

**Hereford & Worcester Fire Authority
Policy and Resources Committee
10 September 2014**



Minutes

Members Present:

Mr K Taylor (Chairman), Mr R Adams (Vice Chairman)

Mr A Fry, Mr P Gretton, Mr A Hardman, Ms R Jenkins, Brigadier P Jones CBE, Mr J Kenyon, Mr D Taylor, Mr P Tuthill and Mr R Udall.

No.	Item
------------	-------------

1.	Apologies for Absence
-----------	------------------------------

Apologies for absence were received from Mrs F Oborski and Mr D Prodger MBE.

2.	Named Substitutes
-----------	--------------------------

None.

3.	Declaration of Interests
-----------	---------------------------------

None.

4.	Confirmation of Minutes
-----------	--------------------------------

RESOLVED that the Minutes of the meeting of the Policy and Resources Committee held on 2 June 2014 be confirmed as a correct record and signed by the Chairman.

5.	2014/15 Budget Monitoring – 1st Quarter
-----------	---

The Treasurer presented a report of the current position on budgets and expenditure for 2014/15. Members' attention was drawn to three areas for revenue savings; wholtime firefighter pay, capital financing and pay award for uniformed staff. The Treasurer also made Members aware that DCLG could be changing the basis of distribution for the element of special grant for the radio system, which could have a significant detrimental impact on the Authority. Final details will not be known until later this year.

Councillor Hardman entered the meeting at 10.34am.

With reference to Treasury Management, the Treasurer confirmed that no additional borrowing had been taken this year, only cash balances were being used.

RESOLVED that the planned underspending of £0.562m be noted.

6. Treasury Management Activities 2013/14

The Treasurer presented a report to review Treasury Management Activities for 2013/14. Members were informed that no borrowing had taken place this year or last year and that the outturn was within budgets set.

RESOLVED that Members agree the Prudential Indicators were within the limits set by the Authority in February 2014 and that there are no matters that required further attention.

7. Pay Negotiations 2014 - Update

The Head of Legal Services presented a report on the progress of the different pay negotiations that affect the Service and asked Members to note the settlements. Members requested that the matter of Principal Officer salaries be considered by the Appointments Committee in due course.

RESOLVED that Members note:

- i) the outcomes of the pay settlements for uniformed staff and Brigade Commanders; and**
- ii) that Principal Officer salaries, expressed as a percentage relative to the Chief Fire Officer's pay, will now differ slightly from the percentages given in the Annual Pay Policy Statement.**

8. Provision of Payroll Services Update

The Assistant Chief Fire Officer presented a report informing Members of the outcome of the options explored to identify a suitable provider to deliver payroll services to the Fire Authority.

Members were asked to note that the contract will be awarded to Warwickshire County Council as it is considered to be the most cost-effective approach following a detailed options evaluation exercise.

RESOLVED that Members note:

- i) following a detailed business case, it has been determined that the most cost-effective approach to provide payroll services for this Authority is by engaging Warwickshire County Council to provide the service; and**
- ii) in accordance with contract standing orders, the Chief Fire Officer is satisfied that there are proper service reasons for not tendering the contract and that there will be no disadvantage to the Authority as a result.**

9. Quarter 1 Performance 2014-15

The Assistant Chief Fire Officer presented a summary of annual performance against the Fire Authority Annual Plan 2014-15 using the set of Key Performance Indicators (KPIs) agreed by the Senior Management Board.

RESOLVED that Members note the following headlines taken from Appendix 1 relating to performance in Quarter 1 2014-15:

- i) The total number of Incidents attended in Quarter 1 2014-15 is the lowest total in the nine years that the current data set has been collected.**
- ii) Although the number of Special Service and False Alarm incidents attended in Quarter 1 2014-15 have increased when compared to the same quarter last year, the Service attended the lowest annual total of Fire incidents in the last nine years.**
- iii) Sickness levels for all staff continue to remain within tolerance levels and the amount of long term sickness has reduced as a proportion of all sickness at the end of Quarter 1 2014-15.**
- iv) the Service saw a reduction in the percentage of attendances at building fires that met the 10 minutes attendance standard compared with the same quarter last year, and has investigated the reasons behind reductions in the number of building fires attended by the first appliance within 10 minutes.**
- v) Retained appliances were available for operational duty 92% of the time.**

10. Primary Authority Scheme

The Area Commander presented further details of the Primary Authority Scheme and how it related to Hereford & Worcester Fire and Rescue Service. Members were informed that from April 2014 fire safety legislation had been included within the Primary Authority Scheme, and there is potential for the Service to enter into partnership arrangements with businesses on a cost recovery basis. Any such arrangements would be approved by the Chief Fire Officer and the details would be reported to Members at the next opportunity.

RESOLVED that:

- i) the Chief Fire Officer, in consultation with the Treasurer, be given delegated authority to enter into any primary authority partnership arrangements with businesses in relation to fire safety legislation; and**
- ii) Members be kept abreast of the details of any arrangements that are entered into.**

11. Employment Monitoring Data Report 2013/14

The Senior Human Resources Advisor presented a report to note the key areas highlighted in the Employment Monitoring Data Report 2013/14 which will be published on the Service's website.

RESOLVED that the Committee note the following key areas of development taken from the Employment Monitoring Data Report 2013/14:

- **The Service's equality objectives were updated and published in 2013;**
- **A Positive Action Sub-Group has been established;**
- **Watch Commanders have received training in managing disciplinaries and grievances;**
- **A disability toolkit has been developed in conjunction with the Fire Brigades Union (FBU); and**
- **A review of the exit interview process is underway.**

12. Update from the Equality and Diversity Advisory Group

The Senior Human Resources Advisor presented an update from the Equality and Diversity Advisory Group since the last report on 26 March 2014.

RESOLVED that the following key areas of development be noted:

- i) assurance has been provided in respect of the Service's Equality Objectives;**
- ii) the Harassment and Bullying Policy has been updated and the associated Toolkit has been developed and implemented;**
- iii) the Service was represented at the Women in Fire Service UK Conference; and**
- iv) corporate membership of Asian Fire Service Association has been renewed.**

13. Joint Consultative Committee Update

The Assistant Chief Fire Officer presented a report to inform the Committee of the activities of the Joint Consultative Committee since March 2014.

RESOLVED that the following items currently under discussion by the Joint Consultative Committee be noted:

- i) review of Fire Control structure;**

- ii) out of Service mobilisation; and
- iii) department restructures.

14. Health and Safety Committee Update

The Assistant Chief Fire Officer presented an update on the activities and items of significance from the Service's Health and Safety Committee.

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

- i) the involvement of the Service in a number of Health and Safety initiatives at national level;**
- ii) the review of asbestos management within the Service prompted by the new national agreement with the Health and Safety Executive (HSE); and**
- iii) Health and Safety performance for Quarter 1 (April-June 2014).**

The meeting concluded at 11.59am.

Signed: _____
Chairman

Date: _____