



HEREFORD & WORCESTER FIRE AUTHORITY

Full Authority

AGENDA

Wednesday, 27 January 2021

10:30

This will be held as a virtual meeting on Teams.

The meeting can be accessed via a link which will be emailed to participants.

Information for Members of the Public

Due to the current Covid-19 pandemic Hereford & Worcester Fire Authority will be holding this meeting in accordance with the arrangements for remote meetings of a local authority. For more information please refer to: Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Please note that this is a public meeting, to be conducted remotely by video conferencing between invited participants and live streamed on the internet for general access. You are able to listen and view the live video stream of the meeting via the link that will be published on the Fire Authority's website <https://hwfire.cmis.uk.com/hwfire/Meetings.aspx>

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

- 1) the right to attend all Authority and Committee meetings by viewing or listening to the live stream unless the business to be transacted would disclose “confidential information” or “exempt information”;
- 2) 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.
- 3) 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>);
- 4) 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
- 5) 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.

If you are participating at a virtual meeting of the Authority under the Public Participation item, you will be deemed to have consented to being broadcast via the Authority’s website and/or filmed or recorded by the Authority and/or anyone exercising their rights under paragraph 2 above. Alternatively, your representations can be read out at the meeting on your behalf.

Please also note that when taking part in public participation, your name and a summary of what you say at the meeting may be included in the minutes.

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 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 **Members** who are democratically elected representatives and they will be advised by **Officers** who are paid professionals. The Fire Authority comprises 25 Members and appoints committees to undertake various functions on behalf of the Authority. There are 19 Members who are Worcestershire County Councillors on the Authority and 6 who are Herefordshire Council Councillors. The Police & Crime Commissioner also attends Fire Authority meetings as a non-voting Member.

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 is responsible for the proper conduct of the meeting.

Officers - Also present during the meeting will be the Chief Fire Officer and/or other Officers of the Fire 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 Members to vote. The Officers do not have a vote.

Protocols for Remote Meetings

Status of these protocols

- These protocols supplement the new legislative arrangements permitting remote meetings of a local authority, under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.
- The Monitoring Officer reserves the right to amend or revoke these protocols at any time on reasonable notice. These protocols may also be revoked, superseded or amended by any standing orders that the Authority specifically adopts in respect of remote meetings.
- These protocols apply to anyone participating in a remote meeting, being: Members, officers, members of the public, other invited participants.

Participating in a remote meeting

- Officers and Members should join the meeting no less than 15 minutes before the scheduled start time to allow for any technical issues and avoid disrupting proceedings after the start time.
- At the start of the meeting the chairman will conduct a roll-call to confirm who is present and check for any connectivity issues.
- Where using video-enabled equipment, Members are asked to leave their cameras on throughout the meeting (unless connection speeds militate against this).
- Members should mute the microphone on their device when not speaking in order to reduce feedback and background noise. Committee and Members' Services can perform this function as well.

Access to documents

- Committee and Members' Services will publish the agenda and reports for meetings on the Fire Authority's website in the usual way and will notify Members and Officers by email.
- Members can either download the agenda pack from the link to the website or use the PDF sent with the email on a separate device to the one which they are using for the remote meeting.
- Printed copies will be sent to Members and Officers to support the effective conduct of the meeting where necessary. Printed copies will not be available for inspection at the Fire Authority's offices.

Officer Presentations

- Any presentations from Officers (eg Powerpoint) will be circulated to Members in PDF format in advance wherever possible and will be displayed on screen at the relevant point in the meeting. Where possible, presentations will be published on the Authority's website alongside the reports.
- When referring to reports or making specific comments, Officers should refer to the agenda page number so that all parties have a clear understanding of what is being discussed.

Protocol for Members speaking at meetings

- The Authority will be using Microsoft Teams, which will enable Members to participate in meetings remotely.
- The Chairman will ask all Members who wish to speak to indicate by pressing the 'raise your hand' button. Please do not speak or turn on your microphone until invited to do so by the Chairman. After speaking you must 'lower your hand' and turn off your microphone.

- The Chairman's ruling in regard to who should speak will be final and the Chairman will have the ability to mute any attendee's microphone if required.
- When referring to reports or making specific comments, Members should refer to the agenda page number so that all parties have a clear understanding of what is being discussed.

Voting

- Where it appears to the Chairman that the will of the majority of Members in the meeting is clear, the Chairman may put the motion to the meeting and ask if there are any votes against or any Members wishing to abstain. Those Members not voting against the motion or indicating they wish to abstain will be taken to be in favour.
- In all other circumstances a named vote will be taken. The Monitoring Officer will read out the Members' names, record the votes and announce the outcome to the meeting.
- Named votes will not be recorded in the minutes unless an individual Councillor asks to be recorded as voting "for", "against" or "abstained".

Participation by members of the public and the media

- A member of the public who has been given permission to speak during the public participation section of the meeting will be sent the relevant link to join the remote meeting and be invited to participate at the relevant point on the agenda. Members of the public who have been given permission by the Chairman to address a meeting may read out their question or written statement, of which prior notice will have been given, when invited to do so by the Chairman.
- As an alternative, members of the public who wish to address the meeting may submit a written statement that can be read out by the Chairman at the appropriate time.

Dealing with exempt items of business

- When confidential, or "exempt" information – as defined in Schedule 12A of the Local Government Act 1972 – is under consideration, the Chairman and Monitoring Officer will close the meeting and a private meeting will convene with Officers and Members only.
- Any Councillor or Officer in remote attendance who fails to disclose that there are other persons present, who are not permitted to see and/or hear the meeting, will be in breach of the Authority's Code of Conduct.

Dealing with technical difficulties

- In the event that the Chairman or Monitoring Officer identifies a failure of the remote participation facility, the Chairman may declare an adjournment while the fault is addressed.
- If it is not possible to address the fault and the meeting is inquorate, the meeting will be abandoned until such time as it can be reconvened.
- If the meeting remains quorate, it will continue. A vote will be taken in the absence of any Members who are unable to continue to participate remotely.
- If the meeting was due to determine an urgent matter or one which is time-limited and it has not been possible to continue because of technical difficulties, the matter may be dealt with in accordance with the 'urgent business' arrangements permitted by the Authority's Constitution.

Interpretation

Where the Chairman is required to interpret the Authority's Constitution in light of the requirements of remote participation, he or she shall take advice from the Monitoring Officer or Deputy Monitoring Officer prior to making a ruling, where practicable. The Chairman's decision in all cases shall be final.



Hereford & Worcester Fire Authority

Full Authority

Wednesday, 27 January 2021, 10:30

Agenda

Councillors

Mr R J Phillips (Chairman), Mr P A Tuthill (Vice Chairman), Mr R C Adams, Ms P Agar, Mr A Amos, Mr T D Baker-Price, Mr S Bowen, Mr B Clayton, Mrs E Eyre BEM, Mr A Fry, Ms K S Guthrie, Mr I D Hardiman, Mr Al Hardman, Mr M Hart, Mrs K Hey, Dr C A Hotham, Mr R J Morris, Mrs F M Oborski MBE, Dr K Pollock, Mrs J Potter, Professor J W Raine, Mr L Stark, Mr C B Taylor, Mrs D Toynbee, Mr R M Udall

No.	Item	Pages
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1	Apologies for Absence	
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To receive any apologies for absence.

2	Declarations of Interest (if any)	
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This item allows the Chairman to invite any Councillor to declare an interest in any of the items on this Agenda.

3	Public Participation	
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To allow a Member of the public to present a petition, ask a question or make a statement relating to any topic concerning the duties and powers of the Authority.

Members of the public wishing to take part should notify the Head of Legal Services in writing or by email indicating both the nature and content of their proposed participation to be received no later than 2 clear working days before the meeting (in this case 22 January 2021). Further details about public participation are available on the website. Enquiries can also be made through the telephone numbers/email listed below.

4 Confirmation of Minutes

1 - 6

To confirm the minutes of the meeting held on 16 December 2020.

5 Exclusion of the Press and Public

In the opinion of the Clerk to the Authority the meeting will not be, or is not likely to be open to the public at the time Item 6 is considered for the following reason:

Item 6 is likely to lead to the disclosure of exempt information, namely information about the financial or business affairs of any person or organisation.

6 Deed of Assurance to Facilitate Members' Voluntary Liquidation (MVL) of PPL

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);



Hereford & Worcester Fire Authority

Full Authority

Wednesday, 16 December 2020, 10:30

Chairman: Mr R Phillips
Vice-Chairman: Mr P Tuthill

Minutes

Members Present: Ms P Agar, Mr A Amos, Mr T D Baker-Price, Mr B Clayton, Mrs E Eyre BEM, Mr I D Hardiman, Mr Al Hardman, Mr M Hart, Mrs K Hey, Dr C A Hotham, Mrs F M Oborski MBE, Mr R J Phillips, Mrs J Potter, Professor J W Raine, Mr L Stark, Mr C B Taylor, Mrs D Toynbee, Mr P A Tuthill, Mr R M Udall

Also in attendance: Mrs Tracey Onslow, West Mercia Deputy Police and Crime Commissioner

281 Apologies for Absence

Apologies were received from Cllr R Adams, Cllr S Bowen, Cllr A Fry, Cllr K Guthrie, Cllr R Morris and Cllr K Pollock.

282 Declarations of Interest (if any)

Cllr Phillips declared that he was Vice Chair of the Fire Pension Scheme, member of the Fire NJC and Fire Commission and Chair of the LGPS Scheme Advisory Board.

Cllr Oborski declared that she was a member of the Fire Commission

Cllr Raine declared that he was a member of the Fire Commission.

283 Public Participation

There was no public participation.

284 Chairman's Announcements

The Chairman informed Members of the following activity:

- The Chief Fire Officer's resignation had been acknowledged and all Members had been copied into the reply.
- It is understood the provisional settlement for 2021/22 will be

announced on 17 December.

- The Inspectorate Covid report will be published in the new year.
- The Chairman had been involved in the NJC tripartate discussions on Covid work and further pension arrangements following the Sargent ruling.
- Discussions continue with partner public sector organisations for the rebuild of Redditch Fire station.
- The Chairman invited the Chief Fire Officer to give an update on the presentation of Long Service and Good Conduct awards and on the recent recruitment programme for 30 new full time firefighters.

There were a total of 84 awards to be presented to individuals or teams as follows:

- Long Service and Good Conduct – 21
- 40 years' Service – 4
- 30 years' Service – 13
- 20 years' Service – 1
- Firefighters Charity Award individual + Firefighters Charity Team Award (presented to winners and runners up in each category)
- Silver Axe – Top RDS Trainee Recruit
- 5 x CFO Commendations – 28
- 1 x Chairman Commendation – 1
- 8 x CFO Letter of Congratulations – 11

Staff were given the option of either being presented with their award on station by the Chief Fire Officer, District Commander or Station Commander, deferring to the 2021 Medal and Awards Ceremonies or a combination of both to allow family and friends to be part of the ceremony.

With regard to the recent recruitment programme, the details were as follows:

Wholetime Recruitment

There were 796 applications received for wholetime firefighters, 104 were from HWFRS on-call staff, 165 were external firefighters from other services and 527 were new entrants.

The Service has now appointed 30 new staff, to commence in January 2021, 19 of which were new to the Fire Service, 6 were from existing HWFRS on-call staff and 5 were from external FRS.

In addition to appointing 30 staff immediately, a reserve list has also been

created should the Service need further new entrants in the next 2 years.

On-Call Recruitment

In 2020, there have been 24 new starters to the On-call system.

Covid restrictions have meant that On-call recruitment was paused between March and August, however since August, On-call recruitment has recommenced and a number of initiatives are underway to support wider recruitment of On-call staff.

Fire Control

In preparation for the new Fire Control structure and 2,2,4, crewing model Fire Control have delivered three recruitment processes in 2020; Watch Commander B (Control), Crew Commander (Control), 12 month fixed term temporary contact for FfCon.

It was very encouraging to receive 45 applicants for the 12 month fixed term position and after an extensive selection process 3 new members will be starting in 2021.

In addition, the supervisory managers promotion processes resulted in 3 Crew Commander positions - 1 internal and 2 external and 1 internal member of staff being promoted to Watch Commander.

285 Confirmation of Minutes

The Treasurer informed Members that with regard to Minute no. 275, a small amount of Bellwin funding had been received to help cover the cost associated with the flooding incidents in February 2020. All expenditure claimed above the threshold level had been funded.

RESOLVED that the minutes of the meeting held on 14 October 2020 be confirmed as a correct record and signed by the Chairman.

286 Appointment of Chief Fire Officer

The Head of Legal Services presented the minutes of the Appointments Committee for the Authority to ratify the appointment of Chief Fire Officer.

RESOLVED that Mr Jonathon Pryce, currently Assistant Chief Fire Officer, be appointed to the post of Chief Fire Officer with effect from a date to be agreed, in accordance with the unanimous

recommendation of the Appointments Committee.

287 Community Risk Management Plan 2021-25 – Consultation Findings

The Chief Fire Officer presented Members with the findings of the public consultation on the draft Community Risk Management Plan 2021-25.

Members were reminded that on 10 June 2020 the Authority had authorised the publication of the draft Community Management Plan 2021-25 for public consultation which took place between 6 July 2020 and 25 September 2020.

Members were informed that the Plan was generally well received and a good level of support was given to the various prevention, protection and response aims consulted upon. There was also agreement that the current Attendance Standard should be reviewed.

Members noted that only 73 responses had been received across the two counties and which was reflective of the non-controversial nature of the plan.

Members were pleased to note that consultation on a proposed new attendance standard would commence during 2021-22.

[Tracey Onslow, Deputy PCC, entered the meeting at 11:02am]

It was agreed that the Plan be finalised, including any minor amendments, for approval at the next Fire Authority meeting prior to publication in April 2021.

RESOLVED that:

i) the report from ORS setting out the findings of the public consultation on the draft Community Risk Management Plan attached as Appendix 1, with a short summary of key findings as Appendix 2, be noted;

ii) taking the consultation feedback into account, no significant changes be made to the draft CRMP other than minor textual amendments and that the final document be brought to the next meeting of the Authority for final approval;

iii) permission be given to prepare for public consultation on a proposed new attendance standard during 2021-22; and

iv) the Equality Impact Assessment attached as Appendix 3 be approved.

288 HMICFRS Improvement Plan – Update November 2020

The Chief Fire Officer updated Members on the progress in implementing the HMICFRS Improvement Plan. Members were pleased to note that despite the significant impact currently being experienced due to the Covid-19 pandemic, sound progress was being made to discharge the requirements of the Plan.

There was concern that the staff engagement workshops had been postponed due to Covid but they were reassured that virtual sessions will be undertaken in the new year.

Members congratulated staff on the progress made, particularly taking into account it was during the pandemic and the floods.

RESOLVED that:

i) the Authority note progress on actions to deliver the HMICFRS Improvement Plan; and

ii) a further report be presented to a future meeting of the Authority detailing the recent activities undertaken and planned by the Employee Engagement and Wellbeing Officer.

289 Strategic Fire Alliance – priority projects update

The Chief Fire Officer updated Members on the progress in delivering priority projects developed by the Strategic Fire Alliance between Hereford & Worcester and Shropshire Fire and Rescue Services.

There was discussion around the potential options for the co-location of Fire Control. The Chief Fire Officer assured Members that all options were being considered but from experience, being in the same control room as the Police had been very beneficial.

RESOLVED that Members note progress on projects to date.

290 Minutes of the Audit and Standards Committee

The Chairman of the Committee presented the minutes of the Audit and Standards Committee meeting held on 8 October 2020.

RESOLVED that the minutes of the Audit and Standards Committee meeting held on 8 October 2020 be received and noted.

291 Minutes of the Policy and Resources Committee

The Chairman of the Committee presented the minutes of the Policy and Resources Committee meetings held on 16 September 2020 and 2 December 2020.

RESOLVED that the minutes of the Policy and Resources Committee meetings held on 16 September 2020 and 2 December 2020 be received and noted.

292 Minutes of the Appointments Committee

The Chairman of the Committee presented the minutes of the Appointments Committee meetings held on 1 October 2020, 16 November 2020 and 3 December 2020.

RESOLVED that the minutes of the Appointments Committee meetings held on 1 October 2020, 16 November 2020 and 3 December 2020 be received and noted.

The Meeting ended at: 11:42

Signed:.....

Date:.....

Chairman