



HEREFORD & WORCESTER Fire Authority

Full Authority

AGENDA

Wednesday, 17 June 2015

10:30

Conference Suites

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

ACTION ON DISCOVERING A FIRE

- 1 Break the glass at the nearest **FIRE ALARM POINT**.
(This will alert Control and other Personnel)
- 2 Tackle the fire with the appliances available – **IF SAFE TO DO SO**.
- 3 Proceed to the Assembly Point for a Roll Call –

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

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

ACTION ON HEARING THE ALARM

- 1 Proceed immediately to the Assembly Point

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

- 2 Close all doors en route. The senior person present will ensure all personnel have left the room.
- 3 Never re-enter the building – **GET OUT STAY OUT**.

GUIDANCE NOTES FOR VISITORS

Security

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

Wheelchair access

The meeting room is accessible for visitors in wheelchairs.

Alternative formats

For information regarding requests for papers in alternative formats, please contact Corporate Support on 01905 368241 /209 or by email at committeeservices@hwfire.org.uk

Smoking is not permitted.

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

Toilets – please ask at reception.

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

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

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

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

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

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

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

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

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



HEREFORD & WORCESTER
HWFR
FIRE AND RESCUE SERVICE

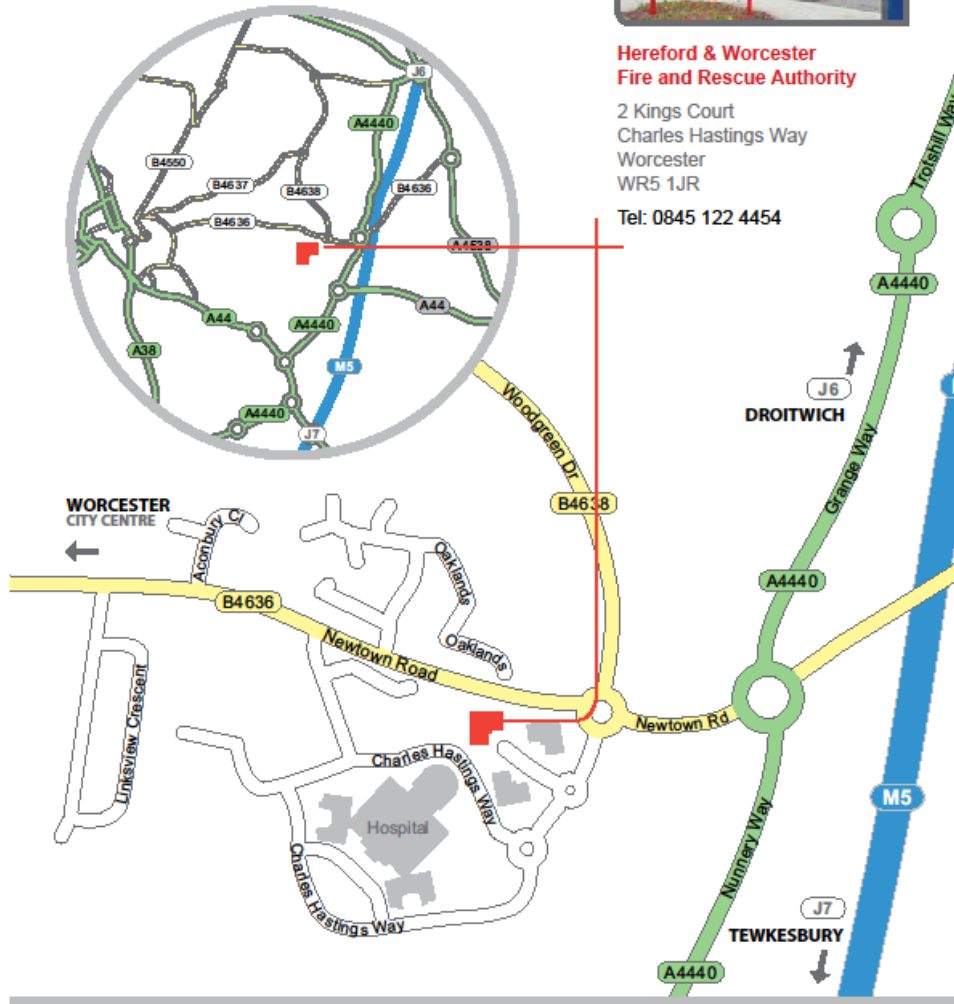
Service Headquarters



Hereford & Worcester Fire and Rescue Authority

2 Kings Court
Charles Hastings Way
Worcester
WR5 1JR

Tel: 0845 122 4454





Hereford & Worcester Fire Authority

Full Authority

Wednesday, 17 June 2015,10:30

Agenda

Councillors

Mr D W Prodger MBE (Chairman), Mr R C Adams, Ms P Agar, Mr A Amos, Mr B A Baker, Mr S C Cross, Ms L R Duffy, Mrs E Eyre, Mr A Fry, Mr W P Gretton, Ms K S Guthrie, Mrs A T Hingley, Ms R E Jenkins, Mr J L V Kenyon, Mr R I Matthews, Mrs F M Oborski, Mr R J Phillips, Professor J W Raine, Mr C B Taylor, Mr J W R Thomas, Mr P A Tuthill, Mr R M Udall, Mr G J Vickery, Mr S D Williams, Mr G C Yarranton

No.	Item	Pages
1	Election of Chairman To elect a Chairman of the Fire Authority.	
2	Election of Vice Chairman To elect a Vice-Chairman of the Fire Authority.	
3	Apologies for Absence To receive any apologies for absence.	
4	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.	

5	Confirmation of Minutes	9 - 14
	To confirm the minutes of the meeting of the Fire Authority held on 18 February 2015.	
6	Chairman's Announcements	
	To update Members on recent activities.	
7	Public Participation	
	To allow a Member of the public to present a petition, ask a question or make a statement relating to any topic concerning the duties and powers of the Authority.	
	Members of the public wishing to take part should notify the Head of Legal Services in writing or by email indicating both the nature and content of their proposed participation no later than 2 clear working days before the meeting (in this case by 9:00am Monday 15 June 2015). Further details about public participation are available on the Council's website. Enquiries can also be made through the telephone numbers/email listed below.	
8	Appointment to Committees	15 - 20
	To consider the allocation of seats on Committees to political groups and to authorise the Head of Legal Services, following consultation with Group Leaders, to make appointments to Committees.	
9	Appointments to Outside Bodies	21 - 23
	1. To consider appointments to the Local Government Association.	
	2. To consider appointments to the Project Arrow Joint Project Board and Member Reference Group.	
10	Provisional Financial Results 2014/15	24 - 31
	To receive financial results for 2014/15 and to approve treatment of financial variations.	

11	Annual Performance 2014-15	32 - 52
	This report is a summary of annual performance for 2014-15 using the set of Key Performance Indicators (KPIs) agreed by Senior Management Board (SMB).	
12	Fire Authority Annual Report 2015-16	53 - 124
	To adopt the Fire Authority Annual Report 2015-16 and approve for publication.	
	[Appendix 1 is a separate document]	
13	Asset Management Strategy	125 - 130
	To update the Fire Authority on the progress made in the delivery of the Service's Asset Management Strategy to replace five fire stations and build four strategic training facilities.	
14	Wyre Forest Blue Light Hub	131 - 137
	To provide an update on the Wyre Forest Blue Light Hub project and to gain authorisation for public consultation.	
15	Members' Allowances	138 - 142
	To consider whether to make any alterations to the Members' Allowances Scheme for 2015/16 in light of the lack of change in the Consumer Price Index to April 2015.	
16	Chief Fire Officer's Service Report	143 - 147
	To inform the Authority of recent key developments and activities.	
17	Local Government Association Fire Conference and Exhibition 2015	148 - 150
	To update the Authority on issues raised at the recent Local Government Association (LGA) Annual Fire Conference and Exhibition 2015 (10th-11th March).	
18	Minutes of Policy and Resources Committee	151 - 156
	To receive the minutes of the meeting held on 25 March 2015.	

19 Minutes of Audit and Standards Committee

**157 -
159**

To receive the minutes of the meeting held on 15 April 2015.