



HEREFORD & WORCESTER Fire Authority

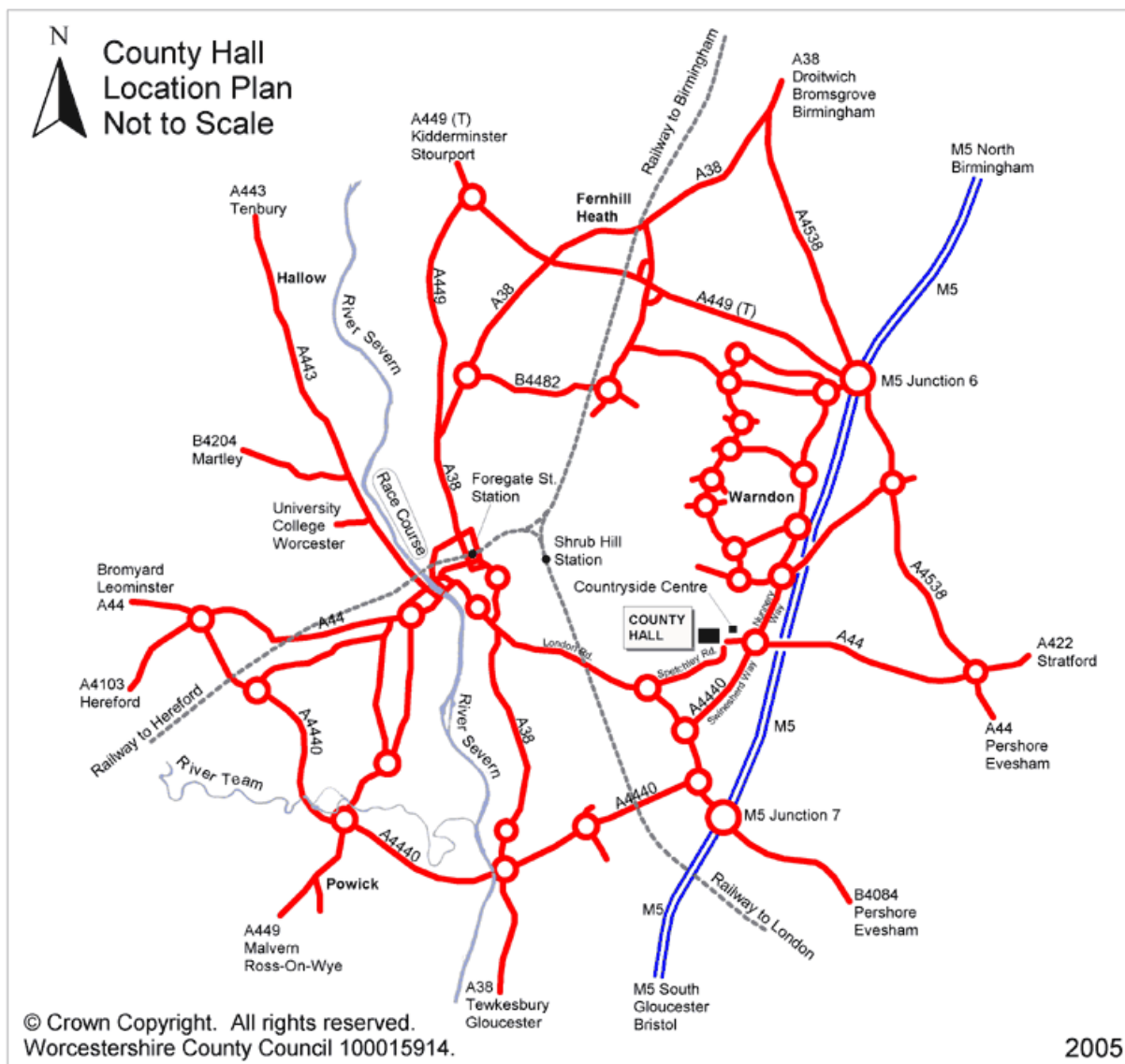
Audit and Standards Committee

AGENDA

Tuesday, 22 January 2019

14:30

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



From the M5

From J7 of M5 follow A44 to Worcester (follow the brown and white tourist signs) at the roundabout turn right onto Swinesherd Way and continue to the end passing Wildwood Drive on the left and the Countryside Centre on the right.

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

From Worcester City Centre

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

Travelling eastwards along London Road, passing through a set of traffic lights at the bottom of the first large hill, climb to the top of the next hill. Approach the large roundabout and take the first left (almost straight ahead if you remain in the inside lane) into Spetchley Road.

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

Fire Alarm

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

Toilets

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

Parking

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

Smoking Policy

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

OPTIONAL INFORMATION

Cafe

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

Shop

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

Grounds/Site traffic

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

Public Transport

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

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

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

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

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

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

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

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

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

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



Hereford & Worcester Fire Authority

Audit and Standards Committee

Tuesday, 22 January 2019, 14:30

Agenda

Councillors

Mr M Hart (Chairman), Mr A Amos (Vice Chairman), Ms P Agar, Ms T Bowes, Ms K S Guthrie, Mr I D Hardiman, Mr Al Hardman, Mr R I Matthews, Mr P Middlebrough, Dr K Pollock, Professor J W Raine, Mr S D Williams

No.	Item	Pages
1	Apologies for Absence To receive any apologies for absence.	
2	Named Substitutes To receive details of any Member of the Authority nominated to attend the meeting in place of a Member of the Committee.	
3	Declarations of Interest (if any) This item allows the Chairman to invite any Councillor to declare an interest in any of the items on this Agenda.	
4	Confirmation of Minutes To confirm the minutes of the meeting held on 25 July 2018.	7 - 10
5	Annual Audit Letter 2017/18 To present the Annual Audit Letter 2017/18 from External Auditors, Grant Thornton UK LLP.	11 - 24

6	Internal Audit Progress Report 2018/19	25 - 34
	To provide the Committee with a progress update on the 2018/19 audit plan delivery.	
7	Annual Statement of Assurance 2018-19	35 - 53
	To consider and approve the draft Statement of Assurance 2018-19 for publication.	
8	Employment Monitoring Data 2017-18	54 - 101
	This report summarises progress against the Public Sector Equality Duty, prior to the publication of the Employment Monitoring Data 2017-18 on the Service website.	
9	Health and Safety Committee Update	102 - 122
	The purpose of this report is to provide the Audit and Standards Committee with an update on the activities and items of significance from the Service's Health and Safety Committee.	



Hereford & Worcester Fire Authority

Audit and Standards Committee

Wednesday, 25 July 2018, 10:30

Minutes

Members Present: Ms P Agar, Mr A Amos, Mr I D Hardiman, Mr Al Hardman, Mr M Hart, Mr P Middlebrough, Dr K Pollock

100 Apologies for Absence

Apologies were received from Ms K S Guthrie, Mr B Matthews, Prof J W Raine and Mr S D Williams.

101 Named Substitutes

There were no named substitutes.

102 Declarations of Interest (if any)

There were no interests declared.

103 Confirmation of Minutes

RESOLVED that the minutes of the meeting of the Audit and Standards Committee held on 25 April 2018 be confirmed as a correct record and signed by the Chairman.

104 Statement of Accounts 2017/18

The Treasurer presented the Statement of Accounts 2017/18 to the Committee and was pleased to report that the Accounts had been signed off by the Treasurer on 30 May 2018.

Following consideration of the External Audit Findings Report (below) it was **RESOLVED** that the Statement of Accounts 2017/18 be approved.

105 External Audit Findings Report 2017/18 Including Letter of Representation

The External Auditor presented the Auditors' Report to the Committee.

It was highlighted to Members the intention of issuing an unqualified opinion on the financial statements and an unqualified value for money conclusion. Members were advised that there were no control issues or weaknesses to be brought to the attention of the Committee and that no adjustments affecting the Authority's reported financial position were required.

The finance team were thanked for producing the Accounts in the new time constraints.

RESOLVED that:

i) the External Audit Findings Report 2017/18 including an unqualified opinion on the 2017/18 accounts be noted; and

ii) the letter of representation be approved on behalf of the Authority.

106 External Audit Fee 2018-19

The Treasurer reminded Members of the revised arrangements for the appointment of external auditors from 2018/19 and confirmed that Grant Thornton UK LLP had been appointed as auditors for five years commencing with the 2018/19 audit.

Members were informed that the scale fee for 2018/19 was £25,311 and that fees would be reviewed and updated as necessary as the audit work progressed.

RESOLVED that the External Audit Fee 2018/19 from Grant Thornton UK LLP be noted.

107 Internal Audit Annual Report 2017/18

The Head of Internal Audit Shared Service presented a report detailing the achievement of the Internal Audit objectives as set out in the Internal Audit Plan 2017/18. The audit opinion and commentary on the overall adequacy and effectiveness of the internal control environment concluded that arrangements for 2017/18 had managed the principle risks effectively and could be relied upon to meet corporate objectives.

With regard to Risk Management, Members were assured that the development of formal risk management systems was sustained during the year and risk management continued to feature prominently.

In response to a question from a Member, it was explained that the process of internal audit was risk focussed rather than being a review of controlled mechanisms.

RESOLVED that the Committee note the Internal Audit Charter and that the audit plan delivered in 2017/18 has provided an assurance level of "full" for three core financial areas and that no limited or below assurance areas have been report.

108 Internal Audit External Assessment 2017/18 Update Report

The Head of Internal Audit Shared Service presented a report updating Members on the progress made towards implementing the Internal Audit External Assessment that took place during the 2017/18 financial year.

Members were informed that a review was undertaken by an independent assessor during early October 2017 and a report detailing the key outcomes was presented to the Client Officer Group in November 2017. The key outcomes identified that the Internal Audit Shared Service is solid and reliable and there were no areas of non compliance identified.

Internal Audit Shared Service was thanked by Members for an excellent outcome.

RESOLVED that the report be noted.

109 Strategic Risk Register Review

The Head of Operational Support presented an update to the Committee on the Strategic Risk Register.

Members were informed that new processes and framework had been embedded in the management of the Strategic Risk Register and in the departmental level risk registers. Members were reassured that there was continual monitoring and reviewing taking place at quarterly Senior Management Board performance meetings and Middle Management Board meetings to ensure risks were being used to drive business.

In response to a question by a Member regarding resilience of power supply, it was explained that the Service had Uninterrupted Power Supply (UPS) at all locations with back up generators at the main locations. Members were also reassured that the Service held bulk fuel for vehicles

should there be a shortage at any time.

RESOLVED that the contents of the report be noted.

110 Health and Safety Update

The Head of Operation Support provided the Committee with an update on the activities and items of significance from the Service's Health and Safety Committee.

Members' attention was drawn to an error in the section referencing in paragraph 6 of the report. It should have read sections 18-21, and not 5-7.

Members were informed that during Quarter 4 there had been a slight increase in personal injuries and vehicle collisions but the majority of events were of a minor nature. All events had a minimum of a local level investigation to identify preventative control measures, to help reduce the likelihood of similar occurrences.

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

- i) The Health and Safety performance information recorded during January 2018 to March 2018 (Quarter 4).**
- ii) The involvement of the Service in a number of Health and Safety initiatives.**

The Meeting ended at: 11:21

Signed:.....

Date:.....

Chairman

Report of the Treasurer

Annual Audit Letter 2017/18

Purpose of report

1. To present the Annual Audit Letter 2017/18 from External Auditors, Grant Thornton UK LLP.

Recommendation

The Treasurer recommends that the Annual Audit Letter 2017/18 from External Auditors, Grant Thornton UK LLP be noted.

Introduction and Background

2. Under the Local Audit and Accountability Act 2014 the Auditors key responsibilities are to :
 - give an opinion on the Authority's financial statements;
 - assess the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources (the value for money conclusion).
3. The Auditors undertake a risk assessment to identify any significant risks which need to be addressed before the value for money conclusion is reached. The Auditors assess the Authority's financial resilience as part of their work on the value for money conclusion.
4. The Annual Audit Letter summarises the findings from the 2017/18 audit.

Overview

5. The key messages in the Audit 2017/18 are as follows:
 - the financial statements were prepared by the new earlier deadline of the end of May;
 - the audit went well and detailed testing was completed as planned;
 - officers were responsive to our questions and adopted a positive attitude throughout the audit;
 - financial risks are sufficiently mitigated and the Authority has proper arrangements for ensuring sustainable resource deployment.

Audit Opinion

6. An unqualified opinion on the Authority's 2017/18 financial statements was issued on 25 July 2018. The financial statements were considered to give a true and fair view of the Authority's financial position and that the financial statements presented for audit were basically sound.
7. No significant issues were found with the primary statements in our 2017/18 audit. The Auditors and officers will discuss further efficiencies in the audit process to meet the end of July deadline for next year.
8. The Engagement Lead issued an unqualified Value for Money Conclusion on 25 July 2018 as work did not identify any matters which indicated that the Authority did not have proper arrangements in place for securing economy, efficiency and effectiveness.
9. The Engagement Lead was satisfied on the basis of his work that in all significant respects Hereford & Worcester Fire and Rescue Authority has put in place proper arrangements to secure value for money in its use of resources for the year ending 31 March 2018.

Corporate Considerations

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

Supporting Information

Appendix 1 – Annual Audit Letter 2017-18 from Grant Thornton UK LLP

Contact Officer

Martin Reohorn, Treasurer
(01905 368205)

Email: mreohorn@hwfire.org.uk

Annual Audit Letter

Year ending 31 March 2018

Hereford and Worcester Fire Authority

August 2018



Contents



**Your key Grant Thornton
team members are:**

Phil Jones
Director

T: 0121 232 5232
E: phil.w.jones@uk.gt.com

Neil Preece
Manager

T: 0121 232 5292
E:neil.a.preece@uk.gt.com

Allison Thomas
Audit Executive

T:0121 232 5278
E: : Allison.A.Thomas@uk.gt.com

Section	Page
1. Executive Summary	3
2. Audit of the Accounts	5
3. Value for Money conclusion	8
Appendices	
A Reports issued and fees	10

Executive Summary

Purpose

Our Annual Audit Letter (Letter) summarises the key findings arising from the work that we have carried out at Hereford and Worcester Fire Authority (the Authority) for the year ended 31 March 2018.

This Letter is intended to provide a commentary on the results of our work to the Authority and external stakeholders, and to highlight issues that we wish to draw to the attention of the public. In preparing this Letter, we have followed the National Audit Office (NAO)'s Code of Audit Practice and Auditor Guidance Note (AGN) 07 – 'Auditor Reporting'. We reported the detailed findings from our audit work to the Authority's Audit & Standards Committee as those charged with governance in our Audit Findings Report on 25 July.

Our work

Materiality	We determined materiality to be £0.629m, which equated to 2% of your forecast gross expenditure for the year. We are obliged to report uncorrected omissions or misstatements other than those which are 'clearly trivial' to those charged with governance. Clearly trivial was set at £31k. We also set a separate lower materiality level for the disclosure note on senior manager's remuneration. In view of the sensitivity of this note to the reader of the accounts, we set a materiality level of £0.1m.
Financial Statements opinion	We gave an unqualified opinion on the Authority's financial statements on 25 July 2018.
Whole of Government Accounts (WGA)	We completed work on the Authority's consolidation return following guidance issued by the NAO.
Use of statutory powers	We did not identify any matters which required us to exercise our additional statutory powers.

Respective responsibilities

We have carried out our audit in accordance with the NAO's Code of Audit Practice, which reflects the requirements of the Local Audit and Accountability Act 2014 (the Act). Our key responsibilities are to:

- give an opinion on the Authority's financial statements (section two)
- assess the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources (the value for money conclusion) (section three).

In our audit of the Authority's financial statements, we comply with International Standards on Auditing (UK) (ISAs) and other guidance issued by the NAO.

Executive Summary

Value for Money arrangements	We were satisfied that the Authority put in place proper arrangements to ensure economy, efficiency and effectiveness in its use of resources. We reflected this in our audit report to the Authority on 25 July 2018.
Certificate	We certify that we have completed the audit of the accounts of Hereford and Worcester Fire Authority in accordance with the requirements of the Code of Audit Practice.

Working with the Authority

An efficient audit – we delivered the accounts audit before the earlier deadline of 31 July. Our audit team are knowledgeable and experienced in your financial accounts and systems. Our relationship with your team provides you with a financial statements audit that continues to finish ahead of schedule releasing your finance team for other important work.

Understanding your operational health – through the value for money conclusion we provided you with assurance on your Medium Term Financial Plan. We highlighted the need for detailed long terms plans to address the residual deficit. In the long term, use of reserves to achieve breakeven is not sustainable and the Authority needs to consider how to get to a recurrent breakeven budget over time.

Providing training – we provided your finance team with training on financial accounts.

We would like to record our appreciation for the assistance and co-operation provided to us during our audit by the Authority's staff.

Grant Thornton UK LLP
August 2018

Audit of the Accounts

Our audit approach

Materiality

In our audit of the Authority's financial statements, we use the concept of materiality to determine the nature, timing and extent of our work, and in evaluating the results of our work. We define materiality as the size of the misstatement in the financial statements that would lead a reasonably knowledgeable person to change or influence their economic decisions.

We determined materiality to be £0.629m, which equated to 2% of your forecast gross expenditure for the year. We used this benchmark as, in our view, users of the Authority's financial statements are most interested in where the Authority has spent its revenue in the year. We are obliged to report uncorrected omissions or misstatements other than those which are 'clearly trivial' to those charged with governance. Clearly trivial was set at £31k. We set a separate lower materiality level for the disclosure note on senior manager's remuneration. In view of the sensitivity of this note to the reader of the accounts, we have set a materiality level of £0.1m.

The scope of our audit

Our audit involves obtaining sufficient evidence about the amounts and disclosures in the financial statements to give reasonable assurance that they are free from material misstatement, whether caused by fraud or error. This includes assessing whether:

- the accounting policies are appropriate, have been consistently applied and adequately disclosed;
- the significant accounting estimates made by management are reasonable; and
- the overall presentation of the financial statements gives a true and fair view.

We also read the remainder of the Statement of Accounts, the narrative report and annual governance statement published alongside the Statement of Accounts to check they are consistent with our understanding of the Authority and with the financial statements included in the Statement of Accounts on which we gave our opinion.

We carry out our audit in accordance with ISAs (UK) and the NAO Code of Audit Practice. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Our audit approach is based on a thorough understanding of the Authority's business and is risk based.

We identified key risks and set out overleaf the work we performed in response to these risks and the results of this work.

Audit of the Accounts

Significant Audit Risks

These are the significant risks which had the greatest impact on our overall strategy and where we focused more of our work.

Risks identified in our audit plan	How we responded to the risk	Findings and conclusions
<p>Management override of controls</p> <p>Under ISA (UK) 240 there is a non-rebuttable presumed risk that the risk of management over-ride of controls is present in all entities.</p> <p>We identified management override of controls as a risk requiring special audit consideration.</p>	<p>As part of our audit work we:</p> <ul style="list-style-type: none">gained an understanding of the accounting estimates, judgements applied and decisions made by management and considered their reasonablenessobtained a full listing of journal entries, identified and tested unusual journal entries for appropriatenessevaluated the rationale for any changes in accounting policies or significant unusual transactions.	<p>Our audit work did not identify any issues in respect of management override of controls</p>
<p>Valuation of pension fund net liability</p> <p>The Authority's pension fund asset and liability as reflected in its balance sheet represent a significant estimate in the financial statements.</p> <p>We identified the valuation of the pension fund net liability as a risk requiring special audit consideration.</p>	<p>As part of our audit work we:</p> <ul style="list-style-type: none">identified the controls put in place by management to ensure that the pension fund liability is not materially misstated. We also assessed whether these controls were implemented as expected and whether they were sufficient to mitigate the risk of material misstatementevaluated the competence, expertise and objectivity of the actuary who carried out your pension fund valuation. We gained an understanding of the basis on which the valuation was carried outundertook procedures to confirm the reasonableness of the actuarial assumptions madechecked the consistency of the pension fund asset and liability and disclosures in notes to the financial statements with the actuarial report from your actuary.	<p>The Authority amended the brought forward liability and asset figure to correctly include the amounts in respect of Place Partnership Limited (PPL). Owing to the agreed arrangements for the PPL pension liability, the liability is matched by an equal asset. Hence, there was no overall impact on the underlying deficit.</p> <p>Our audit work did not identify any issues in respect of the pension fund net liability.</p>

Audit of the Accounts

Audit opinion

We gave an unqualified opinion on the Authority's financial statements on 25 July 2018, in advance of the national deadline.

Preparation of the accounts

The Authority presented us with draft accounts in accordance with the national deadline, and provided a good set of working papers to support them. The finance team responded promptly and efficiently to our queries during the course of the audit.

Issues arising from the audit of the accounts

We reported the key issues from our audit to the Authority's Audit and Governance Committee on 25 July 2018. There were no adjustments to any of your primary statements, but officers made a number of minor amendments and also amended the brought forward figures for the Place Partnership Limited (PPL) pension fund asset and liability.

Annual Governance Statement and Narrative Report

We are required to review the Authority's Annual Governance Statement and Narrative Report. It published them on its website alongside the Statement of Accounts in line with the national deadlines.

Both documents were prepared in line with the CIPFA Code and relevant supporting guidance. We confirmed that both documents were consistent with the financial statements prepared by the Authority and with our knowledge of the Authority.

Certificate of closure of the audit

We are also required to certify that we have completed the audit of the accounts of Hereford and Worcester Fire Authority in accordance with the requirements of the Code of Audit Practice.

Value for Money conclusion

Background

We carried out our review in accordance with the NAO Code of Audit Practice, following the guidance issued by the NAO in November 2017 which specified the criterion for auditors to evaluate:

In all significant respects, the audited body takes properly informed decisions and deploys resources to achieve planned and sustainable outcomes for taxpayers and local people.

Key findings

Our first step in carrying out our work was to perform a risk assessment and identify the key risks where we concentrated our work.

The key risk we identified and the work we performed is set out overleaf.

Overall Value for Money conclusion

We are satisfied that in all significant respects the Authority put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2018.

Value for Money conclusion

Key Value for Money Risk

Risks identified in our audit plan	How we responded to the risk	Findings and conclusions
<p>Financial sustainability</p> <p>The latest Medium Term Financial Plan (MTFP) was approved in February. This reported that, with use of reserves totalling £4.5m, there is a balanced budget to 2021/22. Indicative projections for 2022/23 and 2023/24 show deficits of £697k and £616k respectively.</p> <p>As a consequence it is estimated that the Authority will need to identify further on-going annual savings of around £700k by 2022/23.</p> <p>We will:</p> <p>a) examine the savings plans and efficiencies in the MTFP which have been identified to achieve the forecasts;</p> <p>b) update our understanding of the main schemes to ensure they remain robust and realistic;</p> <p>c) look at the plans to address the longer term shortfall to ensure plans to return to a recurrent break even position from 2022/23 onwards are realistic.</p>	<p>As part of our work we have:</p> <p>reviewed progress on the schemes to relocate HQ to Hindlip and let Kings Court to an NHS body (£0.24m pa saving); Crewing Changes (forecast to save £0.25m pa from 2020/21); and sharing fire control (£0.3m pa from 2021/22). We concluded that the forecast savings from the move to Hindlip are realistic and the project is on track. The forecast savings from the changes to crewing patterns are slightly reduced, but still reasonable. We noted that there were risks around introducing this, particularly with those Firefighters who vote against the proposal. However, the Authority is clear that crewing needs to change in order to deliver efficiencies, while maintaining service to communities. In the event, Firefighters voted against the proposed changes, and Officers have made savings in different ways. On Fire Control, the savings from this project are realistic and achievable, but again they are not within the Authority's control as they are dependent upon Shropshire & Wrekin Fire Authority joining in, and there are far more risks and challenges to them than Hereford & Worcester.</p> <p>If all of the current schemes realise the savings forecast and Council Tax is increased as planned, the MTFP approved in February 2018 showed the Authority will still be faced with a recurring deficit of around £0.6m a year from 2022/23, with no further reserves to fall back on.</p> <p>The final outturn position for 2017/18 shows an under spending, against the Net Budget, of £1.362m. The MTFP has been updated and presented to the Full Authority on 30 May, and shows that the lease of HQ generates additional income and use of 2017/18 savings means that use of the Budget Reduction Reserve from 2019/20 to 2023/24 totals £3m and leaves £0.374m remaining in order to ensure a balanced financial position. There remains an underlying deficit of around £0.3m beyond 2023/24.</p> <p>While this is six years away, many schemes take several years to come to fruition, and those easiest to deliver will have already been implemented. While this situation is no different to many other public sector bodies, the Authority does need to identify how a sustainable, long term, balanced budget can be achieved.</p>	<p>The MTFP approved in May 2018 identifies that, with use of reserves, there is a balanced budget to 2023/24. There is an ongoing underlying deficit of around £0.3m after this date.</p> <p>While this is a comparatively sound financial position, the Authority does need to identify how a sustainable, long term, balanced budget can be achieved.</p> <p>We concluded that the Authority has proper arrangements to plan finances effectively to support the sustainable delivery of strategic priorities and maintain statutory functions.</p>

A. Reports issued and fees

We confirm below our final reports issued and fees charged for the audit and confirm there were no fees for the provision of non audit services.

Reports issued

Report	Date issued
Audit Plan	April 2018
Audit Findings Report	July 2018
Annual Audit Letter	August 2018

Fees for non-audit services

Service	Fees £
Audit related services	Nil
- None	
Non-Audit related services	Nil
- None	

Fees

	Planned £	Actual fees £	2016/17 fees £
Statutory Authority audit	32,872	32,872	32,872
Total fees	32,872	32,872	32,872

The planned fees for the year were in line with the scale fee set by Public Sector Audit Appointments Ltd (PSAA)

Report of the Head of Internal Audit Shared Service

Internal Audit Progress Report 2018/19

Purpose of report

To provide the Committee with a progress update on the 2018/19 audit plan delivery.

Recommendation

The Treasurer recommends that the report is noted.

Introduction and Background

1. The Authority is responsible for maintaining or procuring an adequate and effective internal audit of the activities of the Authority under the Accounts and Audit (England) Regulations 2015. This includes considering, where appropriate, the need for controls to prevent and detect fraudulent activity. These should also be reviewed to ensure that they are effective. This duty has been delegated to the Treasurer and Internal Audit is provided by Worcestershire Internal Audit Shared Service (WIASS). Management is responsible for the system of internal control and should set in place policies and procedures to ensure that the system is functioning correctly.

Objectives of Internal Audit

2. The Public Sector Internal Audit Standards 2013 defines internal audit as: “an independent, objective assurance and consulting activity designed to add value and improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes”. WIASS is committed to conforming to the requirements of the Public Sector Internal Audit Standards.

Aims of Internal Audit

3. The objectives of WIASS are to:
 - Examine, evaluate and report on the adequacy and effectiveness of internal control and risk management across the Fire Service and recommend arrangements to address weaknesses as appropriate;
 - Examine, evaluate and report on arrangements to ensure compliance with legislation and the Fire Service’s objectives, policies and procedures;

- Examine, evaluate and report on procedures that the Fire Service's assets and interests are adequately protected and effectively managed;
 - Undertake independent investigations into allegations of fraud and irregularity in accordance with Fire Service's policies and procedures and relevant legislation; and
 - Advise upon the control and risk implications of new systems or other organisational changes.
4. Internal audit has worked with external audit to try and avoid duplication of effort, provide adequate coverage for the 2018/19 financial year so that an internal audit opinion can be reached and support External Audit by carrying out reviews in support of the accounts opinion work.

Audit Planning

5. To provide audit coverage for 2018/19, an audit operational programme to be delivered by WIASS was discussed and agreed with the Authority's Section 151 Officer and Treasurer as well as Senior Management Board and was brought before Committee on 25th April 2018 for consideration. The audit programme provides a total audit provision of 111 audit days; 95 operational and 16 management days.

Audit Delivery

6. 2018/19 audits commenced after the Committee had agreed the 2018/19 plan at the 25th April 2018 Committee (Appendix 1).
7. To assist the Committee to consider assurance on the areas of work undertaken, an overall assurance level is given, when appropriate, to each audit area based on a predetermined scale (Appendix 3). Also, the findings are prioritised into 'high', 'medium' and 'low' within audit reports with all 'high' priority recommendations being reported before committee (Appendix 2 and 3).

2018/19 Audits:

8. The summary results of these audits are included below. Where recommendations have been made, these are being addressed through management actions.

GDPR

9. The review found the following areas of the system were working well:
- The use of a General Data Protection Regulations Gap Analysis as the action plan to drive the process and inform on progress.
 - The implementation of the process of compliance with the General Data Protection Regulations is being closely monitored.
 - Information and advice is readily available to management and staff regarding the General Data Protection Regulations.
 - Service staff have received training and there are arrangements for on-going training to take place.
10. The review found that the following areas were not yet demonstrating compliance but that progress is being monitored in order to mitigate the risks until compliance is achieved:
- Training – Members have not received training from the Authority, therefore there is increased reliance on the training they may have received elsewhere. Refresher training for all other staff is scheduled to begin in Quarter 1 2019.
 - Data Protection Officer – There has been a recent change following the departure of the previous holder of this position - with the Data Protection Officer role currently being undertaken by the Head of Legal Services. The Information Governance role now sits within Legal Services.
11. However, further training will be delivered where it is needed and the overall direction of progress is positive, with progress made in all areas covered by the scope of this audit.
12. There were two 'medium' priority recommendations reported.

Audit Type:	System Audit
Report Date:	17 th October 2018
Assurance:	Significant

13. Reviews currently at draft report stage but with no material challenges expected from management during the review process include:

Debtors

14. The review found the following areas of the system were working well:
- Debts raised were supported by relevant documentation
 - Debts where applicable were raised in line with the approved fees and charges
 - Credit notes had been used correctly
 - Debts are actively chased
 - Authorisation of Write offs
15. There were no recommendations reported.

Audit Type: Limited Scope System Audit
Draft Report Date: 12th December 2018
Assurance: Full

Creditors

16. The review found the following areas of the system were working well:
- System segregation of duties for the raising an order, authorising and receipting of goods
 - Access rights for direct input in to the system are appropriate
 - Payments are made within 30 days of receipt of the invoice
 - BACS payments are authorised in line with current levels of authorisation
 - Disputed invoices are tracked and action taken logged
17. There were no recommendations reported.

Audit Type: Limited Scope System Audit
Draft Report Date: 12th December 2018
Assurance: Full

Main Ledger

18. The review found the following areas of the system were working well:
- Reconciliations are undertaken on a regular basis
 - System controls ensure that Journals are not raised and posted by the same officer
 - Although there were balances on the suspense accounts at the time of the audit these could be identified and justified.
 - Budget Monitoring identifies significant variances and these are reported to Members on a quarterly basis
19. There were no recommendations reported.

Audit Type: Limited Scope System Audit
Draft Report Date: 12th December 2018
Assurance: Full

20. Reviews currently at draft report or clearance stage include:
- Payroll - Transfer of System - at draft report stage
21. Other reviews progressing through the fieldwork stage at the time of reporting included:
- Payroll
 - Pensions

The outcome to the reviews listed above will be reported to Committee in summary form as soon as they are completed.

22. 'Follow up' is continuing in regard to previously completed audits to provide assurance that recommendations have been implemented and any risk mitigated e.g. procurement and business continuity. Where there is a programmed annual visit to an area the 'follow up' is included as part of the audit review e.g. financials.
23. Procurement 'follow up' identified that all of the recommendations had been implemented and no further follow up was required.
24. Business continuity 'follow up' identified that work had been undertaken to satisfy the recommendation but is continuing. From the explanations received and the evidence provided/sought Internal Audit considers that satisfactory progress has been made in the implementation of the recommendation and a further follow up will be undertaken in six months time.
25. There are no exceptions to report in regards to 'follow up' findings.

Conclusion/Summary

26. The Internal Audit Plan for 2018/19 is progressing steadily with 64% of the reviews either nearing completion or completed with the remaining timetabled for quarter 4 delivery. Recommendations that have been made are being addressed through robust management action plans.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	There are no financial issues that require consideration.
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	Selected audits are risk based and linked to the delivery of priorities and policy framework.
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	Yes, whole report.
Consultation (identify any public or other consultation that has been carried out on this matter)	N/A – no policy change is recommended
Equalities (has an Equalities	N/A

Impact Assessment been completed? If not, why not?)	
---	--

Supporting Information

Appendix 1 – 2018/19 Audit Plan summary.

Appendix 2 – ‘High’ priority recommendations for completed audits.

Appendix 3 – ‘Assurance’ and ‘priority’ definitions.

Contact Officer

Andy Bromage

Head of Internal Audit Shared Service - Worcestershire Internal Audit Shared Service

(01905 722051)

Email: andy.bromage@worcester.gov.uk

Appendix 1

Detailed Provisional Programme of Work for 2018/19

Audit Area	Planned days 2018/19	Proposed Re view	Priority Audit/Quarter and Progress
Accountancy & Finance Systems			
Main Ledger (inc Budgetary Control & Bank Rec)	5	Limited	Medium / Q3 Draft Report
Creditors	6	Limited	Medium / Q3 Draft Report
Debtors	4	Limited	Medium / Q3 Draft Report
Payroll x2	18	Full	High /Q2 & Q3 Draft Report & in progress
& Pensions incl. GARTAN	5	Full	& in progress
SUB TOTAL	38		
Corporate (incl. Health & Safety arrangements)			
Key Performance Indicators	9	Full	High / Q4
Retained Duty System	10	Full	Medium / Q4
System / Management Arrangements			
Fleet Maintenance	10	Full	Medium / Q4
GDPR Application	9	Full	High / Q1 Final Report 17 th October 2018
USAR and Technical Rescue	12	Full	Medium / Q4
SUB TOTAL	50		
General			
Follow up Reviews	7		
Advice, Guidance, Consultation, Investigations	5	Pull down budget	
Audit Cttee Support	5		
Reports & Meetings	6		
SUB TOTAL	23		
TOTAL CHARGEABLE	111		

Appendix 2

'High' Priority Recommendations reported (2018/19 Reviews)

There were no 'high' priority recommendations to report from those reviews completed since the last Committee that could potentially lead to increased risk for the Fire and Rescue Service.

Definition of Priority of Recommendations

Priority	Definition
High	<p>Control weakness that has or is likely to have a significant impact upon the achievement of key system, function or process objectives.</p> <p>Immediate implementation of the agreed recommendation is essential in order to provide satisfactory control of the serious risk(s) the system is exposed to.</p>
Medium	<p>Control weakness that has or is likely to have a medium impact upon the achievement of key system, function or process objectives.</p> <p>Implementation of the agreed recommendation within 3 to 6 months is important in order to provide satisfactory control of the risk(s) the system is exposed to.</p>
Low	<p>Control weakness that has a low impact upon the achievement of key system, function or process objectives.</p> <p>Implementation of the agreed recommendation is desirable as it will improve overall control within the system.</p>

Definition of Audit Opinion Levels of Assurance

Opinion	Definition
Full Assurance	<p>The system of internal control meets the organisation's objectives; all of the expected system controls tested are in place and are operating effectively.</p> <p>No specific follow up review will be undertaken; follow up will be undertaken as part of the next planned review of the system.</p>
Significant Assurance	<p>There is a generally sound system of internal control in place designed to meet the organisation's objectives. However isolated weaknesses in the design of controls or inconsistent application of controls in a small number of areas put the achievement of a limited number of system objectives at risk.</p> <p>Follow up of medium priority recommendations only will be undertaken after 6 months; follow up of low priority recommendations will be undertaken as part of the next planned review of the system.</p>
Moderate Assurance	<p>The system of control is generally sound however some of the expected controls are not in place and / or are not operating effectively therefore increasing the risk that the system will not meet its objectives. Assurance can only be given over the effectiveness of controls within some areas of the system.</p> <p>Follow up of high and medium priority recommendations only will be undertaken after 6 months; follow up of low priority recommendations will be undertaken as part of the next planned review of the system.</p>
Limited Assurance	<p>Weaknesses in the design and / or inconsistent application of controls put the achievement of the organisation's objectives at risk in many of the areas reviewed. Assurance is limited to the few areas of the system where controls are in place and are operating effectively.</p> <p>Follow up of high and medium priority recommendations only will be undertaken after 6 months; follow up of low priority recommendations will be undertaken as part of the next planned review of the system.</p>
No Assurance	<p>No assurance can be given on the system of internal control as significant weaknesses in the design and / or operation of key controls could result or have resulted in failure to achieve the organisation's objectives in the area reviewed.</p> <p>Follow up of high and medium priority recommendations only will be undertaken after 6 months; follow up of low priority recommendations will be undertaken as part of the next planned review of the system.</p>

Report of the Head of Corporate Services

Annual Statement of Assurance 2018-19

Purpose of report

1. To consider and approve the draft Statement of Assurance 2018-19 for publication.
-

Recommendation

It is recommended that the Committee adopts the draft Statement of Assurance 2018-19 and approves it for publication.

Introduction and Background

2. The Government's Fire and Rescue National Framework for England 2018 requires Fire and Rescue Authorities to publish an annual Statement of Assurance. The Statement must provide members of the public with assurance on financial, governance and operational matters. It must also show that Authorities have due regard to the expectations set out in their Integrated Risk Management Plans and other requirements in the National Framework.
3. The Statement of Assurance summarises key points and signposts the reader to other relevant publicly available Fire Authority reports; it is not designed to reproduce or cross reference those other reports.
4. This is the Authority's sixth Statement of Assurance. All previous Statements are available on the Service website.

Annual Statement of Assurance 2018-19

5. The Statement of Assurance 2018-19 is a short report designed to give staff, partners and members of the public assurance that the Authority is doing everything it can to keep them safe as well as providing value for money.
6. The Statement covers three areas; governance, finance and frontline response (operational) matters. It provides information about how Authority funds are managed and how its services are carried out properly, efficiently and effectively.

7. The Statement sits alongside existing documents including the Fire Authority Annual Report 2018-19, the Community Risk Management Plan 2014-2020, the Annual Governance Statement and the Statement of Accounts for 2017-18. The Statement also provides links to other assurance documents to help readers assess performance and value for money.
8. This year's Statement will also sit alongside the independent assessment of how well the Service is delivering its services in terms of efficiency and effectiveness and how well it leads and supports its workforce. The assessment by inspectors from Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) was carried out during the summer months of 2018 and the outcome will be published in December 2018.

Scrutiny of the draft Statement of Assurance 2018-19

9. Responsibility for scrutinising the content of the Statement of Assurance lies with the Audit and Standards Committee, and Members must satisfy themselves that the Statement provides the appropriate levels of assurance to the public and the Government in relation to governance, financial and operational matters.
10. The Committee is asked to provide constructive scrutiny of the draft Statement and approve it for adoption and publication.
11. The draft Statement is attached as Appendix 1.

Conclusion/Summary

12. The Statement of Assurance 2018-19 will be the Authority's sixth annual Statement of Assurance. Much of the information in the Statement is already publicly available elsewhere, and links are provided in the document where appropriate as advised in the national guidance.
13. Subject to Committee approval, the finalised version of the Statement of Assurance 2018-19 will be published on the Service website.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	Financial, property and human resources activities are highlighted in the Statement of Assurance.
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	The Statement of Assurance sits alongside existing documents including the Fire Authority Annual Report, the Statement of Accounts, the Governance Statement and the Community Risk Management Plan 2014-2020.

Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	The Statement of Assurance highlights, where appropriate, the work of the Authority around Risk Management / Health & Safety.
Consultation (identify any public or other consultation that has been carried out on this matter)	Senior Management Board consultation undertaken.
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	Not completed as the Statement of Assurance is a high level overview document. Links to Equality & Diversity activities are highlighted as appropriate in the Statement.

Supporting Information

Appendix 1 – Draft Statement of Assurance 2018-19

Contact Officer

Jean Cole, Head of Corporate Services
(01905 368329)
Email: jcole@hwfire.org.uk



Hereford & Worcester
Fire Authority

Fire Authority Statement of Assurance

2018-19

Foreword

The Statement of Assurance is a short report designed to give staff, partners and local communities an assurance that we are doing everything we can to keep them safe and well and are providing value for money.

It covers three main areas:

- making sure our governance arrangements are delivering our services effectively and efficiently,
- ensuring our financial arrangements are in order and providing good value for money, and
- organising our services to make sure risks are well understood and we have the right resources in place to tackle them effectively and safely.

The Statement includes a short directory of links to relevant documents published on the Service website and elsewhere, which will help you to assess our performance and value for money.

Following last year's publication of the Policing and Crime Act 2017 and the introduction of the Government's Fire Reform programme, a new independent inspectorate of fire and rescue services has been set up. It is called Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS), and in July 2018 it began a programme of inspections of all fire and rescue services across England and Wales. These inspections look at

how efficiently Services are run, how effective they are and how well they lead and support their employees.

The resulting assessments will include graded judgments of performance. They are designed to enable the public to see how each fire and rescue service's performance changes over time and compared with the performance of other services.

HWFRS was one of the first Services to be inspected during July 2018 and the results of the inspection are due to be published on the HMICFRS website at the end of 2018.

We should also note that the proposed change in governance from the current Fire Authority made up of local councillors from the two counties to the West Mercia Police and Crime Commissioner (PCC), originally due to take effect from June 2018, has not yet taken place pending the outcome of a judicial review. The review was requested because the Fire Authority believes it is in the public interest to challenge the Government's decision to approve the change in governance on the grounds that such a change would not significantly improve the economy, effectiveness or efficiency of the Service.

Shropshire & Wrekin Fire Authority has also requested a judicial review, which means both fire authorities in the West Mercia area have challenged the government's approach. The outcome of the review is expected to be known in the New Year.

More information about our plans can be found on the Service website and in our Fire Authority Annual Report 2018-19.

We trust the Statement of Assurance gives you confidence that the Fire Authority maintains the highest standards in all aspects of its work and that the Service continues to deliver its frontline and support services to the best of its abilities for the communities of Herefordshire and Worcestershire.



Councillor Roger Phillips,
Chairman of the Fire Authority



Nathan Travis, Chief Fire Officer/
Chief Executive

Governance

The counties of Herefordshire and Worcestershire cover a largely rural area of around 1,500 square miles (390,000 hectares) and are home to over three-quarters of a million people (772,362 people at mid-2016 resident in around 320,000 households). About three-quarters of the population live in Worcestershire, with around 100,000 people living in the city of Worcester. Herefordshire is a much more sparsely populated rural area with just under 190,000 residents at mid-2016. By 2030, the population of the two counties is projected to grow to over 800,000 people, with people aged 65 and over likely to represent close to one in three of the total.

To serve this very large area, we have 27 fire stations mostly located in the main towns, with 41 frontline fire engines supported by 28 specialist vehicles. In addition to Service Headquarters in Worcester there is also a training centre, stores/workshops and a number of locally based training facilities. At the end of March 2018, the Service employed 743 full-time and part-time staff, most of whom are full-time and part-time firefighters (approximately 82% of the workforce).

In 2017-18 we attended 6,931 incidents, about 130 each week. The majority of incidents were false alarms (3,289 incidents), though there was also a small increase in the number of road traffic collisions and floods we attended, largely because of poor weather conditions during the year.

More details on population, Service resources and incidents attended can be found in the [Fire Authority Annual Report 2018-](#)

[19](#) on our website. Further information on population demographics can also be found in the [CRMP Demographic Profile 2018](#), which can also be found on the website.

The Service's overall governing body is Hereford & Worcester Fire Authority, which is made up of 25 local councillors, six from Herefordshire Council and 19 from Worcestershire County Council. They make sure the Service carries out its duties in relation to fire prevention, fire safety, firefighting and rescues, including road traffic collisions and other emergencies such as flooding, as set out in the [Fire and Rescue Services Act 2004](#). Due regard is also given to the terms and requirements for Fire Authorities as set out in the [Fire and Rescue National Framework for England](#), which was revised in 2018.

The Authority sets the budget and approves the overall direction for the Service. It also appoints the Chief Fire Officer and makes sure the Service has the right people, equipment and training to deliver their services effectively and efficiently in the best interests of the communities of Herefordshire and Worcestershire. The Police and Crime Commissioner (PCC) for West Mercia also currently attends Fire Authority meetings and participates in discussions as a non-voting member.

The Authority meets four times a year and is supported by three committees. Full details of all meetings and decisions can be found on the [Service website](#).

The Fire Authority has a responsibility to ensure that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for. The Authority must have in place proper arrangements for the governance of its affairs and ensure it is doing the right things in the right ways for the right people in a timely, inclusive, open, honest and accountable manner.

Each year the Authority prepares an Annual Governance Statement setting out how it meets these responsibilities. It comprises the systems and processes, culture and values by which the Authority is directed and controlled and through which it accounts to and engages with its communities. This includes maintaining a sound system of internal control and ensuring robust arrangements for managing risk are in place. This is supported by a [Code of Corporate Governance](#) setting out how the Authority promotes good governance.

The main elements of the governance framework are as follows:

- Constitution – defines the roles and responsibility of the Authority, Committees, Members and Officers.
- Audit and Standards Committee – reviews arrangements for identifying and managing the Authority's business risks and the approval of policies in respect of the governance framework.
- Monitoring Officer – provides advice on the scope of powers and responsibilities of the Authority, and has a statutory duty to ensure lawfulness and fairness of decision making.

- Chief Financial Officer (Treasurer) – ensures the sound administration of the financial affairs of the Authority as required by the statutory duties under the Local Government Act 1972, the Local Government Finance Act 1988 and the Accounts and Audit (England) Regulations 2015.
- Ethical Framework and Code of Conduct – in place for all staff, and familiarisation is included in the induction process.

The Authority's Strategic Risk Register (SRR) is reviewed quarterly at the Service's Senior Management Board and is reported annually to the Audit and Standards Committee. The SRR identifies risks to the success of the organisation and puts effective control measures in place to mitigate their effect. Examples of risks include severe weather, pandemic influenza and fuel shortages. A [summary of the Strategic Risk Review](#) is also available.

During the year, the Worcestershire Internal Audit Shared Service (WIASS) carried out a number of audits in relation to Corporate Governance (including Health & Safety arrangements). The audits examined business continuity, resilience and emergency planning, ICT and risk management. Each audit received '*full assurance*' in complying with the Accounts and Audit (England) Regulations 2015 and the terms of the Internal Audit Charter between WIASS and the Authority.

In 2017-18, there was also an independent external assessment of the internal audit process delivered by WIASS. The assessment found that the WIASS service was '*solid and reliable*' with no areas of non-compliance.

During 2017, the West Mercia PCC submitted a business case to take over the governance of the Service alongside Shropshire Fire and Rescue Service. The business case was subsequently approved by the Government and the change of governance was due to take place in June 2018. However, both Hereford & Worcester and Shropshire & Wrekin Fire Authorities have requested a judicial review of the decision, because they challenge the proposed benefits of the business case over and above the current governance arrangements. The outcome of the judicial review will be reported in the New Year.

In July 2018, the HMICFRS conducted an inspection of the Service as part of the Government's overall Fire Reform programme. The HMICFRS will be inspecting all 45 Fire and Rescue Services in England in three stages over the next 18

months. The inspections look at each Service's effectiveness, efficiency and how well staff are led and supported.

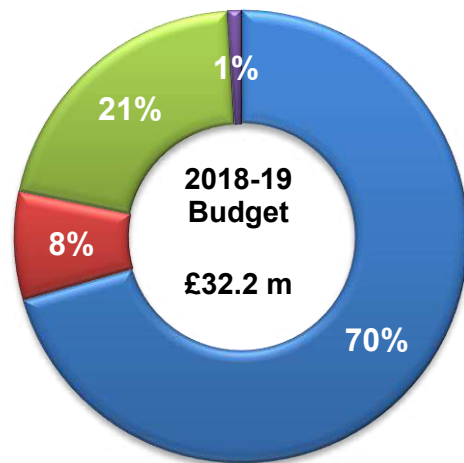
The results of the inspection will include a judgement on the Service's performance in relation to effectiveness, efficiency and people. Their report will be published online alongside similar reports for other Fire and Rescue Services across England so that the public will be able to see how performance changes over time and when compared with the performance of other Services.

Their report on HWFRS is expected to be published on the HMICFRS website at the end of 2018 once the first round of inspections is complete.

Finance

Funds available to the Fire and Rescue Service continue to reduce. The revenue budget for 2018-19 is £32.2 million, 18 per cent less in real terms than in 2010-11. Our funding comes from three main sources, the majority of which comes from Council Tax as shown in the following chart:

How the Service is paid for: 2018-19



- H&W Council Tax: £22.7 m
- H&W share of Business Rates: £2.5 m
- Government Grants: £6.7 m
- Fire Authority Reserves: £0.3 m

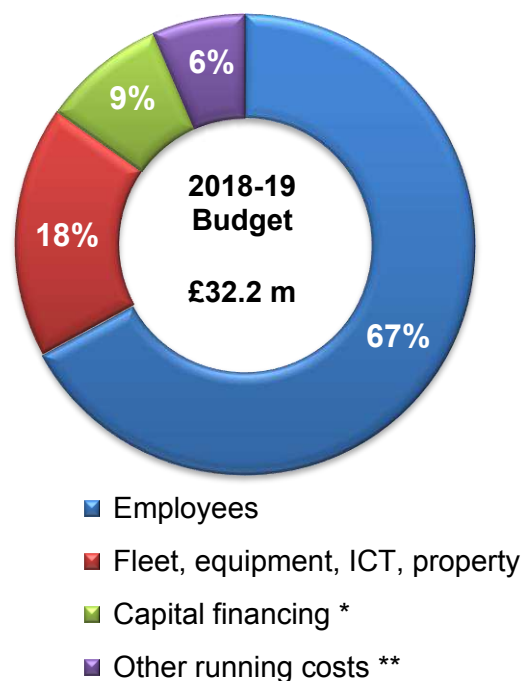
The cost to the average household in Herefordshire and Worcestershire in 2018-19 (Council Tax Band D) is £81.90, representing about 22p per day. This is above the £76.62 average for comparable Fire Authorities in 2018-19, but considerably less than the highest cost of £100.53. The Service also receives a low level of central government grant funding, compared to other Fire and Rescue Services.

To make sure we spend our budget properly, we have robust financial monitoring processes in place. The Fire Authority requires the Treasurer to prepare an annual Statement of Accounts, which is designed to provide a true and fair view of the financial position, including a statement on income and expenditure. In preparing the statement, the Treasurer follows the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom.

The latest Statement of Accounts covers the Authority's financial year ending 31 March 2018 and is available on the Service website along with the External Auditor's audit opinion. The Statement of Accounts also includes the Annual Governance Statement.

The Authority approves a Medium Term Financial Plan each year, which sets out the resources needed to deliver our services, and agrees an annual budget as shown in the chart below.

How the budget is spent: 2018-19



* capital financing is interest and provision to repay loans

** other running costs include training costs, community safety materials, payroll services, legal costs, Fire Authority costs and insurances

To provide further assurance, every year a structured programme of internal audit reports is carried out, supported by an independent annual external audit. The internal audits are carried out by the Worcestershire Internal Audit Shared Service (WIASS) in line with the Public Sector Internal Audit Standards 2013. These audits examine key aspects of how the Service conducts its business including:

- the adequacy and effectiveness of internal controls and risk management,
- compliance with legislation and the Service's own objectives, policies and procedures,
- how well the Service's assets and interests are protected and managed,
- investigation of any allegations of fraud and irregularity, and
- advice on the control and risk implications of new systems or other organisational changes.

Twelve audits were carried out by WIASS during the year and they found '*full assurance*' for the three core financial areas and reported no '*limited*' or '*below assurance*' areas. The audits covered the following areas.

- Accountancy and Finance Systems – main ledger, creditors, debtors, payroll & pensions, capital programme (fleet)

- Corporate Governance (including Health & Safety) – corporate governance, ICT audit, risk management
- Systems/Management arrangements – partnership working, training, transformational planning, procurement/contracts

The annual external audit is currently undertaken by Grant Thornton UK LLP and provides an independent assessment of the Fire Authority's arrangements to secure economy, efficiency and effectiveness in its use of resources. It focuses on arrangements for securing financial resilience and prioritising resources within tighter budgets. This year's report found that the Authority continues to have proper arrangements in place to ensure it delivers value for money in its use of resources.

Frontline response (operational) services

Making sure our firefighters and communities are kept as safe as possible is at the heart of everything we do. We aim to provide the best training and equipment for our firefighters to do their jobs safely and ensure they have the best incident command and operational leadership available. We constantly assess the level of risk across the two counties and use this to help organise how we target our prevention and protection services.

The [Community Risk Management Plan 2014-2020](#) (CRMP) is our overall strategy for planning how to improve community safety, reduce the number of incidents we need to attend and, above all, save lives. It sets out what we do to tackle risks to our communities, to our firefighters, and to the effectiveness and efficiency of our services.

This year we carried out a Midpoint Review of the CRMP to assess progress and check if its aims and objectives are still valid or require updating in the light of changing circumstances. Three key areas were highlighted:

- the successful implementation of fire and emergency cover proposals to help improve efficiency without reducing the effectiveness of the cover arrangements; together with reductions in management and support staff levels, reductions in departmental budgets, and collaborative work with Shropshire FRS and West Mercia Police, an estimated £6.9 million per year will have been saved up to 2023-24,

- the successful implementation of the Service's 2020 Vision Programme, an extensive range of strategic modernisation and transformation projects, which will help to ensure services are delivered more effectively and efficiently, including through collaboration with other partners, and
- the introduction of our new strategic vision and direction called 'Saving More Lives' which signals our wider ambition to add even more value to local communities by working collaboratively with our partners to support and protect those most vulnerable.

The CRMP Midpoint Review will be available on the Service website once published. Alongside the Midpoint Review is the CRMP Demographic Profile 2018, which provides updated information on the local population and how it is changing over time, and especially highlighting the potential risks associated with an ageing population.

There is also the CRMP Risk Review 2018, which provides an analysis of trends to help us understand how risk is changing over time. In particular, it looks at the key life risks of fires and road traffic collisions and maps out areas that are at more risk than others. The Risk Review is complemented by separate risk profiles for each of our 27 fire stations, highlighting any particular local areas or groups potentially at more risk than others.

The latest Fire Authority Annual Report 2018-19 provides more detail on progress made in delivering our plans and services over

the previous year. It also includes our CRMP Action Plan for 2018-19, which sets out the services we will be delivering over the forthcoming year, including how we organise our fire and emergency cover arrangements in the light of changing risks and resources.

Among the operational highlights during 2017-18 was the opportunity to carry out our first recruitment campaign in ten years for wholetime firefighters, and our continued recruitment programme for on-call firefighters with special emphasis on attracting women into the role. We also developed new proposals to change crewing arrangements in order to provide extra capacity and resilience and discussions with staff are currently ongoing.

In conjunction with the Active Incident Monitoring process, the programmes of Operational Assurance audits continued

throughout the year to help ensure practical skills and fire station audits meet safety critical requirements. Findings continue to be positive and any actions needed are noted and followed up.

Over the last year the Service has also published a number of strategies aimed at supporting our Saving More Lives vision. These cover key aspects of service delivery including ICT, People, Community Risk, Equipment and Property.

The [Transparency](#) pages on the Service website help to make as much information about how our organisation delivers its responsibilities as freely available as possible. We also publish a quarterly [Performance Snapshot](#) giving information on operational assurance and performance covering firefighter safety, community safety and quality services.

Directory of assurance documents

The following directory provides links to documents available on the [Service website](#) and to others held on external websites.

A. Governance

The Fire Authority is fully committed to supporting the Government's transparency initiative, promoting openness and accountability through reporting on local decision making, public spending and democratic processes. The Service website lists all the relevant information through its [Transparency Code of Practice](#), including:

- [Annual Governance Statement 2017-18 \(included in the Statement of Accounts 2017-18\)](#)
- [Code of Corporate Governance](#)
- [Fire Authority Constitution](#)
- [Fire Authority and Committees](#)
- [Transparency](#)
- [Performance Snapshot](#)

- [Ethical Framework and Code of Conduct](#)
- [Strategic Risk Register \(summary\)](#)

Links to national legislation and other guidance:

- [Fire and Rescue National Framework for England 2018](#)
- [Fire and Rescue Services Act 2004](#)
- [Local Government Transparency Code 2015](#)
- [Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services \(HMICFRS\)](#)
- [West Mercia Police and Crime Commissioner business case](#)
- [Announcement of judicial review challenge to Home Office decision to approve PCC business case](#)

B. Finance

Details of the Fire Authority's finances and budgeting arrangements can be found in the following documents:

- [Annual Statement of Accounts 2017-18](#)
- Link to previous [Statements of Accounts](#)
- [Budget and Precept 2018-19 and Medium Term Financial Plan](#), [Appendices 1-8](#) and [Appendix 9](#)

Reports of internal audits and external audit reviews can be found at the following links:

- [Internal Audit Annual Report 2017-18](#) (including Internal Audit Charter)
- [Internal Audit External Assessment 2017-18](#)
- [External Audit Findings Report 2017-18](#)

The Service website has further information on spending and links include:

- [Council Tax 2018-19](#)
- [Invoice payments over £250](#)

- [Pay Policy Statement 2018-19](#)

Links to national legislation and other guidance:

- [Local Government Act 1999](#)
- [Accounts and Audit Regulations 2015](#)
- [Local Government Finance Act 1988](#)
- [Local Government Act 1972](#)
- [Chartered Institute for Public Finance and Accountancy \(CIPFA\) Codes of Practice](#)
- [Public Sector Internal Audit Standards](#)

Previous Statements of Assurance can be found at the following link:

- [Statements of Assurance](#)

C. Operations

The Fire Authority publishes reports on all its services, including the overall strategy, operational performance, policies and financial plans. Key documents include:

- [Fire Authority Annual Report 2018-19](#)
- [Community Risk Management Plan 2014-2020](#)
- CRMP Midpoint Review 2018 (not yet published)
- [CRMP Demographic Profile 2018](#)
- [CRMP Risk Review 2018](#)
- [Annual Performance 2017-18](#)
- [Link to Strategies](#)

The Service website provides a wide range of information about the Fire Authority and the Fire and Rescue Service, with five main sections:

- [About Us](#)
- [Safety and Advice](#)
- [Your Right To Know](#)

- [Join Us](#)
- [News and Events](#)
- There is also a [Publication Scheme](#), which sets out what information we make publicly available.

Links to national legislation and other guidance:

- [Policing and Crime Act 2017](#)
- [Fire and Rescue Services Act 2004](#)
- [Civil Contingencies Act 2004](#)
- [Regulatory Reform \(Fire Safety\) Order 2005](#)
- [Fire and Rescue Services \(Emergencies\) \(England\) Order 2007](#)
- [Localism Act 2011](#)
- [Health and Safety at Work etc. Act 1974](#)
- [Fire and Rescue National Framework for England 2018](#)

Your right to know: access to information

Hereford & Worcester Fire and Rescue Service collects and maintains information and data to enable it to carry out our statutory duties. A great deal of information on the Service is already available in the public domain through our [Publication Scheme](#) and [Transparency](#) webpage. Service staff will help you obtain the information you want unless disclosure would be against the law.

You have a right to request information under the [Freedom of Information Act 2000](#), which gives you a general right of access to recorded information held by the Service. The Act is designed to ensure greater accountability, as well as to promote a more open culture. If you want to know what personal information is held about you, you can make a request under the [Data Protection Act 1998](#). To find out more, please follow the [Access to Information](#) link.

What do you think of our Statement of Assurance?

We welcome any views you may have on the content of this Statement of Assurance.

If you have any comments or would like to contact us about any issue, please visit our website at www.hwfire.org.uk where you will find full contact details along with links to further information about our services and activities.

If you have any general enquiries, please call 0345 122 4454 or email us at info@hwfire.org.uk.



You can also follow us on

Twitter www.twitter.com/hwfire



or find us on

Facebook www.facebook.com/hwfire

Alternatively you may write to:

Hereford & Worcester Fire and Rescue Service Headquarters,
2 Kings Court,
Charles Hastings Way,
Worcester
WR5 1JR.

If you would like this information in an alternative language or format such as large print or audio, please contact us on 0345 122 4454.

Report of the Area Commander for HR & Development

Employment Monitoring Data 2017-18

Purpose of report

1. This report summarises progress against the Public Sector Equality Duty, prior to the publication of the Employment Monitoring Data 2017-18 on the Service website.

Recommendations

It is recommended that:

- i) Members note there have been minimal changes to the overall make up of the Services workforce since the previous employment monitoring report for 2016-2017.***
- ii) The Employment Monitoring Report 2017-2018 (Appendix 1) is approved for publication.***

Background

Public Sector Equality Duty

2. The Equality Act 2010 sets out the Public Sector Equality Duty. It requires public bodies with 150 or more employees to publish information at least annually about their employees, to further the aims of the Equality Duty and to consider how activities affect people possessing one or more of the nine protected characteristics, which are as follows:
 - Age
 - Disability
 - Gender reassignment
 - Marriage/civil partnership status
 - Pregnancy and maternity
 - Race
 - Religion or belief
 - Gender
 - Sexual orientation
3. Effective monitoring is an important tool for measuring performance and progress towards equality and diversity objectives and for ensuring a more inclusive working environment. It enables the Service to examine how employment policies and processes are working and to identify areas where these appear to be impacting disproportionately on certain groups of staff. This should lead to more informed and inclusive decision making in activities affecting the workforce, for example, recruitment, selection and promotion.

4. Effective monitoring also helps in minimising possible legal, financial and reputational harm. Understanding the composition of the workforce also enables the Service to highlight differences between groups to help identify, tackle and prevent issues that could otherwise undermine employee engagement and working relationships.

Employment Monitoring Data Trends

5. The Employment Monitoring Data covers six main areas: staff in post, applications for employment, and applications for promotion, leavers, casework and unsuccessful fitness test. The full set of data is set out in Appendix 1.
6. While there has been little change in employment information relating to the Protected Characteristics since the previous Employment Monitoring Data Report in 2016-17, there has been progress in a number of areas, as noted below.

Staff in Post – Data set 1

7. The overall figures for staffing have historically been based on the accumulative totals of the number of staff employed under each work group i.e. 742. (This is in line with National guidelines). However, 54 staff have secondary contracts; therefore the actual number of staff employed by the HWFRS is 688.
8. The data sets contained within the Employment Monitoring data report 2017/2018 are based on the overall staffing figure of 742.

Work Group	Actual Staff	Staff with Secondary role	Total posts occupied
Whole Time	239	33	
Fire Control	22	1	
Support Staff	106	18	
RDS	321	2	
TOTAL	688	54	742

9. Since 2012-13, the overall number of actual employees has reduced from 844 to 742. In 2017/2018 this is an overall reduction of 10 employees compared to last year. This reduction is in line with the Service Workforce Plan leading up to 2020.

Gender

10. The total number of female staff has decreased from 129 in 2012/13 to 107 in 2017/18, this is a further reduction of 5 females compared with 2016/2017 overall figures. The number of female Wholetime Fire Fighters has increased by 3 compared to last year whilst both the RDS and Fire Control and Support Staff have decreased by 8 females (5 : 2 : 1 respectively). Positive action initiatives targeting female candidates applying for RDS operational roles continues, including targeted advertising and offering female firefighter applicants a mentor to support them through the recruitment process, awareness sessions around the physical and fitness tests also take place. During 2019/20 further a review of existing Positive

Action initiatives and a new plan will be developed to support the Services overarching workforce plan.

Ethnicity

11. The overall number of BME staff has remained at 14 for the last 2 years. The number of White British, White European and White Other is 658. Non-disclosure from staff remains at 16 for a second year.

Sexual Orientation

12. A total of 7 staff declared their sexual orientation as either Bisexual or Gay/Lesbian; this is the same as last year. 311 staff preferred not to say.

Disability

13. The number of employees declaring themselves as disabled has reduced to 13. Support Staff have increased by 1. All 688 staff declared either yes or no to this category. No one declined to declare.

Recruitment - Data set 2

14. The overall 2017/18 recruitment data includes information relating to the Wholetime Fire Fighter recruitment campaign. This was the first recruitment campaign for over 10 years. This campaign attracted 994 applications, 884 male and 103 female with 7 applicants preferring not to say, 65 BME applications were also received. A total of 27 candidates successfully completed the six stage selection process 22 were male, 4 female, 2 were BME and 1 preferred not to say.
15. When comparing recruitment data for On Call, Fire Control and Support Staff recruitment only, there has been a reduction in the number of applications received from 434 in 2016/2017 to 341 applications in 2017/2018. On Call recruitment remained fairly consistent but Support Staff applications reduced from 319 to 216 in this period. This therefore impacted on the number of female applications received, reducing from 224 in 2016/2017 to only 80 in this period. Female applications for On Call roles increased by one from last year to 17 this year. BME applications were down 6 to 18 compared to last year.
16. Male candidates continue to apply for fire-fighting roles and predominately female candidates apply for Fire control and Support roles. This reflects the traditional stereotypes which we are keen to breakdown, as part of our commitment to increasing the diversity of our workforce.

Promotions – Data set 3

17. 95 candidates applied for promotion opportunities of which 46 staff were successfully promoted during 2017/2018. 36 were male, 9 female and 1 candidate preferred not to say. Of the 95 candidates who applied for promotion there were 80 males, 12 females and 3 preferred not to say. This equates to a 75% success

rate for female promotions candidates and a 45 % success rate for males. No BME candidates applied for promotion.

Leavers - Data set 4

18. 2017/18 has seen a slight reduction in the numbers of leavers from 96 down to 76. The majority of leavers were due to 55 resignations. Retirements were down to 1, a reduction of 13 on last year. 46 resignations were from On Call staff, 14 Wholetime, 14 Support staff and 2 from Fire Control. 68 leavers were male and 8 female. 72 were white and 4 were BME staff.
19. For Whole time employees, this was predicted and is in line with the Workforce Plan based on the age profile of the workforce.

Case Work – Data set 5

20. 2017/2018 saw an increase in the number of discipline cases rising from 11 last year to 23 in this year. 9 of these related to RDS staff and 13 of these related to Whole time staff, this is an increase on last year when only 2 RDS staff featured in this category. None of these were from the BME or female staff.
21. Grievances have remained consistent at 4. There were 2 from Wholetime, 1 from RDS and 1 from Fire Control. None of these grievances involved staff from any protected characteristic groups.
22. 2 Female staff (1 x RDS and 1 x Support Staff) raised issues in relation to harassment and bullying during this period. All other casework has applied or has been raised by males. There is nothing in the trend data over the last 5 years to indicate that this is an area of concern as the ratio of males to female is 1:5. This area will be closely monitored to ensure that females are not being prevented from raising grievances or are being treated differently in respect of disciplinary matters.

2017/2018 Activities to address issues raised within this report

23. During 2017/18 all E & D work/actions that have arisen from this report, the Wisdom Factory report and recommendations from the NJC Inclusivity Strategy will be amalgamated into the People Strategy Action Plan. Governance will be via Workforce Planning Group, Organisational Development and the FRA Assurance and Standards Committee.
24. As a result of reviewing the 2017/18 Employment Monitoring Data the following initiatives will take place during 2018/2019:
 - Cultural and people management workshops for all managers.
 - A cultural review will be undertaken with Senior Managers and recommendations will be incorporated within the People Strategy Culture pillar.
 - Chief Fire Officer will lead on cultural change.
 - Managers at all levels are due to receive training in discipline and grievance handling and managing difficult situations during 2018/19.

- The Service will continue to increase the awareness, understanding and value of staff accurately recording their equality data and how accurate employment monitoring data underpins the culture, values and beliefs of the Service.
- Further analysis in respect of the increase in the number of RDS disciplines needs to take place in order to identify and reduce any perceived or real cultural issues.
- Improved exit interviews and analysis of the data and comments to help contribute to identify ways to improve on the retention of On-Call staff.
- The Service continues to explore ways of engaging with the LGBT communities and attended the Worcester Pride Event in September 2017 in order to better understand the community view of the Service.
- Allies will be introduced to the Service to support staff and new or potential recruits from underrepresented groups.

Conclusion

25. The Service continues to make progress in embedding Equality and Diversity and will continue to provide updates to this Committee. All employment monitoring data will be published on the Service website in accordance with the Public Service Equality Duty.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	None
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	Supports and enables the People Strategy and underpins the Equality Objectives.
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	None
Consultation (identify any public or other consultation that has been carried out on this matter)	None
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	Not applicable however this report demonstrates commitment to embed the Equality Duty

Background and Supporting Information

Appendix 1: Employment Monitoring Data 2017-18

Contact Officer

Area Commander Mark Preece
(01905) 368217
Email: Mpreece@hwfire.org.uk

Employment Monitoring Report

1 April 2017 - 31 March 2018



HEREFORD & WORCESTER
HWFR
FIRE AND RESCUE SERVICE

Introduction

Hereford & Worcester Fire and Rescue Service (HWFRS) are committed to challenging discriminatory behaviour or practices. We are committed to creating an environment where our staff feel safe, secure, valued, motivated and developed so that they have the skills, knowledge and abilities to confidently flourish; enabling them to provide the highest quality service to the communities we serve. We want to ensure that our staff complement is reflective of our diverse communities and that we are recognised as an employer of choice.

We are corporate members of the [Asian Fire Service Association](#) and [Networking Women in the Fire Service UK](#). These networks provide support to staff within these groups and assist the Service with development of the Service culture, values, behaviours, recruitment and retention initiatives.

In 2017 we supported the Worcestershire Pride and Worcester Pride events, and in 2018 we signed the Dying to Work Charter.



Nathan Travis
Chief Fire Officer/Chief Executive



People Strategy

In 2017 we developed a People Strategy, its strategic aim is to ensure we develop and maintain a well-skilled, diverse workforce able to deliver sustainable, high quality fire fighting, rescue, prevention and support services both as a Service and with our partners in the community.

We recognise that our workforce is our most valuable asset and is crucial in achieving our core purpose of providing our communities with sustainable, high quality fire-fighting, rescue and preventative services and our overall vision: saving more lives and making a difference every day.

The People Strategy creates a framework to enable this to happen. It is a living document that will change and adapt as we move forward to delivering the Service 2020 vision.

Six key commitments have been identified.



The Equality Duty

Monitoring of Equality Information

The Equality Act 2010 sets out the public sector Equality Duty. The Equality Duty requires public bodies with 150 or more employees to publish information at least annually about their employees, furthering the aims of the Equality Duty, and to consider how activities affect people who possess the 9 protective characteristics which are as follows: age, disability, gender reassignment, marriage/civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This report contains data in relation to staff in post, applications for employment, applications for promotion, staff leaving the Service, staff subject to formal disciplinary procedures, staff who are involved in grievance procedures, the number and nature of harassment and bullying and number of fitness test failures

Equality Objectives

The Service's equality objectives have been approved in 2017 and are published on our website, they are:

Leadership and Corporate Commitment

We will encourage a culture that supports equal treatment, opportunity, inclusion and transparency at all levels of the Authority.

Service Delivery and Community Risk

We will make sure that our prevention, protection and response activities target the most vulnerable people and the greatest risks.

People and Culture

To have a diverse workforce that represents our community.

Population

Hereford & Worcester Fire and Rescue Service are located in the Heart of England and extend from the metropolitan borders of the West Midlands to the rural southern borderland between England and Wales.

The geographical area amounts to some 390,000 hectares and has a total population of around 749,700. It covers two counties, Worcestershire in the east with a population of 566,169 and Herefordshire to the west with 183,477. Both counties are largely rural, however, Worcestershire's population mainly reside in the towns of Worcester, Bromsgrove, Droitwich, Evesham, Kidderminster, Malvern and Redditch.

The breakdown of the total working age population of the Herefordshire and Worcestershire area is shown in the table opposite (figures shown are in '000s').

Worcestershire				
Ethnic Group	Males	Females	All persons	BME %
White	266,563	275,495	542,058	96%
BME	12,228	11,883	24,111	4%
Total	278,791	287,378	566,169	100%
	49%	51%		

Herefordshire				
Ethnic Group	Males	Females	All persons	BME %
White	88,727	91,442	180,169	98%
BME	1,575	1,733	3,308	2%
Total	90,302	93,175	183,477	100%
	49%	51%		

Hereford & Worcester Fire and Rescue Service workforce totals

Workgroup	Headcount
Fire Control	22
On-call	371
Support	109
Wholetime	240
Grand Total	742

Employment Monitoring Data Trends

The Employment Monitoring Data covers six main areas: staff in post, applications for employment, and applications for promotion, leavers, casework and unsuccessful fitness test. The full set of data is set out in Appendix 1.

While there has been little change in employment information relating to the Protected Characteristics since the previous Employment Monitoring Data Report in 2016-17, there has been progress in a number of areas, as noted below.

Staff in Post – Data set 1

The overall figures for staffing have historically been based on the accumulative totals of the number of staff employed under each work group i.e. 742. (This is in line with National guidelines). However, 54 staff have secondary contracts; therefore the actual number of staff employed by the HWFRS is 688.

The data sets contained within the Employment Monitoring data report 2017/2018 are based on the overall staffing figure of 742.

Work Group	Actual Staff	Staff with Secondary role	Total posts occupied
Whole Time	239	33	
Fire Control	22	1	
Support Staff	106	18	
RDS	321	2	
TOTAL	688	54	742

Since 2012-13, the overall number of actual employees has reduced from 844 to 742. In 2017/2018 this is an overall reduction of 10 employees compared to last year. This reduction is in line with the Service Workforce Plan leading up to 2020.

Gender

The total number of female staff has decreased from 129 in 2012/13 to 107 in 2017/18, this is a further reduction of 5 females compared with 2016/2017 overall figures. The number of female Wholetime Fire Fighters has increased by 3 compared to last year whilst both the RDS and Fire Control and Support Staff have decreased by 8 females (5 : 2 : 1 respectively). Positive action initiatives targeting female candidates applying for RDS operational roles continues, including targeted advertising and offering female firefighter applicants a mentor to support them through the recruitment process, awareness sessions around the physical and fitness tests also take place. During 2019/20 further a review of existing Positive Action initiatives and a new plan will be developed to support the Services overarching workforce plan.

Ethnicity

The overall number of BME staff has remained at 14 for the last 2 years. The number of White British, White European and White Other is 658. Non-disclosure from staff remains at 16 for a second year.

Sexual Orientation

A total of 7 staff declared their sexual orientation as either Bisexual or Gay/Lesbian; this is the same as last year. 311 staff preferred not to say.

Disability

The number of employees declaring themselves as disabled has reduced to 13. Support Staff have increased by 1. All 688 staff declared either yes or no to this category. No one declined to declare.

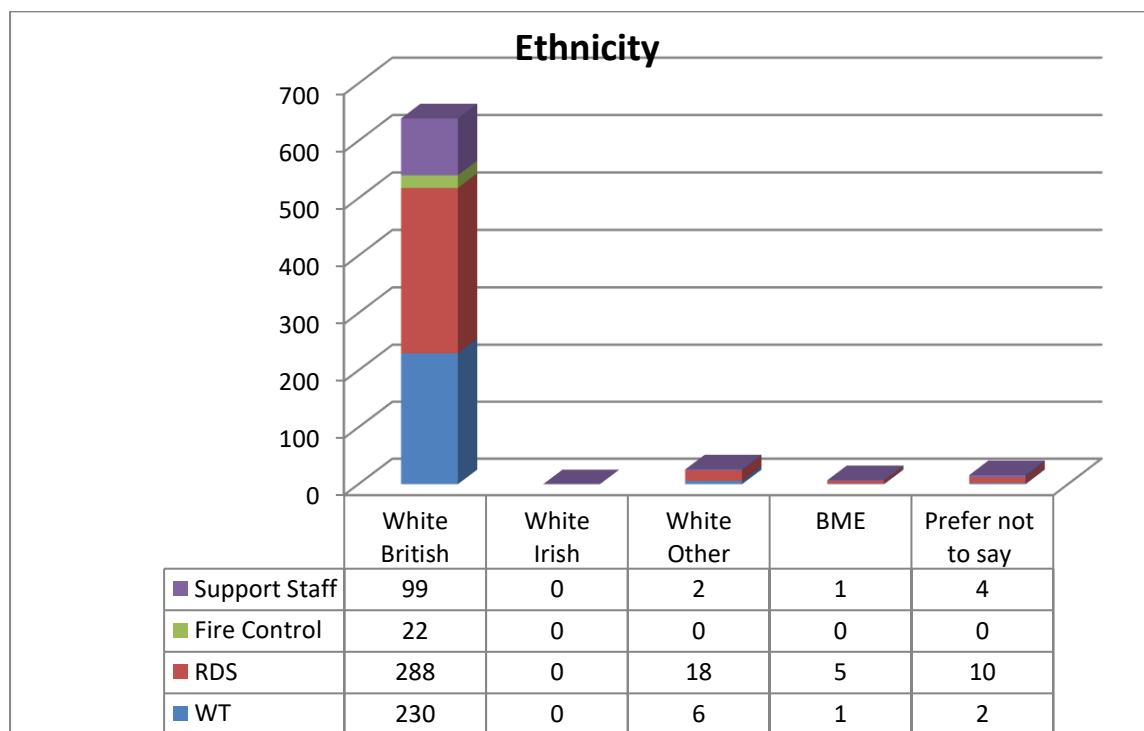
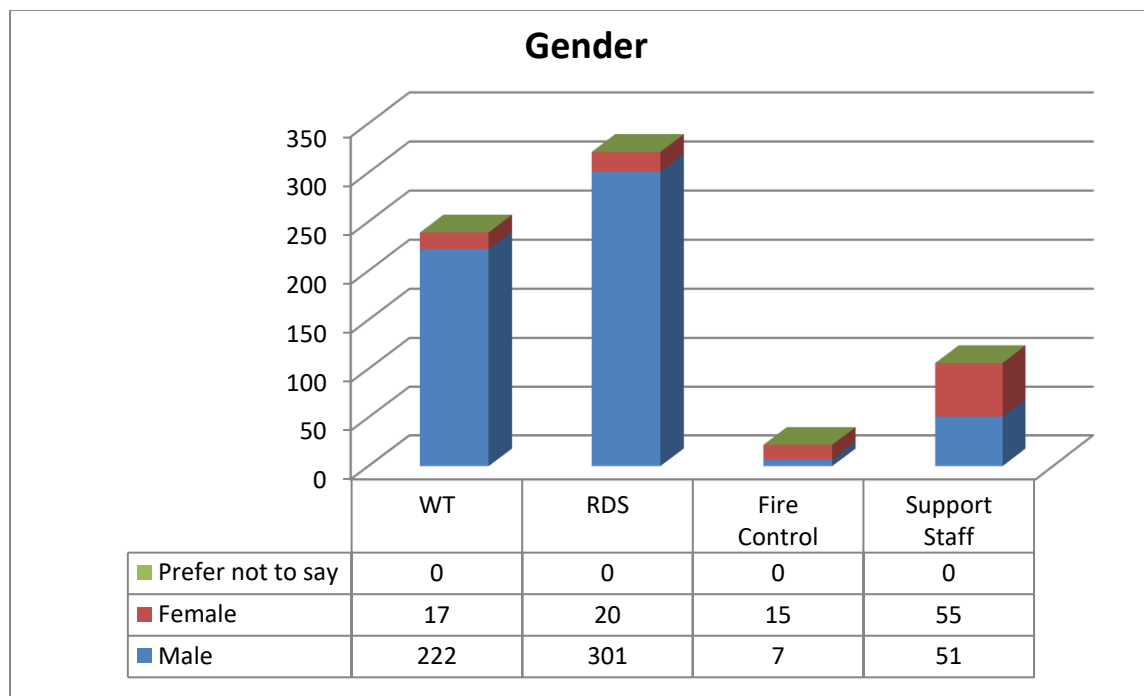
Religion

Overall these figures have remained relatively static for all areas. There has been a reduction in the number of staff who had previously preferred not to say from 345 to 308.

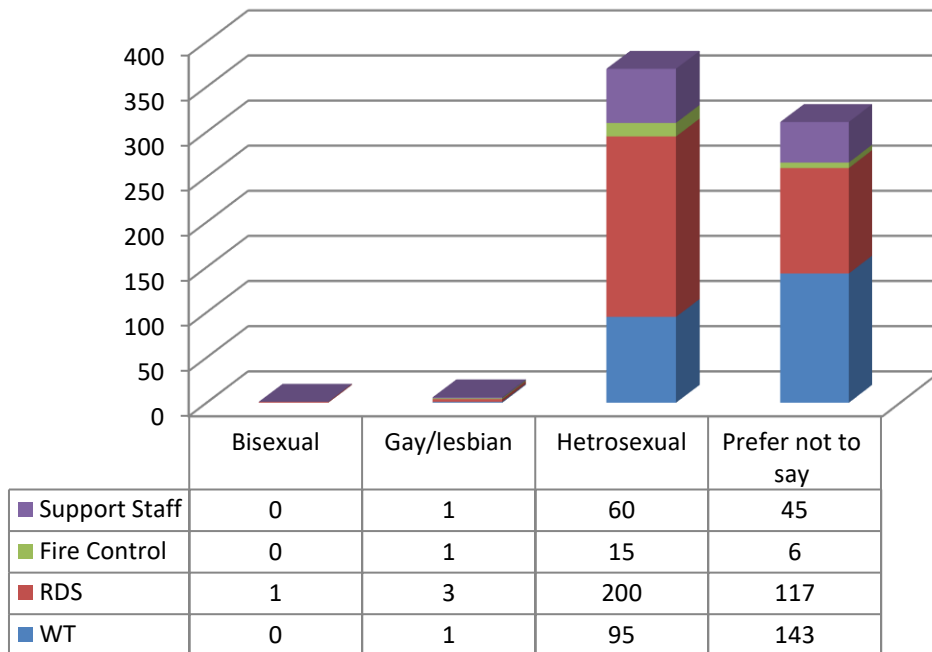
Age

The majority of staff across all work groups (Whole Time, RDS, Fire Control & Support Staff) fall within three main ages ranges: 25 to 35 = 176, 36 to 45 = 204, 46 to 55 = 223. This latter category is significant for Whole Time staff due to implications of the 1992 Pension scheme and the ability to retire at 50. The workforce age profile is routinely monitored via the Workforce Planning Group in order to ensure effective service delivery and to schedule future recruitment and promotion campaigns.

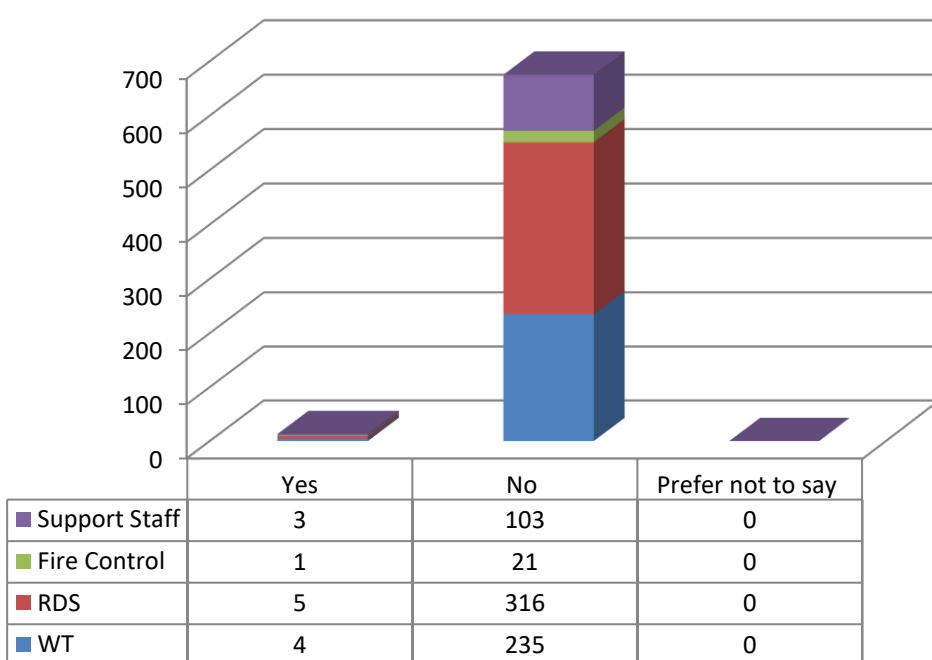
1. Staff in Post Data Set



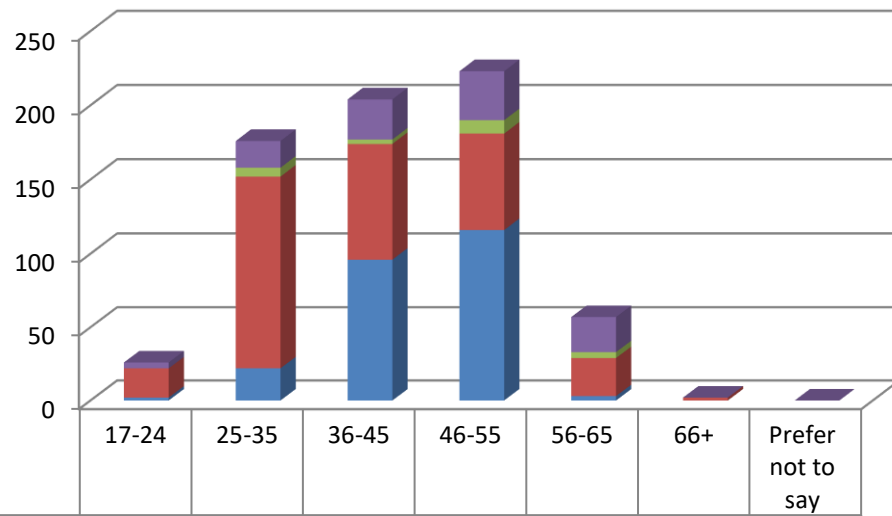
Sexual orientation



Disability

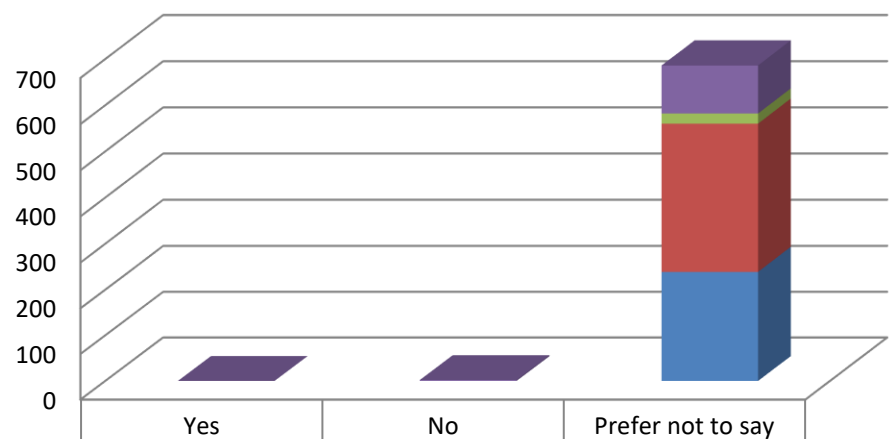


Age



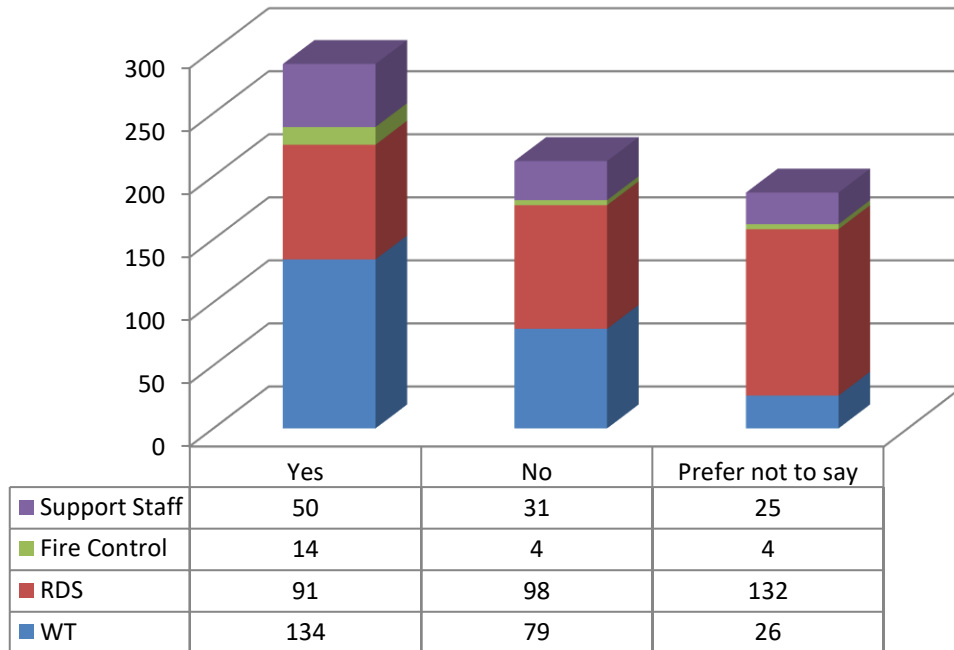
Support Staff	4	18	27	33	24	0	0
Fire Control	0	6	3	9	4	0	0
RDS	20	130	78	65	26	2	0
WT	2	22	96	116	3	0	0

Gender Reassignment

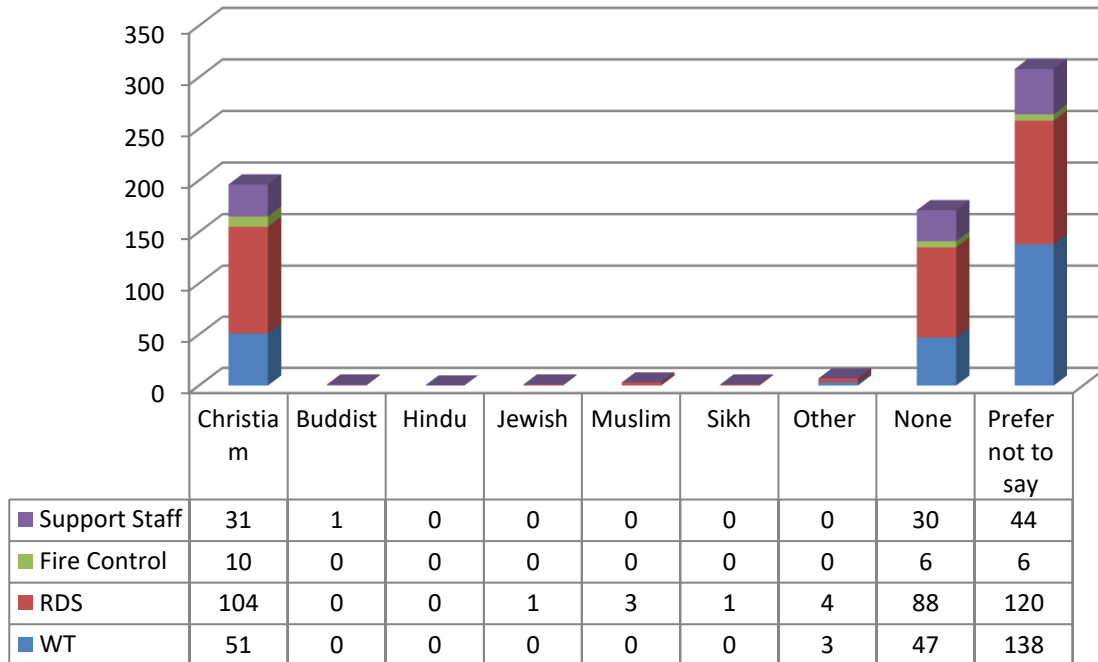


	Yes	No	Prefer not to say
Support Staff	0	2	104
Fire Control	0	0	22
RDS	0	0	321
WT	0	0	239

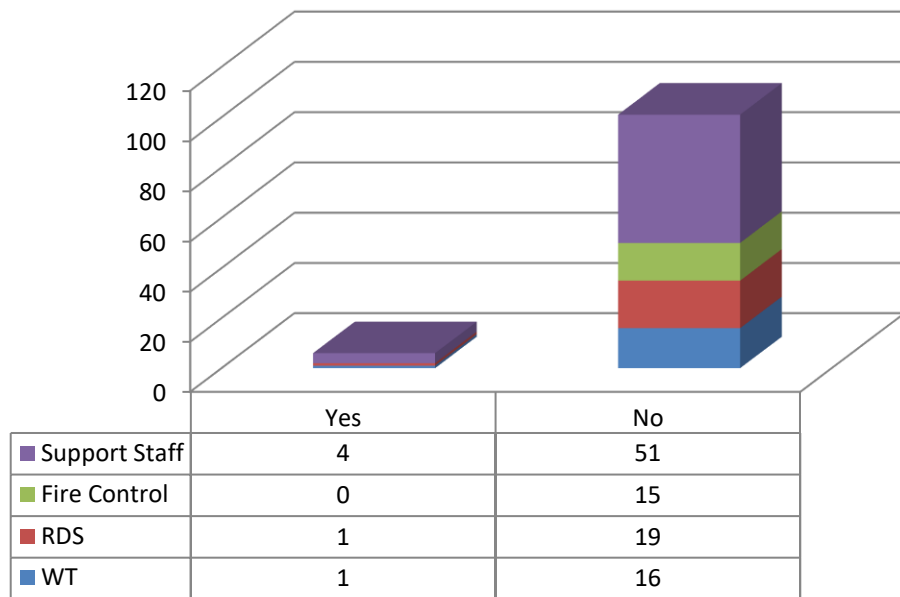
Marriage or Civil Partnership



Religion or belief



Pregnancy Declared or Maternity Leave



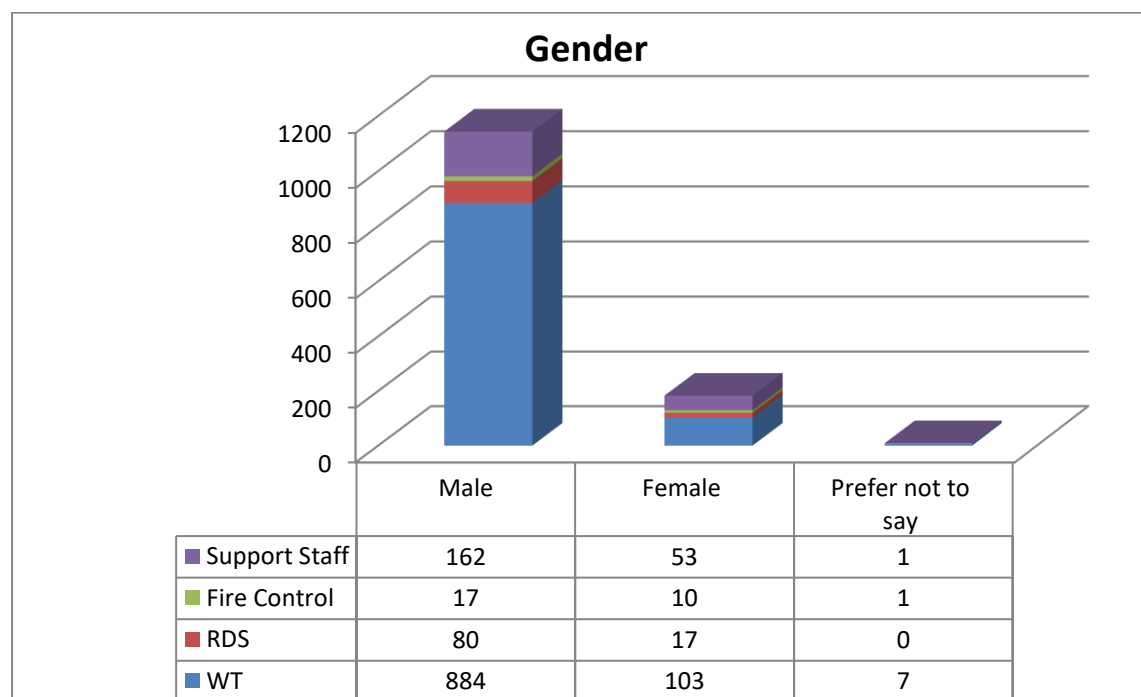
2. Recruitment Data Set

The overall 2017/18 recruitment data includes information relating to the Wholetime Fire Fighter recruitment campaign. This was the first recruitment campaign for over 10 years. This campaign attracted 994 applications, 884 male and 103 female with 7 applicants preferring not to say, 65 BME applications were also received. A total of 27 candidates successfully completed the six stage selection process 22 were male, 4 female, 2 were BME and 1 preferred not to say.

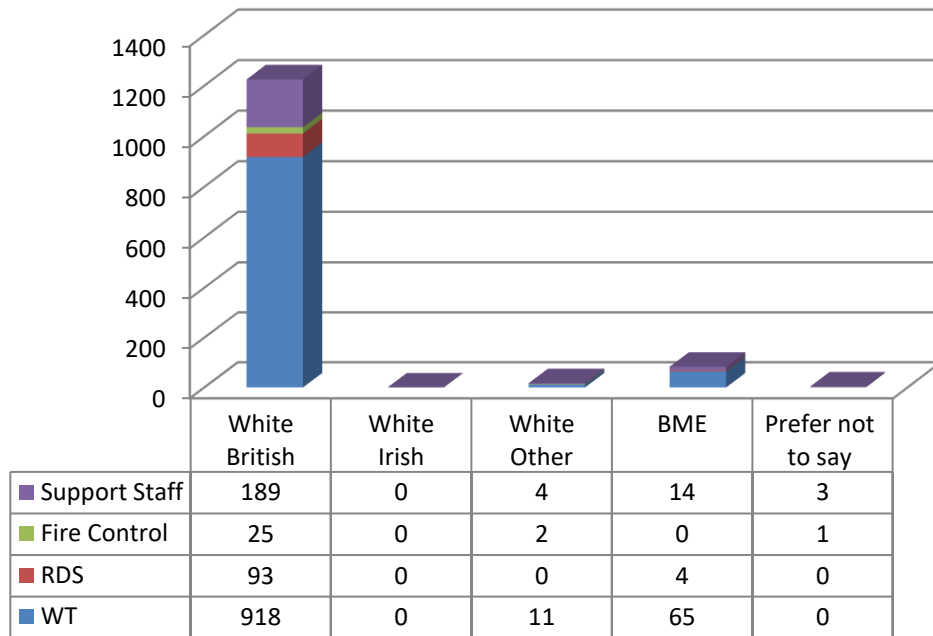
When comparing recruitment data for On Call, Fire Control and Support Staff recruitment only, there has been a reduction in the number of applications received from 434 in 2016/2017 to 341 applications in 2017/2018. On Call recruitment remained fairly consistent but Support Staff applications reduced from 319 to 216 in this period. This therefore impacted on the number of female applications received, reducing from 224 in 2016/2017 to only 80 in this period. Female applications for On Call roles increased by one from last year to 17 this year. BME applications were down 6 to 18 compared to last year.

Male candidates continue to apply for fire-fighting roles and predominately female candidates apply for Fire Control and Support roles. This reflects the traditional stereotypes which we are keen to breakdown, as part of our commitment to increasing the diversity of our workforce.

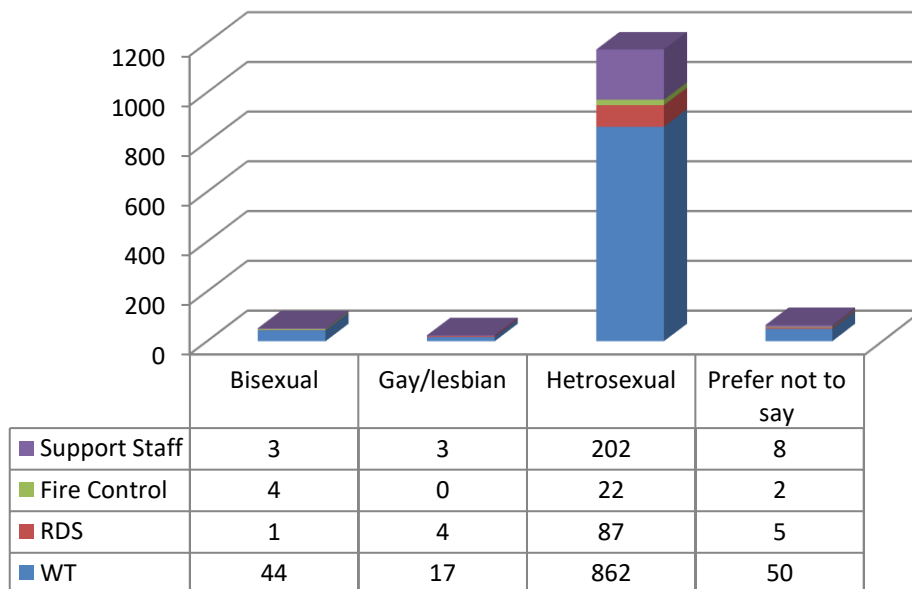
2.1 Applications received



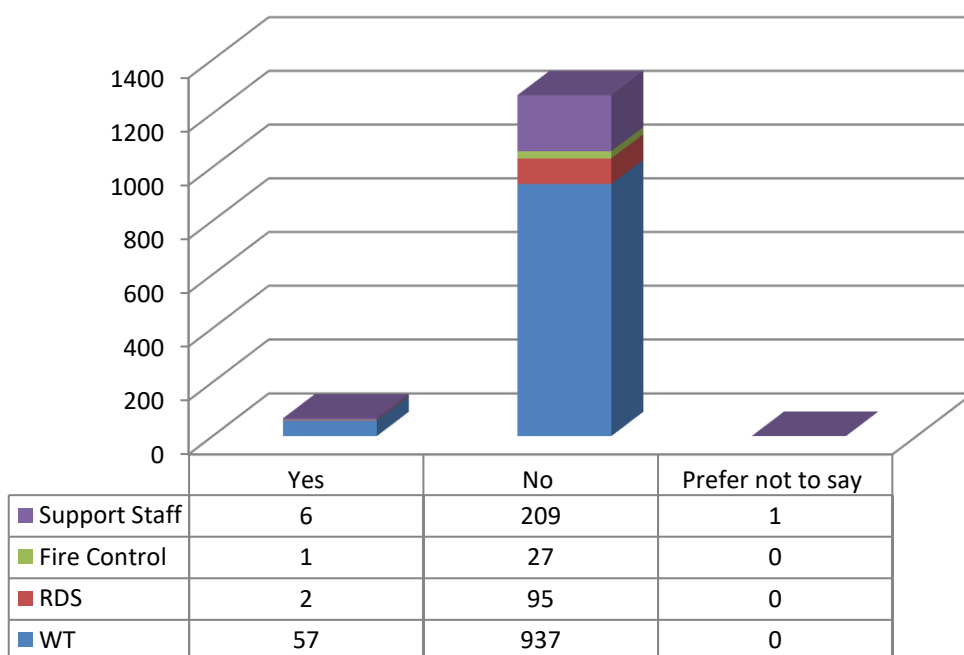
Ethnicity



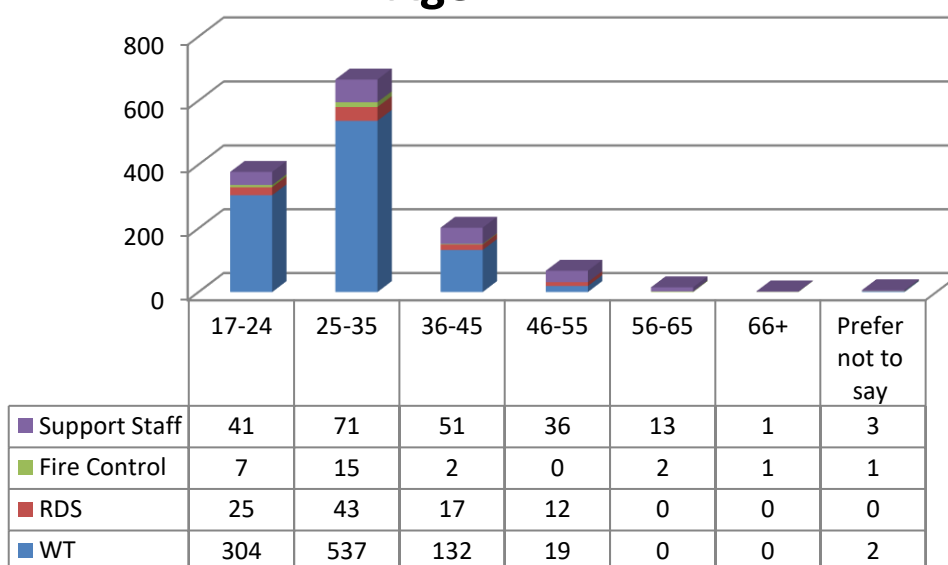
Sexual orientation



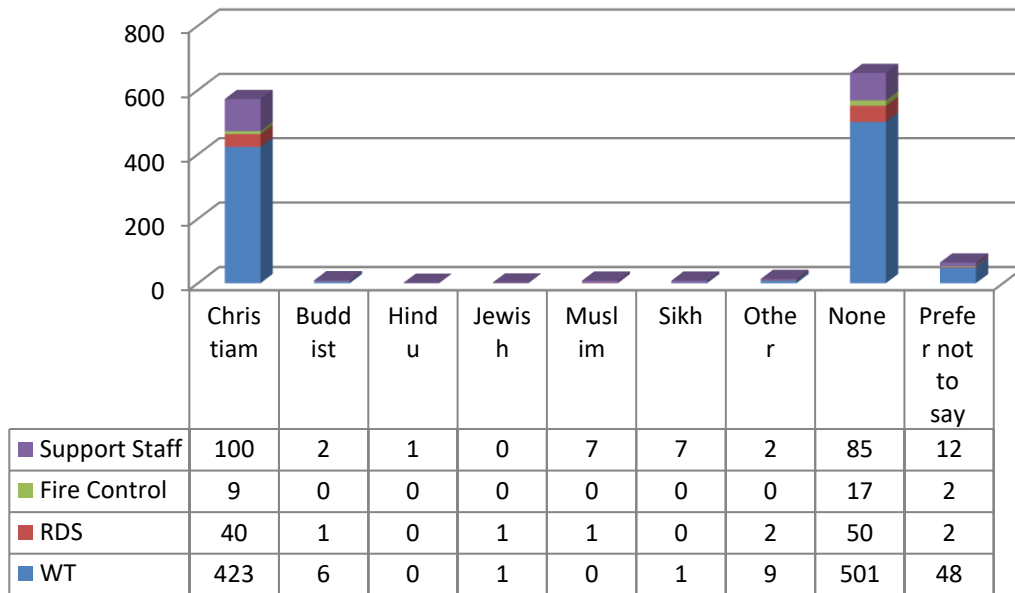
Disability



Age

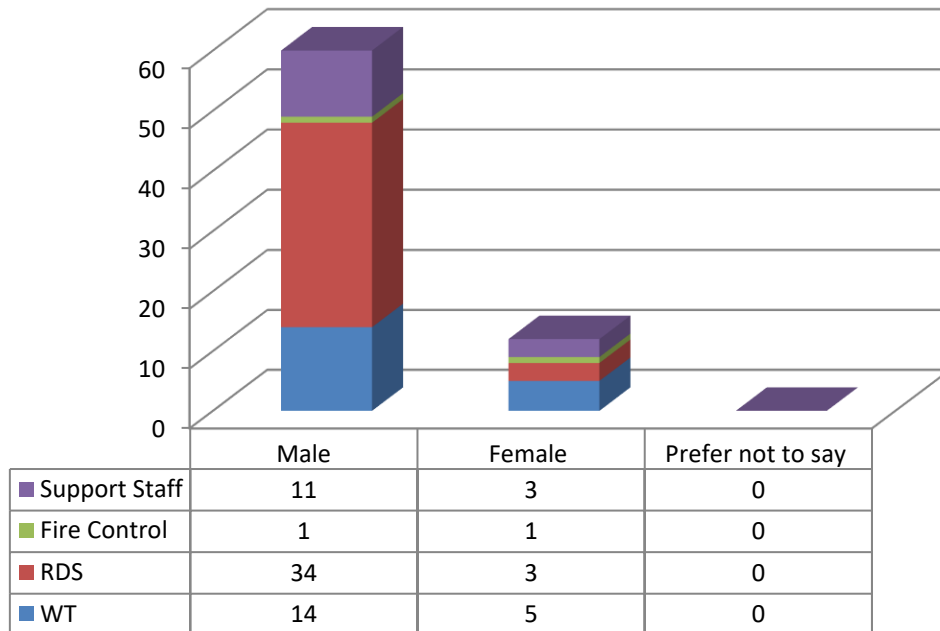


Religion or belief

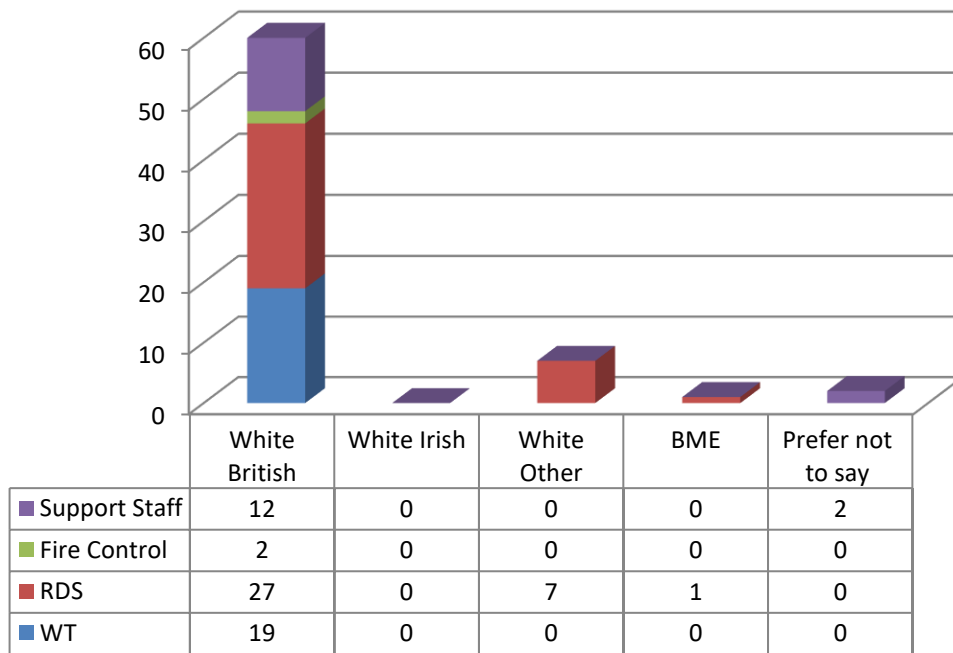


2.2 Applicants appointed

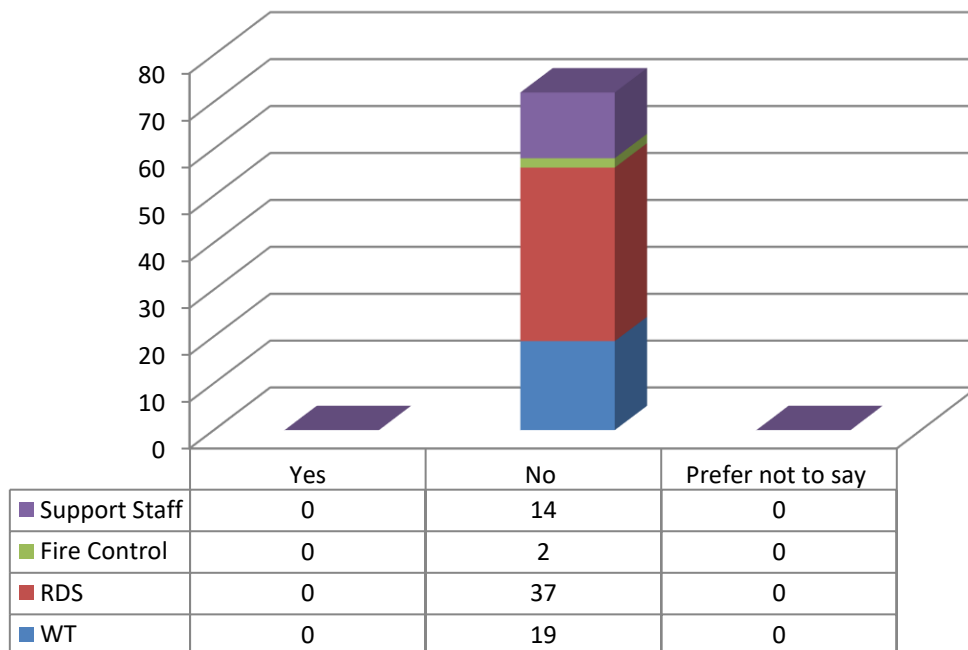
Gender



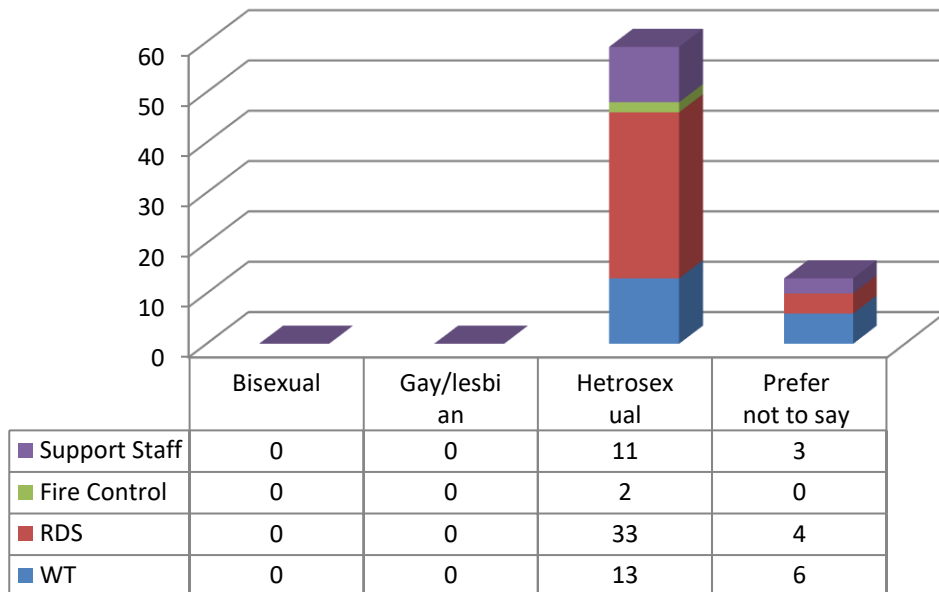
Ethnicity



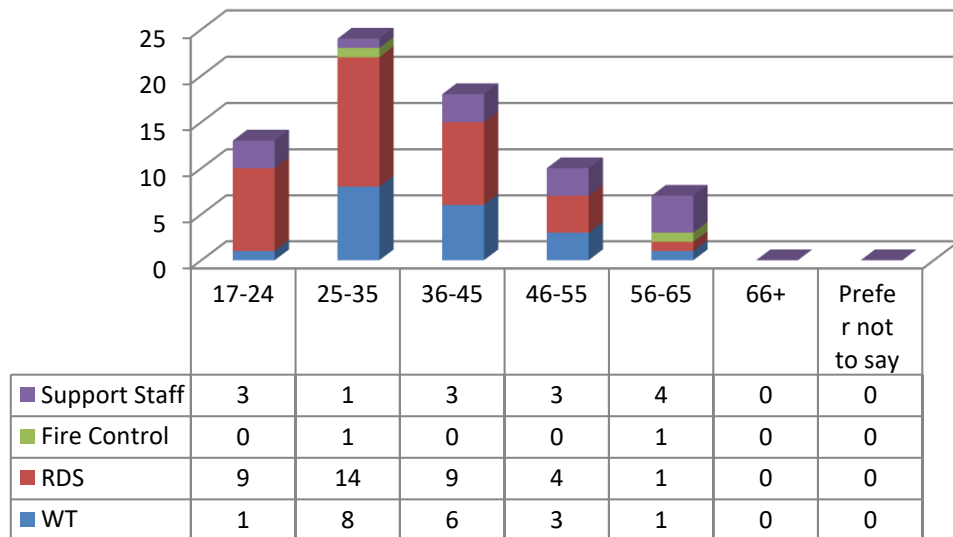
Disability



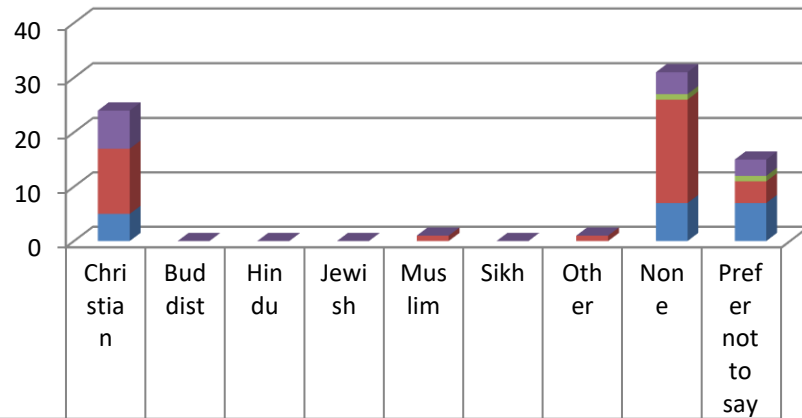
Sexual orientation



Age



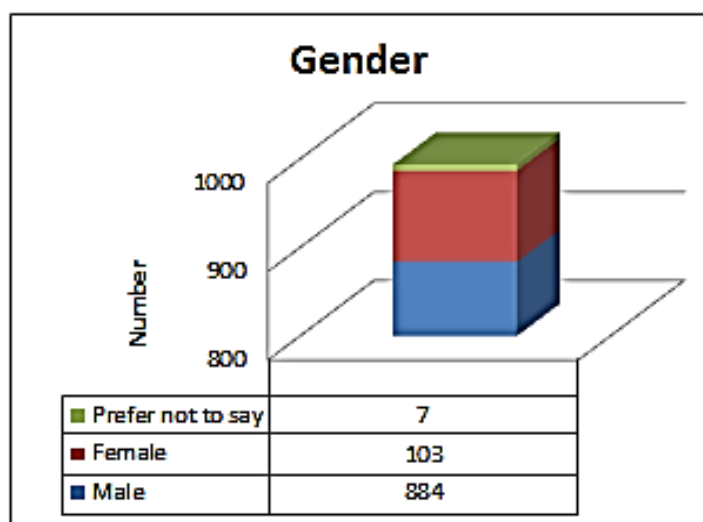
Religion or belief



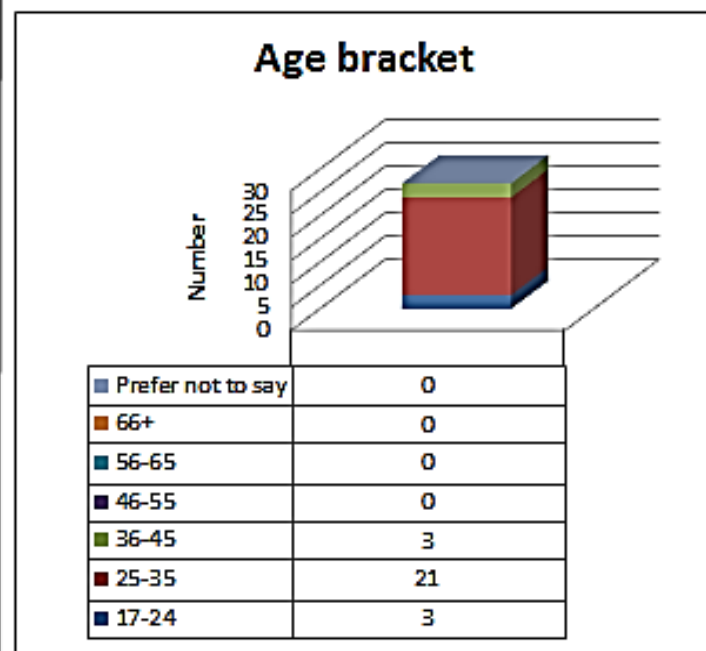
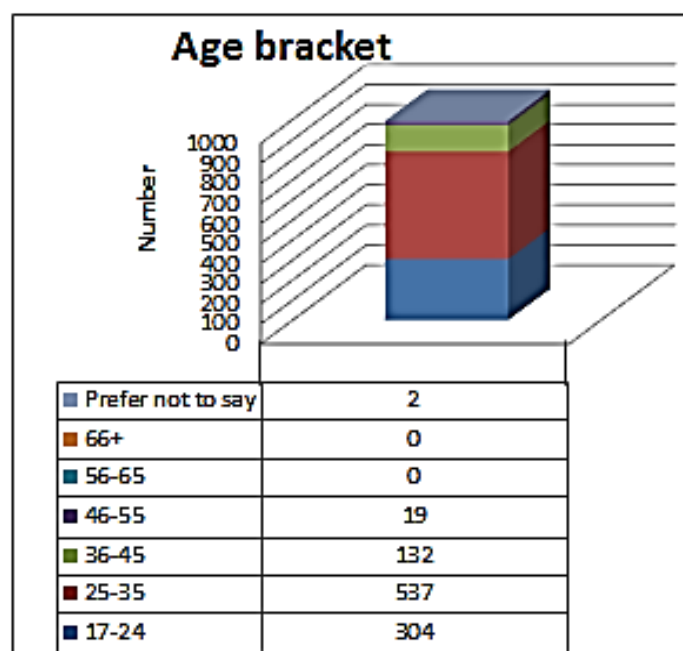
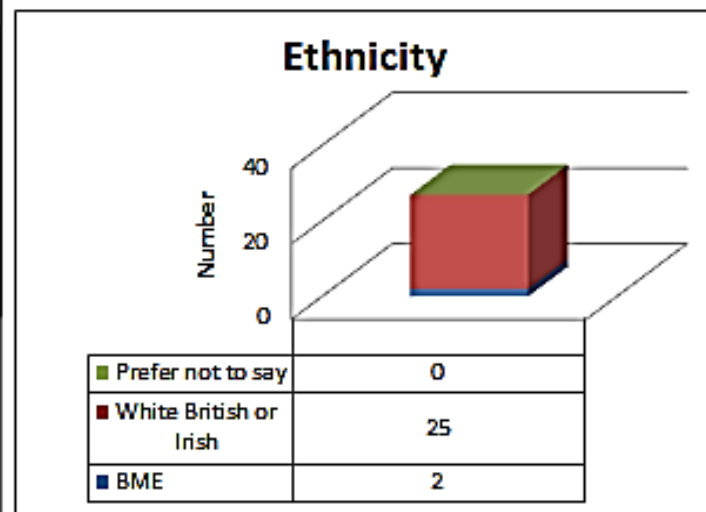
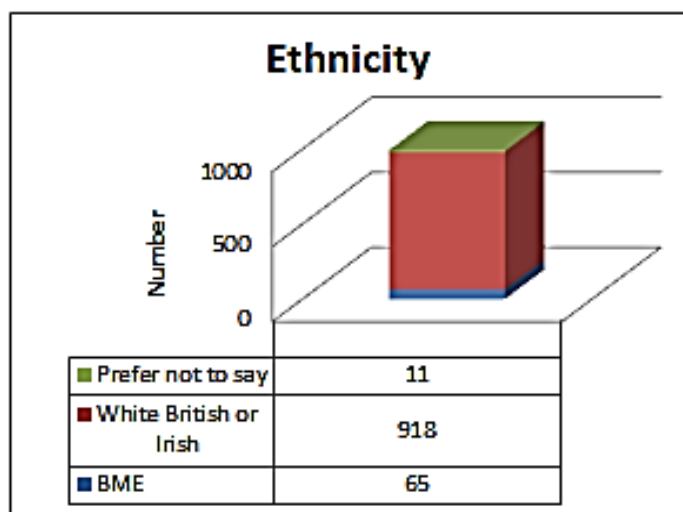
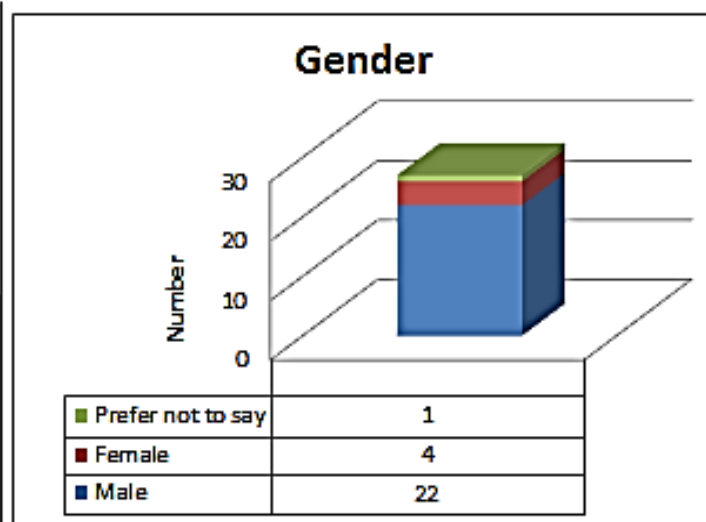
Support Staff	7	0	0	0	0	0	0	4	3
Fire Control	0	0	0	0	0	0	0	1	1
RDS	12	0	0	0	1	0	1	19	4
WT	5	0	0	0	0	0	0	7	7

2.3 Detailed analysis of Wholetime Recruitment 2017/2018

Total number of Applicants

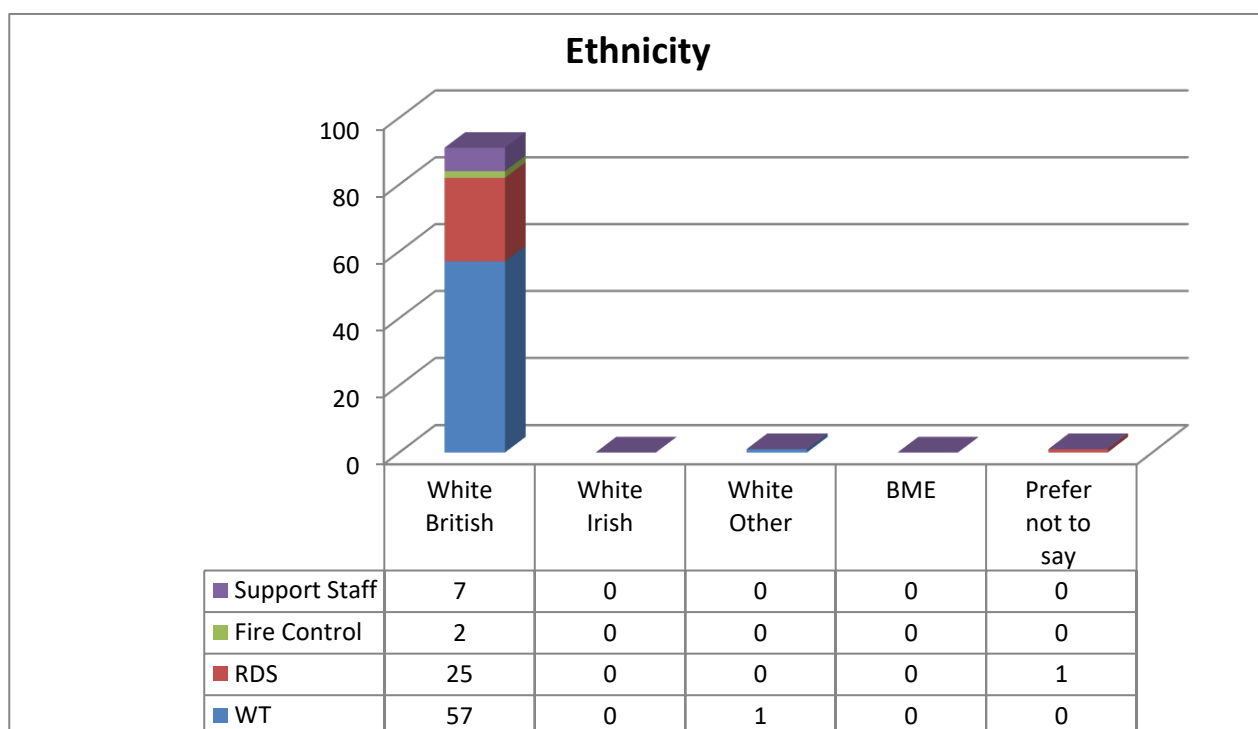
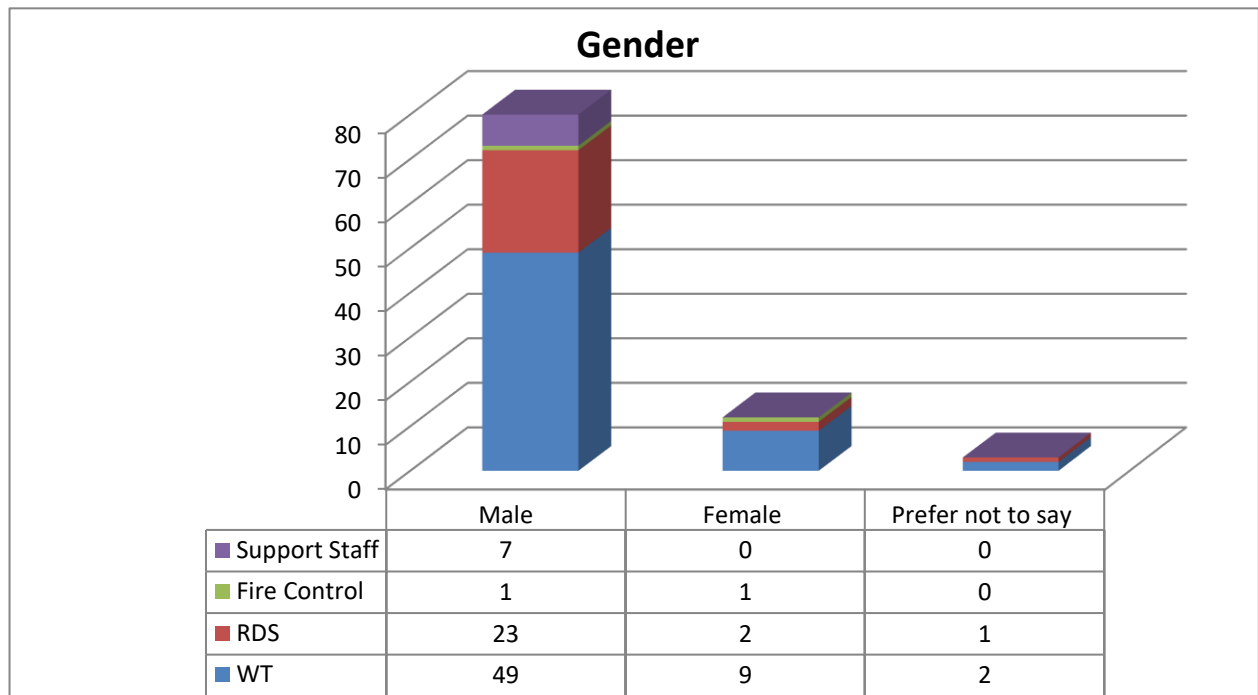


Successful Applicants

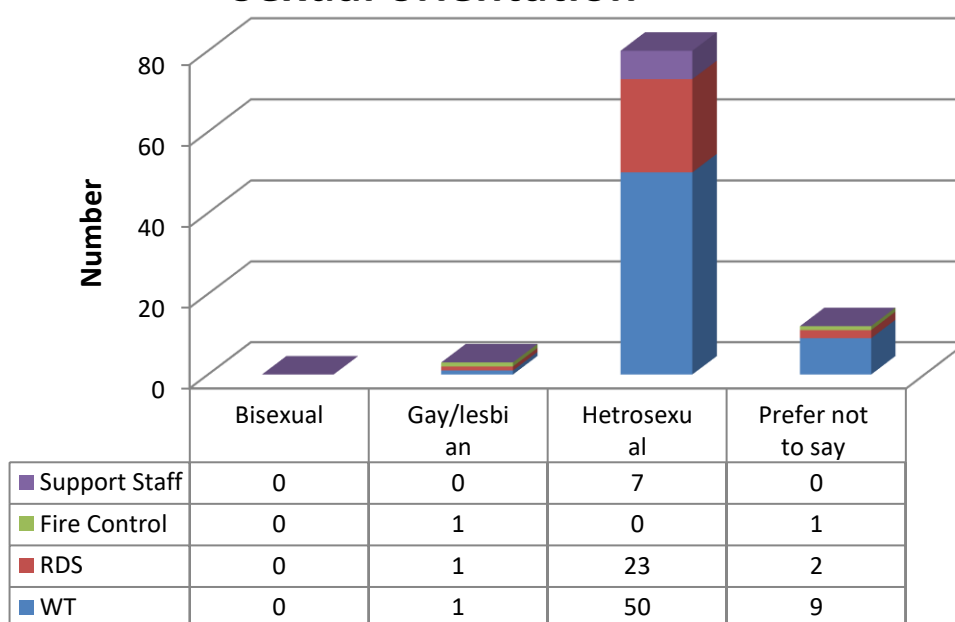


3. Promotion applications

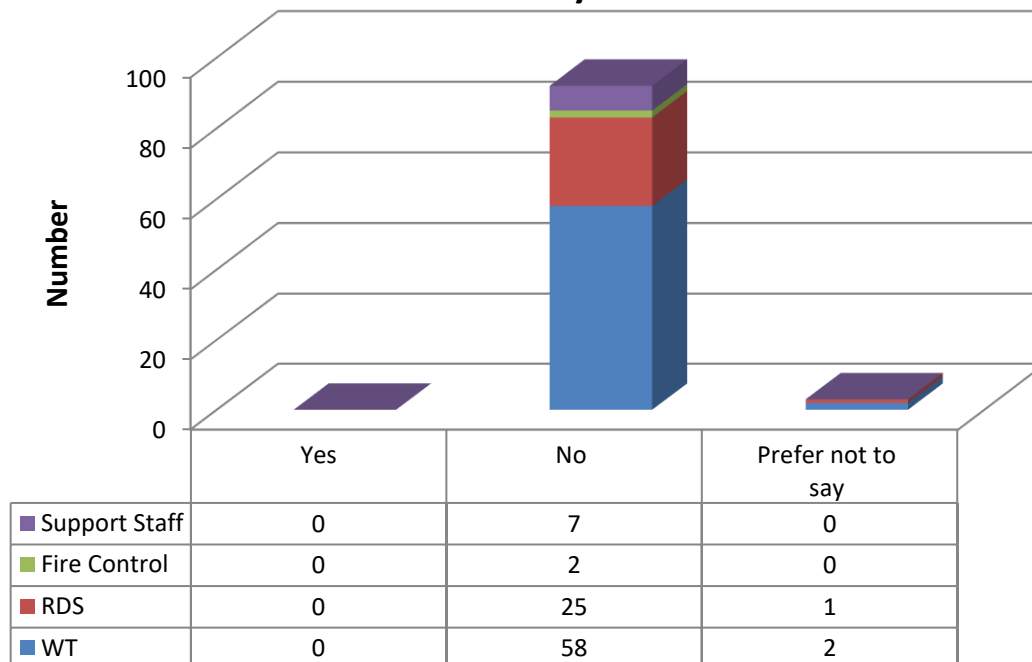
95 candidates applied for promotion opportunities of which 46 staff were successfully promoted during 2017/2018. 36 were male, 9 female and 1 candidate preferred not to say. Of the 95 candidates who applied for promotion there were 80 males, 12 females and 3 preferred not to say. This equates to a 75% success rate for female promotions candidates and a 45 % success rate for males. No BME candidates applied for promotion.



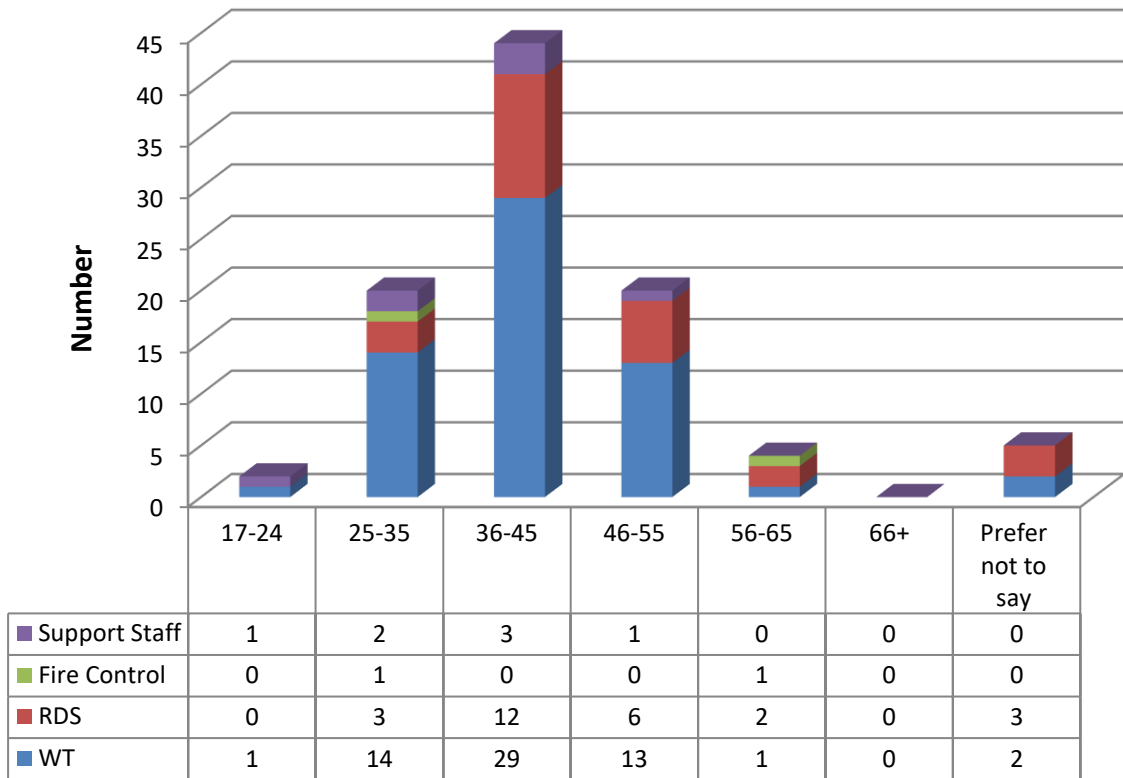
Sexual orientation



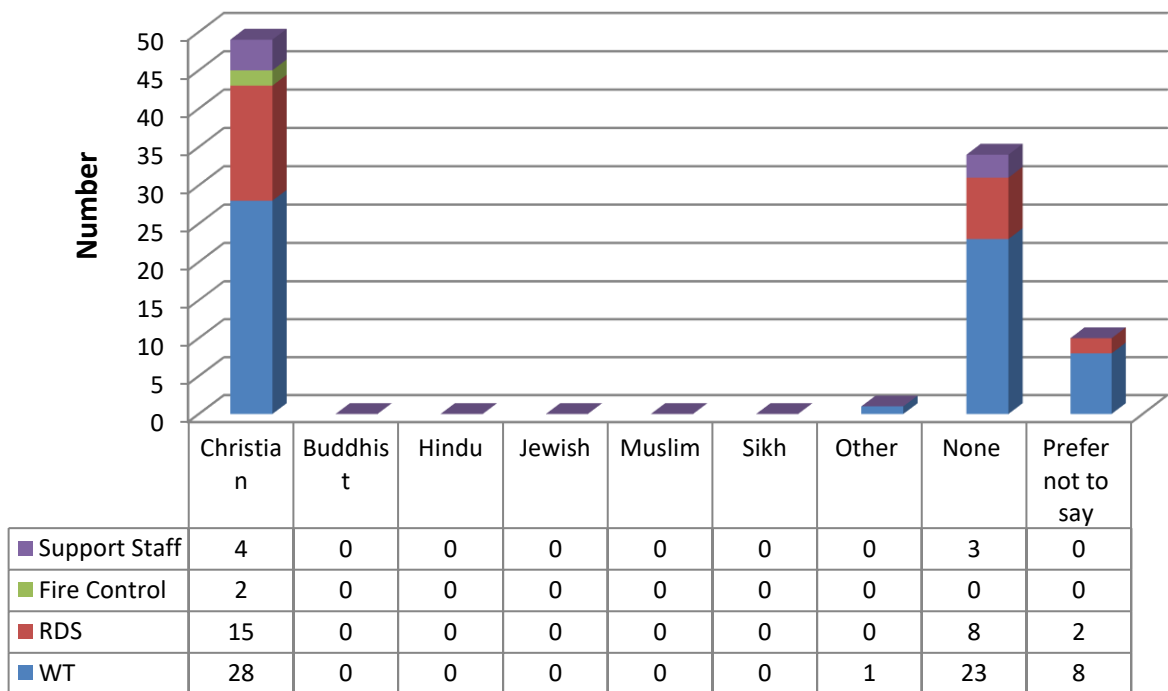
Disability



Age



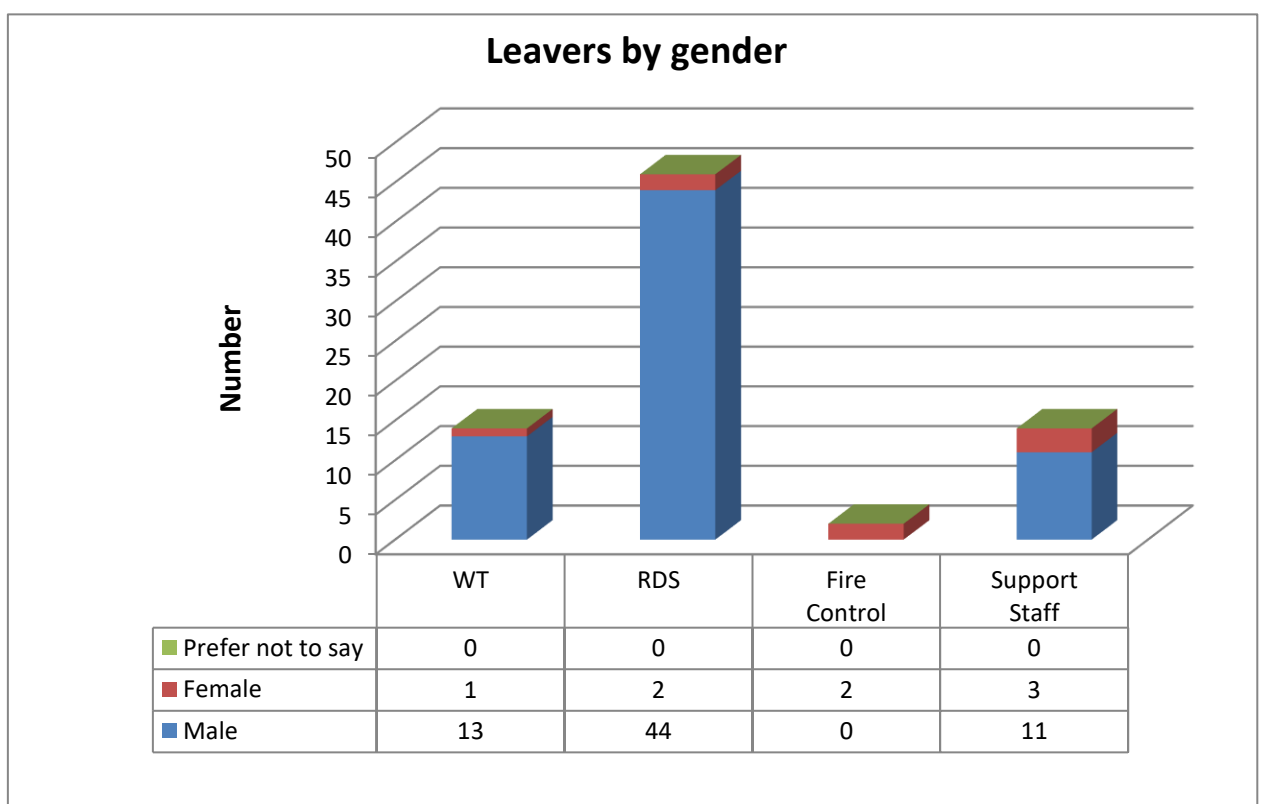
Religion or belief



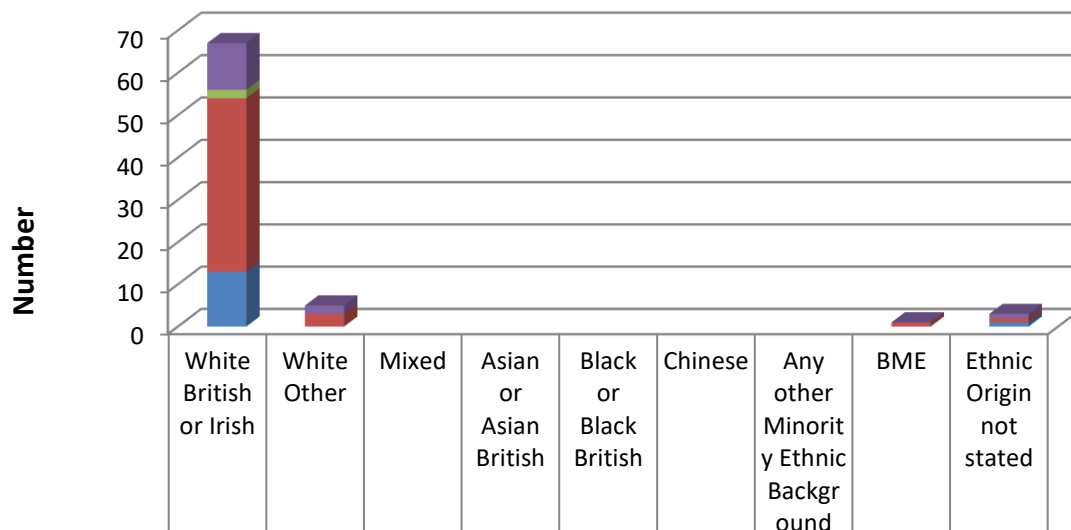
4. Number of staff leaving

2017/18 has seen a slight reduction in the numbers of leavers from 96 down to 76. The majority of leavers were due to 55 resignations. Retirements were down to 1, a reduction of 13 on last year. 46 resignations were from On Call staff, 14 Wholetime, 14 Support staff and 2 from Fire Control. 68 leavers were male and 8 female. 72 were white and 4 were BME staff.

For Whole time employees, this was predicted and is in line with the Workforce Plan based on the age profile of the workforce.

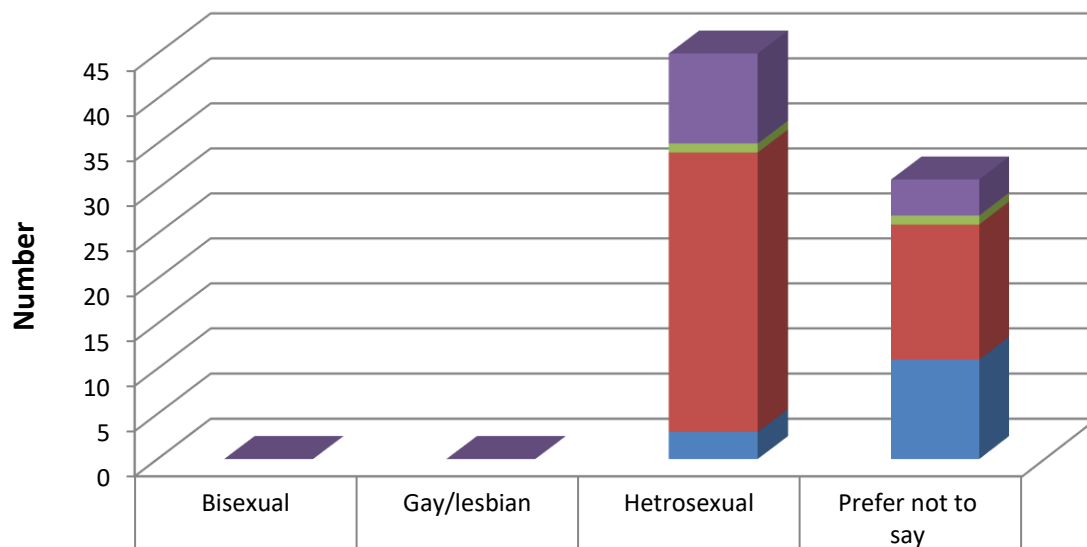


Leavers by ethnic origin



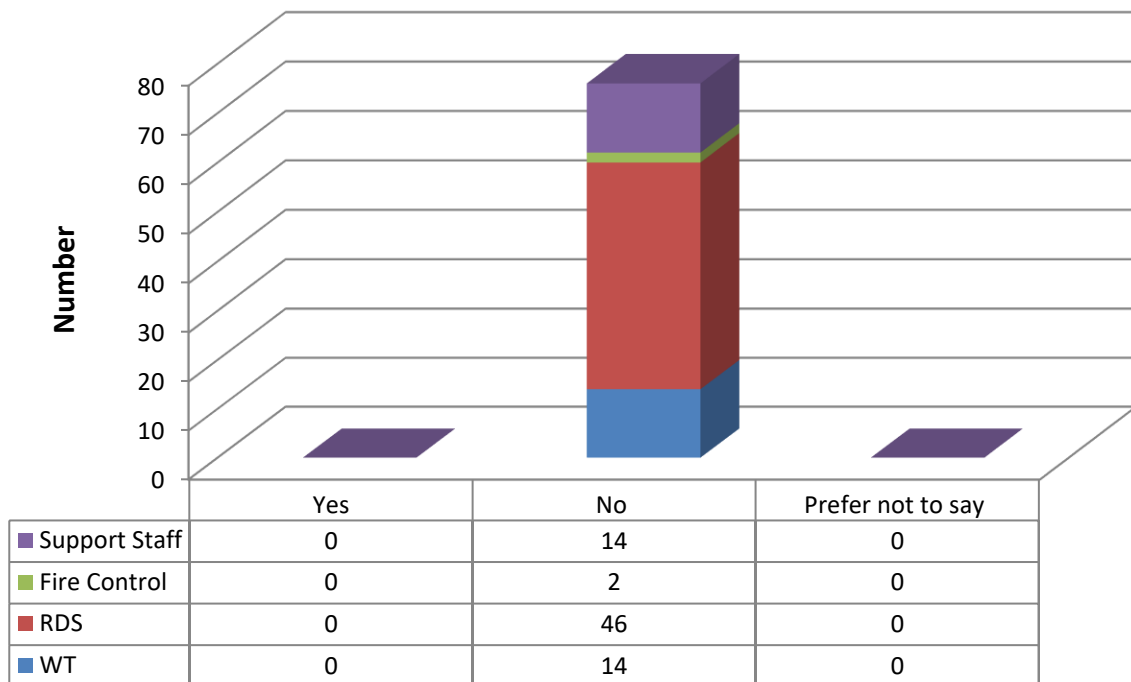
Support Staff	11	2						0	1
Fire Control	2	0						0	0
RDS	41	3						1	1
WT	13	0						0	1

Leavers by sexual orientation

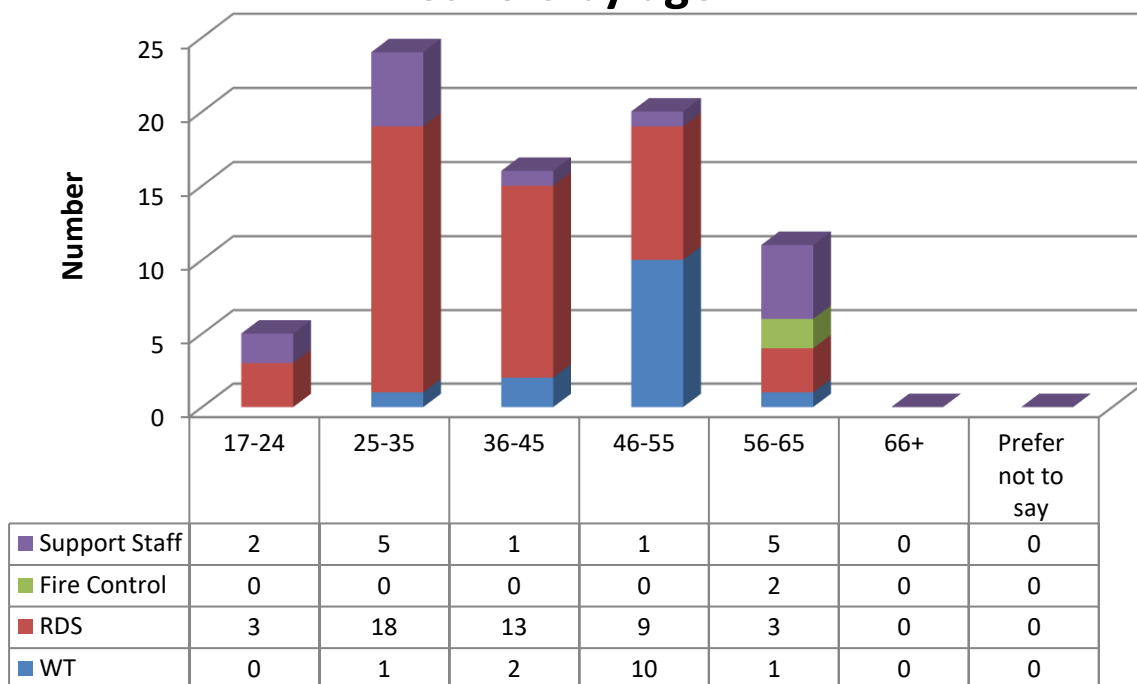


Support Staff	0	0	10	4
Fire Control	0	0	1	1
RDS	0	0	31	15
WT	0	0	3	11

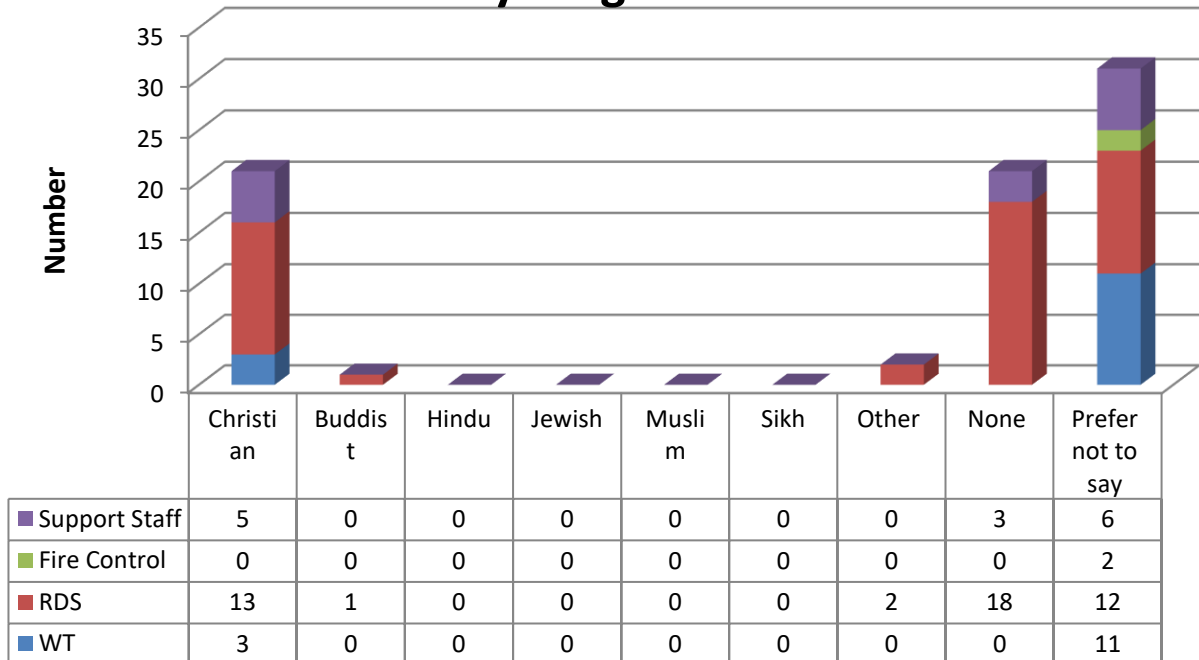
Leavers that have declared a disability



Leavers by age

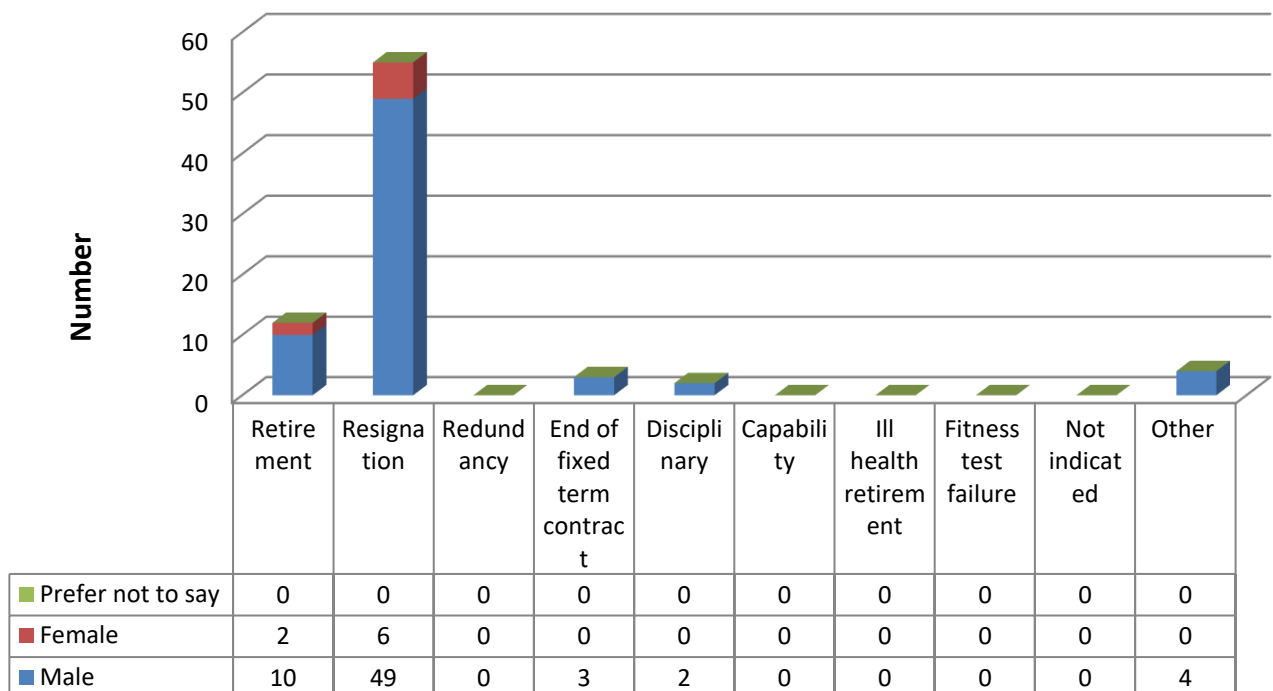


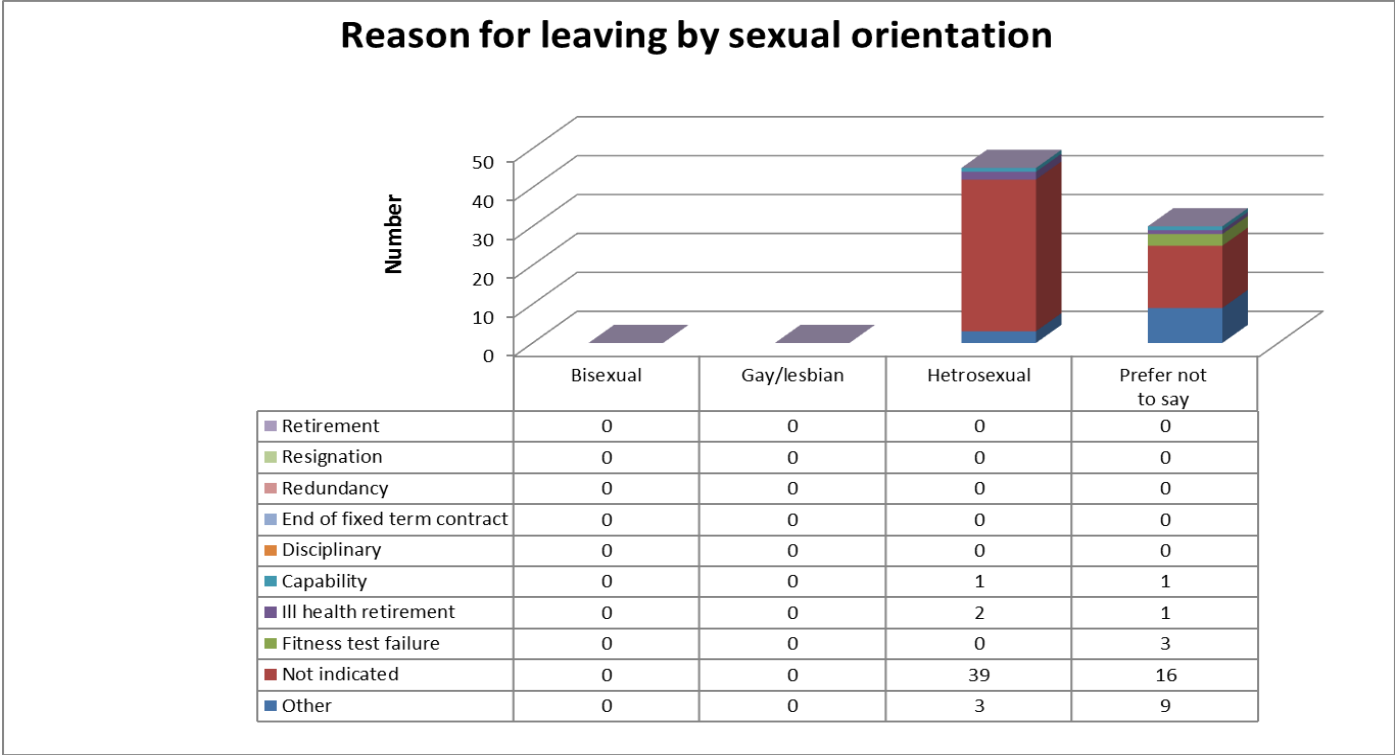
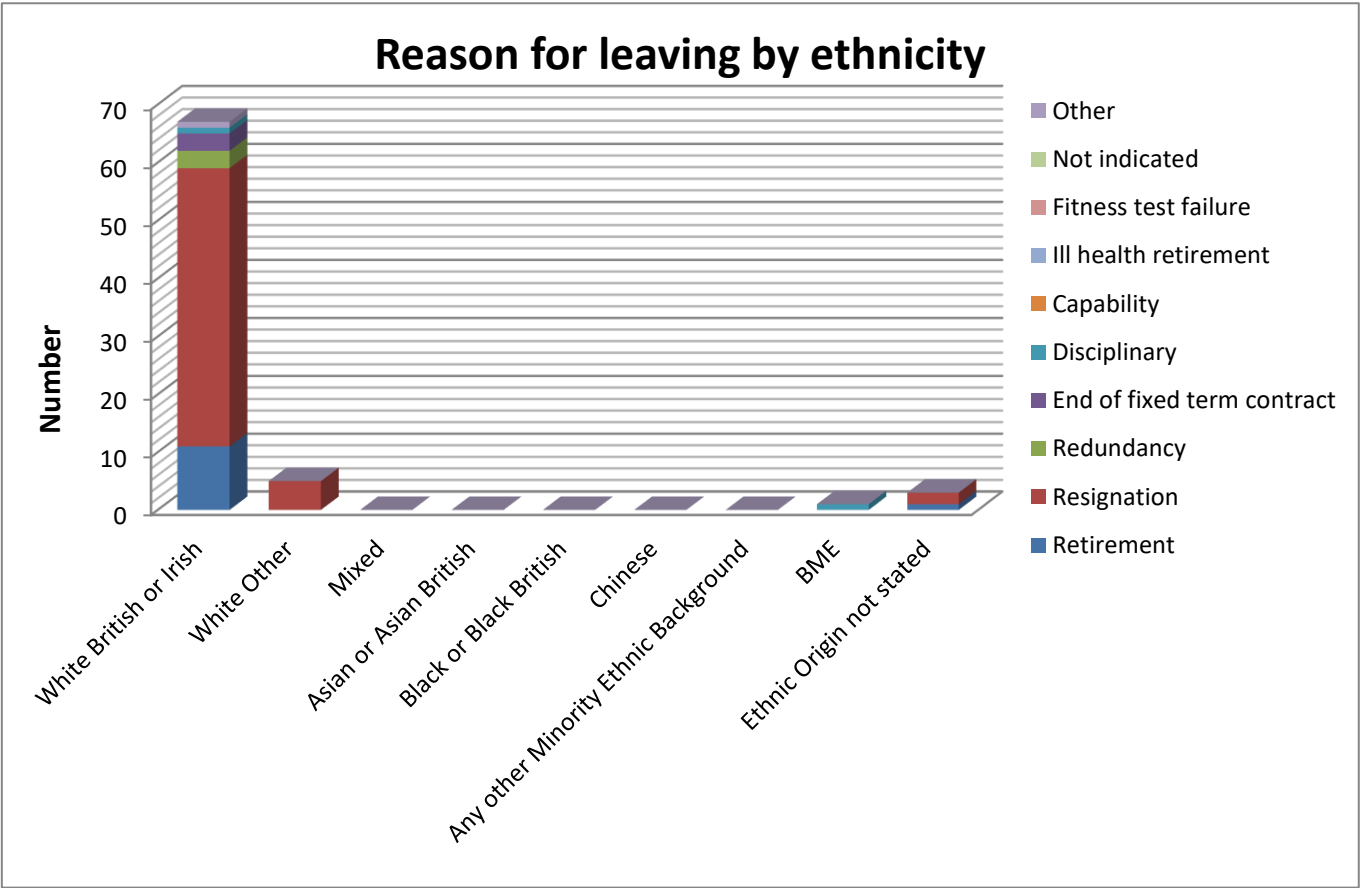
Leavers by religion or belief



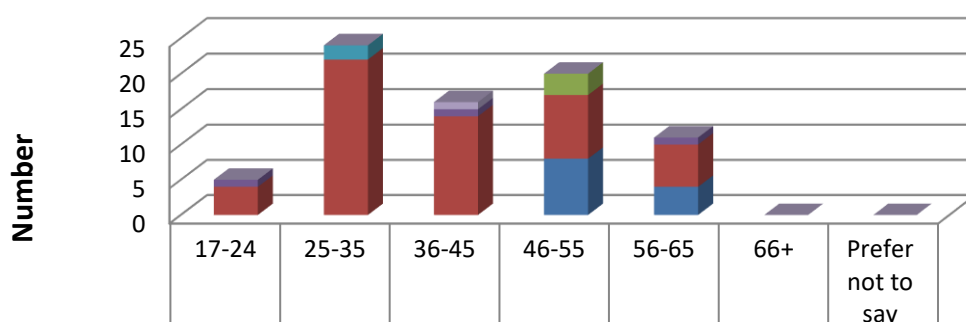
4.1 Reasons for staff leaving

Reason for leaving by gender

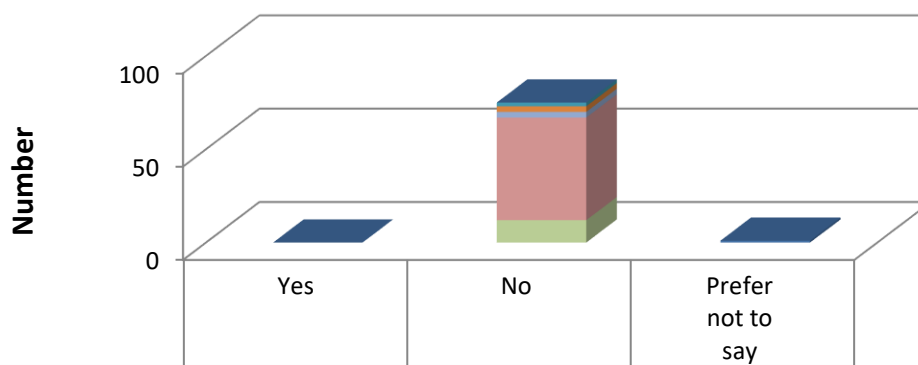




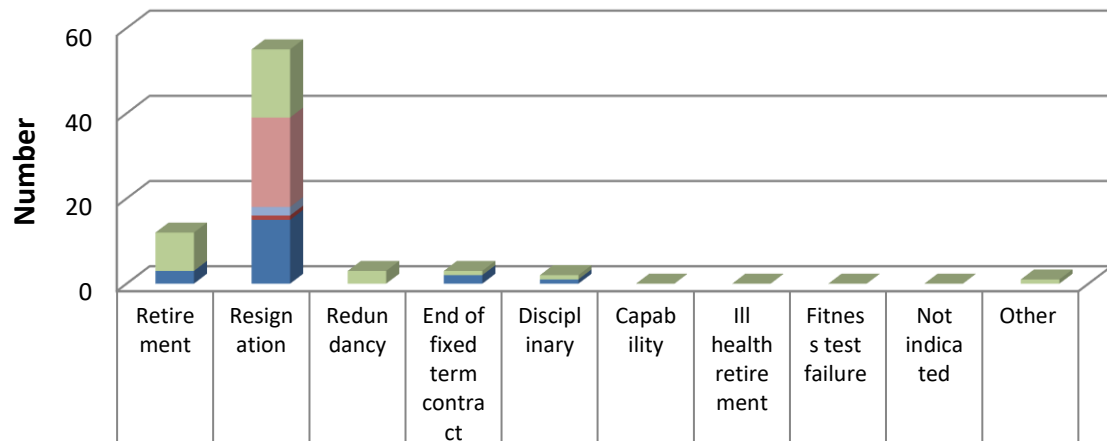
Reason for leaving by age



Reason for leaving by those who have declared a disability



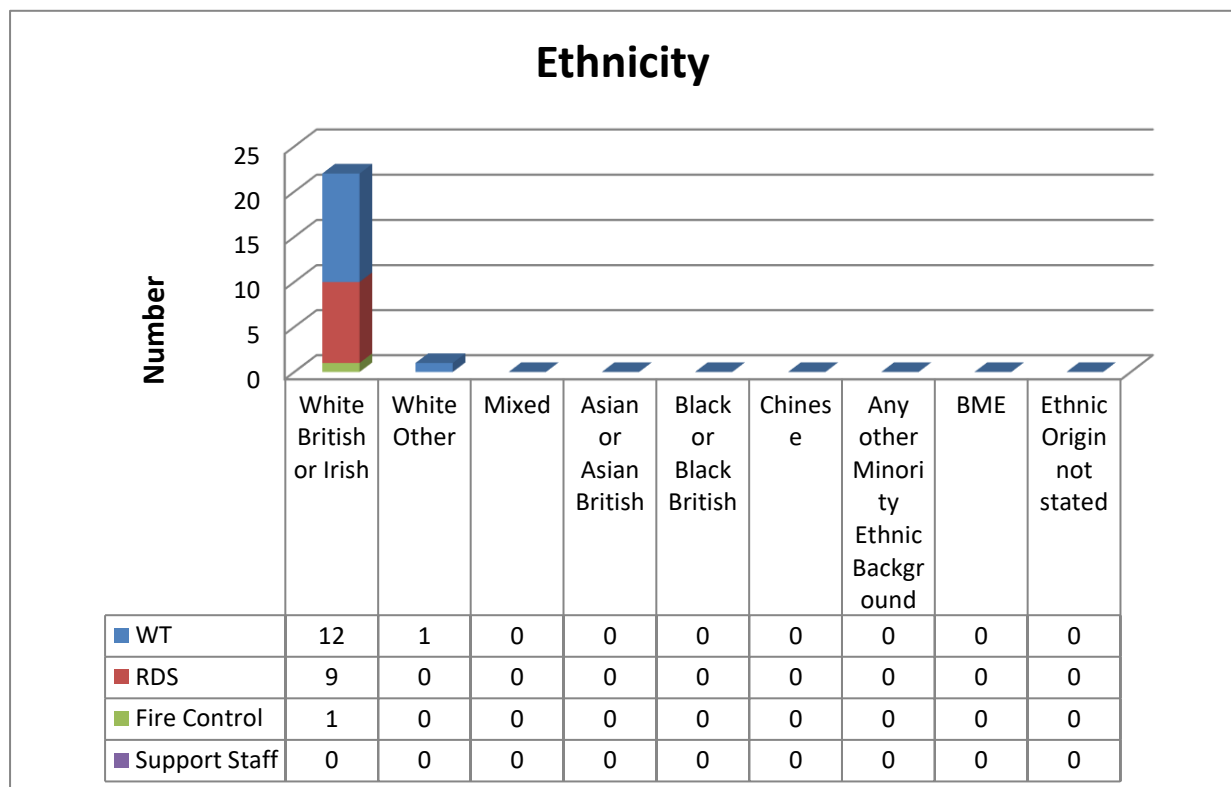
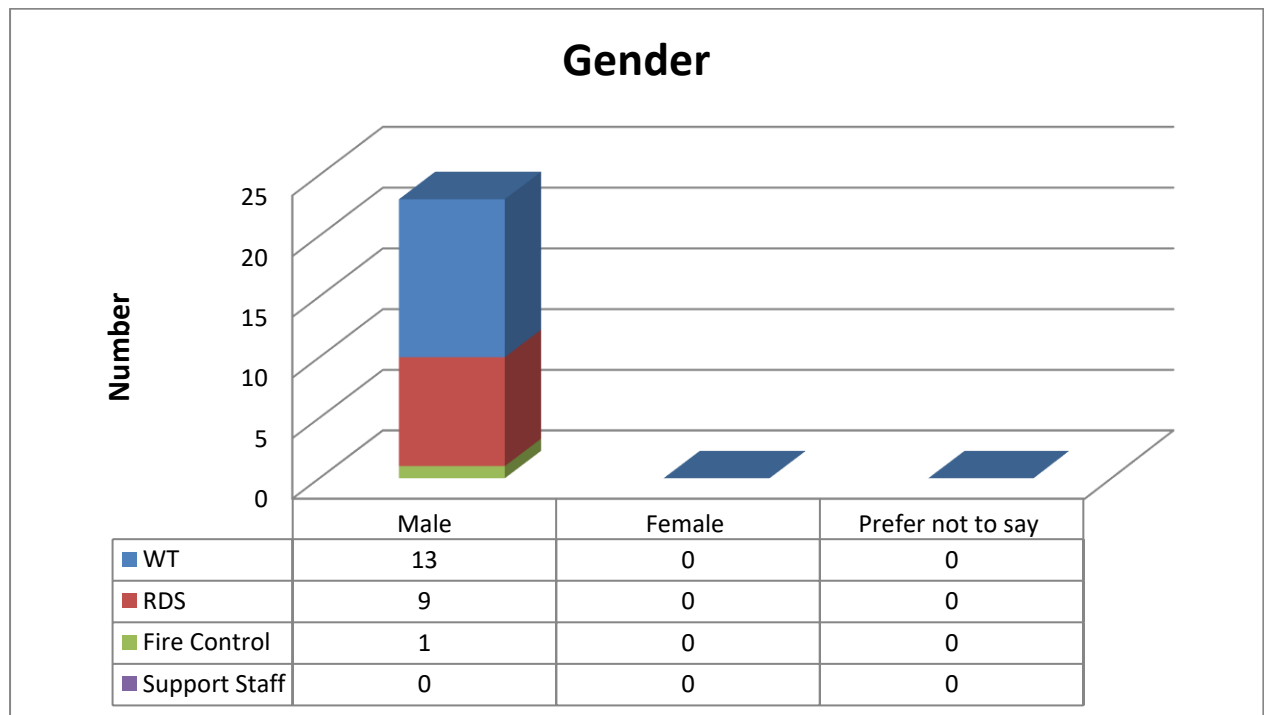
Reason for leaving by religion or belief



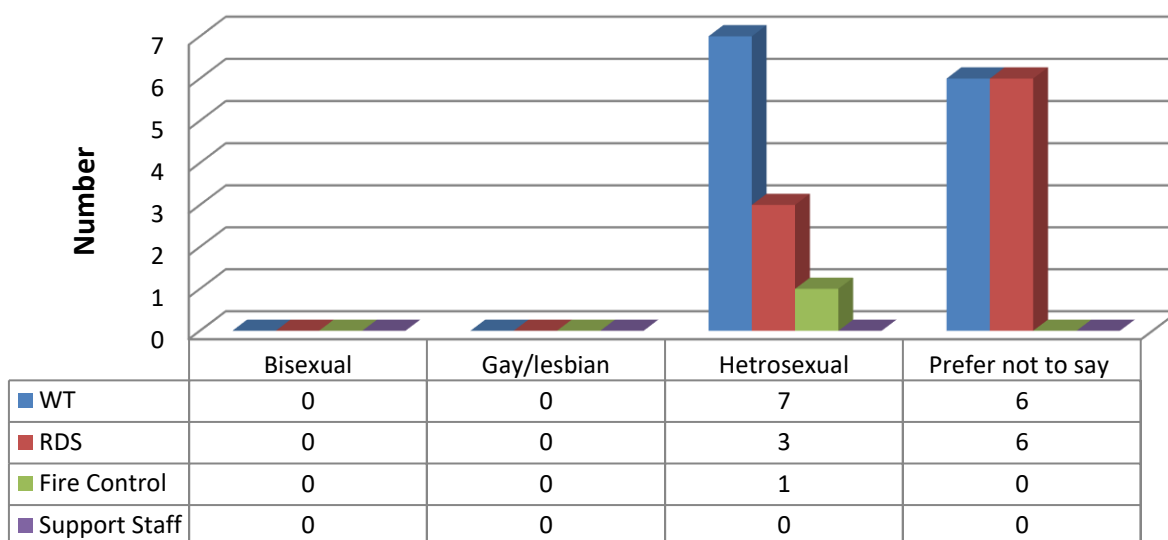
Prefer not to say	9	16	3	1	1	0	0	0	0	1
None	0	21	0	0	0	0	0	0	0	0
Other	0	2	0	0	0	0	0	0	0	0
Sikh	0	0	0	0	0	0	0	0	0	0
Muslim	0	0	0	0	0	0	0	0	0	0
Jewish	0	0	0	0	0	0	0	0	0	0
Hindu	0	0	0	0	0	0	0	0	0	0
Buddhist	0	1	0	0	0	0	0	0	0	0
Christian	3	15	0	2	1	0	0	0	0	0

5. Formal discipline case work

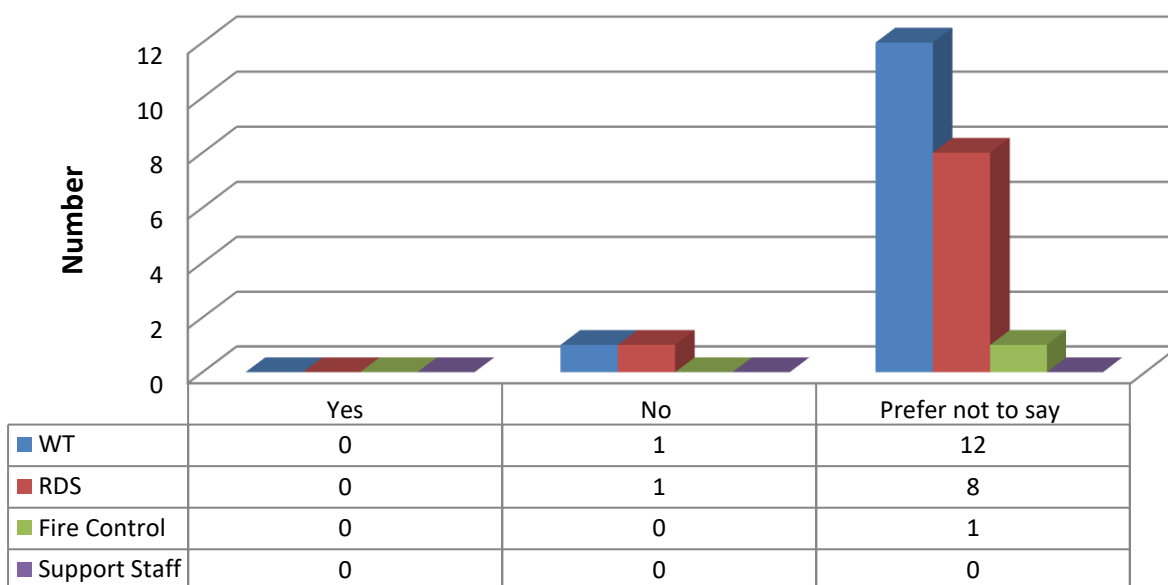
2017/2018 saw an increase in the number of discipline cases rising from 11 last year to 23 in this year. 9 of these related to RDS staff and 13 of these related to Whole time staff, this is an increase on last year when only 2 RDS staff featured in this category. None of these were from the BME or female staff.



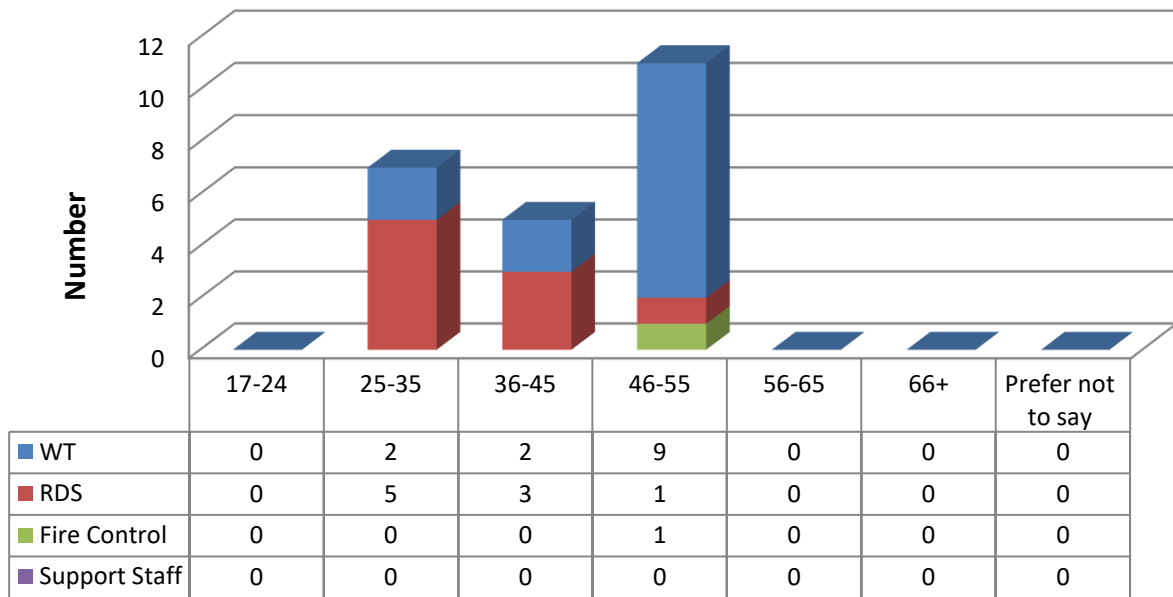
Sexual Orientation



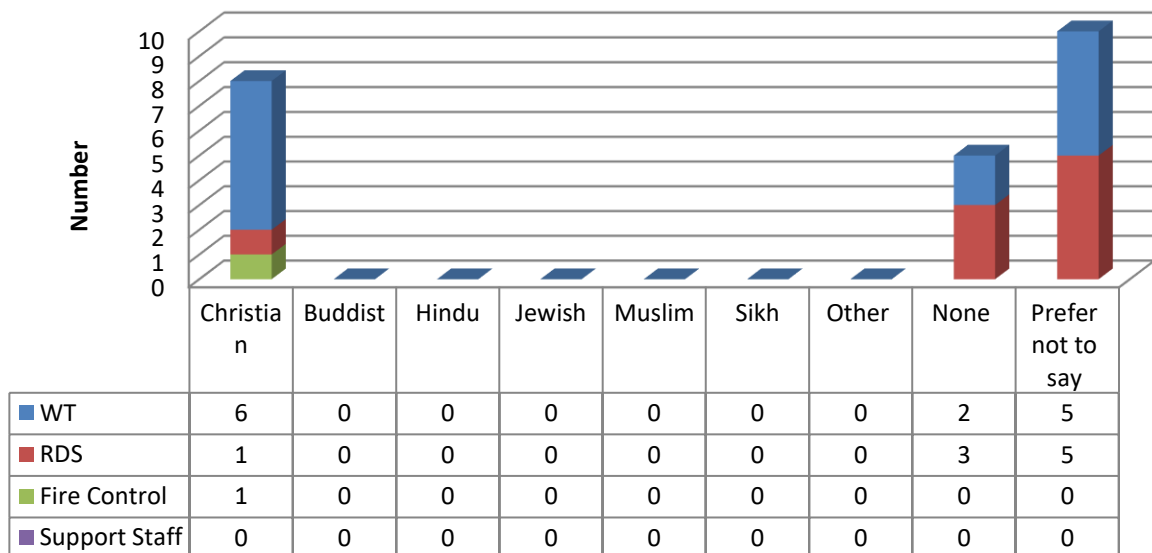
Disability



Age bracket

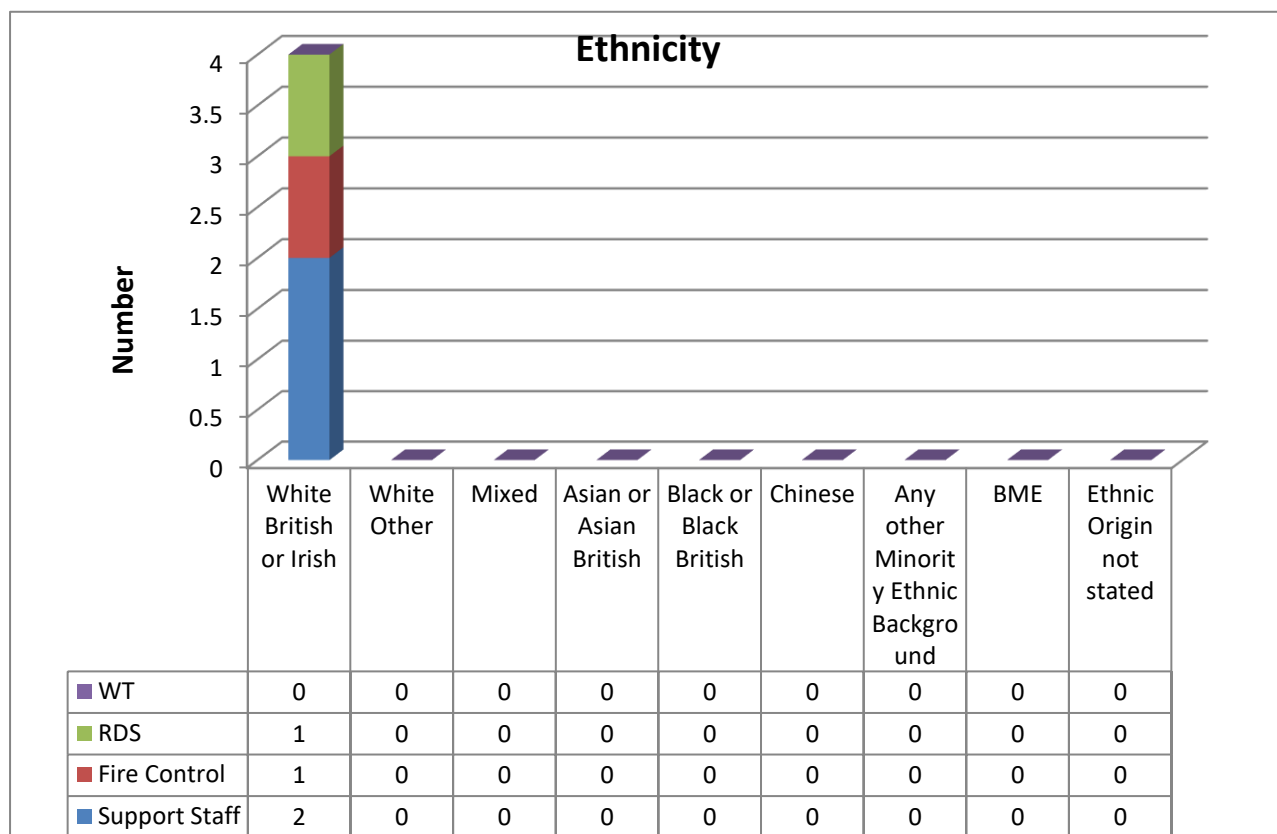
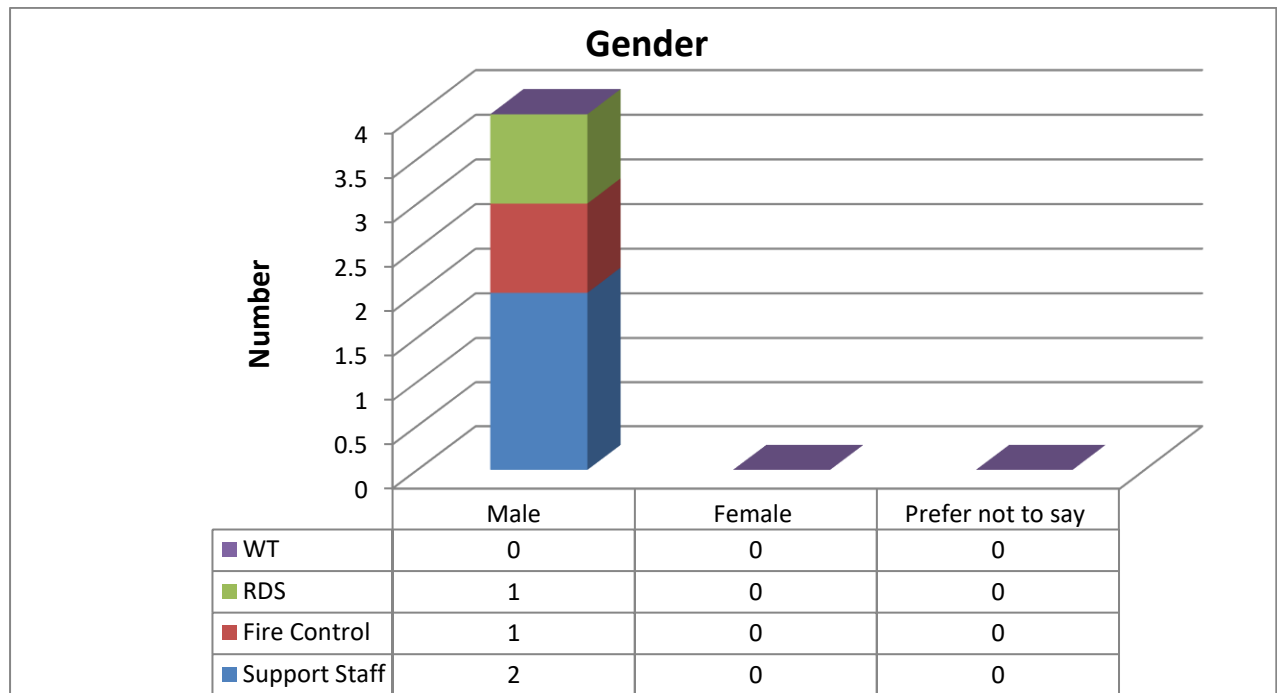


Religion or belief

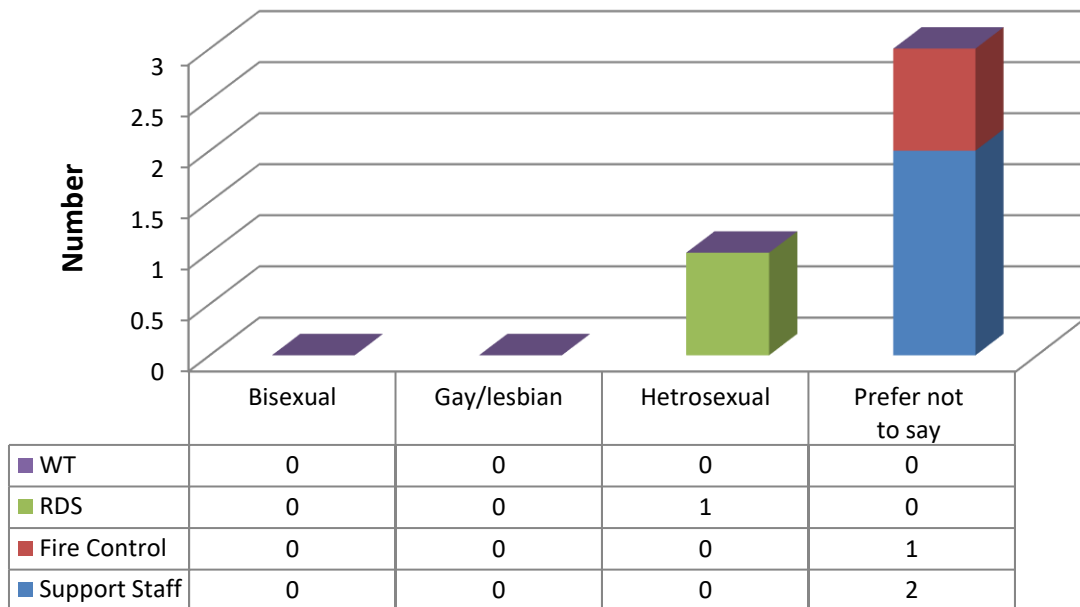


6. Grievance case work

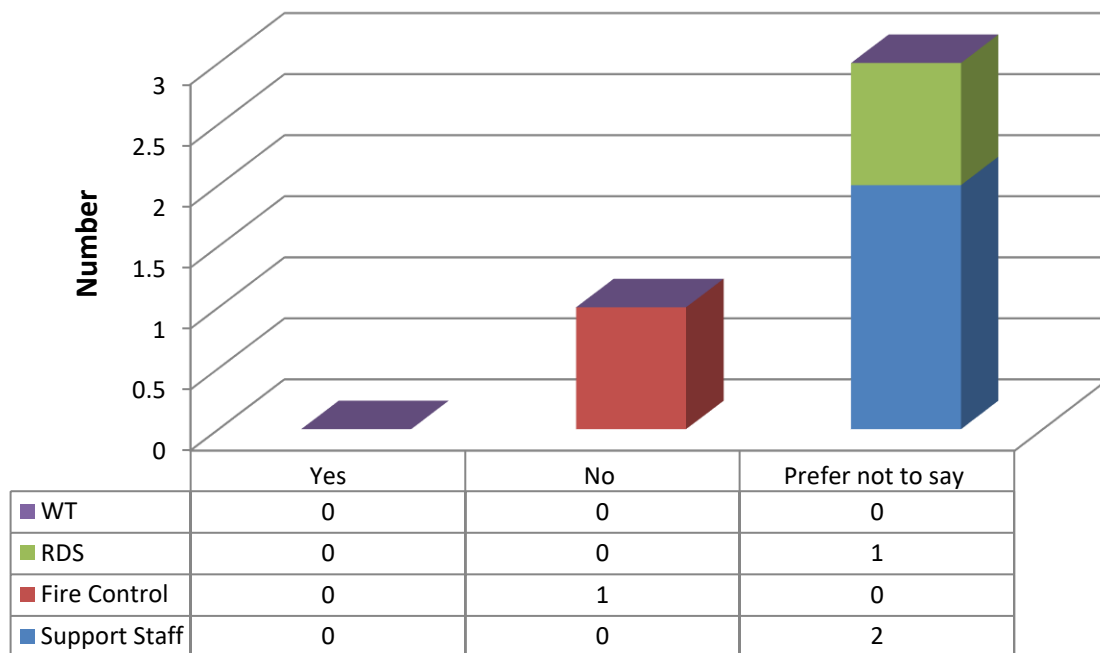
Grievances have remained consistent at 4. There were 2 from Wholetime, 1 from RDS and 1 from Fire Control. None of these grievances involved staff from any protected characteristic groups.



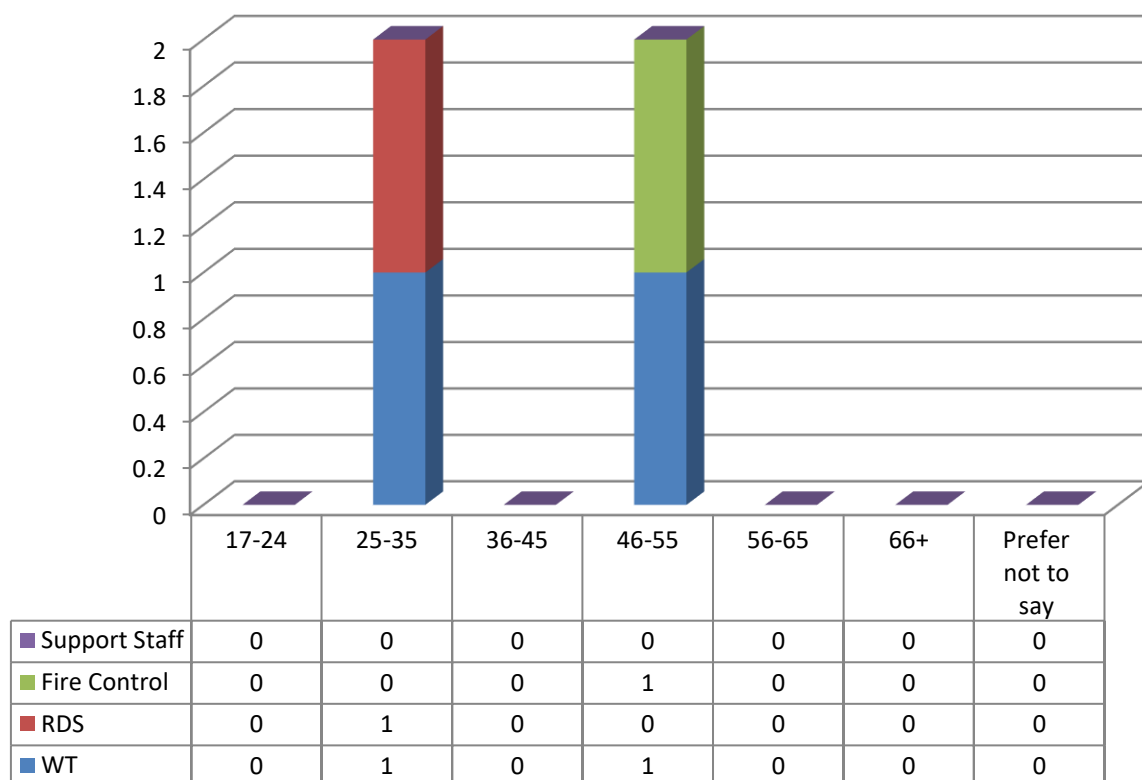
Sexual orientation



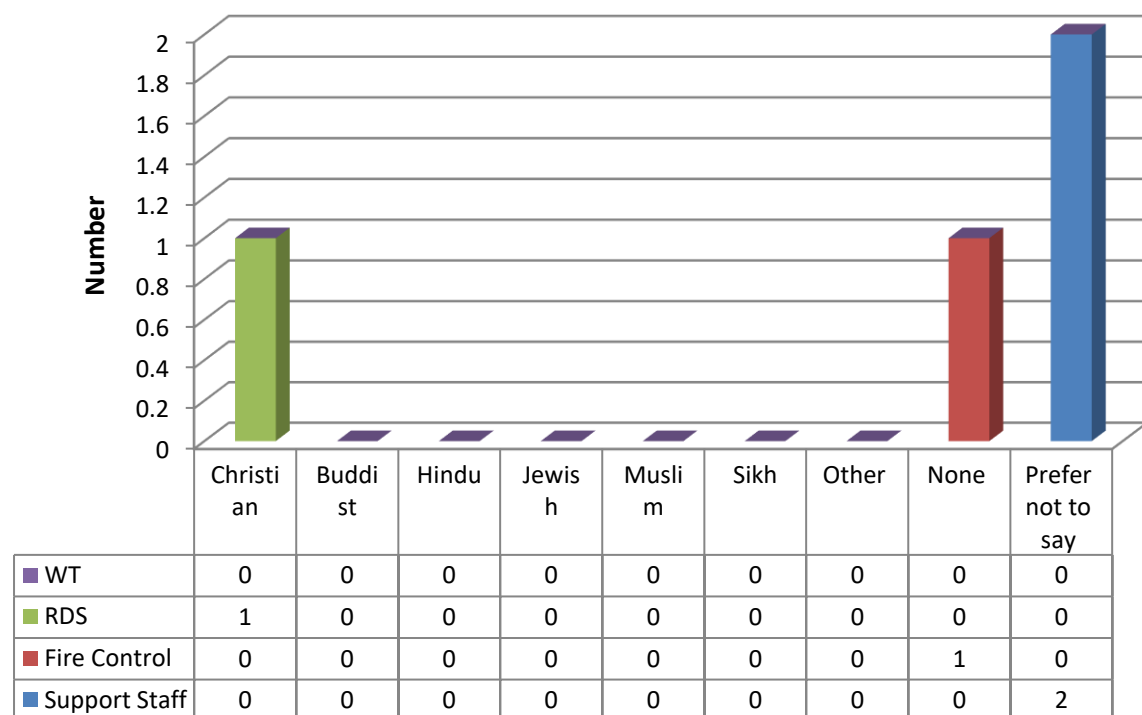
Disability



Age

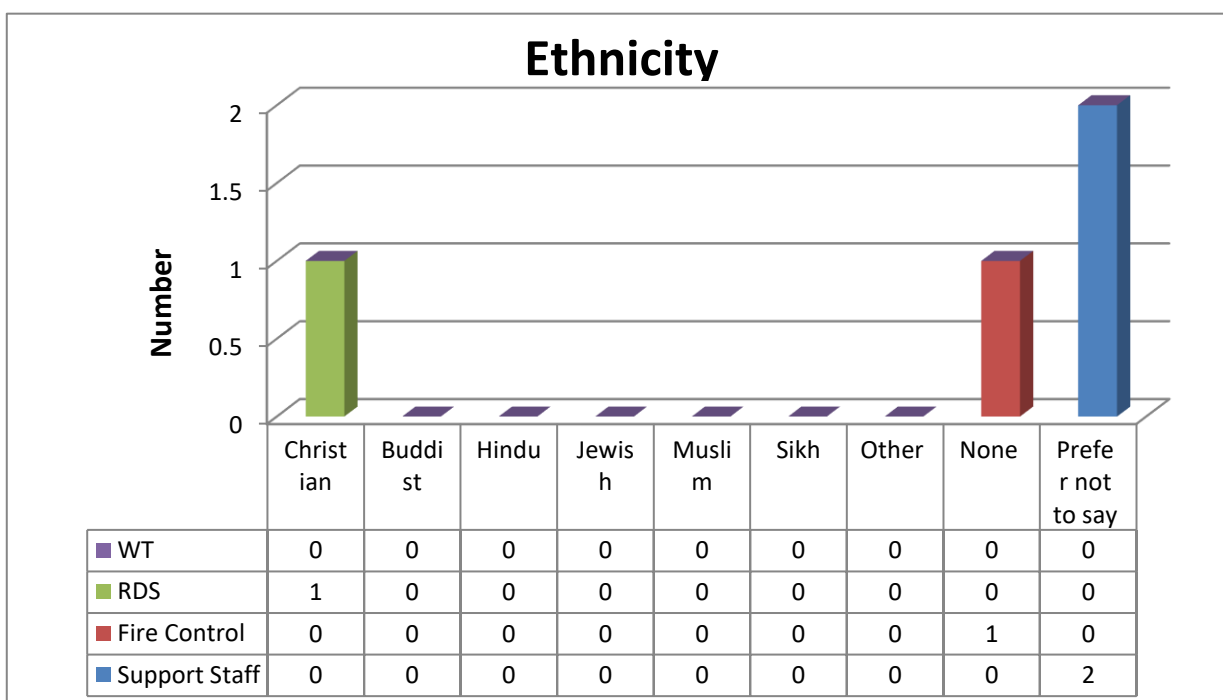
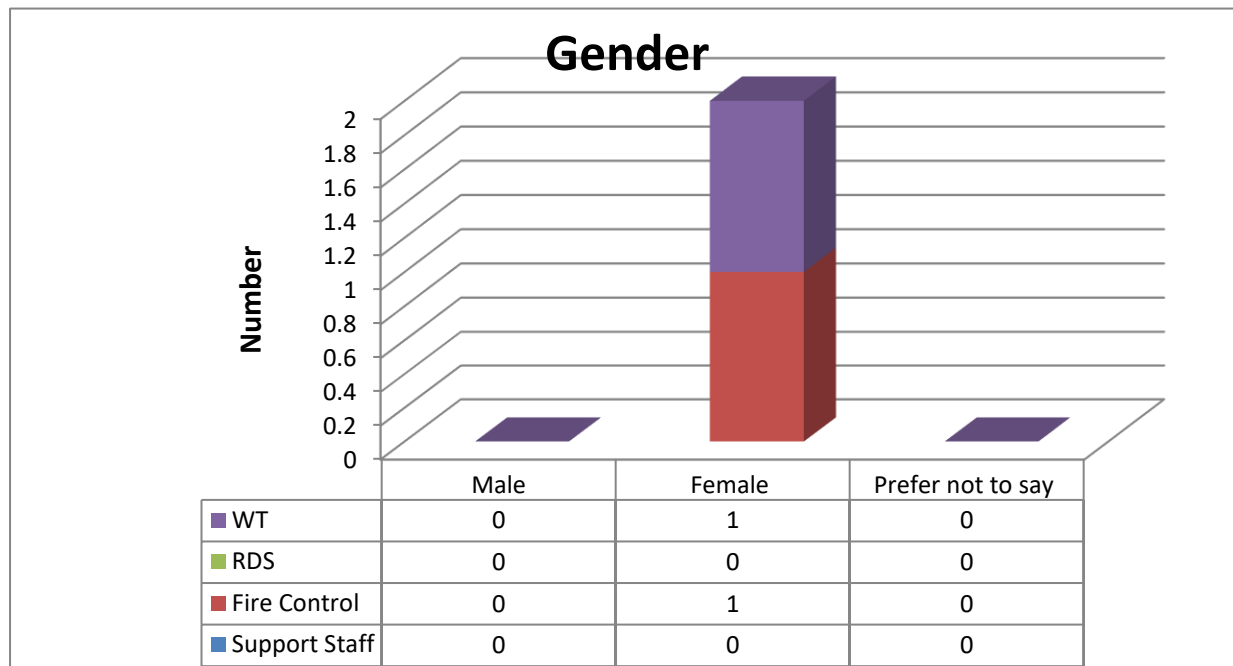


Religion or belief

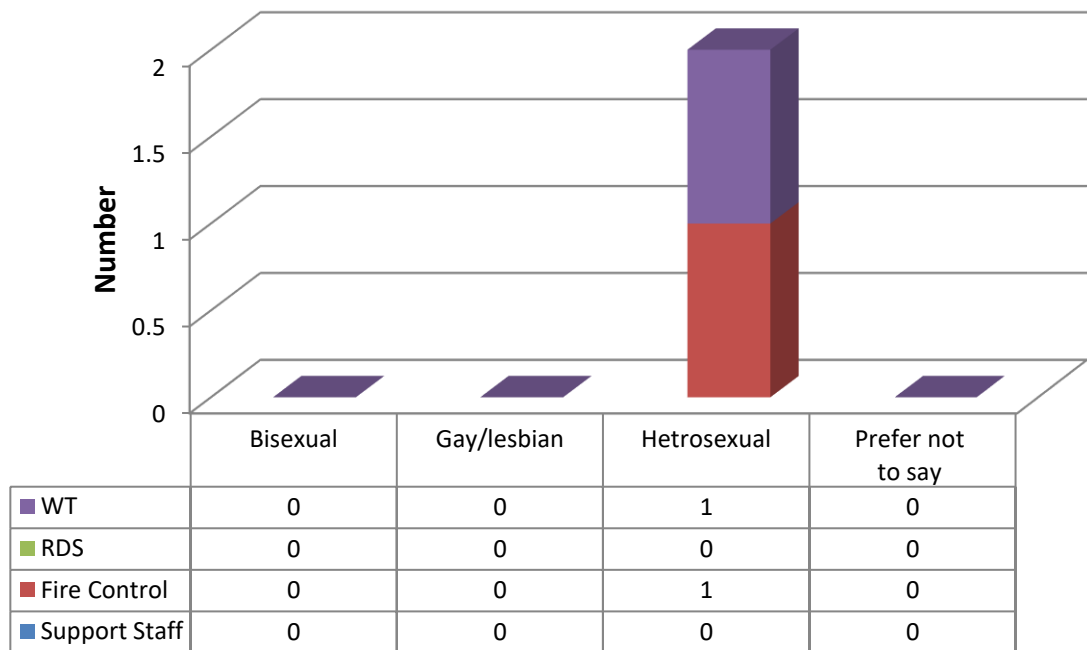


7. Bullying and harassment casework

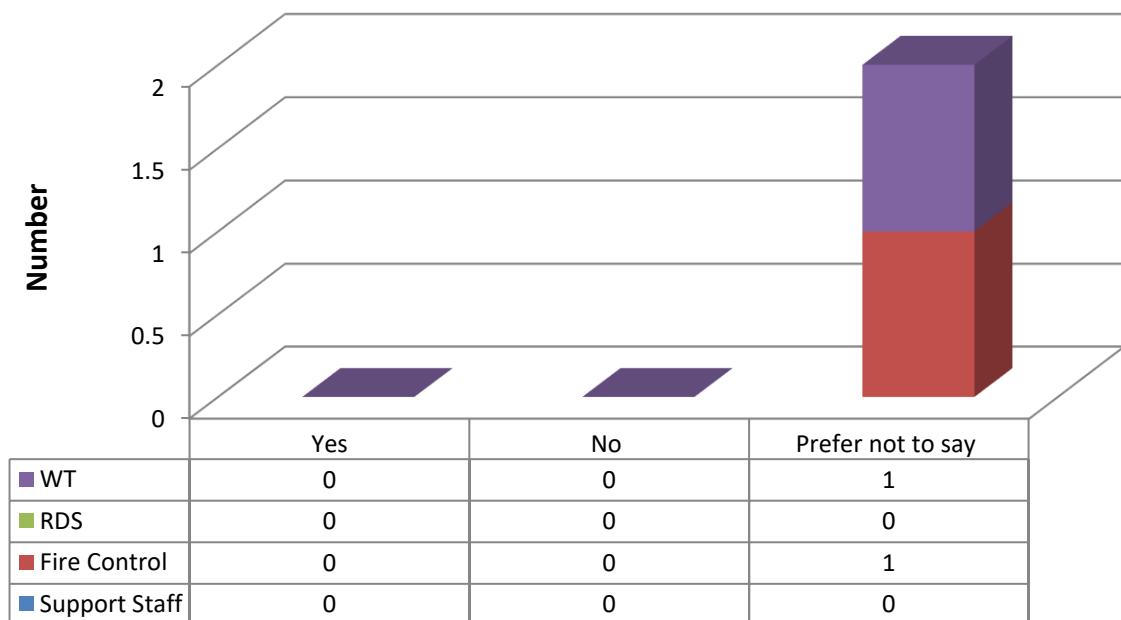
2 Female staff (1 x RDS and 1 x Support Staff) raised issues in relation to harassment and bullying during this period. All other casework has applied or has been raised by males. There is nothing in the trend data over the last 5 years to indicate that this is an area of concern as the ratio of males to female is 1:5. This area will be closely monitored to ensure that females are not being prevented from raising grievances or are being treated differently in respect of disciplinary matters.



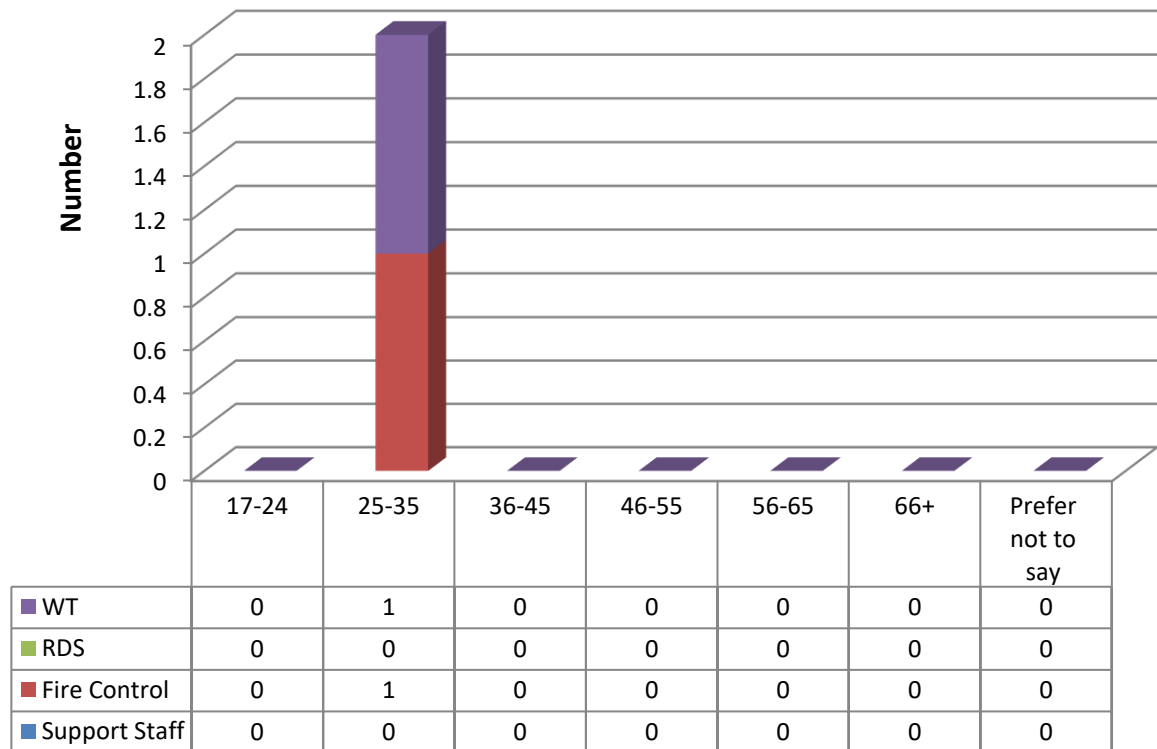
Sexual orientation



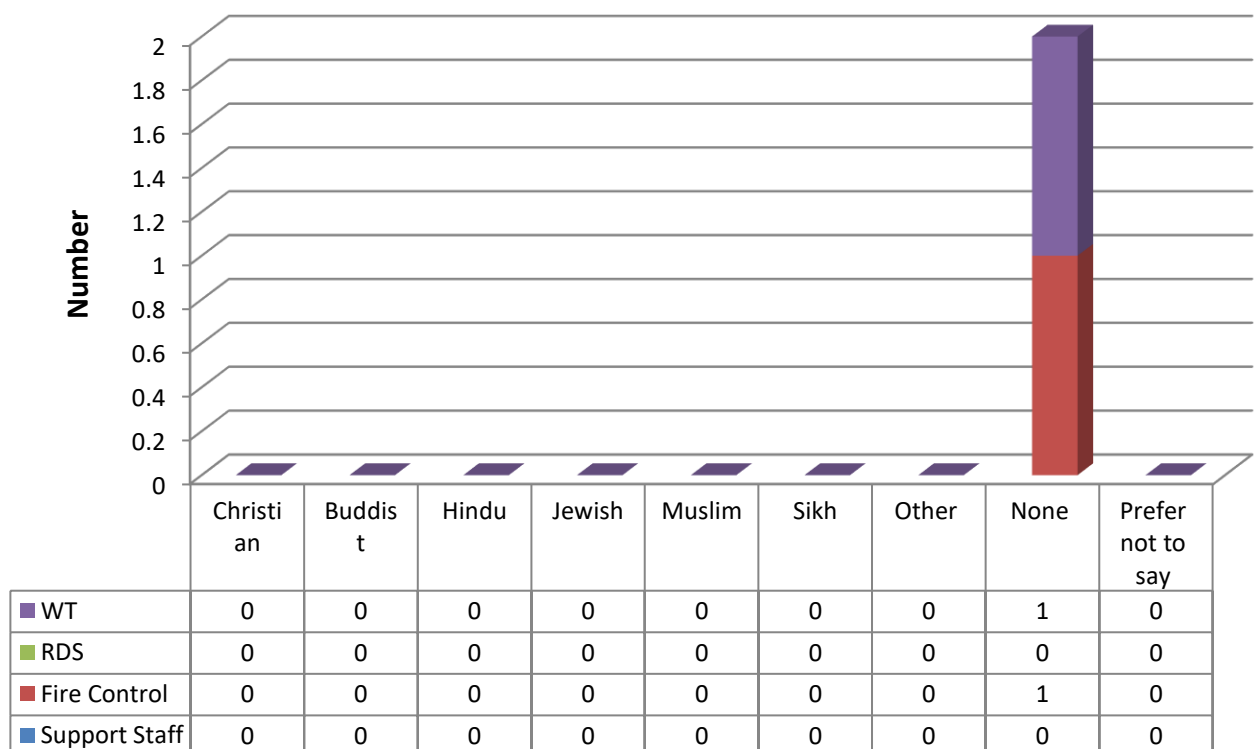
Disability



Age

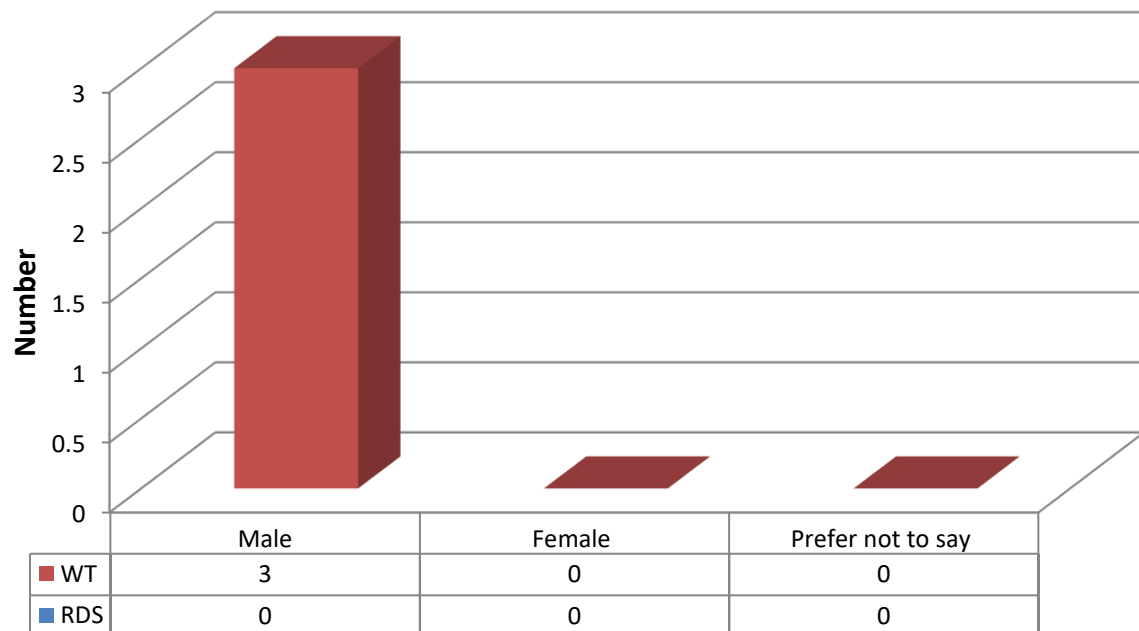


Religion or belief

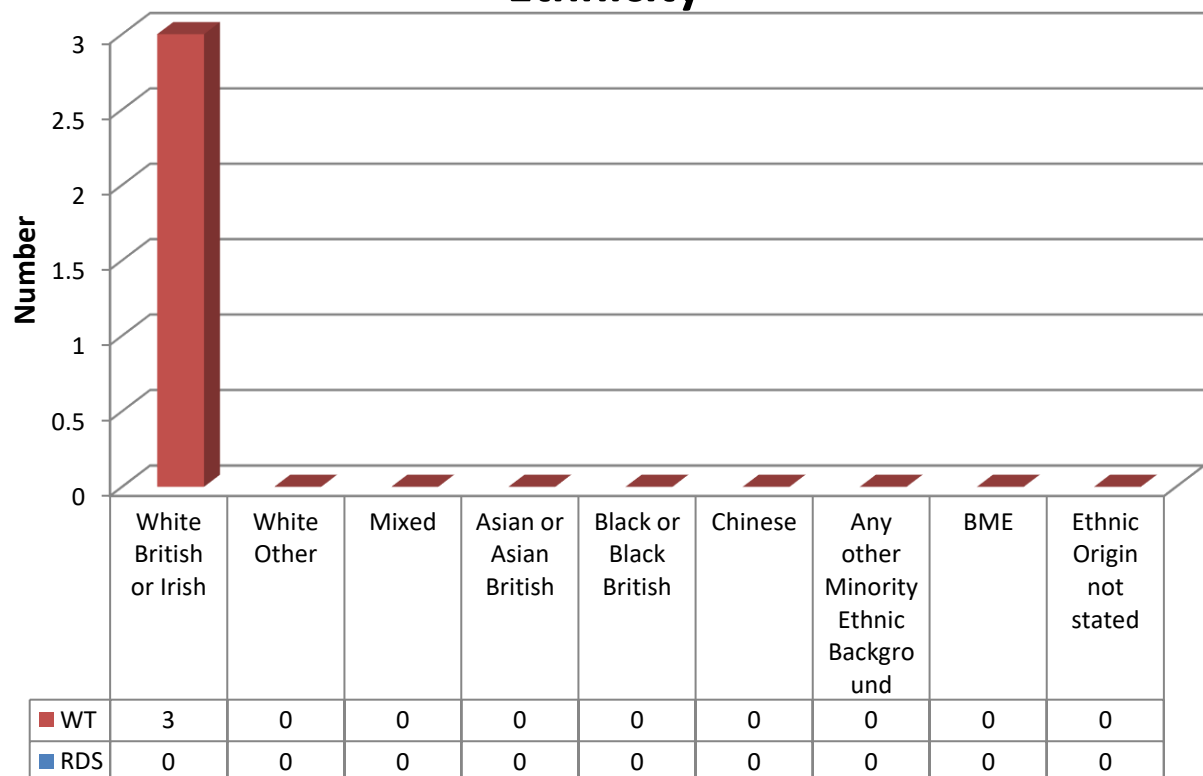


8. Unsuccessful fitness tests

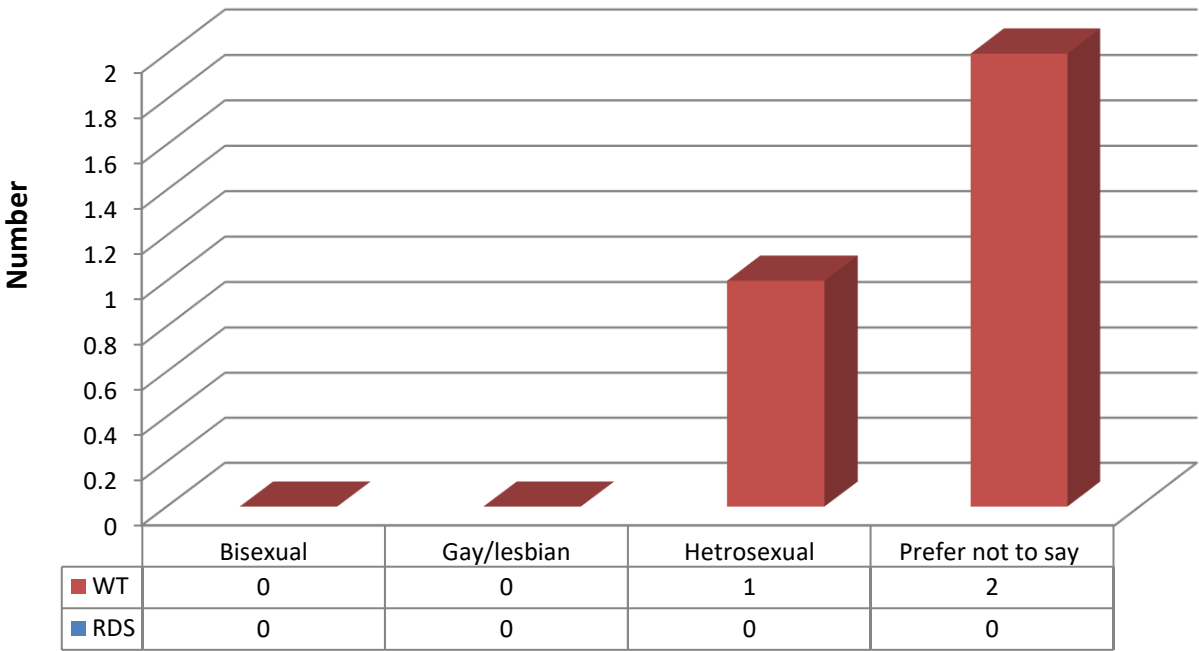
Gender



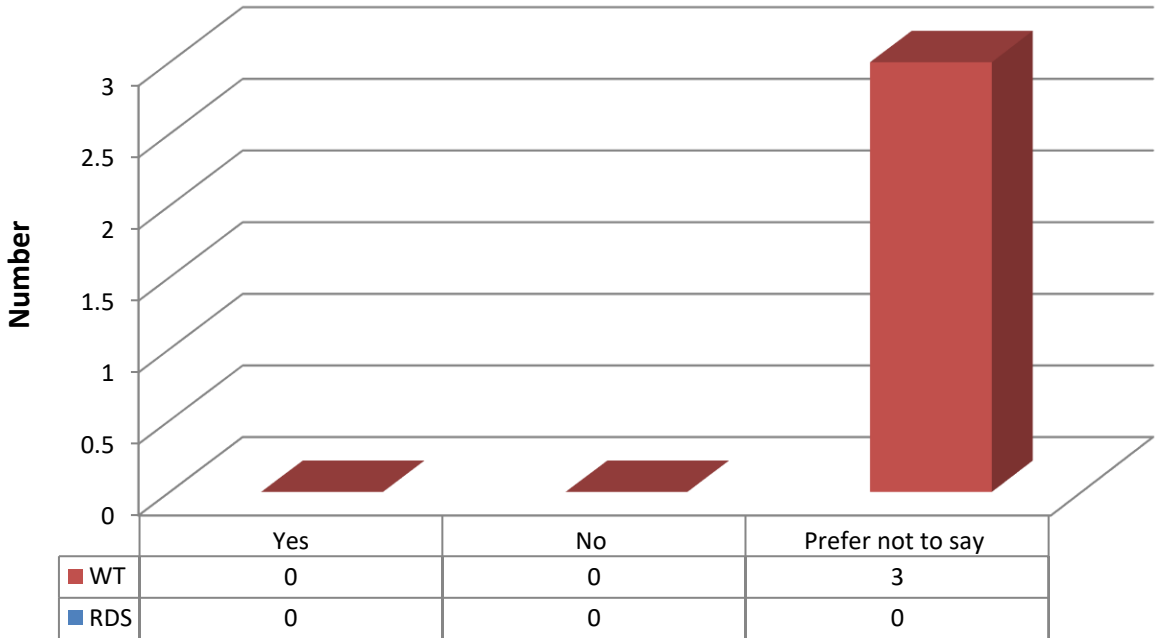
Ethnicity



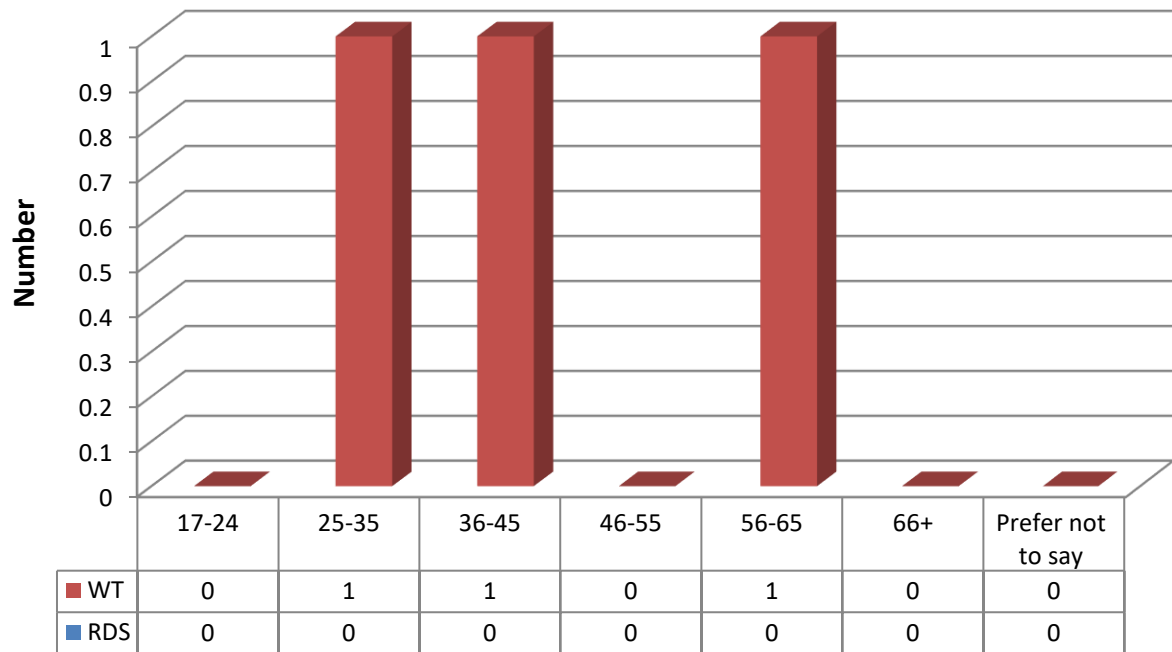
Sexual orientation



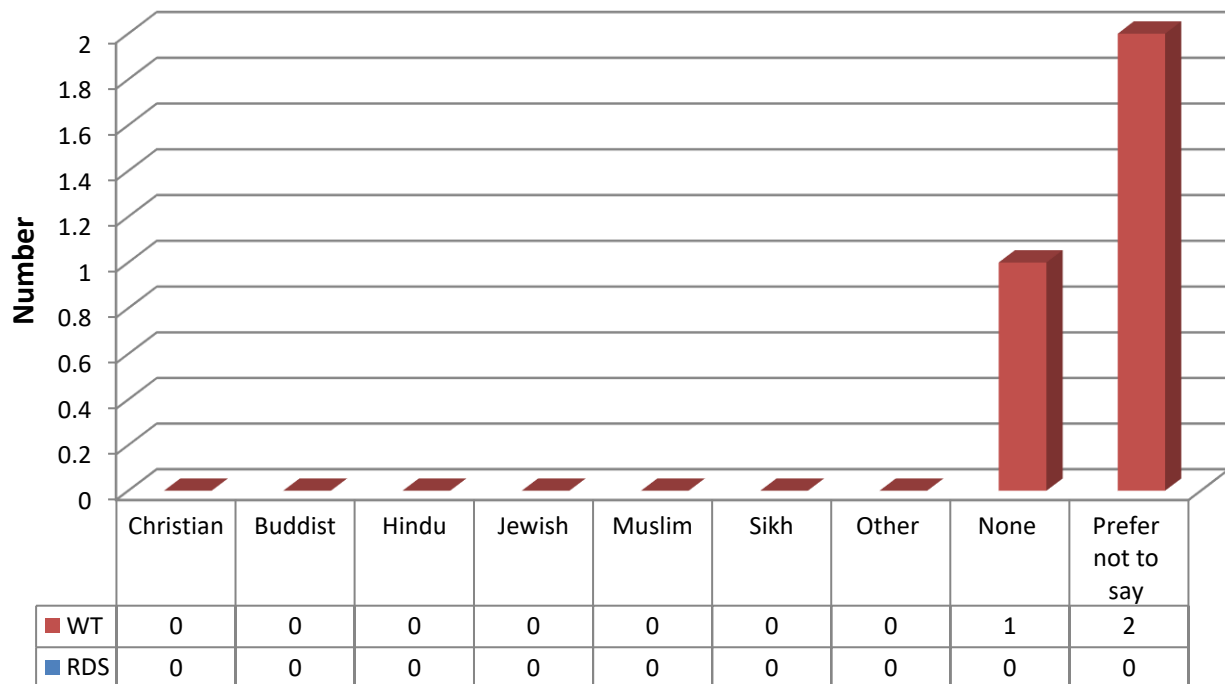
Disability



Age



Religion or belief



Report of the Head of Operational Support

Health & Safety Committee Update

Purpose of Report

1. The purpose of this report is to provide the Audit and Standards Committee with an update on the activities and items of significance from the Service's Health and Safety Committee.
-

Recommendations

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

- (i) ***Health and Safety performance information recorded during April 2018 to September 2018 (Quarters 1 & 2)***
- (ii) ***The involvement of the Service in a number of Health and Safety initiatives***

Introduction

2. A key aim of Hereford & Worcester Fire Authority is to ensure the safety and well-being of its employees and to reduce and prevent accidents and injuries at work.
3. The Health and Safety Committee is established to provide effective arrangements for the liaison and review of matters of a common interest in regards to Health and Safety (H&S). The Committee provides the opportunity for the Service to discuss general H&S matters on which it must consult the workforce via employee representatives.
4. The Committee has the facility to task work to the Health & Safety Working Group, which sits beneath it and is chaired by the Area Commander, Operational Support. The group meets as and when required but at least every six months.

Update

5. The Health & Safety Committee met on 10 December 2018, and previously on 10 September 2018. This report focuses on the review of the second quarter performance and report in Appendix 1. The first quarter's performance was discussed at the previous meeting in September and is attached as Appendix 2 for information.
6. A review of quarterly performance for the relevant period (Quarter 2) was discussed in detail at the recent December meeting. This report (Appendix 1) does show a slight increase in personal injuries and near hits during Quarter 2 as compared to Quarter 2 from the previous year (2017-18).

7. The increase in personal injuries is only minimal and generally minor in nature. The increase in the reporting of near hits reflects a positive H&S culture, as it demonstrates that staff are regularly submitting reports regarding the potential for injuries. The reporting of near hits allows the Service to review control measures, and implement further controls before an injury is sustained. This assists in ensuring that personal injuries remain low, and significant events can be avoided. It also demonstrates a high degree of staff awareness in regards to H&S related matters.
8. All reported events (accidents and near hits) receive a minimum of a local level managerial investigation to identify the cause and implement any preventative control measures to help reduce the likelihood of similar occurrences. More serious events can receive a higher, more specialist investigation as is deemed appropriate.
9. At the December meeting the H&S Committee discussed the accidents and injuries that have occurred during training activities against the data supplied at the meeting. Injuries in training of all types across the Service make up a significant proportion of injuries (59% this year to end of Quarter 2), albeit mostly minor in nature. There is no clear area of training that accounts for any particular majority of injuries and there is a fairly even spread of injury types across all training activities, as might be expected aligned to the role of a modern firefighter. The regional audit team examined this area recently and found no significant areas of concern. There was unanimous support for ensuring that training remains realistic and fully prepares operational staff for the hazards may face in an operational environment. The H&S Committee also agreed that where more serious accidents have occurred, the processes in place for review and investigation have been robust. However the H&S Committee was committed to ensuring that all types of training continue to be proportional, safe and fully risk assessed. This is an area that will be monitored and reviewed again at future H&S Committee meetings.

Workplace and Property Inspections

10. These inspections are specifically designed to ensure that key areas of health, safety and welfare in relation to the premises are checked for compliance. This process also ensures areas of non-compliance are suitably and sufficiently controlled, whilst identifying any areas requiring improvement.
11. Any actions required as a result of these inspections are assessed by Station Commanders/managers and priority levels allocated. These issues can either be managed locally or reported to Place Partnership Ltd (PPL) should property maintenance support be required.
12. These inspections are carried out annually by local managers but elements of the inspections such as asbestos assessments and surveys, and legionnaires water testing are carried out more regularly by PPL and reported to the committee on a quarterly basis.

Regional Activities

CFOA Health and Safety West Midlands Regional Group Audit

13. HWFRS was audited earlier this year as part of the agreed CFOA H&S West Midlands Regional Business Plan 2016-2020.
14. The outcome of this audit highlighted 15 recommendations of which seven have been completed, three will be completed in the next quarter and the final five are due for completion by the middle of 2019.

National Activities

Firefighter Exposure to Contaminants Project

15. With the support of the Home Office's department, the Centre of Applied Science and Technology (CAST), a literature review was commissioned in November 2016 to determine the current potential risk of contamination to firefighters from PPE after it has been worn in a fire. This project is continuing through the National Fire Chiefs Council (NFCC) Health & Safety Group, with a formal update report and recommendations due to be issued in the future.
16. Within HWFRS a number of measures have been implemented on the grounds of Health and Safety to promote improved cleanliness and working practices, which support the aim of reducing exposure to potentially harmful containments.
 - The NFCC Regional Health & Safety Group have created four posters to reiterate good housekeeping and cleanliness practices, which have been posted at all locations.
 - In April 2018 operational staff were issued with two full sets of PPE to ensure that it can be easily laundered regularly, with minimal inconvenience to the user.
 - The Service has issued two types of cleaning products (wipes) for both equipment and Firefighters exposed skin to be cleaned after exposure to contaminants such as the products of combustion.
 - Provision has been made to encourage staff to bag and appropriately store clothing and equipment that has been used at operational incidents.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	Contained within H&S budgets and departmental capacity.
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	Corporate strategy – Ensuring firefighter safety

Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	Reduces the overall impact for health and safety management in the areas identified and safeguards the Services legal requirements
Consultation (identify any public or other consultation that has been carried out on this matter)	Rep Bodies attend H&S Committee and are fully consulted on H&S matters.
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	N/A

Supporting Information

Appendix 1: Events Reported during Quarter 2 (July – September 2018)

Appendix 2: Events Reported during Quarter 1 (April – June 2018)

Contact Officer

Jon Pryce: Area Commander
Head of Operational Support
Tel: (01905) 368237
Email: JPryce@hwfire.org.uk

1. Events Reported During Quarter 2 (July – September 2018)

1.1 Overview

In the period of July 2018 to September 2018 a total of **48** Health and Safety (H&S) events were reported. They fall into the categories of:

- Personal Injury 19
- Vehicle Collisions 13
- Property or Equipment 2
- Near Hits or Causes for Concern 12
- Violence or Aggression 2

During this period there were no events reported in the following categories:

- Exposure

Individual summaries of reporting in the key areas are outlined below.

1.2 Personal Injury

Of the **48** H&S events reported, **19** relate to the category of Personal Injury. These are described in Table 1 below:

Sub-Categories	Break-down of Injuries in Each Sub-Category
9 events/injuries were during training.	1 relates to a personal injury. During water training at a river in Symonds Yat, a firefighter took a step, their foot went into a hole and firefighter fell banging their knee on a rock.
	1 relates to a firefighter running out the hose at a training day, tripping on it and twisting their ankle.
	1 relates to a firefighter experiencing reddening of the skin on the lower arm during BA refresher course at a hot fire training facility
	1 relates to a personal injury as a firefighter was putting the 13.5m ladder back on top of the fire engine and strained their back. 2 Calendar Days lost. 2 Working Days lost.
	1 relates to firefighter inadvertently biting their own lip whilst training resulting in split and swollen lip.
	1 relates to a back injury after firefighter slipped on mud/wet grass whilst BA training at Sennybridge.
	1 relates to a firefighter performing BA training. The FF was using an obscuration mask and inadvertently stepped onto some hose just as it was being managed, causing him to lose his footing and fall over hurting his knee, elbow and back
	1 relates to a personal injury where a firefighter tweaked his back due to climbing into appliance cab (whilst wearing BA set) to get the Thermal Image camera 1 Calendar Day lost. 1 Working Day lost.
	1 relates to an injury sustained whilst water rescue training at Cardiff International White Water centre. Whilst swimming in flowing water the FF impacted with an overhanging obstacle on the course, resulting in a cut on

	the nose.
1 event/injury was at fitness training	1 relates to a personal injury. A firefighter, whilst using a rowing machine, felt some pain in his left knee. The injury grew worse through time leading to swelling and more pain. 4 Calendar Days lost. 4 Working Days lost.
2 events/injuries were during routine activities	1 relates to a personal injury. Firefighter was sweeping up at station and strained their groin.
	1 relates to a personal injury. Firefighter performing weekly test of station back-up generator and the battery failed resulting in acid splashing on firefighters arms and ringing in the ears from a loud bang. Clothes removed and acid washed off immediately. Significant Investigation.
6 events/injuries were at or during operational incidents	1 relates to a personal injury. Firefighter, whilst using the pole drop responding to an incident, landed wrong and hurt his right ankle. 31 Calendar Days lost. 16 Working Days lost. Significant Investigation. RIDDOR.
	1 relates to a personal injury. Whilst attending an incident, a firefighter was performing casualty care and inadvertently caught their hand on window glass cutting their thumb (through double layered nitrile gloves).
	1 relates to a personal injury where a firefighter, attending an incident involving long grass and uneven ground, twisted his left hip whilst firefighting.
	1 relates to a personal injury where a firefighter lost consciousness (presumed fainted) whilst stood directing traffic. Checked by ambulance technician and discharged with no ill effects
	1 relates to an ankle injury while firefighter was dismounting fire engine. 6 Calendar Days lost.
	1 relates to a firefighter feeling some debris entering their right eye whilst on firefighting duties. Washed with water and visited local hospital where they were prescribed antibiotics to soothe irritation.
1 event/injury was non work related	1 relates to a personal injury. Firefighter was taking part in a charity car wash event. Repetitive movements appear to have resulted in a swollen knee.
	Totalling 19 personal injuries
	Totalling 1 RIDDOR event
	Totalling 44 calendar days lost. 23 working days lost.

Table 1: Personal Injuries Reported during Quarter 2

1.3 Vehicle Collisions

Of the **48** H&S events **13** relate to the category of Vehicle Collisions which are further described in Table 2 below. **11** of these events could be attributed to the FRS driver; these events are highlighted in grey.

Sub-Categories	Breakdown of Vehicle Collisions in Each Sub-Category
5 events were responding to operational incidents	1 relates to a vehicle accident. Whilst proceeding to a fire call, ladder got lifted and twisted following an impact with tree branch. Emergency response
	1 relates to a vehicle accident. Whilst responding to a fire call the ladder caught with a tree damaging the ladder and ladder gantry. Emergency response
	1 relates to the side of the fire engine contacting mud bank at the side of a track whilst repositioning following arrival at incident, resulting in minor damage to plastic fascia in front of offside locker. Emergency response
	1 relates to a fire engine impacting with the offside rear of an oncoming vehicle whilst slow speed manoeuvring on the way to an incident. Emergency response
	1 relates to a damaged roof ladder gantry. Whilst driving down a country lane a branch caught between ladder and gantry. Emergency Prompt response
6 events were during routine activities	1 relates to a vehicle accident. On attending a safe well visit the driver hit a wooden bollard which hadn't been seen.
	1 relates to a vehicle accident. Fire vehicle pulled out and hit a cyclist. Cyclist suffered bruises to elbow; and damage to bike.
	1 relates to a vehicle accident. On returning to the fire station, after attending a fire call, the handbrake was not applied correctly and the fire engine rolled into the concrete wall resulting in damage to paintwork and broken indicator light.
	1 relates to a vehicle accident. A member of public drove into the back of a service vehicle in heavy traffic.
	1 relates to a vehicle accident regarding a station bay door. Door raised electronically to its auto stop. On entering the bay the appliance struck the door as it was discovered that the door had not raised to its full correct height. No damage to fire engine but door was out of action.
2 events were during operational training	1 relates to a damaged vehicle. A member of public drove into the side of a service vehicle, this happened during the night whilst the vehicle was parked.
	1 relates to a vehicle accident. On entering a retail park, the height barrier caught an air vent on the top of the fire engine and knocked it off. An assessment had been made prior to driving into park but air vent was not visible.

	1 relates to a vehicle accident. Whilst returning to station after a training event, vehicle received puncture to the tyre and a damaged exhaust.
	Totalling 13 vehicle accidents

Table 2: Vehicle Collisions Reported during Quarter 2

Vehicle mileage statistics for the year 2017-2018 have been provided by the Operational Logistics Fleet Department and have been used to predict vehicle mileage for Q2 2018/19. These are summarised in Table 2A below. It can be seen that there were 5 white fleet safety events out of approximately 494,274 miles driven, which equates to 1 event for every 98,855 miles driven. The 8 safety events by red fleet vehicles were out of approximately 143,244 miles driven, which equates to 1 minor event for every 17,906 miles driven.

Fleet	Total Mileage 2017-2018	Predicted Mileage Q2 2018-2019
White Fleet	988,548	494,274
Red Fleet	286,488	143,244
	Totalling 1,275,036 miles	Totalling 637,518 miles

Table 2A: Vehicle Mileage Statistics

1.4 Property or Equipment Damage

Of the **48** H&S events **2** relate to the category of Damage to Property or Equipment, this is further described in Table 3 below:

Sub-Categories	Break-down of Property or Equipment Damage in Each Sub-Category
1 property or equipment failure was at operational training	1 relates to the ALP cage colliding with a canopy through accidental operator error.
1 property or equipment failure was classed under 'Other'	1 relates to vehicle damage/theft. Whilst parked on a driveway at night parts of the vehicle were stolen or damaged.
	Totalling 2 property or equipment damage

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

1.5 Near Hits or Causes for Concern

Of the **48** H&S events **12** relate to the category of Near Hits or Causes for Concern - these are further described in Table 4 below.

Sub-Categories	Break-down of Near Hits or Causes for Concern in Each Sub-Category
5 were during training exercises	1 relates to a cause for concern. Whilst BA training a Crew Commander discovered the short tab knot had come undone on the guideline, the equipment has now been impounded.
	1 relates to a near hit. Whilst taking part in RTC training, a firefighters hand became trapped between the moving hydraulic tool and the car structure.
	1 relates to a near miss. Whilst hydrant training, one of the hydrants became faulty with a part disconnecting itself.
	1 relates to a cause for concern regarding police vehicles. After a police vehicle exited the station yard, a 2 nd police vehicle used excessive speed and aggressive road-horn use to ensure it could exit the station prior to the security barrier closing (after the first vehicle had passed through it)
	1 relates to a cause for concern regarding Mid And West Wales FRS equipment. During a joint training event it was discovered that a high pressure branch was able to lock into an open position resulting in excessive amounts of water being released. HWFRS recommended that MAWW investigate this safety event as it was their equipment and their crews involved
4 were during routine activities	1 relates to a cause for concern regarding children who had accessed a secure compound containing vehicles used for RTC training. Parents and children were spoken to and warned of dangers.
	1 relates to cause for concern. Whilst employee was washing up in the kitchen they identified that the hot water could've caused scolding. Water temperature checked by Place Partnership.
	1 relates to a fire fighter who could've received an electric shock from a wall socket whilst removing a plug. Spark occurred as plug was found to be defective.
	1 relates to a cause for concern after faeces being left on the toilet seats after use.
3 were during operational activities	1 relates to a fire engine fault where the PTO failed to correctly operate. Workshops has been informed and rectified the fault.
	1 relates to a cause for concern regarding the failure of a zip on a firefighter's tunic. Zip was failing to remain fastened and was separating. Tunic was returned to suppliers as defective and replaced with a new one.
	1 relates to a near hit. Appliance responding to fire call, pulling out of station and nearly collided with a car where the driver of the car appeared to have ignored the flashing warning lights (wigwags) at front of station.

	Totalling 12 near hits or causes for concern
--	---

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

1.6 Violence or Aggression

Of the **48** H&S events **2** relate to the category of Violence or Aggression, this is further described in Table 5 below:

Sub-Categories	Break-down of Violence or Aggression in Each Sub-Category
1 was during operational activities	1 relates to aggressive behaviour and threats of violence towards a firefighter.
1 was during routine activities	1 relates to aggression at a charity event. Member of public verbally abused a firefighter at the event.
	Totalling 2 violence or aggression

Table 5: Violence or Aggression Reported during Quarter 2

2. Significant/Serious Events during Quarter 2 (Jul 18 – Sep 18)

There have been 2 significant events reported during quarter 2 that required a specialist accident investigation.

2.1 Summary for Quarter 2 (Jul 18 – Sep 18)

During quarter 2, 1 RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) report was submitted to the Health and Safety Executive (HSE). This report was a personal injury event which fell under the time lost category.

There were a total of 2 significant events requiring a special investigation reported during quarter 2. Further details below;

Personal Injuries;

- 1 relates to a personal injury. A firefighter was performing a weekly test of station back-up generator, when the battery catastrophically failed in close proximity to the Firefighter. Place Partnership checked all other generators across the service and ensured that the required maintenance schedule was being undertaken and was in date. It appears on this occasion a faulty battery that wasn't charging correctly was at cause. The batteries are now replaced at an enhanced rolling schedule.
- 1 relates to a personal injury. A firefighter injured themselves, when using the pole drop whilst responding to an operational incident. All RAs for the use of pole drop have been reviewed and user instructions have been re-distributed to all staff.

3. Comparison Between Quarters and Trend Analysis

3.1 Comparison of Events Reported Showing Differences Q2 2017-18 and Q2 2018-19

Table 6 below compares the number of events reported in Q2 2017-18 and Q2 2018-19 for the different categories. For events over the last 12 months, four of the categories experienced an increase, none with a decrease and two stayed the same.

Overall, event reporting as a whole has increased by 5 over the period with 48 reports in Q2 2018-19 compared to 43 in Q2 2017-18.

Event Type	Q2 2017-18	Q2 2018-19	Increase/Decrease
Personal Injuries	17	19	+2
Vehicle Collisions	12	13	+1
Property or Equipment	1	2	+1
Violence & Aggression	5	2	-3
Near Hits	8	12	+4
Exposure	0	0	-
Overall	43	48	+5

Table 6: Quarterly Events Reported Q2 2017-2018 and Q2 2018-2019

Table 6 above, compares Q2 2017-18 to Q2 2018-19 reports the service has had:*

- Two more Personal Injury reports
- One more Vehicle Accident reports
- One more report of Damage to Property or Equipment
- Three less of Violence or Aggression
- Four more reports of Near Hits or Causes for Concern
- No reports of Exposure (as Q2 last year)

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

3.2 Trend Analysis

In summary compared with the previous year, there has been an overall increase (+5) in the number of events reported during quarter 2.

All events that occurred during the quarter have had a minimum of a local level investigation to identify preventative control measures, to help in reducing the likelihood of similar occurrences.

The number of serious and significant events has decreased from previous quarter 1 (-3) however they remain the same as quarter 2 last year. All of these have been thoroughly investigated to ensure that suitable control measures were in place and to highlight any areas of improvement that could be made to help prevent a reoccurrence. The H&S Advisor works closely with the investigating officers and the support departments to ensure that additional control measures are implemented where required.

Table 7 shows during quarter 2 the majority of events were reported during Training activities compared with operational and routine activities although all 3 categories are of similar total numbers. Training Centre and H&S are working together to review the RAs and control measures are suitable and sufficient to help prevent events occurring.

	Total	Training	Operational Activities	Routine Activities	Non-Service Related Activities
Total H&S Events	48	18	17	12	1
Personal Injury	19	10	6	2	1
Vehicle Collision	13	2	5	6	0
Property or Equipment Failure	2	1	0	1	0
Near Hit or Cause for Concern	12	5	3	4	0
Exposure	0	0	0	0	0
Violence or Aggression	2	0	1	1	0

Table 7: Safety Event Breakdown Q2 2018-2019

Table 8 identifies slips trips and falls are the cause of the majority of personal injuries reported, which are within the expected areas in relation to the physical activities that are regularly undertaken by personnel.

Total Personal Injuries	19
Manual Handling	3
Slips, Trips & Falls	9
Hit by Moving Object	2
Hit Stationary Object	0
Burns – Operational	0
Burns – Training	1
Other	4

Table 8: Personal Injury Breakdown Q2 2018-2019

Table 9 highlights whilst at low numbers and on the whole of a minor nature, the vehicle collisions involving fire engines have been evenly split between responding to operational incidents and non blue light driving (*the bracketed figure is the number of vehicle collisions whilst on Emergency Prompt response category*). Whereas car and van accidents have occurred during normal road driving, which is what would be generally expected due to the nature of the vehicles use.

Vehicle Accidents	Fire Engines		Cars and Vans		Non-Service Vehicle
	On blue lights	Off blue lights	On blue lights	Off blue lights	
Total Accidents	4	3 (1)	0	5	0

Table 9: Vehicle Breakdown Q2 2018-2019

3.3 12 Month Trend Analysis

Table 10 below breaks down the last 4 quarters by injury type. Personal injuries are the most common type of reported accident and follow a similar pattern over the latest 12 months. Reports of Exposure tend to stay consistently low.

	Q3 17/18	Q4 17/18	Q1 18/19	Q2 18/19
Total H&S Events	53	45	46	48
Personal Injury	25	19	21	19
Vehicle Collision	10	16	9	13
Property or Equipment Failure	3	3	2	2
Near Hit or Cause for Concern	14	5	8	12
Exposure	0	2	0	0
Violence or Aggression	1	0	6	2

Table 10: 12 Month Trend Analysis Q3 2017 – 2018 to Q2 2018 – 2019

1. Overview of Events Reported During Quarter 1 (April – June 2018)

1.1 Summary

In the period April 2018 to June 2018 a total of **45** Health and Safety (H&S) events were reported. They fall into the categories of:

- Personal Injury
- Vehicle Collisions
- Property or Equipment
- Near Hits or Causes for Concern.
- Violence or Aggression

During this period there were no events reported in the following categories:

- Exposure

Individual summaries of reporting in the key areas are outlined below.

1.2 Personal Injury

Of the **45** H&S events reported, **21** relate to the category of Personal Injury. These are described in Table 1 below:

Sub-Categories	Break-down of Injuries in Each Sub-Category
14 events/injuries were during training.	1 relates to reddening on left shoulder and left forearm during Breathing Apparatus training. The following day this was recorded as a minor blistering on the forearm. Remained at work.
	1 relates to a firefighter's lower back coming into contact with an artificial part of the water course during a simulated water rescue. 74 Calendar Days. Special Investigation. RIDDOR.
	1 relates to sickness and diarrhoea the day after working from open water during recruit training course. 4 Calendar Days.
	1 relates to a firefighter feeling pain in their back when turning a corner whilst running on the drill yard. 4 Calendar Days.
	1 relates to a firefighter banging their left knee on rocks (resulting in bruising) during water rescue training. Remained at work.
	1 relates to a firefighter pulling his right shoulder whilst holding onto a rope during water rescue training. Remained at work.
	1 relates to a firefighter banging their right outer leg on rocks (resulting in bruising) during water rescue training. Remained at work.
	1 relates to a firefighter knocking their left knee on a rock (resulting in bruising) during water rescue training. Remained at work.
	1 relates to a firefighter suffering pain in both biceps following a morning training session. No medical intervention required. Remained at work.

	1 relates to a firefighter suffering a muscle strain in both biceps. This is an accumulative strain over a period of training. Remained at work.
	1 relates to a firefighter suffering fatigue following training that has resulted in an old injury returning. 11 Calendar Days. Special Investigation. RIDDOR.
	1 relates to a firefighter catching their left ankle and right shoulder on a rock when a line caught on a rock, throwing him off balance during water rescue training. Remained at work.
	1 relates to a firefighter kneeling down and feeling strain in their right knee whilst rolling up hose. 18 Calendar Days. RIDDOR.
	1 relates to a firefighter sustaining an impact injury to their left knee whilst water rescue training. 13 Calendar Days. RIDDOR.
1 event/injury was at an operational incident	1 relates to a firefighter falling over whilst jogging to attend station for an incident. Remained at work.
5 events/injuries were during routine activities	1 relates to a firefighter falling to the floor and landing on their left knee after catching their foot on the adjacent chair during a rest break. Remained at work.
	1 relates to a young firefighter misjudging a ditch whilst walking along a path and going over on their right ankle. No medical intervention
	1 relates to a young firefighter putting their foot down in an awkward position whilst walking down stone steps and going over on their left knee. No medical intervention
	1 relates to a firefighter sustaining a dog bite to the middle finger, drawing blood. This was during a leaflet drop through a letterbox. The firefighter has spoken with the occupier to make him aware of the situation and advised to put a guard or something on inside of door to prevent this happening again. Remained at work.
	1 relates to a firefighter tripping over whilst walking up the stairs. Remained at work.
1 event/injury was during non-service related activities	1 relates to a school student fainting whilst in the smoke house on an organised visit. They had a medical condition, which was disclosed prior to arrival and a member of the school staff escorted the pupil at all times.
Totalling 21 personal injuries	
Totalling 4 RIDDOR events	
Totalling 124 calendar days lost. 73 working days lost	

Table 1: Personal Injuries Reported during Quarter 1

1.3 Vehicle Collisions

Of the **45** H&S events **8** relate to the category of Vehicle Collisions; these are further described in Table 2 below. **7** of these events could be attributed to the FRS driver, these events are highlighted in grey.

Sub-Categories	Breakdown of Vehicle Collisions in Each Sub-Category
5 events were responding to operational incidents	1 relates to a fire engine damaged whilst proceeding to an incident. Whilst parking outside the incident address they sustained a scuff to the plastic offside rear wheel arch.
	1 relates to a fire engine impacting a parked car whilst proceeding to an incident. Cars were parked on both sides of the street and they heard an impact to vehicle on roadside.
	1 relates to a fire engine collision. Whilst turning out of the station yard the engine made contact with a wall which caused damage to a light and guttering.
	1 relates to a vehicle accident. Whilst reversing following service procedures including the use of a banksman, the front of the fire engine scraped another vehicle.
	1 relates to a vehicle accident. On approaching a junction and rounding corner, the rear nearside of appliance grazed a small bollard causing damage to rear locker and rubber seal.
2 events were during routine activities	1 relates to a fire engine clipping a parked car whilst returning to station following an incident. Fire Service personnel were unaware of collision at the time and were notified by third person subsequently at the station.
	1 relates to a vehicle accident. The car reversed into parking space. Parking sensors picked up a hedge but not a branch that went through the rear near-side light lens.
1 event was during non-service related activities	1 relates to a fire service vehicle being damaged whilst unattended in a car park. It appears another vehicle has reversed into it and driven away from the scene, leaving no details.
	Totalling 8 vehicle accidents

Table 2: Vehicle Collisions Reported during Quarter 1

Vehicle mileage statistics for the year 2017-2018 have been provided by the Operational Logistics Fleet Department and have been used to predict vehicle mileage for Q1 2018/19. These are summarised in Table 2A below. It can be seen that there were 2 white fleet safety events out of approximately 247,137 miles driven, which equates to 1 event for every 123,569 miles driven.

The 6 safety events by red fleet vehicles were out of approximately 71,622 miles driven, which equates to 1 minor event for every 11,937 miles driven.

Fleet	Total Mileage 2017-2018	Predicted Mileage Q1 2018-2019
White Fleet	988,548	247,137
Red Fleet	286,488	71,622
	Totalling 1,275,036 miles	Totalling 318,759 miles

Table 2A: Vehicle Mileage Statistics

1.4 Property or Equipment Damage

Of the **45** H&S events **2** relate to the category of Damage to Property or Equipment; these are further described in Table 3 below:

Sub-Categories	Break-down of Property or Equipment Damage in Each Sub-Category
2 property or equipment failures were at operational incidents	1 relates to a loss of water to the hose branch when the branch was opened and under pressure. On arrival at incident the auto hose reel was engaged by the driver and the offside hose reel was run out and made ready for firefighting. On initial investigation it was thought to be caused by a failure of the hose reel tubing in the middle section. Crew used the nearside hose reel instead and removed the defective section of hose from operational use and placed in appliance bay on return to station. Special Investigation.
	1 relates to a fire engine's power take off (to transfer power from drive wheels to the pump) failing. Reported to workshops, no fault found and has not happened since.
	Totalling 2 property or equipment damage

Table 3: Damage to Property or Equipment Reported during Quarter 1

1.5 Near Hits or Causes for Concern

Of the **45** H&S events **8** relate to the category of Near Hits or Causes for Concern; these are further described in Table 4 below.

Sub-Categories	Break-down of Near Hits or Causes for Concern in Each Sub-Category
5 were during training exercises	1 relates to a firefighter donning a breathing apparatus set during operational training. They turned the cylinder on and an uncontrolled loss of air was heard from the cylinder valve area. The cylinder was immediately impounded.
	1 relates to a burst length of hose reel. It was taken out of service. Special Investigation.
	1 relates to a technician whose eyes were stinging when gas and smoke mix entered the fire training control room, leaving him unable to monitor the room temperature and gas readings. He removed himself from the control room to fresh air.
	1 relates to a total power failure of the Strategic Training Facility whilst crews were in training facility wearing BA with real Fire.
	1 relates to a training exercise near miss. An extinguisher activated on its own, pin still in place and no human contact.
1 was during operational activities	1 relates to a hose reel tube splitting under water pressure causing the hose reel to come out of control and nearly hitting a firefighter. Special Investigation.
2 were during routine activities	1 relates to a technician whose eyes became extremely sore whilst making preparations in the fire training control room. They removed them self from the control room to fresh air.
	1 relates to a near miss. An extinguisher activated on its own, pin still in place and no human contact.
	Totalling 8 near hits or causes for concern

Table 4: Near Hits or Causes for Concern Reported during Quarter 1

1.6 Violence or Aggression

Of the **45** H&S events **6** relate to the category of Violence or Aggression; these are further described in Table 5 below:

Sub-Categories	Break-down of Violence or Aggression in Each Sub-Category
4 were during operational activities	2 relate to members of the fire crew sustaining verbal abuse at an incident, which caused a minor distraction from their roles. Another member of public pacified the aggressor who had a personal complaint with the fire service.
	1 relates to a firefighter sustaining verbal abuse at an incident due to closing the road.
	1 relates to a fire crew sustaining verbal abuse at an incident of involving overflowing drains. The member of public was very aggressive and invaded the firefighter's personal space, preventing them from working.
2 were during routine activities	1 relates to a fire crew sustaining verbal abuse at an incident due to the fire appliances blocking resident's cars in. Police were called to assist with road closure to allow crews to continue with their firefighting duties.
	1 relates to verbally abuse received via telephone from caller where crews had attended a fire in which arson had been declared to which they were not in agreement with. Police informed.
	Totalling 6 violence or aggression

Table 5: Violence or Aggression Reported during Quarter 1

2. Significant/Serious Events during Quarter 1 (Apr 18 – Jun 18)

There have been 5 serious events reported during quarter 1 that required a specialist accident investigation.

2.1 Summary for Quarter 1 (Apr 18 – Jun 18)

During quarter 1, 4 RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reports were submitted to the Health and Safety Executive (HSE). 3 were personal injury events which fell under the under the time lost category whilst the other was reported as a major injury.

2 of these RIDDOR events were investigated at the local level of investigation due to all control measures being deemed suitable and sufficient with the assessment showing that further controls to prevent a reoccurrence of this kind were not possible.

There were a total of 5 significant events requiring a special investigation reported during quarter 1. None of these were downgraded to serious event status. Further details below:

Personal Injuries;

1. 1 relates to a firefighter's lower back coming into contact with an artificial part of the water course during a simulated water rescue. The injured firefighter attended hospital and confirmed a fracture to the lower back area. A review has been undertaken the Risk Assessments and safe ways of working were in date and appear suitable and sufficient. Further reviews are in progress before any further training is undertaken.
2. 1 relates to a firefighter sustaining a pain in their arm when they were feeling fatigued during initial training.

Property or equipment related;

- 1 relates to a loss of water to the hose branch immediately when the hose branch was opened.

Near hits or cause for concern;

- 2 relate to hose reel tubing's splitting during use. A review of the investigation to be conducted which encompasses the equipment failure report above.

3. Comparison Between Quarters and Trend Analysis

3.1 Comparison of Events Reported Showing Differences Q1 2017-18 and Q1 2018-19

Table 6 below compares the number of events reported in Q1 2017-18 and Q1 2018-19 for the different categories. Three of the categories experienced an increase and three a decrease in events over the 12 months.

Overall, event reporting as a whole has increased by 5 over the period with 45 reports in Q1 2018-19 compared to 40 in Q1 2017-18.

Event Type	Q1 2017-18	Q1 2018-19	Increase/Decrease
Personal Injuries	16	21	+5
Vehicle Collisions	12	8	-4
Property or Equipment	1	2	+1
Violence & Aggression	0	6	+6
Near Hits	9	5	-4
Exposure	2	0	-2
Overall	40	45	+5

Table 6: Quarterly Events Reported Q1 2017-2018 and Q1 2018-2019

3.2 Trend Analysis

In summary compared with the previous year, there has been an overall increase in the number of events reported during quarter 1.

All events that occurred during the quarter have had a minimum of a local level investigation to identify preventative control measures, to help in reducing the likelihood of similar occurrences.

The number of serious and significant events has increased very slightly from quarter 4 (+1) however they remain the same as quarter 1 last year. All of these have been thoroughly investigated to ensure that suitable control measures were in place and to highlight any areas of improvement that could be made to help prevent a reoccurrence. The H&S Advisor works closely with the investigating officers and the support departments to ensure that additional control measures are implemented where required.

Table 7 shows that during quarter 1 there have been more events reported during training activities compared with operational and routine activities and these are all higher than the numbers of non-Service related activities reported. There appears to be quite an increase in Violence or Aggression with 6 reported this quarter in comparison to 0 in previous quarter and 0 this time last year.

	Total	Training	Operational Activities	Routine Activities	Non-Service Related Activities
Total H&S Events	45	19	13	9	2
Personal Injury	21	14	1	5	1
Vehicle Collision	8	0	5	2	1
Property or Equipment Failure	2	0	2	0	0
Near Hit or Cause for Concern	8	5	1	2	0
Exposure	0	0	0	0	0
Violence or Aggression	6	0	4	2	0

Table 7: Safety Event Breakdown Q1 2018-2019

Table 8 identifies slips trips and falls are the cause of the majority of personal injuries reported, which are within the expected areas in relation to the physical activities that are regularly undertaken by personnel.

Manual Handling and Hit by a Stationary Object both have 5 reports each.

Total Personal Injuries	21
Manual Handling	5
Slips, Trips & Falls	6
Hit by Moving Object	0
Hit Stationary Object	5
Burns – Operational	0
Burns – Training	1
Other	4

Table 8: Personal Injury Breakdown Q1 2018-2019

Table 9 highlights, whilst at low numbers and on the whole of a minor nature, that vehicle collisions involving fire engines have been evenly split between responding to operational incidents and non-blue light driving, whereas car and van accidents have occurred during normal road driving, which is what would be generally expected due to the nature of the vehicles' use.

Vehicle Accidents	Fire Engines		Cars and Vans		Non-Service Vehicle
	On blue lights	Off blue lights	On blue lights	Off blue lights	
Total Accidents	3	3	0	2	0

Table 9: Vehicle Breakdown Q1 2018-2019