



HEREFORD & WORCESTER Fire and Rescue Authority

AGENDA

10.30 am Friday 21 September 2012

The Council Chamber
Brockington
35 Hafod Road
Hereford
Herefordshire
HR1 1SG

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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.

Agenda

Councillors

Herefordshire:

Brigadier P Jones CBE (Vice-Chair),
Mr. D Greenow, Mrs. M Lloyd-Hayes, Mr. B Matthews, Mr. D C Taylor, Mr. P J Watts.

Worcestershire:

Mr. D W Prodger MBE (Chair),
Mr. T J Bean, Mr. B Bullock, Mrs. M Bunker, Mr. J Campion, Mr. J Cairns, Mrs. L Duffy, Mrs. L Eyre, Mr. A I Hardman, Mrs. L Hodgson, Mrs. G Hopkins, Mrs. F Oborski, Mrs. J Potter, Mr. C T Smith, Mr. T Spencer, Mr. K Taylor, Mr. J Thomas, Mr. R M Udall, Mr. G C Yarranton.

	Pages
1. Apologies for Absence To receive any apologies for absence.	
2. Declaration of Interests (if any) If you have a DPI (as defined in the Code) in a matter being considered at a meeting of the Authority, you are required to leave the room where the meeting is held for the duration of any discussion and voting on that matter. If you have an Other Disclosable Interest (as defined in the Code) you will need to consider whether you need to leave the room during consideration of the matter.	
3. Confirmation of Minutes To confirm the minutes of the Annual General Meeting of the Fire and Rescue Authority held on 20 June 2012 and the minutes of the Special Meeting held on 19 July 2012. (Copies attached)	1 - 10
4. Chairman's Announcements	
5. Questions from Members of the Public To receive questions previously submitted by members of the public more than five clear working days before the meeting of the Authority.	
6. Appointment of Deputy Chief Fire Officer To ratify the appointment to the post of Deputy Chief Fire Officer, as recommended by the Appointments Committee.	11 - 13

7. Members' Allowances Scheme – Carers and Dependents Allowance	14 - 17
To consider an additional provision to the existing Members' Allowances Scheme to cover expenditure incurred by Members for the care of their dependents whilst undertaking particular approved duties. This would bring the Authority's Scheme in line with the Schemes set out by Worcestershire County Council and Herefordshire Council.	
8. Standards Committee Appointments	18 - 26
To appoint a Chairman and Vice-Chairman to the new Standards Committee and consider future arrangements with regard to standards matters.	
9. Chief Fire Officer's Service Report	27 - 33
To inform the Authority of recent key developments and activities together with performance information for the period 1 April to 30 June 2012.	
10. Report from Audit Committee	34 - 36
To inform the Authority of the proceedings of the Audit Committee meeting held on 29 June 2012.	
11. Report from Policy and Resources Committee	37 - 43
To inform the Authority on the proceedings of the Policy and Resources Committee held on 5 September 2012.	
Glossary	



Minutes

Members present:

Mr. D Prodger MBE (Chair), Brigadier P Jones CBE (Vice Chair)

Mr. T Bean, Mr B Bullock, Mr J Cairns, Mrs. L Duffy, Mrs. L Eyre, Mr A Hardman, Mrs. G Hopkins, Mrs M Lloyd-Hayes, Mr B Matthews, Mrs. F Oborski, Mrs. J Potter, Mr C Smith, Mr. T Spencer, Mr. D Taylor, Mr. K Taylor, Mr. J Thomas, R Udall, Mr P Watts and Mr. G Yarranton.

No. Item

1. Apologies for Absence

Apologies for absence were received from Councillors: M Bunker, J Campion, D Greenow and L Hodgson.

2. Declaration of Interests

The Chairman invited any Member to declare an interest in any of the items on this Agenda. Brigadier P Jones declared a personal interest in agenda item number 14 relating to IRMP 2011/12 Fire Cover: Proposals and Results of Consultation, as his stepson is a firefighter at Bromsgrove Fire Station.

3. Chairman's Announcements

The Chairman made a series of announcements as follows:

1. He congratulated Watch Commander Adrian Taylor from Blue Watch, Redditch, on the award of an MBE in the Queen's Birthday Honours List. This honour had been awarded in recognition of his services to the Fire Service and in particular his work with the Young Firefighters.

The Chairman told Members that he had personally written to Watch Commander Taylor to congratulate him on this honour on behalf of Members of the Fire and Rescue Authority.

At this point Councillors Hopkins and Spencer also paid tribute to the tireless work that Watch Commander Taylor had carried out in respect of the Young Firefighters.

2. The Chairman reminded Members that the time of the Audit Training and Audit Committee on Friday 29 June 2012 had been changed with the agreement of the Chairman. The Audit Committee training would now commence at 12.30 pm and the Audit Committee meeting would commence at 2.30 pm instead of 2 pm. All Members were welcome to attend the training but were asked to advise the Corporate Support Team if they wished to attend.
3. Members were reminded about a Member visit to South District (Malvern and Worcester) on Monday 2 July 2012. Members were

asked to advise a member of the Corporate Support Team if they wished to attend.

4. Election of Chairman

The Clerk invited nominations for the election of Chairman to the Authority and as Mr Derek Prodger MBE, was the only nomination he was declared elected as Chairman.

5. *RESOLVED that Councillor D Prodger MBE, be appointed as Chairman for the Authority for 2012/13.*

Election of Vice-Chairman

The Chairman invited nominations for the election of Vice-Chairman to the Authority and as Brigadier Peter Jones CBE, was the only nomination he was declared elected as Vice-Chairman.

RESOLVED that Brigadier P Jones CBE, be appointed as Vice-Chairman for the Authority for 2012/13.

6. Confirmation of Minutes

RESOLVED that the minutes of the meeting held on 15 February 2012 be agreed and signed by the Chairman.

RESOLVED: that the minutes of the meeting held on 22 May 2012 be agreed and signed by the Chairman subject to the addition of Councillor M Lloyd-Hayes' name to the list of those present.

7. Questions from Members of the Public

No questions had been received from members of the public.

8. Appointment of Head of Legal Services (Monitoring Officer)

The Chief Fire Officer advised that the Authority had conducted a rigorous selection process and Mr Nigel Snape had been recommended as the candidate of choice by the Appointments Committee.

RESOLVED that the Fire and Rescue Authority ratify the appointment of Mr Nigel Snape to the post of Head of Legal Services (Monitoring Officer) with effect from a mutually agreeable date.

(Following ratification of the appointment Mr Snape was brought into the meeting and introduced to Members. The Chairman welcomed him to the Authority and Mr Snape commented that he was looking forward to working at the Authority). Mr Snape remained present for the rest of the meeting.

9. Allocation of Seats to Political Groups, Appointments to Committees

The Authority considered the allocation of seats on Committees to political groups as per its Standing Orders. The Clerk advised Members that individual nominations to committees would be addressed by Group Leaders outside the meeting.

RESOLVED:

- i. to make appointments to the offices of Chairman and Vice-Chairman of the Authority's Committees as follows:**
 - (a) Appointments Committee:**
Chairman: Mr Derek Prodger MBE
Vice-Chairman: Brigadier P Jones CBE
 - (b) Audit Committee:**
Chairman: Mrs Lynne Duffy
Vice-Chairman: Mrs Lucy Hodgson
 - (c) Policy and Resources Committee**
Chairman: Mr Kit Taylor
Vice-Chairman Mr Gordon Yarranton
- ii. To appoint Mrs Gay Hopkins and Mr David Greenow to represent the Authority on the Standards Committee and to appoint Mr John Thomas and Mr Terry Spencer as their named substitutes.**
- iii. To appoint Member Champions as follows:**
Asset Management: Mrs Liz Eyre;
Equality and Diversity : Mr Richard Udall;
Risk Management: Mr Peter Watts; and
Health and Safety – Mr Peter Watts.
- iv. To appoint one representative to each political group as a Member Development Champion and to appoint Mrs Lucy Hodgson, Mr David Taylor and Mr Clive Smith.**
- v. That the Clerk be authorised following consultation with Group Leaders, to take any necessary action to give effect to proportionality requirements, determine the number of seats on Committees and other bodies in accordance with the wishes of the Group Leaders.**
- vi. (a) that the Authority's representatives on the Local Government Association should be the Group Leaders or their nominees;**
 - (b) that the 13 Service votes on the Local Government Association Assembly be allocated between its representatives on a politically proportionate basis; and**
 - (c) that the corporate vote on the Local Government Assembly be exercised by the Chairman or his nominee.**
- vii. that the Chairman or his nominee hold the place and vote available to the Authority on the LGA's Fire Commission; and**
- viii. to appoint the Chair of the Authority to the Worcestershire Partnership Board.**

10.46 am Councillor C Smith entered the meeting

10. Provisional Financial Results 2011/12

The Treasurer presented a report which gave an overview on the provisional financial results for 2011/12.

The Authority had an underspend of approximately £800,00 however there were some issues that needed to be addressed namely:

- Retained Duty System Compensation;
- Redundancy Costs; and
- Transfer to Pension Reserve.

Thus it was anticipated that approximately £550,000 was required to cover the retained duty system compensation and for transfer to pension reserves. Also the FRA had agreed to pursue the settlement of a legal claim against the Authority and any costs would need to be met from general reserves when they arose.

The Authority noted the provisional financial results and approved the rephasing of capital budgets from 2011-12 to 2012-13 and approved the use of revenue resources as suggested in the report. Furthermore, it was noted that the Audit Committee would consider the Annual Statement of Accounts in detail.

RESOLVED that the Authority:

- i. notes the provisional financial results for 2011-12;***
- ii. approves the re-phasing of capital budgets from 2011-12 to 2012-13 as outlined in paragraphs 17 to 25 of report FRA 005-12;***
- iii. approves the use of revenue resources as suggested in report FRA 005-12; and***
- iv. notes that the Audit Committee will consider the Annual Statement of Accounts in detail.***

11. Members' Allowances Scheme

The Authority considered its level of Members' Allowances in accordance with the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 (the regulations).

The Chairman recommended that there should be no increase in Members' allowances. A Member commented that a number of Members gave up their time and employment prospects to be Members of the Authority and at some point Members would need to consider an increase in the allowance. Whilst there was some sympathy with this view, the majority of Members were not minded to raise the level of Members' allowances at this time.

RESOLVED that the level of Members' Allowances applicable from 1 April 2010 be retained for the period 1 April 2012 to 31 March 2012.

12. Chief Fire Officer's Report

A report was considered that informed the Authority of recent key developments and activities together with performance information for the period 2011/12.

At this point a DVD was played that gave Members a flavour of a major exercise that the Service had hosted entitled 'Exercise Olympus.' The Chief Fire Officer commented that the exercise had run for 36 hours nonstop and that the National Co-Ordination Centre had been used for the first time at its new location in London. The exercise had been paid for by a Government grant. The exercise had been hailed a great success by those agencies that had participated. The Chairman and Members paid tribute to the exercise

RESOLVED that the Chief Fire Officer's Service Report be noted.

13. The Fire and Rescue Authority's Annual Plan 2012/13

Members considered the Fire and Rescue Authority Plan 2012/13.

Members noted that an addendum had been added regarding partnerships following a request from Members of the Policy and Resources Committee. In addition revised statistical tables had been included with regard to the number of incidents attended and where appliances were located.

Following a comment from a Member, the Chief Fire Officer confirmed that limited copies of the Plan would be published as an online version would be made available on the Service website.

RESOLVED that the Authority adopts the draft Fire and Rescue Authority Plan 2012/13 and it be approved for publication.

14. IRMP 2011/12 Fire Cover Proposals and Results of Consultation

A report was considered that informed the Authority of the Fire Cover consultation results and requested approval of the proposals.

As part of the current IRMP 2011/12 Action Plan, Recommendation 4 stated *"We will review our fire cover and response arrangements."* Contained within this statement were three elements which were to be reviewed:

1. the current crewing arrangements at Bromsgrove;
2. the requirement for a third appliance at Hereford, Worcester and Redditch; and
3. the appropriate number of personnel on each watch at wholetime and day crewed stations.

Members were advised that from the consultation responses received there was nothing that required the Authority to change its plans. Furthermore, the proposals did not change the provision to the communities that the Authority served as there would be the same amount of fire fighters on engines but the proposals meant there would be savings through having less people off duty than on duty and no redundancies were required.

RESOLVED that:

- i. the 2011/12 IRMP Recommendation 4 Fire Cover Review and feedback from the consultation is noted; and*
- ii. approval is given to the following recommendations:*
 - To reduce the number of firefighting staff on each watch at the three existing day crewed fire stations (Malvern, Evesham and Droitwich from 8 to 7);*
 - To reduce the number of firefighting staff on each watch at Hereford and Worcester fire stations from 14 to 12.5 (average between the two stations);*
 - To implement a new crewing pattern (Day Crewing Plus) at Bromsgrove, leading to a reduction in the establishment from 28 to 14; and*
 - There are no changes to the provision of the third Retained Duty System (RDS) appliance at Hereford, Worcester and Redditch.*

15. Update on Delivery of the 2011/12 IRMP Action Plan

A report was considered regarding the outcomes and progress against the seven recommendations from the 2011/12 IRMP Action Plan.

RESOLVED that the Authority endorses the 2011/12 IRMP Action Plan as complete.

16. Annual Report from the Standards Committee to the Fire and Rescue Authority

A report was considered that informed the Authority of the proceedings of the Standards Committee since the last Annual General Meeting of the Authority.

The Vice-Chairman of the Standards Committee presented the report. He commented that at the time the report to the FRA had been written the Government had not published its proposals for disclosable personal interests (DPI's). However, the guidance had now been received and the new standards regime would go live on 1 July 2012.

The Clerk commented that due to the delay regarding DPIs it would be necessary to adopt the new Code of Conduct at a special meeting of the Authority.

Members were circulated with a further recommendation regarding Independent Members. The additional recommendation had been made because the rules had now been changed by the Government which allowed the Authority to use its current independent members of the standards committee to become Independent Persons. The additional recommendation had been made so that the Authority could appoint their Independent Persons before the commencement of the new regime on 1 July 2012.

RESOLVED:

- i. that the current Standards Regime remains in place until the*

Authority adopts a new Code of Conduct in July 2012;

- ii. that the Authority notes the Committee's Annual Report to the Authority; and***
- iii. that 3 Independent Persons be appointed from the current independent members of the Standards Committee or from the Worcestershire Independent Persons Panel.***

17.

Report from the Policy and Resources Committee

A report was considered that informed the Authority of the proceedings of the Policy and Resources Committee meeting held on 7 June 2012.

RESOLVED that the Authority notes the proceedings of the Policy and Resources Committee meeting held on 7 June 2012.

18.

Report from Audit Committee

A report was considered that informed the Authority of the Audit Committee meeting held on 9 May 2012.

RESOLVED that the Authority notes the proceedings of the Audit Committee meeting held on 9 May 2012.

The meeting finished at 12.18 pm

Signed: _____
Chairman

Date: _____



Minutes

Members present:

Mr D.W. Prodger MBE (Chairman), Brig. P. Jones CBE (Vice-Chairman), Mr T. Bean, Mr B. Bullock, Mrs. M Bunker, Mr. J. Champion, Mr J. Cairns, Mrs. L. Duffy, Mr. A. Hardman, Mrs. L. Hodgson, Mrs. G. Hopkins, Mrs. F. Oborski, Mr. C. Smith, Mr. T. Spencer, Mr. K. Taylor, Mr J.Thomas, Mr G. Yarranton.

1. Apologies for Absence

Apologies were noted from:

Mrs. M Lloyd-Hayes, Mrs. J. Potter, Mr. R. Udall, Mr. P. Watts.

2. Declaration of Interests (if any)

The Chairman invited Members to declare any personal or prejudicial interests against any of the Agenda items. No interests were declared.

3. Exclusion of Public and Press

In the opinion of the Clerk to the Authority, agenda item 4 (Settlement of Legal Claim) was likely to disclose information relating to the financial or business affairs of any particular person (including the Authority holding that information) and information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

It was therefore recommended that the meeting should not be open to the public and press at the time that item 4 was considered.

RESOLVED that the public and the press be excluded from the meeting during consideration of item 4, Settlement of Legal Claim.

4. Settlement of Legal Claim

The Chairman presented the recommendations contained in report FRA014/12 and a discussion ensued with regards to the content of the report. Mr Mark Greenburgh, representing the Authority's external solicitors answered questions from Members regarding various legal issues. The Treasurer, Mr Martin Reohorn, responded to the questions in relation to financial matters.

[Cllr Bunker left the meeting at 4.26pm].

It was suggested by a Member that recommendation iv) of the report should be strengthened to read *“the Clerk, in consultation with the Authority Chairman and Vice Chairman, be given authority to make any minor amendments to the Compromise Agreement that are necessary for its conclusion”*. The amendment was agreed.

RESOLVED that recommendations i), ii) and iii) be approved as set out in the report FRA014/12 and that recommendation iv) be approved, as amended.

5. Readmission of the Press and Public

A motion was passed to readmit the press and public to the meeting.

6. Changes to the Standards Regime

The Clerk to the Authority, Mrs Anne Brown entered the meeting to present various changes to the Standards Regime which were necessary in the light of regulations recently published in respect of the Localism Act 2011.

The Chairman proposed that recommendation vii) of the report be amended to read *“any Authority Members interested in taking a seat on the new Standards Committee inform the Authority Chairman and that the Authority agrees the members’ allowance of £1354.68 per annum for the office of Standards Committee Chairman”*.

The proposed amendment was agreed.

RESOLVED that:

- i) the draft Code of Conduct as attached at Appendix 1 be adopted;***
- ii) the proposed pool of independent persons including independent persons from Herefordshire and Worcestershire be utilised in relation to any breaches of the Code of Conduct;***
- iii) a new Standards Committee be established to replace the existing Standards Committee;***
- iv) the terms of reference for the Standards Committee as set out at Appendix 2 be adopted;***
- v) the framework for addressing Code of Conduct complaints and any necessary investigations attached at Appendix 3 be adopted;***
- vi) the sanctions for any breaches by a Member of the Code of Conduct as set out at Appendix 4 be agreed;***
- vii) any Authority Members interested in taking a seat on the new Standards Committee inform the Authority Chairman and that the Authority agrees the members’ allowance of £1354.68 per annum for the office of Standards Committee Chairman;***
- viii) the current independent members of the Standards Committee who have expressed a desire to become independent persons (i.e.***

Mr. Richard Gething, Mr. Murray Mylechreest and Mr. David Stevens MBE) are appointed as independent persons pending the formation of the Worcestershire Independent Persons Poll;

- ix) training for Members on the new Code be mandatory; and***
- x) the Head of Legal Services be asked to source two independent members for recommendation to the new Standards Committee for their appointment.***

The Chairman informed Members that this was the final meeting to be attended by the Clerk, Mrs. Anne Brown who was due to leave the Authority on 31 July 2012. On behalf of the Authority, the Chairman thanked Mrs. Brown for all her advice and support over the past three years, and wished her well for the future.

The meeting concluded at 4.55 pm.

Signed: _____
Chairman.

Date: _____

6. Appointment of Deputy Chief Fire Officer

Purpose of report

1. To ratify the appointment to the post of Deputy Chief Fire Officer, as recommended by the Appointments Committee.
-

Recommendation

The Appointments Committee recommends to the Authority the appointment of Temporary Deputy Chief Fire Officer Richard Lawrence to the substantive post of Deputy Chief Fire Officer.

Background

2. The Authority has had a vacancy for the post of Deputy Chief Fire Officer (DCFO) since 31 July 2012. The DCFO is an important strategic position and one of four posts in the Authority that must be appointed by Members, normally following a recommendation from the Appointments Committee.
3. The Appointments Committee met on 6 September 2012 to consider the appointment of a new Deputy Chief Fire Officer.

Options

4. The Committee considered the following options with regards to the appointment of the post:
 - (i) The Authority holds a full appointment process commencing with an advertisement across the UK. This would allow all suitable candidates to apply and compete for the role.
 - (ii) The Authority does not advertise the post and appoints Richard Lawrence who has been carrying out the role of DCFO on a temporary basis for over 12 months.
5. Although it is normally considered best practice to use option (i) for senior level appointments, on this occasion the Committee agreed that it was not in the best interests of the Authority to select option (i) and therefore recommended the selection of option (ii) for a number of reasons as detailed below:
 - a) Mr Lawrence has been carrying out the full responsibilities of DCFO for over 12 months and has done so in an exemplary manner. The Committee considered that he has a proven track record at this level and has the qualifications, knowledge and wide experience required.

- b) Expense will not be incurred on recruitment and relocation if an external candidate were to be appointed. An external appointment at Principal Officer level would normally cost approximately £10,000 and in addition would require a significant amount of managerial and Member time.
- c) There will be continuity of position and work at this level, notably within the strategic lead area of safety critical operational training.
- d) Internal promotions will backfill down through the structure which will ultimately lead to a saving of one post at approximately £35,000 per annum.
- e) Career progression opportunities will flow down through the structure.

Conclusion/Summary

- 6. When considering the above, the Appointments Committee concluded that the Authority already has an excellent and ideally suited candidate and that an external advertisement and process would be unnecessary in terms of expense and managerial and Member time.
- 7. It is recognised that option (ii) is not considered best practice, notably when considering the wider diversity issues within the Fire and Rescue Service. However, on this occasion it was agreed that the benefits of option (ii) outweighed the need to follow normal practice as this option will provide the best outcome for the Authority.

Financial Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are financial issues that require consideration	Yes	Paragraph 5 – potential savings to be realised.

Legal Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	No	

Additional Considerations

- 8. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e. paragraph no.
Resources (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	No	
Strategic Policy Links (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	Yes	Equality and Diversity implications considered, paragraph 7.
Risk Management / Health & Safety (e.g. risk management and control measures, risk register score).	No	
Consultation with Representative Bodies	No	

Supporting Information

Background Papers – Appointments Committee Papers – 6 September 2012

Contact Officer

Nigel Snape, Head of Legal Services (Clerk/Monitoring Officer)
(0845 12 24454)

Email: nsnape@hwfire.org.uk

7. Members' Allowances Scheme – Carers and Dependents Allowance

Purpose of report

1. To consider an additional provision to the existing Members' Allowances Scheme to cover expenditure incurred by Members for the care of their dependents whilst undertaking particular approved duties. This would bring the Authority's Scheme in line with the Schemes set out by Worcestershire County Council and Herefordshire Council.

Recommendation

The Head of Legal Services recommends that the scheme of Members' allowances be amended to include an additional allowance to cover expenditure incurred for the care of dependents as follows:

- *£6.09 per hour (same rate as Worcestershire County Council);*
- *payable in respect of attendance at meetings of the Authority, its committees and Member training events; and*
- *claims to be made only in respect of care provided by persons other than family members resident in the household and all claims to be evidenced by receipts.*

Introduction and Background

2. The Fire and Rescue Authority has a Members' Allowances Scheme as required under the provisions of the Local Authorities (Members) (England) Regulations 2003. Although the existing allowance rates are reviewed on an annual basis, it has come to light that there is an omission within the existing scheme which Officers consider ought to be addressed now, pending a wider review to ensure that the scheme continues to take into account the time and commitment of Members in undertaking their current roles, whilst also taking account of the principle of voluntary public service.

Dependents' Carers Allowance

3. Most local authorities include a dependents' carers allowance for Members. Members will be aware that their constituent authorities (Worcestershire County Council and Herefordshire Council) provide the opportunity for Members to claim such an allowance if necessary.
4. It has recently been highlighted that unlike other local authorities, the Fire and Rescue Authority does not include a dependents' carers allowance in its Members Allowances Scheme. This omission may mean that those Members with caring responsibilities do not have the same opportunities to perform their

approved duties and meet their commitments as those Members who do not have such responsibilities.

5. To address the situation, it is proposed to include a dependents' carers allowance within the existing Members' Allowances Scheme. It is recommended that the level of the allowance is set at the same rate as Worcestershire County Council i.e. £6.09 per hour. This would cover costs incurred for the care of a child aged 16 or under and in respect of other dependents where care is required.
6. Any caring work claimed for by a Member would have to be undertaken by persons other than family members resident in the household and all claims would need to be evidenced by receipts. Members can be assured that the controls in place to assess claims are robust and have been subject to an internal audit, which concluded that *"the controls concerning the Members' Allowances system are considered satisfactory. It is considered that the process in place is sufficiently robust, with adequate support at an Executive level for dealing with issues arising."*
7. It is proposed that the approved duties for which Members could claim a dependents' carers allowance would be:
 - Authority Meetings
 - Committee Meetings
 - Authority Members' Training Events
8. On average Members would attend between 15 and 20 such events on an annual basis and it is estimated that the average cost incurred under a dependents' carers allowance would be in the region of £440 per year for each Member who was eligible to claim.

Independent Remuneration Panel

9. Under the Regulations, before a Fire and Rescue Authority makes or amends its scheme, it must have due regard to the recommendations made by any Independent Remuneration Panel in relation to its constituent authorities.
10. The Worcestershire Panel reviewed the financial support to Worcestershire County Councillors in February 2011 and the Herefordshire Panel undertook a similar review for Herefordshire Councillors in May 2011. No recommendations were made with regard to dependents' carers allowances.

Conclusion/Summary

11. It has recently been highlighted that the current Members' Allowances Scheme is not consistent with the constituent authorities in terms of allowances for Members for any expenditure incurred in the care of dependents. This report proposes an additional provision to the existing Members' Allowances Scheme to cover such expenditure whilst undertaking particular approved duties. This would not only be consistent with the approach taken by the constituent authorities but also with the Equality Scheme adopted by the Authority in 2010.

12. A dependents' carers allowance would provide the same opportunities for those Members with caring responsibilities to perform their approved duties and meet their commitments as those Members who do not have such responsibilities. Such an allowance may also contribute to encouraging a wider spectrum of Members to be appointed to the Authority in future.

Financial Considerations

Consideration	Yes/No	Reference in Report i.e paragraph no.
There are financial issues that require consideration	Yes	Paragraph 8

Legal Considerations

Consideration	Yes/No	Reference in Report i.e paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	No	

Additional Considerations

13. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e paragraph no.
Resources (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	No	
Strategic Policy Links (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	Yes	Paragraph 12 – reference to the Authority's Equality Scheme
Risk Management / Health & Safety (e.g. risk management and control measures, risk register score).	Yes	Paragraph 7- robust system in place to process allowances
Consultation with Representative Bodies	No	

Supporting Information

Background papers:

25 September 2003 - Combined Fire Authority Report: Members' Allowance Scheme
Worcestershire County Council Members' Allowances Scheme
Herefordshire Council Members' Allowances Scheme
Report of the Herefordshire Independent Remuneration Panel, May 2011
Review of Financial Support for County Councillors – Worcestershire Independent
Remuneration Panel, February 2011

Contact Officer

Nigel Snape, Head of Legal Services (Clerk/Monitoring Officer)
(0845 12 24454)
Email: nsnape@hwfire.org.uk

8. Standards Committee Appointments

Purpose of report

1. To appoint a Chairman and Vice-Chairman to the new Standards Committee;
 2. To approve amendments to the Terms of Reference for the new Standards Committee;
 3. Appoint a panel of 'Independent Persons'; and
 4. Delegate authority for granting dispensations
-

Recommendations

The Head of Legal Services recommends that:

- i) the Authority appoints the Chairman and Vice-Chairman of the Standards Committee;*
- ii) the Head of Legal Services be authorised following consultation with Group Leaders to take any necessary action to give effect to proportionality requirements and make appointments to the Standards Committee in accordance with the wishes of Group Leaders;*
- iii) the appointment of two co-opted, non-voting, non-councillor Members of the Standards Committee be delegated to the Head of Legal Services, in consultation with the Chairman of the Standards Committee and the Chairman of the Authority;*
- iv) the amended Terms of Reference for the Standards Committee, as attached at Appendix 1, be approved;*
- v) the following individuals be appointed as Independent Persons for the purposes of the members' standards and ethics regime:*
 - *David Coulson*
 - *James Hipkiss*
 - *Catherine Mangan*
 - *Raymond Needham*
 - *Fred Noble and*
 - *David Warner*
- vi) the granting of dispensations under s.33 of the Localism Act 2011 in relation to Members who would otherwise be prevented from participating in matters due to disclosable pecuniary or other interests under the Code of Conduct:*

- a) on ground (a) of s.33(2) be delegated to the Monitoring Officer; and*
- b) on all other grounds be delegated to the Monitoring Officer in consultation with the Chairman of Standards Committee and after consultation with the Independent Person PROVIDED that where the Monitoring Officer considers it appropriate to do so he may refer the request to Standards Committee; and*
- vii) the outgoing Standards Committee Chairman and Members be thanked for their service.**

Introduction and Background

5. At the meeting on 19 July 2012 and following the implementation of the Localism Act 2011, it was agreed that the Authority would establish a Standards Committee comprising five Members of the Authority on a politically proportionate basis and two co-opted, non-voting, non-councillors.

Standards Committee Membership

6. The Authority is asked to appoint a Chairman and Vice-Chairman from amongst its Elected Members. It was agreed at the meeting on 19 July 2012 that the Standards Committee Chairman will be entitled to a Special Responsibility Allowance, which would equate to £1,354.68 per annum. Other members of the Committee will be appointed on accordance with the nominations of the Group Leaders.
7. In terms of identifying potential co-opted members, each independent co-opted member who served on the outgoing Standards Committee has been asked if they would wish to continue to serve as a non-voting member. It is also possible that the process to select Independent Persons for the Worcestershire Pool may provide a surplus of qualified candidates who may be keen to sit on the Standards Committee as a non-voting co-optee, if unsuccessful in the selection process for Independent Persons. It is recommended that the appointments are delegated to the Head of Legal Services in consultation with the Chairman of the Standards Committee and the Chairman of the Authority.

Standards Committee Terms of Reference

8. Terms of Reference for the new Standards Committee were approved by the Authority on 19 July 2012, however in light of further discussions in the two counties, some additions have been recommended to the Terms of Reference to ensure further clarity. The amended Terms of Reference are attached at Appendix 1 and are largely presentational rather than substantive.

Independent Persons

9. One of the key elements relating to ethical standards under the Localism Act is a new category of 'Independent Person'.

- An Independent Person must be consulted by the authority before it makes a decision on a member conduct complaint it has investigated (ie on whether a member has failed to comply with the Code of Conduct or action to be taken).
 - An Independent Person may be consulted by the authority in respect of a standards complaint at any other stage, or indeed consulted by a member against whom a conduct complaint has been made.
 - They are not members of the Standards and Ethics Committee and hold an advisory rather than decision-making role.
 - The role of Independent *Person* is not the same as an independent *member* of the Committee. Council agreed in July 2012 that there should also continue to be 3 independent members on the Committee, who will be standing non-voting members of the Committee.
10. At the meeting on 19th July it was agreed that the authority would participate in the in the recruitment of a county-wide pool of independent persons across Worcestershire. The outcome of that process is that six persons have been recommended for appointment to the pool as follows:
- David Coulson – former Inspector with the West Mercia Constabulary, with experience of complaints and dispute resolution
 - James Hipkiss – former independent member at Wyre Forest District Council, with an education sector background
 - Catherine Mangan – Senior Fellow, Institute of Local Government, University of Birmingham, with experience of local government working and governance
 - Raymond Needham – JP and former independent member at Worcester City Council
 - Fred Noble –former independent member at Wychavon District Council with a business sector background and
 - David Warner – barrister and former Independent Member at Wychavon District Council.

Dispensations

11. The criteria for granting dispensations have been expanded under the Localism Act 2011. Dispensations from rules in relation to disclosable pecuniary interests (and by extension, other interests under the Code of Conduct) will in future be possible where the Authority:
- a) considers that without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business;
 - b) considers that without the dispensation the representation of different political groups on the body transacting any particular business would

be so upset as to alter the likely outcome of any vote relating to the business;

c) considers that granting the dispensation is in the interests of persons living in the authority's area;

d) [not applicable – relates to Executive arrangements only], or

e) considers that it is otherwise appropriate to grant a dispensation.

12. One practical issue in the past was that the need for a dispensation was often not realised until it was too late to convene a meeting of the Standards Committee. Under the new regime, a decision to grant a dispensation has to be made by the authority concerned (or by a committee or officer of that authority to whom the decision has been delegated). It may be considered appropriate to delegate the granting of dispensations to the Monitoring Officer in some circumstances.

13. It is recommended that the Authority delegate the granting of dispensations from s.31(4) of the Localism Act 2011:

c) on ground (a) to the Monitoring Officer; and

d) on grounds (b), (c) and (e) to the Monitoring Officer in consultation with the Chairman of Standards Committee and after consultation with the Independent Person provided that where the Monitoring Officer considers it appropriate to do so he may refer the request to Standards Committee.

Outgoing Standards Committee

14. The outgoing Standards Committee comprises five independent Members who have served on the Committee for a significant length of time. Mr Murray Mylechreest and Mr Robert Rogers have served for ten years, being co-opted onto the Committee in March 2002. Mr Richard Gething, Mr David Stevens MBE and Mr Colin Emeny were co-opted in December 2005 and have given over six years' service. It is appropriate that the Authority records its appreciation for the work that all Members of the Standards Committee have carried out over the years, but in particular the independent co-optees who have given up their time to serve on our Standards Committee.

Conclusion/Summary

15. Although the Authority is no longer required to have a Standards Committee, it has been agreed to establish one as an ordinary Committee of the Authority and that two seats on the Committee will be available for co-opted, non-voting, non-councillors. The Authority is asked to appoint the Chairman and Vice-Chairman of the new Standards Committee and that appointments are made to the remaining places in consultation with the relevant Lead Members.

16. Considerable work has taken place to ensure that local authorities in Herefordshire and Worcestershire work in harmony with each other and to this end various additions to the terms of reference have been recommended to the

Authority. In order to make the granting of dispensations easier on a practical level it is recommended that the Authority delegate the granting of dispensations where appropriate either to the Monitoring Officer or to the Monitoring Officer in consultation with the Chairman of Standards Committee and the Independent Person.

Financial Considerations

Consideration	Yes/No	Reference in Report i.e paragraph no.
There are financial issues that require consideration	No	

Legal Considerations

Consideration	Yes/No	Reference in Report i.e paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	Yes	The recommendations are made to ensure that the Authority puts in place processes to ensure it is fulfilling its responsibilities under the Localism Act 2011

Additional Considerations

17. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e paragraph no.
Resources (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	No	
Strategic Policy Links (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	No	
Risk Management / Health & Safety (e.g. risk management and control measures, risk register score).	No	
Consultation with Representative Bodies	No	

Supporting Information

Appendix 1 – Standards Committee Terms of Reference – draft amendments

Background papers

Standards Committee Agenda, Reports and Minutes – 23 May 2012

Fire & Rescue Authority Agenda, Reports and Minutes – 19 July 2012

Contact Officer

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STANDARDS COMMITTEE

Terms of Reference, Constitution, Rules and Procedures

Role

The Committee will:

1. Promote and maintain high standards of conduct and ethical governance by members and co-opted Members of the Authority.
2. Consider allegations of failure to comply with the Members' Code of Conduct as are referred to it; to consider reports or recommendations from the Monitoring Officer and to conduct hearings into such allegations and take such action and impose such sanctions on behalf of the Authority as are required, permitted or appropriate.
3. Oversee the Registers of Members' Interests and oversee the effectiveness of the Authority's procedures for investigating and responding to complaints about Members.
4. Agree, keep under review and revise the procedures from time to time for dealing with complaints against Members.
5. Assist Members and where appropriate, co-opted Members to observe the Member Code of Conduct.
6. Advise the Authority on the re-adoption or revision of the Member Code of Conduct.
7. Advise the Authority on the adoption or revision of the Protocol for Member-Officer Relations.
8. Monitor the operation of the Member Code of Conduct.
9. Advise, train or arrange to train the Members and co-opted Members of the Authority on matters relating to the Member Code of Conduct.
10. Grant dispensations to Members, from requirements relating to interests set out in the Member Code of Conduct, as referred by the Monitoring Officer.
11. Receive reports and comment on complaints procedures and/or reports from the Local Government Ombudsman or external auditors, which are relevant to the Standards Committee's responsibilities.
12. Consider the compliance of the Constitution with the ethical framework.

13. Co-opt independent non-voting members on to the Committee.
14. Appoint Independent Persons for the purposes of the ethical framework under the Localism Act 2011.
15. Establish a Hearings Sub-Committee to consider investigation reports and to conduct hearings on its behalf.
16. To grant approval for a Member's non-attendance at meetings pursuant to Section 85 of the Local Government Act 1972.

Hearing Sub-Committee

17. The Hearing Sub-Committee will hold a hearing in relation to a matter referred to it by the Monitoring Officer and may make one of the following findings, that:
 - a. the Member who was the subject of the hearing had not failed to comply with the Code of Conduct of the Authority;
 - b. the Member who was the subject of the hearing had failed to comply with the Code of Conduct of the Authority but that no action needs to be taken in respect of the matters which were considered at the hearing; or
 - c. the Member who was the subject of the hearing had failed to comply with the Code of Conduct of the Authority and that the suggested sanction should be imposed.

Constitution

18. The Standards Committee shall comprise 7 Members, which will include two independent co-opted non-voting members.
19. In accordance with the requirements of the Local Government and Housing Act 1989, political balance will apply.
20. Group Leaders, the Chairman and Vice-Chairman of the Authority are not eligible to serve on the Standards Committee.
21. The quorum of the Committee will be 3 Members.
22. The Hearing Sub-Committee will comprise 3 Members and at least one co-opted, non-voting, non-councillor.

Rules and Procedures

23. The Chair and Vice-Chair will be elected by the Authority
24. The Committee will meet at least once a year.
25. The Committee will submit an annual report to the Authority each June.

26. The Committee Chair will report proceedings of the Panel to the Authority.
27. The minutes and reports of the Committee will be available for public inspection, except those documents classified as exempt.
28. The Committee will be advised by the Monitoring Officer and other officers and advisors as necessary.
29. When assessing complaints alleging breaches of the Code of Conduct the Panel shall have regard to the Process for Managing Standards Complaints under the Localism Act 2011.
30. The Hearing Sub Committee meetings will normally be held in public with the right of attendance for all Members, public and press, except during consideration of exempt business.
31. An agenda, together with reports will be made available at least 5 clear working days before each formal meeting.

9. Chief Fire Officer's Service Report

Purpose of Report

1. To inform the Authority of recent key developments and activities together with performance information for the period 1 April to 30 June 2012.

Recommendation

The Chief Fire Officer recommends that the report be noted.

Performance

Operational Activity –Total and Fire Incidents

Total Incidents Attended

2. The total number of incidents attended shows a decrease on the same quarter last year. This is mainly due to a large reduction in the total number of fires attended. As a result, there has been the lowest Quarter 1 total number of incidents attended in the last five years.

Total Incidents	Quarter 1 2011-12	Quarter 1 2012-13	Percentage change
All Fires	840	479	-43.0%
Special Services	403	434	7.7%
False Alarms	800	761	-4.9%
Total Incidents	2043	1674	-40.2%

(Table 1 –Total Incidents Q1 2011-12 and Q1 2012-13)

Total Number of Fires

3. The reduction in the number of total fires attended is mainly as a result of a significant reduction in Secondary Fires attended in Quarter 1 compared with the same quarter last year.

Total Fires	Quarter 1 2011-12	Quarter 1 2012-13	Percentage change
Primary Fires	310	249	-19.7%
Secondary Fires	509	194	-61.9%
Chimney Fires	21	36	71.4%
Total Fires	840	479	-43.0%

(Table 2 –Total Fires Q1 2011-12 and Q1 2012-13)

4. The table above illustrates the year on year quarterly reduction highlighting the significant reduction in Secondary fires. In addition, the Quarter 1 2012-13 figures are also down for Primary and Secondary fires on the last three years' average. Primary fires have reduced by 17% from the last 3 years' Quarter 1 average and Secondary fires are down 54.9% from the last 3 years' Quarter 1 average. Chimney fires increased from the same quarter last year and are also up 16% on the last 3 years' Quarter 1 average.
5. The reduction in the number of total fires attended is mainly as a result of a significant reduction in Secondary Fires attended in Quarter 1 compared with the same quarter last year.

Primary Fires

6. There has been year on year reduction in the three main categories of primary fires. Although small in context, the number of outdoor fires has decreased from 41 in Quarter 1 2011-12 to 13 in Quarter 1 2012-13. This is mainly due to the predominantly wet weather conditions which have also affected the number of secondary fires attended.

Primary Fires	Quarter 1 2011-12	Quarter 1 2012-13	Percentage change
Building Fires	187	165	-11.8%
Vehicle& Transport Fires	82	71	-13.4%
Outdoor Fires	41	13	-68.3%
Total Fires	310	249	-19.7%

(Table 3 –Primary Fires Q1 2011-12 and Q1 2012-13)

Secondary Fires

7. Secondary fire numbers have decreased significantly compared with the same quarter last year due to the predominantly wet weather conditions in the first Quarter 2012-13.

Secondary Fires	Apr	May	Jun	Quarterly Total
Quarter 1 2011-12	227	168	114	509
Quarter 1 2012-13	74	82	38	194
Percentage Change	-67.4%	-51.2%	-66.7%	-61.9%

(Table 4 –Secondary Fires Q1 2011-12 and Q1 2012-13)

8. The majority of secondary fires that did occur in Quarter 1 2012-13 were located in grassland woodland and crops (69 out of 194 fires or 35% of all secondary fires in 2012-13). This is compared with 254 grassland woodland and crop fires in Quarter 1 2011-12 (49.9% of all secondary fires in Q1 2011-12).
9. There have been similar reductions in the number of secondary fires in other outdoor locations and outdoor equipment which together with grassland woodland and crop fires make up the majority of all secondary fires.

Chimney Fires

Chimney Fires	Apr	May	Jun	Quarterly Total
Quarter 1 2011-12	12	6	3	21
Quarter 1 2012-13	21	8	7	36
Percentage Change	75.0%	33.3%	133.3%	71.4%

(Table 5 –Chimney Fires Q1 2011-12 and Q1 2012-13)

10. Although Chimney fires have increased from the same quarter last year, with 71% more than in the same quarter last year, this may also be due to the cooler, wetter weather conditions in Quarter 1 2012-13
11. Chimney fires have increased from the same quarter last year, the number of incidents attended in Quarter 1 2011-12 matches the monthly average number of incidents attended.

Special Service Incidents

12. The Special Service incidents totals have been adversely affected by an increase in flooding and other water related incidents in June. Although the monthly total in June was out of tolerance, the overall Quarter total was within tolerance for the quarter.

All Special Services	Quarter 1 2011-12	Quarter 1 2012-13	Percentage change
RTC Incidents	169	149	-11.8%
Flooding	17	46	170.6%
Other Special Services	217	239	10.1%
Total Incidents	403	434	7.7%

(Table 7 –Special Services Q1 2011-12 and Q1 2012-13)

13. There were 46 Flooding incidents in Quarter 1 2012-13 compared with 17 in the same quarter last year, 25 out of the 46 flooding incidents occurred in the three day period 28 June to 30 June 2012.
14. Other Special Services included quarter on quarter increases in making safe (not RTC) and rescues and evacuation from water also linked to the spate conditions.

False Alarm Incidents

15. The total number of false alarm incidents has decreased when compared to Quarter 1 2011-12 and also against the last three years' Quarter 1 average.

Total False Alarms	Quarter 1 2011-12	Quarter 1 2012-13	Percentage change
Malicious False Alarms	20	12	-40.0%
False Alarm Good Intent	184	151	-17.9%
Automatic False Alarms	596	598	0.3%
Total False Alarms	800	761	-4.8%

(Table 8 – False Alarms Q1 2011-12 and Q1 2012-13)

16. There has been a marginal increase in the number of Automatic False Alarms in Quarter 1 2012-13 compared with same quarter last year and decreases in the other categories of false alarms compared with the same quarter last year.
17. As a result of the recently introduced Interim AFA policy, although the number of automatic false alarms attended increased slightly when compared with the same quarter last year, the total number of mobilisations (pumps and rescue pumps) to AFAs actually reduced from 811 in Quarter 1 2011-12 to 689 in Quarter 12-13. There have been a total of 122 less mobilisations as a result of the application of the interim policy.

Retained Availability

18. The introduction of the Gartan Retained Duty System availability software program has provided the Service with an overall improvement in accuracy in recording and monitoring availability of staff and easier access to reporting of availability.
19. There has been an overall drop in availability of 2.7% of all retained pumps across the Service in Quarter 1 2012-13 when compared with the same Quarter last year.

Retained Availability	Apr	May	Jun	Quarterly Total
Quarter 1 2011-12	93.9%	94.1%	91.7%	93.2%
Quarter 1 2012-13	91.8%	89.9%	89.9%	90.5%
Percentage Change	-2.1%	-4.2%	-1.8%	-2.7%

(Table 9 –Retained Availability Q1 2011-12 and Q1 2012-13)

Health and Safety

Incidents and Injuries

20. A total of 63¹ Health and Safety related incidents were reported this quarter.
 - 2 were/had potential to be 'serious incidents'²
 - 1 reported incident of verbal abuse

	Apr	May	Jun	This Quarter Total	Previous Quarter Total
Serious Incidents ²	0	2	0	2	5
Near Hit/Cause for Concern ³	7	6	1	14	9
Specialist Investigations ⁴	0	1	0	1	9

¹ Serious injuries, minor injuries, vehicle collisions, potential hazards, near hits.

² Incidents either actually resulting in, or having the potential to result in a fatality, serious personal injury or significant loss or damage.

³ Incidents that almost resulted in an injury or conditions identified that have the potential to cause injury, loss or a near hit but have not done so up to the time of reporting – e.g. items falling but not injuring anyone.

⁴ Of incidents either actually resulting in, or having the potential to result in serious injuries or losses.

Analysis

21. The serious or potentially serious incidents this quarter comprised of the following:

- Following a car fire, ejection of metal plate from the vehicle at velocity
- During a home fire safety check, electric shock from faulty wiring
 - specialist investigation completed

Fleet Incidents

Station	Total	Response
19 USAR	4	1
27 Redditch	2	1
30 Broadway	1	1
31 Pershore	1	0
32 Upton	1	1
41 Malvern	1	1
46 Hereford	1	1

Station	Total	Response
54 Bromyard	1	1
55 Peterchurch	1	1
Headquarters	2	0
Ops Logistics	1	0
West District	1	0
Total	14	7

22. Of the total of 14 driving-related incidents reported this period:

- 10 were as a result of our driver error
- 7 whilst responding to incidents
- 6 occurred during slow speed manoeuvres
- 1 occurred during reversing manoeuvres
- 9 incidents involved front-line appliances
- 2 incidents involved non-operational support vehicles

Items of Interest

Wet Weather Conditions June/July 2012

23. The Service was made aware that there was potential for a number of flooding incidents following Met Office warnings published in the week before 21 June 2012. Although not as severe as the flooding incidents experienced in June 2007, this still led to disruption throughout the two counties, in particular on 28 June and 6 July 2012.
24. Fire Control received 1103 calls in the period 21 June 2012 to 20 July 2012. Although this is not significantly more than in similar periods in previous years, there were times of peak activity where multiple calls were fielded by Control staff. Effective call filtering was applied, allowing the more serious incidents to be prioritised and in instances where an attendance by the Fire and Rescue Service (FRS) was not warranted, advice was given to the caller.

Donation of Rigid Inflatable Boat (RIB) to the Young Firefighters' Association (YFA).

25. The Service has donated one of its former rescue boats to the Young Firefighters Association (YFA). The YFA has used a vessel for training on various YFA excursions and their annual camp over many years but the boat had reached the end of its useable life and arrangements for disposal were being arranged by Watch Commander Ade Taylor MBE. Options for replacement were restricted by limited YFA funds, but fortunately the need for the YFA's boat to be replaced coincided with the disposal of a Service RIB (Rigid Inflatable Boat) which had been used for water rescue purposes until the new water rescue resources came on line at Hereford, Worcester and Evesham. As the value of the Service RIB was nominal, it was agreed to donate the boat to the YFA with the Service continuing to take care of the maintenance of the boat and providing insurance. The blue lights and logos have been removed and several YFA instructors are already water safety trained. All other YFA instructors will be encouraged to complete the necessary training for participation in water-based activities. The RIB has already been used during this year's week-long YFA summer camp in Symonds Yat.

National Extrication and Trauma Challenge 2012

26. Each year an annual extrication and trauma challenge is hosted by a UK Fire and Rescue Service. The challenge for 2012, held from 24-26 August was hosted by Lincolnshire Fire and Rescue Service at Lincoln University Campus in Lincoln. The United Kingdom Rescue Organisation (UKRO) in conjunction with the Chief Fire Officers' Association (CFOA) is responsible for promoting and organising this event which is proactively supported by all Fire and Rescue Services.
27. The main objective of the challenge is to extend and develop rescue techniques by providing an event where crews can demonstrate their professional skills and identify and share good practices. Crews are tested against extremely realistic scenarios which are both complex and time constrained. All United Kingdom Fire and Rescue Services are invited to participate in the event which comprises a number of challenge areas that test professional expertise in fields such as vehicle extrication, trauma, rope rescue, urban search and rescue (USAR), and, for the first time this year, water rescue.
28. Support for the UKRO challenge is viewed as an important opportunity to improve our operational response. Many of our current rescue techniques as well as equipment selections have been informed by crews participating in previous years.
29. This year Hereford & Worcester was represented by two road traffic collision extrication teams, two trauma teams and one water rescue team. Each team was selected to attend following Service run-offs earlier in the year. The teams participating were made up of staff from across the Service including Ross, Worcester, Ledbury, Evesham, Hereford, Headquarters and the Training Centre. All team members committed to a significant amount of training and preparation to represent the Service at the UKRO Challenge and demonstrated a high degree of technical expertise and application of techniques.
30. The Service's teams achieved some excellent performances and acquitted themselves well against other UK Fire and Rescue Services. Road Traffic Collision teams 1 and 2 finished in 26th and 38th position respectively. The Trauma teams did very well with team 1 finishing 7th and team 2 finishing 21st. Our highest

placed trauma team result now qualifies them to go forward to represent the Service at the World Rescue Challenge 2012 to be held in London in October this year. The Water Team also had an excellent result finishing in 3rd position in UKRO's first ever water rescue challenge. The Service's representation at this year's event reflected an immense amount of hard work and preparation and all teams should be justifiably proud of their achievements.

31. The Service is committed to supporting the UKRO Extrication and Trauma Challenge as it promotes professional best practice. Teams from across the Service area will be encouraged to participate in next year's Service run-offs

Contact Officer

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10. Report from Audit Committee

Purpose of report

1. To inform the Authority of the proceedings of the Audit Committee meeting held on 29 June 2012.
-

Recommendation

The Audit Committee recommends that the Authority notes the proceedings of the Committee Meeting held on 29 June 2012.

Provisional Annual Statement of Accounts 2011/12

2. The Audit Committee received a copy of the Annual Statement of Accounts.
3. The accounts had been brought before the Committee to permit wider discussion of their contents prior to their formal approval process in September 2012. (Prior to the meeting Members had received training that would supplement their knowledge of the accounts and enable them to scrutinise the accounts in more detail in readiness for their formal approval in September).
4. Members noted the provisional Annual Statement of Accounts 2011/12.

Internal Audit Annual Report

5. The Committee considered a report that provided the overall results in terms of meeting Internal Audit's objectives as set out in the Internal Audit Plan for 2011/12. The report also provided an audit opinion and commentary on the overall adequacy and effectiveness of the internal control environment.
6. The report provided the Committee with a précis of the work that had taken place over the last 12 months. Worcestershire Internal Audit Shared Services (WIASS) had been required to complete 6 full systems of audit of which 5 were required to suitably assist the External Audit to reach their 'opinion.'
7. The Committee was informed that the External Auditors had been able to form their 'opinion' based on the work undertaken by WIASS.
8. Whilst WIASS had been unable to conclude that there was no system of control which could provide an absolute assurance against a material mistake, it was noted that within the audits that had been delivered it was considered that there was nothing identified as a fundamental weakness. Furthermore, it was noted that the County Council Auditors had also reached the same conclusion.
9. The Annual Internal Audit report was reviewed and noted by the Committee.

Audit Committee Work Programme 2012/13

10. The Committee considered a report that put forward a draft work programme for the coming year.
11. The Work Programme for 2012/13 was approved.

Financial Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are financial issues that require consideration	N	

Legal Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	N	

Additional Considerations

12. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e. paragraph no.
Resources (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	N	
Strategic Policy Links (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	N	
Risk Management / Health & Safety (e.g. risk management and control measures, risk register score).	N	
Consultation with Representative Bodies	N	

Supporting Information

None

Background papers

Agenda and Papers Audit Committee meeting 29 June 2012.

Contact Officer

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11. Report from Policy and Resources Committee

Purpose of report

1. To inform the Authority of the proceedings of the Policy and Resources Committee meeting held on 5 September 2012.

Recommendation

The Policy and Resources Committee recommend that the Authority note the proceedings of the Committee meeting held on 5 September 2012.

Fire and Rescue National Framework for England

2. The Committee considered a report which gave a briefing on the new Fire and Rescue National Framework for England which was published on 11 July 2012.
3. Members were advised that there were 3 priorities for Fire and Rescue Authorities namely:
 - to identify and assess the full range of foreseeable fire and rescue related risks their areas face, make provision for prevention and protection activities and respond to incidents appropriately;
 - work in partnership with their communities and a wide range of partners locally and nationally to deliver their service; and
 - be accountable to communities for the service they provide.
4. The four key areas within the Framework were the Integrated Risk Management Plan, Assurance, National Resilience and Accountability.
5. The National Framework document had remained largely unchanged since the consultation but there had been a few changes made to the text and some additional clarification but the Government remained constant on the use of the word 'must.'
6. There was some concern however about the extent of information required to ensure transparency to communities and Government as required through Annual Assurance Statements.
7. The Committee noted the content of the report.

Budget Monitoring Report

8. Members considered a report that outlined the current position on budgets and expenditure for 2012/13.

9. The Treasurer presented the report and highlighted that since the FRA had approved the budget allocation in February 2012 an allocation amendment had been made to allow for the restructuring that had taken place of the Senior Management Team.
10. Members were advised that it was forecast that there would be an underspend of approximately £570,000 and that four areas had contributed to the underspend namely:
 - Wholetime uniform pay
 - Redundancy costs being charged to the 2011/12 budget
 - Further economies identified by budget holders
 - Offset by increased costs from the Retained Duty System (RDS) settlement
11. It was reported that movement within the Capital budget had been slow as there were contracts which were still subject to tender or acceptance.
12. The Committee noted the contents of the report.

Fire and Rescue Authority Plan 2012/13 Quarter 1 Performance Analysis

13. A report was considered that provided a summary of Quarter 1 performance against the Fire and Rescue Authority Plan 2012-13.
14. The following areas were highlighted:
 - Total incident numbers had decreased markedly (by 40%).
 - There had been a significant reduction in the number of fires.
 - With regard to attendance standards there had been a reduced performance but it was intended that this would be reviewed as part of the IRMP process.
 - With regard to Performance Indicator tolerance levels, indicators were within their 10% range except for the indicator regarding non-uniform sickness. Members were advised that the problem related to long term sickness but proactive measures were being taken to address this issue.
 - With regard to retained availability there had been a reduction of 2.7% of all retained pumps when compared with the same quarter last year. The Chief Fire Officer outlined some mitigating circumstances relating to the stations where the biggest drop in performance had occurred. It was noted that availability above 90% of retained pumps was considered to be good and this quarter availability had been 90.5%.
15. The Committee noted the contents of the report.

Treasury Management Activities

16. A report was considered that outlined treasury management activities for 2011/12.

17. The Treasurer presented the report. Members were advised that the banking arrangements and treasury management function was carried out by Worcestershire County Council under a Service Level Agreement (SLA). As part of the SLA arrangements a proportionate risk was taken depending on where the County Council invested the money. However, it was impossible for the County Council to invest the Authority's money in high risk environments as it was pooled to insure that the investments processes were as risk free as possible. It was noted that the average rate of return on investments was 0.26%.
18. Prudential indicators were set by the FRA as part of the overall budget and were within the limits of the Medium Term Financial Plan.
19. The Committee noted the contents of the report.

Financial Prospects 2013/14

20. A report was considered that provided the committee with an update on developments on the funding position for 2013/14 and beyond.
21. The Treasurer updated Members on developments since the Medium Term Financial Plan had been set.
22. There were five key areas of funding change which were being reviewed:
 - Base-lining of current expenditure and grant (for setting the future business rate retention arrangements).
 - The size of the fire 'grant' pot.
 - Business Rate Retention Scheme.
 - Localisation of Council Tax Support arrangements.
 - Council Tax policy and the implications of the 2012/13 freeze grant.
23. To date, although there had been a significant amount of new information it was considered to be indicative only and insufficiently detailed to be more accurate than the current Medium Term Financial Plan assumption.
24. The Committee noted the contents of the report.

Employment Monitoring 2011/12

25. A report was considered regarding employment monitoring for the year ended 31 March 2012.
26. The key trends were highlighted:
 - The staff in post, including ethnicity profile, numbers of female staff, number of support staff over 55 years of age, sexual orientation, religious beliefs, gender reassignment and number of employees pregnant.
 - Applications for employment and particularly the number of females applying to become retained firefighters.

- Applications for promotion – noting that there had been 76 more applications than last year.
- Leavers – noting that 68 employees left the service compared with 83 last year.
- Disciplinarys – noting that there were 8 formal disciplinarys this year compared with 3 last year.
- Grievances – noting that this year there were 9 compared with 5 last year.
- Bullying and Harassment Complaints – noting that there were 4 such complaints this year.

27. The Committee noted the contents of the report.

Progress of the Retained Duty System (RDS) Implementation Plan

28. A report was considered on the progress of the Retained Duty System (RDS) Implementation Plan.
29. It was noted that a three year action plan had been drawn up and that the objectives from year two were substantially complete or in progress.
30. Members considered a detailed appendix which outlined the work that had been undertaken during year two of the implementation plan. It was considered that the work that had been undertaken would improve the safety, competence and operational efficiency of the retained duty staff.
31. The Committee noted the report.

Wet Weather Conditions June/July 2012

32. The Committee considered a briefing report on the effect of the wet weather conditions on the Service during the period 21 June 2012 to 20 July 2012.
33. As a result of the severe wet weather conditions business continuity measures were invoked to deal with the 1103 calls that were made in the period 21 June to 20 July 2012.
34. The Committee noted the contents of the report.

IRMP Recommendation 3 Fire Cover Review 2012-13

35. The Committee considered a report that contained the proposed terms of reference for the IRMP Action Plan, Recommendation 3, Fire Cover Review 2012-13.
36. Members were reminded of the scope for the Recommendation 3 2012-13 Review namely:
- Locations
 - Crewing Systems

- Appliance Numbers
 - Special Appliances
 - Review of Borders
 - Interoperability
37. It was anticipated that a report would be brought back to the Committee in six months' time
38. The Committee agreed the Terms of Reference for Recommendation 3 Fire Cover Review 2012-13.

Equality and Diversity Advisory Group Update

39. A report was considered that informed the Policy and Resources Committee of the key areas of discussion at the Equality and Diversity Group meeting held in July 2012.
40. It was noted that the Chief Fire Officer now chaired this Group and that the Group's Terms of Reference had been changed. Furthermore it was noted that a representative from each Department of the Service was a member of the Group.
41. The following was highlighted:
- There was no longer a dedicated Equality and Diversity Officer within the Service and Human Resources provided the specialist Support.
 - The Equality Scheme would expire in March 2013.
 - An A5 booklet outlining the Service's Ethical Framework would be published shortly and training would be provided to Members following the May 2013 elections.
42. The Committee noted the contents of the report.

Joint Consultative Committee Update

43. A report was considered that informed the Policy and Resources Committee of the activities of the Joint Consultative Committee since June 2012.
44. Members considered the key items that were still under discussion which included:
- Review of allowances
 - Use of Driver/Officer in Charge (OIC) on appliances
 - Part-time Workers' Settlement
 - Arrangements for Retained Duty Staff (RDS) working on Bank Holidays
45. The Temporary Assistant Chief Fire Officer who now chaired the Joint Consultative Committee was optimistic that these items would be resolved.
46. The Committee noted the contents of the report.

Health and Safety Liaison Panel Update

47. A report was considered that provided the Policy and Resources Committee with an update on the activities and items of significance from the Service's Health and Safety Liaison Panel.
48. The Committee noted the contents of the report.

Financial Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are financial issues that require consideration	No	

Legal Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	No	

Additional Considerations

49. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e. paragraph no.
Resources (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	No	
Strategic Policy Links (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	No	
Risk Management / Health & Safety (e.g. risk management and control measures, risk register score).	No	
Consultation with Representative Bodies	No	

Supporting Information

None

Background papers

Agenda and papers Policy and Resources Committee meeting held 5 September 2012.

Contact Officer

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Hereford & Worcester Fire and Rescue Authority

GLOSSARY OF TERMS

ACAS	Advisory Conciliation and Arbitration Service
ACFO	Assistant Chief Fire Officer
AFA	Automatic Fire Alarm
AFD	Automatic Fire Detection
ALP	Aerial Ladder Platform
AC	Area Commander
AMP	Asset Management Plan
ARCC	Aeronautical Rescue Co-ordination Centre

BA	Breathing Apparatus
BACS	Bankers' Automated Clearance System
BCM	Business Continuity Management
BCP	Business Continuity Plan
BME	Black and Minority Ethnic
BVPI	Best Value Performance Indicator
BVPP	Best Value Performance Plan

CAA	Combined Area Assessment
CAFS	Compressed Air Foam Systems
CARP	Combined Aerial Rescue Pump
CBRN	Chemical Biological Radiological Nuclear
CCA	Civil Contingencies Act
CDRP	Crime and Disorder Reduction Partnership
CERMIG	County Emergency Response to Major Incidents Group
CFA	Combined Fire Authority
CFO	Chief Fire Officer
CFOA	Chief Fire Officers Association
CFRMIS	Community Fire Risk Management System
CFS	Community Fire Safety
CIMAH	Control of Industrial Major Accident Hazards
CIPFA	The Chartered Institute of Public Finance and Accountancy
CLG	Department for Communities and Local Government
CC	Crew Commander
COSHH	Control of Substances Hazardous to Health
CPA	Comprehensive Performance Assessment
CPS	Chemical Protection Suits
CRR	Community Risk Register
CS	Community Safety
CSR	Comprehensive Spending Review
CSU	Command Support Unit

DC	District Commander
DCFO	Deputy Chief Fire Officer
DDA	Disability Discrimination Act
DIM	Detection, Identification and Monitoring
DOFA	Director of Finance and Assets
DoH	Department of Health
DoT	Direction of Travel
DPA	Data Protection Act
EA	Environment Agency

Hereford & Worcester Fire and Rescue Authority

GLOSSARY OF TERMS

EAS	Electronic Availability System
ECS	Enhanced Command Support
EIR	Environmental Information Regulations
EPU	Environmental Protection Unit
ESLG	Equality Standard for Local Government

FBU	Fire Brigades Union
FDR	Fire Damage Report
FDS	Flexible Duty System
FireLink	The National Fire Service Radio System
FOIA	Freedom of Information Act
FRA	Fire and Rescue Authority
FRD	Fire Resilience Directorate
FRS	Fire and Rescue Service
FRSNCC	Fire and Rescue Service National Co-ordination Centre
FSC	Fire Service College
FSCA	Fire Service Consultation Association
FSEC	Fire Services Emergency Cover
FSPA	Fire Service Procurement Association

GC	Group Commander
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HAZMAT	Hazardous Materials
HERMIT	Herefordshire Emergency Response to Major Incidents Team
HFSC	Home Fire Safety Check
HMI	Her Majesty's Inspector or Inspectorate
HPA	Health Protection Agency
HR	Human Resources
HRIS	Human Resources Information System
HSE	Health & Safety Executive
HWFRS	Hereford & Worcester Fire and Rescue Service

ICP	Integrated Clothing Project
ICS	Incident Command System
ICT	Information and Communications Technology
IEG	Implementing Electronic Government
IIP	Investors in People
IOSH	Institute of Occupation Safety and Health
IPDR	Individual Performance and Development Review
IPDS	Integrated Personal Development System
IRMP	Integrated Risk Management Plan
IRS	Incident Recording System
IRU	Incident Response Unit
ISU	Incident Support Unit

JERA	Joint Emergency Response Arrangements
JFS	Juvenile Fire-setters Scheme

KPI	Key Performance Indicator
KLOE	Key Lines of Enquiry
LASER	Learning about Safety by Experiencing Risk

LEA	Local Education Authority
LGA	Local Government Association

Hereford & Worcester Fire and Rescue Authority

GLOSSARY OF TERMS

LGV	Light Goods Vehicle
LIBID	London Interbank Bid Rate
LPG	Liquid Petroleum Gas
LPSA	Local Public Service Agreement
LRF	Local Resilience Forum
LRI	Learning Resource International
LSGCM	Long Service and Good Conduct Medal
LSP	Local Strategic Partnership
LTCM	Long Term Capability Management
LTF	Local Training Facilities
MDT	Mobile Data Terminals
MIS	Management Information Systems
MISAR	Mercia Inshore Search and Rescue
MMFE	Management of Major Flood Emergencies
MoU	Memorandum of Understanding
MTFP	Medium Term Financial Plan
NCFSC	National Community Fire Safety Campaign
NEBOSH	National Examination Board in Occupational Safety and Health
NEET	Not in Education, Employment or Training
NFST	National Flood Support Team
NJC	National Joint Council for Local Authorities' Fire Brigades
NOS	National Occupational Standard
NVQ	National Vocational Qualification
OASD	Operational Assessment of Service Delivery
ODPM	Office of the Deputy Prime Minister
OJEU	Official Journal of the European Union
ORS	Opinion Research Services
PDR	Personal Development Review
PFI	Private Finance Initiative
PI	Performance Indicator
PMM	Principal Management Members
PMSO	Project Management Support Office
PO	Principal Officer
PPE	Personal Protective Equipment
PPP	Policy, Planning and Performance
PSA	Public Service Agreement
PSHE	Personal, Social, Health Education
PSRP	Public Services Radio Project
PWLB	Public Works Loans Board
QSA	Quality Systems Audit
R2R	Rank to Role
RB	Representative Body
RBIP	Risk Based Inspection Programme
RCC	Regional Control Centre
RCCC	Regional Civil Contingencies Committee
RDS	Retained Duty System
RHSCG	Regional Health and Safety Collaboration Group

Hereford & Worcester Fire and Rescue Authority

GLOSSARY OF TERMS

RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulation
RMB	Regional Management Board
RoSPA	Royal Society for the Prevention of Accidents
RPE	Respiratory Protective Equipment
RRF	Regional Resilience Forum
RRO	Regulatory Reform Order
RRT	Regional Resilience Team
RSIG	Road Safety Implementation Group
RTA	Road Traffic Accident
RTC	Road Traffic Collision

SARA	Severn Area Rescue Association
SBE	Standards Board for England
SCC	Strategic Command Centre
SCE	Supported Capital Expenditure
SCG	Strategic Command Group
SDA	Service Delivery Agreement
SFSO	Senior Fire Safety Officer
SFU	Small Fires Unit
SHA	Strategic Holding Area
SHEBA	Safety in the Home and Electric Under Blanket Assessment
SLA	Service Level Agreement
SC	Station Commander
SOLACE	Society of Local Authority Chief Executives
SoRP	Statement of Recommended Practice
SPI	Service Policy Instruction
SRT	Swift Water Rescue Team
SSI	Special Service Incidents

TDC	Training and Development Centre
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UoR	Use of Resources
USAR	Urban Search and Rescue
UWFS	Unwanted Fire Signal

VMDS	Vehicle Mounted Data System
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WAN	Wide Area Network
WC	Watch Commander

YFA	Young Firefighters' Association
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