 10.  Asset Management Strategy: Hereford Fire Station Update

### Purpose of report

1.      To report progress to the Committee regarding the provision of a new fire station in Hereford.

### Recommendation

***It is recommended that progress to explore the potential of a preferred option to replace Hereford fire station, be noted.***

### Introduction and Background

2.      The Policy and Resources Committee previously requested regular updates on activity being undertaken by Officers of the Service to provide a replacement fire station in Hereford. At the last Policy and Resources Committee on 27th January 2015, Members were given a summary of the search criteria used to determine the location of a new fire station to ensure it would be fit for purpose, that the fire engines can be crewed properly and respond in an effective manner. Members were also informed that although a previously preferred option in Bath Street, Hereford was no longer viable, other locations had been identified and were being explored through close liaison with Officers of Herefordshire Council.

3.      In line with this work, a preferred option has been identified and this paper gives a brief update on how this option will now be considered.

### Current Position

4.      The new preferred location offers the potential space required to accommodate a new fire station and training facility. Officers of the Service are now investigating this site in terms of the historical incident risk profile of the area and the ability for retained duty fire fighters to turn in to the new location in an appropriate time so that attendance standards can be maintained. These criteria were highlighted as part of the update at the last Policy and Resources Committee.

5.      In addition to these investigations, Officers of the Service have opened up discussions with West Mercia and Warwickshre Police to explore any potential of a shared location in Hereford: a number of meetings have been scheduled to examine any potential efficiencies and benefits which may accrue from a shared location.

**Conclusion/Summary**

6.  At the last Policy and Resources Committee meeting, members were made aware of the extensive work being undertaken to provide a new fire station in Hereford. This paper further illustrates this activity by highlighting that a preferred option has been identified and that the potential of this option is now being explored in full.

7.  It is recommended that the Policy and Resources Committee note the content of this paper.

**Corporate Considerations**

| | |
|---|---|
| **Resource Implications** (identify any financial, legal, property or human resources issues) | Whole document relates to property. Proposals will require legal and financial input at the appropriate time. |
| **Strategic Policy Links** (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications). | The Asset Management Strategy supports 'Our Strategy' on the foundations of 'Buildings and Infrastructure'. |
| **Risk Management / Health & Safety** (identify any risks, the proposed control measures and risk evaluation scores). | All capital projects are managed within the appropriate Health and Safety legislation and best practice. |
| **Consultation** (identify any public or other consultation that has been carried out on this matter) | Consultation is undertaken as part of the planning approval process. |
| **Equalities** (has an Equalities Impact Assessment been completed? If not, why not?) | No – this will be considered at the appropriate time. |

**Supporting Information**

Background papers – Policy and Resources Committee 26 March 2014, Policy and Resources Committee 19 November 2014 and Policy and Resources Committee 27 January 2015.

**Contact Officer**

Ian Edwards, Head of Asset Management
(01905 368360)
Email: Iedwards@hwfire.org.uk

## Report of the Deputy Chief Fire Officer

## 11.    Pensions Board - Firefighters' Pension Scheme 2015

**Purpose of report**

1.    This report informs the Committee of the requirement to establish a Pensions Board for the Firefighter Pension Schemes (FPS) to assist the Scheme Manager in securing compliance with the Public Services Pensions Act 2013.

---

**Recommendations**

*It is recommended that:*

*(i)    the establishment of a pensions board be approved with effect from 1 April 2015 in accordance with the Public Services Pensions Act 2013 and relevant DCLG guidance;*

*(ii)   authority to implement the pensions board and make appointments to the board be delegated to the Head of Legal Services, in consultation with the Chairman of Policy and Resources Committee, having regard to the relevant regulations and any further best practice advice that may emerge.*

**Introduction and Background**

2.    Following Lord Hutton's review of public sector pensions, the Public Sector Pensions Act 2013 imposes new obligations in respect of all public sector pension schemes in England. The Act requires new arrangements for governance, including a mechanism to control future costs of the scheme and for schemes to be more accountable to its members and taxpayers. The governance arrangements have been consulted upon and we are waiting for the final regulations to be implemented.

3.    The Act requires scheme regulations to provide for the establishment of a pension board from 1 April 2015 to assist the Scheme Manager in:
- Securing compliance with the Scheme regulations and other legislation relating to the governance and administration of the Scheme
- Securing compliance with any requirements imposed by the Pensions Regulator
- Any other matters as detailed by the regulations.

4.    The pensions board has to be implemented by end July 2015.

**The Role of the Local Pension Board**

5.      The role of the board is to assist the Scheme Manager (Fire Authority) in the efficient and effective administration of the pensions scheme. This is, potentially, a wide ranging role and allows, for instance, the board to look at the systems underpinning the administration of the scheme or how decisions are taken. However, the local pension board is not a decision making body and it is unclear what role they will play in practice. The regulations give broad discretion to the Scheme Manager to determine the procedures applying to its board, including the voting rights and the establishment of sub-committees. Appendix 1 provides draft terms of reference detailing how the board will be constituted. The terms of reference will be reviewed and agreed by the pensions board at their first meeting.

6.      The board must have an equal number of FPS members and employer representatives and must consist of at least four members. FPS members are appointed for the purpose of representing members of the FPS. These may be, but are not limited to, trade union representatives. However, the FPS member must be in scheme employment and therefore must be a firefighter who is currently employed by a fire and rescue authority. This means that former firefighters (which could include pensioner members if they are no longer employed as a firefighter) cannot be a FPS member representative. It is for the Authority to appoint the FPS member representatives.

7.      Employer representatives are appointed for the purpose of representing employers. These may be, but are not limited to, councillors or officers of the authority. However, an officer or member of the authority which is responsible for making decisions on the pension scheme is not permitted to be a member of the board as the board may be scrutinising the decisions of that officer or member.  The current advice is that this effectively precludes members of the Authority from acting as employer representatives but we still await the final regulations.

8.      Employer and FPS members of the board must be conversant with the firefighters pensions schemes and have knowledge and understanding of pensions law. In addition employer and FPS members must have the capacity and understanding to represent either the employer or scheme members and have no conflict of interest, both before appointment and subsequently from time to time.

9.      A one day training course will be delivered for employer and FPS members of the board in June 2015. It will be delivered by DCLG in the West Midlands region.

**Conclusion/Summary**

10.     This paper provides information relating to the establishment of a Pensions Board for the Firefighter Pension Schemes (FPS) to assist the Scheme Manager in securing compliance with the Public Services Pensions Act 2013.

**Corporate Considerations**

| | |
|---|---|
| **Resource Implications** (identify any financial, legal, property or human resources issues). | The requirement for local pension boards has been introduced as part of the Public Sector Pensions Act 2013 which is a new burden on Fire Authorities. |
| **Strategic Policy Links** (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications). | None. |
| **Risk Management/Health & Safety** (identify any risks, the proposed control measures and risk evaluation scores. | None |
| **Consultation** (identify any public or other consultation that has been carried out on this matter). | DCLG Public consultation ran until 21 November 2014 and we are awaiting the outcome of the consultation and for the Regulations to be implemented |
| **Equalities** (has an Equalities Impact Assessment been completed? If not, why not? | None – not applicable. |

**Supporting Information**
Appendix 1: Terms of Reference

**Contact Officer**

Jackie Conway, HR Strategy Manager
(01905 368339)
Email: jconway@hwfire.org.uk

# HEREFORD & WORCESTER FIRE AUTHORITY
## PENSION BOARD TERMS OF REFERENCE

**Statement of purpose**

1. The purpose of the Board is to assist Hereford & Worcester Fire Authority in its role as a scheme manager of the Firefighters Pension Schemes (FPS). Such assistance is to:

    (a) secure compliance with the Regulations, any other legislation relating to the governance and administration of the Scheme, and requirements imposed by the Pensions Regulator in relation to the Scheme and';

    (b) ensure the effective and efficient governance and administration of the Scheme.

**Duties of the Board**

2. The Board should at all times act in a reasonable manner in the conduct of its purpose. In support of this duty Board members:

    (a) Should act always in the interests of the scheme and not seek to promote the interests of any stakeholder group above another.

    (b) Should be subject to and abide by Hereford & Worcester Fire Authority code of conduct for members.

**Membership**

3. The Board will comprise an equal number of employer and member representatives with a minimum requirement of no less than four in total.

*Member representatives*

4. Two FPS member representatives shall be appointed to the Board.

5. FPS member representatives shall either be members of the scheme administered by Hereford & Worcester Fire Authority or have experience of representing pension scheme members in a similar capacity.

6. FPS member representatives should be able to demonstrate their capacity to attend and complete the necessary preparation for meetings and participate in training as required.

*Employer representatives*

7. Two employer representatives shall be appointed to the Board.

8. Employer representatives shall be office holders or senior employees of Hereford & Worcester Fire Authority. Office holders or employees of Hereford & Worcester Fire Authority with delegated responsibility for discharging the scheme manager function of Hereford & Worcester Fire Authority may not serve as employer representatives.

9. Employer representatives should be able to demonstrate their capacity to attend and complete the necessary preparation for meetings and participate in training as required.

10. Employer representatives shall be appointed by Hereford & Worcester Fire Authority in a manner which it considers best promotes the purpose of the Board.

*Other members*

11. Other members including an independent advisor shall be appointed to the Board as required by either  Hereford & Worcester Fire Authority or the Pensions Board. Any appointments of other members shall have regard to the best interests of the purpose of the Board.

*Appointment of chair*

12. The Hereford & Worcester Fire Authority shall appoint an independent chair. The duties of the chair shall be in accordance with the duties of a chair within Hereford & Worcester Fire Authority.

**Notification of appointments**

13. On appointment to the Board, Hereford & Worcester Fire Authority shall publish the name of the appointees, the process followed in the appointment together with the way in which the appointments support the effective delivery of the purpose of the Board.

**Conflicts of interest**

14. All members of the Board must declare to Hereford & Worcester Fire Authority on appointment and at any such time as their circumstances change any potential conflict of interest arising as a result of their position on the Board.

15. On appointments to the Board and following any subsequent declaration of potential conflict Hereford & Worcester Fire Authority shall ensure that any potential conflict is effectively managed in line with both the internal procedures of Hereford & Worcester Fire Authority and the requirements of the Pensions Regulators codes of practice on conflict of interest for Board members.

**Knowledge and understanding (including Training)**

16. Knowledge and understanding must be considered in light of the role of the Board to assist Hereford & Worcester Fire Authority in line with the requirements outlined in section 2 above. The Board should establish and maintain a policy and framework to address the knowledge and understanding requirements that apply to Board members. That policy and framework shall set out the degree of knowledge and understanding required as well as how knowledge and understanding is acquired, reviewed and updated.

17. Board members shall attend and participate in training arranged in order to meet and maintain the requirements set out in the Board's knowledge and understanding policy and framework.

18. Board members shall participate in such personal training needs analysis or other processes that are put in place in order to ensure that they maintain the required level of knowledge and understanding to carry out their role on the Board.

**Term of office**

19. Term of Office should be in accordance with the committee cycle in Hereford & Worcester Fire Authority.

20. Board membership may be terminated prior to the end of the term of office due to:

(a) A member representative appointed on the basis of their membership of the scheme no longer being a member of the scheme
(b) A member representative no longer being a member of the body on which their appointment relied
(c) An employer representative no longer holding the office or employment or being a member of the body on which their appointment relied
(d) The representative no longer being able to demonstrate their capacity to attend and prepare for meetings or to participate in required training.

**Meetings**

21. The Board shall as a minimum meet once per year. Meetings shall normally take place between the hours of 10.00 hours and 12.30 hours.

22. The chair of the Board with the consent of the Board membership may call additional meetings. Urgent business of the Board between meetings may, in exceptional circumstances, be conducted via communications between members of the Board including telephone conferencing and e-mails.

**Quorum**

23. The total number of members required to be present for a meeting to be quorate is four plus the chair or deputy chair.

**Voting**

24. The Chair shall determine when consensus has been reached.

25. Where consensus is not achieved this should be recorded by the Chair.

26. In support of its core functions the Board may make a request for information to the Monitoring Officer with regard to any aspect of the scheme manager function. Any such a request should be reasonably complied with in both scope and timing.

27. In support of its core functions the Board may make recommendations to the Monitoring Officer which should be considered and a response made to the Board on the outcome within a reasonable period of time.

**Interpretation**

28. In these terms 'the Scheme' means the Firefighters' Pension Scheme.

29. In these terms Regulations means the Firefighters' Pension Scheme 1992, as amended, the Firefighters' Pension Scheme 2006, as amended and the Firefighters' Pension Scheme Regulations 2014 as amended.

30. In these terms 'regulations' include the Firefighters' Pension Scheme 1992, as amended, the Firefighters' Pension Scheme 2006, as amended, the Firefighters' Pension Scheme Regulations 2014 as amended, the Pension Regulators Codes of Practice as they apply to the scheme manager and pension board and any other relevant legislation applying to the Scheme.

25.03.2015

## Report of the Deputy Chief Fire Officer

## 12.    Update from the Equality and Diversity Advisory Group

**Purpose of report**

1.    To provide the Committee with an update from the Equality and Diversity
      Advisory Group since the last report on 10 September 2014

_____

**Recommendations**

*It is recommended that the following key areas of development be noted:*

- *Positive Action Sub Group – key development areas*

- *AFSA National Conference 2014*

- *Corporate membership of Networking Women in the Fire Service has
  been renewed.*

**Background**

2.    The core function of the Equality and Diversity Advisory Group is to promote
      equality of opportunity and thereby help to eliminate unnecessary and unlawful
      discrimination within Hereford & Worcester Fire and Rescue Service and to
      develop a working environment where individual diversity is valued.

3.    The Group meets quarterly and is represented by each department across the
      Service in order to mainstream Equality and Diversity across the whole Service.
      Two Authority Members and representatives of the trade unions also attend the
      Equality and Diversity Advisory Group meetings.

4.    Since the last update reported to the Committee on 10 September 2014 there has
      been one meeting of the Advisory Group, in December 2014.

**Areas of Development**

5.    One meeting of the Positive Action (recruitment) Sub Group has taken place. As a
      result of this, work is currently being undertaken to complete the following:

- Review the Exit Interview Form and associated process.
- Consider Positive Action initiatives in relation to Recruitment and Development.
- Identify Positive Action initiatives linked with the nine protected characteristics.
- Liaise with minority communities and groups throughout Herefordshire and
  Worcestershire through the Authority representatives that are part of the
  Equality and Diversity Advisory Group.

6.    Two members of operational staff represented the Service at the National AFSA Conference in 2014, and an overview was provided to the Equality and Diversity Advisory Group in December 2014. The key themes from the conference have been noted as follows:

- To focus on collaboration and be creative in discovering flexible solutions to ever changing problems.
- The workshops looked at prevention through community engagement, apprenticeships, collaborative leadership and maximising benefits from community budgets, mutual learning and support to agencies abroad.

7.    The Service has renewed its corporate membership of the Networking Women in the Fire Service UK with effect from 1st January 2015.

8.    The Equality and Diversity Group met in December 2014 and the following key pieces of work are taking place:

- To identify the possibility of creating an over-arching Equality Framework and Action Plan in order to strengthen the current set of Equality objectives.
- Ongoing programme of Equality and Diversity training to the Senior Management Board and throughout the Service.

**Conclusion**

9.    The Service continues to make progress in delivering its Equality and Diversity agenda and will continue to provide updates to this Committee.

**Corporate Considerations**

| | |
|---|---|
| **Resource Implications** (identify any financial, legal, property or human resources issues) | The core function of the Equality and Diversity Advisory Group is to promote equality of opportunity and thereby help to eliminate unlawful discrimination within the Service. This will help the Authority meet its Public Sector Equality Duty obligations as set out in s.149 of the Equality Act 2010 |
| **Strategic Policy Links** (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications). | The work of the Equality and Diversity Advisory Group links to the values set out in "Our Strategy" |
| **Risk Management / Health & Safety** (identify any risks, the proposed control measures and risk evaluation scores). | None |
| **Consultation** (identify any public or other consultation that has been carried out on this matter) | None |
| **Equalities** (has an Equalities Impact Assessment been completed? If not, why not?) | None |

**Contact Officer**

Sally Anne Chidwick, Head of Human Resources and Development
(01905 368318)
Email: schidwick@hwfire.org.uk

# Report of the Deputy Chief Fire Officer – Service Support

## 13.    Update from the Joint Consultative Committee

### Purpose of report

1.    To inform the Committee of the activities of the Joint Consultative Committee (JCC) since September 2014.

---

### Recommendation

*It is recommended that the following items currently under discussion by the Joint Consultative Committee be noted:*

> *(i)     Project Arrow Update*
>
> *(ii)    Transformation Bids (Hindlip and Wyre Forest)*
>
> *(iii)   Joint Property Vehicle (JPV)*
>
> *(iv)    Voluntary Redundancy*
>
> *(v)     Logging of Pre-Arranged Overtime*
>
> *(vi)    Policy on financial assistance for medical treatment*
>
> *(vii)   Restructure involving Performance and Information Department*

### Background

2.    The Joint Consultative Committee acts as the main route for employee consultation.  It comprises managers and employee representatives who meet on a monthly basis to discuss issues of mutual concern.  The JCC is not a decision making body.

3.    Employees are represented on JCC by members from each of the Representative Bodies (RBs) in Hereford & Worcester Fire and Rescue Service, namely the FBU, FOA, GMB, RFU and Unison.

4.    The Committee is chaired by the Deputy Chief Fire Officer who is currently responsible for industrial relations.  Other management representatives include the Head of Human Resources and the Area Commanders responsible for Operations and Operations Support.

**Update**

5. Since its last update to the Committee, the Joint Consultative Committee has met on three occasions – 29th January 2015, 25th September and 22nd October 2014.

- Project Arrow Update: operational workstreams are being progressed with Warwickshire FRS and outcomes of this will be reported back in the Summer.

- Transformational Bids: Representative Bodies were updated on the high level aspirations and timelines concerning the establishment of a multi-agency hub facility in the Wyre Forest and also the relocation of Service Headquarters to the police site at Hindlip.

- Joint Property Vehicle (JPV): Affected staff have been informed the indicative start date will be September and detailed engagement with staff around transfer terms and conditions will commence in due course.

- Voluntary Redundancy: A three week consultation period on this initiative has concluded. It adds to a range of initiatives that have been developed in order to reduce wholetime staffing levels such as secondments.

- Logging of Pre-Arranged Overtime – Discussion taking place with Human Resources to look at whether a system is in place to log the amount of pre-arranged overtime staff are doing over a specified time period.

- Policy on Financial Assistance for Medical Treatment: This is being added and updated within the Attendance Management Service Policy Instruction (SPI) and will go out for consultation in the near future.

- Restructure involving Performance and Information Department: A review is currently under way.

6. The JCC Chair continues to keep JCC members updated on any key issues and activities in which the Service is involved. These include:

- Potential collaborative opportunities with partner organisations
- BA Operational Guidance

**Conclusion**

7. The Policy and Resources Committee has responsibility to monitor and review staffing matters discussed by the JCC and as such is required to receive regular reports on these matters. This report provides this Committee with an update on the current issues under discussion with employee representatives.

**Corporate Considerations**

| | |
|---|---|
| **Resource Implications** (identify any financial, legal, property or human resources issues) | Para 7 & 8 |
| **Strategic Policy Links** (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications) | Para 7 & 8 |
| **Risk Management / Health & Safety** (identify any risks, the proposed control measures and risk evaluation scores) | None |
| **Consultation** (identify any public or other consultation that has been carried out on this matter) | Para 7 & 8 |
| **Equalities** (has an Equalities Impact Assessment been completed? If not, why not?) | No, not required – information only |

**Supporting Information**
None

**Contact Officer**
Richard Lawrence, Deputy Chief Fire Officer
(01905 368206)
Email: rlawrence@hwfire.org.uk