

Agenda

Councillors

Herefordshire:

Mr J H R Goodwin, Brigadier P Jones (Chairman), Mrs M D Lloyd-Hayes, Mrs P M Morgan, Mr D C Taylor, Mr P J Watts.

Worcestershire:

Mr T J Bean, Mr S J Clee (Vice-Chairman), Mrs M L Drinkwater, Mrs D E Dudley, Mr R J Farmer, Mr A Fry, Mr A I Hardman, Mr M Hart, Mr J Holden, Mr P T Mills, Mr W E Moore, Mr P A Mould, Mrs F Oborski, Mrs B Passingham, Mr D W Prodger, Mr C T Smith, Mr R M Udall, Mr J R Webb, Mr G C Yarranton.

1. Apologies for Absence

To receive any apologies for absence.

2. Declaration of Interests (if any)

To invite any Councillor to declare any interest in any of the items on this Agenda.

3. Confirmation of Minutes

To confirm the Minutes of the meeting of the Fire and Rescue Authority held on Monday 11 June 2007 (copy attached – pink pages).

4. 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.

5. Service Report (p.1-18)

To inform Members of Service activities in the last quarter together with operational and statistical details for the period 1 July 2007 to 30 September 2007.

6. Joint Service Review Warwickshire Fire and Rescue Service (p.19-23)

To bring to the attention of the Authority a request from Warwickshire County Council to conduct a joint options appraisal considering opportunities for improving service delivery and efficiency through closer working arrangements.

7. Flooding Update (p.24-27)

To update Members on the recent flooding.

8. Integrated Risk Management Plan (IRMP) 2007/08 (p.28-31)

To report progress against the IRMP (3) 2007/08 plan.

9. Integrated Risk Management Plan (IRMP) 2008/09 Action Plan Consultation (p.32)

To update Members on progress with the 2008/09 IRMP Action Plan Consultation.

10. New Model Code of Conduct (p.33-45)

This report asks Members to consider the new Model Code of Conduct made on 4 April 2007, which came into force on 3 May 2007.

The report seeks Members' views in relation to the adoption of the Code of Conduct by the Authority.

The Report seeks the recommendation by Members of the Standards Committee of the Fire and Rescue Authority to adopt the new Model Code of Conduct.

11. Property Update (p.46-47)

To inform Members of the progress of Facilities related matters, including the progress on the extension to Whitchurch Fire Station and an update on facilities for USAR and Workshops relocation.

12. Measuring and Challenging Recruitment Process (p.48)

To inform Members of progress regarding the Service recruitment processes.

(The public can obtain a copy of the document referred to in paragraph 4 of the report on request.)

13. Long Term Capability Management (p.49-50)

This report seeks to ensure appropriate management arrangements within the Authority for consideration of Long Term Capability Management (LTCM).

LTCM refers to the transfer of all New Dimensions Assets from Communities and Local Government ownership into Fire Authority ownership and the maintenance of a national capability for a further 16 years following this transfer.

14. Supplementary Crewing (p.51-52)

To update Members of progress with the Supplementary Crewing Pilot.

15. Young Firefighters Association (p.53-60)

To advise Members of the development of further governance arrangements for the Young Firefighters Association.

(A glossary of abbreviations and terms used in these agenda papers is to be found at the end of this document)

Staff Suggestion Scheme Awards will now be presented.

Minutes

Present

Herefordshire: Mr J H R Goodwin, Brigadier P Jones, Mrs M D Lloyd-Hayes, Mrs P M Morgan, Mr D C Taylor and Mr P J Watts.

Worcestershire: Mr T J Bean (Vice-Chairman), Mr S J Clee, Mrs M L Drinkwater, Mrs D E Dudley, Mr R J Farmer, Mr A Fry, Mr A I Hardman, Mr M J Hart, Mr J Holden, Mr P T Mills, Mr W E Moore, Mr P A Mould, Mrs F M Oborski, Mrs B Passingham, Mr D W Prodger, Mr C T Smith, Mr R M Udall, Mr G C Yarranton.

Available Papers:

- A. The Agenda paper and appendices referred to (previously circulated).
- B. The Minutes of the meeting of the Fire and Rescue Authority held on 15 February 2007 (previously circulated).

(A copy of the Agenda papers will be attached to the signed Minutes).

(Mr G W Davis (Chairman) in the Chair)

572. (Agenda item 1) Apologies for Absence

Apologies were received from Mr J R Webb.

573. Election of Chairman and Vice-Chairman – Convention

The Clerk to the Authority referred to the convention which the Authority had adopted whereby the election of Chairman and Vice-Chairman would alternate between the two constituent authorities at two year intervals. It was emphasised that any deviation from the convention would require an appropriate decision to suspend the convention.

Resolved: that the convention regarding the election of Chairman and Vice-Chairman be suspended until further notice.

574. (Agenda Item 2) Chairman

Resolved: that Brigadier P Jones be elected Chairman of the Authority for the ensuing year.

(Brigadier P Jones in the Chair)

575. (Agenda item 3) Vice-Chairman

Resolved: that Mr S Clee be elected Vice-Chairman of the Authority for the ensuing year.

576. (Agenda Item 4)Declarations of Interest

Mr P A Mould advised the Authority that if the Firefighters Pension Scheme was discussed in such detail that it affected his personal position, he would declare a personal and prejudicial interest. (That proving not to be the case, there was no need for Mr Mould to leave the room during the meeting.)

577. (Agenda item 5) Confirmation of Minutes

RESOLVED: that the Minutes of the meeting held on 15 February 2007 be confirmed as a correct record and signed by the Chairman.

578. (Agenda Item 6) Questions from Members of the Public

There were no questions from Members of the Public.

579 (Agenda item 7) Allocation of Seats to Political Groups and Appointments to Committees and other Bodies

The Authority considered the allocation of seats on Committees to political groups and the authorisation of the Clerk, following consultation with the leaders of the political groups to make appointments to Committees and other bodies.

Resolved: that

(a) appointments be made to the offices of Chairman and Vice-Chairman of the Authority's Committees as follows:

Urgent Decisions Committee

Chairman: Mr S Clee

Appointments Committee

Chairman: Brigadier P Jones

Audit Committee

**Chairman: Mrs M L Drinkwater
Vice-Chairman: Mr J R Webb**

Best Value Policy and Performance Committee

**Chairman: Mr A Fry
Vice-Chairman: Mrs M L Drinkwater**

Budget Committee

Chairman: Mr A I Hardman

Vice-Chairman: Mr T J Bean

- (b) Mr J R Webb and Mr R J Farmer be appointed the Authority's representatives on the Standards Committee.**
- (c) the Clerk be authorised, following consultation with the Group Leaders, to take any necessary action to give effect to proportionality requirements, determine the numbers of seats on Committees and other bodies in accordance with the wishes of Group Leaders;**
- (d) it be confirmed that the Authority adheres to its previous view that representation and voting on the Local Government Association be as follows:**
 - (i) the Authority's representatives on the Local Government Association be the Group Leaders;**
 - (ii) the 13 Service votes on the Local Government Association Assembly be allocated between its representatives on a politically proportionate basis;and**
 - (iii) the corporate vote on the Local Government Association Assembly be exercised by the Chairman or his nominee;**
- (e) the Chairman is to hold the place and vote(which is available to the Authority) on the Regional Management Board;**
- (f) the Group Leaders be the Authority's appointments to the Regional Management Board;and**
- (g) the Chairman of the Authority be appointed the Director to the West Midlands Fire and Rescue Services Regional Control Centre Company.**

580. (Agenda item 8) Service Report

The Authority considered the Service performance and activities for the full year 2006/07. The officers also gave a Power Point presentation to emphasise the issues referred to in the report.

A Member made reference to a bi-law in Worcester which prohibits swimming in the River Severn and asked if by working with the relevant agencies a similar bi-law could be issued in other Fire Authority areas.

An officer informed the meeting that this issue would be investigated.

Resolved: that the report be noted.

581. (Agenda item 9) Provisional Financial Results 2006/07

The Authority considered a report which provided information on the Revenue and Capital expenditure and income positions for 2006/07.

Resolved: that

(a) the transfer of the revenue under-spend to general balances as referred to in paragraph 9 of the report be approved;and

(b) the increase in 2007/08 Capital Budgets arising from expenditure slippage from 2006/07, as referred to in paragraph 15 of the report and subject to the approval of the Budget Committee, be approved.

582. (Agenda item 10) Integrated Risk Management Plan (IRMP) 2006/07 Progress Update

Consideration was given to a report which provided a progress update on the Integrated Risk Management Action Plan for 2006/07.

The Authority noted that the risk review team would continue to review and update the community risk profile during the second year to build the IRMP action plan for 2008/09.

Resolved: that the report be noted.

583. (Agenda item 11) Integrated Risk Management Plan 2008/09

The Authority considered a report regarding the 2008/09 IRMP draft action plan for consultation.

The Authority noted that a budget has been set aside for the consultation involving both Constituent Authority's.

Resolved: that approval be given for the consultation to commence on the IRMP draft action plan for 2008/09.

584. (Agenda item 12) Corporate Plan 2007/08

Consideration was given to a report which sought approval of the Authority's Corporate Plan for 2007/08.

Resolved: that the Authority's Corporate Plan for 2007/08 be approved.

585. (Agenda item 13) Human Resources Update – National Firefighter Selection Tests

The Authority considered a report which detailed the National Firefighters Selection Tests for the recruitment of firefighters and made recommendations on the way forward for the Authority on this issue.

The Chairman noted the officers views on the proposals and took the view that the selection tests must be fair and that those tests which the Authority adopt should be of the highest quality.

The Authority noted that the national selection test proposals were designed to standardise tests throughout the country but that it was for individual Fire and Rescue Authorities' to decide on whether these proposals should be implemented in part or fully.

Resolved: that

- a) part of the new National Firefighters Selection Tests for Retained recruitment utilising the job related tests be approved and adopted;and**
- (b) the Authority does not adopt the national application form or national written tests at this time.**

586. (Agenda item 14) Members Allowances Scheme

Consideration was given to a report regarding the level of Members Allowances in accordance with the provisions of the Local Authorities (Members Allowances) (England) Regulations 2003.

Resolved: that

- (a) subject to (b) below, the Members Allowances scheme for this Authority to continue this financial year at the levels agreed on 25 September 2003 as adjusted annually in line with the Retail Price Index; and**
- (b) the Independent Remuneration Panels of the Constituent Authorities be requested to advise on the level of Members Allowances being adjusted in line with the Consumer Price Index instead of the Retail Price Index and report back accordingly.**

587. (Agenda item 15) Emergencies and Responding to Climate Change

Consideration was given to a report which updated the Authority and made recommendations on work to identify the practical implications for Fire and Rescue Services resulting from changes in climate. A Power Point presentation which referred to the issues in the report was given to the Authority

Resolved: that

- (a) an overarching environmental strategy be developed and be submitted to a future meeting for consideration;**
- (b) the Integrated Risk Management Plans (IRMP) Steering Group to consider any emerging operational issues, making**

recommendations for action and developing them through future IRMP processes;

- (c) the Chief Fire Officer continues to monitor national developments with regard to the issues referred to in the report and report back to the authority as appropriate; and**
- (d) subject to the above, the report be noted.**

588. (Agenda item 16) Supplementary Crewing Pilot

The Authority considered a report which updated Members on the Supplementary Crewing Pilot and made suggestions on the further development of Supplementary Crewing.

Members noted the need to keep in abeyance the Pilot Project in Redditch at this stage until such time as results from other Districts are evaluated with a view to presenting further options with budgetary implications for Members to consider.

Resolved: that the further development of Supplementary Crewing as described in the objectives set out in paragraph 6 of the report, be endorsed.

589. (Agenda item 17) Unwanted Fire Signals

The Authority considered a report which gave an update on Unwanted Fire Signals with recommendations.

Members noted the response targets over the last year being missed by 3% as a consequence of attendance to automatic fire alarms. It was viewed as necessary that these types of fire alarms should be analysed and reported to the Best Value Policy and Performance Committee.

Resolved: that the issues as set out in the report regarding Unwanted Fire Signals be referred to the Best Value Policy and Performance Committee for further scrutiny, including recommendations for action during 2007/08, with appropriate recommendations being submitted to the Fire and Rescue Authority in due course

590. (Agenda item 18) Our Approach to Equality – The Scheme 2007-2010

Consideration was given to a report which set out a new generic Equality Scheme (circulated in detail to Members) with recommendations.

The Authority was informed that Hereford and Worcester Fire and Rescue Authority was the first Authority to adopt the Scheme on a generic basis, and other Fire and Rescue Authorities would be emulating this Authority's way of producing the policy.

Resolved: that the new generic Equality Scheme for 2007-10 be approved and adopted.

591. (Agenda item 19) Annual Report of the Standards Committee

The Authority received a report which gave an update in respect of Standards Committee meetings which had taken place in 2006/07.

Resolved: that the report be noted.

592. (Agenda item 20) Review of Code of Corporate Governance

Members received a report relating to a review of the Authority's Corporate Governance and setting out recommended minor updates.

Resolved: that the updates to the Code of Corporate Governance as set out in the report be approved and adopted.

593. (Agenda item 21) Property Update

Consideration was given to a report which informed Members of the progress of property related matters within the Asset Management Plan.

Resolved: that the report be noted.

594. (Agenda item 22) Regional Fire Control

The Authority considered a report which provided a summary of the status of key elements of Transition planning and project management for the Fire Control Project.

Resolved: that the report be noted.

595. (Agenda item 23) Firelink Radio Project

The Authority considered a report which provided Members with a summary of key project developments and issues for consideration prior to the service signing off the Individual Detailed Design Specification for the Firelink Project.

Resolved: that the report be noted.

596. (Agenda item 24) Human Resources Update - Recruitment

Members considered a report which provided an update on the Service's 2007 Wholetime recruitment campaign.

Resolved: that the report be noted.

597. (Agenda item 25) Road Safety Strategy 2007

The Authority considered a report regarding the launch of the Road Safety Strategy 2007. A copy of the Strategy's executive summary was circulated to Members at the meeting and is attached to the Minutes.

Resolved: that the report be noted.

The meeting ended at 12.20 pm.

Chairman.....

5. SERVICE REPORT

Purpose of Report

1. To inform Members of Service activities in the first quarter together with operational and statistical details for the period 1 April 2007 to 30 June 2007.

Performance

Incident Statistics

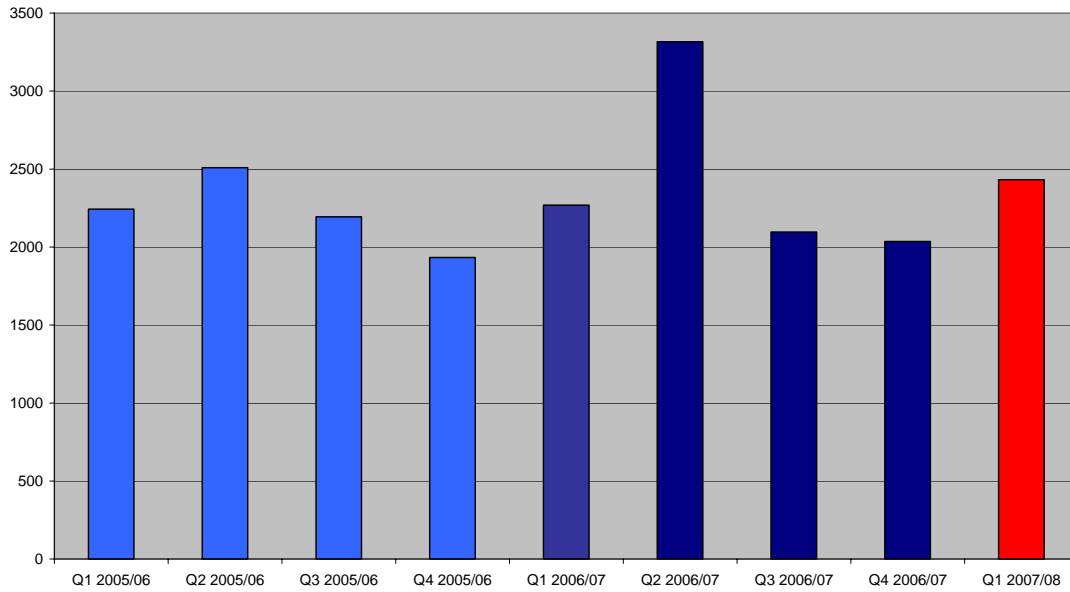
2. Members are requested to note the levels of operational activity experienced for the period 1 April 2007 to 30 June 2007.
3. In 2006/07, we faced a number of challenges which has affected our performance against our BVPIs, including long periods of hot and dry weather conditions which coincided with the school holidays, and significant amount of flash flooding.
4. These unusual conditions have extended to the current year with a spate of flooding in June affecting the overall activity in Quarter 1. The floods are due to have an even larger effect on the final levels of activity in Quarter 2.
5. There has been an overall 20% increase in the total number of fire, special service and false alarms incidents when compared with the previous quarter. The Service attended 33% more special service incidents in Quarter 1 2007-08 than in Quarter 4, 24% more fires and 9% more false alarms.

Quarter	All Fires	Special Service Incidents	All False Alarms	Total Incidents
Quarter 1 2006/07	948	423	902	2273
Quarter 2 2006/07	1335	697	1287	3319
Quarter 3 2006/07	628	509	998	2135
Quarter 4 2006/07	697	484	863	2044
Quarter 1 2007/08	866	647	947	2460

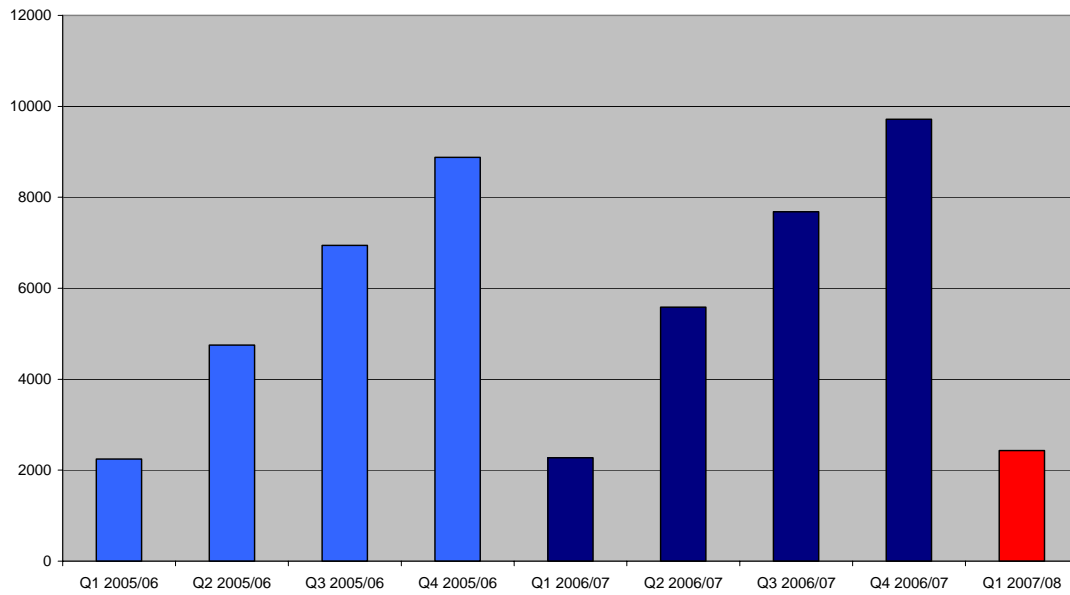
Hereford & Worcester Fire and Rescue Authority

27 September 2007

total incidents by quarter



cumulative total incidents



Number of Road Traffic Collisions attended by a Rescue Pump within 20 minutes

	Q1 06/07 Apr -Jun	Q2 06/07 Jul - Sep	Q3 06/07 Oct-Dec	Q4 06/07 Jan- Mar	Q1 07/08 Apr- Jun
Number of Road Traffic Collisions attended by a Rescue Pump	137	139	186	146	160
Number of Road Traffic Collisions attended by a Rescue Pump within 20 minutes of time of call	132	127	170	139	156
Percentage attended within 20 Minutes	96.35%	91.37%	91.39%	95.21%	97.5%

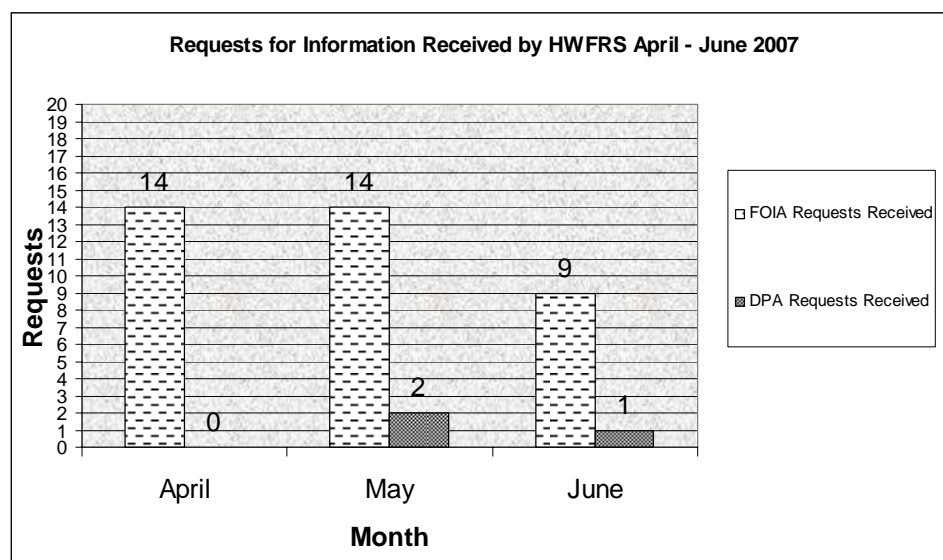
School Visits from 1 April 2007 – 30 June 2007

	KS1	KS2	KS3	TOTALS
Watches	40	69	2	111
Audience	1179	2424	68	3671
Education Assistants	14	33	27	74
Audience	507	1109	2192	3808

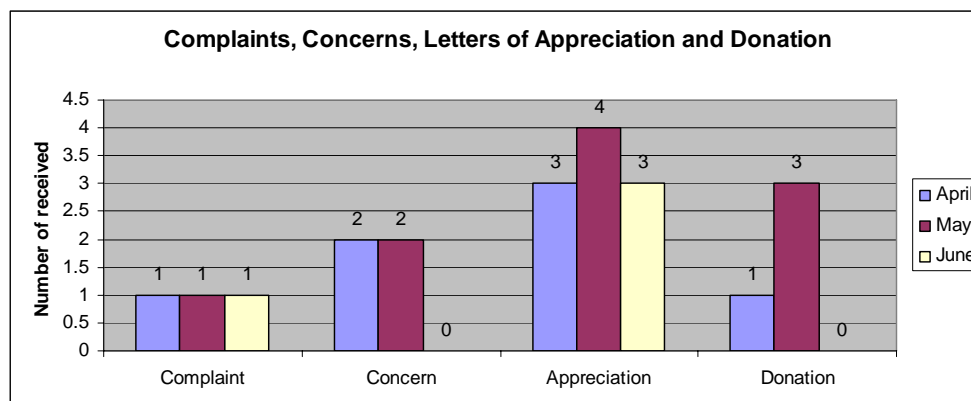
Number of Home Fire Safety Checks from 1 April 2007 – 30 June 2007

Number of visits	Recorded Hours on HFSCs	Smoke alarms fitted
621	1782	733

Freedom of Information Requests



Letters of Appreciation/Donation/Complaints/Concerns



- All letters will be made available for Members' perusal at the meeting.

Incidents and Injuries

- There has been a 71% increase in the number of Health and Safety Incidents/Injuries reported this first quarter of 2007-08 as compared to the immediately preceding quarter (up to 36 from 21). However, the RIDDOR reportable incident rate has remained the same at 4 when compared to the previous quarter. When comparing these figures with the same period for last year, there has been an increase of over 100% in reported injuries and incidents, and an increase of 33% in RIDDOR reportable incidents (17 and 3 respectively for the first quarter of 2006-07).
- As has been identified in previous quarters, a significant number of all Health and Safety incidents involved operational personnel 24 (75%), with half of these incidents being as a result of operational activity and 30% of these incidents being exposure to hazardous materials such as river water and one incident of aggression. On this occasion the police were mobilised. There were no injuries and there was no loss to the organisation.
- A further 30% of incidents involved operational personnel undertaking training, however, only one such incident was reportable under RIDDOR. In addition, two recruits were injured in separate incidents. Further analysis of the circumstances of each Health and Safety injury and incident reflects the recent spate weather conditions – the increase in reports of exposure to hazardous materials relates largely to water rescue incidents.
- These figures are higher than in previous reports due to a change in the way Health and Safety incidents are collated. To provide greater clarity and to enable trends to be more readily identified statistics for all Health & Safety incident reports (for example, Exposure to Hazardous substances, incidents of violence/aggression, Near Hits, Potential Hazards, fleet incidents, etc.) are collated and presented together. Previous reports separated injury reports from other incidents. Trends can now be observed more effectively by looking at all Health & Safety incidents and so resources can be deployed with greater efficiency.

	Incidents	RIDDOR	% Rate on Establishment
April – June 2006	17	3	2
July – September 2006	33	7	4
October – December 2006	19	3	2
January – March 2007	21	4	3
April – June 2007	36	4	4

Items of Interest

Regional Fire Control

11. Following signature of the Infrastructure Services Contract in March 2007 the Service has now completed the initial version of the plan for transition from existing call handling services to Regional Control Centres (RCC).
12. The Service Transition Plan is subject to a monthly reporting process and is monitored and scrutinised by CLG.
13. The first milestone within the plan is 4 October 2007.
14. By this date the Service will have completed plans to indicate future resource requirements, stakeholder management and a strategy for communications within the Service.

Policy, Planning and Performance

Performance Management Framework 07/08 Update

15. During the past quarter the Policy, Planning and Performance Department have continued to meet the requirements of the Performance Management Framework for 2007/08 within the timescales specified by the Audit Commission.

Use of Resources Assessment

16. Use of Resources assesses the Authority across a broad range of financial issues and provides a scored assessment including whether the FRA is providing value for money.
17. It has now been confirmed that this Assessment will take place on 13 and 14 September 2007.

Direction of Travel Assessment

18. Direction of Travel is an assessment of improvement, or deterioration, in performance. It measures how well the Service has performed since the original Comprehensive Performance Assessment categorisation and whether or not it could improve.

19. It has been agreed that this assessment will take place on 16 and 17 October 2007.

Technical Fire Safety

20. During this quarter two prohibition notices under article 31 of the Fire Safety Order were served in the North District area and one Prohibition Notice was served in the West District area. One prohibition notice from the previous quarter in West District is currently proceeding to a possible prosecution in the Courts following a contravention of the terms of the notice.
21. Three Enforcement Notices were also issued in this period in the North District area, with one now having been complied with.
22. The Fire Safety trainer carried out a number of seminars to assist Commerce and Industry with the transition to the new Fire Safety Order with a number of venues used throughout the Service area.
23. The “Community Fire Risk Management Information System” (CFRMIS) has now been installed and in use by all the fire safety districts. The system is currently being expanded to incorporate the management of Home Fire Safety Check data.

Penhallow Hotel Fire (Newquay) - Saturday 18 August 2007

24. Members will be aware of the tragic fire attended by Cornwall Fire and Rescue Service on Saturday 18 August 2007. The ensuing media coverage focused on three elements, all of which would have been dealt with through the Authority's IRMP process.
25. Under the same three headings, an update on Hereford & Worcester's approach to the same issues is as follows:

Reduction to day-crewed status of wholetime station.

26. HWFRA have considered extensive risk profiles for each of the communities it serves and has not seen fit to reduce the level of cover at night times. Piloting of the Supplementary Crewing scheme provides the Service with a mechanism by which it can supplement fire cover arrangements at times when the risk is deemed to be higher.

Provision of Aerial Appliances

27. HWFRA have recently procured two new Aerial Ladder Platforms to be stationed at Hereford and Worcester. These appliances will be commissioned and on-the-run in mid October. The crewing model adopted for these appliances means that their availability is controlled on a risk-based approach to where crews are most needed at any particular time.
28. The FRA will shortly be presented with a business case to replace the third aerial appliance (currently at Bromsgrove) with a combined appliance incorporating both pumping and aerial capability. The crewing model for this particular vehicle will maintain its availability for immediate turn-out to any incident.

Regulatory Reform Order and risk based approach to inspections.

29. Hereford and Worcester currently has 174 registered hotels. These are categorised using a complex matrix of risk determinants that allow prioritisation under a series of risk headings (e.g. high, medium, low). Once categorised, a programme of inspections has been developed that ensures that all premises will be visited over a set period. At present, all very high and high risk premises have been actively inspected within the past few months, 82% of medium risk premises and 43% low risk sites have also been inspected. All hotels will have been inspected by the end of this year as part of an ongoing rolling programme. In addition, following the incident in Cornwall, a spot-check of the six highest risk premises is currently being undertaken by our Fire Safety Officers.

Arson and Fire Investigation

30. On Tuesday 17 April a call was received to a mobile home on fire at a caravan park near Bromsgrove. During the previous month two mobile homes had been deliberately set on fire. Residents had called the Police due to persons acting suspiciously and on the arrival of the first Police Officer two males were arrested as they left the site. One mobile home was destroyed by fire and an investigation was carried out by the Fire and Rescue Service with the help of the West Midlands Fire Service hydrocarbon detector dog. The two persons have been charged with arson and are now awaiting trial.
31. A serious fire in a public house occurred in Kidderminster on Monday 14 May. Three fire appliances from Kidderminster and Bewdley attended and a joint Police and Fire and Rescue Service investigation was carried out. Again the hydrocarbon detector dog from the West Midlands Fire Service was brought in and it was discovered that an accelerant had been introduced through a broken window. No-one to date has been arrested in connection with the fire.
32. Activities have been carried out to support the LPSA2/LAA Reward Grant initiatives. In Redditch, underpasses have been identified that suffer from deliberate fires in and around them. In conjunction with the Borough Council work has been carried out to prevent such problems. Also in Redditch fire crews take part in a vulnerable vehicle scheme which aims to identify cars that are at risk of being stolen, by being insecure, or may have valuables on display. In the Wyre Forest area Community Wardens have been trained in arson prevention and how to spot fire hazards. Worcester City Local Police Officers and Community Support Officers have also received similar training.
33. June the Service hosted a Regional Fire Investigation Forum Meeting at its Service Headquarters. This gave the opportunity to discuss and share good practice with neighbouring Fire and Rescue Services.

Carol Service

34. The Family and Friends Carol Service for 2007 will be held at Hereford Cathedral on Wednesday 19 December 2007 at 7.30pm. Following the celebration refreshments will be served at College Hall at the Cathedral.

Information for Members

Community Fire Safety

35. The project to deliver Home Fire Safety Checks electronically has moved forward significantly, with the first Station having received a Tablet PC, along with training by Community Fire Safety staff.
36. During this period the following notices were served under the Regulatory Reform (Fire Safety) Order 2005.

Prohibition	Enforcement	Alteration
3	3	0

Worcestershire Signposting

37. Meetings have taken place with key partnership organisations to initiate a steering group for signposting, consisting of; West Midlands Ambulance Service, Adults & Community Services - Social Care, Department of Work and Pensions Service, Worcestershire Primary Care Trust, West Mercia Police and Hereford & Worcester Fire and Rescue Service. This core group will consist initially of these main partners with a Community Fire Safety Manager taking the lead on core group meetings. The purpose of the group is to initiate and support better cross-organisational working. There have been fifteen referrals to the Service to date from a variety of sources as demonstrated on the database. Visits have been made to Stations to meet watches and events have been attended for networking purposes.

Juvenile Fire Setters Programme

38. During the period for April to June, thirty three cases of young people with fire setting tendencies were seen. There are twenty Juvenile Fire Setter Advisers delivering to the young people across the Service area. Positive feedback from partner agencies states the young people receiving intervention from the Service were not displaying further fire setter tendencies.

Education

Education Outreach Adviser

39. A part-time vacant position within the education department has been evaluated and a need identified to recruit this as a full-time position. The position will be for an Education Outreach Adviser supporting further development of the delivery of safety messages focusing on older people. The position is timed to start October 2007.

Road Safety

40. Dying to Drive took place in Hereford involving Hereford Road Safety Partnership and stakeholders from the public and private sectors. Personnel attended thirteen High Schools across the County delivering key messages in relation to reckless

driving with youngsters. The event proved successful and is currently being evaluated.

Water Safety

41. The education team and watches across the Service delivered water safety messages to 63 First/Primary schools in Hereford and Worcester. Once again this was made possible and delivered with excellence from Firefighters and the Education team. The water safety resources are being evaluated to ensure lessons learnt can be built on for summer 2008.

Child Protection

42. The child protection policy has now been reviewed, updated and passed to PMM for approval. Supporting this document is a leaflet showing the procedure for child protection across the Service. H&WFRS is now represented on Hereford and Worcester Safeguarding Children Board's attending bi-monthly meetings. Training for staff with substantial access to children will take place in September 2007. This will then cascade through to all staff across the Service.

Corporate Risk

Risk Management

43. In support of the Service restructure the role of Corporate Risk Management continues to develop. A Strategic Framework has been adopted and a Corporate Risk Management Group (CRMG) has been identified, whose principal role is to ensure the maintenance and resilience of risk assessment, Business Continuity, Emergency Planning, Information Management and training schedules associated with these disciplines.
44. Induction training for Members took place on 13 August 2007. The successful training objective outlined the development of Corporate Risk Management within the Service. The training explained the processes involved with building and maintaining the live Strategic Risk Register and Departmental Risk Registers together with an introduction to Business Continuity and Emergency Planning. Members were advised of their role within Information Management for dealing with requests for information (FOIA, EIR and DPA).
45. A procedure for the reporting of Risk escalation has been developed with the Policy, Planning and Performance Team for both Projects and Partnerships within the Authority. To comply with the Civil Contingencies Act 2000, key suppliers have been contacted requesting clarification of their business continuity arrangements.
46. Members of the CRMG have key roles within the Local Resilience Forums and are active in maintaining partnership arrangements with other agencies.
47. Councillor John Goodwin has been appointed the new Risk Champion for the FRA.

Health and Safety

48. The process of reviewing the Risk Assessments issued by the DCLG for USAR activities has begun and the team are developing in-house risk assessments and safe

working procedures. Several exercises have been held to demonstrate to the press and public our preparedness and meetings have also been held with the owners of the British Sugar site in Kidderminster with a view to using their premises for training purposes.

49. Demolition works at Droitwich Fire Station have been successfully completed; however USAR will remain at Bromsgrove Fire Station until all refurbishment works at Droitwich are complete – tenders for the additional works are pending.
50. Work continues on the collation of risk assessments from all departments, now with the support of the Operations Department personnel, with the aim of developing a central task/equipment risk assessment register.
51. Once all Specialist Health and Safety Incident Investigators (SIs) have completed training in July it is anticipated that training will be given on using the equipment they will be provided with. Plans are also in place to ensure that these personnel also receive training in evidence collation and statement and report writing. All Group and Area Managers will also be given SI training so they are familiar with what incidents merit the instigation of the SI process.
52. Further IOSH Managing Safely courses and Display Screen Equipment training took place in August.
53. Following the retirement of ACFO McCullagh, Staffordshire Fire & Rescue Service will take up the mantle of chairing the CFOA Health & Safety Group; however the Health & Safety Manager will continue to represent our organisation alongside the other Fire & Rescue Services throughout the region.
54. Work continues on the implementation of the Major H & S Event Response Protocol with preparations being made for a tabletop exercise to test the protocol being planned for this summer.
55. The General and Local Induction packages and the Supervising Safely training package for Crew Managers and Supervisors has been reviewed. Health and Safety performance indicators have been reviewed with the Policy, Planning and Performance team.

Training

56. The Training Centre has continued to produce work of a high standard to maintain the routine competency skills for all Firefighters such as Compartment Fire Training and Road Traffic Collision and Breathing Apparatus Trainer courses.
57. With the introduction two years ago of Personal Development Reviews for all Service personnel the Training Centre has had to respond to a variation of training requests which has increased each year. This year the Training Department has had to cater for 786 separate training requests covering 85 different types of training need other than the standard training.

58. The Driving School is now delivering the practical element of emergency response driving for Officers; the course is specifically designed to cover the differences of responding to incidents in a car as opposed to a fire engine.
59. The first combined Wholetime and Retained course was successfully delivered in June and has ensured the level of training is the same for both duty systems. The second course is due to start in September and will again be in a modular format to assist those staff who work the Retained Duty System.
60. All instructors are continuing to develop their skills and will shortly attend a fire behaviour training course so that they can train operational personnel in carbonaceous attack box simulators. This training will contribute to the safety and effectiveness of how Firefighters deal with compartment fires improving their skills further.

Summary of Courses:01.04.07 – 31.7.07			
Operational Courses	45	223	Training Days
Commercial Courses	20	220	Students Trained
Meetings & Seminars	25	401	Attendees

61. The Approved Centre is pleased to announce that a number of candidates have been registered for the following awards during Quarter 2 2007 which falls in line with our targets in relation to candidate induction dates:

A1 Assessor Award	Level 3 NVQ Award
Operational =2 Control = 0 Retained Duty System =8	Operational =0 Control =0 Retained Duty System =0 Warwickshire FRS (franchisee)= 14

62. During the same period (1 March to 30 June 2007) a total of 6 Certificates were issued - 3 for the A1 Assessor Award and 3 for the Level 3 NVQ Award.

Equality and Diversity

63. Following consultation with key stakeholders over the two counties, the Equality Scheme has now been published and progress against objectives is continuing. This Scheme has been recognised by a number of other Services and Authorities as being of particular note and a model of good practice.
64. The Fairness at Work Advisory Group (FAWAG) has been re-constituted as the Equality and Diversity Steering Group, to bring it in line with the progress made in the Authority in this area; its key aims with regards to the Equality Standard for Local Government and its response to the equality duties outlined in the Scheme; and its ambitions for the future development and achievement in this area.
65. Two working groups are currently constituted under the Equality and Diversity Steering Group programming work on female support and disabled access.

66. A revised Equality Standard for Local Government was introduced this year and an audit against level 4 is underway to support our progress against this.

Update of the Best Value, Policy and Performance Committee

67. The Committee met on 7 June 2007 and considered the following matters; Performance and Year End report April 2006 to 31 March 2007; Unwanted Fire Signals; Corporate Plan with a recommendation to the main Fire Authority meeting to approve the Plan; Road Safety; and Fire Safety. The Committee also met on 14 September 2007 and considered the following matters; Quarterly Performance Reporting; Q1 Performance Report 1 April 2007 to 30 June 2007; Measuring and Challenging Recruitment Processes; Communications to all Black and Minority Groups; Unwanted Fire Signals.

Update of Budget Committee

68. The Committee met on 25 July 2007 and considered the following matters: Revenue Budget Monitoring Report 2007/08; Capital Budget Review.

Update of Audit Committee

69. The Committee met on 29 June 2007 and considered the following matters: Annual Audit and Inspection Letter 2005/06; 2007/08 Draft Audit Plan which was approved; Internal Audit Plan 2006/07 and 2007/08 which was approved; Statement on Internal Control which was approved and signed by the Chairman; Statement of Accounts 2006/07 which was approved; National Fraud Initiative 2006/07; Partnership Working Update with a further report being requested at a future meeting.

Update of Standards Committee

70. The Committee met on 17 September 2007 and considered the New Model Code of Conduct for Members and has recommended the adoption of the Code.'

Appointments Committee

71. The Appointments Committee met on 29 August 2007. The Committee approved Local Procedures in relation to Grievance, Discipline, and Appraisal for Brigade Managers, and also agreed a revised pay structure for Brigade Managers.'

West Midlands Regional Management Board

72. The West Midlands Regional Management Board (WMRMB) met on Thursday 26 July 2007 at Shire Hall, Warwick. No action is required.

Annual Award Ceremony

73. On Saturday 7 July 2007 Hereford & Worcester Fire and Rescue Service held its Annual Award Ceremony at Service Headquarters. The event was well supported with Mr John Yorke, the High Sheriff of Herefordshire and Worcestershire presenting

the medals and awards on behalf of Her Majesty the Queen. Mr Ivor Owen, a long and valued friend of the Service was also in attendance to present the Ivor Owen award to the Top Recruit.

74. This year Long Service Good Conduct medals were awarded to: Mike Cunningham (Station Manager), Richard Lawrence (Area Manager), Mark Wall (Firefighter), Gary Dickerson (Crew Manager), Denbygh Hill (Watch Manager), Roger Crump (Firefighter), David Blinston (Crew Manager), Ian Robinson (Crew Manager), Graham Childs (Watch Manager), Nigel Harrison (Firefighter), Maxine Laughner (Watch Manager, Fire Control), Claire Cross (Crew Manager, Fire Control), Angela Luke (Crew Manager, Fire Control), Alan Haley (Station Manager).
75. The 20 year certificate was awarded to Julie Kings, Administrator at the Training Centre.
76. The 30 year plate was awarded to: Nigel Smith (Workshops Supervisor), Keith Newman (Station Manager), Chris Blake (Group Manager), Gary Davies (Firefighter), Mac Eaton (Station Manager), Ray Kings (Divisional Officer, Retired), Kenneth Chance (Watch Manager), Robert Rooke (Station Manager, Retired), Robert Houghton (Firefighter, Retired), Robert Hardwick (Crew Manager, Retired), Stephen Laughner (Watch Manager), James Williams (Water Operative), Robert Morris (Watch Manager).
77. Certificates of Commendation were awarded to Zahoor Ahmad (Head of Organisational Development), Steve Bullock (Watch Manager), Ian Davies (Group Manager, Retired) and Mark Preece (Group Manager). They were awarded this for the work that they did in supporting the return to work of Simon Hawkins. Simon became the UK's first wholetime amputee Firefighter and this fact has been recognised nationally.
78. There were also three Certificates of Commendation awarded to members of the public for acts of bravery they have carried out. These were for Stella Baylis and Daniel Taylor for rescuing a severely injured man from a car which had crashed and caught fire, and to Mike Roberts who rescued a man from drowning in the River Wye.
79. The High Sheriff's Award which is presented to the most improved Young Firefighter was this year given to Benjamin Griffiths of the Malvern YFA Team.
80. The Ivor Owen award, which is for the Top Recruit was presented to Firefighter Harry Disley, a Retained Firefighter at Leintwardine Fire Station.

Staff Suggestion Scheme

81. The Service has recently considered thirteen ideas that have been put forward by employees as part of the 'Ideas' Staff Suggestion Scheme. Four of these suggestions have been identified as award winners; these were submitted by Daryl Justice, David Holland, James Bainbridge and Carl Pearson.
82. The suggestions made were as follows:

- Daryl Justice – the creation of a new recording form to give further information regarding absence trends - Award of a Certificate of Commendation.
- Dave Holland – the purchase of specialist tools to enable tamperproof fixings, as used in vehicles, to be undone - Award of £50 plus a Certificate of Commendation.
- James Bainbridge – the playing of pre-recorded fire safety messages to telephone callers if they are put ‘on hold’ - Award of Award of £50 plus a Certificate of Commendation.
- Carl Pearson – the re-design of a claim form to avoid errors and wastage - Award of Certificate of Commendation.

83. The above named individuals have been invited to attend today’s meeting in order to receive their awards.

Meeting Dates 2008

84. Meeting dates for the Authority and its Committees for 2008 have previously been circulated to Members.

Members’ Training Programme 2008

85. Members’ Training Programme for 2008 has previously been circulated to Members.

Members’ Station Visits 2008

86. Members’ Station Visits for 2008 has previously been circulated to Members.

Background Papers

None

Incident Statistics – Comparative Data 1 Apr 2007 to 30 Jun 2007

		Quarter 4 2006/07			Quarter 1 2007/08		
District	Station	Total Fires	Total Special Service (SS) Incidents	Total False Alarms	Total Fires	Total Special Service (SS) Incidents	Total False Alarms
South	21 Worcester	109	81	197	133	90	201
	26 Droitwich	26	34	39	40	36	51
	28 Evesham	32	15	45	33	20	46
	29 Pebworth	4	2	2	5	2	6
	30 Broadway	3	1	5	5	2	9
	31 Pershore	15	15	20	9	18	27
	32 Upton	7	13	10	7	11	14
	41 Malvern	36	22	48	35	30	48
	53 Tenbury Wells	9	5	1	4	38	1
	District Total	241	188	367	271	247	403
North	22 Stourport	18	13	27	56	40	25
	23 Bewdley	14	8	3	30	28	8
	24 Kidderminster	65	58	93	118	75	103
	25 Bromsgrove	48	38	84	76	39	95
	27 Redditch	105	57	112	142	67	112
	District Total	250	174	319	422	249	343
West	42 Ledbury	18	11	18	17	10	18
	43 Fownhope	5	1	1	3	3	2
	44 Ross on Wye	17	8	15	16	21	18
	45 Whitchurch	6	12	4	9	8	2
	46 Hereford	68	53	100	80	46	123
	47 Ewyas Harold	7	1	1	5	1	1
	48 Eardisley	8	3	0	4	5	1
	49 Kington	7	1	1	4	1	0
	50 Leintwardine	6	2	0	0	2	1
	51 Kingsland	15	5	2	0	13	1
	52 Leominster	28	14	21	19	26	15
	54 Bromyard	9	3	13	12	14	17
	55 Peterchurch	4	8	3	4	1	2
	District Total	198	122	179	173	151	201
	GRAND TOTAL	689	484	865	866	647	947

Fire Statistics 1 Apr 2007 to 30 Jun 2007

District	Station	Primary Fires (FDR1)	Secondary Fires (FDR3)	Chimney Fires	Total Fires	Rescues at Fires	Casualties at Fires	Fatalities at Fires
South	21 Worcester	36	95	2	133	1	2	0
	26 Droitwich	16	24	0	40	1	1	0
	28 Evesham	13	18	2	33	0	0	0
	29 Pebworth	1	3	1	5	0	0	0
	30 Broadway	2	1	2	5	0	0	0
	31 Pershore	4	4	1	9	0	0	0
	32 Upton	5	2	0	7	0	0	0
	41 Malvern	14	19	2	35	1	1	0
	53 Tenbury	3	1	0	4	0	0	0
District Total	94	167	10	271	3	4	0	
North	22 Stourport	12	44	0	56	0	0	0
	23 Bewdley	6	22	2	30	0	0	0
	24 Kidderminster	26	92	0	118	1	2	0
	25 Bromsgrove	30	44	2	76	2	2	0
	27 Redditch	59	83	0	142	1	2	0
District Total	133	285	4	422	4	6	0	
West	42 Ledbury	7	7	3	17	0	0	0
	43 Fownhope	1	2	0	3	0	0	0
	44 Ross on Wye	6	8	2	16	0	0	0
	45 Whitchurch	2	3	4	9	0	0	0
	46 Hereford	37	41	2	80	2	2	0
	47 Ewyas Harold	5	0	0	5	0	0	0
	48 Eardisley	1	1	2	4	0	0	0
	49 Kington	2	2	0	4	0	0	0
	50 Leintwardine	0	0	0	0	0	0	0
	51 Kingsland	0	0	0	0	0	0	0
	52 Leominster	12	7	0	19	0	0	0
	54 Bromyard	6	4	2	12	0	0	0
	55 Peterchurch	2	2	0	4	0	0	0
District Total	81	77	15	173	2	2	0	
GRAND TOTAL	308	529	29	866	9	12	0	

Special Service Incidents 1 Apr 2007 to 30 Jun 2007

District	Station	Emergency Special Services	Non-emergency Special Services	Total Special Service (SS) Incidents	Rescues at SS Incidents	Casualties at SS Incidents	Fatalities at SS Incidents
South	21 Worcester	87	3	90	41	9	0
	26 Droitwich	36	0	36	3	2	0
	28 Evesham	19	1	20	0	1	0
	29 Pebworth	2	0	2	0	0	0
	30 Broadway	2	0	2	1	0	0
	31 Pershore	18	0	18	3	8	0
	32 Upton	11	0	11	1	4	0
	41 Malvern	30	0	30	12	12	0
	53 Tenbury	38	0	38	9	4	0
District Total	243	4	247	70	40	0	
North	22 Stourport	40	0	40	2	7	0
	23 Bewdley	28	0	28	4	8	1
	24 Kidderminster	75	0	75	10	11	0
	25 Bromsgrove	39	0	39	5	7	0
	27 Redditch	67	0	67	13	14	1
District Total	249	0	249	34	47	2	
West	42 Ledbury	10	0	10	2	1	0
	43 Fownhope	3	0	3	0	4	0
	44 Ross on Wye	21	0	21	1	9	0
	45 Whitchurch	8	0	8	2	12	0
	46 Hereford	46	0	46	9	12	3
	47 Ewyas Harold	1	0	1	0	1	0
	48 Eardisley	5	0	5	4	7	1
	49 Kington	1	0	1	0	0	0
	50 Leintwardine	2	0	2	1	0	0
	51 Kingsland	13	0	13	8	11	0
	52 Leominster	26	0	26	5	10	1
	54 Bromyard	14	0	14	3	3	1
55 Peterchurch	1	0	1	0	0	0	
District Total	151	0	151	35	70	6	
GRAND TOTAL	643	4	647	139	157	8	

False Alarms and Fire Safety Statistics 1 Apr 2007 to 30 Jun 2007

District	Station	False Alarm Malicious	False Alarm Good Intent	False Alarm Apparatus	Total False Alarms
South	21 Worcester	6	43	152	201
	26 Droitwich	2	6	43	51
	28 Evesham	1	8	37	46
	29 Pebworth	1	5	0	6
	30 Broadway	0	0	9	9
	31 Pershore	1	5	21	27
	32 Upton	0	7	7	14
	41 Malvern	2	12	34	48
	53 Tenbury	0	1	0	1
	District Total	13	87	303	403
North	22 Stourport	0	10	15	25
	23 Bewdley	1	5	2	8
	24 Kidderminster	7	27	69	103
	25 Bromsgrove	4	32	59	95
	27 Redditch	6	24	82	112
	District Total	18	98	227	343
West	42 Ledbury	0	4	14	18
	43 Fownhope	0	0	2	2
	44 Ross on Wye	1	2	15	18
	45 Whitchurch	0	1	1	2
	46 Hereford	14	20	89	123
	47 Ewyas Harold	0	0	1	1
	48 Eardisley	0	0	1	1
	49 Kington	0	0	0	0
	50 Leintwardine	0	1	0	1
	51 Kingsland	0	0	1	1
	52 Leominster	2	3	10	15
	54 Bromyard	1	0	16	17
	55 Peterchurch	0	1	1	2
	District Total	18	32	151	201
	GRAND TOTAL	49	217	681	947

RRO Fire Safety Inspections 1 Apr 2007 to 30 Jun 2007	
Fire Safety Audits	480
Building Control	259
Follow-up Inspections	35
Specific Inspections	11

6. JOINT SERVICE REVIEW WARWICKSHIRE FIRE AND RESCUE SERVICE

Purpose of Report

1. To bring to the attention of the Authority a request from Warwickshire County Council to conduct a joint options appraisal considering opportunities for improving service delivery and efficiency through closer working arrangements.
-

Background

2. For some time, Warwickshire County Council has been considering options for delivering service improvements and efficiencies in its Fire and Rescue Service. Warwickshire's work culminated in an Independent Consultant's report that was considered by their Cabinet on 6 September 2007.
3. Amongst the recommendations considered by Warwickshire County Council on 6 September 2007 was a proposal that they should approach Hereford & Worcester Fire and Rescue Authority with a view to conducting a joint options appraisal into the potential for closer collaboration or combination. This proposal was agreed and the Chief Executive of Warwickshire County Council was instructed to initiate an approach. On 10 September 2007, Paul Hayden, Chief Executive and Chief Fire Officer of H&WFRS, received a letter formally asking him to bring their request to the attention of the Authority.

Commentary

4. The CFO now has had the opportunity to explore this matter in more detail with the Chief Fire Officer of Warwickshire. Although Warwickshire's Consultant report mentions "combination" in his recommendations, which is felt to be unhelpful at this stage, the essence of what they are seeking is the establishment of a Joint Member/Officer Working Group to explore the potential for improvements in both Services through closer collaboration or combination.
5. This Joint Review Group would examine a wide range of potential opportunities for closer working arrangements, not simply combination, through an options appraisal process. If the Review Group came to a consensus they would be in a position to advise each Authority accordingly and put forward recommendations for consideration. It would then be a matter for each Authority to independently consider the Review Group's recommendations.
6. Having considered the issues, the Chief Fire Officer's professional advice to the Authority is that H&WFRS should adopt a positive, if cautious, response and agree to Warwickshire's request to establish a Joint Working Group to conduct an options appraisal. However, to ensure that we properly consider and protect our own position, it is recommended that wide ranging terms of reference are set for the options

appraisal that ensure all issues are properly considered. This view has been reached on the following grounds:

- Simply refusing to take part in initial options appraisal may require Warwickshire to consider other arrangements that could be less favourable to this Authority in the medium to long term, including changes in emergency cover along our boarder area.
- As reported through the Budget Committee, our medium term financial plan recognises that future budget settlements and a requirement to constrain Council Taxes will require us to identify further financial efficiencies. An in-depth options appraisal at this time could prove very useful in identifying potential efficiencies, even if we ultimately decide that combination is an inappropriate way forward.
- The pace of change for the Fire and Rescue Service remains unrelenting and we face increasing demands to improve and extend our services whilst at the same time, constrain our costs.
- Agreeing to this background options appraisal work demonstrates our commitment to modernisation and improvement but does not commit the Authority to any particular outcome. A Joint Working Group would not be authorised to agree any changes, simply identify and assess opportunities, and make recommendations back to each Authority.
- If research indicates that greater collaboration/combination is feasible, it could present an opportunity to improve the services we deliver in a way we could not achieve alone, whilst at the same time reducing costs. In particular, potential savings achieved by sharing “back office” costs such as senior managers could be achieved without impacting Fire Stations and other front-line services.
- The robustness of the joint review, whatever its outcome, would provide positive evidence for our external audit and assessment processes.

Conclusion

7. In Hereford & Worcester we recognise that we are likely to face continuing organisational challenges and considerable pressures to find cashable efficiencies in the coming years. As an Authority, we are already highly efficient and this means that although we may make some further efficiencies around the margins, savings on the scale that could potentially be required long term can only be achieved through reductions in staff, Fire Stations and ultimately, the services we provide to the public.
8. Whilst Hereford & Worcester is currently in a strong position, further improved performance and greater financial efficiencies may take some years to realise in practice if we are to avoid short term damage to service delivery and public confidence. This means that we need to take a continuous view to improvement, exploring options now that could deliver benefits in the future. In this instance, should a joint options appraisal with Warwickshire result in an Authority decision to

go ahead with greater collaboration/combination, the quicker we start the process, the quicker we can begin to achieve the benefits. Equally, reviews such as this can be distracting for an organisation, so if further collaboration/combination with Warwickshire is not a viable option, a timely decision to that effect will reduce organisational uncertainty and allow both Warwickshire and ourselves to pursue other alternatives for the future.

9. Any review should follow accepted best practice from HM Treasury's Green Book and Office of Government Commerce (OGC) Model Guidance. This model is now well established and has been used by a number of Fire and Rescue Services considering these issues. Many of these reviews have ultimately concluded that full combination was not the most effective way forward, even though other partnership opportunities were identified and acted upon. However, this year Devon and Somerset completed a successful combination that has already delivered increased professional capacity, maintained or improved service delivery, and is on target to deliver savings of £3.5m over the first five years even when transitional costs have been taken into account.

Recommendation

- **The Chief Fire Officer recommends that the Authority supports the establishment of a Joint Member/Officer Review Group to consider the options for Service improvements and efficiencies through closer working arrangements with Warwickshire.**
- **The Chief Fire Officer recommends that the Review Group's Terms of Reference should be wide ranging and support the established options appraisal model. Attached is a draft Terms of Reference which can be put to Warwickshire for their consideration.**
- **The Chief Fire Officer recommends that the Review Group is tasked with providing an initial report back to the full Authority by its December 2007 meeting.**

Background

Letter from Warwickshire County Chief Executive
Draft Terms of Reference for Joint Review Group

HEREFORD & WORCESTER FIRE AND RESCUE SERVICE

Warwickshire/Hereford & Worcester Options Appraisal Review Group - Terms of Reference

Aim:

To carry out a joint options appraisal to ascertain the potential for delivering more efficient and effective Fire and Rescue Services for the communities of Herefordshire, Worcestershire and Warwickshire through closer working arrangements.

The Review in Practice:

To take this review forward in practice, I would suggest that each Service provides up to four Authority Members for the working group, supported by each Chief Fire Officer and necessary project staff. The review will follow accepted best practice from HM Treasury's Green Book and Office of Government Commerce (OGC) Model Guidance. In practice, this requires that the review group should fully consider three alternate options:

1. Status Quo
2. Expand Collaboration
3. Full Combination.

The group will examine each option in three distinct areas:

1. The strategic impact
2. The operational impact
3. The financial impact.

Strategic Objectives

The following should be considered as the minimum:

- Provide capacity to accelerate the rate of progress on delivery of requirements outlined in the Fire and Rescue Service National Framework
- Improve organisational performance, which will be reflected in an improved CPA rating.
- Improve standards of service delivery and organisational resilience
- Improved ability to contribute to RMB and national work streams
- Ability to minimise impact on Council Tax and achieve efficiency targets through economies of scale.

Strategic objectives for any future collaboration or combination may be developed in light of the review.

Timescale

This initial options appraisal should be completed in order to allow reports to be considered by each Authority before December 2007.



Hereford & Worcester
Fire and Rescue Service

12 SEP 2007

RECEIVED



Warwickshire
County Council

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10 September 2007

Dear Paul

At its meeting on the 6th September 2007 Warwickshire County Councils Cabinet agreed a number of recommendations as a consequence of a report prepared for them by Mr Peter Morphew. I understand that Mr Morphew had discussed the report with you and that you were aware that he would be including a recommendation concerning your Fire and Rescue Authority within his report.

At the above meeting Cabinet agreed the following two of the recommendations,

Agree to explore positively the combination option with Hereford and Worcester Fire and Rescue Authority.

Establish a Member/Officer Group, including the Portfolio Holder for Community Protection and the Deputy Leader, to consider immediately the joint requirements of, and arrangements for, a possible combination scheme with representatives from Hereford and Worcester Fire Authority.

As a consequence of these recommendations I would now like to start considering a combination scheme involving Hereford and Worcester Fire and Rescue Authority and Warwickshire Fire and Rescue Authority. I have tasked the Strategic Director for Community Safety and County Fire Officer William Brown to undertake this work on behalf of Warwickshire County Council.

Copies of Mr Morphew's report, the Cabinet paper and the minutes of the meeting can be made available to you through William Brown.

I appreciate that this is a significant piece of work for our Authorities and look forward to working with you and your members on it.

Yours

A handwritten signature in black ink, appearing to read 'JG', written over a circular scribble.

Jim Graham
Chief Executive

*Working for
Warwickshire*

7. FLOODING UPDATE

Purpose of report

1. To update Members on the recent flooding incidents.
-

Background

2. The end of June 2007 was dominated by flood activity. Sheffield and Humberside were impacted by severe floods, and mutual aid was provided by water rescue and high volume pumping teams from Hereford and Worcester. We also suffered flash flooding locally with Ross-on-Wye, Tenbury Wells, Upton-upon-Severn, Powick, Little Hereford and Shrawley most significantly affected. After the flooding had subsided and in addition to our emergency role of carrying out rescues and protecting property, local crews and community safety teams visited local residents with 'after the incident' and general flooding advice leaflets.
3. During the period Monday 16 July 2007– Sunday 22 July 2007, the UK was impacted by another severe storm bringing heavy rain and disruption to the Midlands and South West. The Service received a total of 1573 calls over this 7 day period with the majority of calls coming between midnight Thursday 19 July 2007 to midnight Sunday 21 July 2007. There were approximately 1124 rescues carried out by Fire and Rescue Service personnel.
4. The flooding incidents were concentrated in Tenbury Wells at the start of the week but spread across the two Counties over the weekend. Evesham and Pershore were the worst affected areas. Items of interest were:
 - Following a severe weather warning, our Command suite was set up on Thursday 19 July for implementation on Friday 20 July.
 - On the Friday afternoon, 518 children and adults were evacuated from the Cherry Orchard School, Worcester.
 - On the Friday evening at Sedgeberrow, Evesham 60 people were rescued by boats (including Severn Area Rescue Association) and 4 by RAF helicopter.
 - Rescues were carried out in Tenbury, a Bromyard Caravan Park, Wyre Piddle Caravan Park and Pershore Caravan Park.
 - There was a loss of strategic roads across the two counties, that impacted on movements around and getting into the two counties. The M5 ground to a halt stranding motorists overnight and the M50 was blocked by 1.5 metres of water on the road. Many other roads across the two Counties were blocked by flooding and landslides.
 - On Saturday, rescue boat coordination was set up at four centres, Kidderminster, Droitwich, Evesham and Hereford and rescues continued throughout the day; 16 people in Bransford; 19 in Eardisley; 26 in Evesham; 14 in Knightwick and 41 in Pershore.
 - On Sunday as flood waters moved down the River Severn a command unit was set up in Upton and a boat command was established at Malvern.

- At Bushley Nursing Home, Tewkesbury, 61 people were rescued.
- On Sunday afternoon, 120 people were evacuated from Hampton Bishop in Herefordshire.

The Role of the CFOA National Flood Support Team (NFST) Operating from Service Headquarters

5. During the June 2007 flooding that mainly affected South Yorkshire and Humberside, the Chief Fire Officers Association (CFOA) was contacted by the Department for Communities and Local Government (CLG) and asked to provide assistance with the identification and coordination of water rescue assets across the UK. As the National Lead Officer for flooding and inland water emergencies, Chief Fire Officer Paul Hayden established a multi-agency team operating out of Hereford & Worcester Service Headquarters. The terms of reference were to;
 - *Produce temporary contingency arrangements to provide the UK Fire and Rescue Service with water rescue capability in the event of further escalation of the flooding.*
 - *Establish a 24/7 Liaison Centre (National Flood Support Team).*
6. The operational costs for establishing this facility were met by the CLG, and in line with its temporary terms of reference, the team was disbanded on Monday 2 July. During its operation, the NFST was visited by a number of Fire Authority Members, local MPs and representatives from the Military and Government Office West Midlands.
7. Although the NFST was only intended as a temporary arrangement to deal with the June incidents, the team was re-established again on Friday 20 July 2007 in response to the second wave of severe flooding. The team was again hosted by Hereford & Worcester Fire and Rescue Service.
8. As the picture developed, during Friday 20 July 2007 and into Saturday 21 July 2007, it became clear that this was a major flood event affecting 3 UK Regions; West Midlands, South West and South East England.
9. Through the NFST, we were able to access the support of colleagues from Buckinghamshire, Mid & West Wales, Greater Manchester, Cheshire and Merseyside. These teams joined the RNLI's Rapid Response Unit, the Severn Area Rescue Association and the three Hereford & Worcester Fire and Rescue Service water rescue teams in a full scale rescue effort across Herefordshire and Worcestershire. We also received the support of search and rescue helicopters coordinated via the Aeronautical Rescue Coordination Centre, Kinloss in Scotland.
10. At around midnight on Saturday 21 July 2007, requests for assistance were received from Oxfordshire Fire and Rescue Service due to severe flooding on the River Cherwell and crews continued to operate in this area until into Monday 23 July 2007.
11. In anticipation of downstream flooding on the River Thames, Berkshire Fire and Rescue Service requested additional resources on standby and as the flood levels rose downstream of Worcester the focus was on Gloucestershire. At Tewkesbury, the

confluence of the Avon and Severn Rivers, swollen by record flood levels, began to have a dramatic effect and rescue operations continued for several days.

12. The arrival of a team of tactical advisors from Nottinghamshire Fire and Rescue Service provided Hereford & Worcester Fire and Rescue Service with a boat command unit that operated for 48 hours providing much needed support for the resources operating in and around Evesham and later at Upton-upon-Severn.
13. The NFST continued to provide support to the Fire and Rescue Service National Coordinating Centre from Friday 20 July 2007 until Friday 27 July 2007. During that period the strategic and operational intelligence was updated hourly by the Met Office and the Environmental Agency. Situation reports were received from the Emergency Incident Support Group (EISG) in London, and each of the Government Offices in the effected regions as well as the Gold Commands in Gloucestershire and Thames Valley and the Silver Coordinating Group in Worcestershire. Advice and guidance was provided on many occasions and close contact maintained with FRSNCC and CFOA members.

Political Interest

14. During operations, we received a number of visits from MPs and responded to numerous requests for briefings and updates. Visits included the Secretary of State for Environment, Food and Rural Affairs, Rt. Hon Hilary Benn MP, Leader of the Opposition, Rt. Hon David Cameron MP, Minister of State, Department for Communities and Local Government Mr John Healey MP, Sir Michael Spencer MP, Peter Luff MP and local MP Mike Foster.

Multi-agency coordination and debrief arrangements

15. A Strategic Coordinating Group (Gold Command) was established at West Mercia Constabulary Headquarters to deal with the emergency phase of the flooding event, supported by multi-agency Silver controls in Worcestershire and Herefordshire. During the recovery phase, the direction of the Strategic Coordinating Group passed from the Police to County level. A full multi-agency debrief was held on 10 September 2007, with lessons learnt being taken forward through the West Mercia Local Resilience Forum.
16. An extensive series of debriefs have been undertaken at Station and departmental level across the Service and work is now underway to bring these debriefs together and identify key points for action. A further report on key lessons and issues will be provided for the Fire Authority at its December 2007 meeting.
17. National debriefs are being arranged by the CLG and DEFRA, with a governmental review being led by Sir .Michael Pitt.
18. A key consideration for national debate will be to determine the statutory position of Fire and Rescue Services in relation to flooding and to resolve any funding issues this may bring. Currently, there is no statutory duty for Fire and Rescue Services to respond to flooding incidents or carry out rescues in the inland water environment. Instead, a Fire and Rescue Service is required to review risks in their local area

through their IRMP, and make whatever local provisions they deem necessary. It is clear that this approach has led to inconsistencies across the UK.

19. In Hereford and Worcester, the FRA had already recognised the risks to local communities from flooding in its IRMP and has made a significant investment in specialist training and equipment. Whilst we are committed to learning from this event and striving to do even better in the future, there is no doubt that as a direct result of the FRA's decision and local investment, a great many lives were saved by our collective response to what has been an unprecedented flooding incident across the two counties.

Finance

20. There is in existence a Government Scheme (the Bellwin Scheme of Emergency Assistance) that allows Local Authorities to claim some of the extra-ordinary expenditure incurred as a result of such a disaster.
21. This Authority has been nominated by CLG as an eligible claimant and the Treasurer has registered his intention to do so.
22. The claim covers eligible expenditure above a calculated threshold and will be paid at the rate of 100% on that qualifying expenditure. For this Authority the threshold is 0.2% of the current year's budget or £56,572 and includes qualifying costs for:
- Special overtime for employees, either during the emergency for overtime worked on the emergency itself, or afterwards to catch up on work from which they were diverted by the incident;
 - Evacuating people from dangerous structures, and temporary re-housing;
 - Providing emergency supplies of food and other emergency provisions, and key services to affected communities during the period of the emergency; and
 - Costs incurred under the Military Assistance to the Civil Community Scheme.
23. The estimated cost for the recent flooding incidents is approximately £246,000 of which the Authority would have to bear £56,572 (as mentioned above). Upon the finalisation of these costs, appropriate information will be notified to the earliest Budget Committee.

Recognising Contributions from Staff, Partners and the Public.

24. A special event is being organised to thank all those staff, members of the community, Fire and Rescue Services and other agencies who assisted during the flooding of June and July 2007. This is to take place on the evening of Thursday 29 November 2007. The venue is to be confirmed. The aim of this evening is to show appreciation to all those involved and to express thanks by giving out a series of special awards. All Members will receive an invitation once details have been finalised.

Background papers

None

8. INTEGRATED RISK MANAGEMENT PLAN (IRMP) 2007/08

Purpose of report

1. To report progress against the IRMP (3) 2007/08 plan.

IRMP 2007/08

IRMP Objective	Progress
<p>Future Response and Intervention Arrangements/Review of Emergency Cover Continue to review the Fire Service Risk area to determine the resources and local response standards required to the identified risk.</p>	<p>As part of the development of the 2008/09 IRMP Action plan we reviewed our community risk profile and our operational performance. This has resulted in a draft action plan approved for consultation by the Authority in June. This consultation process has just been completed and any amendments will be brought for approval before the full Authority via the IRMP Steering Group in December.</p> <p>We have also produced local profiles for Stations and clusters of Stations and these will help local managers target our resources more effectively.</p> <p>Preparations are well on the way for the next longer term IRMP that begins in 2009. Members will be updated on progress throughout the year via the IRMP Steering Group</p>
<p>Flexible Crewing Implementation Continue to review employee work patterns in order to respond to risks within the Community</p>	<p>The supplementary crewing pilot was one of our key successes in 2006/07 and we are planning to continue the trial through 2007/08. The FRA will be updated on progress.</p>
<p>Road Safety Strategy Develop a comprehensive Road Safety Strategy that will enable the Service to engage in a multi agency approach to reducing the number of killed or seriously injured on the roads.</p>	<p>The Service's Road Safety Strategy was launched at the Three Counties show in June. Progress against our targets will be monitored throughout 2007/08.</p> <p>Work progresses on a major partnership pilot in Herefordshire to deliver tripartite mobilising of emergency services to all Road Traffic Collisions (RTCs) with people injured. This means for every call where a person is injured all three emergency services will be mobilised simultaneously.</p> <p>A new data capture and evaluation initiative is shortly to commence whereby the FRS will work</p>

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	<p>closely with the Police and the University of Birmingham to deliver better intelligence on the causes and possible mitigations of injuries in major RTCs.</p>
<p>New Dimensions Develop Urban Search and Rescue team, PPE, accommodation and training implementation plan. Determine appropriate attendances for Urban Search and Rescue equipment at non-New Dimension incidents. Complete site specific plans for Urban Search and Rescue. Establish New Dimension equipment mutual assistance protocols with neighbouring Services. Raise awareness of Urban Search and Rescue amongst partner organisations.</p>	<p>The USAR team is now available operationally and responds from Bromsgrove ahead of completion of the works at Droitwich. To date they have been mobilised to three incidents within the Counties.</p> <p>Training with neighbouring authorities is underway.</p>
<p>Civil Contingencies Ensure Strategic/Departmental Risk Register Plans are reviewed regularly. Develop plans appropriate to Fire Service attendance at all identified generic risks established on the Community Risk Register incorporated into the Strategic Risk Register. Develop a business continuity plan for operations. Establish joint exercises to review learning and further development needs within identified high-risk priority incidents.</p>	<p>The reviewed strategic risk register will be presented to Members at the FRA meeting in December 2007.</p> <p>Business continuity plans are under review and will be exercised later in 2007.</p> <p>The Service is undertaking a review of operational service delivery contingencies to reinforce its business continuity plans against a newly established national (CFOA) benchmark.</p>
<p>Chemical Biological Radiological Nuclear (CBRN) Establish operations environmental impact reduction alternatives. Continue the publication of the identified priority environmental information on the Vehicle Mounted Data System (VMDS).</p>	<p>Partnership with the Environment Agency is resulting in the development of a new environmental protection response for the Service based upon a new vehicle.</p> <p>Work has commenced on evaluating the highest standard of fire appliance engine to environmental standards above those currently required by law (Euro 5).</p>

<p>Community Safety Strategy Develop our Community Safety Strategy to incorporate:</p> <ul style="list-style-type: none"> • Fire Safety • Road Safety • Water Safety • Home Safety 	<p>Work continues to prepare specific strategies for each of the Community Safety elements along with underpinning enabling policies for specific “at risk” groups.</p> <p>The community safety strategy has recently been increased to five elements reflecting added responsibilities delivered by the Emergency Services Order for New Dimensions (particularly terrorism and associated risks).</p> <p>Road Safety – A Road Safety event took place in Hereford involving the Hereford Road Safety Partnership and stakeholders from the public/private sectors. Thirteen High Schools across Hereford were visited during the three day event.</p> <p>Water Safety – Water safety education has been delivered to schools across Hereford and Worcester in partnership with the Royal Life Saving Association. Work has begun to evaluate water safety resources for summer 2008.</p>
<p>Community Safety Maintenance Deliver on the following individual projects:</p> <ul style="list-style-type: none"> • Community Outreach • Schools Fire Safety Education Programme • Home Fire Safety Checks and Domestic Smoke Alarms • Arson Prevention • Sprinklers – Domestic and in Schools • Fire Safety Training Programme for the Business Community 	<p>Community Outreach - The Herefordshire Signposting project has recently been extended into Worcestershire with the appointment of a new person, funded through partnership initiatives.</p> <p>Schools Fire Safety Education Programme – A total of 111 school visits were made and community safety education delivered to 3671 pupils in the first Quarter of 2007.</p> <p>Home Fire Safety Checks (HFSC) – The project to deliver Home Fire Safety Checks electronically has moved forward significantly, with the first Station receiving a Tablet PC, along with training by Community Fire Safety staff. A total of 620 HFSC visits were made and 733 smoke alarms fitted during the first Quarter.</p> <p>Arson Prevention – Activities have been carried out to support the Local Public Service Agreement (LPSA)2/Local Area Agreements (LAA) Reward Grant initiatives. In the Wyre Forest area Community Wardens have been trained in Arson Prevention and all Worcester City Local Police Officers and Community</p>

	<p>Support Officers have also received similar training.</p> <p>Fire Safety Training – A number of seminars have been delivered to commerce and industry across the Service area to assist with the transition to the new Fire Safety Order.</p> <p>Juvenile Fire Setters Programme - During the period April to June, 33 cases of young people with fire setting tendencies were seen. There are twenty Juvenile Fire Setter Advisers delivering to the young people across the Service area. Positive feedback from partner agencies states the young people receiving intervention from the Service were not displaying further fire setter tendencies.</p>
<p>Implementation of Service Re-structure (People) Migrate to a role based Service structure which meets the needs of the organisation as determined by the IRMP/strategic objectives</p>	<p>The role based structure change in Oct 2006 included changes to both Group and Station Manager posts. Consultation is now concluded with representative bodies and agreement reached for Watch Manager ‘job sizing’. Role based insignia has been introduced for all uniformed roles to comply with national standards.</p>
<p>Relocation/Development of Fire Stations Having considered a range of implications we are proposing to relocate and build a number of Fire Stations throughout our counties. The situation and reasons for proposing to relocate and build new Fire Stations are specific to each site. Further information is available in our Asset Management Plan.</p>	<p>Research is continuing into development opportunities for a number of those Fire Stations identified within the property strategy. This research is in accordance with our business case principles and in line with the IRMP strategy.</p>

Background papers

Integrated Risk Management Plan 2006/09

9. INTEGRATED RISK MANAGEMENT PLAN – 2008/09 ACTION PLAN CONSULTATION

Purpose of report

1. To update Members on progress with the 2008/09 Integrated Risk Management Plan (IRMP) Action Plan Consultation.
-

Background

2. In accordance with the Fire and Rescue National Framework, Hereford & Worcester Fire and Rescue Authority has developed a 3 year (IRMP) to be delivered 2006/09. The IRMP process requires us to produce annual action plans setting out how we intend to achieve our vision.

IRMP Action Plan 2008/09

3. Members will be aware that the IRMP annual action plan for 2008/09 was approved for consultation by the Authority in June 2007.
4. In order to comply with the Government's adopted code of practice for consultations we have carried out a 12 week consultation from 1 July – 21 September. The scope of consultation undertaken is proportionate to the nature and extent of the changes proposed.
5. This consultation involved all our stakeholders, both internal and external including;
 - Staff in all districts including a Retained Duty Staff Focus Group
 - Representative bodies
 - Public Focus Groups and Community Safety Events
 - Authority Members
 - Partner Organisations
6. At the time of writing no major changes have been proposed and initial feedback has largely focused on, and supported, our proposal to introduce a revised attendance standard to run alongside the existing standards.
7. The IRMP Steering Group will meet to consider the findings of the consultation and the final version will be presented to the full Authority for approval in December. The final approved action plan will form the basis for our corporate planning process for the coming year.

Recommendation

That Members note the report.

Background papers

None

10. NEW MODEL CODE OF CONDUCT

Purpose of Report

1. This report asks Members to consider the new Model Code of Conduct made on 4 April 2007, which came into force on 3 May 2007.
2. The report seeks Members' views in relation to the adoption of the Code of Conduct by the Authority.
3. The Report seeks the recommendation by Members of the Standards Committee of the Fire and Rescue Authority to adopt the new Model Code of Conduct.

Financial Implications

4. There are resource and financial implications in ensuring that the requirements to publicise the adoption of the new Model Code of Conduct are met, and in training for Members of the Authority. Copies of the new Model Code of Conduct as adopted are to be made available for inspection, and a copy of the Code that each Authority approves will be sent to the Standards Board for England.

Background

5. It is a function of the Standards Committee to advise the Authority on the adoption or review of the Members' Code of Conduct. On 4 April 2007 the Local Authorities (Model Code of Conduct) Order 2007 was laid before Parliament and came into force on 3 May 2007. Local Authorities (including the Fire and Rescue Authority) are required to adopt the Code within six months of its being made or the mandatory provisions of the Code will be imposed upon them. It is therefore necessary that the Authority adopts a new Code of Conduct reflecting the provisions in the Model Code by 1 October 2007. The Standards Board for England recommend that the new Code of Conduct be adopted in its model form without amendment. It also recommends a preamble to the Code, which outlines the ten general principles governing the conduct of Members of local authorities.
6. Section 50 of the Local Government Act 2000 ("the Act") sets out the Secretary of State's power to issue a Model Code of Conduct that such a model code may contain provisions which are mandatory and provisions, which are optional. Section 151 (4) of the Act provides that local authorities must adopt a Code, which incorporates any mandatory provisions and may include other provisions, which are consistent with that Model Code.
7. All of the provisions set out in the Model Code are mandatory for the Authority, with the exception of 6(c).
8. It is proposed that the adoption of the Code be put to the Authority. A copy of the mandatory provisions of the Model Code is attached as Appendix 1.
9. A Member training seminar will be arranged for Members in due course.

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Issues

Summary of the Changes in the Code

Preamble

10. The ten principles derive from seven principles of public life recommended by the Nolan Committee. They set out the basis of the obligations contained within the Code and may be a helpful summary of the ethical framework within which Members should act.
11. Compliance with the principles is not of itself a statutory obligation but a failure to act in accordance with the principles could result in a breach of the Code as constituting, for example, conduct which could bring a Member's office or authority into disrepute.
12. Members could decide not to include the preamble. This would not change the nature of the obligations under the Code but would remove the context and basis within which the Code has been drafted and how it is likely to be perceived.

Scope

13. The Code is intended to apply when a Member is acting in an official capacity. Although not well phrased paragraph 2.3 of the Code states that in some circumstances the Code will also apply to conduct in a private capacity, but only where a criminal conviction has been imposed as a result of it. The three instances set out in the Code where this is the case are in relation to intimidation (paragraph 3.2 c); bringing the office or authority into disrepute (paragraph 5); and improperly seeking an advantage (paragraph 6 a). The last two instances were also included within the previous Code.
14. Until the proposed amendments to section 52 of the Act, which are currently before Parliament, reinstate the situation prior to the decision in the Livingstone case, only in very limited circumstances will the Code apply to conduct outside of a member's official capacity.
15. The Code as drafted provides that any criminal conviction must be of a serious nature (i.e. an imprisonable offence) in order to be taken into account in determining if a Member is bringing the authority into disrepute. There may be local variations of interpretation on the weight to be given to various criminal convictions when local filtering is introduced. It appears that the Code will have no application where there is no conviction as, for example, where a caution is received for a violent crime.

General Obligations

16. The positive obligation to treat others with respect remains (paragraph 3.1). Rather than being required to promote equality as under the existing Code, however, the new Code requires Members not to do anything that may cause the Authority to breach any of the equality enactments (paragraph 3.a). A new requirement not to bully any person has been inserted (paragraph 5.2.b).
17. The provisions regarding confidentiality have been changed to allow disclosure of confidential information if it is reasonable and in the public interest to do so and if

disclosure is made in good faith and in compliance with the reasonable requirements of the Authority (paragraph 4 a iv).

18. The obligation to have regard to any relevant advice given by the Clerk and Chief Finance Officer has been retained (paragraph 7. (1)).
19. The new bullying provision is likely to be the subject of further Guidance from the Standards Board, which will stress that offensive, intimidating or insulting behaviour is likely to constitute a breach of the new Code. This should be contrasted with legitimate challenges to fellow members or officers as to why they hold their views or have given particular advice. Personal criticism or attack however is likely to be seen as unacceptable behaviour.
20. Further guidance is to be issued by the Standards Board on the new confidentiality provisions as to the nature of a “public interest” test that should be satisfied before disclosure together with an emphasis on the need to raise concern through the proper channels before such disclosure takes place. It is recommended that Members be advised to contact the Clerk for advice before they release any confidential information and have regard to such advice. As was noted in its comments on the draft Code, it would be undesirable for this provision to provide cover for deliberate leaks.

Declarations of Interests – Personal Interests

21. The new list of personal interests required to be registered (paragraph 8.1 a) is similar to the current list. However, there has been added a new personal interest: namely where it relates to or is likely to affect the interests of any person who is in receipt of at least £25 worth of gift or hospitality (paragraph 8 1 viii). Although such gifts or hospitality did need to be registered under the current Code, receipt did not constitute a personal interest and did not need to be declared at meetings.
22. A personal interest should be declared at a meeting if it is registered in the Register of Members’ Interests. A personal interest should also be declared where the matter under discussion might reasonably be regarded as affecting the well being or financial position of the Member, or “a relevant person”, to a greater extent than the majority of other council tax payers, rate payers or inhabitants of the ward affected by the decision.
23. The list of “relevant people” including family or any person with whom you have a close personal association as well as employers of those people. A Member is only liable to declare the interest if he or she is aware or might reasonably be aware of its existence.
24. Personal interests (paragraph 8.1.a) should be registered in the Register of Members’ Interests, which is maintained by the Clerk, and changes notified within 28 days, as now (paragraph 13). If a personal interest arises at a meeting, then the existence and nature of the interest should generally be declared at the outset whether or not the Member intends to speak (paragraph 9.1).
25. If the personal interest relates to a body to which a Member has been nominated or appointed by the Authority, or relates to a body exercising functions of a public nature, then the new Code proposes that the personal interest need only be declared

at meetings where the Member actually speaks on the relevant issue (paragraph 9.2).

26. There are detailed provisions with regard to the disclosure of a particular interest; Members will need to acquaint themselves with these in the event that any apply to their own circumstances. "Sensitive information" which could create a serious risk of violence or intimidation need not be disclosed (paragraph 9.5) or registered (paragraph 14) provided the Clerk agrees.
27. The new Code has removed the reference to "friend" and uses a wider term covering a person with whom a Member has a "close association". The term "family" is no longer defined.

Prejudicial Interests

28. The basic test remains the same; namely that where there is a personal interest, then the interest is also prejudicial where it is one which a member of the public with the knowledge of all the relevant facts, would reasonably regard it as so significant that it is likely to prejudice a Member's judgement of the public interest (paragraph 10.1).
29. The new Code adds (paragraph 10.2) that a Member does not have a prejudicial interest where:
 - the matter under discussion does not affect the financial position of a Member, or any person or body described in paragraph 8 in relation to whom a Member may have a personal interest;
 - the matter does not relate to the determining of any approval, consent, licence, permission or registration in relation to the Member, or any person or body described in paragraph 8 in relation to whom a Member has a personal interest;
 - the matter relates to specific exceptions such as travel expenses; statutory sick pay; members' allowances payments or indemnities; or ceremonies honours; or tax.

The exceptions do need to be carefully studied as a number of them are different from the current position and Members need to ensure they are familiar with them.

Effect of Prejudicial Interests on Participation

30. The new Code permits a Member with a prejudicial interest to make representations, answer questions or give evidence at a meeting open to the public, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. After speaking, the Member must immediately withdraw from the room or chamber and not participate further nor take part during any debate, vote or recommendation made by the Authority.
31. The Member will have the same right as a member of the public to address the meeting even if that Member has a prejudicial interest. This will allow Members who belong to special interest groups or who were elected on a particular issues to make representations at a meeting open to the public.

32. The new Code does not address the issue of “bias” or “predetermination”; Members will need to answer separately from the Code whether they are approaching an issue with an open mind and able to take part in the discussion even if they do not have a prejudicial interest because the outcome would have no effect on their financial position.
33. There are however, in practice no areas of the Authority’s business where members of the public speak.

Summary

34. There are a number of significant changes from the current Code. The balance between the freedom of Members to act as local advocates and the need to ensure that decisions are made without the improper influence of personal interests has been re-examined in the new Code and greater participation by Members with prejudicial interests has been allowed.

Risk Management

35. Not to adopt the new Code will mean that the new Code will apply in any event by default.
36. All Members will be encouraged to attend appropriate training sessions on the new Code which are likely to take place before the end of the year.

Recommendation

- THAT**
- (i) The Authority be recommended to adopt the Model Code of Conduct as set out in the Local Authorities (Model Code of Conduct) Order 2007 (“the Code”) (Appendix 1) together with a preamble incorporating the ten principles governing the conduct of Members, in place of its existing Code; and**
 - (ii) Inclusion of paragraph 12 (2) enabling Members who have a prejudicial interest to make representations to meetings as a member of the public.**

Background Papers

None

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Background Papers

None

PREAMBLE TO THE MEMBERS' CODE OF CONDUCT

The Ten General Principles of Public Life

Selflessness – members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and integrity – members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour.

Objectivity – members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability – members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness – members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

Personal judgement – members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for others – members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.

Duty to uphold the law – members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship – members should do whatever they are able to do to ensure that their authorities use their resources prudently, and in accordance with the law.

Leadership – members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

(Relevant Authorities (General Principles) Order 2001 (S.I.2001/1401)

MEMBERS' CODE OF CONDUCT

Part 1

General Provisions

1. Introduction and interpretation

- (1) This Code applies to **you** as a member of this authority.
- (2) You should read this Code together with the general principles prescribed by the Secretary of State and attached as a preamble to this Code.
- (3) It is your responsibility to comply with the provisions of this Code.
- (4) In this Code:

“meeting” means any meeting of:

- (a) the authority ;
- (b) the executive of the authority;
- (c) any of the authority’s or its executive’s committees, sub-committees, joint committees, joint sub-committees or area committees;

“member” includes a co-opted member and an appointed member

2. Scope

- (1) Subject to sub-paragraphs (2) to (5), you must comply with this Code whenever you:
 - (a) conduct the business of your authority (which in this Code, includes the business of the office to which you are elected or appointed) ; or
 - (b) act, claim to act or give the impression you are acting as a representative of your authority;

and references to your official capacity are construed accordingly.

- (2) Subject to sub-paragraphs (3) and (4), this Code does not have effect in relation to your conduct other than where it is in your official capacity.
- (3) In addition to having effect in relation to conduct in your official capacity, paragraphs 3(2) (c), 5 and 6 (a) also have effect, at any other time, where that conduct constitutes a criminal offence for which you have been convicted.
- (4) Conduct to which this Code applies (whether that is conduct in your official capacity or conduct mentioned in sub-paragraph (3)) includes a criminal offence for which you are convicted (including an offence you committed before the date you took office, but for which you are convicted after that date).
- (5) Where you act as a representative of your authority:

- (a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
- (b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject

3. General Obligations

- (1) You must treat others with respect.
- (2) You must not:
 - (a) do anything which may cause your authority to breach any of the equality enactments (as defined in Section 33 of the Equality Act 2006);
 - (b) bully any person;
 - (c) intimidate or attempt to intimidate any person who is or likely to be –
 - (i) a complainant,
 - (ii) a witness, or
 - (iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct or;
 - (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.

4. You must not:

- (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where –
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is:
 - (aa) reasonable and in the public interest; and
 - (bb) made in good faith and in compliance with the reasonable requirements of the authority; or
- (b) prevent another person from gaining access to information to which that person is entitled by law.

- 5.** You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.

- 6.** You:
- (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
 - (b) must, when using or authorising the use by others of the resources of your authority:
 - (i) act in accordance with your authority's reasonable requirements;
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
 - (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
- 7.**
- (1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by:
 - (a) your authority's chief finance officer; or
 - (b) your authority's monitoring officerwhere that officer is acting pursuant to his or her statutory duties.
 - (2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by our authority.

Part 2

Interests

Personal Interests

- 8.**
- (1) You have a personal interest in any business of your authority where either :
 - (a) it relates to or is likely to affect:
 - (i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
 - (ii) any body:
 - (aa) exercising functions of a public nature;
 - (bb) directed to charitable purposes; or
 - (cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),

- of which you are a member or in a position of general control or management;
 - (iii) any employment or business carried on by you;
 - (iv) any person or body who employs or has appointed you;
 - (v) any person or body, other than a relevant authority, who had made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties.
 - (vi) any person or body who has a place of business or land in your authority's area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);
 - (vii) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);
 - (viii) the interests of any person from whom you have received a gift or hospitality with an estimated value of a least £25;
 - (ix) any land in your authority's area in which you have a beneficial interest;
 - (x) any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant:
 - (xi) any land in the authority's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer; or
- (b) a decision in relation to that business might reasonably be regarded as affecting your wellbeing or financial position or the wellbeing or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the electoral division or ward, as they case may be, affected by the decision.

(2) In sub-paragraph (1) (b), a relevant person is:-

- (a) a member of your family or any person with whom you have a close association; or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph (1)(a)(i) or (ii).

9. Disclosure of personal interests

- (1) Subject to sub-paragraphs (2) to (7), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration or when the interest becomes apparent.

- (2) Where you have a personal interest in any business of your authority which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business
- (3) Where you have a personal interest in any business of the authority of the type mentioned in paragraph 8(1)(a)(viii) you need not disclose the nature of existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting
- (4) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest
- (5) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your authority's register of members' interest, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting
- (6) Subject to paragraph 12(1)(b), where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.
- (7) In this paragraph, "executive decision" is to be construed in accordance with any regulation made by the Secretary of State under Section 22 of the Local Government Act 2000.

Prejudicial interest generally

10.

- (1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority your also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.
- (2) You do not have a prejudicial interest in any business of the authority where that business:-
 - (a) does not affect your financial position or the financial position of a person or body described in paragraph 8;
 - (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or
 - (c) relates to the functions of your authority in respect of:-
 - (i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;
 - (ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time

- education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
- (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
- (iv) an allowance, payment or indemnity given to members;
- (v) any ceremonial honour given to members; and
- (vi) setting council tax or a precept under the Local Government Finance Act 1992

11. Prejudicial interests arising in relation to overview and scrutiny committees

You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or a sub-committee of such a committee) where:

- (a) that business relates to a decision (whether implemented or not) or action taken by your authority's executive or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and
- (b) at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

12. Effect of prejudicial interests on participation

(1) Subject to sub-paragraph (2), where you have a prejudicial interest in any business of your authority:-

- (a) you must withdraw from the room or chamber where a meeting considering the business is being held:
 - (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
 - (ii) in any other case, whenever it become apparent that the business is being considered at that meeting;

unless you have obtained a dispensation from your authority's standards committee;

- (b) you must not exercise executive functions in relation to that business; and
 - (c) you must not seek improperly to influence a decision about that business
- (2) Where you have a prejudicial interest in any business of your authority, you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to

attend the meeting for the same purpose, whether under a statutory rights or otherwise.

Part 3

Registration of Members' Interests

Registration of members' interests

13.

(1) Subject to paragraph 14, you must, within 28 days of:-

- (a) this Code being adopted by or applied to your authority; or
- (b) your election or appointment to office (where that is later),

register in your authority's register of members' interests (maintained under section 81(1) of the Local Government Act 2000) details of your personal interests where they fall within a category mentioned in paragraph 8(1)(a) by providing written notification to your authority's monitoring officer.

(2) Subject to paragraph 14, you must, within 28 days of becoming aware of any new personal interest or change to any personal interest registered under paragraph (1), register details of that new personal interest or change by providing written notification to your authority's monitoring officer

Sensitive information

14.

(1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to that interest under paragraph 13.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your authority's monitoring officer asking that the information be included in your authority's register of members' interests.

(3) In this Code, "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

11. PROPERTY UPDATE

Purpose of report

1. To inform Members of the progress of Facilities related matters, including the progress on the extension to Whitchurch Fire Station and an update on facilities for USAR and Workshops relocation.
-

New Workshops Project - Betony Road, Malvern

2. The new Workshops Project is the next major milestone in the Authority's Property Strategy.
3. Significant progress had been made in designing alterations to the existing building (a former plastics factory) purchased for the Service's new Workshops. Site works are anticipated to be finished in the spring with the new facility being fully functional around May 2008. Members visited the site on 24 September 2007.
4. In summary this facility will provide:
 - Five dedicated vehicle service bays with professional workshop.
 - A ladder maintenance bay with fixed test facilities.
 - A centralised logistics facility (incorporating Equipment Support Group, emergency stores, fleet stores, BA maintenance and equipment impound).
 - Modern fit for purpose office accommodation and facilities including a dedicated meeting/training room.
 - Outside storage areas for ladders, hose reels, spare wheels, a battery store, bulk lubricants and waste.
 - A secure site with a perimeter fence, CCTV and intruder alarm.
5. A 'design and build' approach as used to provide the Authority's Service Headquarters is being used to ensure that the project moves forward to completion as soon as possible. Formal planning consent has been submitted and Members will be given the opportunity to view detailed plans of the proposed new Workshops once approval has been received.
6. Community Safety and Human Resources are developing outline plans for use of the additional 'overspill' floor area, for detailed consideration in due course.

Urban Search and Rescue (USAR)

7. Hereford & Worcester Fire and Rescue Service is one of twenty strategic locations within England and Wales who provide a national USAR capability. Over recent months the facilities department has been progressing plans for alteration of Droitwich Fire Station and Training Centre to provide a suitable USAR Station and training facility. Planning permission for works to the site, which include removal of existing garages and the addition of a training rig building has been approved. An

archaeological evaluation was carried out prior to planning determination, but did not reveal any finds.

8. In parallel to this, a survey has been carried out on the recently vacated houses at Friar Street. A detailed set of plans have been drawn up for suitable accommodation to house the USAR staff and tenders have returned with selection of a suitable contractor underway.
9. Whilst works to modify Droitwich continue, the USAR team has been based at a temporary location utilising the drill yard at Bromsgrove Fire Station and two wings of office accommodation in the adjacent Amphlett Court building.

Whitchurch Fire Station

10. Whitchurch Fire Station accommodates a conventional fire appliance and a smaller special appliance to service the restricted road accesses around the area. The smaller vehicle is being replaced by a more modern, suitable vehicle (Mercedes Sprinter) which is larger than the original one. To house the new vehicle it was necessary to extend the appliance bay and temporarily relocate the existing appliance.
11. Work was completed on 22 August 2007.

Background papers

None

12. MEASURING AND CHALLENGING RECRUITMENT PROCESSES

Purpose of report

1. To inform Members of progress regarding the Service recruitment processes.
-

Background

2. At the June 2007 FRA meeting Members were informed of the ongoing work on measuring and challenging recruitment processes.
3. Information regarding these issues was presented to the Best Value, Policy and Performance Committee meeting on 14 September 2007.

Summary

4. Attached to the FRA papers as a separate document for Members' information is a copy of the "Measuring and Challenging Recruitment Processes" document.
5. The document establishes the impact of current and previous processes in recruiting a diverse work force. It also establishes the positive action strategy for the future, and is a baseline against which future progress can be monitored.

Background papers

Measuring and Challenging Recruitment Processes
Vol 1: BVPP Committee Report
Vol 2: Appendices (statistics)
June 2007 FRA Report

13. LONG TERM CAPABILITY MANAGEMENT

Purpose of report

1. This report seeks to ensure appropriate management arrangements within the Authority for consideration of Long Term Capability Management (LTCM).
 2. LTCM refers to the transfer of all New Dimensions Assets from Communities and Local Government ownership into Fire Authority ownership and the maintenance of a national capability for a further 16 years following this transfer.
-

Background

3. Fire and Rescue Service Circular 26/2007 was issued in May and outlined the transfer programme under four workstreams;
 - Transfer – the legal and accounting arrangements
 - Finance – cost apportionment and ongoing funding arrangements
 - Assurance – the structure of governance and ongoing support from the centre to maintain a national capability
 - Procurement – the contracting-out of maintenance, overhaul and replacement to a third party prime contractor
4. Chief Fire Officers Association (CFOA) have since been working with Local Government Association (LGA) and Department for Communities and Local Government (DCLG) to develop a “Transfer Agreement” that will capture all four elements and enable FRAs to decide whether or not they wish to accept DCLG’s request.
5. It is appropriate that Members have an awareness of these proposals now as transfer is proposed to take place on 1 April 2008.

Scope of LTCM

6. Assets currently within Hereford & Worcester and subject to LTCM are:

Asset	Number	Location
Incident Response Units	2	Hereford and Droitwich
Prime Movers	4	1 located at Kidderminster for High Volume Pump, 3 at Droitwich for USAR
High Volume Pump	1	Kidderminster
Hose Box	1	Kidderminster
Urban Search & Rescue Modules	4	Droitwich (temp at Bromsgrove)

Timing of LTCM

7. CFOA, in conjunction with the LGA, are currently working to encourage the early release of information to enable Fire and Rescue Authorities to have due consideration of the transfer proposals. Timescales are now becoming compressed and Members will wish to take a view on how they will deal with this matter over coming months.

Recommendation

The Authority is asked to note the report and recommend consideration of the forthcoming Transfer Agreement by the Budget Committee.

Background papers

Fire and Rescue Service Circular 26/2007

14. SUPPLEMENTARY CREWING UPDATE

Purpose of report

1. To update Members of progress with the Supplementary Crewing Pilot.
-

Background

2. The Service's Supplementary Crewing model was developed from an objective set out in IRMP 2006/09 to review crewing options for fire Appliances based on risk. Risk analysis utilising Fire Services Emergency Cover (FSEC) indicated potential to crew the second Appliances at Redditch and Kidderminster on an immediate turnout basis (rather than the current retained provision) with beneficial impact on community safety.
3. The pilot of Supplementary Crewing that began on 1 August 2006 ran continuously for 8 months and gave the opportunity for Firefighters from all Stations to participate in a new work pattern that was aligned to the risk profile at Redditch. Staff commitment to the pilot was extremely encouraging.

Further Considerations

4. At its December meeting, the Fire and Rescue Authority resolved that the Supplementary Crewing pilot be continued as a longer term objective within IRMP 4 to fully establish its potential and that the work undertaken with Representative Bodies to develop the scheme be commended.
5. To enable this, the pilot has been developed to deliver further objectives of:
 - Evaluating deployment potentials at alternative locations.
 - Restricting trials and deployments to shorter periods to achieve this aim.
 - Evaluating deployments to address emerging short-term risks such as were seen in Wyre Forest over the summer months in 2006.
 - Reviewing (in consultation with representative bodies) the current Supplementary Crewing framework to incorporate improvements identified from the pilot to date.

Update

6. The weather during the summer of 2007 did not support the running of a pilot within Wyre Forest. Consequently, proposals were deferred.
7. The framework has been reviewed and altered to deliver a three month pilot operating out of Kidderminster Fire Station.
8. This pilot commenced on 17 September and will run through to 15 December 2007.

9. In order to fund the pilot scheme, the Budget Committee on 25 July 2007 approved a virement of Budget from reduced RMB costs of £36,000.
10. Members will be appraised of the outcomes of the pilot at a further meeting

Recommendation

The Authority is asked to note the report.

Background papers

None

15. YOUNG FIREFIGHTERS ASSOCIATION

Purpose of report

1. To advise Members of the development of further governance arrangements for the Young Firefighters Association.
-

Background

2. The Service currently hosts two groups of the Young Firefighters Association (YFA), one at Malvern and one at Droitwich.
3. These groups make an extremely positive contribution to delivery of the Authority's Community Safety Strategy.
4. The Authority would wish to promote and support the establishment of further groups where it can be shown that a similarly positive impact upon Service objectives will result.
5. Governance is currently managed under a voluntary framework developed by the National Young Firefighters Association but there is no Service or Authority involvement in discharging these arrangements.
6. The effect of this may be that the Authority is carrying a degree of risk over which it has no direct control.
7. To address this situation, it is considered important that a formal structure of governance be established and a constitution be adopted both by the Groups and Fire and Rescue Authority.
8. The Draft constitution of the Hereford & Worcester Young Firefighters Association is attached as Appendix 1 for Members' information.

Recommendation

The Authority is asked to support this initiative and to nominate a Chair for the Hereford & Worcester Young Firefighters Association under the terms of its draft constitution.

Background papers

None

CONSTITUTION



HEREFORD & WORCESTER FIRE AND RESCUE SERVICE YOUNG FIREFIGHTERS ASSOCIATION

INDEX		I.	Meetings and proceedings of the Executive Committee
A.	Name	J.	Receipts and Expenditure
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D.	Objectives	M.	Annual General Meeting
E.	Powers	N.	Special General Meetings
F.	Membership	O.	Procedure at General Meeting
G.	Executive Committee	P.	Notices
H.	Determination of membership of the Executive Committee	Q.	Alteration to the Constitution

A Name

The name of The Association shall be known as Hereford & Worcester Young Firefighters Association (otherwise known as H&WYFA).

B Administration

Subject to the matters set out below, the Association and its property shall be administered and managed in accordance with this Constitution by the members of the Executive Committee.

C The Aims of H&WYFA are:

- (i) To support delivery of the Fire & Rescue Authority's Community Safety Strategy.
- (ii) To recruit young people and allow them the opportunity of joining a uniformed youth organisation.
- (iii) To assist in the member's development, both mentally and physically while promoting self-discipline, social consciousness and community awareness.

D Objectives

The objectives of the H&WYFA are:-

- (i) To contribute to the FRS's Strategy for Children and Young People by building safer and stronger communities;
- (ii) To positively promote Hereford & Worcester Fire & Rescue Service and contribute to its objectives relating to increased Community Safety;
- (iii) To assist in the member's development, both mentally and physically, whilst promoting self discipline, social consciousness and community awareness;
- (iv) To foster a spirit of adventure and develop qualities for leadership, teambuilding and active participation amongst the members;
- (v) To provide young people with the opportunity of joining a uniformed organisation associated with a statutory agency;

E Powers

In furtherance of the aims and objectives of the Association but not otherwise, the committee may exercise the following powers:

- (i) Raise funds and invite and receive contributions, provided that, in raising funds, the committee shall not undertake and substantial trading activities and shall conform to the requirements of the Law.
- (ii) Take on, lease or exchange any property necessary for the achievement of the aims and to maintain and equip it for use.
- (iii) Subject to any consent required by law; sell, lease or dispose of all or any part of the property of the Association.
- (iv) Co-operate with other Charities, Associations, Voluntary bodies and Statutory Authorities operating in the furtherance of the aims and objectives of the Association and exchange information and advice with them.
- (v) Do all such other lawful things as is necessary for the achievement of the Association aims.
- (vi) Establish and maintain policy for all areas of activity of the Association.

F Membership

- (i) Membership of H&WYFA shall be open to all Young people between the ages of 13 and 17 inclusive.
- (ii) It is a principal of the H&WYFA that membership should be offered to young people who might not normally get the opportunity to join a uniformed youth organisation.
- (iii) The only criteria for membership is a willingness to participate.
- (iv) All members will be subject of the disciplinary provisions as laid down in section 5 of the YFA policy document.

G Executive Committee

(i) The Executive Committee will consist of not less than 8 persons nor more than 14 persons. These being:

- Chair (Combined Authority Member)
- Treasurer (Member of Service Finance)
- Vice Chair (Principal Officer Fire Service)
- Secretary (Senior Administration Officer)

Other Members will include

- Group Manager Community Safety
- Community Safety Manager
- Member of YFA Malvern
- Member of YFA Droitwich
- District Commanders (where appropriate)

Other Members may include

- Head of Human Resources
- Property Manager
- Co-opted Members

(ii) The Executive Committee shall have power to co-opt members up to a maximum of one-third of the total membership of the Committee as may be required from time to time for special purposes. This might include members of other organisations or other professionals for the purpose of promoting the aims and objectives of the Association.

Co-opted members shall be eligible to vote at meetings.

(iii) No person shall be entitled to act as a member of the Executive Committee until after signing in the minute book of the Executive Committee a declaration of acceptance and willingness to act in the best interests of the H&WYFA.

H Determination of membership of the Executive Committee

A member of the Executive Committee shall cease to hold office if he or she:

(i) Becomes incapable by reason of illness, injury or mental disorder of managing and administrating their own affairs.

- (ii) Is absent without permission of the Executive Committee from all their meetings held within a six-month period.
- (iii) Cease involvement of H&WYFA.

I Meetings and proceedings of the Executive Committee

- (i) The Executive Committee shall hold at least 2 ordinary meetings each Year. A special meeting may be called at any time by the chair or by any 2 other members of the Executive Committee upon not less than 7 days notice being given to other Executive Committee members of the matters to be discussed. If the matters include the appointment of a co-opted member, not less than 21 days notice must be given.
- (ii) The Chair shall act as Chair person at all Executive Committee meetings, should the Chair be absent from the meeting, the position will be taken by the vice chair.
- (iii) There shall be a quorum when at least one third of the number of members of the Executive Committee are present at a meeting.
- (iv) At the discretion of the Chair, matters may be determined by a majority vote of the Executive Committee. In case of equality of votes, the chair will have the casting vote.
- (v) The Executive Committee will keep minutes of the proceedings at that meeting. In addition minutes will be posted on H&WF&RS website.
- (vi) The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.
- (vii) The Executive Committee may appoint one or more sub committee consisting of three or more members of the Executive Committee for any given reason, provided that all acts and proceedings of any such sub committee are promptly reported to the Executive Committee.

J Receipts and Expenditure

- (i) The Funds of the Association including all donations and bequests shall be paid into an account operated by the Executive Committee in the name of the H&WYFA at such bank as the Executive Committee shall decide. All cheques drawn on the account must be signed by at least 2 members of the Executive Committee. The funds belonging to the H&WYFA shall only be used to further the aims and objectives of the H&WYFA.

K Accounts

The duly appointed treasurer will be responsible for:

- (a) The keeping of accounting records for the H&WYFA.
- (b) The preparation of annual statements of account for the H&WYFA.
- (c) Arranging for independent examination of the statement of accounts of the H&WYFA.
- (d) Presenting the annual accounts at the Annual General Meeting.

L Annual Report

The Executive Committee will provide an Annual Report to be presented to the Fire and Rescue Authority following the Annual General Meeting. Publication which is presented at the Annual General Meeting will then be published on The Service website.

M Annual General Meeting

- (i) There shall be an Annual General Meeting of the Executive Committee, which shall be held in January each year.
- (ii) Every Annual General Meeting shall be called by the Executive Committee. The Secretary shall give at least 21 days notice of the Annual General Meeting to all members of the Executive Committee. All members are expected to attend and vote at the meeting.
- (iii) The Executive Committee shall present to each Annual General Meeting the report accounts of the Association for the preceding year.

N Special General Meetings

The Executive Committee may call a Special Meeting at any time. If at least four members request such a meeting in writing stating the business to be considered, The Secretary shall call such a meeting. The notice must state the business to be discussed.

O Procedure at General Meetings

- (i) The Secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every Annual General Meeting of the Executive Committee.

P Notices

Any Notice required to be served on any Member of The Association shall be in writing and shall be served by the Secretary or the Executive Committee on any member either personally or by sending it through the post in a prepaid letter addressed to the member at his or her last known address, and any letter so sent shall be deemed to have been received within 10 days of posting.

Q Alteration to the Constitution

The constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at an annual general meeting. The notice of the general meeting must include notice of this resolution setting out the terms of alteration.

This constitution was adopted on the date mentioned above by the persons whose signatures appear at the bottom of this document.

Chair

Vice Chair

Secretary

Treasurer

GLOSSARY OF TERMS

A&B	Audit and Budget Committee
ACAS	Advisory Conciliation and Arbitration Service
ACFO	Assistant Chief Fire Officer
AFA	Automatic Fire Alarm
AFD	Automatic Fire Detection
AM	Area Manager
AMP	Asset Management Plan
BA	Breathing Apparatus
BAFO	Best And Final Offer
BCM	Business Continuity Management
BCP	Business Continuity Plan
BME	Black and Minority Ethnic
BVPI	Best Value Performance Indicator
BVPP	Best Value Performance Plan
BVP&P	Best Value Policy and Performance Committee
CBRN	Chemical Biological Radiological Nuclear
CBT	Computer Based Training
CDRP	Crime and Disorder Reduction Partnership
CFOA	Chief Fire Officers Association
CERMIG	County Emergency Response to Major Incidents Group
CFO	Chief Fire Officer
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
CM	Crew Manager
COSHH	Control of Substances Hazardous to Health
CPA	Comprehensive Performance Assessment
CPS	Chemical Protection Suits
CRE	Commission for Racial Equality
DC	District Commander
DCFO	Deputy Chief Fire Officer
DCLG	Department for Communities and Local Government
DDA	Disability Discrimination Act
DHQ	District Headquarters
DoH	Department of Health
DOF	Director of Finance
DPA	Data Protection Act
DTI	Department of Trade and Industry

EIR	Environmental Information Regulations
EPU	Environmental Protection Unit
FAWAG	Fairness at Work Advisory Group
FBU	Fire Brigades Union
FDR1	Fire Damage Report
FDS	Flexible Duty System
FF	Firefighter
Firelink	The National Project for the introduction of a National Fire Service Radio System
FOIA	Freedom of Information Act
FRA	Fire and Rescue Authority
FRS	Fire and Rescue Service
FSC	Fire Service College
FSCA	Fire Service Consultation Association
FSEC	Fire Services Emergency Cover
FSNBF	Fire Service National Benevolent Fund
FSPA	Fire Service Procurement Association
GM	Group Manager
HAZMAT	Hazardous Materials
HFSC	Home Fire Safety Check
HFRA	Hereford & Worcester Fire and Rescue Authority
HFRS	Hereford & Worcester Fire and Rescue Service
HMFSI	Her Majesty's Fire Service Inspectorate
HMI	Her Majesty's Inspector or Inspectorate
HR	Human Resources
HSE	Health & Safety Executive
ICC	International Convention Centre
ICS	Incident Command System
ICT	Information and Communications Technology
IEG	Implementing Electronic Government
IIP	Investors in People
IOSH	Institute of Occupation Safety and Health
IPDS	Integrated Personal Development System
IRMP	Integrated Risk Management Plans
ISU	Incident Support Unit
IT	Information Technology
KLOE	Key Lines of Enquiry
LAA	Local Area Agreements
LEA	Local Education Authority
LFF	Leading Firefighter
LGA	Local Government Association
LIBID	London Interbank Bid Rate

LPG	Liquid Petroleum Gas
LPSA	Local Public Service Agreement
LRI	Learning Resource International
LSGCM	Long Service and Good Conduct Medal
LSP	Local Strategic Partnership
MARP	Midlands Area Radio Project
MMFE	Management of Major Flood Emergencies
MIS	Marconi Information System/Management Information Systems
MoU	Memorandum of Understanding
MTFP	Medium Term Financial Plan
NCFSC	National Community Fire Safety Campaign
NEBOSH	National Examination Board in Occupational Safety and Health
NJC	National Joint Council for Local Authorities' Fire Brigades
NOS	National Occupational Standard
NVQ	National Vocational Qualification
ODPM	Office of the Deputy Prime Minister
PDR	Personal Development Review
PFI	Private Finance Initiative
PI	Performance Indicator
PMM	Principal Management Members
PO	Principal Officer
PPE	Personal Protective Equipment
PSA	Public Service Agreement
PSHE	Personal, Social, Health Education
PSRP	Public Services Radio Project
PWC	PriceWaterhouseCooper
PWLB	Public Works Loans Board
QSA	Quality Systems Audit
R2R	Rank to Role
RBIP	Risk Based Inspection Programme
RCC	Regional Control Centre
RHSCG	Regional Health and Safety Collaboration Group
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulation
RMB	Regional Management Board
RoSPA	Royal Society for the Prevention of Accidents
RTA	Road Traffic Accident
RTC	Road Traffic Collision
SBE	Standards Board for England
SCE	Supported Capital Expenditure
SDA	Service Delivery Agreement
SFSO	Senior Fire Safety Officer

SHEBA	Safety in the Home and Electric Under Blanket Assessment
SLA	Service Level Agreement
SM	Station Manager
SOLACE	Society of Local Authority Chief Executives
SORP	Statement of Recommended Practice
SPI	Service Policy/Instruction
SSI	Special Service Incidents
T&DC	Training and Development Centre
USAR	Urban Search and Rescue
VMDS	Vehicle Mounted Data System
WAN	Wide Area Network
WM	Watch Manager
WMLRF	West Mercia Local Resilience Forum
WMRMB	West Midlands Regional Management Board
WRVS	Women's Royal Voluntary Service
YFA	Young Firefighters' Association