



# **HEREFORD & WORCESTER Fire Authority**

**Policy and Resources Committee**

## **AGENDA**

**Wednesday, 01 May 2019**

**10:30**

**Council Chamber**

**County Hall, Spetchley Road, Worcester, WR5 2NP**



## **Fire Alarm**

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

## **Toilets**

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

## **Parking**

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

## **Smoking Policy**

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

## **OPTIONAL INFORMATION**

### **Cafe**

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

### **Shop**

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

### **Grounds/Site traffic**

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

### **Public Transport**

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

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

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

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

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

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

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

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

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

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



# Hereford & Worcester Fire Authority

## Policy and Resources Committee

Wednesday, 01 May 2019, 10:30

### Agenda

Councillors

Mr C B Taylor (Chairman), Mr R C Adams (Vice Chairman), Mr T D Baker-Price, Mr B Clayton, Mrs E Eyre BEM, Mr A Fry, Mr D Greenow, Dr C A Hotham, Mrs F M Oborski MBE, Mr R J Phillips, Mrs J Potter, 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 29 November 2018.	7 - 12
5	<b>Budget Monitoring 2018/19 – Quarter 4</b>  To inform the Committee of the current position on budgets and expenditure for 2018/19, and an update on the 2019/20 budget.	13 - 19

<b>6</b>	<b>Place Partnership Limited - Shareholding</b>	
	Details	
<b>7</b>	<b>Fire Pensions Board Update</b>	<b>20 - 23</b>
	To provide the Committee with an update on the establishment and activities of the Pensions Board.	
<b>8</b>	<b>2018-19 Performance Report: Quarters 1-3</b>	<b>24 - 54</b>
	This report is a summary of the Service's Quarters (Q1-Q3) performance against a comprehensive set of Performance Indicators agreed by Senior Management Board (SMB).	
<b>9</b>	<b>Regulation of Investigatory Powers Act (RIPA) – Annual Review</b>	<b>55 - 57</b>
	To review the Authority's policy on the authorisation of covert surveillance techniques under the Regulation of Investigatory Powers Act 2000.	
<b>10</b>	<b>Update from the Joint Consultative Committee</b>	<b>58 - 60</b>
	To inform the Committee of the activities of the Joint Consultative Committee (JCC) since September 2018.	



Hereford & Worcester Fire Authority

Policy and Resources Committee

Thursday, 29 November 2018, 10:30

## Minutes

**Members Present:** Mr R C Adams, Mr T D Baker-Price, Mr B Clayton, Dr C A Hotham, Mrs F M Oborski MBE, Mrs J Potter, Mr C B Taylor, Mr P A Tuthill

### 134 Apologies for Absence

Apologies were received from Cllr Eyre, Cllr Fry, Cllr Greenow, Cllr Phillips and Cllr Udall.

### 135 Named Substitutes

There were no named substitutes for this meeting.

### 136 Declarations of Interest (if any)

There were no interests declared.

### 137 Confirmation of Minutes

**RESOLVED** that the minutes of the meeting of the Policy and Resources Committee held on 12 September 2018 be confirmed as a correct record and signed by the Chairman.

### 138 Budget Monitoring 2018/19 – Quarter 2

The Treasurer informed Members of the current position on budgets and expenditure for 2018/19.

Members were asked to note the projected year end expenditure of £32.962m and the forecast revenue small overspend of £0.013m.

With regard to the revenue budget, Members' attention was drawn to the projected annual variations, in particular the retained pay and non-pay

budget underspends. Members were also assured that there were no issues with the Place Partnership charges that showed as an overspend in Appendix 1 but which reflected expenditure on capital schemes that could not yet be capitalised.

With reference to the capital budget, a Member raised two queries with regard to the vehicle programme:

a. Smaller replacement vehicles for rural areas - the Chief Fire Officer explained that the Service was working with the crews to determine exact requirements for each station and Members would be kept up to date once the tender process had commenced.

b. Command vehicle - the Chief Fire Officer advised that the Service was working closely with Shropshire Fire and Rescue Service to provide two smaller command vehicles but this was delayed due to the preferred Mercedes chassis being currently unavailable.

[Cllr Clayton entered the meeting at 10.41am].

A Member expressed his concern with the drop in retained availability. The Assistant Chief Fire Officer explained that there was a strategy in the next financial budget to resolve this issue and a report would be presented to the Senior Management Board by the end of the year.

**RESOLVED that the Committee note:**

**i. the forecast revenue overspend of £0.013m; and**

**ii. the continuing budget risk regarding the pay award.**

## **139 Medium Term Financial Plan (MTFP) Interim Update**

The Treasurer informed Members that the Authority had recently been notified of proposed changes to the employer contribution rates for Firefighter Pension Schemes which would have a significant impact on future budgets.

The Treasurer explained in detail what the proposed changes could mean to the Authority and that it was important that all Members were fully aware of the situation. He reiterated that the estimated annual cost to the Authority was £1.550m, but this could not be confirmed until individual scheme rates were announced.

The Treasurer also confirmed that information on the grant, business rate



or tax-base would not be expected until January 2019.

A Member queried the figure in paragraph 26, third bullet point of 7.4% and the Treasurer confirmed that it was incorrect and should have read 8.4%. Members were assured that this figure would be corrected in the report.

A query was also raised with regard to the potential impact on the precept and why this was different for other Fire Authorities. It was confirmed that this was because some Fire Authorities derived a higher proportion of their income from government grant than others.

Members requested that this report be presented to the full Fire Authority at the December meeting and time be given for a full debate which was agreed by Officers. Any discussion of this Authority's potential approach towards future precept levels was deferred until then.

**RESOLVED that the Committee:**

- i. Note the significant potential impact of the proposed increase in Firefighter Pension Scheme employer contributions;**
- ii. Approve that the impact is included in future Budget/MTFP projections; and**
- iii. Recommend that the Fire Authority are fully briefed on the impact of the proposed increase in Firefighter Pension Scheme employer contributions.**

**140 Replacement of Hereford Fire Station**

Members were asked to approve the delivery of a replacement for Hereford Fire Station at an alternative location to that previously identified and for funding to allow for feasibility and detailed design of the project to be approved from the existing project budget allocation.

The Head of Legal Services clarified to Members at the start of the meeting that at the time of writing the report the Police and Crime Commissioner was negotiating the purchase of an alternative site and had hoped this would have been completed by the time of the meeting. These negotiations were still on-going.

He explained that the flood risk assessment undertaken for the Merton Meadow site highlighted the potential flooding of the area which would impact on operational response and therefore it was recommended that there was no further consideration for this site.

A Member questioned if Place Partnership Limited would be running the

project as he had concern over the length of time for the replacement of Redditch Fire Station. The Head of Legal Services assured Members that he had no concerns over the time the projects had taken and explained that an update report on Redditch Fire Station would be presented to the Committee in the New Year.

**RESOLVED that Officers be authorised to proceed with a redevelopment of Hereford Fire Station subject to the new site being secured by West Mercia Police, and that:**

**i. interest in the Herefordshire Council owned Merton Meadow site is withdrawn;**

**ii. funding for feasibility and detailed design for the project to the sum of £250,000 is approved; and**

**iii. subject to the cost to this Authority not exceeding the provision within the existing capital programme, the Chief Fire Officer in consultation with the Treasurer, Head of Legal Services and Chairman of the Authority be authorised to enter into an agreement with the Police & Crime Commissioner for West Mercia (and/or others) to:**

**a. development a multi-agency facility including new Fire Station, on land at Holmer Road, Hereford;**

***b. the apportionment of all costs and fees; and***

**c. determining the future ownership structure.**

#### **141 2018-19 Performance Report: Quarters 1-2**

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

Concern was expressed over the retained availability at Bewdley and Stourport Stations, although did note that availability had improved at Kidderminster Station. The Assistant Chief Fire Officer explained that this was due to the Watch Commanders having the ability to book themselves onto on call appliances if available.

A Member requested that when comparing sickness the statistics include other Fire Services rather than Councils as this wasn't comparative jobs. The Chief Fire Officer assured Members that Shropshire Fire and Rescue

Service would be included in future statistics.

There was concern over the recent press in the Redditch area with the Service helping patients home from hospital as Members had not been informed. The Chief Fire Officer informed Members that the Service Level Agreement was still being drawn up with the Acute Trust. He explained that the Community Risk team would assist by transporting patients home and then carrying out a Safe and Well Check to ensure their home was safe for their return.

An error was pointed out on page 52 of the agenda in table 14, the figure of 344 should have read 135. Officers assured Members that this would be corrected.

**RESOLVED that Members note the following headlines drawn from Appendix 1 relating to performance in Quarters 1-2, 2018-19:**

**i. A total of 4,070 incidents were attended in Q1-Q2, an increase of 12.5% (453 incidents) over the same Quarters of 2017-18, and 14.5% (273 incidents) higher than the average for the last five years. However, the overall five year trend remains relatively consistent.**

**ii. The majority of the increase in Q1-Q2 is accounted for by a rise in the numbers of Fire and Special Service incidents, while the number of False Alarm incidents was also up but at a lower rate:**

**a. Fires: an increase of 19.4% was mainly accounted for by a rise in the number of Secondary Fires (27.9%).**

**b. Special Services: an increase of 17.9% (144 incidents) was mainly accounted for by increases in the number of Flooding (37), Other Special Services (79) and Assisting other agencies (15) incidents.**

**c. False Alarms: an increase of 5.5% (93 incidents), the most common automatic activations are at a number of sheltered housing, nursing homes and hospitals.**

**iii. Overall Staff Sickness levels for Q2 2018-19 were 1.70 days lost per head and was slightly above the 5-year average of 1.61.**

**iv. The Service attended 57.3% (219 incidents) of Building Fires within 10 minutes in Quarters 1-2, compared with 60.8% in the same**

period in 2017-18. The average time for the first fire appliance attendance at all building fires was 10 minutes and 31 seconds.

v. The overall availability of the first On-Call (Retained) fire appliance remains high at 86.38%; however, this has decreased by 3.12% when compared to the same period in 2017-18.

**142 Use of Fire Stations to support Homeless People**

Members were updated on the potential use of fire stations to support homeless people during cold weather conditions.

Members were advised that after extensive research unfortunately the use of fire stations was not appropriate at this stage due to security and non trained staff. Members thanked Officers for their time in exploring the potential use.

**RESOLVED that the report be noted.**

The Meeting ended at: 11:45

Signed:.....

Date:.....

Chairman

## Report of the Treasurer

### Budget Monitoring 2018/19 – Quarter 4

#### Purpose of report

1. To inform the Committee of the current position on budgets and expenditure for 2018/19, and an update on the 2019/20 budget.

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#### Recommendation

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

#### Introduction and Background

2. This report relates to the Authority's financial position at Quarter 4, and is based on known information at 29 March 2019. The accounts closure process is underway and the final out-turn may vary the estimated position shown in this report. A final out-turn report will be brought to the June meeting of the Fire Authority.
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 2018 the Authority set a core budget for 2018-19 of £31.236m, allocated to budget heads.
6. In May 2018 the Authority considered a revised Medium Term Financial Plan (MTFP) which included a re-phasing of the savings from the HQ relocation. This increased costs by £0.173m, largely offset by additional business rate income.
7. This was subsequently amended to reflect changes in demand, planned use of earmarked reserves, additional budget holder savings and the allocation of the known pay awards. This was further amended by decisions to create a reserve to fund the replacement of Broadway Fire Station, and to use other reserves to fund capital investment in accordance with the approved reserves strategy.
8. The resultant revised budget at Quarter 3 was £32.949m (*Appendix 1, Column 4, Row 36*).
9. Three final variations to the budget are now made:

- Adjustment of the net cost of Firelink costs;
  - Reversal of previous New Dimensions maintenance costs and grant (Long Term Capability Maintenance - LTCM) as Home Office has reverted to previous arrangement.
  - Reversal of the Quarter 2 adjustment in respect of realignment of Day Crew Turnout and Disturbance payments
10. These variations bring the core budget to £32.980m (*Appendix 1, Column 6, Row 36*)
11. Appendix 1 gives details of the projected year end expenditure of £32.566m, (*Column 7, Row 36*). This is a gross underspend of £0.414m.
12. Of this, £0.285m relates to provision for the costs of the unsettled July 2017 pay award which will be transferred to the existing reserve pending final resolution.
13. Key reasons for the remaining variation have previously been reported but are:
- Whole time pay variations:
    - +£0.156m overtime – largely arising from change of officer rota mid-way through year;
    - -£0.033m savings from Watch Commander vacancies (offset by temporary promotions to support 2020 Vision projects) and resilience register; and
    - +£0.046m (0.4%) net other variations.
  - -£0.174m Retained pay under spending – continuing prior year trends. SMB are currently discussing ways to utilise this core underspend in future years to improve retained recruitment and retention and consequently availability.
14. This leaves a net variation of £0.129m as set out *in Column 8, Rows 8 to 27 & 34* and amounts to 1.5% of the relevant budgets.

## **2019/20 Budget**

15. Members will be aware of the significant budgetary impact of the recent uplift in employer contribution rates for the Firefighters' Pension Scheme. This was estimated based on average rate date provided by the Home Office.
16. In late February the individual scheme rates were issued with the consequence of an additional £0.300m cost in 2019/20, bringing the gross impact to £1.700m. The quantum of this additional cost is common across the sector.
17. As a consequence the Home Office have secured additional Treasury funding, for 2019/20 only, which brings the net additional cost down to £0.075m.
18. It is proposed that this sum is reserved from the 2018/19 underspend identified at paragraph 14 above.

19. The impact on future years will be incorporated in the next review of the Medium Term Financial Plan.

## Capital

20. The current capital budget was approved by the Authority in February 2018, and revised in February 2019. The current budget can be summarised below:

	Major Buildings £m	Vehicles £m	Major Equip £m	Minor Schemes £m	TOTAL £m
<b>Amended Budget : Sep 2018</b>	<b>24.664</b>	<b>5.308</b>	<b>3.191</b>	<b>3.416</b>	<b>36.579</b>
OPE Funded Hereford Design	0.085				<b>0.085</b>
Re-opened Schemes				0.173	<b>0.173</b>
Fire Authority: Feb 2019	1.000	(0.295)			<b>0.705</b>
Re-allocation between schemes	0.247			(0.247)	<b>0.000</b>
<b>Amended Budget : Sep 2018</b>	<b>25.996</b>	<b>5.013</b>	<b>3.191</b>	<b>3.342</b>	<b>37.542</b>
less expenditure to 2017/18	(5.472)	(0.640)	(2.026)	(1.294)	<b>(9.432)</b>
less expd to date 2018/19	(2.381)	(3.925)	(0.956)	(0.711)	<b>(7.973)</b>
<b>Remaining Budget</b>	<b>18.143</b>	<b>0.448</b>	<b>0.209</b>	<b>1.337</b>	<b>20.137</b>

21. The Other Building Schemes figure (*Appendix 2a, Row 10*) is provision for Hereford, Redditch and Broadway Fire Stations and the North Herefordshire Strategic Training Facility, which await tender or formal approval. It is expected that, once approved, expenditure will occur over a number of future years.
22. Of the remaining capital budget of £25.401m (*Appendix 2a, Column 5, Row 34*), £8.015m (*Appendix 2a, Column 7, Row 34*) remains to be incurred. The bulk of this (69%) relates to the Wyre Forest Hub project, which is progressing well.

## Treasury Management

23. 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.
24. At the beginning of the financial year (2018/19), borrowing was at a level of £11.137m; this will be reduced to £10.637m by the end of the year, following planned repayments to the Public Works Loans Board.
25. It is not necessary to take out new external borrowing but it will be necessary in the medium term and appropriate provision is already made within the MTFP.
26. 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.

27. 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.
28. At 31 January 2019 short term investment via Worcestershire County Council comprised:

Organisation Type Invested in	£m
Money Market Funds (Instant Access)	2.854
Cash Plus (Liquidity Fund)	1.469
Call	2.577
<b>Total</b>	<b>6.900</b>

### Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	Whole Report
<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 – 2018/19 Revenue Budget Monitoring

Appendix 2a – 2018/19 Capital Budget Monitoring

Appendix 2b – 2018/19 Capital Budget Monitoring (Minor Schemes)

### Contact Officer

Martin Reohorn, Treasurer to the Authority

(01905 368205)

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**Hereford & Worcester Fire Authority**  
**Policy & Resources Committee: 01-May-2019**  
**Revenue Budget 2018/19: Quarter 4**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
		2018/19 Allocation FRA Feb 18 £m	Adjust- ments Quarters 1-3 £m	2018/19 Revised Budget Quarter 3 £m	Firelink & LTCM Grants £m	2018/19 Revised Budget Quarter 4 £m	Forecast Annual Expd £m	Forecast Annual Variance £m
1 WT FF Pay		12.093	0.227	12.320	0.076	12.396	12.565	0.169
2 RDS FF Pay		3.439	0.161	3.600	(0.076)	3.524	3.350	(0.174)
3 Control Pay		0.732	0.018	0.750		0.750	0.754	0.004
4 Support Pay		3.349	0.349	3.698		3.698	3.700	0.002
5 Other Employee Costs		0.120		0.120		0.120	0.120	
6 Unfunded Pensions		1.055		1.055		1.055	1.055	
7 <b>Employee Related</b>		<b>20.788</b>	<b>0.755</b>	<b>21.543</b>	<b>0.000</b>	<b>21.543</b>	<b>21.544</b>	<b>0.001</b>
8 Strategic Management		0.079	0.029	0.108		0.108	0.099	(0.009)
9 New Dimensions		0.056	0.008	0.064		0.064	0.051	(0.013)
10 Operational Policy		0.066	0.027	0.093		0.093	0.093	
11 Technical Fire Safety		0.014	0.001	0.015		0.015	0.010	(0.005)
12 Community Safety		0.182	(0.011)	0.171		0.171	0.156	(0.015)
13 Training Dept.		0.499	0.062	0.561		0.561	0.528	(0.033)
14 Fleet		0.516	0.134	0.650	(0.119)	0.531	0.512	(0.019)
15 Operational Logistics		1.178	0.085	1.263		1.263	1.263	
16 Information & Comms Technology		1.695	0.002	1.697	0.150	1.847	1.801	(0.046)
17 Human Resources		0.453	0.023	0.476		0.476	0.484	0.008
18 Policy & Information		0.042	0.001	0.043		0.043	0.043	
19 Corporate Communications		0.020		0.020		0.020	0.015	(0.005)
20 Legal Services		0.024	0.001	0.025		0.025	0.022	(0.003)
21 Property/Facilities Mngt		2.034	0.059	2.093		2.093	2.093	
22 PPL Charges		0.381		0.381		0.381	0.440	0.059
23 Authority Costs		0.064		0.064		0.064	0.060	(0.004)
24 Committee Services		0.003	(0.001)	0.002		0.002	0.002	
25 Insurances		0.316		0.316		0.316	0.324	0.008
26 Finance (FRS)		(0.234)	0.173	(0.061)		(0.061)	(0.061)	
27 Finance SLA		0.098		0.098		0.098	0.090	(0.008)
28 <b>Budget Holders</b>		<b>7.486</b>	<b>0.593</b>	<b>8.079</b>	<b>0.031</b>	<b>8.110</b>	<b>8.025</b>	<b>(0.085)</b>
29 Capital Financing		2.858	0.139	2.997		2.997	2.997	
30 <b>Capital Financing</b>		<b>2.858</b>	<b>0.139</b>	<b>2.997</b>	<b>0.000</b>	<b>2.997</b>	<b>2.997</b>	<b>0.000</b>
31 Pay Award Provision 17/18		0.487	(0.202)	0.285		0.285	0.000	(0.285)
32 Pay Award Provision 18/19		0.317	(0.317)	0.000		0.000	0.000	
33 Inflation Contingency 18/19		0.300	(0.300)	0.000		0.000	0.000	
34 Unallocated Budget		0.000	0.045	0.045		0.045	0.000	(0.045)
35 <b>Provisions/Contingencies</b>		<b>1.104</b>	<b>(0.774)</b>	<b>0.330</b>	<b>0.000</b>	<b>0.330</b>	<b>0.000</b>	<b>(0.330)</b>
36 <b>Core Budget</b>		<b>32.236</b>	<b>0.713</b>	<b>32.949</b>	<b>0.031</b>	<b>32.980</b>	<b>32.566</b>	<b>(0.414)</b>
37 To/(from) Property Reserve		(0.260)		(0.260)		(0.260)	(0.260)	
38 To/(from) Development Reserve		0.000	(0.146)	(0.146)		(0.146)	(0.146)	
39 To/(from) Equipment Reserve		0.000	(1.025)	(1.025)		(1.025)	(1.025)	
40 To/(from) B-wayFS Reserve		0.000	0.750	0.750		0.750	0.750	
41 To/(from) Pay Award Reserve				0.000		0.000	0.285	0.285
42		(0.260)	(0.421)	(0.681)	0.000	(0.681)	(0.396)	0.285
43 <b>Net Budget</b>		<b>31.976</b>	<b>0.292</b>	<b>32.268</b>	<b>0.031</b>	<b>32.299</b>	<b>32.170</b>	<b>(0.129)</b>
44 Revenue Support Grant		(2.427)		(2.427)		(2.427)	(2.427)	
45 Business Rate Support Grant		(3.240)		(3.240)		(3.240)	(3.240)	
46 Fire Revenue Grant		(0.985)		(0.985)	(0.150)	(1.135)	(1.135)	
47 LTCM Grant		0.000	(0.119)	(0.119)	0.119	0.000	0.000	
48 Rural Services Delivery Grant		(0.088)		(0.088)		(0.088)	(0.088)	
49 Business Rates & Section 31 Grant		(2.455)	(0.121)	(2.576)		(2.576)	(2.576)	
50 Business Rates Collection Fund		0.000	(0.079)	(0.079)		(0.079)	(0.079)	
51 Council Tax Precept		(22.576)		(22.576)		(22.576)	(22.576)	
52 Council Tax Collection Fund		(0.167)		(0.167)		(0.167)	(0.167)	
53 <b>Total Funding</b>		<b>(31.938)</b>	<b>(0.319)</b>	<b>(32.257)</b>	<b>(0.031)</b>	<b>(32.288)</b>	<b>(32.288)</b>	<b>0.000</b>
54 <b>Budget Gap</b>		<b>0.038</b>	<b>(0.027)</b>	<b>0.011</b>	<b>0.000</b>	<b>0.011</b>	<b>(0.118)</b>	<b>(0.129)</b>
55 To/(from) Budget Reduction Reserve		(0.038)	0.027	(0.011)		(0.011)	(0.011)	
56 <b>Net</b>		<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>(0.129)</b>	<b>(0.129)</b>

**Hereford & Worcester Fire Authority**  
**Policy & Resources Committee: 01-May-2019**  
**Capital Budget 2018/19: Quarter 4**

	(1) Amended Scheme Budget £m	(2) OPE Funded Schemes £m	(3) FRA Feb 2019 £m	(4) Other Realloc- ations £m	(5) Revised Scheme Budget £m	(6) Expend- iture to 17/18 £m	(7) Expend- iture in 18/19 £m	(8) Balance Remaining £m
<b><u>Major Buildings Programme</u></b>								
1 Evesham FS	4.270				4.270	4.213	0.056	0.001
2 Hereford FS - Prelims (Bath Road)	0.095			(0.021)	0.074 y	0.074		0.000
3 Hereford FS - Prelims (Merton Meadow)		0.085			0.085		0.073	0.012
4 Hereford FS - Prelims (Homer Road)			0.250		0.250		0.005	0.245
5 Wyre Forest Hub Scheme			7.273		7.273 y	0.894	0.838	5.541
6 Wyre Forest Hub - Land	0.894		(0.894)		0.000			0.000
7 Wyre Forest Hub - Main Scheme	0.388		(0.388)		0.000			0.000
8 Hindlip Move - ICT/OCC Enabling Works	0.567				0.567 y	0.272	0.175	0.120
9 Hindlip Move - Main Scheme	1.336				1.336 y		1.234	0.102
10 Other Building Schemes	17.114		(5.241)	0.268	12.141	0.019		12.122
11	24.664	0.085	1.000	0.247	25.996	5.472	2.381	18.143
<b><u>Vehicle Programme</u></b>								
12 2017/18 Command Unit Replacement	0.350				0.350		0.314	0.036
13 2017/18 Replacement Pump	1.610		0.098		1.708	0.551	0.850	0.307
14 2017/18 Replacement Response Vehicles	0.167		0.018	0.293	0.478	0.068	0.409	0.001
15 2017/18 Replacement Water Carrier	0.190		(0.190)		0.000			0.000
16 2017/18 Replacement RAV	0.230		(0.230)		0.000			0.000
17 2017/18 Replacement White Fleet	0.330				0.330	0.021	0.344	(0.035)
18 2018/19 Replacement Pumps	1.150		0.107		1.257		1.249	0.008
19 2018/19 Replacement Response Vehicles	0.631		0.069	(0.095)	0.605		0.605	0.000
20 2018/19 Replacement Water Carrier	0.190		(0.190)		0.000			0.000
21 2018/19 Replacement White Fleet	0.088		(0.012)		0.076		0.116	(0.040)
22 2018/19 Boats	0.050				0.050		0.038	0.012
23 2019/20 Replacement Response Vehicles	0.322		0.035	(0.198)	0.159			0.159
24	5.308	0.000	(0.295)	0.000	5.013	0.640	3.925	0.448
<b><u>Other Schemes</u></b>								
25 C&C Replacement	2.287				2.287	2.026	0.087	0.174
26 Cutting Gear (Reserve Funded)	0.564				0.564		0.564	0.000
27 MDTs (Reserve Funded)	0.340				0.340		0.305	0.035
28	3.191	0.000	0.000	0.000	3.191	2.026	0.956	0.209
<b><u>Minor Schemes requiring SMB allocation</u></b>								
29 Allocated	3.416			(0.351)	3.065	1.121	0.692	1.252
30 Reopened Schemes	0.173				0.173	0.173	0.019	(0.019)
31 Un-allocated	0.000			0.104	0.104			0.104
32	3.589	0.000	0.000	(0.247)	3.342	1.294	0.711	1.337
33	36.752	0.085	0.705	0.000	37.542	9.432	7.973	20.137
34 Total excluding Other Building Schemes	19.638	0.085	5.946	(0.268)	25.401	9.413	7.973	8.015

**Hereford & Worcester Fire Authority**  
**Policy & Resources Committee: 01-May-2019**  
**Capital Budget 2018/19 - Minor Schemes: Quarter 4**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Amended Scheme Budget £000	Re-instate Closed Schemes £000	Other Realloc- ations £000	Revised Scheme Budget £000	Expend- iture to 17/18 £000	Expend- iture in 18/19 £000	Balance Remaining £000
1 135 - Asbestos Works	144,765		(10,040)	144,765	134,724		10,040
2 178 - UPS Enhancement	127,432		(25,000)	127,432	102,432		25,000
3 193 - Station Masts	133,425		(26,246)	133,425	107,179		26,246
4 201 - Day Crew Plus Hereford	269,437		(207,097)	269,437	62,340		207,097
5 205 - Redditch Welfare	100,750		(12,530)	100,750	88,220		12,530
6 210 - Droitwich Forecourt	40,000		(4,598)	40,000	35,402		4,598
7 212 - Hereford Staff Welfare	41,000		(1,252)	41,000	8,006		32,994
8 217 - Pershore Boiler Room	30,000		(1,423)	30,000	28,577		1,423
9 218 - Pershore uPVC Facias	12,000		(60)	12,000	11,940		60
10 221 - Upton Bay Floor	40,000		(23,007)	40,000	16,993		23,007
11 222 - Alerter Transmitters	175,000			175,000	8,972	90,285	75,743
12 223 - SAN Replacement	65,000			65,000	63,118		1,882
13 224 - Audit Software	35,000			35,000	22,325		12,675
14 225 - Hardware Replacement	69,200		2,503	69,200	39,287	32,416	(2,503)
15 226 - Eardisley Asbestos	30,000		(6,500)	30,000	23,500		6,500
16 227 - Fownhope Asbestos	30,000		(30,000)	30,000	0		30,000
17 228 - Kingsland Drill Tower	10,000		(10,000)	10,000	0		10,000
18 229 - Pershore Female Muster Area	20,000		224	20,000	67	20,157	(224)
19 230 - Pershore Retaining Wall	15,000		(389)	15,000	14,611		389
20 231 - Ross Bay Doors	11,000		(495)	11,000	10,505		495
21 232 - Tenbury Forecourt	15,000		657	15,000	0	15,657	(657)
22 233 - Upton Rear Bay Door	10,500		(10,500)	10,500	0		10,500
23 234 - Whitchurch Asbestos	30,000			30,000	19,996		10,004
24 235 - Hardware Replacement	176,350		3,772	176,350	86,228	93,894	(3,772)
25 236 - Patient Report Form IRS System	7,600			7,600	0		7,600
26 237 - Intel Software	20,000			20,000	0		20,000
27 246 - ICT Strategy Wide Area Network		128,918	34,019	128,918	128,918	17,019	(17,019)
28 247 - ICT Strategy Cloud Services	96,082			96,082	31,029	(8,563)	73,616
29 248 - ICT Strategy SharePoint	200,000			200,000	0	99,000	101,000
30 249 - ICT Strategy Professional Services	150,000			150,000	36,000	67,500	46,500
31 250 - ICT Strategy Equipment	250,000			250,000	0	82,601	167,399
32 251 - Droitwich Welfare Works	82,000			82,000	78,284		3,716
33 252 - Service Wide Window Security	100,000			100,000	44,471	53,971	1,558
34 253 - Eardisley Rear Extension	127,500			127,500	8,572	406	118,522
35 254 - Leintwardine Rear Extension	144,500			144,500	11,083	865	132,552
36 255 - Relocation Comm. Risk To Worcs.	104,500		(45,100)	104,500	27,568	28,387	48,545
37 259 - CCTV Upgrade		43,595	1,940	43,595	43,595	1,940	(1,940)
38 264 - Ladders	45,000			45,000	0	26,566	18,434
39 265 - Bromyard Extension	30,000			30,000	0		30,000
40 266 - Defford - CFBT Attack Box	50,000		26,000	50,000	0	15,255	34,745
41 267 - Defford - CFBT Window Unit	26,000		(26,000)	26,000	0		26,000
42 268 - Defford - Shower Block	45,000			45,000	0		45,000
43 269 - Droitwich - Security/Yard	17,500			17,500	0		17,500
44 270 - Droitwich - Refurb	85,000			85,000	0	64,423	20,577
45 271 - Droitwich - Wigwag	12,500			12,500	0		12,500
46 272 - Ledbury Remove Asbestos	12,000			12,000	0		12,000
47 273 - Ledbury Fire Station Tower	10,000		(10,000)	10,000	0	0	10,000
48 274 - Leominster Fire Station Tower	40,000		(30,000)	40,000	0		40,000
49 275 - Ops Logistics Doors and Gates	39,000			39,000	0	6,095	32,905
50 276 - Pershore Re Roof and Guttering	82,500		60,000	82,500	0	3,507	78,993
51 277 - Peterchurch STF Pallet Storage	8,000			8,000	0		8,000
52 998 - Unallocated Minor Schemes	495		104,040	495	0		495
53	3,416,035	172,513	(247,083)	3,588,548	1,293,942	711,381	1,583,225
	£m	£m	£m	£m	£m	£m	£m
Allocated	3.416	0.173	(0.351)	3.238	1.294	0.711	
Unallocated	0.000	0.000	0.104	0.104	0.000	0.000	
	3.416	0.173	(0.247)	3.342	1.294	0.711	1.337

## **Report of the Deputy Chief Fire Officer**

### **Fire Pensions Board Update**

#### **Purpose of report**

1. To provide the Committee with an update on the establishment and activities of the Pensions Board.
- 

#### **Recommendation**

***It is recommended that the Committee confirms that the Pensions Board continues to be compliant with the Public Service Pensions Act 2013.***

#### **Background**

2. The Public Service Pensions Act 2013 requires scheme regulations to provide for the establishment of a Pensions Board from 1 April 2015 to assist the Scheme Manager in:
  - Securing compliance with the Scheme regulations and other legislation relating to the governance and administration of the Scheme;
  - Securing compliance with any requirements imposed by the Pensions Regulator;
  - Any other matters as detailed by the regulations.
3. The Authority established its Pensions Board at the Policy and Resources Committee on 25 March 2015. The authority to implement the Pensions Board and make appointments to the Board was delegated to the Head of Legal Services, in consultation with the Chairman of the Policy and Resources Committee.

#### **Hereford & Worcester Update**

4. Following the last report to the Policy and Resources Committee in March 2018, the Board has held three meetings, on 25 April 2018 with the previous Chair and on 10 October 2018 and 10 April 2019 with the current Chair.
5. It should be noted that the Scheme Advisory Board (SAB) suggest that four meetings per year is best practice, but the Pensions Board believes it should only meet when there is business to conduct, and finds two meetings per year is sufficient at present.

6. During the year, one Employee Representative resigned and has been replaced. Also, one Employer Representative (The Chair) has resigned and been replaced.
7. The Pensions Board Chair has attended one training session and all members have been completing online training modules hosted by The Pensions Regulator.
8. The tender process for administration services has been completed and West Yorkshire Pension Fund (WYPF) have been awarded the contract from October 2018 for an initial period of 3 years, with an option to extend by a further 2 years. Sharon Lewis has been appointed as the Pension Officer to be the key expert for the Firefighters' Pension Schemes within the Authority, to manage the contract and be the first point of contact for members. She will also support the Pensions Board.
9. The Scheme Advisory Board commissioned Aon to compile a survey for Fire Authorities in order to review administration and management costs and wants to determine how effective the scheme's administration is at a national level. The survey was of Scheme Managers (the Treasurer on behalf of the Fire Authority), Scheme Administrators (WYPF), and scheme members. In addition to publicising the survey in the Service Bulletin the Authority took the decision to post member surveys, via West Yorkshire Pension Fund to all deferred and pensioner members, to ensure maximum response. The closing date was in February 2019 and we are awaiting the findings.
10. The Fire Pensions Annual Conference was held in London on 17 and 18 September 2018 with the Scheme Manager attending on the first day and the Payroll Manager and Pension Officer attending the following day. A presentation was given on the role of the Scheme Advisory Board and the challenges ahead. Also giving presentations were the LGA, Government Actuaries Department (GAD), the national secretary to the Fire Leaders Association, Jane Marshall from Weightmans (the new legal advisor to the SAB), giving an update to pensionable pay, and a representative from Aon outlining the benchmarking exercise.
11. The Breaches Policy has now been put in place with no incidents needed to be escalated to the Pensions Regulator.
12. A review of the Risk Register is being undertaken in order to have a single register to cover both the Pensions Board and the pensions' administration function.
13. In December, judgement was handed down in the firefighters' transitional appeals case with the conclusion being that the transitional provisions in respect of moves to the 2015 Scheme, give rise to unlawful age discrimination. The Government is currently applying to the Supreme Court for permission to appeal. There is no indication of the Government's approach if permission is refused or the appeal fails.

14. There have been 2 IDRPs (Internal Dispute Resolution Procedure) submitted in the past year, both of which concern pensionable pay. Both cases went to Stage 2 and both upheld the original decision of the Scheme Manager.
15. Independently of Hereford and Worcester, and for different reasons, the Staffordshire Police, Fire & Crime Commissioner also moved their fire pensions' administration to WYPF in 2018. Staffordshire FRS has also recently appointed a Pensions Officer who is carrying out a similar role to the one at Hereford & Worcester FRS and the opportunity is being taken to liaise and explore options for mutual support.

## **National Issues**

16. Valuation of all of the 'un-funded' pension schemes took place in 2018 with new, significantly higher employer contribution rates applicable from 1 April 2019:

	Old Rate	New Rate
1992/2006M Schemes	21.70%	37.70%
2006 Scheme	11.90%	27.40%
2015 Scheme	14.30%	28.80%

17. Members will already be aware of the significant impact on the budget and MTFP. It should be noted however, that there will be no change to the member's contribution rate or accrual rate at this stage.
18. As part of the revaluation it was clear that the 2015 scheme had breached the floor of the cost cap cost and statute required this to be remedied. The proposed approach to remedy this was to increase the scheme accrual rate for current scheme members and is partly responsible for the significant increase in the employers' rate.
19. HM Treasury issued a written ministerial statement with regards to the effect of the recent court judgements on valuation (the McCloud and Sargeant cases) and the cost cap rectification process will be suspended. The new contribution rates (including the impact of rectification via increased accrual rates) will, however, still be applied.

## **Conclusion/Summary**

20. This paper provides an update on the activities of the Pensions Board for the Firefighters' Pension Schemes (FPS) to assist the Scheme Manager in securing compliance with the Public Service Pensions Act 2013.

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues).	The local Pensions Board is operating in accordance with the Public Sector Pensions Act 2013 which is a new burden on Fire Authorities
<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.	A Risk Register is in place
<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

## Contact Officer

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## **Report of the Head of Corporate Services**

### **2018-19 Performance Report: Quarters 1-3**

#### **Purpose of report**

1. This report is a summary of the Service's Quarters (Q1-Q3) performance against a comprehensive set of Performance Indicators agreed by Senior Management Board (SMB).
- 

#### **Recommendation**

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

- i) A total of 5,780 incidents were attended in Q1-Q3, an increase of 9.45% (499 incidents) over the same Quarters of 2017-18, and 11.30% (587 incidents) higher than the average for the last five years. The overall five year trend shows a gradual increase in the total number of incidents.***
- ii) The majority of the increase in Q1-Q3 is accounted for by a rise in the numbers of Fire and Special Service incidents, while the number of False Alarm incidents was also up but at a lower rate:***
  - a. Fires: an increase of 15.91% was mainly accounted for by a rise in the number of Secondary Fires (24.00%).***
  - b. Special Services: an increase of 14.10% (176 incidents) was mainly accounted for by increases in the number of Flooding (43), Assisting other agencies (27) and Other Special Services (85) incidents.***
  - c. False Alarms: an increase of 3.26% (82 incidents), the most common automatic activations are at a number of sheltered housing, nursing homes and hospitals.***
- iii) Overall Staff Sickness level for Q3 2018-19 was 2.50 days lost per head and was slightly above the 5-year average of 1.99.***
- iv) The Service attended 54.67% (281 incidents) of Primary Building Fires within 10 minutes in Quarters 1-3, compared with 59.82% in the same period in 2017-18. The average time for the first fire appliance attendance at all Primary Building Fires was 10 minutes and 26 seconds.***
- v) The overall availability of the first On-Call (Retained) fire appliance remains high at 85.21%; however, this has decreased by 3.14% when***



***compared to the same period in 2017-18.***

## **Introduction**

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

## **Tolerance Levels**

3. Each Performance Indicator is tested against tolerance levels anticipated for the year, based on the average for the same Quarter over the three previous years. The tolerance levels provide a range between which performance is expected to fluctuate, and are generally 10% above and below the average levels for each specific indicator.
4. In addition to the totals for Total Incidents, Total Fires, Primary Fires, Secondary Fires, Special Service and All Staff Sickness being out of tolerance for Q1-Q3 2018-19, the first attendance by a fire appliance at Primary Building Fires within 10 minutes was also outside the 10% tolerance level. These indicators are analysed in more detail in Appendix 1, together with an overview of operational activity and an analysis of On-Call (Retained) appliance availability.

## **Quarters 1-3 Performance**

5. Quarters 1-3 saw 5,780 incidents, a 9.45% increase in the total number attended by the Service compared to the same period last year, or an 11.30% increase compared to the 5-year average of 5,193.
6. In terms of Fires, there were 43 more Primary Dwelling Fires and 8 fewer Chimney Fires over the period in Quarters 1-3, compared to the same period last year. The number of Primary Building Fires, which form the largest proportion of Primary Fires, was 514, an increase of 61 incidents over the same period in 2017-18. There were 4 fatalities in Primary Building Fires during this period.
7. The number of Special Service incidents (emergency incidents that are not fire related) in Quarters 1-3 increased by 176 incidents compared to the same period in 2017-18. This is 19.87% higher than the 5-year average. There were 36 more Road Traffic Collisions (RTCs), the majority of which involved making the vehicle safe (58.25%). The Service attended 14 fatalities in RTC incidents during Quarters 1-3. Assisting other agencies increased from 88 in Quarters 1-3 in 2017-18 to 115 in Quarters 1-3 in 2018-19. Animal assistance incidents decreased from 100 to 81.
8. There was a 3.26% increase (82 incidents) in the number of incidents in the False Alarm category in Quarters 1-3 over the same period in 2017-18. 55.73% of these incidents involved 'life risk' premises, such as residential

properties, sheltered housing, hospitals, hotels, nursing homes, prisons etc. Calls to 'life risk' premises that result in a false alarm categorisation are mainly accounted for by faults on the system or cooking related incidents between the hours of 8am and 6pm.

9. The number of days lost to sickness absence (6.26 days per head) in Quarters 1-3 for all staff was slightly outside tolerance levels, but continues to compare favourably with others, such as Herefordshire County Council.
10. The percentage of Primary Building Fires attended within 10 minutes by the first fire appliance was 54.67% during Quarters 1-3; a decrease of 5.56% compared to the same period in 2017-18. This continues to remain below the 75% stretched target set in the Service's Attendance Standard.
11. The availability of the first On-Call (Retained) fire appliance decreased by 3.14% to 85.21% in Quarters 1-3 compared to Quarters 1-3 over the same period in 2017-18.
12. The availability of the second On-Call (Retained) fire appliance increased by 5.09% to 47.57% in Quarters 1-3 compared to Quarters 1-3 over the same period in 2017-18.

### Conclusion/Summary

13. Further detail and analysis regarding the above headlines for performance in Quarters 1-3 of 2018-19 is included in Appendix 1.
14. The Senior Management Board will continue to receive reports based on the measures the Service is taking to stay within tolerance levels. Where improvements are required, any necessary action will be reported to the Policy and Resources Committee.

### Corporate Considerations

<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).	The areas included link with the Fire Authority Annual Report and the strategic objectives of the Service.
<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.
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## Supporting Information

Appendix 1 - Fire Authority 2018-19 Performance Report: Quarters 1-3

Appendix 2 - HWFRS Community Risk Activity: Quarters 1-3

## Contact Officer

Head of Corporate Services

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## Fire Authority 2018-19 Performance Report: Quarters 1-3

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 On-Call (Retained) Firefighter availability.

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

### 1. Operational Activity

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

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

#### 1.1. Total Incidents attended

The total number of incidents attended in Q1-Q3 2018-19 was 5,780 (Figure 1), which is an increase of 9.45% (499 incidents) compared with Q1-Q3 2017-18 as shown in Table 1. The majority of this is accounted for by an increase of 15.91% in Fires (241 incidents). Special Service related incidents were up by 14.10% (176 incidents). False Alarms were also up by 82 incidents, an increase of 3.26%.

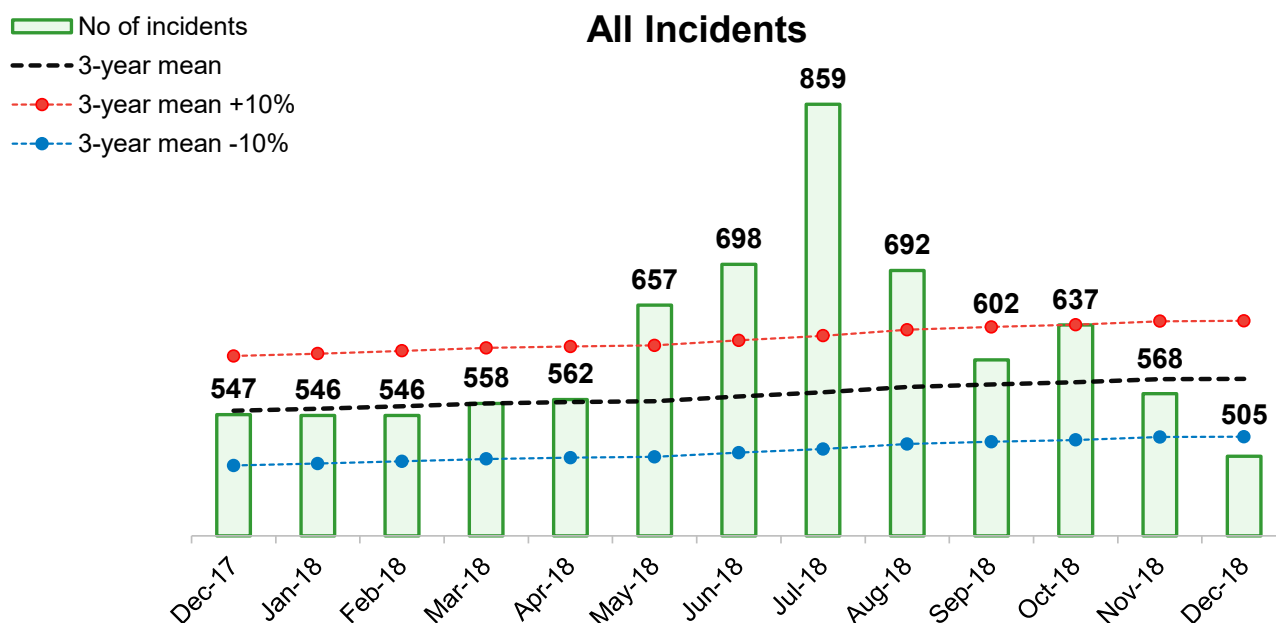


Figure 1 – Total Incidents per month: from Dec 2017 to Dec 2018

Table 1 – Total Incidents

Total Incidents	Q1-Q3 2017-18	Q1-Q3 2018-19	% change
Fires	1,515	1,756	<b>15.91</b>
Special Services	1,248	1,424	<b>14.10</b>
False Alarms	2,518	2,600	<b>3.26</b>
<b>Total</b>	<b>5,281</b>	<b>5,780</b>	<b>9.45</b>

- The number of Fire incidents, which include Primary, Secondary and Chimney Fires, was 15.91% higher (241 incidents) than the same period in 2017-18.
- The total for Fires includes an increase of 93 incidents (11.73%) for Primary Fires in Q1-Q3 2018-19 compared to Q1-Q3 2017-18.
- The number of Special Service incidents increased by 14.10% (176 incidents) compared with the same period in 2017-18, largely due to increases in Flooding (up 71.67% - 43 incidents), Assisting other Agencies incidents (up 30.68% - 27 incidents) and Other Special Services (up 19.81% - 85 incidents).
- The total number of False Alarm incidents increased by 3.26% (82 incidents) compared with the same period in 2017-18.
- Figure 2 shows the 5-year trend line for the total number of incidents recorded in Q1-Q3 between 2014-15 and 2018-19. Analysis shows that for each Q1-Q3 period the total number of incidents consistently increased by approximately 250 incidents, an increase of over 1,000 incidents in 5 years.

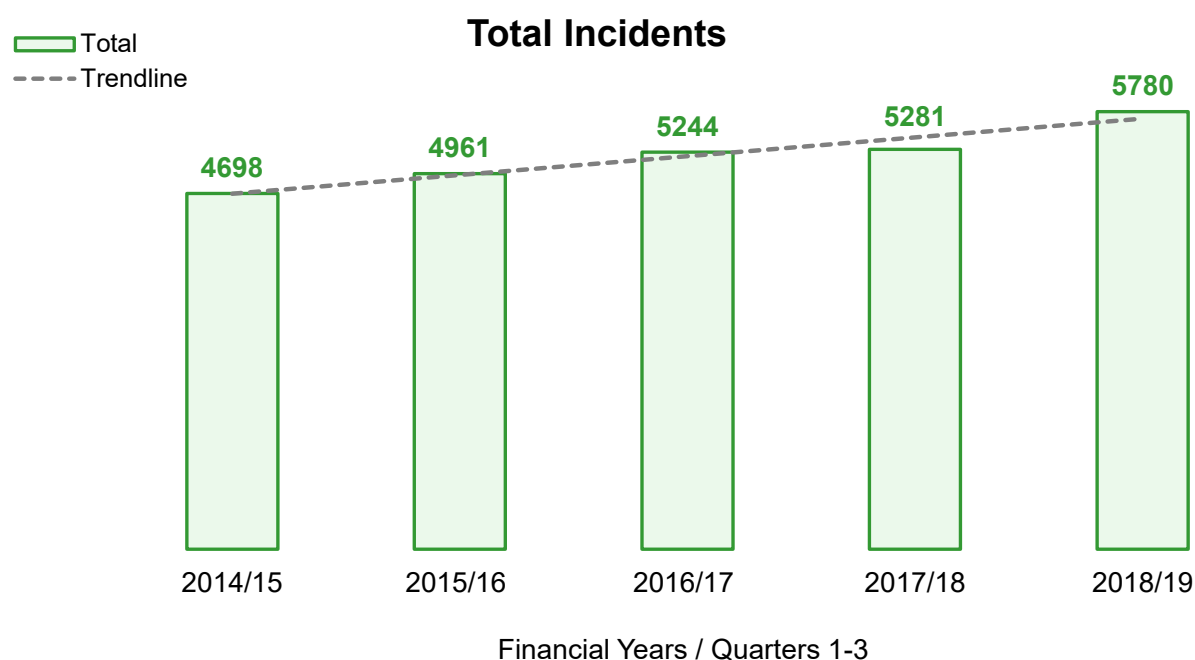


Figure 2 – All Incidents: from Q1-Q3 2014-15 to Q1-Q3 2018-19

## 1.2 Total Number of Fires

The number of Fires increased by 15.91% (241 incidents) in Q1-Q3 2018-19 compared with the same period in 2017-18 (Table 2). Figure 3 shows the seasonal trends with fire incident numbers increasing in the warmer, summer months and decreasing during winter.

Figure 4 shows the 5-year trend line for the total number of fires recorded in Q1-Q3 between 2014-15 and 2018-19. Analysis shows that for each Q1-Q3 period the total number of fires consistently increased by approximately 86 incidents, an increase of over 340 incidents in 5 years.

Table 2 – Total Fires

<b>Total Fires</b>	<b>Q1-Q3 2017-18</b>	<b>Q1-Q3 2018-19</b>	<b>% change</b>
Primary Fires	793	886	<b>11.73</b>
Secondary Fires	650	806	<b>24.00</b>
Chimney Fires	72	64	<b>-11.11</b>
<b>Total</b>	<b>1,515</b>	<b>1,756</b>	<b>15.91</b>

- The number of Primary Fire incidents increased by 93 incidents in Q1-Q3 2018-19 compared to the same period in 2017-18, representing an increase of 11.73%.
- The number of Secondary Fires increased by 156 incidents (24.00%) compared with the same period in 2017-18.
- The number of Chimney Fires decreased by 8 incidents (11.11%) compared with the same period in 2017-18.
- During Quarters 1-3, Community Risk activity included 3,047 Home Fire Safety Checks (HFSCs), which target vulnerable households, 520 Business Fire Safety Checks (BFSCs) and 1,131 Signposting referrals to other support agencies. The full range of Community Risk activity is shown in Appendix 2.
- Fire Safety officers continue to deliver the Houses of Multi-Occupancy (HMO) project, focusing on commercial properties with residential accommodation above. This project reflects the increase in enforcement activity, also shown in Appendix 2.

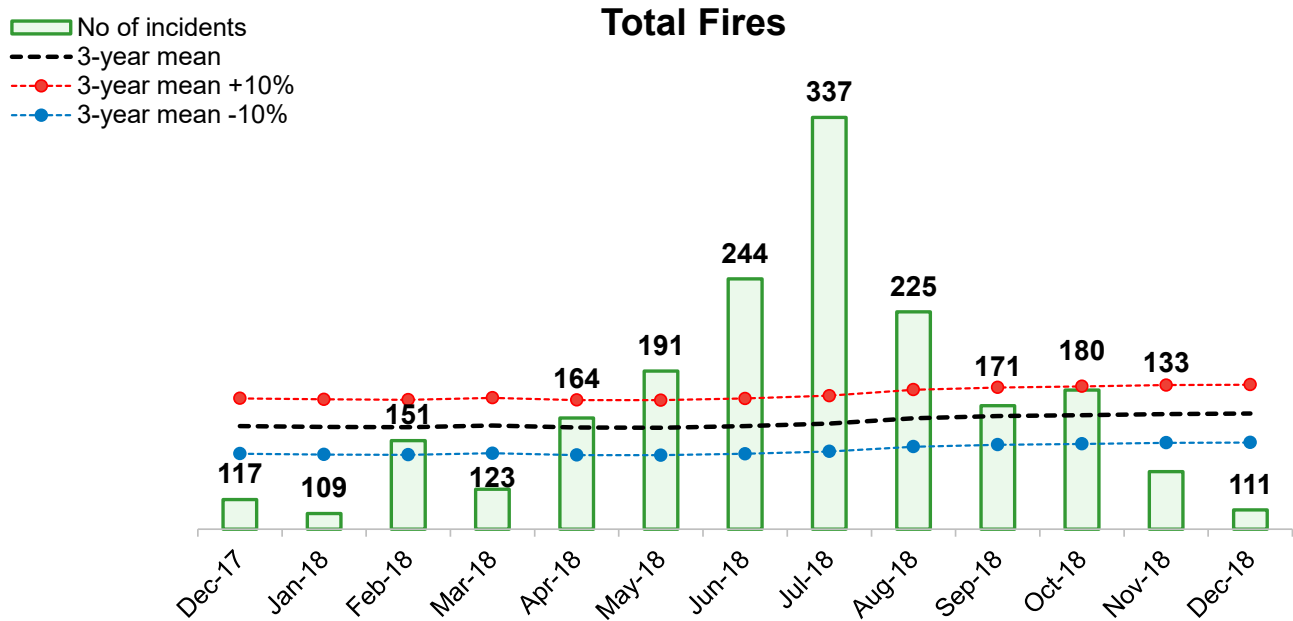


Figure 3 – Total Fires per month: from Dec 2017 to Dec 2018

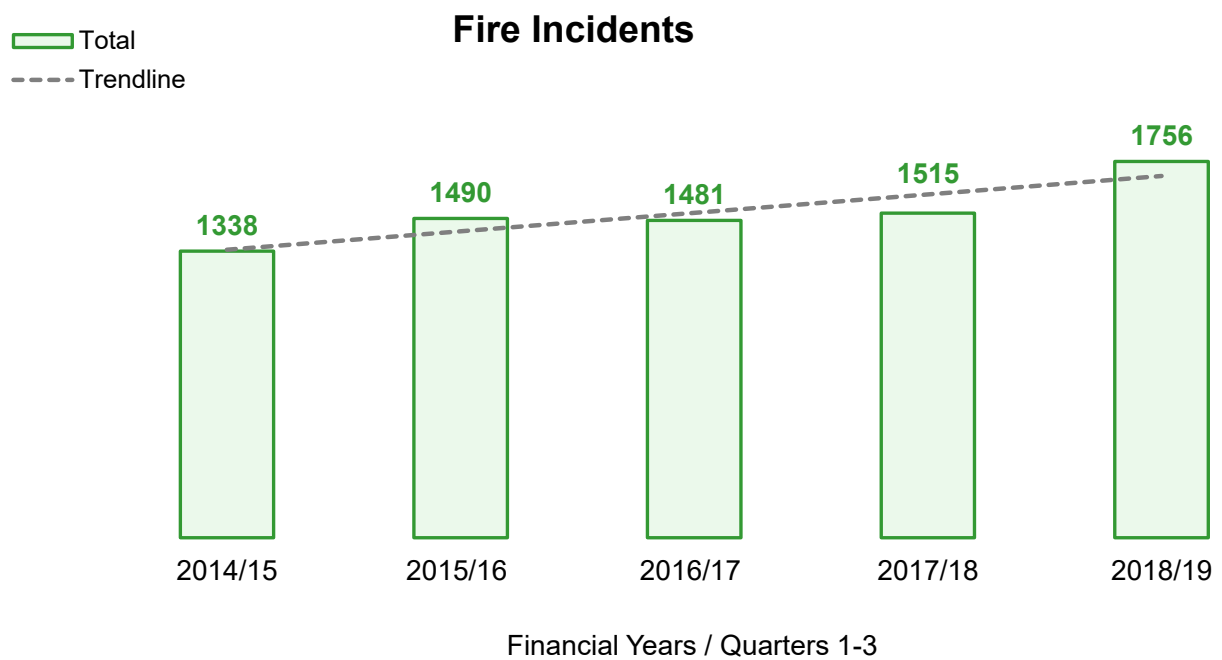


Figure 4 – Total Fires: from Q1-Q3 2014-15 to Q1-Q3 2018-19

### 1.3 Primary Fires

There was a 11.73% increase (93 incidents) in Primary Fires in Quarters 1-3 2018-19 compared with the same period in 2017-18 (Table 3, Figure 5).

Figure 6 shows the 5-year trend line for the total number of Primary Fires recorded in Q1-Q3 between 2014-15 and 2018-19. Analysis shows that for each Q1-Q3 period the total number of Primary Fires consistently increased by approximately 34 incidents, an increase of over 130 incidents in 5 years.

The number of Primary Building Fires increased by 13.47% compared with the same period in 2017-18. This was predominantly caused by an increase in domestic (dwelling and other residential properties) fires (44 incidents). Domestic fires constituted 66.54% of the total primary building fires. The top three causes of domestic primary building fires were 'cooking – other cooking' (87 incidents), 'combustible articles too close to heat source or fire' (47 incidents) and 'fault in equipment or appliance' (45 incidents). The Community Risk Department continues to work alongside operational crews to deliver home fire safety messages on a day to day basis.

Table 3 – Primary Fires

Primary Fires	Q1-Q3 2017-18	Q1-Q3 2018-19	% change
Building Fires	453	514	13.47
Vehicle & Transport Fires	251	232	-7.57
Outdoor Fires	89	140	57.30
<b>Total</b>	<b>793</b>	<b>886</b>	<b>11.73</b>

- Building Fires currently account for the greatest proportion (58.01%) in this category with 514 incidents.
- Vehicle & Transport Fires decreased by 19 incidents (7.57%) compared with the same period in 2017-18 (Table 3).
- Primary Outdoor Fires totalled 140 incidents in Q1-Q3 2018-19 compared with 89 incidents in the same period in 2017-18. These are classified as Primary Fires if they are attended by five or more fire appliances or if they involve a casualty or fatality.
- There were 4 fatalities in Primary Fires during Q1-Q3 in 2018-19 (Table 4, Figure 7).
- Technical Fire Safety continues to work with businesses and post-fire audits are completed following all fires in business premises.
- We have supported Dementia Awareness Week and Deaf Awareness Week to promote fire safety and Home Fire Safety Checks.



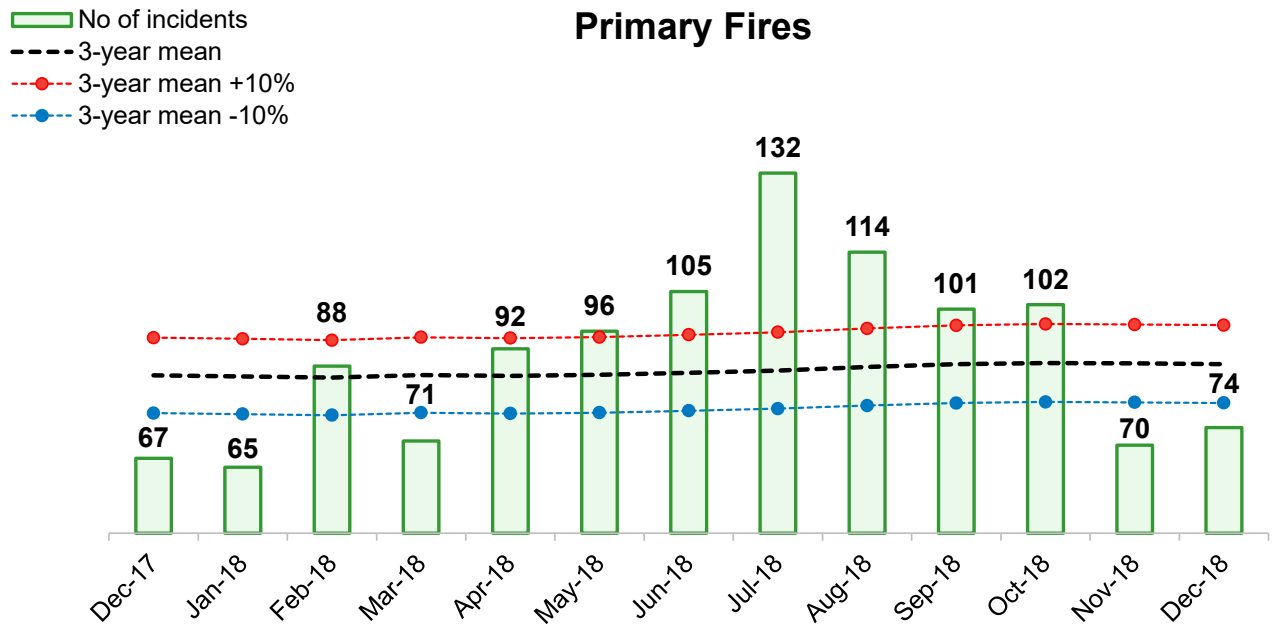


Figure 5 – Primary Fires per month: from Dec 2017 to Dec 2018

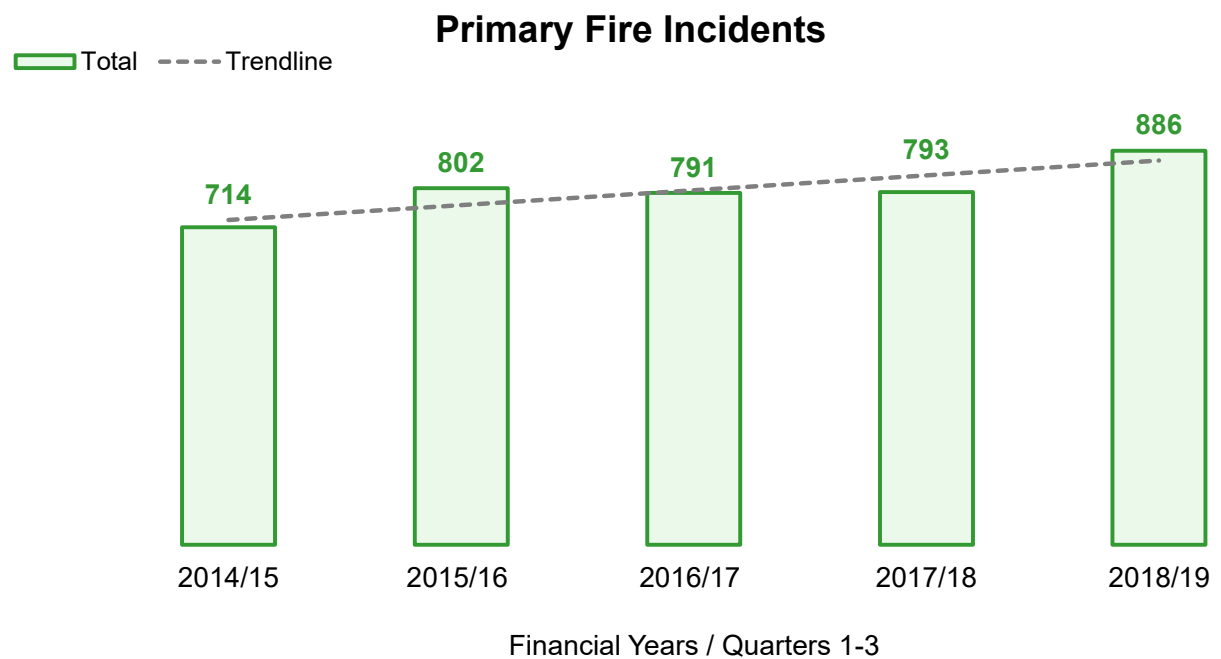


Figure 6 – Primary Fires: from Q1-Q3 2014-15 to Q1-Q3 2018-19

Table 4 – Primary Fires Casualties

Primary Fires Casualty: severity	Q1-Q3 2017-18		Q1-Q3 2018-19		% change	
	Inc No.	Cas No.	Inc No.	Cas No.	Inc No.	Cas No.
Fatalities	7	7	3	4	-57.14	-42.86
Victim went to hospital, injuries appear to be Serious	6	9	6	7	0.00	-22.22
Victim went to hospital, injuries appear to be Slight	19	28	21	22	10.53	-21.43
First aid given at scene	20	27	21	27	5.00	0.00
<b>Total</b>	<b>52</b>	<b>71</b>	<b>51</b>	<b>60</b>	<b>-1.92</b>	<b>-15.49</b>

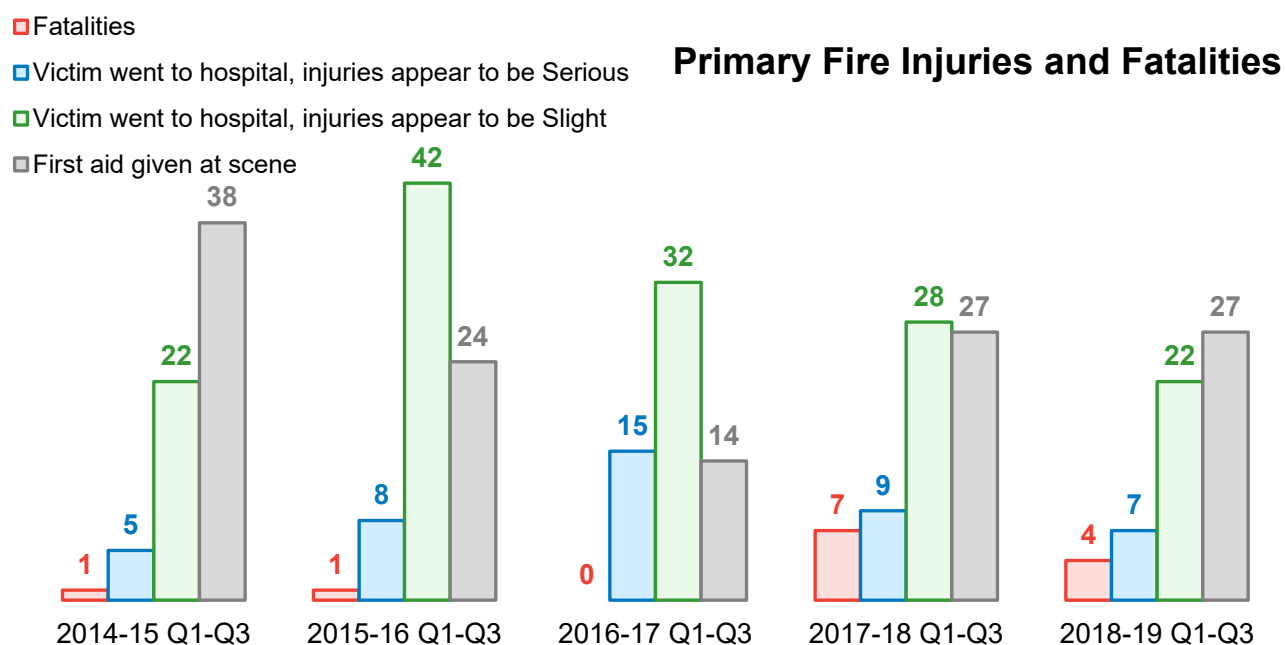


Figure 7 – Primary Fire Injuries and Fatalities: from Q1-Q3 2014-15 to Q1-Q3 2018-19

## 1.4 Secondary Fires

Secondary Fires include all other fires which neither are Primary nor Chimney Fires, do not involve casualties and are attended by no more than four fire appliances. There was a 24.00% increase (156 incidents) in Secondary Fires in Quarters 1-3 2018-19 compared with the same period in 2017-18 (Table 5, Figure 8).

Table 5 – Secondary Fires

Secondary Fires	Q1-Q3 2017-18	Q1-Q3 2018-19	% change
Grassland, Woodland and Crop	227	342	<b>50.66</b>
Other Outdoors (including land)	223	261	<b>17.04</b>
Outdoor Structures	145	155	<b>6.90</b>
Building & Transport	42	27	<b>-35.71</b>
Outdoor Equipment & Machinery	13	21	<b>61.54</b>
<b>Total</b>	<b>650</b>	<b>806</b>	<b>24.00</b>

- Grassland, Woodland and Crop Fires represent the greatest proportion (42.43%) of all Secondary Fires.
- The number of Building & Transport fires decreased by 35.71% in Q1-Q3 2018-19.
- 20 out of 21 Outdoor equipment & machinery fires were classed as accidental. 71.43% of Outdoor equipment & machinery fires were caused by cables (15 incidents), 5 were caused by not-secured barbecues and one was caused by other outdoor equipment /machinery.

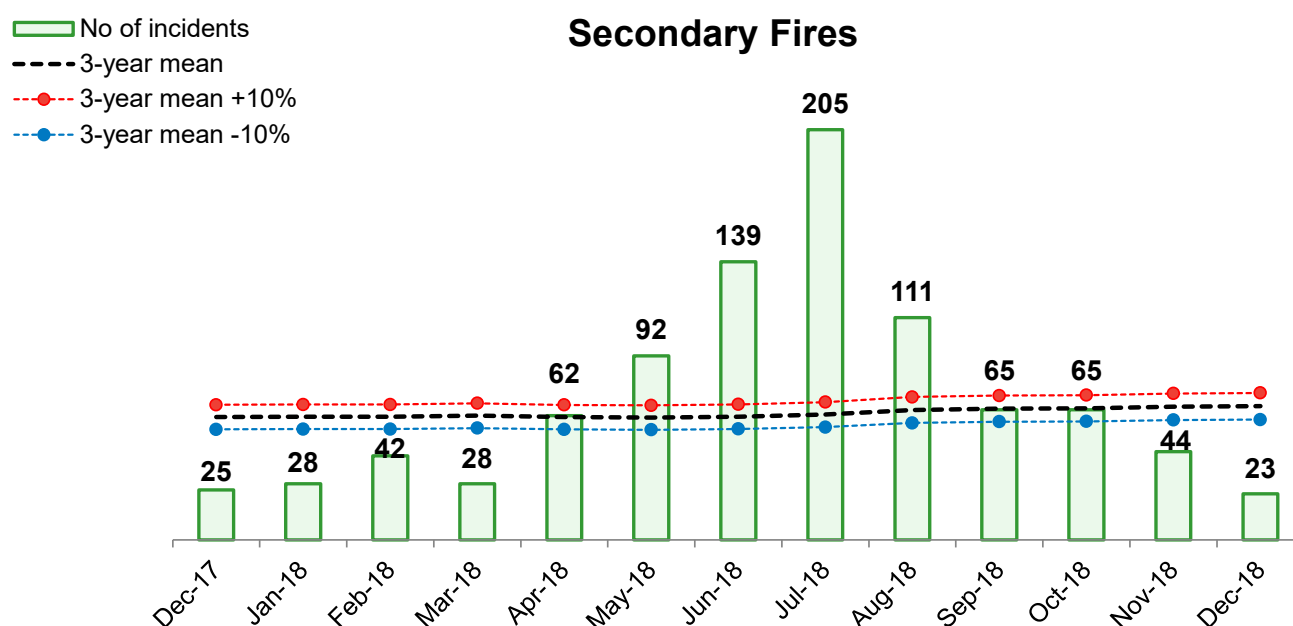


Figure 8 – Secondary Fires per month: from Dec 2017 to Dec 2018

- The increase in the number of Secondary Fires was mostly seen during a heatwave, which occurred between the end of June and early July, and peaking between 6 and 8 July 2018 with temperatures reaching 30°C.
- Secondary Fires in Q1-Q3 2018-19 were also influenced by other weather events; during Q1 and Q2, the weather was dominated by a low pressure system which brought higher monthly precipitation in April and June compared to the long-term weather analysis (1981-2010, Met Office). From 8 August 2018 onwards, the number of fires significantly decreased to 10 or less incidents per day. This can also be explained by cooler weather at times during the second half of August and rainfall amounts which were more significant during this period.
- Figure 9 shows the 5-year trend line for the total number of Secondary Fires recorded in Q1-Q3 between 2014-15 and 2018-19. Analysis shows that for each Q1-Q3 period the total number of Secondary Fires consistently increased by approximately 61 incidents, an increase of over 240 incidents in 5 years.

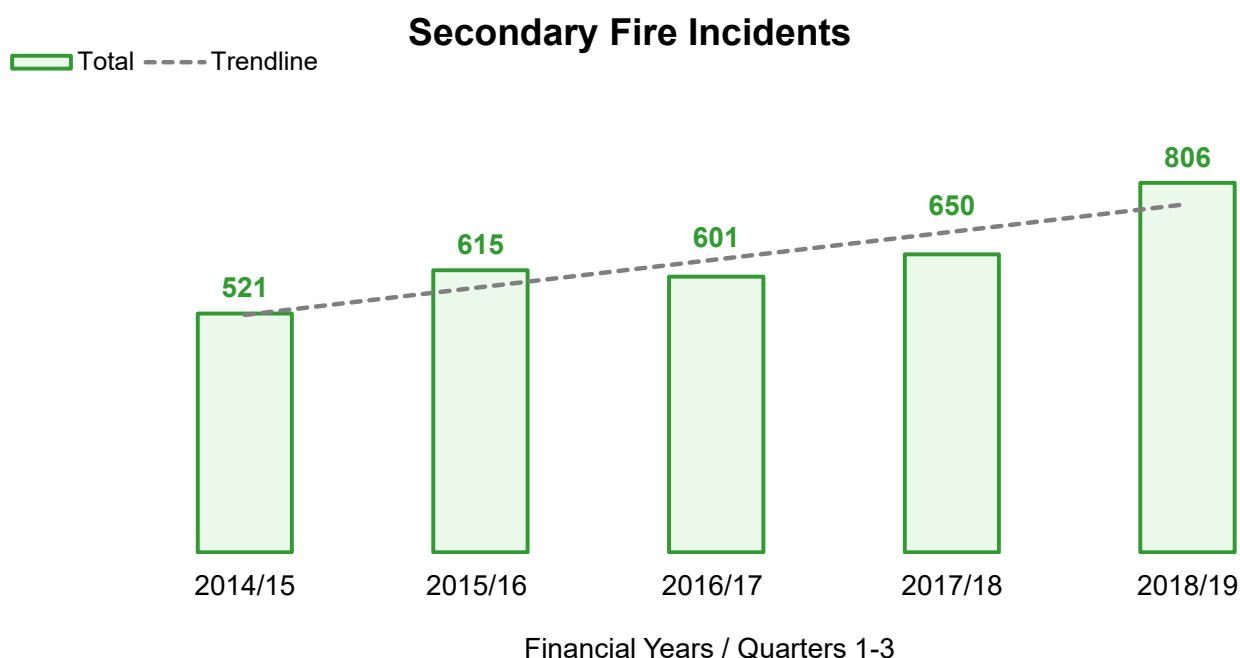


Figure 9 – Secondary Fires: from Q1-Q3 2014-15 to Q1-Q3 2018-19

## 1.5. Chimney Fires

The number of Chimney Fires (64 incidents) decreased by 8 incidents in Quarters 1-3 2018-19, compared to 72 in the same period of 2017-18 (Table 6, Figure 10). The decrease in the number of Chimney Fires is likely to be related to the warmer than usual weather.

Table 6 – Chimney Fires

Chimney Fires	Q1-Q3 2017-18	Q1-Q3 2018-19	% change
April	12	10	-16.67
May	4	3	-25.00
June	2	0	-200.00
July	2	0	-200.00
August	0	0	0.00
September	3	5	66.67
October	7	13	85.71
November	17	19	11.76
December	25	14	-44.00
January			
February			
March			
<b>Total</b>	<b>72</b>	<b>64</b>	<b>-11.11</b>

■ No of incidents  
--- 3-year mean  
- - - ● 3-year mean +10%  
- - - ● 3-year mean -10%

### Chimney Fires

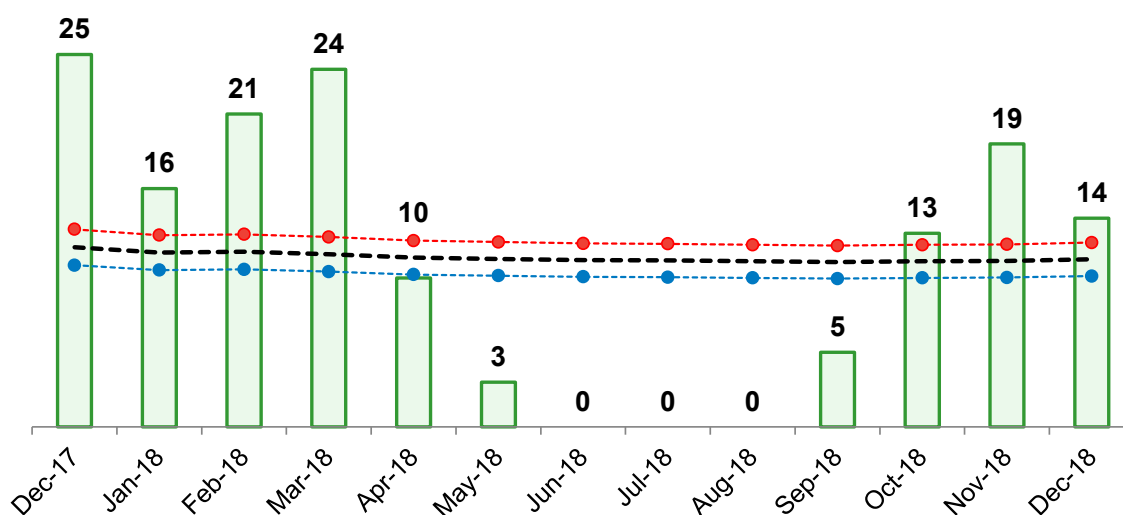


Figure 10 - Chimney Fires per month: from Dec 2017 to Dec 2018

The number of Chimney Fires in Q1-Q3 2018-19 was 20.20% less than the 5-year average of 80.20 incidents. Figure 11 shows the 5-year trend line for the total number of Chimney Fires recorded in Q1-Q3 between 2014-15 and 2018-19. Analysis shows that for each Q1-Q3 period the total number of Chimney Fires consistently decreased by approximately 8 incidents, a decrease of over 30 incidents in 5 years.

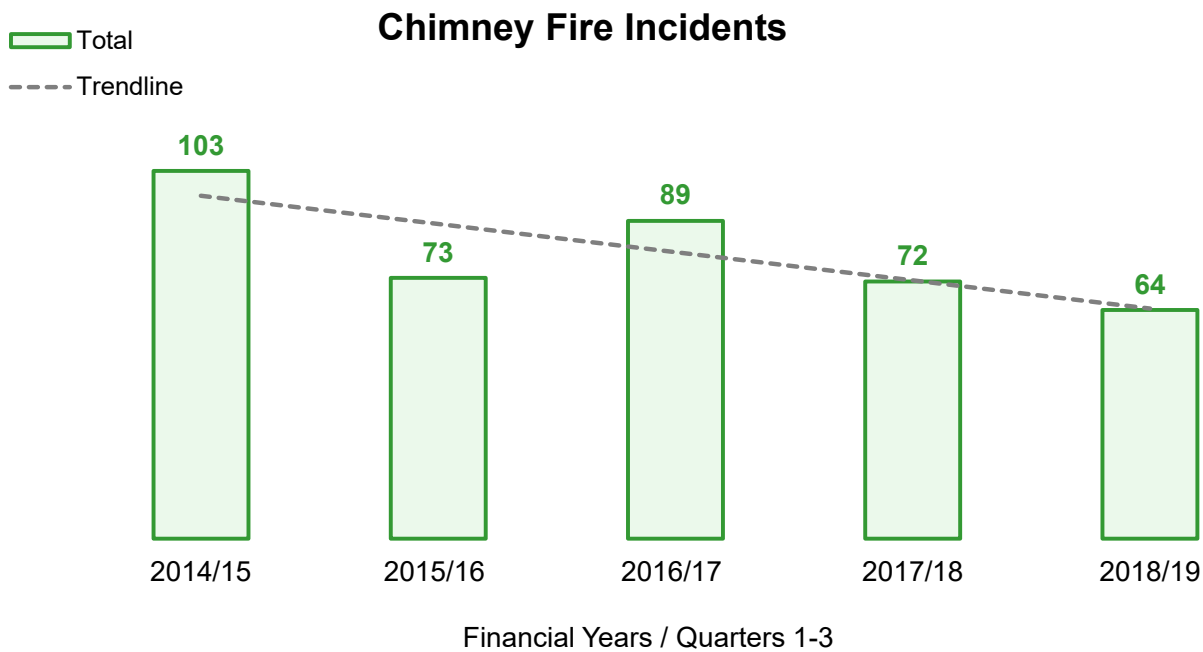


Figure 11 – Chimney Fires: from Q1-Q3 2014-15 to Q1-Q3 2018-19

Figure 12 shows the distribution of Chimney Fires by fire station ground. It shows that the highest numbers of Chimney Fires were in the Ewyas Harold area (6 incidents), while Leominster, Malvern, Eardisley and Worcester fire station area had 5 incidents each.

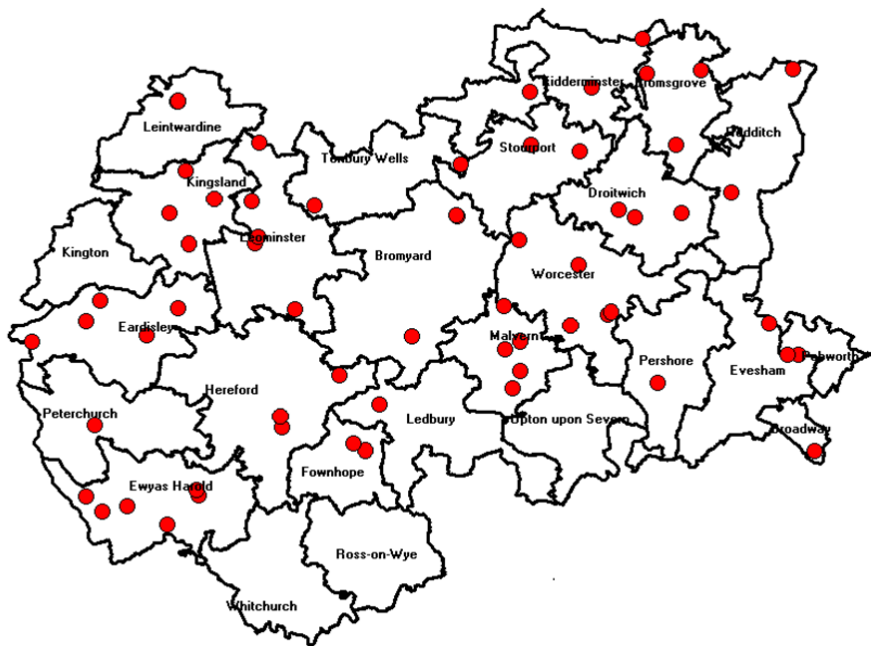


Figure 12 – Chimney Fires per station ground area in Q1-Q3 2018-19

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

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

### 2.1. Special Service Incidents

The number of Special Service incidents has risen by 14.10% (176 incidents) in Quarters 1-3 2018-19 compared to the same period in 2017-18 (Table 7, Figure 13). RTC incidents continue to form the greatest proportion of Special Service incidents, representing 37.01% of all Special Service incidents.

Table 7 – Special Services

Special Services	Q1-Q3 2017-18	Q1-Q3 2018-19	% change
RTC	491	527	7.33
Animal assistance	100	81	-19.00
Assist other agencies	88	115	30.68
Flooding	60	103	71.67
Lift release	45	49	8.89
Rescue or evacuation from water	35	35	0.00
Other Special Services	429	514	19.81
<b>Total</b>	<b>1,248</b>	<b>1,424</b>	<b>14.10</b>

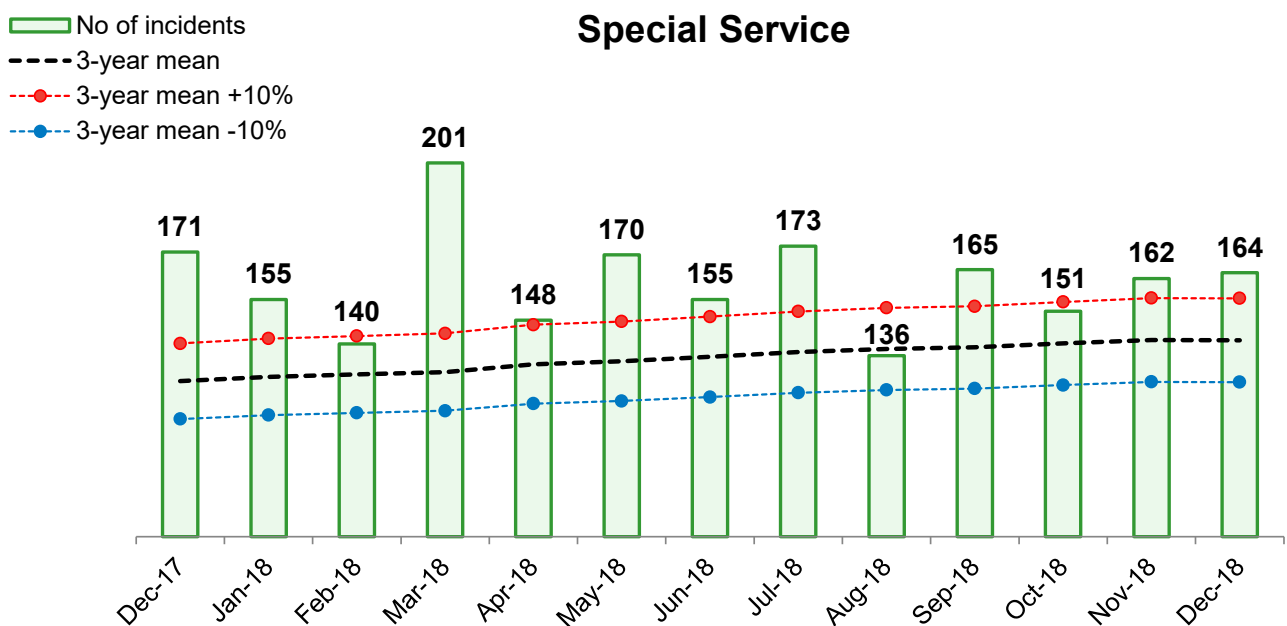


Figure 13 – Special Service incidents per month: from Dec 2017 to Dec 2018

- The number of RTC incidents shows a 7.33% increase (36 incidents) in Quarters 1-3 2018-19 compared with the same period in 2017-18.
- There was a large increase in the number of flash flooding incidents in Quarters 1-3 2018 which were caused by torrential rains recorded on 25/05/2018 (27.4 mm) and on 27/05/2018 (13.5 mm). 19 incidents were recorded on 27/05/2018 in the Hollywood area of Bromsgrove and were attended by Redditch and Bromsgrove fire station crews. In contrast, another torrential rain incident on 20/09/2018, which yielded 30.2 mm of rain, did not seem to have an impact on the number of Special Service incidents. This was Storm Bronagh which just by-passed Herefordshire and Worcestershire.
- Incidents involving Animal Assistance decreased by 19.00%.
- Other Special Services incidents increased by 19.81%. These are incidents such as the removal of objects, spills and leaks (non-RTC), provision of advice and assisting other agencies. In Q1-Q3 2018-19 the top 3 categories were 'Other' (98 incidents), 'Ring removal' (54 incidents), 'Service not required' (38 incidents).
- Figure 14 shows the 5-year trend line for the total number of Special Service incidents recorded in Q1-Q3 between 2014-15 and 2018-19. Analysis shows that for each Q1-Q3 period the total number of Special Service incidents consistently increased by approximately 96 incidents, an increase of over 380 incidents in 5 years.

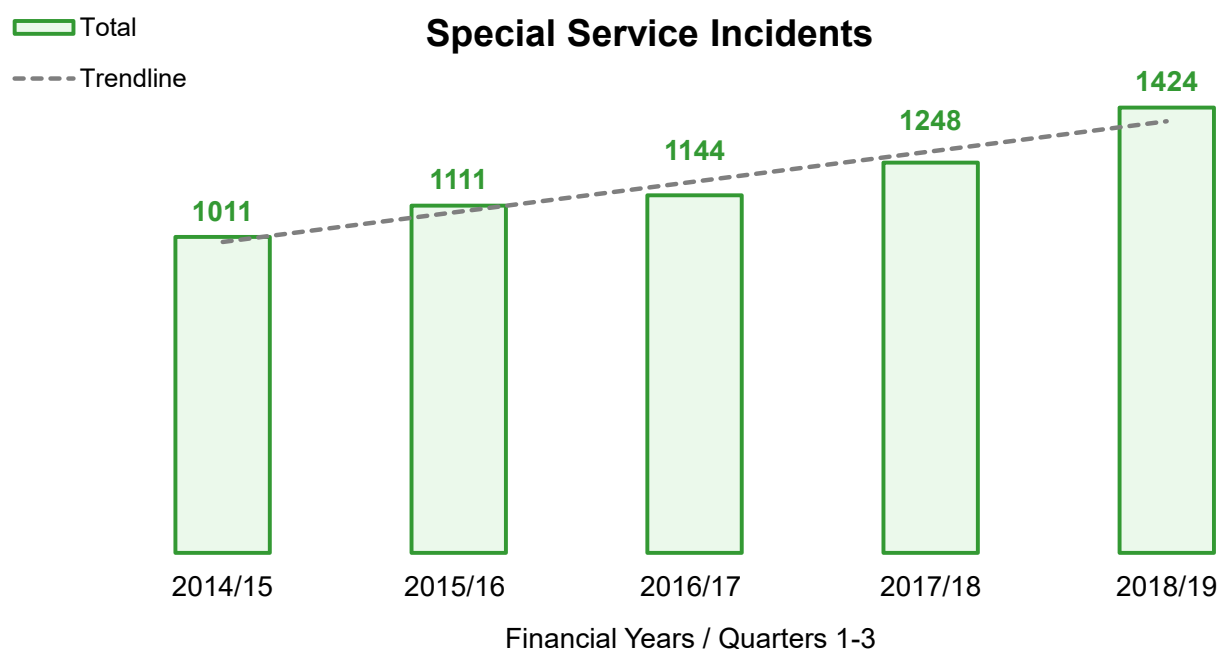


Figure 14 – Special Service incidents: from Q1-Q3 2014-15 to Q1-Q3 2018-19



## 2.2. RTC Incidents

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

Table 8 – RTC Incidents

RTC Incidents	Q1-Q3 2017-18	Q1-Q3 2018-19	% change
Make vehicle safe	303	307	1.32
Make scene safe	67	80	19.40
Extrication of person/s	62	57	-8.06
Release of person/s	25	44	76.00
Wash down road	2	2	0.00
Other	32	37	15.63
<b>Total</b>	<b>491</b>	<b>527</b>	<b>7.33</b>

- The number of RTC incidents attended in Q1-Q3 2018-19 increased by 7.33% (36 incidents) compared to the same period in 2017-18 (Table 8). This is mostly accounted for by an increase in attending 'RTC – Release of person/s' (19 incidents) and 'RTC – Make scene safe' (13 incidents).
- RTC incidents that required the extrication of person/s (using cutting equipment) decreased by 8.06% from 62 to 57 incidents.
- The majority of RTCs involved making vehicles safe (58.25% of all RTC incidents attended).
- Fire and Rescue crews attended 14 fatalities involving RTCs in Quarters 1-3, compared to 10 in the same period in 2017-18. These 14 fatalities all occurred at separate incidents. The number of people slightly injured in RTCs decreased from 250 to 221 and the overall number of casualties decreased by 49 people (Table 9, Figure 15).
- The Community Risk Department continues to work with Partner Agencies to raise awareness of road safety.

Table 9 – RTC Casualties

RTC Casualty: severity	Q1-Q3 2017-18		Q1-Q3 2018-19		% change	
	Inc No.	Cas No.	Inc No.	Cas No.	Inc No.	Cas No.
Fatalities	7	10	14	14	100.0	40.00
Victim went to hospital, injuries appear to be Serious	42	71	52	82	23.81	15.49
Victim went to hospital, injuries appear to be Slight	138	250	137	221	-0.73	-11.60
First aid given at scene	55	123	45	88	-18.18	-28.46
<b>Total</b>	<b>242</b>	<b>454</b>	<b>248</b>	<b>405</b>	<b>2.48</b>	<b>-10.79</b>

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

## RTC - Injuries and Fatalities

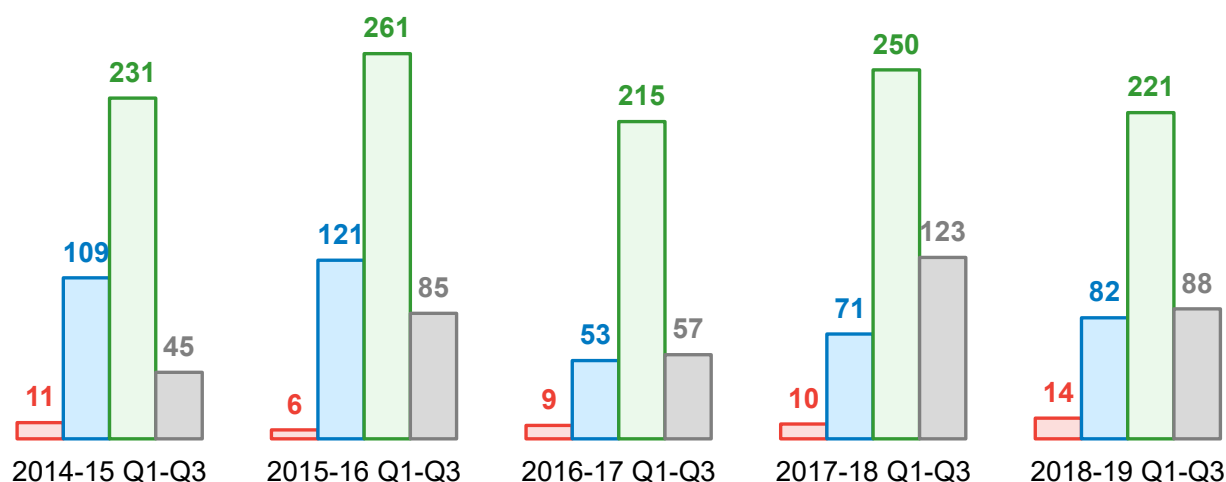


Figure 15 – RTC Injuries and fatalities quarterly data: from Q1-Q3 2014-15 to Q1-Q3 2018-19

- Figure 16 shows the 5-year trend line for the total number of Road Traffic Collisions recorded in Q1-Q3 between 2014-15 and 2018-19. Analysis shows that for each Q1-Q3 period the total number of Road Traffic Collisions consistently increased by approximately 25 incidents, an increase of over 100 incidents in 5 years.

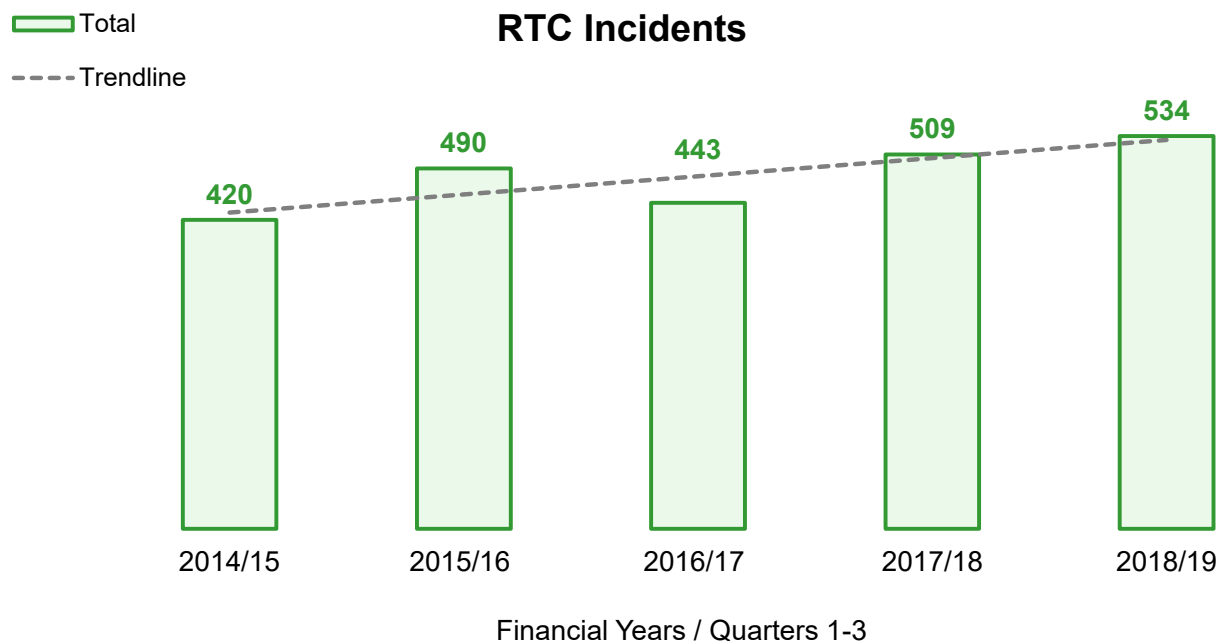


Figure 16 – RTC Incidents: from Q1-Q3 2014-15 to Q1-Q3 2018-19

### 2.3. False Alarm Incidents

The number of False Alarm incidents in Quarters 1-3 2018-19 shows an increase of 82 incidents (3.26%) compared to the same period in 2017-18 (Table 10, Figure 17). Overall, 45.73% of False Alarm calls were for residential properties and 54.27% were for non-residential premises.

Automatic Fire Alarm incidents increased by 13 incidents (0.69%) in Q1-Q3 2018-19 compared to the same period in 2017-18 (Table 10). The Service continues to analyse the cause and location of the incidents and works with premises owners to reduce call numbers.

False Alarm Good Intent incidents increased by 83 incidents (13.83%) in Q1-Q3 2018-19, compared to the same period in 2017-18. Malicious False Alarms decreased from 45 to 31.

Figure 18 shows the 5-year trend line for the total number of False Alarms recorded in Q1-Q3 between 2014-15 and 2018-19. Analysis shows that for each Q1-Q3 period the total number of False Alarms consistently increased by approximately 66 incidents, an increase of over 260 incidents in 5 years.

Table 10 – False Alarms

Category	Q1-Q3 2017-18	Q1-Q3 2018-19	% change
Malicious false alarms	45	31	-31.11
Good intent false alarms	600	683	13.83
Fire alarm due to apparatus	1,873	1,886	0.69
<b>Total</b>	<b>2,518</b>	<b>2,600</b>	<b>3.26</b>

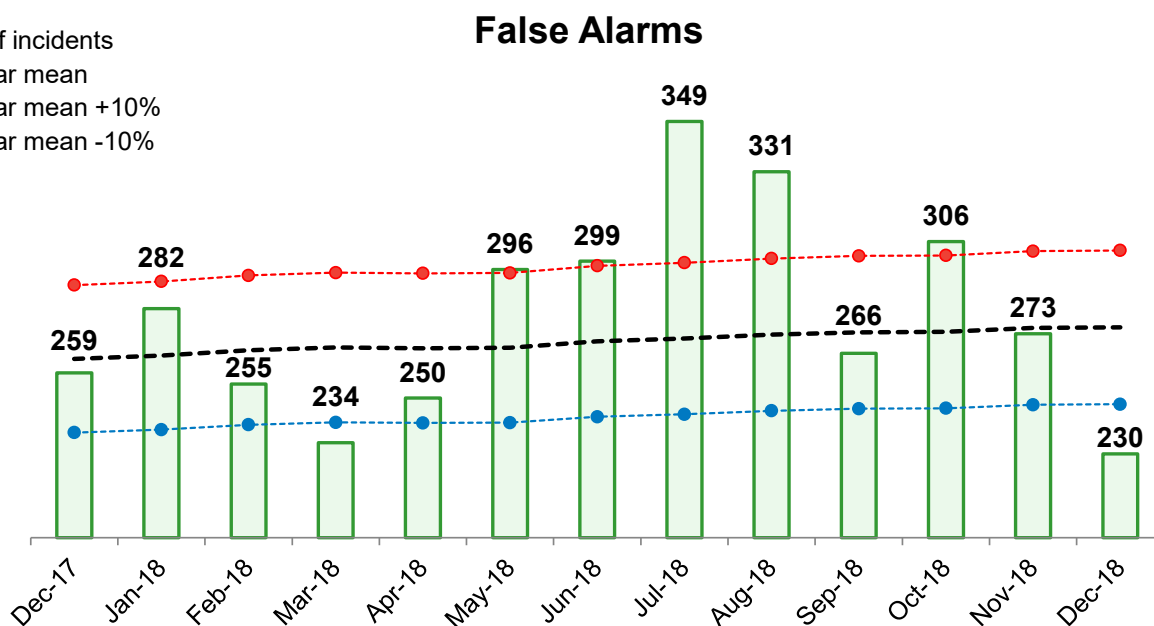


Figure 17 – False Alarm incidents per month: from Dec 2017 to Dec 2018

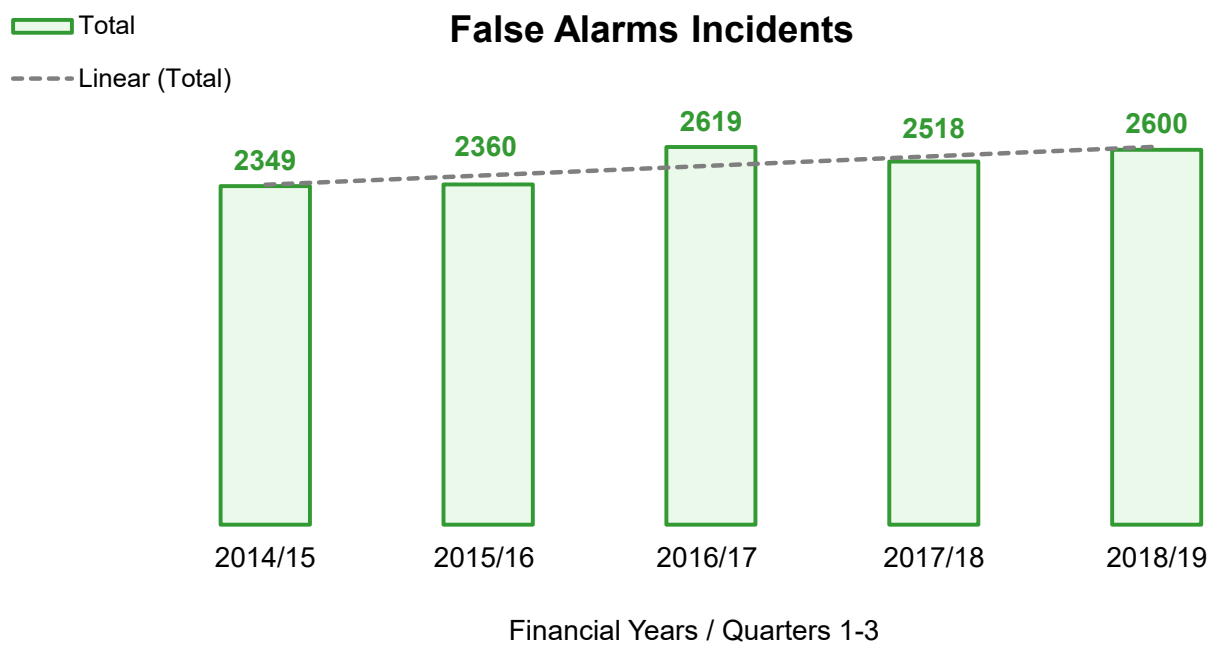


Figure 18 – False Alarm incidents: from Q1-Q3 2014-15 to Q1-Q3 2018-19

### 3. Absence Management

Staff absence and sickness is recorded on a quarterly basis in line with the Service's HR Connect management system (Figure 19). The sickness level for all staff in Q3 2018-19 has decreased overall to 2.50 days when compared to 2.90 days lost per head in Q3 in 2017-18. This is slightly above the 5-year average of 1.99 days lost per head. More details can be found in Table 11.

#### 3.1. All Staff Sickness

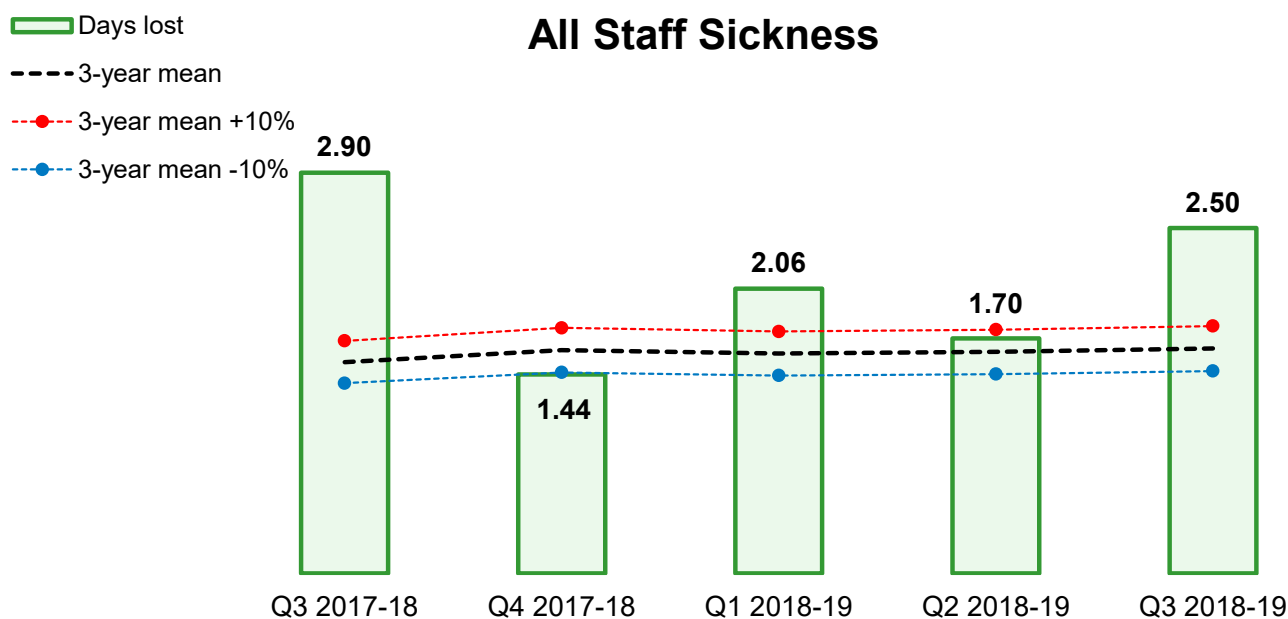


Figure 19 – All Staff Sickness: from Q3 2017-18 to Q3 2018-19

Table 11 – All Staff Sickness

Quarter	Short Term Sickness per head (days lost)	Long Term Sickness per head (days lost)	All Staff Sickness per head (days lost)
Quarter 1	0.86	1.20	2.06
Quarter 2	0.45	1.25	1.70
Quarter 3	0.52	1.98	2.50
Quarter 4			

- Long-term sickness continues to form the greatest proportion of All Staff sickness.
- Figure 20 shows the 5-year trend line for the All Staff Sickness (the number of days/shifts lost per head) recorded in Q3 between 2014-15 and 2018-19. Time cannot be used as a predicting variable for the increasing number of days/shifts lost per head, since the model is of a very poor fit.

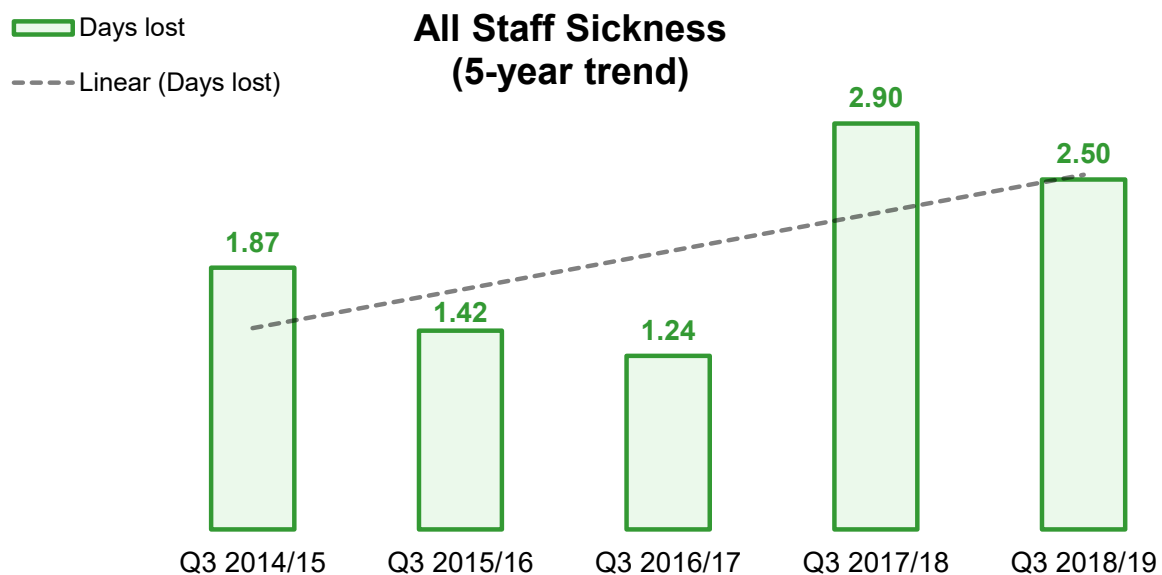


Figure 20 – All Staff Sickness: from Q3 2014-15 to Q3 2018-19

### 3.2. Non-Uniformed Staff Sickness

Non-Uniformed Staff Sickness increased in Q3 2018-19 to 2.74 days (Figure 21, Table 12). During the same period in 2017-18, Non-Uniformed Staff Sickness was at a lower level (0.59 days lost per head).

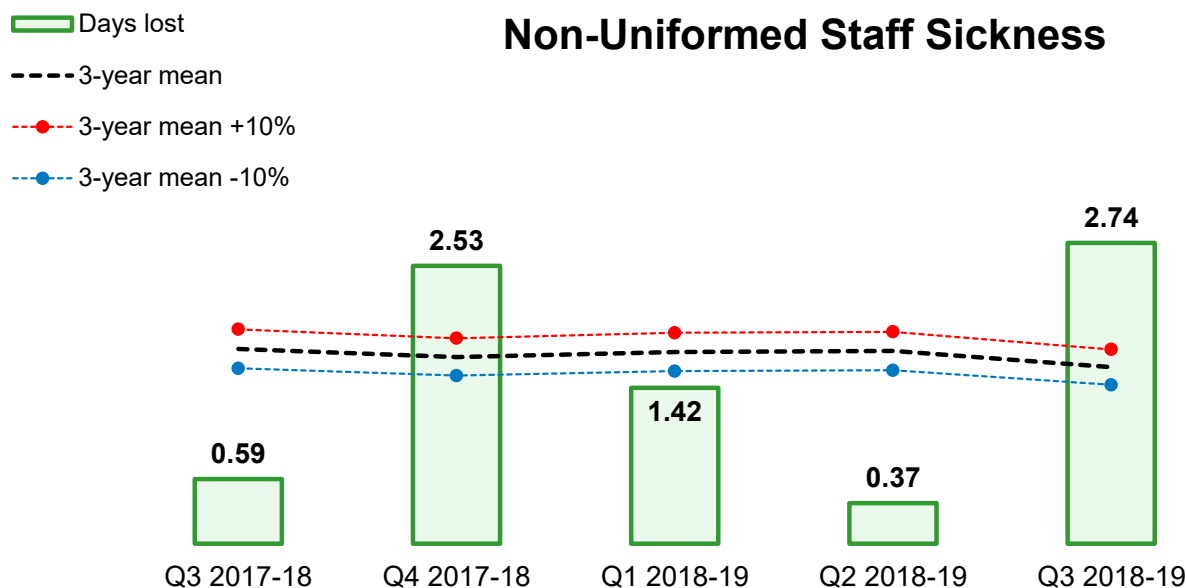


Figure 21 – Non-Uniformed Staff Sickness: from Q3 2017-18 to Q3 2018-19

Table 12 - Non-Uniformed Staff Sickness

Quarter	Short Term Sickness per head (days lost)	Long Term Sickness per head (days lost)	All Non-Uniformed Staff Sickness per head (days lost)
Quarter 1	1.11	0.31	1.42
Quarter 2	0.40	-0.02*	0.38
Quarter 3	0.50	2.24	2.74
Quarter 4			

- Long term sickness is now the largest proportion of sickness for Non-Uniformed Staff.
- By occurrence the most frequently recorded reason for absence in Q1-Q3 2018-19 were respiratory infections (cold / influenza).
- By number of days lost the most significant reason for absence in Q1-Q3 2018-19 were depression and other mental health related issues.

\* The number of employees is constantly changing and this influences the average number of days/shifts lost per person reported. The negative numbers reflects changes between these averages from one quarter to another.

### 3.3 Wholetime Staff Sickness

Wholetime Staff Sickness decreased in Q3 2018-19 to 2.16 days (Figure 22, Table 13). During the same period in 2017-18, Wholetime Staff Sickness was at a higher level (2.49 days lost per head).

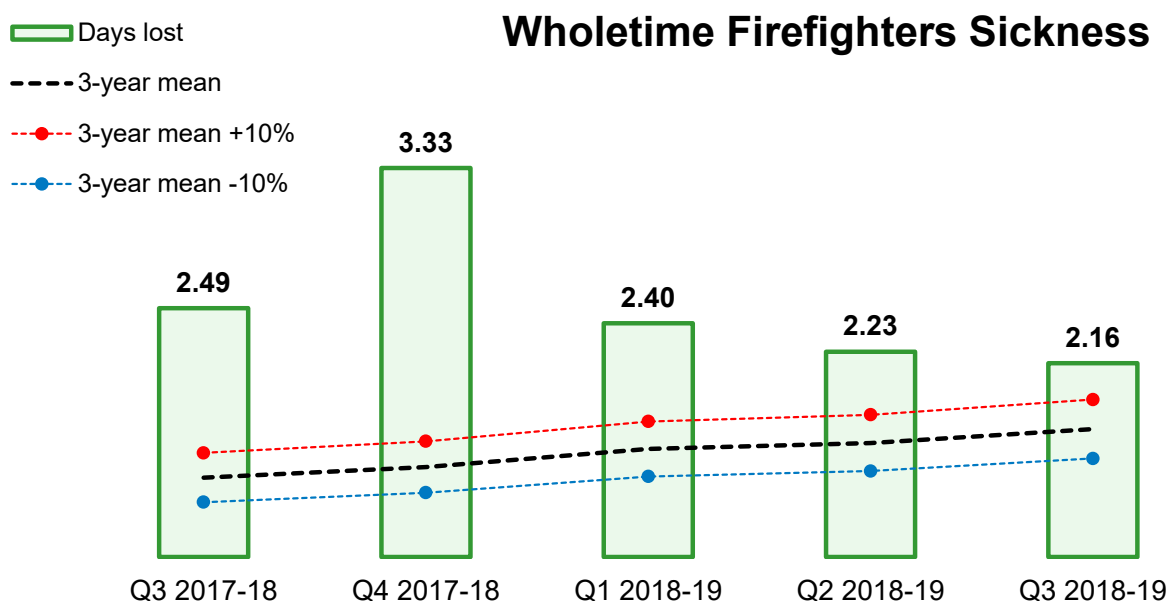


Figure 22 – Wholetime Staff Sickness: from Q3 2017-18 to Q3 2018-19

Table 13 – Wholetime Staff Sickness

Quarter	Short Term Sickness per head (days lost)	Long Term Sickness per head (days lost)	All Wholetime Staff Sickness per head (days lost)
Quarter 1	0.76	1.65	2.41
Quarter 2	0.30	1.93	2.23
Quarter 3	0.59	1.57	2.16
Quarter 4			

- By occurrence the most frequently recorded reason for absence in Q1-Q3 2018-19 were gastro-intestinal related issues.
- By number of days lost the most significant reason for absence in Q1-Q3 2018-19 were stress and other mental health related issues.



### 3.4 Comparative All Staff Sickness

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

Table 14 – Comparative All Staff Sickness

<b>Comparative All Staff Sickness</b>	<b>Short Term Sickness per head (days lost)</b>	<b>Long Term Sickness per head (days lost)</b>	<b>All Staff Sickness per head (days lost)</b>
Worcestershire County Council	1.38	4.71	6.09
Herefordshire Council			8.26
HWFRS	1.83	4.43	6.26

- The latest figures for Q1-Q3 2018-19 show that the Service's overall staff sickness levels continue to compare well, with lower levels of sickness for all staff at 6.26 days lost per head compared to the 8.26 at Herefordshire Council, but slightly higher than the 6.09 at Worcestershire County Council.
- Figures for other Fire and Rescue Services are generally only available a quarter in arrears. The latest available figures are for Q1-Q2 2018-19, which showed that Hereford & Worcester FRS All Staff Sickness was higher than Shropshire FRS (2.97 days/shifts lost per head compared to 2.18).

## 4. Key Performance Indicators Out of Tolerance

In addition to the totals for Total Incidents, Total Fires, Primary Fires, Secondary Fires, Special Service and All Staff Sickness being out of tolerance for Q1-Q3 2018-19, the first attendance by a fire appliance at Primary Building Fires within 10 minutes was also outside tolerance level. As previously explained, in the report for Q1-Q3 2018-19 there was an increase in the number of incidents attended, mainly influenced by weather events.

### 4.1 Attendance Standards – First Fire Appliance at Primary Building Fires

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

The total number of Primary Building Fires in Quarters 1-3 2018-19 was 514, which is a 13.47% increase compared to the same period in 2017-18.

The percentage of Primary Building Fires\* attended by the first fire appliance within 10 minutes during Quarters 1-3 2018-19 was 54.67% which is a 5.15% decline compared to the same period in 2017-18 (Table 15).

\* It should be noted that calculations are based on available records, which have been quality checked. During Q1-Q3 2018-19, 15 out of 514 (2.92%) records were not included compared to 6 in Q1-Q3 2017-18 (1.32%).

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

First fire appliance attendance	Q1-Q3 2017-18		Q1-Q3 2018-19	
Primary Building Fires attended within 10 minutes	271	59.82%	281	54.67%
Primary Building Fires not attended within 10 minutes	176	38.85%	218	42.41%
<b>Total</b>	<b>447</b>	<b>98.68%</b>	<b>499</b>	<b>97.08%</b>

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

First fire appliance attendance (average times)	Q1-Q3 2017-18 (mm:ss)	Q1-Q3 2018-19 (mm:ss)
Call handling time (Time of Call until Time Appliance Mobilised)	01:42	01:37
Travel time (Mobile Time until Appliance Arrival at Scene)	08:11	08:49
<b>Time of Call to Arrival at Scene</b>	<b>09:53</b>	<b>10:26</b>

- This benchmark or measurement standard does not alter how quickly the Service attend incidents. Many other factors can influence this target, such as call challenging and information gathering by Fire Control, changing societal issues, for example fewer incidents in built up areas and more incidents proportionally outside of towns and cities and weather/road conditions. All of this may increase the average time taken to attend incidents across both counties.
- The attendance standard was developed prior to the introduction of the current Fire Control system and there is no exact match between a time recorded in the current system and the time used under the old method to record the time of call. The nearest time in the current system would be "Incident Created", which is after the time of call and is when the Fire Control has identified the address in the database and needs to pinpoint the nearest fire appliance.
- The average time for the first fire appliance attendance at all Primary Building Fires in Q1-Q3 2018-19 was 10 minutes and 26 seconds, a decrease of 5.56% compared with Q1-Q3 2017-18 (Table 16).
- In Q1-Q3 2018-19 the first fire appliance did not meet the Attendance Standard on 229 occasions out of the 514 Primary Building Fires attended\* (Table 17). The main reason cited by crews for the first fire appliances not attending Primary Building Fires within 10 minutes was travel distance to the incident (50.22% of incidents). The top three reasons for not meeting the attendance standard are listed in Table 17.

\* This statistic is based on information provided by firefighters in the incident reports.

Table 17 – Attendance Standard – Primary Building Fires

Reason for not meeting attendance standard	Number of incidents	%
Travel distance to the incident	115	<b>50.22</b>
Turn in time (On-Call and Day Crew only)	42	<b>18.34</b>
Appliance not booked in attendance	19	<b>8.30</b>
Other	53	<b>23.14</b>
<b>Total</b>	<b>229</b>	<b>100.00</b>

## 5. On-Call (Retained) Availability

The Gartan\* report was produced on 08-01-2019 (a copy of the report is available upon request). The overall availability of the first On-Call (Retained) fire appliance decreased by 3.14%, when compared with the same period of 2017-18 (Table 18).

\*Gartan is an online availability management system.

Table 18 – First fire appliance On-Call (Retained) availability

Call sign	Station	County Council	Q1-Q3 2017-18	Q1-Q3 2018-19	% Change +/-
542	Bromyard	Herefordshire	97.99%	95.22%	-2.77%
481	Eardisley	Herefordshire	93.30%	94.65%	1.35%
472	Ewyas Harold	Herefordshire	95.92%	97.87%	1.95%
431	Fownhope	Herefordshire	92.41%	96.29%	3.88%
463	Hereford	Herefordshire	98.91%	97.74%	-1.17%
511	Kingsland	Herefordshire	99.31%	99.28%	-0.03%
492	Kington	Herefordshire	95.98%	96.28%	0.30%
422	Ledbury	Herefordshire	97.00%	98.28%	1.28%
502	Leintwardine	Herefordshire	98.50%	97.84%	-0.66%
522	Leominster	Herefordshire	99.54%	99.92%	0.38%
552	Peterchurch	Herefordshire	87.62%	64.36%	-23.26%
442	Ross-on-Wye	Herefordshire	100.00%	100.00%	0.00%
452	Whitchurch	Herefordshire	79.37%	64.44%	-14.93%
231	Bewdley	Worcestershire	71.33%	63.04%	-8.29%
302	Broadway	Worcestershire	78.09%	58.03%	-20.06%
251	Bromsgrove	Worcestershire	83.28%	80.79%	-2.49%
261	Droitwich Spa	Worcestershire	64.16%	64.40%	0.24%
281	Evesham	Worcestershire	88.30%	88.73%	0.43%
241	Kidderminster	Worcestershire	49.07%	64.92%	15.85%
411	Malvern	Worcestershire	84.27%	75.39%	-8.88%
291	Pebworth	Worcestershire	87.49%	84.86%	-2.63%
311	Pershore	Worcestershire	93.53%	85.86%	-7.67%
271	Redditch	Worcestershire	98.47%	96.50%	-1.97%
221	Stourport	Worcestershire	83.73%	69.93%	-13.80%
532	Tenbury	Worcestershire	98.66%	98.97%	0.31%
322	Upton upon Severn	Worcestershire	92.98%	90.08%	-2.90%
213	Worcester	Worcestershire	76.12%	76.96%	0.84%
<b>Total Hours Available</b>			<b>88.35%<sup>a,b</sup></b>	<b>85.21%<sup>a</sup></b>	<b>-3.14%</b>

<sup>a</sup> The average (mean) of availability of first appliances only.

<sup>b</sup> The Gartan report for Q1-Q3 2017-18 was re-done on 28-12-2018 and contains revised data, which is now presented with two decimal places instead of one. The figures shown for Broadway, Evesham, Kidderminster, Malvern and Worcester fire stations and for total hours available in Q1-Q3 2017-18 are different to those previously reported (90.3%). This was caused by retrospective updating on the Gartan system.

## 5.1 Number of incidents per station ground

Table 19 shows the number of incidents recorded in each fire station ground area\* in Q1-Q3 2018-19.

Table 19 – Incidents per station ground Q1-Q3 2018-19

Station Ground	County Council	Fire	Special Service	False Alarm	Total
Bromyard	Herefordshire	34	26	23	83
Eardisley	Herefordshire	15	15	6	36
Ewyas Harold	Herefordshire	12	5	9	26
Fownhope	Herefordshire	10	8	3	21
Hereford	Herefordshire	136	164	313	613
Kingsland	Herefordshire	19	9	5	33
Kington	Herefordshire	6	15	3	24
Ledbury	Herefordshire	17	23	29	69
Leintwardine	Herefordshire	7	7	0	14
Leominster	Herefordshire	43	43	69	155
Peterchurch	Herefordshire	13	6	6	25
Ross-on-Wye	Herefordshire	38	32	52	122
Whitchurch	Herefordshire	12	19	9	40
Bewdley	Worcestershire	57	25	51	133
Broadway	Worcestershire	9	8	22	39
Bromsgrove	Worcestershire	130	124	290	544
Droitwich Spa	Worcestershire	86	68	106	260
Evesham	Worcestershire	127	75	149	351
Kidderminster	Worcestershire	202	109	263	574
Malvern	Worcestershire	60	87	176	323
Pebworth	Worcestershire	23	7	7	37
Pershore	Worcestershire	47	28	74	149
Redditch	Worcestershire	246	191	341	778
Stourport	Worcestershire	86	37	96	219
Tenbury	Worcestershire	20	22	6	48
Upton upon Severn	Worcestershire	37	24	26	87
Worcester	Worcestershire	264	247	466	977
<b>Total</b>		<b>1,756</b>	<b>1,424</b>	<b>2,600</b>	<b>5,780</b>

\* This analysis was based on the geographical coordinates of incident locations. When the location of an incident was beyond the geographical territory of HWFRS, the incident was assigned to the station ground of the station attending the incident.

In Q1-Q3 2018-19 HWFRS attended a total of 99.00 Over The Border (OTB) incidents; these were 30.00 Fire, 27.00 Special Service and 42.00 False Alarm incidents.

# HWFRS Community Risk Activity

## Year 2018/19 – December 2018



HFSCs



Standard Alarms



Specialist Alarms

Month	287	307	70
Year to date	3047	3226	518



Arson Referrals



Fire Setter Referrals

Month	135	13	3
Year to date	1131	77	34



Community Safety Activity  
(CE1 hours)



Public Engagement  
(total no. of people)



CR Media Campaigns

Month	13	443	1
Year to date	754	5181	18



RBAP/Visits/Post Fires



BFSCs



INTELS from BFSCs

Month	100	43	1
Year to date	1209	520	25



Building Reg Consultations



Licensing Apps



Fire Investigation

Month	30	11	6
Year to date	398	191	50



Twitter



CR 0800



Enforcement

Month	2141	285	6
Year to date	123562	3274	195

## Report of Head of Legal Services

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

#### Purpose of report

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

#### Recommendation

***It is recommended that the Committee note there has been no use of covert investigatory techniques during the past year.***

#### Introduction and Background

2. The Regulation of Investigatory Powers Act 2000 ("RIPA") sets out procedural rules to enable specified public authorities to use covert investigatory techniques which might otherwise infringe legal rights to privacy and respect for family life under the Human Rights Act 1998. In particular they govern when and how hidden surveillance, covert witnesses and interception of communications can be used. Fire Authorities are included in the list of public authorities that can rely on RIPA.
3. The Authority has no history of using the covert surveillance techniques covered by RIPA but nonetheless we are required to have a policy in place and are subject to periodic inspection. The Office of Surveillance Commissioners who previously had responsibility for this has now become part of the Investigatory Powers Commissioners Office, which was created as a result of the Investigatory Powers Act 2016 and provides independent oversight of the use of investigatory powers by intelligence agencies, police forces and other public authorities.
4. The Fire Authority's current policy was adopted by this committee in March 2013 and it was agreed that in accordance with the Home Office code of practice, an annual report would be made to the Policy and Resources Committee with a review of the policy and the Authority's use of powers under the Act.

#### Review of RIPA Authorisations

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

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

6. Although the Authority has not needed to rely on the use of RIPA, the policy nonetheless:
- reinforces advice to officers that the use of covert investigatory techniques should be avoided in most circumstances;
  - ensures that should the unforeseen and exceptional eventuality arise when reliance on RIPA is needed there will be a clear procedure for handling its use;
  - ensures that any application to use the techniques covered by RIPA will be made using the appropriate Home Office forms and approved by one of the designated 'Authorised Officers'; and
  - meets the requirements of the Investigatory Powers Commissioners Office.

### Conclusion/Summary

7. Best practice under the code of practice requires members of local authorities, including fire authorities, to set the policy on the use of RIPA and to review it annually. However under the codes, Members are not to have any role in considering any particular application to rely on RIPA.
8. The Authority has not relied on covert investigatory powers during the past year.

### Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	It is a requirement to have a policy in place but there are no on-going resource implications
<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).	This report enables Fire Authority Members to exercise an oversight role on behalf of the wider community
<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?)	Not applicable



## **Supporting Information**

Background papers:  
RIPA Policy

## **Contact Officer**

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## **Report of the Assistant Chief Fire Officer – Service Delivery**

### **Update from the Joint Consultative Committee**

#### **Purpose of report**

1. To inform the Committee of the activities of the Joint Consultative Committee (JCC) since September 2018.
- 

#### **Recommendation**

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

- (i) Change of Contracts***
- (ii) Internal Staff and Pay Protection SPI (Service Policy Instruction)***
- (iii) DCP***
- (iv) Service Core Values***
- (v) Night Time Cover***

#### **Background**

2. The JCC acts as the main route for employee consultation. It comprises managers and employee representatives who meet every six weeks to discuss issues of mutual concern. The JCC is not a decision making body.
3. Employees are represented on JCC by members from each of the Representative Bodies (RBs) in Hereford & Worcester Fire and Rescue Service, namely the FBU, FOA, GMB, RFU and Unison.
4. The Committee is chaired by the Assistant Chief Fire Officer who is currently responsible for industrial relations. Other management representatives include the Area Commanders responsible for Community Risk & Training, Operations and Operations Support and the Head of HR and Development.

## Update

5. The Joint Protocol for Industrial Relations SPI provides the framework for communicating, consulting and negotiating with all Trade Unions. This policy is currently being reviewed to better reflect current practice.
6. Following a review, all new items raised at JCC meetings are now categorised under one of the following headings enabling a more structured flow of information between management and RBs:
  - For consultation
  - For negotiation
  - SPIs for consultation
  - Requests for information from TU Reps
  - Information items/updates for TU Reps from management including any emerging issues
7. Since its last update to the Committee, the JCC has met on four occasions, 18 October 2018, 6 December 2018, 22 January 2019 and 6 March 2019. The following key issues have been discussed:

DCP (Day Crewing Plus) - A DCP meeting took place on 11 January between management and Rep Bodies. And a further meeting took place on 23 January with station staff, the details of which were put forward in an options paper to the FRA on 11 February. Consultation will now take place following the elections.

Moving Wholetime Uniformed Pay from 4 Weekly to Monthly - Due to an anomaly in the tax rules, there has been an opportunity to move from 4 weekly to monthly pay from April 2019 without incurring any tax penalties for staff. This has resulted in all HWFRS staff being paid monthly which has assisted the Payroll function.

### 10 Hour Day Duty System

The 10 Hour Day System negotiation/discussions were concluded and closed at JCC on 22 January 2019. Amendments needed to satisfy the TAP for the Equalities Impact Assessment ended on 11 February 2019. To date the Service has not received any alternate proposals regarding the TAP ruling and remains open to discussions with the Representative Bodies.

8. Management representatives also continue to keep JCC members updated on any on-going and developing issues and activities in which HWFRS is involved. Since the last update to the Policy and Resources Committee in September 2018, these have included:
  - Pensions Deficit – Employers contributions to due to rise from 17% to 30% across the public sector. The FRS is funded at 95% but other than that any further funding is unknown – it depends on the Spending Review that will be announced in the Autumn – this adds an additional £1.1m to be found in the budget.

- Cultural Review Workshops – Both the ODWG (Organisational Development Working Group) and the Cultural Challenge Group have now combined and new Terms of Reference are being drafted.
- Themes and Results of Exit Interviews – It was noted that only a low number of feedback questionnaires are received when individuals leave the Service. It was noted that the return rate from wholetime staff was 18%, on call staff 6% and support staff 27%. It was confirmed that there is a process in place to offer leavers the opportunity to complete an exit questionnaire and have an exit interview with their manager, but it is more around the lack of uptake. This issue is currently on the HMI tracker and also within the People Strategy as work in progress to review the process. Work is ongoing in this area and will be brought back to JCC in the Autumn.

## Conclusion

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

## 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)	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

## Supporting Information

None

## Contact Officer

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