



HEREFORD & WORCESTER Fire Authority

Policy and Resources Committee

AGENDA

Wednesday, 25 January 2017

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**.

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- 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.

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

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

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

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

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

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



HEREFORD & WORCESTER
HWR
FIRE AND RESCUE SERVICE

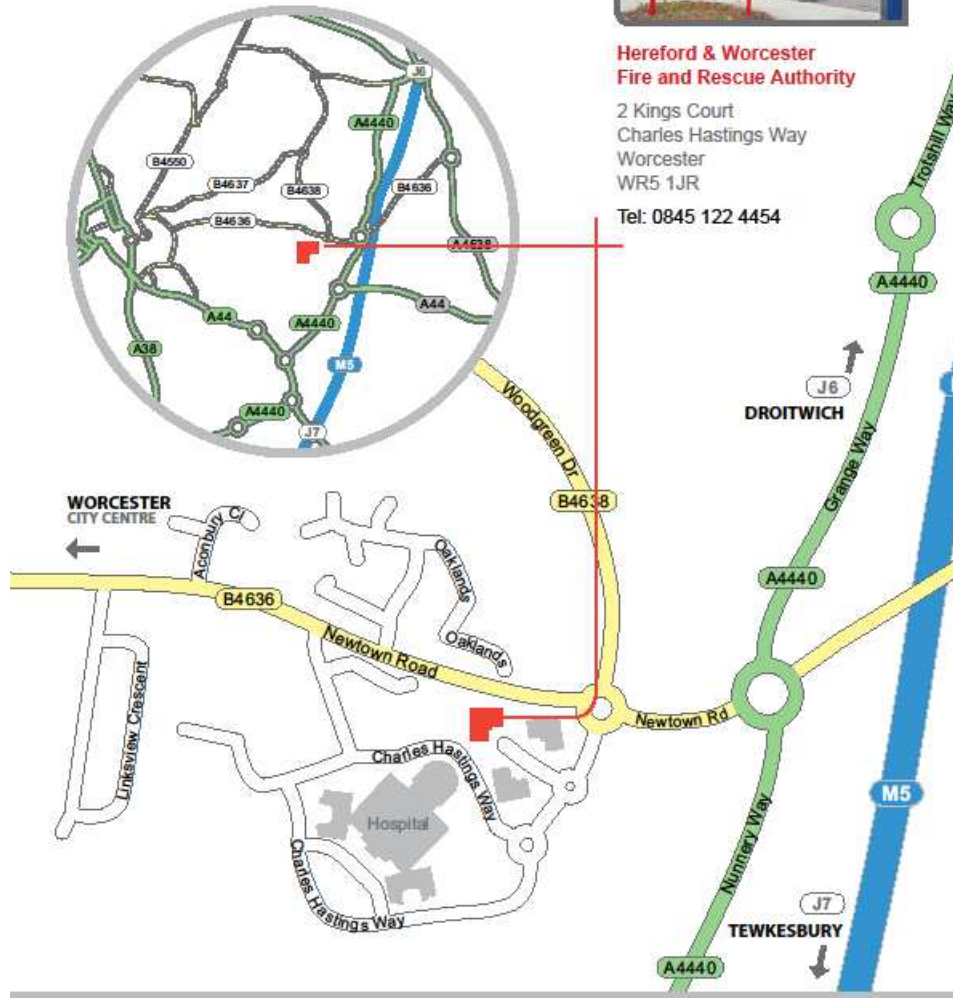
Service Headquarters



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Hereford & Worcester Fire Authority

Policy and Resources Committee

Wednesday, 25 January 2017, 10:30

Agenda

Councillors

Mr C B Taylor (Chairman), Mr R C Adams (Vice Chairman), Mr B A Baker, Mrs E Eyre BEM, Mr A Fry, Ms R E Jenkins, Mr J L V Kenyon, Mrs F M Oborski MBE, Mr R J Phillips, Mr D W Prodger MBE, Mr J W R Thomas, Mr P A Tuthill, Mr R M Udall

No.	Item	Pages
1	Apologies for Absence To receive any apologies for absence. Exclusion of the Press and Public Details	
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 To confirm the minutes of the meeting held on 17 November 2016.	7 - 10

5	Fleet Procurement Strategy 2017/18	11 - 14
	To provide an annual update to the Policy and Resources Committee on the proposed fleet procurements in the forthcoming year, as requested in the Member led Fleet Task and Finish group (January 2016), and aligned to the budget setting process.	
6	Budget 2017/18 and Medium Term Financial Plan (MTFP)	15 - 24
	To review the current position in relation to budgets for 2017/18 and beyond, and to make recommendations to the Fire Authority.	
7	Health and Safety Committee Update	25 - 34
	To provide the Policy and Resources Committee with an update on the activities and items of significance from the Service's Health and Safety Committee.	
8	Delivering a Wyre Forest Emergency Services Hub	35 - 38
	To provide clarity about the next stages required to move forward the project to deliver an emergency services hub for the Wyre Forest area.	



Hereford & Worcester Fire Authority

Policy and Resources Committee

Thursday, 17 November 2016, 10:30

Minutes

Members Present: Mr R C Adams, Mr B A Baker, Mrs E Eyre BEM, Ms R E Jenkins, Mrs F M Oborski MBE, Mr R J Phillips, Mr D W Prodger MBE, Mr C B Taylor, Mr J W R Thomas, Mr P A Tuthill, Mr R M Udall

Substitutes: none

Absent: none

Apologies for Absence: Mr A Fry, Mr J L V Kenyon

71 Confirmation of Minutes

Following a question from a Member about the progress of the Wyre Forest Hub, the Chief Fire Officer provided a brief update.

Resolved that the minutes of the meeting of the Policy and Resources Committee held on 21 September 2016 be confirmed as a correct record and signed by the Chairman.

72 2016/17 Budget Monitoring – 2nd Quarter

Members were informed of the current position on budgets and expenditure for 2016/17.

Members noted the revenue underspend of £1.056m which was due to increased savings levels from within the expenditure budgets as constraint continues to be exercised.

Members also noted the virements of the budget holder underspendings for a full condition survey of all Authority property to be conducted and for the provision of additional operational and IT equipment for operational personnel.

In relation to the capital budget for approved schemes, Members were made aware that £3.993m of the £7.610m budget had been committed by way of expenditure and orders. A Member queried the capital receipt for the sale of Bromsgrove Fire Station and was informed that the matter was being progressed.

Members were finally informed that an investment income target of £0.040m had been set for 2016/17.

RESOLVED that the Committee note:

- (i) the forecast revenue underspend of £1.056m (3.3%); and**
- (ii) the virement of £0.057m to operational equipment and £0.071m to a full property condition survey.**

73 2016-17 Performance Report: Quarter 1 and Quarter 2

Members were provided with a summary of the Service's Quarter 1 and Quarter 2 performance against a comprehensive set of Performance Indicators agreed by the Senior Management Board.

Members expressed their gratitude for the additional data that is now included in the report detailing the number of incidents per station ground and for each County.

There was particular discussion around the increase of false alarms. Members were informed that the Automatic Fire Alarm Policy was under review and work on-going to help reduce such incidents.

Members also raised the issue of co-responding with the Ambulance Service and were informed that talks are still on-going.

RESOLVED that Members note the following headlines drawn from Appendix 1 relating to performance in Quarter 1 and Quarter 2, 2016-17:

- (i) A total of 3,603 incidents were attended in Q1 and Q2, an increase of 7.5% (251 incidents) over the same period in 2015-16, and 5.3% (180 incidents) higher than the average for the last five years.**
- (ii) The majority of the increase in Q1 and Q2 is accounted for by a rise in the numbers of Special Service and False Alarm incidents, while the number of Fire incidents was down:**

a. Special Services: there was an increase of 83 incidents over the

six month period. This is predominantly accounted for by increases in the number of animal assistance incidents (22 incidents), and Other Special Services such as, lift rescues, spills and leaks (non-RTC), provision of advice and assisting other agencies (48 incidents).

b. False Alarms: there was an increase of 187 incidents over the six month period in all types of False Alarm incidents. This is mainly because of an increase in automatic activations of inbuilt fire alarms systems (144 incidents), of which 94 of these incidents were to known life risk type premises.

c. Fires: a decrease of 19 incidents for this period over the previous year is largely accounted for by a fall in the number of Secondary Fires (down by 42 incidents) with fewer outdoor fires in a wetter than usual late spring/early summer period.

(iii) The number of Fires, Special Service and False Alarm incidents has stayed relatively consistent over the last 5 years.

(iv) Overall Staff Sickness levels are 1.52 days lost per head, which remains within tolerance levels set (see para. 3 below) for Quarter 1 and 2 and below the five-year average of 1.63 days.

(v) The Service attended 62.5% (320 incidents) of Building Fires within 10 minutes in Q1 and Q2 compared with 57.0% in the same period in 2015-16. The average time for the first fire appliance attendance at all building fires was slightly over the ten minute target at ten minutes and seventeen seconds.

(vi) The overall availability of the first On-Call (Retained) fire appliance remains high at 91.1%, however this did decrease by 3.0% compared to the same period in 2015-16.

74 Health and Safety Committee Update

Members were provided with an update on the activities and items of significance from the Service's Health and Safety Committee.

Particular reference was made to the vehicle mileage statistics which informed Members of the number of miles that are driven per year in relation to the number of accidents.

RESOLVED that the activities and items of significance from the

Health and Safety Committee be noted, in particular that:

(i) the Health and Safety performance information recorded during April 2016 to June 2016 (Quarter 1) shows a downward trend in comparison to the same quarter in 2015; and

(ii) the Service has been involved in a number of Health and Safety initiatives, including the implementation of a new risk assessment database to conclude the outstanding actions identified by the Chief Fire Officers' Association (CFOA) Regional Health and Safety Audit.

The Meeting ended at: 11:14

Signed:.....

Date:.....

Chairman

Report of the Area Commander, Head of Operations Support

Fleet Procurement Strategy 2017/18

Purpose of report

1. To provide an annual update to the Policy and Resources Committee on the proposed fleet procurements in the forthcoming year, as requested in the Member led Fleet Task and Finish group (January 2016), and aligned to the budget setting process.
-

Recommendation

It is recommended that the Policy and Resources Committee notes the contents of this report and approves the proposed outline procurements in 2017/18 and 2018/19, as detailed in Table 1 of the report.

Introduction and Background

2. The Policy and Resources Committee established a Task and Finish group to review the Fleet Strategy in January 2016. The Task and Finish Group, chaired by Councillor Phillips, met on 7 March 2016 and subsequently reported back to the Policy and Resources Committee on 16 June 2016. Included within their findings, which were approved at that meeting, was that *'further detail on the fleet provision be included in the yearly budget report to the Policy and Resources Committee'*.

New Fleet Strategy 2016 - 2021

3. A revised fleet strategy was approved by the Policy and Resources Committee on 21 September 2016 and has now been embedded within the Service. (See Appendix 1).
4. It was also recommended that within the annual update a two year forecast is given to enable flexibility to be maintained within the fleet strategy and to enable orders for vehicles to be placed over two financial years where necessary. This can be due to the complexity of the vehicle leading to extended build programmes, or where renewal dates for replacement vehicles is between two financial years.
5. It should be noted that every fleet procurement will undergo some form of review against the user specification to identify the best value product. In some cases this will be a full review (usually every 3-5 years), led by a user group. However, during intervening periods this will normally be a lower level fleet led functional review to ensure the product identified still meets the needs of the user, offers value for money, and is procured through an appropriate route.

Proposed Fleet Procurements 2017/18 & 2018/19

Table 1: Planned replacement vehicles for the next two years.

Vehicle Type	2017/18	2018/19	Comments
Vans white fleet	7	3	Note: 2 x vans have been extended by two further years
Cars, white fleet	16	9	1 new car is required in addition to existing fleet strategy
Minibus	1	1	Young Firefighters Association (YFA) and Training Centre
Fire Appliances**	5 + 2*	13 (by 2021)	*A pilot scheme for 2 smaller fire appliances is included within this year as part of the replacement programme
Command Support Unit	2*		* One existing large vehicle is being replaced with 2 smaller van sized vehicles
Water Carrier	Nil	3*	To be reviewed in 2017
Responding Officer Cars	8	18*	Due to replacement dates some of the 2018/19 batch may be purchased in the 2017/18 year
Trailers	6 + 1*	Nil	These trailers have been brought forward in the Fleet Strategy due to wear and tear * One additional new trailer is required at Hereford
Restricted Access Vehicles	2*	Nil	* not to be replaced in 2017/18/19, life extended by 3 years to 2020/21, amend fleet strategy

** Fire Appliances (Large) – Within the Fleet Strategy there is provision for 20 replacement fire engines within the next four years (2017 – 2021). These new fire engines are required within this time period to ensure the average age of the front line fire engine fleet is reduced to below fifteen years in line with the Fleet Strategy.

6. Exact vehicle costs are difficult to determine until the procurement process commences and the specification is tested against the market. The fleet capital programme provides appropriate funding for these proposed procurements and is agreed with the Treasurer and Deputy Chief fire Officer.
7. The Service has been purchasing the same chassis for some years now, it is therefore, appropriate that there is a full review of the chassis specification to inform any future procurement process. Until the chassis review is complete it is not possible to identify how many fire engines will be ordered in the year 2017/18, however, it is anticipated that an order will be placed within this year and that by the end of the following year (2018/19) at least 10 of the allocated provision of 20 fire engines will have been procured.

8. At each build programme the body-build of the fire engine (lockers, water tank and pump etc) is reviewed, the current specification is deemed fully fit for purpose. Additionally in 2016/17 (and in previous years), the body-build underwent a tender process within a procurement framework.

Conclusion/Summary

9. Due to the age of some vehicles, and in order to modernise the whole fleet, in line with the fleet strategy, there are a significant number of new vehicles planned within the next two years.
10. Additionally there are a number of vehicles whose renewals are close to the period between financial years, and in order to ensure the replacement is in place in due time, new vehicles may need to be ordered and purchased in the previous year.
11. This renewal programme may have minor changes and alterations to exact numbers of vehicles being replaced, of which appropriate flexibilities are provided for in the fleet strategy.
12. Funding for the replacement fleet vehicle programme is allocated through the capital programme and is reviewed by the Treasurer on a regular basis.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	There are significant capital resource implications which the Treasurer has included in the capital programme.
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	This paper is within the fleet strategy, which is aligned to the Services strategic objectives, "Our Strategy".
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	This paper underpins the supporting of sound and appropriate H&S considerations in regard to providing a fit for purpose fleet of vehicles.
Consultation (identify any public or other consultation that has been carried out on this matter)	Undertaken as appropriate.
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	As appropriate

Supporting Information

Fleet Strategy 2016-2021

Background Papers

P&R paper 16th June 2016. 12 - Vehicle Fleet Capital Programme

Contact Officer

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Report of the Treasurer

Budget 2017/18 and Medium Term Financial Plan (MTFP)

Purpose of Report

1. To review the current position in relation to budgets for 2017/18 and beyond, and to make recommendations to the Fire Authority.

Recommendations

It is recommended that the Committee:

- *recommend that the Fire Authority agrees the amendments to expenditure and resource projections as set out in Appendices 1 and 2;*
- *recommend that the Fire Authority increases council tax by £1.53 per year (1.96%) for 2017/18);*
- *notes the remaining budget gaps set out in Paragraph 49; and*
- *recommend that the Fire Authority earmarks up to £2.6m of reserves to smooth the implementation of efficiencies over the period to 2020/21.*

Background

2. In December 2016 the Fire Authority agreed a revised MTFP for 2016/17 to 2019/20 which identified annual cumulative savings of £1.657m by 2019/20.
3. This budget gap was based on revision of the estimates used in the February 2016 MTFP, and in particular brought pay award assumptions into line with government projections.
4. The position can be summarised as below:

	2017/18	2018/19	2019/20
	£m	£m	£m
Funding	(31.172)	(31.025)	(31.388)
Core Budget	31.763	32.191	33.045
	0.591	1.166	1.657
Excess Staff	1.037	0.589	0.096
Use of Budget Reduction Reserve	(1.037)	(0.589)	(0.096)
	0.591	1.166	1.657
from CSR Phasing Reserve	(0.574)	(0.386)	
from General Balances		(0.300)	
from NNDR Reserve	(0.045)		
Net Gap/(Surplus)	(0.028)	0.480	1.657

5. Information has now been received to finalise some of the figures in the budget equation, but other key figures are still awaited. The following sections outline what is currently known.

Review of Available Resources (Funding)

6. The review of future resources can be split between grant, council tax precept and retained business rates. The detailed figures are shown in Appendix 1.

Formula Grant

7. When setting the 2016/17 grant allocations, government gave a commitment that the indicative allocations for future years to 2019/20 would be confirmed for every Authority that submitted an acceptable Efficiency Plan. This was intended to place those Authorities in a better grant position than those that declined to submit a plan.
8. The Home Office has accepted the Efficiency Plan submitted by this Authority (without any required amendment) and in principle the previous indicative grant allocations have been confirmed.
9. There is however a technical adjustment in relation to the Business Rate revaluation at 1st April 2017.
10. In deriving the overall grant figure, government calculates a base-line figure including an estimate of our retained business rates. It then pays the difference between the two figures as grant.
11. The actual estimate of Business Rate income comes from the Billing Authorities and in 2016/17 was 95% of the base-line.
12. In the revised 2017/18 data the Business Rate baseline reduces by 10% with a corresponding increase in grant payable.
13. It is not yet clear if the full 10% reduction in base-line will be reflected in the actual Business Rate Yield. (See below).
14. Members will be aware that this government has committed to reform local government financing by the end of this parliament (2020/21 onwards) such that government grant is replaced by 100% retention of business rates.
15. There are clearly a number of distributional to be considered, as by 2019/20 this Authority will receive £5.4m in formula grants compared to £2.1m of additional business rates if it is permitted to keep the 1% currently paid over to government.
16. At a national level for standalone fire authorities (i.e. excluding county fire authorities), this gap is £270m.

Precept

17. In approving the current MTFP in December 2016 the Fire Authority re-confirmed the planning assumption of annual Band D increases of 1.96%. This is within the 2017/18 referendum limit.
18. It is interesting to note that the government's own "spending power" projections now assume rises of 2% rather than the 1.75% previously used.
19. The tax-base assumption was based on forecasts from the Billing Authorities and identified an overall increase of 1.4% for 2017/18.
20. To date, final tax-base figures have only been received from 2 of the 7 Billing Authorities, but sufficient information is available from the other 5 to initially estimate the tax-base increase as 1.55%. This marginally increases resources by around £0.040m.
21. Information on future forecasts suggests that there will not be a significant increase in tax-base above the current MTFP projections.
22. It is likely that there will be another significant one-off collection fund surplus, but again full details have only been provided by 2 of the Billing Authorities, but there is sufficient information to estimate this at £0.235m.
23. Final tax-base and Collection Fund surplus data is expected by mid-January and a verbal update will be given at the Committee meeting.

Retained Business Rates

24. The Fire Authority now retains 1% of the Business Rates collected in the two counties, and there are two sources of estimated yield information:
 - i. Government's baseline assessment – available now.
 - ii. Estimates provided by the Billing Authorities (known as NNDR1), which will be provided at the end of January.
25. The 2016/17 budget is based on the NNDR1 data and the MTFP assumes that this will rise in line with the expected increase in the NNDR rate.
26. Within the current MTFP the NNDR1 figure is running below the government's base-line estimate to the extent that it is only 95% of that figure, i.e. some £0.120m lower.
27. As mentioned above, the settlement figure has recalculated the base-line to take account of the Business Rate Tax-base revaluation with effect from 1st April 2017. This has reduced the base-line figure by around 10%.
28. As no information has yet been provided by the Billing Authorities it is not clear whether:

- i. the base-line re-setting is a “catching up” of the actual position and that the actual yield will remain consistent or;
 - ii. there will be a proportionate reduction in the yield to broadly maintain the 95% of base-line position.
- 29. At this stage the worst case assumption has been taken and yield projections have been reduced by approximately £0.250m per year.
- 30. Final data is not expected until the end of January 2017.

Expenditure Requirement (Core Budget)

- 31. The revised MTFP identified a balanced budget in 2017/18 rising to a gap of £1.657m by 2019/20 and was based on resource estimates as outlined above, and assumptions about expenditure. *(see Appendix 2: Column 2)*
- 32. There are now a number of changes in respect of these expenditure forecasts, which are outlined below.
- 33. The revised MTFP identified base savings from 2016 pay awards and general inflation. The previous estimates for these figures are now replaced with the actual ones providing a further £0.087m saving. *(see Appendix 2: Column 3)*
- 34. The Local Government Pension Scheme (LGPS) has been subject to the regular tri-annual valuation. Whilst there is only a marginal increase (£0.010m) in the forward funding rate, there has been a higher £0.080m increase in the back-funding costs. *(see Appendix 2: Column 4)*
- 35. This distinction is unique to the LGPS as back-funding costs of the FFPS are met from a consolidated employers’ contribution rate and direct government grant.
- 36. There are two technical adjustments in relation to the costs of PPL *(see Appendix 2: Column 5)*:
 - i. The MTFP was set based on the original business case (FBC) which at the time included Herefordshire Council. When that Authority withdrew, the Fire Authority re-confirmed its commitment to PPL on the grounds that the overall FBC saving was un-changed. However there was a change in the profile of these savings from the early part of the 10-year FBC (i.e. the current MTFP period) to the latter part. The MTFP was not at that time adjusted for the changed profile.
 - ii. Additionally the assumptions about Fire Authority share of PPL costs did not take account of the change in the employers NI rates as a consequence of the abolition of “contracting out” following the introduction of the single state pension. These costs should have been included in the budget and would have been included anyway had employees transferred to PPL.
 - iii. The net effect of these changes is to add £0.031m to expenditure.

37. Capital Financing has been reviewed in light of:
- i. The revised approved Vehicle Strategy;
 - ii. The likely timescales for spending on major building projects;
 - iii. The funding of the Wyre Forest Hub; and
 - iv. Potential provision for priorities arising from the building condition survey to minimise long term financing costs.
38. As a result it has been possible to reduce the capital financing budget for 2017/18 and 2018/19, but the spend profile means that there is a “catch up” by 2019/20.

Excess Staff and Planned Use of Reserves

39. The table at paragraph 4 (above) shows the excess staff cost being met as planned from the budget reduction reserve and this assumption is continued.
40. As Members will recall, the grant cuts in the current 4 year settlement were front-loaded and approved the use of ear-marked balances to smooth the impact. This assumption is continued.

General Balances

41. The current MTFP assumes the use of £0.300m of balances in 2018/19:

	2016/17	2017/18	2018/19	2019/20
	£m	£m	£m	£m
General Balances at 1 April	1.838	1.838	1.538	1.538
Approved Use	0.150	(0.300)		
General Balances at 31 Mar	1.838	1.538	1.538	1.538

42. Relative to other Fire Authorities this level of balance is not high, and it should be noted that Fire Authorities now bear a risk in relation to council tax benefit and business rate yield, and so are more directly connected to local economic conditions.
43. Members will be aware that the last 2016-17 budget monitoring report identified potential savings of £0.928m but has yet to make a decision as to how this should be used.
44. Whilst this level of balances remains prudent there is an opportunity cost of holding reserves. They could be used to finance one off expenditure or to temporarily reduce the council tax precept. The risk, of course, is that if reserves are reduced there is less capacity to meet unforeseen or unexpected expenditure pressures, and a temporary reduction in council tax cannot be readily recovered.

Earmarked Reserves

45. These are reserves held to fund expenditure that will happen at some point in the future and Appendix 3 shows their current levels.
46. Although they stood at £9.7m at the start of 2016/17 only £4.7m is un-committed of which £1.8m is held for long term purposes. This leaves £2.9m remaining (see below).

Other Issues

47. For information, if the 2017 Pay Award is at 2% rather than the 1% provided in the budget, the 2017/18 (and future) gap would increase by £0.230m.
48. The projection does not yet include any savings from the transformational bid funded projects.

Overall Position

49. Taking into account all these changes the new net position is as set out below:

	2017/18	2018/19	2019/20
	£m	£m	£m
Funding	(31.465)	(31.090)	(31.482)
Core Budget	31.677	31.895	33.039
	0.212	0.805	1.557
Excess Staff	1.037	0.589	0.096
Use of Budget Reduction Reserve	(1.037)	(0.589)	(0.096)
	0.212	0.805	1.557
from CSR Phasing Reserve	(0.574)	(0.386)	
from General Balances		(0.300)	
from NNDR Reserve	(0.045)		
Net Gap/(Surplus)	(0.407)	0.119	1.557

50. Regardless of the change to funding arrangements, and if the same pay award, inflation, tax-base and Band D assumptions are made, there is still a gap of at least £1.4m in 2020/21, and this could be greater if there is a further grant loss as a result of full Business Rate Retention.
51. Members will be aware that there will be savings arising from the Transformational Bid funded projects, which will materialise during the MTFP period but are currently not included in the forecast as exact timing is uncertain.
 - i. There will be some small financial savings from the Wyre Forest Hub (lower running costs of a modern building etc.):
 - ii. the move of HQ to Hindlip will deliver size related savings as well as the opportunity for collaborative back office efficiencies, and in the longer term the disposal of the existing HQ building.

52. Whilst the phasing of these is uncertain it is proposed that the Authority ear-mark the £2.6m uncommitted earmarked balances to fund the present budget gap through to 2020/21, and adjust this sum downwards as certainty is received regarding the timing of these efficiencies.

Future Progress

53. Officers will continue to refine the budget figures and will receive final tax-base, collection fund figures and estimated business rate income.
54. The Fire Authority will meet on 15 February 2017 to agree a budget and precept for 2017/18.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	Yes – whole report
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	Yes – whole report
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	No
Consultation (identify any public or other consultation that has been carried out on this matter)	No
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	n/a

Supporting Information

Appendix 1: Funding Forecast
Appendix 2: Expenditure Need
Appendix 3: Earmarked Reserves

Background Papers

Fire Authority 11 October 2016: Revision to the Medium Term Financial Plan
Fire Authority 17 February 2016: Budget and Precept 2016/17 and MTFP

Contact Officer

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Hereford & Worcester Fire Authority
Policy & Resources Committee: 25-Jan-2017
Medium Term Financial Forecasts: Funding Forecast

Col		2017/18 MTFP £m	2018/19 Forecast £m	2019/20 Forecast £m
Row		2	3	4
	<u>Revised MTFP - as approved Dec 2016</u>			
1	Assumed Business Rate increase	2.00%	2.00%	2.00%
2	Indicative Grant Reductions	-17.70%	-10.00%	-5.50%
3	Assumed Tax-base Increase	1.35%	1.27%	1.25%
4	Assumed Band D Tax Increase	1.96%	1.96%	1.96%
5	Consolidated Revenue Support Grant	(6.014)	(5.413)	(5.118)
6	Transitional Grant	(0.142)		
7	Fire Revenue Grant	(1.097)	(0.967)	(0.837)
8	Rural Services Delivery Grant	(0.088)	(0.067)	(0.088)
9	Retained Business Rates	(2.283)	(2.329)	(2.375)
10	Council Tax Precept	(21.548)	(22.249)	(22.970)
11	PROJECTED RESOURCES	(31.172)	(31.025)	(31.388)
	<u>Changes</u>			
12	Assumed Business Rate increase	-10.60%		
13	Indicative Grant Reductions	3.40%	0.70%	0.70%
14	Assumed Tax-base Increase	0.20%	-0.07%	0.05%
15	Assumed Band D Tax Increase			
16	Consolidated Revenue Support Grant	(0.252)	(0.268)	(0.288)
17	Transitional Grant			
18	Fire Revenue Grant			
19	Rural Services Delivery Grant			
20	Retained Business Rates	0.236	0.235	0.232
21	Council Tax Precept	(0.042)	(0.032)	(0.038)
22	Council Tax Surpluses	(0.235)		
23	PROJECTED RESOURCES	(0.293)	(0.065)	(0.094)
	<u>Proposed MTFP - Feb 2017</u>			
24	Assumed Business Rate increase	-8.60%	2.00%	2.00%
25	Indicative Grant Reductions	-14.30%	-9.30%	-4.80%
26	Assumed Tax-base Increase	1.55%	1.20%	1.30%
27	Assumed Band D Tax Increase	1.96%	1.96%	1.96%
28	Consolidated Revenue Support Grant	(6.266)	(5.681)	(5.406)
29	Transitional Grant	(0.142)		
30	Fire Revenue Grant	(1.097)	(0.967)	(0.837)
31	Rural Services Delivery Grant	(0.088)	(0.067)	(0.088)
32	Retained Business Rates	(2.047)	(2.094)	(2.143)
33	Council Tax Precept	(21.590)	(22.281)	(23.008)
34	Council Tax Surpluses	(0.235)		
35	PROJECTED RESOURCES	(31.465)	(31.090)	(31.482)

Hereford & Worcester Fire Authority
Policy & Resources Committee: 25-Jan-2017
Medium Term Financial Forecasts: Expenditure Need

Col		Revised MTFP Oct 2016 £m	Inflation	LGPS Revalued	PPL Phasing	Capital Financing	Proposed MTFP Feb 2017 £m
Row		2	3	4	5	6	7
1	2016-17 CORE BUDGET	31.693					31.693
2	2016/17 Pay Awards were 1%	(0.200)	(0.081)				(0.281)
3	2016/17 Base Inflation Saving	(0.150)	(0.006)				(0.156)
4	HQ Rental Service Charges	(0.050)					(0.050)
5	Amended Core Budget	31.293	(0.087)	0.000	0.000	0.000	31.206
	<u>Cost Pressures</u>						
6	Pay Awards	0.227					0.227
7	General Inflation Contingency	0.200					0.200
8	LGPS Revaluation	0.020		0.070			0.090
9	Capital Programme	0.036				(0.100)	(0.064)
10	"Apprentice" Levy	0.070					0.070
	<u>Savings</u>						
11	FDS Review	(0.031)			0.031		0.000
12	JPV Savings	(0.042)					(0.042)
13	Other	(0.010)					(0.010)
14	2017/18 EXPENDITURE NEED	31.763	(0.087)	0.070	0.031	(0.100)	31.677
	<u>Cost Pressures</u>						
15	Pay Awards	0.227					0.227
16	General Inflation Contingency	0.300					0.300
17	LGPS Revaluation	0.020		(0.010)			0.010
18	Capital Programme	(0.067)				(0.200)	(0.267)
	<u>Savings</u>						
19	JPV Savings	(0.032)					(0.032)
20	ESMCP Provision	(0.020)					(0.020)
21	2018/19 EXPENDITURE NEED	32.191	(0.087)	0.060	0.031	(0.300)	31.895
	<u>Cost Pressures</u>						
22	Pay Awards	0.227					0.227
23	General Inflation Contingency	0.300					0.300
24	LGPS Revaluation	0.020		(0.010)			0.010
25	Capital Programme	0.061				0.300	0.361
26	FF Pensions Employers Contribution Rates	0.315					0.315
	<u>Savings</u>						
27	JPV Savings	(0.069)					(0.069)
	2019/20 EXPENDITURE NEED	33.045	(0.087)	0.050	0.031	0.000	33.039

Hereford & Worcester Fire Authority
Policy & Resources Committee: 25-Jan-2017
Medium Term Financial Forecasts: Earmarked Reserves

	Balance 31-Mar-16 £m	Excepted Usage	Un-allocated Balance £m	Notes
Pensions	0.422		0.422	
Operational Activity	0.600		0.600	
Insurance	0.130		0.130	to meet long-tail claims
Pens Tribunal	0.400		0.400	timing uncertain
Property Maintenance	0.213	PPL to manage expenditure in 2016/17	(0.213)	0.000
Fire Control	0.267	to fund completion of C&C	(0.267)	0.000
Equipment	0.394	Funding Cutting gear	(0.394)	0.000
Capital Financing	0.575	Funding Cutting gear	(0.575)	0.000
Fleet Funding	0.042	to be used in 2016/17	(0.042)	0.000
NNDR	0.046	Planned use in MTFP	(0.046)	0.000
YFA	0.017		(0.017)	0.000
ICP Workwear	0.004		(0.004)	0.000
New Dimensions	0.381	funding HVP accommodation	(0.140)	0.241 for New Dimensions issues
	3.491		(1.698)	1.793
CSR Phasing	1.185	Planned use in MTFP	(0.960)	0.225
Development	0.311			0.311
Bud Red	4.677	Planned use in MTFP	(2.353)	2.324
	6.173		(3.313)	2.860
	9.664		(5.011)	4.653

Report of the Deputy Chief Fire Officer

Health and Safety Committee Update

Purpose of report

1. To provide the Policy and Resources Committee with an update on the activities and items of significance from the Service's Health and Safety Committee.

Recommendation

It is recommended that the following issues, in particular, be noted:

- (i) *Health and Safety performance information recorded during July 2016 to September 2016 (Quarter 2); and*
- (ii) *The involvement of the Service in a number of Health and Safety initiatives.*

Introduction

2. Hereford & Worcester Fire Authority's aim is to ensure the safety and wellbeing of its employees and to reduce and prevent accidents and injuries at work.
3. The Health and Safety Committee (the Committee) is established to provide effective arrangements for the liaison and review of matters of a common interest with regard to Health and Safety (H&S), and to act as a forum for liaison on all matters relating to H&S for key stakeholders and departments. The Committee provides the opportunity for the Service to discuss general H&S matters on which it must consult the workforce via employee representatives.
4. The Committee has the facility to task work to the Health & Safety Working Group, which sits beneath it and is chaired by the Area Commander Operations Support. The group meets as and when required but at least every six months (see section 15. for current work package update).

Update

5. The Committee last met on 8 December 2016 and is due to meet next on 15 March 2017.
6. A review of quarterly performance for the relevant period was discussed in detail. Whilst this shows an increase in total number of reported events, the severity levels remain relatively low. The report is included at Appendix 1.

Significant Activities

Research Project - Moisture Content in BA

7. Nationally, the Chief Fire Officers Association (CFOA) commissioned the Health and Safety Laboratory (HSL) to investigate the potential for water freezing in Breathing Apparatus (BA) set components (leading to set failure) when cylinder contents are within normal moisture content tolerances. The findings of this investigation have been forwarded to all Fire and Rescue Services (FRSs) via a CFOA circular.
8. Following an internal HWFRS review of the CFOA circular, a report has been produced and discussed at the Committee. Whilst the Service is in a strong position in relation to the control measures that are already in place, there is still a low level risk of moisture ingress in relation to the issues highlighted in the circular. The Service has therefore implemented a number of additional remedial actions to address this risk. It is worthy of note that HWFRS has not had any reported incidents of this nature and cylinders are routinely tested for moisture levels.
9. The Committee agreed the actions and recommendations were suitable and sufficient in controlling the risks identified.

Breathing Apparatus (BA) upgrade for CBRNe Events

10. In early 2016, a letter was sent to all CFOs highlighting an issue relating to a component failure in the Draeger BA sets manufactured in 2012 when exposed to a very specific contaminant linked to the Chemical Biological Radiological and Nuclear explosive (CBRNe) type incidents. Initially this issue did not directly impact on HWFRS as the Service's Draeger BA sets were manufactured some time prior to this date. However, following further nationally led discussions, the manufacturer (Draeger) decided to replace the component part on all its BA sets of that type regardless of manufacture date which now includes HWFRS BA sets.
11. The replacement part that has not yet been fitted to HWFRS BA sets has proven in other FRSs to have had reliability issues, therefore the replacement programme for HWFRS has been deferred. It is hoped the manufacturer will replace the component in 2017 once its reliability has been proven. In the meantime measures have been implemented to ensure that in the very remote possibility that HWFRS BA sets are exposed to the CBRNe linked contaminant, additional protocols are in place. It should also be noted that this contaminant causes longer term degradation to the component and does not pose a risk of immediate failure.

PPE ('Think Contaminants')

12. The CFOA National Health and Safety Committee are looking into a number of international reports examining the apparent increased likelihood of cancers in operational firefighters. These reports suggest that firefighters may be more vulnerable due to carcinogens present in the firefighting environment, despite the high levels of personal protective equipment and control measures in place.

13. The research is being reviewed nationally and in discussion with other interested parties it has been noted that many of these reports were not supported by any tangible data, nor was there any UK research to support the thesis. This has led to the commissioning of a UK led literature review to determine the validity of all available reports. Discussions are currently underway with the Home Office's Centre for Applied Science and Technology (CAST) who have expressed an interest in developing this work.
14. At this time the national CFOA H&S group do not recommend FRSs take any additional actions or measures associated with this matter until it has been thoroughly examined and an evidence led report for the UK is published.

HWFRS H&S Update

HWFRS Working Group

15. The Committee has tasked the H&S Working Group to conduct a full review into the risks associated with Occupational Road Risk in HWFRS following a number of notable incidents that have occurred over recent years across UK.
16. The Group have produced a terms of reference document which highlights eight key work packages to be completed during 2017. The work packages will be monitored by the Committee until completion.

CFOA Health and Safety West Midlands Group

17. A new H&S Statement of Intent has been produced which all FRSs within the region will use as agreed by CFOs. This will be displayed at all HWFRS premises as well as the HWFRS H&S Intranet page.
18. Two regional audits have taken place recently (not in HWFRS) and the findings of these audits will be discussed at the next regional H&S meeting where notable practices and learning will be shared.

Risk Assessment Database

19. The new Risk Assessment database was launched across HWFRS on 1st October 2016. The system is being continually reviewed to enhance the effectiveness of its use. The system has now replaced all paper copy risk assessments and provides up to date electronic information and control measures to all HWFRS staff.
20. The system is now being used regularly by employees and since launched employees have:

Created New RAs	26*
Reviewed existing RAs	112*

**data as of November 2016*

Conclusion

21. This report provides Members with an update on the health and safety issues discussed at the previous Health and Safety Committee and draws Members' attention to key areas of work currently being undertaken by the Service.
22. In addition, the report provides information on quarterly health and safety performance, which demonstrates a positive culture.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	N/A
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	Corporate strategy – Ensuring firefighter safety
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	Reduces the overall impact for health and safety management in the areas identified and safeguards the Services legal requirements
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?)	N/A

Supporting Information

Appendix 1: Quarter 2 of year 2016/2017 (July – September 2016) Health & Safety Performance Report

Contact Officer

Richard Lawrence, Deputy Chief Fire Officer
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Title: Quarter 2 Performance Report (July - September 2016)

Personal Injury

Of the **50** H&S events reported, **22** were related to the category of Personal Injury. These are described in Table 1 below:

Sub-Categories	Break-down of Injuries in Each Sub-Category
12 incidents relate to accidents/injuries occurring during training.	1 relates to a manual handling injury when moving vehicles during the preparation of a training exercise. <i>Significant Event 63 calendar days lost</i>
	1 relates to a candidate becoming faint from over exertion, whilst undertaking the National FF selection tests.
	1 relates to a candidate over exerting themselves and vomiting undertaking the National FF selection tests.
	1 relates to a manual handling injury during extending a ladder.
	1 relates to a pain in left forearm elbow area whilst climbing a ladder.
	1 relates to an injury whilst re-stowing equipment following water awareness training, which resulting in a cut to nose.
	1 relates to an injury during a Road Traffic Collision training exercise. A piece of hydraulic equipment ejected while under pressure, making contact with the FF kneecap.
	1 relates to an injury during a Compartment Fire Behaviour Training Refresher, skin reddening just above left eye had turned into blister.
	1 relates to an injury during a BA refresher whilst attempting to un snag a hose reel which resulting in a strained shoulder.
	1 relates to a heat induced minor blister on left wrist during Compartment Fire Behaviour Training refresher.
	1 relates to an injury while undertaking hose running. Injury aggravated a pre-existing fore arm injury. <i>Significant Event 31 calendar days lost</i>
	1 relates to an injury whilst opening an entrance gate at a training facility. The gate made contact with a kerbstone which caused a pain to the shoulder
6 accident/injuries were at operational incidents	1 relates to slipping on the appliance bay floor whilst responding to an incident.
	1 relates to opening a hydrant, the valve opened suddenly and the hydrant bar struck behind the knee of left leg.
	1 relates to operating a Tirfor winch handle, the lever struck the persons face. No head protection worn due hot weather conditions and strenuous activity.
	1 relates to an injury during post fire investigation caused by piece of dirt in right eye. Eye cleaned out using water
	1 relates to an injury during a vehicle accident, the fragments of a broken mirror entering passenger compartment into the face of the person.
	1 relates to an injury whilst using a Hydrant, FF cut their knuckle of right hand on the top of the standpipe.

3 accident/injuries were during routine activities	1 relates to a member of support staff tripping over a small step outside the office.
	1 relates to sustaining a small cut to head after walking into a door.
	1 relates to an injury whilst exiting rear of the fire engine. Person caught their ribs on a retaining bracket of the rear doors. <i>3 calendar days lost</i>
1 accident/injuries were non-work accident/injury	1 relates to an injury sustained to their arm whilst getting up from the floor level.
Totalling 22 personal injuries	
Totalling 2 RIDDOR events	
Totalling 97 calendar days lost	

Table 1: Personal Injuries Reported during Quarter 2

Vehicle Accidents

Of the **50** H&S events **11** are related to the category of Vehicle Accidents - these are further described in Table 2 below. Only 5 of these events could be attributed to the FRS driver these events are highlighted in grey.

Sub-Categories	Breakdown of Injuries in Each Sub-Category
7 accidents were during routine activities	1 relates to a stationary fire engine struck by a broken down third party vehicle rolling into the road and impacting the near side rear wheel arch.
	1 relates to a fire engine being driven through a very narrow gateway, the rear nearside wheel arch caught an upright wooden post and broke a small section of the wheel arch.
	1 relates to an unknown incident with support vehicle damage found during weekly routines.
	1 relates to a Service car struck by a bird.
	1 relates to a Service car being struck by fence panels. Damage discovered on collecting the vehicle in the morning.
	1 relates to an unknown incident with fire engine front wing body panel damage found during weekly routines.
	1 relates to a fire engine contacting a stationary vehicle during a response training course. The nearside front came into contact with a vehicle.
3 accidents were responding to incidents	1 relates to a fire engine struck by a third party impacting the near side and then driving off.
	1 relates to the fire engine striking a tree branch whilst travelling down a road.
	1 relates to a fire engine contacting a bank whilst manoeuvring using two bankpersons, which resulted in cracking the front nearside bumper.
1 accident was a non-service related accident	1 relates to a service car making minor contact with a dog, At the time of impact the driver did not see either the man or the dog stood on the side of the roadway due to the glare from the sun reducing visibility.
Totalling 11 vehicle accidents	

Table 2: Vehicle Accidents Reported during Quarter 2

Vehicle mileage statistics for the year 2015-2016 have been provided by the Operational Logistics Fleet Department and have been used to predict vehicle mileage for Q2 2016. These are summarised in Table 2A below. It can be seen that the 3 white fleet accidents out of approximately 254,500 miles driven, equates to 1 accident for every 84,838 miles driven. The 8 accidents by red fleet vehicles were out of approximately 69,600 miles driven, which equates to 1 accident for every 8,702 miles driven.

Fleet	Total Mileage 2015-2016	Predicted Mileage Q2 2016
White Fleet	1,018,054	254,514
Red Fleet	278,464	69,616
Totalling 1,296,518 miles		Totalling 324,130 miles

Table 2A: Vehicle Mileage Statistics

Property or Equipment Damage

Of the **50** H&S events **2** related to the category of Damage to Property or Equipment, this is further described in Table 3 below:

Sub-Categories	Break-down of Injuries in Each Sub-Category
2 property or equipment failure during training	1 relates to an appliance bay door being closed whilst a fire engine was underneath it, damage to appliance bay door only.
	1 relates to extensive damage to boundary wall outside Bromyard Fire Station, struck by third party vehicle.
	Totalling 2 property or equipment damage

Table 3: Damage to Property or Equipment Reported during Quarter 2

Near Hits or Causes for Concern

Of the **50** H&S events **13** related to the category of Near Hits or Causes for Concern - these are further described in Table 4 below:

Sub-Categories	Break-down of Injuries in Each Sub-Category
3 were whilst responding to incidents	1 relates to a near collision between a fire engine and other vehicles. <i>Significant Event</i>
	1 relates to a near collision between a fire engine and other vehicles whilst responding to a fire call. <i>Significant Event</i>
	1 relates to a near hit. Locker doors were open on arrival at incident, lockers checked by driver, light showing doors open did not illuminate.
4 were at operational incidents	1 relates to near hit with a vehicle airbag whilst attending an RTC. Whilst cutting the cables which attached the driver's side door to the main chassis, there was an airbag activation.
	1 relates to a cause for concern whilst delivering CAFS for Firefighting. The CAFS system lost pressure- initial investigation found the compressor light was not illuminated.
	1 relates to a near hit of exposure. Gathering details and administering care to elderly lady later identified as having Tuberculosis.
	1 relates to a near hit. Failure of hydraulic combination tool (tip of jaws snapped off) whilst opening hay baler rear chamber door, causing door to close immediately.
1 was during routine activities	1 relates to a cause for concern. FF was removing the standpipe and bar from the rear locker when the bar fell from the centre of the standpipe and hit FF on the right foot.
5 were during training exercises	1 relates to a cause for concern. During SRT / WFR training FF became unwell. He stated that he felt ill and had chest pains.
	1 relates to a cause for concern. Whilst carrying out an RTC training session FF trapped hand in a closing door.
	1 relates to a near hit on route to training. The rear pump bay door opened and a stray bottle of water fell out the pump bay.
	1 relates to a near hit. A door came off its hinges and fell towards a BA wearer.

	1 relates to a near hit. Whilst undertaking RTC hydraulic spreaders were used to remove the wing of a training vehicle, the spreaders contacted an air conditioning system pipe; the pipe failed and allowed an uncontrolled release of high pressure refrigerant and oil.
	Totalling 13 near hits or causes for concern

Table 4: Near Hits or Causes for Concern Reported during Quarter 2

Exposure to Violence or Aggression

Of the **50** H&S events **2** related to the category of Exposure to Violence or Aggression, this is further described in Table 5 below:

Sub-Categories	Break-down of Injuries in Each Sub-Category
2 Exposure to violence or aggression	1 relates to items being thrown from window at FF's while carrying out FF duties, Police informed and attended incident.
	1 relates to attendance at HMP during inspection of a fire all out, abuse from inmates en route to cell.
	Totalling 2 exposure to violence or aggression

Table 5: Exposure to Violence or Aggression Reported during Quarter 2

Significant/Serious Events during Quarter 2 (Jul 16 – Sept 16)

- The first incident relates to a manual handling injury whilst an operational member of staff was moving vehicles in preparation for a training exercise. A full investigation has been undertaken where further recommendations are being considered (found in personal injury category).
- The second Specialist Investigation relates to a reoccurrence of a pre-existing injury during hose running on a recruitment course (found in personal injury category).
- The Service has procured new fire appliances which are fitted with an electronic stability programme (ESP) in line with legal requirements and as is now industry standard. Due to this safety feature these new vehicles require a different style of driving to that of previous fire appliances, which was included in the driver training when the vehicles were launched. Following a near hit report when the ESP system activated whilst responding to an incident a detailed investigation was undertaken. Fire appliances were mechanically inspected by the manufacturer, and data has been downloaded, which demonstrated that the system and vehicles operated as expected. Whilst no fault is attributed to the drivers, additional training and time for familiarisation has been offered to all crews and subsequently there have been no further reports of this nature. (This event is found in near hits or causes for concern category).

Summary for Quarter 2 (Jul 16 – Sept 16)

Two RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reports were submitted to the Health and Safety Executive (HSE). These relate to personal injuries where operational personnel were absent from work for 94 days of Quarter 2.

Comparison Between Quarters

Comparison of Events Reported Showing Differences Q2 2016 and Q2 2015

Table 6 below, compares the number of events reported in Q2 2015-16 and Q2 2016-17 for different categories. It can be seen that in Q2 2016-17, the number of Vehicle Accidents reported were less than in Q2 2015-16. Conversely, Personal Injuries reported reports of Violence and Aggression, Near Hit reports and reports of Damage to Property or Equipment in Q2 2016-17 have increased compared to Q2 2015-16. Overall, this demonstrates that event reporting as a whole has increased during Q2 2016-17 compared with Q2 2015-16.

Event Type	Q2 2015-16	Q2 2016-17	Increase/Decrease
Personal Injuries	13	22	+9
Vehicle Accidents	16	11	-5
Property or Equipment	1	2	+1
Violence & Aggression	0	2	+2
Near Hits	3	13	+10
Overall	33	50	+17

Table 6: Quarterly Events Reported Q2 2015-2016 and Q2 2016-2017

Table 6 above, compares Q2 2015-16 to Q2 2016-17 reports the service has had:*

- Nine additional Personal Injury reports
- Five **fewer** Vehicle Accidents
- One additional report of Damage to Property or Equipment
- Two additional reports of Violence or Aggression against service personnel
- Ten additional reports of Near Hits or Causes for Concern were made

*Specific details of these can be provided upon request to the Health and Safety advisor.

Trend Analysis

In summary, whilst there has been an increase in personal injuries reported, overall they have been of a minor nature. However the increased number of near hits demonstrates an increasingly positive reporting culture, which contributes to preventative control measures being implemented to help reduce injuries and accidents.

Report of the Head of Legal Services

Delivering a Wyre Forest Emergency Services Hub

Purpose of report

1. To provide clarity about the next stages required to move forward the project to deliver an emergency services hub for the Wyre Forest area.
-

Recommendation

It is RECOMMENDED that the progress towards acquisition of the site and commencement of design stages be noted.

Introduction and Background

2. Following an extensive public consultation exercise the Service explored two locations as options for a new emergency services hub in the Wyre Forest area. On 11th October 2016, the Fire Authority gave approval of the Stourpoint 5 site as the preferred location for the emergency services hub, at that time on the basis of an offer for part of the total site area that was available. Following negotiations with the site owner, an offer for the full site area as indicated on the plan attached as Appendix 1 was accepted subject to planning and heads of terms being drafted for the purchase contract.

Next Stages

3. The purchase has been agreed conditional on satisfactory site investigations. Place Partnership are undertaking site investigations in anticipation of the design, specification and application for planning permission for the new building. Some site information is available that will inform the site investigation process and as the site has been previously subjected to industrial use, some site contamination and therefore remediation prior to construction should be expected.
4. Place Partnership have commenced procurement of professional services to carry out the detailed design and are consulting closely with officers of the Service to develop the design brief. Once detailed design has been completed, a planning application will then be submitted.

5. The procurement route for the main contractor will run in parallel with these planning stages so that once a planning application is successful and acquisition of the site completed, the construction of the building can commence immediately.
6. The current expectation is that we hope to be in a position to submit a planning application by the summer and subject thereto, construction would hopefully commence early 2018 with completion by the end of that year. The Policy and Resources Committee will be updated as significant milestones are achieved.

Conclusion

7. Negotiations on the purchase of the site are currently being finalised and in the meantime Place Partnership, in conjunction with officers, are progressing the design brief for the building.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	The development budget for the scheme has previously been approved by the Authority and is included within the capital programme
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	The development of the Wyre Forest hub builds upon 'Our Strategy' to provide appropriate premises in the right locations that enables our staff to carry out their roles effectively and our commitment to work in partnership with other agencies.
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	Costs will be closely controlled to ensure that the project is delivered within budget
Consultation (identify any public or other consultation that has been carried out on this matter)	See previous reports to Fire Authority
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	See previous reports to Fire Authority

Supporting Information

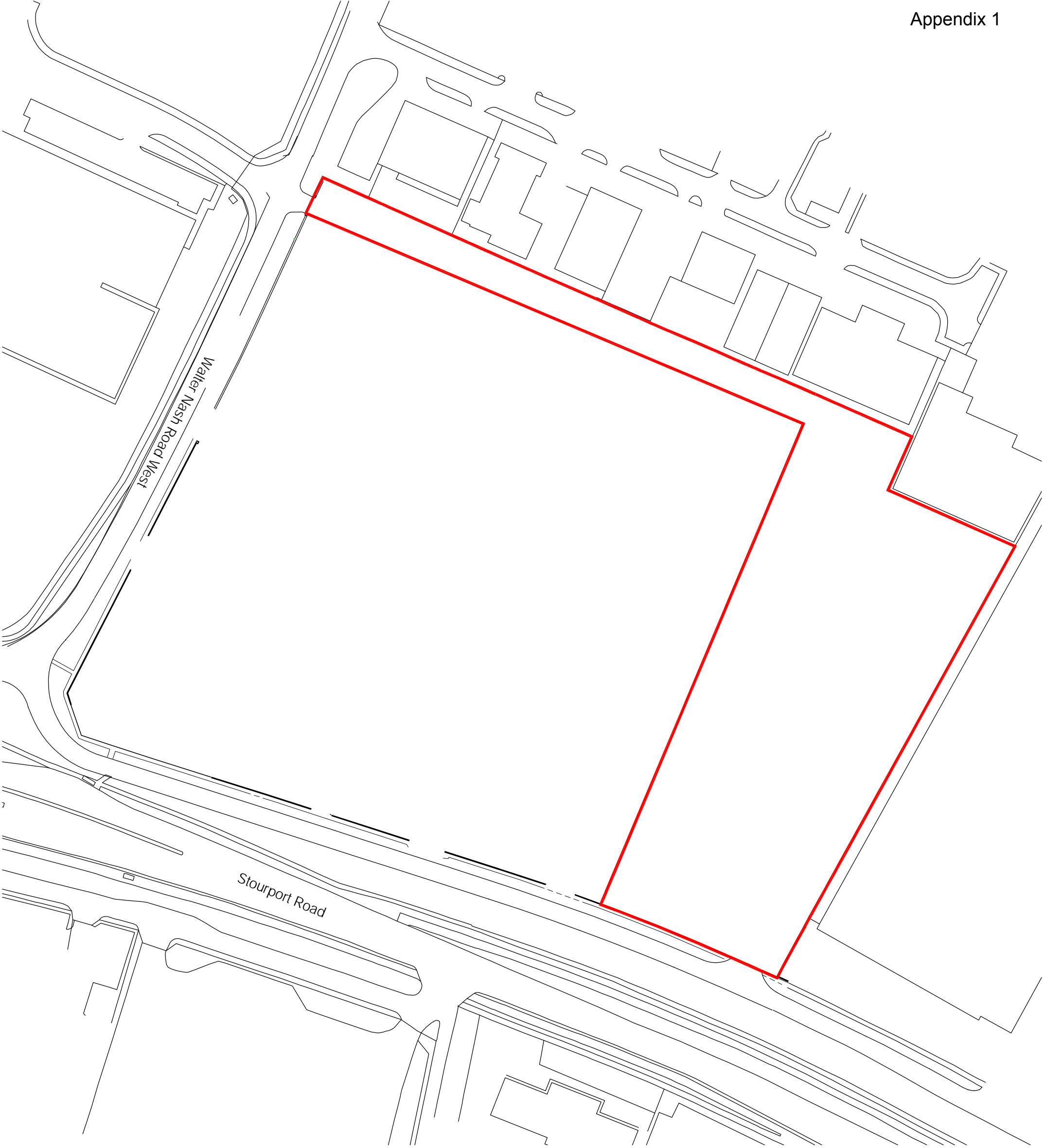
Appendix 1 – Site Plan

Background papers – Previous Fire Authority reports

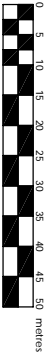
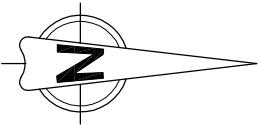
Contact Officer

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Email: Nsnape@hwfire.org.uk



NOTES
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no.	date	revision	by
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Client

Revelan Group PLC

Project
Proposed Development
Stourport Road
Kidderminster

Drawing

Demise Plan

scale	1:1250 @ A3	drawn	alps
checked	AS	date	November 2015

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