

Public Document Pack



BEDFORDSHIRE FIRE AND RESCUE AUTHORITY

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 **Monday, 16 October 2017** starting at **10.00 am**.

John Atkinson
Secretary

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. |
| 3. | Communications | | (Pages 1 - 2) |
| 4. | Minutes | Chair | * To confirm the Minutes of the meeting held on 19 July 2017 (Pages 3 - 12) |
| 5. | Public Participation | Chair | To receive any questions put to the Authority under the Public Participation Scheme |
| 6. | Review of Standing Orders | Secretary/Monitoring Officer | *To consider a report (Pages 13 - 16) |

| Item | Subject | Lead | Purpose of Discussion |
|-------------|---|------------------------------|---|
| 7. | Corporate Services Policy and Challenge Group 13 September 2017 | Cllr Headley | * To consider a report (Pages 17 - 26) |
| 8. | Service Delivery Policy and Challenge Group 14 September 2017 | Cllr Mingay | * To consider a report (Pages 27 - 36) |
| 9. | Human Resources Policy and Challenge Group 20 September 2017 | Cllr Waheed | * To consider a report (Pages 37 - 44) |
| 10. | Audit and Standards Committee 28 September 2017 | Cllr Chapman | * To consider a report (Pages 45 - 66) |
| 11. | NJC Pay Awards | Secretary/Monitoring Officer | *To consider a report (Pages 67 - 72) |
| 12. | Collaboration Working Group | ACFO | *To consider a report (Pages 73 - 78) |
| 13. | Information Bulletin | CFO | * To consider a report (Pages 79 - 90) |
| | Next Meeting | | 10.00 am on 14 December 2017 at Lecture Theatre, Dunstable Community Fire Station, Brewers Hill Road, Dunstable LU6 1AA |

DECLARATIONS OF INTEREST

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

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



Agenda Item 3 Bedfordshire Blue Light Collaboration Project

Project Management Board

Terms of reference

1. To pursue the Policing and Crime Act aims of reform and transformation to achieve
 - a. Greater Accountability and transparency
 - b. Greater efficiency and collaboration
 - c. Workforce reform
 - d. Development of closer and stronger relationships..
2. To establish and embed, a Governance framework which provides The Police and Crime Commissioner and the Fire and Rescue Authority with a public record of collaborative working
3. To identify, agree and implement an increasing number of key workstreams across Estate, Operations, Response, Support Services and Resource Management which provide options appraisal opportunities, implementation plans and evaluation processes.
4. To ensure that any and all collaborative working provides clear and measurable service benefits, improved public safety and value for the tax payer.

-----ENDS-----

This page is intentionally left blank

For Publication

Bedfordshire Fire and Rescue Authority
16 October 2107
Item No. 4

BEDFORDSHIRE FIRE AND RESCUE AUTHORITY

19 JULY 2017

PRESENT

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

At the request of the Chair Members and others present stood for a minute's silence in memory of those who had lost their lives at Grenfell Tower.

17-18/fa/015 APOLOGIES

Apologies for absence were received from Councillors Khan and McVicar.

17-18/fa/016 DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

There were no declarations of disclosable pecuniary and other interests.

17-18/fa/017 COMMUNICATIONS

Membership of the Service Delivery Policy and Challenge Group

The Secretary and Monitoring Officer advised that following the annual meeting of the Fire and Rescue Authority, Councillor Chapman had decided to stand down from her membership of the Policy and Challenge Group in view of her being Chairperson/Vice Chairperson on two other Groups.

Police and Fire Service Float in the Luton Carnival

The Chief Fire Officer advised that the children of Hillborough Junior School who had accompanied the joint Police and Fire Service Float in the Luton Carnival had been awarded the "Best School" of the Carnival. He added that he had written to the school to thank them for their participation.

Fire Commission Meeting (Attended by the Chair and CFO Fuller)

The Chair and the Chief Fire Officer briefed Members on the Fire Commission meeting. The Fire Minister, Nick Hurd MP had attended and given a speech which had included the following matters:

- Grenfell Tower Fire
- Reinforcement of Direction of Travel for the Fire Service in terms of accountability, transparency, efficiency/collaboration and workforce reform.
- Fire Service Resources and Resilience – noting the need for continuing improvement.
- New Inspection Regime for Standards.
- New National Fire and Rescue Service Website (which would provide general Home Office information and contact details for each Fire Service in the country).
- Benefits of effective procurement.
- Police and Crime Commissioners – there had not been any reference to any impending legislation and any move in responsibility for the Fire Service would be a local decision (however this had to be agreed by all parties. It was reported that Essex County Council and more recently Hertfordshire County Council had published their opposition to the Police and Crime Commissioner taking responsibility for their Fire Service.)

There had been a verbal presentation by Kent County Councillor Nick Chard on pay negotiations and it was reported that the Fire Brigade Union was consulting on the latest pay offer.

The Chief Fire Officer referred to the pay consultation and indicated that the Fire Brigade Union was seeking a substantial pay increase particularly with reference to the Transformation Agenda. Employers had undertaken a regional consultation and the Chief Fire Officer and Councillor Downing had attended the event in London. There had been general support for a pay increase and it was thought that it would be an appropriate time to make the Fire Officer conditions of service more flexible and to remunerate them at the correct level. The offer had been for an immediate 2% increase with a further 3% from April 2018 on the basis of agreement to the Transformation Agenda and subject to the Government meeting the additional cost. The Fire Brigade Union was currently consulting their members, however there had not yet been a response from the Government as to their position.

The Chair reported that there had been a discussion at the Fire Commission meeting concerning the opportunity to raise a local precept to meet additional fire service costs as had been agreed in relation to Adult Social Care. The Chief Fire Officer had suggested that there could be an additional precept of £5 or a 2% cap, whichever was the greater.

The Chair mentioned that she had given a presentation, as portfolio holder, to the Bedford Borough Council meeting held on 12 July 2017 and this had focused on the Grenfell Tower disaster and the work which had been undertaken as a result, in Bedfordshire. She thanked everyone who had had an input to the presentation, which she reported had been very well received. The main area of interest for questions had been the “stay put policy”. Councillor Franks apologised to the Fire Service on behalf of Luton Borough Council as their officer who had been requested to attend a recent Committee meeting had been given an incorrect start time.

Former Chief Constable Alf Hitchcock

The Chair advised that she had arranged for a letter to be issued on behalf of the Fire Authority to the family of the former Chief Constable Alf Hitchcock who, sadly, had passed away recently. She added that the funeral had now taken place and had had been very well attended.

Award to Lorraine Moore

The Chair offered congratulations to Lorraine Moore, for the award she had received as recently reported in the *Bedfordshire on Sunday* newspaper.

17-18/fa/018 MINUTES

RESOLVED:

That the Minutes of the meeting held on 25 May 2017 be confirmed and signed as a true record.

17-18/fa/019 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/020 AUDIT AND STANDARDS COMMITTEE – 14 JUNE 2017

Councillor Chapman submitted the draft Minutes of the meeting of the Audit and Standards Committee held on 16 March 2017. The Secretary and Monitoring Officer confirmed that he had issued a letter to Committee Members setting out the proposed revision of paragraphs 5 and 6 of Standing Order 21, however he had not received any objection to the proposal.

Members considered the proposed amendment to Standing Order 21, to add “Monitoring Officer” after “Chairperson” in Item 2.

The Secretary and Monitoring Officer advised that any proposed and seconded change to Standing Orders would stand deferred to the next meeting of the Authority. The reason being was so that there could be not be an immediate change to Standing Orders without the opportunity for due reflection.

Councillor Chapman reported on a typographical error in Appendix B to the report (page 6.12), Standing Order 21: Appointments by the Authority, number 5, whereby reference to “his/her” should be “him/her”.

RESOLVED:

1. That the submitted draft Minutes of the meeting held on 14 June 2017 be approved.
2. That the amendments to Standing Order set out in Appendix B to the Report, be approved subject to:

In Standing Order 21, paragraph 2 – to add “Monitoring Officer” after “Chairperson”

(This resolution would stand referred to the following meeting of the Fire Authority.)

**17-18/fa/021 SERVICE DELIVERY POLICY AND CHALLENGE GROUP –
15 JUNE 2017**

Councillor Mingay submitted the draft Minutes of the meeting of the Policy and Challenge Group held on 15 June 2017.

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

- Grenfell Tower – the Chief Fire Officer and the Deputy Chief Fire Officer had visited the scene of the fire to determine whether there were any learning opportunities for Bedfordshire.
- Award from Bedfordshire Chamber of Commerce – the Service had been awarded a Certificate of Appreciation from the Chamber as it had been a member for 20 years.
- Customer Satisfaction Survey – for 2016/2017 the Service had received a 99.6% satisfaction rate from survey respondents.
- Deliberate Fires – the Policy and Challenge Group would be discussing this subject at their next meeting.
- Specialist Rescue Unit – the visit to the Unit by Members of the Policy and Challenge Group had been extended to all Members on the Executive.

In response to a question the Chief Fire Officer advised that there had not been any injuries to emergency service personnel during the Grenfell Tower fire however a number were now receiving trauma counselling. He also proposed, and Members agreed, that the congratulations of the Bedfordshire Fire and Rescue Authority should be expressed to all fire fighters who had been involved in the incident.

RESOLVED:

1. That the submitted draft Minutes of the meeting held on 15 June 2017 be approved.
2. That the following amendments to the Terms of Reference for the Service Delivery Policy and Challenge Group: to remove point 8 (to monitor and review matters arising from the former FiReControl project) and the addition of a point to monitor progress of blue light collaboration projects be included, be approved.
3. That the congratulations of the Fire Authority be extended to all fire fighters who had been involved in tackling the Grenfell Tower fire.

**17-18/fa/022 CORPORATE SERVICES POLICY AND CHALLENGE GROUP –
21 JUNE 2017**

Councillor Headley submitted the draft Minutes of the meeting of the Policy and Challenge Group held on 21 June 2017.

Councillor Headley highlighted the following matters in particular:

- Asset Management Plans – the Group would be reviewing the timings for discussion of the various Plans in order that these could be given full consideration.
- Fire and Rescue Indemnity Company – the Company had started operating on 1 November 2015. In the first year of operation to 31 October 2016 a surplus of £471,000 had been generated.

A Member wished to ask a question in relation to the confidential report concerning the Fraud Update. The Secretary and Monitoring Officer advised that if the question did not relate to a confidential matter then it could be considered with the public in attendance.

Councillor Franks suggested that his question was not confidential, therefore there was no resolution to exclude the Press and public. The Head of Finance and Treasurer advised that the sum in question was around £20,000 and the original Court date had been deferred. A revised date was still awaited, however this was being pursued.

RESOLVED:

1. That the submitted draft Minutes of the meeting held on 21 June 2017 be approved.
2. That all references to a “Director” in the Policy and Challenge Group’s Terms of Reference be replaced to reference to Corporate Services functions.

17-18/fa/023 HUMAN RESOURCES POLICY AND CHALLENGE GROUP – 29 JUNE 2017

Councillor Waheed introduced the report of the Human Resources Policy and Challenge Group held on 29 June 2017.

In introducing the report and Minutes, Councillor Waheed highlighted the following matters in relation to the Human Resources Performance Monitoring Year End Report:

- The HR and Payroll system project had been implemented in February 2017.
- All equality indicators had met the target with the exception of EQ2 (recruitment of minority ethnic staff across the whole organisation). Even though the target had not been met there had been a significant amount of work around positive action being undertaken. The Service was also working closely with the Police to learn lessons from their recent successful recruitment of police officers from ethnic minority backgrounds.
- In relation to HR1 (percentage of working time lost due to sickness) this indicator had missed its target by 13% as a result of long term absences, with 28 employees having had an absence of 21 or more days.
- There had been excellence performance against HR3a which was “the percentage of returned appraisal documents to HR within 3 months of the end of the reporting year”.

- Indicator T5 had improved by 7% to reach amber levels at the year end. The target was for 60% of staff at each station and in each Watch to have received relevant training.
- Indicator H1 (number of serious accidents per 1,000 employees) and H2 (number of working days/shifts lost to accidents per 1,000 employees (excluding Retained Duty System employees)) had exceeded their targets.

Councillor Waheed also mentioned that a temporary appointment for the Vice Chair of the Group had been made until a permanent Vice Chair could be appointed for the remainder of the year.

RESOLVED:

1. That the submitted draft Minutes of the meeting held on 29 June 2017 be approved, subject to recording an apology for absence from Councillor Saleem.
2. That, “to approve the annual Corporate Health and Safety Objectives” be included in the Human Resources Policy and Challenge Group’s Terms of Reference.
3. That the Fire and Rescue Authority review the membership of the Policy and Challenge Groups and the Audit and Standards Committee to ensure that a sufficient number of Members was appointed to each Group/Committee.

17-18/fa/024 BLUE LIGHT COLLABORATION WORKING GROUP

The Deputy Chief Fire Officer introduced the update of current blue light collaborations and highlighted the following:

- The One Public Estate bid for a joint headquarters was to be submitted later this month.
- The Shefford Fire Station was now operating as a tri-service facility.
- The Leighton Buzzard Fire Station was progressing. The Police intended to use the existing gym as office accommodation and then would provide a replacement gym for the Fire Service. Completion was expected by 31 August 2017.
- Harrold Fire Station was not now being considered for collaboration as the Police did not have a need to share the facility.
- The Barkers Lane, Bedford Fire Station now contained the Community Safety office and the Mid Shires Search and Rescue garaging arrangement. The Road Victims Trust had moved into the North Area Office.
- The Bury Park Community Centre, Luton was now established as a joint community cohesion unit.
- Body Worn Cameras – these had now been issued and an evaluation was being undertaken with a view to extending the use of these cameras.
- Co-Responding could be affected by pay negotiations.
- Forced Entry – the new arrangements in assisting the Ambulance Service were working well and had reduced the workload on the Police.
- Arson Investigation – Councillor Downing was attending meetings on the subject.

- Drones – it was intended to purchase a drone which the Police would also be able to use on request. The cost of purchase of the drone was to be shared between the two authorities.

Councillor Downing mentioned that he understood that the target call-out time for the Ambulance Service could be increased to 3 hours. He also referred to a recent community safety meeting held at Central Bedfordshire Council where it had been reported that there had been 55 linked arson incidents in Leighton Buzzard. He noted that fire officers were taking appropriate action. In addition the new neighbourhood police officer had taken over the investigation and had since arrested 2 youths. There had been no further arson reports in the area since mid-June 2017.

Councillor Franks took the opportunity to thank the author responsible for the report which he had found to be succinct and very informative. The Chief Fire Officer confirmed that the report was a public document and could be circulated to constituent Councils.

The Head of Finance and Treasurer commented that the Ambulance Service currently responded from 4 fire stations in Bedfordshire. ACO Evans also mentioned that the report only related to recent collaboration and did not set out the full range of collaboration which was being undertaken.

RESOLVED:

1. That the content of the report be acknowledged.
2. That it be noted that a formal process of internal audit of BFRS collaboration governance arrangements and project management was due to commence on 24 July 2017 and be of three days' duration.

17-18/fa/025 ANNUAL OVERARCHING PERFORMANCE REPORT YEAR END 2016/17

ACO Evans introduced the report which provided an overarching performance report including performance data from all policy and challenge groups.

In introducing the report ACO Evans highlighted the following issues:

- The Service had achieved or performed better than the target in 71 of its strategic objective measures during 2016/2017.
- Appendix A set out the Fire and Rescue Service vision and the key documents which comprised the corporate planning framework.
- The performance indicators for the Strategic Objectives were set out for 2016/2017 to compare the target against the actual performance.

RESOLVED:

1. That the Service's performance against delivery of the Authority's strategic objectives for 2016/17, be acknowledged.
2. That subject to any amendments following a review by Members that the Overarching Performance Report be published on the Service's Internet site.

17-18/fa/026 INCLUSIVE FIRE SERVICE GROUP – SUGGESTED IMPROVEMENT STRATEGIES

ACO Evans introduced the report which informed Members of the work of the Inclusive Fire Service Group. In introducing the report ACO Evans highlighted the following issues:

- The Inclusive Fire Service Group was independently chaired by Professor Linda Dickins and included employer and employee representation from the National Joint Council, National Fire Chiefs Council, The Fire Officers Association and the Retained Firefighters Union.
- Inclusivity was a key consideration for recruitment, induction, training, knowledge, progression and retention. This was demonstrated through the Service's focus to be an employer of choice, detailed within its People Strategy.
- There was need for a visible senior ownership and leadership to ensure that local strategies and initiatives became a reality.
- The Chief Fire Officer had launched the Service's first Single Equality Scheme in 2012 ensuring the monitoring of cross-organisational equality objectives.
- The internal governance structures included a Corporate Equality Group with functional areas represented to monitor progressing the equality duty and the single equality action plans.
- The Service would continue to work with partners to share good practice for delivering local strategies and initiatives. It was hoped to build on the successful female whole-time recruitment process from last year, into the following year.
- Following the National Fire Chiefs Council's Agreement to a Memorandum of Understanding for Inclusion, the Service would update its actions and issue its own statement.
- The importance and benefit of trade union involvement was recognised by the Service. Facility time had been extended to assist Fire Brigade Union involvement in corporate meetings.
- There was an annual Property Asset Management Plan and a budget round where Station Commanders could put forward budget bids should any additional facilities become necessary. An equality impact assessment had also been completed.
- The Service was fully supportive of the work of the Group and ensuring progress was made against the Inclusion Agenda. It was felt that the strategies, as recommended, did not particularly introduce anything new to existing strategies.

RESOLVED:

1. That the Fire and Rescue Authority receive the strategies suggested by the Inclusive Fire Service Group.
2. That the Fire and Rescue Authority approve that elected Members support the progressing of the strategies and agree continued monitoring through the elected Member chaired Corporate Equality Group.
3. That the Fire and Rescue Authority approve that the detail provided within the report be issued to the Inclusive Fire Service Group.

17-18/fa/027 INFORMATION BULLETIN

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

The Chair highlighted the station visit to the Dunstable Community Fire Station immediately following this meeting and to the visit this evening to the Harrold Fire Station.

The Chair also referred to the awards ceremony to take place on 6 September 2017 at Luton and requested that Members advise officers if they would be attending.

It was noted that the next meeting of the Fire and Rescue Authority would take place on 20 October 2017 at 10am at Fire and Rescue Headquarters.

RESOLVED:

That the information bulletin be received.

The meeting ended at 11.19 am.

This page is intentionally left blank

For Publication

**Bedfordshire Fire and Rescue Authority
16 October 2017
Item No. 6**

REPORT AUTHOR: SECRETARY/MONITORING OFFICER

SUBJECT: REVIEW OF STANDING ORDERS

For further information on this Report contact: Mrs N 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 approve amendments to Standing Orders proposed at the FRA's meeting on 19 July 2017.

RECOMMENDATION:

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

1 Introduction

1.1 At its last meeting, the FRA considered some changes to Standing Orders concerning the process for electing the Authority's Chairperson recommended by the Audit and Standards Committee. The proposed changes were supported with some minor amendments and, as required by Standing Order 30, the item stood adjourned until the FRA's next meeting. The Authority is now invited to approve the proposed amendments as shown in italics in the Appendix to this report.

**JOHN ATKINSON
SECRETARY/MONITORING OFFICER**

Standing Order 2

Chairperson and Vice-Chairperson of the Authority

1. The Chairperson and Vice-Chairperson of the Authority shall be appointed at the annual meeting for the ensuing year. When a casual vacancy occurs for either of these offices, an appointment to fill the vacancy shall be made at the next meeting (other than an extraordinary meeting).
2. ***The Monitoring Officer shall preside over the election of the Chairperson.***
3. ***Subject to paragraph 4 below, the election of the Chairperson and Vice-Chairperson of the Authority shall be conducted in accordance with the provisions of Standing Order 21.***
4. ***If, following an election, two candidates have the same number of votes, the appointment shall be determined in the following manner:***
 - 4.1 ***The election shall be conducted again and if, following this second election, both candidates still have the same number of votes, then the appointment shall be decided by drawing lots.***
 - 4.2 ***At any point during the election process, the Monitoring Officer may adjourn the meeting for a short period to allow discussions to take place.***

Standing Order 21

Appointments by the Authority

1. Every candidate nominated to represent the Authority in any capacity or for any position to be filled by the Authority, shall be openly proposed and seconded.
2. At the close of nominations, the Chairperson/***Monitoring Officer*** shall state the names of the candidates who have been duly proposed and seconded and the number of vacancies to be filled if the number is limited.
3. If the number of nominations does not exceed the number of vacancies or if the number of vacancies is not limited, the Chairperson/***Monitoring Officer*** shall immediately put the appointment of the duly nominated candidates collectively as a substantive motion upon which no amendment may be moved.

4. If the number of nominations exceeds the number of vacancies, there shall be a secret ballot of the members present at the meeting in which each member of the Authority may vote for as many candidates as there are vacancies to be filled.
5. No candidate shall be appointed unless the number of votes cast in his/her favour exceeds half the number of persons voting. If in any ballot no candidate received the number of votes entitling *him/her* to be appointed, the names of those who receive no votes and the name of the one who received the least number of votes shall be struck off the list and a fresh ballot be taken, and so on, until all the vacancies are filled.
6. Any ballot shall be conducted by the Monitoring Officer whose return shall be final and conclusive.

NOTE:

The proposed amendments to standing orders are shown in italics.

This page is intentionally left blank

For Publication

**Bedfordshire Fire and Rescue
Authority
16 October 2017
Item No. 7**

REPORT AUTHOR: COUNCILLOR M HEADLEY

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

For further information on this Report contact: Mrs N 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 13 September 2017.

RECOMMENDATIONS:

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

1. Introduction

1.1 The draft Minutes of the meeting of the Corporate Services Policy and Challenge Group held on 13 September 2017 are appended for Members' consideration.

1.2 The Policy and Challenge Group made no recommendations to the Fire Authority.

COUNCILLOR M HEADLEY

CHAIR OF CORPORATE SERVICES POLICY AND CHALLENGE GROUP

**MINUTES OF CORPORATE SERVICES POLICY AND CHALLENGE
GROUP MEETING HELD ON 13 SEPTEMBER 2017**

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

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

17-18/CS/018 Apologies

It was noted that SOC C Ball was unable to attend the meeting as he had a clash of diary commitments.

17-18/CS/019 Declarations of Disclosable Pecuniary and Other Interests

There were no declarations of interests.

17-18/CS/020 Communications

The Policy and Challenge Group received the Minutes of the ICT Shared Service Governance Board held on 9 May 2017 for information.

There were no other communications.

RESOLVED:

That the Minutes of the ICT Shared Service Governance Board held on 9 May 2017 be received.

17-18/CS/021 Minutes

RESOLVED:

That the Minutes of the meeting held on 21 June 2017 be confirmed and signed as a true record.

17-18/CS/022 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 July 2017. The total forecast overspend at 31 July 2017 was £29,000.

There was currently a forecast non-salary underspend of £6,000, largely due to the receipt of unbudgeted income from Luton Borough Council to support community safety initiatives. Members may recall the Authority did not receive a budgeted £11k from Luton Borough Council last year.

There was also a forecast salary overspend of £35,000. This consisted of an underspend of £100,000 on the Retained Duty System, a £100,000

overspend on agency staff to support the ICT Shared Service and a £35,000 overspend on non-uniform due to a planned efficiency not being achieved as a result of the ongoing necessity for the post.

Mr G Chambers, the Head of Finance and Treasurer, reported that all projects in the Capital Programme were RAG rated Green.

Members commented on the difficulties in recruiting ICT professionals which was leading to the increased spend on agency staff. There were added complications with recruiting as the Bedfordshire and Cambridgeshire staff were on different pay grades and had different terms and conditions of service.

Mr A Dosanjh, the Head of ICT and Improvement, advised that a review of the Shared Service would be undertaken which would lead to a restructure to enable the Services to introduce new working practices and redeploy staff more flexibly to create efficiencies within the Team.

It was noted that many local authorities had introduced a market rate supplement for posts that were historically difficult to recruit to. This could be considered by the Service for project and database management staff, as it may be more cost effective than employing agency staff to temporarily fill vacancies.

RESOLVED:

That the forecast outturn for revenue and capital be noted.

17-18/CS/023 2018/19 Revenue Budget and Capital Programme Planning Arrangements

Mr G Chambers, the Head of Finance and Treasurer, presented his report on the current planning arrangements for the 2018/19 Revenue Budget and Capital Programme.

The process was similar to that followed in previous years, with internal review and scrutiny of budgets undertaken prior to the proposals being submitted to Members at the Budget Workshops, the first of which was 21 November 2017.

The main change to the budget would be the pay awards for Grey Book staff. These had not yet been finalised. More information on the impact of the awards should be available in the autumn.

RESOLVED:

That the report and timescales within be agreed.

17-18/CS/024 Corporate Services Performance 2017/18 Quarter 1 Report and Programmes to Date

ACO Evans submitted the 2017/18 first quarter report on the Corporate Services programme, projects to date and performance against Corporate Services performance indicators and associated targets. A number of the projects were reporting as Amber.

Work on enhancements to the Community Safety Activities application had been deferred, as the Business Improvement Team had been fully deployed on iTrent during the last period. It was anticipated that this would improve to Green for the next reporting period.

The HR Payroll Systems and Services project was also reporting as Amber and it was likely that the project would conclude with an Amber rating as the project costs had overrun.

The VDI project was reporting as Amber as the remaining 10% of users had not yet been migrated to VDI due to the complexities involved in migrating users who needed access to other systems, such as Control, Finance and Payroll. The successful recruitment to system engineer posts would hopefully resolve this issue. Overall, the introduction of VDI had been incredibly successful and feedback from service users was very positive.

The status of the Training Centre Administration project was also rated as Amber.

ACO Evans then reported on the performance information for the reporting period. All of the ICT indicators were reporting as Green.

She advised that the Chair had identified an error in the original performance report and indicator WS1a (Grade A defect response time (within 1 hour)) was Amber and not Green as indicated within the report. There was not an exception report available for this indicator at present.

The Chair requested that an exception report be circulated to Members of the Group as soon as it was available.

In relation to WS2a (Grade A defect response time (within 2 hours)), which was also rated as Amber, performance had been affected by two incidents. One occurred over the Bank Holiday weekend and one involved a defective seat that could not be repaired immediately.

FP6 (percentage of debt over 90 days old) was reporting as Red for the period. The Head of Finance and Treasurer advised that £5,573 was outstanding at the end of the reporting period. However, there had been a downward trend and the outstanding figure at the end of August 2017 was £810. The majority of outstanding debt related to special services that were chargeable. Those charges in dispute were removed from reporting against this indicator and the debts reported were all being chased for payment. The

Service pursued outstanding debt using a variety of methods, including small claims court and attachment of earnings.

The property indicators were all reporting as Green. These were year-end figures for 2016-17.

It was suggested that an indicator measuring the use of diesel be reported to the Group for information.

The Chair commented that this could be considered at the annual target-setting meeting.

RESOLVED:

1. That the progress made on Corporate Services Programmes and Performance be acknowledged.
2. That an exception report for WS1a be circulated to Members of the Group as soon as it is available.
3. That consideration be given to the inclusion of an indicator on diesel usage at the Group's annual target setting meeting in March 2018.

17-18/CS/025 New Internal Audit Reports Completed to date

ACO Evans introduced the audit of Procurement- Tendering that had been completed by the internal auditors, RSM, in August 2017. RSM's audit opinion had been one of substantial assurance. The two low priority actions set out in the action plan had already been completed.

RESOLVED:

That the internal audit report be received and the associated management comments/actions which will be added to the Audit and Governance Action Plan Monitoring report be endorsed.

17-18/CS/026 Audit and Governance Action Plans 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 with the exception of one that was still in progress.

RESOLVED:

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

17-18/CS/027 Third Annual Review 2016 to 2017 of the ICT Shared Service

Mr A Dosanjh, Head of ICT and Infrastructure, reported on the outcome of the annual review of the operation of the ICT Shared Service Agreement.

Following the introduction of the Shared Service Agreement, there had been increasing rates of customer satisfaction. However, there were challenges to achieve further improvements in the Service and there was a risk that general

maintenance, upgrades of software, security patches and replacement of equipment were being de-prioritised due to the demands from business led projects.

The migration to VDI had also been a huge success with the number of faults reported decreasing significantly.

In response to a question, ACO Evans advised that there were localised rates of pay and terms of conditions for Green Book staff. This resulted in the differences in terms and conditions. This situation was not unique and was common under such shared service or collaboration models.

Members were reminded that consideration had previously been given to other possible operating models. It was acknowledged there were also a number of disadvantages with other options which need to be weighed up. A different operating model was not being pursued at this time.

The view was expressed that an assumption was made that internal resource would always be available to support project work but that this was not always the case. The resource required, both internal and external, should be fully costed prior to the commencement of a project.

In relation to the difficulties in recruiting permanent staff and the high level of agency spend, a Member suggested that market rate supplements may be more cost effective than continuing with the high level of spend on agency staff.

ACO Evans reported that the introduction of market rate supplements could have far-reaching impacts across an organisation. She added that the Service had recently been successful in recruiting to three posts in the Shared Service. The current structural review would also take into account issues with recruitment.

In response to a question from the Chair, ACO Evans advised that a report on the restructure of the ICT Shared Service would be reported to the Group in due course and that any recruitment issues could be highlighted to Members at that time.

RESOLVED:

1. That the outcomes of the third annual review of the operation of the ICT Shared Service Agreement be considered and the progress in achieving the aims of improved resilience, flexibility, cover, quality and customer focus and the need to review the structure and capacity of the function be noted.
2. That the Group receive a report on the restructure of the ICT Shared Service at an appropriate future meeting and that any relevant issues in relation to the recruitment and retention of staff be addressed within that report.

17-18/CS/028 Investment in the Service's Servers and Other IT Infrastructure

Mr A Dosanjh, Head of ICT and Improvement, introduced his report explaining the capital investment in the ICT technical estate contained within the Service's Medium Term Capital Programme.

The server hardware renewal related to the Storage Area Network (SAN) and other hardware servers that had reached their end of their replacement in 2015. Replacement of the servers was planned for 2018/19.

The replacement of the risk information mobile data terminals had been deferred to 2018/19 to align with the Emergency Services Mobile Communications Programme (EMSCP), a national programme to replace the Airwaves emergency services communication network, for the mobilising mobile data terminals. However, the replacement of the risk information mobile data terminals was being brought forward as there were a number of defects being reported in relation to these mobile data terminals.

SC J Gell reported that the risk information mobile data terminals were ruggedized laptop terminals which were used at incidents to enable crews to access risk information in the appliance and on the incident ground. These were fitted to 22 rescue pumps and the rural water tenders throughout the Service. In addition to risk information, the terminals also allowed the Officer in charge to access the GIS maps and tactical operational guidance. An example of this was the ability of the terminal to access floor plans and entry codes for high rise premises. It also had the facility to provide chemical data and a vehicle recovery system for Officers attending road traffic collisions. The terminals could be used in their cradle in the appliances but could also be taken off the cradles and onto the incident ground.

Future technological developments were expected in this area within the next few years and the Service was currently involved in a regional group considering the next developments, such as enabling legislative fire safety work and safe and well checks to be completed on the terminals. Whilst there were small savings arising from economies of scale, the real benefit was closer working arrangements with neighbouring and regional Fire and Rescue Services.

The Head of ICT and Improvement explained that the primary core switch replacement related to where the cables which distributed the external line connection to all the internal switches.

The secondary network switch replacement was to install switches at Bedford and Luton Fire Stations which host the Northern Area Office and Southern Area Office respectively. The additional switch would increase resilience as there would be a switch for each of the two external network connections going to those premises so that, in the event of a failure, the network connection could be accessed via the second switch.

The network structured cabling replacement would allow for older cabling to be replaced with cabling with a high bandwidth and this would enable a faster throughput.

SC J Gell, Response Support, gave a presentation on the mobilising mobile data terminals. These worked as part of the Resque 4i mobilising system across the secure Airwaves emergency services communication network.

The mobilising mobile data terminals were for use solely in the appliances as a result of Code of Connectivity restrictions.

The presentation included slides of the screens on which Control and the fire crews could communicate with data over the Airwaves network. The mobilising system identified the nearest available appliance to the incident and this appliance was then contacted by Control to mobilise to the incident.

Information available to the fire crews on the terminal included GPS, mapping scales, a search capability, measuring facility and an automatic vehicle location system (this was updated with real-time locations approximately every 20 seconds).

There was currently no risk information stored on these terminals but there was the facility for this to be added in the future. There was also the facility to send incident and operational messages over the Airwaves network.

The ability to communicate by voice was still available. Sending data messages over the Airwaves system allowed responses to be time and date stamped when multiple appliances were called to an incident. This enabled various crews to report simultaneously rather than waiting for a gap as was the previous situation when mobilisation was undertaken via voice only.

Feedback from fire crews was that the new system was very easy to use.

The Group noted that the mobilising mobile data terminals were due for renewal and this was also being programmed to align with the ESMCP.

Members all agreed that it was useful to see the practical application of equipment which fell within the ICT capital programme and Members passed on their thanks to Jason Gell for his useful presentation.

RESOLVED:

That the report be received.

17-18/CS/029 Corporate Risk Register

AC D Cook presented his report on the Corporate Risk Register.

He reported that there had been no changes to the risk ratings. A number of risks on the Corporate Services Risk Register had been updated as follows:

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 that we do and potentially impact upon our ability to deliver a full range of services:): the contract for an improved website was being finalised with the preferred supplier.

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): market research was currently being carried out and a revised proposal would be submitted to the Service's Corporate Management Team.

CRR15 (If we do not properly manage the work issues that can potentially be caused by collaboration or shared services including: 1. Redundancy 2. Relocation 3. Cost of work for the convergence of procedures 4. Use of inexperienced staff familiar with FRS operations 5. Increase in staff numbers and associated cost; then there will be a negative cultural impact upon the service and the projects may fail): the mobile data terminals had now gone live as part of the Resque 4i mobilising system and all resilience benefits required by the Home Office had been completed with the exception of "automatic fail over".

RESOLVED:

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

17-18/CS/030 Work Programme 2017/18

Members considered the Work Programme for 2017/18. The next meeting of the Group would be held on 29 November 2017.

RESOLVED:

That the Work Programme for 2017/18 be received.

The meeting finished at 11.32am.

This page is intentionally left blank

For Publication

**Bedfordshire Fire and Rescue Authority
16 October 2017
Item No. 8**

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

For further information on this Report contact: Mrs N 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 14 September 2017

RECOMMENDATION:

That the submitted draft Minutes of the meeting of the Service Delivery Policy and Challenge Group held on 14 September 2017 be received.

1. Introduction
 - 1.1 The draft Minutes of the meeting of the Service Delivery Policy and Challenge Group held on 14 September 2017 are appended for Members' consideration.
 - 1.2 The Service Delivery Policy and Challenge Group made no recommendations to the Fire Authority.

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

**MINUTES OF SERVICE DELIVERY POLICY AND CHALLENGE GROUP
MEETING HELD ON 14 SEPTEMBER 2017 AT 10.00am**

Present: Councillors C Atkins, J Chatterley, P Duckett, Cllr Franks and J Mingay (Chair)

ACFO I Evans, SOC C Ball, SOC G Jeffery, SOC A Peckham and AC D Cook

17-18/SD/014 Apologies

Apologies for absence were received from Councillors P Downing, T Khan and D McVicar.

17-18/SD/015 Declarations of Disclosable Pecuniary and Other Interests

There were no declarations of interest.

17-18/SD/016 Communications

There were no communications.

17-18/SD/017 Minutes

RESOLVED:

That the Minutes of the meeting held on 15 June 2017 be confirmed and signed as a true record, subject to 'clean-up' being amended to 'clear-up' in the second line of the sixth paragraph on page 4.

17-18/SD/018 Service Delivery Performance Monitoring Report Quarter 1 and Programmes to date

The Group received the performance report for the first quarter of 2017/18 and an update on the progress and status of the Service Delivery projects.

SOC G Jeffery reported on the Co-Responding project, which was RAG rated as Green as was part of a national trial. The project remained live and involved crews from Biggleswade and Leighton Buzzard Fire Stations. Of the 91 calls received to date, the Service had attended 66. On 38 of these occasions, the Service had assisted the Ambulance Service in providing medical treatment and on 6 occasions assisted in achieving the return of spontaneous circulation.

ACFO I Evans advised that it was likely that the co-responding trial would cease from 18 September 2017 pending the outcome of national negotiations between the NJC and the Fire Brigades Union.

SOC C Ball provided an update on the Emergency Services Mobile Communications Programme (ESMCP). This was RAG rated as Amber as there continued to be ongoing delays at national level. Members were reassured that, locally, all the

required actions had been completed to date. Work on the Programme Definition document with Essex Fire and Rescue Service had been deferred as a result of the national slippages that had occurred.

SOC C Ball reported that the Replacement Mobilising System was now reporting as Green and the data mobilising functionality had gone live and was in the process of being rolled out across the fleet. The Service had been able to confirm with the Home Office that all of the resilience benefits it had specified had been completed with the exception of “automatic fail over”. It was hoped to formally close down the project in the performance report at the Group’s next meeting.

In response to a question, SOC C Ball advised that “automatic fail over” referred to the resilience arrangements that automatically switched the mobilising system to Essex, and vice versa, in the event of a failure. This currently was completed manually as the supplier of the mobilising system had been unable to provide this functionality at the time. The Sussex system which was going live imminently would include “automatic fail over” and the Service would be able to have an upgrade to include this functionality once it was satisfied that it had been properly tested.

SOC G Jeffrey updated the Group on progress against the Retained Duty System Improvement Project. This project remained RAG rated as Green and a significant amount of progress had been made. A recommendation from the Working Group had resulted in the Service’s Corporate Management Team agreeing to allow the recruitment of applicants who could respond to an RDS station within 6 minutes (rather than 5 minutes) as this would increase the potential applicant pool by 25% on average.

An RDS standby scheme had also recently been introduced which should improve appliance availability by the flexible deployment of RDS firefighters to provide cover at other RDS stations.

ACFO I Evans added that the improvements to RDS recruitment processes could result in up to 20 new recruits attending the next course scheduled for this autumn. This would be double the number previously achieved.

Members discussed the implications of increasing the turn-out time to RDS stations and the impact that this could have on response times. It was acknowledged that this had to be balanced against the likelihood of an RDS appliance being unavailable due to insufficient crewing.

A new project relating to the procurement and implementation of a Wholetime Duty Management System had been added to the report. It was currently reporting as Green.

ACFO I Evans then presented the performance report for the first quarter of 2017/18.

There had been a significant increase in the number of primary fires (PI01); with the target being missed by 31% for the reporting period. There had been an increase in a range of fire types including accidental dwelling fires and fires involving vehicles,

garages, sheds and woodland. The increasing trend in vehicle fires related to deliberate fires due to criminal activity.

The Group was advised that there was an increasing trend of primary fires nationally and that this was not just a local issue. The Service continued to monitor this situation and work in partnership with other agencies, such as the Police, to address this increase.

In relation to primary fire fatalities (PI02) and primary fire injuries (PI03), a Member requested that the terminology be changed from “aim to achieve fewer than * annual fatalities/injuries” to “aim to have fewer than * annual fatalities/injuries.”

PI02 and PI03 had also missed their targets with 2 fatalities and 12 injuries reported during the first quarter. The coroner’s inquests for the fatalities had not yet concluded; however, it was unlikely in either case that Service could have prevented those fatalities.

The Service aimed through its preventative and protection work to prevent all fire fatalities in the community. ACFO Evans highlighted the significant reductions in fire deaths nationally since their peak in the 1980s. Actions taken by fire and rescue services contribute to reducing fire deaths and nearly all fire and rescue services in the country set targets for reducing fire fatalities.

None of the 12 fire related injuries had received inpatient hospital treatment.

In response to a question, ACFO I Evans confirmed that firefighter injuries are not included in the performance indicator. Injuries to firefighters are reported under the health and safety accident reporting system and this information is reported to the Human Resources Policy and Challenge Group.

There had been an increase in accidental dwelling fires (PI05) and the indicator was reporting as Amber as the target had been missed by 6%. There had been no clearly identifiable trends although there had been small increases in fires resulting from the careless handling of ignition sources and those caused by people over the age of 65.

Members were advised that the safe and well visits and Home Fire Safety Checks were targeted at vulnerable groups including those aged over 65.

Reference was made to a campaign being led by the London Fire Brigade that provided information on white goods that had been recalled. Members were advised that there had not been an upward trend in fires due to faulty white goods locally.

ACFO I Evans highlighted the good performance against PI06 (the number of deliberate building fires) and PI10 (the percentage of occasions global crewing enabled 9 riders on two pump responses (wholetime)). Performance against PI10 had improved from 83% for the first quarter in 2016/17 to 99% for the same period in 2017/18 as a result of recruitment and improvements to crewing arrangements.

PI11 (the percentage of occasions when our response times for critical fire incidents were met) had missed its target by 6% and was reporting as Amber. Approximately

half of the incidents where response times were missed were in the large urban areas of Bedford, Dunstable and Luton. Work to increase availability of RDS appliances and implementation of 'dynamic mobilising' may lead to improved performance against this indicator.

In response to questions, ACFO I Evans reported that the new mobilising system could be configured to take into account traffic conditions and road works, as well as other issues that may impact on travel time to an incident. This would then allow the system to identify the appliance with the fastest response to the incident.

Information on road works is provided to both Control staff and the operational station-based staff.

Performance information in relation to PI16 (the percentage of 999 calls answered in 7 seconds) and PI17 (the percentage of 999 calls mobilised to in 60 seconds or less) was not available as there was an ongoing investigation into how these indicators had been affected by the replacement of the mobilising system.

PI24 (the percentage of Building Regulation consultations completed within the prescribed timescales) was also reporting as Amber. It had only missed its target by 1%. There were continuing difficulties with submissions from Approved Inspectors and the provision of further education to inform inspectors of the Service's requirements is ongoing. The Service is not able to "stop the clock" in these cases.

The target could be revised at the Group's annual target-setting meeting if Members felt this was necessary.

Councillor Franks referred to an application that had been considered by the Development Control Committee and the detailed hydrant arrangements requested by the Service and stated that he would send the ACFO the application for comment as Luton Borough Council Officers had not been able to provide clarification at the meeting as to whether these requirements were covered by the standard building regulations as they did not appear to be detailed in the planning conditions.

PI26 (the percentage of fire safety audits carried out on high and very high risk premises) was currently reporting as red as the audits were carried out in accordance with an annual programme. As such, the indicator should be reporting as Green by the end of the reporting year. Audits of high-rise premises in the County had been carried out as a high priority following the Grenfell Tower incident.

Following the introduction of a new Automatic Fire Detector (AFD) call handling and mobilisation procedure, performance against PI28 (the rate of automatic fire detector false alarms in non-domestic properties (per 1,000 non-domestic properties) and PI28b (the number of automatic fire detector false alarms in non-domestic properties) had improved significantly and performance against the indicators was 26% better than target.

The Service mobilised to 261 non-domestic AFD incidents during the first quarter of 2016/17 and this had decreased to 144 incidents for the same period in 2017/18.

This freed up resources to attend other incidents or to carry out prevention and protection work.

As Members requested at the last meeting of the Group, information on the working streams of missing persons, effecting entry and co-responding incidents was now included in Appendix B of the report for information.

ACFO I Evans reported that since 1 July 2017, the Service had responded to 396 of effecting entry incidents at the request of the ambulance service. Of these, in 246 cases, the Service had effected entry. No damage had been made to the property on 147 occasions. This was having a significant positive impact on the community.

It was intended that a report would be submitted to Members following the formal evaluation of the pilot.

It was noted that there was a general upward trend in the number of road traffic collisions (RTCs) attended by the Service. Members expressed their opinions on possible reasons for this such as poor driving standards, lack of enforcement of speed limits and improved construction of cars leading to higher survival rates in the event of an accident.

ACFO I Evans advised that a new Strategic Road Safety Partnership Board was being established. The first meeting of this group had been arranged and the terms of reference and membership would be discussed at this meeting. Updates would be provided to this Group.

RESOLVED:

That the progress made on the Service Delivery Programme and Performance be acknowledged.

17-18/SD/019 Audit and Governance Action Plans Monitoring Report

ACFO I Evans reported that all the actions in the report had been completed.

RESOLVED:

That progress made against current action plans be acknowledged.

17-18/SD/020 Customer Satisfaction Survey Report Quarter 1

SOC G Jeffery presented the results of customer satisfaction surveys conducted from 1 April 2017-30 June 2017. During this period, the Service received a 100% satisfaction rate from survey respondents. Eleven compliments and no complaints had been received during the reporting period.

Surveys relating to safe and well visits were now collected at the end of the visit to improve the quality of the information received.

Members noted the variety of topics discussed during safe and well visits and the number of respondents who stated that the visit improved their knowledge about the maintenance of smoke/deaf alarms.

In response to a question, SOC G Jeffery advised that the Service used 'Exeter' data to identify vulnerable individuals and aimed to visit the top 1000 individuals for a safe and well visit within one year.

RESOLVED:

That the continuing high levels of customer satisfaction be acknowledged.

17-18/SD/021 Re-inspection of High Rise Residential Tower Blocks in Bedfordshire

SOC G Jeffery provided an update on the re-inspection of high rise residential tower blocks in Bedfordshire following the fire at Grenfell Tower. A significant amount of work had been undertaken nationally and locally following the incident.

The initial work undertaken had confirmed that there were no residential high rise blocks in the County with Aluminium Composite Material (ACM) cladding. Full joint safety audits with the responsible person of all occupied residential tower blocks had been undertaken and the Service continued to work closely with these responsible persons, which included housing associations, local authorities and private landlords.

SOC G Jeffery confirmed that there were no significant safety concerns that had arisen out of the joint safety audits and that the Service had good working relationships with the responsible persons in the County.

ACFO I Evans reported that, as a result of the issues that had arisen at Grenfell around the recovery phase and the response of the local authority, the Local Resilience Forum would be undertaking work to ensure that the recovery arrangements in Bedfordshire are resilient.

In relation to the stay put policy, the Group was advised that the evacuation policy was a decision for the responsible person. Where appropriately applied the Service supported a stay put policy as it was the safest approach in the majority of circumstances and there were significant risks associated with mass evacuation. The advice was for residents to stay put unless directed to evacuate by the fire service. The need to evacuate is reassessed continuously throughout an incident.

In response to a question, SOC G Jeffery assured the Group that a number of other high risk premises, such as care homes, were audited regularly.

Members commented on the importance of reassuring members of the public, particularly those residing in high rise tower blocks.

RESOLVED:

That the update be received.

17-18/SD/022 Breakdown of Deliberate Fires Attended by BFRS

SOC G Jeffery introduced his report on the breakdown of deliberate fire data for 2016-2017 as requested by the Group at its last meeting.

The number of deliberate fires had increased by 6% in comparison to the previous year. There had been reductions in building and dwelling fires (other/unknown other) but increases in fires within dwellings (own property), outdoors and to vehicles.

It was noted that the number of outdoor fires correlated to weather conditions, with a greater number of fires occurring in drier months.

As discussed earlier in the meeting, the increase in vehicle fires was linked to criminality and these occurred mainly in the larger urban areas of the county.

The Service continued to work with partners across a wide range of activities to reduce incidents of arson and deliberate fire. These included joint fire investigations and environmental action days.

Members were assured that the Service worked closely with the Police, but that it could be difficult to secure a conviction for arson as there was often not enough evidence. ACFO gave examples of how the difference between the definitions of 'deliberate fire' and 'arson' can result in variations in statistics between police and fire.

Councillor D Franks requested that he be sent the figures relating to Luton Borough as these were not included in the report.

RESOLVED:

That the report and the data contained within be noted.

17-18/SD/023 Operational Decision Making Procedures – Exception Report

There were no exceptions to report.

17-18/SD/024 Corporate Risk Register

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

There had been an update to CRR22 (*if we have inadequate or incomplete operational pre planning policies, procedures or information available to us then we can potentially risk injury or even death to our firefighters and staff*). The National Operational Guidance programme was due to be completed to ensure consistency in the application of firefighting standards across all Fire and Rescue Services. There may be additional work streams arising from the completion of this programme.

RESOLVED:

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

17-18/SD/025 Work Programme

The Group received its updated work programme for information.

ACFO I Evans suggested that Members receive a demonstration of the forced entry kit used by the Service to effect entry at the Group's next meeting.

RESOLVED:

1. That the work programme be received.
2. That the Group receive an update on the establishment of the Strategic Road Safety partnership at its next meeting.
3. That a demonstration of forced entry equipment be arranged to take place at the next meeting of the Group.

The meeting finished at 11.30am.

This page is intentionally left blank

For Publication

**Bedfordshire Fire and Rescue Authority
16 October 2017
Item No. 9**

REPORT AUTHOR: COUNCILLOR Y WAHEED

SUBJECT: HUMAN RESOURCES POLICY AND CHALLENGE GROUP

For further information on this Report contact: Mrs N 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 Human Resources Policy and Challenge Group held on 20 September 2017.

RECOMMENDATION:

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

1. Introduction
 - 1.1 The draft Minutes of the meeting of the Human Resources Policy and Challenge Group held on 20 September 2017 are appended for Members' consideration.
 - 1.2 The Human Resources Policy and Challenge Group made no recommendations to the Fire Authority.

**COUNCILLOR Y WAHEED
CHAIR OF HUMAN RESOURCES POLICY AND CHALLENGE GROUP**

**MINUTES OF HUMAN RESOURCES POLICY AND CHALLENGE GROUP
MEETING HELD ON 20 SEPTEMBER 2017**

Present: Councillors Y Waheed (Chair), C Atkins, T Khan Cllr Saleem and J Mingay

ACO Z Evans, SOC A Peckham, AC D Cook and Ms D Clarke

17-18/HR/014 Apologies

There were no apologies for absence.

17-18/HR/015 Election of Vice Chair 2017/18

Councillor Saleem proposed, and Councillor Atkins seconded, that Councillor Mingay be elected as Vice-Chair of the Policy and Challenge Group for the remainder of 2017/18.

RESOLVED:

That Councillor Mingay be elected as Vice-Chair of the Policy and Challenge Group for the remainder of 2017/18.

17-18/HR/016 Declarations of Disclosable Pecuniary and Other Interests

There were no declarations of interests.

16-17/HR/017 Communications

ACO Evans provided an update on the national pay negotiations. The original offer from the employer's side was an initial 2% increase backdated to July 2017 with further discussions around the broadening of the role of a firefighter leading to a potential 3% additional increase.

This offer had been rejected by the membership of the FBU and a revised offer of a 1% increase with a commitment to ongoing discussions had been made by the employer's side. The FBU had not yet responded to the revised offer.

As a result of this, the decision of the FBU Executive Council is that the trials of EMR (co-responding) shall cease pending negotiations for an approved offer.

A full update would be provided to Members at the meeting of the Authority on 20 October 2017.

Councillor Atkins reported that she had only recently begun receiving communications from the Home Office in her role as Chair of the Authority. She would circulate these on to all Members of the Authority for information.

17-18/HR/018 Minutes

In response to requests made at the previous meeting, ACO Evans advised that, in relation to Minute 17-18/HR/007 (Human Resources Performance Monitoring Year End Report and Programmes to date) the number of staff, as well as the percentage relating to performance indicator EQ2 (recruitment of minority ethnic staff across the whole organisation) was now included in the exception report for information.

Further to Minute 17-18/HR/010 (Absence Year End Report), Members had requested comparative data for the number of informal and formal written warnings that had been issued to members of staff. In 2015/16, 43 informal written warnings and 8 formal written warnings had been issued. This was in comparison to 51 informal written warnings and 8 formal written warnings issued in 2016/17.

RESOLVED:

That the Minutes of the meeting held on 29 June 2017 be confirmed and signed as a true record.

17-18/HR/019 Human Resources Performance Monitoring Quarter 1 and Programmes to date

ACO Evans submitted the performance for the first quarter of 2017/18 against the Human Resources programme, projects to date and Human Resources performance indicators and associated targets.

The HR & Payroll project was RAG rated as Amber as a result of cost overruns and compatibility issues. There had also been a high level of staff turnover. Stage 1 of the project was expected to be signed off at the end of September or the beginning of October.

ACO Evans highlighted the positive performance against HR1 (the percentage of working time lost due to sickness). She reminded Members that this had been reporting as Red at the end of 2016/17 and that performance continued to be closely monitored.

Following Councillor Downing's suggestion that the Service could look at reimbursing members of staff who wished to arrange a flu vaccination privately, ACO Evans reported that the introduction of an e-voucher system to enable employees not eligible for a free flu vaccination to be reimbursed was being considered. This was on the back of the World Health Organisation predicting a significant impact of winter flu as seen in Australia and recognition that the flu vaccine had been successful against the strain. The situation would continue to be monitored.

Members acknowledged the inclusivity of the current whole-time recruitment campaign. Targeted positive action events had been held to encourage applications from under-represented groups and to improve the diversity of the Service workforce so that it was more representative of the local communities in Bedfordshire.

The Service had worked closely with Bedfordshire Police to learn from the Police's recent recruitment campaign that had been successful in attracting a high number of BAME applicants.

One of the challenges facing the Service in increasing the diversity of its workforce was the lack of whole-time recruitment campaigns between 2009 and 2015. There had also been no national campaign focusing on the broadened role of the modern firefighter, including the increased focus on prevention and educational activities.

The diversity of the Service's Cadets, particularly in Luton, was recognised, and ways to facilitate the route towards a career in the Service for committed Cadets was being explored.

It was noted that two of the recent whole-time recruits were former Cadets.

SOC A Peckham reported on performance against the equality and training indicators.

EQ1a (percentage of new entrants to the Retained Duty System to be women) had missed its target as there had been one RDS recruits course in July and this had one female on it. Another course was planned for October and four females were being processed through the system. This should result in increased performance in future quarters, subject to the successful completion of the recruitment process.

EQ1b (percentage of new entrants to the whole time operational duty system to be women) had only just missed target by 0.44%. Positive action events were being planned and female firefighters had applied to transfer into the Service from other Services. The successful transfer in of a female applicant would make a significant difference to the performance against this indicator.

EQ2 (recruitment of black and minority ethnic staff across the whole organisation) had missed its target of 14%. Recent support vacancies had generated interest from BAME applicants; however, none of the applicants had successfully progressed through to the interview stage.

The majority of training indicators had met or exceeded their targets, with the exception of T3 (percentage of station based operational staff that have attended Water First Responder course within the last three years), T5 (percentage of station based operational Emergency Care for Fire and Rescue trained personnel that have attended a requalification course within the last three years), T6 (percentage of station based operational Working at Height Operators that have attended a Working at Height recertification assessment within the last three years), and T8b (percentage of Safety Critical Maintenance training programme completed by RDS operational personnel via PDR Pro within last 12 months).

T3 had missed its target by 2%. This related to 14 personnel, 13 of whom had already been nominated on forthcoming courses. The remaining individual had now been identified and would be nominated for a future course.

T5 had missed its target by 7%. This represented three stations and/or watches that required more qualifying personnel. The Service was considering running an additional training course for these personnel.

T6 had missed its target by 3% or 13 personnel. Six had been nominated for future courses and the remaining seven had been identified and would be nominated for future courses.

T8b was 2% off target but was an improvement of 1% from the end of year performance figure and performance was above the five-year average. Publication of new operational documents had increased the learning and assessment requirements. Support was in place for individuals and managers to ensure improvement was maintained.

In response to a question, ACO Evans advised that, at this moment in time, it was not anticipated that performance against the training indicators would be adversely affected by the ongoing national negotiations on pay and conditions.

The Group noted that there was strong performance against all the health and safety indicators which had exceeded their targets for the reporting period.

RESOLVED:

That the progress made on Human Resources Programmes and Performance be acknowledged.

17-18/HR/020 Audit and Governance Action Plans Monitoring Report

ACO Evans introduced the report on progress made to date against current action plans arising from internal and external audit reports.

Extensions to the completion dates for two low priority actions arising from the internal audit of Governance, Transparency and Decision Making from July 2017 to 31 March 2018 were being requested due to capacity issues in the HR Team.

Work to update the website to include all staff in the top three levels of the organisation and to publish a list of responsibilities and details of bonuses and 'benefits in kind' for all employees whose salary exceeded £50,000 would be completed during 2017/18.

All other actions listed in the report were completed or in progress for completion by the agreed completion dates.

RESOLVED:

1. That progress made to date against the action plans be acknowledged.
2. That the requests for extensions to completion dates for actions arising from the audit of Governance, Transparency and Decision Making be approved.

17-18/HR/021 Annual Report on the Provision of External Training

SOC A Peckham provided Members with an overview on the external training provision within the Service. He advised that there had been a managed budget reduction of 50% for external training in the last five years from £414,500 in 2010/11 to £219,300 for 2016/17.

Members were assured that the Service continued to fully support the training and development of all staff and delivered on all its training requirements.

The report included information on the training types and providers, as well as outlining the training provided through the Fire Service College. All new whole-time recruits were trained through the Fire Service College. Training for new RDS staff was provided internally.

In response to a question on the increased spend on driver training, the Group was advised that driver licensing requirements had changed. Individuals with drivers licences issued after a certain date required training to enable them to pass an additional driving test to receive entitlement to drive the category of vehicles including those that pulled trailers.

SOC A Peckham emphasised that the Service was committed to continuing professional development. Of a total of 127 applications for external training, learning and development, all but three were supported and approximately 100 members of staff were currently enrolled in a formal development programme at the present time.

It was requested that a visit to the Fire Service College be arranged for all Members of the Authority. This could take place whilst recruits to the Service were undertaking their foundation training.

RESOLVED:

1. That the report be received.
2. That a visit to the Fire Service College be arranged for Members.

17-18/HR/022 Health and Safety Annual Report

AC D Cook presented the Service's Health and Safety Annual Report for the year 2016/17 to the Group. He drew the Group's attention to the following:

- The Service continued to prioritise the management of health and safety.
- 25 new risk assessments had been added to the library and 92 risk assessments reviewed during the reporting period.
- 25 new Provision and use of Work Equipment (PUWER) assessments had been completed and 238 existing assessments had been reviewed during the reporting period.
- Footage obtained from vehicle mounted CCTV system had been viewed on 59 occasions, 36 of which were to support vehicle collision investigations.
- The number of workplace accidents had significantly reduced from 84 in 2015/16 to 52 in 2016/17.

In response to a question, AC D Cook reported that more vehicle collisions occurred at Luton Fire Station than at any other station as there was a higher vehicle movement rate at the station given its location, the number of rescue appliances based there and the number of emergency calls it responded to.

It was noted that the report provided the Group with a high level of assurance of the Service's management of health and safety issues.

Members commented on how easy the document was to read. Thanks was given to Darren Cook and the Health and Safety Team for producing the document and all the work documented within it.

RESOLVED:

That the Health and Safety Annual Report 2016/17 be acknowledged.

17-18/HR/023 Corporate Risk Register

AC D Cook presented his report on the Corporate Risk Register. There had been no changes and two updates to risks within the Corporate Risk Register relating to Human Resources.

The risk rating for CRR40 (if there is a retirement of a large number of operational officers over a short period of time then we lost significant operational and managerial experience within the service which could ultimately affect our service delivery and wider corporate functionality in the shorter term) had been updated as a new recruitment process had commenced in August 2017. The successful candidates would be eligible for foundation training in 2018.

CRR25 (if operational personnel either individually or collectively at any or all levels do not meet the minimum level of competence to safely deal with the full range of incidents which may be encountered, particularly areas of competencies relating to:- Incident Command- Use of Breathing Apparatus – Compartment Fire Behaviour – Water related Incidents – High-Rise Incidents – Work at Height- then there is the potential to cause significant injury or even deaths to our staff) had also been updated as 13 new firefighters attended the foundation course at the Fire Service College in June 2017. Performance of all operational firefighters and managers was regularly monitored and reported through the respective indicators measuring performance against safety critical training activities. These had stretch targets for 2017/18. Senior management were offered leadership courses through CFOA and transfers-in also brought previous experience to the Service.

Ms D Clarke, the Head of Human Resources, advised that reports on workforce planning, including three and five year forecasts, were presented to the Service's Corporate Management Team on a regular basis. The Service also made plans for its ongoing assessment and development programme to prepare personnel for further progression within the Service.

RESOLVED:

That the review of the Service's Corporate Risk Register in relation to the Human Resources Policy and Challenge Group be noted and approved.

16-17/HR/013 Work Programme 2017/18

Members received the updated Work Programme for 2017/18. The positive Action Report and the Public Sector Equality Scheme Review originally scheduled for the meeting had been postponed to the Group's next meeting in January 2018.

RESOLVED:

That the Work Programme be agreed, subject to the annual report on the provision of external training and the Public Sector Equality Scheme review being deferred from the June 2018 meeting to the following meeting.

The meeting finished at 11.10am

For Publication

**Bedfordshire Fire and Rescue Authority
16 October 2017
Item No. 10**

REPORT AUTHOR: COUNCILLOR F CHAPMAN

SUBJECT: AUDIT AND STANDARDS COMMITTEE

For further information on this Report contact: Mrs N 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 Audit and Standards Committee held on 28 September 2017.

RECOMMENDATION:

- 1.1 That the draft Minutes of the meeting held on 28 September 2017 are appended for Members' consideration.
- 1.2 The recommendations of the meeting, as noted below, be considered.

1. Introduction

- 1.1 The draft Minutes of the meeting of the Audit and Standards Committee held on 28 September 2017 are appended for Members' consideration.
- 1.2 The Audit and Standards Committee made the following recommendation to the Fire Authority.

17-18/AS/023 Review of Code of Conduct

That the report be referred to the Fire and Rescue Authority for consideration, with Members' attention being drawn particularly to paragraphs 4.14 and 4.15 of the Code and whether they should be removed.

**COUNCILLOR F CHAPMAN
CHAIR OF AUDIT AND STANDARDS COMMITTEE**

**MINUTES OF THE AUDIT AND STANDARDS COMMITTEE
MEETING HELD ON 28 SEPTEMBER 2017 AT 10.00am**

Present: Councillors Chapman (in the Chair), Chatterley, Headley and Saleem

Mr J Atkinson, ACO Z Evans, AC D Cook, Mr G Chambers and Mr J Harrison

Ms D Hanson and Ms K Storey, Ernst & Young

Mrs S Rowlett, RSM

17-18/AS/017 Apologies

Apologies were received from Councillors Duckett, Franks and Waheed.

17-18/AS/018 Declarations of Disclosable Pecuniary and Other Interests

There were no declarations of interest.

17-18/AS/019 Communications

National Pay Negotiations

The Assistant Chief Officer reported that there had been no further update on negotiations relating to the grey book pay offer. The initial position which was rejected by the FBU membership was an offer of an initial increase of 2% back dated to 1 July 2017 with a further 3% later in the year subject to ongoing discussions around the broadening of the role. Whilst discussions are ongoing the Employers' side has suggested the payment of the 1% already in budgets from 1 July 2017.

As a result of the membership rejecting the pay offer, co-responding activities had ceased with effect from 18 September 2017.

It was hoped to provide a further update to Members at the meeting of the Authority in October.

Ernst & Young Audit Committee Briefing

The Committee then considered the Fire and Rescue sector Audit Committee briefing from Ernst & Young.

Members' attention was drawn to the section in the briefing on the Home Office funds for Police and Crime Commissioners (PCCs) to support further police and fire collaboration. Nine PCCs had been awarded £1 million to develop proposals to take

on additional responsibility for the governance of fire and rescue in their areas. Three of these PCCs were in the eastern region.

Information had also been provided on cybersecurity following a global ransomware attack, including further support and additional actions to be taken to reduce the risk of ransomware.

The Assistant Chief Officer assured Members that the ICT Shared Service had developed an ongoing programme of work to address this issue, although she also acknowledged that this was a large draw on the resources and capability available within the Shared Service.

Members were referred to the section on women and leadership and the target for 50% of individuals appointed as NHS Board Members to be female by 2020.

Emergency Services Sector Update

The Committee received the Emergency Services Sector briefing from RSM.

The Committee considered a number of questions relating to preparations for the new inspection regime to be carried out by HM Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS).

The Assistant Chief Officer advised that the Service had been subject to an operational assessment in 2013 and would be the subject of an equality peer review in 2018.

The Service was working closely with colleagues in the Police Service to learn from the recent inspection on efficiency, effectiveness and leadership.

The first round of inspections of fire and rescue authorities was expected to commence in 2018 with 3 tranches of 15 services being inspected over the following 12 month period, with the first full inspection programme concluding in April 2019. Timescales are yet to be confirmed.

In recognition of the level of resource that supporting an inspection would require, management capacity had been created in the organisation.

In response to a comment, the Assistant Chief Officer confirmed that the Inspector responsible for the Service would be the current HMI responsible for inspecting Bedfordshire Police.

The Committee also considered the following questions:

Have you considered the potential changes from the Queen's Speech and what these may mean for you?

The Assistant Chief Officer advised that changes arising from the Grenfell inquiry and the counter terrorism review were being considered by the Service.

Are you prepared for the General Data Protection Regulation changes and are you confident your arrangements will be in place by May 2018?

The Assistant Chief Officer reported that an assessment would be undertaken of the Service's current position in relation to the changes required. This assessment would lead to the development of an action plan to ensure that the Service was best placed going forward.

The Committee then considered a number of questions relating to the role of fire and rescue services to advise property owners and their residents about fire risks and how these could be reduced.

The Assistant Chief Officer referred to the ongoing budget in place to support the Service's varied protection and prevention activities. This was monitored regularly by the Service Delivery Policy and Challenge Group.

The Committee also noted the section on Collaboration: barriers, risks and assurance. The Service's current collaborative activities were reported to the full Fire and Rescue Authority.

In response to a question, the Assistant Chief Officer advised that, whilst there were currently no league tables ranking fire and rescue services, national statistics were published in relation to particular areas, such as fires per head of population and workforce demographics.

The introduction of a new inspection regime should produce more helpful comparative data; however, the standards to be assessed to determine what a 'good' service looked like had not yet been agreed. It was acknowledged that the risks facing services covering rural areas were different than those services covering largely urban areas and that one size did not fit all.

It was suggested that more comparative data, such as performance information for neighbouring and comparator authorities, should be provided to and considered by the Policy and Challenge Groups at their annual target-setting meeting.

The Head of Finance and Treasurer reported that, in anticipation of the inspection, Value for Money statistics were being examined with a future report to be submitted to the Corporate Services Policy and Challenge Group for review and for information.

RESOLVED:

That the communications be received.

17-18/AS/020 Minutes

RESOLVED:

That the Minutes of the meeting held on 14 June 2017 be confirmed and signed as a true record.

17-18/AS/021 Audit Results Report

Ms D Hanson of Ernst & Young presented the audit results report for the year ending 31 March 2017. She thanked the Service's finance team for their cooperation during the audit.

The Committee was referred to the materiality levels used in the audit. These were £560,380 for the audit of the main authority accounts and £157,740 for the firefighters' pension fund accounts. No unadjusted or adjusted errors had been identified. Lower thresholds had been in place for areas which may be of greater public interest. These were remuneration disclosures, related party transactions and Members' allowances.

Ms K Storey of Ernst & Young advised that the audit plan had largely been completed with outstanding work required on the finalisation of work on employee costs, the testing of the £498,000 debtor with the Home Office for reimbursement of injury benefit pension costs to ensure they were charged to the right account (which was either the Authority's General Fund or the firefighters' pension fund) and journals testing.

Ernst & Young were awaiting the receipt of the signed management representation letter, which would be signed following the Committee's approval of the Statement of Accounts.

It was anticipated that this work would be completed and an audit opinion would be issued later in the day.

Ms Hanson advised that changes had been required on the Expenditure and Funding Analysis note. This was a new requirement for 2016/17.

She reported that there had been a delay to the audit of the Statement of Accounts in relation to the capital accounting entries. This was as a result of difficulties with the consultancy support that had been provided. The Authority would need to ensure that robust arrangements were in place to ensure that the Statement of Accounts was completed ready for audit by the end of May 2018.

There were no issues to report in relation to the Value for Money arrangements.

Ms Hanson advised that, as a result of the additional work that had to be undertaken in relation to the audit of the 2016/17 Statement of Accounts, as a result of them not being compliant with CIPFA regulations and the work required on the injury benefit debtor, it was likely that an increase in the audit fee would be sought through the PSAA.

In response to a question, the Head of Finance and Treasurer reported that he was in early discussions with CIPFA Penna to ensure that a suitable candidate was in place early on in the process to enable the capital accounting to be completed in accordance with the requirements and within the new timescales. Robust checks on candidates' technical ability and previous experience would be undertaken.

In relation to the earlier closure of accounts from the current financial year, the Committee was advised that Ernst & Young had completed a significant programme of work to address this challenge and to identify areas of audits that could be completed prior to the Statement of Accounts being produced.

RESOLVED:

1. That the submitted external Audit Results Progress Report for 2016/17 be received.
2. That the work undertaken to improve the prompt production of the Statement of Accounts for 2017/18 be noted.

17-18/AS/022 2016/17 Statement of Accounts and Letter of Representation

Mr G Chambers, the Head of Finance and Treasurer, presented the current version of the 2016/17 Statement of the Accounts to the Committee for its approval.

The Committee was advised that the £498,000 debtor previously referred to had been allocated to the Collaboration Reserve, along with the £847,000 year-end underspend.

Members noted that the General Reserves balance at 31 March 2017 was £2.6 million and that there were earmarked reserves of £12.249 million, £4.976 million of which was the transformational earmarked reserve to support future budget setting.

The Committee was referred to the Annual Governance Statement. This remained largely unchanged from the version that was submitted to the previous meeting of the Committee.

Mr J Harrison advised that the increase in pension liabilities from £280.705 million in 2016 to £322.628 million in 2017 was based on a number of assumptions by the actuaries including longevity of current and future pensioners, the rate of inflation and the proportion of employees opting to take a commuted lump sum. This figure had decreased as well as increased in the past and was reassessed annually.

In response to a question on the balance sheet as at 31 March 2017, Mr Harrison advised that the increase in vehicles, plants and equipment from £4.98 million in March 2016 to £6.197 million in 2017 was the result of the ongoing replacement of the fire appliances. It was noted that this replacement programme was now drawing to a close.

The adjustments relating to the charges for depreciation and impairment of non-current assets were calculated based upon the varying lives of the individual assets and was primarily a management to account for the reduction in asset value.

The total Collection Fund surplus across the three constituent authorities was £445,000 for council tax, with a £78,000 deficit in business rates collection.

In referring to the contingent liabilities, the Head of Finance and Treasurer reported that the FBU had lodged an appeal with the Employment Appeals Tribunal in relation

to the transitional protections associated with the 2015 firefighters' pension scheme. The potential future costs to the Service were unknown at this stage.

One of the items under contingent assets referred to the asset reimbursement hearing relating to fraudulent activity that had not yet taken place.

The final appendix of the report was the letter of representation to be signed by both the Head of Finance and Treasurer and the Chair of the Committee subject to the Committee's approval of the accounts.

RESOLVED:

1. That the current version of the 2016/17 Statement of Accounts and Annual Governance Statement that have now been externally audited be approved.
2. That the Treasurer be delegated authority to make any final amendments to the 2016/17 Statement of Accounts.
3. That the letter of representation be approved.

17-18/AS/023 Review of Code of Conduct

The Secretary and Monitoring Officer submitted a report on the review of the Code of Conduct, following a discussion on the Review of the Code of Conduct and the Annual Report on Standards at the Committee's last meeting (Minute 17-18/AS/012 refers). This related particularly to paragraphs 4.14 and 4.15 of the Authority's Code of Conduct regarding enhancing public trust and confidence in the integrity of the Authority and its Members (4.14) and showing respect and courtesy to others (4.15).

The Secretary and Monitoring Officer reported that, in his research, he had come across guidance from the former body Standards for England that clarified that clauses in the Code of Conduct were not intended to restrict political debate or prevent Members from criticising decisions made by the Authority as a whole. This guidance was clear in its intent that robust political debate could still take place in accordance with the Code of Conduct.

The view was expressed that, as Standards for England had been abolished in 2012 and replaced with a new standards regime, significant weight could not be placed on any guidance issued by that body.

Concern was also expressed that the inclusion of paragraphs 4.14 and 4.15 of the Code restricted Members from being able to express individual opinions or views that were in contrast to those agreed by the Authority as a whole and that this could leave such members vulnerable to complaint and that the paragraphs could be interpreted subjectively.

The Chair commented that Members treated one another with respect and courtesy and that the removal of the paragraphs from the Code was not necessary.

In response to a question, the Secretary and Monitoring Officer reported that there had not been a complaint lodged against a Member of the Authority under the Standards regime. He advised that Members needed to be confident in the Code

that was adopted by the Authority and that any change to the Code would need to be formally agreed by the Authority.

The Committee agreed to refer the report to the next meeting of the Authority to enable all Members of the Authority to express a view on the matter.

RESOLVED:

That the report be referred to the Fire and Rescue Authority for consideration, with Members' attention being drawn particularly to paragraphs 4.14 and 4.15 of the Code and whether they should be removed.

17-18/AS/024 Internal Audit Progress Report 2017/18

Mrs S Rowlett of RSM introduced a report on the progress made against the internal audit plan for 2017/18.

One final audit report, on Procurement, had been issued. This had been awarded an opinion of substantial assurance.

The remaining work was in progress as planned.

RESOLVED:

That the submitted report be received.

17-18/AS/025 Audit and Governance Action Plan Monitoring: Exception Report and Summary Analysis

The Assistant Chief Officer presented a summary statistical analysis of actions arising from internal audit reports over the last three financial years to date and from the Authority's current Annual Governance Statement.

Two extensions had been requested during the reporting period. These related to low priority actions arising from the audit of Governance – Transparency and Decision Making to publish information on the Service's website.

RESOLVED:

That the report be received.

17-18/AS/026 Review of the Fire Authority's Effectiveness

The Assistant Chief Officer introduced her report on proposals for the review of the Fire and Rescue Authority's effectiveness in 2017/18.

It was agreed that a full questionnaire should no longer be provided to Members and that, instead, discussion should take place at the next round of meetings on the following questions:

- 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?

- Considering the Group's/Committee's terms of reference are there any areas that have not been considered and should be addressed?
- Does the Committee/Group consider any training and development would assist them with the areas of work of the Group/Committee?

Consideration would also be given at the Budget Workshop to Members' statutory responsibilities and the terms of reference of the full Authority.

RESOLVED:

That the process for reviewing the Authority's effectiveness in 2017/18 remain largely the same as the previous year and that:

- (a) the Policy and Challenge Groups and Committees review their effectiveness by considering the three overarching questions to feed into the Review of Effectiveness (this year Corporate Services on 29 November 2017, Service Delivery on 30 November 2017, Audit and Standards on 6 December 2017 and Human Resources on 11 January 2018 and then programmed yearly thereafter);
- (b) all FRA Members will receive their statutory responsibilities and terms of reference for discussion against the three questions at the budget workshop for 2017/18 on 18 January 2018 and then programmed yearly thereafter); and
- (c) the 2017/18 Review of Effectiveness and Action Plan for 2018/19 will be considered by the Audit and Standards Committee on 28 March 2018, to report to the FRA on 26 April 2018 and for inclusion in the FRA's Annual Governance Statement.

17-18/AS/027 Corporate Risk Register and Review of Corporate Risk Management

Area Commander D Cook presented an update on the review of the Corporate Risk Register. There had been no changes to risk ratings and updates to risks had been considered by the relevant Policy and Challenge Group.

There had been three updates to risk ratings within the remit of the Corporate Services Policy and Challenge Group and Area Commander Cook provided updates as follows:

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 that we do and potentially impact upon our ability to deliver a full range of services) had been updated as work had been ongoing to enhance the Service's website and this would be linked to the Service's use of social media.

CRR15 (if we do not properly manage the work issues that can potentially be caused by collaboration or shared services including: 1. Redundancy 2. Relocation 3. Cost of work for the convergence of procedures 4. Use of inexperienced staff familiar with FRS operations 5. Increase in staff numbers and associated cost. Then there will be a negative cultural impact upon the Service and the projects may fail): the Service's

new mobilising data terminals for use with Resque 4i had gone live in August 2017. All the resilience benefits required by the Home Office had been completed, with the exception of “automatic fail over”.

There had been one update arising from the Service Delivery Risk Register. CRR22 (If we have inadequate or incomplete operational pre planning policies, procedures or information available to us then we can potentially risk injury or even death to our firefighters and staff) had been updated to reflect that the three year National Operational Guidance programme had been due to be completed in August 2017. Further workstreams arising from this would be progressed as required.

There had been two changes to individual risks arising from the Human Resources Risk Register:

CRR40 (if there is a retirement of a large number of operational officers over a short period of time then we lose significant operational and managerial experience within the service which could ultimately affect our service delivery and wider corporate functionality in the shorter term) had been updated as a new recruitment campaign had commenced in August 2017. Successful candidates would be eligible for foundation training at the beginning of 2018.

CRR25 (if operational personnel either individually or collectively at any or all levels do not meet the minimum level of competence to safely deal with the full range of incidents which may be encountered, particularly areas of competencies relating to: - Incident Command – Use of Breathing Apparatus – Compartment Fire Behaviour – Water related incidents – High-rise incidents – Work at Height – then there is the potential to cause significant injury or even deaths to our staff): had been updated to reflect that competencies continued to be monitored in relation to safety critical training via PDR Pro. There were also opportunities for experienced firefighters to join the Service as transferees.

RESOLVED:

1. That the continuing development of the Service’s Corporate Risk Register be acknowledged.
2. That it be acknowledged that the appropriate Policy and Challenge Groups have considered and reviewed controls proposed to reduce the identified risks.

17-18/ASC/028 Review of Work Programme

The Committee considered the proposed work programme for 2017/18.

The Head of Finance and Treasurer advised that the meeting scheduled for June/July 2018 was likely to take place at the end of July. There may also be amendments to the agenda items currently programmed for the meeting.

RESOLVED:

That the Committee’s Work Programme for 2017/18 be received.

The meeting closed at 11.23am

This page is intentionally left blank

REPORT AUTHOR: SECRETARY/MONITORING OFFICER

SUBJECT: REVIEW OF CODE OF CONDUCT

For further information on this Report contact: Mrs K Daniels
Service Assurance Manager
Tel No: 01234 845013

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 review the wording of paragraphs 4.14 and 4.15 of the Authority's Code of Conduct.

RECOMMENDATION:

That no changes are made to the wording of the Code of Conduct.

1 Introduction

1.1 When the Committee last met on 14 June 2017, it received a report on Standards and reviewed the Authority's Code of Conduct. It was suggested that paragraphs 4.14 and 4.15 of the Code of Conduct should be reviewed to clarify the ability of Members to challenge decisions made and to have robust debate about issues without fear of being reported to the Standards regime.

1.2 A copy of the Authority's existing Code of Conduct is attached as Appendix B to this report. The Code of Conduct must be consistent with

the Seven Principles of Public Life and these are also attached as Appendix C.

2. Leadership

- 2.1 Paragraphs 4.14 and 4.15 come under the heading of Leadership, which is described in the Seven Principles of Public Life as follows:

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

- 2.2 The FRA's Code of Conduct includes some examples of what behaviour is expected of its Members, including respect for others, enhancing public trust and confidence and honouring the protocol on Member/Officer relations. The Code states that on no account should Members behave in a manner that might constitute harassment or bullying.

- 2.3 The concern voiced at the Committee's last meeting was that these principles might restrict the vigour of debate on controversial issues in FRA meetings.

3. Guidance

- 3.1 Standards for England (SfE) was dissolved in 2012. However, it had previously issued a range of guidance on the model Code of Conduct and how it should be applied. On the question of a possible conflict between robust political debate and the duty to have respect for others, the SfE issued the following guidance:

You must treat others with respect.

In politics, rival groupings are common, either in formal political parties or more informal alliances. It is expected that each will campaign for their ideas, and they may also seek to discredit the policies and actions of their opponents. Criticism of ideas and opinion is part of democratic debate, and does not in itself amount to bullying or failing to treat someone with respect.

Ideas and policies may be robustly criticised, but individuals should not be subject to unreasonable or excessive personal attack. This particularly applies to dealing with the public and officers. Chairs of meetings are expected to apply the rules of debate and procedure rules or standing orders to prevent abusive or disorderly conduct.

Whilst it is acknowledged that some members of the public can make unreasonable demands on members, members should, as far as possible,

treat the public courteously and with consideration. Rude and offensive behaviour lowers the public's expectations and confidence in its elected representatives.

3.2 This SfE guidance makes clear that robust political debate and respect and courtesy for others are not mutually exclusive. However, it may be significant that the duty of courtesy is reserved for the public. As far as the treatment of fellow Members is concerned, although there may be vigorous debate between political groups, nevertheless Members of the FRA should treat each other with respect.

4. Conclusion

4.1 My judgement is that, in the light of the SfE's guidance on the matter, there is no need to change the wording of paragraphs 4.14 and 4.15 of the Code of Conduct.

**JOHN ATKINSON
SECRETARY/MONITORING OFFICER**

Appendices:

B Code of Conduct

C Seven Principles of Public Life

BEDFORDSHIRE FIRE AND RESCUE AUTHORITY (FRA)

**CODE OF CONDUCT
with effect from 1 July 2012**

1.0 Introduction

- 1.1 This Code of Conduct (“the Code”) has been adopted by the FRA as required by Section 27 of the Localism Act 2011 (“the Act”).
- 1.2 The FRA has a statutory duty under the Act to promote and maintain high standards of conduct by members and co-opted members of the FRA (“Members”) and the Code sets out the standards that the FRA expects Members to observe.
- 1.3 The Code is not intended to be an exhaustive list of all the obligations that are placed on Members. It is the responsibility of individual Members to comply with the provisions of the Code as well as such other legal obligations as may apply to them from time to time.
- 1.4 The Code is consistent with the following principles (the “Nolan” principles of standards in public life):

Selflessness
Integrity
Objectivity
Accountability
Openness
Honesty
Leadership

2.0 Who does the Code apply to?

- 2.1 The Code applies to all Members of the FRA and to all co-opted members of any committee, sub-committee or joint committee or sub-committee of the FRA.

3.0 When does the Code apply?

- 3.1 The Code applies whenever a person is acting in his/her official capacity as a Member of the FRA or co-opted member in the conduct of the FRA’s business or acting as a representative of the FRA.

4.0 What standards of Conduct are Members expected to observe?

Selflessness:

- 4.1 Members must always act in the public interest. (See also Clause 4.5).

- 4.2 Members must never use their position as a member of the FRA improperly to secure for themselves or any other person, an advantage or disadvantage.
- 4.3 Members must not use the FRA's resources improperly for personal or party political purposes.

Integrity

- 4.4 Members must not do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the FRA.
- 4.5 Members must not disclose information given to them in confidence unless required by law to do so or where there is a clear and over-riding public interest in doing so.

Objectivity

- 4.6 When making decisions on behalf of the FRA, including awarding contracts or making appointments, Members must do so on merit.
- 4.7 Members must have regard to any relevant advice provided to them by the FRA's officers and, in particular, the Head of Paid Service, Chief Finance Officer and Monitoring Officer, where such advice is provided pursuant to their statutory duties.

Accountability

- 4.8 Members must act in accordance with their legal obligations, including the following Acts of Parliament that confer special obligations on elected councillors:

- Local Government Act 1972
- Employment Rights Act 1996
- Data Protection Act 1998
- Freedom of Information Act 2000
- Fire and Rescue Services Act 2004
- Bribery Act 2010
- Equality Act 2010
- Localism Act 2011

- 4.9 Members must act in accordance with the FRA's policies and reasonable requirements, including any protocols and codes of practice that may apply. (E.g. in respect of Member/Officer relations, ITC, Member Allowances etc).

Openness

- 4.10 Members must give reasons for any decisions taken on behalf of the FRA in accordance with any statutory or FRA requirements.
- 4.11 Members must not prevent another person from gaining access to information to which that person is entitled by law.

Honesty

- 4.12 Members must declare any disclosable (pecuniary and non-pecuniary) interests or conflicts of interest that may arise in respect of their responsibilities as a Member of the FRA.
- 4.13 Members must at all times ensure that any claims for expenses, allowances, and their use of facilities and services provided by the FRA are strictly in accordance with the rules laid down on these matters.

Leadership

- 4.14 Members must act in a way that enhances public trust and confidence in the integrity of the FRA and its Members.
- 4.15 Members must show respect and courtesy to others.
- 4.16 In their dealings with the FRA's employees, Members must have regard to the FRA's protocol on Member/Officer Relations and on no account should they behave in a manner that might constitute harassment or bullying.

5.0 Register of Interests

- 5.1 The Council's Monitoring officer maintains a register of interests of Members and co-opted members of the FRA.
- 5.2 The FRA has determined what interests Members are required to enter in the register of interests, including those disclosable pecuniary interests prescribed by regulations. These disclosable interests are listed in Schedule 1.
- 5.3 Members must notify the FRA's Monitoring Officer of any disclosable pecuniary and non-pecuniary interests that should be recorded in the FRA's register of interests.
- 5.3 Within 28 days of becoming a Member of the FRA, all Members must submit to the Monitoring Officer a list of their disclosable interests and must notify the Monitoring Officer of any changes as and when they arise.

6. Declaration at Meetings of Disclosable Pecuniary Interests

- 6.1 A Member must make a verbal declaration of the existence and nature of any disclosable pecuniary interest at any meeting of the FRA, a Committee (or Sub - Committee) at which the Member is present, and 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.

7. Other Interests

- 7.1 In addition to the requirements of paragraph 6, if a Member attends a meeting at which an item of business is to be considered and the Member has an interest as defined in paragraph 7.2 below, a verbal declaration of the existence and nature of the interest must be made by the Member at or before the consideration of the item of business or as soon as the interest becomes apparent.
- 7.2 Paragraph 7.1 applies where a Member has a 'non- statutory pecuniary interest' or a non - pecuniary interest in an item of business of the FRA as follows:-
- 7.2.1 a decision in relation to that business might reasonably be regarded as affecting the well being or financial standing of the Member or a member of his/her family or a person with whom the Member has a close association to a greater extent than it would affect the majority of the Council taxpayers, ratepayers or inhabitants of the ward or electoral area for which the Member has been elected or otherwise of the FRA's administrative area, or
- 7.2.2 it relates to or is likely to affect any of the interests listed in Schedule 1 to this Code, but in respect of a member of the Member's family (other than a spouse or partner as statutorily defined) or a person with whom the Member has a close association and the interest is not a disclosable pecuniary interest.

8. Gifts and Hospitality

- 8.1 A Member must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £50 which has been accepted as a Member from any person or body other than the FRA.
- 8.2 The Monitoring Officer will place the notification on a public register of gifts and hospitality.
- 8.3 This duty to notify the Monitoring Officer does not apply where the gift benefit or hospitality comes within a description approved by the FRA for this purpose.

Code of Conduct adopted by the Fire and Rescue Authority on 28 June 2012

Schedule 1 - Disclosable Pecuniary Interests

A Member has a duty to register, disclose and not to participate in respect of any matter in which he/she has a Disclosable Pecuniary Interest as set out in the Localism Act 2011 (Chapter 7).

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows:

The Relevant Authorities
(Disclosable Pecuniary Interests) Regulations 2012

| <i>Subject</i> | <i>Prescribed description</i> |
|---|---|
| Employment, office, trade, profession or vacation | Any employment, office, trade, profession or vocation carried on for profit or gain. |
| Sponsorship | <p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p> |
| Contracts | <p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p> |
| Land | Any beneficial interest in land which is within the area of the relevant authority. |
| Licences | Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer. |
| Corporate tenancies | Any tenancy where (to M's knowledge)— |

- (a) the landlord is the relevant authority; and
- (b) the tenant is a body in which the relevant person has a beneficial interest.

Securities Any beneficial interest in securities of a body where—

(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and

(b) either—

(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

The 7 Principals of public life

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

For Publication

**Bedfordshire Fire and Rescue Authority
16 October 2017
Item No. 11**

REPORT AUTHOR: SECRETARY/MONITORING OFFICER

SUBJECT: NJC PAY AWARDS

For further information on this Report contact: Zoe Evans
Assistant Chief Officer (Human Resources and Organisational Development)
Tel No: 01234 845019

Background Papers: NJC notification attached

Implications (tick ✓):

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

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

PURPOSE:

To inform Members of the NJC pay awards and offers for Green Book, Grey Book and Brigade Managers.

RECOMMENDATIONS:

1. For Members to be aware of the NJC Green Book Pay Award which has been applied;
2. For Members to confirm the application of the NJC Brigade Managers Pay Award for 2017;
3. For Members to be aware of the ongoing NJC Grey Book pay negotiations for 2017.

1. Introduction

- 1.1 On 16 May 2016 the Service received confirmation that the National Joint Council for Local Government Services has agreed a 1% increase in 2016 and 2017 for employees on pay points 18 and above. This national agreement is automatically accepted and pay for Green Book employees has been updated accordingly from 1 April 2016 and 1 April 2017 accordingly.
- 1.2 On 27 July 2017 the NJC for Brigade Managers of Local Authority Fire and Rescue Services has agreed an increase of 1% in Brigade Managers' pay with effect from 1 January 2017. The pay of all Brigade Managers covered by the NJC's agreement should therefore be increased by this amount with effect from that date (Appendix 1). This pay increase is not automatically implemented. The national pay award for Brigade Managers was not applied in 2015 as this was the same year as a local review. The national pay award of 1% was applied in January 2016. There is no local review in 2017 and the application of the National agreement is for Members to consider and approve.
- 1.3 The annual settlement date for employees covered by the National Joint Council for Local Authority Fire and Rescue Services (Grey Book) is 1 July. On 3 July the Employers side of the NJC put forward an offer. On 25 July the FBU formally rejected the pay offer in its current form. On 26 July 2017 the Employers side wrote to the FBU mutually agreeing for further engagement and discussion on the issue. The offer was:

(i) **Stage 1** – to immediately apply a 2.0% increase on basic pay across the board with effect from 1 July 2017. This includes CPD payments. This will allow time to reach a permanent agreement that can meet both parties' aspirations.

(ii) We expect to be able to reach a deal through the NJC which would: build upon the current broadening the role of firefighters negotiations; agree a permanent position; and include how the arrangements for the pay awards for 2018, 2019, and possibly 2020 will be staged fitting into an overall pay framework (including that relating to Retained Duty System firefighters).

(iii) **Stage 2** - Assuming the deal referred to in (ii) above is reached, we will apply a further 3% increase with effect from 1 April 2018 as part of the 2017 settlement.

(iv) However, as you are aware fire and rescue services have had to deal with significantly reduced finances over recent years. Therefore, to be absolutely clear, in order to be able to apply the stage 2 increase it will also have to be subject to governments across the UK providing funding to enable us to do so.

- 1.4 On 14 September 2017, the FBU formally rejected the offer with a commitment to engaging in further discussion. As a result the FBU also notified the Employers Side that the current NJC trials on EMR and other work would cease.
- 1.5 Whilst discussions continue the National Employers have suggested that the NJC agree to uplift salaries across the board now by 1.0%, including continual professional development payments, backdated to 1st July 2017. We are yet to receive a conclusion to these discussions.

J ATKINSON
SECRETARY/MONITORING OFFICER

Implications

FINANCIAL

Through the budget setting process national pay negotiation is anticipated and the impact on salary budgets is considered and planned for. Depending on the outcome of the Grey Book increases, further budgetary implications will be addressed.

Human Resources

National pay bargaining machinery exists for all employees employed by the authority.

Policy

A paper to FRA communicating this information is in line with existing Service Policy.

This page is intentionally left blank

Employers' Secretary, Simon Pannell
Local Government Association, Layden House,
76-86 Turnmill Street,
London, EC1M 5LG
Telephone 020 7664 3188
e-mail: firequeries@local.gov.uk

**NATIONAL JOINT COUNCIL
FOR BRIGADE MANAGERS OF
LOCAL AUTHORITY
FIRE AND RESCUE SERVICES**

Staff Side Secretary, Stuart Errington
APFO National Secretary
The Association of Principal Fire Officers
8 Leake Street, London, SE1 7NN
Telephone: 0191 3755553 Fax 0191
3866353
Email: serrington@ddf.fire.gov.uk
Website: www.apfo.org.uk

**To: Chairs of Fire Authorities
Chief Fire Officers
Clerks to Fire Authorities
Directors of Human Resources
Members of the National Joint Council**

27 July 2017

Dear Sir/Madam

Pay Award 2017

1. The NJC has agreed an increase of 1.0% in brigade managers' pay with effect from 1st January 2017. The pay of all brigade managers covered by the NJC's agreement should therefore be increased by this amount with effect from that date. Revised minimum annual rates of pay for chief fire officers are **overleaf**.
2. The minimum salary arrangements for new appointments in population bands 1 and 2 remain as defined in the 2006/2007 pay settlement (issued by circular on 7 December 2006), and will be subject to review in due course.

Yours faithfully,

SIMON PANNELL
STUART ERRINGTON
Joint Secretaries

**ANNUAL RATES OF PAY FOR CHIEF FIRE OFFICERS
FROM 1st JANUARY 2017**

| | |
|----------------------------|-------------------------------------|
| Population band 1 | Up to 500,000 |
| Minimum rate of pay | £100,776* |
| Population band 2 | 500,001 to 1,000,000 |
| Minimum rate of pay | £100,776* |
| Population band 3 | 1,000,001 to 1,500,000 |
| Minimum rate of pay | £109,970 |
| Population band 4 | 1,500,000 and above (except London) |
| Minimum rate of pay | £120,865 |
| Population band 5 | London |
| Minimum rate of pay | £132,849 |

* New appointments in accordance with paragraph 2 above

For Publication

**Bedfordshire Fire and Rescue Authority
16 October 2017
Item No. 12**

REPORT AUTHORS: HEAD OF OPERATIONAL SUPPORT

SUBJECT: BLUE LIGHT COLLABORATION

For further information on this Report contact: Chris Ball
Head of Operational Support
Tel No: 01234 845089

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(S)

1. 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 tax payer. This report provides an update on the workstreams currently in progress and being delivered jointly and primarily between Bedfordshire Fire and Rescue 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 Deputy Chief Fire Officer and Deputy Chief Constable.

CHRIS BALL

HEAD OF OPERATIONAL SUPPORT

BLUE LIGHT COLLABORATION UPDATE

Project Management

- Management Group Continues to meet monthly and alternating Police/Fire Chair and host premises at DCFO and DCC level.

Estates:

OPE funded joint Headquarters

- Police estates working on a revised bid which will be available for agreement at Joint Chief Officers' meeting in October in readiness for formal submission of bid in early November.
- Agreement to form a separate working group for this project rather than Blue Light Collaboration group managing it.
- **Ampthill**
 - An additional PCSO has joined the team. Now 2x PCSO and Police Officer x1
 - 6 NHS Clinical staff are now using the car Park. Severe parking in the Health Centre car park and the local area meant that the clinicians had found it virtually impossible to park. This impacted upon their service delivery times. BFRS has received positive feedback from NHS Managers and an expression of gratitude in which they identified benefits.
 - Further talks around placing a portakabin on station land adjacent to the station are possible. This may occur as some local redevelopment and change of use of local buildings occurs as the NHS restructures its services. NHS is aware of BFRS willingness to discuss this if the need arises.
- **Shefford**
 - Waiting for Police to complete needs assessment
- **Leighton Buzzard**
 - Police completed co-location on August 30th and are now operational.
 - Build of new BFRS gymnasium temporary building (10 year life) in final stages
 - There is to be an internal discussion by Police to assess whether their community policing strategy requires a phase 2 to be taken forward. If a phase 2 is required, it will be in the form of the siting of another temporary building.
 - Request submitted to Council for rehatching the junction of the station exit road and Lake St and to relocate the bus stop on Lake St which through the build-up of traffic waiting behind stationary buses, impedes vehicle egress from station.

- Waiting arrangements for formal opening of station with PCC, BFRS, Police and local dignitaries to be made once the “tidy up” is completed following building works in station yard and new temporary gym building completed.
- **Harrold**
 - 15th September, Police resurrected a previously cancelled request for station to be a drop-in for Officers requiring a break. This will be taken forward.
- **Luton**
 - Police hotdesking x 3 in SAO agreed with BFRS but this option of co-location is on hold waiting Police to identify their exact needs.
 - There remains an open option if required, for BFRS staff to Hotdesk in Luton Police station following mandatory vetting of BFRS staff.
- **Barkers Lane**
 - Police moved in and now operational. An evaluation of co-location and service benefits is to be completed before year end.
 - Work is underway to explore the possibility of developing 2 additional car parking spaces to accommodate Police response vehicles.
 - Midshires Search and Rescue have commenced the vehicle garaging arrangement and are providing BFRS with details of training opportunities
 - Road Victims Trust has moved into NAO and is now working there full time.

Bury Park Community Centre, Luton

- Room now painted, branded with BFRS Logo and ready for use.
- Photocall with PCC, FRA, senior BFRS/Police and Community leaders to be organised for mid-October.

Co-responding

- The trial continues with Leighton Buzzard and Biggleswade station personnel responding as required.
- BFRS waiting national developments and information to inform next steps of trial.

Body Worn Cameras

- Draft Policy in consultation.
- Equality Assessment – completed.
- Cameras now made available to Training centre staff.
- Waiting operational deployment.

Searching for Vulnerable missing persons

- BFRS working with Police to validate the data and currently being evaluated with production of process maps being completed which will include the process associated with “Herbert Protocol”, a national scheme for the voluntary registration and provision of personal data by people with dementia.
- The collaboration will continue as a routine operation but with the benefit of learning from the evaluation.

Forced entry

- Currently being evaluated and FRS working with Police and EEAST to validate data.
- Collaboration will continue and benefiting from communication improvements between BP and BFRS Controls.

Reporting of Arson

- Work currently being undertaken to clarify needs and responsibilities to effect improved reporting. The work will enable more detailed mapping and assist with “Red Route” planning, a Blue Light Collaboration project.

Drone(s)

- Drone specification reviewed and upgraded in Light of new information from CFOA Drone Communities Group and national working party.
- Paperwork for Procurement of Drone to be submitted end of September following final liaison with Police Drone Unit.
- Privacy Impact Assessment, Policy and Equality Evaluation to be completed simultaneously to procurement process.
- BFRS/Police Responsibilities re meeting running costs clarified.

Joint Chaplaincy

- Bishop has been approached by DCC Colbourne informally to seek his views on how to approach this, given previous absence of response to recruitment advert
- DCC Colbourne now to write formally to Bishop with request to source a Joint Chaplaincy provision as part of Parish income generation.

Independent PCC support by the FRS Head of Finance

The FRS Head of Finance will provide an independent overview role for the PCC. This will be circa two days a month and will be chargeable. The areas to be covered will include Budget Strategy and Setting, Statement of Accounts, insurance, risk, attending the Audit Committee and performance monitoring.

This page is intentionally left blank

For Publication

Bedfordshire Fire and Rescue Authority
16 October 2017
Item No. 13



Bedfordshire Fire and Rescue Service

Information Bulletin

Personnel

Statistics Covering Period 1 April – 30 June 2017

Wholetime Uniformed Staff:

Strength as at 31 March 2017 316

Firefighters on the Retained Duty System:

Strength 128
(includes wholetime retained)

Appointments:

| | |
|-----------------------|----|
| Wholetime Duty System | 18 |
| Retained Duty System | 2 |
| Support Staff | 6 |

Leavers:

| | |
|---------------|---|
| Wholetime | 9 |
| Retained | 8 |
| Support Staff | 5 |

Appointments:

Wholetime:

Trainee Firefighters E Crawford, C Dominy, E Irwin, J Kirby, C Parnham, G Pixley, , C Walker, L Harvey, J Harris, J Calvey, R Phillips, P O’Riordan, G Magill with effect from 5 June 2017.

Firefighters (transferees) J Fisk, M Hoile, A Lyman, A Rumsey, D York with effect from 5 June 2017.

Retained:

Firefighter S Cox (Amphill) with effect from 28 April 2017.

Firefighter G Hobson (Bedford) with effect from 1 May 2017.

Support:

M Collings (Administrative Assistant [Operations – Bi/Po/Sa/Sh]) with effect from 3 April 2017.

K Hinkley (Facilities Supervisor) with effect from 3 April 2017.

C Barton (Fire Hydrant Technician [South]) with effect from 10 April 2017.

K Hooson (Fire Hydrant Technician [North]) with effect from 10 April 2017.

S Moore (Home Safety Adviser [North]) with effect from 12 June 2017.

L Deane (Communications and Engagement Adviser) with effect from 26 June 2017.

Retirements:**Wholetime:**

Watch Commander S Logan (Area Fire Safety Officer [South]) with effect from 5 April 2017 after 14 years and 9 months service.

Crew Commander C Wilkinson (Kempston) with effect from 31 May 2017 after 28 years and 4 months service.

Firefighter P Rowlatt (Kempston) with effect from 2 June 2017 after 27 years and 2 months service.

Watch Commander P Behan (Bedford) with effect from 30 June 2016 after 29 years and 9 months service.

Station Commander (Control) E Clarke (Service Control Manager) with effect from 30 June 2017 after 24 years and 1 month's service.

Support Staff:

A Agrimi (Assistant Fire Safety Technical Officer) with effect from 30 April 2017 after 7 years and 6 months Service.

J Green (Information Support Officer) with effect from 30 April 2017 after 20 years and 7 months service.

I Phillips (Station Cook [Weekend] Dunstable) with effect from 25 June 2017 after 28 years and 11 months service.

Leavers:**Wholetime:**

Firefighter V Ficarra (Stopsley) left on 23 April 2017 after 9 months service.

Crew Commander S Hawes (Kempston) left on 8 May 2017 after 18 years and 10 months service.

Firefighter D Armstrong (Luton) left on 22 May 2017 after 10 years service.

Retained:

Firefighter R Amiss (Amphill) left on 9 April 2017 after 20 years service.

Firefighter J Walker (Potton) left on 18 April 2017 after 1 year and 5 months service.

Firefighter M Orme (Toddington) left on 30 April 2017 after 6 years and 2 months service.

Firefighter D Armstrong (Amphill) left on 12 May 2017 after 8 months service.

Firefighter S Burgess (Leighton Buzzard) left on 12 May 2017 after 2 years and 6 months service.

Firefighter D Branum (Biggleswade) left on 12 May 2017 after 20 years service.

Firefighter G Thompson (Leighton Buzzard) left on 31 May 2017 after 13 years and 8 months service.

Firefighter C Horgan (Leighton Buzzard) left on 31 May 2017 after 10 months service.

Crew Commander L Stanbridge (Shefford) left on 1 June 2017 after 10 years and 10 months service.

Support Staff:

A Ashwood (Head of Strategic Support and ICT) left on 6 April 2017 after 7 years and 4 months service.

S Pickering (Training Assistant/
Technician) left on 28 May 2017 after 7
months service.

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

Operations

Statistics for the Period 1 April– 30 June 2017

| Incident Statistics | 2017/18 Q1 |
|--|---------------|
| Total Incidents attended (Fires, Special Services and Fire Alarms) | 1752 |
| Total Fires Attended* | 750 |
| Primary Fires | 329 |
| Accidental Dwelling Fires | 102 |
| Non Domestic Property Fires | 26 |
| Chimney Fires | 6 |
| Fire Fatalities | 2 |
| Fire Injuries | 12 |
| Total Special Service Attended | 369 |
| Road Traffic Incidents | 115 |
| Road Traffic Accident – Number of Extrications | 0 |
| Total Fire Alarms Attended | 554 |
| Malicious False Alarm | 19 |
| False Alarm Good Intent | 179 |
| Alarm caused by Apparatus | 348 |
| OTB Mobilised To | 19 |

*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

FIRES

Building Fire **Harpur Street, Bedford** **1 June 2017 - 1347 hours**

Rescue Pumps from Bedford, Kempston
and Sandy with the Aerial Platform from
Bedford and the Salvage Unit from Potton
attended a four-storey building 20 x 20 m.
The fire involved a flat on the 4th floor,
which was 100% damaged by fire. The 1st
and 2nd floors suffered slight damage by
smoke. Re-inspections were carried out.

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

Building Fire **Burger King, Interchange Retail Park,** **Polo Field Way, Kempston** **9 June 2017 - 0309 hours**

Rescue Pumps from Kempston, Bedford
and Ampthill, with the Water Carrier from
Kempston and the Aerial Platform from
Bedford, attended a takeaway outlet of
single-storey construction, approximately
10 x 20 m. The fire was in the drive
through retail area and spread into the
roof. The Electricity board attended and a
fire investigation was carried out.

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

Building Fire Persons Reported **Bradley Road, Luton** **11 June 2017 - 2120 hours**

Two Rescue Pumps from Luton attended
a two-storey semi-detached house. A
bonfire in the garden spread to the
conservatory. All persons were accounted
for. One male casualty suffered from
smoke inhalation and was placed in the
care of the Ambulance Service.

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

Fire Building**European Oat Millers Ltd, Mile Road, Bedford****13 June 2017 - 2343 hours**

Rescue Pumps from Kempston and Bedford, with the Aerial Platform from Bedford, attended a fire in an eight-storey building, approximately 100 x 75 m. The fire originated in a kiln on the 3rd floor of the building and spread via ducting and venting systems up to the 6th floor. High rise sectorisation was instigated and fire crews and site staff dismantled the ducting system to extinguish the fire. An external 360 degree survey of the building was conducted and an internal search of the building using thermal imaging cameras.

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

House Fire**Court Lane, Stevington****23 June 2017 - 2235 hours**

Rescue Pumps from Bedford and Kempston attended a fire involving a storage shed containing a quantity of lubricant, fuel and gas cylinders.

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

Person Reported**The Park, Henley Close, Houghton Regis****25 June 2017 - 1308 hours**

Two Rescue Pumps from Dunstable attended a male adult with 100% full thickness burns who was placed in the care of medical professionals and transported to hospital by air ambulance. The Fire Service assisted medical professionals with casualty care and positioning dignity sheeting. A fire investigation was carried out.

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

School Fire**Edward Peake School, Potton Road, Biggleswade****3 July 2017 - 1647 hours**

Rescue Pumps from Potton, Biggleswade and Bedford attended a fire in a skip and 200 ico insulation panels stacked outside a classroom, which was 50% damaged by fire. One classroom had slight smoke damage to windows on the side elevation and also a damaged roof area.

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

Caravan Fire**Slapton Road, Little Billington****9 July 2017 - 1251 hours**

Two Rescue Pumps from Leighton Buzzard attended a static caravan which was 100% destroyed by fire. 10 m of conifer trees and 20 sqm of stubble and overhead power lines were also involved in fire.

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

Tractor and Bailer on Fire**White House Farm, Begwary****14 August 2017 - 1529 hours**

Rescue Pumps from Sandy, Potton and Kempston, with the Multi Role Vehicles from Sandy and Shefford, Rural Water Tender from Biggleswade and Water Carrier from Kempston, attended a 100 acre field fire with damage to approximately 750 sqm to include 300 euro bales of straw. The land owner created a 15 m fire break using farm machinery and re-inspections were carried out.

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

House Fire**Garden Road, Dunstable****22 August 2017 - 1312 hours**

Two Rescue Pumps from Dunstable attended an oven fire in a ground floor kitchen of a two-storey end terraced house which was 100% smoke logged. One elderly male was found in the rear garden suffering from smoke inhalation.

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

Alarm Residential High Rise**Beckett Court, Bedford****24 August 2017 - 2019 hours**

Rescue Pumps from Kempston, Bedford and Sandy, with the Aerial Platform from Bedford attended a twelve-storey residential block containing 68 private flats. There was a fire in the ground floor refuse room causing smoke logging of the rubbish chute and floors 6 to 11. All persons were accounted for.

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

Electrical Sub Station**Frogmore Road, Houghton Regis****28 August 2017 - 2343 hours**

Two Rescue Pumps from Dunstable attended a bin fire which spread to a brick building containing a 11,000 volt electrical transformer. The building was destroyed by fire and the transformer heat damaged. The transformer was confirmed isolated and earthed by a national grid engineer.

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

ASSIST AMBULANCE**Assist Ambulance/Complex Patient****Townshott, Clophill****1 June 2017 - 1417 hours**

A Rescue Pump and Trauma Response Unit from Dunstable attended a female time critical patient who was removed from the ground floor by the Fire Service and placed in the care of paramedics.

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

Assist Ambulance/Complex Patient**High Street, Henlow****2 June 2017 - 1550 hours**

Rescue Pumps from Biggleswade and Dunstable, with the Trauma Response Unit from Dunstable, attended a complex patient now in a bedroom.

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

Assist Ambulance/Complex Patient**Vaughan House Care Home, Studley Road, Luton****4 June 2017 - 1901 hours**

Rescue Pumps from Luton and Dunstable, with the Trauma Response Unit from Dunstable, attended a male casualty who was removed from the property and placed in the care of the Ambulance Service.

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

**Special Service Assist Ambulance
Klete House, Cleat Hill, Bedford
10 August 2017 - 0839 hours**

A Rescue Pump from Bedford, with the Specialist Rescue Unit from Kempston, attended a 79 year old female impaled on an electric fire. The fire was removed using cutting equipment and the casualty placed in the care of the Ambulance Service.

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

**Special Service Assist Ambulance
Conduit Road, Bedford
13 August 2017 - 1135 hours**

The Trauma Response Unit from Dunstable and Rescue Pumps from Dunstable and Kempston attended a time critical complex male patient.

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

RESCUES

**Minor Release
Woodpecker Close, Great Barford
2 June 2017 - 1056 hours**

A Rescue Pump and the Specialist Rescue Unit from Kempston attended a male casualty released from a vehicle from between the wheel and wheel arch and then placed in the care of medical professionals.

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

**Assist Ambulance/Parachute/Glider
Halway Down on Steep Bank
Whipsnade Road, Dunstable
2 June 2017 - 1629 hours**

Rescue Pumps from Luton and Dunstable, with the Aerial Platform from Luton and the Trauma Response Unit from Dunstable, attended a male casualty with spinal injuries who was rescued from the hillside by the Coastguard. The casualty was conveyed to hospital by air ambulance.

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

**Baby Duckling Stuck in Pipe in Pond
Little Green Lane, Caddington
10 June 2017 - 1550 hours**

A Rescue Pump from Stopsley attended to rescue a duckling rescued from a drain overflow pipe.

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

**Man in Water
Campton Road, Gravenhurst
17 June 2017 - 1329 hours**

Two Rescue Pumps from Ampthill attended an elderly gentleman rescued from mud alongside the riverbank.

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

**Baby Fox Stuck in Slurry Pit
Bridgend, Carlton
2 July 2017 - 1027 hours**

A Rescue Pump and the Specialist Rescue Unit from Kempston attended a baby fox rescued from a slurry pit.

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

**Female Stuck in River
Holmemills, Langford Road,
Biggleswade**

13 July 2017 - 1412 hours

Rescue Pumps from Biggleswade and Potton attended a female casualty rescued from the river.

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

**Body Recovery in River
King William Road, Kempston**

15 July 2017 - 1334 hours

The Multi Role Vehicle from Bedford attended to retrieve a very large dog retrieved from river.

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

**Male in River Face Down
The Embankment, Bedford**

18 July 2017 - 1018 hours

Rescue Pumps from Kempston, Bedford and Dunstable, with the Specialist Rescue Unit from Kempston attended to retrieve a male casualty from the river who was then treated by paramedics.

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

**19 Year Old Swimming Not Seen
Oasis Beach Pool, Cardington Road,
Bedford**

23 July 2017 - 1858 hours

Rescue Pumps from Kempston and Bedford, with the Special Response Unit from Kempston and Rescue Boat from Bedford, attended a 19 year old adult rescued from the water using the Rescue Boat, and then handed to paramedics.

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

**Person in River
Butterfly Bridge, The Embankment,
Bedford**

31 July 2017 - 0514 hours

Rescue Pumps and the Rescue Boat from Bedford attended a male casualty rescued from the river by the Fire Service and placed in the hands of the Ambulance Service. The casualty was confirmed as a fatality.

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

**Animal Rescue Large
Edworth Livery Stables, Lower Farm
Road, Edworth**

6 August 2017 - 0914 hours

A Rescue Pump and the Specialist Rescue Unit from Kempston, with the Rural Water Tender from Biggleswade, attended a horse released from a ditch using specialist animal rescue equipment. The horse was put in the care of a vet.

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

**Man Fallen on Roof
Station Road, Tilbrook**

23 August 2017 - 0937 hours

The Aerial Platform from Bedford attended a male with leg injuries rescued from a roof under construction.

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

ROAD TRAFFIC COLLISIONS

RTC Persons Trapped Union Street, Dunstable 15 June 2017 - 1759 hours

Two Rescue Pumps from Dunstable and the Response Support Unit from Stopsley attended a RTC involving one car and one motorcycle that went into a shop. One adult female casualty and one adult male casualty were conveyed to hospital by ambulance.

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

One Person Trapped Under Car Kathleen Court, Sarum Road, Luton 5 July 2017 - 2053 hours

Rescue Pumps from and Luton and Stopsley, with the Response Support Unit from Stopsley attended a male casualty who was a fatality, and was removed from underneath a private vehicle and conveyed to the mortuary via private ambulance.

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

ASSISTING POLICE

Missing Person Located Across the River/Assist Police Water Rescue 28 June 2017 - 2231 hours

The Rescue Boat from Bedford, with the Response Support Unit and two Rescue Pumps from Kempston, attended a 17 year old male casualty extracted from below a bridge. The casualty was conveyed to hospital by ambulance.

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

HAZARDOUS SUBSTANCE

Hazsub/Chemical Suicide Hunts Close, Luton 1 September 2017 - 1143 hours

A Rescue Pump from Dunstable attended a male adult confirmed as a fatality by asphyxiation using argon welding gas. The property was ventilated by fire crews and the cylinder isolated.

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

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 of correspondence received since the last Information Bulletin.

A member of the public contacted the Service via email to express thanks following an incident attended by Kempston Red Watch:

.....'I live opposite Borough Hall and have just witnessed the car fire you have attended today just outside Borough Hall. I captured it on my mobile phone and I have to say how fast your crew was attending the scene and putting the fire out. My recording shows 10 minutes from the time the Police noticed the fire under the bonnet until your crew had completely extinguished the fire.

That in anyone's book is fast, well done to you all.'.....

A member of the public has emailed the service to thank Home Safety Adviser, Louise Crofts for her help with her mother who is suffering from dementia:

.....'Thank you for the email and thank you so much for all your help with mum. I had no idea this service existed and cannot tell you how grateful I am to have had your support. Your advice and suggestions on how to improve Mum's safety and wellbeing has been invaluable. As I said to you, I have learned more from you in a couple of hours than from anywhere else in the last three years!

Managing with someone who has dementia brings new challenges every day, and trying to muddle through is both exhausting and worrying at times. I have felt so much better just having someone point me in the right direction and offer such useful advice.

Thank you so much Louise, let's hope we can with the help of other organisations you have referred to, make life safer, make my life a little easier, and enable Mum to stay in her home for as long as possible.'.....

The 22nd Luton Brownies have sent a thank you to Jordana Simpson, Home Safety Centre Manager following their visit to the fire station:

.....'Thank you so much for the evening at the fire station, the girls loved it!

Love from all at 22nd Luton Brownies.'.....

An organiser of Wootton Lower School Car Fest contacted the Service via email to express thanks to Kempston Blue Watch for attending the event.

.....'This is the second year that it has been run to raise funds for the school, I would like to say a big thank you to all involved in sending the fire engine to Wootton Lower School on Saturday for our annual Car Fest.

It added to what was a very successful event raising nearly £1700 for the school.

Again many thanks from all the organising committee.'.....

Willington Village Fete Committee sent thanks to Sandy and Bedford crews who attended their event:

.....'Our village fete took place on Saturday, with huge success. We were thrilled to see that a Fire Engine and crew came to our event! Your equipment was really impressive and the crew were extremely friendly.

Once again, thank you so much for taking the time to visit us!'.....

Award Ceremony compliments:

'Dear Paul

What a wonderful awards ceremony last night in Luton!

It was such a pleasure to share in the excitement and the 'buzz' and to meet your staff and many supporters.

The venue worked very well and I really enjoyed the dancing.

I am so impressed as ever with the Fire and Rescue Service in Bedfordshire.

The progress you have been making towards closer working with the police and other emergency services is remarkable and I am sure that we are seeing the benefits already.

Congratulations to Caroline and her team for another successful event – definitely a highlight of my annual calendar.

Kind regards

Helen Nellis
HM Lord-Lieutenant of Bedfordshire'

'Jaimani and I thank Paul and the team for an amazing evening of Awards. It was amazing to see these wonderful and well deserving recipients.

So thank you all for inviting us and enjoy the Bollywood and Curry with great company.

Warm regards

Vinod Tailor DL
The High Sheriff of Bedfordshire'

'Dear Paul

Thank you for your kind invitation once again to the Annual award celebration which took place this week.

We all thoroughly enjoyed the evening and the deserved awards that took place, what better way is there to spend your Birthday!

Derek
Managing Director, Supply +'

'Thank you so much for invited us and your hospitality, we had a lovely evening and what a beautiful venue and the food was fantastic. Please pass on our regards to all involved in organising.

Warm regards

Sprue Safety Products Ltd'

'Just a note to say how much we enjoyed the Awards Evening last night, the venue and food was wonderful. The actual presentations were so very professional and you should be very proud of your achievement in making the whole evening such a success.'

'I just wanted to let you know we had one of the best Awards evenings on Wednesday. The meal was excellent and the entertainment very enjoyable. A "very well done" to everyone involved, especially you; we know how hard you work.'

Thank you from girl who's horse was rescued by crews from Kempston:

.....'Thank you to all for helping rescue Tonka on Sunday 6 August and especially to Jamie for showing great leadership while maintaining calm, controlled and keeping communication among all individuals involved in the rescue.

I know some people might think it's just a horse but to me Tonka is part of my family and I appreciate all the support on that day to get him out safely.'.....

*We have received the following thank you letters from **school children at Wilstead Primary School** who received a visit from Kempston Red Watch on 8 September 2017:*

.....'Thank you for coming to our school. It was very funny when I beat you in the dressing race. I really enjoyed spraying the hose and taking the photo.'.....

.....'Thank you for coming to our school to tell us about fire. I enjoyed firing the hose.'.....

.....'Thank you for coming to our school to tell us about fire, we learnt a lot about matches. We had loads of fun with the hose. What I enjoyed most was when the water went in the classroom.'.....

Forthcoming Events

- 1 November, 10.00 am
Members Development Day, Fire and Rescue Service Headquarters
- 21 November, 10.00 am
Members' Budget Workshop No 1, Fire and Rescue Service Headquarters

- *29 November 2017, 10.00 am*
Corporate Services Policy and Challenge Group, Fire and Rescue Service Headquarters
- *30 November 2017, 10.00 am*
Service Delivery Policy and Challenge Group, Fire and Rescue Service Headquarters
- *6 December 2017, 10.00 pm*
Audit and Standards Committee, Fire and Rescue Service Headquarters
- *7 December 2017, 10.00 am*
Fire and Rescue Authority Briefing, Fire and Rescue Service Headquarters
- *14 December 2017, 10.00 am*
Fire and Rescue Authority meeting, Dunstable Community Fire Station
- *21 December 2017, 7.30 pm*
Christingle Christmas Celebration, St Mary's Church, Woburn

(Contact Mrs K Daniels, Service Assurance Manager, Headquarters, Tel 01234 845013)

This page is intentionally left blank