



HEREFORD & WORCESTER Fire Authority

Policy and Resources Committee

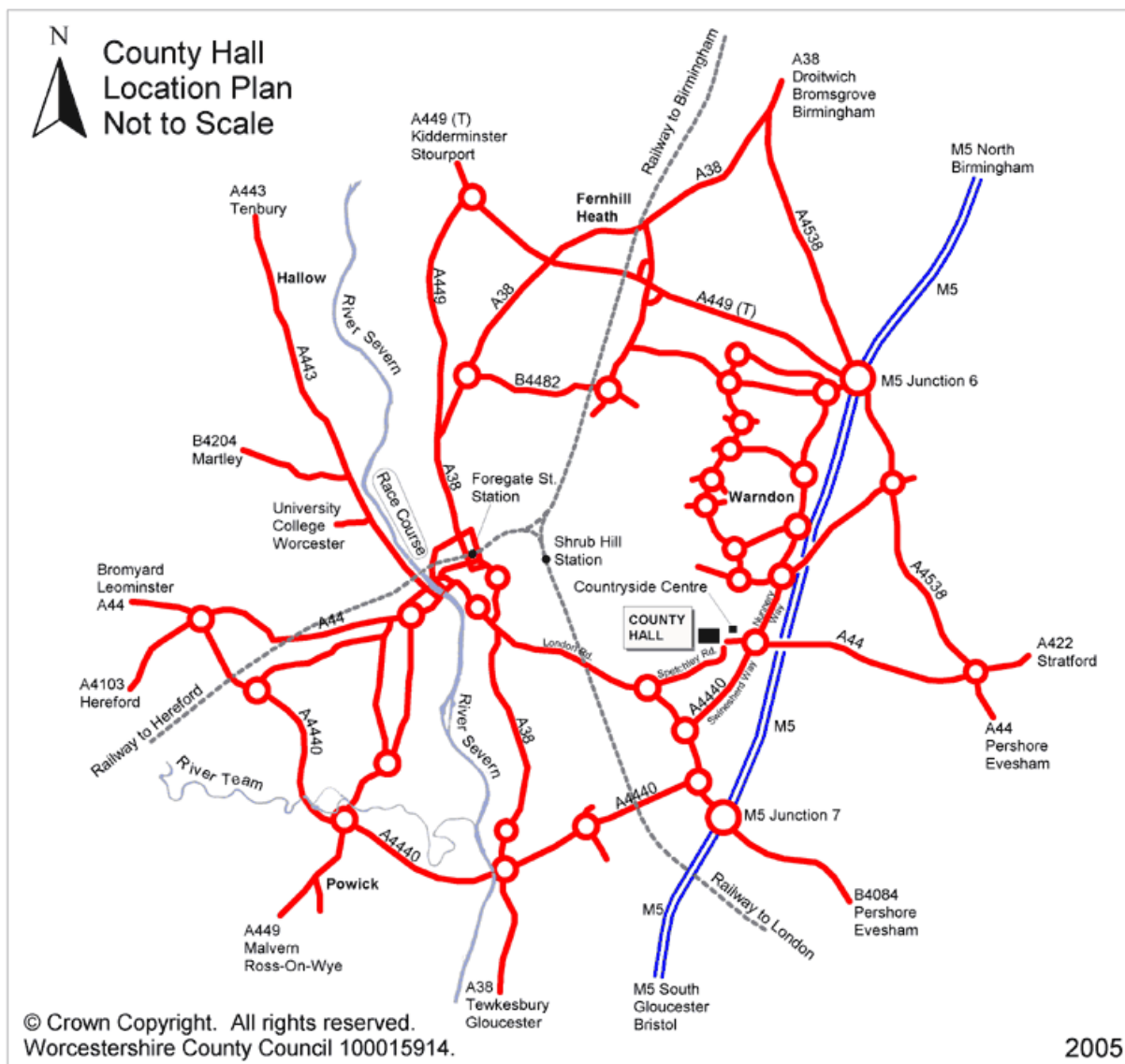
AGENDA

Thursday, 19 September 2019

13:30

Council Chamber

County Hall, Spetchley Road, Worcester, WR5 2NP



From the M5

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

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

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

Fire Alarm

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

Toilets

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

Parking

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

Smoking Policy

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

OPTIONAL INFORMATION

Cafe

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

Shop

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

Grounds/Site traffic

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

Public Transport

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

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

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

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

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

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

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

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

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

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



Hereford & Worcester Fire Authority

Policy and Resources Committee

Thursday, 19 September 2019, 13:30

Agenda

Councillors

Mr C B Taylor (Chairman), Mr R C Adams (Vice Chairman), Mr T D Baker-Price, Mr B Clayton, Mr A Fry, Dr C A Hotham, J Kenyon, Mrs F M Oborski MBE, Mr R J Phillips, Mrs J Potter, Professor J W Raine, 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 To confirm the minutes of the meeting held on 1 May 2019.	1 - 5
5	Budget Monitoring 2019/20 – Quarter 1 To inform Members of the current position on budgets and expenditure for 2019/20.	6 - 13

6 2019-20 Performance Report: Quarter 1

14 - 44

This report is a summary of the Service's Quarter (Q1) performance against a comprehensive set of Performance Indicators agreed by Senior Management Board (SMB).

Exclusion of the Press and Public

In the opinion of the Clerk to the Authority the meeting will not be, or is not likely to be open to the public at the time Item 7 is considered for the following reason:

Item 7 is likely to disclose information relating to the financial affairs or business affairs of any particular person (including the authority holding that information).

7 2 Kings Court, Worcester – Sale of Freehold Reversion

45 - 48

To consider disposing of the Authority's freehold interest in the former Headquarters building at 2 Kings Court, Worcester.



Hereford & Worcester Fire Authority

Policy and Resources Committee

Wednesday, 01 May 2019,10:30

Chairman: Cllr K Taylor

Vice-Chairman: Cllr R Adams

Minutes

Members Present: Mr R C Adams, Mr T D Baker-Price, Mrs E Eyre BEM, Dr C A Hotham, Mrs F M Oborski MBE, Mr R J Phillips, Mrs J Potter, Mr C B Taylor, Mr R M Udall

143 Apologies for Absence

Apologies were received from Cllr Clayton and Cllr Fry.

144 Named Substitutes

There were no named substitutes for this meeting.

145 Declarations of Interest (if any)

Cllr Phillips declared that he was a member of the Scheme Advisory Board in relation to agenda item 7 (Minute 149).

146 Confirmation of Minutes

RESOLVED that the minutes of the meeting of the Policy and Resources Committee held on 29 November 2018 be confirmed as a correct record and signed by the Chairman.

147 Budget Monitoring 2018/19 – Quarter 4

The Treasurer informed Members of the latest position on budgets and expenditure for 2018/19 and provided an update on the 2019/20 budget.

Members were asked to note the small revenue underspend of £0.129m,

of which £0.075m was earmarked to fund additional pension costs in 2019/20.

The Treasurer was pleased to announce that the Authority had not borrowed any funds this year, however this may change for the following year.

The Treasurer confirmed that there was no specific budget for the Judicial Review costs but there would be sufficient in reserves to cover the cost which was agreed by the Authority.

RESOLVED that the Committee notes the forecast revenue underspend of £0.129m (0.4%) and earmarks £0.075m of this to fund additional pension costs in 2019/20.

148 Place Partnership Limited - Shareholding

The Head of Legal Services requested Members to delegate authority to approve changes to the share structure of Place Partnership Ltd (PPL) as a result of Worcester City Council and Redditch Borough Council both having withdrawn from PPL.

Members expressed concern that the Fire Authority should review its own options in relation to PPL in view of the withdrawal of Worcester City and Redditch Borough Councils. It was noted that the County Council's Overview and Scrutiny panel were also due to undertake a review of PPL and that the Fire Authority could also take part in this.

It was agreed by Members that a report be presented to a future Committee meeting.

RESOLVED that:

(i) the Chief Fire Officer be given delegated authority in consultation with the Chairman of the Authority to approve any changes to the share capital, repurchase or cancelation of shares in Place Partnership Ltd consequent upon the withdrawal of Worcester City and Redditch Borough Councils.

(ii) a review of the Fire Authority's involvement in PPL be brought back to this Committee at a future date and following completion of the County Council's Overview and Scrutiny panel's own review.

149 Fire Pensions Board Update

The Deputy Chief Fire Officer presented Members with an update on the

establishment and activities of the Pensions Board.

Members were advised that although the Scheme Advisory Board suggests four meetings per year is best practice, the Pensions Board believes it should only meet when there is business to conduct and finds two meetings per year is sufficient at present.

The Deputy Chief Fire Officer confirmed that he had attended one training session since taking the position of Chair and had two further training sessions scheduled in the future.

Members were pleased that the contract with West Yorkshire Pension Fund was progressing well.

RESOLVED that the Committee confirms that the Pensions Board continues to be compliant with the Public Service Pensions Act 2013.

150 2018-19 Performance Report: Quarters 1-3

Members were provided with a summary of the Service's Quarters 1-3 performance against a comprehensive set of Performance Indicators agreed by the Senior Management Board.

A Member expressed her concern from her recent canvassing visits that residents had covered their smoke alarms. Members were advised to ask if residents would like a safe and well check from the Fire Service.

There was concern in relation to the increased number of incidents attended by the Service. The Deputy Chief Fire Officer assured Members that this was mainly due to greater partnership working and the more assisting of other services at incidents.

With regard to the monitoring of attendance times, Members were assured that this was being considered with a scientific approach.

In relation to on-call availability, Members requested comparable data. The Chief Fire Officer agreed to investigate neighbouring services and report back at a future meeting.

Members thanked the on-call staff for their excellent availability and service they provide to the communities. Members were assured that the Senior Management Board visit each station yearly to thank the staff personally.

RESOLVED that Members note the following headlines drawn from Appendix 1 relating to performance in Quarters 1-3, 2018-19:

i) A total of 5,780 incidents were attended in Q1-Q3, an increase of 9.45% (499 incidents) over the same Quarters of 2017-18, and 11.30% (587 incidents) higher than the average for the last five years. The overall five year trend shows a gradual increase in the total number of incidents.

ii) The majority of the increase in Q1-Q3 is accounted for by a rise in the numbers of Fire and Special Service incidents, while the number of False Alarm incidents was also up but at a lower rate:

a. Fires: an increase of 15.91% was mainly accounted for by a rise in the number of Secondary Fires (24.00%).

b. Special Services: an increase of 14.10% (176 incidents) was mainly accounted for by increases in the number of Flooding (43), Assisting other agencies (27) and Other Special Services (85) incidents.

c. False Alarms: an increase of 3.26% (82 incidents), the most common automatic activations are at a number of sheltered housing, nursing homes and hospitals.

iii) Overall Staff Sickness level for Q3 2018-19 was 2.50 days lost per head and was slightly above the 5-year average of 1.99.

iv) The Service attended 54.67% (281 incidents) of Primary Building Fires within 10 minutes in Quarters 1-3, compared with 59.82% in the same period in 2017-18. The average time for the first fire appliance attendance at all Primary Building Fires was 10 minutes and 26 seconds.

v) The overall availability of the first On-Call (Retained) fire appliance remains high at 85.21%; however, this has decreased by 3.14% when compared to the same period in 2017-18.

151 Regulation of Investigatory Powers Act (RIPA) – Annual Review

The Head of Legal Services was pleased to announce that there had been no use of covert investigatory techniques during the past year.

Members were also informed that this may be the last report they receive

as the Office of Security and Counter-Terrorism, with the agreement of the NFCC, were proposing to introduce amendments to legislation to remove Fire and Rescue Services from the list of authorised bodies for the purposes of RIPA, therefore taking away the need to report to Committee.

RESOLVED that the Committee note there has been no use of covert investigatory techniques during the past year.

152 Update from the Joint Consultative Committee

The Assistant Chief Fire Officer presented Members with the activities of the Joint Consultative Committee since September 2018.

Members were assured that in relation to the DCP, officers were still in consultation with representative bodies to continue with a wider agreement.

There was concern with the lack of exit interviews. Members were assured that there was a system in place, however employees choose not to undertake them.

RESOLVED that the following items currently under discussion by the Joint Consultative Committee be noted:

i) Change of Contracts

ii) Internal Staff and Pay Protection SPI (Service Policy Instruction)

iii) DCP

iv) Service Core Values

v) Night Time Cover

The Meeting ended at: 11:55

Signed:.....

Date:.....

Chairman

Report of the Treasurer

Budget Monitoring 2019/20 – Quarter 1

Purpose of report

1. To inform Members of the current position on budgets and expenditure for 2019/20.
-

Recommendation

The Treasurer recommends that the Committee:

- (i) approve the transfer of £0.250m capital financing underspend to Prevention and Protection initiatives to be confirmed by the Chief Fire Officer;***
- (ii) approve the transfer of £0.250m capital financing underspend to support the Fire Station replacement programme; and***
- (iii) note the potential transfer to the pay award reserve and the continuing budget risk regarding the pay award.***

Introduction and Background

2. This report relates to the Authority's financial position at Quarter 1, and is an out-turn projection actually based on known information in the period up to August 2019.
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 Budget

5. In February 2019 the Authority set a core budget for 2019/20 of £34.853m, (*Appendix 1a Column 2, Line 38*) provisionally allocated to budget heads. This was funded by £34.054m of Precept, Grants and Business Rates (*Appendix 1a Column 2, Line 48*) and £0.799m use of reserves (*Appendix 1a Column 2, Line 53*).
6. In June 2019 the Authority was advised that the actual employer contribution rates were higher than the estimates originally indicated by the Home Office and that an additional cost of £0.300m would be incurred, partially funded by £0.225m additional one-off grant.

7. The Budget Out-turn report advised that there was slippage in the building revenue budget which it had been planned to fund from the Property Reserve. These costs will now be incurred in 2019/20 requiring an adjustment to the use of reserves of £0.072m. This is a timing issue as the reserve money was originally budgeted to be used in 2018/19 but was delayed and is drawn down in 2019/20 instead.
8. These two additions bring the Revised Core Budget to £35.225m (*Appendix 1a Column 7, Line 38*) provisionally allocated to budget heads, funded by £34.279m of Precept, grants and Business Rates (*Appendix 1a Column 7, Line 48*) and £0.946m use of reserves (*Appendix 1a Column 7, Line 53*).
9. A number of other budget reallocations within budget heads are also shown in the Appendix including:
 - Release of the pay award provision.
 - Allocation of inflation provision and other SMB re-alignment.
 - Grossing up of capitalised PPL costs to make monitoring clearer.
 - Conversion of budget income from service charges at Kings Court, to reduced costs as the tenant is meeting these costs directly. *It was originally expected that the Fire Authority would incur costs and charge to the tenant so there was budget provision for costs and income. Now they are paying direct, both the cost and income budgets can be removed.*
10. Appendix 1b shows the out-turn projection and at this early stage only two items are apparent:
 - £0.500m underspending on capital financing charges (*Column 4, Line 31*). This one-off variation arises from continued delays to the major building programme (specifically Hereford and Redditch Fire stations), and could be used to finance revenue or capital expenditure. It is proposed to use half of this to help fund the Broadway schemes and half to invest in Prevention and Protection activities in support of the Authority's stated desire.
 - £0.285m provision for the back-dating of the still unresolved July 2017 Grey Book pay award. It may be necessary to transfer this to the reserve if the issue is still not resolved at year end.

Capital Budgets

11. The current capital budget, approved by the Authority in February 2019, with amendments in June 2019 is summarised below.

	Major Buildings £m	Vehicles £m	Major Equip £m	Minor Schemes £m	TOTAL £m
Approved Programme <i>Fire Authority: Feb 2019</i>	25.664	12.551	3.191	5.816	47.222
Approved Amendments <i>Fire Authority: Jun 2019</i>	0.332	0.075		(0.150)	0.257

Less :Closed Schemes	(0.158)	(1.564)	(0.564)	(1.328)	(3.614)
<i>Fire Authority: Jun 2019</i>					
Rounding variation	(0.001)			0.001	0.000
Less: Post 2019/20 Starts		(4.526)		(1.800)	(6.326)
Budget Carried Forward	25.837	6.536	2.627	2.539	37.539
Expenditure to end of 2018/19	(8.915)	(2.536)	(2.046)	(0.873)	(14.370)
Remaining Budget	16.922	4.000	0.581	1.666	23.169

12. The approved capital budget is divided into 4 blocks:

- Major Buildings
- Vehicles
- Other Schemes (Fire Control & Mobile Data Terminals)
- Minor Schemes (allocated by Senior Management Board)

13. The Other Building Schemes figure (*Appendix 2a, Column 2, Line 6*) is provision for Hereford, Redditch and Broadway Fire Stations and the North Herefordshire Strategic Training Facility, which await tender or formal approval. These schemes are not disclosed separately to protect the Authority's procurement interests. It is expected that, once approved, expenditure will occur over a number of future years.

14. Of the unspent capital budget of £23.169m (*Appendix 2a, Column 4, Line 28*), £12.491m (*Appendix 2a, Column 4, Lines 6 & 26*), still requires approval leaving £10.678m against which expenditure can be incurred.

15. At the end of Quarter 1 against this £10.678m budget, £3.170m (30%) (*Appendix 2a, Column 5, Line 28*) has been committed by way of expenditure and orders.

Treasury Management

16. 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.

17. At the beginning of the financial year (2019/20), borrowing was at a level of £10.637m,. This will remain the same at the end of the financial year, as there are no planned repayments to the Public Works Loans Board during the financial year.

18. It is not necessary at this time to take out new external borrowing but it will be necessary in the medium term and appropriate provision is already made within the MTFP.

19. In accordance with the Authority's 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.

20. 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.
21. At 30 June 2019 short term investment via Worcestershire County Council comprised:

Organisation Type Invested in	£m
Other Local Authorities	0.743
Debt Management Account Deposit Facility	0.138
Money Market Funds (Instant Access)	1.103
Cash Plus (Liquidity Fund)	1.299
Call	0.617
Total	3.900

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	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).	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 1a – 2019/20 Revenue Budget
Appendix 1b – 2019/20 Revenue Budget Monitoring
Appendix 2a – 2019/20 Capital Budget Monitoring
Appendix 2b – 2019/20 Capital Budget Monitoring (Minor Schemes)

Contact Officer

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

Hereford & Worcester Fire Authority
Policy & Resources Committee: 19th September 2019
Revenue Budget 2019/20: Quarter 1

(1)	(2) FRA Appendix 4 Feb 2019 Original £	(3) FFPS Actual Rates £	(4) Property Related Adjustment £	(5) SMB Re-allocation £	(6) Inflation & Pay Awards £	(7) REVISED BUDGET £
1 Whole-time Firefighter Pay	13,485,000	210,400			247,200	13,942,600
2 Retained Firefighter Pay	3,845,000	89,600			71,000	4,005,600
3 Control Pay	753,000				13,600	766,600
4 Support Pay	3,712,000				74,200	3,786,200
5 Other Employee Costs	120,000					120,000
6 Unfunded Pension Costs	1,055,000					1,055,000
7 Employee Related	22,970,000	300,000	0	0	406,000	23,676,000
8 Strategic Management	99,000			8,700	2,000	109,700
9 New Dimensions	65,000			(11,000)		54,000
10 Operational Policy	51,000			(2,900)		48,100
11 Technical Fire Safety	14,000			500		14,500
12 Community Safety	183,000			17,500		200,500
13 Training	488,000			73,000	2,000	563,000
14 Fleet	578,000			(72,400)		505,600
15 Operational Logistics	1,216,000			(87,900)		1,128,100
16 Information & Comms Technology	1,557,000			210,500	69,000	1,836,500
17 Human Resources/Personnel	455,000			16,100		471,100
18 Policy & Information	65,000			(8,400)		56,600
19 Corporate Communications	21,000			(2,800)		18,200
20 Legal Services	24,000			800		24,800
21 Property/Facilities Management	1,950,000		(89,000)	2,800	37,000	1,900,800
22 PPL Charges (Net of Capitalisation)	381,000		102,000		8,000	491,000
23 PPL Charges (Capitalised)	0		(102,000)			(102,000)
24 Authority Costs	64,000			(1,000)	1,000	64,000
25 Committee Services	2,000			(100)		1,900
26 Insurances	316,000			30,300		346,300
27 Finance (FRS)	(139,000)		161,000	42,000		64,000
28 Finance SLA	98,000					98,000
29 Unallocated Budget/Savings	0			(34,700)		(34,700)
30 Budget-Holders	7,488,000	0	72,000	181,000	119,000	7,860,000
31 Capital Financing	3,204,000					3,204,000
32 Capital Financing	3,204,000	0	0	0	0	3,204,000
33 Pay Award Provision 17/18 & 18/19	285,000					285,000
34 Pay Award Provision 19/20	406,000				(406,000)	0
35 Inflation Contingency 19/20	300,000			(181,000)	(119,000)	0
36 Fire Alliance	200,000					200,000
37 Provisions/Contingencies	1,191,000	0	0	(181,000)	(525,000)	485,000
38 Core Budget	34,853,000	300,000	72,000	0	0	35,225,000
39 Revenue Support Grant	(2,036,000)					(2,036,000)
40 Business Rate Top Up Grant	(3,318,000)					(3,318,000)
41 Pension Grant	(1,344,000)	(224,600)				(1,568,600)
42 Fire Revenue Grant	(1,025,000)					(1,025,000)
43 Rural Services Delivery Grant	(109,000)					(109,000)
44 Business Rates & related S31 Grant	(2,704,000)					(2,704,000)
45 Business Rates Collection Fund	117,000					117,000
46 Council Tax Precept	(23,494,000)					(23,494,000)
47 Council Tax Collection Fund	(141,000)					(141,000)
48 Total Funding	(34,054,000)	(224,600)	0	0	0	(34,278,600)
49 Sub-total	799,000	75,400	72,000	0	0	946,400
50 to/(From) Property Reserve	(120,000)		(72,000)			(192,000)
51 to/(From) Budget Reduction Reserve	(379,000)	(75,400)				(454,400)
52 to/(From) General Reserve	(300,000)					(300,000)
53 Use of Reserves	(799,000)	(75,400)	(72,000)	0	0	(946,400)
54 Net	0	0	0	0	0	0

Hereford & Worcester Fire Authority
Policy & Resources Committee: 19th September 2019
Revenue Budget 2019/20: Quarter 1

	(1)	(2)	(3)	(4)
	REVISED BUDGET	OUT-TURN FORECAST	OUT-TURN VARIATION	
	£	£m	£m	
1 Whole-time Firefighter Pay	13,942,600	13,942,600	0	
2 Retained Firefighter Pay	4,005,600	4,005,600	0	
3 Control Pay	766,600	766,600	0	
4 Support Pay	3,786,200	3,786,200	0	
5 Other Employee Costs	120,000	120,000	0	
6 Unfunded Pension Costs	1,055,000	1,055,000	0	
7 Employee Related	23,676,000	23,676,000	0	
8 Strategic Management	109,700	109,700	0	
9 New Dimensions	54,000	54,000	0	
10 Operational Policy	48,100	48,100	0	
11 Technical Fire Safety	14,500	14,500	0	
12 Community Safety	200,500	200,500	0	
13 Training	563,000	563,000	0	
14 Fleet	505,600	505,600	0	
15 Operational Logistics	1,128,100	1,128,100	0	
16 Information & Comms Technology	1,836,500	1,836,500	0	
17 Human Resources/Personnel	471,100	471,100	0	
18 Policy & Information	56,600	56,600	0	
19 Corporate Communications	18,200	18,200	0	
20 Legal Services	24,800	24,800	0	
21 Property/Facilities Management	1,900,800	1,900,800	0	
22 PPL Charges (Net of Capitalisation)	491,000	491,000	0	
23 PPL Charges (Capitalised)	(102,000)	(102,000)	0	
24 Authority Costs	64,000	64,000	0	
25 Committee Services	1,900	1,900	0	
26 Insurances	346,300	346,300	0	
27 Finance (FRS)	64,000	64,000	0	
28 Finance SLA	98,000	98,000	0	
29 Unallocated Budget/Savings	(34,700)	(34,700)	0	
30 Budget-Holders	7,860,000	7,860,000	0	
31 Capital Financing	3,204,000	2,704,000	(500,000)	
32 Capital Financing	3,204,000	2,704,000	(500,000)	
33 Pay Award Provision 17/18 & 18/19	285,000	0	(285,000)	
34 Pay Award Provision 19/20	0	0	0	
35 Inflation Contingency 19/20	0	0	0	
36 Fire Alliance	200,000	200,000	0	
37 Provisions/Contingencies	485,000	200,000	(285,000)	
38 Core Budget	35,225,000	34,440,000	(785,000)	
39 Revenue Support Grant	(2,036,000)	(2,036,000)	0	
40 Business Rate Top Up Grant	(3,318,000)	(3,318,000)	0	
41 Pension Grant	(1,568,600)	(1,568,600)	0	
42 Fire Revenue Grant	(1,025,000)	(1,025,000)	0	
43 Rural Services Delivery Grant	(109,000)	(109,000)	0	
44 Business Rates & related S31 Grant	(2,704,000)	(2,704,000)	0	
45 Business Rates Collection Fund	117,000	117,000	0	
46 Council Tax Precept	(23,494,000)	(23,494,000)	0	
47 Council Tax Collection Fund	(141,000)	(141,000)	0	
48 Total Funding	(34,278,600)	(34,278,600)	0	
49 Sub-total	946,400	161,400	(785,000)	
50 to/(From) Property Reserve	(192,000)	(192,000)	0	
51 to/(From) Budget Reduction Reserve	(454,400)	(454,400)	0	
52 to/(From) General Reserve	(300,000)	(300,000)	0	
53 Use of Reserves	(946,400)	(946,400)	0	
54 Net	0	(785,000)	(785,000)	

Hereford & Worcester Fire Authority
Policy & Resources Committee: 19th September 2019
Capital Budget 2019/20: Quarter 1

(1)	(2)	(3)	(4)	(5)	(6)
	Revised	Prior	Balance	2019/20	
	Budget	Year	Remaining	Expend &	Balance
	£m	£m	1st April 19	Commitment	Remaining
	£m	£m	£m	£m	£m
<u>Major Buildings Programme</u>					
1 Hindlip Move - ICT/OCC Enabling Works	0.567	0.447	0.120	0.017	0.103
2 Hindlip Move - Main Scheme	1.336	1.447	(0.111)	0.000	(0.111)
	1.903	1.894	0.009	0.017	(0.008)
3 Evesham FS	4.270	4.269	0.001	0.000	0.001
4 Hereford FS (Holmer Road) - Preliminaries	0.250	0.005	0.245	0.006	0.239
5 Wyre Forest Hub	7.273	2.747	4.526	1.008	3.518
6 Future Building Schemes	12.141	0.000	12.141	0.000	12.141
7	25.837	8.915	16.922	1.031	15.891
<u>Vehicle Programme</u>					
8 Command Unit Replacement	0.350	0.000	0.350	0.314	0.036
9 Replacement Pumps 17-18	1.708	1.249	0.459	0.281	0.178
10 Replacement Pumps 18-19	1.257	1.249	0.008	0.000	0.008
11 Boats 18-19	0.050	0.038	0.012	0.000	0.012
12 Replacement Response Vehicles 19-20	0.159	0.000	0.159	0.159	0.000
13 Replacement Pumps 19-20	2.070	0.000	2.070	0.869	1.201
14 Replacement White Fleet 19-20	0.147	0.000	0.147	0.065	0.082
15 Replacement RAV 19-20	0.268	0.000	0.268	0.000	0.268
16 Replacement Water Carriers 19-20	0.412	0.000	0.412	0.000	0.412
17 Replacement TRV (USAR) 19-20	0.065	0.000	0.065	0.000	0.065
18 Replacement 4x4 (Line Rescue) 19-20	0.050	0.000	0.050	0.000	0.050
19	6.536	2.536	4.000	1.688	2.312
<u>Other Schemes</u>					
22 C&C Replacement	2.287	2.026	0.261	0.007	0.254
23 Mobile Data Terminal Replacement	0.340	0.020	0.320	0.316	0.004
24	2.627	2.046	0.581	0.323	0.258
<u>Minor Schemes requiring SMB allocation</u>					
25 Allocated	2.189	0.873	1.316	0.128	1.188
26 Un-allocated	0.350	0.000	0.350		0.350
27	2.539	0.873	1.666	0.128	1.538
28	37.539	14.370	23.169	3.170	19.999

Hereford & Worcester Fire Authority
Policy & Resources Committee: 19th September 2019
Capital Budget 2019/20 - Minor Schemes: Quarter 1

(1)	(2)	(3)	(4)	(5)	(6)
	Revised Budget £	Prior Year Expend £	Balance Remaining 1st April 19 £	2019/20 Expend & Commitment £	Balance Remaining £
224 - Audit Software	35,000	22,325	12,675	0	12,675
234 - Whitchurch Asbestos	19,996	19,996	0	0	0
236 - Patient Report Form IRS System	7,600	0	7,600	0	7,600
237 - Intel Software	20,000	0	20,000	0	20,000
246 - ICT Strategy Wide Area Network	162,938	145,938	17,000	0	17,000
247 - ICT Strategy Cloud Services	96,082	30,066	66,016	0	66,016
248 - ICT Strategy SharePoint	200,000	42,000	158,000	57,000	101,000
249 - ICT Strategy Professional Services	150,000	60,433	89,567	0	89,567
250 - ICT Strategy Equipment	250,000	82,603	167,397	0	167,397
251 - Droitwich Welfare Works	82,000	78,284	3,716	0	3,716
252 - Service Wide Window Security	100,000	98,443	1,557	0	1,557
253 - Eardisley Rear Extension	160,000	96,325	63,675	47,744	15,931
254 - Leintwardine Rear Extension	179,000	12,738	166,262	0	166,262
255 - Relocation Community Risk To Worcester	59,400	59,148	252	0	252
264 - Ladders	45,000	26,566	18,434	0	18,434
265 - Bromyard Extension	30,000	0	30,000	0	30,000
268 - Defford - Shower Block	45,000	0	45,000	0	45,000
270 - Droitwich - Refurb	85,000	82,861	2,139	16,530	(14,391)
272 - Ledbury Works	12,000	0	12,000	0	12,000
274 - Leominster Fire Station Tower	10,000	0	10,000	0	10,000
275 - Operational Logistics Doors and Gates	39,000	6,095	32,905	0	32,905
276 - Pershore Re Roof and Guttering	142,500	8,934	133,566	0	133,566
277 - Peterchurch STF Pallet Storage	8,000	0	8,000	0	8,000
300 - Ops Logs Fencing	14,000	0	14,000	0	14,000
301 - Droitwich Rear Yard	37,000	0	37,000	0	37,000
302 - Ross Drainage	85,000	0	85,000	0	85,000
303 - Leominster Welfare Refurb	35,000	0	35,000	0	35,000
304 - Tenbury Rear Yard	40,000	0	40,000	0	40,000
305 - Redditch Water First Responders	15,000	0	15,000	0	15,000
306 - Security to Doors	24,000	0	24,000	0	24,000
307 - Old Bromsgrove Disposal	0	0	0	5,695	(5,695)
308 - Kidderminster Disposal	0	0	0	660	(660)
	2,188,516	872,755	1,315,761	127,629	1,188,132
£m	2,189	873	1,316	128	1,188

Report of the Head of Corporate Services

2019-20 Performance Report: Quarter 1

Purpose of report

1. This report is a summary of the Service's Quarter (Q1) performance against a comprehensive set of Performance Indicators agreed by Senior Management Board (SMB).
-

Recommendation

It is recommended that Members note the following headlines drawn from Appendix 1 relating to performance in Quarter 1, 2019-20:

- i) A total of 1,803 incidents were attended in Q1, a decrease of 5.95% (114 incidents) over the same Quarter of 2018-19, and 3.20% (56 incidents) higher than the average for the last five years. The overall five year trend shows a gradual increase in the total number of incidents.***
- ii) The majority of the decrease in Q1 is accounted for by a drop in the numbers of Fire and False Alarm incidents, while the number of Special Service incidents was up:***
 - a. Fires: a decrease of 22.70% was mainly accounted for by a drop in the number of Secondary Fires (-31.74%).***
 - b. Special Services: an increase of 19.24% (91 incidents) was mainly accounted for by increases in the number of Assisting other agencies (71) and Other Special Services (61) incidents.***
 - c. False Alarms: a decrease of 8.17% (69 incidents), the most frequent automatic activations are at a number of sheltered housing, nursing homes and hospitals.***
- iii) Overall Staff Sickness level for Q1 2019-20 was 3.03 days lost per head and was above the 5-year average of 1.81.***
- iv) The Service attended 47.89% (68 incidents) of Primary Building Fires within 10 minutes in Quarter 1, compared with 60.64% in the same period in 2018-19. The average time for the first fire appliance attendance at all Primary Building Fires was 10 minutes and 41 seconds.***
- v) The overall availability of the first On-Call (Retained) fire appliance remains high at 84.33%; however, this has decreased by 4.75% when compared to the same period in 2018-19.***

Introduction

2. The Service gathers data on a range of Performance Indicators covering response and prevention activity, absence management and On-Call (Retained) availability. This is reported on a quarterly basis to the Policy and Resources Committee and the Senior Management Board. The report includes commentary of any changes compared to the previous year and discussion of any exceptions to expected performance.

Tolerance Levels

3. Each Performance Indicator is tested against tolerance levels anticipated for the year, based on the average for the same Quarter over the three previous years. The tolerance levels provide a range between which performance is expected to fluctuate, and are generally 10% above and below the average levels for each specific indicator.
4. In addition to Total Incidents, the numbers of Total Fires, Primary Fires and Secondary Fires were within the levels of tolerance for Q1 2019-20. There were three indicators outside tolerance levels - the total number of Special Services, All Staff Sickness and the first attendance by a fire appliance at Primary Building Fires within 10 minutes. These indicators are analysed in more detail in Appendix 1, together with an overview of operational activity and an analysis of On-Call (Retained) appliance availability.

Quarter 1 Performance

5. Quarter 1 2019-20 saw 1,803 incidents, a 5.95% decrease in the total number attended by the Service compared to the same period last year, although this was a 3.20% increase compared to the 5-year average of 1,747.
6. In terms of Fires, there were 49 less Primary Fires, 93 less Secondary Fires and 6 more Chimney Fires in Quarter 1 2019-20, compared to the same period last year. The number of Primary Building Fires, which form the largest proportion of Primary Fires, was 142, a decrease of 46 incidents over the same period in 2018-19. There was 1 fatality in Primary Building Fires during this period.
7. The number of Special Service incidents (emergency incidents that are not fire related) in Quarter 1 2019-20 increased by 91 incidents compared to the same period in 2018-19. This is 31.44% higher than the 5-year average. There were 11 less Road Traffic Collisions (RTCs), the majority of which involved making the vehicle safe (60.37%). The Service attended 3 fatalities in RTC incidents during Quarter 1 2019-20. Assisting other agencies increased from 27 in Quarter 1 in 2018-19 to 98 in Quarter 1 in 2019-20. Animal assistance incidents decreased from 31 to 29.
8. There was an 8.17% decrease (69 incidents) in the number of incidents in the False Alarm category in Quarter 1 2019-20 over the same period in 2018-19. 60.44% of these incidents involved 'life risk' premises, such as residential properties, sheltered housing, hospitals, hotels, nursing homes, prisons etc. Calls to 'life risk' premises that result in a false alarm categorisation are

mainly accounted for by faults on the system or cooking related incidents between the hours of 8am and 9pm.

9. The number of days lost to staff sickness absence (3.03 days per head) in Quarter 1 2019-20 was slightly above tolerance levels and was also slightly higher when compared with both Worcestershire County Council and Herefordshire County Council.
10. The percentage of Primary Building Fires attended within 10 minutes by the first fire appliance was 47.89% during Quarter 1; a decrease of 12.75% compared to the same period in 2018-19. This continues to remain below the 75% stretched target set in the Service's Attendance Standard.
11. The availability of the first On-Call (Retained) fire appliance decreased by 4.75% to 84.33% in Quarter 1 2019-20 compared to Quarter 1 over the same period in 2018-19. From 1st March 2019 On-Call (Retained) cover from 18:00-08:00 has included Wholetime Staff for Droitwich, Malvern and Evesham stations, and therefore a comparison has not been shown for these stations for Q1 2018-19.
12. The availability of the second On-Call (Retained) fire appliance decreased by 18.35% to 33.73% in Quarter 1 2019-20 compared to Quarter 1 over the same period in 2018-19.

Conclusion/Summary

13. Further detail and analysis regarding the above headlines for performance in Quarter 1 2019-20 is included in Appendix 1.
14. The Senior Management Board will continue to receive reports based on the measures the Service is taking to stay within tolerance levels. Where improvements are required, any necessary action will be reported to the Policy and Resources Committee.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	None at present.
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 Report and the 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 - Fire Authority 2019-20 Performance Report: Quarter 1

Appendix 2 - HWFRS Community Risk Activity: Quarter 1

Contact Officers

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Fire Authority 2019-20 Performance Report: Quarter 1

This report reviews the Service's overall performance against agreed performance indicators. It covers operational activity with a commentary on any notable events and activities, as well as absence management statistics and first On-Call (Retained) appliance availability.

In the following sections, each graph includes a black dotted line indicating an average monthly total over the previous three years for that statistic, with red and blue lines indicating 10% upper and lower tolerance thresholds. The report reviews any negative factors affecting performance outside the tolerance levels.

1. Operational Activity

Operational activity covers all emergency incidents attended by Fire and Rescue crews, including Fires, Special Services* and False Alarms. Each of these is broken down further in the following tables.

* Special Services are incidents other than fires and false alarms, and include road traffic collisions, flooding, person rescues from objects, lift rescues, spills and leaks and animal rescues.

1.1. Total Incidents attended

The total number of incidents attended in Q1 2019-20 was 1,803 (Figure 1), which is a decrease of 5.95% (114 incidents) compared with Q1 2018-19 as shown in Table 1. The majority of this is accounted for by a decrease of 22.70% in Fires (136 incidents). Special Service related incidents were up by 19.24% (91 incidents). False Alarms were also down by 69 incidents, a decrease of 8.17%.

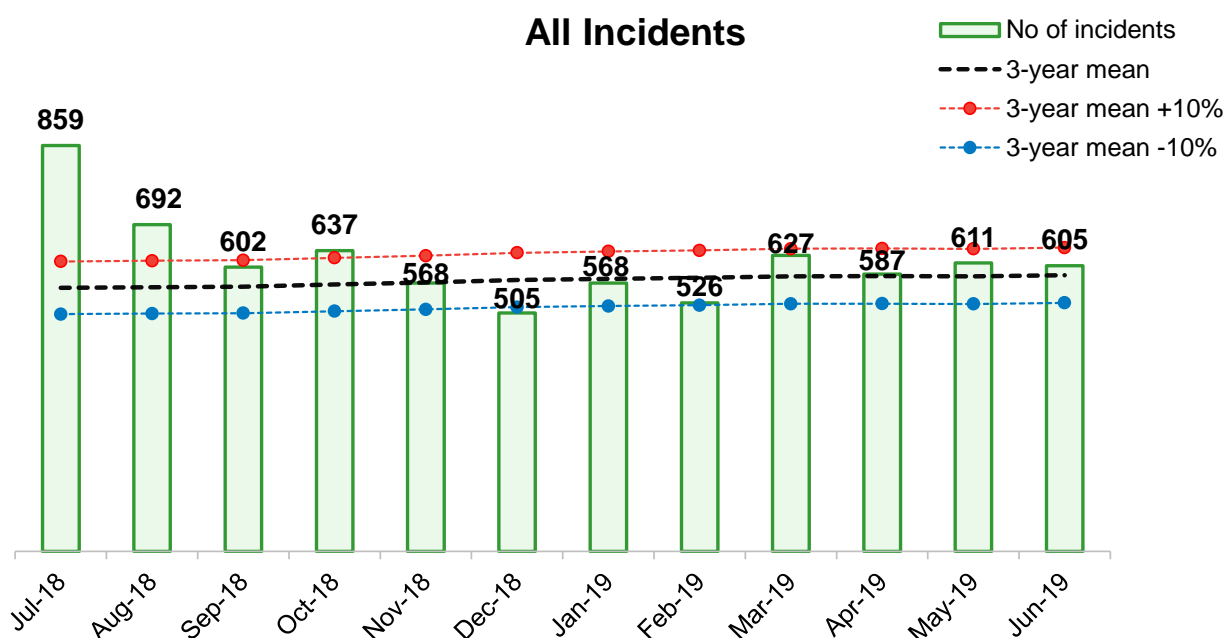


Figure 1 – Total Incidents per month: from Jul 2018 to Jun 2019

Table 1 – Total Incidents

Total Incidents	Q1 2018-19	Q1 2019-20	change (%)	
Fires	599	463	-136	-22.70
Special Services	473	564	+91	+19.24
False Alarms	845	776	+69	-8.17
Total	1,917	1,803	-114	-5.95

- The number of Fire incidents, which include Primary, Secondary and Chimney Fires, was 22.70% lower (136 incidents) than the same period in 2018-19.
- The total for Fires includes a decrease of 93 incidents (-31.74%) for Secondary Fires in Q1 2019-20 compared to Q1 2018-19.
- The number of Special Service incidents increased by 19.24% (91 incidents) compared with the same period in 2018-19, largely due to increases in 'Assisting other Agencies' incidents (up by 71 incidents - 262.96%) and Other Special Services (up by 61 incidents - 35.46%).
- The total number of False Alarm incidents decreased by 8.17% (69 incidents) compared with the same period in 2018-19.
- Figure 2 shows the 5-year trend line for the total number of incidents recorded in Q1 between 2015-16 and 2019-20. Analysis shows that for each Q1 period the total number of incidents increased by 72 incidents, an increase of over 360 incidents in 5 years.

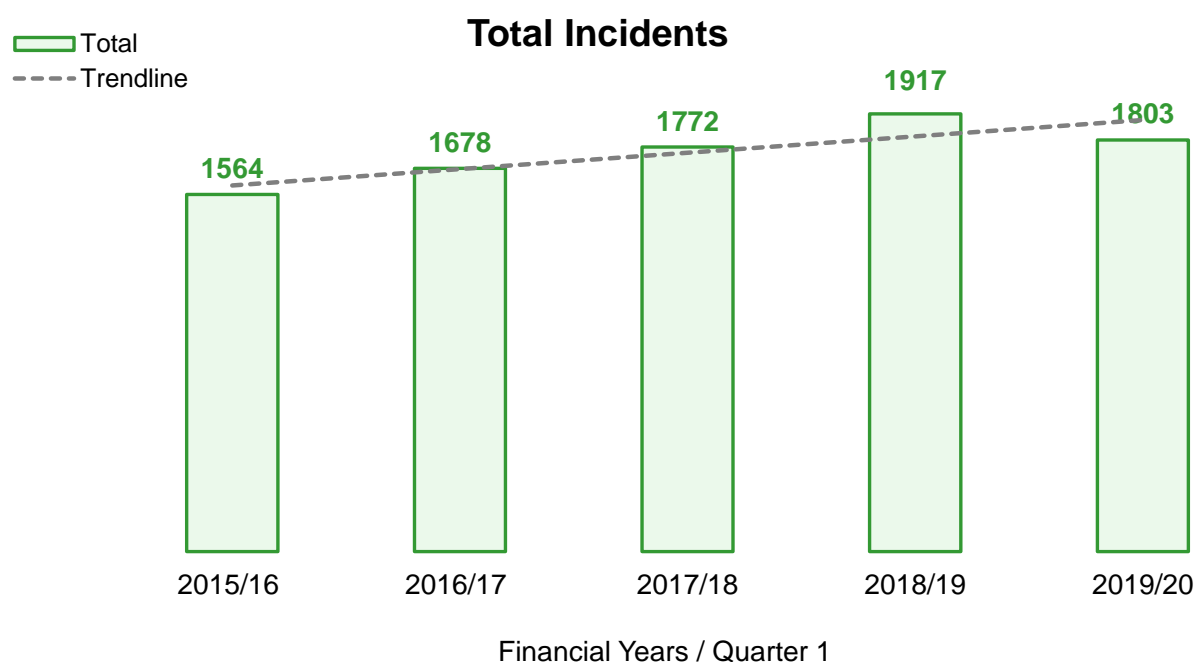


Figure 2 – All Incidents: from Q1 2015-16 to Q1 2019-20

1.2 Total Number of Fires

The number of Fires decreased by 22.70% (136 incidents) in Q1 2019-20 compared with the same period in 2018-19 (Table 2). Figure 3 shows the seasonal trends with fire incident numbers increasing in the warmer, summer months and decreasing during winter.

Figure 4 shows the 5-year trend line for the total number of fires recorded in Q1 between 2015-16 and 2019-20. Analysis shows that for each Q1 period the total number of fires increased by 1 incident, an increase of 5 incidents in 5 years.

Table 2 – Total Fires

Total Fires	Q1 2018-19	Q1 2019-20	change (%)	
Primary Fires	293	244	-49	-16.72
Secondary Fires	293	200	-93	-31.74
Chimney Fires	13	19	+6	46.15
Total	599	463	+136	-22.70

- a) The number of Primary Fire incidents decreased by 49 incidents in Q1 2019-20 compared to the same period in 2018-19, representing a decrease of 16.72%.
- b) The number of Secondary Fires decreased by 93 incidents (-31.74%) compared with the same period in 2018-19.
- c) The number of Chimney Fires increased from 13 to 19 (46.15%) compared with the same period in 2018-19.
- d) Rainfall was 177% of average, making it the 8th wettest June since 1910, and it was particularly wet in the Midlands and Lincolnshire (Met Office, 2019). This had a direct impact on number of total fires recorded in the month of June, a decrease of 34.71% and 39.01% when compared with the total number of fire incidents recorded in April 2019 and May 2019, respectively.
- e) During Quarter 1, Community Risk activity included 873 Home Fire Safety Checks (HFSCs), which target vulnerable households, 179 Business Fire Safety Checks (BFSCs) and 449 Signposting referrals to other support agencies. The full range of Community Risk activity is shown in Appendix 2.
- f) In Q1 2019-20 campaigns delivered by Community Risk have included Dementia Action Week, Deaf Awareness and Carers Week. They have supported various local events to promote fire safety and Home Fire Safety Checks, along with working with partners at Young Citizen's events, an initiative which is aimed to encourage school age children to think about their personal safety and the safety of others. Seasonal advice has also been offered, in particular water safety and cooking safely outdoor during the summer holidays.
- g) Fire Safety officers continue to deliver the Houses of Multi-Occupancy (HMO) project, focusing on commercial properties with residential accommodation above. This project reflects the increase in enforcement activity, also shown in Appendix 2.

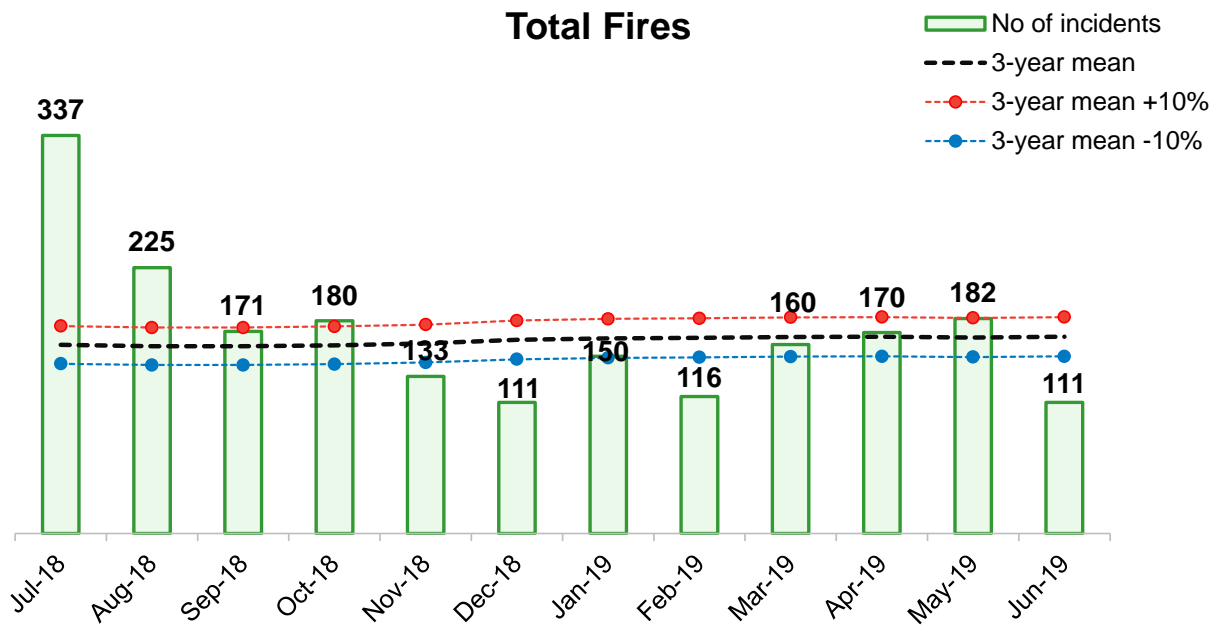


Figure 3 – Total Fires per month: from Jul 2018 to Jun 2019

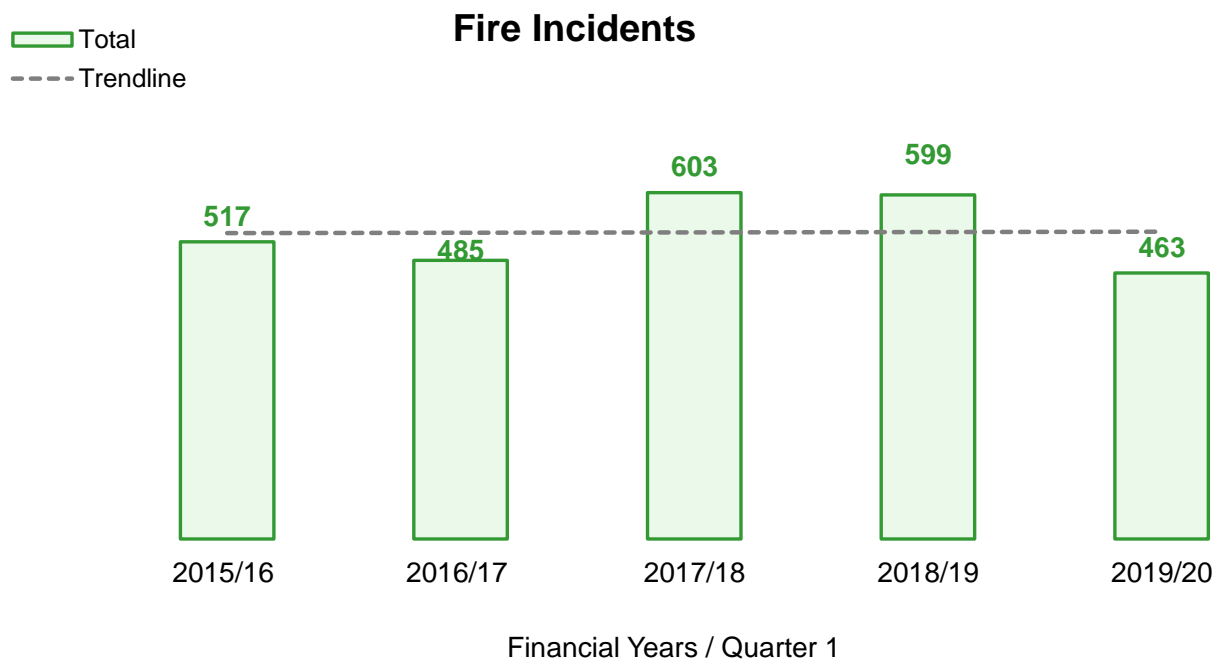


Figure 4 – Total Fires: from Q1 2015-16 to Q1 2019-20

1.3 Primary Fires

There was a 16.72% decrease (49 incidents) in Primary Fires in Quarter 1 2019-20 compared with the same period in 2018-19 (Table 3, Figure 5).

Figure 6 shows the 5-year trend line for the total number of Primary Fires recorded in Q1 between 2015-16 and 2019-20. Analysis shows that for each Q1 period the total number of Primary Fires increased by 3 incidents, an increase of 15 incidents in 5 years.

The number of Primary Building Fires decreased by 16.72% compared with the same period in 2018-19. This was predominantly caused by a decrease in domestic (dwellings and other residential) property fires (25 incidents). Domestic fires constituted 38.52% of the total primary building fires. The top three causes of domestic primary building fires were 'Cooking – other cooking' (23 incidents), 'Combustible articles too close to heat source (or fire)' (14 incidents) and 'Fault in equipment or appliance' (10 incidents). The Community Risk Department continues to work alongside operational crews to deliver home fire safety messages on a day to day basis.

Table 3 – Primary Fires

Primary Fires	Q1 2018-19	Q1 2019-20	change (%)	
Building Fires	188	142	-46	-24.47
Vehicle & Transport Fires	70	75	+5	+7.14
Outdoor Fires	35	27	-8	-22.86
Total	293	244	-49	-16.72

- a) Building Fires currently account for the greatest proportion (58.20%) in this category with 142 incidents.
- b) Vehicle & Transport Fires increased by 5 incidents (7.14%) compared with the same period in 2018-19 (Table 3).
- c) Primary Outdoor Fires totalled 27 incidents in Q1 2019-20 compared with 35 incidents in the same period in 2018-19. These are classified as Primary Fires, if they are attended by five or more fire appliances or if they involve a casualty or fatality.
- d) There was 1 fatality in Primary Fires during Q1 in 2018-19 (Table 4 shows incident and casualty numbers, Figure 7).
- e) Technical Fire Safety officers continue to work with businesses and post-fire audits are completed following all fires in business premises.

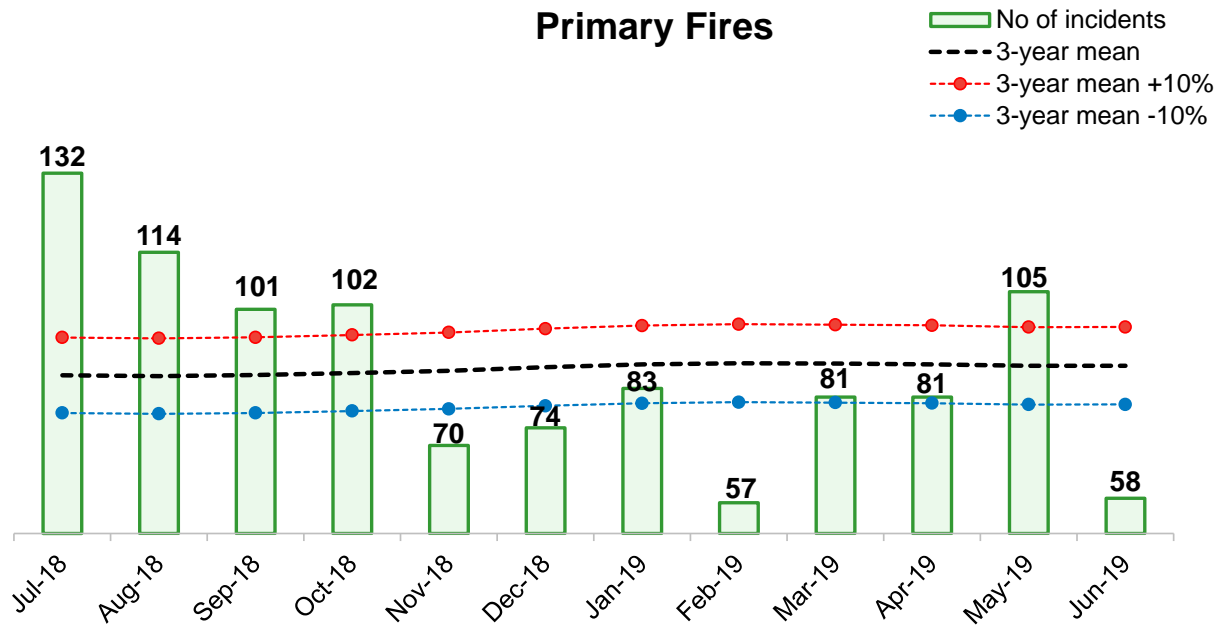


Figure 5 – Primary Fires per month: from Jul 2018 to Jun 2019

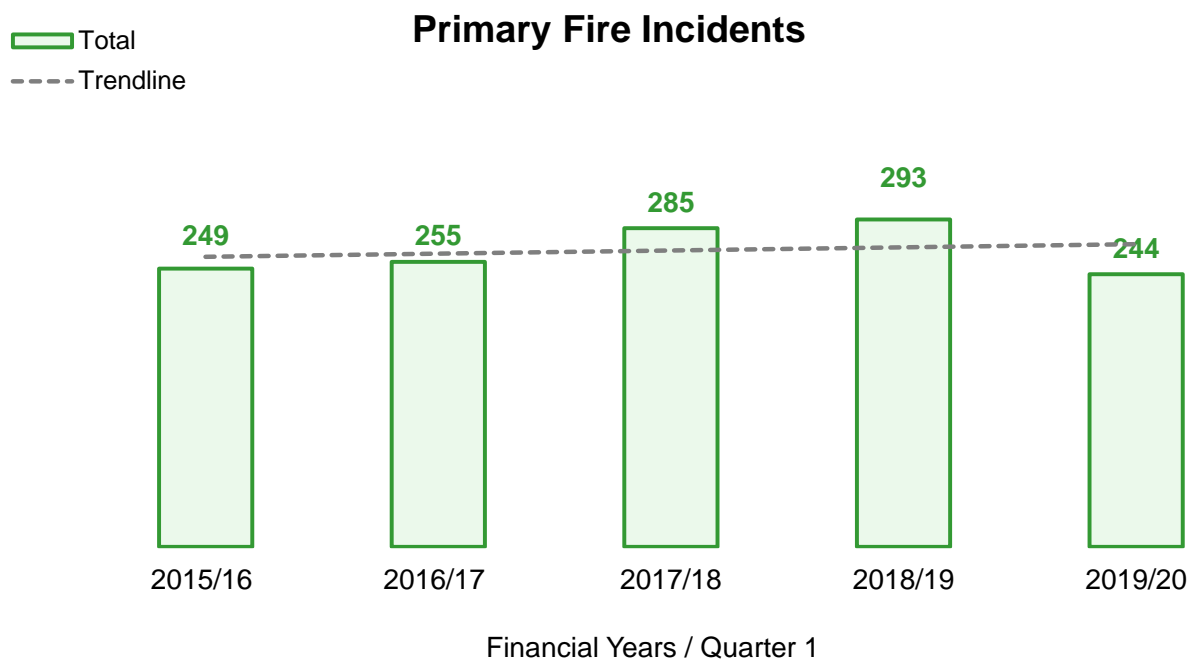


Figure 6 – Primary Fires: from Q1 2015-16 to Q1 2019-20

Table 4 – Primary Fires Casualties

Primary Fires Casualty*: severity	Q1 2018-19		Q1 2019-20		% change	
	Inc No.	Cas No.	Inc No.	Cas No.	Inc No.	Cas No.
Fatalities	0	0	1	1	100.00	100.00
Victim went to hospital, injuries appear to be Serious	1	1	3	3	200.00	200.00
Victim went to hospital, injuries appear to be Slight	8	8	3	3	-62.50	-62.50
First aid given at scene	7	8	6	6	-14.29	-25.00
Total	16	17	13	13	-18.75	-23.53

* Note: the above casualty severity data refer to all fire incidents regardless of property type.

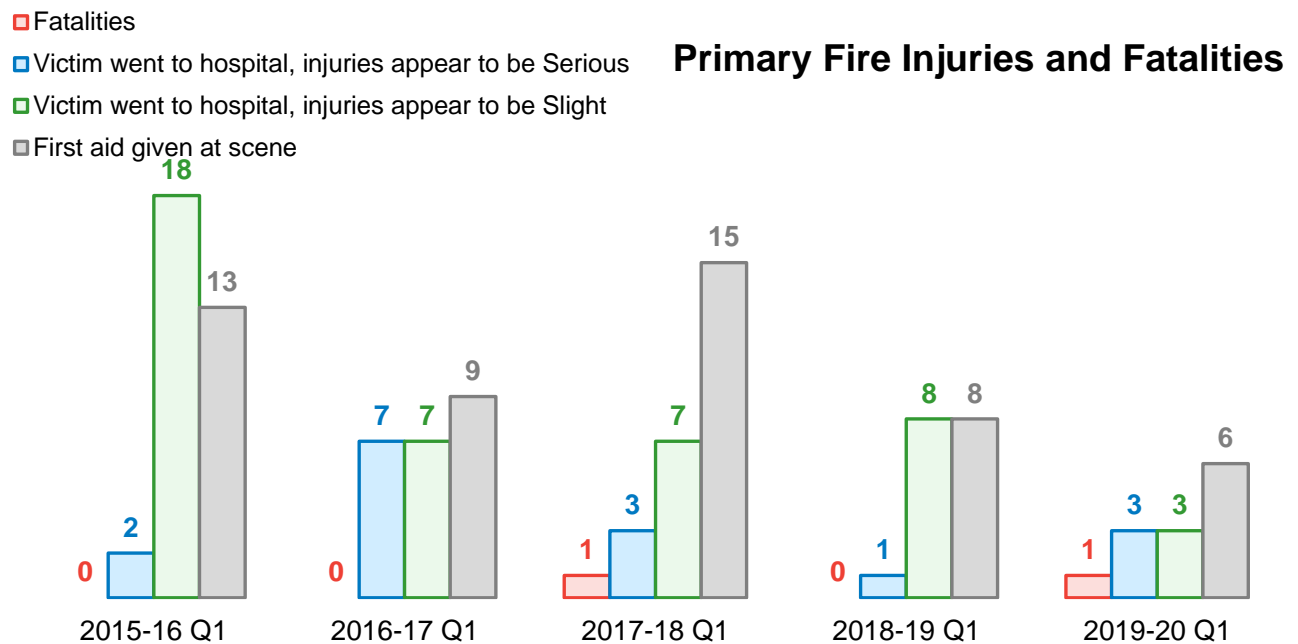


Figure 7 – Primary Fire Injuries and Fatalities: from Q1 2015-16 to Q1 2019-20

1.4 Secondary Fires

Secondary Fires include all other fires which are neither Primary nor Chimney Fires, do not involve casualties and are attended by no more than four fire appliances. There was a 31.74% decrease (93 incidents) in Secondary Fires in Quarter 1 2019-20 compared with the same period in 2018-19 (Table 5, Figure 8).

Table 5 – Secondary Fires

Secondary Fires	Q1 2018-19	Q1 2019-20	change (%)	
Grassland, Woodland and Crop	117	82	-35	-29.91
Other Outdoors (including land)	80	57	-23	-28.75
Outdoor Structures	71	43	-28	-39.44
Building & Transport	11	16	+5	45.45
Outdoor Equipment & Machinery	14	2	-12	-85.71
Total	293	200	-93	-31.74

- Grassland, Woodland and Crop fires represent the greatest proportion (41.00%) of all Secondary Fires. 59.76% of Grassland, Woodland and Crop fires were classed as accidental.
- The majority of Other Outdoors (including land) secondary fires were caused by loose refuse which resulted in 29 incidents (50.88%) in Q1 2019-20.
- The number of Building & Transport fires increased by 5 incidents (45.45%) in Q1 2019-20.

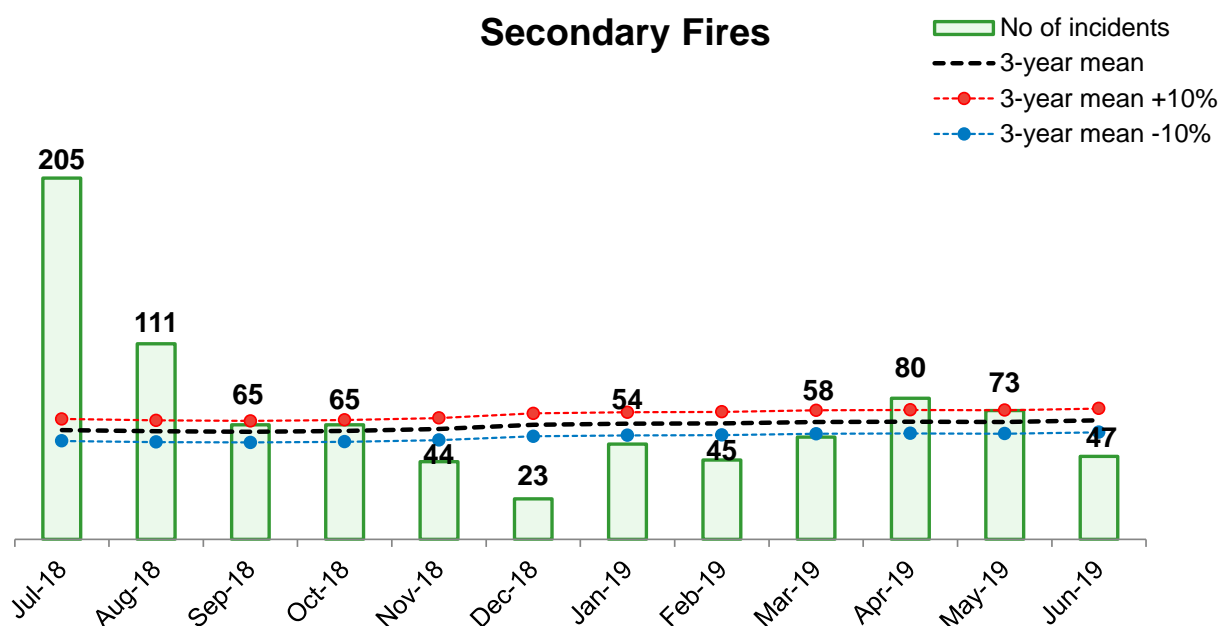


Figure 8 – Secondary Fires per month: from Jul 2018 to Jun 2019

Figure 9 shows the 5-year trend line for the total number of Secondary Fires recorded in Q1 between 2015-16 and 2019-20. Analysis shows that for each Q1 period the total number of Secondary Fires consistently decreased by 1 incident every two years, a decrease of approximately 5 incidents in 5 years.

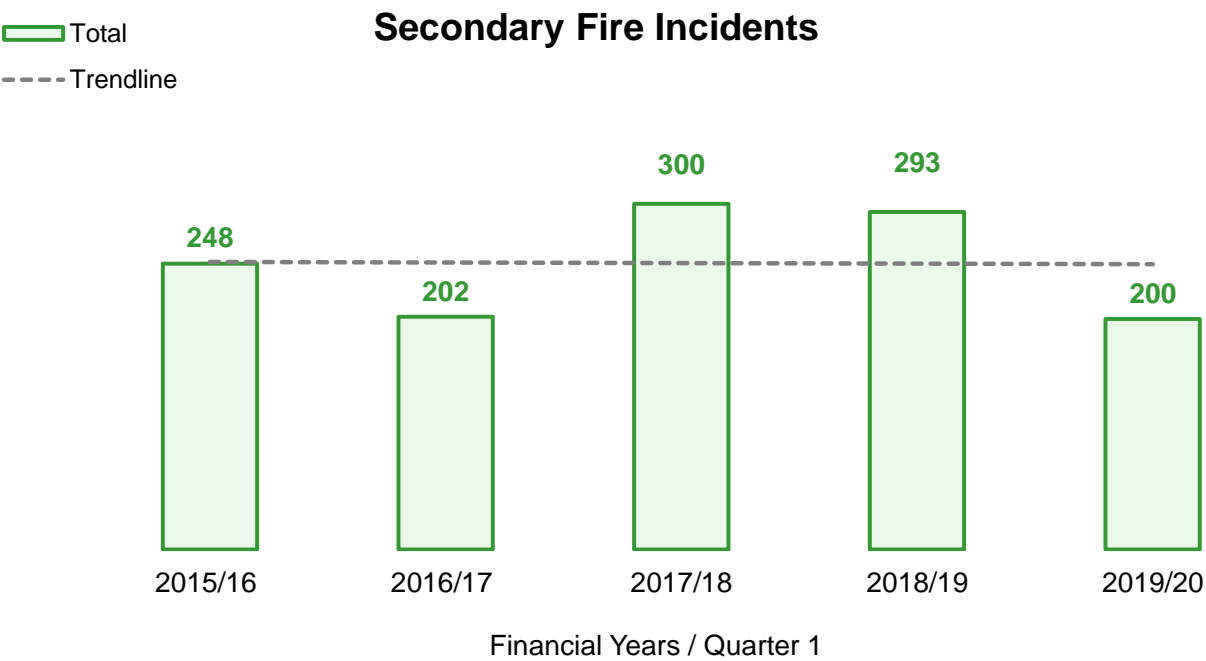


Figure 9 – Secondary Fires: from Q1 2015-16 to Q1 2019-20

1.5. Chimney Fires

The number of Chimney Fires (19 incidents) increased by 6 incidents in Quarter 1 2019-20, compared to 13 in the same period of 2018-19 (Table 6, Figure 10). The increase in the number of Chimney Fires is likely to be related to the cooler than usual weather during the spring period.

Table 6 – Chimney Fires

Chimney Fires	Q1 2018-19	Q1 2019-20	change (%)	
April	10	9	-1	-10.00
May	3	4	+1	+33.33
June	0	6	+6	0.00
July				
August				
September				
October				
November				
December				
January				
February				
March				
Total	13	19	+6	+46.15

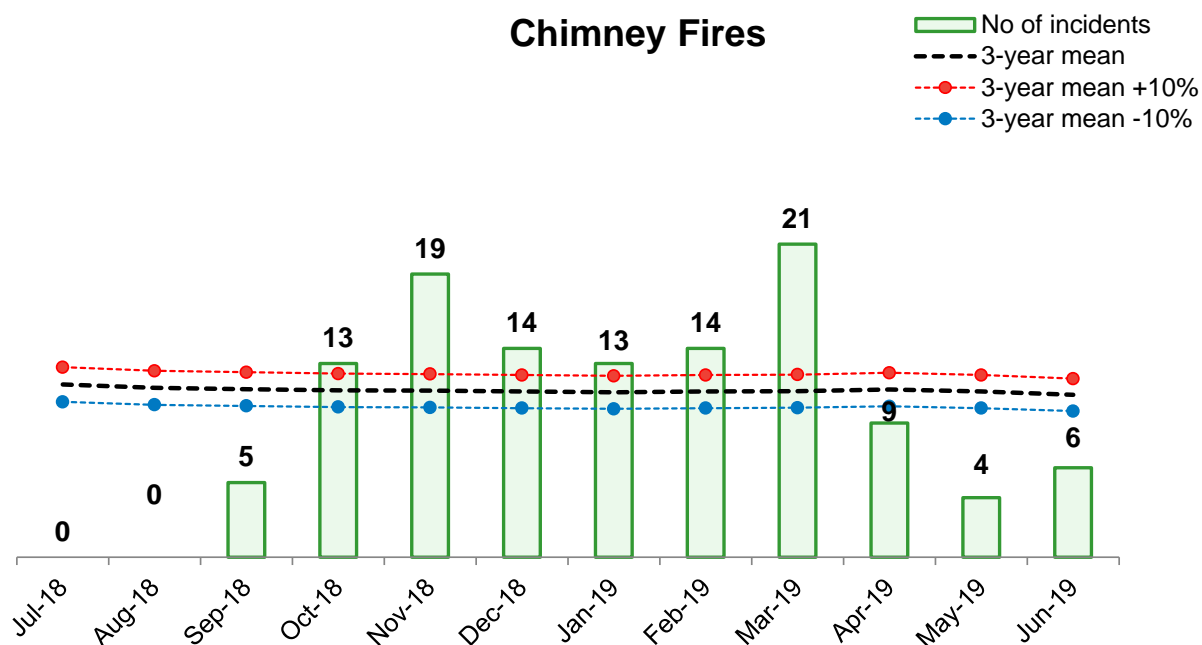


Figure 10 - Chimney Fires per month: from Jul 2018 to Jun 2019

The number of Chimney Fires in Q1 2019-20 was 5.00% less than the 5-year average of 20 incidents. Figure 11 shows the 5-year trend line for the total number of Chimney Fires recorded in Q1 between 2015-16 and 2019-20. Analysis shows that for each Q1 period the total number of Chimney Fires consistently decreased by 2 incidents, a decrease of 10 incidents in 5 years.

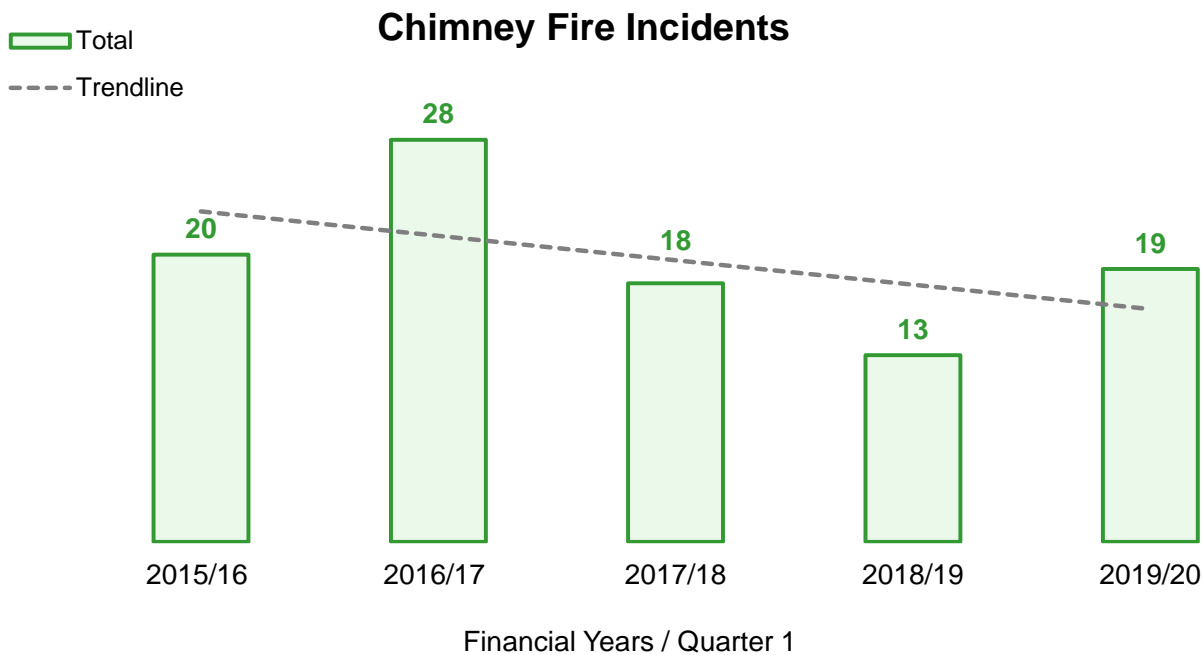


Figure 11 – Chimney Fires: from Q1 2015-16 to Q1 2019-20

Figure 12 shows the distribution of Chimney Fires by fire station ground. It shows that the highest numbers of Chimney Fires were in the Ewyas Harold and Stourport areas (3 incidents), while Worcester and Kidderminster fire station areas had 2 incidents each. Please note that some incident locations may overlap on the map.

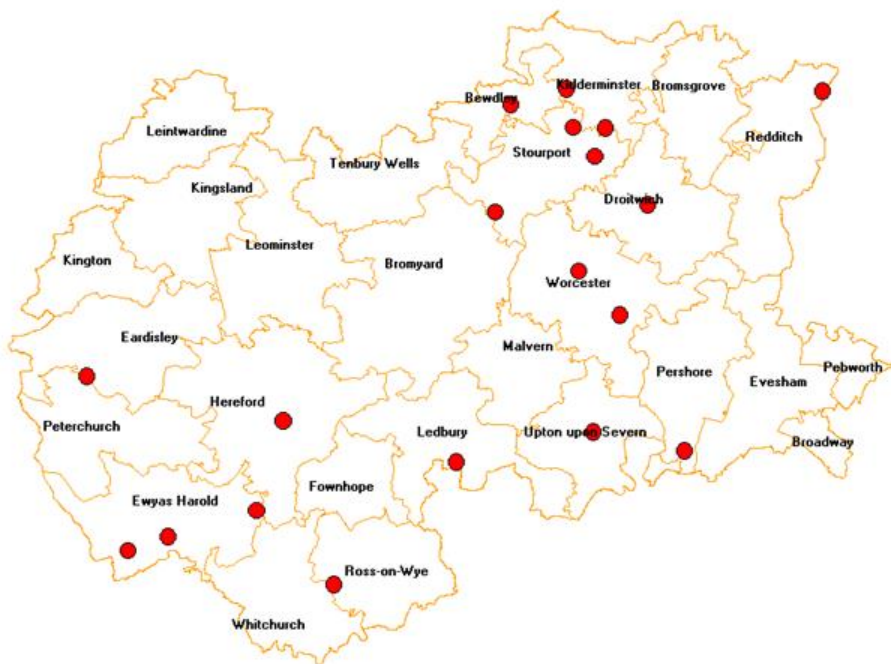


Figure 12 – Chimney Fires per station ground area in Q1 2019-20

2. Operational Activity - Other Non-Fire incidents

Emergency incidents attended which are not fire related, are generally termed as Special Services and False Alarms. Special Services include Road Traffic Collisions (RTCs), extrications, lift rescues, lock-ins/outs, hazardous materials, chemical incidents, flooding incidents and other rescues.

2.1. Special Service Incidents

The number of Special Service incidents has risen by 19.24% (91 incidents) in Quarter 1 2019-20 compared to the same period in 2018-19 (Table 7, Figure 13). RTC incidents continue to form the single greatest proportion of Special Service incidents, representing 29.08% of all Special Service incidents.

Table 7 – Special Services

Special Services	Q1 2018-19	Q1 2019-20	change (%)	
RTC	175	164	-9	-6.29
Animal assistance	31	29	-2	-6.45
Assist other agencies	27	98	+71	+262.96
Flooding	45	17	-28	-62.22
Lift release	13	12	-1	-7.69
Rescue or evacuation from water	10	11	+1	+10.00
Other Special Services	172	233	+61	+35.46
Total	473	564	+91	+19.24

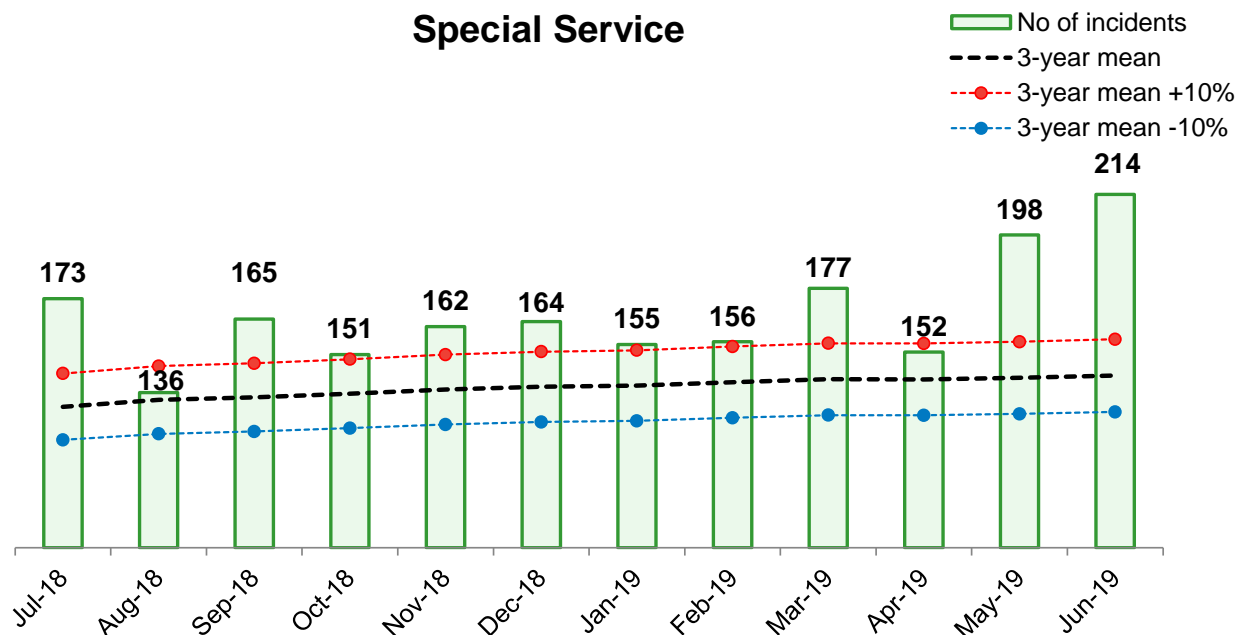


Figure 13 – Special Service incidents per month: from Jul 2018 to Jun 2019

- a) The increase in 'Assisting other agencies' by 71 incidents (262.96%) was expected due to the change in operational policies. 60% of the incidents did not provide any additional information, whereas one in four requests was related to gaining entry to a property. In Q1 2019-20 two thirds of the calls came from Police (65 out of 98 incidents). In previous years, the number of calls from Police varied between 31.81% (Q1 2015-16) and 70.00% (Q1 2016-17). The full list of incidents related to gaining access is available through the Operational Policies Department.
- b) The number of RTC incidents shows a 6.29% decrease (11 incidents) in Quarter 1 2019-20 compared with the same period in 2018-19.
- c) Incidents involving Animal Assistance decreased by 6.45%.
- d) Other Special Services incidents increased by 35.46%. These are incidents such as the removal of objects, spills and leaks (non-RTC), provision of advice and securing unsafe structures. In Q1 2019-20 the top 3 categories were 'Other' (41 incidents), 'For medical case' (33 incidents, 78.79% of these calls came from Police) and 'Service not required' (28 incidents).
- e) Figure 14 shows the 5-year trend line for the total number of Special Service incidents recorded in Q1 between 2015-16 and 2019-20. Analysis shows that for each Q1 period the total number of Special Service incidents consistently increased by 56 incidents, an increase of 280 incidents in 5 years.

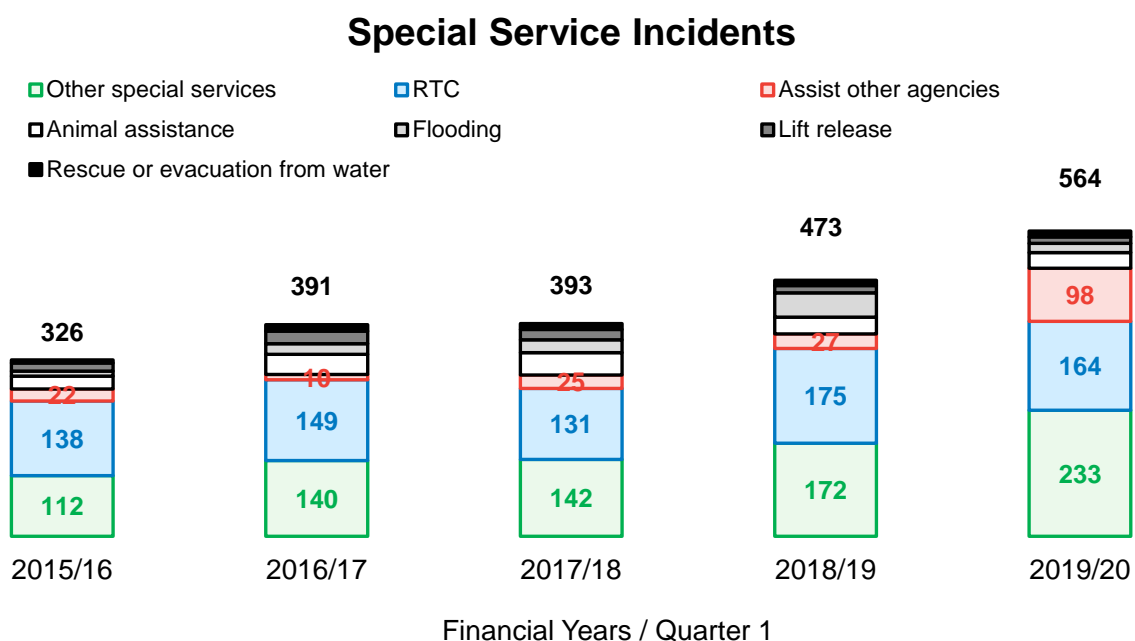


Figure 14 – Special Service incidents: from Q1 2015-16 to Q1 2019-20

2.2. RTC Incidents

Road Traffic Collision (RTC) incident numbers reflect the total number of incidents in the two counties of Herefordshire and Worcestershire that were attended by HWFRS crews.

Table 8 – RTC Incidents

RTC Incidents	Q1 2018-19	Q1 2019-20	change (%)	
Make vehicle safe	103	99	-4	-3.88
Make scene safe	33	34	+1	+3.03
Extrication of person/s	19	12	-7	-36.84
Release of person/s	9	6	-3	-33.33
Wash down road	0	1	+1	0.00
Other	11	12	+1	+9.09
Total	175	164	-11	-6.29

- The number of RTC incidents attended in Q1 2019-20 decreased by 6.29% (11 incidents) compared to the same period in 2018-19 (Table 8). This is mostly accounted for by a decrease in attending 'RTC – Extrication of person/s' (down by 7 incidents) and 'RTC – Release of person/s' (down by 3 incidents).
- The majority of RTCs involved making vehicles safe (60.37% of all RTC incidents attended).
- RTC incidents that required the extrication of person/s (using cutting equipment) decreased by 36.84% from 19 to 12 incidents.
- Fire and Rescue crews attended 3 fatalities involving RTCs in Quarter 1, down by 50.00% when compared to the same period in 2018-19. The 3 fatalities all occurred at separate incidents. The number of people slightly injured in RTCs decreased from 62 to 59, and the number of people seriously injured decreased by 3. The overall number of casualties decreased by 12 people (Table 9, Figure 15).
- The Community Risk Department continues to work with Partner Agencies to raise awareness of road safety.

Table 9 – RTC Casualties

RTC Casualty: severity	Q1 2018-19		Q1 2019-20		% change	
	Inc No.	Cas No.	Inc No.	Cas No.	Inc No.	Cas No.
Fatalities	6	6	3	3	-50.00	-50.00
Victim went to hospital, injuries appear to be Serious	19	22	18	19	-5.26	-13.63
Victim went to hospital, injuries appear to be Slight	45	62	50	59	11.11	-4.84
First aid given at scene	14	22	13	19	-7.14	-13.63
Total	84	112	84	100	0.00	-10.71

- Fatalities
- Victim went to hospital, injuries appear to be Serious
- Victim went to hospital, injuries appear to be Slight
- First aid given at scene

RTC - Injuries and Fatalities

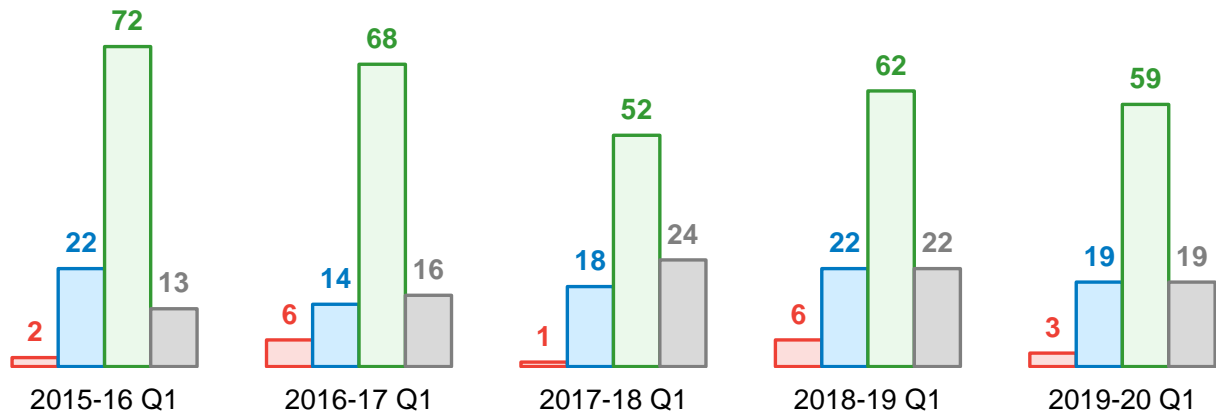


Figure 15 – RTC Injuries and fatalities quarterly data: from Q1 2015-16 to Q1 2019-20

Figure 16 shows the 5-year trend line for the total number of Road Traffic Collisions recorded in Q1 between 2015-16 and 2019-20. Analysis shows that for each Q1 period the total number of Road Traffic Collisions attended consistently increased by 8 incidents, an increase of 40 incidents in 5 years.

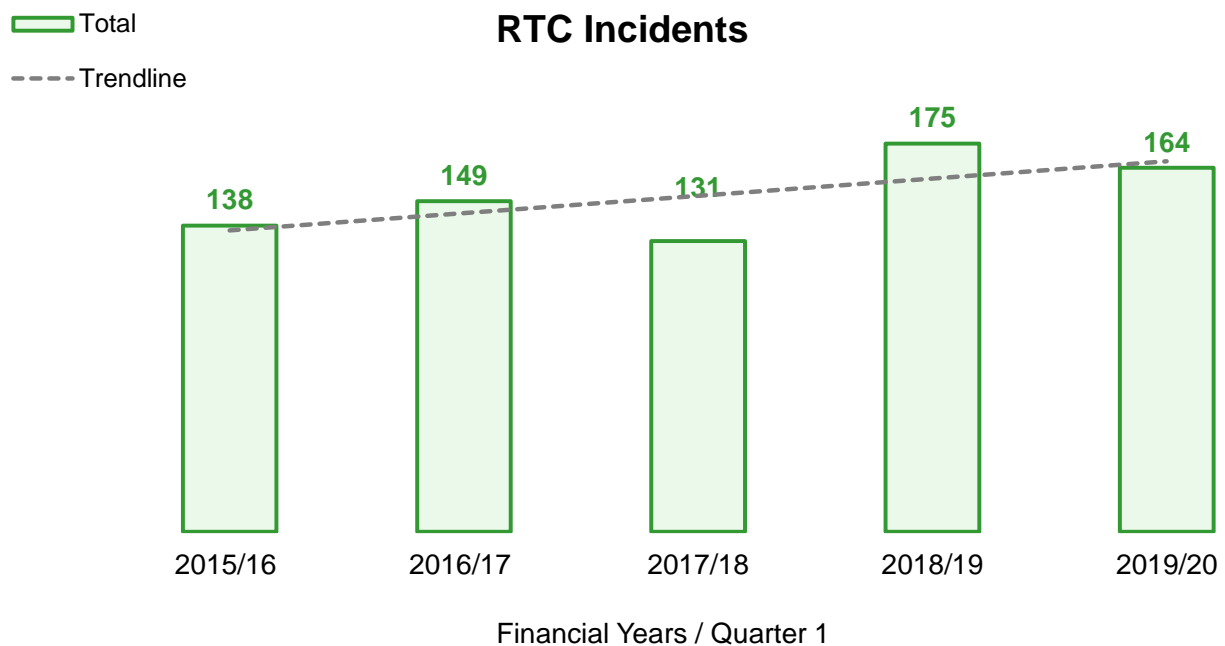


Figure 16 – RTC Incidents: from Q1 2015-16 to Q1 2019-20

2.3. False Alarm Incidents

The number of False Alarm incidents in Quarter 1 2018-19 shows a decrease of 69 incidents (8.17%) compared to the same period in 2018-19 (Table 10, Figure 17). Overall, 51.55% of False Alarm calls were for domestic (dwellings and other residential) properties and 48.45% were for non-residential premises.

Fire Alarm Due to Apparatus incidents decreased by 60 incidents (-9.80%) in Q1 2019-20 compared to the same period in 2018-19 (Table 10). The Service continues to analyse the cause and location of the incidents and works with premises owners to reduce call numbers.

False Alarm Good Intent incidents decreased by 14 incidents (-6.19%) in Q1 2019-20, compared to the same period in 2018-19. Malicious False Alarms increased from 7 to 12 and they were recorded as follows: 3 in Redditch, 2 in Worcester and Evesham, and 1 in Bromyard, Bromsgrove, Malvern, Stourport and Upton upon Severn.

Figure 18 shows the 5-year trend line for the total number of False Alarms recorded in Q1 between 2015-16 and 2019-20. Analysis shows that for each Q1 period the total number of False Alarms consistently increased by 15 incidents, an increase of 75 incidents in 5 years.

Table 10 – False Alarms

Category	Q1 2018-19	Q1 2019-20	change (%)	
Malicious false alarms	7	12	+5	+71.43
Good intent false alarms	226	212	-14	-6.19
Fire alarm due to apparatus	612	552	-60	-9.80
Total	845	776	-69	-8.17

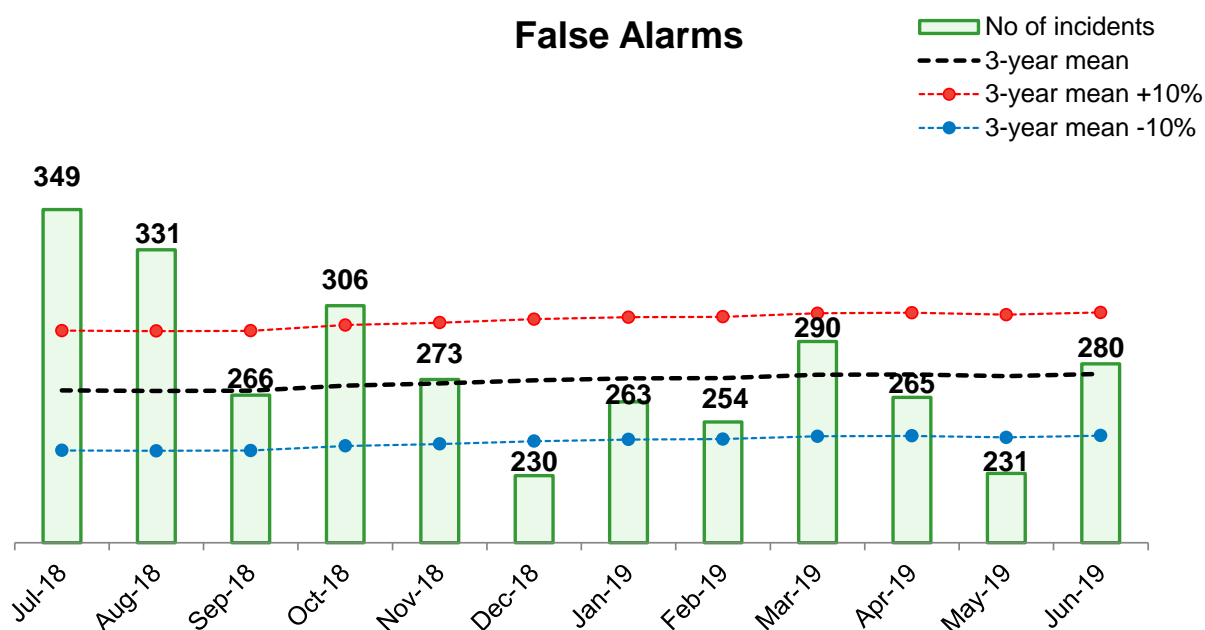


Figure 17 – False Alarm incidents per month: from Jul 2018 to Jun 2019

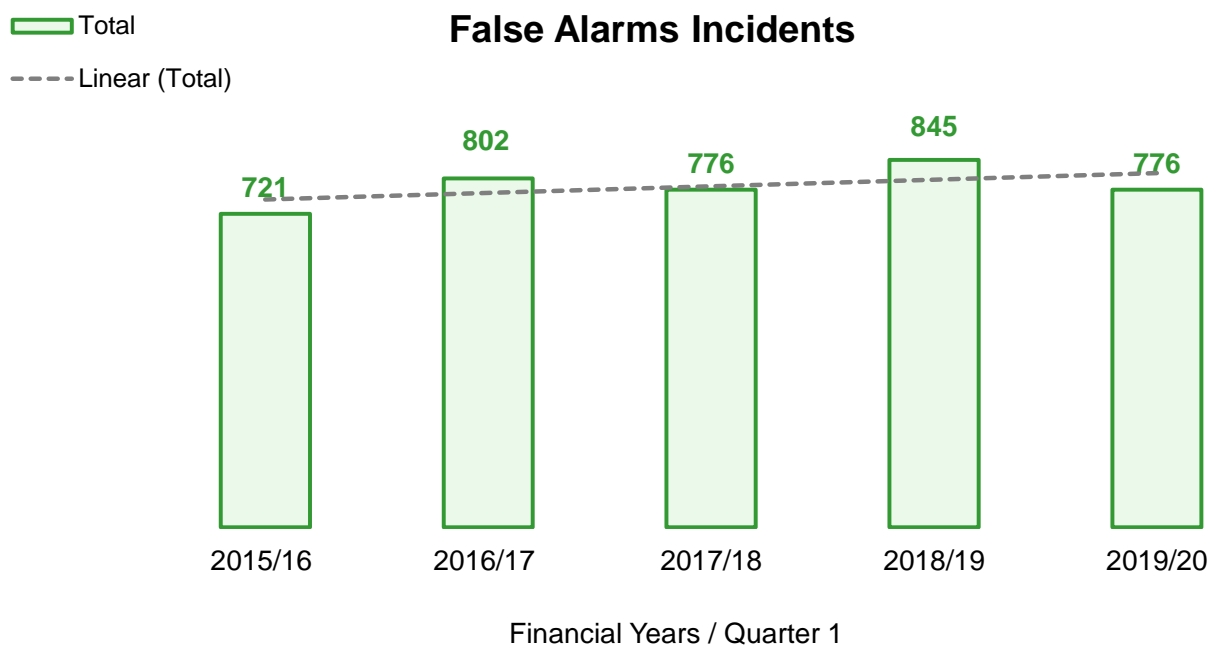


Figure 18 – False Alarm incidents: from Q1 2015-16 to Q1 2019-20

3. Absence Management

Staff absence and sickness is recorded on a quarterly basis in line with the Service's HR Connect management system (Figure 19). The sickness level for all staff in Q1 2019-20 has increased overall to 3.03 days when compared to 2.06 days lost per head in Q1 in 2018-19. This is significantly above the 5-year average of 1.81 days lost per head. More details can be found in Table 11.

3.1. All Staff Sickness

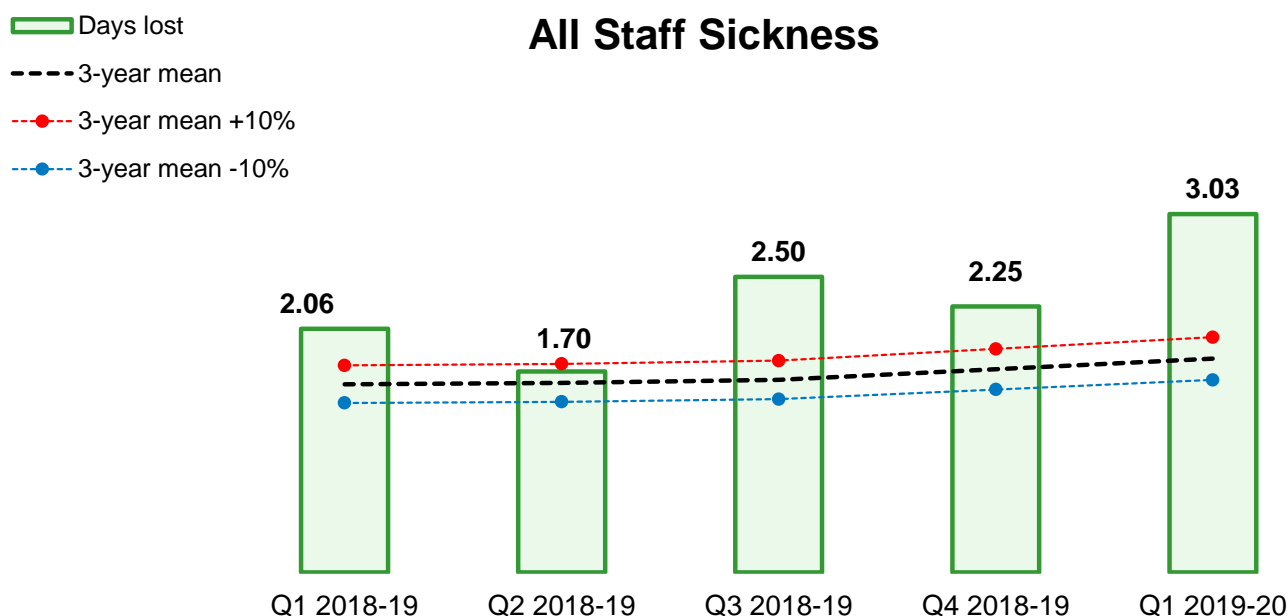


Figure 19 – All Staff Sickness: from Q1 2015-16 to Q1 2019-20

Table 11 – All Staff Sickness

Quarter	Short Term Sickness per head (days lost)	Long Term Sickness per head (days lost)	All Staff Sickness per head (days lost)
Quarter 1	1.10	1.93	3.03
Quarter 2			
Quarter 3			
Quarter 4			

Long-term sickness continues to form the greatest proportion of All Staff sickness.

Figure 20 shows the 5-year trend line for the All Staff Sickness (the number of days/shifts lost per head) recorded in Q1 between 2015-16 and 2019-20. Time cannot be used as a predicting variable for the increasing number of days/shifts lost per head, since the model is of a very poor fit.

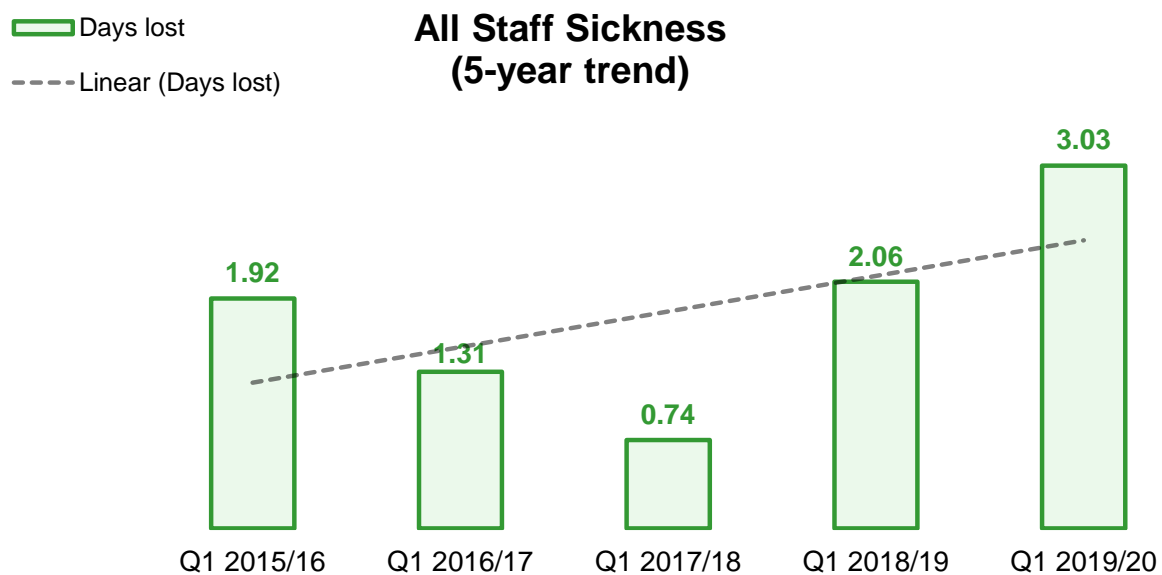


Figure 20 – All Staff Sickness: from Q1 2015-16 to Q1 2019-20

3.2. Non-Uniformed Staff Sickness

Non-Uniformed Staff Sickness increased in Q1 2019-20 to 4.47 days lost per head (Figure 21, Table 12). During the same period in 2018-19, Non-Uniformed Staff Sickness was at a lower level (1.42 days).

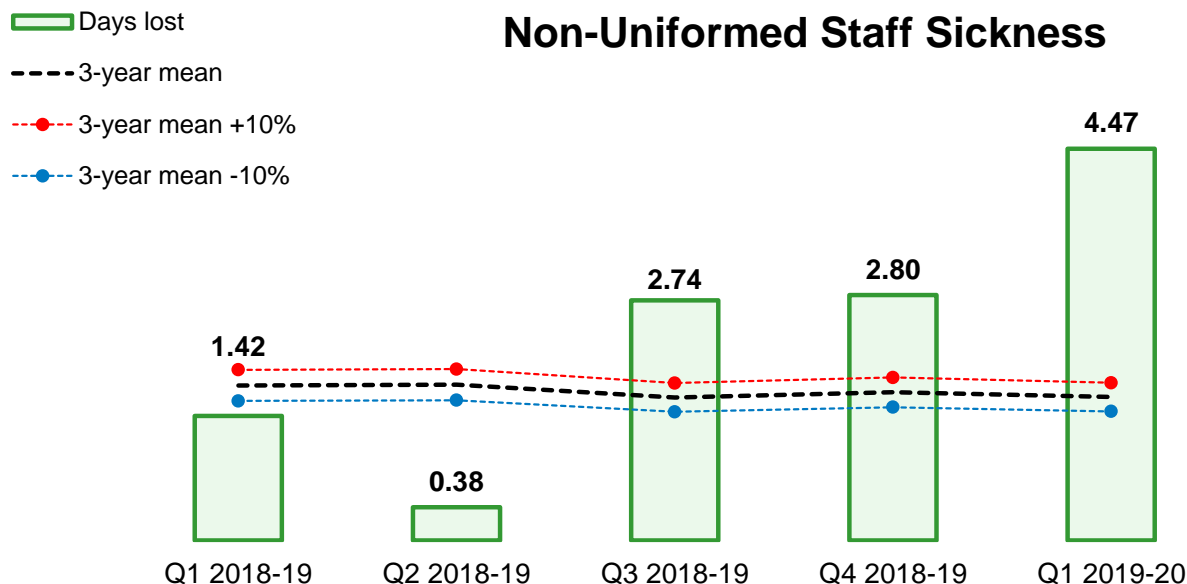


Figure 21 – Non-Uniformed Staff Sickness: from Q1 2015-16 to Q1 2019-20

Table 12 - Non-Uniformed Staff Sickness

Quarter	Short Term Sickness per head (days lost)	Long Term Sickness per head (days lost)	All Non-Uniformed Staff Sickness per head (days lost)
Quarter 1	2.01	2.46	4.47
Quarter 2			
Quarter 3			
Quarter 4			

Long term sickness continues to form the largest proportion of sickness for Non-Uniformed Staff.

By occurrence the most frequently recorded reason for absence in Q1 2019-20 were respiratory infections (cold / influenza) and gastro-intestinal issues.

By number of days lost the most significant reason for absence in Q1 2019-20 were musculo-skeletal pain (back) and stress.

3.3 Wholetime Staff Sickness

Wholetime Staff Sickness increased in Q1 2019-20 to 2.38 days lost per head (Figure 22, Table 13). However, during the same period in 2018-19, Wholetime Staff Sickness was at a slightly higher level (2.41 days lost per head).

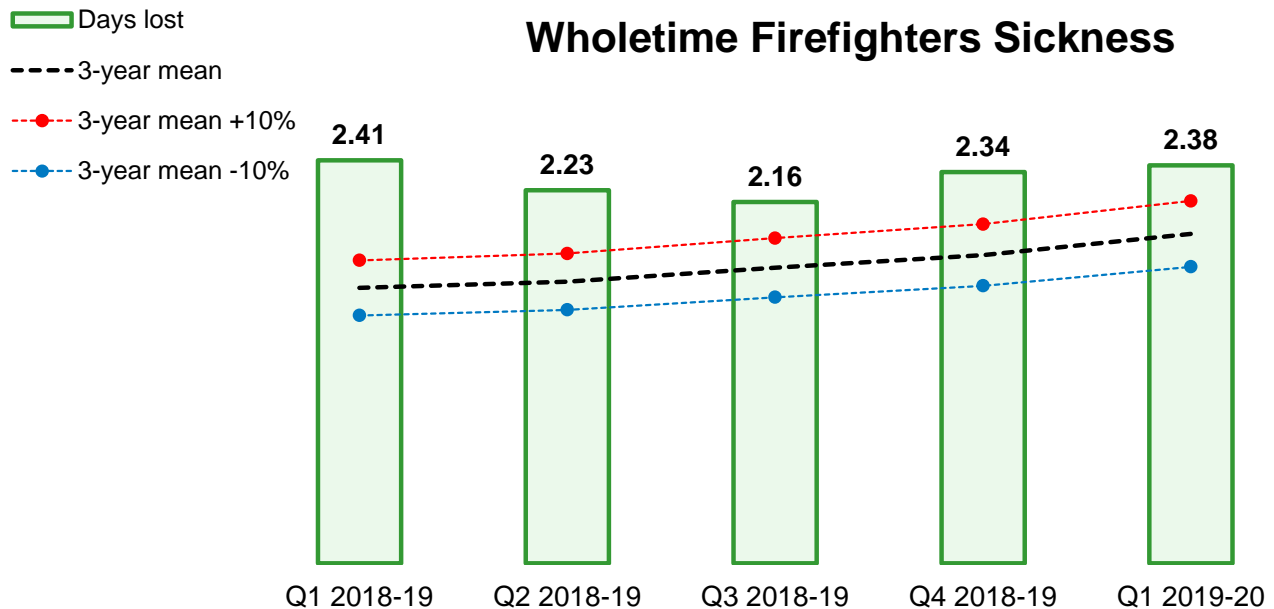


Figure 22 – Wholetime Staff Sickness: from Q1 2015-16 to Q1 2019-20

Table 13 – Wholetime Staff Sickness

Quarter	Short Term Sickness per head (days lost)	Long Term Sickness per head (days lost)	All Wholetime Staff Sickness per head (days lost)
Quarter 1	0.71	1.67	2.38
Quarter 2			
Quarter 3			
Quarter 4			

By occurrence the most frequently recorded reason for absence in Q1 2019-20 were respiratory infections (cold / influenza).

By number of days lost the most significant reason for absence in Q1 2019-20 were musculo skeletal (lower limb) issues.

3.4 Comparative All Staff Sickness

To illustrate of how the Service's staff sickness levels compare with other public sector organisations, a comparison has been made against Herefordshire Council and Worcestershire County Council (WCC), whose sickness figures are most readily available (Table 14).

Table 14 – Comparative All Staff Sickness

Comparative All Staff Sickness	Short Term Sickness per head (days lost)	Long Term Sickness per head (days lost)	All Staff Sickness per head (days lost)
Worcestershire County Council	0.53	1.54	2.07
Herefordshire Council			2.22
HWFRS	1.10	1.93	3.03

The latest figures for Q1 2019-20 show that the Service's overall staff sickness levels are slightly higher than the 2.07 at Worcestershire County Council and 2.22 days lost per head at Herefordshire County Council.

Figures for other Fire and Rescue Services are generally only available a quarter in arrears. The latest available figures for Q1-Q4 2018-19 from Shropshire FRS were not available to compare.

4. Key Performance Indicators Out of Tolerance

In addition to the totals for Total Incidents, Total Fires, Primary Fires and Secondary Fires were within the range of tolerance or below for Q1 2019-20. The total number of Special Services and All Staff Sickness were outside the tolerance level during this quarter, as was the first attendance by a fire appliance at Primary Building Fires within 10 minutes. As previously explained at 2.1 above, the increase in the total number of Special Services incidents attended relates to the change in operational policy.

4.1 Attendance Standards – First Fire Appliance at Primary Building Fires

The Attendance Standard was set in the Service's Integrated Risk Management Plan (IRMP) 2009-2012. The standard is a stretch target for the first fire appliance to arrive at all Primary Building Fires within 10 minutes on at least 75% of occasions.

The total number of Primary Building Fires in Quarter 1 2019-20 was 142, which is a 24.47% decrease compared to the same period in 2018-19.

The percentage of Primary Building Fires* attended by the first fire appliance within 10 minutes during Quarter 1 2019-20 was 47.89% which is down by 12.75% compared to the same period in 2018-19 (Table 15).

* It should be noted that calculations are based on available records downloaded directly from the Fire Control's Command and Control System (Brigid), which have been quality checked. During Q1 2019-20, 1 out of 142 (0.70%) records were not included compared to 4 in Q1 2018-19 (2.13%).

Table 15 – First fire appliance attendance at Primary Building Fires within 10 minutes

First fire appliance attendance	Q1 2018-19		Q1 2019-20	
Primary Building Fires attended within 10 minutes	114	60.64%	68	47.89%
Primary Building Fires not attended within 10 minutes	70	37.23%	73	51.41%
* Discarded incidents due to missing information	4	2.13%	1	0.70%
Total	188	100.00%	142	100.00%

Table 16 – First fire appliance attendance at Primary Building Fires average times

First fire appliance attendance (average times)	Q1 2018-19 (mm:ss)	Q1 2019-20 (mm:ss)
Call handling time (Time of Call until Time Appliance Mobilised)	01:38*	01:28*
Travel time (Mobile Time until Appliance Arrival at Scene)	08:32*	09:13*
Time of Call to Arrival at Scene	10:11*	10:41*

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

This benchmark or measurement standard does not alter how quickly the Service attend incidents. Many other factors can influence this target, such as call challenging and information gathering by Fire Control, changing societal issues, for example fewer incidents in built up areas and more incidents proportionally outside of towns and cities and weather/road conditions. All of this may increase the average time taken to attend incidents across both counties.

The attendance standard was developed prior to the introduction of the current Fire Control system and there is no exact match between a time recorded in the current system and the time used under the old method to record the time of call. The nearest time in the current system would be “Incident Created”, which is after the time of call and is when the Fire Control has identified the address in the database and needs to pinpoint the nearest fire appliance.

The average time for the first fire appliance attendance at all Primary Building Fires in Q1 2019-20 was 10 minutes and 41 seconds, an increase of 4.91% of delay compared with Q1 2018-19 (Table 16).

In Q1 2019-20 the first fire appliance did not meet the Attendance Standard on 73 occasions out of the 142 Primary Building Fires attended* (Table 17). The main reason cited by crews for the first fire appliances not attending Primary Building Fires within 10 minutes was travel distance to the incident (43.66% of incidents). The top three reasons for not meeting the attendance standard are listed in Table 17.

* This statistic is based on information provided by firefighters in the incident reports (Question 2.14) which is subjective in nature.

Table 17 – Attendance Standard – Primary Building Fires

Reason for not meeting attendance standard	Number of incidents	%
Travel distance to the incident	31	42.47
Turn in time (Retained and Day crew only)	23	31.51
Appliance not booked in attendance	5	6.85
Other	12	16.44
Incidents not recorded by OICs as Attendance Standard Not Met	2	2.74
Total	73	100.00

5. On-Call (Retained) Availability

The Gartan* report was produced on 9th July 2019 (a copy of the report is available upon request). The overall availability of the first On-Call (Retained) fire appliance decreased by 4.75%, when compared with the same period of 2018-19 (Table 18).

From 1st March 2019, Wholetime appliances at Droitwich, Evesham and Malvern were retained at night (18:00-08:00) and therefore a weighted average has been applied to calculate availability of first On-call appliances at these locations. A direct comparison has not been included against the previous year due to the change in crewing.

*Gartan is an online availability management system.

Table 18 – Incidents per station ground Q1 2019-20

Station	County	Q1 2018-19	Q1 2019-20	% change
Bromyard	Herefordshire	96.40%	97.23%	+0.83%
Eardisley	Herefordshire	91.40%	95.72%	+4.32%
Ewyas Harold	Herefordshire	98.50%	99.97%	+1.47%
Fownhope	Herefordshire	97.40%	90.95%	-6.45%
Hereford	Herefordshire	98.50%	97.62%	-0.88%
Kingsland	Herefordshire	99.30%	97.72%	-1.58%
Kington	Herefordshire	95.30%	96.59%	+1.29%
Ledbury	Herefordshire	98.90%	99.65%	+0.75%
Leintwardine	Herefordshire	98.00%	96.78%	-1.22%
Leominster	Herefordshire	100.00%	99.92%	-0.08%
Peterchurch	Herefordshire	68.70%	60.59%	-8.11%
Ross-on-Wye	Herefordshire	100.00%	100.00%	0.00%
Whitchurch	Herefordshire	77.40%	72.40%	-5.00%
Bewdley	Worcestershire	69.00%	56.66%	-12.34%
Broadway	Worcestershire	80.10%	30.48%	-49.62%
Bromsgrove	Worcestershire	80.80%	48.10%	-32.70%
Droitwich Spa	Worcestershire	-	64.88%	-
Evesham	Worcestershire	-	94.02%	-
Kidderminster	Worcestershire	46.40%	71.38%	+24.98%
Malvern	Worcestershire	-	89.42%	-
Pebworth	Worcestershire	90.20%	83.99%	-6.21%
Pershore	Worcestershire	93.40%	93.53%	+0.13%
Redditch	Worcestershire	99.40%	85.34%	-14.06%
Stourport	Worcestershire	73.00%	68.10%	-4.90%
Tenbury	Worcestershire	99.40%	99.63%	+0.23%
Upton upon Severn	Worcestershire	92.20%	91.68%	-0.52%
Worcester	Worcestershire	94.10%	94.46%	+0.36%
Total		89.08^a	84.33^a	-4.75%

^a The average (mean) of availability of first appliances only.

5.1 Number of incidents per station ground

Table 19 shows the number of incidents recorded in each fire station ground area* in Q1 2019-20.

Table 19 – Incidents per station ground Q1 2019-20

Station Ground	County	Fire	Special Service	False Alarm	Total
Bromyard	Herefordshire	5	7	4	16
Eardisley	Herefordshire	4	4	0	8
Ewyas Harold	Herefordshire	5	3	2	10
Fownhope	Herefordshire	2	4	1	7
Hereford	Herefordshire	40	61	73	174
Kingsland	Herefordshire	1	4	4	9
Kington	Herefordshire	0	3	1	4
Ledbury	Herefordshire	8	12	19	39
Leintwardine	Herefordshire	4	1	1	6
Leominster	Herefordshire	6	16	18	40
Peterchurch	Herefordshire	7	2	3	12
Ross-on-Wye	Herefordshire	14	20	11	45
Whitchurch	Herefordshire	2	10	3	15
Bewdley	Worcestershire	11	5	6	22
Broadway	Worcestershire	3	2	3	8
Bromsgrove	Worcestershire	29	51	66	146
Droitwich Spa	Worcestershire	25	24	39	88
Evesham	Worcestershire	27	25	57	109
Kidderminster	Worcestershire	53	56	71	180
Malvern	Worcestershire	16	24	45	85
Pebworth	Worcestershire	3	0	2	5
Pershore	Worcestershire	14	12	12	38
Redditch	Worcestershire	71	67	127	265
Stourport	Worcestershire	25	24	32	81
Tenbury	Worcestershire	6	4	0	10
Upton upon Severn	Worcestershire	5	10	10	25
Worcester	Worcestershire	77	113	166	356
Total		463	564	776	1,803
		25.68%	31.28%	43.04%	100.00%

* The geographical location of each incident is recorded in the Incident Recording System, which determines the relevant station ground. The table summarises the data for all incidents except where the incidents were recorded as 'Over The Border' or OTB.

HWFRS Community Risk Activity

Year 2019/2020



HFSCs



Standard Alarms



Specialist Alarms

Month	336	390	33
Year to date	873	997	106



Arson Referrals



Fire Setter Referrals

Month	141	11	8
Year to date	449	30	10

Community Safety Activity
(CE1 hours)Public Engagement
(total no. of people)

Safeguarding

Month	60	497	18
Year to date	247	2110	43



RBAP/Visits/Post Fires



BFSCs



CR Media Campaigns

Month	140	58	3
Year to date	434	179	5



Building Reg Consultations



Licensing Apps



Fire Investigation

Month	37	14	3
Year to date	137	59	14



Twitter



CR 0800



Enforcement

Month	4163	453	10
Year to date	24,896	1083	28

Joint Report of Treasurer and Head of Legal Services

2 Kings Court, Worcester – Sale of Freehold Reversion

Purpose of report

1. To consider disposing of the Authority's freehold interest in the former Headquarters building at 2 Kings Court, Worcester.
-

Recommendations

It is RECOMMENDED that:

- (i) the Authority accepts the current offer for the purchase of the freehold reversion to 2 Kings Court***
- (ii) Head of Legal Services be authorised to proceed with the sale on the terms proposed, subject to contract***

Background

2. At the meeting of the Policy and Resources Committee on 28th March 2018, Members:
 - (i) approved the lease of 2 Kings Court to Worcestershire Health & Care NHS Trust; and
 - (ii) authorised officers to market the property with a view to the potential sale of the freehold reversion in due course, as advised.

At that stage, further advice was necessary regarding valuation and the amount of any potential capital receipt from a sale of the freehold reversion, before judging whether it would be more beneficial for the Authority to:

 - (a) retain the freehold and have the benefit of the rental income from the NHS; or
 - (b) sell the property for a capital receipt, hence the second part of the resolution above.
3. The Authority has since received written advice on valuation from Place Partnership Ltd and officers have had informal discussions with other agents regarding the possible marketing of the site.
4. We have also now received an offer from a prospective purchaser interested in acquiring 2 Kings Court as an investment property.

5. Two issues need to be considered:
 - (a) whether to retain the rental income from the property or generate a capital receipt from the sale of the freehold; and
 - (b) if the decision is to sell, whether to accept the current offer.

Rental Income v Capital Receipt

6. Regardless of whether the Authority has an ongoing rental income or a one-off capital receipt, either can be used to fund part of the Authority's future capital borrowing costs.
7. The current lease to the NHS is for a period of 15 years, until November 2033 with a tenant's break clause in September 2026. There is always a risk that at the end of the lease, whether that is in 2026 or 2033 the Authority may or may not be able to find a new tenant willing to pay the same rent as at present, the property could be vacant for a while with no rental income being received and/or we might have to grant a new tenant a rent free period. Any assessment of the future rental income therefore needs to factor in these risks.
8. Whilst the Authority has a broad statutory power to make investments, which could include investing in property so long as it does so in accordance with the Prudential Code, it is not part of our core business to act as a long term landlord. Retaining ownership of the property would involve on-going costs of management and there is always a residual risk for any repairs or improvements not covered by the tenant's repairing obligations.
9. Based on a discounted cash flow, assuming the level of capital receipt currently being offered and even allowing for a best case scenario (where we achieve full occupancy and a new tenant at the end of the lease), the Treasurer has calculated that the proposed capital receipt would release more capital spending power for the Authority than if we retain the rental income – see Appendix 1.

[Note – the appendices are confidential and provided for Members of the Committee only]

Current Offer

10. If the authority decides to sell its interest in 2 Kings Court, it has a responsibility to achieve the best price reasonably obtainable. One means to ensure that is to advertise the property on the open market but there is no obligation to do so, provided Members have received professional advice that the price is as good as they could reasonably expect to achieve. Indeed, there are circumstances where an 'off-market' sale can be beneficial.
11. Details of the current offer need to remain commercially confidential (in case the sale does not proceed) but are set out in the Appendix 1 **[for Members only]**. There is no guarantee the same offer would be maintained if we were to go to the open market.

12. The formal valuation advice the Authority has received is attached at Appendix 2 **[confidential – Members only]**. Based on this advice, officers believe the current offer represents good value and should be accepted.

Summary

13. Based on professional advice, officers believe the current offer for the property represents as good a price as can reasonably be expected to be achieved and that it is the Authority's interest to accept this rather than go to open market.
14. The proposed capital receipt would be more beneficial to the Authority, in terms of the capital spending power it would release, than retaining the rental income.
15. If the Authority chose to continue as a long term landlord of the property it would incur the costs of managing the property and run the risk of any future rent void periods.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	It will be financially beneficial to the Authority to generate a capital receipt rather than have an on-going rental income.
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	The property is no longer required for the Authority's strategic or operational purposes.
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	There is a residual financial risk to the Authority if it retains the property, arising from changes of tenancy and possible future rent voids and any maintenance obligations not covered by the tenant's repairing obligations.
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

Appendix 1 – Financial appraisal [Exempt Information – Confidential]

Appendix 2 – Valuation advice [Exempt Information – Confidential]

Background papers – None public

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