



BEDFORDSHIRE FIRE AND RESCUE AUTHORITY

Members of Fire and Rescue Authority.

Bedford Borough Councillors: C Atkins, J Gambold and M Headley

Central Bedfordshire Councillors: R Berry, J Chatterley, P Duckett, D McVicar and I Shingler

Luton Borough Councillors: J Burnett, K Choudhry, D Franks and Y Waheed

A meeting of **Fire and Rescue Authority** will be held at **Whitefield Room, King's House, 245 Amphill Road, Bedford MK42 9AZ** on **Thursday, 15 July 2021** starting at **10.00 am**.

John Atkinson
Secretary/Monitoring Officer

A G E N D A

| Item | Subject | Lead | Purpose of Discussion |
|------|---|----------------------------------|--|
| 1. | Apologies | Secretary/ Monitoring Officer | |
| 2. | Declarations of Disclosable Pecuniary and Other Interests | Chair | Members are requested to disclose the existence and nature of any disclosable pecuniary interest and any other interests as required by the Fire Authority's Code of Conduct (see note below). |

| Item | Subject | Lead | Purpose of Discussion |
|------|---|-----------|---|
| 3. | Communications | Chair | |
| 4. | Minutes | Chair | To confirm the Minutes of the meeting held on 29 June 2021 (Pages 5 - 10) |
| 5. | Public Participation | Chair | To receive any questions put to the Authority under the Public Participation Scheme |
| 6. | Annual Overarching 2020/21 Performance Report | DCFO/ACFO | To consider a report (Pages 11 - 40) |
| 7. | Fire Report White Paper Update | CFO | Verbal update |
| 8. | Revenue Budget and Capital Monitoring Programme | ACO | To consider a report (Pages 41 - 48) |
| 9. | Treasury Management Annual Report | ACO | To consider a report (Pages 49 - 60) |
| 10. | Horizon Scan Workshop | CFO | To receive a verbal update |
| 11. | Member Development Programme | ACO | Discussion |
| 12. | Work Programme | Chair/CFO | To consider a report (Pages 61 - 74) |
| 13. | Information Bulletin (April to June) | CFO | To consider a report (Pages 75 - 86) |

Local Government Act 1972: Schedule 12A (as amended) - Exclusion on the Public

Chair

To consider whether to pass a resolution under Section 100(A) of the Local Government Act 1972 to exclude the public from the remainder of the meeting on the grounds that consideration of the following items of business is likely to involve the disclosure of exempt information as defined in Paragraphs 1 of Part 1 of Schedule 12A to the Act as amended.

| Item | Subject | Lead | Purpose of Discussion |
|------|---------|------|-----------------------|
|------|---------|------|-----------------------|

| Item | Subject | Lead | Purpose of Discussion |
|------|--|---|-----------------------|
| 14. | Appointments of Deputy Chief Fire Officer and Assistant Chief Fire Officer | Chair/CFO | Report to follow |
| | Next Meeting | 10.00 am on 7 September 2021 at Lecture Theatre, Dunstable Community Fire Station, Brewers Hill Road, Dunstable LU6 1AA | |

DECLARATIONS OF INTEREST

From 1 July 2012 new regulations were introduced on Disclosable Pecuniary Interests (DPIs). The interests are set out in the Schedule to the Code of Conduct adopted by the Fire Authority on 28 June 2012. Members are statutorily required to notify the Monitoring Officer (MO) of any such interest which they, or a spouse or civil partner or a person they live with as such, have where they know of the interest.

A Member must make a verbal declaration of the existence and nature of any Disclosable Pecuniary Interest and any other interest as defined in paragraph 7 of the Fire Authority's Code of Conduct at any meeting of the Fire Authority, a Committee (or Sub-Committee) at which the Member is present and, in the case of a DPI, withdraw from participating in the meeting where an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.

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MINUTES OF FIRE AND RESCUE AUTHORITY MEETING HELD ON 29 JUNE 2021

Present: Councillors R Berry, J Burnett, J Chatterley (Chairman), K Choudhry, P Duckett, D Franks, M Headley, D McVicar, I Shingler and Y Waheed (Vice-Chair)

Councillor C Atkins observed the meeting via Zoom

CFO A Hopkinson, Temporary DCFO D Norris, Temporary ACFO A Kibblewhite and Mr J Atkinson were also present.

A minute's silence was held in memory of the late Chief Fire Officer, Paul Fuller.

21-22/FRA/1 Membership

The Secretary and Monitoring Officer reported that there had been one change to the membership of the Authority from the previous year and that Councillor J Burnett had replaced Councillor S Khurshid as one of the Members representing Luton Borough Council.

21-22/FRA/2 Apologies

An apology for absence was received from Councillor J Gambold.

It was noted that Assistant Chief Officer Chambers was unable to attend the meeting.

21-22/FRA/3 Election of Chair 2021/2022

In accordance with the Authority's Standing Orders, the Secretary and Monitoring Officer presided over the election of Chair.

Councillor Chatterley was nominated by Councillor McVicar and seconded by Councillor Duckett. There were no other nominations.

RESOLVED:

That Councillor Chatterley be elected Chair of the Fire and Rescue Authority for 2021/22.

21-22/FRA/4 Election of Vice Chair 2021/2022

Councillor Waheed was nominated by Councillor Shingler and seconded by Councillor Burnett. There were no other nominations.

RESOLVED:

That Councillor Waheed be elected Vice-Chair of the Fire and Rescue Authority for 2021/22.

21-22/FRA/5 Declarations of Disclosable Pecuniary and Other Interests

There were no declarations of disclosable pecuniary and other interests.

21-22/FRA/6 Communications

The Chair advised that a number of communications had been circulated to Members of the Authority via email, including a Core Code of Ethics for the Fire and Rescue Service, a consultation document on Personal Emergency Evacuation Plans (PEEPs) for high rise buildings and the notes of the Asian Fire Service Association's Winter Conference.

NJC Pay Awards

Members were advised that through the NJC process, a pay award of 1.5% had been offered. This had been accepted by both Grey and Gold Book staff and would be applied at the earliest possible opportunity.

The trade unions representing Green Book staff had not accepted their pay offer and the outcome of further negotiations was awaited.

Recruitment Update

The Chief Fire Officer provided an update on the recruitment process to senior posts within the Service. Appointments were being made to the two vacant Area Manager posts and Members would be advised of the outcome imminently.

The recruitment process for the posts of Deputy Chief Fire Officer and Assistant Chief Fire Officer was ongoing, with 8 individuals of 14 applicants to attend the Assessment Centre days on 28 and 30 June. One candidate had dropped out due to illness.

An extraordinary meeting of the Executive was being arranged for 9 July 2021 when final interviews will be held with a view to recommending that the appointment of the successful candidates be ratified at the next meeting of the Authority on 15 July 2021.

Further details of the recruitment process would be provided to the Members of the Executive at the end of this meeting.

21-22/FRA/7 Minutes

RESOLVED:

That the Minutes of the meeting held on 29 April 2021 be confirmed as a true record.

21-22/FRA/8 Public Participation

Members noted that no questions had been received in accordance with the public participation scheme approved at the meeting of the Fire and Rescue Authority held on 5 April 2000 (Minute 99/fa/94 refers).

21-22/FRA/9 Executive Committee meeting 11 May 2021

Members received the Minutes of the meeting of the Executive Committee held on 11 May 2021 for information.

RESOLVED:

That the Minutes of the meeting of the Executive Committee held on 11 May 2021 be received.

21-22/FRA/10 Authorisation of Members to Report to the Constituent Councils on Meetings of the Fire and Rescue Authority

The Secretary and Monitoring Officer introduced his report requesting the Authority to make arrangements for reporting to the Constituent Councils.

RESOLVED:

That Councillors Chatterley, Headley and Waheed be authorised to report to their respective Constituent Councils on the meetings of the Fire and Rescue Authority for 2021/22.

21-22/FRA/11 Representation on Local Government Association (LGA) Matters

The Secretary and Monitoring Officer introduced his report on the appointment of representatives to serve on Local Government Association (LGA) groups and to consider representation at the LGA Annual Fire Conference in 2022.

RESOLVED:

1. That the Chair, Vice Chair, Councillors Atkins and McVicar be appointed to serve on the LGA General Assembly.
2. That the Chair be appointed as the Fire and Rescue Authority's representative on the LGA Fire Services Commission.

3. That the Chair, Vice Chair and Chief Fire Officer attend the LGA Annual Fire Conference on behalf of the Fire and Rescue Authority in 2022.

21-22/FRA/12 Appointment of Committees

The Secretary and Monitoring Officer introduced his report which asked the Authority to make appointments to the Fire and Rescue Authority's Executive and Audit and Standards Committees for 2021/22 and to confirm the changes to the committee structure agreed in June 2019. The Authority was also asked to consider and approve the changes to the portfolio responsibilities allocated to individual members of the Executive Committee. These had been amended so that they were more closely aligned to the Service's strategic priorities.

Councillor Franks stated that, as a result of his other commitments, he was standing down from the Executive but would continue to take part in the recruitment process of the Deputy Chief Fire Officer and Assistant Chief Fire Officer.

The place on the Executive allocated to Luton Borough Council was contested as both Councillor Choudhury and Councillor Burnett self-nominated and were seconded by Councillor Headley and Councillor Waheed respectively. A secret ballot was held and Councillor Choudhury was nominated to the Executive to replace Councillor Franks.

RESOLVED:

1. That the committee structure agreed on a temporary basis in June 2019 as set out in paragraph 1.3 of the report be confirmed.
2. That Councillors Atkins, Berry, Burnett, Duckett, Franks, Gambold and Shingler be appointed to the Audit and Standards Committee for 2021/22.
3. That Councillors Chatterley, Choudhury, Headley, McVicar and Waheed be appointed to the Executive Committee for 2021/22.
4. That Councillor Atkins be appointed as Chair of the Audit and Standards Committee in 2021/22.
5. That the proposed changes to the portfolio responsibilities allocated to individual members of the Executive Committee as set out in paragraph 3.2 of the report be approved.

21-22/FRA/13 Member Development

The Chief Fire Officer presented his report on the arrangements for Member development, including station visits, in 2021/22. He reminded Members that they were able to request items for discussion at the Member Development Days and advised that he had arranged for additional Member Development Days to be added to the calendar as there were a number of issues which required Member engagement. In this respect, he reported that the Member Development Day on 6 July 2021 would involve Members and stakeholders as the session would be a horizon scanning exercise.

It was noted that consideration would also need to be given to attendance at the annual full Combined Fire Authorities' conference, if this was being held.

RESOLVED:

1. That the arrangements for Member development in 2021/22 be confirmed.
2. That Councillor McVicar be nominated to attend the LGA Fire Leadership Essentials Programme.
3. That nominations to represent the Authority at the full Combined Fire Authorities' conference be considered once the arrangements for a conference are confirmed.

21-22/FRA/14 Work Programme - FRA and FRA Executive Committee

Members received the proposed work programme for 2021/22, noting that a work programme for the Executive Committee had now been developed.

The Chair advised that any suggested items for inclusion in the work programme should be forwarded to himself or the Chief Fire Officer.

RESOLVED:

That the work programme for 2021/22 be received and the 'cyclical' Agenda Items for each meeting in 2021/22 be noted.

The meeting ended at 10.56 am

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REPORT AUTHOR: CHIEF FIRE OFFICER

SUBJECT: ANNUAL OVERARCHING 2020/21 PERFORMANCE REPORT

For further information on this report contact: Paul Hughes
Head of ICT & Programmes
Tel No: 01234 84 5015

Background Papers:

Implications (tick ✓):

| | | | |
|-----------------|-------|------------------------|--|
| LEGAL | | FINANCIAL | |
| HUMAN RESOURCES | | EQUALITY IMPACT | |
| ENVIRONMENTAL | | POLICY | |
| CORPORATE RISK | Known | OTHER (please specify) | |
| | New | | |

Any implications affecting this report are noted at the end of the report.

PURPOSE:

To present a summary of organisational performance at the end of the fourth and final quarter of the financial year.

RECOMMENDATIONS:

That Members:

1. Acknowledge the Service's performance against the delivery of the Authority's Community Risk Management Plan (CRMP) at the end of the year and consider any issues arising;
2. Approve the publication of the report on the Service website, subject to any amendments required following review by Members.

1. Background

- 1.1. Both operational and corporate performance is monitored and managed internally via the monthly Corporate Management Team (CMT) Forum. Historically, the Fire and Rescue Authority has scrutinised performance on a quarterly basis via meetings of the three Policy and Challenge Groups (PCG), with the Chair of each PCG reporting separately to meetings of the full Authority. For 2020/21, Members agreed to receive a combined performance report covering all areas of operational and corporate performance.
- 1.2. The Key Performance Indicators (KPI) and targets included within the report reflect those established as part of the Authority's 2020/21 planning cycle, and in support of the strategic aims set out in the Authority's Community Risk Management Plan 2019-2023 (CRMP):
 - Section 3-5: Prevention, Protection and Response (Service Delivery);
 - Section 6: Utilising and Maximising (Corporate Services);
 - Section 7: Empowering (Human Resources)
- 1.3. One of the strategic priorities set out in the CRMP is to enable better access to data and performance insight as doing so will help empower staff to greater ownership for delivering performance improvements at a local level. To support this strategic priority, the Service is undertaking a comprehensive review of how it captures and utilises the broad range of risk and performance data available.
- 1.4. This report contains a revised and expanded set of Service Delivery KPIs that are aligned to the service delivery aims of the CRMP, namely Prevention, Protection and Response. These KPIs are drawn from a greatly expanded set of over 220 KPIs measuring both output and outcome performance across the Prevention, Protection and Response areas of the Service. They have been devised to give a Service level view of performance but also allow 'drill-down' to local levels and, where applicable, they are aligned to the measures used by the Home Office and Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) to benchmark performance between other fire and rescue services.
- 1.5. It is likely that this performance report will continue to evolve during 2021/22 as work continues to expand the technical capabilities of the Business Information Team and increase the breadth and availability of risk and performance information.

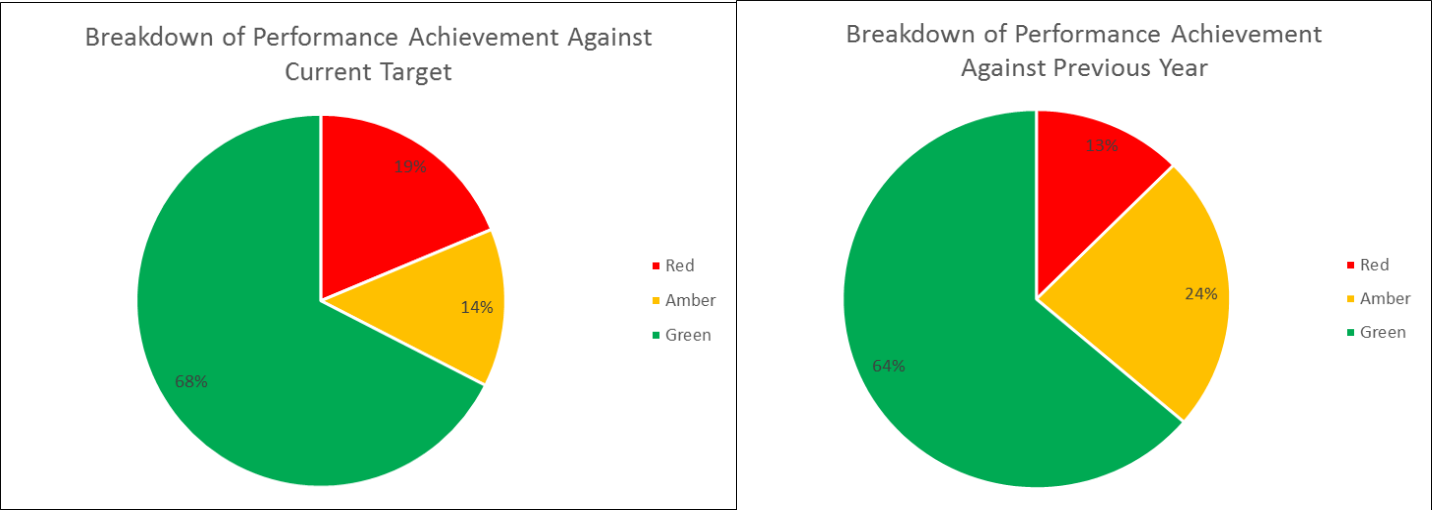
2. Performance Reporting by Exception

- 2.1. The following sections of the report present an overview of performance in key areas of the Service, providing explanatory narrative on specific operational and corporate indicators where performance was notably strong or where additional work is required to secure improvement.
- 2.2. Service Delivery performance is presented from 3 perspectives:
- Comparison against the annual target levels;
 - Comparison with performance at the same point last year;
 - Comparison with the 5-year average.
- 2.3. The status of each measure is noted using the following key:

| Colour Code | Exception Report | Status |
|--------------------|-------------------------|-----------------------------------|
| GREEN | n/a | Met or surpassed target |
| AMBER | Required | Missed but within 10% of target |
| RED | Required | Missed target by greater than 10% |


Note: It should be noted that all targets are represented as 100% of the target for that period and the actual as a percentage of that target.

Management Summary





PREVENTION

|  Performance Indicator | Objective | 2020/21 Q4 Actual | 2020/21 Q4 Target | Actual v Target | 2019/20 Q4 Actual | Actual vs Previous Year | 5 year average | Actual v 5 year Average |
|---|-----------|-------------------|-------------------|-----------------|-------------------|-------------------------|----------------|-------------------------|
| Total number of primary fires | Down | 731 | 970 | 24.64% | 926 | 21.06% | 1025.00 | 28.68% |
| Number of (primary) fire fatalities | Down | 3 | 3 | 0.00% | 0 | n/a | 3.40 | 11.76% |
| Number of (primary) fire injuries where victim went to hospital | Down | 35 | 26 | -34.62% | 38 | 7.89% | 29.6 | -18.24% |
| No. of Deliberate (Arson) Fires | Down | 428 | 715 | 40.14% | 697 | 38.59% | 866.80 | 50.62% |
| Total number of primary fires - dwellings - accidental | Down | 302 | 347 | 12.97% | 321 | 5.92% | 367.80 | 17.89% |
| Total number of primary fires - dwellings - deliberate | Down | 40 | 30 | -33.33% | 26 | -53.85% | 33.40 | -19.76% |
| Total number of primary fires - other buildings - deliberate | Down | 33 | 47 | 29.79% | 57 | 42.11% | 51.40 | 35.79% |
| Number of delivered Safe and Well visits | Up | 6826 | 10000 | -31.78% | 5858 | 16.46% | n/a | n/a |
| Total number of secondary fires | Down | 843 | 970 | 13.09% | 908 | 7.16% | 971.40 | 13.22% |

Prevention Commentary:**Number of Fatalities**

Tragically there were 3 fatalities as a result of fire this year. In Q2 BFRS attended a caravan fire on 21 August 2020 in which a deceased adult was found. Due to the severity of the fire BFRS fire investigation was unable to determine the cause of the fire with certainty. The investigation concluded the probable cause to be a heat source such as a carelessly discarded cigarette or a naked flame applied or dropped onto a textile item or similar. The Coroner has determined the cause of death to be accidental. In Q3 on 19 October BFRS attended a bungalow fire in Kempston at which the elderly occupant was rescued but subsequently died from their injuries. Having originally escaped from the property, against advice from Fire Control the occupant re-entered the property in an attempt to rescue a family pet. The fire investigation determined that the fire was caused accidentally as a result of cooking. The Coroner has determined the cause of death was accidental as a result of smoke inhalation. In Q4 on 24 February 21 BFRS attended a fire in a flat above a shop in Clarence road, Leighton Buzzard. A female resident was rescued and treated on scene for severe burns, but died later in hospital. The fire investigation determined smoking and alcohol consumption may have contributed to the cause of the fire. The Inquest has not yet been held.

These incidents have been followed up with targeted risk reduction activities in the local area and BFRS has established a new multi-agency group to look into fire death cases seeking for lessons to be learnt.

Number of (primary) fire injuries where victim went to hospital

There were a total of 35 fire injuries recorded on IRS as requiring hospital treatment, these consisted of 12 injuries deemed to be serious (from 10 fires) and 23 injuries deemed to require 'outpatient' treatment only (from 19 fires). Of the 29 fires resulting in injuries 22 were dwelling fires, 3 were in non-residential property, 1 was in other residential property, 1 was an outdoor fire, and 1 was in an outdoor structure. Only 2 of the fires were deliberately set. The most common causes of the dwelling fires resulting in injury were cooking (5 fires), faulty equipment/appliances or faulty leads (5 fires) and 'careless handling' of heat sources (3 fires). This is broadly consistent with the general pattern of causes seen for all dwelling fires. The number of fire injuries has been higher than the BFRS historical average for the past two years, however, historically BFRS has generally recorded lower levels of fire injuries compared to national levels. There are 'natural' fluctuations in outcomes and categorisation of fire injuries is somewhat subjective in nature, based upon the opinion of fire officers from information gathered at the incident scene. Due to these factors and the statistically very small data set, it is difficult to draw firm conclusions. Fire Investigation Officers are assigned to carry out detailed investigations into all fires resulting in life threatening injuries, and if

issues such as appliance faults that may require product recall are identified, appropriate action will be instigated. Injury fires also act as a trigger for targeted local 'after-fire' prevention initiatives.

Total number of primary fires - dwellings – deliberate

Analysis of the 40 deliberate primary dwellings fires shows that there has been one repeat location in Bedford Borough with two fires in a block of flats in Harris Way, Wootton. One fire (May 2020) was in one of the communal areas and the other in a flat (September 2020). Both these incidents have been investigated by Bedfordshire Police as crimes of arson.

There have been four fires in the communal areas of the block of flats known as the Academy in Holly Street, Luton. These involved: two fires in the corridor directly outside flats where rubbish bags had been left out instead of being taken down to the bin room (both in October 2020) , a pushchair that had been left under the stairs being set on fire (November 2020) and a pile of magazines outside the lift on the second floor (February 2021). There have also been two fires in the bin store (both in January 2021) and a total of 29 flats in the block have had their spy holes melted by someone holding a cigarette lighter up to them. These all occurred on the night of 21/01/21 and have all been recorded under one incident. The police are investigating and police, FRS and management company have met and a variety of crime and arson prevention measures have been put to the management company. Letters have been sent to all residents reminding them that they are not to leave anything out in the communal areas.

All bar five of the 40 primary dwelling fires are being investigated by the police as either 'arson' or 'arson with intent to endanger life'. Of the five that are not one was a deliberate own property fire by a child in a care home. In respect of that fire a SAFE intervention has been completed. One was a small fire in an external bin store area, another was a late fire call to scorch marks on the carpet in a communal area of a block of flats. One fire was associated with a murder and another was an incident involving several offences, including threats to commit arson with intent to endanger life. The offender was arrested at the scene and the incident has been recorded as an offence of threats to kill.

Where appropriate Arson Reduction Officers have visited the scenes and taken action as appropriate to prevent further offences.


Number of delivered Safe and Well visits

The number of Safe and Well visits delivered was 6,826. Whilst this was 32% below the target set for the year, it was 16% more than the previous year despite the restrictions imposed by the Covid-19 pandemic. In response to pandemic conditions

new delivery methods were developed with 1710 interventions delivered by 'Doorstep visit' and 916 delivered by telephone. The online referral portal launched in August 2020 has proved to be a real success with 756 (11% of total) visits generated by the portal. The portal generated a high proportion of visits to households with known risk factors such as elderly occupants, people living alone and households with no working smoke alarm. It is encouraging to note that the number of accidental dwelling fires has fallen by six percent this year.



PROTECTION

|  Protection | | | | | | | | |
|---|-----------|-------------------------|-------------------------|-----------------------|-------------------------|-------------------------------|-------------------|-------------------------------|
| Performance Indicator | Objective | 2020/21 Q4 Actual | 2020/21 Q4 Target | Actual v Target | 2019/20 Q4 Actual | Actual vs Previous Year | 5 year average | Actual v 5 year Average |
| % of Building Regulations consultations completed on time | Up | 78% | 95% | -17.89% | 95% | -17.89% | 95% | -17.89% |
| Total Fire Safety Audits/inspections completed | Up | 1919 | 1800 | 6.61% | 1668 | 15.05% | 1847.8 | 3.85% |
| Total number of primary fires in non-domestic buildings | Down | 95 | 133 | 28.57% | 140 | 32.14% | 146 | 34.93% |
| The number of automatic fire detector false alarms in non-domestic properties | Down | 648 | 550 | -17.82% | 561 | -15.51% | 778.60 | 16.77% |

Protection Commentary:**% of Building Regulations consultations completed on time**

Out of the 387 Building Consultations 86 were not responded to within the 15-day period providing a compliance level of 78%, with 65 of the consultations missing response assigned to Southern Area Office and 21 from Northern Area Office. 19 of these were for a large residential development, made up of various plots for residential apartments, this was a very big job that was received all at once, resulting in the number of consultations for the month for the Southern Area office being well above average. All 19 consultations missed the due date by 1 day.

There has been a shortage of qualified Fire Safety Inspectors within the protection team as a result of high staff turnover due to a high number of retirements and leavers and the time it takes to develop new staff.


The implementation of our new fire safety management system coincided with the national lockdown and coupled with the move to predominantly remote working this also contributed to the higher than usual number of consultations not being responded to within the agreed timeframe.

The number of automatic fire detector false alarms in non-domestic properties

The target has been missed by 17.8%. In Q1 performance was ahead of target, which may have been due to fewer premises being occupied as a result of Covid measures. However, in subsequent quarters the number of incidents has risen to levels higher than in the same period of the previous year. The two main hospitals in the county accounted for 14% (92 incidents) of all incidents attended. Primary schools were the next highest category at nearly 6% (37), with retirement homes also accounting for over 5% of the total. Bedford town area accounted for 38% of incidents (244), with Luton next at 34% (219). The Service looks to reduce attendance to this type of false alarm through call handling. There is no automatic attendance made to calls originating from AFD alarms during office hours in lower risk premises - there is questioning by Control staff as to the cause of the alarm before a decision is taken to mobilise resources. Investigation suggests that during the COVID-19 pandemic, when call handling it has been more difficult to identify whether premises are occupied and the number of occasions where no mobilisation takes place has reduced. The protection team also takes action on any individual premises identified as having unacceptably high levels of fire alarm system related false alarms.



RESPONSE


|  Performance Indicator | Objective | 2020/21 Q4 Actual | 2020/21 Q4 Target | Actual v Target | 2019/20 Q4 Actual | Actual vs Previous Year | 5 year average | Actual v 5 year Average |
|---|-----------|-------------------|-------------------|-----------------|-------------------|-------------------------|----------------|-------------------------|
| Total Emergency Calls received | Down | n/a | Monitor Only | n/a | n/a | n/a | n/a | n/a |
| Total Incidents | Down | 6039 | Monitor Only | n/a | 5918 | -2.04% | 6019.8 | -0.32% |
| Total Fires | Down | 1600 | Monitor Only | n/a | 1870 | 14.44% | 2030.4 | 21.20% |
| Total Special Services | Down | 1885 | Monitor Only | n/a | 1658 | -13.69% | 1511.4 | -24.72% |
| Total False Alarms attended | Down | 2554 | Monitor Only | n/a | 2390 | -6.86% | 2478 | -3.07% |
| % of emergency calls answered within 7 seconds | Up | n/a | n/a | n/a | n/a | n/a | n/a | n/a |
| Average Call Handling Time (Bedfordshire incidents (Sec)) | Down | 158 | n/a | n/a | 164 | 3.66% | n/a | n/a |
| Average response time to primary fires (Sec) | Down | 564.36 | 600 | 5.94% | 602.13 | 6.27% | 590.53 | 4.43% |
| Average response time to secondary fires (Sec) | Down | 614.47 | 1200 | 48.79% | 605.20 | -1.53% | 613.52 | -0.15% |
| Average response time to RTCs (Sec) | Down | 635.89 | 780 | 18.48% | 650.82 | 2.29% | 628.90 | -1.11% |
| RDS availability of 1st pump - primary available or alternate available | Up | 70.68% | 90% | -21.39% | 69.82% | 1.33% | 69.77% | 1.40% |
| % of time whole-time global crewing availability enabled 9 riders on 2 pump responses | Up | 95.83% | 90% | 6.48% | 98.98% | -3.18% | 96.76% | -0.96% |

Response Commentary:

- RDS availability of 1st pump - primary available or alternate available- Quarter 4 we can see an increase against the previous year and the 5 year average which is positive and continues to go in the right direction. With the changes to mobilising to non-structural only being in place for part of quarter 4, we anticipate a further rise in availability in quarter 1 of 2021/22. We continue to pursue further measures to increase the On Call availability and anticipate further improvements in this area with the introduction of such things as annualised hours, improved monitoring of individual contracts and contractual changes for the On Call duty system.



EMPOWERING

|  Equality & Diversity | | | | | | | | |
|---|-----------|-------------------|-------------------|-----------------|-------------------|-------------------------|----------------|-------------------------|
| Performance Indicator | Objective | 2020/21 Q4 Actual | 2020/21 Q4 Target | Actual v Target | 2019/20 Q4 Actual | Actual vs Previous Year | 5 year average | Actual v 5 year Average |
| Percentage of new entrants to the RDS/On-Call operational staff to be women | Up | 14.29% | 12.5% | 14.32% | 9.52% | 50.11% | 12.01% | 18.98% |
| Percentage of new entrants to the Wholetime operational staff to be women | Up | 11.10% | 9.46% | 17.34% | 5.89% | 88.46% | 6.85% | 61.99% |
| Percentage of RDS/On-Call operational staff who are women | Up | 9.72% | 10.1% | -3.76% | 10.00% | -2.80% | 2.00% | 386.00% |
| Percentage of Whole time operational staff who are women | Up | 6.25% | 7.2% | -13.19% | 6.43% | -2.80% | 1.29% | 386.00% |
| Recruitment of Black, Asian and Minority Ethnic (BAME) staff across the whole organisation | Up | 8.90% | 8.9% | 0.00% | 8.00% | 11.25% | 8.04% | 10.67% |
| Recruitment of Black, Asian and Minority Ethnic (BAME) staff across operational roles | Up | 11.10% | 7.1% | 56.34% | 5.26% | 111.03% | 1.05% | 955.13% |
| Percentage of RDS/On-Call operational staff who declare as BAME | Up | 5.56% | 6.9% | -19.42% | 6.36% | -12.58% | 1.27% | 337.11% |
| Percentage of Wholetime operational staff who declare as BAME | Up | 7.69% | 7.6% | 1.18% | 6.79% | 13.25% | 1.36% | 466.27% |

Empowering - Equality & Diversity Commentary:

The percentage of female new entrants in both RDS/On-Call and Wholetime duty systems is higher than targeted, however, the overall the proportion of operational women in the workforce has slightly decreased. This is due to the relatively low level of operational recruitment and a higher number of female leavers than jointers. The Service has a number of positive action initiatives targeting women including female focused “have a go” days, as part of this year’s Wholetime recruitment campaign.

The percentage of RDS/On-Call operational staff who declare as BAME remains a challenging target largely due to the demographics of the locations of the On-Call stations as the talent pool is limited to those who live within 7 minutes of the relevant station. Whilst positive action initiatives continue to be delivered, the RDS/On-Call Improvement Project may also find new ways to make the role more attractive to underrepresented groups.



Human Resources

| Performance Indicator | Objective | 2020/21 Q4 Actual | 2020/21 Q4 Target | Actual v Target | 2019/20 Q4 Actual | Actual vs Previous Year | 5 year average | Actual v 5 year Average |
|--|-----------|-------------------------|-------------------------|-----------------------|-------------------------|-------------------------------|-------------------|-------------------------------|
| The percentage of working time lost due to sickness (excludes RDS/On-Call) | Down | 3.21% | 4.2% | 23.57% | 4.34% | 26.01% | 4.06% | 20.97% |
| The percentage of the RDS/On-Call workforce with 4 or more incidences of sickness in a 12 month period | Down | 0.94% | 5% | 64.60% | 3.39% | 47.75% | 3.39% | 47.75% |
| Turnover excluding retirement or dismissals - Excluding RDS/On-Call | Down | 3.15% | 5% | 37.00% | 3.88% | 18.81% | 3.74% | 15.87% |
| Turnover excluding retirement or dismissals - RDS/On-Call only | Down | 11.33% | 14% | 19.07% | 6.78% | -67.11% | 11.60% | 2.31% |
| Percentage of returned appraisal documents to HR within 3 months of reporting year (end September) All Staff | Up | 88.23% | 80% | 10.29% | 95.38% | -7.50% | 92.45% | -4.56% |

Empowering – Human Resources Commentary:

Whilst all targets have been overachieved, it is worth noting that Covid absences are not included and some Covid symptoms are similar to cold/flu, so may have been masked until Covid testing was up and running. For the same period, the percentage of working time lost due to Covid related absence (excluding RDS/On-Call) was 6.18%. In comparison to 3.21% for all other sickness absence.

The biggest reduction in non-Covid sickness absence has been amongst green book staff (2.01% down from 3.42% last year), who have been working from home for a significant proportion of time during the pandemic, which again is likely to have contributed to less sickness reporting due to more flexible working arrangements. There has also been a noticeable reduction in operational areas with 3.53% down from 4.57% last year. Absence in Control has also marginally reduced since last year (5.26% down from 5.76 last year) and has been impacted by a number of long term sickness cases (more than 3 weeks absence), due to the relatively small numbers of staff in the team. With the temporary additional capacity in HR to support managers with absence management, the number of long term cases has reduced from 22 in 2019/20 to just under 10, although the length of absence has increased due to the impact of Covid on NHS waiting times for diagnostics and treatment.

Many On-Call staff were furloughed from their primary employment during this time which not only increased the Service's pump availability but reduced turnover, and absence rates due to more limited exposure to infection and other illnesses/injuries. For the same period the percentage of the RDS/On-Call workforce with 4 or more incidences of Covid related absence in a 12 month period was 3.5% in comparison to 0.94% for other sickness. The turnover rate for 20/21 was on a par (slightly lower) than the 5 year average and was still significantly under the national average.

Returned appraisals: The 20/21 results were 8.23% above the target. The target was set lower than the 19/20 target due to the impending change in process where a reduced rate of return was anticipated.



Occupational Health

| Performance Indicator | Objective | 2020/21 Q4 Actual | 2020/21 Q4 Target | Actual v Target | 2019/20 Q4 Actual | Actual vs Previous Year | 5 year average | Actual v 5 year Average |
|---|-----------|-------------------|-------------------|-----------------|-------------------|-------------------------|-------------------------------|-------------------------|
| Percentage of personnel in operational Roles who have completed an annual fitness assessment in the past 12 months (excluding secondments, career breaks and modified and LTS). | Up | 3.47% | 98% | -96.46% | 98.50% | -96.48% | 78.70% | -95.59% |
| Percentage of operational personnel achieving a pass category in their annual fitness test | Up | 92% | 96% | -4.17% | 100.00% | -8.00% | 78.60% | 17.05% |
| Percentage of 3 yearly medicals due in year completed | Up | 0.00% | 85% | -100.00% | 84.00% | -100.00% | New measure insufficient data | |

Empowering Occupational Health Commentary:

Completion of annual fitness assessments - As a result of repeated national lockdowns, restrictions on the opening of Service gyms in line with National guidance and the operation of bubbles to ensure Covid secure working conditions for operational crews, the Service has been unable to conduct its full annual fitness testing cycle in 2020/21. Operational employees have been encouraged to maintain their physical fitness in line with Service standards. Return to work fitness testing has taken place when deemed safety critical for specific cases and has been conducted in accordance with COVID secure guidance.

Operational personnel achieving pass –The Service has been unable to conduct its full annual fitness testing programme during 2020/21 because of Covid-19 restrictions. Operational employees have been encouraged to maintain their physical fitness in line with Service standards, even though their fitness has not been formally assessed by the Service Fitness Adviser in the usual manner during 2020/21. However, those employees who have been tested upon their return to work have continued to exhibit pass rates above 90% in line with previous year's figures.

3 yearly medicals - As a result of Covid-19 restrictions and Government guidance, all non-emergency medical appointments have been conducted remotely during 2020/21, this includes the 3 yearly medical programme. Therefore, the target of 85% will be carried forward to 2021/22 as it is hoped that with the vaccination roll-out and cessation of lockdowns in-person health surveillance programme will be reinstated. Alternative health surveillance options are being considered by the Occupational Health and Fitness Manager should Government restrictions prevent in person health surveillance being reintroduced. Note: working on a plan to get back on track depending on government restrictions for 2021/22 and proactive management support to release staff.



Organisational Development

| Performance Indicator | Objective | 2020/21 Q4 Actual | 2020/21 Q4 Target | Actual v Target | 2019/20 Q4 Actual | Actual vs Previous Year | 5 year average | Actual v 5 year Average |
|---|-----------|-------------------|-------------------|-----------------|-------------------|-------------------------|----------------|-------------------------|
| Percentage of station based operational BA wearers that have attended an assessed BA course within the last 2 years | Up | 97% | 98% | -1.02% | 97% | 0.00% | 98% | -1.45% |
| Percentage of EFAD qualified LGV drivers that have attended an EFAD course within the last 3 years | Up | 94% | 98% | -4.08% | 95% | -1.05% | 98% | -4.38% |
| Percentage of station based operational staff that have attended WFR course within the last 3 years | Up | 91% | 98% | -7.14% | 97% | -6.19% | 98% | -7.53% |
| Percentage of station based operational BA wearers that have attended Compartment Fire Behaviour course within the last 2 years | Up | 94% | 98% | -4.08% | 97% | -3.09% | 98% | -4.37% |
| Percentage of watches/sections at BFRS stations that have at least 60% of operational personnel qualified in Trauma Care | Up | 81% | 98% | -17.35% | 84% | -3.57% | 94% | -13.43% |
| Percentage of station based operational staff that have attended a Working at Height Operator or Supervisor Revalidation course within the last 3 years | Up | 85% | 98% | -13.27% | 94% | -9.57% | 97% | -12.02% |
| Percentage of Flexible Duty Officers that have attended an Incident Command Assessment within the required frequency for their role | Up | 100% | 98% | 2.04% | 96% | 4.17% | 95% | 5.70% |
| Percentage of Safety Critical Maintenance training programmes completed by Whole-time Operational Personnel via PDR Pro within the last 12 months | Up | 95% | 92% | 3.26% | 92% | 3.26% | 94% | 1.03% |

| | | | | | | | | |
|---|----|-----|-----|--------|-----|--------|-----|--------|
| Percentage of Safety Critical Maintenance training programmes completed by RDS/ On-Call Operational Personnel via PDR Pro within the last 12 months | Up | 88% | 90% | -2.22% | 86% | 2.33% | 89% | -0.69% |
| Percentage of Safety Critical Maintenance training programmes completed by Control Personnel/WM Control via PDR Pro within the last 12 months. | Up | 92% | 90% | 2.22% | 91% | 1.10% | 89% | 3.33% |
| Percentage of Safety Critical Maintenance training programmes completed by Senior Management roles (SC to SOC) via PDR Pro within the last 12 months. | Up | 90% | 92% | -2.17% | 92% | -2.17% | 93% | -3.09% |
| Percentage of Safety Critical Maintenance training programme completed by Watch Commander - Day Duty via PDR Pro within last 12 months | Up | 94% | 92% | 2.17% | 86% | 9.30% | 90% | 4.44% |

**Empowering - Organisational Development Commentary:
Commentary:**

The Service has made significant progress in improving performance against targets for training activities following the impact of the Covid-19 outbreak, with an improvement seen across the majority of the performance indicators. Despite the restrictions training courses recorded on the Course management system for 20/21 total 815 an increase on the previous year 19/20 of 800.

In support of Government guidance on social distancing and easing of lockdown the Service continues to limit the movement of staff, preventing further spread of the infection and protecting our frontline operational response. Utilising the more readily available Lateral Flow Covid tests the Service has trialled pre-course testing to improve staff safety and allow for more section bubbles to be trained simultaneously. The requirement to reduce contact and interaction of sections required to safeguard frontline service still hampers the normal efficiency of training.

The Service continues to manage any potential impact on individuals' skill degradation through local intervention and monitoring to support extensions to the normal skill certifications for operational personnel.

The training section priority for 2021/22 is focusing on how to reach the level of training and assessments carried out in previous years.

T1 – Percentage of station based operational BA wearers that have attended an assessed BA course within the last 2 years.

With the reintroduction of BA refresher training utilising LFT's and watch based bubbles the Q4 figure has seen an improvement of 5% from Q3 and remains just over 1% off the target figure of 98%. Training continues to be programmed and aligned to cater for individuals who are most out of date.

T2 - Percentage of EFAD qualified fire-fighters that have attended EFAD Assessment course within the last three years

Some capacity in our driver training section has been utilised to support the work of our colleagues at EEAST during Q4. During the third national lockdown the Driver Vehicle Standards Agency (DVSA) again placed strict restrictions on driver training due to the inherent inability to socially distance with a vehicle. It is anticipated that the target will be on target as a result of new methods of delivering the training (virtual and practical).

T3 - Percentage of station based operational staff that have attended a Water First Responder or Water Technician course within the last three years

Covid safe procedures for water courses have now been agreed and water courses resumed in November 2020. 4 water courses had to be cancelled in Q4 due to Covid-19 affecting crewing and this has held back further progress.

T4 - Percentage of operational BA wearers (station based) that have attended Compartment Fire Behaviour course within the last two years

Bubble aligned training resumed in November 2020 after an agreement had been reached with LLA and focused on targeting those individuals most out of date, this has resulted in an improvement of 6% since Q3.

T5 - Percentage of station based operational Emergency Care for Fire and Rescue trained personnel that have attended a requalification course within the last three years.

Due to the course nature, establishing jointly agreed Covid safe procedures for the protection of BFRS staff and the training provider has been challenging, during the third national lockdown training had to be suspended. Emergency care courses are due to resume in Q1 of the new year.

T6 - Percentage of station based operational Working at Height Operators that have attended a Working at Height recertification assessment within the last three years.

The restart of WAH training has seen a 6% improvement since last quarter and 8 further courses are planned for the first month of Q1.

T8b - Percentage of Safety Critical Maintenance training programmes completed by On-Call Operational Personnel via PDR Pro within the last 12 months.

Of the 11 On Call sections – 4 met or exceeded their target. On Call practical training opportunities have continued to be impacted by the effects of Covid19.



Health & Safety

| Performance Indicator | Objective | 2020/21 Q4 Actual | 2020/21 Q4 Target | Actual v Target | 2019/20 Q4 Actual | Actual vs Previous Year | 5 year average | Actual v 5 year Average |
|---|-----------|-------------------|-------------------|-----------------|-------------------|-------------------------|----------------|-------------------------|
| Number of serious accidents (over 28 days) per 1000 employees | Down | 3.74 | 3.78 | 0.98% | 7.59 | 50.67% | 0.86 | -336.39% |
| Number of working days/shifts lost to accidents per 1000 employees (excluding RDS//On-Call employees) | Down | 376.40 | 291.5 | -29.13% | 833.67 | 54.85% | 100.99 | -272.73% |
| Number of 24 hour cover periods lost to accidents per 1000 RDS/On-Call employees. | Down | 4867.46 | 703.62 | -591.77% | 1918.49 | -153.71% | 458.28 | -962.12% |

Empowering – Health and Safety Commentary:

H2 Number of working days/shifts lost to accidents per 1000 employees (excluding On Call (RDS) employees). The quarter 4 actual figure of 376.4 equates to 198.5 days lost due to 44 workplace accident injuries, for which 11 of these injuries resulted in lost time. The associated lost time for these injuries was 30.5, 22, 3, 12, 22, 26, 1, 19, 43, 2 and 18 days respectively. The longest injury resulted in 43 days lost occurred whilst a firefighter was walking on the incident ground and felt a sudden pain in their left knee. The weather was dry, daylight hours and on a tarmac surface with no obvious defects or other cause of the injury.

H3 Number of 24 hour cover periods lost to accidents per 1000 On Call (RDS) employees. There have been 8 workplace injuries up to the end of quarter 4 involving On Call (RDS) personnel. The injuries reported resulted in a total number of lost cover periods of 7.73. The target has been missed due to a single incident (burn injury sustained during hot fire training in October 2019). This injury has resulted in long term sickness since the event took place and the individual remains absent. If the cover periods lost due to this specific injury were excluded from the data, H3 quarter 4 actual figure would be well within the target percentage.



UTILISING

| | | Fleet | | | | | | |
|--|-----------|-------------------|-------------------|-----------------|-------------------|-------------------------|----------------|-------------------------|
| Performance Indicator | Objective | 2020/21 Q4 Actual | 2020/21 Q4 Target | Actual v Target | 2019/20 Q4 Actual | Actual vs Previous Year | 5 year average | Actual v 5 year Average |
| Grade A Defect Response Time (within 1 hour) | Up | 97.73% | 90% | 8.59% | 89.60% | 9.07% | 91.64% | 6.64% |
| Grade A Defect Response Time (within 2 hours) | Up | 100.00% | 95% | 5.26% | 97.81% | 2.24% | 98.17% | 1.86% |
| The percentage of time when Rescue Pumping Appliances were unavailable for operational use due to an annual service, defect or other works. (Turnaround Time) | Down | 1.37% | 5% | 72.65% | 1.94% | 29.62% | 2.30% | 40.64% |
| The percentage of time when Aerial Appliances and SRU were unavailable for operational use due to an annual service defect or other works. (Turnaround Time) | Down | 2.30% | 5% | 54.03% | 2.80% | 18.02% | 3.10% | 25.84% |
| The percentage of time when other operational appliances were unavailable for operational use due to an annual service, defect or other works. (Turnaround Time) | Down | 0.22% | 3% | 92.53% | 0.54% | 58.54% | 0.44% | 49.07% |

| | | | | | | | | |
|--|------|---------|-----|--------|---------|--------|---------|--------|
| The number of hours as a percentage the appliance is unavailable for operational response in the reporting period, other than for the time measured under the turn-a-round time. (Idle time) | Down | 0.82% | 2% | 59.18% | 1.06% | 22.66% | 1.01% | 19.07% |
| The total time expressed as a % when ALL Appliances were available for operational use after the turn-a-round time and idle time are removed from the total time in the reporting period | Up | 98.52% | 93% | 5.93% | 97.71% | 0.82% | 97.55% | 0.99% |
| Annual Services undertaken | Up | 100.00% | 97% | 3.09% | 100.00% | 0.00% | 100.00% | 0.00% |

Utilising – Fleet Commentary:

- N/A No measures in Red or Amber status



MAXIMIZING

| Finance | | | | | | | | |
|--|-----------|--|-------------------|-----------------|-------------------|-------------------------|----------------|-------------------------|
| Performance Indicator | Objective | 2020/21 Q4 Actual | 2020/21 Q4 Target | Actual v Target | 2019/20 Q4 Actual | Actual vs Previous Year | 5 year average | Actual v 5 year Average |
| Budget requirement of Fire and Rescue Service (£ per 1,000 population). Performance Indicator to be used for information only | Down | 46.02 | n/a | n/a | 44.89 | -2.53% | 44.14 | -4.25% |
| Accuracy of net budget forecast outturn for period 6 (September) against actual outturn - variance between forecast and actual outturn | Down | To be provided following closure of accounts | £600000 | n/a | 0 | n/a | 163800 | n/a |
| Accuracy of net budget forecast outturn for period 9 (December) against actual outturn - variance between forecast and actual outturn | Down | To be provided following closure of accounts | £600000 | n/a | 0 | n/a | 96000 | n/a |
| Percentage of routine financial reports distributed within 6 working days of period-end closure | Up | 100.00% | 90% | 11.11% | 100.00% | 0.00% | 100.00% | 0.00% |
| Compliance of annual statement of accounts processes with statutory timescales and quality criteria | Up | To be provided following closure of accounts | 100% | n/a | 0.00% | n/a | 100.00% | n/a |

| | | | | | | | | |
|--|------|--|--------|----------|--------|----------|--------|---------|
| Percentage of uncontested invoices paid within 30 days | Up | 91.02% | 96% | -5.18% | 95.14% | -4.33% | 95.32% | -4.51% |
| Percentage of outstanding debt over 90 days old | Down | 4.09% | 1.5% | -172.83% | 0.88% | -366.53% | 2.70% | -51.77% |
| Percentage of annual planned efficiency savings achieved by year end | Up | To be provided following closure of accounts | 100% | n/a | 0 | n/a | 0.9314 | n/a |
| Return on investment | Up | 0.70% | 1.075% | -34.88% | 1.13% | -38.05% | 0.90% | -22.57% |

Maximising – Finance Commentary:

Percentage of uncontested invoices paid within 30 days: Due to the pandemic and delays in receiving of post, staff off-site/working from home etc, there is a slight delay in the payment of invoices however despite these difficult conditions the Finance department has still managed to achieve a relatively high % each quarter. A further reason why this target was not met, was due to invoices being received without Purchase Orders raised and therefore there is a delay in payment due to having to wait for orders to be raised. The Finance department continues to work with budget managers for these areas to improve the timeliness of authorising invoices.

Return on investment: Due to the ongoing Covid pandemic and current low Bank of England base rate it has not been possible to meet this target. The budgeted income return on investments for 2020/21 was £115.4k however the actual income achieved was £84k, this has previously been reported to the FRA.

Percentage of outstanding debt over 90 days: This target has again been missed in quarter 4 however each quarter in 2020/21 has shown a steady improvement (from 7.78% in Q1 to 4.09% in Q4) and this trend is expected to continue into Q1 of 2021/22 as improvements to processes and ICT take effect. There are no significant individual amounts of debt.



Information and Communication Technology

| Performance Indicator | Objective | 2020/21 Q4 Actual | 2020/21 Q4 Target | Actual v Target | 2019/20 Q4 Actual | Actual vs Previous Year | 5 year average | Actual v 5 year Average |
|--|-----------|-------------------|-------------------|-----------------|-------------------|-------------------------|----------------|-------------------------|
| The Number of Incidents on Mission Critical services resolved within 1 Hour | Up | 100.00% | 92% | 8.70% | 100.00% | 0.00% | 97.47% | 2.60% |
| The Number of Incidents on Business Critical services resolved within 2 Hours | Up | 100.00% | 97% | 3.09% | 96.88% | 3.23% | 99.18% | 0.83% |
| The Number of Incidents on Business Operational services resolved within 4 Hours | Up | 98.75% | 95% | 3.95% | 97.50% | 1.28% | 98.04% | 0.72% |
| The Number of Incidents on Administration Services resolved within 8 Hour | Up | 91.29% | 93% | -1.84% | 97.00% | -5.88% | 95.07% | -3.97% |
| Core ICT services availability | Up | 100.00% | 98% | 2.04% | 97.50% | 2.56% | 99.50% | 0.50% |
| Business Applications Availability | Up | 100.00% | 98% | 2.04% | 100.00% | 0.00% | 99.87% | 0.13% |
| User Satisfaction Survey | Up | 83.28% | n/a | n/a | n/a | n/a | n/a | n/a |

Maximising ICT Commentary:

- The Number of Incidents on Administration Services resolved within 8 Hour:

Administration Services are low priority calls. During the Covid-19 lockdown and staff working from home (WFH) there were a large increase in administration type calls in Q1. For Q2,Q3,Q4 the KPI exceeded target but the YTD Q4 means the KPI remains at Amber due to the unprecedented demand in Q1

Also please note these PI's measure the Service Desk only so do not reflect the overall ICT shared Service offering.

**ANDREW HOPKINSON
CHIEF FIRE OFFICER**

REPORT AUTHOR: ASSISTANT CHIEF OFFICER / FRA TREASURER

SUBJECT: 2021/22 REVENUE BUDGET AND CAPITAL PROGRAMME MONITORING as at 30th June 2021

For further information on this Report contact: Gavin Chambers
Assistant Chief Officer/FRA Treasurer

Background Papers: 2021/22 FRA Budget Setting Papers February 2021

Implications (tick ✓):

| | | | | |
|-----------------|-------|---|------------------------|---|
| LEGAL | | | FINANCIAL | ✓ |
| HUMAN RESOURCES | | | EQUALITY IMPACT | |
| ENVIRONMENTAL | | | POLICY | |
| CORPORATE RISK | Known | ✓ | OTHER (please specify) | |
| | New | ✓ | | |

Any implications affecting this report are noted at the end of the report.

PURPOSE:

To inform the Fire and Rescue Authority of the forecast year-end budget monitoring position as at 30th June 2021.

Recommendations:

1. That the FRA consider and comment on the updates provided within this report.
2. That the FRA consider and agree the request in para 3.4.1 to slip the capital schemes into 2022/23.
3. To draw down the Pay Earmarked Reserve to offset the in-year forecast overspend due to the unbudgeted pay award in para 2.4.2.

Executive Highlights Summary

- The **CSR** review was announced in late November 2020 which led to a one-year settlement for 2021/22. The new CSR will take place in autumn 2021 and it is anticipated that this will be a 3 year settlement.
- There is a potential cost relating to a 1.5% pay award for green book staff but this is yet to be agreed. The 1.5% for Grey Book / operational staff for July 2021 has been built into the forecast in table 2.
- The service has been given a grant of £35.4k to fund additional costs relating to Sergeant/McCloud Fire Fighter Pension admin costs in later years. It is expected these costs will be incurred over a number of years and so any unused grant this year will be carried forward into future years.

1. Introduction

- 1.1 On 11 February 2021, the Fire and Rescue Authority (FRA) approved a Revenue Budget Requirement for 2021/22 of £31.773m and a Capital Programme of £1.038m.

2. Revenue Budget Monitoring

- 2.1 The Revenue Budget efficiency savings for 2021/22 can be found in Appendix 1. The budgets have been reduced for these areas and will be monitored during the year.
- 2.2 The funding of the 2021/22 Revenue Budget is by way of Government Funding £8.057, local Business Rates redistribution £2.405m and Council Tax of £22.193m and the use of the collection fund reserve of £254k. These are offset by a Collection Fund deficit of £1.136m which has been reported by our Local Authority partners.
- 2.3 **Forecasting Outturn:**
- 2.3.1 Tables 1 and 2 below are populated during the year in line with the spreadsheet returns that Corporate Management Team (CMT) members submit to the Finance Team and through the meetings that Finance Officers have with CMT members. The forecast outturn positions are as accurate as the information received from each CMT member.

2.3.2 Table 1 below details the current budget excluding salary budgets, for each CMT service area. The forecast year-end outturn is shown in column three.

2.3.3 **Table 1: 2021/22 Revenue Budget Forecast Outturn (excluding salary budgets)**

| Title | Current Budget £ | F/cast Yr-End Outturn £ | Variance £ | RAG status (see note below**) |
|---|------------------|-------------------------|------------|-------------------------------|
| Strategic Management | 308,400 | 308,400 | 0 | Green |
| Assistant Chief Officer | 2,236,700 | 2,236,700 | 0 | Green |
| Head of Response | 1,101,800 | 1,101,800 | 0 | Green |
| Head of Training and Assurance | 427,300 | 427,300 | 0 | Green |
| Head of Governance and Asset Management | 676,600 | 676,600 | 0 | Green |
| Head of Prevention and Protection | 96,800 | 96,800 | 0 | Green |
| Head of Information Communications Technology | 1,230,700 | 1,230,700 | 0 | Green |
| Head of Human Resources | 254,100 | 254,100 | 0 | Green |
| Total | 6,332,400 | 6,332,400 | 0 | |

***RAG Status: Red would identify where there is a large overspend equal to or greater than £100,000 and/or a key service aspect was not being delivered. Amber would identify where there is a possibility of an overspend and/or a key service aspect may not be delivered. It may be that there are action plans in place to address an issue, where until they are successful it is flagged as Amber. Green identifies where service delivery is being performed and as above, where there are underspends. Underspends are not necessarily always green, if for example, there was a key service aspect not being delivered causing the underspend, it would be shown as Red.*

2.3.4 There are currently no variances to report on within the non-salary areas.

2.3.5 With the salary budgets being such a large proportion of the overall budget, the split from the budgets above is justified.

Table 2: 2021/22 Salary (including on-costs) Budget Forecast Outturn

| Category | Current Budget £ | Forecast year end outturn £ | Variance £ | RAG status (see note below**) |
|--------------------|-----------------------------|--|-------------------|--|
| Whole Time | 15,861,400 | 16,013,400 | 152,000 | Green |
| Control | 1,001,600 | 1,013,600 | 12,000 | Green |
| Retained | 2,003,200 | 2,033,200 | 30,000 | Green |
| Non operational | 6,392,000 | 6,392,000 | 0 | Green |
| Agency | 122,700 | 122,700 | 0 | Green |
| Grand Total | 25,380,900 | 25,574,900 | 194,000 | |

The current forecast above does not include the potential non-operational salary costs of a 1.5% increase as this is yet to be agreed at a national level. Should this offer be accepted this would lead to a budget pressure of £94k.

2.4 **Total Forecast Outturn, Salary and Non Salary:**

2.4.1 The total forecast variance at year end including both the non-salary figure in Table 1 above and for pay and on costs, including agency staff shown in Table 2, is currently expected to be £0k.

2.4.2 It is recommended to draw down funds from the earmarked reserve that has been set up for agreed and potential pay awards in order to offset the unbudgeted in-year pay award. This will “reset” the pay budget and forecasts to nil (£0k) for the next FRA Budget Monitoring report.

2.4.3 The full year cost of the pay award for operation staff will be £260k, this will be built into the base budget for 2022/23 as part of the budget setting process. Should there be a pay award for non-operational staff agreed further in the year (£94k) then this will also be included in the base budget for the 2022/23 budget setting process.

3. Capital Programme Monitoring

3.1 Table 3 below is the 2021/22 Capital Programme. The Red, Amber, Green (RAG) status indicates how well the schemes are progressing (Green being on target for year-end completion within budget; Amber indicating possible slippage or overspend; and Red indicating actual slippage/overspend or deletion of the scheme).

3.2 It should be noted that the Vehicles, ICT and HR System Projects and Property Capital Works Programmes need to be treated with fluidity as the costs and expected completion dates can vary considerably and span across financial years. However, in accordance with the financial regulations, any significant changes of expenditure over 10% of an approved capital scheme need to be reported back to the FRA.

3.3 Table 3: The 2021/22 Capital Programme

| CMT Area | Bedfordshire Fire and Rescue Authority Capital Programme | Capital Budgets 2021/22 £000's | RAG Status |
|----------|---|--------------------------------|-------------------|
| HGAM | <u>Fleet:</u> | | |
| | Vehicles | 85 | G |
| | BA Set, Cylinders and Ancillaries | 450 | Slip into 2022/23 |
| | RP Portable Lighting | 50 | G |
| | Methods of Entry Kit | 25 | G |
| | Fire Ground Radio | 112 | G |
| | <u>ICT Projects:</u> | | |
| | IT Developments | | |
| ICT | a. Migration from Unified Comms on premise to Microsoft Teams Cloud | 80 | G |
| ICT | b. Endpoint Refresh with Desktop & Laptop Deployment | 84 | G |
| ACO | Capital Works - Service Wide (lighting replacements, CCTV, fire protection, doors & windows, security gates, etc) - All locations | 52 | G |
| ACO | Bay Floor replacements (Bedford, Biggleswade, Potton, Shefford, Toddington) | 65 | G |
| HHR | Fitness Equipment Expenditure | 5 | G |
| HGAM | Compressors - Dunstable and Bedford | 30 | G |
| | TOTAL | 1,038 | |

3.4 Capital Programme – Withdrawals, Slippage, Additions or Variations:

3.4.1 **Slippage:** The Head of Governance and Assets Manager (HGAM) has requested that the BA Set, Cylinders and Ancillaries be slipped into 2022/23. The HGAM has assessed the situation and Due to covid-19 the release of new technology has been delayed and only one of the three major suppliers has currently released upgrades to this equipment. Further to this

West Midlands FRS are placing a framework together and we have expressed our intentions to maximise collaboration in order to achieve best value, this is due for release Q2 2022.

3.4.2 **Additions:** None to report

3.4.3 **Variations:** None Report

ANDREW HOPKINSON
CHIEF FIRE OFFICER

GAVIN CHAMBERS
ASSISTANT CHIEF OFFICER / FRA TREASURER

Savings and Efficiencies 2021/22

| CMT Area | Savings/Efficiencies | £'000s 2021/22 | RAG Status |
|-----------------|---|---------------------------|-------------------|
| ACO | Income from Property Rents & Collaboration | 5 | Green |
| ACO | Energy Management Savings (Insulation & works following bid for grant) | 5 | Green |
| CFO | Change of 4th Area Commander post to Green Book Head of Service (subject to natural turnover) | 15 | Green |
| CFO | Team review/restructure | 13 | Green |
| CFO | Efficiencies from Operational Review | 64 | Green |
| HGAM | Income from Workshops Non business Activity | 25 | Green |
| HRes | Post sharing - work on Fire Investigation ISO17020 project (part time post shared with Cambs & Herts FRS) | 10 | Green |
| ICT | Freedom of Information and Customer Complaints software | 6 | Green |
| ICT | Corporate Telephony | 20 | Green |
| ICT | Saving from cessation of software, linked with new purchase of GIS and Data modelling solution | 18 | Green |
| | | 181 | |

* NB - All Savings have been removed from 2021-22 Base Budget

REPORT AUTHOR: ASSISTANT CHIEF OFFICER/FRA TREASURER

SUBJECT: TREASURY MANAGEMENT – ANNUAL REPORT FOR 2020/21

For further information on this Report contact: ACO G Chambers
Assistant Chief Officer/FRA Treasurer
Tel No: 01234 845000

Background Papers: Treasury Management Strategy 2019/20.

Implications (tick ✓):

| | | | |
|---------------------|---|------------------------|---|
| LEGAL | | FINANCIAL | ✓ |
| HUMAN RESOURCES | | EQUALITY IMPACT | |
| ENVIRONMENTAL | | POLICY | |
| ORGANISATIONAL RISK | ✓ | OTHER (please specify) | |
| | | | |

Any implications affecting this report are noted at the end of the report.

PURPOSE:

To consider the Authority’s Annual Report for Treasury Management for 2020/21.

RECOMMENDATION:

That Members review and consider the information presented in the report.

1. Introduction

This Authority is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2020/21. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management, (the Code), and the CIPFA Prudential Code for Capital Finance in Local Authorities, (the Prudential Code).

During 2020/21 the minimum reporting requirements were that the full Authority should receive the following reports:

- an annual treasury strategy in advance of the year
- a mid-year (minimum) treasury update report
- an annual review following the end of the year describing the activity compared to the strategy (this report)

The regulatory environment places responsibility on members for the review and scrutiny of treasury management policy and activities. This report is, therefore, important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the Authorities policies previously approved by members.

This Authority confirms that it has complied with the requirement under the Code to give prior scrutiny to all of the above treasury management reports by the full authority. Training will be provided to Members by our Treasury Advisor's, Link Asset Services, in 2021 as per the FRA's request.

2. The Authorities Capital Expenditure and Financing

The Authority undertakes capital expenditure on long-term assets. These activities may either be:

- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.), which has no resultant impact on the Authorities borrowing need; or
- If insufficient financing is available, or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need.

The actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how it was financed as per Statement of Accounts & Budget Book:

| Capital Expenditure by Service | 2019/20 Actual £'000 | 2020/21 Budget £'000 | 2020/21 Actual £'000 |
|---|----------------------------|----------------------------|----------------------------|
| Funded by Capital Receipts, Capital Reserve & RCCO (Revenue Contributions to Reserve) | 662 | 1,505 | 1,078 |

3. The Authorities Overall Borrowing Need

The Authorities underlying need to borrow to finance capital expenditure is termed the Capital Financing Requirement (CFR).

Gross borrowing and the CFR – in order to ensure that borrowing levels are prudent over the medium term and only for a capital purpose, the Authority should ensure that its gross external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year (2019/20) plus the estimates of any additional capital financing requirement for the current (2020/21) and next two financial years. This essentially means that the Authority is not borrowing to support revenue expenditure. This indicator allowed the Authority some flexibility to borrow in advance of its immediate capital needs in 2020/21.

The table below highlights the Authorities gross borrowing position against the CFR. The Authority has complied with this prudential indicator.

| | 31 March 2020 Actual £'000 | 31 March 2021 Budget £'000 | 31 March 2022 Actual £'000 |
|---|---|---|---|
| Prudential Indicator – Capital Financing Requirement | | | |
| Borrowing | 9,987 | 9,987 | 9,987 |
| Other long term liabilities | 0 | 0 | 0 |
| Total Debt | 9,987 | 9,987 | 9,987 |
| TOTAL CFR | 7,969 | 7,550 | 7,550 |
| Under/(over) borrowing | (2,018) | (2,437) | (2,437) |

The authorised limit – the authorised limit is the “affordable borrowing limit” required by s3 of the Local Government Act 2003. Once this has been set, the Authority does not have the power to borrow above this level. The table below demonstrates that during 2020/21 the Authority has maintained gross borrowing within its authorised limit.

The operational boundary – the operational boundary is the expected borrowing position of the Authority during the year. Periods where the actual position is either below or over the boundary are acceptable subject to the authorised limit not being breached.

Actual financing costs as a proportion of net revenue stream – this indicator identifies the trend in the cost of capital, (borrowing and other long term obligation costs net of investment income), against the net revenue stream.

| | 2020/21 £'000 |
|---|--------------------------|
| Authorised Limit | 11,887 |
| Maximum gross borrowing position during the year | 9,987 |
| Operational Boundary | 9,987 |
| Average gross borrowing position | 9,987 |
| Financing costs as a proportion of net revenue stream | 2.19% |

4. Treasury Position as at 31 March 2021

At the beginning and the end of 2020/21 the Authorities treasury position was as follows:

| | 31 March 2020 Principal £'000 | Rate/Return | Average Life yrs | 31 March 2021 Principal £'000 | Rate/Return | Average Life yrs |
|---------------------------------|-------------------------------------|--------------|---------------------|-------------------------------------|--------------|---------------------|
| Fixed rate funding: | | | | | | |
| PWLB | 9,987 | 4.27% | 37 | 9,987 | 4.27% | 36 |
| Other long term liabilities | 0 | | | 0 | | |
| Total debt | 9,987 | 4.27% | 37 | 9,987 | 4.27% | 36 |
| CFR* (year end position) | 7,969 | | | 7,550 | | |
| Over/(under) borrowing | 2,018 | | | 2,437 | | |
| Total investments | 17,410 | 1.02% | | 17,951 | 0.26% | |
| Net debt | (7,423) | | | (7,964) | | |

The maturity structure of the debt portfolio was as follows:

| | 31 March 2020 Actual £'000 | 2020/21 Original limits £'000 | 31 March 2021 Actual £'000 |
|----------------------|----------------------------------|-------------------------------------|----------------------------------|
| Under 12 months | 0 | 0 | 0 |
| 12 months to 2 years | 0 | 0 | 0 |
| 2 years to 5 years | 0 | 0 | 0 |
| 5 years to 10 years | 0 | 0 | 0 |
| 10 years and above | 9,987 | 9,987 | 9,987 |

| Investment Portfolio | Actual 31 March 20 £'000 | Actual 31 March 20 % | Actual 31 March 21 £'000 | Actual 31 March 21 % |
|-----------------------------|---|-------------------------------------|---|-------------------------------------|
| Treasury Investments | | | | |
| UK banks | 12,430 | 71% | 12,951 | 72% |
| Foreign bank (via Links) | 5,000 | 29% | 5,000 | 28% |
| Total | 17,430 | 100% | 17,951 | 100% |

5. The strategy for 2020/21

5.1 Investment strategy and control of interest rate risk

Investment returns which had been low during 2019/20, plunged during 2020/21 to near zero or even into negative territory. Most local authority lending managed to avoid negative rates and one feature of the year was the growth of inter local authority lending. The expectation for interest rates within the treasury management strategy for 2020/21 was that Bank Rate would continue at the start of the year at 0.75 % before rising to end 2022/23 at 1.25%. This forecast was invalidated by the Covid-19 pandemic bursting onto the scene in March 2020 which caused the Monetary Policy Committee to cut Bank Rate in March, first to 0.25% and then to 0.10%, in order to counter the hugely negative impact of the national lockdown on large swathes of the economy. The Bank of England and the Government also introduced new programmes of supplying the banking system and the economy with massive amounts of cheap credit so that banks could help cash-starved businesses to survive the lockdown. The Government also supplied huge amounts of finance to local authorities to pass on to businesses. This meant that for most of the year there was much more liquidity in financial markets than there was demand to borrow, with the consequent effect that investment earnings rates plummeted.

While the Authority has taken a cautious approach to investing, it is also fully appreciative of changes to regulatory requirements for financial institutions in terms of additional capital and liquidity that came about in the aftermath of the financial crisis. These requirements have provided a far stronger basis for financial institutions, with annual stress tests by regulators evidencing how institutions are now far more able to cope with extreme stressed market and economic conditions.

Investment balances have been kept to a minimum through the agreed strategy of using reserves and balances to support internal borrowing, rather than borrowing externally from the financial markets. External borrowing would have incurred an additional cost, due to the differential between borrowing and investment rates as illustrated in the charts shown above and below. Such an approach has also provided benefits in terms of reducing the counterparty risk exposure, by having fewer investments placed in the financial markets.

5.2 Borrowing strategy and control of interest rate risk

During 2020-21, the Authority maintained an over-borrowed position. This meant that the capital borrowing need, (the Capital Financing Requirement), has been exceeded by loan debt. The strategy for the CFR and the under/over borrowed position going forward will be discussed at the next meeting with our Treasury advisors.

The policy of avoiding new borrowing by funding capital from revenue and using reserves, has served well over the last few years. However, this will be kept under review to avoid incurring higher borrowing costs in the future when this authority may not be able to avoid new borrowing to finance capital expenditure and/or the refinancing of maturing debt.

Against this background and the risks within the economic forecast, caution was adopted with the treasury operations. The ACO therefore monitored interest rates in financial markets and adopted a pragmatic strategy.

Interest rate forecasts expected only gradual rises in medium and longer term fixed borrowing rates during 2020/21 and the two subsequent financial years. Variable, or short-term rates, were expected to be the cheaper form of borrowing over the period.

| | End Q2 2021 | End Q3 2021 | End Q4 2021 | End Q1 2022 | End Q2 2022 | End Q3 2022 | End Q4 2022 |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Bank Rate | 0.10% | 0.10% | 0.10% | 0.10% | 0.10% | 0.10% | 0.10% |
| 5yr PWLB rate | 1.20% | 1.20% | 1.30% | 1.30% | 1.30% | 1.40% | 1.40% |
| 10yr PWLB rate | 1.70% | 1.70% | 1.70% | 1.80% | 1.80% | 1.90% | 1.90% |
| 25yr PWLB rate | 2.20% | 2.20% | 2.30% | 2.40% | 2.40% | 2.40% | 2.50% |
| 50yr PWLB rate | 2.00% | 2.00% | 2.10% | 2.20% | 2.20% | 2.20% | 2.30% |

6. Borrowing Outturn

- 6.1 It was anticipated at the beginning of 2020/21 that the Authority would have surplus funds available for short-term investment, either within its Special Interest Bearing Account (SIBA) at its bankers or through the money market. As at the 31st March 2021 the SIBA account is paying a rate of 0.01%.
- 6.2 The Authority's call-account with Barclays Bank has been used during 2020/21. As at 31st March 2021 the Barclays account is paying a rate of 0.01%.
- 6.3 The Authority's 120-Day Interest account with Santander has continued to be used during 2020/21. During 2020/21 this account was paying a rate of 0.55% but reduced to 0.50% as at 2nd November and remained that as at 31st March 2021.
- 6.4 The Authority's 180-Day Interest account with Santander has continued to be used during 2020/21. During 2020/21 this account was paying a rate of 0.60% but reduced to 0.58% as at 2nd November and remained that as at 31st March 2021.

- 6.5 The Authority's 95-Day Interest account with Lloyds Bank has been continued to be used during 2020/21. During 2020/21 this account was paying a rate of 0.30% but reduced to 0.10% as at 2nd November. Notice was given in mid-August and monies returned. However, funds were then replaced at a continued rate of 0.10% but reduced to 0.05% and remained that as at 31st March 2021.
- 6.6 The Authority has re-invested two maturing deposits with Qatar National Bank during 2020/21, via our Treasury Agents, Link Asset Services. The two fixed term investments were for six months at a rate of 0.47% and 0.32% and matured in January 2021 and February 2021. (£2.25M and £2.75M). Both of these deposits were then re-invested with Qatar National Bank for six months at a rate 0.32% and 0.25%, due to mature in July 2021 and August 2021.
- 6.7 During 2020/21 the Authority did not use Money Market Funds for short-term investments.
- 6.8 Borrowing has not been undertaken in 2020/21 to finance the Capital Programme. The funding for the 2020/21 Capital Programme was through Grant and revenue contributions.

No debt rescheduling was done during the year as the average 1% differential between PWLB new borrowing rates and premature repayment rates made rescheduling unviable.

7. Investment Outturn

Investment Policy – the Authorities investment policy is governed by MHCLG investment guidance, which has been implemented in the annual investment strategy approved by Members on 11th February 2021. This policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies, supplemented by additional market data, (such as rating outlooks, credit default swaps, bank share prices etc.).

The investment activity during the year conformed to the approved strategy, and the Authority had no liquidity difficulties.

Resources – the Authorities cash balances comprise revenue and capital resources and cash flow monies. The Authorities core cash resources comprised as follows:

| Balance Sheet Resources (£m) | 31 March 2020 | 31 March 2021 |
|--|---------------|---------------|
| | £'000 | £'000 |
| Balances | 2,600 | 2,400 |
| Earmarked reserves | 12,858 | 13,505 |
| Grants and other Contributions unapplied | 159 | 159 |
| Usable capital receipts | 564 | 507 |
| Total | 16,181 | 16,571 |

Investments held by the Authority

- the Authority maintained an average balance of £15M of internally managed funds
- The internally managed funds earned an average rate of return of 0.26%
- The comparable performance indicator is the average Local Authority 7 Day LIBID uncompounded rate which was -0.08%
- Total investment income was £83,993 lower than the set budget of £115,400

**ANDREW HOPKINSON
CHIEF FIRE OFFICER**

**GAVIN CHAMBERS
TREASURER**

REPORT AUTHOR: CHIEF FIRE OFFICER

SUBJECT: WORK PROGRAMME 2021/22

For further information on this report contact: Nicky Upton
Democratic & Regulatory Services Supervisor

Background Papers: None

Implications (tick ✓):

| | | | | |
|-----------------|-------|---|------------------------|--|
| LEGAL | | | FINANCIAL | |
| HUMAN RESOURCES | | | EQUALITY IMPACT | |
| ENVIRONMENTAL | | | POLICY | |
| CORPORATE RISK | Known | ✓ | OTHER (please specify) | |
| | New | | | |

Any implications affecting this report are noted at the end of the report.

PURPOSE:

To review and report on the work programme for 2021/22 and to provide Members with an opportunity to request additional reports for the Fire Authority meetings.

RECOMMENDATION:

That Members consider the work programme for 2021/22 and note the 'cyclical' Agenda Items for each meeting in 2021/22.

**ANDREW HOPKINSON
CHIEF FIRE OFFICER**

FIRE AND RESCUE AUTHORITY - PROGRAMME OF WORK 2021/22

| Meeting Date | 'Cyclical' Agenda Items | | Additional/Commissioned Agenda Items | |
|--------------|-------------------------|-------|--------------------------------------|-------|
| EXECUTIVE | Item | Notes | Item | Notes |
| 2 Sept 2021 | Portfolio Lead Updates | | | |
| | | | | |

| Meeting Date | 'Cyclical' Agenda Items | | Additional/Commissioned Agenda Items | |
|--------------|---|-------|---|---------------------|
| | Item | Notes | Item | Notes |
| 7 Sept 2021 | Communications | | Fire Protection Statistics – National Benchmarking Comparison | DCFO added 19.04.21 |
| | ASC Minutes from 14.07.21 | | Annual Report including the Statement of Assurance | CFO added 21/06/21 |
| | Executive Committee Minutes from 02.09.21 | | | |
| | Q1 Performance Report, Programmes and Projects | | | |
| | Planning report for the 2022/23 Revenue Budget, Capital Programme and Council Tax Setting | | | |
| | Blue Light Collaboration Strategic Board | | | |
| | Work Programme | | | |
| | Information Bulletin (Q1 Apr – June) | | | |

| Meeting Date | 'Cyclical' Agenda Items | | Additional/Commissioned Agenda Items | |
|----------------|-------------------------|-------|--------------------------------------|-------|
| EXECUTIVE | Item | Notes | Item | Notes |
| 7 October 2021 | Portfolio Lead Updates | | | |

| Meeting Date | 'Cyclical' Agenda Items | | Additional/Commissioned Agenda Items | |
|-----------------|--|-------------------|---|-------|
| | Item | Notes | Item | Notes |
| 2 November 2021 | Communications | | Fire Response Statistics – National Benchmarking Comparison | |
| | Executive Committee Minutes from 07.10.21 (provisional mtg) | | | |
| | ASC Minutes from 21.09.21 | | | |
| | 2021/22 Budget Monitoring | | | |
| | Mid-Year Treasury Update | | | |
| | Q2 Performance Report, Programmes and Projects Update | | | |
| | Procurement Policy and Contract Procedures (Reviewed every 2 years, due 2021) | | | |
| | Operational Business Continuity Arrangements Annual Review | Restricted report | | |
| | Work Programme | | | |

| Meeting Date | 'Cyclical' Agenda Items | | Additional/Commissioned Agenda Items | |
|---------------------|-------------------------|-------|--------------------------------------|-------|
| EXECUTIVE | Item | Notes | Item | Notes |
| 30 November 2021 | Portfolio Lead Updates | | | |
| | | | | |

| Meeting Date | 'Cyclical' Agenda Items | | Additional/Commissioned Agenda Items | |
|------------------|---|-------|--------------------------------------|-------|
| | Item | Notes | Item | Notes |
| 14 December 2021 | Communications | | | |
| | Executive Committee Minutes from 30.11.21 | | | |
| | Public Sector Equality Duty Report | | | |
| | 2021/22 Revenue Budget and Capital Programme Monitoring | | | |
| | Draft 2022/23 Revenue Budget, Capital Programme and Council Tax | | | |
| | 2019-23 Community Risk Management Plan – draft 2022/23 Annual Action Plan | | | |
| | Members' Allowances Scheme | | | |
| | Calendar of Meetings for 2022/23 | | | |
| | Blue Light Collaboration Strategic Board | | | |
| | Information Bulletin (Q2 July – Sept) | | | |
| | Work Programme | | | |

| Meeting Date | 'Cyclical' Agenda Items | | Additional/Commissioned Agenda Items | |
|-----------------|-------------------------|-------|--------------------------------------|-------|
| EXECUTIVE | Item | Notes | Item | Notes |
| 20 January 2022 | Portfolio Lead Updates | | | |
| | | | | |

| Meeting Date | 'Cyclical' Agenda Items | | Additional/Commissioned Agenda Items | |
|------------------|---|-------|--------------------------------------|-------|
| | Item | Notes | Item | Notes |
| 10 February 2022 | Communications | | | |
| | Executive Committee Minutes from 20.01.22 (provisional mtg) | | | |
| | ASC Minutes from 02.12.22 | | | |
| | Revenue Budget and Capital Programme Monitoring (current year) | | | |
| | The 2022/23 Revenue Budget, Capital Programme and Council Tax setting | | | |
| | 2019-23 Community Risk Management Plan - Consultation Update | | | |
| | Treasury Management Strategy and Practices | | | |
| | Localism Act 2011 – Pay Policy Statement 2022 | | | |
| | Information Bulletin (Q3 Oct – Dec) | | | |
| | Work Programme | | | |

| Meeting Date | 'Cyclical' Agenda Items | | Additional/Commissioned Agenda Items | |
|---------------|-------------------------|-------|--------------------------------------|-------|
| EXECUTIVE | Item | Notes | Item | Notes |
| 15 March 2022 | Portfolio Lead Updates | | | |

| Meeting Date | 'Cyclical' Agenda Items | | Additional/Commissioned Agenda Items | |
|---------------|---|-------|--------------------------------------|-------|
| | Item | Notes | Item | Notes |
| 24 March 2022 | Communications | | | |
| | Executive Committee Minutes from 15.03.22 | | | |
| | Proposed Indicators and Targets for 2022/23 | | | |
| | Blue Light Collaboration Strategic Board | | | |
| | Q3 Performance Report, Programmes and Projects Update | | | |
| | CRMP pre-publication report | | | |
| | Work Programme | | | |

| Meeting Date | 'Cyclical' Agenda Items | | Additional/Commissioned Agenda Items | |
|---------------|-------------------------|-------|--------------------------------------|-------|
| EXECUTIVE | Item | Notes | Item | Notes |
| 26 April 2022 | Portfolio Lead Updates | | | |
| | | | | |

| Meeting Date | 'Cyclical' Agenda Items | | Additional/Commissioned Agenda Items | |
|---------------|---|--|--------------------------------------|-------|
| | Item | Notes | Item | Notes |
| 28 April 2022 | Communications | | | |
| | Executive Committee Minutes from 19.04.22 (provisional mtg) | | | |
| | ASC Minutes from 03.03.22 | | | |
| | Q4 Performance Report, Programmes and Projects update | | | |
| | Fire Prevention Statistics - National Benchmarking Analysis (Annual) | Recurring item requested by Chair, Cllr Chatterley | | |
| | Asset Management Strategy (reviewed every 3 years, next review 2021/22) | | | |
| | Disposal of Assets under the Scheme of Delegated Authority | | | |
| | Information Bulletin (Q4 Jan – March) | | | |
| | Work Programme | | | |



Bedfordshire Fire and Rescue Service

For publication

15 July 2021

Bedfordshire Fire and Rescue Authority

Information Bulletin

April to June 2021



Personnel

Statistics Covering Period April to June 2021

Wholetime Uniformed Staff:

Strength as at 31 March 2021 : 287
(Including 3 Gold Book)

Firefighters on the Retained Duty System:

Strength : 152 (104 primarily, 48 WTR)
(Includes whole time retained)

Appointments:

Whole time Duty System : 0
Retained Duty System : 12
Support Staff : 3

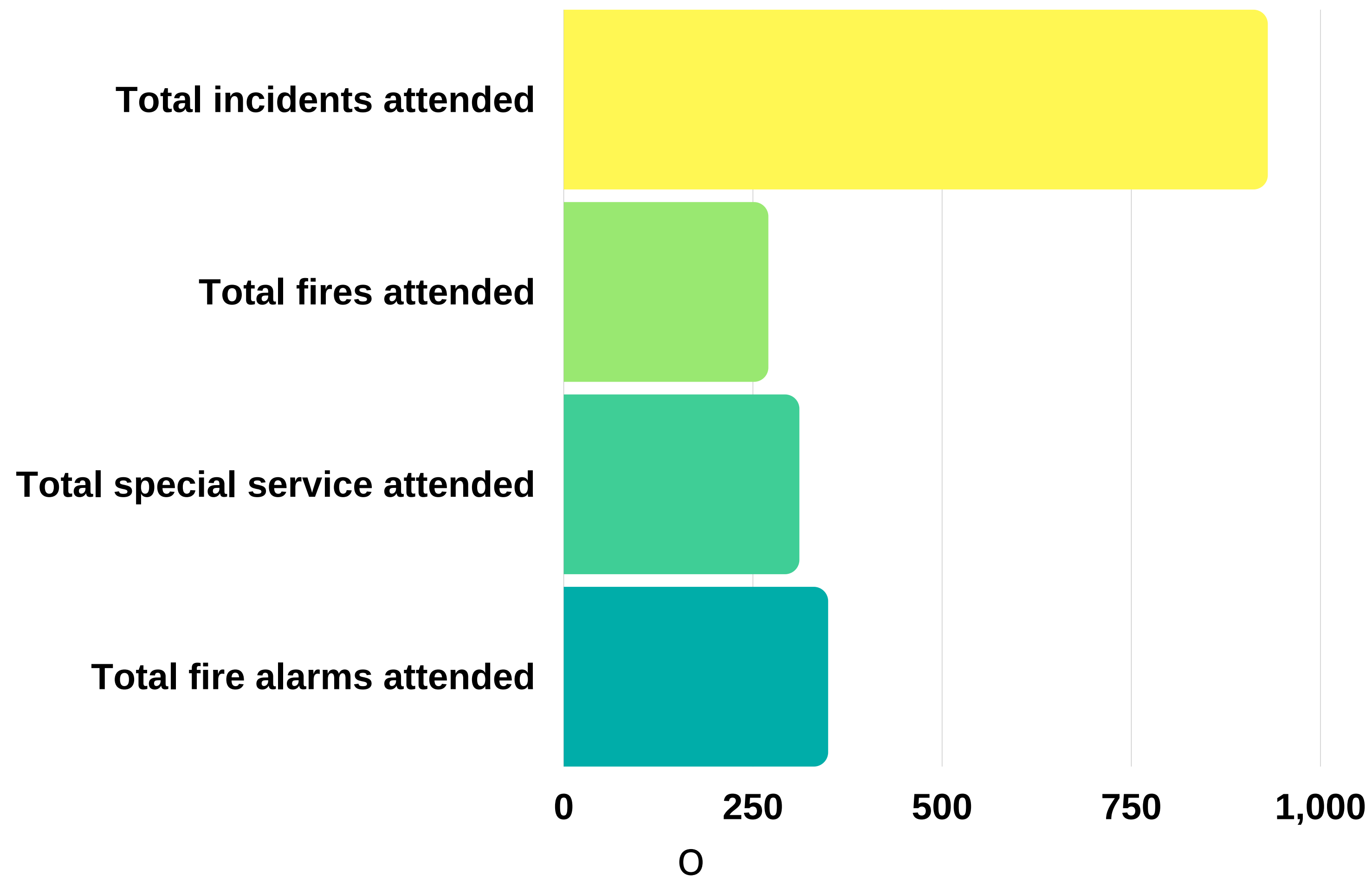
Leavers:

Whole time : 7
Retained : 5
Support Staff : 5



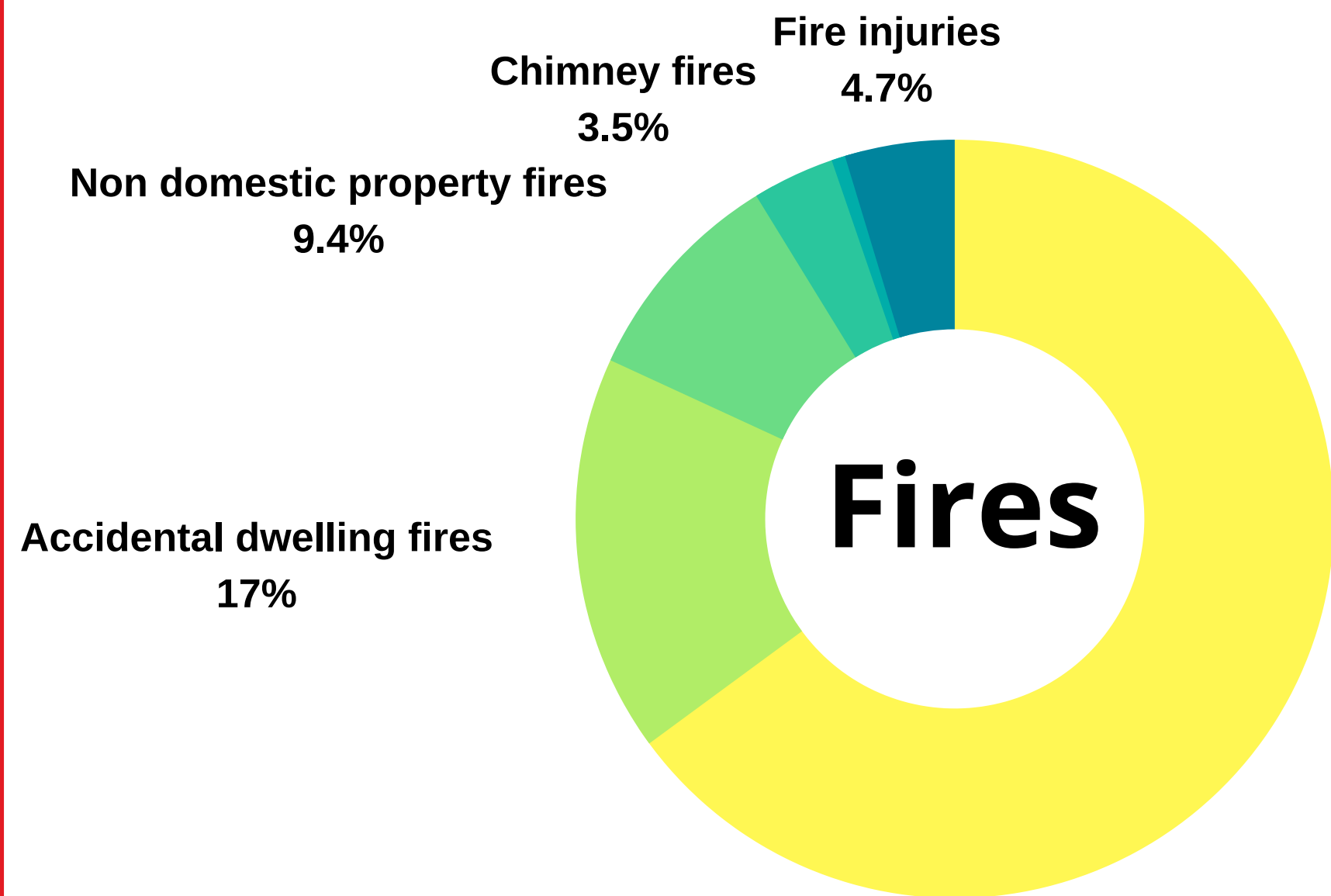
Operations

Statistics for the Period April to June 2021

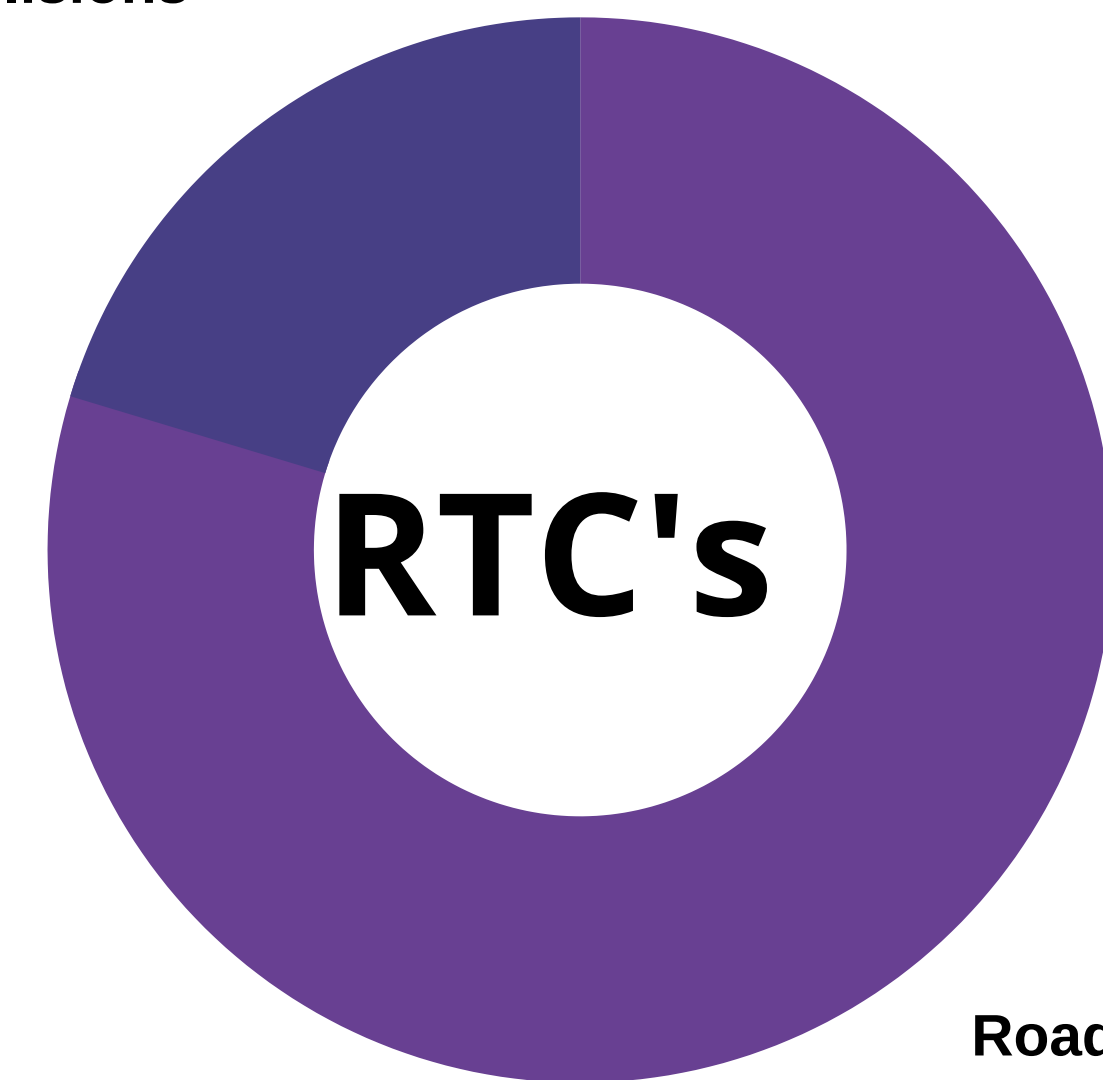




Operations (breakdown)



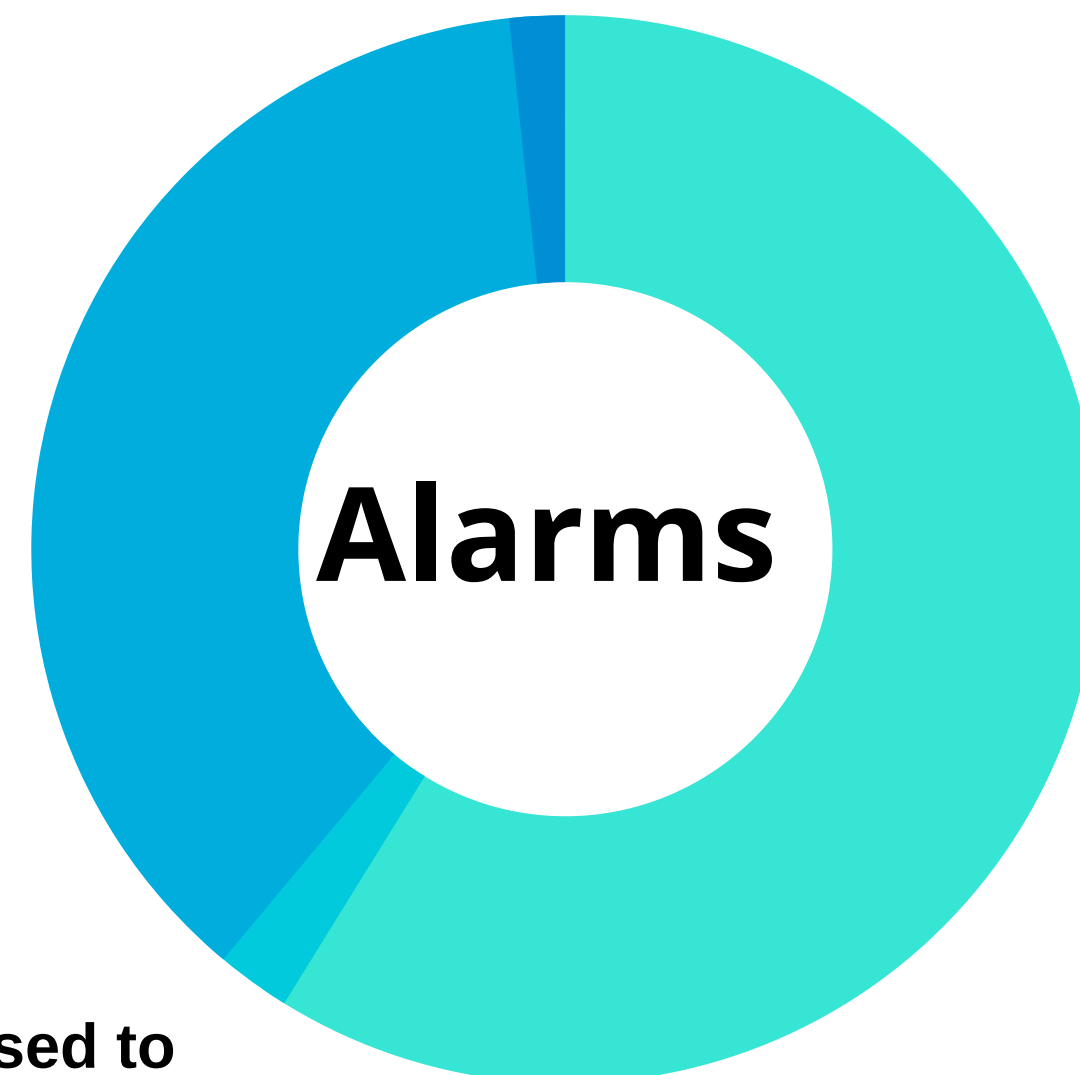
Road traffic collisions
20.3%



Primary fires
64.9%

Malicious false alarm
1.7%

False alarm good intent
37.3%



Alarms caused by apparatus
58.8%

OTB mobilised to
2.2%



Examples of incidents attended

**Transportation Fire Car
Grafton Road, Bedford
9 April 2021 – 0156 hours
Rescue Pump from Bedford. 1
car and 1 light van 100%
involved in fire, 1 HR and 2 BA
under stage 1 entry
procedures, incident handed
over to police to ascertain
owners and secure removal of
vehicles. Crews experienced
difficulty in reaching the cars
quicker due to poorly parked
cars in the road.**

**(Contact Station Commander J
Clarke, Bedford and Harrold
Fire Stations, Tel 01234 245501)**

RTC

**Transportation RTC Up To 2 Persons (No
LGV)
High Street, Biggleswade
30 May 2021 – 2015 hours
Rescue Pump from Shefford,
Technical Rescue Unit from
Dunstable, Rescue Unit Kempston
and Rescue Pump from Kempston.
RTC involving 3 cars, 6 persons self
extricated. One 50 year old female
and one 15 year old boy assisted
from vehicle. All casualties assessed
by paramedics for superficial
injuries. Scene safety zone
implemented by FS. Incident
handed over to Police.**

**(Contact Station Commander I Finch,
Biggleswade, Potton, Sandy and
Shefford Fire Stations, Tel 07912
493250)**

RTC



Examples of incidents attended

**Transportation RTC 3 or More Persons
Beechwood Road, Luton**

13 June 2021 - 2117 hours

2 Rescue Pumps from Luton, Rescue Pump from Stopsley and Rescue Unit from Stopsley. RTC involving two vehicles, one vehicle fled scene, one male casualty in care of Ambulance. Scene safety zone implemented by Fire Service, incident left with Police.

**(Contact Station Commander
A Doherty,**

**Luton and Toddington Fire Stations,
Tel 01582 875218)**

RTC

Fire Outside Unknown

Green Close, Luton

16 April 2021 - 2148 hours

2 Rescue Pump from Luton. Kitchen fire, approx. 30% smoke damage to kitchen, one 60 year old male being conveyed to hospital by Ambulance Service. Secondary fire on external scaffolding balcony, caused by chip pan being thrown from flat 56 by resident. Fire extinguished by members of the public prior to arrival of FS, 1 TIC, trauma care bag in use.

**(Contact Station Commander A
Doherty, Luton and Toddington Fire
Stations,
Tel 01582 875218)**

Fire



Examples of incidents attended

**Fire Prisons and Secure Accommodation
St Loyes Street, Bedford
1 May 2021 - 1842 hours
2 Rescue Pumps from Kempston,
Rescue Pump from Bedford and
Aerial Platform from Bedford. Fire
in cell 3 of segregation unit. 1 male
rescued from cell by Prison Officers.
Treated by Fire Crews for smoke
inhalation using O2 therapy
equipment. Fire extinguished using
prison Hydro mist system. TIC used.**

**(Contact Station Commander J
Clarke,
Bedford and Harrold Fire Stations,
Tel 01234 245501)**

Fire

**Fire Outside Unknown, Make Pumps 3
Fieldside, Bedford
13 June 2021 - 0229 hours
2 Rescue Pumps from Bedford and
Rescue Pump from Kempston.
Motorcycle fire in front garden spread to
two storey brick built house, measuring
approx. 8m x 5m, ground floor 70%
damaged by fire, first floor 30% damaged
by fire. All persons accounted for. 2 BA
under rapid deployment, 2 BA under
stage 1, 2 HR jets, 1 covering jet, 2 TICs in
use. Fire investigation level 1 completed.**

**(Contact Station Commander J Clarke,
Bedford and Harrold Fire Stations,
Tel 01234 245501)**

Fire



Examples of incidents attended

**Rescue from Height
Woodstock Road, Bedford
27 April 2021 - 1742 hours**

Rescue Pump from Bedford, Aerial Platform from Bedford, Technical Rescue Unit and Special Rescue Unit from Dunstable and Rescue Unit from Kempston. 1 42 year old man rescued from top of garage flat roof of domestic property using basket stretcher and aerial platform. 2 Firefighters in working at heights PPE, roof safety system implemented and scene safety implemented by Fire Service.

(Contact Station Commander J Clarke, Bedford and Harrold Fire Stations, Tel 01234 245501)

Rescue

**Special Service Co Responder
Western Way, Sandy**

**16 May 2021 - 2032 hours
CRU from Potton. 78 year old male suffering from possible stroke. Observation taken, trauma care bag in use. Casualty handed into care of medical professionals. Safe and well details taken.**

(Contact Station Commander I Finch, Biggleswade, Potton, Sandy and Shefford Fire Stations, Tel 07912 493250)

Rescue



Examples of incidents attended

Special Service Flooding Inside Vincent Road, Luton

13 June 2021 – 1604 hours

**Rescue Pump from Luton. Electricians in
flat 10 affected by water and isolated.**

**Entry gained to flat 12 through open
window using triple extension ladder.**

**Water leak from combination boiler
now isolated. Occupant from flat 12
contacted and advice given.**

**(Contact Station Commander A
Doherty,**

**Luton and Toddington Fire Stations, Tel
01582 875218)**



Letters of appreciation or complaint

Complaint:

One complaint received for this period has passed Stage 1.

Appreciation:

We continue to receive letters of appreciation from members of the public, schools and organisations that we visit and/or assist with charitable events.

The following is a selection:

Compliment received from Central Bedfordshire Council running lateral flow testing in Leighton Buzzard - "Just wanted to say a HUGE thank you to you and your team of firefighters at Leighton Buzzard for your visit last Tuesday. The fire engine and crew were very impressive and we had lovely photographs on CBC Facebook"



Letters of appreciation or complaint

Thank you from BCH police who attended the water safety training in Harrold. - I just wanted to write and say thank you for delivering our water training last week. It was one of the best courses we have done and the whole team thoroughly enjoyed it. It was delivered in a relaxed manner, with consideration for all levels and ability with support given to those who needed it. The hospitality was great especially the provision of full fat Coke 😊 I was really impressed with the whole course and from one training team to another we thought you were all excellent and we look forward to continued training and deployments with you in the future. Darren - thank you, for supporting us with this training and I just wanted to let you know that the Matt's and Dave's were a credit to Beds Fire and Rescue Service. Insp 1232 Iain Clark, Unit Head for Operational Support Unit /CT SeCCo. #WeveGotYourBack #EveryContactCounts



Letters of appreciation or complaint

Compliment received from member of the public - Firstly may I offer my sincere thanks to the fire team who attended and were really wonderful last night. I have never been so happy to see a fire engine. I am genuinely grateful they arrived and got everything under control so quickly! Big hug and thanks to all of them.

Compliment received from member of the public - Hi, The fire team came out today to check as I could smell burning, they did a full check which I am extremely grateful for, nothing was found but they were extremely friendly and didn't make me feel like a total wally for calling them out. Thank you so much for your help.