



# **HEREFORD & WORCESTER Fire Authority**

**Policy and Resources Committee**

## **AGENDA**

**Monday, 21 March 2016**

**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**.

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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**

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- 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.

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

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

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

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

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

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



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

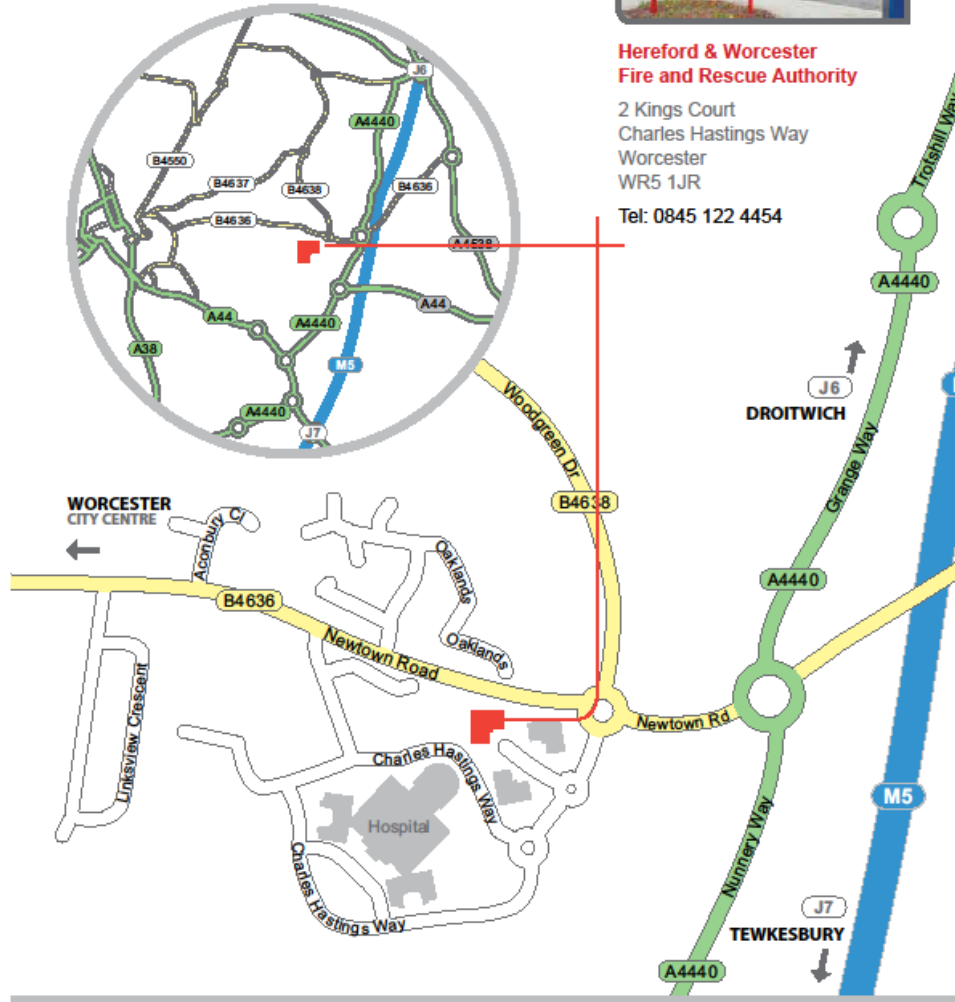
## Service Headquarters



**Hereford & Worcester  
Fire and Rescue Authority**

2 Kings Court  
Charles Hastings Way  
Worcester  
WR5 1JR

Tel: 0845 122 4454





## Hereford & Worcester Fire Authority

### Policy and Resources Committee

Monday, 21 March 2016, 10:30

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#### Agenda

Councillors

Mr C B Taylor (Chairman), Mr R C Adams (Vice Chairman), Mr B A Baker, Mrs E Eyre, Mr A Fry, Ms R E Jenkins, Mr J L V Kenyon, Mrs F M Oborski MBE, Mr R J Phillips, Mr D W Prodger MBE, Mr J W R Thomas, Mr P A Tuthill, Mr R M Udall

No.	Item	Pages
1	<b>Apologies for Absence</b>  To receive any apologies for absence.	
2	<b>Named Substitutes</b>  To receive details of any Member of the Authority nominated to attend the meeting in place of a Member of the Committee.	
3	<b>Declarations of Interest (if any)</b>  This item allows the Chairman to invite any Councillor to declare an interest in any of the items on this Agenda.	
4	<b>Confirmation of Minutes</b>  To confirm the minutes of the meeting held on 27 January 2016.	8 - 14
5	<b>2015/16 Budget Monitoring – 3rd Quarter</b>  To inform the Policy and Resources Committee of the current position on budgets and expenditure for 2015/16.	15 - 22

<b>6</b>	<b>Proposed Co-Location of Police and Fire Service Assets</b>	<b>23 - 25</b>
	To gain approval for Officers of the Service to progress to completion arrangements within the capital programme (minor works) for the joint location of Police and Fire Service assets at selected retained fire station locations.	
<b>7</b>	<b>Proposed New Hereford Fire Station</b>	<b>26 - 29</b>
	To report that the provision of a new joint fire and police station in Edgar Street, Hereford is no longer a viable option and to obtain authorisation to proceed with the development of a proposal for a fire station only, on the same site.	
<b>8</b>	<b>Houses of Multiple Occupation</b>	<b>30 - 32</b>
	This report presents a proposal to target additional resources to Houses of Multiple Occupation type premises, regarding fire safety matters, to the Policy and Resources Committee.	
<b>9</b>	<b>2015-16 Performance Report: Quarters 1 to 3</b>	<b>33 - 57</b>
	This report is a summary of the Service's Quarter 1 to 3 (Q1-3) performance against the Fire Authority Annual Report 015-16 using the set of Performance Indicators agreed by the Senior Management Board.	
<b>10</b>	<b>Community Risk Activity Reporting</b>	<b>58 - 64</b>
	This report presents a proposal to incorporate Community Risk activity data within the quarterly performance reports to Policy and Resources Committee.	
<b>11</b>	<b>Regulation of Investigatory Powers Act (RIPA) – Annual Review</b>	<b>65 - 67</b>
	To review the Authority's policy on the authorisation of covert surveillance techniques under the Regulation of Investigatory Powers Act 2000.	
<b>12</b>	<b>Pensions Board Update</b>	<b>68 - 74</b>
	To provide the Policy and Resources Committee with an update on the establishment and activities of the Pensions Board.	

<b>13</b>	<b>Update from the Equality and Diversity Advisory Group</b>	<b>75 - 77</b>
	To provide an update from the Equality and Diversity Advisory Group since the last report to Committee on 14 September 2015	
<b>14</b>	<b>Update from the Joint Consultative Committee</b>	<b>78 - 80</b>
	To inform the Committee of the activities of the Joint Consultative Committee (JCC) since September 2015.	
<b>15</b>	<b>Update from the Health and Safety Committee</b>	<b>81 - 89</b>
	To provide the Policy and Resources Committee with an update on the activities and items of significance from the Service's Health and Safety Committee.	



Hereford & Worcester Fire Authority

Policy and Resources Committee

Wednesday, 27 January 2016, 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, Mrs E Eyre, Mr J W R Thomas, Mr R J Phillips

**Substitutes:** none

**Absent:** Mr J L V Kenyon

**Apologies for Absence:** Mr B A Baker

### 37 Declarations of Interest (if any)

No Member declared an interest.

### 38 Confirmation of Minutes

**RESOLVED** that the minutes of the meeting of the Policy and Resources Committee held on 16 November 2015 be confirmed as a correct record and signed by the Chairman.

### 39 Treasury Management Activities 2014/15

Members were informed of the Treasury Management Activities for 2014/15 and advised that the Prudential indicators set by the Authority in February 2015 were within the limits of the Medium Term Financial Plan.

**RESOLVED** that Members agree the Prudential Indicators were within the limits set by the Authority in February 2015 and that there are no matters that require further attention.



#### **40 Budget 2016/17 and Medium Term Financial Plan (MTFP)**

Members were informed of the current position in relation to budgets for 2016/17 and beyond.

Members were advised that in late December the formula grant provisional figures for 2016/17 to 2019/20 were announced. Over the four year comprehensive spending review period, the total grant reduction is as anticipated in the Medium Term Financial Plan. However, the savings are greater in the first two years which mean that additional savings would need to be made in the earlier years, which total £1.096m. This can be funded from earmarked reserves that we put aside last year to cover this eventuality.

[Councillor Adams entered the meeting at 10.38am.]

In respect of the precept, Members were asked to consider an increase of 1.96% for Band D.

Members were reminded that the last 2015/16 budget monitoring report identified potential savings of £0.792m but a decision as to how this should be used had not as yet been decided.

Members congratulated the Finance team on the work they had done with the figures.

**RESOLVED that the Fire Authority be recommended to:**

- i) increase council tax by £1.50 per year (1.96%) for 2016/17;**
- ii) use £0.960m of the earmarked reserve to smooth the impact of the accelerated grant reduction;**
- iii) rephase £0.150m of the previously approved use of general balances from 2016/17 to 2017/18;**
- iv) agree the budget planning assumptions set out in Appendix 1;**
- and**
- v) note the remaining budget gaps set out in Appendix 2.**

#### **41 Task and Finish Group for Vehicle Fleet Capital Programme**

Members were asked to establish a Task and Finish Group to examine the Vehicle Fleet Capital Programme. The Group will enable Members to have oversight of the Vehicle Fleet Capital Programme and an updated report will be provided to Members by the end of March 2016.

Members were asked to consider nominating Members for the Task and Finish Group who were interested in the subject matter and inform the Head of Legal Services.

The Terms of Reference agreed by Members were:

- review the Vehicle Fleet Strategy approved in 2007;
- review the Authority's anticipated future requirements and strategy with regard to replacement of vehicles; and
- make recommendations.

**RESOLVED that:**

- i) a Task and Finish Group to examine the Vehicle Fleet Capital Programme be set up;**
- ii) Councillor R Phillips be appointed as Chairman to the Task and Finish Group;**
- iii) the Terms of Reference for the Task and Finish Group be agreed; and**
- iv) Group Leaders to nominate a Member from each group and inform the Head of Legal Services.**

## **42 Removal of Incident Response Unit for Mass Decontamination**

Members were informed that following a national review, it had been determined that 22 National Resilience Incident Response Units (IRU) provided for mass decontamination across the Country, including the one currently stationed within Hereford & Worcester, are no longer required and will no longer be funded by Government.

Members were advised that the loss of the IRU at Hereford Fire Station would not cause any significant operational issues within the Service and the local decontamination capability could easily be provided at minimal cost for Hereford Fire Station. Assurance was also given that all HWFRS firefighters would continue to train and hold the necessary skills to deal with the variety of incidents that involve hazardous materials and be able to effectively decontaminate themselves.

**RESOLVED that the Committee:**

- i) notes the removal of the Incident Response Unit from the National Resilience Asset Register, and subsequent reduction in Section 31 Grant funding to support this vehicle; and**

**ii) notes the intention to remove the vehicle from Hereford & Worcester Fire and Rescue Service after 31 March 2016.**

**43 West Mercia Police and Warwickshire Police Operations and Communications Centre (OCC) Programme**

Members were informed of the progress of the West Mercia Police and Warwickshire Police Operations and Communications Centre (OCC) programme and were asked to approve the relocation of the HWFRS Fire Control to Hindlip Park.

Members were reminded that this was a separate issue to the relocation of Service Headquarters.

Members were assured that HWFRS were fully engaged with the programme, were key stakeholders in all of the associated projects and it was hoped the OCC, including the HWFRS Fire Control, would be in operation in 2017.

**RESOLVED that:**

- i) the progress of the OCC Programme and of the planning application submitted by West Mercia Police and Warwickshire Police be noted; and.**
- ii) Officers be authorised to proceed with the relocation of Fire Control to the Hindlip Park site, on terms to be agreed by the Chief Fire Officer in consultation with the Treasurer and Head of Legal Services.**

**44 Health and Safety Committee Update**

Members were updated on the activities and items of significance from the Service's Health and Safety Committee and Members' attention was drawn to key areas of work currently being undertaken by the Service.

**RESOLVED that the following items, in particular, be noted:**

- i) Health and Safety performance for Quarter 2 of year 2015-16 (Jul - Sept 2015); and**
- ii) the involvement of the Service in a number of Health and Safety initiatives at a national level.**

The Meeting ended at: 11:26

Signed:.....

Date:.....

Chairman

**Hereford & Worcester Fire Authority**  
**Policy & Resources Committee: 27-Jan-2016**  
**Budget Planning Assumptions**

	2016/17	2017/18	2018/19	2019/20
Core Grant (reduction)	-12.70%	-17.70%	-10.00%	-5.50%
Council Tax-base (increase)	1.80%	1.35%	1.27%	1.25%
Council Tax Band D (increase)	1.96%	1.96%	1.96%	1.96%
Business Rate Yield (increase)	0.80%	1.90%	1.90%	1.90%
Pay Awards	2.00%	2.00%	2.00%	2.00%
General Inflation	2.00%	2.00%	3.00%	3.00%
Long Term Interest Rates	4.00%	4.00%	4.00%	4.00%

**Hereford & Worcester Fire Authority**  
**Policy & Resources Committee: 27-Jan-2016**  
**Updated MTFP**

		Col 2 2016/17 Forecast £m	Col 3 2017/18 Forecast £m	Col 4 2018/19 Forecast £m	Col 5 2019/20 Forecast £m
Line 1	<b>Budget Gap in MTFP</b>	<b>0.300</b>	<b>1.627</b>	<b>2.493</b>	<b>3.346</b>
	<b>Change to Resources</b>				
Line 2	Adjustment to Band D Projection	0.008	0.016	0.024	0.032
Line 3	Probable 2016/17 Council Tax-base Increase	(0.273)	(0.280)	(0.287)	(0.294)
Line 4	Revision to future tax-base growth forecasts		(0.182)	(0.354)	(0.534)
Line 5	H&W Grant Settlement	0.136	0.574	0.386	(0.046)
Line 6	Revised Firelink Grant Assumptions		(0.102)	0.023	0.148
Line 7	Business Rate growth	0.030	0.030	0.030	0.030
Line 8		<b>(0.099)</b>	<b>0.056</b>	<b>(0.178)</b>	<b>(0.664)</b>
Line 9		<b>0.201</b>	<b>1.683</b>	<b>2.315</b>	<b>2.682</b>
	<b>Change to Net Expenditure</b>				
Line 10	NI Contracting Out - Phasing	0.380			
Line 11	FireControl - additional costs	0.090	0.090	0.090	0.090
Line 12	unrelated additional income	(0.080)	(0.080)	(0.080)	(0.080)
Line 13	"Apprentice" Levy		0.070	0.070	0.070
Line 14	2015/16 Inflation Saving	(0.125)	(0.125)	(0.125)	(0.125)
Line 15	Revised 2016/17 Inflation Projection	(0.100)	(0.100)	(0.100)	(0.100)
Line 16	Revised 2017/18 Inflation Projection		(0.100)	(0.100)	(0.100)
Line 17	2015/16 Pay Award Savings	(0.275)	(0.275)	(0.275)	(0.275)
Line 18	Capital Financing Adjustment	(0.200)	(0.200)	(0.200)	(0.150)
Line 19					
Line 20		<b>(0.310)</b>	<b>(0.720)</b>	<b>(0.720)</b>	<b>(0.670)</b>
Line 21		<b>(0.109)</b>	<b>0.963</b>	<b>1.595</b>	<b>2.012</b>
Line 22	Use of CSR Reserve		(0.574)	(0.386)	
Line 23	Re-phase approved use of Balances	0.150	(0.150)		
Line 24	<b>Residual Gap</b>	<b>0.041</b>	<b>0.239</b>	<b>1.209</b>	<b>2.012</b>
Line 25	DCP Continuation		0.154	0.154	0.154
Line 26	<b>Potential Gap</b>	<b>0.041</b>	<b>0.393</b>	<b>1.363</b>	<b>2.166</b>

## **Report of the Treasurer**

### **5. 2015/16 Budget Monitoring – 3<sup>rd</sup> Quarter**

#### **Purpose of report**

1. To inform the Policy and Resources Committee of the current position on budgets and expenditure for 2015/16.

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#### **Recommendations**

***The Treasurer recommends that the forecast revenue underspend of £1.048m be noted.***

#### **Introduction and Background**

2. This report relates to the Authority's financial position for the period April – December 2015 (Quarter 3 – 2015/16), and an outturn projection based on that position. However, due to the timing of the committee, payroll projections have been based on an updated Month 11 position
3. Separate financial reports are included to detail the position for both Revenue and Capital for this period.
4. Details are included about the Authority's Treasury Management position for the period.

#### **Revenue**

5. In February 2014 the Authority set a net revenue budget for 2015/16 of £32.275m, allocated to budget heads.
6. This was subsequently amended to reflect changes in demand, proposed use of earmarked reserves and budget holder savings that were still to be achieved at the time the budget was set.
7. The Appendix details the annual budget and gives details of the projected year end expenditure. A full breakdown of the budget variation is given in Appendix 1 but the table overleaf provides a summary of the position.

	Quarter 2 Variance £m	Quarter 3 Variance £m	Change £m	Note
Employee Costs	(0.201)	(0.205)	(0.004)	
Pay & Inflation Provision	(0.391)	(0.400)	(0.009)	
Capital Financing	(0.200)	(0.200)		
	<b>(0.792)</b>	<b>(0.805)</b>	<b>(0.013)</b>	
Strategic Management		(0.019)	(0.019)	a
New Dimensions		(0.014)	(0.014)	
Technical Fire Safety		(0.003)	(0.003)	
Community Safety		(0.024)	(0.024)	
Training Dept.		(0.093)	(0.093)	
P & I		0.022	0.022	b
Ops Policy		(0.014)	(0.014)	
Human Resources		(0.036)	(0.036)	
Ops Logistics		(0.094)	(0.094)	c
Fleet		(0.045)	(0.045)	
PPP - FRA Costs		(0.005)	(0.005)	
ICT		(0.031)	(0.031)	
Insurances		0.019	0.019	
	(0.792)	(1.142)	(0.350)	
Reserve - Ops logs		0.094	0.094	c
	<b>(0.792)</b>	<b>(1.048)</b>	<b>(0.256)</b>	

8. Since the 2<sup>nd</sup> quarter the increased saving arises from within expenditure budgets as constraint continues to be exercised. The key changes are explained below:
- a) Provision was made to share the employment cost of a regional ESMCP project lead to assist with coordinating the roll out of the planned new radio system. Recruitment to this post (to be employed by Warwickshire FRS) has been significantly delayed.
  - b) P&I overspend includes the additional costs of Wyre Forest Consultation, which cannot be capitalised.
  - c) Operational Logistics saving is a result of deferring replacement of fire ground radios until the impact of ESMCP is better understood. It is proposed to reserve this sum until the radios are actually replaced.
9. Following a re-assessment of the out-turn projection in respect of travel costs and use of the resilience register, the saving on use of the budget reduction reserve reduces to £0.134m.
10. At this point in the financial year a net underspend of £1.048m is predicted.



## **Capital**

11. The current capital budget (shown in Appendix 2 with minor schemes detailed in Appendix 3), is £11.159m and is divided into 4 blocks:
  - Vehicle Replacement
  - Major Building
  - Command & Control
  - Minor Schemes
12. Of the total budget of £11.159m only £2.305m (20.7%) expenditure has been incurred, with a further £0.729m (6.5%) committed by way of orders, a total of 27.2%.
13. At this stage, however, the Authority has not given full approval for the Redditch Fire Station or new Hereford Fire Station schemes included in the budget and £1.003m remains as unallocated minor schemes (following a review of property schemes with PPL). Against this amended total spend and commitment totals 50.2%.
14. In the earlier part of the year work required from the Property Team in preparation for PPL reduced the capacity to undertake the minor works programme, it is anticipated that this problem will ease now that PPL is established. The first stage of this was the review and prioritisation of existing schemes.
15. In addition, staff recruitment issues have had an impact on the capacity of the ICT team to deliver the minor IT schemes and no additional schemes will be approved by SMB until the existing schemes can be resourced from within approved and budgeted staff levels.

## **Treasury Management**

16. Since October 2008 the Authority has adopted a policy of avoiding new long term borrowing, where working capital balances permit. The Authority will only extend long term borrowing when cash-flow requirements dictate that it is necessary, and only to finance long term assets.
17. At the beginning of the financial year (2015/16), borrowing was at a level of £13.971m; this has been reduced by £0.334m in August 2015 and a further £0.500m in February 2016, to £13.137m following planned repayments to the Public Works Loans Board.
18. In accordance with the Authority's Treasury Management Strategy, surplus funds are invested by Worcestershire County Council alongside their own funds. Investment is carried out in accordance with the WCC Treasury Management Strategy, which has been developed in accordance with the Prudential Code for Capital Finance and is used to manage risks from financial instruments.

19. Given the uncertainty in financial markets, the Treasurer continues to advise that investment should be focussed on security. As a consequence surplus funds continue to generate low returns which are factored into the budget.

20. At 31<sup>st</sup> December 2015 short term investment via Worcestershire County Council comprised:

Type of Organisation Invested with	£m
Other Local Authorities	7.105
Debt Management Account Deposit Facility	0.907
Money Market Funds (instant access)	3.800
Call	0.588
<b>Total</b>	<b>12.400</b>

21. An investment income target of £0.010m has been set for 2015-16, however as investments with the County Council are now more diversified, whilst still ensuring risk levels are reduced, income levels are higher than expected. In the 9 months to 31<sup>st</sup> December 2015 the Authority received income from investments of £0.035m; this increased level is reflected in the capital financing variation.

### Corporate Considerations

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

**Supporting Information**

Appendix 1: 2015-16 Revenue Budget Monitoring

Appendix 2: 2015-16 Capital Budget Monitoring

Appendix 3: 2015/16 Minor Capital Schemes

**Contact Officer**

Martin Reohorn, Treasurer to the Fire Authority

(01905 368205)

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

**Hereford & Worcester Fire Authority:**  
**Policy & Resources Committee**  
**Revenue Budget 2015-16 : 3rd Quarter**

	2015/16 Annual Budget Qtr.2 £m	Pay Awards £m	2015/16 Annual Budget Qtr.3 £m	2015/16 Forecast Out-turn Qtr.3 £m	2015/16 Forecast Annual Variance £m
1 WT FF Pay	11.725	0.088	11.813	11.813	
2 RDS FF Pay	3.351	0.025	3.376	3.176	(0.200)
3 Control Pay	0.701	0.005	0.706	0.706	
4 Support Pay	3.258		3.258	3.253	(0.005)
5 Other Employee Costs	0.061		0.061	0.061	
6 Unfunded Pensions	0.975		0.975	0.975	
7	20.071	0.118	20.189	19.984	(0.205)
8 Strategic Management	0.108		0.108	0.089	(0.019)
9	0.108	0.000	0.108	0.089	(0.019)
10 New Dimensions	0.109		0.109	0.095	(0.014)
11 Technical Fire Safety	0.016		0.016	0.013	(0.003)
12 Community Safety	0.174		0.174	0.150	(0.024)
13 Training Dept	0.575		0.575	0.482	(0.093)
14	0.874	0.000	0.874	0.740	(0.134)
15 P & I	0.088		0.088	0.110	0.022
16 Ops Policy	0.078		0.078	0.064	(0.014)
17 Human Resources	0.347		0.347	0.311	(0.036)
18 Ops Logistics	1.563		1.563	1.469	(0.094)
19 Fleet	0.558		0.558	0.513	(0.045)
20 FRA Costs	0.059		0.059	0.054	(0.005)
21	2.693	0.000	2.693	2.521	(0.172)
22 ICT	1.114		1.114	1.083	(0.031)
23 Facilities Mngt	1.989		1.989	1.989	
26 Insurances	0.291		0.291	0.310	0.019
27 Finance (FRS)	0.102		0.102	0.102	
28 Finance SLA	0.098		0.098	0.098	
29 Capital Financing	3.154		3.154	2.954	(0.200)
30	6.748	0.000	6.748	6.536	(0.212)
31 Legal Services	0.028		0.028	0.028	
PPL Costs	0.325		0.325	0.325	
32	0.353	0.000	0.353	0.353	0.000
33 Core Budget	30.847	0.118	30.965	30.223	(0.742)
34 Pay Award Provision 15/16	0.393	(0.118)	0.275		(0.275)
35 Inflation Contingency 15/16	0.125		0.125		(0.125)
36	0.518	(0.118)	0.400	0.000	(0.400)
37 Excess Staff - Salaries	1.771		1.771	1.737	(0.034)
38 Excess Staff - Travel etc.	0.269		0.269	0.269	
39 Secondment Income	(1.630)		(1.630)	(1.730)	(0.100)
40	0.410	0.000	0.410	0.276	(0.134)
41 Gross Budget	31.775	0.000	31.775	30.499	(1.276)
42 Budget Reduction Reserve	0.670		0.670	0.804	0.134
43 Development Contingency	(0.012)		(0.012)	(0.012)	
44 Earmarked Reserves	(0.158)		(0.158)	(0.064)	0.094
45	0.500	0.000	0.500	0.728	0.228
46 Net Budget Requirement	32.275	0.000	32.275	31.227	(1.048)

# Hereford & Worcester Fire Authority:

## Policy & Resources Committee

### Capital Budget 2015-16 : 3rd Quarter

	Budget	Actual	Commitments	Total	Remainder
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#### Vehicles

086 - Ex Leased Appliances	0	5,450	0	5,450	(5,450)
149 - Command Vehicle Replacement 13/14	350,000	0	0	0	350,000
151 - Response Vehicles 14/15	326,839	0	0	0	326,839
152 - Pump Replacement 15/16	1,150,000	538,975	0	538,975	611,025
155 - Response Cars Replacement 15/16	435,000	73,753	227,514	301,267	133,733
199 - USAR Dog Van	29,000	26,865	0	26,865	2,135
204 - USAR ISV	81,000	31,988	31,764	63,752	17,248
<b>Total</b>	<b>2,371,839</b>	<b>677,030</b>	<b>259,278</b>	<b>936,308</b>	<b>1,435,531</b>

#### Major Building

049 - Malvern Refurb	(7,393)	41,003	0	41,003	(48,396)
122 - North Hereford Strategic Training Facilities	562,411	0	0	0	562,411
126 - Worcester Station	737,268	769,122	97,058	866,180	(128,912)
156 - Redditch	2,059,000	0	0	0	2,059,000
179 - Evesham Prelim. Works	101,628	1,565	7,328	8,893	92,735
200 - New Hereford Station	2,168,253	31,613	23,208	54,821	2,113,432
<b>Total</b>	<b>5,621,167</b>	<b>843,303</b>	<b>127,593</b>	<b>970,896</b>	<b>4,650,271</b>

#### Fire Control

103 - Fire Control Replacement	375,866	42,476	27,512	69,989	305,877
<b>Total</b>	<b>375,866</b>	<b>42,476</b>	<b>27,512</b>	<b>69,989</b>	<b>305,877</b>

#### Minor Schemes

Property	1,646,029	688,904	310,957	999,860	646,169
ICT	75,314	46,004	0	46,004	29,310
Other	66,136	7,080	4,000	11,080	55,056
<b>Total</b>	<b>1,787,479</b>	<b>741,988</b>	<b>314,957</b>	<b>1,056,944</b>	<b>730,535</b>

<b>Capital Budget</b>	<b>10,156,351</b>	<b>2,304,798</b>	<b>729,340</b>	<b>3,034,138</b>	<b>7,122,213</b>
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998 - Unallocated Minor Schemes	1,002,561	0	0	0	1,002,561
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<b>Capital Strategy</b>	<b>11,158,912</b>	<b>2,304,798</b>	<b>729,340</b>	<b>3,034,138</b>	<b>8,124,774</b>
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**Hereford & Worcester Fire Authority:****Policy & Resources Committee****Capital Budget 2015-16 : 3rd Quarter - Minor Schemes**

	Budget	Actual	Commitments	Total	Remainder
<b>Minor Schemes - Property</b>					
134 - Stourport BA Wash	354	354	0	354	0
135 - Asbestos Removal	95,235	0	0	0	95,235
139 - Broadway Female Facilities 13 - 14 Scheme	35,000	0	0	0	35,000
141 - Droitwich Welfare Facilities 13 - 14 Scheme	12,550	4,400	8,150	12,550	0
144 - Electrical Distribution Boards Replacement	20,113	2,375	1,805	4,180	15,933
178 - UPS Enhancement	39,568	0	0	0	39,568
182 - USAR Integration	3,382	1,189	2,193	3,382	(0)
186 - Appliance Bay Doors	22,705	22,705	0	22,705	0
187 - Ross - Roof	30,000	0	0	0	30,000
188 - Eardisley - Roof	17,500	0	0	0	17,500
189 - Redditch - Roof	26,461	0	0	0	26,461
193 - Replace Redundant Towers with Masts	102,575	0	0	0	102,575
195 - Bromyard Garages - Retaining Walls	59,791	52,521	7,270	59,791	(0)
197 - Public Sector Network Physical Security Measures	187,270	14,215	4,589	18,804	168,466
201 - Day Crew Plus Hereford	275,000	56,582	28,924	85,506	189,494
202 - Day Crew Plus Worcester	275,000	106,598	242,465	349,064	(74,064)
203 - JPV Works	443,525	427,964	15,561	443,525	0
<b>Sub-Total</b>	<b>1,646,029</b>	<b>688,904</b>	<b>310,957</b>	<b>999,860</b>	<b>646,169</b>
<b>Minor Schemes - IT</b>					
127 - Wide Area Network / Internet Improvement	7,098	0	0	0	7,098
159 - Computer Software 12-13	8,079	8,000	0	8,000	79
161 - Network Upgrades LAN/ WAN	4,000	0	0	0	4,000
164 - Droitwich Wan upgrade	9,000	3,360	0	3,360	5,640
169 - Hardware/Computer Purchase 13-14	13,856	18,754	0	18,754	(4,898)
170 - Computer Software 13-14	15,000	0	0	0	15,000
171 - Developments 13-14	3,790	2,466	0	2,466	1,325
172 - Server Hardware Upgrades 13/14	3,305	5,244	0	5,244	(1,939)
194 - Business Continuity	11,186	8,181	0	8,181	3,005
<b>Sub-Total</b>	<b>75,314</b>	<b>46,004</b>	<b>0</b>	<b>46,004</b>	<b>29,310</b>
<b>Minor Schemes - Other</b>					
101 - Intel Application	13,700	0	0	0	13,700
176 - UHRP / ISV Additional Equipment	5,538	0	4,000	4,000	1,538
180 - Finance System Workflow	18,792	0	0	0	18,792
181 - Bromsgrove BA Compressor	4,787	0	0	0	4,787
184 - Tactical Ventilation	22,264	7,080	0	7,080	15,184
185 - Compressors - Malvern/Peterchurch	1,055	0	0	0	1,055
<b>Sub-Total</b>	<b>66,136</b>	<b>7,080</b>	<b>4,000</b>	<b>11,080</b>	<b>55,056</b>
<b>Total Minor Schemes</b>	<b>1,787,479</b>	<b>741,988</b>	<b>314,957</b>	<b>1,056,944</b>	<b>730,535</b>

## **Report of Area Commander, Head of Operations**

### **6. Proposed Co-Location of Police and Fire Service Assets**

#### **Purpose of report**

1. To gain approval for Officers to progress to completion arrangements within the capital programme (minor works) for the joint location of Police and Fire Service assets at selected retained fire station locations.
- 

#### **Recommendation**

***It is recommended that Officers be authorised to progress arrangements with West Mercia and Warwickshire Police and the Fire Authority to share facilities at:***

- ***Bromyard Fire Station***
- ***Peterchurch Fire Station***
- ***Tenbury Wells Fire Station***

***on terms to be agreed with the Treasurer and Head of Legal Services, and in consultation with the Chairman of the Fire Authority.***

#### **Introduction and Background**

2. Opportunities for closer working with West Mercia Police (WMP) and other partners are continually being sought to deliver more efficient and improved ways of working. Police and Fire properties occupied by both organisations across Herefordshire have been examined in order to identify any opportunities to rationalise the public estate by the two organisations co-locating. Further examination of sites in Worcestershire will follow in due course.
3. Following an evaluation of the potential locations in Herefordshire, and subsequent site visits to several selected locations with Police colleagues and Place Partnership Ltd (PPL) representatives, a number of preferred sites have been identified by both organisations.

#### **Current Position**

4. For the Police to operate effectively from a retained fire station in a market town or rural area there needs to be a dedicated office for a small number of WMP personnel with shared communal facilities and parking.

5. Whilst retained fire stations and the facilities currently in place are essential to Fire Service operations, due to the nature of the retained duty system the buildings are not occupied for the vast majority of the time and can be adapted to facilitate the needs of the Police, as a trusted partner.
6. The following locations were examined and deemed suitable for co-location, and are listed in order of preference and feasibility:
  - Peterchurch Fire Station – for WMP employees to operate at this location there would only need to be some minor internal works, at WMP expense.
  - Tenbury Wells Fire Station – although not in Herefordshire, Tenbury Wells has been considered as part of these proposals. As at Peterchurch there would only need to be some minor internal works, to be undertaken at WMP expense, in order for police staff to operate from this fire station.
  - Bromyard Fire Station – for WMP employees to operate at this location there would be a need for a small extension to the rear of the fire station, at WMP expense, for which planning permission would be required. It would be beneficial for some minor additional storage space at the fire station to be included in these works. This would incur some minor capital costs to the Fire Authority.
  - Kington Police Station – the police and fire station sites are in close proximity to each other, and it appears feasible to explore the option to relocate the fire station onto the existing police site. This would facilitate the release of the existing fire station site which would partially fund these works; some additional capital funding may be required. It should be noted this is not part of the current capital build programme and consequently it is only intended to carry out further feasibility works at the present time. The site could then be considered as an addition to the build programme.
7. Three other locations were also considered: Leominster Police Station and Ledbury and Ross-on-Wye Fire stations. It is felt that further research at these locations would be required before recommendations could be made. It does not initially appear that the existing sites held by each organisation in Ross and Ledbury readily lend themselves to being jointly occupied. Leominster Police Station may be a suitable joint site, however further research would be needed to establish the operational suitability of this site as a Fire Station location.
8. In addition to the minor capital works required to facilitate this proposal it would also be necessary to provide the appropriate signage to indicate to the public that the site is now occupied by both organisations.
9. The appropriate legal agreements will also need to be drawn up and approved by the Head of Legal Services.
10. In respect of remuneration for the use of these specific fire stations, the Treasurer will seek only to cover additional costs arising from the joint use at this stage. The use of the Fire Authority properties by Police partners will be brought into consideration when looking at the wider issues of property sharing across the Service area, such as in the potential future move of SHQ to Hindlip.



## Conclusion/Summary

11. This proposal offers further opportunities to strengthen our relationship with West Mercia Police and demonstrates the effective joint use of publicly owned assets and a commitment towards more efficient and effective joint working.
12. At a local level there are direct benefits including site security, building relationships and information sharing with WMP colleagues. In addition the wider benefits should deliver greater efficiencies to both organisations, provide opportunities for improved working practices, as well as potentially freeing up some key sites in certain towns for redevelopment.

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	Whole document relates to property. Proposals will require legal and financial input at the appropriate time.
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	The Asset Management Strategy supports 'Our Strategy' on the foundations of 'Buildings and Infrastructure'.
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	All capital projects are managed within the appropriate Health and Safety legislation and best practice.
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	Consultation will need to be undertaken as part of the planning approval process, as well as locally with appropriate staff.
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	No – this will be considered at the appropriate time once plans are finalised.

## Supporting Information

None

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## **Report of Area Commander, Head of Operations**

### **7. Proposed New Hereford Fire Station**

#### **Purpose of report**

1. To report that the provision of a new joint fire and police station in Edgar Street, Hereford is no longer a viable option and to obtain authorisation to proceed with the development of a proposal for a fire station only, on the same site.
- 

#### **Recommendations**

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

- i) Officers be authorised to enter into negotiations with Herefordshire Council to provide a new fire station, in Hereford, at the existing proposed site on Edgar Street;*
- ii) Officers be authorised to spend a revised further allocated budget of up to £25k, as necessary, to take this new proposal forward;*
- iii) a further paper, including a detailed cost feasibility be brought to the Policy and Resources Committee for final approval before submitting planning applications and entering into a contract for the acquisition of the site and any disposal of existing land; and*
- iv) at an appropriate time Officers withdraw the existing outline planning application currently submitted for the joint police and fire station.*

#### **Introduction and Background**

2. For over a decade the Authority has been seeking viable options to replace the existing fire station in Hereford city. Various proposals have been developed, however, none have been successful, most notably the inclusion in the Edgar Street Grid regeneration project and more recently a potential site in Bath Street, Hereford.
3. The Policy and Resources Committee previously requested regular updates on activity being undertaken by Officers to provide a replacement fire station in Hereford.
4. At Policy and Resources Committee on 14 September 2015 it was reported that a preferred site had been identified and that the potential of this option was now being explored with police partners who were developing a business case for consideration by the office of the Police and Crime Commissioner. Additionally it was noted that an outline planning application had been submitted through Place Partnership Ltd, to further underpin the viability of this project.

## Current Position

5. The Service has now been informed that West Mercia Police are unable to proceed with a joint scheme due to higher than anticipated capital build costs and other emerging capital financial pressures. However there remains strong support for collaboration between the police and the Service in many areas, including co-location on other sites.
6. It should be noted that costs associated with developing this project to date have been incurred by the Authority to the permitted budget of £70k and unfortunately much of this will now be abortive, as were the previous costs (£65k) incurred on the unsuccessful Bath Street proposal.
7. Despite the police withdrawing from this project the proposal for a new fire station on the Edgar Street site in Hereford is still a viable and preferred option. However, the amount of land now required would be significantly reduced (by approximately two thirds). The case for a replacement fire station for Hereford city at this location still has significant merit.
8. The preferred location along Edgar Street is currently used mainly for parking. The entire site is due to be reconfigured alongside the proposed new link road, which is currently under development and it should be noted, this may impact on any future build programme. The site is owned by Herefordshire Council and part of the site could be allocated for a new stand alone fire station.
9. Officers will always seek to collaborate with suitable partners and will endeavour to continue to explore all such opportunities within this project; however, it is now recommended that this proposal progresses as a Fire Authority owned and led capital build project.
10. In order to limit the ongoing exposure to potentially abortive costs similar to those already incurred, it is proposed that revised detailed planning works are not fully commissioned until a land purchase agreement (subject to planning approval) has been secured between the Fire Authority and Herefordshire Council. It should be noted that whilst this approach should limit exposure to further abortive costs, it will incur delays to the delivery of this project. This is due to key pieces of work that cannot be carried out simultaneously and in preparation of the next phase, but must be considered sequentially and only when the previous enabling phase has been completed.
11. Structured discussions will be needed with Herefordshire Council in order to formalise any potential future land purchase agreement (subject to planning permission), including the disposal of the existing fire station site. The project lead appointed (Area Commander – Head of Operations) will continue as the lead officer and in conjunction with the Treasurer and Head of Legal Services they are in a position to begin developing this revised proposal. In order to support this it is requested that a further limited budget of £25k is allocated.

## Conclusion/Summary

12. Whilst the withdrawal of West Mercia Police from this project is disappointing and does seem to add to the long standing issues of bringing a new Hereford city fire station to conclusion, there does appear to be a viable alternative on the same site, which can be taken forward.
13. The Service still maintains a very strong relationship with West Mercia Police at all levels, and it is credit to this relationship that this matter has been dealt with swiftly and with high degree of openness and transparency on all sides.
14. It is recommended that the Policy and Resources Committee approve the recommendations in this paper and note the content.

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	Whole document relates to property. Proposals will require legal and financial input at the appropriate time. The report details the budgetary costs incurred and short term implications of the new proposal.
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	The Asset Management Strategy supports 'Our Strategy' on the foundations of 'Buildings and Infrastructure'.
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	All capital projects are managed within the appropriate Health and Safety legislation and best practice and none are identified at this stage.
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	Consultation is undertaken as part of the planning approval process and will be undertaken with staff and stakeholders at the appropriate stages.
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	No – this will be considered at the appropriate time.

**Supporting Information:****Background Papers**

Policy and Resources Committee: 26 March 2014

Policy and Resources Committee: 19 November 2014

Policy and Resources Committee: 27 January 2015

Policy and Resources Committee: 25 March 2015

Policy and Resources Committee: 14 September 2015

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## **Report of the Head of Community Risk & Training**

### **8. Houses of Multiple Occupation**

#### **Purpose of report**

1. This report presents a proposal to target additional resources to Houses of Multiple Occupation type premises, regarding fire safety matters, to the Policy and Resources Committee.
- 

#### **Recommendation**

***It is recommended that Members endorse the proposal to release £60,000 of resources to enable a 12 month project to be completed, targeting fire safety within Houses of Multiple Occupation type premises.***

#### **Introduction and Background**

2. At the full FRA meeting on 17<sup>th</sup> February 2016 Members requested that a proposal considering fire safety matters within Houses of Multiple Occupation (HMOs) be brought to the Policy and Resources Committee. The following report presents a proposal to conduct a twelve month fire safety project relating to HMOs and similar properties, targeting vulnerable people living in areas of social deprivation and non-compliant landlords.
3. A House of Multiple Occupation is a property that is shared by three or more tenants who are not of the same family. HMOs are regulated by Local Authorities, who are responsible for enforcing HMO standards, including fire safety provisions in accommodation and common parts using the Local Government Regulations. Fire safety in the common parts of a HMO are regulated by the Regulatory Reform (Fire Safety) Order 2005, which defines the landlord as the responsible person.
4. At present, fire safety officers inspect HMOs when Local Authority Housing Officers request advice. The Community Risk departments current fire safety risk based audit programme (RBAP) shows 72 HMOs, 28 Other Sleeping (residential), and 21 Hostels, which equate to approximately 0.7% of the total RBAP. This comprehensive inspection regime, completed by trained experienced staff, clearly identifies that there are very few fire safety issues identified within our two counties concerning HMOs.
5. However, evidence suggests unlicensed HMOs are present within the two counties, with residential accommodation above commercial properties also becoming common place. Recent activity between the UK Border Agency, Police, Local Authority and HWFRS fire safety officers has identified breaches in fire safety matters by rogue landlords. Having the opportunity to investigate this area of fire safety, specifically targeting these types of premises will

provide additional research and evidence, which may inform future fire safety strategies.

## **Proposal**

6. It is proposed that £60,000 of Service Reserves are made available to be used in a project led by the Community Risk Department that encompasses its primary functions of focusing upon both educating and engaging with responsible landlords, and where necessary targeting enforcement action towards the growing number of unlicensed HMOs.
7. This will be achieved through the temporary transfer of a Crew Commander into the department and the creation of two temporary Community Risk Technician posts for a period of twelve months. The three posts, a Crew Commander and two Community Risk Technicians will work directly with both Fire Safety and Local Authority Housing officers to identify potential unlicensed HMOs. Other premises of interest in areas of social deprivation will include residential accommodation above commercial properties where potential fire safety issues may be present, and vulnerability of tenants be higher.
8. The proposed twelve month project staffing on-costs are based upon the Service currently having a wholetime uniformed firefighter establishment above its authorised levels whilst it reduces its overall number of uniformed personnel through early retirements and voluntary redundancies. Therefore the temporary promotion of a Firefighter to a Crew Commander will cost an additional £4,320 and two Community Risk Technicians cost £42,366 (£21,168 per post); totalling £46,656. It should be noted by the Authority that once the Service has reached a point of equilibrium with its authorised establishment levels the cost of an additional Crew Commander would be £42,963.
9. The remaining allocation of resources of approximately £13,000 will be used to purchase additional smoke alarms and develop specific media campaigns to raise the level of awareness of HMO tenants and landlords.
10. Following the twelve month period a project report will be prepared and presented, it will review the findings and thus inform Community Risk strategy and resourcing in the future.

## **Conclusion/Summary**

11. Whilst HWFRS's existing RBAP is a robust inspection regime, a proposal to carryout a twelve month fire safety project relating to HMOs and similar properties was requested by the Authority during their meeting held on 17<sup>th</sup> February 2016. This targeted project proposes embedding two temporary staff within Local Authorities and existing fire safety teams. The project will attempt to identify fire safety issues in unlicensed HMOs and residential above commercial premises, exposing non-compliant landlords, where vulnerability of tenants maybe considerably higher.

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	The proposal requires £60,000 of resources to be allocated to the Community Risk Department for a twelve month period.
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	The proposal will help to demonstrate how the Service delivers the Core Purpose of 'Our Strategy'.
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	None.
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	None.
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	No, the report concerns additional resources being allocated to enable a targeted fire safety project to be carried out.

## Supporting Information

None

## Contact Officer

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

### **9. 2015-16 Performance Report: Quarters 1 to 3**

#### **Purpose of report**

1. This report is a summary of the Service's Quarter 1 to 3 (Q1-3) performance against the Fire Authority Annual Report 015-16 using the set of Performance Indicators agreed by the Senior Management Board.
- 

#### **Recommendations**

*It is recommended that Members note the following headlines taken from Appendix 1 relating to performance in Quarters 1 to 3, 2015-16:*

- i) *A total of 4,961 incidents were attended in Q1-3, an overall increase of 5.6% (263 incidents) in comparison to the same three Quarters of 2014-15. Despite this, the overall incident trend over the last 4 years indicates that incident numbers have remained at a consistent level.*
- ii) *The majority of the increase over Q1-3 is accounted for by rises in the numbers of Fires and Special Service incidents:*
  - a. *Fires: an increase of 11.4% (152 incidents) is largely related to a peak in grassland, woodland and crop fires during the drier summer months of May to August 2015;*
  - b. *Special Services: an increase of 9.9% (100 incidents) can be largely accounted for by an increase in the numbers of road traffic collisions (RTCs) and weather-related incidents in the wake of Storm Barney, which impacted on the two counties in mid-November 2015.*
- iii) *Incident numbers in each of the three main categories – Fires, Special Services and False Alarms – have remained consistent over the last 3-4 years.*
- iv) *Overall Staff Sickness levels have remained within tolerance levels for Quarters 1 to 3.*

- v) ***The Service attended 60% of Building Fires within 10 minutes in Q1-3 2015-16 compared with 58.3% in the same period in 2014-15. The average time for the first fire appliance attendance at all building fires remained below 10 minutes (09:57).***
- vi) ***Retained availability has improved slightly in Q1-3 rising to an overall 94.0% compared to 93.7% in the same period in 2014-15.***

## **Introduction**

- 2. The Service gathers data on a number of Performance Indicators based on operational activity and other areas of the Service and reports on these on a Quarterly basis to the Policy and Resources Committee and the Senior Management Board. The report includes commentary of any changes compared to the previous year and discussion of any exceptions to expected performance.

## **Tolerance Levels**

- 3. Each Performance Indicator is tested against tolerance levels anticipated for the year. These are the levels between which performance is expected to fluctuate and are generally 10% above and below the average levels for each specific indicator.
- 4. Four indicators were out of tolerance at the end of the 2015-16 Q1-3 period: Chimney Fires, Special Services, Non-uniform Staff Sickness and the percentage of Building Fires attended by the first appliance within 10 minutes of the time of call. These indicators are analysed in more detail in Appendix 1, together with an overview of all operational activity and an analysis of Retained appliance availability.

## **Quarters 1 to 3 Performance**

- 5. Quarters 1 to 3 saw a 5.6% increase in the total number of incidents attended by the Service compared to the same period last year, but is still 4.7% lower than the average for the last five years. Primary Fires increased by 12.3% compared to the same period in 2014-15, however the 5-year average indicates that Primary Fire numbers are falling. Secondary Fires increased by 18% mainly due to a 58% increase in grassland, woodland and crop fires during the warmer, drier summer months of 2015 compared to 2014. Nevertheless, this is still 12% lower than the 5-year average. Chimney Fires decreased by 29.1% and remain at a lower level than the 5-year average.
- 6. The number of Special Service incidents (emergency incidents that are not fire related) increased by 9.9% compared to the same period in 2014-15, though overall it is 1.9% lower than the 5-year average. The increase was principally due to the rise in RTCs and weather-related incidents following the arrival of Storm Barney on 17<sup>th</sup> November 2015.

7. The number of days lost to sickness absence for all staff continues to remain within tolerance levels, with the exception of non-uniform staff sickness. The Service continues to compare favourably with Worcestershire County Council on all staff sickness levels, including short- and long-term sickness.
8. The Service saw a 1.7% improvement in the percentage of Building Fires attended within 10 minutes by the first fire appliance. This increase to 60% is still below the 75% target in the Service's attendance standard, but despite this the average attendance time at all building fires remained below ten minutes (9 minutes and 57 seconds).
9. The availability of the first retained fire appliance improved to 94.0% in Q1-3 of 2015-16, an increase of 0.3% over the same period in 2014-15.

### **Conclusion/Summary**

10. Further detail and analysis regarding the above headlines for performance in Quarters 1 to 3 of 2015-16 is included in Appendix 1. The Senior Management Board will continue to receive reports based on the measures the Service is taking to stay within tolerance levels. Where improvements are required any necessary action will be reported to the Policy and Resources Committee.

### **Corporate Considerations**

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

## **Supporting Information**

Appendix 1 – Fire Authority 2015-16 Performance Report: Quarters 1 to 3

### **Contact Officer**

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## **Fire Authority 2015-16 Performance Report: Quarters 1 to 3**

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

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

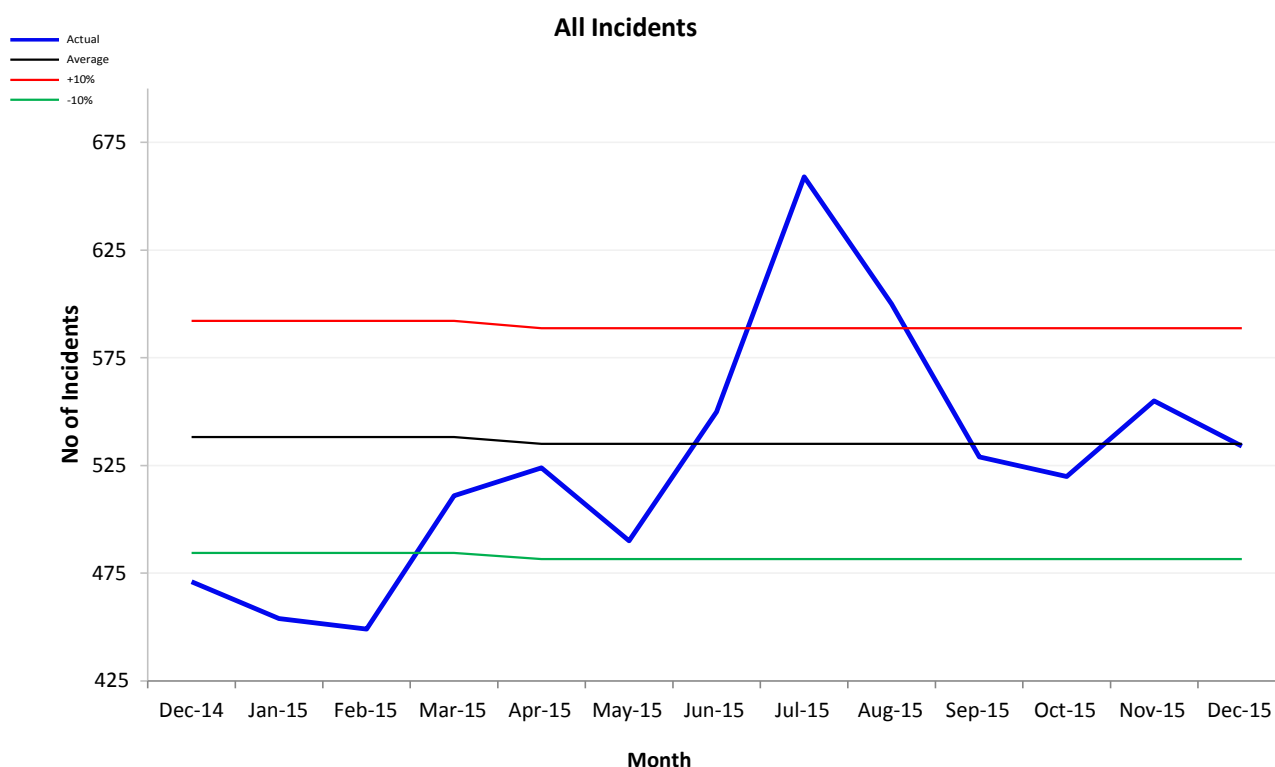
### **1. Operational Activity**

Operational activity covers all emergency incidents attended by fire and rescue crews, including fires, special services\* and false alarms. Each of these is broken down further in the following tables.

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

#### **1.1. Total Incidents Attended**

Fire and rescue crews attended 1,609 incidents in Quarter 3 of 2015-16, which is 10.4% (or 152 incidents) more than in the same period of 2014-15. This brings the total for the first three Quarters of 2015-16 to 4,961 incidents attended, 5.6% (263 incidents) more than in the same period in 2014-15. The majority of the increase is accounted for by an 11.3% rise in Fire incidents and a 9.9% rise in Special Service incidents. False Alarms were also up by just 0.5% over the same period in 2014-15, but still represent 48% of all incidents attended.

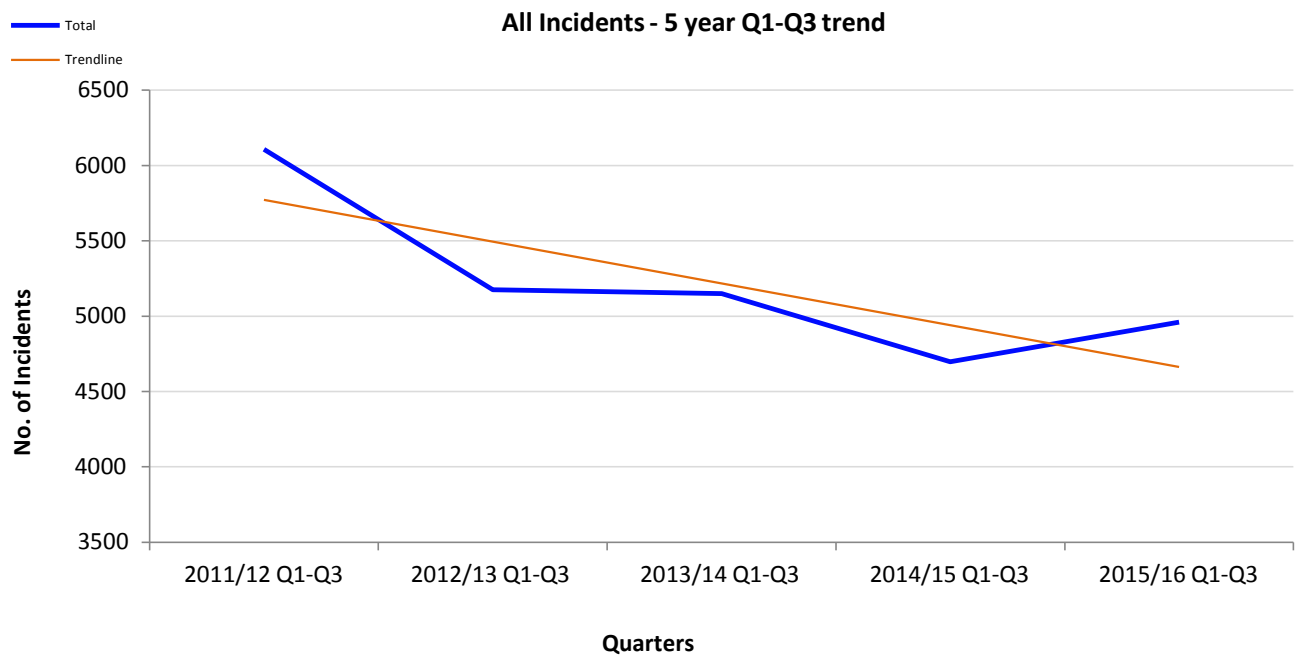


(Figure 1 – Total Incidents per month: December 2014 to December 2015)

<b>Total Incidents</b>	<b>Q1 to Q3 2014-15</b>	<b>Q1 to Q3 2015-16</b>	<b>% change</b>
All Fires	1338	1490	<b>11.4</b>
Special Services	1011	1111	<b>9.9</b>
False Alarms	2349	2360	<b>0.5</b>
<b>Total Incidents</b>	<b>4698</b>	<b>4961</b>	<b>5.6</b>

(Table 1 – Total Incidents: Q1-3 2014-15 and Q1-3 2015-16)

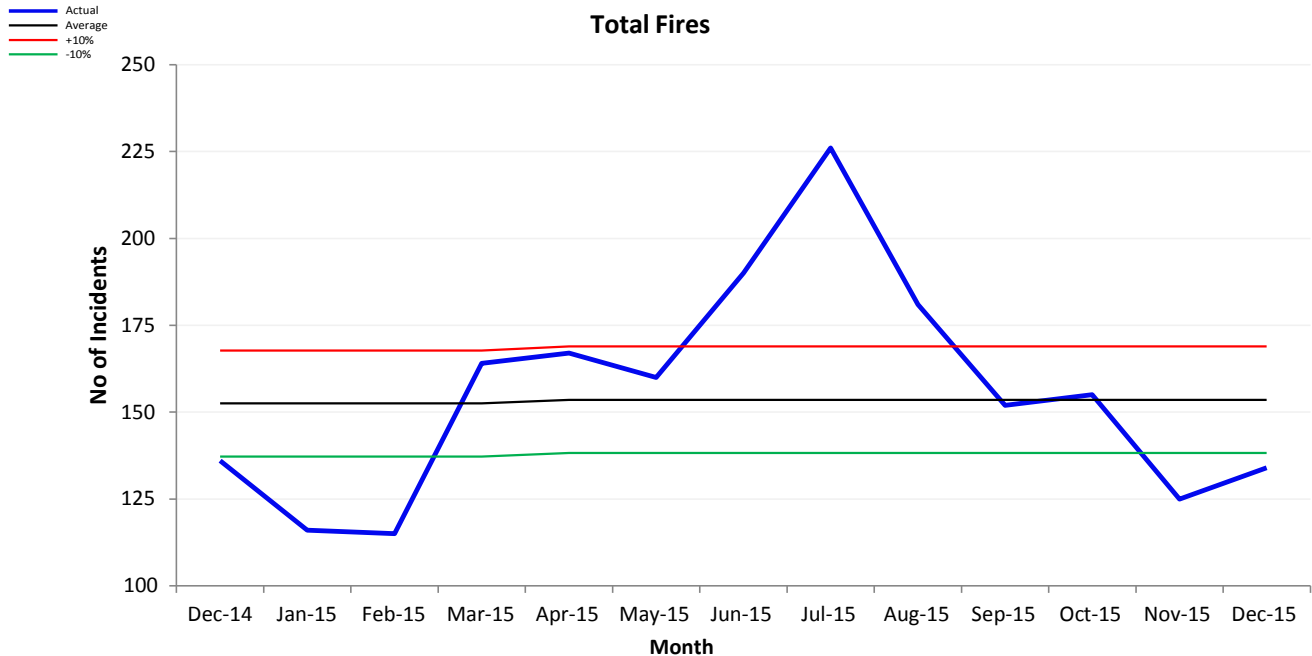
- Total Fire incidents, which include Primary, Secondary and Chimney Fires, were 11.4% higher (152 incidents) than over the same period of 2014-15. This is largely accounted for by an 18% rise in the number of Secondary Fires, though Primary Fires still represent the largest proportion (53.8%) of all fires attended.
- The number of Special Service incidents has increased by 9.9% (100 incidents) compared to the same period in 2014-15.
- The number of False Alarm incidents rose by 0.5% (11 incidents) compared to the same period in 2014-15.
- The general incident trend over the last 4 years indicates that incident numbers have remained at a consistent level.



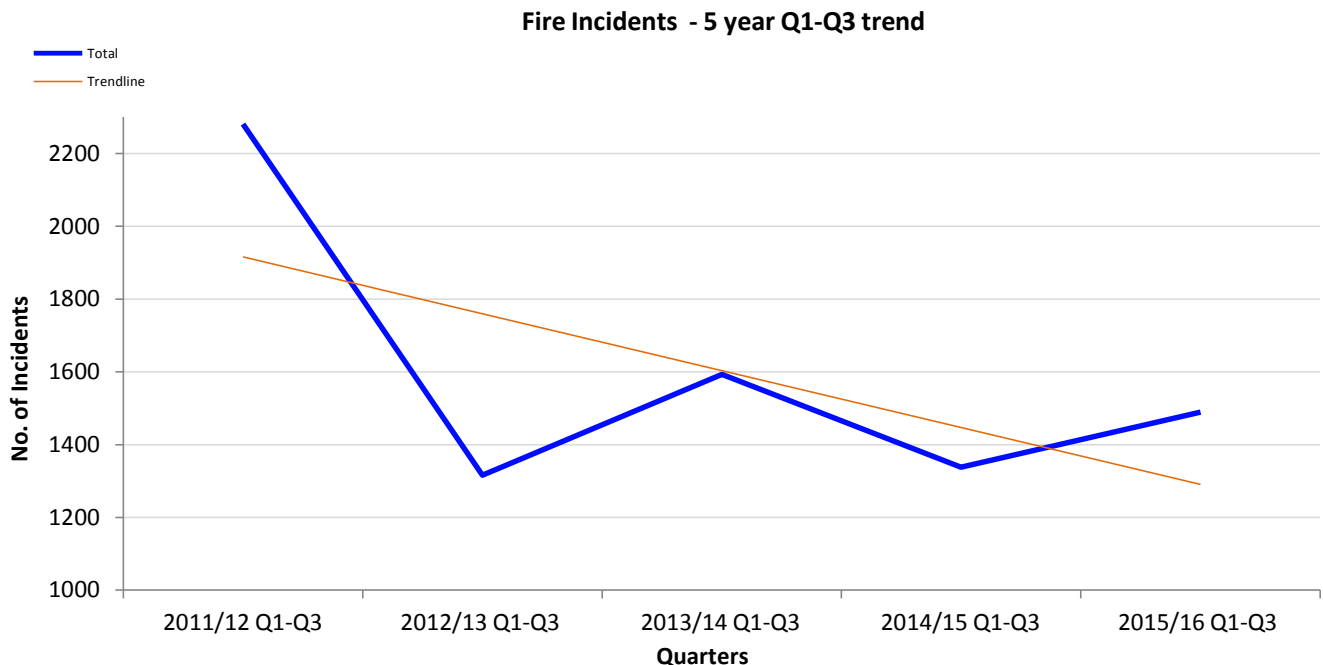
(Figure 2 – All Incidents: Q1-3 from 2011-12 to 2015-16)

## 1.2 Total Number of Fires

The numbers of Primary and Secondary Fires are both up in Quarters 1 to 3 on 2015-16 compared to the same period in 2014-15, representing an increase of 14.7% (182 incidents). Figure 2 shows that this is largely accounted for by the seasonal peak in fire incidents during the drier, summer months from May to August 2015, while Quarter 3 has seen the numbers fall back to within tolerance levels. Figure 4 shows that despite the recent increase in total fires the general incident trend over the last 4 years indicates that incident numbers have remained at a consistent level.



(Figure 3 – Total Fires per month: December 2014 to December 2015)



(Figure 4 – Fire Incidents: Q1-3 from 2011-12 to 2015-16)

<b>Total Fires</b>	<b>Q1 to Q3 2014-15</b>	<b>Q1 to Q3 2015-16</b>	<b>% change</b>
Primary Fires	714	802	<b>12.3</b>
Secondary Fires	521	615	<b>18.0</b>
Chimney Fires	103	73	<b>-29.1</b>
<b>Total Fires</b>	<b>1338</b>	<b>1490</b>	<b>11.4</b>

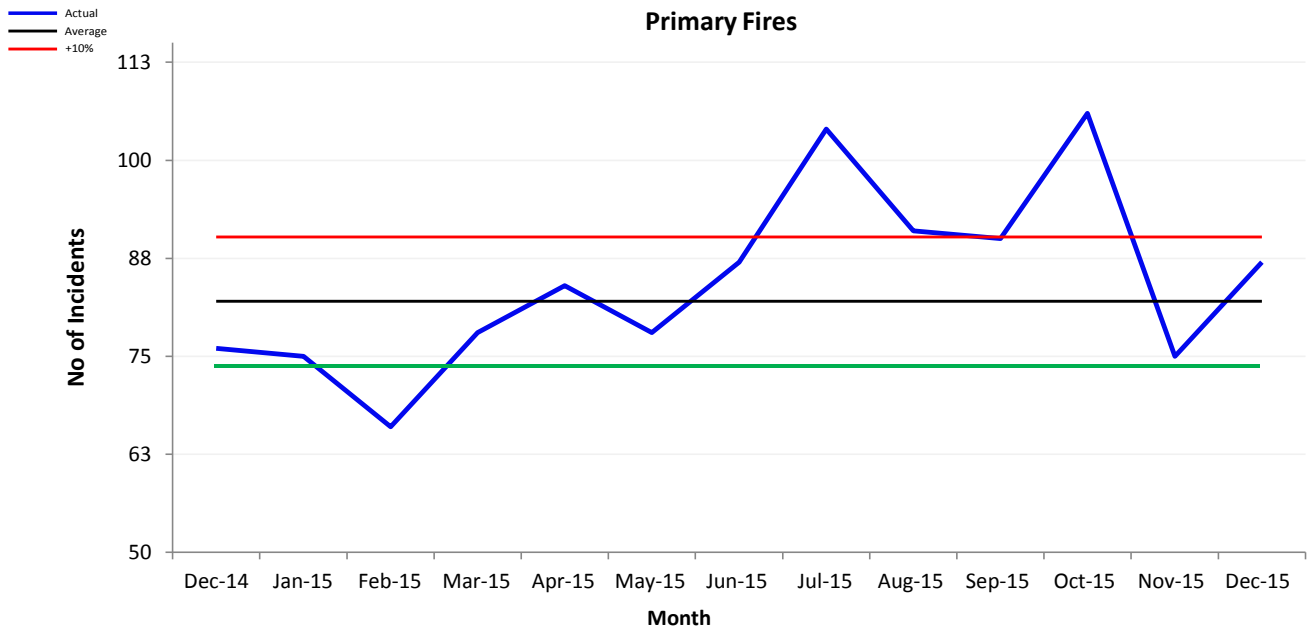
(Table 2 –Total Fires: Q1-3 2014-15 and Q1-3 2015-16)

- There were 88 more Primary Fire incidents in Quarters 1 to 3 of 2015-16 that there were in the same period in 2014-15, representing an increase of 12.3%.
- The number of Secondary Fires increased by 94 incidents (18.0%) compared to the same period in 2014-15.
- The number of Chimney Fires fell by 29.1% (30 incidents) compared to the same period in 2014-15.
- During Quarter 3 the Community Risk department carried out 991 Home Fire Safety Checks (HFSCs) at potential vulnerable households, 215 Business Fire Safety Checks (BFSCs) and 240 Signposting referrals including to other safety and support agencies.

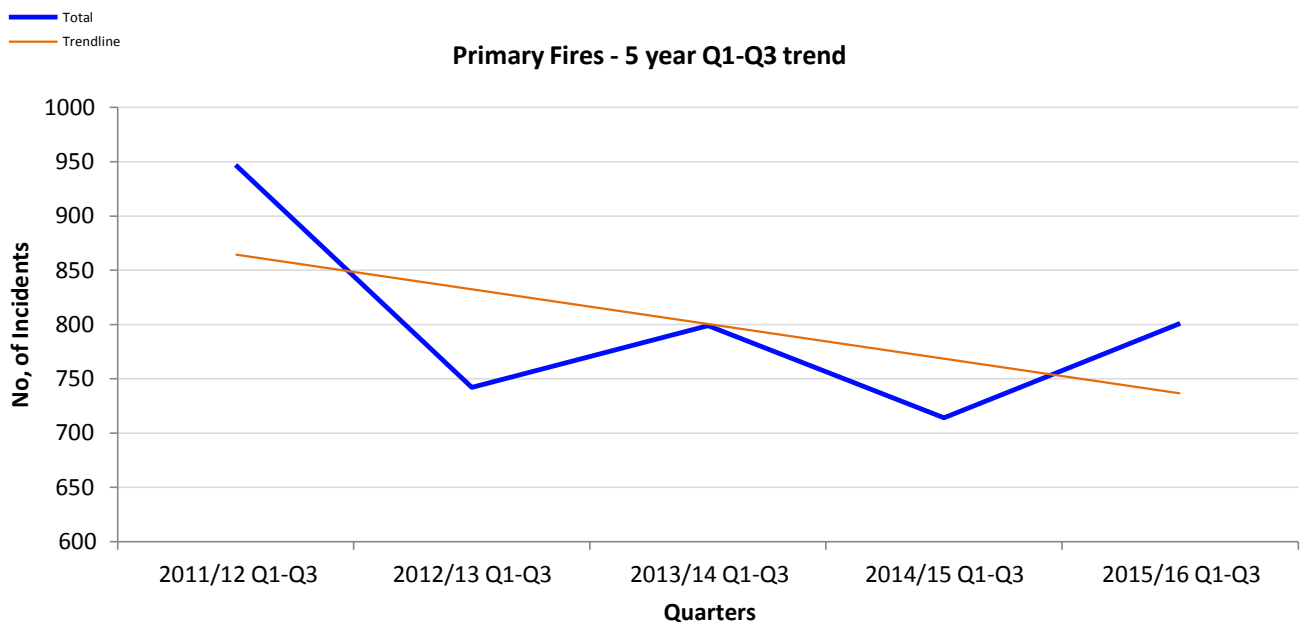


### 1.3 Primary Fires

Primary Fires can be broken down into three main categories: building fires, vehicle & transport fires and certain outdoor fires. Over Quarters 1 to 3 of 2015-16 there were 64 more Building Fires and 90 more Outdoor Fires than in the same period in 2014-15. There was a small decrease in the number of Vehicle & Transport Fires by 0.4% (1 incident) compared to the same period in 2014-15. Building Fires continue to represent the greatest proportion (61.1%) of all Primary Fires. Overall, the number of Primary Fires has remained consistent over the last 4 years (as shown in Figure 6 below).



(Figure 5 – Primary Fires per month: December 2014 to December 2015)



(Figure 6 – Primary Fires: Q1-3 from 2011-12 to 2015-16)

<b>Primary Fires</b>	<b>Q1 to Q3 2014-15</b>	<b>Q1 to Q3 2015-16</b>	<b>% change</b>
Building Fires	426	490	<b>15.0</b>
Vehicle & Transport Fires	223	222	<b>-0.4</b>
Outdoor Fires	65	90	<b>38.5</b>
<b>Total</b>	<b>714</b>	<b>802</b>	<b>12.3</b>

(Table 3 – Primary Fires: Q1-3 2014-15 and Q1-3 2015-16)

- The number of Building Fires increased by 15% compared to the same period in 2014-15. Within the Building Fires category, the number of Non-Residential Fires increased by 44.4% and Dwelling Fires also increased by 5.3%.
- Vehicle & Transport Fires decreased by 0.9% compared to the same period in 2014-15. Car Fires continue to account for the largest proportion (58.1%) of fires in this category (129 incidents compared to 115 (51.7%) in the same period in 2014-15).
- Primary Outdoor Fires show an increase of 38.5% (25 incidents) compared to the same period in 2014-15. These fires are ones attended by five or more fire appliances or involve a casualty.

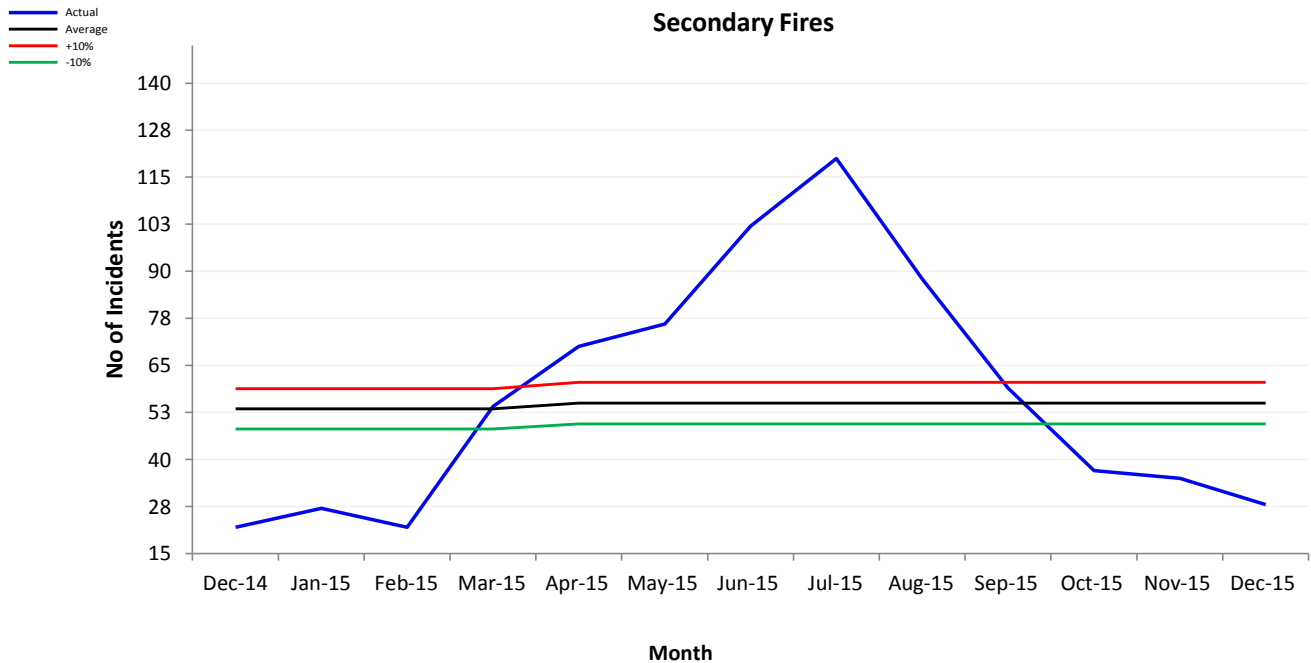
<b>Primary Fires Casualty: severity</b>	<b>Q1 - Q3 2014-15</b>	<b>Q1 - Q3 2015-16</b>	<b>% change</b>
Fatalities	1	1	<b>0.0</b>
Victim went to hospital, injuries appear to be Serious	3	6	<b>100.0</b>
Victim went to hospital, injuries appear to be Slight	15	34	<b>126.7</b>
First aid given at scene	30	20	<b>-33.3</b>
<b>Total</b>	<b>49</b>	<b>61</b>	<b>24.5</b>

(Table 4 – Primary Fires Casualties: Q1-3 2014-15 and Q1-3 2015-16)

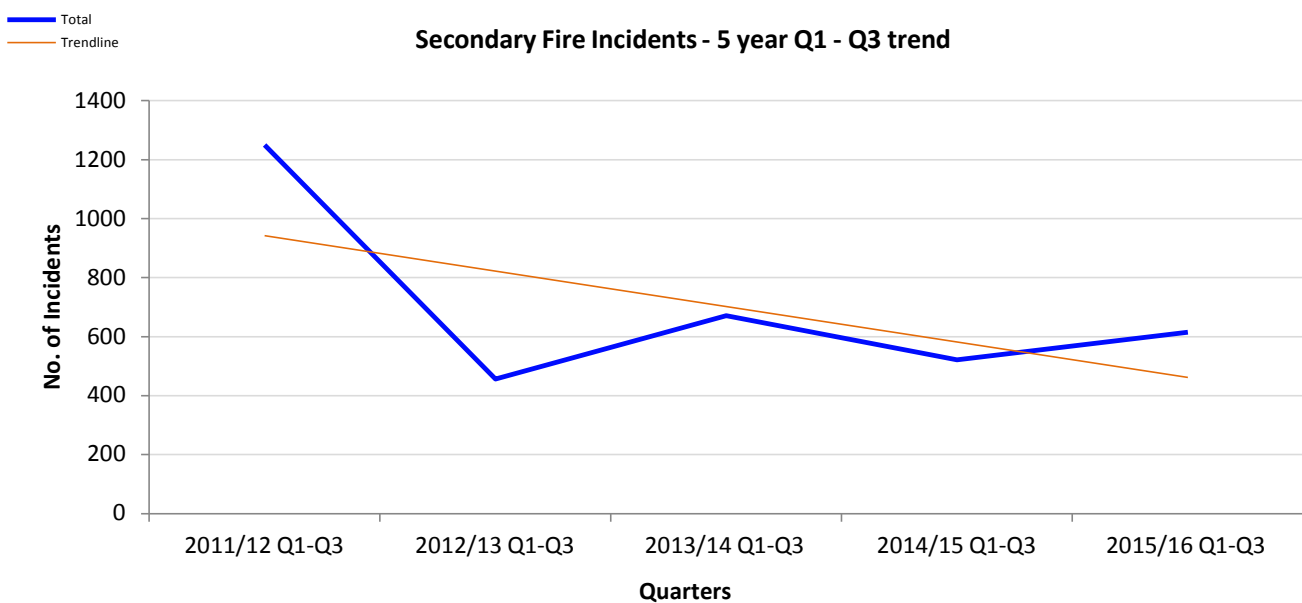
- Though there has been a 24.5% increase in injuries in Quarters 1 to 3 of 2015-16 when compared to 2014-15, the actual numbers of serious injuries and fatalities are still at a very low level.
- There was one fatality in Quarter 3 of 2015-16, which involved an accidental dwelling fire in Herefordshire in October 2015. Following this, Community Risk launched a specially targeted campaign in the outlying areas of Herefordshire aimed at reaching those people who are potentially most vulnerable to fire. Additional safety work with partner agencies included local promotion of the NHS's 'Stay Well This Winter' campaign.
- The largest proportion of injuries reported were under the category "injuries appear to be slight"; within this category 23 injuries (67.6%) were recorded as "overcome by gas, smoke or toxic fumes". This represents a 53% increase over the same period in 2014-15.
- Community Risk officers completed 2,942 Home Fire Safety Checks in Quarters 1 to 3 of 2015-16, an increase of 351 over the same period in 2014-15.

## 1.4 Secondary Fires

Secondary Fires include all other fires that are not Primary Fires or Chimney Fires, do not involve casualties and are attended by no more than four fire appliances. There was an 18.0% increase (94 incidents) in Secondary Fires in Quarters 1 to 3 of 2015-16 compared to the same period in 2014-15. This is mostly accounted for by an increase in outdoor fires (mainly grassland, woodland and crop fires) over the warmer and drier summer months of 2015 compared to the summer of 2014. Figure 7 shows that despite this increase, the overall trend in the last 4 years is consistent.



(Figure 7 – Secondary Fires per month: December 2014 - December 2015)



(Figure 7 – Secondary Fires: Q1-3 from 2011-12 to 2015-16)

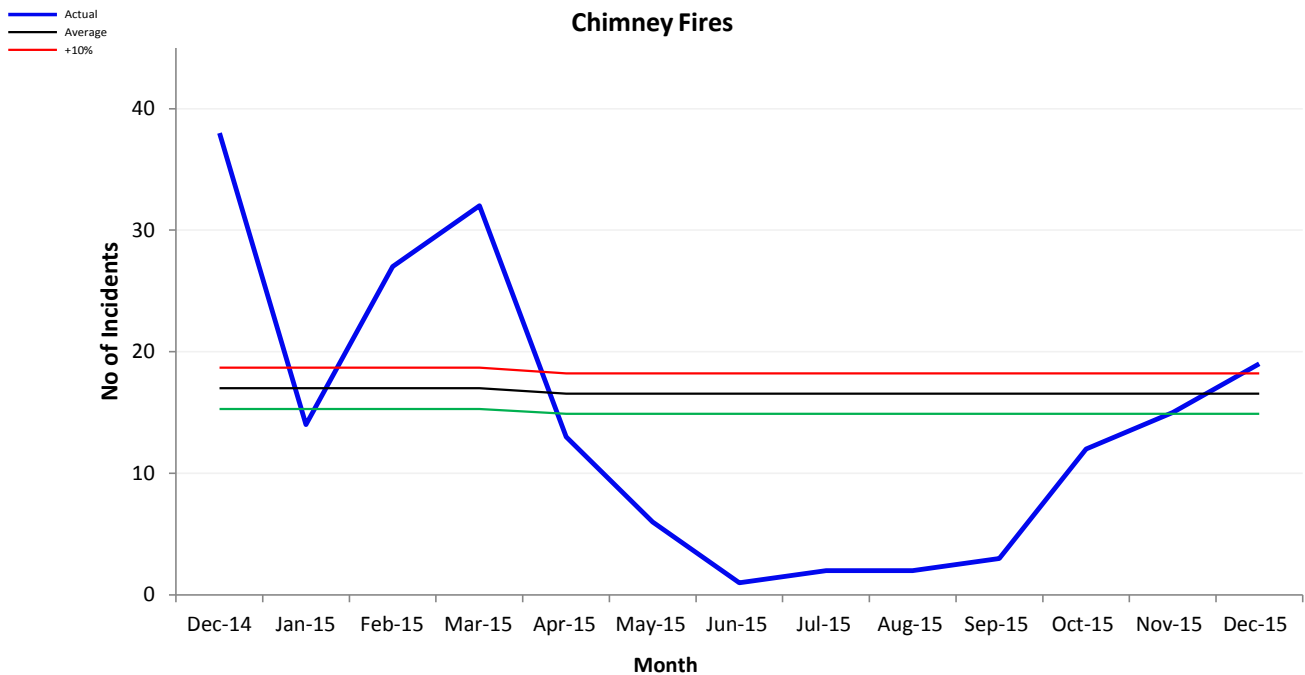
<b>Secondary Fires</b>	<b>Q1 to Q3 2014-15</b>	<b>Q1 to Q3 2015-16</b>	<b>% change</b>
Grassland, Woodland and Crop	157	248	<b>58.0</b>
Other Outdoors (including land)	192	178	<b>-7.3</b>
Outdoor equipment & machinery	12	9	<b>-25.0</b>
Outdoor Structures	129	152	<b>17.8</b>
Building & Transport	31	28	<b>-9.7</b>
<b>Total</b>	<b>521</b>	<b>615</b>	<b>18.0</b>

(Table 5 – Secondary Fires: Q1-3 2014-15 and Q1-3 2015-16)

- Grassland, Woodland and Crop Fires represent the greatest proportion (40.3%) of all Secondary Fires though this has fallen during Quarter 3 as the weather turned wetter.
- Over the summer months there was a concentration of community safety advice and messages concerning wildfire, outdoor and barbecue safety along with water safety messages during the hot weather.

## 1.5. Chimney Fires

The number of Chimney Fires remains low and has fallen by 29.1% in Quarters 1 to 3 of 2015-16, with 73 incidents compared to 103 in the same period of 2014-15. While small, the total edged above the 10% tolerance level towards the end of Quarter 3 as the weather turned colder.



(Figure 8 - Chimney Fires per month: December 2014 to December 2015)

Chimney Fires	Q1 to Q3 2014-15	Q1 to Q3 2015-16	% change
April	13	13	0.0
May	8	6	-25.0
June	4	1	-75.0
July	3	2	-33.3
August	6	2	-66.7
September	2	3	50.0
October	11	12	9.1
November	18	15	-16.7
December	38	19	-50.0
<b>Total</b>	<b>103</b>	<b>73</b>	<b>-29.1</b>

(Table 6 – Chimney Fires: Q1-3 2014-15 and Q1-3 2015-16)

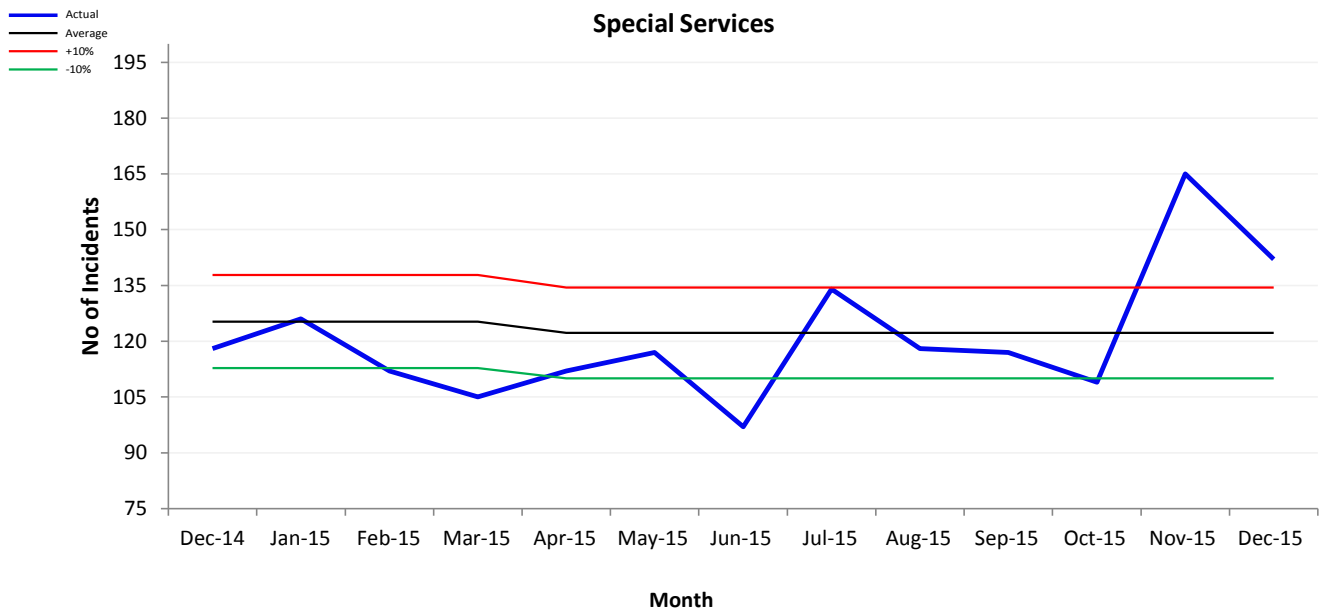
- The total number of Chimney Fires in Quarter 3 of 2015-16 was 31.3% lower than in the same Quarter of 2014-15. This can be partly explained by the milder weather during the period, but there was also a concerted promotion of chimney safety on the Service website throughout September 2015 to encourage people to have their chimneys swept in preparation for colder weather in the winter months.

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

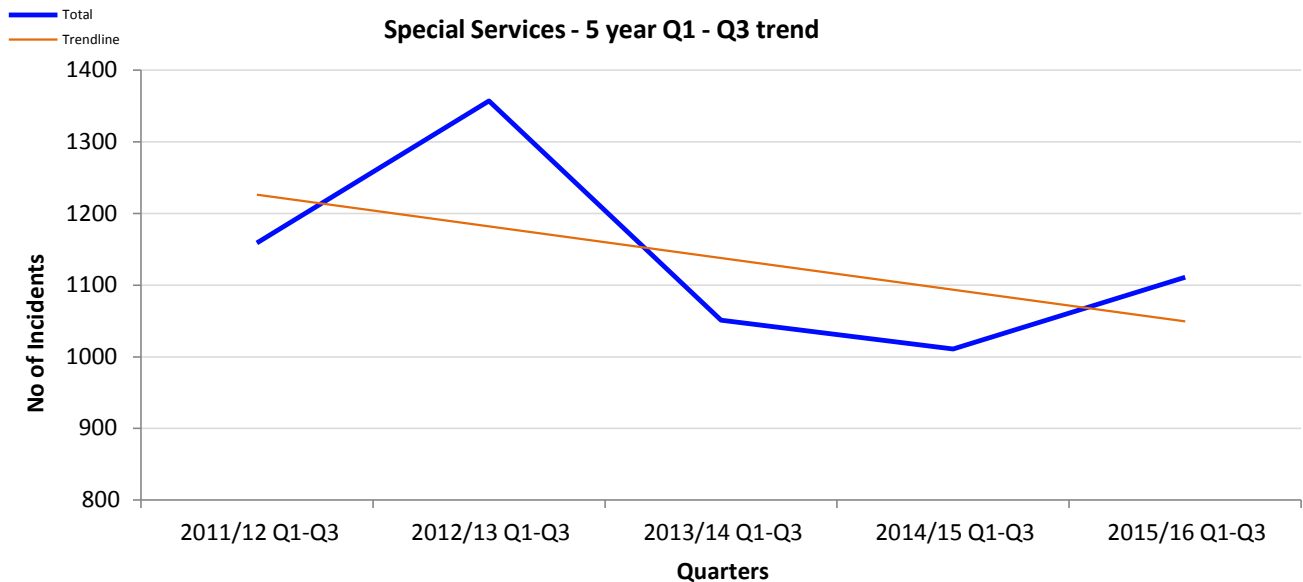
Emergency incidents attended that are not fire related are generally termed Special Services and False Alarms. Special Services include road traffic collisions (RTCs), extrications, lift rescues, lock ins/outs, hazardous materials and chemical incidents and other rescues and flooding incidents.

### 2.1. Special Service Incidents

The number of Special Service incidents has risen by 9.9% (100 incidents) in Quarters 1 to 3 of 2015-16 compared to the same period in 2014-15. RTC incidents continue to form the largest proportion of Special Service incidents, representing 44.1% of all Special Service incidents.



(Figure 9 – Special Service Incidents per month: December 2014 to December 2015)



(Figure 10 – Special Service incidents: Q1-3 from 2011-12 to 2015-16)

<b>Special Services</b>	<b>Q1 to Q3 2014-15</b>	<b>Q1 to Q3 2015-16</b>	<b>% change</b>
RTC Incidents	420	490	<b>16.7</b>
Flooding	69	42	<b>-39.1</b>
Rescue/Evacuation from Water	37	27	<b>-27.0</b>
Animal Assistance	62	77	<b>24.2</b>
Other Special Services	423	475	<b>12.3</b>
<b>Total</b>	<b>1011</b>	<b>1111</b>	<b>9.9</b>

(Table 7 – Special Services: Q1-3 2014-15 and Q1-3 2015-16)

- The number of RTC incidents shows an increase of 16.7% (70 incidents) in Quarters 1 to 3 of 2015-16 compared to the same period in 2014-15. Quarter 3 saw a spike in RTC incidents and incidents involving fallen trees and other property damage in the wake of Storm Barney which swept through the two counties in mid-November 2015. The poor weather conditions saw a 46% increase in RTCs (80 incidents) during November compared to the historic average for that month.
- There was a fall in the number of Flooding and Rescue/Extrication from Water incidents in Quarters 1 to 3 of 2015-16, a 34.9% decrease over the same Quarter in 2014-15.
- Despite the overall rise in Special Service incidents, particularly following Storm Barney in November 2015, the number of incidents have remained at a consistent level over the last 3 years (as shown in Figure 10 above).

## 2.2. RTC incidents

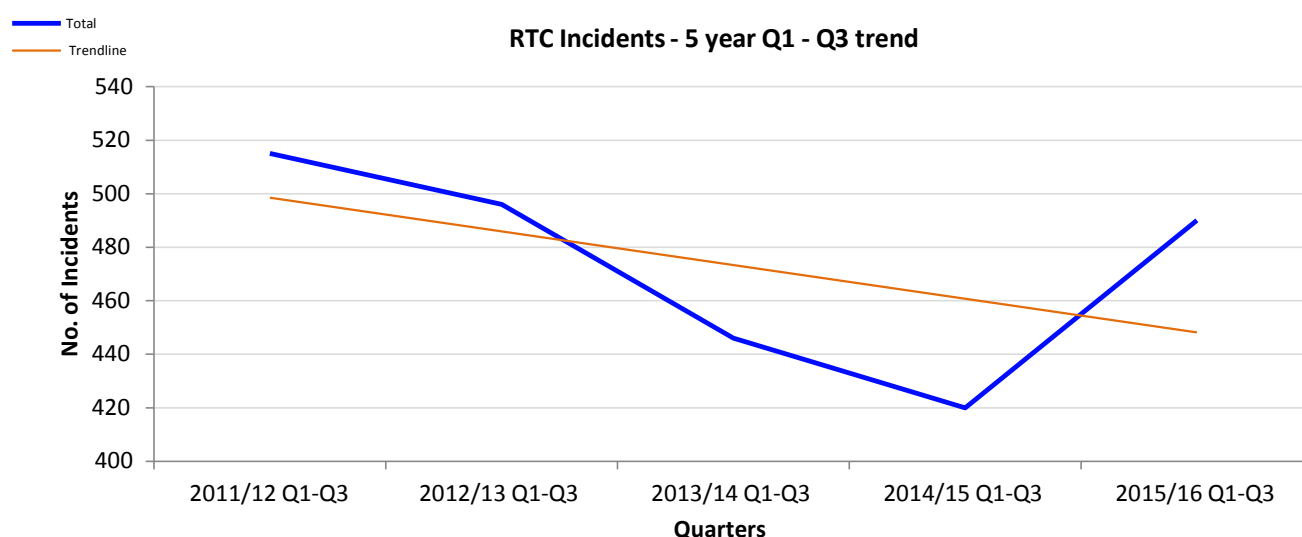
- RTC incident numbers reflect the number of incidents attended by HWFRS as opposed to the number of RTC's occurring across Herefordshire and Worcestershire.
- The number of RTC incidents attended by HWFRS in Q1-3 increased to 16.7% (70 incidents) compared to the same period in 2014-15. The majority of these incidents involved making vehicles safe (57.1% of all RTC incidents attended). Fire and rescue crews attended 6 fatalities involved in RTCs over the last three Quarters compared to 11 in the same period in 2014-15. However, the number of people seriously injured in RTCs increased from 50 to 60 (as shown in Table 9 below).
- Despite the recent increase in RTC incidents the general incident trend over the last 5 years indicates that incident numbers have remained at a consistent level (as shown in figure 11).

RTC Incidents	Q1 to Q3 2014-15	Q1 to Q3 2015-16	% change
Extrication of person/s	83	67	-19.3
Make scene safe	42	51	21.4
Make vehicle safe	234	280	19.7
Release of person/s	29	43	48.3
Wash down road	1	1	0.0
Other	31	48	54.8
<b>Total</b>	<b>420</b>	<b>490</b>	<b>16.7</b>

(Table 8 – RTC Incidents: Q1-3 2014-15 and Q1-3 2015-16)

RTC Casualty severity	Q1 to Q3 2014-15	Q1 to Q3 2015-16	% change
Fatalities	11	6	-45.5
Victim went to hospital, injuries appear to be Serious	50	60	20.0
Victim went to hospital, injuries appear to be Slight	139	154	10.8
First aid given at scene	32	44	37.5
<b>Total</b>	<b>232</b>	<b>264</b>	<b>13.8</b>

(Table 9 – RTC Casualty severity: Q1-3 2014-15 and Q1-3 2015-16)

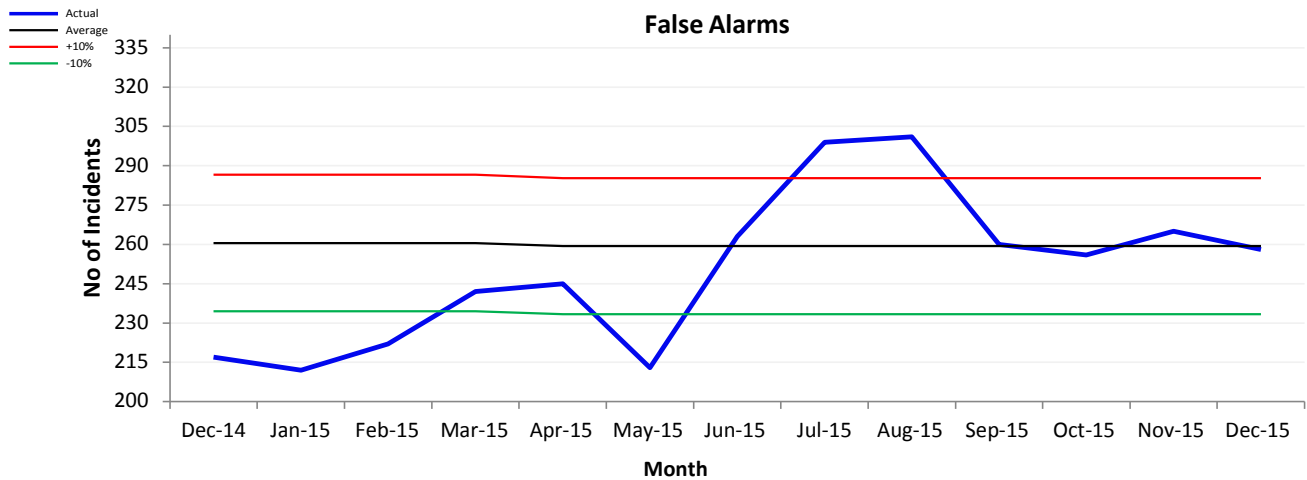


(Figure 11 – RTC Incidents per month: Q1-3 from 2011-12 to 2015-16)

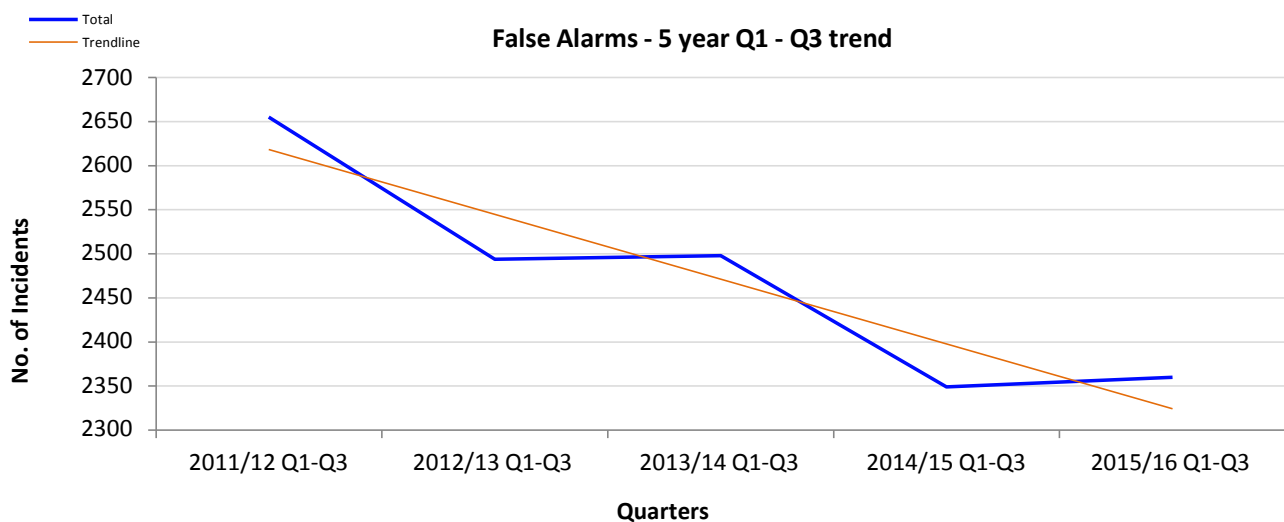


### 2.3. False Alarm Incidents

The number of False Alarm incidents in Quarters 1 to 3 of 2015-16 shows a small rise of 0.5% (11 incidents) compared to the same period in 2014-15. While the number of hoax and good intent false alarm calls continues to fall, there was a 2.0% rise in the number of Automatic False Alarms over the same period in 2014-15. The overall trend has been largely consistent over the last 4 years (as shown in figure 13).



(Figure 12 – False Alarm Incidents per month: December 2014 to December 2015)



(Figure 13 – False Alarm Incidents: Q1-3 from 2011-12 to 2015-16)

False Alarms	Q1 to Q3 2014-15	Q1 to Q3 2015-16	% change
Malicious False Alarms	40	36	-10.0
False Alarm Good Intent	574	554	-3.5
Automatic False Alarms	1735	1770	2.0
<b>Total</b>	<b>2349</b>	<b>2360</b>	<b>0.5</b>

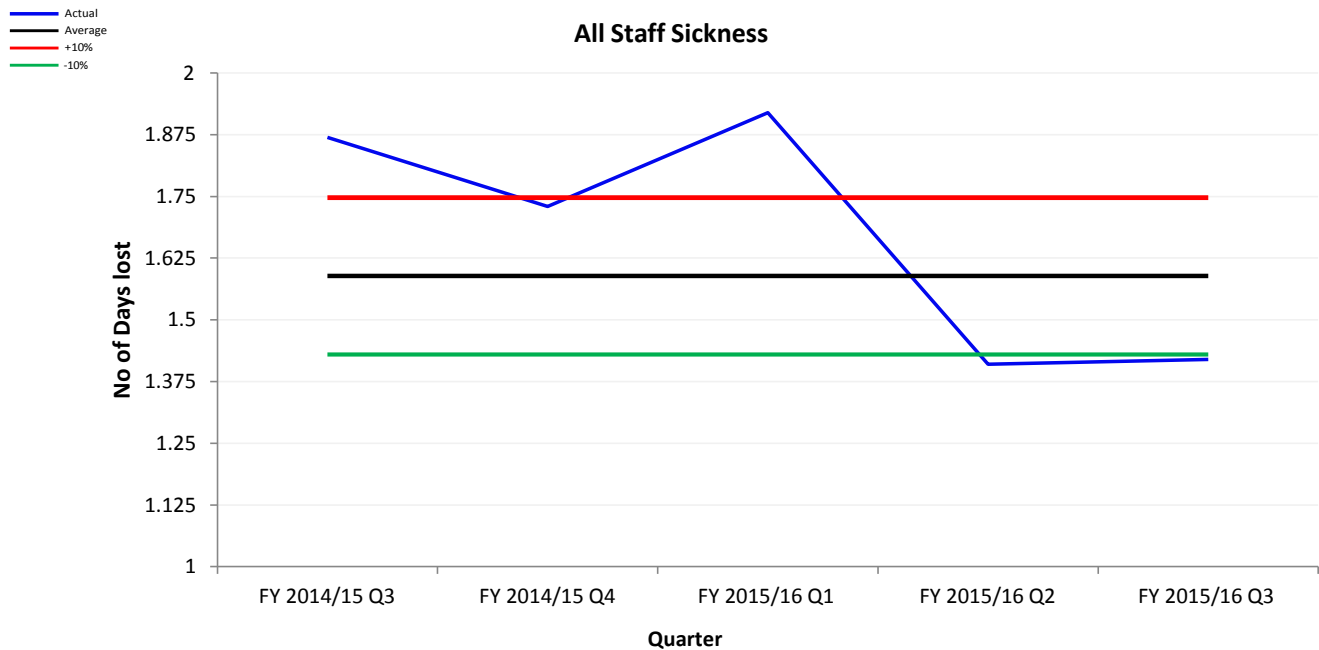
(Table 10 – False Alarms: Q1-3 2014-15 and Q1-3 2015-16)

- In addition to the above figures there was an additional 307 False Alarms that did not require the attendance of the Fire Service. Examples of this include call challenged of hoax calls and fire appliances returned en route following receipt of further information by Fire Control.

### 3. Absence Management

Staff absence and sickness is recorded on a quarterly basis in line with the Service's HR Connect management system. The overall sickness level for all staff in Quarter 3 of 2015-16 has fallen to 1.42 days lost per head and remains below the 5-year average of 1.69 days lost per head for the three Quarters. The cumulative total for the three Quarters of 2015-16 is 4.76 days lost per head. Within this, the non-uniform staff sickness level has fallen in Quarter 3, but still remains above the 10% tolerance level. The wholetime staff sickness level has risen slightly, but remains within tolerance. The overall staff sickness level continues to compare favourably with sickness levels at Worcestershire County Council.

#### 3.1. All Staff Sickness

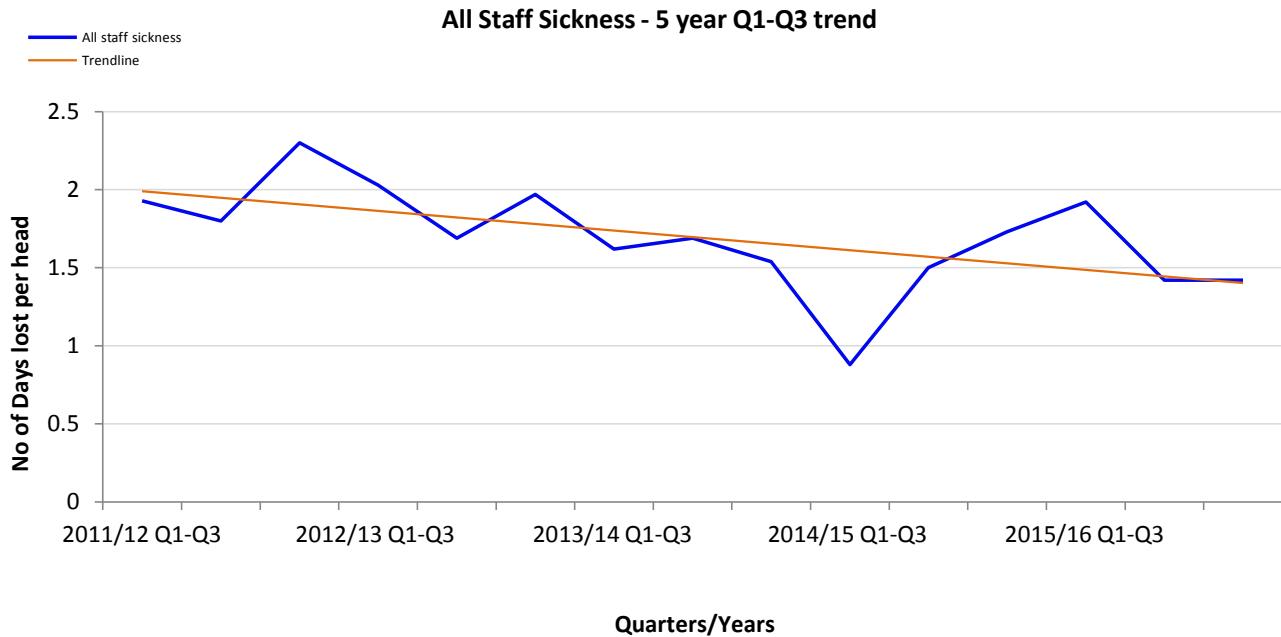


(Figure 14 – All Staff Sickness: Q3 2014-15 to Q3 2015-16)

All Staff Sickness	Short Term Sickness per head (Day lost)	Long Term Sickness per head (Days lost)	All Staff Sickness per head (Days lost)
Quarter 1	0.73	1.19	1.92
Quarter 2	0.54	0.88	1.42
Quarter 3	0.57	0.85	1.42
<b>Total Q1 - Q3</b>	<b>1.84</b>	<b>2.92</b>	<b>4.76</b>

(Table 11 – All Staff Sickness: Q1-3 2015-16)

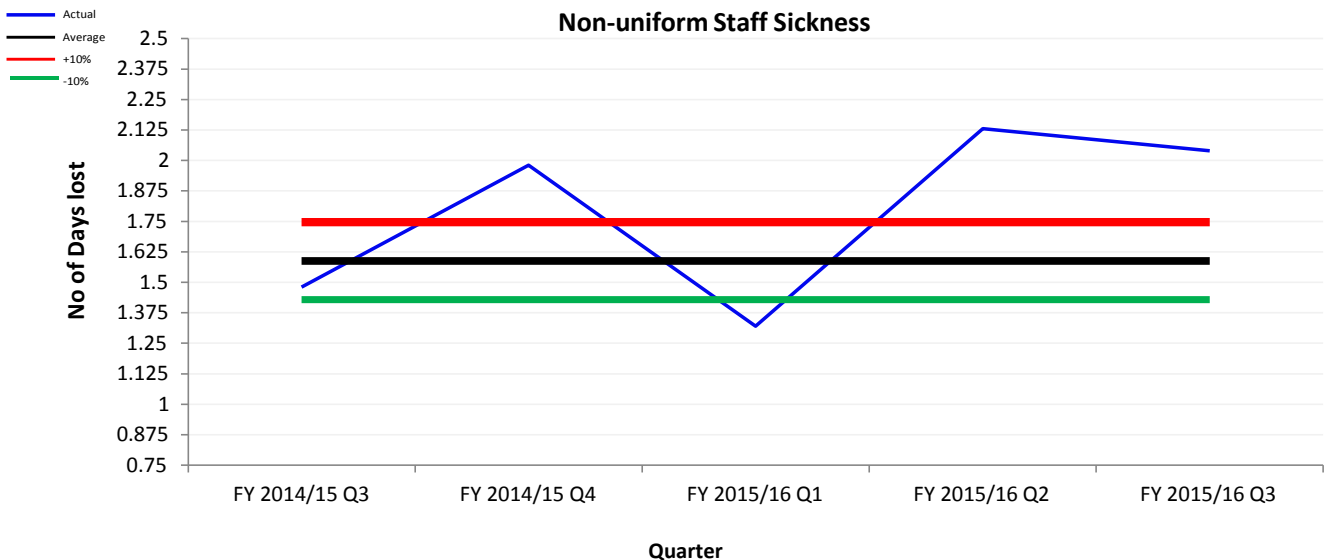
- Quarter 1 of 2015-16 saw the highest totals for short-term, long-term and overall staff sickness levels. This has fallen back to a total of 1.42 days lost per head in Quarter 3, which remains below the average 1.69 for Q1-3 quarters over the last five year. Long-term sickness continues to form the largest proportion representing 61.3% of all sickness. Figure 15 below shows that the overall Q1-3 trend remains downwards.



(Figure 15 – All staff sickness: Q1-3 from 2011-12 to 2015-16)

### 3.2. Non-uniform Staff Sickness

The overall level of Non-uniform Staff Sickness for Quarter 3 of 2015-16 remains above the tolerance threshold, though it is down on the previous Quarter.



(Figure 16 – Non-uniform Staff Sickness: Q1-3 2014-15 and Q1-3 2015-16)

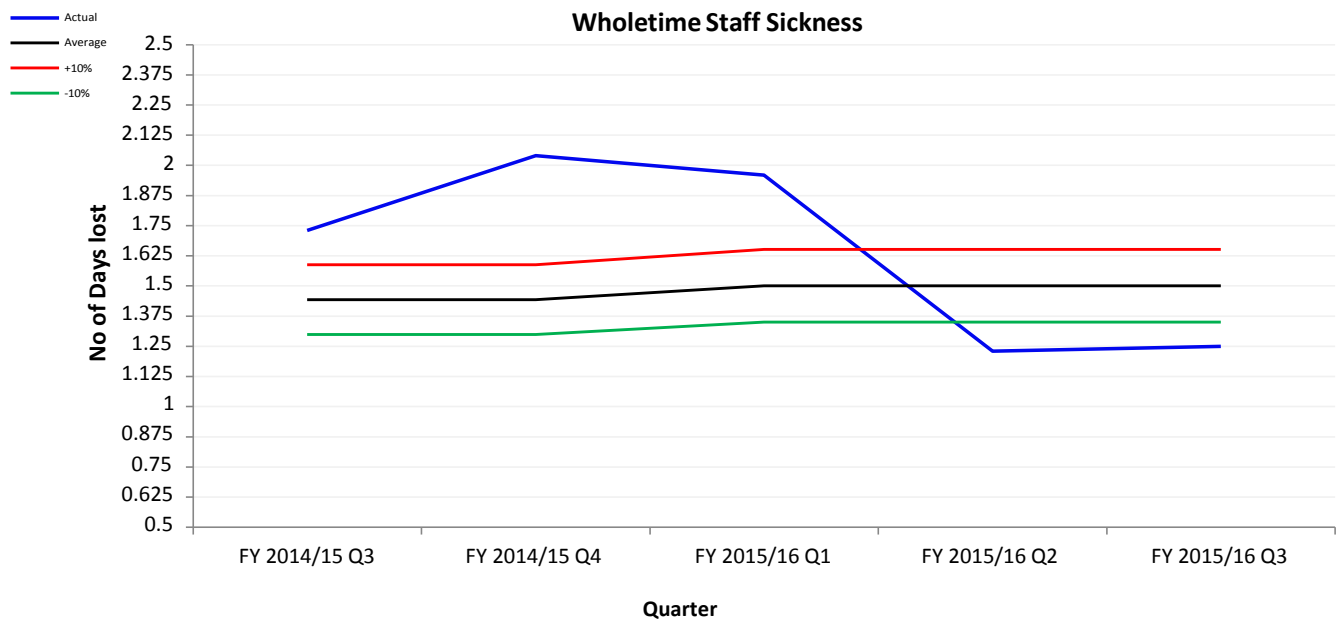
- While the overall level of Non-uniform Staff Sickness has reduced in Quarter 3 of 2015-16, the level of long-term sickness has risen, which pushes the sickness level above the 10% threshold.
- The increase in long-term sickness is mainly accounted for by the continued absence of two individuals. However, this is not expected to be a continuing trend. Neither absence is work related and there were no common trends.

<b>Non-uniform Staff Sickness</b>	<b>Short Term Sickness per head (Days lost)</b>	<b>Long Term Sickness per head (Days lost)</b>	<b>All Non-uniform Staff Sickness per head (Days lost)</b>
Quarter 1	0.53	0.79	1.32
Quarter 2	0.85	1.28	2.13
Quarter 3	0.68	1.36	2.04
<b>Total Q1 - Q3</b>	<b>2.06</b>	<b>3.43</b>	<b>5.49</b>

(Table 12- Non-uniform Staff Sickness: Q1-3 2015-16)

### 3.3 Wholetime Staff Sickness

The Wholetime Staff Sickness level increased slightly in Quarter 3 of 2015-16, but is 36.2% lower than the level in Quarter 1 and remains below tolerance levels.



(Figure 17 – Wholetime Staff Sickness: Q1-3 2014-15 to Q1-3 2015-6)

Wholetime Staff Sickness	Short Term Sickness per head (days lost)	Long Term Sickness per head (days lost)	All Wholetime Staff Sickness per head (days lost)
Quarter 1	0.78	1.18	1.96
Quarter 2	0.49	0.74	1.23
Quarter 3	0.50	0.75	1.25
<b>Total Q1 - Q3</b>	<b>1.77</b>	<b>2.67</b>	<b>4.44</b>

(Table 13 – Wholetime Staff Sickness: Q1-3 2015-16)

### 3.4 Comparative All Staff Sickness

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

Comparative All Staff Sickness	Short Term Sickness per head (days lost)	Long Term Sickness per head (days lost)	All Wholetime Staff Sickness per head (days lost)
Worcestershire County Council	2.44	3.92	6.33
Herefordshire County Council	Sickness data not available		
HWFRS	1.84	2.92	4.76

(Table 14 – Comparative All Staff Sickness: Q1-3 2015-16)

- The latest figures for Quarter 3 of 2015-16 show that the Service's overall staff sickness levels continue to compare favourably, with lower levels of short-term and long-term sickness for all staff.

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

By the end of Quarter 3 of 2015-16, all Performance Indicators were within the 10% tolerance levels, except for Chimney Fires, Special Service incidents, Non-uniform Staff Sickness and first attendance by a fire appliance at Building Fires within 10 minutes.

The 19 Chimney Fires in December 2015 took the total above the 10% tolerance level of 18, a slight increase given the usual seasonal rise which saw twice as many chimney fires in December 2014. In terms of the Special Service incidents, the rise can be accounted for by the impact of Storm Barney during November 2015, which saw a 46% increase in RTCs during the month. The Non-uniform Staff Sickness level relates mainly to the long-term absence of two individuals and is not expected to be a continuing trend.

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

The Attendance Standard was set in the Service's Integrated Risk Management Plan (IRMP) 2009-2012. The aim is for the first fire appliance to arrive at all Building Fires within 10 minutes on at least 75% of occasions. The actual percentage of Building Fires attended by the first fire appliance within 10 minutes during Quarter 1 to 3 2015-16 has risen to 60%, an improvement of 1.7% compared to the same period in 2014-15.

<b>1st Appliance attendance at Building Fires within 10 minutes</b>	<b>Q1 to Q3 2014-15</b>	<b>Q1 to Q3 2015-16</b>
Building Fires attended within 10 minutes	261	302
Total number of Building Fires attended	448	503
<b>% attended within 10 minutes</b>	<b>58.3%</b>	<b>60.0%</b>

(Table 15 – 1st Appliance attendance at Building Fires within 10 minutes: Q1-3 2014-15 and Q1-3 2015-16)

<b>1st Appliance attendance at Building Fires - average times</b>	<b>Q1 to Q3 2014-15 (mm:ss)</b>	<b>Q1 to Q3 2015-16 (mm:ss)</b>
Time of Call till Time Appliance Mobilised	02:01	01:53
Mobilised Time till Appliance Mobile	02:12	02:19
Mobile Time till to Appliance Arrive	05:43	05:45
<b>Time of Call to Arrival at Scene</b>	<b>09:56</b>	<b>09:57</b>

(Table 16 – 1st Appliance attendance at Building Fires average times: Q1-3 2014-15 and Q1-3 2015-16)

- While the attendance time for 201 building fires in the period fell outside the standard, the average attendance time for first fire appliances at all building fires remains below 10 minutes.
- The main reason cited for the first appliances not attending building fires within 10 minutes are travel distances (52% of incidents) and delayed turn in times (15%).

### Reasons for not meeting 1st Appliance attendance at Building Fires within 10 minutes

Travel distance to the incident	104	Civil disturbance	2
Turn in time (Retained and Day Crew only)	30	Training event delayed turn	2
Appliance not booked in attendance	14	Failed alerters	2
Road obstruction/road closure	11	Insufficient crew	2
Incident outside station turnout area	7	Mobilised from other area	2
Responding at normal road speed eg. AFAs	6	Not on home station	2
Insufficient information passed to Control	4	Difficulty in locating incident	1
Traffic conditions causing delayed turn in	3	Known False Alarm	1
Mobilising error	3	1st pump redirected	1
Weather conditions	3	<b>Total</b>	<b>200</b>

(Table 17 – Reasons for not meeting 1st Appliance attendance at Building Fires within 10 minutes: Q1-3 2015-16)

- This benchmark or measurement standard does not alter how quickly we attend incidents. Many other factors can influence this target, such as call challenging, information gathering by Fire Control, changing societal issues, such as fewer incidents in built up areas and more incidents proportionally outside of towns and cities, weather and road conditions. All of this may increase the average time taken to attend incidents across both Counties.
- The attendance standard was developed prior to the introduction of the new Fire Control system and there is not an exact match between a time recorded in the new system and the time used under the old system to record the time of call. The nearest time in the new system would be “Incident Created” time, which is after the time of call and is the time when the operator has identified the address in the database and needs to pinpoint the nearest appliance.



## 5. Retained Availability

The overall availability of On-Call Firefighters has slightly improved by 0.3% when compared to the same period in 2014-15.

Call sign	Station	Q1 to Q3 Availability 2014-15	Q1 to Q3 Availability 2015-16	% Change
213	Worcester	99.1%	99.7%	0.6%
221	Stourport	96.3%	97.4%	1.1%
231	Bewdley	84.1%	76.4%	-7.7%
241	Kidderminster	95.3%	86.1%	-9.2%
251	Bromsgrove	92.9%	92.2%	-0.7%
261	Droitwich	87.1%	85.2%	-1.9%
271	Redditch	98.7%	99.0%	0.3%
281	Evesham	91.1%	97.5%	6.4%
291	Pebworth	90.0%	91.0%	1.0%
302	Broadway	81.9%	90.1%	8.2%
311	Pershore	95.9%	98.5%	2.6%
322	Upton-upon-Severn	94.0%	81.2%	-12.8%
411	Malvern	98.6%	98.9%	0.3%
422	Ledbury	99.0%	97.4%	-1.6%
431	Fownhope	95.5%	91.8%	-3.7%
442	Ross-on-Wye	100.0%	100.0%	0.0%
452	Whitchurch	88.2%	90.3%	2.1%
463	Hereford	95.0%	99.0%	4.0%
472	Ewyas Harold	92.6%	99.9%	7.3%
481	Eardisley	96.7%	93.8%	-2.9%
492	Kington	97.2%	97.3%	0.1%
502	Leintwardine	96.2%	98.6%	2.4%
511	Kingsland	99.7%	99.8%	0.1%
522	Leominster	100.0%	99.9%	-0.1%
532	Tenbury	99.1%	99.4%	0.3%
542	Bromyard	100.0%	100.0%	0.0%
552	Peterchurch	77.1%	78.7%	1.6%
<b>Total</b>		<b>93.7%</b>	<b>94.0%</b>	<b>0.3%</b>

(Table 18 – 1st Appliance Retained Availability: Q1-3 2014-15 and Q1-3 2015-16)

- Ross-on-Wye and Bromyard on-call crews maintained a 100% availability during the three Quarters of 2015-16.
- Average availability for 22 out of 27 stations was above 90% during Q1-3.
- Loss of daytime cover personnel explains the reduction in cover provided by stations such as Bewdley, Kidderminster and Upton

## **Report of the Head of Community Risk & Training**

### **10. Community Risk Activity Reporting**

#### **Purpose of report**

1. This report presents a proposal to incorporate Community Risk activity data within the quarterly performance reports to Policy and Resources Committee.
- 

#### **Recommendation**

***It is recommended that Members endorse the proposal to incorporate Community Risk activity data within the Quarterly Performance Report from Quarter 1, 2016-17.***

#### **Introduction and Background**

2. Members currently receive quarterly performance reports covering operational activity; attendance at fires, special services and false alarms. The reports also include data on staff sickness, attendance standards and retained firefighter availability. Information on community and fire safety activities is currently reported on a more ad hoc basis.

#### **Proposal**

3. Following a fire safety presentation to the Fire Authority by the Head of Community Risk and Training on 16 December 2015, Members indicated a desire to receive regular community risk activity data. It is proposed that data on the Community Risk department's prevention and protection activities be included in the quarterly performance reports.
4. At present, quarterly performance reports provide Members with information concerning incident trend analysis covering the number and type of incidents we are attending, and whether the number of incidents is increasing or decreasing. By incorporating data on the Community Risk department's prevention and protection activities, Members will have a more informed picture of the wide range of actions the Service undertakes to make the two counties communities safer through working towards reducing the overall number of incidents.
5. The additional Community Risk information will provide key activity data in areas such as Home and Business Fire Safety Checks, Signposting activities and community safety events and campaigns during the quarter. It should be noted the Service currently focuses on the quality of the community risk activity rather than quantity completed due to the complexity and multi-faceted needs of the target audience, therefore there are no specific quarterly targets set.

6. If approved, officers will prepare an appropriate reporting template in readiness for the start of the new financial year, an example is shown in Appendix 1, with an example template key shown in Appendix 2.

### Conclusion/Summary

7. The proposal to incorporate Community Risk activity data within the Quarterly Performance Reports will bring together operational response, prevention and protection data into a single document. It will provide Members and the public with information and will give a snapshot of how well the Service is delivering its aim of keeping communities and firefighters safe.

### Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	The proposed activity data will be provided by the Services Community Risk team, and incorporated into the Quarterly reports by the Performance & Information team.
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	The proposal will help to demonstrate how the Service delivers the Core Purpose of 'Our Strategy'.
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	None.
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	None.
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	No, the report concerns the provision of performance information.

**Supporting Information**


















None

**Contact Officer**

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# HWFRS Community Risk Activity

	<table><tr><td>HFSCs</td><td></td></tr><tr><td>This month</td><td>310</td></tr><tr><td>Year to date</td><td>3584</td></tr></table>	HFSCs		This month	310	Year to date	3584		<table><tr><td>Standard Smoke Alarms</td><td></td></tr><tr><td>This Month</td><td>550</td></tr><tr><td>Year to date</td><td>1800</td></tr></table>	Standard Smoke Alarms		This Month	550	Year to date	1800		<table><tr><td>Wifi Hearing Impaired Smoke Alarms</td><td></td></tr><tr><td>This Month</td><td>210</td></tr><tr><td>Year to date</td><td>775</td></tr></table>	Wifi Hearing Impaired Smoke Alarms		This Month	210	Year to date	775		<table><tr><td>BFSCs</td><td></td></tr><tr><td>This month</td><td>89</td></tr><tr><td>Year to date</td><td>504</td></tr></table>	BFSCs		This month	89	Year to date	504		<table><tr><td>INTELs from BFSCs</td><td></td></tr><tr><td>This month</td><td>n/a</td></tr><tr><td>Year to date</td><td>n/a 2014-15</td></tr></table>	INTELs from BFSCs		This month	n/a	Year to date	n/a 2014-15								
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	<table><tr><td>Public Engagement (total no. of people)</td><td></td></tr><tr><td>This month</td><td>669</td></tr><tr><td>Year to date</td><td>7931</td></tr></table>	Public Engagement (total no. of people)		This month	669	Year to date	7931		<table><tr><td>CR Media Campaigns</td><td></td></tr><tr><td>This month</td><td>1</td></tr><tr><td>Year to date</td><td>51</td></tr></table>	CR Media Campaigns		This month	1	Year to date	51		<table><tr><td>Community Safety Activity (CE1 hours)</td><td></td></tr><tr><td>This month</td><td>561</td></tr><tr><td>Year to date</td><td>7395</td></tr></table>	Community Safety Activity (CE1 hours)		This month	561	Year to date	7395		<table><tr><td>Twitter</td><td></td></tr><tr><td>This month</td><td>4621</td></tr><tr><td>Year to date</td><td>84,000 from 9/14</td></tr></table>	Twitter		This month	4621	Year to date	84,000 from 9/14		<table><tr><td>CR 0800</td><td></td></tr><tr><td>This month</td><td>117</td></tr><tr><td>Year to date</td><td>2150 from 5/14</td></tr></table>	CR 0800		This month	117	Year to date	2150 from 5/14		<table><tr><td>Enforcement</td><td></td></tr><tr><td>This month</td><td>0</td></tr><tr><td>Year to date</td><td>10</td></tr></table>	Enforcement		This month	0	Year to date	10
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## Appendix 2

### Example Key to Community Risk Activity Data Sheet



#### Home Fire Safety Checks

Carried out by both Community Risk department staff and whole-time operational personnel.



#### Firesetter Referrals

Referrals from partnership agencies for individuals aged up to 16 years, where it is felt there is a risk of fire setting or a particular interest in fire.



#### Standard Smoke Alarms

Fitted in properties where no additional specialist alarms are needed. One working smoke alarm should be fitted on each floor of a property.



#### Public Engagement

This is the number of members of the public that have attended events/seminars/groups that Community Risk have been involved in



#### Wi-Fi Hearing Impaired Smoke Alarms

Fitted in properties where an occupant has a hearing impairment. This can consist of an alarm, vibrating pad and strobe.



#### CR Media Campaigns

Media releases distributed by the Community Risk department on community safety campaigns.



#### Signposting

Home Fire Safety Check referrals made by local authority partners, health professionals/



**Community Safety Activity (CE1 hours);** recorded hours for operational personnel and Community Risk staff engaged in Community Risk activity & initiatives,

agencies, and voluntary groups

other than Home Fire Safety and Business Fire Safety Checks.



### **Arson Referrals;**

Referrals made to the Community Risk department by both operational personnel and partner agencies. Referrals target those potentially involved in arson activity, with prevention and behavioural change being key in its delivery.



### **Fire Investigation**

Total number of fire investigations completed by level 2 qualified fire investigation officers, and administered by the Community Risk department.



### **Risk Based Audit Programmes/Visits/Post Fires**

The Risk Based Audit Programme (RBAP) is a system that ensures a cross section of business premises are inspected and audited in a timely manner. Post fire audits take place following a fire to ensure fire safety arrangements are adequate.



### **Twitter**

Community Risk regularly tweet fire safety messages and re-tweet relevant media. This is the number of people been captured through social media within the department.



### **Business Fire Safety Checks**

Carried out by both Community Risk department staff and whole-time operational personnel.



### **CR 0800**

Number of telephone calls received to the Community Risk department from public/agencies on the Freephone telephone number.



### **Intels from BFSCs**

Operational safety information obtained during Business Fire Safety Check visits.



### **Enforcement**

The FRS enforces Fire Safety law laid down in Regulatory Reform (Fire Safety) Order 2005, known as the Fire Safety Order (FSO)



### **Building Regulation Consultations**

The FRS is a statutory consultee for proposed building regulations approval. Comments must be made in 15 working days.



### **Licensing Application Consultations**

The FRS is a statutory consultee for premises licence and marriage licence applications. Comments must be made within 28 days.



## Report of Head of Legal Services

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

#### Purpose of report

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

#### Recommendations

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

- i) the Committee note there has been no use of covert investigatory techniques during the past year; and*
- ii) the Head of Legal Services be authorised to make a minor amendment to the existing policy, to include reference to the use of social media, subject to the usual staff consultation.*

#### Introduction and Background

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

#### Review of RIPA Authorisations

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

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

## **Inspection by the Office of Surveillance Commissioners**

6. The Surveillance Inspector visited the Service on 2nd March 2016 to undertake an inspection of our RIPA procedures. Whilst formal feedback from the Office of the Surveillance Commissioner is still awaited and will be reported at the meeting if received in time, the Inspector was satisfied with the policies and procedures we have in place.
7. It is likely that this will be the last such inspection we receive. The Office of the Surveillance Commissioner is looking to adopt a risk based approach to inspections in future and it is likely that we will receive a written questionnaire to complete instead of a face to face visit..

## **Review of Policy**

8. Although the Authority has not needed to rely on the use of RIPA, the policy nonetheless:
  - i. reinforces advice to officers that the use of covert investigatory techniques should be avoided in most circumstances;
  - ii. ensures that should the unforeseen and exceptional eventuality arise when reliance on RIPA is needed there will be a clear procedure for handling its use;
  - iii. ensures that any application to use the techniques covered by RIPA will be made using the appropriate Home Office forms and approved by one of the designated 'Authorised Officers'; and
  - iv. meets the requirements of the Office of Surveillance Commissioners.
9. Although the Surveillance Inspector was satisfied with our existing policy , as a result of the discussion with him and subject to the usual staff consultation, I propose to make a small amendment to the policy to include reference to the use of social media for the purposes of surveillance, as follows:

'Care should be exercised when using social media for the purposes of surveillance. Where privacy settings are available but have not been applied the data may be considered open source and an Authorisation is not usually required. Repeat viewing of 'open source' sites may however constitute directed surveillance on a case by case basis. An authorisation for the use and conduct of a covert human intelligence source (CHIS) may be required if an online relationship is established, for example, by becoming someone's social media 'friend' for the purposes of surveillance.'

## Conclusion/Summary

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

## Corporate Considerations

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

## Supporting Information

Background papers:  
RIPA Policy  
Policy & Resources Committee report 27<sup>th</sup> March 2013

## Contact Officer

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

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

### **12. Pensions Board Update**

#### **Purpose of report**

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

#### **Recommendations**

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

- (i) The pensions board has been established and is compliant with the Public Services Pensions Act 2013.***
- (ii) There have been two meetings of the pensions board.***
- (iii) Pension board members have attended two training sessions.***
- (iv) The pensions board has agreed terms of reference and administration systems.***

#### **Background**

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

#### **Update**

4. Following my last report to the Policy and Resources Committee on 25 March 2015 the pension board has been implemented. Two employer and two scheme members representatives have been appointed:
  - Richard Lawrence and Martin Reohorn – employer representatives

- Steve Gould and Julian Jenkins – scheme member representatives
5. There have been two meetings held on 16 July 2015 and 19 January 2016. The terms of reference have been reviewed and agreed by the pensions board (refer to Appendix A).
  6. Members will be aware that the pension board members must be conversant with the firefighters pensions schemes and have knowledge and understanding of pensions law. Two training courses have been delivered which will assist the board with identifying gaps in their knowledge.
  7. The board have introduced the following administration:
    - Decision log
    - Risk register
    - Training log
    - All known conflicts of interest are recorded on the conflicts of interest register
  8. A workplan for the board is currently being established.
  9. It is intended to provide the Policy and Resources Committee with an annual update.

### **Conclusion/Summary**

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

## Corporate Considerations

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

## Supporting Information

Appendix 1: Terms of Reference

### Contact Officer

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## **Appendix A**

### **HEREFORD & WORCESTER FIRE AUTHORITY AGREED PENSION BOARD TERMS OF REFERENCE**

#### **Statement of purpose**

1. The purpose of the Board is to assist Hereford & Worcester Fire Authority in its role as a scheme manager of the Firefighters Pension Schemes (FPS). Such assistance is to:
  - (a) secure compliance with the Regulations, any other legislation relating to the governance and administration of the Scheme, and requirements imposed by the Pensions Regulator in relation to the Scheme and;
  - (b) ensure the effective and efficient governance and administration of the Scheme.

#### **Duties of the Board**

2. The Board should at all times act in a reasonable manner in the conduct of its purpose. In support of this duty Board members:
  - (a) Should act always in the interests of the scheme and not seek to promote the interests of any stakeholder group above another.
  - (b) Should be subject to and abide by Hereford & Worcester Fire Authority Code of Conduct for Members.

#### **Membership**

3. The Board will comprise an equal number of employer and member representatives with a minimum requirement of no less than four in total.

#### ***Member representatives***

4. Two FPS member representatives shall be appointed to the Board.
5. The FPS member representatives shall have the capacity to represent members.
6. FPS member representatives should be able to demonstrate their capacity to attend and complete the necessary preparation for meetings and participate in training as required.

#### ***Employer representatives***

7. Two employer representatives shall be appointed to the Board.

8. Employer representatives shall be office holders or senior employees of Hereford & Worcester Fire Authority. Office holders or employees of Hereford & Worcester Fire Authority with delegated responsibility for discharging the scheme manager function of Hereford & Worcester Fire Authority may not serve as employer representatives.
9. Employer representatives should be able to demonstrate their capacity to attend and complete the necessary preparation for meetings and participate in training as required.
10. Employer representatives shall be appointed by Hereford & Worcester Fire Authority in a manner which it considers best promotes the purpose of the Board.

#### ***Other members***

11. Other members including an independent advisor shall attend the Board as required by either Hereford & Worcester Fire Authority or the Pensions Board. Any appointments of other members shall have regard to the best interests of the purpose of the Board.

#### ***Appointment of chair***

12. The Chair will be appointed from a member of the Pension Board for a three yearly term of office. The duties of the chair shall be in accordance with the duties of a chair within Hereford & Worcester Fire Authority.

#### **Notification of appointments**

13. On appointment to the Board, Hereford & Worcester Fire Authority shall publish the name of the appointees, the process followed in the appointment together with the way in which the appointments support the effective delivery of the purpose of the Board.

#### **Conflicts of interest**

14. All members of the Board must declare to Hereford & Worcester Fire Authority on appointment and at any such time as their circumstances change any potential conflict of interest arising as a result of their position on the Board.
15. On appointments to the Board and following any subsequent declaration of potential conflict Hereford & Worcester Fire Authority shall ensure that any potential conflict is effectively managed in line with both the internal procedures of Hereford & Worcester Fire Authority and the requirements of the Pensions Regulators codes of practice on conflict of interest for Board members.



## **Knowledge and understanding (including Training)**

16. Knowledge and understanding must be considered in light of the role of the Board to assist Hereford & Worcester Fire Authority in line with the requirements outlined in section 2 above. The Board should establish and maintain a policy and framework to address the knowledge and understanding requirements that apply to Board members. That policy and framework shall set out the degree of knowledge and understanding required as well as how knowledge and understanding is acquired, reviewed and updated.
17. Board members shall attend and participate in training arranged in order to meet and maintain the requirements set out in the Board's knowledge and understanding policy and framework.
18. Board members shall participate in such personal training needs analysis or other processes that are put in place in order to ensure that they maintain the required level of knowledge and understanding to carry out their role on the Board.

## **Term of office**

19. The tenure of the Term of Office will remain open and the Board constitution will be reviewed every three years.
20. Board membership may be terminated prior to the end of the term of office due to:
  - (a) A member representative chooses to step down from their role due to their change in circumstances where they no longer have capacity to represent members.
  - (b) An employer representative no longer holding the office or employment or being a member of the body on which their appointment relied.
  - (c) The representative no longer being able to demonstrate their capacity to attend and prepare for meetings or to participate in required training.
  - (d) A Board member having a conflict of interest. The Delegated Officer responsible for appointments to the Board has a duty to ensure Board members do not have any conflicts of interest on appointment or whilst they are members of the Board. This could involve temporary removal from the Board. It is the responsibility of Board members to identify any potential conflicts of interest within the Board. Where a conflict of interest is identified Board membership may be terminated.

## **Meetings**

21. The Board shall as a minimum meet once per year and the frequency will be determined by the Board. Meetings shall be arranged to take place during normal office hours.

## **Administration**

22. The Board will be administered by the Chair's PA. Notice of Board meetings, agenda's and papers will be circulated in advance of the meetings. Meetings will be recorded and minutes will be separated as appropriate into open and closed business prior to them being published on the Authority's Sharepoint site.
23. The Board will be supported by a suitable representative who will advise on the Authority's application of the Schemes and ensure the Board has access to all required documentation.
24. The Board will have the following documentation updated and published following each Board meeting:
  - All decisions will be recorded in the Decision Log
  - All Risks will be recorded in the Risk Register
  - All training requirements will be recorded in the Training log
  - All known conflicts of interest will be recorded in the Conflict of Interest Register

## **Quorum**

25. The total number of members required to be present for a meeting to be quorate is four.

## **Voting**

26. The Chair shall determine when consensus has been reached.
27. Where consensus is not achieved this should be recorded by the Chair.

## **Interpretation**

28. In these terms 'the Scheme' means the Firefighters' Pension Scheme.
29. In these terms Regulations means:
  - the Firefighters' Pension Scheme 1992, as amended,
  - the Firefighters' Pension Scheme 1992 Compensation Scheme, as amended,
  - the Firefighters' Pension Scheme 2006, as amended,
  - the Modified Pension Scheme 2016, as amended,
  - the Firefighters' Pension Scheme 2015 as amended
30. In these terms 'regulations' include, the Pension Regulators Codes of Practice as they apply to the scheme manager and pension board and any other relevant legislation applying to the Scheme.

*Agreed by Pension Board 19.01.2016*

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

### **13. Update from the Equality and Diversity Advisory Group**

#### **Purpose of report**

1. To provide an update from the Equality and Diversity Advisory Group since the last report to Committee on 14 September 2015

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#### **Recommendations**

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

- i) Service representatives attended the recent Asian Fire Service Association (AFSA) National Conference on 26 and 27 November 2015;***
- ii) Progress against the Service's equality objectives will be reported to the Equality and Diversity Advisory Group Meeting on 23 March 2016;***
- iii) The Service has subscribed to Quiltbag.***

#### **Background**

2. The core function of the Equality and Diversity Advisory Group is to promote equality of opportunity and thereby help to eliminate unnecessary and unlawful discrimination within Hereford & Worcester Fire and Rescue Service and to develop a working environment where individual diversity is valued.
3. The Group meets quarterly and is represented by each department across the Service in order to mainstream Equality and Diversity across the whole Service. Two Authority Members and representatives of the trade unions also attend the Equality and Diversity Advisory Group meetings.
4. Since the last update to the Policy and Resources Committee on 14 September 2015, there have been two meetings of the Equality and Diversity Advisory Group: on 8 September 2015 and 1 December 2015.

## **Progress Update**

5. Since the last update, there has been progress in a number of important areas, as noted below.

### Asian Fire Service Association National Conference

6. The Service was represented at the Asian Fire Service Association National Conference on 26 and 27 November 2015. Seminars available included engaging with a diverse workforce and diversity and cultural change. Feedback and next steps will be discussed at the next Equality and Diversity Advisory Group on 23 March 2016.

### Equality and Diversity objectives

7. Progress against the Service's Equality and Diversity objectives is currently being evaluated and will be reported to the next Equality and Diversity Advisory Group.

### Quiltbag

8. The Service has subscribed to Quiltbag. Quiltbag is a national charity which has been set up to provide best practice advice and support to Fire and Rescue Services in relation to sexual orientation and gender identity issues.

### Ethical Framework training

9. All Service employees are required to have annual Ethical Framework training. At the last Equality and Diversity Advisory Group on 1 December 2015, it was reported that training was outstanding. A further update will be provided to the next Equality and Diversity Advisory Group.

### Open For All Sub-Group

10. A meeting of the Open for All Sub-Group took place on 17 November 2015. As a result, work is currently being undertaken to complete the following:
  - The exit interview form and associated process. This has been reviewed and is ready for pilot implementation within the Service.
  - A research project into "How can we increase the number of females applying to be on call Firefighters?"

## **Conclusion**

11. The Service continues to make good progress in embedding its Equality and Diversity agenda and will continue to provide updates to this Committee.

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	The core function of the Equality and Diversity Advisory Group is to promote equality of opportunity and thereby help to eliminate unlawful discrimination within the Service. This will help the Authority meet its Public Sector Equality Duty obligations as set out in s.149 of the Equality Act 2010
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	The work of the Equality and Diversity Advisory Group links to the values set out in "Our Strategy".
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	None
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	None
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	Not necessary, this report provides an update of current work and does not require a decision to be made.

### Contact Officer(s)

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## **Report of the Deputy Chief Fire Officer – Service Support**

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

#### **Purpose of report**

1. To inform the Committee of the activities of the Joint Consultative Committee (JCC) since September 2015.
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#### **Recommendation**

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

- (i) Policy on financial assistance for medical treatment***
- (ii) Project Arrow Update***
- (iii) Relocation of Service Headquarters (SHQ) to Hindlip***
- (iv) Logging of Pre-Arranged Overtime***
- (v) Wyre Forest Hub***
- (vi) Union recognition and consultation***
- (vii) Job Evaluation***
- (viii) Use of Agency Staff***

#### **Background**

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

## Update

5. Since its last update to the Committee, the JCC has met on two occasions –13 October 2015 and 1February 2016
- Policy on Financial Assistance for Medical Treatment: There is taxation on medical treatment provided over £500 and is classed as a workplace benefit which has to be declared on a P11D form. Martin Reohorn, Director of Finance, is awaiting advice from a tax advisor in terms of this moving forward. Consultation will then follow with Representative Bodies.
  - Project Arrow Update: Howard Robinson (ex-Leicestershire ACFO) has been appointed to review all existing Project Arrow work, making further investigations into the three areas below and to draft the joint report for the next Project Arrow Board.
    - Fire Control
    - Response
    - Operational Support Departments
  - Relocation of SHQ to Hindlip: Police collaboration involving Hindlip has been split into two distinct pieces of work – Operational Communications Centre (OCC) being one area and the new SHQ move being the other. The SHQ move is in the very early stages and work is ongoing as to how personnel physically move to Hindlip, ICT being particularly complex. Area Commander Keith Chance is leading on this work and will continue to explore what the new HQ will look like.
  - Logging of Pre-Arranged Overtime/Multiple Contracts: There are a large number of uniformed staff and several members of support staff who have multiple contracts and roles with the Service. The FBU have raised concerns regarding an individual undertaking an ‘unsafe’ number of hours although no evidence has been received of this and appears to be managed quite well by these individuals. Area Commander Jon Pryce has met with HR and Payroll to look at ways of picking up exceptions and exploring options through payroll when an individual’s earnings exceed a certain level for their line manager to discuss hours worked and managing their hours. A process will shortly be in place which will easily show multiple contracts and roles within HWFRS.
  - Wyre Forest Hub - The formal public consultation commenced on Tuesday 1 September for a period of twelve weeks and concluded on 27 November 2015. A range of engagement activities with external and internal key stakeholders have taken place. Findings and recommendations were considered by the Fire Authority on 17 February 2016. .
  - Job Evaluation – A review has been conducted and Jean Cole, Head of Corporate Services, took a report to SMB for options, costs and implications for the organisation. Three HR employees as well as one or two other Managers will undertake training for job evaluation in April.
  - Agency Staff – A report to representative bodies to be reinstated by HR providing information on the number of agency staff within the Service.

6. The JCC Chair continues to keep JCC members updated on any key issues and activities in which the Service is involved. These include:
- Workforce Planning/Secondment issues.
  - Police Community Support Officers (PCSOs)/RDS Initiative.
  - Voluntary Redundancy/Voluntary Early Retirement.

## Conclusion

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

## Corporate Considerations

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

## Supporting Information

None

## Contact Officer

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## **Report of Deputy Chief Fire Officer Richard Lawrence**

### **15. Update from the Health and Safety Committee**

#### **Purpose of report**

1. To provide the Policy and Resources Committee with an update on the activities and items of significance from the Service's Health and Safety Committee.

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#### **Recommendation**

*It is recommended that the following issues, in particular, be noted:*

- (i) ***Health and Safety performance for Quarter 3 of year 2015-16 (Oct – Dec 2015); and***
- (ii) ***the involvement of the Service in a number of Health and Safety initiatives at national level;***

#### **Introduction**

2. Hereford & Worcester Fire Authority's aim is to ensure the safety and well-being of its employees and to reduce and prevent accidents and injuries at work.
3. The Health and Safety Committee (the Committee) is established to provide effective arrangements for the liaison and review of matters of a common interest in regards to Health and Safety (H&S), and to act as a forum for liaison on all matters relating to H&S for key stakeholders and departments. The Committee provides the opportunity for the Service to discuss general H&S matters on which it must consult the workforce via employee representatives.
4. The Committee has the facility to task work to the Health & Safety Working Group, which sits beneath it and is chaired by the Area Commander Operations Support. The group meets as and when required but at least every six months.

#### **Update**

5. The Committee last met on 3<sup>rd</sup> December 2015 and is due to meet next on 21<sup>st</sup> March 2016.
6. A review of quarterly performance for the relevant period will be discussed in detail, which overall shows a fairly even frequency level of incidents reported.
7. The Report is included at Appendix 1 with a summary below:

## Summary

8. In comparison to the previous quarter, the total number of incidents is marginally higher. The number of Vehicle collisions has slightly increased of which 10 were whilst responding to operational incidents.
9. The number of personal injuries remained at a similar even level throughout the year.
10. There were five RIDDOR reports that were submitted to the HSE for over eight day absences.
11. Significant Event:  
One significant event was reported during the reporting period which relates to a collision between a fire appliance responding to an incident and a private motor vehicle. The private motor vehicle turned directly across the path of the appliance resulting in the appliance colliding with the side of the vehicle. A specialist investigation has been undertaken, which evidenced that the service driver was driving in accordance with the service policy. No Police action was taken against the service driver.

## National Activities

12. The Service is currently involved in a number of initiatives at a national level. Key areas of activity include:

- a) Investigation into Ladder Incident

The national H&S Committee received a presentation from a representative of West Yorkshire Fire & Rescue Service (WYFRS) regarding their findings following an investigation into a 135 ladder failure during a training exercise in 2011; three firefighters were unfortunately injured. The investigation focussed on replicating the stresses/load the ladder was subjected to at the time of failure. To assist with dissemination of the key findings, the Chief Fire Officers Association (CFOA) will be shortly issuing a circular alongside the WYFRS accident investigation report and an associated presentation.

- b) Moisture Content in Breathing Apparatus (BA)

CFOA and Dublin Fire Brigade have agreed to fund the Health & Safety Laboratories research proposal which investigates the potential for water freezing in BA set components when the cylinder contents are within moisture content tolerances and thus lead to set failure. The resultant report, including findings, is expected in April 2016. CFOA will own the results and have the ability to disseminate as considered necessary.

c) Asbestos Medical Survey

Every Fire and Rescue Service (FRS) has been contacted to remind them to respond the Health & Safety Executive (HSE) asbestos survey confirming if they have Appointed Doctors carrying out or overseeing medicals for operational staff. The HSE are now awaiting responses from four services, a further reminder has been sent to these for action.

Hereford & Worcester Fire and Rescue Service has responded to the HSE survey confirming compliance of the requirement of an appointed doctor overseeing asbestos medicals.

d) Personal Protective Equipment (PPE)

An initial meeting has taken place between CFOA, Chief Fire and Rescue Advisors and a national PPE expert to discuss issues relating to the potential risk to firefighters' health from carcinogens. Initial discussions reflect the need for an academic evaluation of the data sources available to establish what future actions may be required. This project will be passed onto the new CFOA H&S Lead Officer to action.

e) HSE Strategy

The Health & Safety Executive are in the process of creating a new national strategy. The new strategy is aimed at developing Great Britain's working well agenda whilst building upon the success of workers wellbeing. CFOA were invited to attend a forum group in London to give an industry perspective supporting the development of this strategy.

The six key themes of the strategy are:

- Acting Together – *promoting broader ownership of health and safety in Great Britain.*
- Tackling ill health – *Highlighting and tackling the costs of work related ill health.*
- Managing risk well – *Simplifying risk management and helping business to grow.*
- Supporting small employers – *Give SMEs simple advice so that they know what they have to do.*
- Keeping pace with change – *anticipating and tackling new health and safety challenges.*
- Sharing our success – *Promoting the benefits of Great Britain's world class health and safety system.*

More information of the strategy can be found at <http://www.hse.gov.uk/strategy/#themes#HelpGBWorkWell>.

Further information will be shared within Hereford & Worcester when the strategy is formally launched.

f) CFOA Circular Lessons Learned

*'Health and Safety in the Fire and Rescue Service – Embedding Lessons Learned'*, is a jointly produced document by the Chief Fire and Rescue Advisors in England & Wales, HM Fire Service Inspectorate in Scotland and the Health and Safety Executive.

The HSE does not undertake a proactive programme of inspections across the FRS sector due to the good historical safety record and proactive culture with the FRS sector. To ensure these high standards remain the HSE works closely with CFOA to understand developments and support continuous improvement.

CFOA fully endorses the principles outlined within the document and encourages UK FRSs to assess the content of the document to assess any lessons or principles to be applied locally.

H&WFRS is currently undertaking a GAP analysis of current procedures. Initial evaluation identifies H&WFRS are in a strong position and have already considered the majority of the requirements outlined within the document, a further update will be given when the analysis is complete.

## Conclusion

13. This report provides Members with an update on health and safety issues to be discussed at the next Health and Safety Committee on 21<sup>st</sup> March 2016 and draws Members' attention to key areas of work currently being undertaken by the Service. In addition the report provides information on quarterly health and safety performance, which overall shows a downward trend.

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	N/A
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	Corporate strategy – Ensuring firefighter safety

<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	Reduces the overall impact for health and safety management in the areas identified and safeguards the Services legal requirements
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	N/A

### Supporting Information

Appendix 1: Quarter 3 of year 2015/2016 (Oct – Dec 2015) Health & Safety Performance Report

### Contact Officer

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**Title:** Quarter 3 Performance Report (Oct - Dec 2015)

A total of 38 H&S events were reported this quarter:

<b>11 incidents were personal injuries</b>	
<b>5 incidents relate to injuries occurring during training.</b>	1 relates to a burn during hot fire training
	1 relates to a broken finger sustained while water rescue training in Wales (RIDDOR)
	1 relates to an injury to the forearms whilst doing ladder drills (RIDDOR)
	1 relates to a burn to the face during hot fire training
	1 relates to an arm injury caused by a failed working platform (RIDDOR)
<b>4 incidents relate to routine activities</b>	1 relates to an inflammation of both wrists to a Fire Control operator (RIDDOR)
	1 relates to a facial injury caused by recoil of jet washer
	1 relates to a foot injury caused by equipment falling out of a locker
	1 relates to being hit on the head by equipment falling out of a locker
<b>2 injuries were at operational incidents</b>	1 relates to a manual handling injury at a large animal rescue (horse)
	1 relates to a firefighter stepping through some poorly constructed stairs (RIDDOR)
	Totalling <b>11</b> personal injuries
	Totalling <b>5</b> RIDDOR events

<b>20 incidents were vehicle accidents</b>	
<b>10 accidents were during routine activities</b>	1 relates to private vehicle colliding with a service vehicle from the rear
	1 relates to collision with tree branch fallen onto edge of the roadway
	1 relates to member of public reversing into a stationary service vehicle
	1 relates to service vehicle being reversed into a low pillar
	1 relates to service vehicle collision at slow speed into rear of private vehicle that had stopped in traffic
	1 appliance reversing into a raised trapdoor cover
	1 relates to appliance manoeuvring in the drill yard
	1 relates to manoeuvring appliance whilst connected to hydrant
	1 relates to service vehicle being reversed into a garden wall
	1 relates to service vehicle being reversed and contact made with private vehicle
<b>10 incidents were responding to incidents</b>	1 relates to an appliance making contact with railings during manoeuvre
	2 relate to collisions with parked vehicles during manoeuvres
	1 relates to a collision with temporary road sign on hard shoulder of roadway
	1 relates to collision with object obtruding from embankment on a narrow road
	1 relates to collision of appliance with parked car whilst travelling between parked cars
	1 relates to an appliance making contact with a concrete slab hidden in grass verge
	1 relates to appliance collision with gate post at slow speed
	1 relates to an appliance making contact with parked car
	1 relates to an appliance colliding with private vehicle. The private vehicle was driven directly across the path of the appliance
	Totalling <b>20</b> vehicle accidents

<b>5 were near hits or causes for concern.</b>	
<b>1 was whilst responding to an incident</b>	1 relates to driver's door opening due to fault with door catch
<b>4 were during routine activities</b>	1 relates to coupling of hose reel coming apart
	1 relates to a firefighter hitting his head (no injury) on a low lying loft ladder
	1 relates to a reduction in door clearance caused by new lockers
	1 relates to an appliance bay roller shutter door crashing to the floor
	Totalling <b>5</b> near hits or causes for concern

<b>2 were near acts of violence or aggression</b>	
<b>1 was during routine activities</b>	1 relates to verbal abuse aimed at a crew member whilst partaking in routine activities
<b>1 was during an operational incident</b>	1 relates to verbal aggression aimed at crews whilst attending an operational incident
	Totalling <b>2</b> acts of violence or aggression



### Quarter 3 H&S Event type breakdown

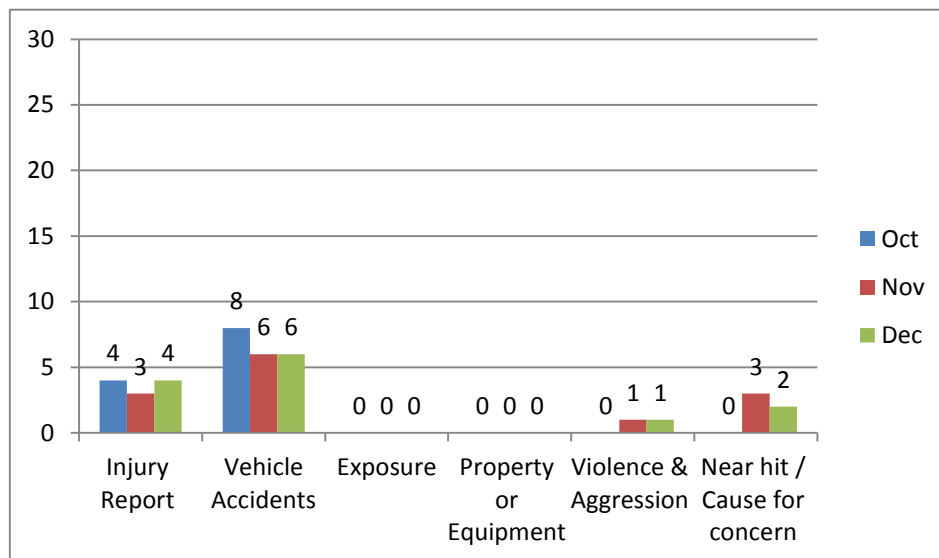


Figure 1 – Total events per month October 2015 to December 2015

### 2015/16 Total Reported H&S Events-Monthly Breakdown

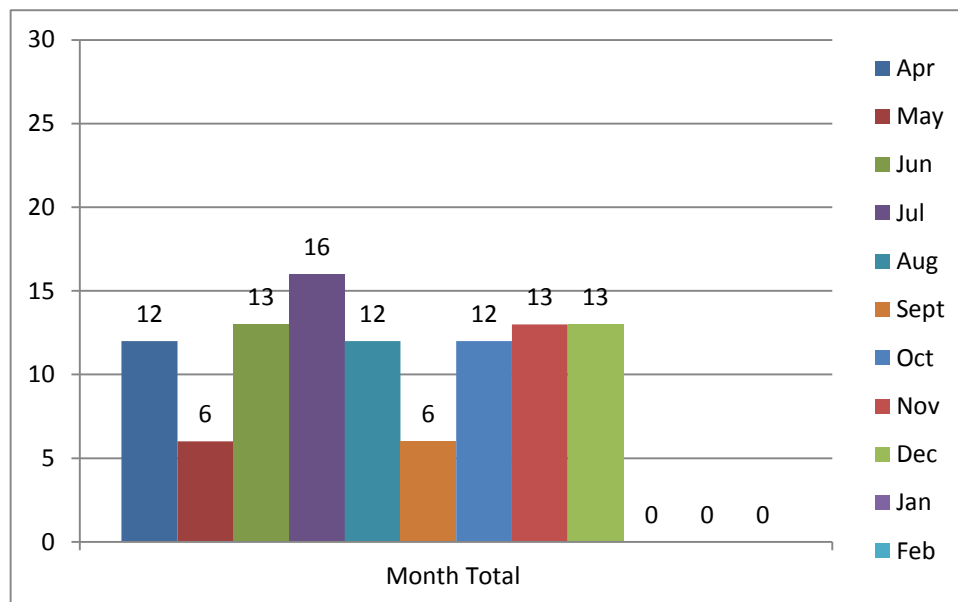


Figure 2 – Total events per month April 2015 to December 2015