



# HEREFORD & WORCESTER FIRE AUTHORITY

**Full Authority**

## AGENDA

**Wednesday, 10 June 2020**

**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](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 **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, 10 June 2020,10:30

---

### 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
1	<b>Election of Chairman</b> To elect a Chairman of the Authority.	
2	<b>Election of Vice Chairman</b> To elect a Vice Chairman of the Authority.	
3	<b>Apologies for Absence</b> To receive any apologies for absence.	
4	<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.	
5	<b>Chairman's Announcements</b> To update Members on recent activities.	

## **6 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 to be received no later than 2 clear working days before the meeting (in this case Friday 5 June 2020). Further details about public participation are available on the website. Enquiries can also be made through the telephone numbers/email listed below.

## **7 Confirmation of Minutes**

To confirm the minutes of the meeting held on 12 February 2020.

**1 - 7**

## **8 Appointments to Committees and Outside Bodies**

To consider the allocation of seats on Committees to political groups, appointments to those Committees and to outside bodies (insofar as is necessary).

## **9 Provisional Financial Out-turn 2019-20**

To receive provisional financial results for 2019-20 and to approve final transfers to and from reserves.

To review Treasury Management activities for 2019-20 and to confirm compliance with the Prudential Code indicators.

## **10 Fire Authority Annual Report 2020-21**

To adopt the Fire Authority Annual Report 2020-21 and approve it for publication.

Appendix 1 is a separate enclosure.

## **11 Draft Community Risk Management Plan 2021-25 – Consultation**

To request authority to publish the Draft Community Risk Management Plan 2021-25 for public consultation.

Appendix 1 is a separate enclosure.

## **12 Place Partnership Ltd**

To update Members on matters relating to Place Partnership Ltd.  
and the Authority's property function.



Hereford & Worcester Fire Authority

Full Authority

Wednesday, 12 February 2020, 10:30

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

## **Minutes**

**Members Present:** 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, Mrs K Hey, Mrs F M Oborski MBE, Mr R J Phillips, Dr K Pollock, Mrs J Potter, Mr L Stark, Mrs D Toynbee, Mr P A Tuthill

### **245 Apologies for Absence**

Apologies were received from Cllr Adams, Cllr Amos, Cllr Hart, Cllr R Morris, Cllr Raine, Cllr Taylor and Cllr Udall.

### **246 Declarations of Interest (if any)**

Cllr R Phillips declared that he was a member of the Fire NJC, Fire Pension Scheme Advisory Board, Chairman of the LGPS Scheme Board and a member of the Revenue Working Party for the Sargeant Pension Remedy.

The Chief Fire Officer declared that he was the National Fire Chiefs' Council Lead for Environment and Sustainability.

### **247 Chairman's Announcements**

The Chairman informed the Authority of the following:

- The Wyre Forest Hub would be operational from Monday 17 February 2020 and the opening ceremony would be scheduled for the end of May 2020.
- The Compact fire appliances would be rolled out to Worcester Fire Station and Bromyard Fire Station next week.



*[Cllr Baker-Price, Cllr Clayton and Cllr Potter entered the meeting at 10.35am].*

- The HMICFRS National Fire and Rescue Service report following Fire Authority inspections had been published and Members were advised it was available on the website for information.
- The HMICFRS Inspection date had been confirmed; week commencing 18 May for the discovery week and week commencing 8 June for the main inspection.
- Changes to crewing arrangements - the Chief Fire Officer confirmed that DCP was in the process of closing down and moving to the Day Duty system. He also confirmed that only 4 or 5 people did not get their first choice of location. With regard to Watch Managers, these positions were hoped to be undertaken on a 12 month temporary promotion to develop the individuals into the role. This was currently being finalised with Representative Bodies.
- Grenfell Inquiry - this was going through the second stage. The Chairman confirmed that there was no cladding issues on high rise properties in the two Counties.
- Attended the Herefordshire Awards Ceremony on Friday 7 February 2020 at the Town Hall in Hereford where the first Firefighter in the County was awarded the 40 years' Long Service.

#### **248 Public Participation**

There was no public participation.

#### **249 Confirmation of Minutes**

**RESOLVED that the minutes of the Fire Authority meeting held on 18 December 2019 be confirmed as a correct record and signed by the Chairman.**

#### **250 Budget and Precept 2020/21 and Medium Term Financial Plan**

The Treasurer presented a report recommending the Revenue and Capital Budgets and the Council Tax Requirement for 2020/21, the Prudential Indicators and Minimum Revenue Provision Statement (MRP) for 2020/21, the Capital, Investment and Reserves Strategies, the level of Fees and Charges for chargeable services for 2020/21 and potential future resources, their consequential impact on future year budgets and the future Council Tax Requirement (the Medium Term Financial Plan) for approval.

The Treasurer announced to Members that the Business Rate Yield and

the Grant Settlement data had not been received at the time the agenda was published but was pleased to inform Members that the figures had now been confirmed. The final Grant Settlement was issued on 4 February and is the same as the provisional data, however it will not be formally confirmed by parliament until week commencing 24 February. The Business Rate Yield was better than expected in the paper by £300,000. The Treasurer confirmed that any variation would be dealt with as a budget monitoring matter at the next Policy and Resources Committee meeting.

With regard to Precept, Members were opposed to a reduction in council tax and the Treasurer confirmed that the Medium Term Financial Plan would continue to assume further annual increases of 1.96% from 2021/22.

Members' attention was drawn to a typographical error in line 29 of Appendix 1.

A Member was interested in the Service's environmental issues and the Chief Fire Officer confirmed that he was the NFCC lead for Environmental and Sustainability. He confirmed that the Service was looking at LED lighting, insulation and electric vehicles and would bring forward proposals to utilise the additional £300,000 business rates to support sustainability.

Members thanked the Treasurer for a very comprehensive report.

**RESOLVED that:**

***i) the Capital Budget and Programme (Appendix 1) be approved;***

***ii) the Revenue Budget (Appendix 4b) be approved;***

***iii) the Medium Term Financial Plan (Appendix 5) be approved;***

***iv) the Core Net Revenue Budget of £35,827,000 be approved;***

***v) the Authority calculates that in relation to the year 2020/21 and set out in Appendix 7:***

***a) the aggregate expenditure it will incur will be £38,524,200.00;***

***b) the aggregate income it will receive will be £10,940,461.00;***

***c) the net amount transferred from financial reserves will be £3,022,000.00;***

***d) the net collection fund surplus is £255,825.00;***

***e) the net amount of its Council Tax Requirement will be £24,305,914.00;***

***f) the basic amount of Council Tax will be £85.99 (Band D);***

***g) the proportional tax-bands will be:***

- Band A £57.33***
- Band B £66.88***
- Band C £76.44***
- Band D £85.99***
- Band E £105.10***
- Band F £124.21***
- Band G £143.32***
- Band H £171.98***

***h) the precept demands on the individual Billing Authorities are:***

- Bromsgrove £3,199,579.51***
- Herefordshire £5,998,302.92***
- Malvern Hills £2,699,856.17***
- Redditch £2,259,501.64***
- Worcester £2,772,540.47***
- Wychavon £4,457,221.59***
- Wyre Forest £2,918,911.70***

***vi) the Capital Strategy (paragraphs 47-60) be approved;***

***vii) the Investment Strategy (paragraphs 78-83) be approved;***

***viii) the Reserves Strategy (paragraphs 64-70 and Appendices 8a/8b) be approved;***

***ix) the fees and charges for 2020/21 (Appendix 9) be approved; and***

***x) the Statement of Prudential Indicators and Minimum Revenue Provision Policy (Appendix 10) be approved.***

***xi) approve the creation of a sustainability fund using the additional business rate yield.***

## **251 Members Allowances Scheme 2020/21**

The Chairman introduced the report asking Members to consider whether to make any alterations to the Members' Allowances Scheme for 2020/21 in light of the change in the Consumer Price Index.

Following discussions, and in light of the current situation, Members

agreed not to increase the allowances for 2020/21.

**RESOLVED that there be no change to the existing allowances for 2020/21.**

**252 Gender Pay Gap Report 2019**

The Assistant Chief Fire Officer presented Members with the Gender Pay Gap report for the year ending March 2019.

Members were reminded that this was not an equal pay audit and that the report must be published on the website by 31st March 2020.

The Assistant Chief Fire Officer explained to Members that as part of the Service's Positive Action approach, firefighter awareness sessions and mentoring opportunities were being offered for potential applicants from under-represented groups.

**RESOLVED that:**

- i) The gender pay gap figures be noted;**
- ii) Members noted the difference in calculation methodology used across the sector;**
- iii) Progress to bridge the gender pay gap is monitored via SMB;**
- iv) The Gender Pay Gap report (including a signed statement confirming the information is accurate) is published on the Service's website and Government's reporting website.**

**253 Pay Policy Statement**

The Assistant Chief Fire Officer presented the Pay Policy Statement for 2020/21 for approval for publication on the Service's website.

Members were reminded that it is a requirement that the Authority's approach to pay is accessible for citizens and enables local tax payers to take an informed view of whether local decisions on all aspects of remuneration are fair and make best use of the public funds.

**RESOLVED that the Pay Policy Statement and supporting information be approved for publication.**

**254 Strategic Fire Alliance – priority projects update**

The Chief Fire Officer presented a report on the progress on priority projects developed by the Strategic Fire Alliance between Hereford & Worcester and Shropshire Fire and Rescue Services.

The four priority projects agreed were Fire Control, IRMP/CRMP, ICT and Procurement. Further updates would be brought to future Fire Authority meetings.

**RESOLVED that Members note progress on projects to date.**

**255      HMICFRS Improvement Plan – Update Quarter 3, 2019-20**

The Chief Fire Officer presented Members with progress in implementing the HMICFRS Improvement Plan.

Members were informed that this was the third update which showed that some good progress had been made during Quarter 3, 2019-20. Further progress updates would be reported each quarter.

Members were reminded that the plan was set out to be open and transparent and robust challenge from Members was welcomed.

Members commended officers for the production of the report.

**RESOLVED that the Authority note progress on actions to deliver the HMICFRS Improvement Plan.**

**256      Fire Authority and Committee Dates 2020/21**

The Head of Legal Services presented Members with the meeting dates for 2020/21.

The Chairman confirmed to Members that there was still no update on the judicial review, however should the PCC take over the governance of the Fire Authority, a final Fire Authority meeting would be arranged.

**RESOLVED that the meeting dates for 2020/21 be noted.**

**257      Minutes of the Audit and Standards Committee**

Councillor Pollock, a Member of the Audit and Standards Committee, presented the minutes of the Audit and Standards Committee meeting held on 22 January 2020.

**RESOLVED that the minutes of the Audit and Standards Committee**

**meeting held on 22 January 2020 be received and noted.**

The Meeting ended at: 12:08

Signed:.....

Date:.....

Chairman