



# **HEREFORD & WORCESTER Fire Authority**

**Policy and Resources Committee**

## **AGENDA**

**Wednesday, 28 March 2018**

**10:30**

**Conference Suites**

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

## **ACTION ON DISCOVERING A FIRE**

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

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

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

## **ACTION ON HEARING THE ALARM**

- 1 Proceed immediately to the Assembly Point

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

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

## **GUIDANCE NOTES FOR VISITORS**

### **Security**

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

### **Wheelchair access**

The meeting room is accessible for visitors in wheelchairs.

### **Alternative formats**

For information regarding requests for papers in alternative formats, please contact Committee & Members' Services on 01905 368241 /209 or by email at [committeeservices@hwfire.org.uk](mailto:committeeservices@hwfire.org.uk).

**Smoking** is not permitted.

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

**Toilets** – please ask at reception.

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

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

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

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

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

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

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

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

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



HEREFORD & WORCESTER  
**HWFR**  
FIRE AND RESCUE SERVICE

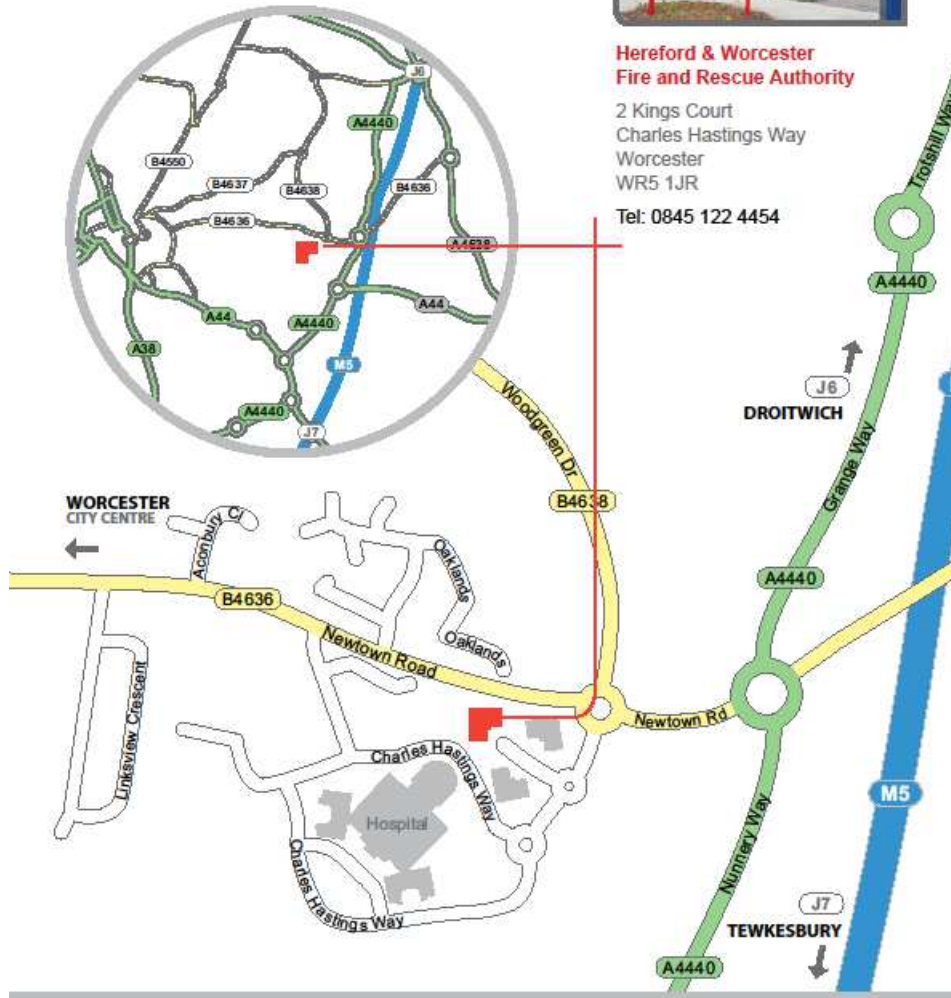
## Service Headquarters



### Hereford & Worcester Fire and Rescue Authority

2 Kings Court  
Charles Hastings Way  
Worcester  
WR5 1JR

Tel: 0845 122 4454





# Hereford & Worcester Fire Authority

## Policy and Resources Committee

Wednesday, 28 March 2018, 10:30

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### Agenda

Councillors

Mr C B Taylor (Chairman), Mr R C Adams (Vice Chairman), Mr T D Baker-Price, Mr B Clayton, Mrs E Eyre BEM, Mr A Fry, Mr D Greenow, Dr C A Hotham, Mrs F M Oborski MBE, Mr R J Phillips, Mrs J Potter, Mr P A Tuthill, Mr R M Udall

No.	Item	Pages
1	<b>Apologies for Absence</b>  To receive any apologies for absence.	
2	<b>Named Substitutes</b>  To receive details of any Member of the Authority nominated to attend the meeting in place of a Member of the Committee.	
3	<b>Declarations of Interest (if any)</b>  This item allows the Chairman to invite any Councillor to declare an interest in any of the items on this Agenda.	
4	<b>Confirmation of Minutes</b> <ul style="list-style-type: none"><li>Information relating to the financial or business affairs of any particular person (including the authority holding that information);</li></ul>	

<b>5</b>	<b>2017/18 Budget Monitoring – 3rd Quarter</b>	<b>7 - 13</b>
	To inform the Committee of the current position on budgets and expenditure for 2017/18.	
<b>6</b>	<b>2017-18 Performance Report: Quarters 1 - 3</b>	<b>14 - 44</b>
	This report is a summary of the Service's Quarters 1 – 3 performance against a comprehensive set of Performance Indicators agreed by the Senior Management Board (SMB).	
<b>7</b>	<b>Formalisation of Collaborative Working with Shropshire Fire &amp; Rescue Service</b>	<b>45 - 48</b>
	To seek approval to examine formalised collaborative working options with Shropshire Fire & Rescue Service to provide long term capacity and resilience for both organisations	
<b>8</b>	<b>Pensions Board Update (Fire Pension Schemes)</b>	<b>49 - 51</b>
	To provide the Committee with an update on the establishment and activities of the Pensions Board.	
<b>9</b>	<b>Regulation of Investigatory Powers Act (RIPA) – Annual Review</b>	<b>52 - 54</b>
	To review the Authority's policy on the authorisation of covert surveillance techniques under the Regulation of Investigatory Powers Act 2000.	
<b>10</b>	<b>Update from the Joint Consultative Committee</b>	<b>55 - 57</b>
	To inform the Committee of the activities of the Joint Consultative Committee (JCC) since September 2017.	
<b>11</b>	<b>Lease of 2 Kings Court</b>	<b>58 - 60</b>
	To seek approval of the proposed lease of 2 Kings Court to Worcestershire Health & Care NHS Trust, following the relocation of SHQ to Hindlip.	
	Should Members wish to discuss Appendix 1 to this report, it will need to be resolved to exclude the Press and Public from the meeting.	

## **Report of the Treasurer**

### **2017/18 Budget Monitoring – 3<sup>rd</sup> Quarter**

#### **Purpose of report**

1. To inform the Committee of the current position on budgets and expenditure for 2017/18.

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#### ***Recommendation***

***The Treasurer recommends that the Committee note the forecast balanced revenue out-turn.***

#### **Introduction and Background**

2. This report relates to the Authority's financial position for the period April – December 2017 (Quarter 3 – 2017/18) updated to the end of February 2018, and an outturn projection based on that position.
3. Separate financial reports are included to detail the position for both Revenue and Capital for this period.
4. Details are also included about the Authority's Treasury Management position for the period.

#### **Revenue**

5. In February 2017 the Authority set a net revenue budget for 2017/18 of £31.687m, allocated to budget heads.
6. This was subsequently amended to reflect changes in demand, proposed use of earmarked reserves, additional budget holder savings and the new ICT strategy, as set out in Appendix 1.
7. The budget has also been revised to reflect the reduced cost of excess staff, the consequential creation of an enhanced property reserve and revised transfers to balances in line with the recently revised Medium Term Financial Plan (MTFP).
8. In addition the budget has been amended to include costs of the service and maintenance of New Dimension vehicles, previously originally funded directly by Government and now chargeable to the Fire Authority, but funded by an equivalent additional grant payment.
9. Appendix 1 (which has been expanded to include information on funding) gives details of the projected year end expenditure. At the end of Quarter 3 (31<sup>st</sup> December 2017) the main variations relate to:

- Minor variations in pay (Line 7). +£0.050m
- Increased Section 31 Grant in respect of government capping of the annual increase in the Business Rate multiplier and its impact on yield.

## Capital

10. The current capital budget was approved by the Authority in February 2018 and is detailed in Appendices 2 and 3. It is in two parts:

- |  |                 |
|--|-----------------|
| • Capital Budget (approved schemes)                  | £23.353m        |
| • Of which spent prior to 1 <sup>st</sup> April 2017 | <u>£15.288m</u> |
| • Leaving still to spend                             | £ 8.065m        |
| • Schemes awaiting Tender or formal approval         | £17.960m        |

11. The approved Capital budget is divided into 4 blocks:

- Major Buildings
- Vehicles
- Fire Control
- Minor Schemes (allocated by Senior Management Board)

12. The Schemes waiting tender or formal approval include the Wyre Forest Hub, Hereford and Redditch Fire Stations, North Herefordshire Strategic Training Facility, and HQ relocation. It is expected that, once approved, expenditure will occur over a number of future years.

13. Of the Capital budget of £8.065m, £4.803m (60%) has been committed by way of expenditure and orders.

14. The Evesham scheme continues to show an apparent overspend, but this awaits adjustment for the final agreement with Wychavon over costs, and will be amended in future reports.

## Treasury Management

15. Since October 2008 the Authority has adopted a policy of avoiding new long term borrowing, where working capital balances permit. The Authority will only extend long term borrowing when cash-flow requirements dictate that it is necessary, and only to finance long term assets.

16. At the beginning of the financial year (2017/18), borrowing was at a level of £12.637m, this was reduced by £1.0m in August 2017 and by a further £0.500m in February 2018 to £11.137m following planned repayments to the Public Works Loans Board.

17. In accordance with the Authority's Treasury Management Strategy, surplus funds are invested by Worcestershire County Council alongside their own funds. Investment is carried out in accordance with the WCC Treasury Management



Strategy, which has been developed in accordance with the Prudential Code for Capital Finance and is used to manage risks from financial instruments.

18. Given the uncertainty in financial markets, the Treasurer continues to advise that investment should be focussed on security. As a consequence surplus funds continue to generate low returns which are factored into the budget.
19. At 31<sup>st</sup> December 2017 short term investment via Worcestershire County Council comprised:

Organisation Type Invested in	£'000
Other Local Authorities	3,127
Money Markey Funds (Instant Access)	4,152
Cash Plus (Liquidity Fund)	4,378
Call	1,243
<b>Total</b>	<b>12,900</b>

### Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	See paragraphs 5-14 and 19
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	None
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	None
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	None
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	None – N/A

## **Supporting Information**

Appendix 1 – 2017/18 Revenue Budget Monitoring

Appendix 2 – 2017/18 Capital Budget Monitoring

Appendix 3 – 2017/18 Capital Budget Monitoring (Minor Schemes)

## **Contact Officer**

Martin Reohorn, Treasurer to the Authority  
(01905 368205)

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

**Hereford & Worcester Fire Authority:**  
**Policy & Resources Committee**  
**Revenue Budget 2017-18**

		Original Budget Approval £m	Qtr 1 Net Adjusts £m	Qtr 2 Net Adjusts £m	Qtr 3 Net Adjusts £m	Pay Increase £m	New Dimen. Mntce £m	Revised Budget £m	Forecast Annual Expd £m	Forecast Annual Variance £m
1	WT FF Pay	12.093				0.091		12.184	12.184	0.000
2	RDS FF Pay	3.439				0.026		3.465	3.465	0.000
3	Control Pay	0.730			(0.007)	0.005		0.728	0.750	0.022
4	Support Pay	3.256	0.085		0.060	0.033		3.434	3.462	0.028
5	Other Employee Costs	0.131	(0.011)					0.120	0.120	0.000
6	Unfunded Pensions	1.055						1.055	1.055	0.000
7	<b>Employee Related</b>	<b>20.704</b>	<b>0.074</b>	<b>0.000</b>	<b>0.053</b>	<b>0.155</b>	<b>0.000</b>	<b>20.986</b>	<b>21.036</b>	<b>0.050</b>
8	Strategic Management	0.094	(0.015)	0.005	0.015			0.099	0.099	0.000
9	HQ move - one off revenue costs	0.000			0.025			0.025	0.025	0.000
10	New Dimensions	0.095	(0.039)					0.056	0.056	0.000
11	Operational Policy	0.065	0.001					0.066	0.066	0.000
12	Technical Fire Safety	0.016	(0.002)					0.014	0.014	0.000
13	Community Safety	0.171	0.011	(0.011)				0.171	0.171	0.000
14	Training Dept	0.575	(0.076)	(0.026)				0.473	0.473	0.000
15	Fleet	0.528	(0.012)				0.119	0.635	0.635	0.000
16	Operational Logistics	1.161	0.017					1.178	1.371	0.193
17	Information & Comms Technology	1.594	0.101		0.043			1.738	1.738	0.000
18	Human Resources	0.404	0.049	0.016				0.469	0.469	0.000
19	Policy & Information	0.082	(0.040)					0.042	0.042	0.000
20	Corporate Communications	0.022	(0.002)	(0.008)				0.012	0.012	0.000
21	Legal Services	0.028	(0.004)					0.024	0.024	0.000
22	Property/Facilities Mngt	1.792	0.036	(0.040)				1.788	1.788	0.000
23	PPL Charges	0.341	0.040		0.040			0.421	0.421	0.000
24	Authority Costs	0.064		0.005				0.069	0.069	0.000
25	Committee Services	0.004	(0.001)					0.003	0.003	0.000
26	Insurances	0.316		0.005				0.321	0.321	0.000
27	Finance (FRS)	(0.028)	(0.046)					(0.074)	(0.074)	0.000
28	Finance SLA	0.098						0.098	0.098	0.000
29	<b>Budget Holders</b>	<b>7.422</b>	<b>0.018</b>	<b>(0.054)</b>	<b>0.123</b>	<b>0.000</b>	<b>0.119</b>	<b>7.628</b>	<b>7.821</b>	<b>0.193</b>
30	Capital Financing	3.125			(0.200)			2.925	2.925	0.000
31	Capital Financing - CCTV from Revenue			0.054				0.054	0.054	0.000
32	<b>Capital Financing</b>	<b>3.125</b>	<b>0.000</b>	<b>0.054</b>	<b>(0.200)</b>	<b>0.000</b>	<b>0.000</b>	<b>2.979</b>	<b>2.979</b>	<b>0.000</b>
33	Pay Award Provision 17/18	0.227			0.195	(0.155)		0.267	0.267	0.000
34	Inflation Contingency 17/18	0.200	(0.029)		(0.171)			0.000	0.000	0.000
35	Unallocated Budgets	0.009	(0.009)					0.000	0.000	0.000
36	<b>Provisions/Contingencies</b>	<b>0.436</b>	<b>(0.038)</b>	<b>0.000</b>	<b>0.024</b>	<b>(0.155)</b>	<b>0.000</b>	<b>0.267</b>	<b>0.267</b>	<b>0.000</b>
37	<b>Core Budget</b>	<b>31.687</b>	<b>0.054</b>	<b>(0.000)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.119</b>	<b>31.860</b>	<b>32.103</b>	<b>0.243</b>
38	Excess Staff (net)	1.037						1.037	0.124	(0.913)
39	<b>Gross Budget</b>	<b>32.724</b>	<b>0.054</b>	<b>(0.000)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.119</b>	<b>32.897</b>	<b>32.227</b>	<b>(0.670)</b>
40	To/(from) Budget Reduction Reserve	(0.284)						(0.284)	(0.084)	0.200
41	to/(from) CSR Phasing Reserve	(0.574)						(0.574)	(0.574)	0.000
42	to/(from) NNDR Reserve	(0.045)						(0.045)	(0.045)	0.000
43	To/(from) Property Reserve	0.000	(0.054)					(0.054)	0.659	0.713
44	To/(from) Equipment Reserve	0.000						0.000	(0.193)	(0.193)
45		(0.903)	(0.054)	0.000	0.000	0.000	0.000	(0.957)	(0.237)	0.720
46	<b>Net Budget Requirement</b>	<b>31.821</b>	<b>0.000</b>	<b>(0.000)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.119</b>	<b>31.940</b>	<b>31.990</b>	<b>0.050</b>

# Hereford & Worcester Fire Authority:

## Policy & Resources Committee

### Capital Budget 2017-2018

Scheme	Total	Prior Yr	Budget	Current Yr	
	Budget	Expd	Remaining	Expd	Remaining

#### Vehicles

149 - Command Support Unit replacement	350,000	-	350,000	-	350,000
152 - Pump Replacement 15/16	1,200,000	1,199,765	235	-	235
199 - USAR Dog Van	29,000	26,865	2,135	-	2,135
204 - USAR ISV	81,000	70,387	10,613	-	10,613
208 - 16 - 17 Response Vehicles	68,000	68,222	-222	-	-222
241 - Replacement Pumps 17 - 18	1,610,000	-	1,610,000	1,240,960	369,040
242 - Response Vehicles 17 - 18	167,000	-	167,000	-	167,000
243 - Replacement 4 x 4	190,000	-	190,000	-	190,000
244 - Replacement RAV	230,000	-	230,000	-	230,000
245 - Replacement White Fleet	330,000	-	330,000	205,687	124,313
258 - Replacement Pumps 2018 - 19	1,150,000	-	1,150,000	1,237,960	-87,960
260 - Response Vehicles 18 - 19	631,000	-	631,000	582,203	48,797
<b>Total</b>	<b>5,405,000</b>	<b>1,365,239</b>	<b>4,039,761</b>	<b>2,684,607</b>	<b>1,355,154</b>

#### Major Building

049 - New Malvern Fire Station	2,122,000	2,121,721	279	-	279
126 - New Worcester Fires Station	4,429,000	4,429,648	-648	-	-648
179 - New Evesham Fire Station	4,135,000	4,189,577	-54,577	23,502	-78,079
200 - New Hereford Station Prelims	95,000	69,166	25,834	4,863.00	20,971
240 - Wyre Forest Hub	867,786	-	867,786	867,786	0
<b>Total</b>	<b>11,648,786</b>	<b>10,810,112</b>	<b>838,674</b>	<b>896,151</b>	<b>-57,477</b>

#### Fire Control

103 - Fire Control Replacement	2,287,000	1,974,570	312,430	135,578	176,852
256 - Operational Communications Centre Project	416,700	-	416,700	339,713	76,987
<b>Total</b>	<b>2,703,700</b>	<b>1,974,570</b>	<b>729,130</b>	<b>475,291</b>	<b>253,840</b>

#### Minor Schemes

see detail in Appendix 3	3,595,921	1,137,632	2,458,289	747,105	1,711,184
<b>Total</b>	<b>3,595,921</b>	<b>1,137,632</b>	<b>2,458,289</b>	<b>747,105</b>	<b>1,711,184</b>

<b>Capital Budget Approved Schemes</b>	<b>23,353,407</b>	<b>15,287,552</b>	<b>8,065,855</b>	<b>4,803,154</b>	<b>3,262,701</b>
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Schemes subject to tendering or approval <i>Wyre Forest, Hereford, Redditch, Hindlip, Herefordshire STF</i>	17,959,858		17,959,858		17,959,858
<b>Total</b>	<b>17,959,858</b>	<b>-</b>	<b>17,959,858</b>	<b>-</b>	<b>17,959,858</b>

<b>Capital Strategy</b>	<b>41,313,265</b>	<b>15,287,552</b>	<b>26,025,713</b>	<b>4,803,154</b>	<b>21,222,559</b>
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**Hereford & Worcester Fire Authority:**  
**Policy & Resources Committee**  
**Capital Budget 2017-2018: Minor Schemes**

Scheme	Total	Prior Yr	Budget	Current Yr	
	Budget	Expd	Remaining	Expd	Remaining
135 - Asbestos Works	144,765	114,729	30,036	19,996	10,040
197 - Public Sector Network Physical Security Measures	204,304	194,400	9,904	9,903	0
205 - Redditch Welfare	100,750	87,348	13,402	873	12,530
209 - Bromyard Station heating	10,216	8,364	1,852	1,852	0
210 - Droitwich Forecourt	40,000	-	40,000	-	40,000
211 - Eardisley Station Heating	8,006	6,869	1,137	1,137	0
212 - Hereford Staff Welfare	41,000	12,808	28,192	26,939	1,252
213 - Kingsland Station Heating	12,344	11,109	1,235	1,234	0
214 - Kington Station Heating	9,777	9,437	340	340	0
215 - Ledbury Station Heating	11,090	10,255	835	835	0
216 - Leintwardine Station Heating	5,729	5,156	573	573	0
217 - Pershore Boiler Room	30,000	24,069	5,931	4,143	1,788
218 - Pershore uPVC Facias	12,000	-	12,000	-	12,000
219 - Ross Station Heating	11,940	10,589	1,351	1,352	0
220 - Stourport Station Heating	5,091	4,219	872	871	0
221 - Upton Bay Floor	40,000	16,993	23,007	-	23,007
226 - Eardisley Asbestos	30,000	-	30,000	-	30,000
227 - Fownhope Asbestos	30,000	-	30,000	-	30,000
228 - Kingsland Drill Tower	10,000	-	10,000	-	10,000
229 - Pershore Female Muster Area	20,000	-	20,000	-	20,000
230 - Pershore Retaining Wall	15,000	-	15,000	12,739	2,261
231 - Ross Bay Doors	11,000	-	11,000	-	11,000
232 - Tenbury Forecourt	15,000	-	15,000	-	15,000
233 - Upton Rear Bay Door	6,500	-	6,500	-	6,500
234 - Whitchurch Asbestos	30,000	-	30,000	-	30,000
251 - Droitwich Welfare Works	82,000	-	82,000	63,880	18,120
253 - Eardisley Rear Extension	127,500	-	127,500	6,841	120,659
254 - Leintwardine Rear Extension	144,500	-	144,500	8,428	136,072
222 - Alerter Transmitters	175,000	-	175,000	8,972	166,028
223 - SAN Replacement	65,000	63,118	1,882	-	1,882
224 - Audit Software	35,000	-	35,000	22,325	12,675
225 - Hardware Replacement	69,200	-	69,200	71,703	-2,503
235 - Hardware Replacement	176,350	-	176,350	62,163	114,187
236 - Patient Report Form IRS System	7,600	-	7,600	3,705	3,895
237 - Intel Software	14,500	-	14,500	-	14,500
246 - ICT Strategy Wide Area Network	125,000	-	125,000	155,259	-30,259
247 - ICT Strategy Cloud Services	100,000	-	100,000	92,986	7,014
248 - ICT Strategy SharePoint	200,000	-	200,000	-	200,000
249 - ICT Strategy Professional Services	150,000	-	150,000	123,530	26,470
250 - ICT Strategy Equipment	250,000	-	250,000	-	250,000
170 - Computer Software 13/14	4,403	14,908	10,505	-	-10,505
178 - UPS Enhancement	127,432	102,432	25,000	-	25,000
193 - Station Masts	133,425	103,766	29,659	3,414	26,246
252 - Service Wide Window Security	100,000	-	100,000	9,143	90,858
255 - Re Location Community Risk To Worcester	104,500	-	104,500	26,130	78,370
	3,045,921	800,568	2,245,353	741,267	1,504,086
201 - Day Crew Plus Hereford	275,000	62,340	212,660	-	212,660
202 - Day Crew Plus Worcester	275,000	274,725	275	5,838	-5,563
<b>Capital Budget Approved Schemes</b>	<b>3,595,921</b>	<b>1,137,632</b>	<b>2,458,289</b>	<b>747,105</b>	<b>1,711,184</b>

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

### **2017-18 Performance Report: Quarters 1 - 3**

#### **Purpose of report**

1. This report is a summary of the Service's Quarters 1 – 3 performance against a comprehensive set of Performance Indicators agreed by the Senior Management Board (SMB).
- 

#### **Recommendations**

*It is recommended that Members note the following headlines drawn from Appendix 1 relating to performance in Quarters 1 - 3, 2017-18:*

- i) A total of 5,281 incidents were attended in Quarters 1 – 3, an increase of 0.7% (37 incidents) over the same period in 2016-17, and 4.1% (214 incidents) higher than the average for the last five years.*
- ii) The majority of the increase in Quarters 1 - 3 can be accounted for by a rise in the numbers of Special Service incidents at 9.1% or 104 incidents (66 of which were RTCs) when compared to the same period in 2016 – 17. Fire incidents were also up by 34 mainly due to a spike in Secondary Fires in Quarters 1 and 2, whilst False Alarms were down (101 incidents).*
  - a. Fires: an increase of 34 incidents for this period over the previous year is largely accounted for by an increase in Secondary Outdoor Fires (up by 43 incidents) due to the warmer summer period during Quarters 1 and 2.*
  - b. Special Services: there was an increase of 104 incidents over the period. Most subcategories have increased slightly; these include Road Traffic Collisions (RTCs), assisting other Agencies, Rescue/Evacuation from Water, Spills and Leaks (non-RTC) and Ring Removal. There was a decrease in the number of lift releases attended (down by 12 incidents).*
  - c. False Alarms: there was a decrease of 101 incidents overall when compared to the same period in 2016-17. There was a small increase of the sub-category of Malicious False Alarms, which went up by 13 incidents.*
- iii) Overall Staff Sickness levels were 5.67 days lost per head.*

- iv) ***The Service attended 60.2% of Building Fires (485 incidents) within 10 minutes in Quarters 1 – 3, compared with 56.5% in the same period in 2016-17. The average time for the first fire appliance attendance at all building fires was ten minutes and twelve seconds.***
- v) ***The overall availability of the first On-Call (Retained) fire appliance remains high at 90.3%; however this has decreased by 0.7% when compared to the same period in 2016-17.***

## **Introduction**

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

## **Tolerance Levels**

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

## **Quarters 1 - 3 Performance**

- 5. Quarters 1 – 3 saw 37 incidents or a 0.7% increase in the total number of incidents attended by the Service compared to the same period last year, or a 4.1% increase compared to the 5 year average of 5,067.
- 6. In terms of Fires, there were 2 additional Primary Fires and 17 fewer Chimney Fires over the period in Quarters 1 – 3, compared to the same period last year. The number of Building Fires, which form the largest proportion of Primary Fires, was 453, a decrease of 14 incidents over the same period in 2016-17. There were 4 fatalities in Primary Fires during this period. The largest reduction of incidents was in Chimney Fires (89 to 72).

7. The number of Special Service incidents (emergency incidents that are not fire related) in Quarters 1 - 3 increased by 104 incidents compared to the same period in 2016-17. This is 10.8% higher than the 5-year average. There were 66 more Road Traffic Collisions (RTCs), the majority of which involved making the vehicle and/or scene safe. The Service attended 10 fatalities in RTC incidents during Quarters 1 - 3. Assisting other Agency increased from 64 in Quarters 1 – 3 in 2016-17 to 88 in Quarters 1 - 3 in 2017-18. Animal assistance incidents decreased from 107 to 100.
8. There was a 3.9% decrease (101 incidents) in the number of incidents in the False Alarm category in Quarters 1 - 3 over the same period in 2016-17. 47.2% of these incidents involved 'life risk' premises, such as residential properties, sheltered housing, hospitals, hotels, nursing homes, prisons etc. Calls to 'life risk' premises that result in a false alarm categorisation are mainly accounted for by faults on the system or cooking related incidents between the hours of 8am and 6pm.
9. The number of days lost to sickness absence for all staff is out of tolerance levels, but continues to compare favourably with others, such as Worcestershire County Council, on all staff sickness levels.
10. The percentage of Building Fires attended within 10 minutes by the first fire appliance was 60.2% during Quarters 1 - 3; an increase of 3.7% compared to the same period in 2016-17. This continues to remain below the 75% stretched target set in the Service's Attendance Standard.
11. The availability of the first On-Call (Retained) fire appliance decreased by 0.7% to 90.3% in Quarters 1 -3 compared to Quarters 1 -3 over the same period in 2016-17. Within this, On-Call crews at Ross-on-Wye Fire Station maintained 100% availability.

### **Conclusion/Summary**

12. Further detail and analysis regarding the above headlines for performance in Quarters 1 - 3 of 2017-18 is included in Appendix 1.
13. The Senior Management Board will continue to receive reports based on the measures the Service is taking to stay within tolerance levels. Where improvements are required, any necessary action will be reported to the Policy and Resources Committee.



## Corporate Considerations

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

## Supporting Information

Appendix 1 – Fire Authority 2017-18 Performance Report: Quarters 1 - 3

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

## Contact Officer

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## Appendix 1

### Fire Authority 2017-18 Performance Report: Quarters 1 – 3

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

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

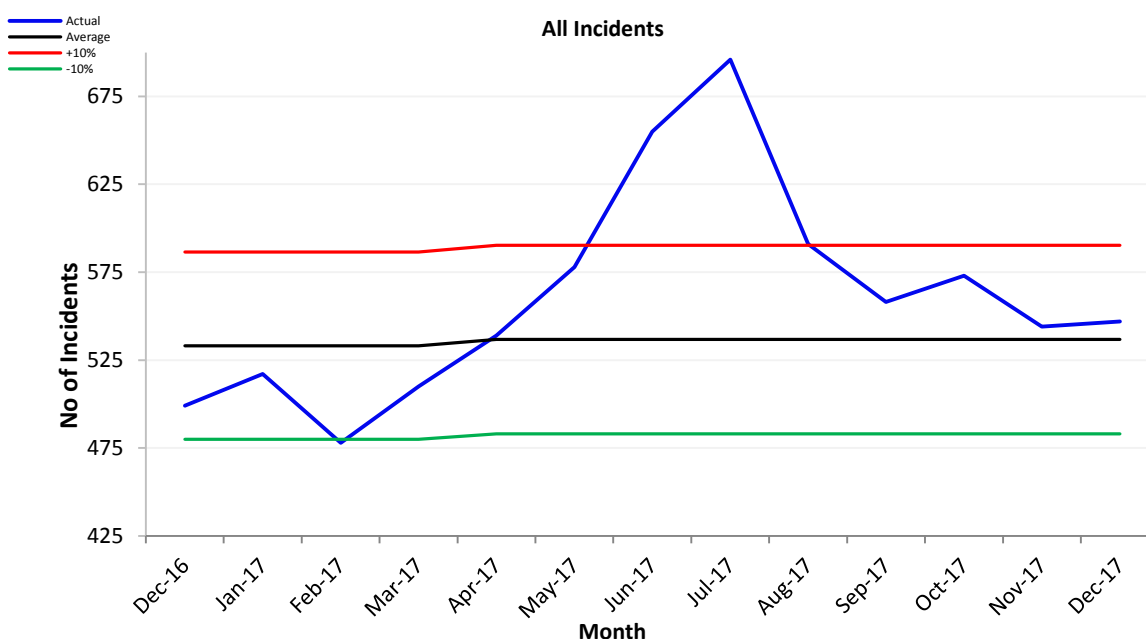
#### 1. Operational Activity

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

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

##### 1.1. Total Incidents Attended

The total number of incidents attended in Q1 – Q3 2017-18 was 5,281, which is an increase of 0.7% (37 incidents) compared with Q1 – Q3 2016-17. The majority of this is accounted for by an increase of 9.1% in Special Service calls (104 incidents). Fire related incidents were also up by 2.3% (34 incidents). False Alarms were down (101 incidents), a fall of 3.9%.

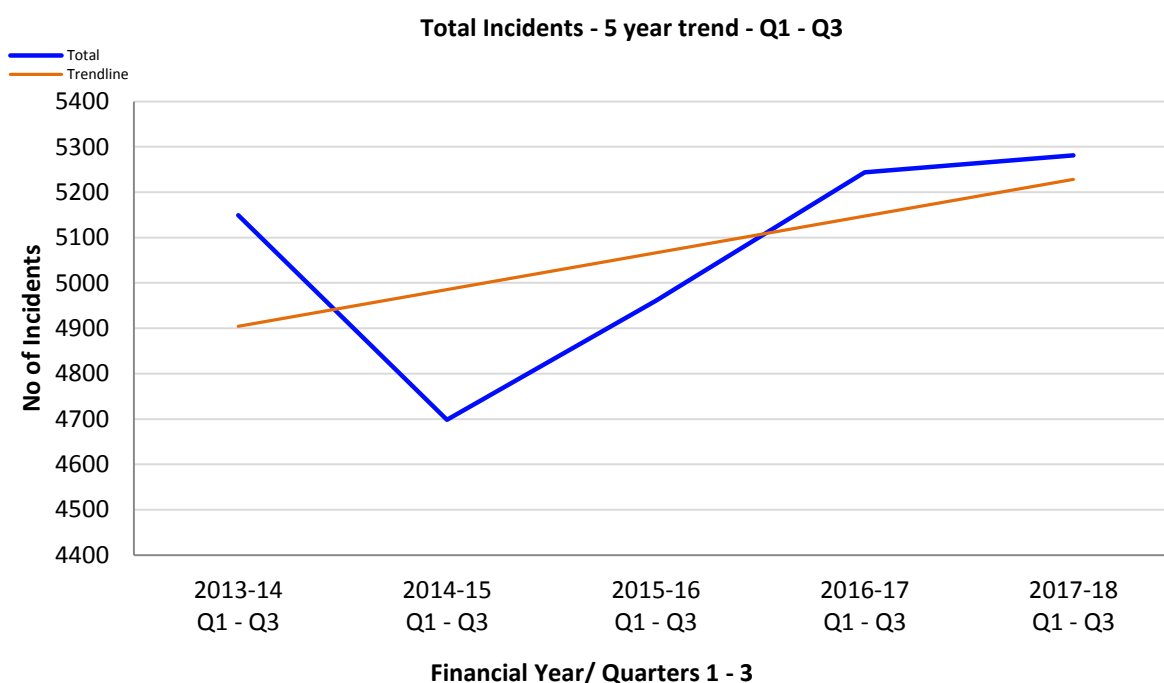


(Figure 1 – Total Incidents per month: Dec 2016 to Dec 2017)

Total Incidents	Q1-Q3 2016-17	Q1-Q3 2017-18	% change
All Fires	1481	1515	2.3
Special Services	1144	1248	9.1
False Alarms	2619	2518	-3.9
<b>Total Incidents</b>	<b>5244</b>	<b>5281</b>	<b>0.7</b>

(Table 1 – Total Incidents: Q1-Q3 2016-17 and Q1-Q3 2017-18)

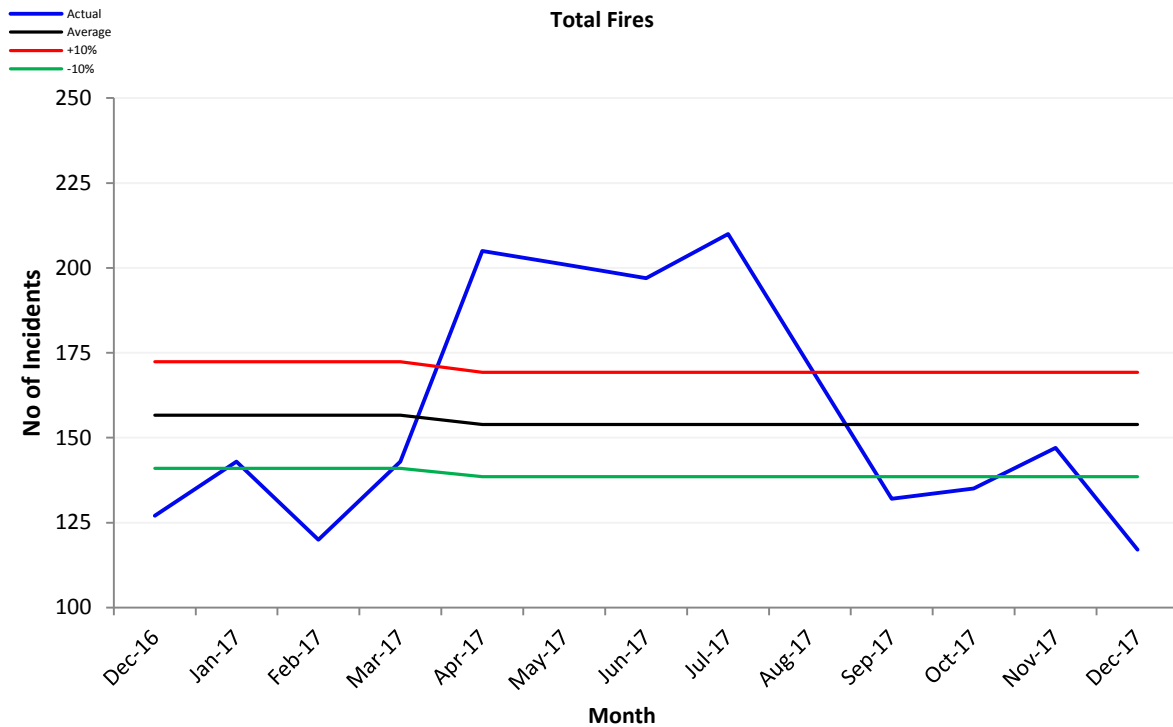
- Total Fire Incidents, which include Primary, Secondary and Chimney Fires, were 2.3% higher (34 incidents) than the same period in 2016-17. This is largely accounted for by the 11.4% increase in Secondary Fires that occurred in Q1 - Q2. In isolation, all Primary, Secondary and Chimney Fires have decreased in Q3 compared to Q3 in 2016-17.
- A nominal increase of 2 incidents (0.3%) for Primary Fires occurred in Q1 - Q3 2017-18 compared to Q1 - Q3 2016-17.
- The number of Special Service incidents has increased by 9.1% (104 incidents) compared with the same period in 2016-17 largely due to increases in RTCs at 14.9% (66 incidents) and Assisting other Agencies up 37.5% (24 incidents).
- The total number of False Alarm incidents decreased by 3.9% (101 incidents) compared with the same period in 2016-17.



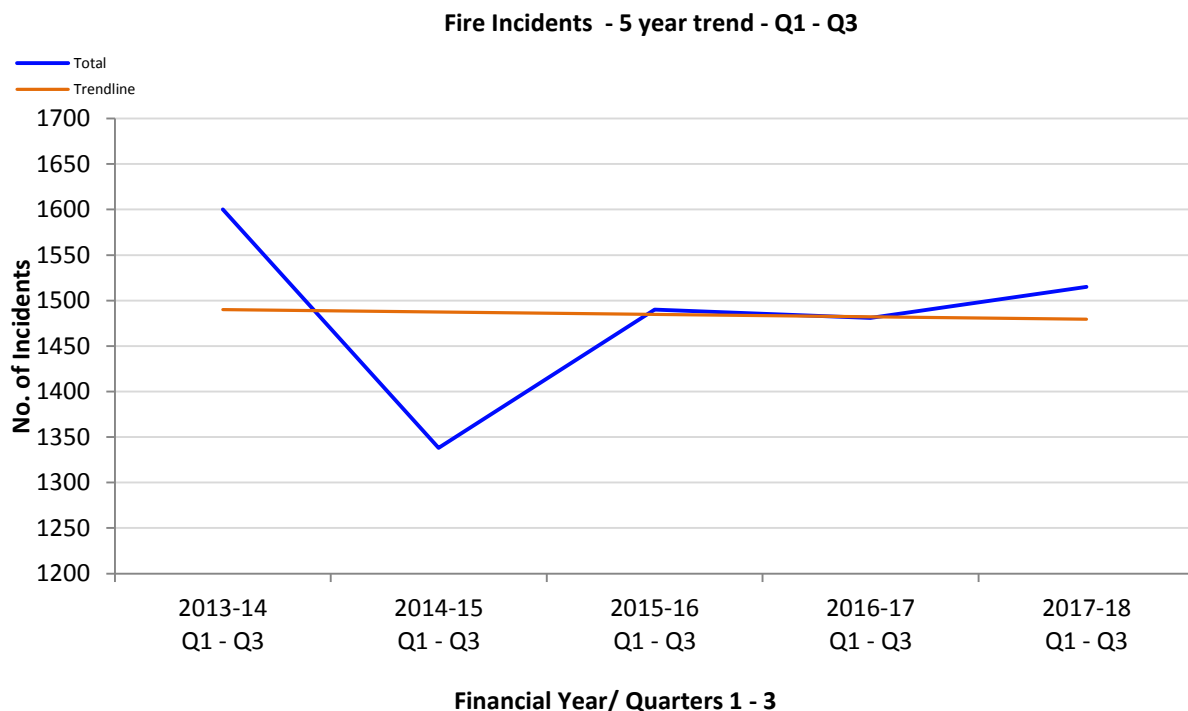
(Figure 2 – All Incidents: Q1-Q3 2013-14 to Q1-Q3 2017-18)

## 1.2 Total Number of Fires

The number of fires has increased by 2.3% (34 incidents) in Q1 – Q3 2017-18 compared with the same period in 2016-17. Figure 3 shows the seasonal trends with fire incident numbers increasing in the warmer, summer months and decreasing during winter. Figure 4 shows the total number of fires in Q1 – Q3 for the last 5 years.



(Figure 3 – Total Fires per month: Dec 2016 to Dec 2017)



(Figure 4 – Fire Incidents: Q1-Q3 2013-14 to Q1-Q3 2017-18)

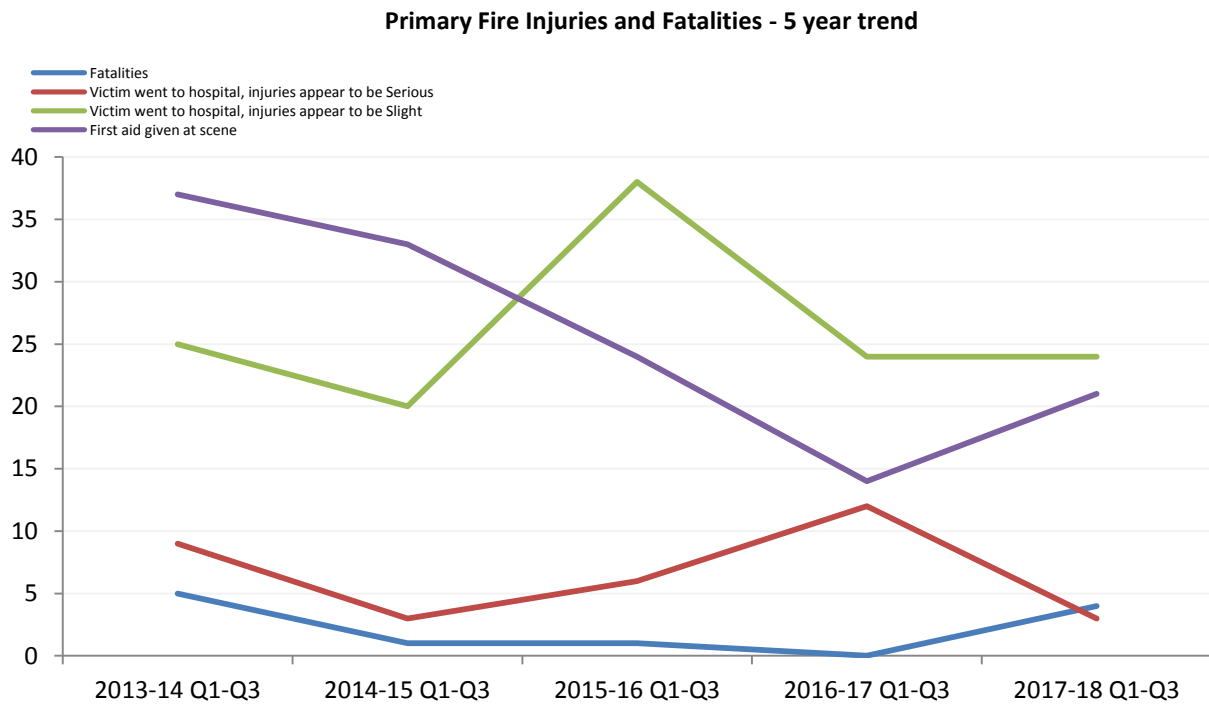
<b>Total Fires</b>	<b>Q1-Q3 2016-17</b>	<b>Q1-Q3 2017-18</b>	<b>% change</b>
Primary Fires	791	793	<b>0.3</b>
Secondary Fires	601	650	<b>8.2</b>
Chimney Fires	89	72	<b>-19.1</b>
<b>Total Fires</b>	<b>1481</b>	<b>1515</b>	<b>2.3</b>

(Table 2 – Total Fires: Q1-Q3 2016-17 and Q1-Q3 2017-18)

- The number of Primary Fire incidents increased by 2 incidents in Q1 – Q3 of 2017-18 compared to the same period in 2016-17, representing an increase of 0.3%.
- The number of Secondary Fires increased by 49 incidents (8.2%) compared with the same period in 2016-17 this is due to a spike in Q1 & Q2.
- The number of Chimney Fires has decreased by 17 incidents (19.1%) compared with the same period in 2016-17.
- During Quarter 1 - 3, Community Risk activity included 3,098 Home Fire Safety Checks (HFSCs), which target vulnerable households, 937 Business Fire Safety Checks (BFSCs) and 1,124 Signposting referrals to other support agencies The full range of Community Risk activity is shown in Appendix 2.
- Fire Safety officers continue to deliver the Houses of Multi-Occupancy (HMO) project, focusing on commercial properties with residential accommodation above. This project reflects the increase in enforcement activity, also shown in Appendix 2.

<b>Primary Fires Casualty: severity</b>	<b>Q1-Q3 2016-17</b>	<b>Q1-Q3 2017-18</b>	<b>% change</b>
Fatalities	0	4	<b>400.0</b>
Victim went to hospital, injuries appear to be Serious	10	3	<b>-70.0</b>
Victim went to hospital, injuries appear to be Slight	13	24	<b>84.6</b>
First aid given at scene	12	21	<b>75.0</b>
<b>Total</b>	<b>35</b>	<b>52</b>	<b>48.6</b>

(Table 3 – Primary Fires Casualties: Q1-Q3 2016-17 and Q1-Q3 2017-18)

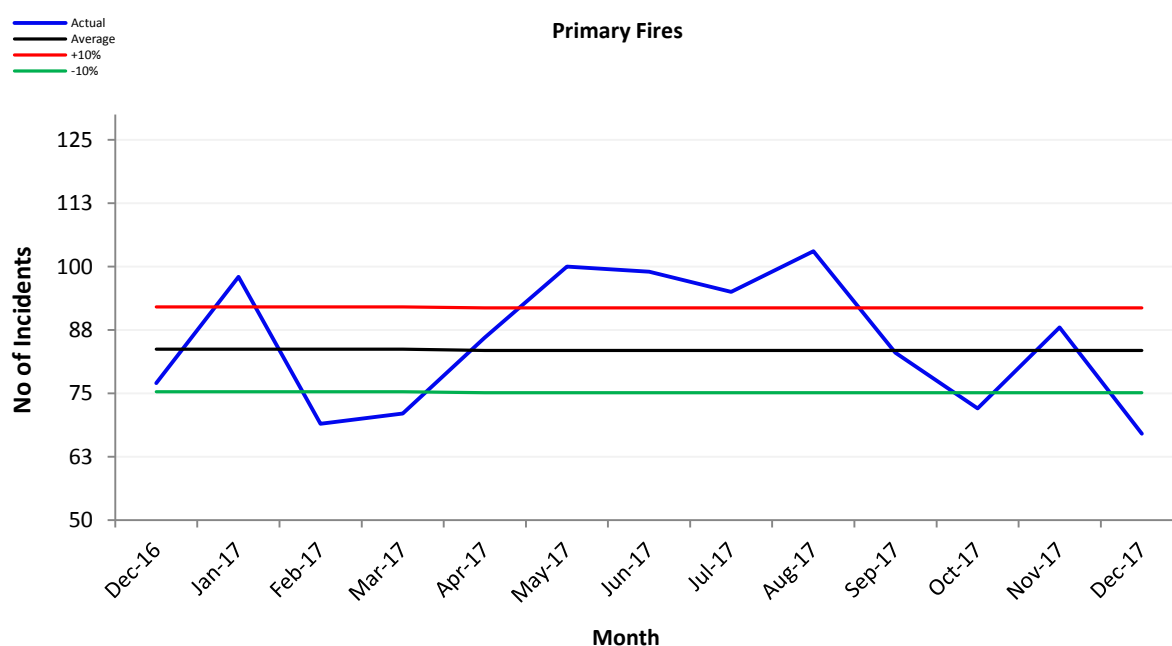


(Figure 5 – Primary Fires: Q1 - Q3 2013-14 and Q1 - Q3 2017-18)

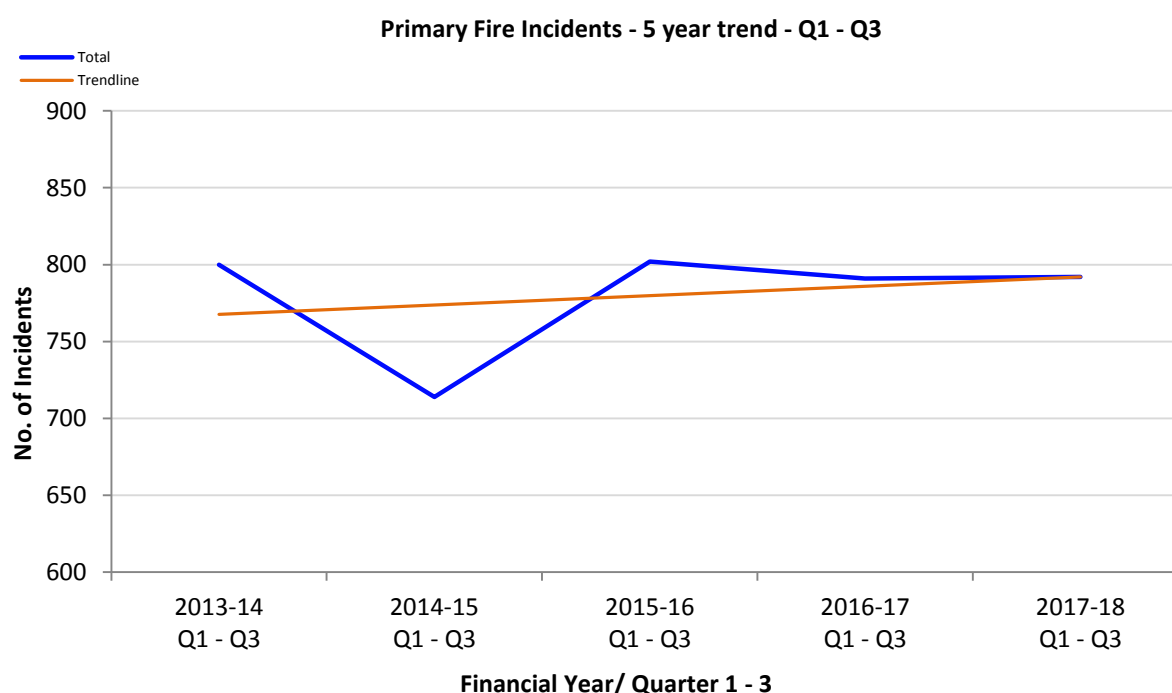
- There were 4 fatalities at Primary Fires during Q1 - Q3 2017-18.
- Casualties who attended hospital with apparent 'serious' injuries decreased from 10 to 3. Serious injuries can be defined as at least an overnight stay in hospital. Injury Types include: burns – severe, head injury, fracture, asphyxiation, chest/abdominal injury, back/neck injury and impalement.
- Casualties who attended hospital with apparent 'slight' injuries and those who were given first aid at the scene increased from 13 to 24 and 12 to 21 respectively resulting in a 48.6% overall increase in casualties that required medical treatment. Slight injuries can be defined as attending hospital as an outpatient (not precautionary check).

### 1.3 Primary Fires

Primary Fires are broken down into three main categories: Building Fires, Vehicle & Transport Fires and certain Outdoor Fires. In Q1 – Q3 of 2017-18, there was an increase of 2 Primary Fires overall compared to the same period of 2016-17. Vehicle and Transport Fires have increased the most at 8.7% (20 incidents) compared with the same period in 2016-17. Building Fires continue to represent the greatest proportion (57.1%) of all Primary Fires.



(Figure 6 – Primary Fires per month: Dec 2016 to Dec 2017)



(Figure 7 – Primary Fires: Q1-Q3 2013-14 and Q1-Q3 2017-18)

<b>Primary Fires</b>	<b>Q1-Q3 2016-17</b>	<b>Q1-Q3 2017-18</b>	<b>% change</b>
Building Fires	467	453	<b>-3.0</b>
Vehicle & Transport Fires	231	251	<b>8.7</b>
Outdoor Fires	93	89	<b>-4.3</b>
<b>Total</b>	<b>791</b>	<b>793</b>	<b>0.3</b>

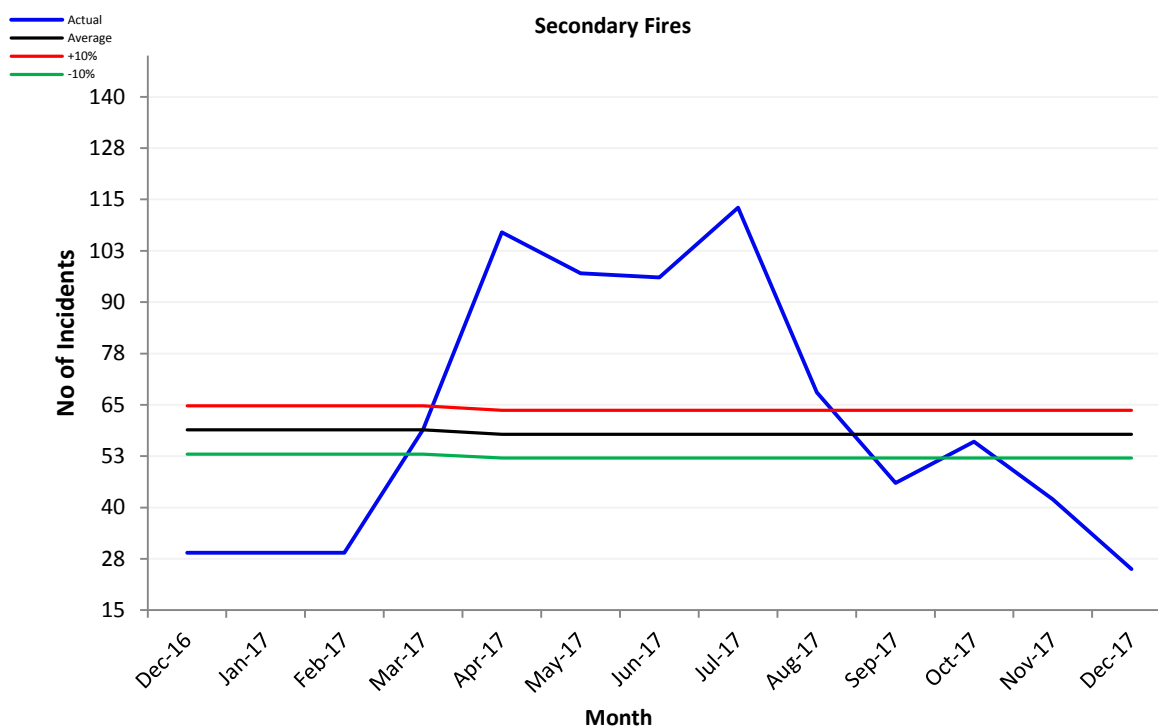
*(Table 4 – Primary Fires: Q1-Q3 2016-17 and Q1-Q3 2017-18)*

- The number of Building Fires has decreased by 3.0% compared with the same period in 2016-17.
- There have been a total of 21 minor cell fire incidents at HMP Hewell and HMP Long Lartin in Q1 – Q3. Whilst the Fire Service do not have jurisdiction over prisons, Community Risk and local crews continue to work with the Crown Premises Inspection Group to reduce incident numbers.
- Technical Fire Safety continues to work with businesses and post-fire audits are completed following all fires in business premises.
- Vehicle & Transport Fires increased by 20 incidents (8.7%) compared with the same period in 2016-17. Car Fires continue to account for the greatest proportion (55.0%) in this category with 138 incidents.
- Primary Outdoor Fires totalled 89 incidents in Q1 - Q3 2017-18 compared with 93 incidents in the same period in 2016-17. These are classified as Primary Fires if they are attended by five or more Fire Appliances or if they involve a casualty or fatality.
- There were 4 fatalities at Primary Fires during Q1 - Q3 in 2017-18.
- Casualties who attended hospital with apparent 'serious' injuries decreased from 10 to 3; however those who attended hospital with apparent 'slight' injuries increased from 13 to 24.

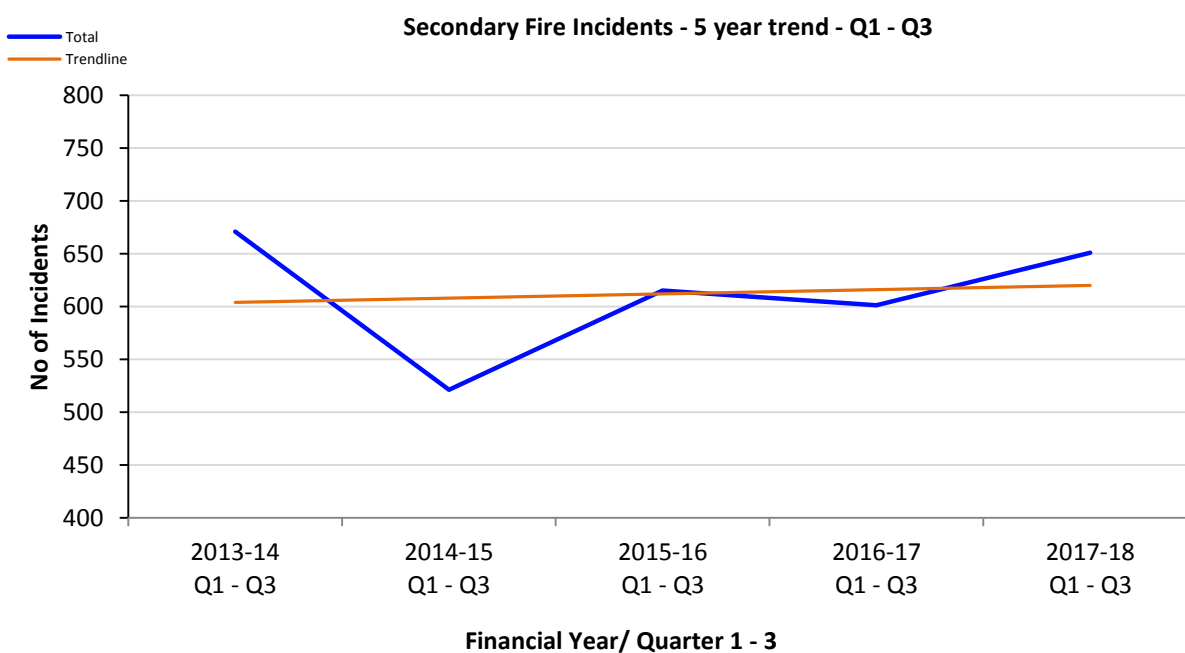


## 1.4 Secondary Fires

Secondary Fires include all other fires which are not Primary or Chimney Fires, do not involve casualties and are attended by no more than 4 Fire Appliances. There was an 8.2% increase (49 incidents) in Secondary Fires in Quarters 1 - 3 2017-18 compared with the same period in 2016-17. This is mostly accounted for by a 23.9% increase in Other Outdoors incidents (including land).



(Figure 8 – Secondary Fires per month: Dec 2016 - Dec 2017)



(Figure 9 – Secondary Fires: Q1-Q3 2013-14 to Q1-Q3 2017-18)

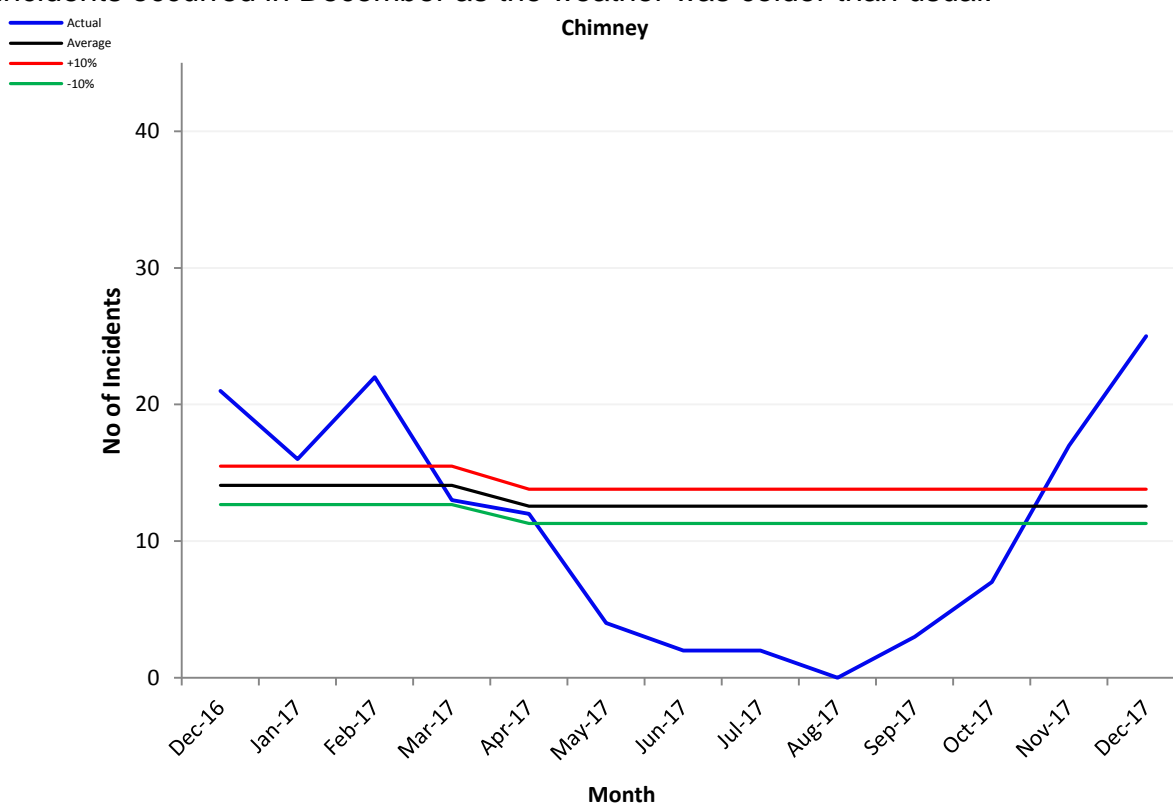
<b>Secondary Fires</b>	<b>Q1-Q3 2016-17</b>	<b>Q1-Q3 2017-18</b>	<b>% change</b>
Grassland, Woodland and Crop	223	227	<b>1.8</b>
Other Outdoors (including land)	180	223	<b>23.9</b>
Outdoor equipment & machinery	13	13	<b>0.0</b>
Outdoor Structures	141	145	<b>2.8</b>
Building & Transport	44	42	<b>-4.5</b>
<b>Total</b>	<b>601</b>	<b>650</b>	<b>8.2</b>

*(Table 5 – Secondary Fires: Q1 - Q3 2016-17 and Q1 - Q3 2017-18)*

- Grassland, Woodland and Crop Fires represent the greatest proportion (34.9%) of all Secondary Fires.
- The number of Building & Transport fires has decreased by 4.5% in Q1 - Q3.
- Three incidents within this category occurred at a derelict school in Kidderminster. The Service has continued to engage with the property owner, the local authority and West Mercia Police about better security to stop trespassers entering the site.
- Campaigns have included Burns Awareness Week, fireworks and bonfire safety and candle safety month.
- We have supported Student Safety Week and Electrical Safety Week by attending local events to promote fire safety and Home Fire Safety Checks.
- Seasonal advice has also in been offered, in particular with winter weather seasonal advice.

## 1.5. Chimney Fires

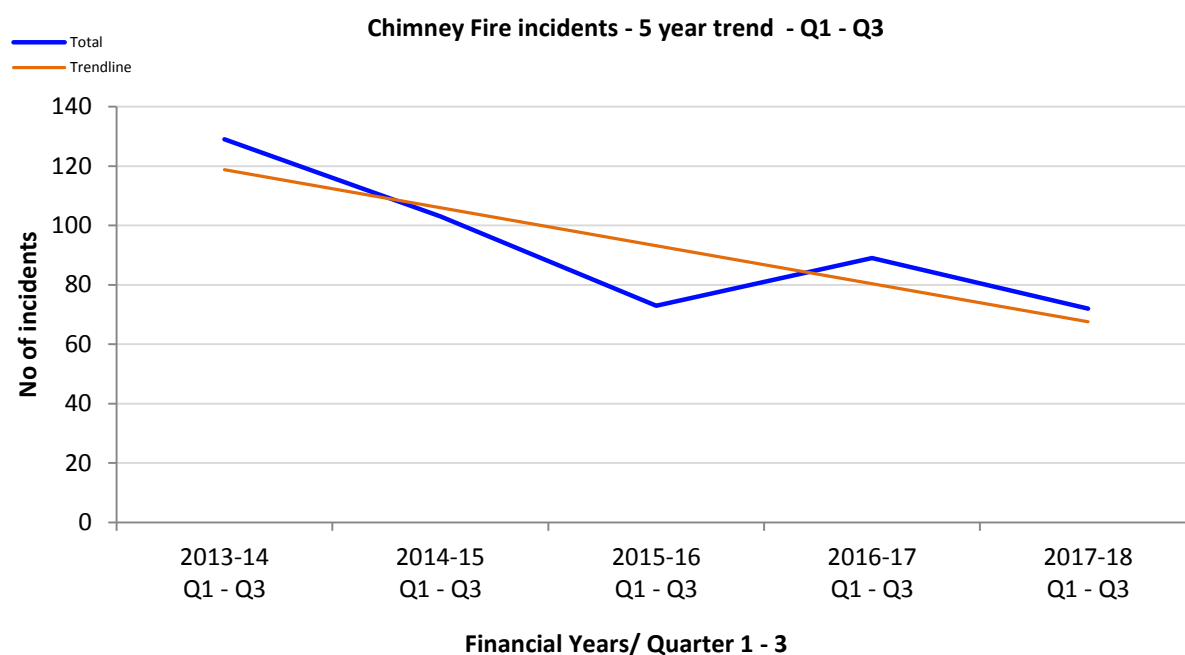
The number of Chimney Fires has decreased by 17 incidents in Quarters 1 - 3 of 2017-18, compared to 89 in the same period of 2016-17. The largest number of incidents occurred in December as the weather was colder than usual.



(Figure 10 - Chimney Fires per month: Dec 2016 to Dec 2017)

Chimney Fires	Q1-Q3 2016-17	Q1-Q3 2017-18	% change
April	24	12	-50
May	4	4	0
June	0	2	200
July	0	2	200
August	3	0	-300
September	3	3	0
October	17	7	-59
November	17	17	0
December	21	25	19
January			
February			
March			
<b>Total</b>	<b>89</b>	<b>72</b>	<b>-19</b>

(Table 6 – Chimney Fires: Q1-Q3 2016-17 and Q1-Q3 2017-18)



(Figure 11 – Secondary Fires: Q1-Q3 2013-14 to Q1-Q3 2017-18)

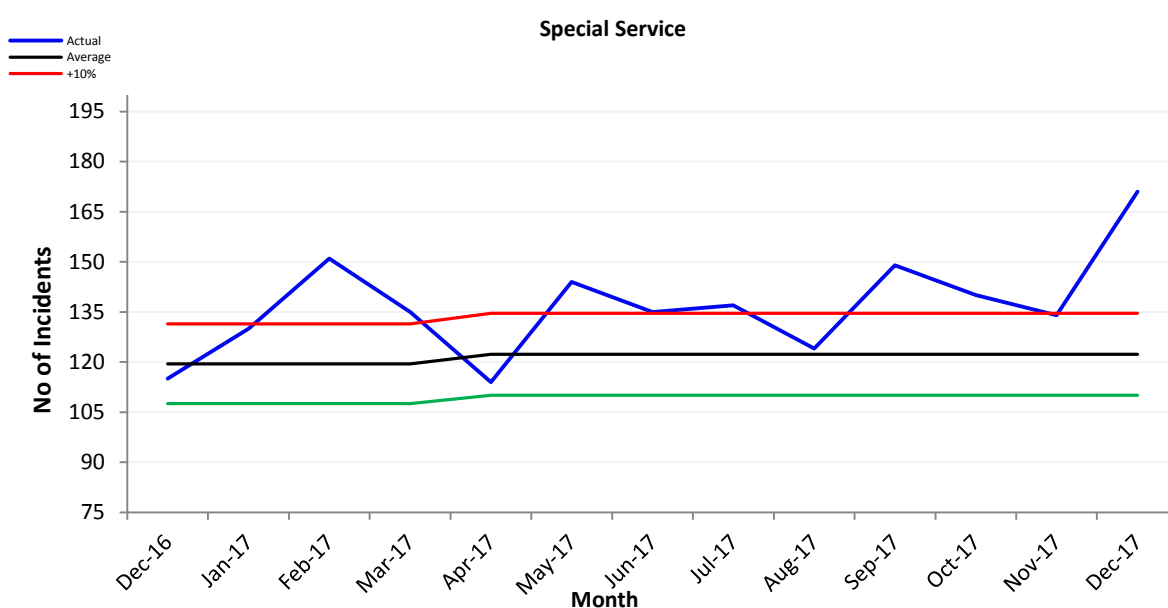
- Over the last 5 years the average number of chimney fires has decreased by 29.4%
- In the colder months the Service's campaigns focussed on chimney safety and winter weather advice for motorists. The wider Christmas safety campaign was also supported by candle and electrical safety initiatives.

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

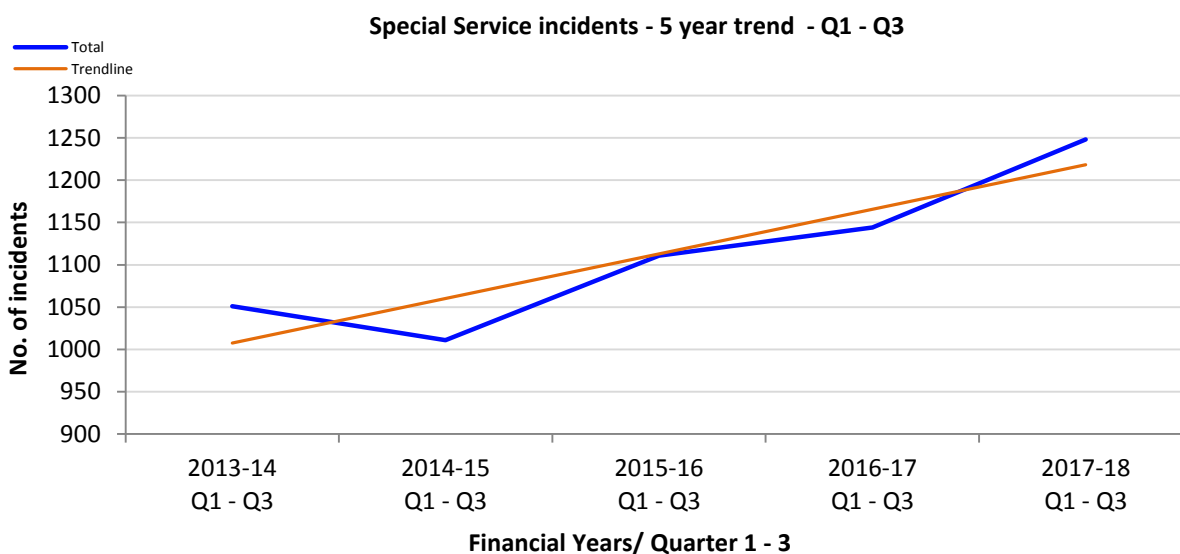
Emergency incidents attended which are not fire related, are generally termed as Special Services and False Alarms. Special Services include road traffic collisions (RTCs), extrications, lift rescues, lock-ins/outs, hazardous materials, chemical incidents, flooding incidents and other rescues.

### 2.1. Special Service Incidents

The number of Special Service incidents has risen by 9.1% (104 incidents) in Quarters 1 - 3 of 2017-18 compared to the same period in 2016-17. RTC incidents continue to form the greatest proportion of Special Service incidents, representing 40.8% of all Special Service incidents.



(Figure 12 – Special Service incidents per month: Dec 2016 to Dec 2017)



(Figure 13 – Special Service incidents: Q1-Q3 2013-14 and Q1-Q3 2017-18)

<b>Special Services</b>	<b>Q1-Q3 2016-17</b>	<b>Q1-Q3 2017-18</b>	<b>% change</b>
RTC Incidents	443	509	<b>14.9</b>
Flooding	51	60	<b>17.6</b>
Rescue/Evacuation from Water	30	35	<b>16.7</b>
Animal Assistance	107	100	<b>-6.5</b>
Assist other Agency	64	88	<b>37.5</b>
Lift Release	57	45	<b>-21.1</b>
Other Special Services	392	411	<b>4.8</b>
<b>Total</b>	<b>1144</b>	<b>1248</b>	<b>9.1</b>

*(Table 7 – Special Services: Q1-Q3 2016-17 and Q1-Q3 2017-18)*

- The number of RTC incidents shows a 14.9% increase (66 incidents) in Quarters 1 - 3 2017-18 compared with the same period in 2016-17.
- There was an increase in the number of Flooding and Rescue/Evacuation from Water incidents in Quarters 1 - 3 of 2017-18 (14 incidents).
- Incidents involving Animal Assistance has decreased by 6.5% (7 incidents).
- Other Special Services incidents increased by 19. These are incidents such as the removal of objects, lift rescues, spills and leaks (non-RTC), provision of advice and assisting other agencies.

## 2.2. RTC Incidents

Road Traffic Collision incident numbers reflect the total number of incidents attended by HWFRS occurring across the two counties of Herefordshire and Worcestershire.

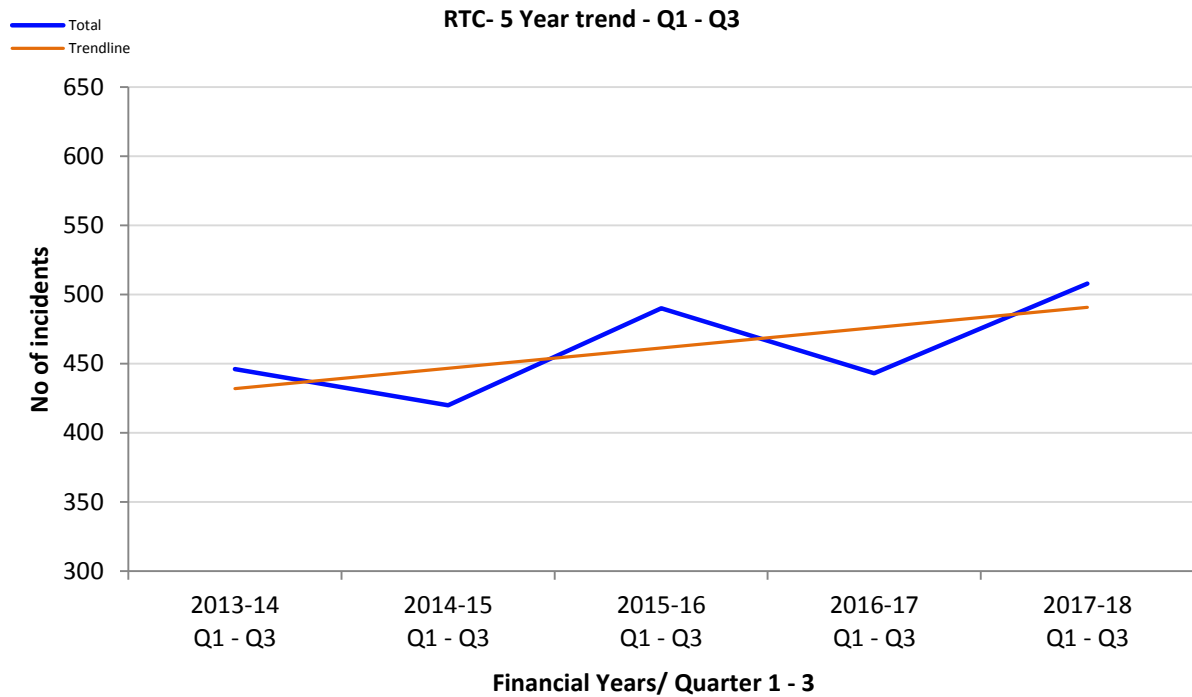
- The number of RTC incidents attended in Q1 - Q3 increased by 14.9% (66 incidents) compared to the same period in 2016-17.
- RTC incidents that required the extrication of persons increased by 9 from 53 to 62 incidents.
- The majority of RTCs involved making vehicles safe (59.5% of all RTC incidents attended).
- Fire and Rescue crews attended 10 fatalities involving RTCs in Quarters 1 - 3, the same number when compared to 2016-17. The number of people seriously injured in RTCs increased from 32 to 53 and the overall number of casualties increased from 270 to 340 (as shown in Table 9 below).

RTC Incidents	Q1-Q3 2016-17	Q1-Q3 2017-18	% change
Extrication of person/s	53	62	17.0
Make scene safe	68	66	-2.9
Make vehicle safe	252	303	20.2
Release of person/s	32	25	-21.9
Wash down road	2	2	0.0
Other	36	51	41.7
<b>Total</b>	<b>443</b>	<b>509</b>	<b>14.9</b>

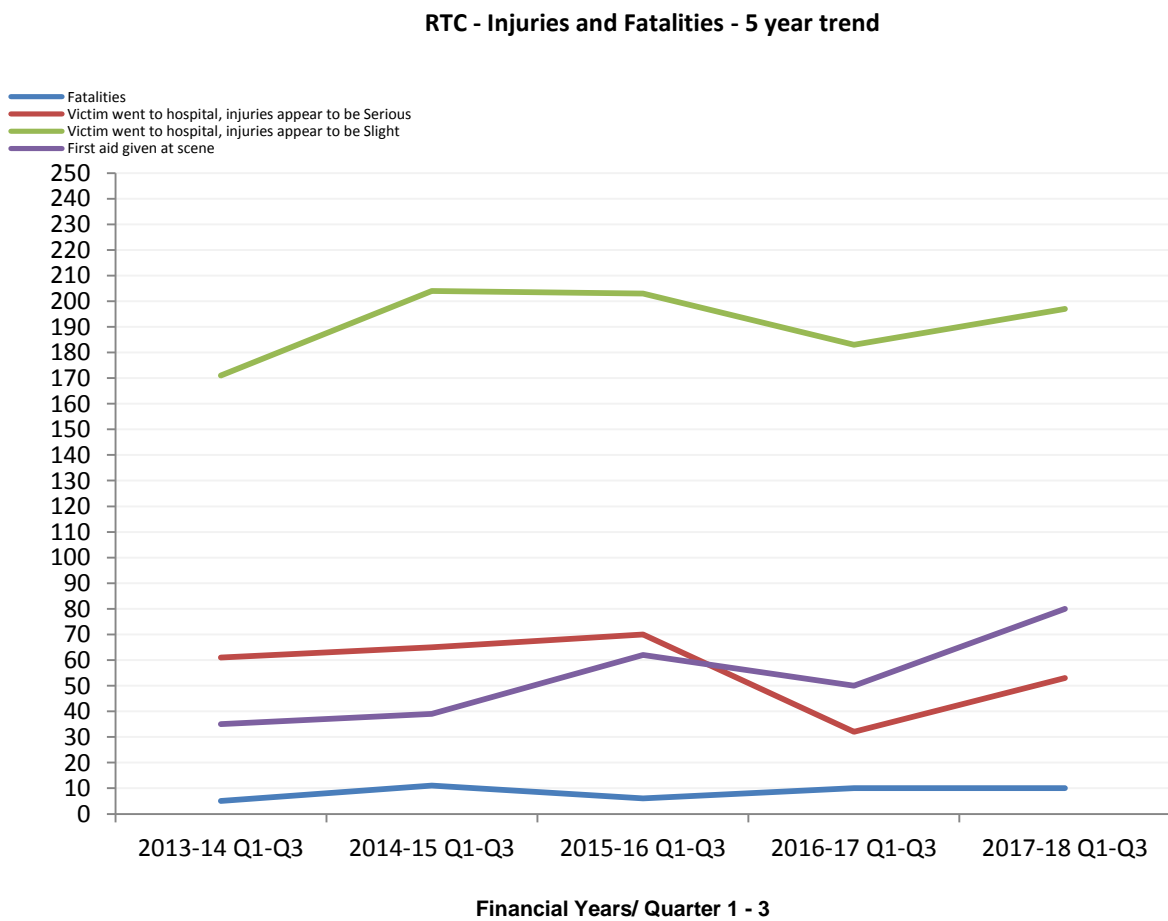
(Table 8 – RTC Incidents: Q1-Q3 2016-17 and Q1-Q3 2017-18)

RTC Casualty severity	Q1-Q3 2016-17	Q1-Q3 2017-18	% change
Fatalities	10	10	0.0
Victim went to hospital, injuries appear to be Serious	32	53	65.6
Victim went to hospital, injuries appear to be Slight	179	197	10.1
First aid given at scene	49	80	63.3
<b>Total</b>	<b>270</b>	<b>340</b>	<b>25.9</b>

(Table 9 – RTC Casualty severity: Q1-Q3 2016-17 and Q1-Q3 2017-18)



(Figure 14 – RTC Incidents per month: Q1-Q3 2013-14 to Q1-Q3 2017-18)



(Figure 15 – RTC Injury and fatalities quarterly data: Q1-Q3 2013-14 to Q1-Q3 2017-18)



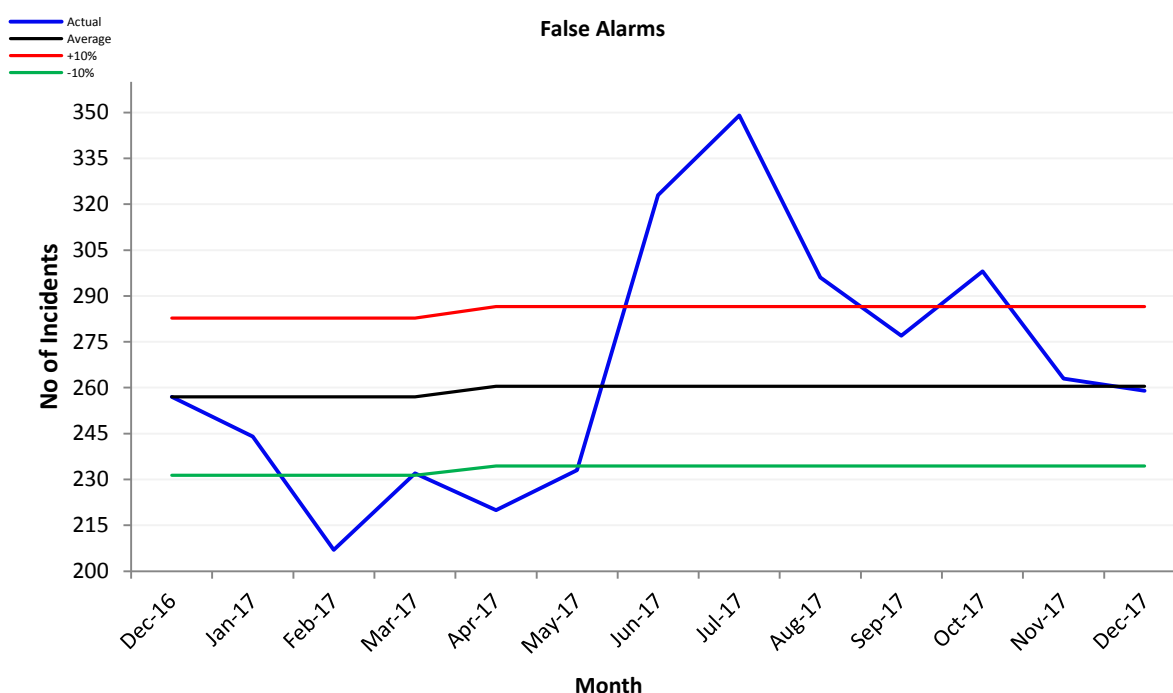
### **2.3. False Alarm Incidents**

The number of False Alarm incidents in Quarters 1 - 3 of 2017-18 shows a decrease of 101 incidents (3.9%) compared to the same period in 2016-17.

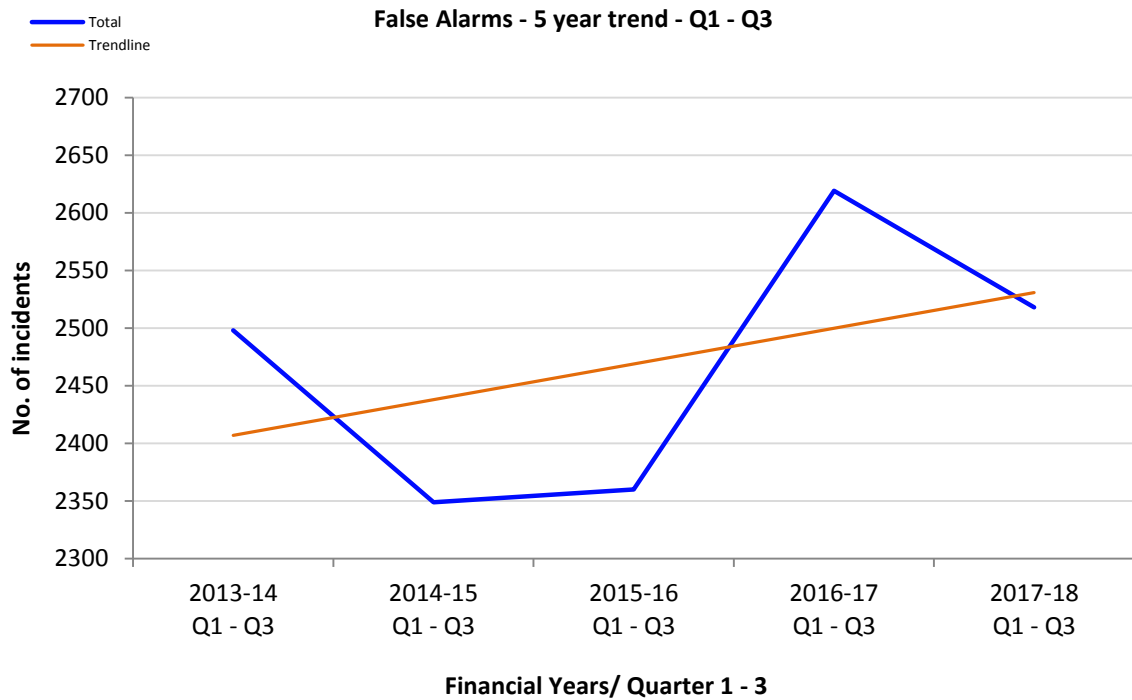
Automatic Fire Alarm incidents decreased by 71 incidents (3.7%) in Q1 - Q3 2017/18, compared to the same period in 2016/17. The Service continues to analyse the cause and location of the incidents and works with premises owners to reduce call numbers.

False Alarm Good Intent incidents decreased by 43 incidents (6.7%) in Q1 - Q3 2017/18, compared to the same period in 2016/17. Malicious False Alarms increased from 32 to 45.

In addition, there were a further 237 False Alarms which did not require the attendance of the Fire and Rescue Service. These include those that were cancelled following rigorous call challenging by Fire Control officers and those where the Fire Appliances were 'returned en route' following the receipt of further information from Fire Control.



(Figure 16 – False Alarm incidents per month: Dec 2016 to Dec 2017)



(Figure 17 – False Alarm incidents: Q1-Q3 2013-14 to Q1-Q3 2017-18)

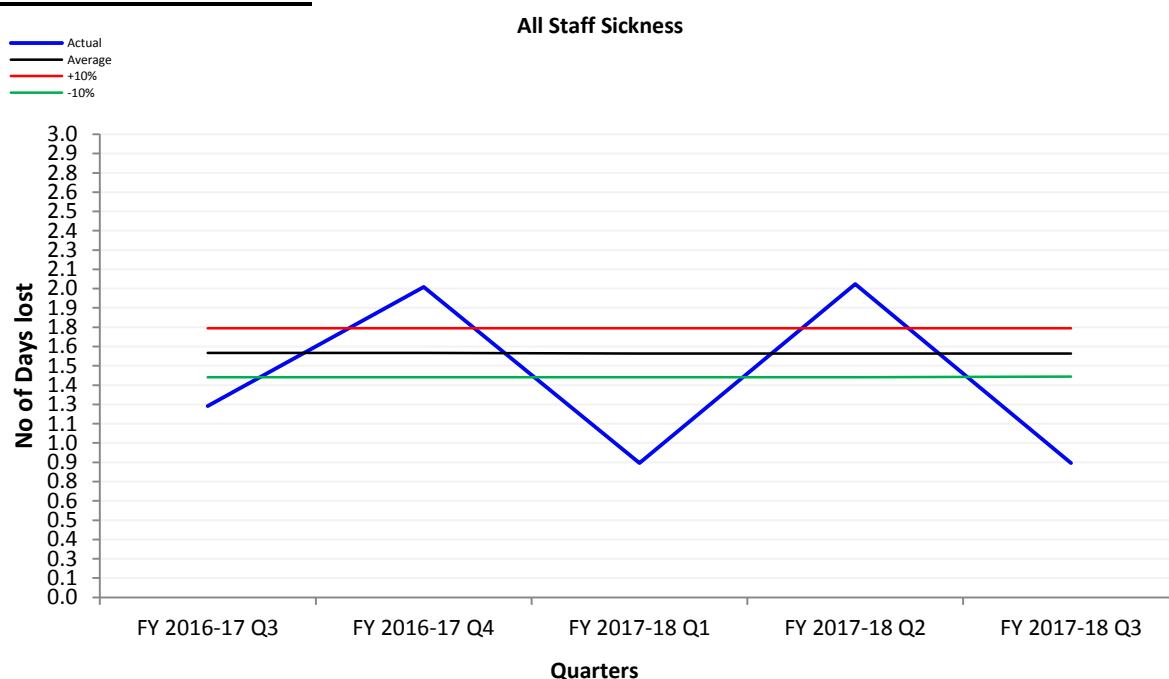
False Alarms	Q1-Q3 2016-17	Q1-Q3 2017-18	% change
Malicious False Alarms	32	45	40.6
False Alarm Good Intent	643	600	-6.7
Fire alarm due to Apparatus	1944	1873	-3.7
<b>Total</b>	<b>2619</b>	<b>2518</b>	<b>-3.9</b>

(Table 10 – False Alarms: Q1-Q3 2016-17 and Q1-Q3 2017-18)

### 3. Absence Management

Staff absence and sickness is recorded on a Quarterly basis in line with the Service's HR Connect management system. The sickness level for all staff in Q1 - Q3 of 2017-18 has increased to 5.67 days lost per head compared to Q1 - Q3 in 2016-17. This remains above the 5-year average of 4.70 days lost per head. The overall staff sickness level continues to compare favourably with sickness levels of 8.24 for Worcestershire County Council and 8.39 for Herefordshire Council.

#### 3.1. All Staff Sickness

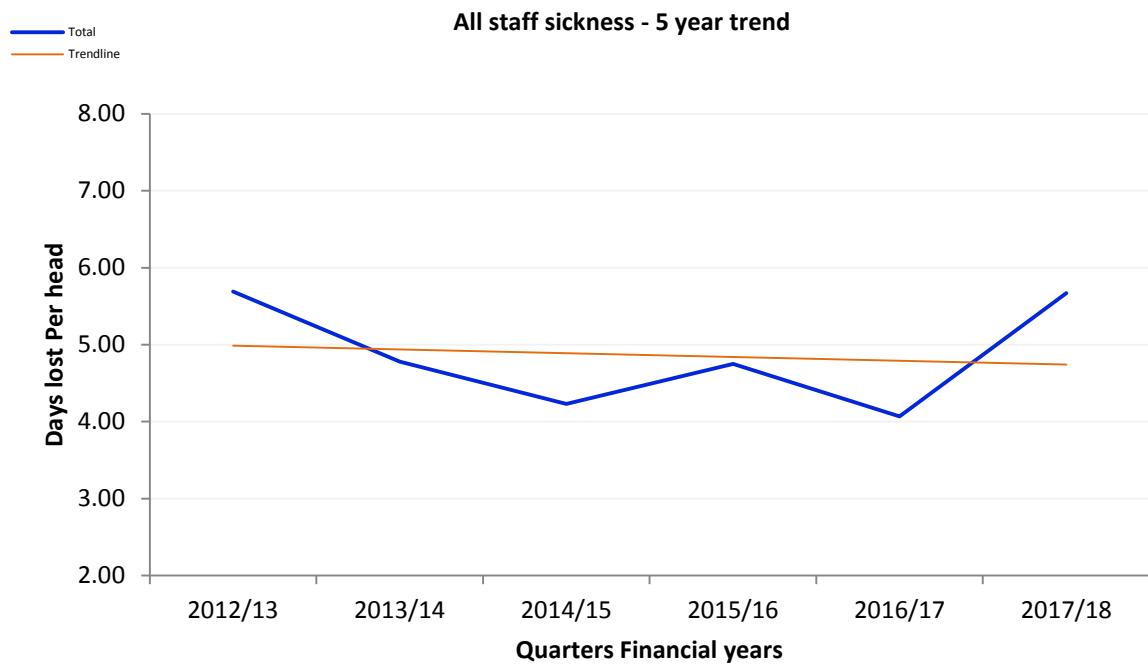


(Figure 18 – All Staff Sickness: Q3 2016-17 to Q1 - Q3 2017-18)

All Staff Sickness	Long Term Sickness per head (days lost)	Short Term Sickness per head (days lost)	All Staff Sickness per head (Days lost)
Quarter 1	0.44	0.30	0.74
Quarter 2	1.22	0.81	2.03
Quarter 3	1.22	1.68	2.90
Quarter 4			
<b>Total</b>	<b>2.88</b>	<b>2.79</b>	<b>5.67</b>

(Table 11 – All Staff Sickness: Q1 - Q3 2017-18)

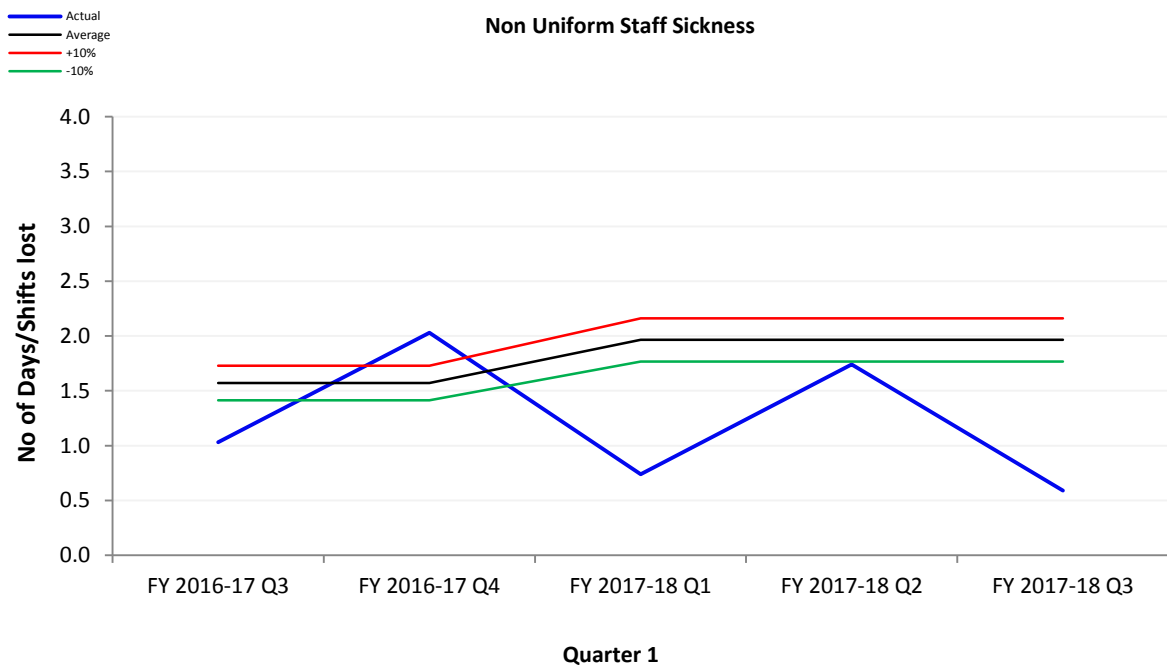
Q1 - Q3 of 2017-18 saw a slight increase in overall sickness compared to the same period in 2016-17 (rising from 4.07 to 5.67 days lost). The total of 5.67 days lost per head remains above the average of 4.70 over the last five years (see Figure 19). Long-term sickness continues to form the greatest proportion representing 50.7% of all sickness.



(Figure 19 – All staff sickness: Q1 – Q3 from 2013-14 to Q1 - Q3 2017-18)

### 3.2. Non-Uniform Staff Sickness

The overall level of Non-Uniform Staff Sickness for Q1 - Q3 of 2017-18 is below the 5 year average of 5.82.



(Figure 20 – Non-Uniform Staff Sickness: Q3 2016-17 to Q3 2017-18)

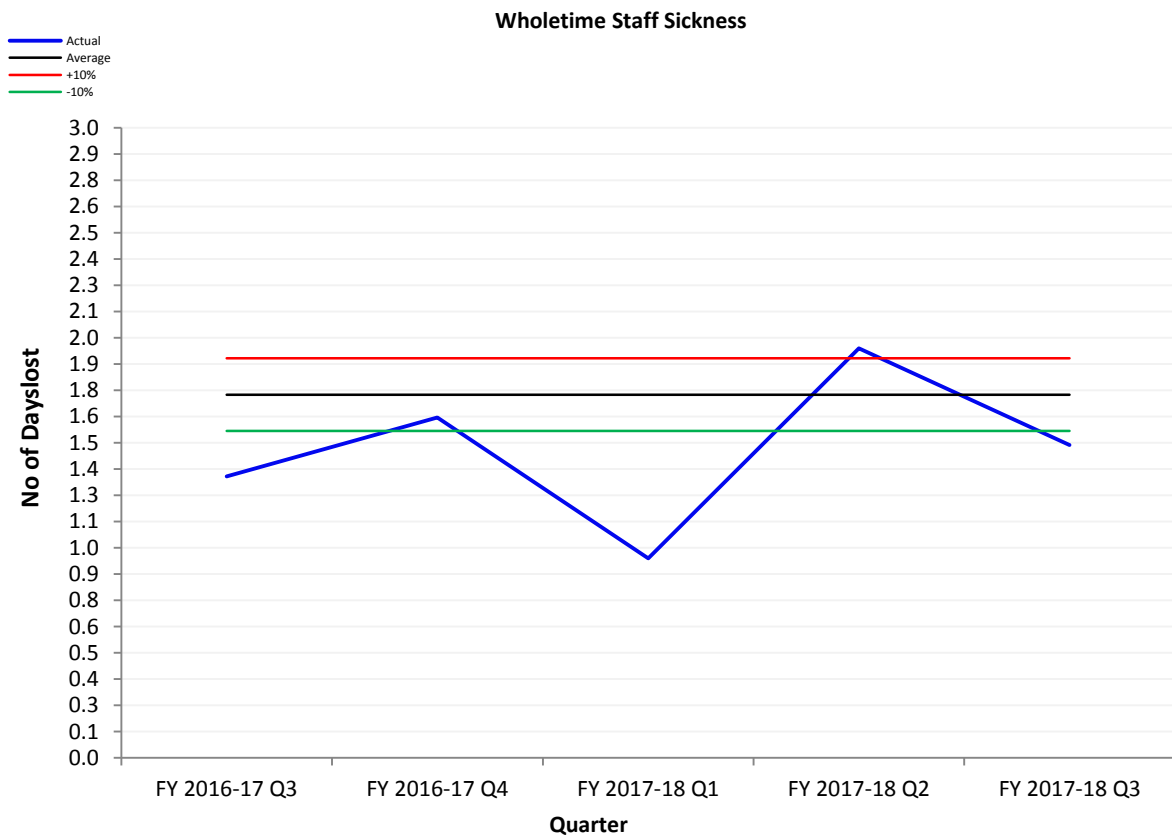
Non-Uniform Staff Sickness	Long Term Sickness per head (days lost)	Short Term Sickness per head (days lost)	All Non-uniform Staff Sickness per head (Days lost)
Quarter 1	0.44	0.30	0.74
Quarter 2	1.22	0.81	2.03
Quarter 3	0.30	0.29	0.59
Quarter 4			
<b>Total</b>	<b>1.96</b>	<b>1.40</b>	<b>3.36</b>

(Table 12 - Non-Uniform Staff Sickness: Q1 & Q3 2017-18)

- Long-term sickness continues to be the largest proportion of sickness for Non-Uniform Staff.

### 3.3 Wholetime Staff Sickness

Wholetime Staff Sickness has increased in Q1 – Q3 2017-18 but is inside of the tolerance levels.



(Figure 21– Wholetime Staff Sickness: Q3 2016-17 – Q3 2017-18)

Wholetime Staff Sickness	Long Term Sickness per head (days lost)	Short Term Sickness per head (days lost)	All Wholetime Staff Sickness per head (days lost)
Quarter 1	0.57	0.38	0.95
Quarter 2	1.17	0.78	1.95
Quarter 3	0.84	0.64	1.49
Quarter 4			
<b>Total</b>	<b>2.58</b>	<b>1.80</b>	<b>4.38</b>

(Table 13 – Wholetime Staff Sickness: Q1 – Q3 2017-18)

- There has been a decrease in both short and long-term sickness for Wholetime personnel compared to Q2.

### **3.4 Comparative All Staff Sickness**

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

<b>Comparative All Staff Sickness</b>	<b>Long Term Sickness per head (days lost)</b>	<b>Short Term Sickness per head (days lost)</b>	<b>All Wholetime Staff Sickness per head (days lost)</b>
Worcestershire County Council	4.93	3.31	8.24
Herefordshire Council	N/A	N/A	8.39
HWFR	2.88	2.79	5.67

*(Table 14 – Comparative All Staff Sickness: Q1 & Q3 2017-18)*

- The latest figures for Q1 - Q3 of 2017-18 show that the Service's overall staff sickness levels continue to compare favourably, with lower levels of short and long term sickness for all staff when compared to Worcestershire County Council.

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

In addition to the totals for Chimney Fires and Special Service being out of tolerance for Q1 - Q3, the first attendance by a Fire Appliance at Building Fires within 10 minutes was also outside the 10% tolerance level.

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

The Attendance Standard was set in the Service's Integrated Risk Management Plan (IRMP) 2009-2012. The standard is a stretch target for the first Fire Appliance to arrive at all Building Fires within 10 minutes on at least 75% of occasions. The percentage of Building Fires attended by the first Fire Appliance within 10 minutes during Quarters 1 - 3 was 60.2% which is a 3.7% improvement compared to the same period in 2016-17.

<b>1st Fire Appliance attendance at Building Fires within 10 minutes</b>	<b>Q1-Q3 2016-17</b>	<b>Q1-Q3 2017-18</b>
Building Fires attended within 10 minutes	281	292
Total number of Building Fires attended	497	485
<b>% attended within 10 minutes</b>	<b>56.5%</b>	<b>60.2%</b>

*(Table 15 - 1st Fire Appliance attendance at Building Fires within 10 minutes: Q1-Q3 2016-17 and Q1-Q3 2017-18)*

<b>1st Fire Appliance attendance at Building Fires - average times</b>	<b>Q1-Q3 2016-17 (mm:ss)</b>	<b>Q1-Q3 2017-18 (mm:ss)</b>
Time of Call until Time Appliance Mobilised	01:57	02:01
Mobile Time until Appliance Arrival at Scene	07:55	08:11
<b>Time of Call to Arrival at Scene</b>	<b>09:52</b>	<b>10:12</b>

*(Table 16 – 1st Fire Appliance attendance at Building Fires average times: Q1-Q3 2016-17 and Q1-Q3 2017-18)*

- While the attendance time for the 485 Building Fires in the period fell outside the standard, the percentage that met the standard has improved 3.7% when compared to 2016 - 2017.
- The main reason cited by crews for the first Fire Appliances not attending Building Fires within 10 minutes is travel distance (53.9% of incidents).



Reasons for not meeting 1st Fire Appliance attendance at Building Fires within 10 minutes		
Travel distance to the incident		103
Turn in time (Retained and Day Crew only)		38
Other: insufficient information received, traffic conditions, simultaneous incidents etc.		3
<b>Total</b>		<b>144</b>

*(Table 17 – Reasons for not meeting 1st Fire Appliance attendance at Building Fires within 10 minutes: Q1 - Q3 2017-18)*

- This benchmark or measurement standard does not alter how quickly the Service attend incidents. Many other factors can influence this target, such as call challenging and information gathering by Fire Control, changing societal issues, for example fewer incidents in built up areas and proportionally more incidents outside of towns and cities and changing weather/road conditions. All of this may increase the average time taken to attend incidents across both counties.
- The attendance standard was developed prior to the introduction of the current Fire Control system and there is no exact match between a time recorded in the current system and the time used under the old method to record the time of call. The nearest time in the current system would be “Incident Created”, which is after the time of call and is when the Fire Control has identified the address in the database and needs to pinpoint the nearest Fire Appliance.

## 5. Retained Availability

The overall availability of the first On-Call Fire Appliance has decreased by 0.7%, when compared with the same period of 2016-17.

Call sign	Station	County Council	Q1 - Q3 Availability 2016-17	Q1 - Q3 Availability 2017-18	% Change
542	Bromyard	Herefordshire	99.6%	98.0%	-1.6%
481	Eardisley	Herefordshire	93.5%	93.3%	-0.2%
472	Ewyas Harold	Herefordshire	98.9%	95.9%	-3.0%
431	Fownhope	Herefordshire	79.3%	92.4%	13.1%
463	Hereford	Herefordshire	97.1%	98.9%	1.8%
511	Kingsland	Herefordshire	98.2%	99.3%	1.1%
492	Kington	Herefordshire	98.4%	96.0%	-2.4%
422	Ledbury	Herefordshire	97.9%	97.0%	-0.9%
502	Leintwardine	Herefordshire	96.4%	98.5%	2.1%
522	Leominster	Herefordshire	99.9%	99.5%	-0.4%
552	Peterchurch	Herefordshire	95.2%	87.6%	-7.6%
442	Ross-on-Wye	Herefordshire	100.0%	100.0%	0.0%
452	Whitchurch	Herefordshire	85.4%	79.4%	-6.0%
231	Bewdley	Worcestershire	76.9%	71.3%	-5.6%
302	Broadway	Worcestershire	85.9%	86.0%	0.2%
251	Bromsgrove	Worcestershire	90.4%	83.3%	-7.2%
261	Droitwich	Worcestershire	69.4%	64.2%	-5.2%
281	Evesham	Worcestershire	89.9%	89.3%	-0.6%
241	Kidderminster	Worcestershire	80.3%	47.9%	-32.4%
411	Malvern	Worcestershire	96.8%	87.2%	-9.6%
291	Pebworth	Worcestershire	79.5%	87.5%	8.0%
311	Pershore	Worcestershire	91.7%	93.5%	1.8%
271	Redditch	Worcestershire	97.2%	98.5%	1.3%
221	Stourport	Worcestershire	72.0%	83.7%	11.7%
532	Tenbury	Worcestershire	96.0%	98.7%	2.6%
322	Upton upon Severn	Worcestershire	94.0%	93.0%	-1.1%
213	Worcester	Worcestershire	97.5%	95.8%	-1.7%
<b>Total Hours Available</b>			<b>91.0%</b>	<b>90.3%</b>	<b>-0.7%</b>

(Table 18 – 1st Appliance Retained Availability: Q1-Q3 2016-17 and Q1-Q3 2017-18)

## **5.1 No. of incidents per station ground**

Number of incidents recorded in each station ground area (Quarters 1- 3).

<b>Station Ground</b>	<b>County Council</b>	<b>False Alarm</b>	<b>Fire</b>	<b>Special Service</b>	<b>Total</b>
Bromyard	Herefordshire	23	26	25	74
Eardisley	Herefordshire	3	14	10	27
Ewyas Harold	Herefordshire	13	18	4	35
Fownhope	Herefordshire	9	10	10	29
Hereford	Herefordshire	348	113	133	594
Kingsland	Herefordshire	10	17	7	34
Kington	Herefordshire	8	5	6	19
Ledbury	Herefordshire	43	19	27	89
Leintwardine	Herefordshire	2	5	6	13
Leominster	Herefordshire	64	33	21	118
Peterchurch	Herefordshire	10	11	5	26
Ross-on-Wye	Herefordshire	57	33	36	126
Whitchurch	Herefordshire	8	18	16	42
Bewdley	Worcestershire	31	50	20	101
Broadway	Worcestershire	28	9	4	41
Bromsgrove	Worcestershire	251	112	113	476
Droitwich	Worcestershire	105	68	70	243
Evesham	Worcestershire	145	89	64	298
Kidderminster	Worcestershire	218	180	131	529
Malvern	Worcestershire	174	61	64	299
Pebworth	Worcestershire	9	17	9	35
Pershore	Worcestershire	66	30	26	122
Redditch	Worcestershire	313	196	142	651
Stourport	Worcestershire	93	82	52	227
Tenbury	Worcestershire	15	13	11	39
Upton	Worcestershire	32	29	29	90
Worcester	Worcestershire	440	257	207	904
<b>Total</b>		<b>2518</b>	<b>1515</b>	<b>1248</b>	<b>5281</b>

*(Table 19 – Incidents per station ground: Q1-Q3 2017-18)*

## Appendix 2

## HWFRS Community Risk Activity

Quarters 1-3 2017/18



HFSCs

Year to  
date

3098



Standard Alarms

2908



Specialist Alarms

645



Arson Referrals

Year to  
date

1124



64



Fire Setter Referrals

37



Community Safety Activity  
(CE1 hours)

Year to  
date

1104



Public Engagement  
(total no. of people)

5803



CR Media Campaigns

30



RBAP/Visits/Post Fires

Year to  
date

1411



BFSCs

937



INTELs from BFSCs

19



Building Reg Consultations

Year to  
date

387



Licensing Apps

150



Fire Investigation

53



Twitter

Year to  
date

206446



CR 0800

3186



Enforcement

248

## **Report of Head of Strategic Change and Collaboration**

### **Formalisation of Collaborative Working with Shropshire Fire & Rescue Service**

#### **Purpose of report**

1. To seek approval to examine formalised collaborative working options with Shropshire Fire & Rescue Service to provide long term capacity and resilience for both organisations

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#### **Recommendations**

##### ***It is recommended that:***

- i. Members give approval for officers to examine the strategic options for formalised collaborative working with Shropshire Fire & Rescue Service;***
- ii. Officers produce a Strategic Programme Business Case for consideration by both Hereford & Worcester and Shropshire Fire Authorities, to include initial areas of collaborative focus and appropriate governance arrangements; and***
- iii. The Strategic Programme Business Case is made available for the next Full Fire Authority meeting.***

#### **Introduction and Background**

2. The Policing and Crime Act 2017 has introduced a statutory duty to collaborate on all three emergency services, to improve their efficiency or effectiveness. This is specifically detailed in sections 2.0, 2.1 and 2.2, and includes the responsibility to selflessly act in the best interests of the public.
3. Duties in relation to collaboration agreements
  - (1) A relevant emergency service in England (“the relevant service”) must keep under consideration whether entering into a collaboration agreement with one or more other relevant emergency services in England could be in the interests of the efficiency or effectiveness of that service and those other services.*
  - (2) If the relevant service considers that entering into a collaboration agreement with one or more other relevant emergency services in England could be in the interests of the efficiency or effectiveness of that service and those other services*  
*(“the proposed collaboration”), the relevant service must notify those other services of the proposed collaboration.*

4. The continued reduction in Fire and Rescue Service budgets has seen Shropshire and Hereford & Worcester Fire and Rescue Services receive the two highest reductions in Revenue Support Grant to Metropolitan and Combined Fire Authorities within England, in 2017.
5. Increased closer working could allow both Services to increase capacity and resilience and reduce duplication of effort.

### **Current Position**

6. Both Services have a history of successful adhoc collaboration with each other as well as other agencies such as West Mercia Police and the respective local authorities. (e.g. PCSO/RDS recruitment, Fire Control, co-located emergency planning teams and Safe and Well visits).
7. The collaboration between the Services so far has been primarily centred on operational processes and deployments as well as procurement and training.
8. Officers from both services continue to consider collaborative working opportunities within all planning aspects but these can be limited in their extent due to individual organisational priorities and capacity.

### **Next Steps**

9. In order to facilitate a greater depth of collaboration and develop an agreed set of priorities, Officers propose that the respective Fire Authorities consider a more formal strategic collaborative arrangement.
10. A strategic case will be produced based upon the HM Treasury Five Case model (see appendix 1), to examine the potential gains that can be made from stronger closer working. Notably, increased capacity and sustainable front-line services providing more resilient public safety, and shared planning, resources and expertise, to realise the economies of scale available to larger organisations.
11. The strategic case will be presented via a Programme Business Case (PBC) for approval by both Authorities and will consider the following options:
  - a. Continued adhoc collaborative arrangements;
  - b. The creation of a Strategic Alliance; and
  - c. Consideration of a full merger.
12. The PBC will also propose an appropriate governance structure, with terms of reference. It will also identify key workstreams to deliver the broader and deeper collaborative relationship.

### **Conclusion/Summary**

13. Approval for officers to produce the required Programme Business Case and associated supporting information will be necessary from both Authorities.

14. Reports seeking this approval shall be submitted to the Policy and Resources Committee of Hereford & Worcester Fire Authority, and the Strategy and Resources Committee of Shropshire & Wrekin Fire and Rescue Authority.
15. Should approval be granted, the Programme Business Case shall be produced and available for consideration in time for the next full Fire Authority meetings for both Fire and Rescue Services.

### Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	Legal requirement for Governance consideration.
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	Project Supports to 'Our Strategy' through: The effective use of resources and resourcing for the future.
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	Risk Assessments will be undertaken as part of any project management processes recommended
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	No public or staff consultation carried out at this time
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	An Equalities Impact Assessment will be undertaken as part of any project management processes recommended

### Supporting Information

Appendix 1 - HM Treasury Five Case model

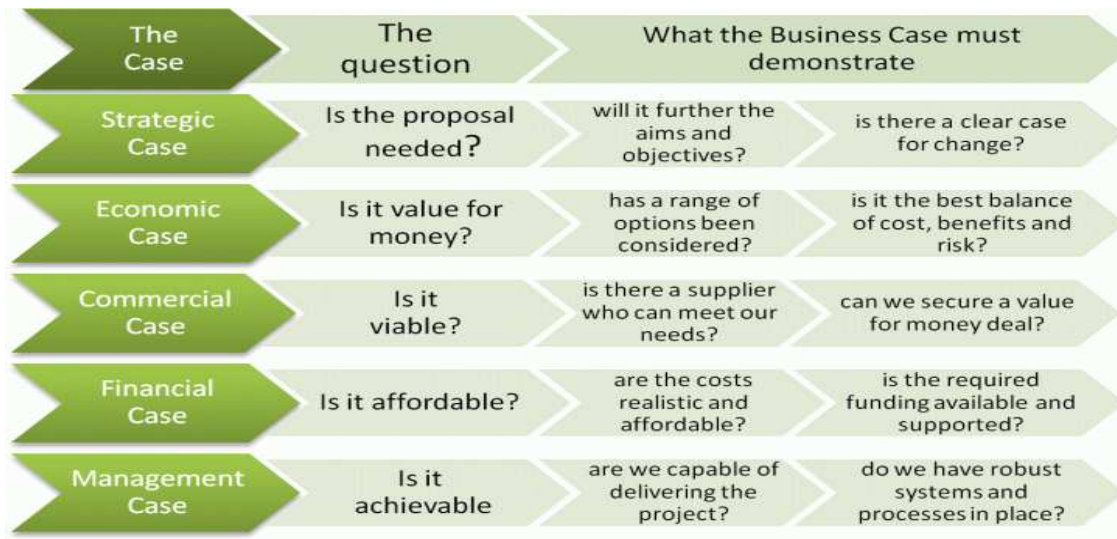
### Background Papers

None

### Contact Officer

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## HM Treasury Five Case model





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

### **Pensions Board Update (Fire Pension Schemes)**

#### **Purpose of report**

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

---

#### **Recommendations**

***It is recommended that the following areas of progress are noted:***

- (i) The Pensions Board continues to be compliant with the Public Services Pensions Act 2013.***
- (ii) There have been two meetings of the Pensions Board.***
- (iii) Pension Board members have attended one training session and have been completing online training modules hosted by The Pensions Regulator.***

#### **Background**

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

#### **Update**

4. Following my last report to the Policy and Resources Committee in February 2017, there have been two meetings, held on 24<sup>th</sup> April 2017 and 9<sup>th</sup> October 2017.

5. During the year one Employee Representative resigned and has been replaced.
6. Board Members attended a training day on 19<sup>th</sup> July 2017. Training was provided by Eversheds Sutherland and covered Governance Requirements, Roles and Responsibilities and Taxation in relation to Pension Schemes. Board Members have also been completing on-line modules provided by The Pension Regulator. There are six modules which cover Conflicts of Interest, Risks and Internal Controls, Scheme Record Keeping, Maintaining Contributions, Providing Information to Members, Internal Dispute Resolution and Reporting Breaches.
7. A Breaches Policy has been circulated and is expected to be adopted and signed off at the next meeting.
8. In October the Board Advisor attended the LGA's Firefighters Pension Scheme Annual Conference where presentations were given by The Scheme Advisory Board, The Pension's Regulator, The Local Government Association and the Pensions Ombudsman.
9. The Board agreed that they will maintain an oversight of the Tender Process that the Scheme Manager is undertaking to source the provision of an alternative Pension Administrator.
10. The Pension Regulator's 'Public Service Governance Survey' was completed and submitted in November 2017.

### **Conclusion/Summary**

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

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues).	The local pension board has been implemented in accordance with the Public Sector Pensions Act 2013 which is a new burden on Fire Authorities.
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	None.
<b>Risk Management/Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores.	A risk register has been introduced.
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter).	None
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?	None

## Contact Officer

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## Report of Head of Legal Services

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

#### Purpose of report

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

#### Recommendations

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

#### Introduction and Background

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

#### Review of RIPA Authorisations

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

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

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

### Conclusion/Summary

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

### Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	It is a requirement to have a policy in place but there are no on-going resource implications
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	This report enables Fire Authority Members to exercise an oversight role on behalf of the wider community
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	None
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	None
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	Not applicable

## **Supporting Information**

Background papers:  
RIPA Policy

## **Contact Officer**

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

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

#### **Purpose of report**

1. To inform the Committee of the activities of the Joint Consultative Committee (JCC) since September 2017.
- 

#### **Recommendation**

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

- (i) The review of crewing systems***
- (ii) Relocation of Service Headquarters (SHQ) to Hindlip***
- (iii) Taxation changes to the private use of Service vehicles***

#### **Background**

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

#### **Update**

5. The Joint Protocol for Industrial Relations SPI provides the framework for communicating, consulting and negotiating with all Trade Unions. This policy is due to be reviewed to better reflect current practice.
6. Following a review, all new items raised at JCC meetings are now categorised under one of the following headings enabling a more structured flow of information between management and RBs:

- For consultation
- For negotiation
- Requests for information from TU Reps
- Information items / updates for TU Reps from management including any emerging issues

7. Since its last update to the Committee, the JCC has met on two occasions – 19 October 2017 and 8 February 2018. The following key issues have been discussed:

- Crewing Systems: JCC members were informed of the progress to date with regard to the crewing changes and that further information would be provided following the full FRA meeting on 14 February.
- Relocation of SHQ to Hindlip: plans are currently awaiting formal sign-off by senior officers from HWFRS and the Police before a programme of refurbishment works can begin on the areas to be occupied by HWFRS. Formal consultation with staff will also begin following sign-off. The deadline for HWFRS to move out of Kings Court is 31 August.
- Private use of Service Vehicles: following recent changes in the tax laws, the Service is currently developing some guidelines to clarify the tax implications around the private use of Service vehicles and exactly what constitutes 'private use'.
- PCC Business Case: a decision has been deferred until the House of Commons returns from recess.

8. Management representatives also continue to keep JCC members updated on any on-going and developing issues and activities in which HWFRS is involved. Since the last update to the Policy and Resources Committee in September 2017, these have included:

- Body worn cameras – these are currently being trialled by RDS crews in Bromyard and are shortly to be introduced for use by TFS Officers carrying out inspections.
- Cultural review – the CFO has commissioned an independent piece of work to identify key cultural themes within the Service that would benefit from attention and a series of workshops for managers have been scheduled to help develop practical steps to ensure a positive working environment.
- Fleet review – following an extensive review, the Volvo XC60 has been identified as the preferred vehicle to replace the existing fleet of response cars; it meets the needs of Officers and offers good value for money.
- Gender pay gap report – as required by law, HWFRS has now published its annual gender pay gap report and this can be found on the Service Intranet. An equal pay audit is scheduled to be carried out shortly.



## Conclusion

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

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	Para 7 & 8
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications)	Para 7 & 8
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores)	None
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	Para 7 & 8
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	No, not required – information only

## Supporting Information

None

## Contact Officer

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## Report of Head of Legal Services

### Lease of 2 Kings Court

#### Purpose of report

1. To seek approval of the proposed lease of 2 Kings Court to Worcestershire Health & Care NHS Trust, following the relocation of SHQ to Hindlip.
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#### Recommendations

##### *It is RECOMMENDED that:*

- (1) *the Authority enter into an agreement for the lease of 2 Kings Court with Worcestershire Health & Care NHS Trust on the terms described in this report and otherwise as agreed by the Head of Legal Services; and*
- (2) *Officers be authorised to market the property with a view to the potential sale of the freehold reversion in due course, as advised.*

#### Introduction and Background

2. At the meeting of this committee on 31<sup>st</sup> January, Members approved plans for the relocation of the Service's Headquarters functions to Hindlip and as part of that decision it was agreed that a further report on the future sale or lease of Kings Court be brought back in due course. This is that report.

#### Proposed Lease

3. There are three options available to the Authority in terms of disposing of 2 Kings Court once the SHQ functions have relocated to Hindlip:
  - (i) freehold sale – which would generate a capital receipt;
  - (ii) lease to a tenant – which would generate a rental income which, if required, could be used to finance the debt charges on a similar level of capital borrowing; or
  - (iii) lease to a tenant and then sell the freehold.
4. The Authority is being advised by Place Partnership as to the best terms for disposing of the building. In the long term it may be preferable for the Authority to sell its freehold interest in the property rather than become a long term landlord because of the risks associated with building maintenance/repair, costs of re-letting and potential void periods if a tenant leaves. Also, owning investment properties is not part of the core functions of the Fire Authority. However, in terms of finding a freehold purchaser, the

building is most likely to be of interest to an institutional investor and as such, it will be worth more with a good quality tenant already in it than as an empty building. The preferred option at this stage is therefore to let the property to a suitable tenant on a lease and for officers to investigate a sale of the freehold reversion at a later date.

5. The Authority was approached by Worcestershire Health & Care NHS Trust (WHCT) who need to vacate their current offices at Isaac Maddox House. The proximity to the Hospital make Kings Court a good location for their future needs (other NHS bodies already occupy 3 Kings Court). Following detailed negotiations on our behalf by Place Partnership, terms have now been agreed as set out in the attached appendix (confidential – for Members only). Place Partnership have advised that WHCT are a desirable tenant so far as any future purchaser is concerned; the proposed rent level is a full market rent and that when taken in the round, these are the best terms that could be achieved in the open market. The tenant's occupation will occur more or less back-to-back with the Authority vacating the space, thus avoiding any void period as well as the cost/risk/delay if we were to advertise the property on the market. They have therefore recommended acceptance of the offer from WHCT.

### **Sale of Freehold**

6. Place Partnership have recommended the appointment of external agents to market the potential sale of the Authority's freehold reversion but have suggested that, in order to be most attractive to potential buyers, this should be deferred until the lease has been running for about six months.

### **Conclusion**

7. The terms offered by Worcestershire Health & Care NHS Trust are the best that could reasonably be achieved in the open market and have been negotiated with a view to making the property as attractive as possible to any future purchaser, should the Authority subsequently choose to sell the freehold reversion.

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	The proposed lease will generate a rental income for the Authority following the initial rent free period. If the freehold reversion is subsequently sold, this would generate a capital receipt
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	The proposal accords with the commitment in 'our strategy' to 'resourcing the future' and ensuring that our actions now secure the Authority's long term future.
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	None
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	None
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	There are none

## Supporting Information

Appendix 1 – Schedule of proposed lease terms – EXEMPT INFORMATION  
Not for publication – Business affairs of any person including the Authority

Background papers -

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