



BEDFORDSHIRE FIRE AND RESCUE AUTHORITY

Members of Fire and Rescue Authority.

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

Central Bedfordshire Councillors: J Chatterley, R Berry, 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 **Lecture Theatre, Dunstable Community Fire Station, Brewers Hill Road, Dunstable LU6 1AA** (option to join via MS Teams: [Click here to join the meeting](#)) on **Tuesday, 7 June 2022** starting at **2.00 pm**.

John Atkinson
Monitoring Officer

AGENDA

Item	Subject	Lead	Purpose of Discussion
1.	Membership	Monitoring Officer	
2.	Apologies	Monitoring Officer	
3.	Election of Chair 2022/23	Monitoring Officer	
4.	Election of Vice Chair 2022/23	Monitoring Officer	

Item	Subject	Lead	Purpose of Discussion
5.	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).
6.	Communications	Chair	
7.	Minutes	Chair	To confirm the Minutes of the meeting held on 24 March 2022 (Pages 5 - 20)
8.	Public Participation	Chair	To receive any questions put to the Authority under the Public Participation Scheme
9.	Executive Committee meeting 26 May 2022	Chair	To receive the minutes of the Executive Committee meeting held on 26 May 2022 – to follow
10.	Authorisation of Members to Report to the Constituent Councils on Meetings of the Fire and Rescue Authority	Monitoring Officer	To consider a report (Pages 21 - 22)
11.	Representation on Local Government Association (LGA) Matters	Monitoring Officer	To consider a report (Pages 23 - 24)
12.	Appointment of Committees	Monitoring Officer	To consider a report (Pages 25 - 34)
13.	Members Briefing on the contents of the Home Office White Paper on Reforming the Fire and Rescue Service	CFO	To consider a report (Pages 35 - 40)
14.	Member Development Programme	ACO	To consider a report (Pages 41 - 46)
15.	Work Programme	CFO	To consider a report (Pages 47 - 54)

Item	Subject	Lead	Purpose of Discussion
Next Meeting		10.00 am on 20 July 2022 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 24 MARCH 2022

Present: Councillors J Chatterley (Chairman), J Burnett, K Choudhry, P Duckett, D Franks, M Headley, D McVicar and Y Waheed

CFO A Hopkinson, ACFO A Kibblewhite, ACO G Chambers, Mr J Atkinson and Mr S Franks were also present.

Councillors C Atkins and J Gambold, AC I Evans, AC S Auger and Craig Carter of the FBU observed the meeting via Teams

21-22/FRA/100 Apologies

Apologies for absence were received from Councillors Berry and Shingler and the Deputy Chief Fire Officer.

21-22/FRA/101 Declarations of Disclosable Pecuniary and Other Interests

There were no declarations of disclosable pecuniary and other interests.

21-22/FRA/102 Communications

The Chair stated that he had circulated all communications to Members as was his standard practice. These included conformation of the new NJC pay rates and the subsequent Green Book pay award and a letter that Andrew Selous, MP had written to the Minister regarding the Fire Services Reform White Paper.

Decarbonisation Grant

The Assistant Chief Officer and Treasurer advised that the Service had been awarded a grant of circa £594,000 from the Government's decarbonisation fund. This would fund the replacement of the boilers at the Northern Area Office, Southern Area Office and Leighton Buzzard, Ampthill and Stopsley Community Fire Stations with ground source heat pumps, including all project management costs. The projects need to be completed by 31 March 2023.

Successful Fire Safety Prosecution

Area Commander Evans, Head of Prevention and Protection, reported on a successful prosecution on 18 March 2022 of the responsible person of Broadway House, Bedford. Following the issuing of an Enforcement Notice, the responsible person had not made the improvements required and therefore this was progressed to prosecution. Guilty pleas had been made in relation to four separate offences, with fines of £40,000 and full costs awarded to the service.

A fire safety audit conducted in 2019 had identified a number of failings at the four-storey property, which was used as a multi-occupancy office building, as the fire warning system was inadequate and the means of external escape was extremely compromised (this was confirmed by an image shared with Members). Unfortunately, improvement works to the external staircase had still not been carried out. There had been delays in this case being heard as there was a backlog of court cases as the result of COVID, and it was recognised that this was a very resource intensive process.

In response to questions, Area Commander Evans advised that Prohibition Notices, which prohibited the use of the building until the required fire safety improvements were made, were usually only issued where there was a sleeping risk, for example, in cases of Houses in Multiple Occupation.

A written response to a query relating to whether the tenants of the building had been kept informed of the situation and were aware of the fire safety risks would be provided to Members following the meeting.

To date, the Service had issued 20 Prohibition Notices and 3 Enforcement Notices this year. The majority of formal action had been taken in relation to Houses in Multiple Occupation, or where sleeping accommodation was found being provided within shops or above shops with no separate external escape routes. This was a significant increase from the number of Notices issued in previous years.

21-22/FRA/103 Minutes

RESOLVED:

That the Minutes of the meeting held on 10 February 2022 be confirmed as a true record.

21-22/FRA/104 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/105 Executive Committee meeting 18 March 2022

The Chair introduced the Minutes of the meeting of the Executive held on 18 March 2022. At the meeting, the Executive had received a report of the Secretary and Monitoring Officer following his review of the Scheme of Delegation. The proposed minor changes recommended had been agreed subject to the inclusion of the following being retained for Member decision: Budget and Medium Term Financial Strategy; Treasury Management Strategy; Asset Management Strategy/Plans; and Decision of closure and/or relocation of fire stations.

It was acknowledged that a further review would most likely be required following the publication of the White Paper on Fire Service Reform.

RESOLVED:

1. That the Minutes of the meeting of the Executive held on 18 March 2022 be received.
2. That the revised scheme of delegation be adopted as submitted by the Executive, which included the following items being included at Paragraph 1.4:
 - Budget and Medium Term Financial Strategy;
 - Treasury Management Strategy;
 - Asset Management Strategy/Plans; and
 - Decision of closure and/or relocation of fire stations.

21-22/FRA/106 Audit & Standards Committee meeting 3 March 2022

Councillor Atkins introduced the Minutes of the informal meeting of the Audit and Standards Committee held on 3 March 2022. In doing so, she highlighted that the Authority would have to ratify the decisions made at the meeting, particularly in relation to the following:

- The audit fees proposed by Ernst & Young (EY) had not been accepted by the Committee and the Committee had recommended that the Authority refer this to Public Sector Audit Appointments Ltd (PSAA), as had been done the previous year for the 2019/2020 accounts. It was noted that the intervention of PSAA had resulted in a saving of £20,000 to the Authority, as PSAA had approved a £13,000 fee increase against the £33,000 originally proposed by the external auditors.
- The Statement of Accounts and Annual Governance Statement would need to be agreed prior to a letter of representation being signed by the Chair of the Committee and the Treasurer at the conclusion of the audit.
- The Internal Audit Plan for 2022/23 needed to be approved.

Councillor Atkins further reported that Neil Harris, who had been leading the audit of the Authority's accounts for a number of years for EY, had recently been appointed as the Director of Local Audit for the Financial Reporting Council and offered her congratulations to Neil Harris on this appointment.

The Assistant Chief Officer and Treasurer advised that the audit of the 2020/2021 Statement of Accounts had not been completed, therefore the letter of representation could not be signed at this stage. It was hoped that the audit would be concluded prior to the end of the month and Members would be kept advised of progress.

In response to a question, the Assistant Chief Officer and Treasurer confirmed that the delay in the completion of the audit had been impacted by well-discussed capacity issues within the external audit sector. Over half of all local government audits relating to the Statement of Accounts for 2020/21 had not yet been completed.

RESOLVED:

That the Minutes of the meeting held on 3 March 2022 be received and all the decisions made by the Committee, informally, be ratified.

21-22/FRA/107 Treasury Management Strategy and Practices

The Assistant Chief Officer and Treasurer submitted his report on the review the Authority's Treasury Management Strategy Statement and Treasury Management Policies. There were no material changes being proposed. The Authority currently had a total borrowing of £9.987 million, short-term investments of up to £6.75 million (£16.7 million if including short term notice accounts (95 to 180 day notice)) and budgeted interest of £65,000 in 2022/23 from investments.

Further consideration of ESG (environmental, social and governance) issues, and if these should be referred to specifically in the Treasury Management Strategy, would take place later in the year.

Members were asked to express a view as to whether they would like to receive training from Link Asset Services, the Authority's treasury management advisors, on treasury management during 2022/23.

In response to a question on the Authority's borrowing, the Assistant Chief Officer and Treasurer confirmed that, as reported previously, the penalties to restructure the debt or pay it off early remained prohibitive.

The Authority was advised that it held no direct investments in Russia, Belarus or Ukraine, or some of the more volatile emerging markets.

RESOLVED:

1. That the following documents be approved, noting that ESG considerations would be examined during the year:

- i. Treasury Management Strategy Statement
- ii. Minimum Revenue Provision Policy and Annual Investment Strategy
- iii. Treasury Management Practices

2. That Treasury Management training be provided to Members of the Authority in 2022/23.

21-22/FRA/108 Q3 2021/22 Performance Report Update (September - December)

The Authority received the report of the Chief Fire Officer which provided a summary of organisational performance at the end of the third quarter of the financial year. In introducing the report, the Assistant Chief Fire Officer referred to the charts which provided a summary of overall performance. These illustrated that 63% of the indicators were meeting or exceeding target levels, 21% were below target and 16% were within a small percentage of their target levels. 52% of indicators illustrated improved performance when compared to the previous reporting year.

Prevention

Area Commander Ian Evans provided an update on indicators in the prevention area as follows:

- The total number of primary fires had decreased and was currently reporting at 20% below the five year average.
- Accidental dwelling fires were 26% below the five year average and it was anticipated that this indicator would achieve its lowest level at year end.
- Unfortunately, there had been five fire fatalities to date. Three of these related to fires resulting from vehicle collisions, with the remaining two relating to a dwelling fire and a fire arising from an outdoor waste fire. Performance against this indicator varied throughout the years.
- There had been an increase in the number of primary fire fatalities where the casualty was taken to hospital with injuries. Analysis was being undertaken to identify the reason for the increase in the context of the reduction in the number of primary fires. It could be that more accurate data was being captured, as historically the Service had one of the lowest levels of primary fire fatalities in England, with this years' performance closer to the average.
- The number of Safe and Well Visits conducted had not reached its target level. It was noted that this was set as a stretch target and the Service was on track to deliver more than the previous year, which itself was the highest number on record. The continued reduction in dwelling fires demonstrated the positive impact of this stretch target. However, the Service also used ACORN data to target vulnerable individuals who were more likely to experience accidental dwelling fires.
- The target for deliberate dwelling fires had been missed by 2.3%. The Service was liaising with the Police on repeat locations.

The Assistant Chief Fire Officer reported that there was a regional trend of increasing numbers of fire fatalities arising from road traffic collisions.

Members discussed whether it would be possible to report fire fatalities from road traffic collisions separately, as the Service had no control over these incidents. The CFO noted the review of the Service KPI suite would disaggregate preventable fire deaths from the total number.

It was noted that a deliberate fire did not have the same definition of arson and so these incidents would not always be reported to the Police.

Protection

Area Commander Evans reported on exceptions as follows:

- A national shortage of qualified Fire Safety Inspectors, and a 40% vacancy rate to these posts in the Service, coupled with the volume and complexity of those received, had resulted in the Service being unable to meet its target relating to the percentage of building regulations consultations completed on time.
- The Service was achieving its target for the number of fire safety audits and inspections completed, in part as operational staff had been conducting some of the lower risk audits.
- There had been an increase in the number of Automatic Fire Detector false alarms in non-domestic properties. The largest percentage of alarms related to care/retirement homes. Attempts had been made to reduce this through call-handling. Analysis of call handling to try to understand why the number of attendances to AFD false alarms appeared to be rising and how this might be reduced had been delayed as a result of the changeover to the new mobilising system.

Response

The Assistant Chief Fire Officer provided an update on indicators in the response area as follows:

- The number of fires attended had decreased, whilst the number of special services had increased, leading to an overall increase in the number of incidents attended.
- Reporting against the indicator measuring call-handling time had been impacted by the changeover to the new mobilising system.
- RDS availability of first pump - primary available or alternate available continued to be a challenge, with a refreshed on-call project to improve recruitment and retention commencing shortly.

- The percentage of time whole-time global crewing availability enabled 9 riders on 2 pump responses remained a challenge as staff continued to isolate during the pandemic and the Service had also lost 39 drivers through retirement or leaving. However, global crewing levels remained at 94%.

The Chief Fire Officer confirmed that his top priority was to improve appliance availability.

Empowering

The Assistant Chief Fire Officer reported on the empowering indicators as follows:

- Both Human Resource indicators were on target.
- The impact on training due to the pandemic continued to be monitored, with a few of the training indicators reporting as Amber for the quarter. There had been a particular impact in relation to the training courses run at London-Luton Airport.
- All of the health and safety indicators were reporting as red for the quarter.
- The number of serious accidents equated to three injuries which resulted in the individual being off for over 28 days. Two of these injuries were sustained during training exercises. All three incidents had been subject to an accident investigation.
- The number of working days/shifts lost to accidents per 1000 employees (excluding On Call (RDS) employees) was due primarily to an additional 75.5 working days/shifts lost in the quarter, with 29.5 of these days the result of three workplace accidents within this category.
- The number of 24 hour cover periods lost to accidents per 1,000 RDS employees was reporting as red as a number of these cover period were associated with long-term sickness following and injury sustained in 2019 during hot fire training, with the individual remaining off work. In 2022-23 the figure would be split for reporting for an accurate comparison.

Fleet

It was noted that all indicators were on track to achieve their target.

Finance

The Assistant Chief Officer and Treasurer reported that only one indicator was reporting as amber, which was the percentage of uncontested invoices paid within 30 days. There had been an improvement in performance from quarter two, with budget managers continuing to be advised that valid purchase orders must be in place.

RESOLVED:

That Members consider the Service's performance against the delivery of the Authority's Community Risk Management Plan (CRMP) at the end of Quarter 3 and consider any issues arising.

21-22/FRA/109 Portfolio Leads Updates: Prevention & Protection and Operational Response and Resilience

Prevention & Protection

Area Commander Evans provided an update on key prevention and protection workstreams, including:

- The Prevention Team was currently undergoing a cost-neutral restructure. New posts included a Safeguarding Advisor and Volunteer Manager. The Service already had a great deal of experience in managing volunteers but it was hoped that by providing a distinct post, the level of volunteers would increase, recognising that there would always be a high level of attrition.
- A new Home Fire Safety Visit e-Form was being developed to improve data collection and to align to the new NFCC Person Centred Framework.
- The Service had been leading in respect of the Pan-Bedfordshire Hoarding Panel. This was being well supported by partner organisations.
- As a result of the pandemic, a number of school visits had been cancelled and the Service had identified a new way of providing these. Staff based at Dunstable Community Fire Station, supported by the Prevention team, trialled a virtual Year 2 visit to deliver virtual lessons for schools. As this had been very successful, this was now being rolled out to all whole time and on call stations.
- Work continued against the Grenfell Tower Action Plan, with all inspections of high-rise residential accommodation initiated by the Government formally concluded.
- Operational crews had utilised during 2021 to undertake basic fire safety checks on low and medium rise residential accommodation, with a total of 906 inspections completed. This had resulted in a number of Prohibition Notices, and three Enforcement Notices, being issued as reported earlier in the meeting.
- The successful prosecution had also been reported earlier in the meeting.
- The Service had received £264,000 in grant funding to uplift capacity and competency in protection work. The final instalment of the grant, £86,000, had recently been received. The grant had funded additional Fire Safety Adviser posts, training and professional development for staff, and improvements in software and IT. It was anticipated that the Service would receive another grant for 2022/23.
- The Service had received funding from the Office of the Police and Crime Commissioner to develop a virtual reality vehicle to address road safety issues. This would be targeted at younger drivers.

Operational Response & Resilience

The Chair, as the Portfolio Lead in this area, introduced the report submitted by Area Commander Auger, the Head of Response. He also provided an update on the recent Corporate Management Team away day, which included discussions on the CFO's key priorities of appliance availability; leadership and culture; resources; collaboration and the strategic planning. Work needed to develop the next 4 year CRMP.

The Head of Response added that:

- Two middle management promotion gateway were ongoing to fill vacancies at Station and Group Manager level. This would assist in the ongoing project work, including the on call improvement project.
- Business cases were being developed for two proposed pilots: the move of one appliance from Luton to Leagrave to improve response times in the northern part of Luton Borough; and the placement of an additional appliance within the Eastern part of the County during specific time periods to examine the impact of mobilising from various locations on response times and response standards.
- The Service was leading a piece of work to produce an Emergency Medical Response Concept of Operations playbook setting out the processes needed to assist for Fire and Rescue Services in introducing an emergency medical response capability in support of the East of England Ambulance Service Trust (EEAST). This would serve as a basis for consistent adoption by the six Fire and Rescue Services which form the Eastern Region.
- Projects that had completed and become business as usual included Gartan phase 2 and Airbus Command support.

It was noted that additional information on the pilot projects would be presented to the Authority at a future meeting in and prior to implementation to alleviate, Members potential concerns about the impact of these changes.

The Chief Fire Officer advised that EEAST had already committed to a payment of £140,000 for the provision of this support by the regional Fire and Rescue Services. The Service no longer has any staff seconded to EEAST. Staff undertaking co-responding duties were covered by the Service's public liability insurance up to the point when they touched a patient, at which point they were covered by the NHS public liability insurance.

RESOLVED:

That the Portfolio Lead updates on prevention & protection and operational response & resilience be acknowledged

21-22/FRA/110 Community Risk Management Plan Pre-Publication Report

Mr S Frank, the Head of Strategic Support and Assurance, presented the final version of the Community Risk Management Plan (CRMP) Annual Action Plan for 2022-23. This was the final year of the four year CRMP.

Members were advised that, following its approval by the Authority, the Action Plan had been subject to extensive public consultation and as a result of the responses received, a number of changes had been made which were marked in red font throughout the document. There had been a new focus on environmental and community issues, the safety and wellbeing of staff, and ethical and accountability issues.

There were six priority areas leading to 19 actions for 2022/23.

RESOLVED:

That the contents of the report be acknowledged.

21-22/FRA/111 Proposed Indicators and Targets for 2022/23

The Chief Fire Officer introduced his report briefing Members on the proposed targets for the range of Key Performance Indicators (KPIs) for the financial year 2022/23 which underpinned delivery of the Community Risk Management Plan (CRMP). In presenting the report, the Chief Fire Officer advised that a report would be presented to a future meeting of the Authority setting out proposals for a revised performance report that contained a more informative suite of key performance indicators.

The Head of Strategic Support and Assurance then led Members through the proposed indicators and targets for 2022/23, highlighting the following:

- A 15% reduction on the five year average was being proposed for the total number of primary dwelling fires as there had been a downward trend in these incidents.
- Similarly, a 10% reduction on the five year average was being proposed in relation to accidental dwelling fires and deliberate fires, both primary and secondary.
- A new indicator measuring the number of accidental fire deaths was being introduced and it was suggested that the target be zero.
- The target for the number of primary fire injuries was proposed to remain the same as the current year.
- The target for Safe and Well Visits to be delivered would remain at 10,000. Whilst this was a stretch target, it was considered that this was achievable.
- The targets for the percentage of Building Regulations consultations completed on time (within 15 working days) and total number of fire safety audits/inspections completed were proposed to remain the same due to capacity issues within the Service.

- A 10% reduction on the five year average was being proposed in relation to total number of primary fires in non-domestic buildings.
- A 5% reduction on the five year average was being proposed in relation to the number of automatic fire detector false alarms attended in non-domestic properties.
- No changes were currently being proposed to the targets for the response indicators. It was noted that some of these indicators were set out in the CRMP and could not be changed.
- The target for the percentage of new whole time entrants who were women was proposed to increase from 10% to 20%.
- A new stretch target of 20% was being set for the percentage of new starters (all staff groups) from ethnic minority backgrounds across the whole organisation.
- Some new indicators were being introduced for monitoring purposes only.
- It was proposed that the sickness absence indicators remain the same.
- An increase from 4% to 7% relating to the turnover of staff was being proposed as there was likely to be an increase in staff leaving the Service.
- There was a proposed increase from 87% to 90% of appraisal documents returned to HR within 3 months of reporting year.
- As an ongoing impact of COVID lockdowns and the imminent departure of the Occupational Health Manager, it was proposed to reduce the targets for the percentage of personnel in operational roles who had completed an annual fitness assessment in the past 12 months (excluding secondments) from 98% to 85% and the percentage of medicals completed from 85% to 50%, with the other targets in this area remaining the same.
- The targets for the training, health and safety, fleet and finance indicators were proposed to remain the same.
- The targets for the ICT indicators measuring the Number of Incidents on Mission Critical services resolved within one hour and Number of Incidents on Business Operations services resolved within four hours would be increased slightly.

In relation to the EDI indicators, it was suggested that current members of staff who were women or from ethnic minority backgrounds could be asked to act as mentors for new staff to share their “lived experience”, and this should be recognised in some way.

RESOLVED:

1. That the proposed KPI targets for 2022/23 be agreed for inclusion in the Service Performance Management Framework.
2. That a report be presented to a future Authority meeting during Quarter 1 of 2022/23, outlining proposals for presenting Members with a revised performance report that contains a more balanced and informative suite of strategic KPIs to better enable effective oversight and scrutiny of organisational performance.

21-22/FRA/112 Levelling up the UK and Reforming the Fire Service White Papers - Briefing

The Head of Strategic Support and Assurance presented a report summarising the HM Government Levelling Up the United Kingdom White paper and identifying potential impacts on Bedfordshire Fire and Rescue Service. It was noted that there was no update regarding the Fire Service Reform White Paper as this was still awaiting publication.

A Member expressed concern about the level of awareness of the different positions of the constituent local authorities, with particular mention of the Central Area Growth Board.

The Chief Fire Officer advised that he had invited the Chief Executives of the local authorities and emergency services to come together and present their views "Towards 2050" so that the organisations increased their awareness of plans for the medium to long term.

The Chair suggested that a Member workshop be arranged following the publication of the Fire Services Reform White Paper to consider and start developing a consultation response.

RESOLVED:

That the paper and the implications for Bedfordshire Fire and Rescue Service be acknowledged.

21-22/FRA/113 Collaboration Update

The Chief Fire Officer submitted a report on key activities that Bedfordshire Fire and Rescue Service (BFRS) was engaged in to deliver its Community Risk Management Plan actions for 2019-23 through developing its collaborations.

A significant amount of work had been to work towards the full adoption of National Operational Guidance. This included the embedding of new policies, equipment notes, training packs and operational assurance.

As previously reported, the Service was leading on the delivery of regional Memorandum of Understanding to simplify the relationship between fire and ambulance services. In addition to this regional work, the Service was also supporting EEAST with tests and trials of electric vehicles.

The Service was actively involved in the Bedfordshire Local Resilience Forum, with the Chief Fire Officer now holding the role of Chair and Deputy Chief Fire Officer acting as the Chair of the COVID Sub-Group and the Assistant Chief Fire Officer acting as the Chair of the Recovery coordination Group.

The Service was also involved in providing leadership with other projects such as Bedfordshire Youth United, driver training and the Bedfordshire Tri-Service Estates Strategy.

RESOLVED:

That the report be received.

21-22/FRA/114 Work Programme

Members received the updated Work Programme.

The Chief Fire Officer advised that the Executive, at its meeting on 18 March 2022, had suggested items for inclusion in the Work Programme and that these would be added accordingly.

RESOLVED:

That the work programme be received.

21-22/FRA/115 Business Continuity Annual Review

RESOLVED:

That, pursuant to Sections 100A(2) and 100A(4) of the Local Government Act 1972, the public be excluded from the discussion of the following item on the grounds that the matters to be discussed involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act (as amended):

Item

115. Business Continuity Annual Review

The meeting ended at 1.32pm

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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REPORT AUTHOR: **MONITORING OFFICER**

SUBJECT: **AUTHORISATION OF MEMBERS TO REPORT TO THE CONSTITUENT COUNCILS ON MEETINGS OF THE FIRE AND RESCUE AUTHORITY**

For further information on this Report contact: Nicky Upton
Service Assurance Manager

Background Papers: None

PURPOSE:

To consider arrangements for reporting to Constituent Councils on meetings of the Fire and Rescue Authority.

RECOMMENDATION:

That, a Member from each Constituent Council be authorised to report to their respective Constituent Council on the meetings of the Fire and Rescue Authority for 2022/23.

1. Arrangements agreed between the Fire and Rescue Authority and the Constituent Councils have previously provided for a representative of the Constituent Council on the Fire and Rescue Authority (whether the Chair or another Member), to report on meetings of the Fire and Rescue Authority to the Constituent Council, and answer any questions relating to the discharge of the Fire and Rescue Authority's functions.

2. In 2021/22, Councillors Headley, Chatterley and Waheed were authorised to report to Bedford Borough Council, Central Bedfordshire Council and Luton Borough Council respectively.
3. Members are requested to consider arrangements to report to constituent authorities during 2022/23.

JOHN ATKINSON
MONITORING OFFICER

REPORT AUTHOR: MONITORING OFFICER

SUBJECT: REPRESENTATION ON LOCAL GOVERNMENT ASSOCIATION (LGA) MATTERS FOR 2022/23

For further information on this Report contact: Nicky Upton
Service Assurance Manager

Background Papers None

PURPOSE:

To consider

1. the appointment of representatives to serve on a number of external bodies in 2022/23. LGA General Assembly; and Fire Services Commission in 2022/23; and
2. representation at the LGA Annual Fire Conference in 2023.

RECOMMENDATIONS:

1. That the Fire and Rescue Authority considers the appointment of:
 - a. up to two further representatives to serve with the Chair and Vice Chair on the LGA General Assembly; and
 - b. a representative to the LGA Fire Services Commission, and
 2. That, consideration be given to the Chair, Vice Chair, and the Chief Fire Officer attending the LGA Annual Fire Conference in 2023
-

1. The LGA General Assembly

- 1.1 The Fire and Rescue Authority is entitled to appoint up to four representatives to serve on the LGA General Assembly with the representatives entitled to cast up to eleven General Assembly votes and one corporate vote.
- 1.2 The Fire and Rescue Authority has previously agreed to appoint its Chair and Vice Chair to serve on the General Assembly with the Chair holding the eleven General Assembly votes and one corporate vote, with these being vested in the Vice Chair in the Chair's absence.
- 1.3 In 2021/22, Councillor Atkins and Councillor McVicar were appointed as substitute representatives in addition to the Chair and Vice Chair.

2. LGA Fire Services Commission

- 2.1 In the past, the Fire and Rescue Authority has appointed its Chair to serve on the LGA Fire Services Commission.

3. LGA Annual Fire Conference 2023: Date to be confirmed

- 3.1 The LGA hosts its Annual Fire Conference in March each year, date yet to be confirmed.
- 3.2 In the past, the Chair, Vice Chair and the Chief Fire Officer have attended the conference on behalf of the Fire and Rescue Authority.

**JOHN ATKINSON
MONITORING OFFICER**

REPORT AUTHOR: MONITORING OFFICER

SUBJECT: APPOINTMENT OF COMMITTEES

For further information Nicky Upton
on this Report contact: Service Assurance Manager

Background Papers: None

PURPOSE:

To consider appointments to the Fire and Rescue Authority's Executive and Audit and Standards Committees for 2022/23.

RECOMMENDATIONS:

That the Authority:

- 1 Makes appointments to the Executive Committee and the Audit and Standards Committee and appoints a chairman for the Audit and Standards Committee for the year ahead and
 2. Review and approve the Terms of Reference of the Executive Committee.
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1. Introduction

- 1.1 At the Annual Meeting in June 2021 the Authority confirmed the changes to the committee structure, which replaced the Policy and Challenge Groups with an Executive Committee, and approved the changes to the portfolio responsibilities allocated to individual members of the Executive Committee.
- 1.2 The FRA appointed an Executive Committee comprising 5 members, including the Chair and Vice-chair and one member from each of the constituent authorities and an Audit and Standards Committee made up of those members who do not serve on the Executive Committee.

2. Appointments

- 2.1 The Authority is asked to consider making appointments to the Executive Committee and the Audit and Standards Committee and to appoint a Chair for the Audit and Standards Committee.
- 2.2 Although the Fire and Rescue Authority appoints members to each Committee, all Members will continue to receive an electronic link to the agendas and papers and are welcome to attend any meeting (although not vote).
- 2.3 It has been previously agreed that the Fire and Rescue Authority Chair and Vice Chair will not be members of the Audit and Standards Committee and that a member of the Executive Committee cannot also be appointed as Chair of the Audit and Standards Committee. Under the arrangements introduced in 2020 there is a clear separation between members of the two committees.
- 2.4 The Authority is asked to appoint a member to serve as Chair of the Audit and Standards Committee.

3. Portfolios

- 3.1 In June 2021, the Authority agreed that each member of the Executive Committee would be responsible for one of the following portfolios:
 - Prevention and Protection

- Emergency Response & Resilience
- Workforce & Organisational Development
- Assets & Collaboration
- Data & Digital Transformation

Appendix A provides more information on the scope of each portfolio area.

- 3.2 The Terms of Reference of the Executive Committee, which were agreed by the FRA in June 2021, provide that the allocation of portfolios to members of the Executive Committee will be agreed following the Annual Meeting and in the event that they cannot be agreed, that the portfolios will be allocated by the Chair of the FRA. The Terms of Reference are attached as Appendix B for review and approval by Members.
- 3.3 The promotion and championing of equality, diversity and inclusion (EDI), whether it be from a community or workforce perspective, is a key responsibility for all Members and Officers. When reviewing the portfolio references, it was considered preferable to have all five Members of the Executive Committee promoting and championing EDI as an integral part of their portfolios rather than have just one Diversity Champion.
- 3.4 Financial overview and scrutiny is incorporated into all five portfolios with budget planning and monitoring reported to every FRA meeting and to the Audit and Standards Committee.

JOHN ATKINSON
MONITORING OFFICER

APPENDIX A - PORTFOLIO AREAS

Prevention and Protection

- Using a range of quantitative and qualitative analysis, we produce our Community Risk Analysis (CRA) document to help inform our work and ensure we are doing the right thing, using the right people and resources, provided in the right place and at the right time to help make Bedfordshire safer. We also work hard to improve our understanding of community risk through better and more innovative engagement with our diverse and hard to reach communities;
- We work to PREVENT fires and other emergencies from occurring in the first place with our firefighters, other front-line staff and partners undertaking thousands of safe and well visits each year, delivering fire and road safety talks in schools, and working with partner agencies to inform our communities about fire and road safety and reduce arson. Our vital role in safeguarding children and adults is also part of this portfolio;
- We also work to PROTECT people when emergencies do happen with our firefighters and fire safety officers undertaking inspections of workplaces, engaging with and educating owners and occupiers, taking enforcement action where necessary. The outcomes from the Building Regulation Review and the Public Inquiry into the Grenfell Tower tragedy have led to greater interest and investment by the Govt to expand our work in this important area.

Emergency Response & Resilience

- We RESPOND to emergencies including fires, road traffic collisions, air and rail crashes, water rescues and flooding, hazardous chemical incidents and many other types of emergencies;
- Our priority is to always ensure we always provide an effective and timely response to fires and other emergencies and to also continually review our emergency response cover to ensure our response resources and crewing arrangements are aligned to current and future risks;
- We also play an active part in the Bedfordshire Local Resilience Forum (BLRF); a multi- agency partnership formed to meet the requirements of the Civil Contingencies Act 2004;
- Our organisational RESILIENCE is dependent on working closely with the NFCC and multi-agency and cross-border partners to develop and test emergency and business continuity plans and procedures and to continually learn from incidents.

Workforce & Organisational Development

- Our staff are our greatest asset, so if we are to be outstanding in everything we do, we must continually invest in developing and EMPOWERING our workforce. We strive to be an employer of choice, recruiting, retaining and developing a highly skilled and diverse workforce who uphold and model our values;

- We need to foster a positive and inclusive learning culture where all staff have a voice and provide a safe and healthy working environment with low absence, accidents and injuries;
- As well as investing in providing all our staff with the best training and development opportunities, we also need to develop our managers to value, lead, motivate, develop and empower their teams to be the best they can be;
- Our strategic planning and performance management framework needs to keep pace with the demands of a modern fire and rescue service, supported by effective programme and project management arrangements.

Assets & Collaboration

- We strive to UTILISE our assets and resources efficiently and effectively. We do this by providing the best facilities, vehicles, equipment and personal protective equipment (PPE) we can afford, to enable our staff to respond and support the range of emergency incidents and other activities that we attend in ways that are professional, effective and efficient;
- When investing we are mindful of our duty to collaborate and the national procurement agenda wherever there is a clear business case to do so, always seeking to specify, procure and maintain our assets under the principles of protecting the front line, improving firefighter safety, and providing value for money;
- We work closely with many partners including our blue light and local authority colleagues, viewing collaboration as an opportunity to reduce costs and improve services to the public, so we continue to explore new opportunities to work together through the Blue Light Collaboration Strategic Board;
- We also work in partnership with other fire and rescue services on both front line and support services, such as our shared strategic operational command arrangements and shared Information and Communications Technology (ICT) service with Cambridgeshire.

Data & Digital Transformation

- MAXIMISING the use of data and digital solutions to increase self-awareness and drive improvement has been a key focus during the life of this CRMP following feedback from our staff and 2018 HMICFRS inspection who told us that some of our IT systems and processes were hindering our productivity;
- We are striving to improve how we collect, store and utilise our data so our staff have greater insight into how we are performing and the risks we are working to reduce. Giving staff access to more information is enabling us to empower them to take greater ownership in driving improvements in everything we do, whilst allowing proper evaluation against our objectives;
- Digital technologies available today can act as real enablers, not only speeding up our processes but also generating intelligence through analysis that allows evidence-based decisions to be made about where best to utilise our resources. We would have struggled to respond effectively to the Covid19 pandemic had we not invested in mobile working technology. True digital transformation will improve the ways in which we work, how we interact with partners, the public and each other

EXECUTIVE COMMITTEE

The Executive Committee has been established to undertake the following functions on behalf of the FRA:

Decisions

- To take urgent decisions in between meetings of the FRA;
- To appoint selection panels and carry out the arrangements for the appointment of the Chief Fire Officer and Principal Officers;
- To exercise the FRA's responsibilities in respect of employment disputes including collective grievances/collective disputes and, matters referred to the FRA under stage two of the Internal Dispute Resolution Procedure (IDRP) and other related matters.
- To manage the employment relationship between the FRA and the CFO, including such matters as objective setting and appraisal, discipline and grievances.

Policy Development

- To provide support and constructive challenge to the Principal Officer Team in the development of strategies and plans within the overall policy objectives agreed by the FRA.
- To keep abreast of developments and policies at national, regional and local level and to provide reports to the FRA on any significant developments.

Delegated Powers and Reporting Arrangements

The Executive Committee is authorised to exercise any functions of the FRA that come within its terms of reference. Decisions taken by the Committee under its delegated powers will be reported to the next meeting of the FRA, except where the decision taken is quasi-judicial or where the subject matter considered is exempt from publication under Schedule 12A of the Local Government Act 1972.

Membership

The membership of the Executive Committee shall be as follows:

- The Chair and Vice Chair of the FRA; and
- One Member from each constituent authority.

The Chair of the FRA shall be Chair of the Executive Committee.

In the event that a political party or constituent authority is not represented at a meeting of the Executive Committee, a named observer from that party/constituent authority may attend the meeting.

Special Responsibilities

Each member of the Executive Committee will have special responsibility for one of the following portfolios:

1. Prevention and Protection

Including the Fire Safety Order, other fire safety legislation and the National Framework as appropriate.

2. Emergency Response and Resilience

including the Fire and Rescue Services Act, the Civil Contingencies Act and the National Framework as appropriate.

3. Workforce & Organisational Development

including the FRA's responsibilities under the Health and Safety at Work Act, employment law, the equality duty and related legislation.

4. Assets & Collaboration

including the FRA's responsibilities within the Police and Crime Act 2017.

5. Data & Digital Transformation

Where possible the portfolios will be agreed amongst the members of the Executive Committee following the Authority's annual meeting. However, in the event that they cannot be agreed, the portfolios will be allocated by the Chair of the FRA.

Portfolio holders will carry out the following responsibilities within their portfolios:

- To act as a sounding board for senior officers and provide support to deal with any problems at a strategic level.
- To review, in conjunction with senior officers, the effectiveness of service within their portfolio.
- To report to the FRA on significant issues arising within his/her portfolio.
- To represent the FRA on bodies, at events and at conferences as agreed by the FRA related to his/her portfolio and to provide feedback to the FRA on any relevant or significant issues.

Quorum

Business shall not be transacted at any meeting of the Executive Committee unless at least three members of the Committee are present with at least one member from two of the constituent authorities.

Support

The Committee will be supported by the Principal Officer Team and the FRA's Secretary /Monitoring Officer.

Regularity of Meetings

The Executive Committee will meet as and when required to transact any business within its terms of reference.

Review of Terms of Reference

The Terms of Reference are reviewed by the FRA on an annual basis at the Annual Meeting.

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REPORT AUTHOR: CHIEF FIRE OFFICER

SUBJECT: MEMBER BRIEFING ON THE CONTENTS OF THE HOME OFFICE WHITE PAPER ON REFORMING OUR FIRE AND RESCUE SERVICE

For further information on this report contact: Thomas Warner
Service Improvement Manager
Tel No: 07768 560479

Background Papers: Home Office, *Reforming Our Fire and Rescue Service: Building professionalism, boosting performance and strengthening governance, May 2022*. See [HERE](#)

PURPOSE:

The purpose of this report is to present members of the Fire & Rescue Authority (FRA) an overview of the key proposals made by the Home Office in its White Paper consultation 'Reforming Our Fire and Rescue Service.'

RECOMMENDATIONS:

That Fire and Rescue Authority (FRA) Members:

1. Discuss the issues presented by the White Paper and note the opportunities to discuss and inform the Authority's formal response to the consultation in advance of the deadline of 26th July, and;
 2. Consider delegating responsibility for signing off the final version of the Authority and Service responses to the consultation to the Chair and Chief Fire Officer respectively.
-

1. Background

- 1.1 The UK government is taking major steps towards reforming the Fire and Rescue Service and has published a Fire Reform White Paper and consultation, which sets out the government's proposals for reform. They are welcoming views from all stakeholders and members of the public on these proposals.
- 1.2 The motivation for this White Paper is the public interest surrounding the Grenfell Tower and Manchester Arena Inquiries which make the case for fundamental reform. In addition, the sector wide reforms identified by Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) in Sir Thomas Winsor's State of Fire Reports find a perception of a lack of transformative change in the sector.
- 1.3 The White Paper makes recommendations in 3 clear areas, People, Professionalism and Governance.
- 1.4 It asks a total of 48 questions.
- 1.5 The Chief Fire Officer and Fire and Rescue Authority Chair are proposing two collective responses are submitted. One representing the views of the FRA and another representing the collective views of the Principal Officer Team. It is recommended that FRA to delegate responsibility for signing off the FRA and FRS response to the Chair and CFO respectively.
- 1.6 In the paper the Home Office sets out a Vision for Fire and Rescue Services. Which is as follows:

We want to see services providing excellence in their core prevention, protection, response, and resilience functions, responding to local needs in line with national expectations and guidance. Services will be helped to make the best use of the resources available to them, with the ability to come together quickly and respond safely to local and national emergencies, based on good data and evidence. Services need to be more able to adapt to changing threats and risks, working flexibly with other local partners.

Chief fire officers will be skilled leaders and managers, with clear responsibility to run and manage their services effectively and efficiently, in order to meet their local risk. Strong political, executive oversight will ensure services are properly accountable to the communities they serve and run in the public interest.

2 People

- 2.1 The proposals seek to introduce changes that will allow fire professionals to further develop their skills and thrive in their work.
- 2.2 The Home Office want to clarify the role of fire and rescue services and of the firefighter, unlock talent and improve diversity within services, take action to ensure that they are supporting the creation of a positive culture, and further develop schemes to consistently identify and nurture talent.
- 2.3 The Home Office will commission an independent review into the current pay negotiation process and consider if it is fit for a modern emergency service.
- 2.4 The government is clear that under current arrangements there is a role for service and their employees to respond to terrorism in all its forms.
- 2.5 The Paper states that 'Chief fire officers should be empowered to safely make decisions on the basis of risk and resources. While it is right that all relevant trade unions have a role to play in discussions on terms and conditions and the health and safety of their members, this must not come at the expense of safe and sensible progress and efficiency when communities need action.'
- 2.6 Whilst the Home Office wishes to limit the power of the Unions to restrict a Chief Fire Officer's ability to deploy resources to meet local needs the White Paper is explicit that the government is not proposing to remove the freedom for staff to choose to participate in industrial action. However, the Home Office is seeking assurance that public safety will be ensured in the event of industrial action.

3 Professionalism

- 3.1 Home Office proposals seek to modernise the fire and rescue service, to enable greater professionalism and to ensure that we are recruiting and training our fire and rescue services to be the best that they can be.

- 3.2 The Home Office want to increase professionalism by moving from a Fire Standards Board to the creation of a College of Fire and Rescue.
- 3.3 The Home Office want to develop a mandatory 21st century leadership program for progression to senior roles, set clearer entry requirements for recruitment.
- 3.4 The paper proposes a statutory code of ethics and a fire and rescue service oath. This could involve the creation of powers in legislation, when parliamentary time allows, to create and maintain a statutory code. These powers could enable a statutory code to be created or amended via secondary legislation.
- 3.5 The Home Office wish to explore whether central fire and rescue research personnel, working closely with services, could help to ensure that research carried out within the physical and social sciences is effectively prioritised, coordinated, quality assured, and disseminated.

4 Governance

- 4.1 With reference to the White Paper terminology, Bedfordshire Fire and Rescue Authority is referred to as a Standalone authority and reforms would apply.
- 4.2 The Government's view is that oversight of fire services needs to change. Their preferred governance model is one that meets the following criteria:
 - There is a single, elected – ideally directly elected – individual who is accountable for the service rather than governance by committee;
 - There is clear demarcation between the political and strategic oversight by this individual, and the operationally independent running of the service by the chief fire officer;
 - That the person with oversight has control of necessary funding and estates; and,
 - decision-making, including budgets and spending, is transparent and linked to local public priorities.

4.3 Under the options outlined above the White Paper proposes that there would be some form of body formed to scrutinise the decision making of the executive leader/commissioner. This is likely to be a scrutiny panel of local authority members similar to the current Police and Crime Panel arrangements.

5 Next Steps

5.1 Members will have the opportunity to discuss the White Paper response at the following meetings:

- 22nd June - FRA Executive;
- 7th July - Members Development Workshop (1-hour slot on the agenda);
- 20th July - FRA Meeting (the final draft FRA response will be presented to this meeting before the submission deadline of 26th July).

RECOMMENDATIONS:

That Fire and Rescue Authority (FRA) Members:

1. Discuss the issues presented by the White Paper and note the opportunities to discuss and inform the Authority's formal response to the consultation in advance of the deadline of 26th July, and;
2. Consider delegating responsibility for signing off the final version of the Authority and Service responses to the consultation to the Chair and Chief Fire Officer respectively.

ANDREW HOPKINSON
CHIEF FIRE OFFICER

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REPORT AUTHOR: CHIEF FIRE OFFICER

SUBJECT: MEMBER DEVELOPMENT

For further information on this Report contact: Nicky Upton
Service Assurance Manager

Background Papers: Prior years' FRA papers on Member Development

PURPOSE:

To consider arrangements for Fire and Rescue Authority Member development in 2022/23.

RECOMMENDATIONS:

That Members:

1. Consider the proposed arrangements for Member development in 2022/23
 2. Consider and advise on topics for the diarised Member development days
-

1. Introduction

- 1.1 The following sets out the normal schedule of Member development for the year, however, in the current circumstances Members may find that some of the events remain unscheduled at present or organisations are looking at alternative ways of holding conferences/training events.
- 1.2 Four dedicated Members' Development Days are included in the Fire and Rescue Authority's calendar for 2022/23; 7 July, 6 October (combined with Budget Workshop No 1), 22 November 2022 and 23 February 2023. These are to cover items such as Treasury Management, the White Paper, Building Safety, Emergency Cover Review, Role of a Member and Code of Conduct, the new Code of Ethics for Fire & Rescue Services and Equality, Diversity & Inclusion. These diarised development days are to ensure that Members receive appropriate updates or training that Members request.
- 1.3 As noted above, Members are to attend two Budget Workshops on 6 October 2022 and 25 January 2023 to review and consider the Budget for 2023/24 onwards. The workshops will also review and input into the development of the Fire and Rescue Authority's Community Risk Management Plan (CRMP). If not planned before, Members could also on 25 January 2023, review the Fire and Rescue Authority's effectiveness to feed into the 2022/23 Annual Governance Statement action plan for the following financial year.
- 1.4 To complement these arrangements, and to provide an informal means of holding discussions with Station personnel, there will be a programme of regular Members' visits to Fire Stations. These will be organised following the Annual Meeting; it is currently proposed that there will be 7 visits a year, across two years and will be held during the evening.
- 1.5 A Combined Fire Authorities conference is normally held annually in October, however, Democratic Services has been advised that a conference will not be held going forwards.
- 1.6 The LGA hosts a Fire Conference annually in March; the 2023 Conference date is yet to be confirmed.

2. Members' Development Day: 7 July 2022

- 2.1 It is currently planned for the first Members' Development Day to include Treasury Management Training and also a discussion on the White Paper and the FRA's consultation response.

2.2 The items to be covered at future Members Development Days can be discussed in due course, so Members can request what is to be included. Examples of topics are included in para 1.2 above.

3. LGA Fire Leadership Essentials Programme

3.1 Previously the LGA ran a variety of face-to-face development programmes, including Leadership Essentials for fire and rescue. The LGA continues to support fire and rescue authority Members to develop leadership skills but following the pandemic have refocused their activity to bring together already available resources including a webinar series to look at a range of issues related to governance in the fire and rescue sector:

[Leading the fire sector: Governance support | Local Government Association](#)

4. Station Visits

4.1 As previously agreed, post pandemic a programme of visits to fire stations will recommence. This is to familiarise Members with different types of appliances or equipment, as well as providing an opportunity to talk to station personnel.

4.2 A programme of Members' visits to stations has been in place since 2006 to provide Members with:

- A greater awareness of the changing role of the Fire and Rescue Service from a local perspective;
- An understanding and appreciation of the impact of future planning and budget decisions; and
- An understanding, both strategically and locally, of the rationale behind integrated risk management.

4.3 These will be organised following the Annual Meeting; there will be 7 visits a year, across two years and will be held during the evening.

5. Further Development

- 5.1 An early indication of planned Member development activities for Members is noted at Appendix A to this report and this is to be added following further discussion with Members. Examples of topics to include are noted in para 1.2 above. Timings are to be confirmed and will be ascertained once the content of each day is confirmed.

**ANDREW HOPKINSON
CHIEF FIRE OFFICER**

IN-HOUSE MEMBER DEVELOPMENT CALENDAR 2022/23

DATE	SUBJECT	CONTENTS	COMMENT
7 July 2022	Members' Development Day No 1	Treasury Management Training White Paper discussion prior to FRA consultation response	Previously requested and planned Treasury Management training by Link Asset Services White Paper FRA consultation response due in 26 July 2022
6 October 2022	Combined Members' Development Day No 2 and Budget Workshop No 1	Programme to reflect Member feedback.	To review the budget position and work towards the February 2023 Fire and Rescue Authority meeting which sets the Budget and Council Tax for 2023/24. Review and input for 2023/24 CRMP planning
22 November 2022	Member's Development Day No 3	To be discussed with Members	
25 January 2023	Budget Workshop No 2 CRMP		To review the budget position and work towards the February 2023 Fire Authority meeting which sets the Budget and Precept for 2023/24. Review and input for 2023/24 CRMP planning
23 February 2023	Member's Development Day No 4	To be discussed with Members	

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REPORT AUTHOR: CHIEF FIRE OFFICER

SUBJECT: WORK PROGRAMME 2022/23

For further information on this report contact: Nicky Upton
Service Assurance Manager

Background Papers: None

PURPOSE:

To review and report on the work programme for 2022/23 and to provide Members with an opportunity to request additional reports for the Fire Authority meetings. A revised calendar of meetings has also been compiled whereby Corporate Management Team meetings, FRA meetings and Local Authority meetings are all aligned.

RECOMMENDATION:

That:

1. Members consider the work programme for 2022/23 and note the 'cyclical' Agenda Items for each meeting in 2022/23.
2. Members agree the revised calendar of meetings proposed.

ANDREW HOPKINSON
CHIEF FIRE OFFICER

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
22 June 2022	Appointment of Portfolio Holders		Appraisal/objective setting arrangements for CFO	CFO author of the report and Chair to present. (Deferred from May meeting)
	Work Programme		Proposals for Strategic Planning Cycle for CRMP 2023-27	Sounding board pre-FRA
			Proposals for Member Development Programme for 2022/23	Sounding board pre-FRA
			Response to the Reforming the Fire Service White Paper	Publication confirmed as 18 May
			Immediate Detriment Update	
			Final Resourcing Options for Monitoring Officer role	To receive the final options paper
			Independent Review of Governance update	Progress update

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
MEMBER DEVELOPMENT (1)	Item	Notes	Item	Notes
7 July 2022	Treasury Training	Link Asset Services (1.5 hrs via Teams)		
	White Paper FRA Consultation	Due in by 26.07.22		

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
20 July 2022	Communications		Programme Board Update	Deferred from April meeting
	Executive Committee Minutes of 22.06.22		Fire Prevention Statistics - National Benchmarking Analysis (Annual)	Deferred from April meeting
	Annual Overarching 2021/22 Performance Report		Asset Management Strategy (reviewed every 3 years, next review 2022/23)	Deferred from April meeting
	Revenue Budget and Capital Programme Monitoring Report		Health and Safety Benchmarking	Deferred from April meeting
	Portfolio Leads Updates		Updated Medium Term Financial Strategy	Deferred from AGM
	Treasury Management Annual Report			
	Work Programme			

FRA MEETING CALENDAR 2022/23

Public Meetings noted in bold type

June 2022		
FRA Meeting (AGM)	Dunstable Community Fire Station, Lecture Theatre (MS Teams available)	07 June 2022 (14:00)
FRA Executive Committee Meeting (Portfolio holder appointments)	Fire and Rescue Service Headquarters, Conference Room (MS Teams available)	22 June 2022 (10:00)
July 2022		
Members' Development Day (1)	Hybrid: Dunstable Community Fire Station, Lecture Theatre / MS Teams	7 July 2022 (10:00)
Audit and Standards Committee	Fire and Rescue Service Headquarters, Conference Room (MS Teams available)	14 July 2022 (10:00)
FRA	Dunstable Community Fire Station, Lecture Theatre (MS Teams available)	20 July 2022 (10:00)
September 2022		
FRA	Dunstable Community Fire Station, Lecture Theatre (MS Teams available)	8 September 2022 (14:00)
Audit and Standards Committee	Fire and Rescue Service Headquarters, Conference Room (MS Teams available)	29 September 2022 (10:00)
October 2022		
Combined Members' Development Day (2) / Budget Workshop (1)	Hybrid: Dunstable Community Fire Station, Lecture Theatre / MS Teams	6 October 2022 (09:30)

BEDFORDSHIRE FIRE AND RESCUE AUTHORITY
 Contact: Nicky Upton 07768 560590 democratic.services@bedsfire.gov.uk

FRA MEETING CALENDAR 2022/23

FRA Executive Committee Meeting	Fire and Rescue Service Headquarters, Conference Room (MS Teams available)	11 October 2022 (09:30)
FRA	Dunstable Community Fire Station, Lecture Theatre (MS Teams available)	31 October 2022 (10:00)
November 2022		
FRA Executive Committee Meeting	Fire and Rescue Service Headquarters, Conference Room (MS Teams available)	15 November 2022 (10:00)
Members' Development Day (3)	Hybrid: Dunstable Community Fire Station, Lecture Theatre / MS Teams	22 November 2022 (10:00)
AFSA Conference	AFSA	TBC
December 2022		
FRA (Draft Budget)	Dunstable Community Fire Station, Lecture Theatre (MS Teams available)	13 December 2022 (10:00)
Christmas Service	Woburn	TBC
January 2023		
FRA Executive Committee Meeting	Fire and Rescue Service Headquarters, Conference Room (MS Teams available)	10 January 2023 (10:00)
Audit and Standards Committee	Fire and Rescue Service Headquarters, Conference Room (MS Teams available)	12 January 2023 (10:00)
Budget Workshop (no 2)	Hybrid: Dunstable Community Fire Station, Lecture Theatre / MS Teams	25 January 2023 (14:00)

BEDFORDSHIRE FIRE AND RESCUE AUTHORITY

Contact: Nicky Upton 07768 560590 democratic.services@bedsfire.gov.uk

FRA MEETING CALENDAR 2022/23

February 2023		
FRA (Budget)	Dunstable Community Fire Station, Lecture Theatre (MS Teams available)	2 February 2023 (10:00)
Members' Development Day (4)	Hybrid: Dunstable Community Fire Station, Lecture Theatre / MS Teams	23 February 2023 (10:00)
March 2023		
Audit and Standards Committee	Fire and Rescue Service Headquarters, Conference Room (MS Teams available)	2 March 2023 (10:00)
LGA Fire Conference	TBC	TBC
FRA Executive Committee Meeting	Fire and Rescue Service Headquarters, Conference Room (MS Teams available)	14 March 2023 (10:00)
FRA	Dunstable Community Fire Station, Lecture Theatre (MS Teams available)	30 March 2023 (10:00)
April 2023		
<i>NO MEETINGS IN APRIL PRIOR TO LOCAL ELECTIONS</i>		

BEDFORDSHIRE FIRE AND RESCUE AUTHORITY

Contact: Nicky Upton 07768 560590 democratic.services@bedsfire.gov.uk

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