



# **HEREFORD & WORCESTER Fire Authority**

**Policy and Resources Committee**

## **AGENDA**

**Monday, 16 November 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**

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**Toilets** – please ask at reception.

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- 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.

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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

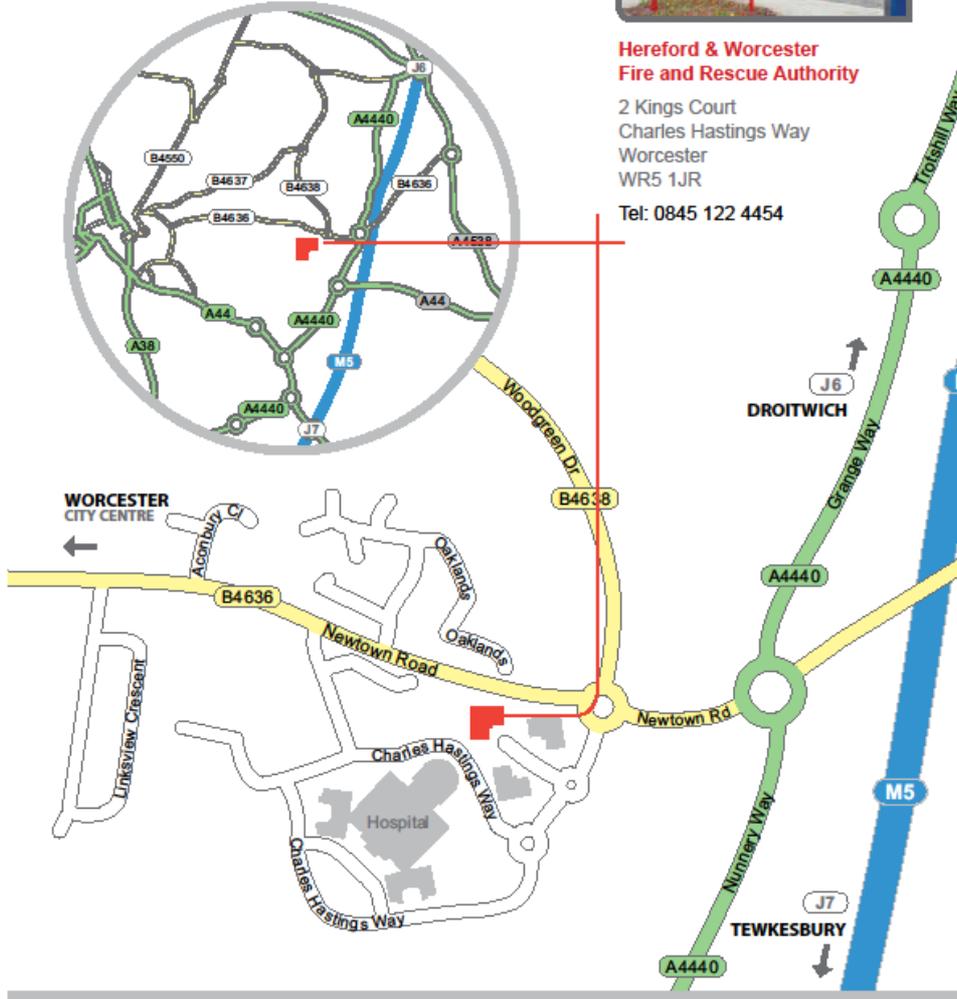
## Service Headquarters



### Hereford & Worcester Fire and Rescue Authority

2 Kings Court  
Charles Hastings Way  
Worcester  
WR5 1JR

Tel: 0845 122 4454





# Hereford & Worcester Fire Authority

## Policy and Resources Committee

Monday, 16 November 2015, 10:30

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### Agenda

Councillors

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

No.	Item	Pages
1	<b>Apologies for Absence</b> To receive any apologies for absence.	
2	<b>Named Substitutes</b> To receive details of any Member of the Authority nominated to attend the meeting in place of a Member of the Committee.	
3	<b>Declarations of Interest (if any)</b> This item allows the Chairman to invite any Councillor to declare an interest in any of the items on this Agenda.	
4	<b>Confirmation of Minutes</b> To confirm the minutes of the meeting held on 14 September 2015.	7 - 25
5	<b>2015/16 Budget Monitoring - 2nd Quarter</b> To inform the Policy and Resources Committee of the current position on budgets and expenditure for 2015/16.	26 - 31

<b>6</b>	<b>Quarter 2 Performance Report 2015-16</b>	<b>32 - 50</b>
	This report is a summary of Quarter 2 performance against the Fire Authority Annual Report 2015-16 using the set of Performance Indicators agreed by the Senior Management Board.	
<b>7</b>	<b>Sky Lanterns</b>	<b>51 - 62</b>
	To provide the Committee with an update on the local and national initiatives aimed at reducing the risks associated with the use of sky (Chinese) lanterns and asks the Committee to adopt the CFOA policy statement as the Fire Authority's position on the matter.	
<b>8</b>	<b>Health and Safety Committee Update</b>	<b>63 - 69</b>
	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.	



Hereford & Worcester Fire Authority

Policy and Resources Committee

Monday, 14 September 2015, 10:30

## Minutes

**Members Present:** Mr R C Adams, Mr C B Taylor, Mr P A Tuthill, Mr A Fry, Mr R M Udall, Mr J L V Kenyon, Mr B A Baker, Mrs E Eyre, Mr J W R Thomas, Mr R J Phillips

**Substitutes:** none

**Apologies for Absence:** Mr D W Prodger MBE, Ms R E Jenkins, Mrs F M Oborski MBE

### 21        **Declarations of Interest (if any)**

Interests declared at Minute no. 26 and 28

### 22        **Confirmation of Minutes**

**RESOLVED** that the minutes of the Policy and Resources Committee held on 25 March 2015 be confirmed as a correct record and signed by the Chairman.

### 23        **2015/16 Budget Monitoring – 1st Quarter**

Members were informed of the current position on budgets and expenditure for 2015/16.

An ensuing discussion on the recent Government paper 'Enabling closer working between the Emergency Services' took place. Key aspects of the paper were covered. The Chief Fire Officer agreed to bring a report to the Fire Authority meeting on 8 October along with a draft response to be prepared by Group Leaders.

**RESOLVED** that the forecast revenue underspend of £0.2m (0.6%) be noted.

**Quarter 1 Performance Report 2015-16**

Members were provided with a summary of Quarter 1 performance against the Fire Authority's Annual Plan 2015-16 using the set of Key Performance Indicators (KPIs) agreed by the Senior Management Board.

It was noted that the report was light on data that related to preventative/education fire safety campaigns and volunteer programmes. The Chief Fire Officer agreed to bring a paper to a future meeting highlighting this on-going work.

Members requested more detailed information relating to the reported RTC data and also requested information on work that HWFRS undertakes over the border.

**RESOLVED that Members note the following headlines taken from Appendix 1 relating to performance in Quarter 1 2015-16:**

- i) The total number of incidents attended in Quarter 1 2015-16 has increased slightly in comparison to Quarter 1 2014-15 yet is still the second lowest total in the nine years the current data set has been collected.**
- ii) The number of Secondary Fire incidents attended in Quarter 1 2015-16 has increased when compared to the same Quarter last year, although this is still 9.8% below the 5 year average.**
- iii) The Service attended the second lowest number of Special Service incidents in the 9 years since our records began, which is 11.2% lower than the 5 year average.**
- iv) False Alarms incidents also recorded the second lowest number attended since records began, which is 4.7% lower than the 5 year average.**
- v) Sickness levels for all staff have remained within tolerance levels for Quarter 1.**
- vi) The Service saw a 6% improvement in the percentage of Building Fires that met the 10 minutes attendance standard when compared with the same Quarter in the previous year.**
- vii) Retained availability has remained at a similar level to Quarter 1**

**2014-15 at 92.0% compared to 92.1%.**

**25 Firefighters' Pension Scheme 2015 Discretions**

Members were informed of the various discretions exercisable by the Fire Authority in relation to the Firefighters' Pension Scheme 2015 and were recommended to adopt policies in relation to these that were consistent with existing policies in relation to the firefighters Pension Scheme 1992 and 2006.

**RESOLVED that:**

**(i) approval be granted for the discretions detailed in the Statement of Policy (attached at Appendix 1 to these minutes) for:**

- a. active membership**
- b. pensionable pay**
- c. contributions during absence from work due to illness, injury, trade dispute or authorised absence**

**(ii) the Chief Fire Officer be delegated the discretions detailed in Appendix 2 to these minutes.**

**26 Local Government Pension Scheme Injury Awards**

Cllr Phillips declared a non-pecuniary interest in this item as Chairman of the LG Pension Committee and Member of the Shadow Advisory Board.

Members were informed of the requirement to agree and publish a policy statement on Injury Awards in accordance with Regulation 14 of the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011.

**RESOLVED that the Committee:**

**(i) approve the discretions detailed in the Statement of Policy for Injury Awards, attached at Appendix 3 to these minutes; and**

**(ii) delegate to the Chief Fire Officer the discretions detailed in Appendix 3 to these minutes.**

**27 Employment Monitoring Data 2014 – 2015**

Members were asked to note the contents of this report, prior to publication of the Employment Monitoring Data 2014/2015 on the Service's website. With regard to the desire to attract a diverse workforce it was agreed that the Chief Fire Officer would provide all Members with a suitable message for possible inclusion in community newsletters and magazines.

**RESOLVED that:**

**The Committee note the key areas highlighted in the Employment Monitoring Data Report 2014/2015 (Appendix 1) prior to publication on the Service's website and note that:**

- **The Exit Interview process and form has been reviewed in order to collate quality data in relation to the reasons for staff leaving the Service.**
- **The "Open for All group" (previously known as the Positive Action Sub Group) is currently exploring ways to develop links with the local community and has established links with publications such as the 'Here for All' magazine within the Polish community.**
- **The Ethical Framework was reviewed in October 2014 and refresher training was delivered during this period. We are currently exploring ways to further embed the Ethical Framework across the Service.**

## **28 Proposed New Hereford Fire Station**

Cllr Baker declared an interest in this item. He informed the Committee that he sits on the Planning Committee at Herefordshire Council. Cllr Baker chose to remain in the room.

Members were informed of the progress regarding the provision of a new joint fire and police station in Edgar Street, Hereford and obtain authorisation to further develop this project.

[12:04 Cllr Udall left the room]

**RESOLVED that:**

- i) Officers of the Service be authorised to enter into further negotiations between Herefordshire Council, West Mercia and Warwickshire Police and the Fire Authority to provide a new fire**

station in Hereford at a proposed site on Edgar Street; and

ii) the Chief Fire Officer in consultation with the Chairman of the Authority and the Treasurer be authorised to spend up to £75,000 on further work to take the project to planning approval stage;

iii) a further paper, including a detailed cost feasibility be brought to Policy and Resources Committee for final approval before entering into a contract for the acquisition of the site and any disposal of land.

**29 Update from the Health and Safety Committee**

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

**RESOLVED that the following issues, in particular, be noted:**

**(i) the involvement of the Service in a number of Health and Safety initiatives at national level;**

**(ii) the review of asbestos management within the Service prompted by the new national agreement with the Health and Safety Executive (HSE); and**

**(iii) Health and Safety performance for Quarter 4 of year 2014 - 15 (Jan – Mar 2015)**

**30 Update from the Joint Consultative Committee**

[12:14 Cllr Udall re-entered the room]

Members were informed of the activities of the Joint Consultative Committee (JCC) since March 2015.

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

**(i) Policy on financial assistance for medical treatment**

**(ii) Project Arrow Update**

**(iii) Staff Moves (e.g. to Hindlip)**

**(iv) Voluntary Redundancy**

**(v) Place Partnership Limited (PPL)**

- (vi) Logging of Pre-Arranged Overtime**
- (vii) Asbestos (Medicals)**
- (viii) Pensions Board**
- (ix) Parking**

**31 Update from the Equality and Diversity Committee**

Members were provided with an update from the Equality and Diversity Advisory Group since the last report on 25 March 2015.

Members asked if more data was available on women in the fire service. The Chief Fire Officer agreed to see what information was available.

**RESOLVED that the following areas of progress be noted:**

- i) the progress undertaken by the Open for All Sub Group;**
- ii) Service representatives attended the recent Asian Fire Service Association (AFSA) AGM and Development Day and provided an overview to the Equality & Diversity Advisory Group;**
- iii) Service representatives attended the recent UK Conference – Women in the Fire Service and will provide an update at the next Equality & Diversity Advisory Group; and**
- iv) the Equality and Diversity Advisory Group has agreed to identify the possibility of creating an over-arching Equality Framework and Action Plan in order to strengthen the current set of Equality Objectives.**

The Meeting ended at: 12:25

Signed:.....

Date:.....

Chairman

**DISCRETIONS WITHIN THE FIREFIGHTERS PENSION SCHEME 2015**

Under the Scheme rules the fire authority has discretion in relation to the following:

**1. Regulation 19 Active membership**

A person who is on unpaid authorised absence can count the period as active membership if the scheme manager permits them to be treated as an active member during that period.

**Employer's Policy**

**A period of unpaid authorised leave will be treated as active membership providing both the employee and employer contributions are paid. Refer to discretion for Regulation 111 regarding payment of employer pension contributions.**

**2. Regulation 17 Pensionable pay**

The scheme manager has discretion to determine if continual professional development payments are to be treated as pensionable pay.

**Employer's Policy**

**Continual professional development payments are to be treated as pensionable pay.**

**3. Regulation 111 Contributions during absence from work due to illness, injury, trade dispute or authorised absence**

Where an active member is absent from scheme employment because of illness or injury and not entitled to receive pensionable pay, or because of trade dispute or authorised unpaid absence, they may pay member contributions; if they do, the scheme employer may require that they should also pay employer contributions.

**Employer's Policy**

**The employer pension contributions will be paid by the Service where an employee has a period of unpaid authorised leave due to illness or injury that has arisen out of authorised duty.**

**The employee will be required to pay both the employee and employer pension contributions for a period of unpaid authorised absence in relation to a trade dispute.**

**Discretion is delegated to the CFO for decision on payment of employer pension contributions where an employee has a period of unpaid authorised leave not detailed above. The CFO will consider the relevant circumstances and any decision will be made in the best interests of the fire authority. The CFO will be advised by the Treasurer, Monitoring Officer and the HR Manager.**

**FIREFIGHTERS PENSION SCHEME 2015  
DISCRETIONARY POWERS DELEGATED BY THE FIRE AUTHORITY**

The decisions for the following discretions are delegated to the Chief Fire Officer (CFO) who will consider the relevant circumstances and any decision will be made in the best interests of the fire authority. The CFO will be advised by the Treasurer, Monitoring Officer and the HR Manager.

**Opting Out**

**1. Opting into this scheme (Regulation 12)**

An optant-in will become an active member of the scheme with effect from the beginning of the first pay period following the date on which the option is exercised. There is an option for the scheme manager to vary the date on which the person becomes an active member, to such other time as the scheme manager considers appropriate. [Regulation 12(5)]

**2. Opting out after the first three months (Regulation 16)**

An optant-out ceases to be in pensionable service with effect from the first day of the first pay period following the date on which the option is exercised. If the scheme manager considers that day to be inappropriate, it may vary the date to the first day of any later pay period as the scheme manager does consider appropriate. [Regulation 16(2)(b)]

**Pension Accounts**

**3. Establishment of pension accounts: general (Regulation 28)**

The scheme manager must establish and maintain pension accounts for scheme members, but they may be kept in such form as the scheme manager considers appropriate. [Regulation 28(2)]

**4. Closure and re-establishment of active member's account (Regulation 37)**

If a member has more than two active member's account and ceases pensionable service with less than three months' qualifying service in respect of one account, that account must be closed and benefits aggregated with one of the others; the member may select which one. If the member fails to choose, the scheme manager has discretion to choose. [Regulation 37(3), (4) and(5)]

**5. Closure of deferred member's account after gap in pensionable service not exceeding five years. (Regulation 49)**

If a deferred member re-enters pensionable employment after a gap of five years or less, the scheme manager must close the deferred member's account and re-establish the active member's account, transferring entries from the deferred account.

If the person had more than one relevant deferred member's account, they must select – within three months of re-entering scheme employment - which one should close. If they

fail to make a selection, the scheme manager must make the choice for them.  
[Regulation 49(3) and (4)]

## **Contributions**

### **6. Member contributions (Regulation 110)**

Where there is a change in scheme employment or a material change which affects the member's pensionable pay in the course of a financial year and the revised amount falls into a different contribution rate band, the scheme manager must determine that this rate should be applied and inform the member of the new contribution rate and the date from which it is to be applied. [Regulation 110(5)]

When identifying the appropriate contribution rate, a reduction in pay in certain circumstances as listed in Regulation 110 are to be disregarded. In addition, the scheme manager can specify the circumstances in a particular case where a reduction in pensionable pay will be disregarded. [Regulation 110(7)(h)]

### **7. Deduction and payment of contributions (Regulation 114)**

Member contributions due under Regulation 110 may be deducted by the scheme employer from each instalment of pensionable pay as it becomes due, unless another method of payment has been agreed between the scheme manager and the member. [Regulation 114(1)]

Contributions due in respect of absence from work on reserve forces service leave may be deducted from any payment made under Part 5 of the Reserve and Auxiliary Forces (Protection of Civil Interests) Act 1951. [Regulations 114(2)]

Contributions which the member is required to pay, or has elected to pay under Regulations 111 and 113 may be paid by a lump sum or by deduction from instalments of pensionable pay as agreed between the member and the scheme manager. [Regulation 114(3)]

## **Transfers**

### **8. Statement of entitlement (Regulation 135)**

The scheme manager must specify in a statement of entitlement the "guarantee date" date by reference to which the cash equivalent or club transfer value is calculated; this date must fall within the three months beginning with the date of the member's application for the statement of entitlement and within ten days ending with the date on which the member is provided with the statement. The scheme manager has discretion, if it believes reasonable, to extend this date to within six months of the date of the member's application if, for reasons beyond the scheme manager's control, the information needed to calculate the transfer value cannot be obtained before the end of the three month period. [Regulation 135(4)]

### **9. Request for acceptance of a transfer payment (Regulation 141)**

There is a time limit of one year from becoming an active member in which a person can request a transfer payment from a non-occupational pension scheme. The scheme manager has the discretion to extend this period. [Regulation 141(3)]

#### **10. Transfer statement (Regulation 142)**

The scheme manager can require an active member to ask the scheme manager of a previous non-club pension scheme to provide a statement of the amount of transferred pension that the member would be entitled to count provided that the transfer date falls within two months of the date of the statement. [Regulation 142(2)]

#### **11. Club transfer value statement (Regulation 144)**

The scheme manager can require an active member to ask the scheme manager of a previous club pension scheme to provide a statement of the amount of transferred pension that the member would be entitled to count provided that the transfer date falls within two months of the date of the statement. [Regulation 144(2)]

#### **12. Employer initiated retirement (Regulation 62)**

An employer can determine that an active member age 55 or over but under age 60 who on the grounds of business efficiency is dismissed or has their employment terminated by mutual consent, can receive immediate payment of retirement pension without the early payment reduction.

An employer may only use this discretion if the employer determines that a retirement pension awarded on this basis would assist the economical, effective and efficient management of its functions having taken account of the costs likely to be incurred in the particular case. [Regulation 62(1) and (2)]

#### **13. Exercise of partial retirement option (Regulation 63)**

An active member aged at least 55 who would be entitled to immediate payment of pension if they leave pensionable service and who claims payment of the pension, may opt to claim the whole of their accrued pension but continue in pensionable service. The person concerned must give appropriate notice to the scheme manager and the partial retirement option is taken to be exercised on a date agreed between the member and the scheme manager. [Regulation 63(5)]

#### **14. Consequences of review (Regulation 69)**

If, following the review of a lower tier ill-health pension under Regulation 68, the scheme manager determines that the recipient is capable of performing the duties appropriate to the role from which the person retired on grounds of ill-health, the employer must consider whether or not to make an offer of re-employment. [Regulation 69(3)]

#### **15. Commencement of pensions (Regulation 70)**

If a deferred member requests, and is entitled to, the early payment of retirement pension on grounds of ill-health, the scheme manager must determine the date of payment as being the date on which the person became incapable of undertaking regular employment because of infirmity of mind or body or, if that date cannot be ascertained, the date of the member's request for early payment. [Regulation 70(7)]

If a deferred member requests deferral of payment of a deferred pension beyond deferred pension age, or requests early payment with an early payment reduction before deferred

pension age, the scheme manager will decide the payment date after the claim for payment has been made. [Regulation 70(8)]

## **Allocation**

### **16. Allocation election (Regulation 72)**

he scheme manager must give consent for the allocation of a portion of pension to a dependant who is not the spouse, civil partner or cohabiting partner of an active or deferred member. (Consent can be withheld if the scheme manager is not satisfied that the person nominated is not substantially dependent of the active member.) [Regulation 72(3)(b) and (4)]

### **17. Adjustment of allocated benefit (Regulation 75)**

If a member who has made an allocation election dies after reaching age 75, and the amount of allocated pension does not qualify as a dependant's scheme pension under section 167 of the Finance Act 2004 (pension death benefit rules), the amount may be adjusted in a manner determined by the scheme manager. [Regulation 75(1) and (2)]

## **Death Benefits**

### **18. Meaning of "surviving partner" (Regulation 76)**

A cohabiting partner may be considered a "surviving partner" and potentially qualify for a pension provided they meet certain conditions, one of which is that they must have been in a "long-term relationship" – a continuous period of at least two years – at the date at which entitlement needs to be considered. The scheme manager has discretion to allow the person to qualify where the period is less than two years. [Regulation 76(1)(b)(v) and (2)]

### **19. Person to whom lump sum death benefit payable (Regulation 95)**

The scheme manager has absolute discretion as to the recipient of any lump sum death benefit payable. [Regulation 95]

### **20. Payment of pensions under Part 6 "Death Benefits" (Regulation 100)**

If a child's pension is due in respect of an eligible child under age 18, the scheme manager will determine to whom it should be paid and will give directions to that person as to how the payment should be applied for the eligible child's benefit. [Regulation 100(2)]

### **21. Surviving partner's pensions and eligible child's pensions: suspension and recovery (Regulation 101)**

A scheme manager has the right to cease paying a surviving partner's pension and/or eligible child's pension and recover any payment made in respect of a pension where it appears to the scheme manager that the recipient made a false declaration, or deliberately suppressed a material fact in connection with the award. (This does not affect the scheme manager's right to recover a payment or overpayment under any other provision where the scheme manager considers it appropriate to do so.) [Regulation 101(2) and (3)]

**22. *Provisional awards of eligible child's pensions: later adjustments (Regulation 102)***

If children's pensions have been made to certain persons on the basis that they were eligible children and there were no others, and subsequently it appears that any of those children were not eligible, or there was a further eligible child to whom no payment has been made, or that a child born after the member's death is an eligible child, the scheme manager has discretion to adjust the amount of pensions as required in view of the facts as they subsequently appear. The adjustments may be made retrospectively. (This does not affect the scheme manager's right to recover a payment or overpayment under any other provision where the scheme manager considers it appropriate to do so.) [Regulation 102(2) and (3)]

**23. *Adjustment of benefits to comply with FA 2004 where members die over 75 (Regulation 104)***

If a member dies after reaching age 75 and any part of a pension to which a person becomes entitled on the death would not qualify as a dependant's scheme pension for the purposes of section 167 of the Finance Act 2004 (the pension death benefit rules), the scheme manager has discretion to adjust the benefit payable to the person so that it would qualify under that section of the Act. [Regulation 104(1)(a) and (2)]

**Appeals and determinations**

**24. *Determinations by the scheme manager (Regulation 151)***

It is the scheme manager that must determine whether a person is entitled to an award or to retain an award. [Regulation 151]

**25. *Role of IQMP in determinations by the scheme manager (Regulation 152)***

The scheme manager must select an Independent Qualified Medical Practitioner to provide a written opinion in respect of medical matters which may only be decided by having regard to such an opinion. [Regulation 152(1)]

If a person wilfully or negligently fails to submit to medical examination by the selected IQMP and the IQMP is unable to give an opinion on the basis of the medical evidence available, the scheme manager can make the determination based on such medical evidence as the scheme manager thinks fit, or without medical evidence. [Regulation 152(7)]

**26. *Review of medical opinion (Regulation 153)***

Where a member requests a review of an IQMP's opinion in the light of new evidence received by the scheme manager within 28 days of the member having received the opinion, the scheme manager may agree to giving the IQMP the opportunity of reviewing the opinion. [Regulation 153(1)].

Upon receiving the IQMP's response the scheme manager must confirm or revise its original determination and advise the member accordingly. [Regulation 153(4) and (5)]

**27. *Notice of appeal (Regulation 155)***

If a member wishes to appeal against a determination made by the scheme manager and their grievance lies in the medical opinion upon which the determination was based, they

can appeal to a board of medical referees. The appeal must be made within 28 days of the date on which the member receives the relevant documents under Regulation 154(4).

If the appeal is not made within this time limit and the scheme manager is of the opinion that the person's failure to give notice within the required period was not due to the person's own default, the scheme manager has a discretion to extend the time limit for such period as the scheme manager considers appropriate, not exceeding six months from the date the Regulation 154(4) documents were supplied. [Regulation 155(2)]

**28. Procedure where appeal to be pursued (Regulation 157)**

The scheme manager must decide which persons will attend the interview as its representatives. The scheme manager must also decide whether or not to submit written evidence or a written statement (and must decide a response to any written evidence or written statement from the appellant). [Regulation 157(6) to (9)]

**29. Expenses of each party (Regulation 161)**

If the medical appeal board determines in favour of the scheme manager and states that in its opinion the appeal was frivolous, vexatious or manifestly ill-founded, the scheme manager can require the appellant to pay it such sum not exceeding the total amount of the fees and allowances payable to the board under Regulation 160(1) as the scheme manager considers appropriate. [Regulation 161(2)]

If the appellant withdraws the appeal requesting cancellation, postponement or adjournment of the date appointed for interview and/or medical examination less than 22 working days before the date appointed, the scheme manager can require the member to pay it such sum not exceeding the total amount of the fees and allowances payable to the board under Regulation 160(1) as the scheme manager considers appropriate. [Regulation 161(3)(a)]

If the appellant's acts or omissions cause the board to cancel, postpone or otherwise adjourn the date appointed or interview and/or medical examination less than 22 days before the date appointed, the scheme manager can require the member to pay it such sum not exceeding the total amount of the fees and allowances payable to the board under Regulation 160(1) as the scheme manager considers appropriate. [Regulation 161(3)(b)]

**Payment of pensions**

**30. Commutation of small pensions (Regulation 167)**

If the pension entitlement of a member of the scheme, or the pension entitlement of a member's beneficiary, does not exceed the small pensions commutation maximum the scheme manager may pay the entitlement as a lump sum. This would, however, be subject to the consent of the recipient and must comply with the commutation provisions that apply in the circumstances. [Regulation 167(3)]

**31. Payments for persons incapable of managing their affairs (Regulation 168)**

If it appears to the scheme manager that a person other than an eligible child who is entitled to benefits under the scheme, is by reason of mental incapacity or otherwise, incapable of managing his or her affairs, the scheme manager may pay the benefits or

any part of them to a person having the care of the person entitled, or such other person as the scheme manager may determine, to be applied for the benefit of the person entitled. If the scheme manager does not pay the benefits in this way, the scheme manager may apply them in such manner as it may determine for the benefit of the person entitled, or any beneficiaries of that person. [Regulation 168]

**32. *Payments due in respect of deceased persons (Regulation 169)***

If, when a person dies, the total amount due to that person's personal representatives under the scheme (including anything due at the person's death) does not exceed the limit specified in the Administration of Estates (Small Payments) Act 1965, the scheme manager can pay the whole or part of the amount due to the personal representatives or any person or persons appearing to the scheme manager to be beneficially entitled to the estate, without requiring the production of grant of probate or letters of administration. [Regulation 169]

**Forfeiture**

**33. *Forfeiture: offences committed by members, surviving partners or eligible children (Regulation 171)***

If a member, surviving partner or eligible child is convicted of a relevant offence, the scheme manager can withhold pensions payable under the scheme to a member, any person in respect of the member, a surviving partner or an eligible child, to such extent and for such duration as it considers appropriate. "Relevant offence" is defined in this Regulation. The definition includes offences injurious to the State (including treason) or likely to lead to a serious loss of confidence in the public service. There are certain conditions set out in the Regulation, e.g. it is only the part of the pension that exceeds any guaranteed minimum pension that can be withheld. [Regulation 171(1), (2), (3) and (5).]

Where a pension is withheld, the scheme manager can at any time, and to such extent and for such duration as the manager thinks fit, apply the pension for the benefit of any dependant of the member or restore it to the member. [Regulation 171(4)]

**34. *Forfeiture of pensions: offences committed by other persons (Regulation 172)***

If a surviving partner or eligible child is convicted of the murder of a scheme member from whose benefits their pension would be derived the scheme manager must withhold all of the survivor's or child's pension otherwise payable. However, if a surviving partner or eligible child is convicted of the manslaughter of the member or any other offence, apart from murder, of which the unlawful killing of the member is an element, the scheme manager has discretion as to whether or not to withhold the pension to which they would otherwise be entitled. The amount withheld must only be that part of the pension which exceeds any guaranteed minimum pension. If the conviction is subsequently quashed, the pension must be restored with effect from the day after the date on which the member died. If, after the conviction has been quashed, the person is again convicted of murder, manslaughter or an associated offence as outlined above, any restoration is cancelled. [Regulation 172(1) to (5)]

**35. *Forfeiture of lump sum death benefit: offences committed by other persons (Regulation 173)***

If a person is convicted of a relevant offence, i.e. the murder or manslaughter of the member, or any other offence of which the unlawful killing of the member is an element, the scheme manager must withhold all of any lump sum death benefit payable to that person. If, however, the conviction is subsequently quashed on appeal, the scheme manager may, to such extent and for such duration as it thinks fit, restore to the person the amount of benefit withheld. If after the conviction has been quashed, the person is again convicted of murder, manslaughter or an associated offence as outlined above, any restoration is cancelled. [Regulation 173]

**36. *Forfeiture: relevant monetary obligations and relevant monetary losses (Regulation 174)***

If a member has a relevant monetary obligation or has caused a relevant monetary loss, the scheme manager may, to such extent and for such duration as it considers appropriate, withhold benefits payable to that person under the scheme. "Relevant monetary obligation" and "relevant monetary loss" are defined in the Regulation. There are certain limits, e.g. the amount withheld may only be that which exceeds the person's guaranteed minimum pension and the scheme manager may only withhold it if there is no dispute about the amount or, if there is, there is a court order or the award of an arbitrator. The monetary obligation must have been incurred to the employer after the person became an active member and arising out of or connected with the scheme employment in respect of which the person became a member of the scheme, and arising out of the person's criminal, negligent or fraudulent act or omission. The procedure is set out in Regulation 176. [Regulation 174]

**37. *Set-off (Regulation 175)***

A scheme manager has a discretion to set off a "relevant monetary obligation" against a member's entitlement to benefits under the scheme, subject to certain conditions which are similar to those contained in Regulation 174 (Forfeiture). The procedure is set out in Regulation 176. [Regulation 175]

**Payment and Deduction of Tax**

**38. *Payment on behalf of members of lifetime allowance charge (Regulation 178)***

At a scheme member's request, the scheme manager may pay on the member's behalf any amount that is payable by way of the lifetime allowance charge under section 214 of the Finance Act 2004. The scheme manager may only comply with the request if the member pays it the amount in question on or before the date on which the event occurs or the member authorises the deduction of the amount from a lump sum becoming payable to the member under the scheme at the same time as the event occurs. [Regulation 178]

**39. *Evidence of entitlement (Regulation 184)***

The scheme manager can require any person who is in receipt of a pension or may have entitlement to a pension or lump sum under the scheme to provide such supporting evidence as the scheme manager may reasonably require so as to establish the person's identity and their continuing or future entitlement to the payment of any amount under the scheme. [Regulation 184(1) and (2)]

If a person fails to comply with the scheme manager's requirements in this respect, the scheme manager can withhold the whole or part of any amount that it otherwise considers to be payable under the scheme. [Regulation 184(3)]

### **Added pension**

**40. Amount of accrued added pension may not exceed overall limit of extra pension (Schedule 1 Part 1, Paragraph 4)**

The total amount of accrued added pension must not exceed a certain limit. If it appears to the scheme manager that a member who has elected to make periodical contributions will exceed the limit the scheme manager may cancel the election (by written notice to the member). [Schedule 1 Part 1, Paragraph 4]

**41. Member's election to make periodical contributions for added pension (Schedule 1 Part 1, Paragraph 7)**

If a scheme member wishes to make periodical payments for added pension, the scheme manager can set a minimum amount which must be paid. [Schedule 1 Part 1, Paragraph 7(3)]

**42. Periodical payments (Schedule 1 Part 2, Paragraph 8)**

If a scheme member wants to make periodical payments for added pension, but does not want them to be deducted from pensionable pay, the scheme manager may agree another method of payment. [Schedule 1 Part 2, Paragraph 8 (3)]

**43. Periodical payments during periods of assumed pensionable pay (Schedule 1 Part 2, Paragraph 10)**

After a period of assumed pensionable pay or a period of reduced pay, the member may give written notice to the scheme manager authorising the employer to deduct the aggregate of payments – which would have been made but for the leave – from the member's pay during the period of six months from the end of the period of reduced pay. The scheme manager can extend this period of six months. [Schedule 1 Part 2, Paragraph 10(4)]

### **Tapered Protection**

**44. Meaning of "tapered protection closing date" (Schedule 2 Part 1, Paragraph 3)**

The tapered protection closing dates for tapered protection members are given in the 1992 scheme tables in Schedule 2 Part 4. In most cases the appropriate closing date can be ascertained by reference to the band of dates in which the firefighter's birthday falls. The tapered protection date for a tapered protection member of FPS 2006 to whom paragraph 9(5) or 21 applies (members returning to pensionable service) is determined by the scheme manager. [Schedule 2 Part 1, Paragraph 3(3); Schedule 2 Part 2, Paragraph 9(5); and Schedule 2 Part 3, Paragraph 21]

**Hereford & Worcester Fire Authority**

**The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011**

The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011 requires employers to publish a written statement and to keep that statement under review the policy that it will apply in the exercise of its discretionary powers to make any award under the Injury Allowances Regulations.

This Statement is applicable to all non-uniformed employees of HWFRS who are eligible to be members of the Local Government Pension Scheme.

The decisions for the following discretions are delegated to the Chief Fire Officer (CFO) who will consider the relevant circumstances and any decision will be made in the best interests of the fire authority. The CFO will be advised by the Treasurer, Monitoring Officer and the HR Manager.

**Regulation 3(1)**

Whether to grant an injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.

**Employer's Statement of Policy**

*Hereford & Worcester Fire Authority will consider each case on an individual basis.*

**Regulation 3(4) and 8**

Amount of injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.

**Employer's Statement of Policy**

*Hereford & Worcester Fire Authority will consider each case on an individual basis.*

**Regulation 3(2)**

Determine whether person continues to be entitled to an injury allowance awarded under regulation 3(1).

**Employer's Statement of Policy**

*Hereford & Worcester Fire Authority will consider each case on an individual basis.*

**Regulation 4(1)**

Whether to grant an injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job.

**Employer's Statement of Policy**

*Hereford & Worcester Fire Authority will consider each case on an individual basis.*

### **Regulation 4(3) and 8**

Amount of injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job.

#### **Employer's Statement of Policy**

*Hereford & Worcester Fire Authority will consider each case on an individual basis.*

### **Regulation 4(2)**

Determine whether person continues to be entitled to an injury allowance awarded under regulation 4(1).

#### **Employer's Statement of Policy**

*Hereford & Worcester Fire Authority will consider each case on an individual basis.*

### **Regulation 4(5)**

Whether to suspend or discontinue injury allowance awarded under regulation 4(1) if person secures paid employment for not less than 30 hours per week for a period of not less than 12 months.

#### **Employer's Statement of Policy**

*Hereford & Worcester Fire Authority will consider each case on an individual basis. Although it is likely that an injury allowance would be suspended or discontinued if an individual secures paid employment for not less than 30 hours per week.*

### **Regulation 6(1)**

Whether to grant an injury allowance following cessation of employment with entitlement to immediate LGPS pension where a regulation 3 payment was being made at date of cessation of employment but regulation 4 does not apply.

#### **Employer's Statement of Policy**

*Hereford & Worcester Fire Authority will consider each case on an individual basis.*

### **Regulation 6(1)**

Determine amount of any injury allowance to be paid under regulation 6(1)

#### **Employer's Statement of Policy**

*Hereford & Worcester Fire Authority will consider each case on an individual basis.*

### **Regulation 6(2)**

Determine whether and when to cease payment of an injury allowance payable under regulation 6(1)

#### **Employer's Statement of Policy**

*Hereford & Worcester Fire Authority will consider each case on an individual basis.*

### **Regulation 7(1)**

Whether to grant an injury allowance to the spouse, civil partner, nominated co-habiting partner or dependent of an employee who dies as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.

**Employer's Statement of Policy**

*Hereford & Worcester Fire Authority will consider each case on an individual basis however it is unlikely that an injury allowance would be granted.*

**Regulation 7(2) and 8**

Determine amount of any injury allowance to be paid under regulation 7(1)

**Employer's Statement of Policy**

*Hereford & Worcester Fire Authority will consider each case on an individual basis.*

**Regulation 7(3)**

Determine whether and when to cease payment of an injury allowance payable under regulation 7(1)

**Employer's Statement of Policy**

*Hereford & Worcester Fire Authority will consider each case on an individual basis.*

## Report of the Treasurer

### 5. 2015/16 Budget Monitoring – 2<sup>nd</sup> Quarter

#### Purpose of report

1. To inform the Policy and Resources Committee of the current position on budgets and expenditure for 2015/16.
- 

#### Recommendations

***The Treasurer recommends that the forecast revenue underspend of £0.792m be noted.***

#### Introduction and Background

2. This report relates to the Authority's financial position for the period April – September 2015 (Quarter 2 – 2015/16), and an outturn projection based on that position.
3. Separate financial reports are included to detail the position for both Revenue and Capital for this period.
4. Details are included about the Authority's Treasury Management position for the period.

#### Revenue

5. In February 2014 the Authority set a net revenue budget for 2015/16 of £32.275m, allocated to budget heads.
6. This was subsequently amended to reflect changes in demand, proposed use of earmarked reserves and budget holder savings that were still to be achieved at the time the budget was set.
7. Since the first quarter report responsibility for the Authority's share of Place Partnership Ltd (PPL) costs has been amended and the budgets associated with excess staff have been re-allocated. This has had no impact on the overall budget and the changes are shown in the detail of Appendix 1.
8. The Appendix details the annual budget and gives details of the projected year end expenditure. A breakdown of the budget variation is given in the table overleaf with an explanation of the nature and cause of significant variances (savings).

	Quarter 1 Variance £m	Quarter 2 Variance £m	Change £m
Employee Costs		(0.201)	(0.201)
Pay & Inflation Provision		(0.391)	(0.391)
Capital Financing	(0.200)	(0.200)	
	<b>(0.200)</b>	<b>(0.792)</b>	<b>(0.592)</b>
Net Excess Staff		(0.293)	(0.293)
Planned Transfer to Budget Reduction Reserve		0.293	0.293
	<b>(0.200)</b>	<b>(0.792)</b>	<b>(0.592)</b>

9. Since the 2<sup>nd</sup> quarter the expected saving on capital financing continues with additional savings arising from:
- a) RDS pay is projected to underspend, consistent with the 2014/15 out-turn, as activity is at an all time low, £0.201m.
  - b) The settlement of the firefighters pay award at 1% rather than the 2% budgeted will save £0.266m in year and in future years.
  - c) Some of the budget provision for inflation has not been required and will save £0.125m. Again this will be a saving on future years as well.
  - d) The savings from the management of our workforce reductions are greater than originally anticipated due to a number of factors:
    - i) Permanent transfers to Shropshire.
    - ii) Other unanticipated leavers.
    - iii) Reduction in Station Commanders earlier than expected.
    - iv) Excess travel costs lower than the prudent estimate made.
  - e) At this point there is a forecast net saving of £0.293m, but as the plan to deal with excess staff extends to 2019/20 it is suggested that the saving is added to the planned contribution to the Budget Reduction Reserve.
10. At this point in the financial year a net underspend of £0.792m is predicted.

## Capital

11. The current capital budget (including approved rephrasing from 2014/15) detailed in Appendix 2, is £14.649m and is divided into 3 blocks:
- Vehicle Replacement
  - Major Building
  - Minor Schemes
12. Of the total budget of £14.649m only £1.499m (10.2%) expenditure has been incurred, with a further £1.439m (7.8%) committed by way of orders, a total of 17.9%.
13. At this stage however, the Authority has not given full approval for the Redditch Fire Station or new Hereford Fire Station schemes included in the budget and

£0.784m remains as unallocated minor schemes. Against this amended total spend and commitment totals 30.4%.

14. Work was delayed on building projects for the following reasons:
- a) Hereford – this project has now commenced with an outline planning application being submitted. Discussions are still underway with West Mercia Police as to their requirements for this project.
  - b) Redditch – there has been no site selected for this development.
  - c) In addition, work required from the Property Team in preparation for PPL reduced the capacity to undertake the minor works programme, it is anticipated that this problem will ease now that PPL is established.
15. In addition, staff recruitment issues have had an impact on the capacity of the ICT team to deliver the minor IT schemes and no additional schemes will be approved by SMB until the existing schemes can be resourced from within approved and budgeted staff levels.

### 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 (2015/16), borrowing was at a level of £13.971m; this has been reduced by £0.334m in August 2015 and will be further reduced in February 2016, by an additional £0.500m to £13.137m following repayments to the Public Works Loans Board.
18. 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.
19. 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.
20. At 30<sup>th</sup> September 2015 short term investment with Worcestershire County Council comprised:

Organisation Type Invested in	H&WFA (Proportion) £'000
Other Local Authorities	8,934
Money Market Funds (instant access)	2,859
Call	1,707
Total	13,500

21. An investment income target of £0.010m has been set for 2014/15, however as investments with the County Council are now more diversified, whilst still ensuring risk levels are reduced, income levels are higher than expected. In the 6 months to 30<sup>th</sup> September 2015 the Authority received income from investments of £0.021m, this increased level is reflected in the capital financing variation.

### Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	See paragraphs 4 – 9
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	None
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	None
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	None
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	None – N/A

### Supporting Information

Appendix 1: 2014/15 Revenue Budget Monitoring

Appendix 2: 2014/15 Capital Budget Monitoring

### Contact Officer

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**Hereford & Worcester Fire Authority:**  
**Policy & Resources Committee**  
**Revenue Budget 2015-16 : 2nd Quarter**

	2015/16 Final Budget (2) £m	Post PPL Adjust (3) £m	Re-allocate Excess Staff (4) £m	2015/16 Revised Budget (5) £m	Forecast Annual Expd (6) £m	Forecast Annual Variance (7) £m
1 WT FF Pay	12.806	(0.001)	(1.080)	11.725	11.725	0.000
2 RDS FF Pay	3.351			3.351	3.150	(0.201)
3 Control Pay	0.701			0.701	0.701	0.000
4 Support Pay	3.257	0.001		3.258	3.258	0.000
5 Other Employee Costs	0.061			0.061	0.061	0.000
6 Unfunded Pensions	0.975			0.975	0.975	0.000
7	<b>21.151</b>	<b>0.000</b>	<b>(1.080)</b>	<b>20.071</b>	<b>19.870</b>	<b>(0.201)</b>
8 Strategic Management	0.108			0.108	0.108	0.000
9	<b>0.108</b>	<b>0.000</b>	<b>0.000</b>	<b>0.108</b>	<b>0.108</b>	<b>0.000</b>
10 New Dimensions	0.109			0.109	0.109	0.000
11 Technical Fire Safety	0.016			0.016	0.016	0.000
12 Community Safety	0.164	0.010		0.174	0.174	0.000
13 Training Dept	0.575			0.575	0.575	0.000
14	<b>0.864</b>	<b>0.010</b>	<b>0.000</b>	<b>0.874</b>	<b>0.874</b>	<b>0.000</b>
15 P & I	0.088			0.088	0.088	0.000
16 Ops Policy	0.078			0.078	0.078	0.000
17 Human Resources	0.347			0.347	0.347	0.000
18 Ops Logistics	1.547	0.016		1.563	1.563	0.000
19 Fleet	0.558			0.558	0.558	0.000
20 PPP - FRA Costs	0.059			0.059	0.059	0.000
21	<b>2.677</b>	<b>0.016</b>	<b>0.000</b>	<b>2.693</b>	<b>2.693</b>	<b>0.000</b>
22 ICT	1.114			1.114	1.114	0.000
23 Facilities Mngt	2.340	(0.351)		1.989	1.989	0.000
24 Insurances	0.291			0.291	0.291	0.000
25 Finance (FRS)	0.102			0.102	0.102	0.000
26 Finance SLA	0.098			0.098	0.098	0.000
27 Capital Financing	3.154			3.154	2.954	(0.200)
28	<b>7.099</b>	<b>(0.351)</b>	<b>0.000</b>	<b>6.748</b>	<b>6.548</b>	<b>(0.200)</b>
29 Legal Services	0.028			0.028	0.028	0.000
30 PPL Costs	0.028	0.325		0.353	0.353	0.000
31	<b>0.028</b>	<b>0.325</b>	<b>0.000</b>	<b>0.353</b>	<b>0.353</b>	<b>0.000</b>
32 <b>Core Budget</b>	<b>31.927</b>	<b>0.000</b>	<b>(1.080)</b>	<b>30.847</b>	<b>30.446</b>	<b>(0.401)</b>
33 Pay Award Provision 15/16	0.393			0.393	0.127	(0.266)
34 Inflation Contingency 15/16	0.125			0.125	0.000	(0.125)
35	<b>0.518</b>	<b>0.000</b>	<b>0.000</b>	<b>0.518</b>	<b>0.127</b>	<b>(0.391)</b>
36 Excess Staff - Salaries	0.603		1.168	1.771	1.478	(0.293)
37 Excess Staff - Travel etc			0.269	0.269	0.269	0.000
38 Secondment Income	(1.273)		(0.357)	(1.630)	(1.630)	0.000
39	<b>(0.670)</b>	<b>0.000</b>	<b>1.080</b>	<b>0.410</b>	<b>0.117</b>	<b>(0.293)</b>
40 <b>Gross Budget</b>	<b>31.775</b>	<b>0.000</b>	<b>0.000</b>	<b>31.775</b>	<b>30.690</b>	<b>(1.085)</b>
41 Budget Reduction Reserve	0.670			0.670	0.963	0.293
42 Development Contingency	(0.012)			(0.012)	(0.012)	0.000
43 Earmarked Reserves	(0.158)			(0.158)	(0.158)	0.000
44	<b>0.500</b>	<b>0.000</b>	<b>0.000</b>	<b>0.500</b>	<b>0.793</b>	<b>0.293</b>
45 <b>Net Budget Requirement</b>	<b>32.275</b>	<b>0.000</b>	<b>0.000</b>	<b>32.275</b>	<b>31.483</b>	<b>(0.792)</b>

**Hereford & Worcester Fire Authority:**  
**Policy & Resources Committee**  
**Capital Budget 2015 - 2016 : 2nd Quarter**

Scheme	Budget	Actual	Commitments	Total	Remainder
<b>Vehicles</b>					
148 - Off Road Vehicle Replacement	26,000	-	-	-	26,000
149 - Command Vehicle Replacement	350,000	-	-	-	350,000
151 - Response Vehicles	326,839	-	-	-	326,839
152 - Pump Replacement	1,150,000	-	569,238	569,238	580,762
155 - Response Cars Replacement	435,000	-	103,318	103,318	331,682
199 - USAR Dog Van	29,000	18,649	-	18,649	10,351
204 - USAR ISV	55,000	-	-	-	55,000
<b>Total</b>	<b>2,371,839</b>	<b>18,649</b>	<b>672,556</b>	<b>691,205</b>	<b>1,680,634</b>

<b>Major Building</b>					
049 - Malvern Refurb	67	41,003	-	41,003	- 40,936
122 - North Herefordshire Strategic Training Facilities	562,411	-	-	-	562,411
126 - Worcester Station	737,268	740,210	97,058	837,268	- 100,000
156 - Redditch	2,059,000	-	-	-	2,059,000
179 - Evesham Station	3,584,663	1,565	5,588	7,153	3,577,510
200 - New Hereford Station	2,168,253	15,500	23,208	38,707	2,129,546
<b>Total</b>	<b>9,111,662</b>	<b>798,278</b>	<b>125,854</b>	<b>924,132</b>	<b>8,187,530</b>

<b>Fire Control</b>					
103 - Fire Control Replacement	375,866	42,476	27,512	69,989	305,877
<b>Total</b>	<b>375,866</b>	<b>42,476</b>	<b>27,512</b>	<b>69,989</b>	<b>305,877</b>

<b>Minor Schemes</b>							
101 - Intel Application	2010/11	Comm. Safety	13,700	-	-	-	13,700
127 - Wide Area Network / Internet Improvement	2012/13	ICT	7,098	-	-	-	7,098
132 - Revised HQ Server Room Fire Suppression	2012/13	Property	50,000	-	-	-	50,000
134 - Stourport BA Wash	2012/13	Property	940	354	-	354	586
135 - Asbestos Removal	2012/13	Property	95,235	-	-	-	95,235
137 - Bromsgrove IT Fit Out	2012/13	Property	23,160	-	-	-	23,160
159 - Computer Software	2012/13	ICT	8,079	-	-	-	8,079
161 - Network Upgrades LAN/ WAN	2012/13	ICT	4,000	-	-	-	4,000
175 - Bromsgrove Day Crew Plus Welfare Equipment	2012/13	Property	8,697	-	-	-	8,697
176 - UHRP / ISV Additional Equipment	2012/13	Ops Logs	5,538	-	4,000	4,000	1,538
139 - Broadway Female Facilities	2013/14	Property	35,000	-	-	-	35,000
140 - Upgrade Droitwich Generator	2013/14	Property	33,109	-	-	-	33,109
141 - Droitwich Welfare Facilities	2013/14	Property	38,000	2,400	8,150	10,550	27,450
143 - Droitwich Forecourt Refurb	2013/14	Property	14,150	-	-	-	14,150
144 - Electrical Distribution Boards Replacement	2013/14	Property	20,113	2,375	1,805	4,180	15,933
145 - Air Conditioning Gas Replacement	2013/14	Property	17,400	-	-	-	17,400
164 - Droitwich Wan upgrade	2013/14	ICT	9,000	3,360	-	3,360	5,640
166 - Swipe Card Upgrade to ISO 14443A-4	2013/14	ICT	50,000	-	-	-	50,000
167 - Retained Station Swipe Card Roll Out	2013/14	ICT	80,000	-	-	-	80,000
169 - Hardware/Computer Purchase	2013/14	ICT	13,856	18,754	-	18,754	- 4,898
170 - Computer Software	2013/14	ICT	15,000	-	-	-	15,000
171 - Developments	2013/14	ICT	3,790	2,466	-	2,466	1,325
172 - Server Hardware Upgrades	2013/14	ICT	3,305	5,244	-	5,244	- 1,939
178 - UPS Enhancement	2013/14	Property	39,568	-	-	-	39,568
180 - Finance System Workflow	2013/14	ICT	18,792	-	-	-	18,792
181 - Bromsgrove BA Compressor	2013/14	Ops Logs	4,787	-	-	-	4,787
182 - USAR Intergration	2013/14	Property	-	1,189	2,193	3,382	- 3,382
184 - Tactical Ventilation	2014/15	Ops Logs	22,264	7,080	-	7,080	15,184
185 - Compressors - Malvern/Peterchurch	2014/15	Ops Logs	1,055	-	-	-	1,055
186 - Appliance Bay Doors	2014/15	Property	59,000	22,705	-	22,705	36,295
187 - Ross - Roof	2014/15	Property	30,000	-	-	-	30,000
188 - Eardisley - Roof	2014/15	Property	17,500	-	-	-	17,500
189 - Redditch - Roof	2014/15	Property	26,461	-	-	-	26,461
190 - FAHQ - Roof	2014/15	Property	8,105	-	-	-	8,105
191 - Hereford - Appliance Bay heating	2014/15	Property	7,500	-	-	-	7,500
192 - Redditch YFA	2014/15	Property	12,919	-	-	-	12,919
193 - Replace Redundant Towers with Masts	2014/15	Property	102,575	-	-	-	102,575
194 - Business Continuity	2014/15	ICT	11,186	8,181	-	8,181	3,005
195 - Bromyard Garages - Retaining Walls	2014/15	Property	60,000	52,521	7,270	59,791	209
197 - Public Sector Network Physical Security Measures	2014/15	ICT	57,270	14,215	4,589	18,804	38,466
201 - Day Crew Plus Hereford	2014/15	Property	275,000	55,913	29,593	85,506	189,494
202 - Day Crew Plus Worcester	2014/15	Property	275,000	17,645	240,323	257,968	17,032
203 - JPV Works	2014/15	Property	420,000	425,553	15,561	441,114	- 21,114
<b>Total</b>			<b>1,998,152</b>	<b>639,955</b>	<b>313,483</b>	<b>953,438</b>	<b>1,044,714</b>

<b>Capital Budget</b>	<b>13,857,519</b>	<b>1,499,358</b>	<b>1,139,405</b>	<b>2,638,763</b>	<b>11,218,756</b>
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<b>Unallocated Budgets</b>					
998 - Unallocated Minor Schemes	784,428	-	-	-	784,428
<b>Total</b>	<b>791,888</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>791,888</b>

<b>Capital Strategy</b>	<b>14,649,407</b>	<b>1,499,358</b>	<b>1,139,405</b>	<b>2,638,763</b>	<b>12,010,644</b>
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## Report of the Head of Corporate Services

### 6. Quarter 2 Performance Report 2015-16

#### Purpose of report

1. This report is a summary of Quarter 2 performance against the Fire Authority Annual Report 2015-16 using the set of Performance Indicators agreed by the Senior Management Board.

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#### Recommendations

*It is recommended that the following headlines taken from Appendix 1 relating to performance in Quarters 1 and 2 2015-16 be noted:*

- i) The total number of incidents attended in Quarters 1 and 2 2015-16 has seen an overall increase of 3.4% (111 incidents) in comparison to the same two quarters in 2014-15.*
- ii) A rise in Fire incidents by 12.7% (121 incidents) accounts for the largest proportion of the overall increase, with a seasonal increase in Secondary Fires during the summer months, particularly grassland, woodland and crop fires, accounting for over three-quarters of the increase.*
- iii) The Service attended the second lowest number of Special Service incidents in the 9 years since our records began, which is 11.2% lower than the 5 year average.*
- iv) False Alarms incidents also recorded the second lowest number attended since records began, which is 4.7% lower than the 5 year average.*
- v) Sickness levels for all staff have remained within tolerance levels for Quarter 1 and 2.*
- vi) The Service attended 57% of Building Fires within 10 minutes, compared to 57.4% in the same period in 2014-15.*
- vii) Retained 1<sup>st</sup> appliance availability has improved since Quarter 1 2014-15 at 94.1% compared to 90.5%.*

#### Introduction

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

## **Tolerance Levels**

3. Each Performance Indicator is tested against the tolerance levels anticipated for the year. These are the levels between which performance is expected to fluctuate and are generally 10% above and below the average levels for the specific indicators.
4. Three indicators were out of tolerance at the end of Quarter 1 & 2 2015-16. These were; Total Fires (June), Secondary Fires (April, May and June) and the percentage of Building Fires attended by the first appliance within 10 minutes of the time of call. These indicators are analysed in detail in Appendix 1, together with an overview of all operational activity and an analysis of Retained appliance availability.

## **Quarter 1 and 2 2015-16 Performance**

5. Quarter 1 and 2 2015-16 saw a 3.4% increase in all incidents compared to the same period last year. This is despite a decrease in False Alarm incidents during this period. Primary Fires have increased 7.2% compared to the same period in 2014-15, although this is still lower than the 5 year average. Secondary Fires have risen 22.3% when compared to 2014-15. This has mainly been due to an increase in Grassland, Woodland and Crop Fires caused by warmer weather conditions. This is still lower than the 5 year average. Chimney Fires have decreased when compared with the same period last year and are at the lowest level since records began 9 years ago.
6. The numbers of Special Service incidents (emergency incidents that are not fire related) have increased 3.3% when compared with Quarter 1 and 2 2014-15.
7. The number of days/shifts lost to sickness absence for all staff continues to remain within tolerance levels with the exception of non-uniform staff. The Service compares favorably with Worcestershire County Council on sickness levels.
8. The Service saw a slight decrease of -0.4% in attendance at Building Fires that met the 10 minutes attendance standard compared to the same 2 quarters in the previous year. That said the average time taken to attend Building Fires has improved 6 seconds to 10 minutes and 59 seconds.
9. The availability of the first retained fire appliance improved by 3.6% to 94.1%.

## **Conclusion/Summary**

10. Further detail and analysis regarding the above headlines for performance in Quarter 1 and 2 2015-16 is included in Appendix 1. SMB 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, together with details of future performance to the Policy and Resources Committee.

## Corporate Considerations

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

## Supporting Information

Appendix 1 – Quarter 1 and 2 2015-16 Performance

### Contact Officer

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## **Fire Authority 2015-16 Quarters 1 and 2 Performance Report**

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 retained firefighter availability.

Each graph includes a black line indicating an average monthly total over the previous three years for that statistic with green and red lines indicating 10% upper and lower tolerance thresholds. The report includes a review of any negative factors affecting any performance outside the tolerance levels.

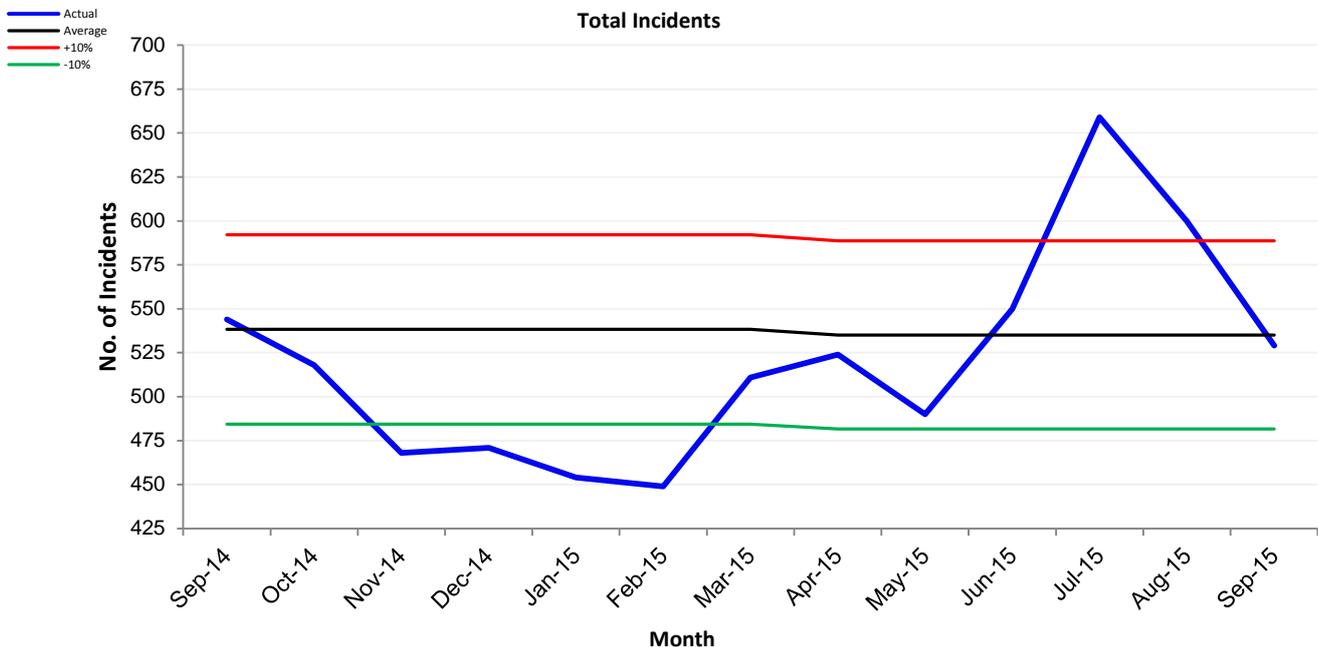
### **1. Operational Activity**

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, lift rescues, spills and leaks and animal rescues.*

#### **1.1. Total Incidents Attended**

Fire and rescue crews attended 3,352 incidents in Quarters 1 and 2 of 2015-16. This is 3.4% (111 incidents) more than in the same two quarters of 2014-15. The majority of this increase is accounted for by a 12.7% rise in Fire incidents and a 3.3% rise in Special Service incidents. False Alarm incidents were down by 2% over Quarters 1 and 2 of 2014-15, but still represent 47% of all incidents attended.



(Figure 1 – Total Incidents per month September 2014 to September 2015)

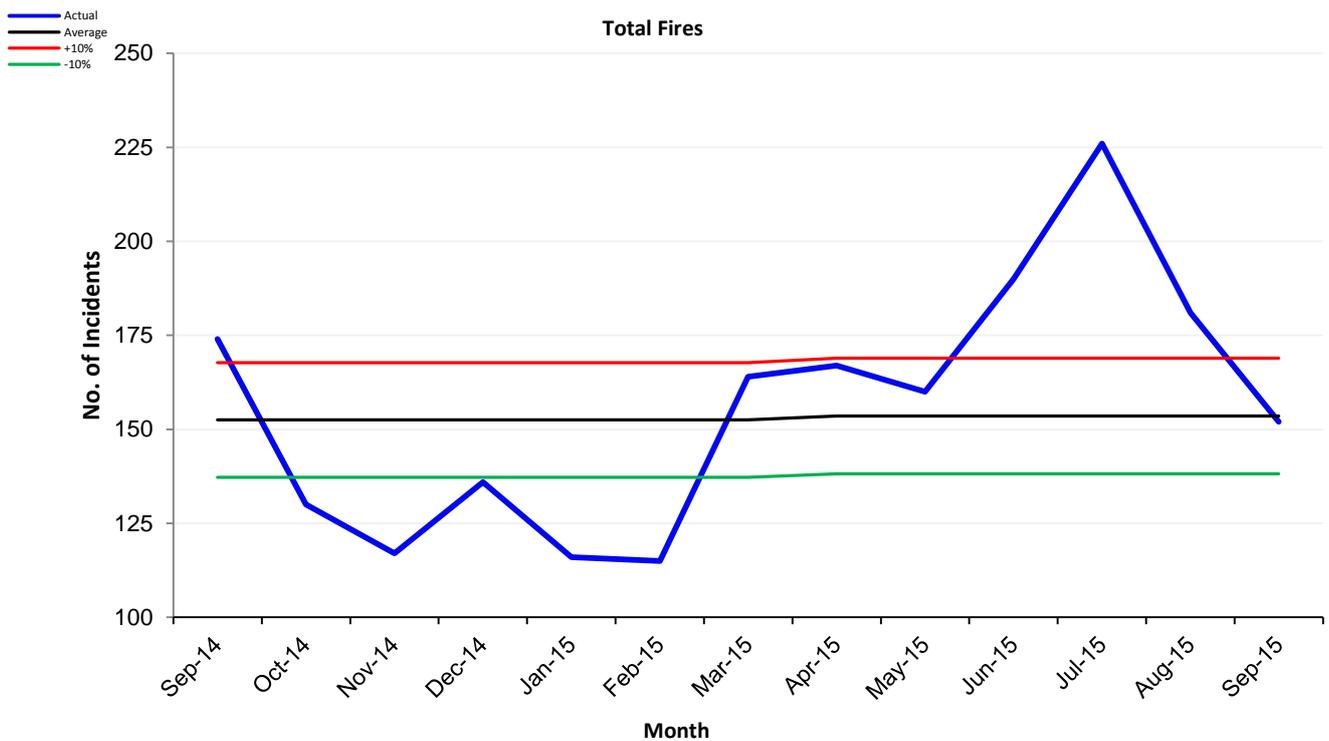
<b>Total Incidents</b>	<b>Q1 and Q2 2014-15</b>	<b>Q1 and Q2 2015-16</b>	<b>% change</b>
All Fires	955	1076	12.7
Special Services	673	695	3.3
False Alarms	1613	1581	-2.0
<b>Total Incidents</b>	<b>3241</b>	<b>3352</b>	<b>3.4</b>

(Table 1 – Total Incidents Quarter 1 and Quarter 2 2014-15 and Quarter 1 and Quarter 2 2015-16)

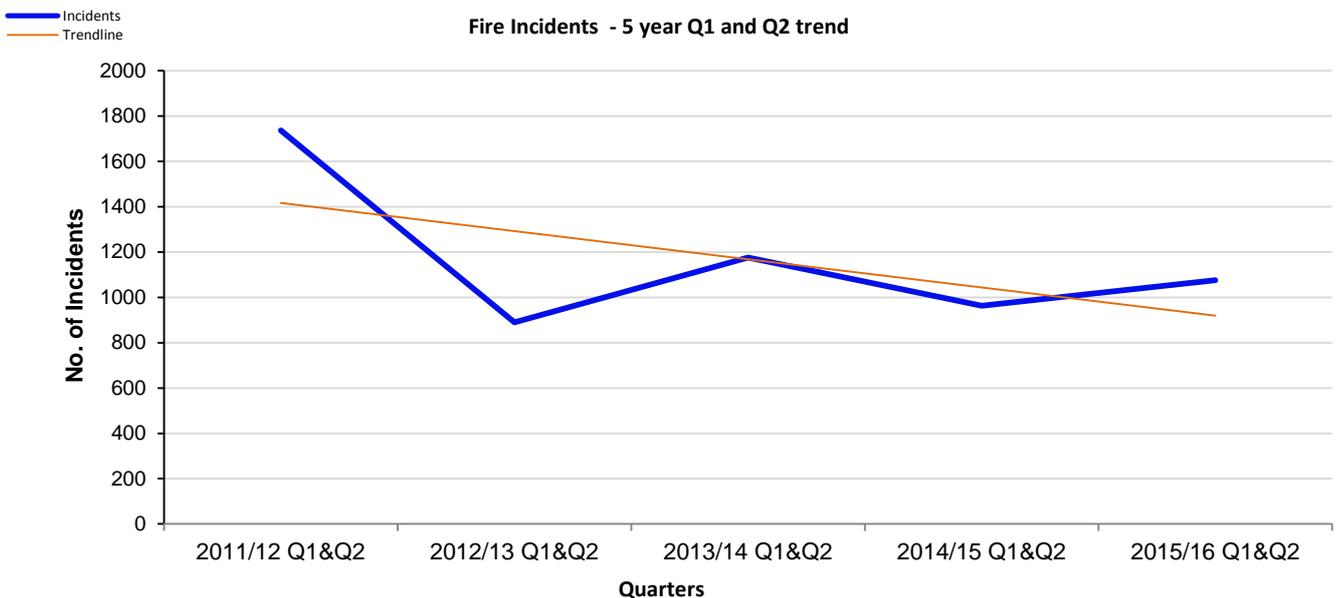
- Total Fire incidents, which include Primary, Secondary and Chimney Fires were 12.7% higher (121 incidents) than in the same two quarters of 2014-15. This is largely due to a 22.3% increase in Secondary Fires.
- Special Service incidents have increased by 3.3% (22 incidents) when compared to quarters 1 and 2 of 2014-15.
- The number of False Alarm incidents is down by 2% (32 incidents) compared to the same period last year.

## 1.2 Total Number of Fires

The numbers of Primary and Secondary Fires are both up in quarters 1 and 2 of 2015-16 compared to the same period in 2014-15. This represents an increase of 14.1% (130 incidents), the majority of which were Secondary Fires (an increase of 94 incidents). Figure 2 shows that this is a seasonal rise during the drier, summer months, which is now falling back within tolerance by the end of the quarter, and Figure 3 shows the overall downward trend in the last five years.



(Figure 2 – Total Fires per month September 2014 to September 2015)



(Figure 3 – Total Fires per Quarter 1 and Quarter 2 from 2011-12 to 2015-16)

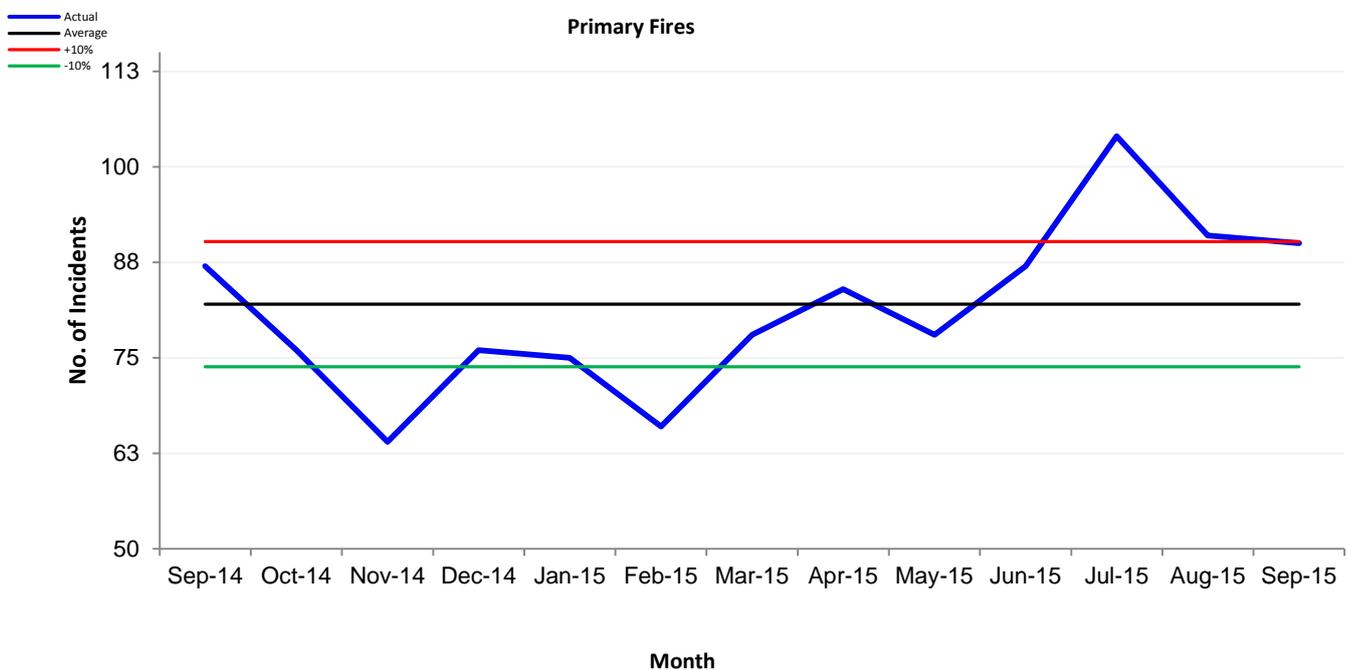
Total Fires	Q1 and Q2 2014-15	Q1 and Q2 2015-16	% change
Primary Fires	498	534	7.2
Secondary Fires	421	515	22.3
Chimney Fires	36	27	-25.0
<b>Total Fires</b>	<b>955</b>	<b>1076</b>	<b>12.7</b>

(Table 2 – Total Fires Quarter 1 and Quarter 2 2014-15 and Quarter 1 and Quarter 2 2015-16)

- There were 36 more Primary Fires incidents in quarters 1 and 2 of 2015-16 than there were in the same period in 2014-15, representing a 7.2% increase.
- The number of Secondary Fires increased by 22.3% (94 incidents) compared with the same period last year; this increase can be largely attributed to drier weather conditions and is now back in tolerance.
- The number of Chimney Fires decreased by 25% (9 incidents) compared with quarters 1 and 2 of 2014-15.

### 1.3 Primary Fires

Primary Fires can be broken down into three main categories: building fires, vehicle & transport fires and certain outdoor fires. Over quarters 1 and 2 of 2015-16 there were 25 more building fires and 14 more outdoor fires than in the same period in 2014-15. There was a small decrease by 3 incidents in vehicle and transport fires over the same period.



(Figure 4 – Total Primary Fire Incidents per month September 2014 to September 2015)

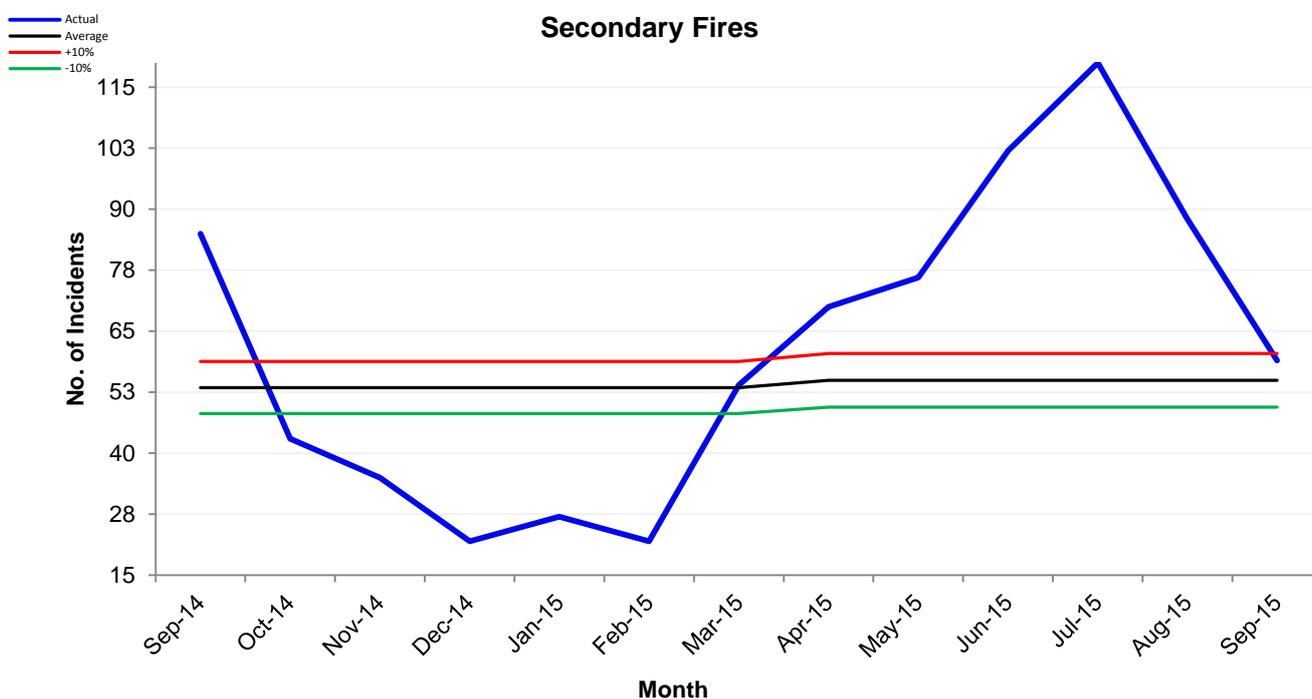
Primary Fires	Q1 and Q2 2014-15	Q1 and Q2 2015-16	% change
Building Fires	282	307	8.9
Vehicle & Transport Fires	163	160	-1.8
Outdoor Fires	53	67	26.4
<b>Total</b>	<b>498</b>	<b>534</b>	<b>7.2</b>

(Table 3 – Primary Fires Quarter 1 and Quarter 2 2014-15 and Quarter 1 and Quarter 2 2015-16)

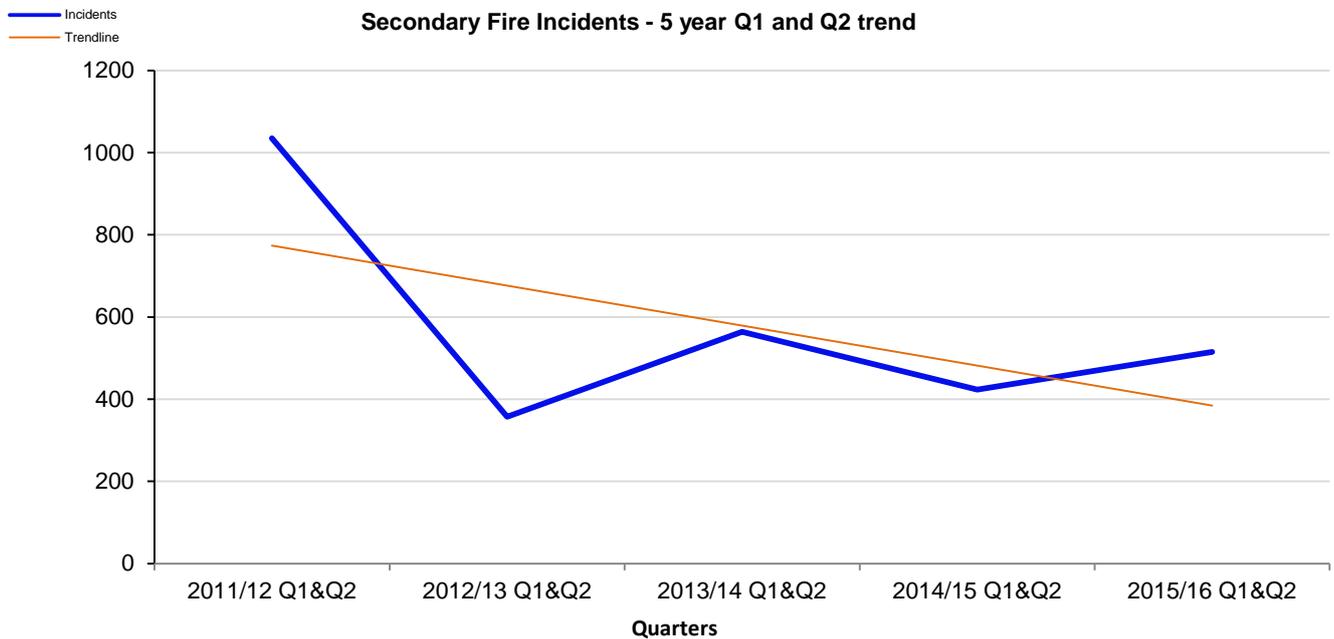
- The number of Building Fires increased by 8.9% compared to the same period in the previous year. Within the category of Building Fires, the number of Non-Residential Fires increased by 29.0% while Dwellings Fires decreased by 3.4%.
- Vehicle & Transport Fires decreased by 1.8% compared to the same period in the previous year. Car Fires continue to account for largest proportion of fires in this category (87 incidents or 54.4%), which is an increase of 6 compared to the same period last year.
- The number of Primary Outdoor Fires increased by 14 compared with the same two quarters last year (67 incidents compared to 53). These Outdoor Fires are designated Primary Fires, as they are attended by five or more fire appliances or involve a casualty.
- Injuries from Primary Fires show an increase compared with the same period last year. There were 22 injuries from 14 Primary Fires in quarters 1 and 2 of 2015-16 compared to 12 injuries from 11 incidents in the same period last year. Injuries in 2015-16 included 3 casualties who went to hospital with "injuries that appeared serious". This compared with no "serious injuries" in the same period in 2014-15. There were no fatalities in either period.
- Community Risk have completed 1951 Home Fire Safety Checks in Q1 & Q2 targeting the most vulnerable people in Herefordshire and Worcestershire, an increase of 343 from the same period in 2014-15.

### 1.4 Secondary Fires

Secondary Fires include all other fires that aren't Primary Fires or Chimney Fires and do not involve casualties and are attended by no more than four fire appliances. There was a 22.3% increase in Secondary Fire incidents in quarters 1 and 2 of 2015-16 compared to the same period last year. This can be linked to a period of slightly warmer and drier weather between April and August 2015 compared to the same period in 2014. Figure 6 shows that despite this increase, the overall trend continues to be downwards.



(Figure 5 – Secondary Fires Quarter 1 and Quarter 2 2014-15 and Quarter1 and Quarter 2 2015-16)



(Figure 6 – Total Secondary Fires Quarter 1 and Quarter 2 2011-12 - Quarter 1 and Quarter 2 2015-16)

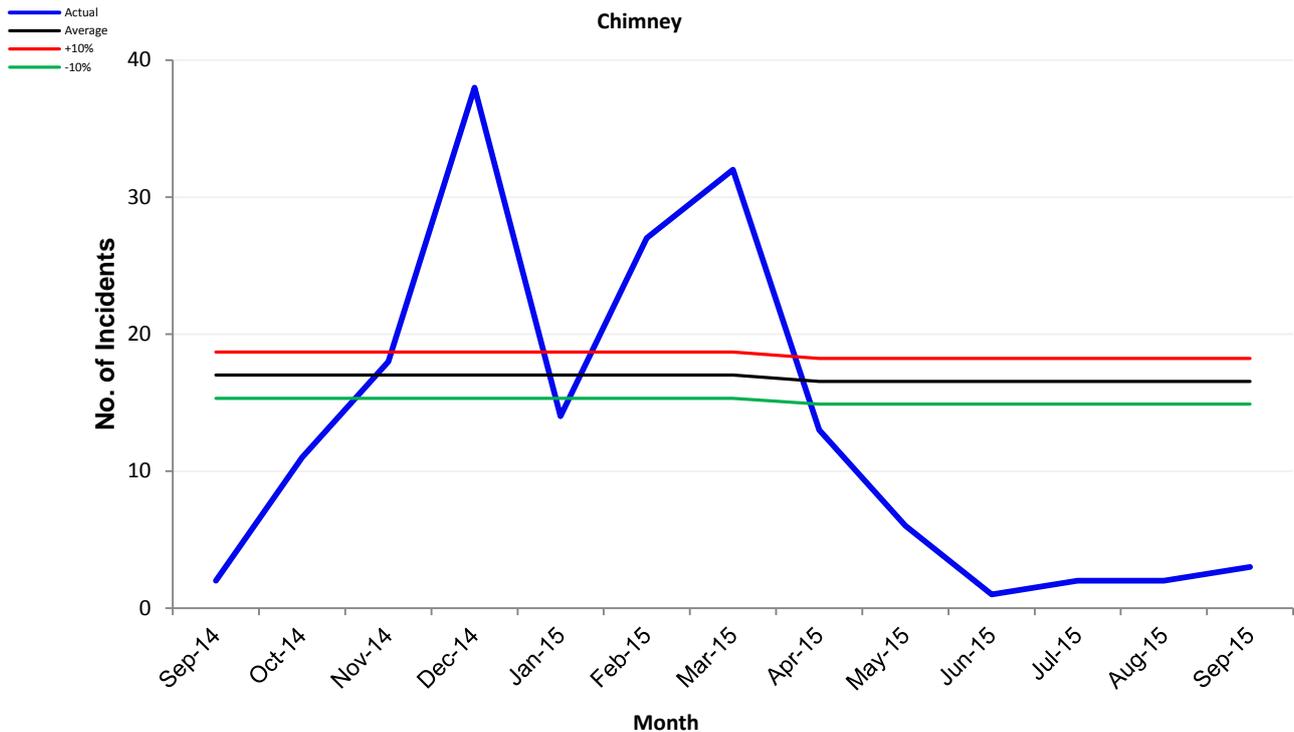
Secondary Fires	Q1 and Q2 2014-15	Q1 and Q2 2015-16	% change
Grassland, Woodland and Crop	130	226	73.8
Other Outdoors (including land)	157	141	-10.2
Outdoor equipment & machinery	9	9	0.0
Outdoor Structures	105	116	10.5
Building & Transport	20	23	15.0
<b>Total</b>	<b>421</b>	<b>515</b>	<b>22.3</b>

(Table 4 – Secondary Fires Quarter 1 and Quarter 2 2014-15 and Quarter 1 and Quarter 2 2015-16)

- Within the Secondary Fires category an increase in Grassland, Woodland and Crop incidents in quarters 1 and 2 of 2015-16 accounted for over 87% of the total increase (excluding the fall in the number of Other Outdoor incidents). Over the summer months, there was a concentration of community safety advice and messages concerning wildfire, outdoor and barbecue safety along with water safety warnings during the hot weather.

## 1.5. Chimney Fires

The number of Chimney Fires has continued to stay low, with 27 incidents during quarters 1 and 2 of 2015-16 compared to 36 in the same period of 2014-15.



(Figure 7 - Chimney Fire incidents per month September 2014 to September 2015)

Chimney Fires	Q1 and Q2 2014-15	Q1 and Q2 2015-16	% change
April	13	13	0.0
May	8	6	-25.0
June	4	1	-75.0
July	3	2	-33.3
August	6	2	-66.7
September	2	3	50.0
<b>Total</b>	<b>36</b>	<b>27</b>	<b>-25.0</b>

(Table 5 – Chimney Fires Quarter 1 and Quarter 2 2014-15 and Quarter 1 and Quarter 2 2015-16)

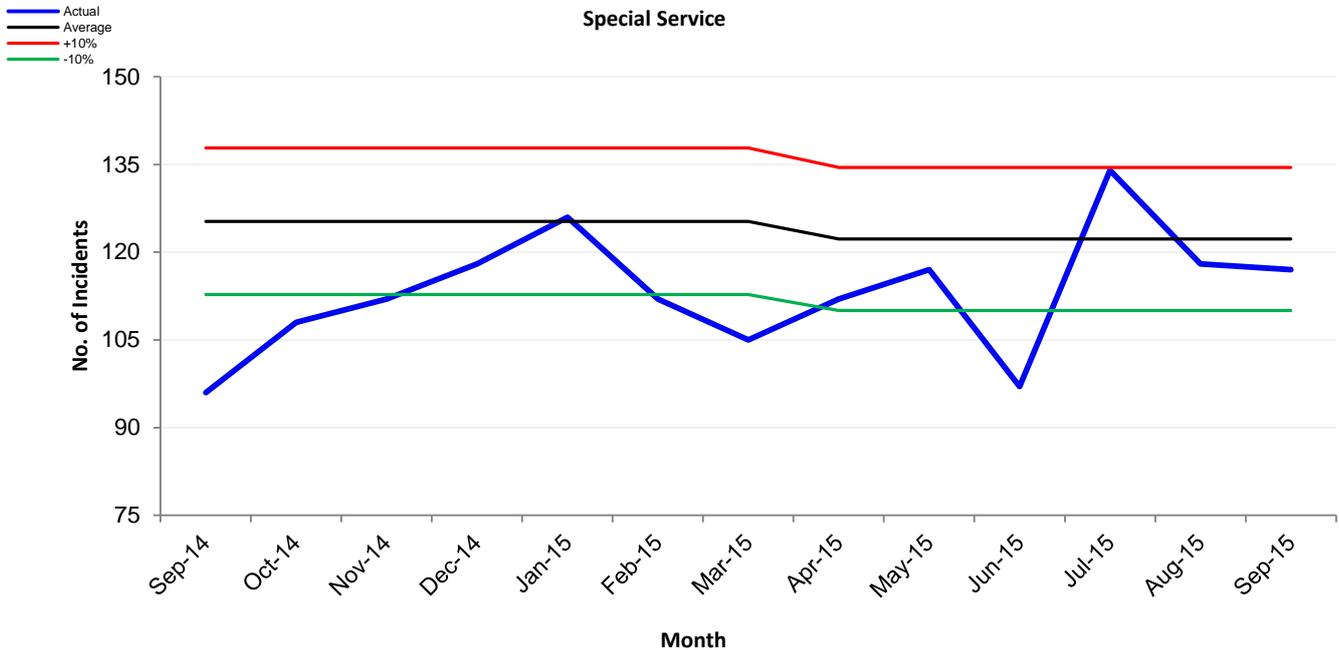
- The total number of Chimney Fires attended fell by 25% compared with the previous year. There appears to be an increasing trend to have wood burning fires in houses and monthly variations will mainly be linked to seasonal temperatures. Chimney safety was promoted on the Service website throughout September 2015 to encourage people to sweep their chimneys in preparation for colder weather in the coming months.

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

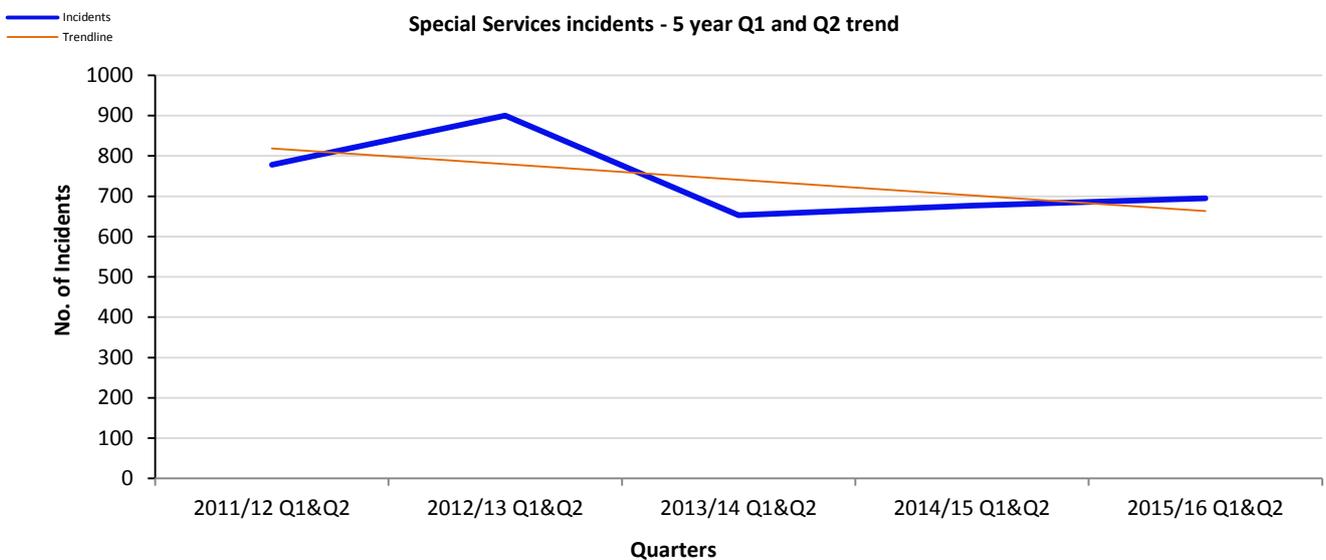
Emergency incidents attended that are not fire related are generally termed Special Services and False Alarms. Special Services include road traffic collisions (RTCs), extrications, lift rescues, lock ins/outs, hazardous materials and chemical incidents and other rescues and flooding incidents.

### 2.1. Special Service Incidents

The number of Special Service incidents has risen by 3.3% (22 incidents) in quarters 1 and 2 of 2015-16 compared to the same period a year ago. RTC incidents continue to form the largest single incidents and showed a 20.7% rise compared to the same period in 2014-15.



(Figure 8 – Special Services Incidents per month September 2014 to September 2015)



(Figure 9 – Total Special Services incidents per Quarter 1 & Quarter 2 from 2011-12 to 2015-16)

<b>Special Services</b>	<b>Q1 and Q2</b>	<b>Q1 and Q2</b>	<b>% change</b>
RTC Incidents	251	303	<b>20.7</b>
Flooding	44	27	<b>-38.6</b>
Rescue/Evacuation from Water	27	15	<b>-44.4</b>
Animal Assistance	49	50	<b>2.0</b>
Other Special Services	302	300	<b>-0.7</b>
<b>Total</b>	<b>673</b>	<b>695</b>	<b>3.3</b>

*(Table 6 – Special Services Quarter 1 and Quarter 2 2014-15 and Quarter 1 and Quarter 2 2015-16)*

- There were falls in the number of flooding and evacuation from water incidents during quarters 1 and 2 of 2015-16. Over this period the Service's website featured campaigns involving water safety (April and July), Boat Safety (May) and drowning prevention (June).
- The number of animal assistance and other special service incidents has stayed broadly the same.
- Despite the overall rise in Special Service incidents, and RTCs in particular, the number of incidents remain within tolerance levels, and both continue to have a downward trend over a five-year period (as shown in Figure 9).

## 2.2. RTC incidents

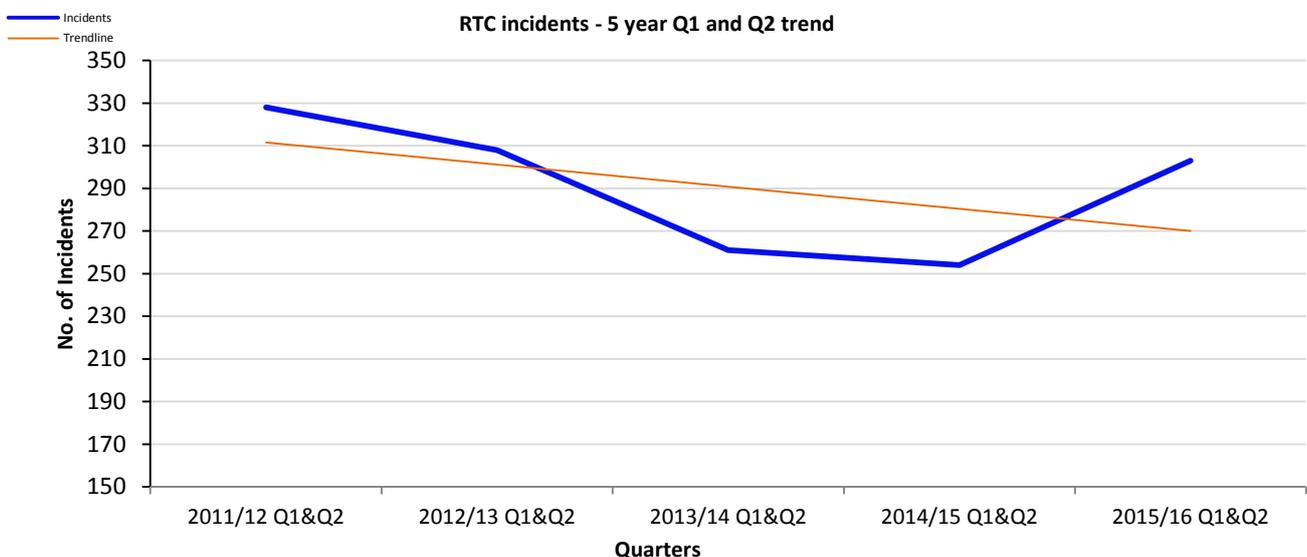
RTC	Q1 and Q2 2014-15	Q1 and Q2 2015-16	% change
Extrication of person/s	52	46	-11.5
Make scene safe	24	24	0.0
Make vehicle safe	140	173	23.6
Release of person/s	17	25	47.1
Wash down road	1	1	0.0
Other	17	34	100.0
<b>Total</b>	<b>251</b>	<b>303</b>	<b>20.7</b>

(Table 7 – RTCs Quarter 1 and Quarter 2 2014-15 and Quarter 1 and Quarter 2 2015-16)

- The number of RTC incidents increased by 20.7% (52 incidents) compared with the same period last year. The breakdown of RTC incidents in Table 7 above shows that most of the activity carried out by fire and rescue crews was to make vehicles safe. During quarters 1 and 2 of 2015-16, crews attended 3 fatalities in RTC incidents compared to 11 fatalities in the same period last year. Serious injuries did however increase from 32 to 41 (as shown in Table 8).

RTC Casualty severity	Q1 and Q2 2014-15	Q1 and Q2 2015-16	% change
Fatalities	11	3	-72.7
Victim went to hospital, injuries appear to be Serious	32	41	28.1
Victim went to hospital, injuries appear to be Slight	83	104	25.3
First aid given at scene	20	23	15.0
<b>Total</b>	<b>146</b>	<b>171</b>	<b>17.1</b>

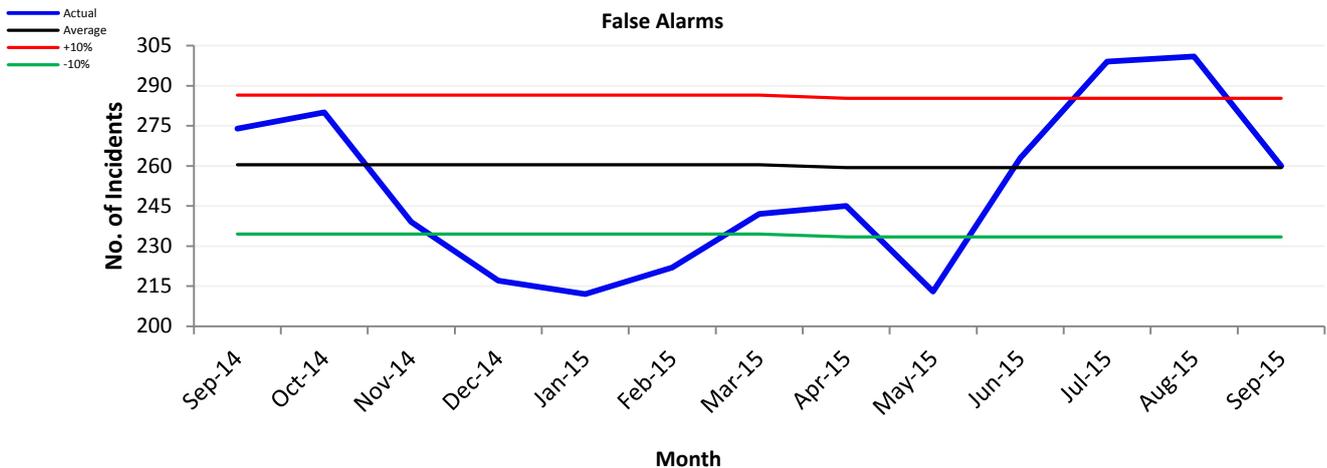
(Table 8 – RTC Casualty severity Quarter 1 and Quarter 2 2014-15 and Quarter 1 and Quarter 2 2015-16)



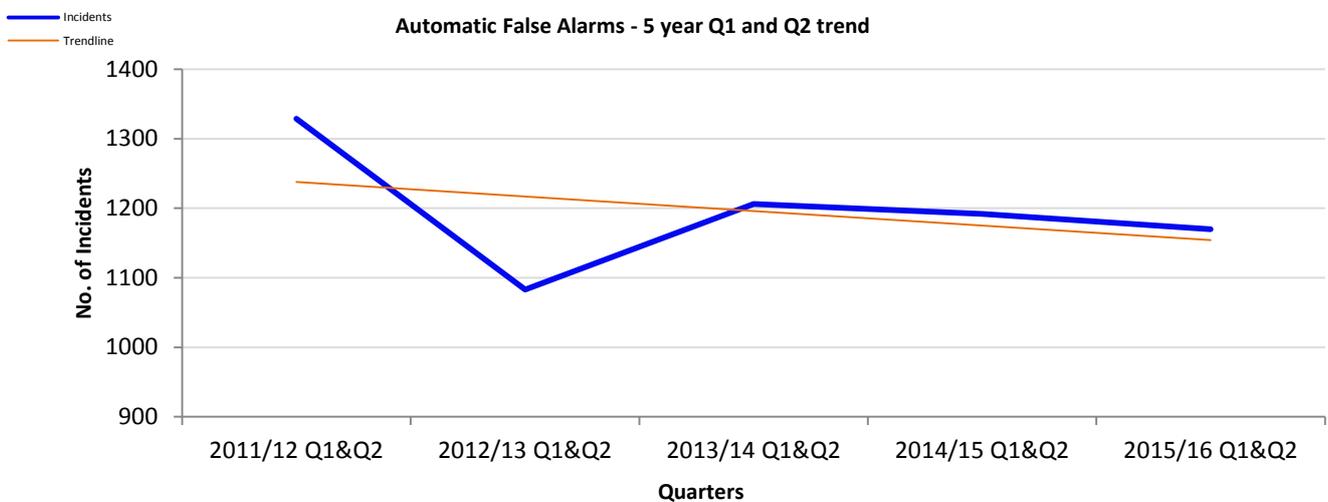
(Figure 10 – Special Services Incidents per month September 2014 to September 2015)

### 2.3. False Alarm Incidents

The overall number of False Alarm incidents has fallen by 2.0% (32 incidents) in quarters 1 and 2 of 2015-16 compared to the same period a year ago, mainly through a drop in the number of hoax and good intent calls. Though the number of Automatic False Alarms was practically the same as it was in the same period a year ago, the overall trend continues to be downwards (see Figure 12 below).



(Figure 11 – False Alarm Incidents per month September 2014 to September 2015)



(Figure 12 – Automatic False Alarm incidents per Q1 & Q2 from 2011-12 to 2015-16)

False Alarms	Q1 and Q2 2014-15	Q1 and Q2 2015-16	% change
Malicious False Alarms	31	25	-19.4
False Alarm Good Intent	420	393	-6.4
Automatic False Alarms	1162	1163	0.1
<b>Total</b>	<b>1613</b>	<b>1581</b>	<b>-2.0</b>

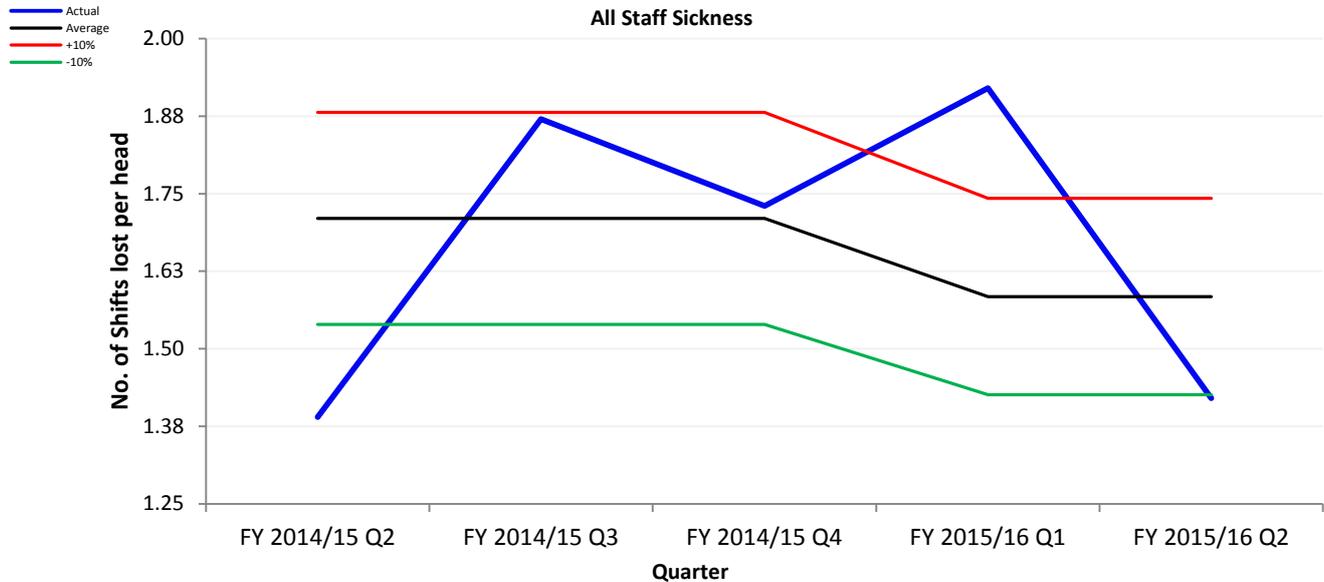
(Table 9 – False Alarms Quarter 1 and Quarter 2 2014-15 and Quarter 1 and Quarter 2 2015-16)

### 3. Absence Management

To ensure consistency with reporting through the HR Connect system, staff absence and sickness is now recorded on a quarterly basis rather than monthly.

#### 3.1. All Staff Sickness

Overall sickness levels have fallen in Quarter 2 of 2015-16 following a peak in Quarter 1 and are now in line with Quarter 2 of last year.



(Figure 13 – All Staff Sickness Quarter 1 and 2 2015-16)

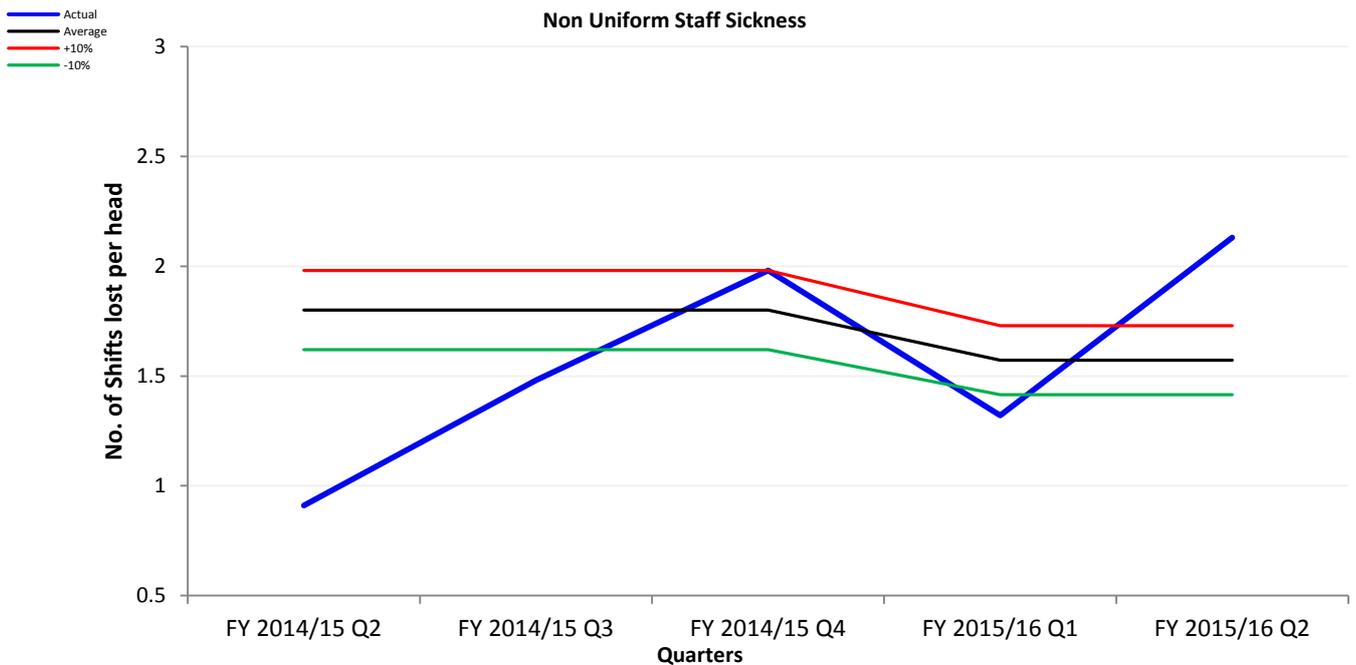
All Staff Sickness	Short Term Sickness per head (shifts lost)	Long Term Sickness per head (shifts lost)	All Staff Sickness per head (shifts lost)
Quarter 1	0.73	1.19	1.92
Quarter 2	0.54	0.88	1.42
<b>Total Q1 &amp; Q2</b>	<b>1.27</b>	<b>2.07</b>	<b>3.34</b>

(Table 10 - All Staff Sickness Quarter 1 and Quarter 2 2015-16)

- The highest quarterly total of all staff sickness was in quarter 1 at 1.92 shifts per head lost to sickness/absence. This has fallen to 1.42 shifts per head lost in quarter 2 of 2015-16. Long term sickness continues to form the largest proportion of overall sickness: 61.9% of all sickness.

### 3.2. Non-uniform Staff sickness

- Non-uniform Staff Sickness levels rose above the tolerance threshold in quarter 2 of 2015-16.



(Figure 14 – Non-uniform Staff Sickness Quarter 2 2014-15 to Quarter 2 2015-16)

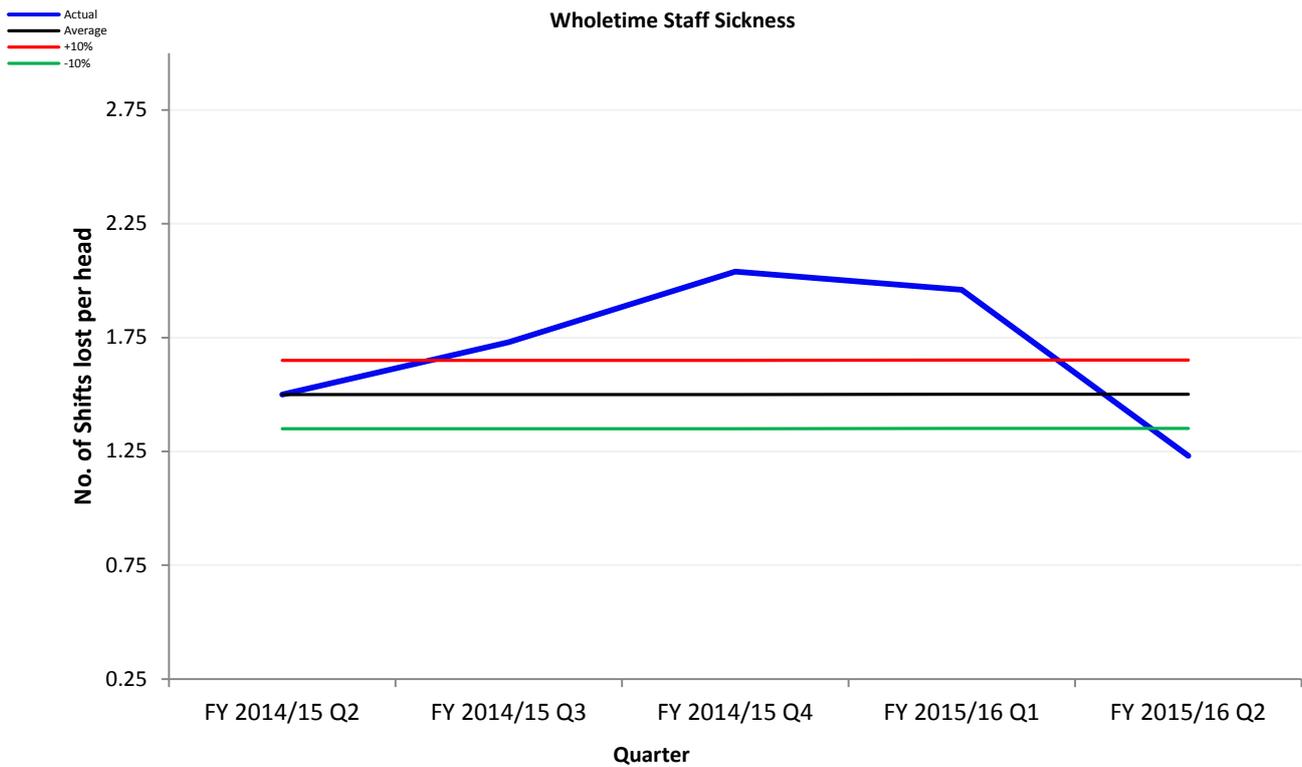
- Quarter 2 2015/16 saw a increase in absence/sickness, this is mainly accountable to long term sickness. One individual on long term sick has since returned to work and it is not expected for this to be a rising trend for the forthcoming quarter.
- None of the sickness/absence was work related and there were no common trends identified.

Non-uniform Staff Sickness	Short Term Sickness per head (shifts lost)	Long Term Sickness per head (shifts lost)	All Non-uniform Staff Sickness per head (shifts lost)
Quarter 1	0.53	0.79	1.32
Quarter 2	0.85	1.28	2.13
<b>Total Q1 &amp; Q2</b>	<b>1.38</b>	<b>2.07</b>	<b>3.45</b>

(Table 11 Non-uniform staff sickness Quarter 1 and Quarter 2 2015-16)

### 3.3 Wholetime Staff Sickness

Wholetime Staff Sickness levels reduced in quarter 2 of 2015-16. Sickness levels are 37.2% lower than in quarter 1, and are within tolerance levels.



(Figure 15 – Wholetime Sickness Quarter 2 2014-15 to Quarter 2 2015-6)

Wholetime Sickness	Short Term Sickness per head (shifts lost)	Long Term Sickness per head (shifts lost)	All Wholetime Staff Sickness per head (shifts lost)
Quarter 1	0.78	1.18	1.96
Quarter 2	0.49	0.74	1.23
<b>Total Q1 &amp; Q2</b>	<b>1.27</b>	<b>1.92</b>	<b>3.19</b>

(Table 12 Wholetime staff sickness Quarter 1 and Quarter 2 2015-16)

Comparative Sickness	Short Term Sickness per head (shifts lost)	Long Term Sickness per head (shifts lost)	All Wholetime Staff Sickness per head (shifts lost)
HWFR	1.27	2.07	3.34
Worcestershire County Council	1.62	2.38	4.00

(Table 13 Sickness comparison table Quarter 1 and Quarter 2 2015-16)

- Comparative sickness/absence figures for Worcestershire County Council show our sickness levels compare well, lower for both short and long term sickness.

#### 4. Key Performance Indicators Out of Tolerance

At the end of Quarters 1 and 2 2015-16, all bar 3 Key Performance Indicators (KPI) were within the 10% tolerance levels; exceptions being Secondary Fires, Non-uniform sickness and first attendance by an appliance at Building Fires within 10 minutes, which forms part of the attendance standards set in the Service's Integrated Risk Management Plan (IRMP) 2009-2012.

##### 4.1 Attendance Standards – 1st Appliance at Building Fires

<b>1st Appliance attendance at Building Fires within 10 minutes</b>	<b>Q1 and Q2 2014-15</b>	<b>Q1 and Q2 2015-16</b>
Building fires attended within 10 minutes	170	175
Total Number of Building fires attended	296	307
<b>% attended within 10 minutes</b>	<b>57.4%</b>	<b>57.0%</b>

(Table 14 –1st Appliance attendance average times Quarter 1 and Quarter 2 2015-16)

- There was a marginal -0.4% decrease in building fires attended within the 10 minute standard in Q1 & Q2 2015-16 compared with the same Quarter in 2014-15.
- It has been well documented that the introduction of the Fire Control system in September 2012, now records the time of call earlier than under the previous Fire Control system and has contributed to the apparent deterioration in performance in this standard post 2012-13.
- The impact of this can be seen in the following table which breaks down the overall attendance time in three separate components. It is important to note that the first component is over 2 minutes because the time of call is now set earlier.

<b>1st Appliance attendance at Building Fires within 10 minutes average times</b>	<b>Q1 and Q2 2014-15 (mm:ss)</b>	<b>Q1 and Q2 2015-16 (mm:ss)</b>
Time of Call till time appliance mobilised	02:04	02:02
Mobilised Time till Appliance Mobile	02:08	02:09
Mobile Time till to Appliance Arrive	05:42	06:48
<b>Time of Call to Arrival at Scene</b>	<b>09:54</b>	<b>10:59</b>

(Table 15 –1st Appliance attendance at Building Fires within 10 minutes for Quarter1 and Quarter 2 2015-16)

- The average time for the 1st Appliance attendance at Building Fires within 10 minutes has decreased when compared with the same period in 2014-15, this is mainly due to travel distance and road traffic conditions (see Table 16).
- There has been a 6 second improvement between Quarter 2 compared to Quarter 1 2015-16.

Travel distance to the incident	65	Mobilising error	3
Turn in time (Retained and Day Crew only)	21	Failed alerters / Turnout system	1
Appliance not booked in attendance	12	Known False Alarm	1
Road obstruction/road closure/road works/temp traffic controls or heavy traffic conditions once mobile	6	Responding at normal road speed, i.e. AFAs	5
Incident outside Station turnout area	5	Mobilised from other location (not on home Station)	2
Traffic conditions causing delayed turn in time to Stations (Retained & Day Crewed only)	3	Incorrect or insufficient information passed to control on initial call	3
Insufficient crew with appropriate role skills	2	Appliance not booked in attendance	3
		<b>Total</b>	<b>132</b>

(Table 16- Reasons for not meeting the 1st Appliance attendance at Building Fires within 10 minutes for Quarter1 and Quarter 2 2015-16)

- This benchmark or measurement standard does not alter how quickly we attend incidents. Many other factors can influence this target, such as call challenging, information gathering by Fire Control, changing societal issues, such as fewer incidents in built up areas and more incidents proportionally outside of towns and cities, weather and road conditions. All of which may increase the average time taken to attend across both Counties.
- The attendance standard was developed prior to the introduction of new Fire Control system and there is not an exact match between a time recorded in the new system and the time used under the old system to record the time of call. The nearest time in the new system would be "Incident Created" time which is after the time of call and is the time that the operator has identified the address in the database and now wants to pinpoint the nearest appliance.

## 5. Retained Availability

- Overall availability has improved 3.6% when compared to the same period in the previous year.

Call sign	Station	Q1&Q2 Availability 2014/15	Q1&Q2 Availability 2015/16	Change (+/-)
213	Worcester	86.1%	99.6%	13.5%
221	Stourport	93.7%	97.7%	4.0%
231	Bewdley	87.3%	73.9%	-13.4%
241	Kidderminster	98.6%	87.1%	-11.5%
251	Bromsgrove	98.4%	93.2%	-5.2%
261	Droitwich	99.4%	86.4%	-13.0%
271	Redditch	98.9%	99.3%	0.4%
281	Evesham	81.8%	96.9%	15.1%
291	Pebworth	92.3%	90.7%	-1.6%
302	Broadway	99.2%	89.1%	-10.1%
311	Pershore	98.2%	98.7%	0.5%
322	Upton upon Severn	89.9%	80.0%	-9.9%
411	Malvern	94.4%	98.7%	4.3%
422	Ledbury	95.8%	98.2%	2.4%
431	Fownhope	98.7%	96.3%	-2.4%
442	Ross-on-Wye	100.0%	100.0%	0.0%
452	Whitchurch	97.1%	90.7%	-6.4%
463	Hereford	89.3%	98.9%	9.6%
472	Ewyas Harold	95.1%	99.8%	4.7%
481	Eardisley	95.9%	93.4%	-2.5%
492	Kington	99.9%	97.2%	-2.7%
502	Leintwardine	97.9%	99.0%	1.1%
511	Kingsland	95.0%	99.9%	4.9%
522	Leominster	100.0%	100.0%	0.0%
532	Tenbury	80.1%	99.2%	19.1%
542	Bromyard	100.0%	100.0%	0.0%
552	Peterchurch	88.7%	77.9%	-10.8%
<b>Total</b>		<b>90.5%</b>	<b>94.1%</b>	<b>3.6%</b>

(Table 17 – 1st Appliance availability 2014-15 Quarter 1 & Quarter 2 and 2015-16 Quarter 1 & Quarter 2 )

- Ross-on-Wye, Leominster and Bromyard 1st appliances all managed 100% availability.
- Loss of daytime cover personnel explains why stations such as Bewdley, Droitwich, Kidderminster, Broadway and Peterchurch have reduced availability when compared with 2014-15.

## Report of Area Commander Community Risk

### 7. Sky Lanterns

#### Purpose of report

1. To provide the Committee with an update on the local and national initiatives aimed at reducing the risks associated with the use of sky (Chinese) lanterns and asks the Committee to adopt the CFOA policy statement as the Fire Authority's position on the matter.
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#### Recommendation

***It is recommended that a policy on the issue of sky (Chinese) lanterns be approved in accordance with the Chief Fire Officers Association (CFOA) position statement on Chinese lanterns, dated July 2013.***

#### Introduction and background

2. This report provides an update to the item in the Chief Fire Officer's Service Report relating to sky lanterns at the Fire Authority's meeting on 19<sup>th</sup> February 2014.
3. An estimated 200,000 sky lanterns are used in the UK each year at events such as weddings, halloween celebrations, music festivals and funerals. There has been increased concern about injuries to livestock as well as property damage arising from fires where the cause has been attributed to sky lanterns. Local examples include the July 2013 Smethwick recycling plant incident and the Croft Farm Leisure Park fire in November 2013.

#### Action being taken nationally

4. In July 2013 CFOA issued a position statement on sky lanterns, advocating that FRSs should discourage their use by working with local Trading Standards Officers, local Police Authorities, and local event licensors (attached at Appendix 1).
5. Following a written question to the relevant Minister by local MP Harriett Baldwin in Parliament, further questions were elevated to the Under-Secretary of State for Environment, Food and Rural Affairs regarding the consideration of a total ban.
6. The Department for Environment, Food and Rural Affairs (DEFRA) had previously rejected calls for a ban on sky lanterns after concluding that the risk of death and injury they posed to livestock was low. However, DEFRA recommended much clearer guidance to raise public awareness of how to use them responsibly.

7. The Trading Standards Institute (TSI) has published an industry Code of Practice for designers, manufacturers, importers, and retailers of sky lanterns (attached at Appendix 2). The Code of Practice is also intended to inform surveillance authorities and organisers of staged events within the UK. CFOA commented on the industry Code of Practice in August 2014, welcoming its publication.

### **Key elements of the TSI Code of Practice - Sky Lanterns**

8. Further to the initial concerns around animal welfare and fire risks, the Code of Practice extends safety concerns to include: impact on the environment, risk to aviation, risk to coastal rescue services, and risk to consumer safety.
9. The Code of Practice covers: design and manufacture, safety checks, warnings and instructions for use, and responsible sale as detailed below.
10. *Design and manufacture.* The size and shape of lanterns are discussed regarding their influence on flammability risks. Construction, in particular the materials, ignition source, and biodegradability are considered in relation to the impact on the environment and packaging and labelling should include the product code and manufacturer, and instructions and warnings.
11. *Safety checks.* Visual and performance checks should be carried out on each design and batch of lanterns sold; the Code of Practice includes an evaluation checklist for such checks.
12. *Warnings and instructions for use.* Example images of warning notices and safety instructions are included in the Code of Practice; the size and content of these notices is also given. The warning notice includes risk of fire, injury to people and animals, and possible damage to buildings or environment. The instructions for use include consideration of appropriate age, influence of alcohol, weather conditions, and liability for criminal charges or civil claims for damages.
13. *Responsible sale.* Guidance for distributors and retailers includes the consideration of an age restriction policy, and a review system for complaints.

### **Action being taken locally**

14. George Eustice MP, as the Under-Secretary of State for Farming, Food and Marine Environment, provided a written response to Harriett Baldwin MP's question regarding steps taken to reduce the risks of sky lanterns to the environment. George Eustice MP promoted the effectiveness of the role of government departments in establishing actions and initiatives to improve awareness, standards, and safety associated with their use.
15. As a statutory authority, HWFRS is a consultee under the Licensing Act 2003. This has enabled officers reviewing applications for events, such as concerts and festivals to request an embedded restriction to be placed on the license, as follows:

*“Sky (Chinese) Lanterns - lanterns of this type should not be used or sold on site. A statement should be included within the ticketing terms of the event and also within the camping and event guidelines that they should not be brought to the venue or released from the venue”.*

16. Both Herefordshire and Worcestershire Regulatory Services have welcomed this approach, with the embedded restriction being included in approximately ten event licenses issued in the past twelve months.
17. Small events, with less than five hundred attendees, need only apply for a Temporary Event Notice (TEN). The Service is not consulted on TENs, and therefore there is not a direct way of restricting the use of sky lanterns at such events.
18. HWFRS Chief Fire Officer continues to express concern in the press and on social media regarding the use of sky lanterns. The Service has issued several press releases warning the public of the dangers associated with such devices, which align to the CFOA position statement.

### **Conclusion/summary**

19. The increased use of sky lanterns has caused rising concerns both to the farming community, fearful for the welfare of their livestock and to the fire sector in the light of recent fire incidents.
20. A Code of Practice has been issued by the TSI providing guidance on design and manufacture, safety checks, warnings and instructions for use, and responsible sale.
21. Locally, HWFRS officers have embedded restrictions on licences issued under the Licensing Act 2003 for large events. Although small events fall under different licensing arrangements, HWFRS’s Community Risk team continue to issue press releases, and promote the CFOA position on the use of sky lanterns.
22. In consideration of the multiple risks involved in the release of sky lanterns it is recommended that the CFOA position statement on sky lanterns is adopted by the Policy and Resources Committee on behalf of the Fire Authority.

## Corporate considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	None.
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	Work links to core purpose (preventative services).
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	None.
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	Continued consultation with licensing partners regarding banning sky lanterns at public events.
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	Not applicable.

## Supporting information

Appendix 1: CFOA Position Statement: Chinese Lanterns, July 2013

Appendix 2: Industry Code of Practice: Sky Lanterns

## Contact Officer

Area Commander Mark Preece

(01905 368217)

Email: [mpreece@hwfire.org.uk](mailto:mpreece@hwfire.org.uk)



## Position Statement

**Chinese Lanterns**

**July 2013**

### Publicity Line

The Chief Fire Officers' Association is calling for an urgent review on the use of the floating paper lanterns as they operate in a unregulated and uncontrolled way.

There is now video evidence of a lantern causing a major fire in the West Midlands which has required 200+ firefighters, 39 fire appliances and 3 hydraulic platforms.

CFOA does not support the use of these devices and asks members of the public and event organisers to refrain from using them. Whilst these lanterns are undoubtedly a popular and beautiful sight, the potential damage they can cause is significant.

England ✓	Wales ✓	Scotland ✓	Northern Ireland ✓
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- CFOA urges fire and rescue services to discourage the use of the floating paper lanterns.
- These floating lanterns not only constitute a fire hazard but also pose a risk to livestock, agriculture, camping activities, thatched properties and hazardous material sites.
- Police and coastguards also suffer a loss of resources whilst having to deal with lantern sightings being mistaken as something else such as a distress flair or UFO. Internationally, certain brands of fire lanterns have been banned<sup>1</sup> and there has been a temporary ban on all such products in Australia following a series of wildfires.
- Several opportunities exist to discourage the use of Chinese lanterns. FRSs could:
  - Work with their local trading standards offices to control the use and design of these products
  - Work with their local police authority to discourage the approval of events licences for events that plan to release the lanterns
  - Work with local events licensers to discourage the use of these lanterns
  - Scope out the possibility of litigation with interested parties, local police, civil aviation authority.

<sup>1</sup> [Consumer Agency Ombudsman](#)

## INDUSTRY CODE OF PRACTICE – SKY LANTERNS

**This Code is intended as guidance on good practice for those designing, manufacturing, distributing, retailing or using sky lanterns**

### Product scope

This code is intended for sky lanterns. The products are small hot air balloons made of paper, with an opening at the bottom where a small fire is suspended on a base framework containing an ignition source. They are intended to be launched into free flight, rising by the enclosed hot air.

They are known by a variety of names including:

Sky lanterns, Chinese lanterns (fàng tiān dēng (放天燈 or 放天灯)), Fire lanterns, Thai lanterns, Kong Ming, Khoom Fay, Khom Loi, Wish lantern, Chinese Flying Lanterns, Thai Sky Lanterns, Wedding Lanterns, Flying lanterns, Floating Lanterns, Paper lanterns, Japanese paper lanterns, Sky candles, Glow lantern, Chinese flying glowing lantern and Paper hot air balloons.

*Note:* Static paper lanterns or paper lanterns designed to float on water are not included within the scope of this Code.

### Who is this Code for?

The guidance is primarily intended for those in the supply chain such as manufacturers, importers and retailers who have a responsibility to place safe products on the market. Some parts of this guidance may also prove useful to market surveillance authorities and also to those wishing to use sky lanterns or stage events where lanterns are used.

It is applicable to products being sold or used in the United Kingdom.

### Introduction

Sky lanterns have given rise to a number of safety concerns including:

- Risks to livestock and animal health (including marine animals);
- Fire risk and damage to crops and property;
- Impact on the environment, including littering on land and at sea;
- Risks to aviation;
- Risk to coastal rescue services;
- Risk to consumer safety.

These topics are described in more detail in a 2013 report from ADAS: “*Sky lanterns and helium balloons: an assessment of impacts on livestock and the environment*”<sup>1</sup>.

It is an offence to place on the market or supply any product which is not a safe product<sup>2</sup>. Distributors have a duty to report any information about safety risks they are aware of in respect of their products and to co-operate with enforcement authorities.

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<sup>1</sup> Available from [http://randd.defra.gov.uk/Document.aspx?Document=11133\\_AC0229-DefraWAGReportFinal.pdf](http://randd.defra.gov.uk/Document.aspx?Document=11133_AC0229-DefraWAGReportFinal.pdf)

<sup>2</sup> General Product Safety Regulations 2005 (SI 1803) Part 2

This Code is intended to mitigate the risks from sky lanterns by promoting good practice in their design, manufacture and use.

It is structured in four parts:

1. Design and manufacture;
2. Safety checks;
3. Warnings and instructions for use;
4. Responsible sale.

## 1. Design and manufacture

Sky lanterns float up into the air and remain airborne for as long as they are filled with hot air. In practice, evidence suggests lanterns sometimes drift back to land whilst still alight. They should therefore be of a design and construction to ensure that they only fall back to the ground when the fuel cell flame is extinguished and that, once the lantern has landed, any impact on animals or the environment is minimised.

It is not possible to define precisely every design option and there are no national or international product standards for these items, so a risk assessment of any proposed product should be carried out before it is marketed. As a minimum, the assessment should cover consideration of design aspects relating to:

- (a) Size and shape of lantern;
- (b) Construction;
- (c) Packaging and labelling;

and more detail on this is given below. It should also include trials of the product's behaviour in practice. This assessment should be documented and supplied on request to others in the supply chain.

### (a) Size and shape of the lantern

- Very large lanterns may travel further and rise higher. The size of lanterns should therefore be limited to a maximum of 90cm in height and have a maximum diameter of 75cm.<sup>3</sup>
- The shape should be such that the flame can warm the air inside the lantern without risk of setting the paper on fire or restricting in any way the lantern's launch.
- Complex shapes and those likely to restrict air flow, such as hearts, have been known to present an increased flammability risk. Any unusual shapes should be subject to testing to assess their suitability for commercial production.

### (b) Construction

#### *Materials*

Materials used in the lanterns should not be harmful to animals or the environment and be biodegradable. In particular:

- No metal should be used in the products.
- Asbestos and other materials classified as hazardous must not be used.

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<sup>3</sup> This is consistent with recommendations from the Netherlands authorities  
<http://www.vwa.nl/onderwerpen/consumentenartikelen/dossier/wensballonnen/nieuwsoverzicht/nieuwsbericht/24841/wensballon-moet-veiliger>

- Colour – Sky lanterns should not be red or orange in colour as these may more easily be mistaken for distress flares.
- Paper used in the construction should be of sufficient thickness because very thin paper is likely to tear and does not contain the heat effectively. Paper should be a minimum of 18 gms double ply and should be rolled/dipped evenly in EU-approved fire retardant solution.
- Paper should be free of holes (including pin holes) or tears, as this can affect the performance.
- The paper should be clean and dry when packaged as dirty paper can tear during transport. It is recommended that the lanterns are packed with desiccant sachets of silica gel.
- The seams of the lantern should be well glued and not have holes or gaps. Use the minimum number of seams consistent with the design.
- Materials used in the construction of the lantern should either be flame retardant or not support combustion. Any fire retardant used should be legal for this use and will need to meet the chemical requirements of the REACH<sup>4</sup> regulations. Manufacturers, importers and others in the supply chain will need to be aware of their obligations concerning any chemicals used.

#### *Ignition source*

- The ignition source should not release burning debris when lit. Suitable designs usually incorporate paper or textile impregnated with a fuel source and do not have a separate fuel cell such as a wax block. There should be supported protection around the ignition source and the fuel cell design should be such that it prevents dripping of burning debris.
- Protection should be provided as a precaution in case an ignited lantern falls to the ground. In particular, the ignition source should be protected to reduce the risk of the lantern igniting the surface on which it lands. This may take the form of an additional wood or bamboo hoop at the base of the lantern or a protective layer suspended under the ignition source.

#### *Biodegradability*

- Materials used in the construction should be biodegradable. This may not be practical for the string used to hold the fuel cell but if biodegradable options are available they should be used. There are a number of recognised Standards for biodegradability. It is recommended that materials comply with BS EN 13432 “Packaging: requirements for packaging recoverable through composting and biodegradation”

#### (c) Packaging and labelling

- Lanterns should be sold in a fully assembled form. This reduces the risk of misassembled products being sold.
- Each lantern should be individually wrapped. The wrapper should allow the item to be stored so that the sky lantern is kept in good condition and can be easily opened up without damage.
- Each package should bear a product code and the name and address of the manufacturer - if in the EU - or importer. A retailer’s name may also be included.
- Each package must contain suitable warnings and instructions for use (see section 3 for more detail). Packaging graphics should not show any inappropriate use of the

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<sup>4</sup> [European Parliament and Council Regulation \(EC\) No 1907/2006](#) on the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH)

product - for example use by children, use by the coast, large numbers of lanterns released simultaneously in a single location.

## 2. Safety checks

It is important that safety information is available and safety checks are carried out on each design and batch of sky lantern sold. Any distributors within the supply chain should assure themselves that the checks have been carried out by their suppliers, or they should take responsibility to undertake the checks themselves.

### Visual checks

There are recognised Standards such as ISO 2859<sup>5</sup> which describe how many products need to be evaluated to achieve a statistically valid conclusion. It may not be necessary to follow the detailed requirements but the number checked should be based on a rational risk assessment. It would be expected that more products of a new design or from a new supplier would be checked until consistent reliability has been established. The Evaluation checklist below lists aspects that should be considered in the visual checks as a minimum.

### Performance checks

It is recommended that, in addition to the visual check, simple performance checks (see Evaluation checklist below) are carried out on one sample of each design. The performance checks should be carried out by two operators to ensure that burning lanterns can be quickly extinguished. Points to note in conducting the performance checks:

- Carry out the checks in a safe place with ready access to the means to extinguish any fire;
- Light the lantern following the given instructions;
- Gently restrict the lantern to prevent it flying away (wearing protective gloves) and observe the performance of the lantern;
- Extinguish the lantern if there are safety concerns and as soon as an evaluation has been made

### Evaluation checklist

The table below indicates a suitable checklist of assessment parameters that could be used by those in the product supply chain such as manufacturers or distributors. It is not meant to be a restrictive list and users can add or modify criteria as appropriate. The table below is an example of a format that could be used to record details and be kept to confirm that products have been evaluated for safety.

	<b>Criteria</b>	<b>Add detail here</b>	<b>Satisfactory (y/n)</b>
1	<b>General</b>		
	Is a risk assessment available?		
	Does the product show manufacturer's / distributor's details?		
	Is there a product code?		
	Are warnings and instructions present and correct?		
2	<b>Documentation</b>		
	Is there a bill of materials?		
	Is there evidence of biodegradability?		

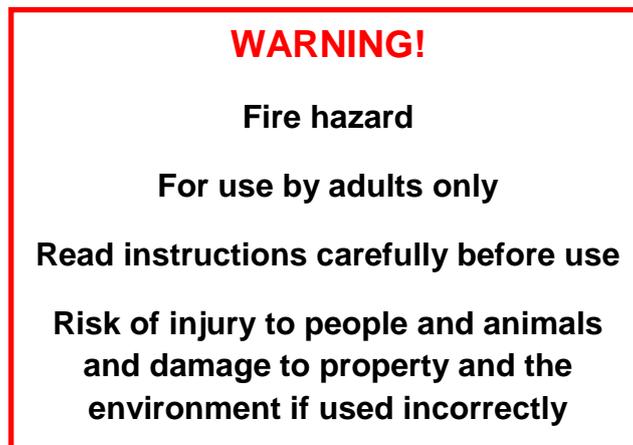
<sup>5</sup> ISO 2859 Sampling procedures for inspection by attributes: Parts 1-4

	Is there information about fire retardant used?		
3	<b>Visual checks</b>		
	Is the product clean and dry?		
	Are there any visible holes or tears?		
	Are all seams glued with no gaps?		
	Does the product match the specification – colour/ size/ shape?		
	Is the ignition source well attached?		
4	<b>Performance check</b>		
	Did the product perform as intended? (note any deviations)		
	Was there any flaming debris?		
	Did the lantern fill with hot air easily?		
	Did the flame come into contact with the material of the lantern envelope at any stage?		
	If there was any contact – does the paper burn rapidly / out of control?		

### 3. Warnings and Instructions for use

**Each Sky lantern must be accompanied by warnings and instructions for use.**

Warning notice



The warning notice should be printed in a panel at least 10cm x 15cm and be separate from any other text. The border and word “warning!” should be in red and the text should be as shown in the example above.

The warning notice should have immediate impact and be positioned prominently on the lantern packaging. It is recommended that the warning be repeated on each lantern. If possible, the warning should be printed on the lantern itself. Care should be taken that any warning notice does not increase the fire risk. Any notice not printed on the lantern itself should bear a clear instruction to remove it prior to launching.

## Instructions for use

Each and every sky lantern should be accompanied by more detailed warnings and full instructions, clearly printed in an easily legible format using at least font size 14.

Where possible pictures, diagrams etc. should be used in addition to the written text to make understanding easier. It is also helpful to refer users to a website or video link to assist their understanding.

'Instructions for use' should include at least the following :

### **READ AND FOLLOW THESE INSTRUCTIONS CAREFULLY**

#### **CAUTION**

- *This product is not suitable for children under 16 and is not a toy*
- *Do not launch whilst under the influence of alcohol*
- *Do not launch if you have any doubts about the weather conditions or the condition of the lantern*
- *Launching a lantern in an inappropriate location or unsuitable weather conditions, or in any manner that results in damage to persons or property may make you liable for criminal charges or civil claims for damages*

#### **Before launch**

- *Store lanterns in a cool dry place;*
- *Check the lantern and do not launch if any part is damaged;*
- *At launch location ensure there is access to a fire extinguisher or water nearby;*
- *Preferably launch when it is dry and the air is still. Do not launch if there is more than a very light breeze;*
- *Check the wind direction and do not launch within 30 metres of obstacles such as trees or buildings;*
- *Launch only in open spaces. Do not launch within 100 metres of crop fields, haystacks or power lines;*
- *Inform Air Traffic Control at any airfield or airport that is within 10 miles of the launch place;*
- *Avoid launching where the lantern might be mistaken for a distress signal. Inform the local Coastguard prior to launching at the coast;*
- *Launch with two people present - one to hold the lantern and one to light the fuel cell.*

#### **Launching**

- *Make sure any children are supervised and kept away from lantern or naked flame;*
- *Remove lantern from packaging and unfold it completely. Handle very carefully to avoid damage;*
- *Never tie sky lanterns together – always launch individually;*
- *Make sure the lantern is fully open and hold the top;*

- *Light the fuel cell and continue to hold as it fills with hot air. Note that it will not launch immediately;*
- *After about 1 minute, the lantern will start to rise. Once it is lifting release it and watch it rise;*
- *If the lantern fails to rise, extinguish quickly with water or fire extinguisher and do not attempt to re-use.*

#### Use at events

*In addition to the general instructions above*

- *Contact the venue before the event to establish their policy on use of sky lanterns*
- *Contact the relevant local authority, or fire and rescue service for a risk assessment on the proposed location of the launch and other advice<sup>6</sup>*
- *Confirm the weather conditions and check that the wind speed is less than 5mph. Websites such as [www.bbc.co.uk/weather](http://www.bbc.co.uk/weather) or [www.metoffice.gov.uk](http://www.metoffice.gov.uk) may be useful*
- *If in any doubt about location of the nearest airport and to inform about a launch contact the Civil Aviation Authority <http://www.caa.co.uk/docs/33/cap736.pdf>*
- *If in doubt about use near the coast check with the Marine and Coastguard Agency [www.mcga.gov.uk](http://www.mcga.gov.uk)*
- *Consider the number of lanterns being released. Large numbers of lanterns pose a litter problem that is difficult to control. Limit the use to a small number. Only a few lanterns are needed for an impressive effect.*

#### **4. Responsible sale of sky lanterns**

When used as intended in appropriate conditions and in small numbers, sky lanterns do not constitute a high risk. With a little care and consideration they can be enjoyed safely. The following guidance may be helpful to distributors and retailers:

- Consider the number of lanterns sold in a package. Items sold singly or in small numbers are preferable.
- Large orders should only be carried out with established trade users or event organisers.
- Review any complaints received and analyse the cause of the complaint. If the issue points to poor design or manufacture this may need to be discussed with the supplier with a view to potential corrective actions being taken and possible withdrawal from sale.
- The guidance in this Code of Practice is of general applicability but is intended for products being sold on the UK market. Several other countries have restrictions on the sale of these products and anyone intending to sell outside the UK is advised to check with the country of intended sale.
- Any warnings and instructions for use must be easily understood by users.
- Consider applying an age-restriction policy, e.g. photo ID age verification including prompts on EPOS systems when sky lanterns are scanned at checkouts.

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<sup>6</sup> Some local authorities do not allow sky lanterns to be used in public areas and/or land owned by the local authority

## Report of Deputy Chief Fire Officer

### 8. 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.

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#### Recommendation

*It is recommended that the following issues be noted:*

- (i) ***Health and Safety performance for Quarter 1 of year 2015-16 (Apr – Jun 2015); and***
- (ii) ***the involvement of the Service in a number of Health and Safety initiatives at national level.***

#### Introduction

2. Hereford & Worcester Fire Authority's aim is to ensure the safety and well-being 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 in regards 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.

#### Update

5. The Committee last met on 10<sup>th</sup> September 2015 and is due to meet next on 3<sup>rd</sup> December 2015.
6. A review of quarterly performance for the relevant period was discussed in detail, which overall shows a downward trend.
7. The report is included at Appendix 1 with a summary below:

## Summary

8. In comparison to the previous quarter, the total number of incidents is marginally lower. The number of 'near hits' or 'causes for concern' has increased significantly. This is due to the implementation of an electronic recording system making reporting considerably easier and quicker, as well as staff training and monitoring via technical knowledge packages.
9. There were two RIDDOR reports submitted to the HSE for eight day absences, one for a non-operational activity involving a young Firefighter with a manual handling injury. The other absence occurred during routine water training and caused a shoulder injury.
10. This quarter also saw two reports of verbal abuse to staff by members of the public.

## **National Activities**

11. The Service is currently involved in a number of initiatives at a national level. Key areas of activity include:

### **Potential risk of Cancer connected to Person Protective Equipment (PPE)**

12. Recent reports from America have highlighted the potential risk of cancer from the carbonaceous deposits on PPE following incidents and training. Our current policy and procedure is to send PPE away for cleaning following incidents and training, utilising the 'total care' package from Bristol Uniforms. This, coupled with regular checks and management encouragement to clean PPE regularly, helps to keep the risk of exposure to a minimum. However, we will be monitoring the situation and will report any significant findings or outcomes at the next Committee meeting.

### **Regional Inter Fire and Rescue Service Health and Safety Management Audit**

13. The CFOA Regional Health & Safety Committee, in which Hereford and Worcester, Shropshire, West Midlands, Staffordshire and Warwickshire regularly meet to share good practice and experience, have agreed to monitor standards of health and safety management across the region.
14. A key component of the regional approach is the peer audit process in which each Service is audited by a team from a Regional Service. The natural cycle means every year two Services within the region are audited. HWFRS was the first Service to be audited in the early part of this year. Each Service will have the opportunity to take the role of lead audit team for this process.
15. There are fourteen separate subject or topic areas that may be used to select the themes for the audit, and within each subject, there are sets of questions that will provide the initial structure for the audit. The audit team may develop these questions further in order to gain a more in depth understanding of the area being audited.

16. HWFRS will be carrying out an audit of West Midlands Fire Service in November 2015 looking at two key areas 'Breathing Apparatus' and 'Slips, trips and falls'.

### **Implementation of Chemical Biological Radiological Nuclear evacuation procedures CBRN(e) - Initial Operational Response (IOR)**

17. Discussions have recently been taking place with the Fire Brigades Union (FBU) with regard to their concerns about the effectiveness of the local preparations for implementation.
18. HWFRS are well prepared to deal with a CBRN(e) response and all staff have now received the relevant training, initial first strike decontamination equipment is now available on all frontline appliances, and this is supported by Mobile Data Terminal handbook files and policy documentation.

### **Manual Handling Operations Regulations 1992**

19. The fourth edition of this legal publication describes what to do to comply with the Manual Handling Operations Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. It has been produced to help employers, managers, safety representatives and employees across all industries reduce the risk of injury from manual handling. This publication is currently being reviewed by the Service's manual handling instructors at Training Centre.

### **Conclusion**

20. This report provides Members with an update on 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. In addition the report provides information on quarterly health and safety performance, which overall shows a downward trend.

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	N/A
<b>Strategic Policy Links</b> (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
<b>Risk Management / Health &amp; Safety</b> (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
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	CBRN(e) documentation and process has been consulted on by the Fire Brigades Union
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	N/A

## Supporting Information

Appendix 1: Quarter 1 of year 2015/2016 (Apr – Jun 2015) Health & Safety Performance Report

### Contact Officer

Richard Lawrence, Deputy Chief Fire Officer  
 (01905 368206)  
 Email: [rlawrence@hwfire.org.uk](mailto:rlawrence@hwfire.org.uk)

## Quarter 1 Performance Report (April - June 2015)

A total of 31 H&S events were reported this quarter:

- 6 - Incidents relate to injuries that occurred during training.
  - 3 of the incidents related to manual handling
    - 1 related to a recruit firefighter who injured themselves whilst hose running
    - 1 related to reddening of the skin whilst on a Breathing Apparatus course
    - 1 related to bruise caused whilst water rescue training
  
- 2 - Incidents relate to routine injuries.
  - 1 related to injury to wrist whilst loading a vehicle
  - 1 related to a small burn to hand during routine activities (cooking)
  
- 8 - Causes for concern or near hits were reported.
  - 1 related to stowage of a fan on a fire appliance
  - 1 related to a branch incorrectly fitted to a firefighting hose
  - 1 related to a manual handling issue at the Services real fire training facility
  - 1 related to the new automatic access barrier at Malvern Fire Station
  - 1 related to a miscommunication via the services Mobile Data Terminals that are available on every fire appliance
  - 1 related to an incorrectly fitted metal bar on a door
  - 1 relates to operating cables on roller shutter door
  - 1 related to a trip hazard due to trailing cable
  
- 11 - Vehicle collisions were reported.
  - 1 related to wing mirror damage
  - 1 related to bumper damage caused by a third party
  - 5 related to slow manoeuvres at Fire Stations
  - 2 related to damage caused by low hanging branches
  - 1 related to an officer's car hit by a third party
  - 1 related to an officers car cause unknown.
    - 7 of these were the fault of our driver
    - 8 of these were non-operational/routine journeys
    - 1 of these occurred during training
    - 3 of these occurred when responding to or at incidents
  
- 2 - Incidents of verbal abuse were reported.
  - 1 related to a phone call received by an administrator
  - 1 related to a member of staff from the property department attending the new Fire Station at Worcester, it should be noted that this occurred whilst the site was illegally occupied
  
- 2 - events reported during this quarter were reportable to the HSE as they met the RIDDOR criteria (reportable for +8 days absence).
  - 1 related to an injury to a young firefighter who sustained a twisted ankle at a rounder's match

1 related to an injury to a firefighter who sustained a muscle injury whilst carrying out water rescue training

### **Quarter 1 Total Reported H&S Events**

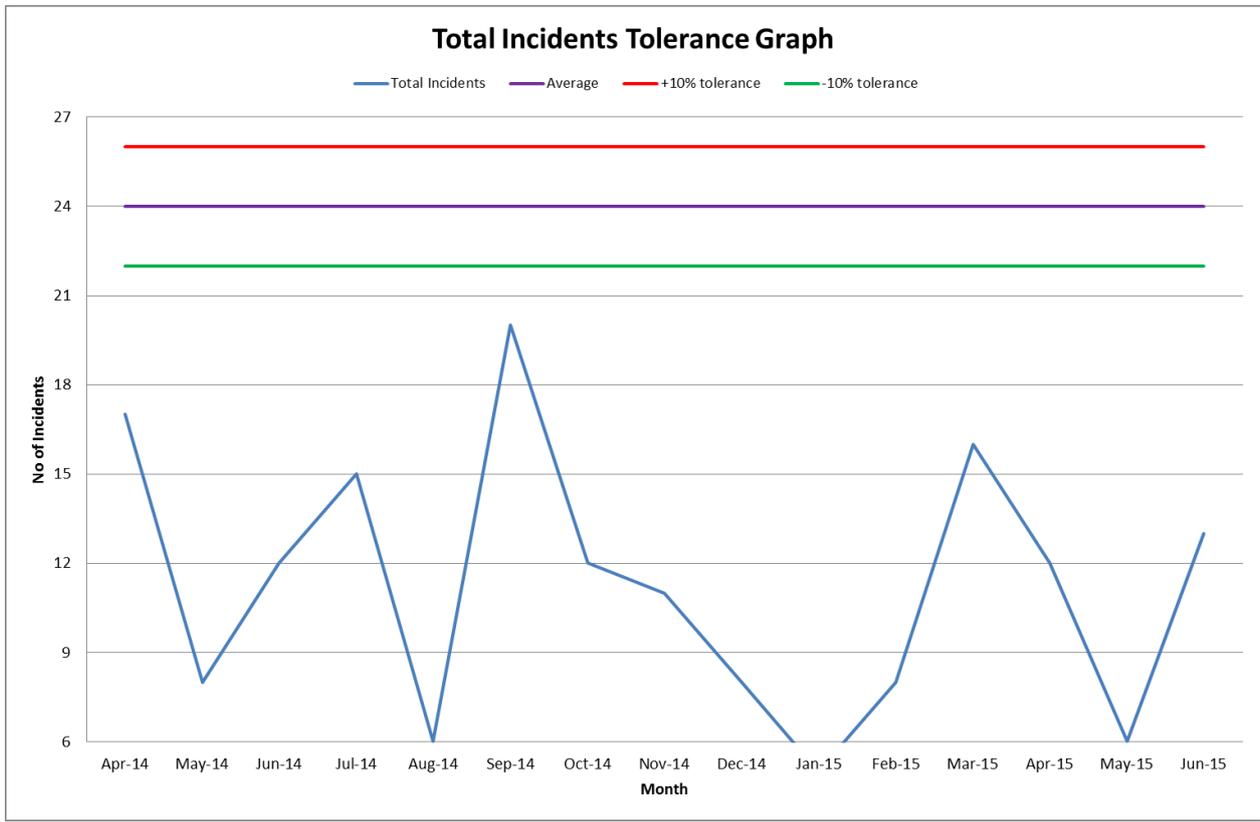


Figure 1 – Total events per month April 2014 to June 2015

### **Summary**

*The total H&S events for this quarter show a downward trend in April and May 2015, with a small increase in June 2015 following the anticipated increase in events during the inclement months. Overall, it should be noted that the number of incidents remains low and below tolerance levels.*

## Quarter 1 Serious Events Reported

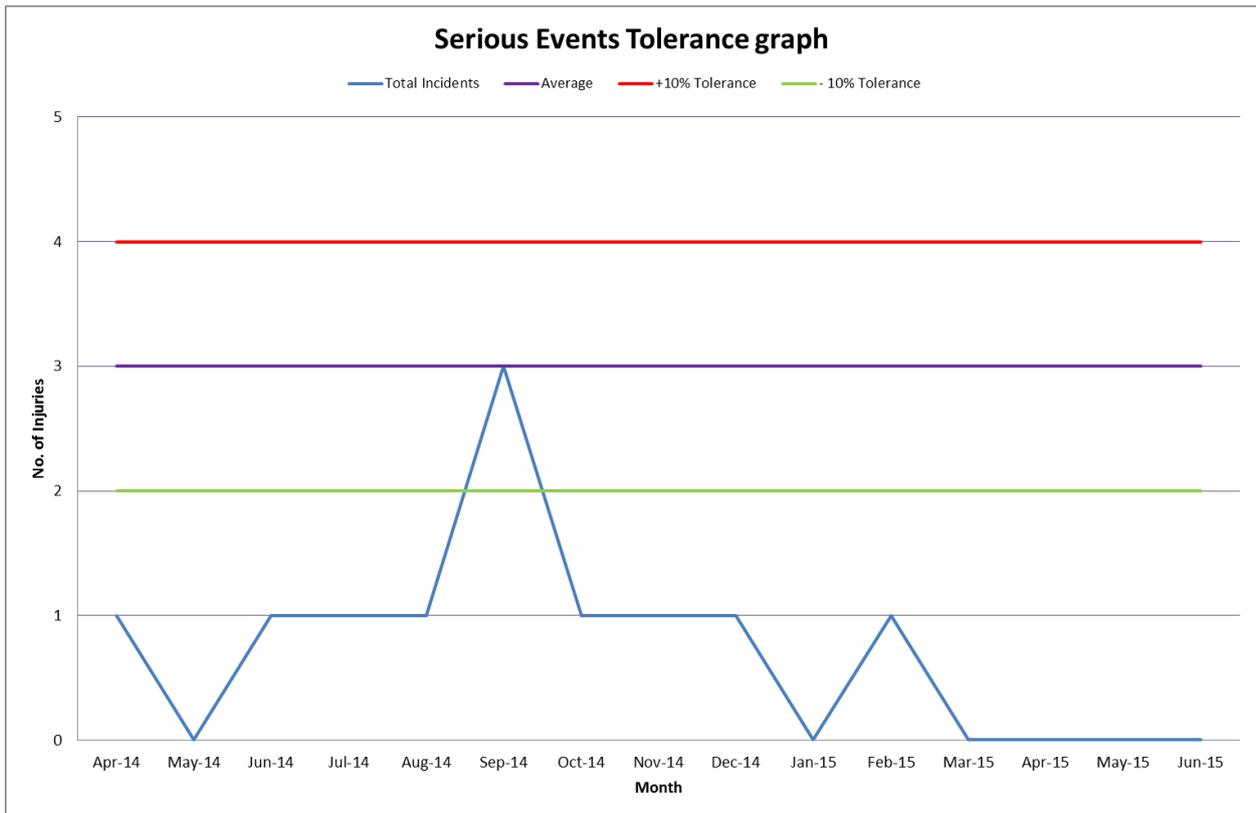


Figure 2 – Serious events per month April 2014 to June 2015

### Summary

*There were no potentially serious events this quarter.*