

# Public Document Pack



## BEDFORDSHIRE FIRE AND RESCUE AUTHORITY

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Members of Fire and Rescue Authority.

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

Central Bedfordshire Councillors: F Chapman, J Chatterley, P Downing, P Duckett and D McVicar

Luton Borough Councillors: D Franks, T Khan, R Saleem 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** on **Thursday, 14 December 2017** 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).
3.	Communications	Chair	
4.	Minutes	Chair	To confirm the Minutes of the meeting held on 16 October 2017 (Pages 1 - 8)
5.	Public Participation	Chair	To receive any questions put to the Authority under the Public Participation Scheme

<b>Item</b>	<b>Subject</b>	<b>Lead</b>	<b>Purpose of Discussion</b>
6.	Corporate Services Policy and Challenge Group 29 November 2017	Cllr Headley	To consider a report (Pages 9 - 18)
7.	Service Delivery Policy and Challenge Group 30 November 2017	Cllr Mingay	To consider a report (Pages 19 - 28)
8.	Mobilising System Options Appraisal	ACFO	To consider a report (Pages 29 - 32)
9.	Draft 2018/19 Revenue and Capital Programme	CFO	To consider a report (Pages 33 - 50)
10.	Members' Allowances Scheme 2018/19	Secretary/Monitoring Officer	To consider a report (Pages 51 - 54)
11.	Collaboration Working Group	ACFO	To consider a report (Pages 55 - 58)
12.	DCFO Appointment Process	CFO	To consider a report (Pages 59 - 62)
13.	Calendar of Meetings 2018/19	Secretary/Monitoring Officer	To consider a report (Pages 63 - 68)
14.	Paperless Meetings Trial	HOA	To receive a report (Pages 69 - 74)
15.	Information Bulletin	CFO	To consider a report (Pages 75 - 82)
16.	Supplementary Item: Enabling Police and Crime Commissioners (PCCs) to sit and vote on Combined Fire and Rescue Authorities (FRAs) - Government Consultation		Agreed late item; to consider a report (Pages 83 - 100)

Next Meeting

10.00 am on 8 February 2018 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

**Item**

**Subject**

**Lead**

**Purpose of Discussion**

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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For Publication

Bedfordshire Fire and Rescue Authority  
14 December 2017  
Item No 4

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## **BEDFORDSHIRE FIRE AND RESCUE AUTHORITY**

**16 OCTOBER 2017**

### **PRESENT**

Councillors C Atkins (Chair), F Chapman, P Downing, P Duckett, D Franks, M Headley, T Khan, D McVicar, J Mingay, R Saleem and Y Waheed

Also Present: Police and Crime Commissioner Holloway

The Vice-Chair of the Bedfordshire and Fire Rescue Authority, Councillor Downing, opened the meeting and immediately adjourned the start to 10.15 as a number of Members were not yet present as a result of exceptional traffic delays.

### **17-18/fa/028 APOLOGIES**

Apologies for absence were received from Councillor J Chatterley. Councillors Chapman and Khan also apologised for their late arrival. DCFO Ranger had also sent his apologies for the meeting.

### **17-18/fa/029 DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

There were no declarations of disclosable pecuniary and other interests.

### **17-18/fa/030 COMMUNICATIONS**

#### 1. Bedfordshire Blue Light Collaboration Project Terms of Reference

The Chief Fire Officer, in response to a question, advised that Councillor Downing was the FRA's representative on the Project Management Board. The Board was jointly chaired by the Deputy Chief Constable and the Assistant Chief Fire Officer. The Chief Fire Officer also confirmed that there was a standing invitation to the Ambulance Service to be represented on the Board.

### **RESOLVED:**

That the Terms of Reference for the Bedfordshire Blue Light Collaboration Project, be acknowledged.

#### 2. 25 July 2017: Police and Crime Panel visit to Community Fire Stations

It was reported that the Police and Crime Panel had visited a number of Community Fire Stations on 25 July 2017.

3. 6 September 2017: Fire Service Awards

The Chair advised that she had attended the recent Fire Service Awards.

4. 10 September 2017: CFO and Councillor Waheed attendance at Memorial Service near to St Paul's Cathedral

The Chair advised that the Chief Fire Officer and Councillor Waheed had attended the Memorial Service on 10 September 2017.

5. Week commencing 9 October 2017: Engagement Day for CFOs and Chairs of Fire Authorities

The Chair advised that the Conference had learnt of the new inspection regime and were provided with details as to how this would be rolled out.

6. 11 & 12 October 2017: CFA Conference

The Chair mentioned the CFA Conference which had taken place at Wyboston. The Chief Fire Officer added that the Bedfordshire Fire & Rescue Service (Gavin Chambers) had given a presentation on Insurance Mutual and Members had presented on Blue Light Collaboration work.

7. 13 October 2017: Fire Commission Conference

The Chair reported on the above Conference which was for the Chairs of Fire Authorities throughout the country to meet. This was organised by the Local Government Association and the subject matter on this occasion had been: the new inspection process; pay; pensions and issues arising from the Grenfell Tower disaster.

8. Actions of the Crew from Shefford Fire Station

The Chief Fire Officer reported that a Shefford Crew had stopped to help a Police Officer who was in difficulty in trying to apprehend a suspect. He added that he was particularly pleased to hear of their assistance as this demonstrated the further benefits of working together. The Deputy Chief Constable had written to the Crew to thank them for their efforts. Police and Crime Commissioner Holloway added that she had passed on her congratulations at the time and that she would also be writing to the Shefford Crew. In response to a question, the Chief Fire Officer advised that it had not been necessary during this incident, however, it was possible that citizens could make a common law arrest if this was appropriate.

9. Letter of thanks from a Kenyan Chief Fire Officer

The Chair reported the receipt of a letter of thanks from a Kenyan Chief Fire Officer following his visit to the Bedfordshire Fire and Rescue Service which was to gain experience and to enhance his understanding of the work of the Service.

The Chief Fire Officer confirmed that the Service had been supporting Kenya on an ongoing basis with equipment which was no longer required, however, was still in working condition. The Chair added that the letter of thanks had been directed in particular to the Chief Fire Officer, the Leadership Team, Crew Commanders and specific Watches. The Chief Fire Officer mentioned that there was also an outstanding invitation from the Kenyan Fire Service for the Chief and the Chair to visit them, however, this would necessitate attempts being made to fund the trip from outside Fire Service resources.

10. Current position concerning NJC “Grey Book” Pay Award discussions

The Chair confirmed that the FRA would be considering this matter at a later item on the Agenda.

11. Passing Out Parade for new Recruits

The Chair reported on the recent Passing Out Parade at which Certificates had also been presented to Fire Service Cadets.

12. DCFO Ranger

The Chair advised that had DCFO Ranger been able to attend this meeting, it would have been his final FRA meeting before his retirement. The Chair wished to place on record, and this was supported by the FRA, his considerable contribution to the Authority and for his work with the Fire Service. The Chair advised that she would send a note to DCFO Ranger to formally give thanks on behalf of the FRA and she would give her thanks in person at an appropriate opportunity.

The Chief Fire Officer had liaised with Executive Members concerning the replacement of the Deputy Chief Fire Officer and they had agreed that the role of temporary Assistant Chief Fire Officer would be fulfilled by SOC Ian Evans. It had been decided that it would be more appropriate to advertise for a Deputy Chief Fire Officer role in January 2018.

**17-18/fa/031 MINUTES**

**RESOLVED:**

That the Minutes of the meeting held on 19 July 2017 be confirmed and signed as a true record.

**17-18/fa/032 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).

### **17-18/fa/033 REVIEW OF STANDING ORDERS**

The Secretary and Monitoring Officer reminded Members of the proposed change in the FRA Standing Orders, which needed to be agreed at this meeting following the initial approval of which had stood referred from the previous meeting.

Police and Crime Commissioner Holloway confirmed that she was not seeking to take over responsibility for the Bedfordshire Fire and Rescue Service, not least because the Fire Authority were supportive of collaboration and because it was incumbent on her as a priority to secure the future of Bedfordshire Police as a standalone Force. In addition she had been welcomed by the Fire Authority and was happy to attend meetings and looked forward to when she might also be entitled to a voting right.

#### **RESOLVED:**

That the Authority's Standing Orders be amended by adding the paragraphs shown in italics in the Appendix to the report.

### **17-18/fa/034 CORPORATE SERVICES POLICY AND CHALLENGE GROUP – 13 SEPTEMBER 2017**

Councillor Headley submitted the draft Minutes of the meeting of the Policy and Challenge Group held on 13 September 2017.

In introducing the report and Minutes, Councillor Headley highlighted the following issues:

- The current planning arrangements for the 2018/19 Revenue Budget and Capital Programme.
- The arrangements for the Budget Workshops for Members, the first of which was scheduled for 21 November 2017.
- The Committee had requested further information, and had consequently received, a presentation on mobile data terminals.

In response to a question from a Member concerning the difficulty for the Fire Service to access high rise buildings without knowing the relevant access code, and whether the Police could share this information, the Police and Crime Commissioner advised that she would bring the matter up at her next Governance Board meeting. Councillor Franks commented that Luton Borough Council owned high rise blocks, and changed the access code on a regular basis, as the codes were often shared inappropriately.

#### **RESOLVED:**

That the submitted draft Minutes of the meeting held on 13 September 2017 be received.

**17-18/fa/035 SERVICE DELIVERY POLICY AND CHALLENGE GROUP –  
14 SEPTEMBER 2017**

Councillor Mingay submitted the draft Minutes of the meeting of the Policy and Challenge Group held on 14 September 2017.

Councillor Mingay highlighted the following matters in particular:

- In terms of the Co-Responding Project, the Service had attended 66 of the 91 calls which had been received to date.
- The improvements to the Retained Duty System Recruitment Process could result in up to 20 new recruits who would attend the next course in Autumn, which was double the number which had previously been achieved.
- There had been a significant increase in the number of primary fires, with the target having been missed by 31% for the reporting period, however, this was not seen as an issue which required further attention at the current time.
- There had been an increase in accidental dwelling fires and the target had been missed by 6%.
- The new mobilising system enabled traffic conditions and roadworks to be taken into account when planning the route to an incident.
- The Fire Service had mobilised to 261 non domestic Automatic Fire Detector incidents during the first quarter of 2016/17 and this had decreased to 144 incidents for the same period in the current year. This was as a direct result of the work of the Fire Service and the education of residents.
- With regard to the 425 customer satisfaction surveys which had been conducted, there had been 229 responses returned which had demonstrated a 99% satisfaction rate.
- The Service continued to work with partners across a wide range of activities to reduce incidents of arson and deliberate fire.

The Police and Crime Commissioner advised that following recent arrangements being put in place, the Community Hubs were now up to full strength with the South and Central Section being covered by Chief Inspector Hob Hoque and the North and Central Section by Chief Inspector Bernie White. She added that part of their duties included meeting with Councillors with an aim of building up community intelligence. In response to a question, the Commissioner confirmed that each Hub had one main priority across three Local Authority Wards, however, the Chief Inspectors worked with Councillors to determine the priority, whilst also being able to respond to other areas of work.

In response to a question from a Member concerning the recruitment of Retained Duty System applicants who would be able to respond to an RDS station within six minutes rather than the current five minutes, ACFO Evans responded that there was a balance to be achieved in fire appliance availability, however, this matter would be monitored to ensure that service delivery was not unduly affected.

Councillor Mingay took the opportunity to express his thanks to DCFO Ranger for his help and assistance over the last few years and wished him well for the future.

**RESOLVED:**

That the submitted draft Minutes of the meeting of the Service Delivery Policy and Challenge Group held on 14 September 2017 be received subject to noting that Councillor Franks had been in attendance.

**17-18/fa/036 HUMAN RESOURCES POLICY AND CHALLENGE GROUP – 20 SEPTEMBER 2017**

Councillor Waheed introduced the report of the Human Resources Policy and Challenge Group held on 20 September 2017.

In introducing the report and Minutes, Councillor Waheed highlighted the following matters:

- The HR and Payroll project had been RAG rated as “amber” as a result of cost overruns and compatibility issues. The project was now expected to be signed off at the next Board meeting.
- An e-voucher system had now been rolled out for those employees who were not eligible for a free flu vaccination. It was also noted that this system avoided the need to provide a suitable facility and a Nurse to administer the vaccination, which was a cost saving for the Service.
- Targeted positive action events had been held to encourage applications for whole-time recruitment from under-represented groups of the community.
- Two of the recent whole-time recruits had been former Fire Service Cadets.

**RESOLVED:**

That the submitted draft Minutes of the meeting held on 20 September 2017 be received.

**17-18/fa/037 AUDIT AND STANDARDS COMMITTEE – 28 SEPTEMBER 2017**

Councillor Chapman introduced the report of the Audit and Standards Committee held on 28 September 2017.

In introducing the report and Minutes, Councillor Chapman highlighted the following matters:

- The Fire Service pay negotiations were ongoing.
- Ernst & Young had advised that the Audit Plan had largely been completed with outstanding work being required on the finalisation of work on employee costs.

Councillor Chapman commented that going forward, the number of Councillors’ responses to the questionnaire from the Auditors concerning the Authority’s effectiveness, needed to be improved. She added that the Auditors had been extremely complimentary of Fire Services finances and gave her thanks to the Head of Finance and Treasurer and his team.

The Police and Crime Commissioner referred to the Fire Service pay negotiations and commented that Police and Crime Commissioners had not been consulted by the Government before awarding the pay increase to the Police which would result in

additional cost to the Bedfordshire Police of £650,000 and if a similar award was given to other Police staff, the total amount to be found would be £900,000. The increase had been put forward partly in the belief that Police Forces held significant reserves, however, the Commissioner reiterated that Bedfordshire Police reserves had been earmarked for capital projects or for future plans. She suggested that the Fire and Rescue Authority could write to the Police and Fire Minister to confirm that its reserves, on the whole, had already been allocated to specific projects.

In response to a question, the Chief Fire Officer confirmed that there was no direct threat of industrial action by the Fire Brigade Union, however, the Union had indicated that whilst negotiations were ongoing their Members would not carry out any work outside of their usual responsibilities.

ACO Evans commented that there remained an ongoing National dispute concerning Fire Service pensions which was currently pending an appeal.

The Secretary and Monitoring Officer advised that the Audit and Standards Committee had referred a matter concerning the Code of Conduct to the Fire and Rescue Authority for consideration. Councillor Headley set out his concerns with regard to paragraphs 4.14 and 4.15 of the Code as these mainly arose following the guidance of the former Standards Board for England. He proposed and Councillor Duckett seconded, that those particular paragraphs should be removed from the Code of Conduct. It was also proposed that the Code of Conduct should be reviewed by the Audit and Standards Committee as part of their work programme.

**RESOLVED:**

1. That the submitted draft Minutes of the meeting held on 28 September 2017 be received.
2. That paragraphs 4.14 and 4.15 of the Code of Conduct be removed and that the Audit and Standards Committee undertake a review of the Code of Conduct.
3. Audit and Standards Committee review the whole Code of Conduct

**17/18/fa/038 NJC PAY AWARDS**

The Secretary and Monitoring Officer introduced his report concerning the NJC Pay Awards.

The Chief Fire Officer advised that discussions were ongoing concerning the pay negotiations and neither side had agreed that there should be an interim award of 1%.

**RESOLVED:**

1. That the NJC Green Book Pay Award which has been agreed, and that it has currently not been applied, be noted.
2. That the application of the NJC Brigade Managers Pay Award for 2017 be confirmed.
3. That the ongoing NJC Grey Book pay negotiations for 2017 be noted.

### **17-18/fa/039 COLLABORATION WORKING GROUP**

ACFO Evans introduced the report of the Head of Operational Support and noted in particular that the arrangements for the Co-location of the Leighton Buzzard Station were now in place and was a great success with genuine engagement by Officers.

In response to a question from a Member concerning the Harrold Fire Station, the Chief Fire Officer said he was content for the Police to use the facilities as required. The Police and Crime Commissioner mentioned that as a result of the large scale housing developments being proposed in Riseley, that the Police would be reviewing the operation of the Riseley Police Station, rather than Officers moving to Harrold as had previously been proposed. She wished to place on record, her gratitude for the support given to Police Officers and to colleagues who had made them extremely welcome.

#### **RESOLVED:**

That the content of the report be acknowledged.

### **17-18/fa/040 INFORMATION BULLETIN**

Members received the information bulletin for the period 1 April – 30 June 2017.

In response to a question, ACO Evans advised that turnover of fire fighters, other than by retirement, was around 3 – 4 % which was very positive. She confirmed that the Service considered succession planning on an on-going basis and the position continued to be monitored.

In response to a further question, the Chief Fire Officer advised that the Fire Service could also be called on to rescue animals as it was part of their responsibility. He further commented that if this service was not provided then it could be that members of the public might attempt to rescue animals and consequently might need to be rescued themselves.

The Chair took the opportunity to congratulate the Chief Fire Officer in being appointed the Deputy Lord Lieutenant of Bedfordshire and was sure that he would carry out the duties with the full dignity that the position expected.

#### **RESOLVED:**

That the information bulletin be received.

The meeting ended at 12.04pm.

**For Publication**

**Bedfordshire Fire and Rescue Authority  
14 December 2017  
Item No. 6**

**REPORT AUTHOR: COUNCILLOR M HEADLEY**

**SUBJECT: CORPORATE SERVICES POLICY AND CHALLENGE GROUP**

For further information on this Report contact: Nicky Upton  
Democratic and Regulatory Services Supervisor  
Tel No: 01234 845149

Background Papers: None

Implications (tick ✓):

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

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

**PURPOSE:**

To report on the meeting of the Corporate Services Policy and Challenge Group held on 29 November 2017.

**RECOMMENDATIONS:**

That the submitted draft minutes of the meeting held on 29 November 2017 be received and the recommendations of the meeting, as noted below, be considered.

1. Introduction
  - 1.1 The draft Minutes of the meeting of the Corporate Services Policy and Challenge Group held on 29 November 2017 are appended for Members' consideration.
  - 1.2 The Policy and Challenge Group made the following recommendations to the Fire Authority:

17-18/CS/036 Revenue Budget and Capital Programme Monitoring  
2017/18

That the Fire and Rescue Authority be recommended to add an aerial drone to the capital programme, to be purchased in conjunction with Bedfordshire Police.

17-18/CS/039 ICT Shared Service Agreement Extension

That the Authority be recommended to extend the Shared Services agreement between Bedfordshire Fire and Rescue Authority and Cambridgeshire Fire and Rescue Authority for a further period of five years with the same terms as the existing agreement, acknowledging that the agreement would have to be amended to ensure compliance with the General Data Protection Regulations.

**COUNCILLOR M HEADLEY**

**CHAIR OF CORPORATE SERVICES POLICY AND CHALLENGE GROUP**

**MINUTES OF CORPORATE SERVICES POLICY AND CHALLENGE GROUP  
MEETING HELD ON 29 NOVEMBER 2017**

Present: Councillors Chapman, Duckett, Headley (Chair), McVicar and Waheed

CFO P Fuller, ACO Z Evans, AC D Cook, Mr J Atkinson and Mr G Chambers

17-18/CS/030 Apologies

There were no apologies for absence.

17-18/CS/031 Declarations of Disclosable Pecuniary and Other Interests

There were no declarations of interest.

17-18/CS/032 Communications

The Group received the Minutes of the meeting of the ICT Shared Service Governance Board held on 26 September 2017.

ACO Evans advised that a report on the Authority's use of mod.gov would be submitted to the meeting of the full Authority on 14 December 2017.

**RESOLVED:**

That the Minutes of the ICT Shared Service Governance Board held on 26 September 2017 be received.

17-18/CS/033 Minutes

**RESOLVED:**

That the Minutes of the meeting held on 13 September 2017 be confirmed and signed as a true record.

17-18/CS/034 Corporate Services Performance 2017/18 Quarter 2 and Programmes to Date

ACO Evans submitted the year-end report on the Corporate Services programme, projects to date and performance against Corporate Services performance indicators and associated targets for the second quarter of 2017/18.

The Asset Management System project had been postponed due to limited project management capacity to support the development of the project. The project would be reconsidered in Summer 2018 and would be removed from the programme until that time. The paper based system currently in use was robust and this system would continue until an electronic system was developed and implemented.

The Website Procurement and Development project was rated as green as the development of a new website was being progressed and it was anticipated that the new website would be launched by March 2018.

The Fire Safety Management Information System project was currently reporting as amber due to the limited capacity within the ICT Team.

The Workbench Development – Sickness Absence Application had been completed and would be removed from the programme report. This had streamlined the sickness reporting process.

The Workbench Development – Non-Sickness Absence Application had not yet been completed and was reporting as red as the completion date of September 2017 had been missed. It was expected that this would now be completed by mid-January 2018.

The iTrent/MIS Synchronisation project was reporting as red as the completion date of September 2017 had been missed and would be completed by mid-March 2018.

The Training Centre Administration project was reporting as amber and a report on this would be provided to a future meeting of the Group.

The HR/Payroll System and Services was reporting as amber although the work had been completed. The project had been audited by the external auditors and was being rated as amber to enable the high level of monitoring to continue.

The Retained Recruitment, Telephony Systems Replacement and the Community Defibrillator projects were green.

The Desktop Refresh project was substantially complete with only a small number of complex cases awaiting migration.

ACO Evans then reported on the second quarter performance information. All ICT indicators and all but one workshop indicator had met or exceeded target levels.

WS1a (Grade A defect response time (within 1 hour)) was reporting as amber for the quarter. AC D Cook advised that there had been a technician vacancy and this had affected the rota group. This post had now been successfully recruited to, with the applicant completing the training required to join the rota group. As such, performance against the indicator should improve in future quarters.

FNP5 (percentage of uncontested invoices paid within 30 days) was also reporting as amber, as it had missed its target of 96% by 2%. The processing of invoices had been delayed in certain departments due to changes in staffing, leave and sickness. The Finance Team was liaising with the departments concerned to ensure that performance against this indicator improved.

FNP6 (percentage of debt over 90 days old) had missed its target of 2.55% and was 9.66% at the end of the reporting period. There had been vacancies in the

Finance Team during the period and following the successful recruitment to the post, the total debt outstanding as at 30 September 2017 was £37,000, with only £271.20, or 0.73%, over 90 days old.

The Chair suggested that the wording of FNP6 be revisited at the Group's target setting meeting on 13 March 2018 to ensure that debt over 90 days was being measured against the percentage of the total debt that had been raised.

**RESOLVED:**

1. That the progress made on Corporate Services Programmes and Performance be acknowledged.
2. That the Group consider amending the wording of FNP6 (percentage of debt over 90 days old) at its target setting meeting in March 2018.

17-18/CS/035 Audit and Governance Action Plan Monitoring Report

ACO Evans introduced her report on progress made to date against current action plans arising from internal and external audit reports. No extensions had been requested and all the actions from previous audits had been completed.

All actions arising from the Annual Governance Statement were in progress.

**RESOLVED:**

That progress made to date against the action plans be acknowledged.

17-18/CS/036 Revenue Budget and Capital Programme Monitoring 2017/18

Mr G Chambers, the Head of Finance and Treasurer, submitted the forecast year-end budget position as at 31 October 2017. The forecast non-salary underspend was £24,500 and the forecast salary underspend was £65,000, resulting in a total forecast underspend of £89,500.

He reported that the underspend may be allocated to replace the earmarked reserves that had been used during the year.

The Head of Finance and Treasurer reported on the variations to the Capital Programme. The first was an additional £80,000 that was required to complete the refurbishment and upgrade of the Smoke House, which would be funded from the property earmarked reserve.

The Group was being asked to approve the addition of £25,000 for an aerial drone to be purchased in conjunction with Bedfordshire Police, funded by the collaboration reserve. The initial capital costs and the ongoing revenue costs would be split proportionally between the two organisations.

AC D Cook advised that the drone specification was currently out to tender. Drone pilot training would be provided through the Fire Services College and would incorporate Civil Aviation Authority guidance and information about the interaction with and no-fly zones around the County's airports.

In response to a question about the planned non-uniform efficiency saving which would not be achieved due to the ongoing necessity for the post, ACO Evans reported that investigations were ongoing to mitigate against this.

**RESOLVED:**

1. That the forecast outturn for revenue and capital be noted.
2. That the Fire and Rescue Authority be recommended to add an aerial drone to the capital programme, to be purchased in conjunction with Bedfordshire Police.

17-18/CS/037 Treasury Management Mid-Year Review Report

Mr G Chambers, the Head of Finance and Treasurer, introduced the Treasury Management Mid-Year review report which provided an update of the Authority's treasury management to 30 September 2017.

The Authority currently had investments with Barclays Bank, Santander, Qatar National Bank and Goldman Sachs. The use of money market funds would be considered for short-term investments.

It was noted that Members had received training from the Authority's treasury management advisors at a Member Development Day on 4 July 2017. The Authority's treasury management advisors were now known as Link Asset Services.

Councillor Duckett suggested that the Authority consider lending to neighbouring local authorities on a short-term basis as it may be mutually beneficial to the authorities involved. Central Bedfordshire Council regularly borrowed funds from its neighbouring local authorities.

It was not clear whether this would be permitted under the Authority's current Treasury Management Strategy and this could be considered at its annual review, with advice being sought from the Authority's treasury management advisors.

Questions were also posed regarding ethical investments and ACO Evans suggested that an equality impact assessment may need to be completed in relation to the Authority's investment activity. A policy statement on the issue of ethical investment could be added to the Strategy when it was next reviewed by the Group.

In response to a question, the Head of Finance and Treasurer confirmed that the figures detailing the Authority's interest rate exposure related to the amount of interest.

The Chair commented that there were now no limits set out for the maturity structure of borrowing and that these may need to be introduced.

The Chair also suggested that the limits for external debt and the operational boundary as set out in the prudential indicators may need to be reviewed as they appeared not to allow the Authority any flexibility.

The Head of Finance and Treasurer advised that he would liaise with Link Asset Services to confirm the accuracy of the interpretation and calculations relating to these limits.

Members agreed that it would be useful to include a session on the prudential indicators during the next training session treasury management.

**RESOLVED:**

1. That the report be acknowledged.
2. That the following be considered during the next review of the Authority's Treasury Management Strategy:
  - (a) lending to neighbouring authorities;
  - (b) the development of a policy statement on ethical investment;
  - (c) the prudential indicators and the limits for external debt.
3. That training on the prudential indicators be offered to Members as part of the Treasury Management training.

17-18/CS/038 Review of Corporate Services Policy and Challenge Group Effectiveness

The Group considered the following questions relating to its effectiveness during 2017/18:

- i. Does the Group/Committee consider that they have been effective and discharged their responsibility in regard to the Group's/Committee's terms of reference?
- ii. Considering the Group's/Committee terms of reference are there any areas that have not been considered and should be addressed?
- iii. Does the Committee/Group consider any training and development that would assist them with the areas of work of the Group/Committee?

The Group went through its terms of reference and agreed that it was fulfilling the majority of its responsibilities effectively.

During discussion, the Service Efficiency Plan was identified as an area that would benefit from greater Member scrutiny.

It was agreed that the Group should continue to focus on commissioning and overseeing reviews into specified areas of work on a more frequent basis and select items to consider in greater depth.

Members supported the continuation of training on the Statement of Accounts and treasury management and agreed that it would be useful for members to receive training on understanding the Service's assets, including IT, fleet and property. In this respect, it was suggested that Members may benefit from a property tour or greater access to the assets of the Service.

CFO Fuller expressed the view that this could be accommodated during some of the scheduled station visits, particularly in stations where specialist equipment and/or teams were located.

**RESOLVED:**

That the Minutes of the Group's discussion of its effectiveness be fed into the facilitated meeting to be held on 18 January 2018 to review the Fire Authority's Effectiveness in 2017/18.

17-18/CS/039 ICT Shared Service Agreement Extension

ACO Evans presented a report to advise the Group of the approaching five year end date for the ICT Shared Service Agreement with Cambridgeshire Fire and Rescue Authority and to seek the Group's support for the extension of that agreement. She tabled Schedule 3: the financial arrangements, for Members' information.

She confirmed that each Authority was responsible for its own budgets. Costs were captured as part of the budget monitoring process and were allocated in accordance with usage.

In response to questions, ACO Evans assured the Group that an exit clause (set out in Section 16 of the agreement) remained in the agreement which would allow either Authority to terminate the agreement prior to the end of the five year period.

A review of the structure in the Shared Service was currently being undertaken to ensure that the Service was resourced to adequately address the business change projects and programmes whilst continuing to deliver "business as usual" work requirements.

It was acknowledged that the introduction of the ICT Shared Service had improved performance against the performance indicators and increased customer satisfaction levels. It also enabled each Service to benefit from a greater breadth of ICT skills.

The Chair commented that the section on data protection would need to be updated to comply with the General Data Protection Regulations.

**RESOLVED:**

That the Authority be recommended to extend the Shared Services agreement between Bedfordshire Fire and Rescue Authority and Cambridgeshire Fire and Rescue Authority for a further period of five years with the same terms as the existing agreement, acknowledging that the agreement would have to be amended to ensure compliance with the General Data Protection Regulations.

17-18/CS/040 Corporate Risk Register

AC D Cook submitted an update on the Corporate Risk Register.

There were no changes to individual risk ratings. There had been updates to the following risks:

CRR29 (If we do not communicate well, both internal and external to the Service, then we will suffer from poor staff morale, miss the opportunity to promote ourselves and the excellent work we do and potentially impact upon our ability to deliver a full range of services): significant progress had been made in relation to the development of the Service's new website. A focus group had been held with the service provider and a "base camp" facility was being introduced to facilitate the exchange of information and the resolution of any issues arising during the course of the project.

CRR05 (If we are unable to provide adequate asset management and tracking facilities then we may cause serious injuries to our staff due to a lack of safety testing. We may also incur unnecessary significant costs and be in breach of health and safety legislation): as reported earlier in the meeting, the current paper-based system was robust. Research into cloud based asset tracking systems would be undertaken in Summer 2018.

CRR04 (If there are a large number of staff absent from the workplace then our ability to deliver services to our communities is severely compromised and our reputation will be adversely affected): all staff were sent an e-voucher for a flu vaccination, although the take-up was not as high as the Service would have hoped and this will be reviewed next year.

**RESOLVED:**

That the development of the Service's Corporate Risk Register in relation to Corporate Services be noted and approved.

17-18/CS/041 Review of Work Programme 2017/18

Members considered the Work Programme for 2017/18.

ACO Evans reported that the Asset Management Strategy would be submitted to the Group's next meeting. The ICT and Fleet Asset Management Plans would be considered at the Group's meeting in June 2018 with the Property Asset Management Plan submitted in September 2018. This would enable to the Group to consider the individual documents in greater detail.

**RESOLVED:**

That the Work Programme for 2017/18 be received.

The meeting finished at 11.24am.

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**For Publication**

**Bedfordshire Fire and Rescue Authority  
14 December 2017  
Item No. 7**

**REPORT AUTHOR: COUNCILLOR J MINGAY**  
**SUBJECT: SERVICE DELIVERY POLICY AND CHALLENGE GROUP**

For further information on this Report contact: Nicky Upton  
Democratic and Regulatory Services Supervisor  
Tel No: 01234 845149

Background Papers: None

Implications (tick ✓):

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

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

**PURPOSE:**

To report on the meeting of the Service Delivery Policy and Challenge Group held on 30 November 2017

**RECOMMENDATION:**

That the submitted draft Minutes of the meeting of the Service Delivery Policy and Challenge Group held on 30 November 2017 be received and the recommendation, as noted below, be considered.

1. Introduction

1.1 The draft Minutes of the meeting of the Service Delivery Policy and Challenge Group held on 30 November 2017 are appended for Members' consideration.

1.1 The Service Delivery Policy and Challenge Group made the following recommendations to the Fire Authority:

17-18/SD/029 Minutes

That a letter be drafted for the Chair of the Authority to sign requesting the commitment of the Chief Executives of the three unitary authorities in Bedfordshire to formally agree a "developer pays" scheme in relation to the provision of fire hydrants in new developments.

**COUNCILLOR J MINGAY**  
**CHAIR OF SERVICE DELIVERY POLICY AND CHALLENGE GROUP**

**MINUTES OF SERVICE DELIVERY POLICY AND CHALLENGE GROUP  
MEETING HELD ON 30 NOVEMBER 2017 AT 10.00am**

Present: Councillors C Atkins, D Franks, T Khan and J Mingay (Chair)  
ACFO I Evans, SOC C Ball, SOC A Peckham and AC D Cook

17-18/SD/026 Apologies

26.1 Apologies for absence were received from Councillors J Chatterley, P Downing, P Duckett and D McVicar.

17-18/SD/027 Declarations of Disclosable Pecuniary and Other Interests

27.1 There were no declarations of interest.

17-18/SD/028 Communications

28.1 There were no communications.

17-18/SD/029 Minutes

- 29.1 SOC Ball gave an update on the “developer pays” scheme in relation to fire hydrants in new developments. The Service has had a number of meetings with the three unitary authorities in Bedfordshire requesting a formal agreement whereby the provision of fire hydrants was included as a condition on the planning permission for new developments. This would ensure that the developer was funding the provision rather than it being funded by public funds through the Fire and Rescue Service budget.
- 29.2 The annual cost of the provision of the fire hydrants on new developments was approximately £240,000.
- 29.3 The Service applies the principles of a “developer pays” scheme without a formal agreement. The provision of fire hydrants is being put forward by the Service as a condition to be added through the planning process. This generates additional work for the Service; however, the financial benefit of this to the Service and Council Tax payers outweighs the resource currently being used to check and comment on planning applications being submitted to the three unitary authorities.
- 29.4 In response to a question, SOC Ball advised that a formal agreement has not been reached with the three authorities, even though in principle, each authority is supportive of the scheme.
- 29.5 The Chair volunteered to write a letter to the Chief Executives of the three unitary authorities requesting their commitment to a formal agreement. This could be hand delivered to each Chief Executive by a Fire Authority Member from the same authority to ensure receipt.

**RESOLVED:**

1. That the Minutes of the meeting held on 14 September 2017 be confirmed and signed as a true record.
2. That a letter be drafted for the Chair of the Authority to sign requesting the commitment of the Chief Executives of the three unitary authorities in Bedfordshire to formally agree a “developer pays” scheme in relation to the provision of fire hydrants in new developments.

17-18/SD/030 Service Delivery Performance Monitoring Report Quarter 2 and Programmes to date

- 30.1 The Group received the performance report for the second quarter of 2017/18 and an update on the progress and status of the Service Delivery projects.
- 30.2 ACFO Evans advised that the co-responding project had been put on hold pending the outcome of national negotiations on the broadening of the role of the fire fighter and remuneration for these responsibilities. He reiterated that this was not a local issue.
- 30.3 SOC A Peckham provided an update on Collaborative Working Projects. An announcement was due on 7 December 2017 in relation to the bid for One Public Estate funding for a scoping study to investigate the potential for a joint Fire and Rescue and Police Headquarters.
- 30.4 Co-location has been successfully implemented at a number of the Service’s stations with evaluation now being undertaken.
- 30.5 The tender process for an aerial drone to be funded in conjunction with Bedfordshire Police has commenced and should conclude in February 2018.
- 30.6 STORM access for Control staff has been arranged to allow them access to the Police incident system. Training of the Watches is ongoing to support this.
- 30.7 In relation to the forced entry pilot, the Service has been called out to over 500 incidents. An evaluation is currently in process.
- 30.8 Members noted the progress made in relation to the collaborative working schemes and thanked Officers for driving this forward.
- 30.9 SOC Ball updated the Group on the Emergency Services Mobile Communications Programme (ESMCP). He reported that the Service continued to work with its regional partners to meet any deadlines set.
- 30.10 SOC Ball also reported that the 4i Mobilising System. Data mobilising is being rolled out to all stations and a project closure report is being drafted.
- 30.11 ACFO Evans advised that work continued to progress on the Retained Duty System Improvement Project. 15 new on-call recruits had recently attended a Retained Foundation Training Course. 10 are attending Breathing Apparatus

Training after which time they would have a significant positive impact on retained availability.

- 30.12 The specification process for the replacement Wholetime Duty Management System is progressing towards procurement.
- 30.13 ACFO Evans then reported on the performance indicators, a number of which had not achieved target levels.
- 30.14 PI01 (primary fires) had missed its target by 16%. Whilst this was of significant concern, it was noted that the performance against this indicator had improved from missing its target by 32% in the first quarter. The majority of fires attended involved dwellings and road vehicles. The increase in vehicle fires was part of an increasing trend in deliberate fires due to criminal activity.
- 30.15 PI02 (primary fire fatalities) had missed its target as there had been three fire fatalities in the year to date. Coroner's inquests had not been completed. Two of the deaths appeared to be suicides with the third a late call of fire.
- 30.16 PI03 (primary fire injuries) had missed its target as there had been sixteen fire injuries in the reporting year to date. Thirteen of these had been reported during quarter 1, with an additional three occurring in quarter 2.
- 30.17 PI04 (deliberate (arson) fires) had missed its target by 56%. Performance against this indicator had been adversely affected by the type of fires reported under PI01. There was also a seasonal impact of outdoor fires during the first two quarters of the reporting year.
- 30.18 It was noted that there had been a national increase in deliberate fires.
- 30.19 ACFO Evans assured Members that the Service worked closely with Bedfordshire Police in relation to incidents of arson and anti-social behaviour.
- 30.20 Given the difference in the definition of arson (which must relate to property and involve intent or recklessness) and deliberate fires, it was recognised that the number of deliberate fires recorded by the Service would always be higher than the number of arson incidents recorded by the Police.
- 30.21 PI05 (accidental dwelling fires) had narrowly missed its target by 2%. This was an improvement from the first quarter, when the target had been missed by 6%. Trends and Exeter data were analysed to inform the Service's prevention work.
- 30.22 PI11 (percentage of occasions when our response times for critical fire incidents were met) had missed its target by 12%. ACFO advised that this was a stretching target that the Service had not achieved for a number of years. The target may benefit from being revisited at the target setting meeting. A number of factors contributed to adverse performance against the indicator, mainly the increase in traffic density, particularly in the urban areas, and on-call availability.

- 30.23 The final indicator that had missed its target was PI26 (percentage of fire safety audits carried out on high and very high risk premises). The audits were undertaken in accordance with an annual programme and the Group was assured that 100% of the premises would be audited by the end of the performance year. ACFO Evans advised that the audit programme had been reprioritised following the fire at Grenfell Tower so that audits of all high rise residential premises had been undertaken as a matter of priority.
- 30.24 ACFO Evans also highlighted a number of areas of high performance, including PI28 (automatic fire detector false alarms in non-domestic properties) which had exceeded its target by 17%. The introduction of a new mobilisation policy had resulted in a decrease in the number of mobilisations by 44% compared to the same period the previous year. This reduction in mobilisation to occupied commercial premises during business hours reduces disruption to risk management activity such as prevention and protection duties and training. It also reduces road risk by fewer blue light responses.
- 30.25 In response to a query from the Chair as to why the water deaths and injuries identified in the information bulletin were not included in the information provided in the performance report, ACFO Evans advised that he would investigate this matter and report to the Group's next meeting.
- 30.26 High performance levels had also been recorded in relation to non-domestic fires, crewing percentages and HOAX calls.

**RESOLVED:**

1. That the progress made on the Service Delivery Programme and Performance be acknowledged.
2. That in addition to the challenges discussed during the discussion on the performance indicators, the good performance also be recognised.

17-18/SD/031 Audit and Governance Action Plans Monitoring Report

- 31.1 ACFO Evans submitted the report on progress made to date against current action plans arising from internal and external audit reports. He confirmed that there were no outstanding actions.
- 31.2 The Group was advised that an internal audit of Collaboration had recently been completed and the audit report would be submitted to its next meeting.

**RESOLVED:**

That progress made against current action plans be acknowledged.

17-18/SD/032 Arson State of the Nation Report

- 32.1 ACFO Evans introduced an overview of the State of the Nation 2017 report produced by the Arson Prevention Forum.

- 32.2 The report identified a national increase in incidents of arson in 2016/17. There had been an overall 11% increase in deliberate fires since 2014/15 and an increase of 44% in deliberate road vehicle fires.
- 32.3 In comparison to the national average, Bedfordshire had experienced an overall rise of 9% in deliberate fires, which was 2% less than the average increase. There had also been a decrease of 26% in deliberate fires involving dwellings, compared to a 3% increase nationally. The increase in deliberate fires involving road vehicles was 10%.
- 32.4 In relation to the key points raised within the report, ACFO Evans advised that the Service had a strong working relationship with the Police, including information sharing and the co-location of Community Safety Teams.
- 32.5 The report suggested that there should be a link with the Police and Crime Commissioner Crime Plan and the Community Risk Management Plan where arson was a local risk and ACFO Evans confirmed that the Service and Police were committed to working together on this issue.
- 32.6 In response to comments on the difference in the definition of deliberate and arson fires and the low rate of prosecution for arson, ACFO Evans reported that the Service had recently assisted the Police in securing the prosecutions of two prolific arsonists in Leighton Buzzard.
- 32.7 In response to a question, ACFO Evans advised that partnership working in this area would form part of the inspection, although this would most likely not be carried out at the level of detail that would require a formal 'link' with the Police and Crime Plan if the Service could demonstrate that it was working collaboratively with its partners.

**RESOLVED:**

That the contents of the report and the information contained within the document attached to the report be acknowledged.

17-18/SD/033 Customer Satisfaction Survey Report Quarter 2

- 33.1 ACFO Evans presented the results of customer satisfaction surveys conducted from 1 July 2017-30 September 2017. During this period, 100% of respondents were very or fairly satisfied with the Service. The Service had also achieved an overall 66% response rate.
- 33.2 The feedback received from the visits illustrated that the Service was engaging with and assisting local residents with particular vulnerabilities.
- 33.3 Two complaints had been received during the reporting period, both of which had been resolved. The Service also received 13 compliments during the reporting period.
- 33.4 Members noted that the most common comment was that the Service staff visiting them were polite, friendly, helpful and professional.

**RESOLVED:**

That the continuing high levels of customer satisfaction, and the compliments received on the professionalism and politeness of staff, be acknowledged.

17-18/SD/034 Community Risk Management Plan

- 34.1 ACFO Evans reported that, following the presentation of a draft Community Risk Management Plan (CRMP) to this Group in June, the need for a corporate project to review the Service's response arrangements and risk profiling had been identified. This would also allow the Service to consider how it may be able to utilise new technology. This project may result in proposals to make response arrangements more efficient and effective.
- 34.2 In light of this ACFO Evans proposed to update the current draft of the CRMP, to make reference to the project. It was expected that the revised draft CRMP would be submitted to the Authority by the end of the financial year. ACFO Evans highlighted that there would be a need for community consultation on the CRMP.

**RESOLVED:**

That the Group receive a report on the Community Risk Management Plan at its next meeting.

17-18/SD/035 Mobilising System Project

- 35.1 ACFO Evans provided a verbal update on the 4i mobilising system and advised that the five-year contract period was due to expire in November 2019.
- 35.2 Due to the cost of the upgrade to ensure compliance with the Emergency Services Network, Essex Fire and Rescue Service had indicated that they would not seek to extend the contract and would be retendering the contract.
- 35.3 Whilst Members expressed disappointment at this outcome, as the mobilising system had only just been implemented, it was recognised that this provided the Service with an opportunity to explore other options, including collaboration with other Fire and Rescue Services that were closer to the Service geographically, or Bedfordshire Police.
- 35.4 External consultants would be engaged to assist the Service with an options appraisal. Options would then be presented to the full Authority for consideration.

**RESOLVED:**

That the update on the Mobilising System Project be acknowledged.

17-18/SD/036 Corporate Risk Register

- 36.1 AC Cook presented the review of the Corporate Risk Register. There had been no changes or updates to risks in the Service Delivery Risk Register.

**RESOLVED:**

That the review by the Service of the Corporate Risk Register in relation to Service Delivery be approved.

17-18/SD/037 Update on Strategic Road Safety Partnership

- 37.1 ACFO Evans provided a verbal update on the formation of a Strategic Road Safety Partnership for Bedfordshire. The Partnership had met once and following this meeting Terms of Reference had been drafted. A second meeting would be held shortly.
- 37.2 It was envisaged that resource would be allocated to conduct a strategic assessment of road safety risk to inform strategy.
- 37.3 Councillor Franks advised that Luton Borough Council was currently undertaking a scrutiny review of the setting and enforcement of speed limits. This had uncovered a lack of enforcement of 20 mph speed limits.
- 37.4 ACFO Evans advised that one of the challenges was that the three unitary authorities in Bedfordshire had different approaches and that road safety would benefit from a consistent, agreed approach.
- 37.5 He added that a Tactical Group would be created to consider operational issues and this could be the group that would discuss issues such as the enforcement of speed limits.
- 37.6 The view was expressed that there would be a more local benefit if fees from the fixed penalty notices could be kept for use locally rather than directed to central Government.

**RESOLVED:**

- 1. That the update on the Strategic Road Safety Partnership be acknowledged.
- 2. That a written report on the progress of the Strategic Road Safety Partnership be submitted to the Group's next meeting.

17-18/SD/038 Operational Decision Making Procedures – Exception Report

- 38.1 There were no exceptions to report.

17-18/SD/039 Review of the Fire Authority's Effectiveness

- 39.1 The Group considered the following questions in reviewing its effectiveness:
  - i. Has the Group been effective and discharged its responsibility in regard to its terms of reference?
  - ii. Have there been any areas of their terms of reference which have not been considered and should be addressed?
  - iii. Is there any Training and Development that would assist Members with the areas of the work of the Group?

- 39.2 The Group agreed that it was well supported by Officers and that the Groups' consideration of issues had been wide-ranging, informative and useful for Members.
- 39.3 A comment was made on the frequency of meetings. It was noted that, if the need arose, the Chair would be able to convene an additional meeting of the Group.
- 39.4 It was noted that the record of Member attendance at meetings would be submitted to the Audit and Standards Committee meetings.

**RESOLVED:**

That the Minutes of the Group's discussion of its effectiveness be fed into the facilitated meeting to be held on 18 January 2018 to review the Fire Authority's Effectiveness in 2017/18.

17-18/SD/040 Work Programme

- 40.1 The Group received its updated work programme for information. The demonstration of forced entry equipment had been postponed and would now take place following the Group's next meeting.
- 40.2 It was noted that, earlier in the meeting, Members had agreed to receive reports on the Strategic Road Safety Partnership, the Community Risk Management Plan and the Mobilising System.
- 40.3 The Chair wished everyone a very Happy Christmas.

**RESOLVED:**

That the work programme be received.

The meeting finished at 11.57am.

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**For Publication**

**Bedfordshire Fire and Rescue Authority  
14 December 2017  
Item No. 8**

**REPORT AUTHOR(S): ACFO IAN EVANS**

**SUBJECT: MOBILISING SYSTEM OPTIONS APPRAISAL**

For further information on this Report contact: ACFO Ian Evans  
Tel No: 01234 845000

Background Papers: None

Implications (tick ✓):

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

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

**PURPOSE:**

To inform the Fire and Rescue Authority (FRA) of the contractual situation in relation to the current emergency call handling and mobilisation system and recommend an approach to identifying the most appropriate arrangements for the future provision of emergency call handling and mobilisation.

**RECOMMENDATION:**

It is recommended that the FRA endorse the options appraisal approach for the future provision of emergency call handling and mobilisation set out in this paper.

1. Background

- 1.1. Bedfordshire Fire and Rescue Service emergency call handling and mobilising system is provided through a partnership arrangement with Essex Fire and Rescue Service (EFRS). The system was procured in 2012 through a tender process supported by Government grant funding.
- 1.2. The system comprises two components - an Integrated Communications and Control System (ICCS) provided by Frequentis and a Call and Despatch system (CAD) provided by Remsdaq.

- 1.3. The contract term for the system components was five years and this expires at the end of 2019 (Frequentis) and early 2020 (Remsdaq) respectively.
- 1.4. Alongside this contract expiry issue, the Government is in the process of replacing the Airwave communications system used by all emergency services with a new Emergency Services Network (ESN). The transition to ESN was originally anticipated to take place in 2018 and requires an upgrade to the ICCS and CAD system to work with the ESN new technology. Due to delays in the Government ESN project there is now uncertainty over when the transition to ESN will actually take place, and this could be 2020 or later. The indicative costs for upgrading the current system to ESN compliance are considerable.
- 1.5. EFRS have indicated to BFRS that in consideration of the end of the contract and upgrade costs they intend to procure a new ESN compliant system and will not be seeking to progress upgrade of the current system and will not seek any extension to the current contract. We await written confirmation of this position.
- 1.6. The intention of EFRS to procure a new system means that BFRS will also have to identify the most appropriate arrangements for the future provision of its emergency call handling and mobilisation requirements when the current contract concludes.

## 2. Proposed Approach

- 2.1. The procurement and implementation of an emergency call handling and mobilisation system is a major project within a complex area of rapidly developing technology. Over recent years a number of fire and rescue projects for replacement mobilising systems have encountered delays and technical problems (including our own current replacement mobilising system project).
- 2.2. Preliminary investigation has highlighted that there are wide range of potential options for the future provision of emergency call handling and mobilisation for BFRS. These range from a 'stand-alone' BFRS system or a collaborative approach with other FRS or other emergency services, through to completely outsourcing emergency call handling and mobilisation.
- 2.3. Given the scale of the project and procurement process timescales it is essential to progress an options appraisal quickly as well as thoroughly.
- 2.4. In order to ensure that the FRA can make the best decision for our future mobilising provision it is considered appropriate to seek the assistance of specialist consultants to assist in an options appraisal. This has a number of potential benefits:
  - It will bring in specialist expertise and knowledge beyond that available in-house
  - It is likely to reduce the time taken to conduct an options appraisal
  - It will provide a measure of independence and transparency to the options appraisal

- It will assist in mitigating the risk associated with a complex risk critical decision
- 2.5. Discovery sessions have been held with prospective consultancies with suitable experience and expertise in this type of work and the Service is considering proposals with a view to selecting a company to undertake the work at the earliest opportunity.
- 2.6. It is proposed that the consultants undertake an initial data capture exercise enabling a long-list of potential options to be short-listed down to three options (by end of January 2018). There will then be detailed appraisal of the short-listed options aiming for a recommendation with supporting business case to be put to the FRA (by end of March 2018).
- 2.7. The consultancy work will explore a range of factors such as:
- Estimated cost to deliver the option (including ongoing costs)
  - Optimum life of the contract
  - Estimated delivery timescale
  - Project management & resource requirements
  - Procurement and legal constraints
  - Ability to utilise existing assets/infrastructure
  - System capabilities & concept of operations (e.g. resource management, system integration and AVLS)
  - Technical requirements
  - Resilience and fallback arrangements
  - Collaboration opportunities with other emergency services (now and in the future)
  - Technological solutions offered by the market (e.g. cloud based system)
  - ESN compliance and transition
  - Implementation and transition considerations (risks, benefits)
  - Interim extension of the current system and other contingency arrangement
- 2.8. Members should be aware that as the communications with prospective providers are still ongoing and no final proposal has been accepted there could be some change to the methodology and timeframe, which is partially dependent upon a range of external stakeholders.

### 3. Implications

- 3.1. The procurement of a call handling and mobilisation system has significant capital and revenue implications and budget provision has been included within the medium term financial plan. This may need to be revised as dependent upon the outcome of the options appraisal and future tendering process.

4. Recommendation

- 4.1. It is recommended that the FRA endorse the options appraisal approach for the future provision of emergency call handling and mobilisation set out in this paper.

**PAUL M FULLER CBE QFSM  
CHIEF FIRE OFFICER**

**For Publication**

**Bedfordshire Fire and Rescue Authority  
14 December 2017  
Item No. 9**

**REPORT AUTHORS: CHIEF FIRE OFFICER AND TREASURER**

**SUBJECT: DRAFT 2018/19 REVENUE BUDGET AND CAPITAL PROGRAMME**

For further information on this Report contact: Mr G Chambers  
Head of Finance/Treasurer  
Tel No: 01234 845000

Background Papers:

1. The 2017/18 Budget Book and Medium-Term Financial Strategy.
2. The 2018/19 Budget Paper to the Corporate Services Policy and Challenge Group on 13 September 2017.

Implications (tick ✓):

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

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

## **PURPOSE**

To present information to allow Members to approve and consult further on a draft Revenue Budget, Capital Programme and Council Tax for 2018/19.

## **RECOMMENDATIONS**

That subject to review and consideration of these papers, Members approve for public consultation:

1. A draft revenue budget requirement of £29.195m, as per Appendix 1, with a council tax increase of 1.99%.
2. A draft Capital Programme of £1.219m as per Appendix 3.

1. Report Background:

1.1 The 2018/19 budget timetable was approved by the Corporate Services Policy and Challenge Group of the Fire and Rescue Authority on 13 September 2017 and this has been adhered to.

1.2 Budget work to-date has included a robust review and scrutiny of budgets by the Head of Finance/Treasurer, the Finance Team and the Corporate Management Team. Planned meetings have also taken place, such as the Capital Strategy Team meeting where the Capital Programme was scrutinised. There has also been one Members' budget workshop to date.

At the beginning of the process for the 2018/19 budget, twenty new budget bids were submitted totalling £746.1k. Included in the current Medium-Term Revenue Plan (MTRP), there are now eleven new bids totalling £429.2k. Bids have either been rejected or a different approach to achieving the objectives has been found. Of the £429.2k pressure in 2018/19, £74k is from one off pressures in 2018/19 only and not future years. These remaining new bids will be scrutinised further at the second Members' budget workshop in January 2018.

The budget scrutiny process resulted in one new Capital bid being rejected. As per the current Capital Programme, there are now three new bids in 2018/19 totalling £189k. The total of the Capital Programme for 2018/19 including the items previously approved and recurring items such as vehicles, ICT and property works, is £1.219m. In 2018/19 £134k from the sales of vehicles will be used to fund the new vehicle expenditure contained within the £1.219m.

1.3 The next stages of the budget process, in accordance with the timetable, are summarised in Table 1 below:

*Table 1: 2018/19 Budget timetable extract from the date of 14th December 2017 onwards.*

Fire and Rescue Authority (FRA)	Draft budget approved for consultation.	14 December 2017
Public Consultation on draft budget	From 15 December 2017 to 31 January 2018.	15 December 2017 to 31 January 2018
Corporate Management Team (CMT)	Update to CMT as required.	January 2018
FRA	2nd Members budget workshop – with updates on consultation responses received.	18th January 2018
FRA	2018/19 Budget and Council Tax Precept set.	8 <sup>th</sup> February 2018

1.4 The Authority is proposing a draft budget for 2018/19 that takes into account the aims and objectives of the service and prioritises the resources available for front line services.

It does this by:

- a. Proposing a council tax increase of 1.99%. This equates to an increase from £92.81 to £94.66, therefore a £1.85 increase per Band D equivalent property per year or just over 3.5 pence per week.
  - b. Proposing the continuation of significant efficiency savings over the period 2018/19 to 2021/22 which totals £789k.
  - c. Examining all possible savings and other ways of reducing expenditure or increasing income without affecting service levels.
- 1.5 The Authority when reviewing this draft budget report may choose to make amendments to the draft revenue and capital budgets presented or to the draft council tax increase and adjust the budget proposals accordingly, in consultation with the Treasurer and the Chief Fire Officer.

## 2. Issues and Overview

- 2.1 The coalition Government's Spending Review announced at the end of 2010 indicated a 25% formula funding cut to the national funding pot that is distributed to the Fire and Rescue Services. The reductions were back loaded as announced in years 2013/14 and 2014/15. The budget for 2015/16 was set following a one year Spending Round. For the 2016/17 budget process, the DCLG offered a four year funding settlement. The Authority accepted this offer and therefore has some certainty over the Government funding for the remaining years 2018/19 to 2019/20. The grant reductions identified in Appendix 1 for 2020/21 and 2021/22 have the same percentage applied as per the reduction between the prior two years.
- 2.3 Up to and including the 2018/19 budget, the Authority has seen the Government's revenue and capital funding reduce by £10.252m since 2010/11. Continued and further reductions to both revenue and capital are forecast at £4.175m over the 2019/20 to 2021/22 financial years.

To manage these funding reductions, the Authority has introduced savings and efficiencies of £5.352m, with at least a further £0.619m planned. New budget bid pressures of £2.061m have also been managed with other cost increases such as pay awards, general inflation, employer national insurance increases and the apprenticeship levy and scheme.

- 2.4 The final settlement for 2017/18 and the indicated four year settlement figure for 2018/19 are shown in Table 2 below. The estimated funding for 2018/19 onwards is detailed in Appendix 1.

*Table 2: Baseline Funding Level*

2017/18 £000		2018/19 £000
£9,054	Final 2017/18 and 2018/19 four year settlement offer	£8,564

- 2.5 The baseline funding level is the Government's assessment of the funding that the Authority requires. This can be broken down into Revenue Support Grant (RSG), the Authority's Business Rates Baseline (how much is collected locally and allocated to the Fire and Rescue Service) and the Government's Business Rates Baseline Top up.

The Government's calculation of the 'start-up funding assessment' (SUFA) refers to a local authority's share of the spending control total. This SUFA figure is made up of two parts: an authority's revenue support grant in that year and the baseline funding level as set for the start of the business rate retention funding system.

- 2.6 Capital - Prior to 2013/14 the Authority received in excess of £1m capital grant funding per annum. A bidding process was introduced in 2013/14 and continued until 2015/16. There have not been any capital grants or bidding rounds post 2015/16.

### 3. Business Rates Retention/Formula Funding

- 3.1 As identified in Table 2 above, the baseline revenue funding level is forecast to reduce by £0.490m between 2017/18 and 2018/19.
- 3.2 As can be seen from Appendix 1, the forecast reduction in Revenue Support Grant reduction to the Authority in 2018/19 is 18.6% or £0.653m lower than 2017/18. This is after a 26% reduction or £1.261m in equivalent funding for the 2017/18 financial year. The MTRP factors in an overall Government grant funding reduction of 47% or £1.654m between 2017/18 and 2021/22.

The Authority's Business Rates Retention (BRR) baseline funding level was set for 2013/14 and will increase by the Retail Price Index (RPI) until there is a reset calculated by Government. As our business rate baseline is lower than the baseline funding level, we are a 'top up' authority and receive a payment from central government. All Fire and Rescue Services are top up authorities. Fire grants such as for Firelink and New Dimensions are outside of the BRR scheme.

The Authority could be impacted by fluctuations of the Business Rates collected in Bedfordshire. If business rates income increases, the Authority will receive a share of this, if it decreases again the Authority will be impacted by this. There are mechanisms in place within the funding scheme that offer protection, called safety nets, should an authority be considerably adversely impacted.

Table 3 below details the estimated business rates income from the three unitary authorities.

Table 3: Business Rates Income

Authority	2017/18 £'000	Forecast Original 2018/19 at time of 2017/18 budget setting £'000	Current Forecast 2018/19 £'000	Variance Original to Revised 2018/19 £'000
Bedford	593	614	610	(4)
Luton	645	664	639	(25)
Central Bedfordshire	810	831	861	30
<b>Total</b>	<b>2,048</b>	<b>2,109</b>	<b>2,110</b>	<b>1</b>

The figures above are indicative at this stage; final figures will be used for the budget setting report in February 2018.

#### 4. Council Tax Taxbase

- 4.1 The Department for Works and Pensions (DWP) from 2013/14 reduced its funding to local authorities for those receiving council tax benefits by 10%. As a result of this and the new schemes that billing authorities have put in place, there was a reduction in the council tax taxbase. The schemes that the authorities developed led to the taxbase reducing from 209,029 Average Band D properties in 2012/13 to 185,822 in 2013/14. The Authority did receive a grant allocation from the DCLG to offset the impact of the taxbase reducing in 2013/14. However, since 2014/15 this has not been visible and is included within the Revenue Support Grant which is subject to funding reductions.
- 4.2 Table 4 below shows the estimated change in the taxbase between 2017/18 and 2018/19. These are the current estimated taxbase figures for 2018/19 received to date from the local billing authorities.
- 4.3 As can be seen from the table below, the forecast 2018/19 taxbase figures provided when setting the 2017/18 budget, have increased by 1,328.79 Band D equivalent properties. This increase will result in additional council tax revenues for the Authority of £126k in 2018/19. The overall impact on the MTRP from this revised 2018/19 forecast taxbase is £0.504m over the years 2018/19 to 2021/22, therefore having a direct impact on reducing the call on the Transformational earmarked reserve.

Table 4: Taxbase (Band D equivalents)

Council	2017/18 Taxbase	Councils Original 2018/19 Estimates	Councils Revised 2018/19 Estimates	Variance Original to Revised 2018/19
<b>Bedford Borough</b>	56,815.70	57,952.01	58,521.00	568.99
<b>Luton</b>	49,733.30	49,733.30	50,461.10	727.80
<b>Central Bedfordshire</b>	98,104.00	99,919.00	99,951.00	32.00
<b>Total</b>	<b>204,653.00</b>	<b>207,604.31</b>	<b>208,933.10</b>	<b>1,328.79</b>

The figures above are indicative at this stage; final figures will be used for the budget setting report in February 2018.

## 5. Choices (Options) - Revenue Budget

- 5.1 The council tax freeze grant option ceased for the 2016/17 budget setting period and is therefore not a consideration for this 2018/19 budget.

The 2011/12 freeze grant that the Authority did receive has been built into the formula funding baseline.

- 5.2 Appendix 1 details a council tax increase at 1.99% per year. This is based on need as even with these council tax increases in each year, there is still a base budget gap going forward into 2022/23.

- 5.3 It is anticipated that the referendum trigger for council tax will remain at 2% for 2018/19 onwards. The Authority awaits final confirmation of this from the DCLG. If this limit is removed prior to the February budget setting meeting, the report will factor in the options to increase above the current 2% limit.

- 5.4 As identifiable in Appendix 1 the Authority has:

- Achieved a base budget reduction of £129k in 2018/19 (£108k in 2017/18) as a result of the budget manager challenge and scrutiny meetings (MTRP line 21).
- Planned savings and efficiencies over the medium-term of £0.789m to assist in balancing the budget and offset the Government's funding reductions (MTRP line 20).
- Implementing the Transformational Reserves Strategy that was set up in the 2011/12 Medium-Term Financial Plan, setting earmarked reserves aside to utilise to balance the budget in following years whilst the savings and efficiencies were being implemented (MTRP line 41).
- Focused on the medium-term, as well as the 2018/19 tax setting year, to ensure that there is an excellent fire and rescue service that we can all be proud of in the future.
- Budgeted for revenue contributions to capital, to enable future funding of the Capital Programme to be met from internal resources and not new borrowing (MTRP line 17).

As well as the focus on savings and efficiencies, the Authority is also aiming to maximise its income generation from chargeable services, investments and property rental.

- 5.5 The main Planning Assumptions used within this budget are attached at Appendix 2, along with a list of some of the uncertainties that the Authority is facing.

- 5.6 Further work has again been carried out for this budget round on savings and efficiencies and these are summarised in Appendix 4, covering the period 2018/19 to 2021/22.

The savings and efficiencies for the medium-term have all been reviewed and essentially added to.

5.7 Appendix 1 currently shows an estimated Collection Fund surplus of £348k, MTRP line 55. This figure will be updated in the budget report in February 2018 when all three estimated 2017/18 Collection Fund positions are confirmed by the Unitary Authorities.

## 6. Transformational Earmarked Reserve (TEMR)

6.1 Following the last few years of contributing to the TEMR, as per the agreed financial strategy, these monies will now be used to close the budget gap in the medium-term and smooth the introduction of the savings/efficiencies.

6.2 The balance of the TEMR as at 1<sup>st</sup> April 2018 is forecast to be £4.408m, which includes the budgeted use in the 2017/18 financial year of £568k. As identified in Appendix 1, £4.408m has been allocated over the 2018/19 to 2021/22 years. As there is currently a base budget gap of £1.134m in 2021/22, on the assumption that the same gap is there for 2022/23 the current forecast use of the Transformational reserve will leave no balance to utilise in 2022/23. It is however anticipated that additional contributions to the reserve will be made over the medium-term, from the phased introduction of savings and efficiencies. As these are yet to commence they have not yet been factored into the MTRP.

6.3 It is recommended that should there be an underspend at the end of 2017/18; this is allocated to the TEMR.

6.4 The Authority's Officers and Treasurer recommend that a Council Tax increase of 1.99% should be implemented. This is based on need, as the current MTRP still shows that there will be an as yet unfunded ongoing base budget reduction at the end of 2021/22. As this is based on numerous funding assumptions, there is planning time between now and 2022/23 to implement additional savings and efficiencies if the forecasts become reality. However, these do need to be researched, planned and implemented, so there is a significant lead time for large scale savings and efficiency options that will be required to close a base revenue budget gap in excess of £1m. The Transformational Efficiency Reserve will also be continued in the medium-term to assist in future year's budget setting.

## 7. Capital Programme

7.1 The Authority's base budget revenue contributions to fund capital commenced in 2012/13 to support capital expenditure funding in future years. There is now a base budget revenue contribution of £1.3m per annum, which fluctuates in line with the varying funding demand (MTRP line 17). This is with the assumption that capital grants are not forthcoming. If the capital funding from 2018/19 changes, the base budget revenue contributions could reduce.

7.2 The Capital Programme, as per the approved timetable, has followed the same robust challenge/scrutiny route as the revenue budget. The Capital

Strategy Team has also reviewed and assessed the bids made, approving the schemes that are attached at Appendix 3 as the 2018/19 Capital Programme.

7.3 Key items of note in the proposed 2018/19 Capital Programme of £1.219m are:

- Investment in our vehicle fleet, to maintain efficient, economic and effective appliances.
- Investment in ICT and software.
- Investment in the modernisation of our buildings (office and operational).

## 8. Implications

### 8.1 **Financial:**

8.1.1 The implications to highlight are:

- With a council tax increase of 1.99%, this should enable council tax to be kept at the same level in future years subject to the referendum limit. This option will ensure that the Authority has the 1.99% 2018/19 council tax increase in its base funding which equates to circa £387k annually in future years council tax (with the current estimated taxbase).
- Should there be a change to the referendum limit, the Authority will consider the options at the February budget setting meeting.

### 8.2 **Medium-Term Implications:**

8.2.1 In setting a budget for 2018/19, the Authority must take into account the implications for the following years' financial strategy, namely 2019/20 to 2021/22 and beyond. There are significant efficiency savings over this period that will require action in the short term if they are to be secured within the planned timescales. The base budget gap based on the current assumptions needs addressing, as the gap may be in excess of £1m in 2022/23 when taking inflationary pressures into account and the current Transformational earmarked reserves is forecast to have been fully allocated.

### 8.3 **Robustness of Estimates and Adequacy of Reserves:**

8.3.1 The Local Government Act 2003 places a duty on the Section 151 Officer (Treasurer) to comment on 'the robustness of the estimates' included in the budget and the adequacy of the reserves for which the budget provides. The Treasurer will do this for the final budget that is set post consultation on 8th February 2018.

8.3.2 Budget work to-date has included a robust review and scrutiny of budgets by the Head of Finance/Treasurer, the Finance Team, Corporate Management Team, Capital Strategy Team and one Member budget workshop.

In addition to the Authority's own council tax, there are separate council taxes for the Police Service, the local authorities of Central Bedfordshire, Bedford,

Luton and their associated parishes that taxpayers will see on their council tax bills.

#### **8.4 Use of Balances:**

- 8.4.1 A prudent level of reserves, along with appropriate contributions to and from reserves, should be part of the overall budget. Ernst & Young, the Authority's external auditors, reported to the Audit and Standards Committee on 28<sup>th</sup> September 2017 that the Authority had appropriate arrangements in place to secure efficiency, effectiveness and economy in our use of resources.
- 8.4.2 As noted above in this report, it is anticipated that the Transformational Reserve will be fully utilised over the medium term. It is planned that the General Reserves currently remain at £2.6m.
- 8.4.3 The revenue contributions to capital have built up over a number years to £1.3m per annum. This is a capital funding source to be utilised annually from 2018/19. This is prudent with the uncertainty of Capital Grant from 2018/19.

#### **8.5 Resources and Risk:**

- 8.5.1 The resource implications are detailed throughout this report, appendices and in the current MTFS.
- 8.5.2 The Authority's General and Earmarked reserves have been reviewed against the revised corporate risk register and these presented and discussed at the first Members budget workshop in November 2017..

#### **8.6 Legal:**

- 8.6.1 The Authority must set a balanced budget for 2018/19 by midnight on 1 March 2018.
- 8.6.2 The Authority has specific legal duties in relation to equalities and financial decision-making – see below.
- 8.6.3 There are no further specific legal issues arising from this report.

#### **8.7 Equality:**

- 8.7.1 Under the equality duty (set out in the Equality Act 2010), public authorities must have 'due regard' to the need to eliminate unlawful discrimination, harassment and victimisation as well as to advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not. The law requires that public authorities demonstrate that they have had 'due regard' to the aims of the equality duty in their decision-making. Assessing the potential impact on equality of proposed changes to policies, procedures and practices is one of the key ways in which public authorities can demonstrate that they have 'due regard'.
- 8.7.2 It is also important to note that public authorities subject to the equality duty are also likely to be subject to the Human Rights Act 1998. It is therefore

recommended that public authorities consider the potential impact their decisions could have on human rights.

8.7.3 Decisions should include a consideration of the actions that would help to avoid or mitigate any impacts on particular protected characteristics. Decisions should be based on evidence, be transparent, comply with the law and it is important that a record is kept.

8.7.4 Due regard has been and will be considered as part of the budget build process.

The Appendices are set out as follows:

- Appendix 1 – Draft 2018/19 Revenue Budget with a 1.99% council tax increase.
- Appendix 2 – Summary of planning assumptions and uncertainties.
- Appendix 3 – Draft 2018/19 Capital Programme.
- Appendix 4 – Medium-Term Savings and Efficiencies.

**PAUL M FULLER**  
**CHIEF FIRE OFFICER**

**GAVIN CHAMBERS**  
**HEAD OF FINANCE/TREASURER**

## MTRP FOR DRAFT BUDGET SETTING 14th DECEMBER 2017

	2017/18	Original 2018/19	Proposed 2018/19	Proposed 2019/20	Proposed 2020/21	Proposed 2021/22
	£000s	£000s	£000s	£000s	£000s	£000s
<b>MEDIUM TERM REVENUE PLAN 2018/19 TO 2021/22</b>						
<b>Base Budget</b>	<b>29,125</b>	<b>29,284</b>	<b>29,284</b>	<b>29,578</b>	<b>31,427</b>	<b>30,910</b>
1 Full-Year effect of previous budget decisions & FMS 3 bids	-34	-9	-52	0	0	0
2 Additional Bank Holidays	4	-37	-37	25	4	8
3 Firelink grant reduction / (Increase)	0	0	0	0	0	0
4 FF Pensions 2015 changes	-16	-21	-21	-23	-23	-23
5 FF Overtime uplift	18	0	0	0	0	0
6 Increase in Non-Domestic Rates on Properties	115	0	0	0	0	0
7 Budget Realignment	22	0	96	12	0	0
8 CFOA subscription / LGA Pension Support / NFCC	5	5	10	0	0	0
9 Apprenticeship Levy	67	1	1	2	2	2
10 SCAPE (FF Pensions Scheme) Costs from 01/04/2019 (assumes a 4% increase)	0	0	0	450	0	0
11 LGPS Increase (from 14% to 17.3%)	153	0	0	0	0	0
12 Local Government Superannuation Revaluation Lump Sum	-88	46	46	48	32	0
<b>13 Total Base Budget Adjustments</b>	<b>246</b>	<b>-15</b>	<b>43</b>	<b>514</b>	<b>15</b>	<b>-13</b>
<b>15 Forecast Variations</b>						
16 Investment Interest Decrease/(Increase)	24	0	-15	-5	0	0
17 Revenue Contribution to Capital	0	366	-215	245	-117	67
18 Revenue Implications of Capital Programme	0	26	26	0	0	0
19 Non-Uniform Incremental Drift	14	4	4	2	0	0
20 Transformational Savings/Efficiencies	-529	-241	-170	-89	-155	-375
21 Scrutiny Panel Decisions	-108	0	-129	50	50	0
22 Service Control - Mobilisation System	0	0	0	750	-750	0
<b>23 Total Forecast Variations</b>	<b>-599</b>	<b>155</b>	<b>-499</b>	<b>953</b>	<b>-972</b>	<b>-308</b>
<b>25 Inflation</b>						
26 Fire-fighters pay (1st April to 30th June) 2%	31	31	63	64	65	66
27 Fire-fighters pay (1st July to 31st March) 2%	110	188	188	192	195	200
28 Retained Pay (As per Fire-Fighters)	18	33	38	39	40	41
29 Control pay (As per Fire-Fighters)	9	16	18	18	19	20
30 Non Uniformed pay (2% effective from 01/04/2018)	45	47	96	97	98	99
31 Member Allowances	1	1	1	1	1	1
32 Gas, Electricity, Water and Derv Inflation	27	28	29	32	33	34
33 Prices Inflation at, 1% 2018/19 - 2021/22	91	81	41	41	42	42
<b>34 Total Inflation</b>	<b>332</b>	<b>425</b>	<b>474</b>	<b>484</b>	<b>493</b>	<b>503</b>
<b>36 Budget Pressures</b>						
37 FMS3' bids (Current Year MTFP process)	243	-133	430	-24	-53	0
38 FMS3' bids (Previous Years MTFP process)	-63	178	-153	-78	0	0
<b>40 Estimated Net Revenue Expenditure</b>	<b>29,284</b>	<b>29,894</b>	<b>29,578</b>	<b>31,427</b>	<b>30,910</b>	<b>31,091</b>
<b>41 Contribution to/from Transformational Earmarked Reserves</b>	<b>-568</b>	<b>-1,442</b>	<b>-384</b>	<b>-2,280</b>	<b>-1,135</b>	<b>-609</b>
<b>43 Estimated Budget Requirement</b>	<b>28,716</b>	<b>28,452</b>	<b>29,195</b>	<b>29,147</b>	<b>29,775</b>	<b>30,482</b>
<b>45 Budget Requirement Increase Year on Year</b>	<b>-269.3</b>	<b>-264.0</b>	<b>478.7</b>	<b>-47.2</b>	<b>627.3</b>	<b>707.7</b>
<b>46 % Budget Increase</b>	<b>-0.9%</b>	<b>-0.9%</b>	<b>1.7%</b>	<b>-0.2%</b>	<b>2.2%</b>	<b>2.4%</b>
<b>48 Financed by:</b>						
50 Revenue Support Grant (RSG)	3,509	2,856	2,856	2,474	2,142	1,855
51 Business Rate Baseline	2,048	2,109	2,110	2,209	2,282	2,340
52 Business Rate Top Up	3,563	3,678	3,678	3,809	3,944	4,102
53 Business Rates & Transparency Grant	157	157	157	157	157	157
54 Transition Grant (RSG)	67	0	0	0	0	0
55 Collection Fund Surplus/(Deficit)	378	0	348	0	0	0
56 Council Tax (the remainder)	18,994	19,652	19,776	20,499	21,250	22,029
57 Utilisation of Collection Fund Surplus Reserve	0	0	270	0	0	0
<b>58</b>	<b>28,716</b>	<b>28,452</b>	<b>29,195</b>	<b>29,147</b>	<b>29,775</b>	<b>30,482</b>
61 Band D equivalent Tax base	204,653	207,604	208,933	212,353	215,830	219,366
62 % change on Band D's	2.30%	1.44%	2.09%	1.64%	1.64%	1.64%
63 Leading to an average council tax (Band D) of	92.81	94.66	94.66	96.54	98.46	100.42
64			1.85			
65 % increase	<b>1.99%</b>	<b>1.99%</b>	<b>1.99%</b>	<b>1.99%</b>	<b>1.99%</b>	<b>1.99%</b>
<b>68 Use of Transformational Reserves Summary</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
69	<b>2017/18</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
70	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>
71 Transformational Earmark Reserve for Budget Setting	4,976	4,408	4,408	4,024	1,744	609
<b>72 Contribution to/from Transformational Earmarked Reserves</b>	<b>-568</b>	<b>-1,442</b>	<b>-384</b>	<b>-2,280</b>	<b>-1,135</b>	<b>-609</b>
73						
<b>74 Net Balance Transformational Earmark Reserves</b>	<b>4,408</b>	<b>2,966</b>	<b>4,024</b>	<b>1,744</b>	<b>609</b>	<b>0</b>

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## 2018/19 Budget Process- Assumptions/Uncertainties

### Current Assumptions:

- Green Book pay award 2% April 2018 onwards
- Grey Book 2% July 2017 onwards
- Taxbase in line with current figures provided from Unitary Authorities
- Business rates in accordance with figures provided from Unitary Authorities
- No Capital Funding (bidding round not announced)
- That the CPSN contract is awarded to the current provider, if not, there is likely to be an additional £100k of expenditure.
- Fire Grant/Emergency Services Mobile Communications Programme (ESMCP) funded (see below) – **Potential large funding risk here**
- Fire Fighters Pension Scheme Revaluation from 2016, that comes into effect from April 2019, has an estimated increase of 4% (current assumptions within the sector range between 2% and 4%)
- Local Government Superannuation/Pension increase 3.3% (from 14% to 17.3%), with reduction to lump sum in 2017/18. Increasing thereafter
- Revenue Support Grant (RSG) grant reductions in line with four year funding deal and continuing at this rate for RSG in 2020/21 and 2021/22
- Council Tax cap/referendum limit remains at the current 2%
- Estimated Collection Fund surplus of £348k in 18/19, none thereafter (final confirmation in January 2018)
- New Dimensions Grant will continue
- No new funding for national resilience vehicles (planned purchases 2020/21)
- Marauding Terrorist Firearms Team (MTFA) funding continuing
- No additional posts following Business Improvement Team review
- No material impact from Job Evaluations following ICT Restructure

### Uncertainties:

- Recruitment profile/establishment/retirements – associated recruitment/training costs
- New savings/efficiencies in the medium term to address the budget shortfall, subject to work and approval by FRA
- Collaboration (PCC, Ambulance, Police etc) – and associated costs/savings
- Medium term property strategy (One Public Estate bid, sharing etc)
- Contingent Liabilities/Assets included in the Statement of Accounts
- EU directives/legislative changes/Brexit impacts
- Fully funded by local business rates (no Revenue Support Grant) by 2020, or direct grant with no business rates (like the Police)
- Implications arising from Fire Brigades Union (FBU) discriminatory claims relating to transitional pension protection
- Strike expenditure potential
- Outcomes of review of Cloud options
- General Data Protection Requirements (GDR)
- Pay Scale review – Green book (Hay review pay line)

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CAPITAL PROGRAMME 2018-19 to 2021-22

	<b>BEDFORDSHIRE FIRE &amp; RESCUE AUTHORITY CAPITAL PROGRAMME</b>	<b>Capital Budgets 2018/19</b>	<b>Capital Budgets 2019/20</b>	<b>Capital Budgets 2020/21</b>	<b>Capital Budgets 2021/22</b>
	<b>Scheme</b>	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>
	<b><u>Fleet:</u></b>				
1	Vehicles/associated equipment	404	861	470	0
	<b><u>ICT Projects:</u></b>				
	<b><u>IT Developments</u></b>				
2	Server hardware renewal (deferred from 2015/16)	320	0	0	0
	<b><u>IT &amp; Communications</u></b>				
3	Renewal of Risk Information Mobile Data Terminals (GPS, premises information)	211	0	0	0
4	Primary Network Switch replacement	0	100	0	0
5	Network Structured Cabling replacement	0	60	0	0
6	Local Area Network (LAN) replacement	0	50	0	0
7	Secondary Network Switch replacement	0	0	35	0
8	Renewal of Mobilising System Mobile Data Terminals (who, where, resources available)	0	276	0	0
9	Xen Desktop (VDI phase 2)	110	0	0	0
10	Sharepoint upgrade	65	0	0	0
11	New Service Desk Software	14	0	0	0
12	Asset Management System	0	0	300	0
	<b>13 General:</b>				
14	Smoke House Renovation and upgrade	0	20	20	0
15	Capital Works - Service Wide (roofs, drill grounds, etc)	80	80	80	80
16	Fitness Equipment Expenditure	15	8	8	0
17	Future Capital Programme Schemes (yet to be finalised, reviewed and approved)	0	0	300	1,200
	<b>TOTAL</b>	<b>1,219</b>	<b>1,455</b>	<b>1,213</b>	<b>1,280</b>

**Capital Financing Summary**

RCCO = Revenue Contribution to Capital	1,085	1,330	1,213	1,280
Utilisation of Vehicle Capital Receipts in 2018/19 and planned from 2019/20	134	125	25	0
<b>Total</b>	<b>1,219</b>	<b>1,455</b>	<b>1,238</b>	<b>1,280</b>

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**Medium Term Savings and Efficiencies 2018/19 to 2021/22**

Ref	Savings/Efficiencies	£'000s 2018/19	£'000s 2019/20	£'000s 2020/21	£'000s 2021/22
1	Reduction of One Area Commander post and a Service Operational Commander (SOC) allowance (main financial impact was in 2017/18).	35			
2	Income from Property Rents & Collaboration	15		5	
3	Control Income generation	15			
4	Management Information System (MIS) - Wholetime Rota/Availability System, Human Resources, Technical Equipment		89		
	<b>New Savings as part of the 2018/19 budget setting process</b>				
5	Saving following Procurement of new Fire Fighter PPE Contract	50			
6	Air Bags (operational use for lifting)	35			
7	Re-tender of service wide waste contract	20			
8	Planned Review of Service Delivery			150	375
		<b>170</b>	<b>89</b>	<b>155</b>	<b>375</b>

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**For Publication**

**Bedfordshire Fire and Rescue Authority  
14 December 2017  
Item No. 10**

**REPORT AUTHOR: SECRETARY/MONITORING OFFICER**

**SUBJECT: MEMBERS' ALLOWANCES SCHEME 2018/19**

For further information on this Report contact: Nicky Upton  
Democratic and Regulatory Services Supervisor  
Tel No: 01234 845149

Background Papers: None

**Implications**

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

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

**PURPOSE:**

To review the Members' Allowances Scheme for 2018/19.

**RECOMMENDATIONS:**

1. That the Members' Allowances Scheme be updated from 1 April 2018 in accordance with the proposals set out in the report and included as part of consideration of the Budget for 2018/19.

1. Introduction

1.1 The Fire Authority's Members' Allowances Scheme (the Scheme) was introduced on 1 January 2004. The Fire Authority (FRA) reviews the Scheme annually.

1.2 The Scheme was fully reviewed by Members at their meeting on 9 February 2007, when it was agreed that in future Member allowances would be based on a daily rate of mean weekly earnings advised by the Local Government Association (LGA) multiplied by an assessment of days required to perform each Member's tasks.

- 1.3 At its meeting on 11 December 2013, the FRA agreed that in the absence of LGA Member rates information, the Local Annual Government Pay Settlement would be applied to Members' allowances effective from April 2013 and each year since then the allowances have been updated in the same way.
- 1.4 At its meeting on 15 December 2016, the Fire Authority reviewed and amended the Special Responsibility Allowances.

2. Current Scheme – Summary

- 2.1 The current Scheme is detailed in the Members' Handbook and included on the Authority's website.
- 2.2 The following assessment of days applies to each Member's tasks:

2.2.1 *All Members Allowance:*

In addition to the agendas, reports and attendance relating to scheduled meetings of the Fire Authority (FRA), Members are required to attend budget workshops, station visits, training and official functions.

All Members (12)	20 days
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2.2.2 *Special Responsibility Allowances (SRAs):*

In addition to the duties of a basic Member, Members in receipt of SRAs are required to Chair Policy and Challenge Group meetings and attend Regional meetings, LGA meetings, Audit meetings etc, together with ad-hoc Appointment Panels etc, and consult on decision making between meetings of the FRA.

The Chair of the Audit and Standards Committee is to act as a substitute Member with regard to ad hoc Appointment Panels, etc, and consultation on decision making between meetings of the FRA.

FRA Chair	100 days
FRA Vice Chair	50 days
FRA Executive Member (3)	11 days
Chair of Audit and Standards Committee	6 days

Standards Provision

- 3.1 Since 1 July 2012, the Audit and Standards Committee has been responsible for ethical standards.
- 3.2 The FRA is required to appoint at least one independent person who must be consulted when the FRA investigates complaints made against its members.

3.3 In September 2016 the FRA appointed two independent persons jointly with Bedford Borough Council. Each Independent Person receives a nominal annual retainer of £300 and a flat payment of £50 for each case the independent person handles. The cost of the retainers are shared with Bedford, but the case fees are met by the relevant authority.

#### 4. Updating the Scheme for 2018/19

4.1 As outlined in paragraph 1.3, it has been the FRAs policy in recent years to increase allowances in line with the Local Government Pay Settlement.

4.2 At the time of writing this report, there have been no announcements about the Local Annual Government Pay Settlement for 2018. However, it is proposed that Members allowances will be updated in accordance with the Annual Local Government Pay Settlement once this has been announced.

4.3 The 2018/19 Members Allowance will be paid from 1 June 2018 to 31 May 2019 with Special Responsibility Allowances being paid from the date of the May 2018 Annual General Meeting.

4.4 Members are also requested to agree that subsistence and carers' allowances remain unchanged, and that the mileage rate payable to Members continues to be the same rate that is payable to employees covered by the National Joint Council for Local Government Services.

#### 5. Legal Implications

5.1 The payment of allowances to Members of the FRA is governed by The Local Authorities (Members Allowances) (England) Regulations 2003 and the FRA's Scheme of Allowances complies with those regulations.

**JOHN ATKINSON**  
**SECRETARY/MONITORING OFFICER**

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**For Publication**

**Bedfordshire Fire and Rescue Authority  
14 December 2017  
Item No. 11**

**REPORT AUTHOR: CHIEF FIRE OFFICER**

**SUBJECT: BLUE LIGHT COLLABORATION**

For further information on this Report contact: Strategic Operational Commander A Peckham  
Head of Special Projects  
Tel No: 01234 84 5129

Background Papers: Blue Light Workstream update Document

Implications (tick ✓):

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

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

## PURPOSE

The purpose of this report is to inform Members of the current status of 'Blue Light' collaboration workstreams.

## RECOMMENDATION

That Members acknowledge the content of the report.

### 1. Background

- 1.1 The Policing and Crime Act 2017 provides a mandate for Blue Light services to achieve closer working, collaboration and integration where appropriate in the interests of greater transparency, efficiency gains and provide improved value to the community. This report provides an update on the workstreams currently in progress and being delivered jointly and primarily between Bedfordshire Fire and Rescue Service and Bedfordshire Police. East of England Ambulance Service NHS Trust are also partners in one of the operational initiatives and in estate co-location.

- 1.2 The Project is managed through a Project Board which benefits from joint Chair arrangements between the Assistant Chief Fire Officer and Deputy Chief Constable and delivery is supported locally by the Partnership Development Manager.
2. Project Management
  - 2.1 The Project Management Group continues to meet and is jointly Chaired by ACFO Ian Evans and DCC Garry Forsyth. The meetings alternate between respective Headquarters and will now take place at two month intervals.
  - 2.2 The Project governance arrangements are being strengthened following the recommendations of the RSM audit on Blue Light Collaboration in July 2017. The final report was submitted in November 2017.
  - 2.2 The outcomes identified by the RSM audit were submitted to Blue Light Collaboration Board on 23 November 2017 and the Board has been briefed on progress and targets with all actions due for completion by 31 March 2018. Work in progress is ahead of schedule.
3. Estates
  - 3.1 **Joint Headquarters:**
    - The One Public Estate (OPE) bid for a feasibility study of a joint headquarters has been submitted and an announcement on the bid outcome is expected on 7 December 2017 at Borough Hall where the Housing Minister will be in attendance.
  - 3.2 **Co-Location Sites:**
    - Amptill Community Fire Station is operational with three Police staff and one volunteer being based there. An evaluation of the working arrangements will be undertaken in early 2018.
    - Bedford Community Fire Station, Barkers Lane, is fully operational with six Police staff being based there and the shared office operating as a 'drop-in' for members of other community policing teams.
    - Shefford Community Fire Station opportunity is being reviewed by Police.
    - Leighton Buzzard Community Fire Station is fully operational with all building works completed to programme. Agreement on ownership and maintenance arrangement for the gym building is being finalised and the gym is now available for use. The site is also serving as a 'drop-in' for frontline policing operational response vehicles based in the south of the county.
    - Luton Community Fire Station is having Police broadband installed in readiness for any future co-location or hot-desking arrangements.

- Use of Dunstable Fire Station has been explored by East of England Ambulance Service Trust (EEAST) as a possible base for two vehicles and three staff, however EEAST have decided not to go ahead at this time.
- Harrold Community Fire Station is now being used as a 'drop-in' venue by front line Police response vehicles.

#### 4. Response

##### 4.1 **Missing Vulnerable Person Searches:**

- The current arrangements for BFRS being mobilised to support Police in searches for vulnerable persons are under review after a period of response and subject to a joint meeting on 18 December 2017 to discuss.
- An evaluation of the first year of operation is in progress by PDM.

##### 4.2 **Effecting Entry:**

- Evaluation of the first 500 calls for assistance is currently in progress by PDM.
- Early findings show that BFRS is attending where risk to life is reported and where first on scene BFRS crews are providing medical intervention.
- This workstream is proving effective and will look to continue as part of response arrangements.

##### 4.3 **Co-Responding:**

- Currently on hold due to on-going national negotiations linked to pay and conditions.

#### 5. Operations

##### 5.1 **Body Worn Cameras:**

- All supporting policy documentation has been written and consulted on.
- Live trial planned for December following completion of a detailed trial outcome briefing, after a period of assessment within Training.

##### 5.2 **Vulnerable People:**

- BFRS working in Partnership with Police in taking forward 'Herbert Protocol' referrals.
- A three-way data-share agreement is in development between partners.

##### 5.3 **Drone (UAV):**

- Invitations to tender (ITT) issued week commencing 6 November 2017 and process due to complete in February 2018.
- An assessment day will be arranged to support effective procurement.

#### 5.4 **Fire Service Control:**

- Station Commander (Control) has been security cleared and trained to access Police STORM system for 'real time' incident monitoring and risk management.
- Technology is also in place to enable this sharing.
- This provides improved communications, risk awareness and demand monitoring.

#### 5.5 **Motorcycle Deployment and Training:**

- A scoping exercise has commenced to explore opportunities for deployment of BFRS motorcycles for transporting Blood and Organs.
- A further element of the scoping exercise is development of a training provision to other Blue Light services.

### 6. **Resource Sharing**

#### 6.1 **Joint Chaplaincy**

DCC Garry Forsyth will contact the Bishop to explore the opportunity for joint chaplaincy.

**PAUL M FULLER CBE QFSM DL  
CHIEF FIRE OFFICER**

**For Publication**

**Bedfordshire Fire and Rescue Authority  
14 December 2017  
Item No. 12**

**REPORT AUTHOR(S): CHIEF FIRE OFFICER**  
**SUBJECT: DCFO APPOINTMENT PROCESS**

For further information  
on this Report contact: Chief Fire Officer Paul M Fuller  
Tel No: 01234 845017

Background Papers:

Implications (tick ✓):

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

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

**PURPOSE:**

To advise Members of the delegated decision taken by the Fire and Rescue Authority Executive in respect of succession planning for the vacant post of Deputy Chief Fire Officer.

**RECOMMENDATION:**

Members endorse the decision of the FRA Executive to proceed with a national advertisement for the post of Deputy Chief Fire Officer in January 2018.

1 Background

1.1 The current Principal Officer structure comprises Chief Fire Officer (CFO), Deputy Chief Fire Officer (DCFO) and Assistant Chief Officer (ACO). Efficiency reductions removed the position of Assistant Chief Fire Officer around two years ago which led to the introduction of the Service operational Commanders (SOC) who are the Services' most senior rostered operational incident commanders and they are supported by a sharing arrangement with Cambridgeshire Fire and Rescue Service.

- 1.2 The current Principal management structure provides for 2 operational Principal Officers who are conditioned to a continuous duty system. At least one operational Principal Officer must be available in the country and within six hours of Bedfordshire county area at all times.
- 1.3 In terms of management the Principal Officers references are broadly interchangeable although as part of the Principal Officer reduction CFO took personal responsibility for oversight of finance. Generally there are some obvious skill matches which the CFO tries to recognise in the reference allocation.
- 1.4 The Authority scheme of delegations makes provision for appointments up to but not including ACFO to be delegated to the CFO. As such the permanent appointment of CFO, DCFO, ACFO or ACO are a matter for the Fire and Rescue Authority to determine.
- 1.5 There are two other Fire authority appointments and these two posts fall outside of direct line management of the Chief Fire Officer. These are the Secretary/Monitoring Officer and the Treasurer/Section 151 Officer.
- 1.6 The DCFO vacancy arises as a result of the retirement of DCFO Glen Ranger, since then we have operated an interim structure which provides for an ACFO rather than a DCFO post.

## 2. Decision

- 2.1 Members of the Executive considered a wide range of options, implications and costs and after discussion determined to appoint an operationally competent Deputy Chief Fire Officer.
- 2.2 A national advertisement will be placed in January 2018.
- 2.3 The Executive delegated the detailed arrangements and content of the advertisement and selection process arrangements to the Chief Fire Officer in consultation with Fire Authority Chair.

**PAUL M FULLER CBE QFSM DL  
CHIEF FIRE OFFICER**

**J ATKINSON  
SECRETARY/MONITORING OFFICER**

## **NOTE FOR AUTHORS**

### **Definitions of Implications**

#### **LEGAL**

May affect the powers of the Authority.

#### **FINANCIAL**

May require budget provision to be agreed or consequential provision may have financial implications.

#### **HUMAN RESOURCES**

May require recruitment of employee(s) or other Human Resources input.  
New policy or a review of existing Human Resources policy or procedures.

#### **ENVIRONMENTAL**

May involve change in energy consumption or environmental change.

#### **POLICY**

May signify change of current policy or establishment of new policy.

#### **ORGANISATIONAL RISK**

Possible risks of non compliance.

#### **EQUALITY IMPACT**

May have an adverse impact against one or more of the strands of diversity.  
(Age, Disability, Gender, Ethnicity, Religion/Belief/Faith, Sexual Orientation)

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**For Publication**

**Bedfordshire Fire and Rescue Authority  
14 December 2017  
Item No. 13**

**REPORT AUTHOR: SECRETARY/MONITORING OFFICER**

**SUBJECT: CALENDAR OF MEETINGS 2018/19**

For further information on this Report contact: Nicky Upton  
Democratic and Regulatory Services Supervisor  
Tel: 01234 845149

Background Papers: None

Implications (tick ✓):

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

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

**PURPOSE:**

To consider a calendar of meeting dates for the Fire Authority in 2018/19.

**RECOMMENDATION:**

That, the submitted calendar of dates for meetings of the Fire and Rescue Authority and its associated Committees and Groups for the forthcoming year be approved.

1. Calendar of Meetings 2018/19
  - 1.1 A calendar for all meetings of the Authority for 2018/19 and briefing meetings of the full Fire and Rescue Authority, including meetings of committees and policy and challenge groups, is submitted for Members' consideration.
  - 1.2 The constituent Councils were contacted in the preparation of the proposed programme of meetings and their meetings were taken into account where available.

- 1.3 As part of the review of the Fire Authority's effectiveness to be carried out on 8 February 2018, Members are to decide if visits to stations should continue.
- 1.5 It will be noted that two Members' Development Days have been included for 20 June 2018 (provisional date for the Fire Service College visit) and 31 October 2018.

**JOHN ATKINSON**  
**SECRETARY/MONITORING OFFICER**

## FRA CALENDAR 2018/19

<b>May 2018</b>	<b>Location</b>	<b>Date</b>
FRA Briefing	Fire and Rescue Service Headquarters	24 May 2018 (14:00)
Fire Commission	LGA	tbc
<b>FRA AGM</b>	<b>Fire and Rescue Service Headquarters</b>	<b>31 May 2018 (10:00)</b>
<b>June 2018</b>		
Members' Development Day	Fire Service College, Moreton-in-Marsh, Glouc	20 June 2018
Corporate Services (CS) Policy and Challenge Group	Fire and Rescue Service Headquarters	21 June 2018 (10:00)
Service Delivery (SD) Policy and Challenge Group	Fire and Rescue Service Headquarters	26 June 2018 (10:00)
Human Resources (HR) Policy and Challenge Group	Fire and Rescue Service Headquarters	28 June 2018 (10:00)
<b>July 2018</b>		
<b>Audit and Standards Committee (AGS)</b>	<b>Fire and Rescue Service Headquarters</b>	<b>6 July 2018 (10:00)</b>
FRA Briefing	Fire and Rescue Service Headquarters	17 July 2018 (10:00)
<b>FRA</b>	<b>Dunstable Community Fire Station</b>	<b>19 July 2018 (10:00)</b>
<b>September 2018</b>		
Corporate Services (CS) Policy and Challenge Group	Fire and Rescue Service Headquarters	13 Sept 2018 (10:00)
Service Delivery (SD) Policy and Challenge	Fire and Rescue Service Headquarters	19 Sept 2018 (10:00)

Group		
Human Resources (HR) Policy and Challenge Group	Fire and Rescue Service Headquarters	20 Sept 2018 (10:00)
<b>Audit and Standards Committee</b>	<b>Fire and Rescue Service Headquarters</b>	<b>25 Sept 2018 (10:00)</b>
<b>October 2018</b>		
FRA Briefing	Fire and Rescue Service Headquarters	11 Oct 2018 (10:00)
<b>FRA</b>	<b>Dunstable Community Fire Station</b>	<b>18 Oct 2018 (10:00)</b>
Members' Development Day	Fire and Rescue Service Headquarters	31 Oct 2018
<b>November 2018</b>		
Budget Workshop (no 1)	Fire and Rescue Service Headquarters	15 Nov 2018
Corporate Services (CS) Policy and Challenge Group	Fire and Rescue Service Headquarters	27 Nov 2018 (10:00)
Service Delivery (SD) Policy and Challenge Group	Fire and Rescue Service Headquarters	29 Nov 2018 (10:00)
<b>December 2018</b>		
<b>Audit and Standards Committee</b>	<b>Fire and Rescue Service Headquarters</b>	<b>6 Dec 2018 (10:00)</b>
FRA Briefing	Fire and Rescue Service Headquarters	6 Dec 2018 (14:00)
<b>FRA (Draft Budget)</b>	<b>Dunstable Community Fire Station</b>	<b>13 Dec 2018 (10:00)</b>
<b>January 2019</b>		
Human Resources (HR) Policy and Challenge Group	Fire and Rescue Service Headquarters	10 Jan 2019 (10:00)

Budget Workshop (no 2)	Fire and Rescue Service Headquarters	17 Jan 2019
<b>February 2018</b>		
FRA Briefing	Fire and Rescue Service Headquarters	4 Feb 2019 (10:00)
FRA (Budget Meeting)	Dunstable Community Fire Station	7 Feb 2019 (10:00)
Corporate Services (CS) Policy and Challenge Group	Fire and Rescue Service Headquarters	27 Feb 2019 (10:00)
<b>March 2019</b>		
Service Delivery (SD) Policy and Challenge Group	Fire and Rescue Service Headquarters	7 March 2019 (10:00)
Human Resources (HR) Policy and Challenge Group	Fire and Rescue Service Headquarters	12 March 2019 (10:00)
<b>Audit and Standards Committee</b>	<b>Fire and Rescue Service Headquarters</b>	<b>14 March 2019 (10:00)</b>
FRA Briefing	Fire and Rescue Service Headquarters	26 March 2019 (10:00)
<b>FRA</b>	<b>Dunstable Community Fire Station</b>	<b>28 March 2019 (10:00)</b>
<b>April 2019</b>		
<i>No meetings a month prior to the Elections on 2 May 2019</i>		

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**For Publication**

**Bedfordshire Fire and Rescue Authority  
14 December 2017  
Item No. 14**

**REPORT AUTHOR(S): ASSISTANT CHIEF OFFICER (HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT)**

**SUBJECT: PAPERLESS MEETINGS TRIAL**

For further information on this Report contact: AREA COMMANDER DARREN COOK  
Tel No: 01234 845061

**Background Papers:-**

1. 15 April 2014 - 2013/14 Annual Review of the Fire and Rescue Authority's (FRA) Effectiveness
2. 9 September 2014 – Work Programme and Review of Paperless Meetings
3. 7 March 2016 – Provision of ICT Equipment for Paperless Meetings Trial

**Implications (tick ✓):**

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

*Any implications affecting this report are noted within the report.*

**PURPOSE:**

To consider introducing paperless meetings across all Fire and Rescue Authority, Audit and Standards Committee and Policy and Challenge Group meetings.

**RECOMMENDATION:**

That members endorse the approach set out below for the trial of paperless working with elected committee members.

1. Members to respond to the email from Service Assurance Manager to confirm what type of device and operating systems (Apple iOS, windows or android) are loaded on to their device.
2. Members download Modern.gov application from iTunes or google play to their tablet device and register within 48 hours of the email notification.
3. Members agree to continue with the Modern.gov trial at Corporate Services Policy and Challenge Group meetings, with the meeting packs in landscape view.

4. That members agree to the following staged approach for implementation of paperless meetings:
  - a. Human Resource Policy and Challenge Group meetings; March 2018
  - b. Service Delivery Policy and Challenge Group meetings; June 2018
  - c. Audit and Standards Committee meetings; July 2018
  - d. Fire and Rescue Authority meeting; October 2018 and
  - e. Consider if they require the meeting packs to be in portrait or landscape view
5. That all members agree to utilise bedsfire.com email address to standardise Modern.gov set up and notifications for committee meeting packs.
6. That member's agree to review the trial at the FRA AGM 2019

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## **1 Introduction**

- 1.1 Bedfordshire Fire and Rescue Service (BFRS) continues to implement more effective and efficient ways to work and as such have been utilising paperless meetings at Corporate Services Policy and Challenge Group since 2015. BFRS continues to implement further changes with Modern.gov to allow implementation of an environmentally focused system to allow a move to paperless meetings.

## **2 Background to Paperless Meetings**

- 2.1 Corporate Services Policy and Challenge Group meetings have been paperless for over 2 years, this has proved to be a successful trial and removes the necessity to print and post large coloured meeting packs for each committee member and attendees.
- 2.2 BFRS have recently completed a transfer from its previous manual committee management process to the automated Modern.gov software package. Modern.gov is utilised by a large number of Authorities including Central and Bedford Borough Councils.
- 2.3 One of the benefits of the new software is the provision of electronic tablet applications which allow for straightforward access to committee papers via either Android or Apple (the two major mobile device platforms for tablets). As such, systems are now in place to allow the trial of paperless meetings to begin at all of the Fire and Rescue Authority's meetings.

## **3 Intended Outcomes**

- 3.1 The primary benefits of paperless meetings are financial and environmental savings made possible through a significant reduction in the amount of printed material produced for each meeting. Without having carried out a trial or agreed the specifics of any scheme it is difficult to provide precise estimates for likely savings, partly because savings per attendee will vary significantly according to which committees they receive paperwork for and the size of the packs. However, in order to give members an outline of the possibility for savings, figures are provided below for information.
- 3.2 BFRS currently prints approximately 50,000 pages every year for its committees at an average cost of £0.04 per page equates to circa £2,000 per annum; excluding the cost of paperwork provided for the public. In addition to this, the majority of agendas are then posted to councillors at an approximate cost of £30 per year per councillor, £1,230 per annum. While these estimated figures are only indicative and subject to multiple variables,

paperless working certainly justifies further investigation in view of the potential financial and environmental savings.

- 3.3 The main purpose of the trial will be for members to experience using tablet devices both for reading materials prior to a meeting and referring to them during it. This is inevitably a significantly different experience from using paper, but will still allow members to add highlighting, annotations, and notes to an agenda pack as required. As such, members will be requested to keep a brief log of their experience with the devices and feedback any comments or issues to the Service Assurance Manager.
- 3.4 The standard tablet application for accessing committee papers is provided purely for public material, meaning that anyone, including members of the public, will be able to download the public sections of any committee agenda. The FRA also has access to a secure version of the application which will allow restricted information, i.e. confidential documentation to be provided to the relevant members.
- 3.5 It is proposed that FRA members already in possession of a suitable Apple iPad or Android device will be encouraged to make use of that device for all meetings.
- 3.6 The specific outcomes of the trial and members' experiences of paperless meetings will shape the steps following the trial's conclusion. In particular, consideration will need to be given to the possibility of the broader use of tablet devices by councillors outside the confines of the initial trial.

#### **4 Organisational Impacts**

- 4.1 **Finance** - Part of the printing costs reflect the lease of a printer held specifically for the production of committee papers. While the base cost of the lease will remain the same regardless of the number of agendas being printed, it is anticipated that a significant move towards paperless working would allow for further rationalisation of printing, by either leasing a smaller and cheaper printer, or by combining printing with other departmental printers.
- 4.2 **Equality** - This trial will provide the opportunity to analyse further the positive and negative impacts of such an approach, as well as identifying any actions that might need to be taken to mitigate any potential risks or negative impacts on those with protected characteristics, before a final decision is taken.
- 4.3 The trial will highlight the Fire and Rescue Authority as modern and forward thinking, and being environmentally responsible, increasing productivity, saving space, and making documentation and information-sharing easier and transparent.
- 4.4 The trial may impact members in their requirement to print out papers for the meetings. It is recommended that any member that requires a 'hard' copy will print out their own packs.
- 4.5 Informational Security of documentation is maintained with the utilisation of the Modern.gov restricted application. This allows for confidential papers to be accessed on tablet devices. Laptop devices will be able to utilise the Services extranet to access Modern.gov, or alternatively these can be emailed out to the members bedsfire email address if members do not have a mobile device.

4.6 **Legal** – Statutory public meetings such as Fire and Rescue Authority and Audit and Standards Committee have a legal duty to publish agenda packs within statutory time scales. Modern.gov makes this process more efficient, accessible and transparent.

## **5 Implementation of Modern.gov**

5.1 Service Assurance Manager will email Members asking them to confirm what type of device/s and operating systems (Apple iOS, windows or android) are loaded on to each device and if these are personal or professional. The email will include a need to download the Modern.gov application from either iTunes or google play if your device supports application based programmes.

5.2 The Service Assurance Manager will register the device/s with Modern.gov under each member's/user's name.

5.3 An automated email from Modern.gov will be sent to each member to allow them to register and sync their device/s. The email must be opened on the device registered within 48 hours of receipt.

5.4 Once the device has been registered, members will now be able to access the restricted and public agenda packs by selecting either Bedfordshire Fire and Rescue or Beds Fire Private Document Publisher on Modern.gov.

5.5 The Service Assurance Manager will directly assign username and temporary passwords to enable set up to be completed.

5.6 Members will be sent agenda pack notifications to enable members to access packs in multiple ways:

- i. Email notification with a link to Modern.gov;
- ii. Email notification containing PDF file embedded;
- iii. Modern.gov app;
- iv. Access to Bedsfire.com website <https://bedsfireintranet.moderngov.co.uk>

5.7 It is recommended that a staged implementation process is agreed. This will assist in the smooth implementation of paperless meetings; the following phased approach is suggested:

- a. Human Resource Policy and Challenge Group meetings; March 2018
- b. Service delivery Policy and Challenge Group meetings; June 2018
- c. Audit and Standards Committee meetings; July 2018
- d. Fire and Rescue Authority meeting; October 2018

## **6 Further developments**

5.8 To allow remote access to all restricted FRA agenda packs, BFRS will utilise extranet access to Modern.gov.

5.9 Continual training and assistance on the use of Modern.gov will be available from the Service Assurance Manager to ensure all members are able to utilise the capabilities of the system.

5.10 ICT help will be available at all FRA and Policy and Challenge Group meetings to ensure devices work and function prior to the start of the meeting.

5.11 All meetings will incorporate a visual version of the agenda pack projected onto a large screen to enable members to actively follow documents being discussed.

5.12 The Service Assurance Manager will be available after each FRS or PCG meeting in March and April 2018 to ensure activation and registration of devices is completed.

## **7 Recommendation**

7.1 That members endorse the approach set out below for the trial of paperless working with elected committee members.

1. Members to respond to the email from Service Assurance Manager to confirm what type of device and operating systems (Apple iOS, windows or android) are loaded on to their device.
2. Members download Modern.gov application from iTunes or google play to their tablet device and register within 48 hours of the email notification.
3. Members agree to continue with the Modern.gov trial at Corporate Services Policy and Challenge Group meetings, with the meeting packs in landscape view.
4. That members agree to the following staged approach for implementation of paperless meetings:
  - a. Human Resource Policy and Challenge Group meetings; March 2018
  - b. Service delivery Policy and Challenge Group meetings; June 2018
  - c. Audit and Standards Committee meetings; July 2018
  - d. Fire and Rescue Authority meeting; October 2018 and
  - e. Consider if they require the meeting packs to be in portrait or landscape view
5. That all members agree to utilise bedfire.com email address to standardise Modern.gov set up and notifications for committee meeting packs.
6. That member's agree to review the trial at the FRA AGM 2019

**ZOE EVANS  
ASSISTANT CHIEF OFFICER (HUMAN RESOURCES AND ORGANISATIONAL  
DEVELOPMENT)**

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N Upton (Democratic and Regulatory Services Supervisor) with effect from 4 September 2017.

A Wootton (Payroll Project Manager) with effect from 12 September 2017.

## **Retirements:**

### **Wholetime:**

Strategic Operational Commander A Rogers (Head of Safety and Strategic Projects) with effect from 30 July 2017 after 10 years and 9 months service.

Firefighter S Uff (Kempston) with effect from 14 September 2017 after 31 years and 4 months service.

Crew Commander R Green (Kempston) with effect from 21 September 2017 after 30 years service.

Crew Commander M Brace (Bedford) with effect from 25 September 2017 after 30 years service.

Watch Commander C Rann (Kempston) with effect from 25 September 2017 after 30 years service.

### **Retained:**

Crew Commander M Brace (Harrold) with effect from 25 September 2017 after 7 years and 2 months Service.

## **Leavers:**

### **Wholetime:**

Firefighter J Fay (Kempston) left on 22 July 2017 after 12 years and 1 month's service.

### **Retained:**

Trainee Firefighter C Cooper left on 31 July 2017.

Firefighter S Hart (Biggleswade) left on 31 July 2017 after 12 years and 3 months service.

Firefighter R Pateman (Shefford) left on 2 August 2017 after 1 year and 8 months service.

Firefighter S Fensom (Shefford) left on 4 August May 2017 after 1 year and 8 months service.

Firefighter R Litson (Bedford) left on 3 September 2017 after 10 years and 7 months service.

Firefighter R Cowles (Sandy) left on 18 September 2017 after 2 months service.

### **Support Staff:**

A Wootton (Payroll Manager) left on 31 August 2017 after 4 years and 2 months service.

H Hitchcock (Administrative Assistant [Fire Safety]) left on 17 September 2017 after 7 years and 4 months service.

A Jackson (Typing/Secretarial Assistant) left on 24 September 2017 after 10 years and 3 months service.

J Gothard (Human Resources Adviser) left on 27 September after 1 year and 7 months service.

(Contact Mrs S Green, HR Section Manager, Tel 01234 845102)

# Operations

## Statistics for the Period 1 July– 30 September 2017

<b>Incident Statistics</b>	<b>2017/18 Q2</b>
Total Incidents attended (Fires, Special Services and Fire Alarms)	<b>1564</b>
Total Fires Attended*	<b>533</b>
Primary Fires	<b>266</b>
Accidental Dwelling Fires	<b>95</b>
Non Domestic Property Fires	<b>27</b>
Chimney Fires	<b>2</b>
Fire Fatalities	<b>1</b>
Fire Injuries	<b>3</b>
Total Special Service Attended	<b>348</b>
Road Traffic Incidents	<b>101</b>
Road Traffic Accident – Number of Extrications	<b>18</b>
Total Fire Alarms Attended	<b>656</b>
Malicious False Alarm	<b>32</b>
False Alarm Good Intent	<b>196</b>
Alarm caused by Apparatus	<b>419</b>
OTB Mobilised To	<b>26</b>

\*Note: Total fires attended is not a total of the sub fire categories listed.

(Contact Mr A Turner, Service Performance Officer, Headquarters, Tel 01234 845022)

## Incidents of Note

### **RESCUES**

#### **Child Locked in Garden Chair Northwick Close, Great Denham 1 September 2017 - 1742 hours**

A Rescue Pump from Kempston attended a three year old child released from a chair. Medical professionals assessed the child.

(Contact Station Commander D Hobbs, Kempston and Ampthill Fire Stations, Tel 01234 845024)

#### **Child Stuck Up Tree Popes Meadow, Old Bedford Road, Luton**

##### **2 September 2017 - 1938 hours**

A Rescue Pump from Luton attended a eight year old female stuck up approximately 40 foot up a tree.

(Contact Station Commander A Robertson, Luton and Toddington Fire Stations, Tel 01582 825218)

#### **Female Fallen 40 foot Access Required Balfour House, Guildford Street, Luton 10 September 2017 - 0235 hours**

Rescue Pumps from Dunstable and Luton, with the Trauma Rescue Unit from Dunstable, attended a female casualty approximately twenty years old who had fallen from an external fire escape approximately 50 foot. Fire and Rescue crews assisted the Ambulance Service in extracting the casualty via an internal staircase and then they were conveyed to hospital via ambulance.

(Contact Station Commander A Horner, Dunstable and Woburn Fire Stations, Tel 01582 661223)

#### **Complex Patient in Cardiac Arrest Chelsea Gardens, Houghton Regis 10 September 2017 - 2130 hours**

A Rescue Pump and the Trauma Response Unit from Dunstable attended a female bariatric patient in cardiac arrest trapped in a ground floor toilet rescued by the Fire Service and then transported to hospital by ambulance.

(Contact Station Commander A Horner, Dunstable and Woburn Fire Stations, Tel 01582 661223)

**Female in the Canal**  
**Tesco Stores, Vimy Road, Linslade**  
**12 September 2017 - 1433 hours**

A Rescue Pump from Leighton Buzzard attended a female casualty who was removed from the water and then treated by paramedics. The Fire Service assisted with the removal of a wheelchair from the canal.

(Contact Station Commander S Auger, Stopsley and Leighton Buzzard Fire Stations, Tel 01582 459177)

**Male on Roof**  
**Kimbolton Road, Bedford**  
**16 October 2017 - 1211 hours**

A Rescue Pump from Bedford attended a 92 year old male who was walked down a triple extension ladder by the Fire Service.

(Contact Station Commander I Finch, Bedford and Harrold Fire Stations, Tel 01234 245501)

**FIRES**

**Hay Bailer on Fire**  
**B658 Broom**  
**3 September 2017 - 1527 hours**

Two Rescue Pumps from Biggleswade attended approximately 330 sq m of stubble involved in fire and five x 1 tonne straw bales involved in fire. One bailer was completely destroyed by fire.

(Contact Station Commander S Duffy, Biggleswade/Potton/Sandy/Shefford Fire Stations, Tel 07717 274302)

**Tumble Dryer Fire**  
**Ambleside, Hart Hill Drive, Luton**  
**13 September 2017 - 2218 hours**

Rescue Pumps from Luton and Stopsley attended a fire in a ground floor laundry room of a four-storey residential care home, 12 x 30 m of traditional construction. The laundry room was 100% damaged by fire and smoke and there was smoke logging to the remainder of the building. Six residents were led to safety by the Fire Service and seven residents followed the stay put policy. All residents were checked by the Ambulance Service and no residents required hospital attendance.

(Contact Station Commander A Robertson, Luton and Toddington Fire Stations, Tel 01582 825218)

**Fire in Deep Fat Fryer**  
**Midland Road, Bedford**  
**17 September 2017 - 1602 hours**

Rescue Pumps from Bedford, Kempston, Ampthill and Biggleswade with the Aerial Platform from Bedford attended a building of one, two and three-storeys measuring approximately 50 x 30 m, forming a terrace of retail premises on the ground floor with flats above. The fire was in the ground floor restaurant premises spreading through the 1<sup>st</sup> floor and into the roof. 75% of the ground floor restaurant was damaged by fire, heat and smoke, and 50% of the flat above the restaurant was affected by fire, heat and smoke. 50% of the roof void above the restaurant and flat was damaged by fire, heat smoke. The rear of the building exterior was severely damaged by fire and heat and exterior fittings and ducting severely damaged by fire and heat.

(Contact Station Commander I Finch, Bedford and Harrold Fire Stations, Tel 01234 245501)

**Field Fire****Pastures Way, Luton****24 September 2017 - 0110 hours**

A Rescue Pump from Dunstable, with the Water Carrier and the Rural Water Tenders from Toddington and Ampthill attended a fire involving approximately 100 tonnes of builders waste and general rubbish. The farmer assisted the Fire Service with a JCB. Re-inspections were carried out.

(Contact Station Commander A Horner, Dunstable and Woburn Fire Stations, Tel 01582 661223)

**Kitchen Fire High Rise****Spadow Court, Elizabeth Street, Luton****29 September 2017 - 1542 hours**

Rescue Pumps from Dunstable, Stopsley and Bedford attended a kitchen fire in the 5<sup>th</sup> floor flat of a seven-storey high rise building.

(Contact Station Commander A Horner, Dunstable and Woburn Fire Stations, Tel 01582 661223)

**House Fire****Cardiff Grove, Luton****4 October 2017 - 2126 hours**

Two Rescue Pumps from Luton attended a kitchen fire in a 1<sup>st</sup> floor flat. The kitchen was 60% damaged by heat and smoke and there was 20% smoke logging to the remainder of the flat. Four members of the public were led to safety by the Fire Service. One male casualty suffered smoke inhalation and was conveyed to hospital by paramedics. A fire was investigation carried out.

(Contact Station Commander A Robertson, Luton and Toddington Fire Stations, Tel 01582 825218)

**Flat Fire High Rise****Wenlock Court, Oakley Hall, Manor Road, Luton****26 October 2017 - 2349 hours**

Rescue Pumps from Luton, Stopsley and Dunstable, with the Aerial Platform from Luton attended a building approximately 50 x 30 m, consisting of five floors of student accommodation. The fire was on the 3<sup>rd</sup> floor in a kitchen. All persons were accounted for.

(Contact Station Commander A Robertson, Luton and Toddington Fire Stations, Tel 01582 825218)

**RTC****RTC Person Trapped****A507 Shefford Bypass****3 September 2017 - 2001 hours**

Rescue Pumps from Shefford, Stopsley and Baldock, with the Response Support Unit from Stopsley, attended a RTC involving one van and one car. One time critical male adult was released from the car by the Fire Service and placed in the care of an Air Ambulance. One further male adult was a fatality.

(Contact Station Commander S Duffy, Biggleswade/Potton/Sandy/Shefford Fire Stations, Tel 07717 274302)

**Car Crashed Into house****Ampthill Road, Maulden****10 October 2017 - 2253 hours**

Rescue Pumps from Ampthill, Shefford and Kempston, with the Special Response Unit from Kempston attended a van that had collided with a two-storey detached cottage. No persons were trapped in the house or vehicle. The Police requested the attendance of a structural engineer.

(Contact Station Commander D Hobbs, Kempston and Ampthill Fire Stations, Tel 01234 845024)

**RTC Persons Trapped  
Thurleigh Road, Milton Earnest  
15 October 2017 - 1846 hours**

Two Rescue Pumps from Kempston and Bedford, with the Special Response Unit from Kempston attended a RTC involving one car. Five casualties were ejected from the vehicle. All casualties were conveyed to hospital by ambulance.

(Contact Station Commander D Hobbs, Kempston and Amptill Fire Stations, Tel 01234 845024)

**RTC Persons Trapped  
Hitchin Road, Pegsdon  
19 October 2017 - 1308 hours**

Rescue Pumps from Luton and Kempston, with the Response Support Unit from Kempston attended a RTC involving a low loader lorry and a car. One adult female fatality was released by the Fire Service. One male adult in the low loader self-extricated and was in the care of medical professionals. A search was carried out of surrounding areas, vehicles and underneath vehicles by the Fire Service and Police helicopter.

(Contact Station Commander A Robertson, Luton and Toddington Fire Stations, Tel 01582 825218)

## **Letters of Appreciation or Complaint**

### **Complaint:**

No complaints (past Stage I) have been received for this period.

### **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:

Thank you from **Alison Jackson:**

*.....'To all at Bedfordshire Fire and Rescue Service, just thought I'd let you know how much I will miss you all and thank you very much for all your kind wishes and for my lovely gifts.*

*I look forward to seeing some of you very soon. I will definitely keep in touch.'.....*

The Service received a letter of thanks from **Bedfordshire Police, Deputy Chief Constable, Garry Forsyth Msc** following an incident in Biggleswade on 27 September in which a crew from Shefford Fire Station supported a single crewed police officer who was making an arrest:

*.....'I am writing to pass on my sincere thanks to the fire crew who were on duty in Biggleswade on the 27 September in the afternoon.*

*I understand they came across an incident whereby one of our single crewed officers was attempting to arrest a large 15 year old youth, for a nasty assault on a vulnerable male. Although backup had been called they had yet to arrive due to their location several miles away.*

*By coincidence the fire crew were driving past and on witnessing the PC struggling with the male, they stopped and asked if he needed help. The PC asked if they could get out of the engine and stand by in case he needed help, which they did without hesitation.*

*Unquestionably it was this simple act that defused the situation immediately and thankfully the PC was then able to arrest the youth and place him in the police car without anyone being injured.*

*In these times of austerity we are all acutely aware of the importance of showing a united front. This was a shining example of that, showing the strong alliance between all the 'blue light' services who work extremely hard in keeping the public safe and protected.*

*Please pass on my sincere thanks to the crew at Shefford Fire Station for their dedication and support.'.....*

Thank you received via Facebook following a visit from the retained crew at Ampthill Fire Station to see **Stanley Appleton**.

Stanley is two years old and has Neuroblastoma for which there is sadly no cure. Stanley lives in Flitwick, and his family and friends are focusing on making as many memories as they can with Stanley in the time that he has left.

Message from a family friend:

*.....'I just wanted to say thank you to you and the Firefighters who visited Stanley and his family on Monday.*

*They had a wonderful time and he has been telling his visitors all about it.*

*The FB page set up for him is called Smiles for Stanley and we have posted a few photos from your visit.*

*Thank you again x'.....*

Thanks for Pat Moore following a visit from **Wolfsburg Fire Brigade**:

*.....'Many thanks to Chris Richards and Ainsley Keegan for all the efforts in making all the arrangements and programme for the recent visit of our friends from Wolfsburg Fire Brigade, Luton's Twin Town all those who came had a very enjoyable time.*

*Thanks also go to all the hosts, Retired Members Ray Willett, Dave McBain and Dave Fletcher and many others including several new members.*

*This was the 37th year of exchanges since the first trip in 1980.*

*Many thanks to all those at Luton Fire Station who made their arrival pass so smoothly, and supplied a great breakfast.*

*Look forward now to the invitation for a return visit in 2018.'.....*

*Pat (Pony) Moore*

**Richard Johnson OBE, President of the Rotary Club of Leighton Linlade** sent thanks to the Leighton Buzzard Fire Cadets:

*.....'Many thanks for all your help on Saturday evening at the Annual Firework Event. There is no doubt that without you and your young people the event would in no way be the success that it is.*

*Last night was pretty much incident free and we will shortly know how much was made for charitable causes but I am assured that whatever it is it will be substantial, so a very big thank you.*

*On a personal note it really excites me that we can all work together to benefit the community.'.....*

Thanks from **Cedars Day Nursery**:

*.....'Thank you for arranging the visit from Leighton Buzzard Fire Station.*

*The firefighters who came were amazing. We cannot remember the name of the man who did the main talk to the children but we would like to say an extra big thank you to him as he was very engaging talking about his own child who is two and half and getting all of the children involved.*

*Everybody was very friendly towards the children and they have not stopped talking about their experience, a few of them have drawn a picture of the hose for them.*

*If you could pass our gratitude and the picture onto them it would be much appreciated.*

Thank you from **The Fire Fighters Charity:**

*.....'Thank you for supporting The Fire Fighters Charity by selling our merchandise through Shop-in-a-Box.*

*Your box has been checked back in and I am pleased to inform you that sales from the box totalled an amount of £147.50.*

*All profits raised from the sales of our merchandise go towards helping our beneficiaries who are in need of the services that The Fire Fighters Charity provides.'.....*

Thank you from the **National Association of Retired Firefighters:**

*Many thanks for your kind invitation to the awards presentation on 6 September; once again the Service pulled out all the stops to make it a very professional event, which truly showed the qualities of the Bedfordshire Fire and Rescue Service, it is a far cry from when the evening was held in the appliance bays at Kempston!*

*It is clear that the personnel receiving educational awards had worked hard to achieve the requisite standard and that not to be forgotten all the personnel across the Service who found the time and effort to raise substantial sums of money for The Fire Fighters Charity.*

*Once again thanks for the invitation and keep up the good work.*

## **Forthcoming Events**

- *21 December 2017, 7.30 pm*  
Christingle Christmas Celebration,  
St Mary's Church, Woburn
- *11 January 2018, 10.00 am*  
Human Resources Policy and  
Challenge Group, Fire and Rescue  
Service Headquarters

- *18 January 2018, 10.00 am*  
Members' Budget Workshop No 2,  
Fire and Rescue Service  
Headquarters
- *7 February 2018, 10.00 am*  
Fire and Rescue Authority Briefing,  
Fire and Rescue Service  
Headquarters
- *8 February 2018, 10.00 am*  
Fire and Rescue Authority meeting  
(Budget meeting), Dunstable  
Community Fire Station

(Contact Mrs N Upton, Democratic and  
Regulatory Services Supervisor,  
Headquarters, Tel 01234 845149)

**For Publication**

**Bedfordshire Fire and Rescue Authority  
14 December 2017  
Item No 16**

**REPORT AUTHOR: CHIEF FIRE OFFICER and SECRETARY/MONITORING OFFICER**

**SUBJECT: ENABLING PCCS TO SIT AND VOTE ON FRAs**

For further information on this Report contact: Nicky Upton  
Democratic and Regulatory Services Supervisor  
Tel No: 01234 845149

Background Papers: None

**Implications**

LEGAL	✓	FINANCIAL	
HUMAN RESOURCES		EQUALITY IMPACT	
ENVIRONMENTAL		POLICY	
COPRPORATE RISK	Known	OTHER (please specify)	
	New	CORE BRIEF	

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

**PURPOSE:**

To consider a consultation document issued by the Government.

**RECOMMENDATIONS:**

That the FRA decides what response it wishes to make to the consultation document.

**1. Introduction**

1.1 On 27 November 2017 the Minister for Policing and the Fire Service issued a consultation document about the Government’s proposals on applying the representational model contained in the Policing and Crime Act 2017 to Combined Fire and Rescue Authorities. A copy of the consultation document is attached as an appendix to this report.

1.2 The consultation ends on 15 January 2018 and so the Chair of the FRA has agreed that this matter can be included as a late item on the agenda for this meeting to enable the FRA to respond to the consultation within period allowed.

2. The Proposals

- 2.1 The Government expects that the proposals, if enacted, will encourage greater collaboration between PCCs and Combined FRAs.
- 2.2 The proposals, which are quite straightforward, are set out on page 6 of the consultation document.
- 2.3 They include provision for the PCC to arrange for a deputy to attend an FRA meeting on her behalf. The deputy may speak at the meeting but has no right to vote.

3. Legal Implications

- 3.1 If accepted the proposals will vary the combination scheme under which the FRA was established.

**PAUL FULLER CBE QFSM DL  
CHIEF FIRE OFFICER**

**JOHN ATKINSON  
SECRETARY/MONITORING OFFICER**



Home Office

# Enabling Police and Crime Commissioners (PCCs) to sit and vote on Combined Fire and Rescue Authorities (FRAs)

## Government consultation

This consultation begins on 27 November 2017

This consultation ends on 15 January 2018

## About this consultation

- To:** All Combined Fire and Rescue Authorities Chairs and Chief Fire Officers in England, all affected Police and Crime Commissioners in England, Local Authorities who form all or part of a Combined FRA and the Local Government Association's (LGA) Fire Services Management Committee
- Duration:** From 27/11/17 to 15/01/18
- Enquiries (including requests for the paper in an alternative format) to:** Helen Quinn, Police Strategy & Reform Unit  
Home Office  
6th Floor Fry Building, 2 Marsham Street, London, SW1P 4DF  
Tel: +44 (0)20 7035 0561  
Email: [Helen.Quinn1@homeoffice.gsi.gov.uk](mailto:Helen.Quinn1@homeoffice.gsi.gov.uk)
- How to respond:** You can submit your responses to the consultation by using the online form:  
<https://www.homeofficesurveys.homeoffice.gov.uk/s/PZZW5/>
- Please send your response by email by 15/01/18 to:  
Helen Quinn, Police Strategy & Reform Unit  
Home Office  
6th Floor Fry Building, 2 Marsham Street, London, SW1P 4DF  
Tel: +44 (0)20 7035 0561  
Email: [Helen.Quinn1@homeoffice.gsi.gov.uk](mailto:Helen.Quinn1@homeoffice.gsi.gov.uk)
- Response paper:** A response to this consultation exercise is due to be published shortly after at:  
<https://www.gov.uk/government/consultations/enabling-police-and-crime-commissioners-to-sit-and-vote-on-combined-fire-and-rescue-authorities>

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# Foreword

## Consultation to enable Police and Crime Commissioners (PCCs) to sit and vote on Combined Fire and Rescue Authorities (FRAs).

Building on our commitment to enable fire and rescue and police services to work more closely together and develop the role of our elected and accountable Police and Crime Commissioners (PCCs), the Policing and Crime Act 2017 (the 2017 Act), which received Royal Assent on 31 January, introduced a raft of measures to ensure that collaboration between the emergency services – including emergency ambulance services - can go further and faster. These are enabling provisions and recognise that local leaders are well placed to determine the sort of collaboration that is best locally.

Collaboration presents a real opportunity for emergency service partners to increase efficiency and effectiveness, and enhance the service delivered to the public. The 2017 Act introduces a new statutory duty on police, fire and rescue and emergency ambulance services to keep collaboration opportunities under review, and to enter these where it is in the interests of their efficiency or effectiveness. This sets a clear expectation that opportunities for closer working and cooperation should be fully explored and I expect the pace and ambition of collaboration to increase as a result.

The 2017 Act also includes a number of governance provisions, including the ‘representation model’, whereby PCCs can be represented on a Fire and Rescue Authority (FRA) and treated as a member of that authority with voting rights, where a FRA agrees. The representation model can help drive greater collaboration between these two emergency services.

As it currently stands, the representation model only applies to County and Metropolitan FRAs. In line with the requirements of the Fire and Rescue Services Act 2004 (2004 Act), and as part of the next stage of implementation of the 2017 Act, I would now like to take this opportunity to consult on varying the combination schemes of Combined Fire and Rescue Authorities established under section 2 or continued in existence under section 4

**Enabling Police and Crime Commissioners (PCCs) to sit and vote on Combined Fire and Rescue Authorities (FRAs)**

of the 2004 Act. This consultation focuses on applying the representation model provisions to Combined FRAs only.

I wish to be clear that these are enabling powers. I am not mandating a PCC to sit on a Combined FRA, nor am I requiring FRAs agree to a PCC request. Instead this is about ensuring that Combined FRAs can appoint a PCC with voting rights, and that the same level of transparency applies to Combined FRAs as it does to County or Metropolitan FRAs.

I know that many of you are already undertaking and exploring how to take full advantage of the provisions of the 2017 Act. I now welcome your views on these proposed enabling amendments and look forward to working with you all as we enhance service delivery through building stronger partnerships between emergency services.

A handwritten signature in blue ink that reads "Nick Hurd".

**Nick Hurd MP**

**Minister for Policing and the Fire Service**

# Executive summary

## Topic of the Consultation:

This consultation seeks views on the proposal to vary the combination schemes of Fire and Rescue Authorities (FRAs) established under section 2 or continued in existence under section 4 of the Fire and Rescue Services Act 2004 (the 2004 Act) to implement the 'representation model' of the Policing and Crime Act 2017 (the 2017 Act).

The 2017 Act enables PCCs to become a fire and rescue authority where a local case is made and it appears to the Home Secretary to be in the interests of economy, efficiency and effectiveness, or public safety. PCCs have clear local accountability and a strong mandate to pursue ambitious reform and maximise the benefits of joint working between police and fire.

To encourage greater collaboration in areas where a PCC does not take on responsibility for local fire and rescue services, the 2017 Act also enables a PCC to be represented on the FRA (outside London) with voting rights, where the FRA agrees (the representation model). In addition, the provisions of the 2017 Act set out the procedure that must be followed where a PCC makes a request to sit on the FRA, that is: for the FRA to consider the request, give reasons for its decision to agree to or refuse the request and publish those reasons in such a manner it thinks appropriate.

While these provisions apply to County and Metropolitan FRAs as of 3 April 2017 on commencement of the primary legislation, Combined FRAs established (or continued in existence) under sections 2 and 4 of the Fire and Rescue Services Act 2004 must have their combination schemes amended for these provisions to apply. As expressed during the passage of the legislation through Parliament, the policy intention remains that the representation model applies to all types of FRAs in England.

These provisions will enable PCCs and Combined FRAs to consider the representation model as an option for promoting greater collaboration between the two services. As required by the 2004 Act, before such amendments are made to a Combined FRAs combination scheme, we are conducting this consultation to seek views of affected stakeholders.

# Introduction

This paper seeks views on the proposals to apply the 'representation model' to Combined Fire and Rescue Authorities (FRAs) established under section 2 or continued in existence and 4 of the 2004 Act through varying their combination schemes.

For County Council and Metropolitan FRAs, the representation model is provided for by the amendments made to the Local Government Act 1972, the Local Government Act 1985, the Local Government and Housing Act 1989, the Local Government Act 2000 and the Localism Act 2011 by the Policing and Crime Act 2017; to ensure these enabling powers apply to all FRAs in England, the Government now invites comments on the proposed amendments to the combination schemes of those FRAs established under section 2 or continued in existence under section 4 of the 2004 Act, in order to apply the same enabling powers to a Combined FRA.

A negative statutory instrument will be drafted to make amendments to the combination scheme of those FRAs who are supportive of the amendments. The intention is that the necessary provisions will be laid early next year (2018) and come in to force shortly thereafter.

The legislation requires us to consult with the following stakeholders:

- a. any fire and rescue authority which appears to the Secretary of State likely to be affected
- b. any other authority which would, apart from the scheme, be a fire and rescue authority under section 1 (of the 2004 Act) and which appears to the Secretary of State likely to be affected
- c. any local authority, all or part of whose area forms part of the combined area, or would, under the scheme as varied, form part of the combined area, and
- d. any other interested persons the Secretary of State considers appropriate.

**Refer to Annex D: List of affected FRAs and constituent local authorities.**

The consultation period will be open for 7 calendar weeks commencing from today (27 November 2017) closing on 15 January 2018 and a response paper will be published shortly thereafter.

# The proposals

The proposed changes will be to each Combined FRA combination scheme to ensure that the representation model applies to all types of FRAs in England.

Please find below the proposed amendments for you to comment on;

**A.** Subject to paragraphs B and C, the Authority may appoint a relevant police and crime commissioner to be a member of the Authority.

**B.** A relevant police and crime commissioner may only be appointed as a member of the Authority in response to a request by the commissioner.

**C.** If a relevant police and crime commissioner makes such a request the Authority must—

- (a) consider the request,
- (b) give reasons for its decision to agree to or refuse the request, and
- (c) publish those reasons in such a manner as it thinks appropriate.

**D.** Paragraph E applies where the Authority appoints a relevant police and crime commissioner to be a member of the Authority and the police and crime commissioner makes arrangements under section 18 of the Police Reform and Social Responsibility Act 2011<sup>(1)</sup> to delegate their attendance at a meeting of the Authority.

**E.** A person who attends a meeting of the Authority on behalf of a relevant police and crime commissioner—

- (a) may speak at the meeting but not vote, and
- (b) is not to be treated as a member of the Authority for any purpose.

The above amendments will;

A – Enable a PCC to be appointed with voting rights;

B – Set out this provision can only take place after a request has been made by a PCC;

C – Set out the process for making such a request;

D and E – Enable a PCC to delegate to a deputy to attend and speak at FRA meetings, but that this deputy does not have any voting rights and will not be treated as a member of the Authority for any purpose, for example being part of the meeting quorate. This is owing to Fire and Rescue Authorities comprising of elected individuals, who do not themselves have similar rights to delegate to an unelected official as exists for PCCs.

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<sup>(1)</sup> 2011 c. 13; section 18 was amended by paragraphs 52 and 53 of Schedule 7 to the Localism Act 2011 (c. 20) and paragraphs 115 and 116 of Schedule 12 to, the Local Audit and Accountability Act 2014 (c. 2).

## Enabling Police and Crime Commissioners (PCCs) to sit and vote on Combined Fire and Rescue Authorities (FRAs)

These amendments will enable a PCC to have representation on their local FRA and/or its committees, with voting rights; this will be subject to PCCs making clear reasons for seeking membership and the FRA agreeing. The FRA will be required to publish their response to ensure transparency. The provisions will enable a PCC to be a member of the FRA until there is either a vacancy in the OPCC or if there were to be no vacancy in the office before then, the day on which their term of office as PCC would end.

To note, there will be some minor consequential amendments as necessary to ensure these provisions apply as intended in the context of the rest of the combined FRAs combination scheme.

# Questionnaire

This is your opportunity to provide comments on the proposal.

**Q1 Do you agree with the proposed amendments to the combination schemes of Fire and Rescue Authorities (FRAs) established or continued in existence under sections 2 and 4 of the 2004 Fire and Rescue Services Act as stated in the proposal above to implement the ‘representation model’ of the 2017 Act?’** *(Please tick the relevant box)*

Yes       No

**Q2 If you disagree with proposal at Q1, please give your reasons:**

**Q3 Please state below if you have any other comments:**

**Thank you for participating in this consultation.**

# About you

Please use this section to tell us about yourself

<b>Full name</b>	
<b>Job title</b> or capacity in which you are responding to this consultation exercise (for example, member of the public or Chair of a FRA)	
<b>Date</b>	
<b>Company name/organisation</b> (if applicable)	
<b>Address</b>	
<b>Postcode</b>	
If you would like us to acknowledge receipt of your response, please tick this box	<input type="checkbox"/> (please tick box)
Address to which the acknowledgement should be sent, if different from above	

**If you are a representative of a group**, please tell us the name of the group and give a summary of the people or organisations that you represent.

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# Contact details and how to respond

Please send your response by **15 January 2018** to:

Helen Quinn, Police Strategy & Reform Unit  
Home Office  
6th Floor Fry Building, 2 Marsham Street, London, SW1P 4DF

**Tel:** +44 (0)20 7035 0561

**Email:** [Helen.Quinn1@homeoffice.gsi.gov.uk](mailto:Helen.Quinn1@homeoffice.gsi.gov.uk)

## Complaints or comments

If you have any complaints or comments about the consultation process you should contact the Home Office at the above address.

## Extra copies

Further paper copies of this consultation can be obtained from this address and it is also available online at <https://www.gov.uk/government/consultations/enabling-police-and-crime-commissioners-to-sit-and-vote-on-combined-fire-and-rescue-authorities>

## Publication of response

A paper summarising the responses to this consultation will be published shortly after. The response paper will be available online at

<https://www.gov.uk/government/consultations/enabling-police-and-crime-commissioners-to-sit-and-vote-on-combined-fire-and-rescue-authorities>

## Representative groups

Representative groups are asked to give a summary of the people and organisations they represent when they respond.

## Confidentiality

Information provided in response to this consultation, including personal information, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 1998 (DPA) and the Environmental Information Regulations 2004).

If you want the information that you provide to be treated as confidential, please be aware that, under the FOIA, there is a statutory Code of Practice with which public authorities must comply and which deals, amongst other things, with obligations of confidence. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that

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confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Home Office.

The Home Office will process your personal data in accordance with the DPA and in the majority of circumstances; this will mean that your personal data will not be disclosed to third parties.

# Impact Assessment

A full impact assessment has not been produced for this as no significant impact on the private, voluntary or a public sector is foreseen.



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