



HEREFORD & WORCESTER Fire Authority

Full Authority

AGENDA

Wednesday, 16 December 2015

10:30

Conference Suites

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

ACTION ON DISCOVERING A FIRE

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

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

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

ACTION ON HEARING THE ALARM

- 1 Proceed immediately to the Assembly Point

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

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

GUIDANCE NOTES FOR VISITORS

Security

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

Wheelchair access

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.

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.

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.



Tel: 0845 122 4454





Hereford & Worcester Fire Authority

Full Authority

Wednesday, 16 December 2015, 10:30

Agenda

Councillors

Mr D W Prodger MBE (Chairman), Mr R J Phillips (Vice Chairman), Mr R C Adams, Ms P Agar, Mr A Amos, Mr B A Baker, Mr S C Cross, Ms L R Duffy, Mrs E Eyre, Mr A Fry, Mr W P Gretton, Ms K S Guthrie, Mrs A T Hingley, Ms R E Jenkins, Mr J L V Kenyon, Mr R I Matthews, Mrs F M Oborski MBE, Professor J W Raine, Mr C B Taylor, Mr J W R Thomas, Mr P A Tuthill, Mr R M Udall, Mr G J Vickery, Mr S D Williams, Mr G C Yarranton

No.	Item	Pages
1	Apologies for Absence To receive any apologies for absence.	
2	Declarations of Interest (if any) This item allows the Chairman to invite any Councillor to declare an interest in any of the items on this Agenda.	
3	Confirmation of Minutes To confirm the minutes of the meeting held on 8 october 2015.	7 - 11
4	Chairman's Announcements To update Members on recent activities.	

5 Public Participation

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 no later than 2 clear working days before the meeting (in this case 14 December 2015). Further details about public participation are available on the Council's website. Enquiries can also be made through the telephone numbers/email listed below.

6 Fire Safety Presentation

A short presentation will be provided at the meeting by AC Mark Preece and GC Adrian Elliot.

7 Chief Fire Officers' Service Report

12 - 19

To inform the Authority of recent key developments and activities.

8 Minutes of Policy and Resources Committee

20 - 23

To receive the minutes from the meeting held on 16 November 2015

9 Fire Authority Meeting Dates 2016/17

24 - 26

To inform Authority Members of the meeting dates for 2016/17.

10 Exclusion of Public and Press

In the opinion of the Clerk to the Authority the meeting will not be, or is not likely to be open to the public and press at the time item 11 is considered for the following reason: Item 11 is likely to disclose information relating to an individual as set out in paragraph 10.4 of the Access to Information procedure Rules.

11 Retirement of Chief Fire Officer

27 - 29

To consider a request from the Chief Fire Officer for permission to retire with effect from 31st March 2016.



Hereford & Worcester Fire Authority

Full Authority

Thursday, 08 October 2015, 10:30

Minutes

Members Present: Mr R C Adams, Ms L R Duffy, Mr W P Gretton, Mr D W Prodger MBE, Mr C B Taylor, Mr P A Tuthill, Ms R E Jenkins, Mr S C Cross, Mr J L V Kenyon, Mr R M Udall, Mr G J Vickery, Mr R I Matthews, Mrs F M Oborski MBE, Mr G C Yarranton, Mr J W R Thomas, Mr A Amos, Mr B A Baker, Mrs E Eyre, Mr S D Williams

Substitutes: none

Absent: Professor J W Raine

Apologies for Absence: Ms K S Guthrie, Mrs A T Hingley, Ms P Agar, Mr A Fry, Mr R J Phillips

Declarations of Interest:

47 Confirmation of Minutes

RESOLVED that the minutes of the meeting of the Fire Authority held on 17 June 2015 be confirmed as a correct record and signed by the Chairman.

48 Chairman's Announcements

The Chairman welcomed the following guests from the Local Government Association (LGA) who were in attendance for item 6 on the agenda:

- Cllr Jeremy Hilton – Fire Services Management Committee Chairman
- Helen Murray – Principal LGA Advisor to the West Midlands Region
- John Wright – Senior LGA Advisor

The Chairman also updated Members on the following activities:

- The Members' Visits to facilities in Herefordshire and Worcestershire which had been well attended and had provided Members with an opportunity to view fire stations, equipment and to meet firefighting staff.
- The forthcoming multi-agency exercise at the Fire Service College to which all Members had been invited to observe on 11 October 2015.
- The first Shareholder Meeting of Place Partnership Ltd that had taken place on 1 October 2015. The Authority was represented at the meeting by the Chairman and ACFO John Hodges.
- The Annual Combined Fire Authorities Conference on 22 October 2015, which the Chairman was due to attend with the Chief Fire Officer.
- The National Service of Remembrance & Wreath Laying Ceremony on the 13 September 2015 where the Authority was represented by the Vice-Chairman and the Chief Fire Officer.
- The recent award to ACFO Hodges of an MBA by the University of Worcester. Members joined the Chairman in congratulating ACFO Hodges.
- The recent award of Supporter of the Year at the Spirit of Fire Awards to Station Commander Martin Lown for his fundraising work for the Firefighters' Charity. Members joined the Chairman in congratulating SC Lown who had raised a total of £12,000 for the Charity by climbing Kilimanjaro, Mount Everest Base Camp and Mount Toubkal in full fire kit and breathing apparatus.
- The official opening of the new Worcester Fire Station by the Duke of Gloucester on 19 November 2015.

49 A Service for the Future

The Authority was provided with a brief presentation by Cllr Jeremy Hilton, Helen Murray and John Wright from the Local Government Association (LGA) with regards to the work of the LGA in relation to Fire Authorities.

Members were then provided with an opportunity to ask questions, during which the following points were raised:

- Members noted the extensive lobbying role of the LGA on behalf of fire authorities and consults with various organisations such as the

Chief Fire Officers' Association (CFOA);

- the LGA had recently published a joint response with CFOA to the Government Spending Review, which set out the potential of the fire and rescue services to play a vital wider role in contributing to the ambitions of the spending review. The submission made recommendations to the Government, which aimed to exploit this potential;
- one key area where the fire and rescue services could assist was in co-responding to incidents with ambulance services. This was an area that was currently in operation in many fire and rescue services but not in the West Midlands region;
- the LGA also had a role in the provision of learning and improvement support to fire authorities through peer challenges and support to local politicians through various workshops and mentoring facilities.

The Chairman thanked Cllr Jeremy Hilton, Helen Murray and John Wright for their presentation.

RESOLVED that:

i) the work of the LGA in relation to the Fire and Rescue Authorities be noted; and

ii) the recent response to the Government Spending Review from the Chief Fire Officers' Association (CFOA) and the LGA be noted.

50 Enabling Closer Working Between Emergency Services

The Authority considered a draft response to the recent Government consultation document on a proposed series of measures to drive greater collaboration between the police, fire and rescue and NHS ambulance services. The consultation response had been drafted by Group Leaders.

RESOLVED that:

i) the response to the document "Enabling Closer Working Between the Emergency Services" be agreed, subject to the inclusion of concerns that any expansion of the Police and Crime Commissioner's existing remit would make that role too large and unmanageable; and

ii) any further amendments be approved by the Authority Chairman in consultation with Group Leaders.

51 Approval of Early Retirement

The Head of Legal Services explained that when the previous Scheme of Delegation was approved, it had not been envisaged that Members would need to be involved in approving early retirement cases involving mid-ranking staff at Station Commander level. The Authority was informed that although a Station Commander's basic salary was less than £45,000, once the flexi-duty allowance was taken into consideration it was over the approved threshold.

The Authority considered the proposed extension to the Scheme of Delegation so as to permit the Chief Fire Officer to determine any applications for early retirement received from officers at Station Commander rank.

RESOLVED that the existing delegated authority to the Chief Fire Officer to approve the early retirements, in consultation with the Chairman and Treasurer, in the case of employees whose salary is less than £45,000 be extended to include officers at Station Commander rank subject to the pension costs still not exceeding £45,000.

52 Constitution Changes

The Authority considered proposed amendments to the Officer Employment Procedure Rules and subsequent amendments to the Appointments Committee terms of reference to give effect to the Local Authorities (Standing Orders)(England)(Amendment) Regulations 2015.

The Head of Legal Services explained that although the Regulations were not strictly applicable to fire authorities it was good governance practice to incorporate them with the Authority's constitution.

RESOLVED that:

- i) the amended Officer Employment Procedure Rules be adopted;**
- and**
- ii) the amended terms of reference for the Appointments Committee be adopted.**

53 Chief Fire Officer's Service Report

The Chief Fire Officer informed the Authority of recent key developments and activities.

The Authority congratulated Sonja Sinclair-Elechi on her recent Jubilee Award which had recognised her voluntary work for Service's Critical Incident Stress Team (CIST) that provided vital stress debriefing sessions after traumatic incidents.

Members also recognised the recent success of the Dying to Drive multi-agency road safety scheme aimed at young road users in Herefordshire.

RESOLVED that the report be noted.

54 Minutes of the Audit and Standards Committee

The Chairman of the Committee reported the proceedings of the meetings held on 29 June 2015 and 28 September 2015.

RESOLVED that the minutes of the Audit and Standards Committee meetings held on 29 June 2015 and 28 September 2015 be received and noted.

55 Minutes of the Policy and Resources Committee

The Chairman of the Committee reported the proceedings of the Committee meeting held on 14 September 2015.

RESOLVED that the minutes of the Policy and Resources Committee meeting held on 14 September 2015 be received and noted.

The Meeting ended at: 12:10

Signed:.....

Date:.....

Chairman

Report of the Chief Fire Officer

7. Chief Fire Officer's Service Report

Purpose of Report

1. To inform the Authority of recent key developments and activities.
-

Recommendation

The Chief Fire Officer recommends that the report be noted.

Medium Term Financial Plan

2. The Chancellor of the Exchequer announced the result of the Comprehensive Spending Review on 25 November 2015 but we are still awaiting details of the grant settlement from the Department for Communities and Local Government. If there is any additional news in relation to this Authority's grant settlement at the time of this meeting, the Treasurer will update you accordingly.

Police Community Support Officers working as Retained Firefighters

3. Earlier this year Service officers working with their counterparts in West Mercia Police agreed to develop a joint Police/Fire initiative which would offer Police Community Support Officers (PCSOs) the opportunity to become retained (on-call) firefighters in both Hereford & Worcester Fire and Rescue Service and Shropshire Fire and Rescue Service. A joint pilot scheme has since been developed with fourteen initial applicants leading to eight successful PCSO candidates who will start an intensive recruit training course in early 2016; it is hoped that they will be responding to be part of our fire engines crews by April 2016.
4. The candidates have been subject to all the same levels of entry requirements that any other applicant would be required to achieve; however through close working with West Mercia Police (their employer), we have managed to reduce the bureaucracy and speed up the entire process. For example, the candidates have not had to complete an application form as all their personal information has been transferred directly between the two organisations. The PCSOs will now undergo an intensive five week training course, rather than the previous approach of several modules undertaken over a nine month period. Again, this has only been possible, due to the cooperation of West Mercia Police releasing PCSOs from their regular employment for such a lengthy period. The training course will meet the same standards and requirements as any other retained recruits course and will be the first recruits course to be run jointly between Hereford & Worcester Fire and Rescue Service and Shropshire Fire and Rescue Service, something we hope to expand on for future courses.

5. The initial pilot has been developed jointly with Shropshire Fire and Rescue Service, and the PCSOs have only been sought from Herefordshire and Shropshire at this stage. However, following evaluation of the pilot we hope to extend it into Worcestershire in the near future. Candidates on the pilot scheme are all volunteers and have been drawn from Hereford City, Leominster and parts of Shropshire, but it is hoped that this will again extend to other areas in the future.
6. Hereford & Worcester Fire and Rescue Service PCSOs will be employed by the Service on a normal retained firefighters contract and will be released for retained duties and training, as and when required, when they are on duty for West Mercia Police. Should the scheme be successful it is hoped that it will lead to further opportunities to jointly develop the community based PCSO and retained firefighter role in the future. It is believed that whilst other fire and rescue services are exploring this area of work, we are the first Service in the UK to introduce a scheme of this kind.

Official Opening of Worcester Fire Station

7. The new Worcester Fire Station was officially opened on Friday 20 November 2015 by His Royal Highness, The Duke of Gloucester.
8. After arriving by helicopter in a nearby field, His Royal Highness arrived at the station and was greeted by the Lord Lieutenant of Worcestershire, Lt Col Patrick Holcroft LVO, OBE, who then presented the CFO and the Chairman.
9. The Duke began his visit with a tour of the new facilities, where he met firefighters who talked about their roles and the capabilities of the station. He then went on to view the extensive range of equipment used at the station as well as the new training facilities. The training rig was brought to life as firefighters filled the rig with smoke and carried out an exciting rescue demonstration for the Duke.
10. The demonstrations continued with His Royal Highness seizing the opportunity to ride on the aerial ladder platform.
11. During his visit, the Duke met members of staff from the Community Risk Team, volunteers from the Red Cross and West Midlands Search and Rescue, several members of the YFA and Alex Fuller from Place Partnership Ltd, who explained the build process.
12. The visit concluded with the unveiling of a commemorative plaque to mark the occasion.

Herefordshire Medals and Awards Ceremony

13. On Friday 20 November 2015, firefighters from across the county and a member of the service volunteer programme received awards at the annual Herefordshire Medals and Awards Ceremony. The event, which was held at the Town Hall in Hereford, was to honour outstanding service and commitment to the Fire Service.

14. During the ceremony, accolades were presented by the Lord Lieutenant - Lady Darnley, the High Sheriff - Mr Edward Harley Esq, Chairman of the Fire Authority - Mr Derek Prodger MBE and Chief Fire Officer Mark Yates.

Project Arrow

15. Project Arrow continues to make progress and examinations of areas where Hereford & Worcester and Warwickshire Fire Authorities may collaborate to the benefit of both organisations. The Project Arrow Board met on 19th November 2015 and following an extensive discussion it was agreed:
 1. To review arrangement for fire controls.
 2. To review operational response arrangements along Worcestershire and Warwickshire borders.
 3. To identify and evaluate the opportunities to harmonise operational support services across the 2 services.
16. It is anticipated that once this work has been completed a report on the proposed outcomes will be brought to the Authority for discussion and any subsequent approvals.

White Ribbon Campaign

17. The White Ribbon Campaign aims to end sexual and domestic violence against women and highlights how widespread violence against women and girls is across the UK.
18. At the launch of the White Ribbon Campaign at the University of Worcester at the end of November, firefighters from White Watch at Worcester Fire Station delivered Christmas presents that HWFRS staff had collected to give to children in refuges, who may be fleeing from situations involving domestic violence.
19. As part of the campaign, the University has organised a high-heel walk (for men!) through Worcester City Centre, where a team from Worcester Fire Station have already signed up.

Service Exercise Odin

20. On Sunday 11 October firefighters, ambulance crews and police officers gathered at the Fire Service College in Gloucestershire for Exercise Odin; a large-scale, multi-agency exercise.
21. Bodies lay strewn across the floor and the injured ran frantically from burning buildings as this year's exercise commenced.
22. The scenario comprised of a firearms incident which led to simultaneous fires involving two large buildings: a hotel complex and a large industrial unit.

23. Approximately 200 staff from Hereford & Worcester Fire and Rescue Service, West Midlands Fire Service, West Mercia Police and West Midlands Ambulance Service took part in the exercise. Police were tasked with securing the scene whilst fire crews later followed to tackle the fires and carry out rescues, as ambulance staff attended to the many casualties.
24. Designed by the three blue light services, the exercise aimed to test and evaluate the response of the emergency services and ultimately improve preparedness for a major incident in one of our city centres.
25. The Fire Service College offers some of the best training facilities in the UK. To train in highly realistic situations ensures that crews are well equipped and prepared to cope with whatever situations they may face.

FBU Pension Dispute

26. The FBU's dispute with the Government over the changes that were implemented in the Firefighters Pension Scheme 2015, is continuing. The FBU have issued a series of claims in the Employment Tribunals on behalf of their members against DCLG and all fire & rescue authorities in England, Wales, Scotland and Northern Ireland alleging that the pension regulations are in breach of the Equalities Act. In particular, it is alleged that the transitional protection arrangements in the regulations amount to direct discrimination on the grounds of age and indirect discrimination on the grounds of gender and race. The response to the claims is being co-ordinated by the LGA who have appointed solicitors to act on behalf of the fire and rescue authorities.
27. We have now had a letter from the FBU indicating that they do not expect the legal proceedings to be concluded until early 2017 and confirming that no further strike action will be called in relation to the existing trade dispute on pensions before June 2017.

Performance Snapshot for staff

28. Performance Snapshot has been designed for staff to give a high level overview of some of the Service's key performance indicators, predominantly indicators that reflect the activities of our front-line staff. It is produced quarterly and shows the fantastic achievements our staff have accomplished during the year. An example is attached at Appendix 1.

Contact Officer

Mark Yates, Chief Fire Officer
0845 12 24454
Email: myates@hwfire.org.uk



HEREFORD & WORCESTER
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FIRE AND RESCUE SERVICE

PERFORMANCE snapshot

July - September 2015



Welcome to Performance Snapshot, the quarterly operational assurance and performance newsletter.

As a Service, one of our primary aims is to make the counties of Herefordshire and Worcestershire safer and, over the last few months, the Service has carried out some impressive work to support this. Dying 2 Drive, which is run by the Community Safety team, is a hard hitting road safety scheme aimed at reducing death and serious injury amongst young road users. Almost 1500 Year 11 students attended this year and it is hoped that the experience will equip these soon to be young drivers with the skills and knowledge to keep them safe on the road.

On a similar theme of making our communities safer, you'll also see an article about our new trauma bags that Watch Commander Thom Morgan helped develop. These new kits are now on every frontline appliance in the Service and will allow us to deliver optimum medical care to the communities we serve.

In other news, our attendance times have improved by 6 seconds and our first on-call appliance has been available 93.4% of the time, compared to 92% last quarter. These are some fantastic achievements and you will see throughout this newsletter that, yet again, performance figures are positive - well done all!



Jean Cole
Head of Corporate Services

Dying 2 Drive triples its impact

1,460 pupils from 14 schools across Herefordshire attended sessions of the multi-agency Dying 2 Drive programme during September, an increase of almost a thousand from last year.

This hard-hitting programme aims to reduce the number of young people killed or seriously injured on the roads through graphic presentations and a vivid re-enactment of a traumatic road traffic collision. It invites the county's future drivers to examine the personal consequences of decisions made behind the wheel and the wider impacts on everyone involved. The programme will be coming to Worcestershire in 2016-17.



Community Safety

Incidents attended
Campaigns
On-call availability
Attendance times
Injuries & fatalities



Firefighter Safety

Training
Debriefs
Intel
Sickness & absence
AIM



Quality Services

After the incident survey
Audits
Innovation





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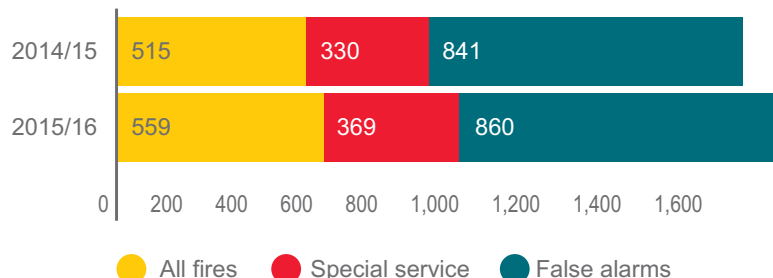
PERFORMANCE snapshot

Community Safety



Incidents

In quarter 2 (July 2015 – September 2015) the service attended 1788 incidents a 6.0% increase compared to the same quarter last year.



On-call availability



First on-call appliance 93.4%

All on-call appliances 89.0%

Road traffic collisions (RTCs)

We've attended 163 RTCs and extricated 26 casualties, 24 of whom were seriously injured.



Attendance times

Our average time to attend building fires has improved by 6 seconds to 10 minutes 59 seconds from 11 minutes 05 seconds.



1062

Home Fire Safety Checks (HFSC's)



254

Signposting Referrals



207

Business Fire Safety Checks (BFSC's)



1460

Education Programmes for Young People

Fire setter intervention & referrals

As part of our commitment to reduce deliberate fires, our Community Risk Department have a trained team of Fire Setter Advisors whose role involves interacting and engaging with those who have shown an interest in fire setting behaviour.

Referrals are often made as part of a multi-agency response but are also welcome direct from concerned family members. The aim of the intervention is to educate, whilst exploring the consequences of deliberate fire setting. Each referral is dealt with on a case-by-case basis.



15

Fire Setter Referrals



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PERFORMANCE snapshot

Firefighter Safety



Training

The diagram below shows an overview of the safety-critical firefighter training completed by our staff during this quarter (July - September 2015)

Training completed

21

Driving
assessments

9

Breathing
apparatus
refresher
courses

6

Fire behaviour
courses

36

Trauma courses

13

Incident
command
assessments

5

Tactical
ventilation
courses



Skills tested at multi-agency water exercise

Four multi-agency computer simulated water rescue exercises, involving West Mercia Search & Rescue (WMSAR), took place in late September. The session put officer's skills to the test as they were faced with a scenario consisting of a sinking river boat, with over 100 people on board. Participants were then tasked with dealing with the situation.

Exercises such as these aim to clarify roles and responsibilities, which ultimately improve our response and emergency planning.

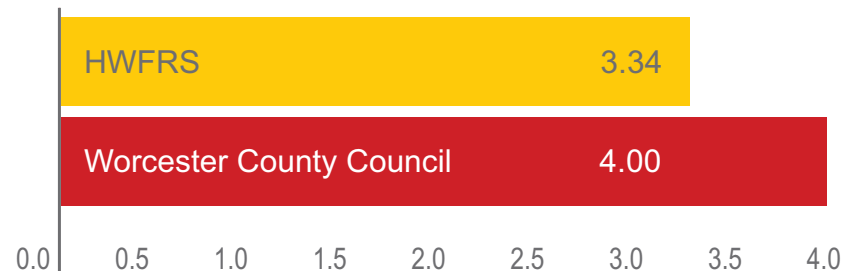
AIM

55 Incident Commanders were monitored at operational incidents this quarter through the 'Active Incident Monitoring' (AIM) process. This included officers and personnel from 25 different stations.



Sickness & absence

The chart below shows the average number of shifts lost per member of staff. This compares well to Worcestershire County Council.





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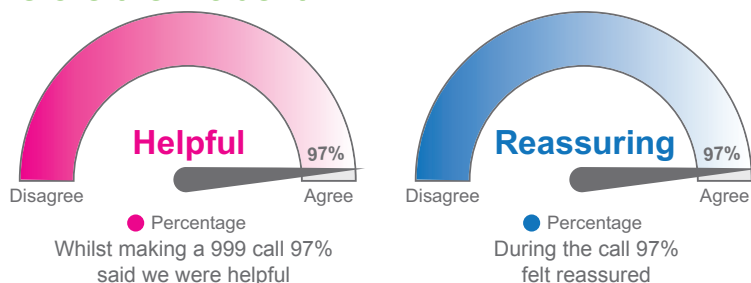
PERFORMANCE snapshot

Quality Services

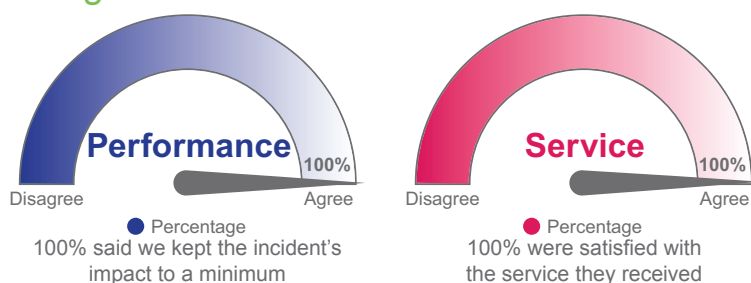


We asked the public about our performance and they said:*

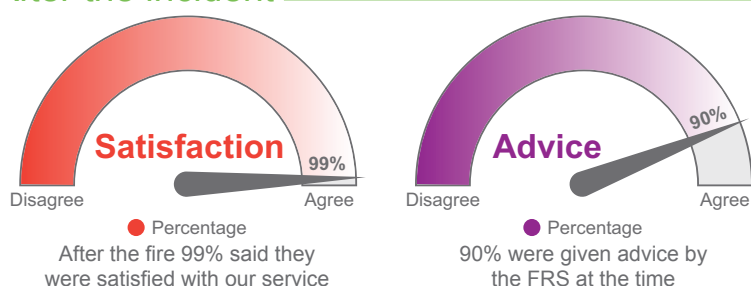
Before the incident



During the incident



After the incident



* Latest dataset available July - September 2015

HWFRS help develop new trauma bags that will improve medical care

New trauma bags that HWFRS employee Thom Morgan helped develop, are now on every frontline appliance in the Service and will ensure that members of the community receive the highest quality, sustainable medical care.

Leading the way nationally, HWFRS is the first fire service in the country to roll out these new trauma bags which will allow firefighters to deal with any time critical, life threatening injuries more efficiently. The Go Bag is far more lightweight, compact and contains all of the essential equipment needed, meaning that it can be taken quickly into difficult or restricted situations to allow rapid casualty access. When opened it also presents the equipment in way that addresses the casualty's needs in the correct sequence. Crews not only now have the most current trauma equipment, but they also have undertaken advanced training, which places the Service in a strong position for the future. For more information, click [here](#).



Ensuring Firefighter safety:

Operational Assurance awarded 'Significant Assurance'

"it is evident that the authority are proactive in ensuring any performance weaknesses are addressed"

Thank you letters

We received a number of thank you letters which have included:

Thanks to a crew from **Stourport** who attended the **Great Witley Primary School Fete**. A crew from **Ross-on-Wye** for their assistance and care at an incident. Thanks to **Worcester Crew** for help with a **tree fire** in **Lower Broadheath**. Flood **Mary Dhonau** thanked all involved with meeting her during her recent visit. **Droitwich fire station** were thanked for a fantastic **open day**.



Hereford & Worcester Fire Authority

Policy and Resources Committee

Monday, 16 November 2015, 10:30

Minutes

Members Present: Mr R C Adams, Mr D W Prodger MBE, Mr C B Taylor, Mr P A Tuthill, Mr A Fry, Mr R M Udall, Ms R E Jenkins, Mrs F M Oborski MBE, Mr J W R Thomas, Mr R J Phillips

Substitutes: none

Absent: Mr J L V Kenyon

Apologies for Absence: Mr B A Baker, Mrs E Eyre

Declarations of Interest: none

32 Confirmation of Minutes

RESOLVED that the minutes of the Policy and Resources Committee held on 14 September 2015 be confirmed as a correct record and signed by the Chairman.

33 2015/16 Budget Monitoring - 2nd Quarter

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

With regard to the Revenue budget, Members' attention was drawn to the additional savings arising from an underspend of RDS pay, the firefighters pay award being settled at 1% and savings from the reduction of our workforce.

With reference to the Capital budget, Members were advised that the total budget was £14.649m, expenditure of only £1.499m had been incurred with a further £1.439m committed by way of orders. Members were also advised that the Authority had not given full approval for the Redditch and Hereford Fire Station schemes included in the budget and £0.784m remained as unallocated minor schemes.

Members were disappointed with the delay on building projects for Hereford and Redditch, however understood that due to a capacity issue, this would progress further now that Place Partnership Limited had been established.

RESOLVED that the forecast revenue underspend of £0.792m be noted.

34 Quarter 2 Performance Report 2015-16

Members were provided with a summary of Quarter 2 performance against the Fire Authority's Annual Plan 2015-16 using the set of Key Performance Indicators (KPIs) agreed by the Senior Management Board.

Members' attention was drawn to the highlights of performance which were detailed in the recommendation.

Concern was raised over the increase of RTCs and attendance standards.

At 11.00 am a one minute silence was held in honour of the victims of the tragic events in Paris.

RESOLVED that Members note the following headlines taken from Appendix 1 relating to performance in Quarters 1 and 2 2015-16:

i) The total number of incidents attended in Quarters 1 and 2 2015-16 has seen an overall increase of 3.4% (111 incidents) in comparison to the same two quarters in 2014-15.

ii) A rise in Fire incidents by 12.7% (121 incidents) accounts for the largest proportion of the overall increase, with a seasonal increase in Secondary Fires during the summer months, particularly grassland, woodland and crop fires, accounting for over three-quarters of the increase.

iii) The Service attended the second lowest number of Special Service incidents in the 9 years since our records began, which is 11.2% lower than the 5 year average.

iv) False Alarms incidents also recorded the second lowest number attended since records began, which is 4.7% lower than the 5 year

average.

v) Sickness levels for all staff have remained within tolerance levels for Quarter 1 and 2.

vi) The Service attended 57% of Building Fires within 10 minutes, compared to 57.4% in the same period in 2014-15.

vii) Retained 1st appliance availability has improved since Quarter 1 2014-15 at 94.1% compared to 90.5%.

35 Sky Lanterns

Members were provided with an update on the local and national initiatives aimed at reducing the risks associated with the use of sky (Chinese) lanterns and asked to adopt the CFOA policy statement as the Fire Authority's position on the matter.

During discussions, Members requested that sky lanterns be banned at Fire Authority premises and suggested a press release be published.

RESOLVED that:

i) a policy on the issue of sky (Chinese) lanterns be approved in accordance with the Chief Fire Officers Association (CFOA) position statement on Chinese lanterns, dated July 2013;

ii) the use of sky lanterns at Fire Authority premises be banned; and

iii) the matter be drawn to the attention of District Councils and Parish Councils (via CALC).

36 Health and Safety Committee Update

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

Members' attention was drawn to the list of Health and Safety events detailed at Appendix 1.

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

(i) Health and Safety performance for Quarter 1 of year 2015-16 (Apr – Jun 2015); and

(ii) the involvement of the Service in a number of Health and Safety initiatives at national level.

The Meeting ended at: 11:28

Signed:.....

Date:.....

Chairman

Report of Head of Legal Services

9. Fire Authority and Committee Dates 2016/17

Purpose of report

1. To inform Authority Members of the meeting dates for 2016/17.
-

Recommendation

It is recommended that the meeting dates for 2016/17 be noted.

Introduction and Background

2. The Authority sets its meeting dates in December.
3. These meeting dates have been checked with Worcestershire County Council and Herefordshire Council to avoid any clashes.
4. However, as 2017 meeting dates have not been scheduled for either Council, we have requested that they take our dates into account when setting the dates of their meetings.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	None
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	None

Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	None
Consultation (identify any public or other consultation that has been carried out on this matter)	Consultation with Senior Management Board Members
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	Not applicable

Supporting Information

Appendix 1 –Hereford & Worcester Fire Authority 2016/17 Meeting Dates.

Background papers - None

Contact Officer

Committee Services
(01905 368219)
Email: committeeservices@hwfire.org.uk

2016/17 Authority Meeting Dates

FRA	16 June 2016	10.30 at HQ
Audit & Standards	4 July 2016	10.30 at HQ
P & R	21 September 2016	10.30 at HQ
Audit & Standards	27 September 2016	10.30 at HQ
FRA	11 October 2016	10.30 at Shire Hall, Hereford
P & R	17 November 2016	10.30 at HQ
FRA	15 December 2015	10.30 at HQ
Audit & Standards	18 January 2017	10.30 at HQ
P & R	25 January 2017	10.30 at HQ
FRA	22 February 2017	10.30 at HQ
P & R	22 March 2017	10.30 at HQ
Audit & Standards	12 April 2017	10.30 at HQ

Report of Head of Legal Services

11. Retirement of Chief Fire Officer

Purpose of report

1. To consider a request from the Chief Fire Officer for permission to retire with effect from 31st March 2016.

<p>It is recommended that the press and public be excluded from any discussion of this report on the grounds that it is likely to involve the disclosure of Exempt Information – namely information relating to an individual.</p>

Recommendations

It is recommended that:

- (i) the Chief Fire Officer's request to retire with effect from 31st March 2016, be approved; and*
- (ii) the Appointments Committee commence the recruitment and selection of a new Chief Fire Officer and determine all matters in connection therewith, subject to ratification of the appointment by the full Authority before any offer of employment is made.*

Introduction and Background

2. Although the normal retirement age under the Firefighters Pension Scheme 1992 is 55 years, staff are eligible to retire at any time after age 50 years if they have a minimum of 25 years service. A full pension is accrued after 30 years' service and many firefighters choose to retire once they reach this milestone as 30 years is also widely accepted as a full career in the uniformed fire service.
3. Prior to his date of commencement with this Authority in 2010, the CFO was given written confirmation on behalf of the Authority that he had the right to elect retirement at age 50. However, under the provisions of the FPS a Chief Fire Officer is required to obtain the permission of the Fire Authority in order to retire before the age of 55. This restriction no longer applies to Chief Fire Officers appointed after 1st July 2013 and so would not apply to any successor who may be appointed.
4. The Chief Fire Officer has written to the Chairman requesting permission to retire with effect from 31st March 2016, by which time he will be aged 52 years and have over 32 years continuous service.

5. Although the regulations and rules surrounding the retirement of members of the FPS are clear it was considered prudent by the Head of Legal Services to obtain advice from leading Counsel which subsequently confirmed that the Chief Fire Officer is eligible to retire and that there would be no legal or tax implications for the Authority should permission be granted.

Recruitment of Successor

6. The selection and recruitment of a new Chief Fire Officer falls within the terms of reference of the Appointments Committee but under the Officer Employment Procedure Rules within the constitution, their recommendation will need to be ratified by the Authority before an offer of employment can be made.

Conclusion/Summary

7. The Chief Fire Officer has requested permission to retire with effect from 31st March 2016 by which time he will be aged 52 years and will have accrued over 32 years service. He is eligible to retire with a full pension under the terms of the FPS, subject to the permission of the Authority. When appointed in 2010, the CFO was given written confirmation that he would be able to elect to retire once he reached age 50 years.
8. The selection and recruitment of a successor would be undertaken by the Appointments Committee and their recommendation would be reported to the Authority for ratification before an offer of appointment was made.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	The costs of recruitment and selection will be contained within existing budgets.
Strategic Policy Links (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	The recruitment and selection process will ensure compliance with the strategy which is to "have the right people, with the right skills and training to carry out the right job at the right time".
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	None
Consultation (identify any public or other consultation that has been carried out on this matter)	None

Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	This will be part of the recruitment and selection process
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Supporting Information

Background papers –

- Firefighters Pension Scheme 1992

Contact Officer

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