



## BEDFORDSHIRE FIRE AND RESCUE AUTHORITY

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Members of Fire and Rescue Authority.

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

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

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

A meeting of **Fire and Rescue Authority** will be held at **Conference Room, Fire and Rescue Service Headquarters, Kempston, Bedford MK42 7NR** on **Thursday, 6 June 2019** starting at **10.00 am**.

John Atkinson  
Secretary/Monitoring Officer

### A G E N D A

Item	Subject	Lead	Purpose of Discussion
1.	Membership	Secretary/ Monitoring Officer	
2.	Apologies	Secretary/ Monitoring Officer	
3.	Election of Chair 2019/20	Secretary/ Monitoring Officer	

Item	Subject	Lead	Purpose of Discussion
4.	Election of Vice Chair 2019/20	Secretary/ Monitoring Officer	
5.	Declarations of Disclosable Pecuniary and Other Interests	Chair	Members are requested to disclose the existence and nature of any disclosable pecuniary interest and any other interests as required by the Fire Authority's Code of Conduct (see note below).
6.	Communications	Chair	
7.	Minutes	Chair	To confirm the Minutes of the meeting held on 28 March 2019 (Pages 5 - 12)
8.	Public Participation	Chair	To receive any questions put to the Authority under the Public Participation Scheme
9.	Executive Committee 4 February 2019	Secretary/ Monitoring Officer	To consider a report (Pages 13 - 18)
10.	Governance Review, Appointment of Committees and Other Groups	Secretary/ Monitoring Officer	To consider a report (Pages 19 - 22)
11.	Representation on Local Government Association (LGA) Matters	Secretary/ Monitoring Officer	To consider a report (Pages 23 - 26)
12.	Member Development	CFO	To consider a report (Pages 27 - 32)
13.	Information Bulletin	CFO	To consider a report (Pages 33 - 38)

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

*To consider whether to pass a resolution under Section 100(A) of the Local Government Act 1972 to exclude the public from the remainder of the meeting on the grounds that consideration of the following items of business is likely to involve the disclosure of exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act as amended.*

Item	Subject	Lead	Purpose of Discussion
14.	Audit and Standards Committee 12 April 2019	Secretary/ Monitoring Officer	To consider a report (Pages 39 - 54)
	Next Meeting	10.00 am on 18 July 2019 at Lecture Theatre, Dunstable Community Fire Station, Brewers Hill Road, Dunstable LU6 1AA	

### DECLARATIONS OF INTEREST

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

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

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## MINUTES OF FIRE AND RESCUE AUTHORITY MEETING HELD ON 28 MARCH 2019

Present: Councillors C Atkins, F Chapman, J Chatterley (Vice-Chair in the Chair), D Franks, M Headley, T Khan, D McVicar, J Mingay and Y Waheed

CFO P Fuller, DCFO A Hopkinson, T/ACO G Chambers, Mr J Atkinson and SOC A Peckham

### 18-19/FRA/75 Apologies

Apologies for absence were received from Councillors P Downing, P Duckett and R Saleem.

### 18-19/FRA/76 Declarations of Disclosable Pecuniary and Other Interests

There were no declarations of disclosable pecuniary and other interests.

### 18-19/FRA/77 Communications

#### **Local Government Association Conference and Combined Fire Authority (CFA) Meeting**

It was noted that one of the key areas of discussion at the CFA meeting was that many CFAs had reduced the number of Authority Members. This would be discussed further under the review of governance.

Zoe Billingham, HMI, had also spoken about the introduction of an inspection of Fire and Rescue Authority governance.

The Chief Fire Officer reminded Members that the Chair of the Authority was also the serving Chair of the LGA CFA Group. As he was not standing for re-election, he was resigning from this position. A replacement had not yet been appointed.

#### **Fire Safety Conference**

The Service had hosted a Fire Safety Conference on 26 March 2019 at Kings House, Ampthill Road. There had been a number of presentations, including on the safety of the built environment and Luton's Rogue Landlord Scheme. The Rogue Landlord Scheme was a

targeted and effective partnership that led to the prosecution of rogue landlords. It also highlighted the work being undertaken by the Service to ensure the safety of the built environment post-Grenfell.

### **Procurement of Replacement Mobilising System**

The Chief Fire Officer reported that he had received notification from Cambridgeshire Fire and Rescue Service that it wished to withdraw from the joint procurement of a replacement mobilising system.

Members were assured that this would not affect the intention of the Services to provide back-up arrangements for each other; however, it was acknowledged that this was dependent on the compatibility of the systems chosen by each Service. As the product specification had been developed jointly with Cambridgeshire, it was unlikely that this would be an issue.

The view was expressed that this was a risk and that Members should be kept informed of progress on the procurement process, particularly in relation to the compatibility of the systems chosen.

### **Request from Home Office**

The Service had received a request from the Home Office to host a visit from the newly appointed Deputy Director of Fire and Resilience. A date and programme for the visit would be arranged and Members would be advised of the details in due course.

### **Firefighter Pay and Conditions**

In relation to the ongoing pay dispute, the Chief Fire Officer reported that the National Employers had issued a letter which set out a wide range of proposals on the expanded role of the firefighter and associated increases in remuneration. It was noted that additional Government funding would be required to fund the proposed pay increase.

The Fire Brigades Union would be balloting its Members on the proposals.

Councillor Atkins requested that Members of the Authority be given advance notice of communication items.

### 18-19/FRA/78 Minutes

#### **RESOLVED:**

That the Minutes of the meeting held on 7 February 2019 be confirmed and signed as a true record.

### 18-19/FRA/79 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) and that there were no members of the public present at the meeting.

### 18-19/FRA/80 Executive Committee 4 February 2019

The Vice Chair introduced the report on the Executive Committee meeting held on 4 February 2019.

Councillor Headley expressed concern that the Minutes of the meeting had not been submitted. It was noted that Minutes of Committee and Policy and Challenge Group meetings were submitted to the Authority for information as a matter of course. He also expressed concern that a report had not been circulated for Executive Members to consider in advance of the Executive Committee meeting.

The Chief Fire Officer reported that a business case was tabled at the meeting and that the matters discussed were under his delegated authority, and had been discussed with Members at the Budget Workshop.

The Secretary and Monitoring Officer acknowledged that the governance process around this decision could have been improved and that lessons should be learnt from the experience to increase still further the openness and transparency of decision making.

Councillor Atkins also expressed concern and requested that the papers submitted to the meeting and the Minutes of the meeting be circulated to all Members for information.

Councillors Atkins and Headley requested that their votes against acknowledging the report be recorded.

It was noted that the decision of the Executive would stand as the Authority was not being requested to approve or agree the decision taken, merely to acknowledge it.

#### **RESOLVED:**

That the contents of the report not be acknowledged due to concerns over the governance arrangements.

### 18-19/FRA/81 Corporate Services Policy and Challenge Group 27 February 2019

Councillor Chapman introduced the draft Minutes of the meeting of the Corporate Services Policy and Challenge Group held on 27 February 2019.

The Authority was being asked to adopt the Treasury Management Strategy Statement, the Minimum Revenue Provision Policy and Annual Investment Strategy and the Treasury Management Practices.

**RESOLVED:**

1. That the submitted draft Minutes of the meeting of the Corporate Services Policy and Challenge Group held on 27 February 2019 be received.
2. That the following updated documents be adopted:
  - i. Treasury Management Strategy Statement
  - ii. Minimum Revenue Provision Policy and Annual Investment Strategy
  - iii. Treasury Management Practices

18-19/FRA/82 Service Delivery Policy and Challenge Group 7 March 2019

Councillor Mingay submitted the draft Minutes of the meeting of the Service Delivery Policy and Challenge Group that was held on 7 March 2019.

The Deputy Chief Fire Officer explained that some of the performance indicators relating to response times had been affected by “ghosting” whereby the arrival time of the first appliance was overwritten by the system when subsequent appliances arrived at the incident. The supplier of the mobilising system had recently issued a “fix” and this was currently being tested by Essex Fire and Rescue Service. It was hoped that this would be resolved by June 2019. He advised that historical response data going back to 2016 would need to be cleansed.

The Deputy Chief Fire Officer advised that the data relating to the number of individuals killed or seriously injured in Road Traffic Collisions was provided by another organisation and the time lag on the data was close to one year.

Councillor Mingay reported on the four water related deaths that had been recorded during the third quarter and continuing concerns about the management of HMP Bedford.

Members were advised that the joint headquarters project was progressing. Consideration was now being given to separating the project into 4 functions: core headquarter functions, response, training and workshops, as this would be more manageable and would also enable other partners, such as the Ambulance Service, to enter into the collaborative arrangements. A Project Manager was being appointed to drive the project forward.

Councillor Mingay referred to one of the fire fatalities that had occurred during the third quarter and expressed concern that the Ambulance Service had taken 35 minutes to arrive at the scene following the emergency call being received.



**RESOLVED:**

That the submitted draft Minutes of the meeting of the Service Delivery Policy and Challenge Group held on 7 March 2019 be received.

18-19/FRA/83 Audit and Standards Committee 14 March 2019

Councillor Headley submitted the draft Minutes of the meeting of the Audit and Standards Committee that was held on 14 March 2019. The Committee had received updates on the internal and external audit plans.

**RESOLVED:**

That the submitted draft Minutes of the meeting of the Audit and Standards Committee held on 14 March 2019 be received.

18-19/FRA/84 Human Resources Policy and Challenge Group 18 March 2019

Councillor Waheed introduced the draft Minutes of the meeting of the Human Resources Policy and Challenge Group held on 18 March 2019.

She reported on performance. EQ1a (percentage of new entrants to the retained duty system to be women) and EQ1b (percentage of new entrants to the whole time operational duty system to be women) had missed their targets, although the appointment of female recruits remained a priority for the Service. H1 (number of serious accidents (over 28 days) per 1000 employees) and H2 (number of working days/shifts lost to accidents per 1000 employees) had also missed target due to two injuries resulting in the loss of 120 days. T7 (percentage of flexible duty officers that have attended an Incident Command Assessment within the required frequency for their role) had also missed its target; however, the one Officer this related to had now been nominated to attend another course.

As the meeting was inquorate, the proposed human resources and organisational development indicators and targets for 2019/20 and the 2019/20 corporate health and safety objectives were submitted to the full Authority for approval.

A number of the targets had been stretched. The training targets remained unchanged.

**RESOLVED:**

1. That the submitted draft Minutes of the meeting of the Human Resources Policy and Challenge Group held on 18 March 2019 be received.
2. That the proposed Human Resources performance indicators and targets for 2019/20 be endorsed.
3. That the progress made in relation to the 2018/19 Health and Safety objectives be acknowledged and the proposed 2019/20 Corporate Health and Safety Objectives be endorsed.

### 18-19/FRA/85 Firefighter Pension Schemes Local Pension Board Report 2018/19

The Temporary Assistant Chief Officer submitted the first Annual Report of the Bedfordshire Fire and Rescue Authority Local Pension Board covering the period from 1 April 2018 until 31 March 2019.

The Board had been in operation for three years and its purpose was to secure compliance with the Firefighter Pension Schemes regulations, any other legislation relating to governance and administration of the schemes and with requirements imposed in relation to the schemes by the Pensions Regulator. There were two employer and two employee representatives on the Board and it was chaired by the Temporary Assistant Chief Officer. The Human Resources Manager and a pension adviser from LPP also attended the meetings.

The report set out the training received by Pension Board Members as well as issues discussed at Board meetings during the year.

The Authority was reminded that the internal auditors had awarded the Pension Board arrangements an opinion of substantial assurance.

The Chair of the Local Government Association's Pension Board Effectiveness Committee had attended a meeting of the Local Pension Board and had made very positive comments about the operation of the Board.

The Temporary Assistant Chief Officer stated that all Members of the Authority were welcome to attend Board meetings as observers.

In response to a comment, the Temporary Assistant Chief Officer advised that he would check whether Members of the Authority were able to sit as Members of the Local Pension Board.

#### **RESOLVED:**

That the report and the progress made by the Local Pension Board be acknowledged.

### 18-19/FRA/86 Disposal of Assets under the Scheme of Delegated Authority

The Chief Fire Officer provided the annual report on the disposal of obsolete vehicles and equipment assets. Any disposals over the value of £10,000 required the authorisation of the Authority.

In response to a question, the Chief Fire Officer advised that the Land Rovers would be retained until the residual value decreased to the point where the cost of maintenance was no longer economically viable. As it was likely that this point may be reached during the year, their disposal had been submitted to Members for authorisation.

**RESOLVED:**

1. That the content of the report be acknowledged.
2. That the disposal of the 7 assets detailed in the report which individually have the potential to achieve income over the £10,000 threshold under the scheme of delegated authority be authorised.

18-19/FRA/87 Governance Review

The Secretary and Monitoring Officer presented a report setting out options for the future governance arrangements of the Authority following a review into the Authority's governance arrangements by the internal auditors, RSM, and discussions with Members at the Member Budget Workshop. No formal recommendations had been presented as it was for Members to formulate their own proposals.

In this respect the Chair of the Authority had submitted a number of proposals which had been circulated to Members in his absence. These included suggestions to reduce the number of Members on the Authority, introduce tenure arrangements and reduce the allowance of the Chair and Vice Chair.

Concerns were expressed about these proposals, as it was thought that reducing the number of Members would negatively impact the governance of the Authority and that any decisions about tenure arrangements would be for the constituent authorities to make.

The Chief Fire Officer referred to comments made by Zoe Billingham about the possible introduction of inspection of Authority governance arrangements and highlighted the importance of Members undertaking this review to move the Authority forward.

After a lengthy discussion, Members agreed that the proposals to reduce the size of the Authority and to introduce tenure arrangements not be pursued, but that the other proposals, including changes to the Committee structure, be discussed at the Member Development Day.

The Secretary and Monitoring Officer proposed that, as the calendar of meetings had already been agreed with new Policy and Challenge Groups based on the HMICFRS inspection strands, and as Members wished to discuss the Committee structure further, appointments to the Committees should not be made at the Annual General Meeting and should take place at the following meeting to await the discussions of the Member Development Day.

It was noted that if this was agreed, any urgent decisions required between the Annual General Meeting and the appointment of Chairs comprising the Executive Committee would be made by the CFO following consultation with the Chair and the Vice Chair.

**RESOLVED:**

1. That the proposals put forward by the Chair regarding tenure and the size of the Authority not be pursued.
2. That the remainder of the proposals be discussed by Members at the next Member Development Day.

3. That appointments to Committees and Policy and Challenge Groups be deferred from the Annual General Meeting to the following Authority meeting to enable a report to be produced summarising the discussions held at the Member Development Day.

#### 18-19/FRA/88 Final Draft CRMP

The Deputy Chief Fire Officer introduced his report which set out the outcomes of the Community Risk Management Plan (CRMP) 2019-2023 consultation process.

Conservative estimates suggested that the consultation document had reached 65,000, or 10% of Bedfordshire's population. However, only 125 survey responses had been received, far less than the response to the recent budget consultation. From the responses received, 99% supported the new mission "to provide outstanding fire and rescue services", 91% supported the approach and content and 82% supported an in depth analysis of emergency cover arrangements.

The final version of the CRMP would be published on the Service website and would be sent to Members of the Authority for information. It would also be made available to all key partners and stakeholders.

As it was the last meeting of the Municipal Year, the Vice Chair thanked all the Authority Members for their hard work.

Councillor Atkins also expressed her thanks for the support provided by Officers.

#### **RESOLVED:**

1. That the findings of the CRMP consultation survey be acknowledged.
2. That the final draft CRMP and the 2019/20 annual action plan be adopted, recognising that suitable opportunity has been given for local communities and staff members to comment.

The meeting ended at 12.25 pm

For Publication

Bedfordshire Fire and Rescue Authority  
6 June 2019  
Item No. 9

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**REPORT AUTHOR: SECRETARY/MONITORING OFFICER**

**SUBJECT: EXECUTIVE COMMITTEE**

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For further information on this Report contact: John Atkinson  
Secretary/Monitoring Officer

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Background Papers: None

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Implications (tick ✓):

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

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

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**PURPOSE:**

To report on the meeting of the Executive Committee held on 4 February 2019.

**RECOMMENDATIONS:**

That the submitted minutes of the meeting held on 4 February 2019 be received.

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1. Introduction

1.1 The draft minutes of the meeting of the Executive Committee held on 4 February 2019 are appended for Members' consideration.

1.2 The Executive Committee made no recommendations to the Fire Authority.

**JOHN ATKINSON  
SECRETARY/MONITORING OFFICER**

## MINUTES OF EXECUTIVE COMMITTEE MEETING HELD ON 4 FEBRUARY 2019 AT 11.38am

Present: Councillors J Chatterley (Vice Chair in the Chair), F Chapman, J Mingay and Y Waheed

Mr J Atkinson, CFO P Fuller, DCFO A Hopkinson and Ms D Clarke

### 6. Apologies

6.1 There were no apologies.

### 7. Declaration of Disclosable Pecuniary and Other Interests

7.1 There were no declarations of interest.

### 8. Communications

8.1 There were no communications.

### 9. Public Participation

9.1 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).

### 10. Minutes of Previous Meeting

#### **RESOLVED:**

That the Minutes of the meeting of the Executive Committee held on 17 July 2018 be confirmed and signed as a true record.

11. Principal Officer Vacancy

**RESOLVED:**

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

Item: Principal Officer Vacancy

The meeting ended at 12.04pm



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

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**REPORT AUTHOR:** SECRETARY/MONITORING OFFICER

**SUBJECT:** GOVERNANCE REVIEW, APPOINTMENT OF COMMITTEES AND OTHER GROUPS

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

Background Papers: None

Implications

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

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

**PURPOSE:**

To consider for 2019/20:

- Arrangements for decision making between FRA Meetings
- Representation on the Fire and Rescue Authority’s Audit and Standards Committee;
- Arrangements for representing the Fire Authority on Strategic Partnerships and the Blue Light Collaboration Group
- Arrangements for reporting to Constituent Councils on meetings of the Fire and Rescue Authority.

## RECOMMENDATION:

That

1. Members agree representation for 2019/20 on the Audit and Standards Committee;
  2. Members appoint a Chair for 2019/20 to the Audit and Standards Committee;
  3. Decisions taken in between times, pending an Executive Committee, be taken by the CFO in consultation with the Chair and Vice Chair;
  4. Members agree representation for 2019/20 for Local Strategic Partnerships;
  5. Members agree representation for 2019/20 for Blue Light Collaboration Group;
  6. A Member from each Constituent Council be authorised to report to their respective Constituent Council on the meetings of the Fire and Rescue Authority for 2019/20.
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### 1 Introduction

- 1.1 At the Fire Authority meeting on 28 March 2019 in relation to the Governance Review, it was resolved that proposals be discussed by Members at the next Member Development Day (2 July 2019) with appointments to Committees and Policy and Challenge Groups being deferred from the Annual Meeting to the following Authority meeting (18 July 2019) to enable a report to be produced summarising the discussions held at the Member Development Day.
- 1.2 This decision has resulted in changes to the FRA agenda and programme of meetings with there being no appointments to the Policy and Challenge Groups until the July Fire Authority meeting. The first meetings of the Policy and Challenge Groups will not take place until September.
- 1.3 Any urgent decisions required between the Annual Meeting and the appointment of Chairs comprising the Executive Committee will need to be made by the CFO following consultation with the Chair and Vice Chair.
- 1.4 Due to timescales in relation to the Draft 2018/19 Annual Governance Statement, Statement of Accounts and Letter of Representation needing to be approved by the Audit and Standards Committee in July, appointments will need to be made to the Audit and Standards Committee with their first meeting on 10 July 2019.

2. Audit and Standards Committee

- 2.1 It has previously been agreed that the Fire and Rescue Authority Chair and Vice Chair will not be members of the Audit and Standards Committee
- 2.2 The Audit and Standards Committee is a public meeting and, according to current Standing Orders, has a quorum of a third of its Members, including at least one Member from two of the constituent Councils. This needs to be borne in mind when appointing Members to the Audit and Standards Committee and Members may wish to consider the appointment of at least two Members from each constituent Council.

3. Local Strategic Partnerships

- 3.1 Members are requested to consider arrangements to represent the Fire Authority for possible attendance at Strategic Partnerships within Bedford, Central Bedfordshire and Luton for 2019/20.

4. Blue Light Collaboration Group

- 4.1 Members are requested to consider arrangements to represent the Fire Authority on the Collaboration Working Group for 2019/20.

5. Authorisation of Members to Report to the Constituent Councils on Meetings of the Fire and Rescue Authority

- 5.1 Arrangements agreed between the Fire and Rescue Authority and the Constituent Councils have previously provided for a representative of the Constituent Council on the Fire and Rescue Authority (whether the Chair or another Member), to report on meetings of the Fire and Rescue Authority to the Constituent Council, and answer any questions relating to the discharge of the Fire and Rescue Authority's functions.
- 5.2 Members are requested to consider arrangements to report to constituent authorities during 2019/20

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

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For Publication

Bedfordshire Fire and Rescue Authority  
6 June 2019  
Item No. 11

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**REPORT AUTHOR:** SECRETARY/MONITORING OFFICER

**SUBJECT:** REPRESENTATION ON LOCAL GOVERNMENT ASSOCIATION (LGA) MATTERS 2019/20

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For further information on this Report contact: Nicky Upton  
Democratic and Regulatory Services Supervisor  
Tel No: 01234 845419

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Background Papers None

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Implications (tick ✓):

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

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

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**PURPOSE:**

To consider

1. the appointment of representatives to serve on the LGA General Assembly; Fire Services Commission; and Bedfordshire and Luton Branch of the LGA in 2019/20.

2. representation at the LGA Annual Fire Conference in March 2020.

**RECOMMENDATIONS:**

1. That the Fire and Rescue Authority considers the appointment of:
    - a. up to two further representatives to serve with the Chair and Vice Chair on the LGA General Assembly; and
    - b. a representative to the LGA Fire Services Commission.
  2. That, consideration be given to the Chair, Vice Chair, and the Chief Fire Officer attending the LGA Annual Fire Conference in March 2020.
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1. General Assembly

- 1.1 The Fire and Rescue Authority is entitled to appoint up to four representatives to serve on the LGA General Assembly with the representatives entitled to cast up to eleven General Assembly votes and one corporate vote.
- 1.2 The Fire and Rescue Authority has previously agreed to appoint its Chair and Vice Chair to serve on the General Assembly with the Chair holding the eleven General Assembly votes and one corporate vote, with these being vested in the Vice Chair in the Chair's absence.
- 1.3 In 2018/19, no named substitute representative was appointed in addition to the Chair and Vice Chair.

2. Bedfordshire and Luton Branch

- 2.1 In anticipation that a request may be received for the Fire and Rescue Authority to confirm its appointments to the Bedfordshire and Luton Branch of the LGA for 2019/20.
- 2.2 The Fire and Rescue Authority has previously agreed to appoint its Chair and Vice Chair to serve on the Bedfordshire and Luton Branch and, in 2018/19, no named substitute representative was appointed.



3. LGA Fire Services Commission

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

4. LGA Annual Fire Conference: March 2020

4.1 The LGA hosts its Annual Fire Conference in March each year, date yet to be confirmed.

4.2 In the past, the Chair, Vice Chair and the Chief Fire Officer have attended the conference on behalf of the Fire and Rescue Authority.

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

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**REPORT AUTHOR:** CHIEF FIRE OFFICER

**SUBJECT:** MEMBER DEVELOPMENT

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

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Background Papers: None

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Implications (tick ✓):

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

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

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**PURPOSE:**

To consider arrangements for Fire and Rescue Authority Member development in 2019/20.

## RECOMMENDATIONS:

That Members:

1. Consider arrangements for Member development in 2019/20;
  2. Nominate a Member to attend the LGA Fire Leadership Essentials Programme; and
  3. Consider representation to the Combined Fire Authorities' conference on 10 October 2019 at the DoubleTree by Hilton Hotel, Milton Keynes Dons Stadium.
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### 1. Introduction

- 1.1 Two dedicated Members' Development Days have been included in the Fire and Rescue Authority's calendar for 2019/20; 2 July and 29 October 2019.
- 1.2 In addition, Members are to attend two Budget Workshops on 27 November 2019 and 16 January 2020 to review and consider the Budget for 2020/21. The workshops will also review the development of the Fire and Rescue Authority's Community Risk Management Plan (CRMP) and, on 16 January 2020, Members will review the Fire and Rescue Authority's effectiveness and action plan for 2020/21, which will feed into the Annual Governance Statement.
- 1.3 To complement these arrangements, and to provide an informal means of discussing any concerns with Station personnel, a programme of regular Members' visits to Fire Stations will be put in place.
- 1.4 A Combined Fire Authorities' conference is to be held at Milton Keynes Dons Stadium on 10 October 2019.
- 1.5 The LGA hosts a Fire Conference each March, the 2020 Conference date is yet to be confirmed.

### 2. Members' Development Day: 2 July 2019

- 2.1 A draft programme for the Members' Development Day on 2 July 2019 is noted at Appendix A to this report.

3. Members' Development Day: 29 October 2019

3.1 It is proposed that the programme for this Development Day will be considered on 2 July 2019

4. LGA Fire Leadership Essentials Programme: October 2019

4.1 The LGA will be providing a Fire Leadership Essential Programme for Fire Authority lead members on 26 June 2019 and 26-27 September 2019.

4.2 The main objectives of the programme will be to develop the nature of political leadership in fire and rescue authorities, ensure elected members are kept up to date on key strategic issues facing the sector, show how different leadership styles can assist in organisational change, and explore tools and techniques for working with communities, partners and the media.

4.3 The LGA provides fully subsidised places to fire and rescue authorities, and Bedfordshire Fire and Rescue Authority are invited to nominate a Member to attend the LGA Fire Leadership Essentials Programme.

5. Combined Fire Authorities Conference – 10 October 2019

5.1 A Combined Fire Authorities Conference will be held at the DoubleTree by Hilton Hotel, at the Milton Keynes Dons Stadium on 10 October 2019, to which Chairs and Chief Fire Officers are invited. However, in consideration of the Conference being held in Bucks, Members may wish to consider wider representation from this Authority.

6. Station Visits

6.1 At the Fire and Rescue Authority meeting on 10 February 2006 Members agreed to establish a programme of visits to fire stations to familiarise Members with different types of appliances or equipment, as well as providing an opportunity to talk to personnel and understand the different duty systems.

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

- A greater awareness of the changing role of the Fire and Rescue Service from a local perspective;
- An understanding and appreciation of the impact of future planning and budget decisions; and

- An understanding, both strategically and locally, of the rationale behind integrated risk management.

6.3 A programme of station visits for 2019/20 is being developed.

7. Further Development

7.1 The range of development activities available to Members is noted at Appendix A to this report. Any additional items may be raised through Policy and Challenge Group/Audit and Standards Committee Work Plans or the Annual Review of the Fire and Rescue Authority's effectiveness.

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

MEMBERS' DEVELOPMENT DAY

FIRE AND RESCUE SERVICE HEADQUARTERS  
CONFERENCE ROOM: TUESDAY 2 JULY 2019

Time	Event		Main Presenter(s)
10:00	Welcome Tea/Coffee		Chief Fire Officer (CFO) Paul Fuller
10:05	CFO Forum and Members Discussion	To consider main issues currently affecting Fire and Rescue Service (FRS): <ul style="list-style-type: none"> <li>• Overview of FRS</li> <li>• FRA Structure and Terms of Reference</li> <li>• Service Structure</li> <li>• Members Handbook, including Code of Conduct and Standing Orders</li> <li>• Members Allowances</li> </ul>	CFO Paul Fuller  Monitoring Officer John Atkinson
11:00	Community Risk Management Plan (CRMP)	An Overview of the 2019-23 CRMP and questions	Deputy Chief Fire Officer (DCFO) Andrew Hopkinson
12.00	Budget	An overview of the FRA's finances	Assistant Chief Officer (ACO) Gavin Chambers
12:20	Meet the Corporate Management Team followed by LUNCH		
13:15	Governance Review	Discussion on the outcome of the 2018/19 review and next steps	CFO Paul Fuller Monitoring Officer John Atkinson
14.45	TEA/COFFEE		
15.00	Visit to Control	To see the 999 Control operators in practice	CFO Paul Fuller DCFO Andrew Hopkinson ACO Gavin Chambers
16.00	Close	To reflect on the day and consider any future training/development requirements	CFO Paul Fuller

**APPENDIX B**

**BEDFORDSHIRE FIRE AND RESCUE AUTHORITY**

**IN-HOUSE MEMBER DEVELOPMENT CALENDAR 2019/20**

<b>DATE</b>	<b>SUBJECT</b>	<b>CONTENTS</b>	<b>COMMENT</b>
June 2019  Prior to Annual Meeting on: 6 June 2019	Welcome letter to possible new Members (Members are nominated by the constituent Councils at their AGMs)	Details on Code of Conduct; Registration of Interests; Provisional Calendar of meetings and Audit and Standards Committee terms of reference	Legal requirement to register interests.
2 July 2019	Member Development Day No 1	Proposed Agenda to be discussed at June FRA meeting	
29 Oct 2019	Member Development Day No 2		Programme to reflect Member feedback
27 Nov 2019	Budget Workshop No1		To review the budget position and work towards the February Fire and Rescue Authority meeting which sets the Budget and Council Tax for the coming year.  Review of CRMP
16 Jan 2020	Budget Workshop No2		To review the budget position and work towards the February Fire Authority meeting which sets the Budget and Precept for the coming year.  Review of CRMP
16 Jan 2020	Review of Authority's Effectiveness		Facilitated meeting to review effectiveness and Action Plan for 2020/21
A programme of Station visits is being developed.			



For Publication

Bedfordshire Fire and Rescue Authority  
6 June 2019  
Item No. 13



# Bedfordshire Fire and Rescue Service

## Information Bulletin

### Personnel

#### Statistics Covering Period 1 January – 31 March 2019

#### Wholetime Uniformed Staff:

Strength as at 31 March 2019 305

#### Firefighters on the Retained Duty System:

Strength 148  
(Includes whole time retained)

#### Appointments:

Whole time Duty System	1
Retained Duty System	1
Support Staff	3

#### Leavers:

Whole time	10
Retained	7
Support Staff	3

#### Appointments:

##### *Whole time:*

Training Instructor A Doherty with effect from 11 March 2019

##### *Retained:*

Firefighter T Powell with effect from 18 March 2019

##### *Support:*

R Brackenbury (Business Application Manager) with effect from 3 January 2019

D Styles (Procurement Officer) with effect from 21 January 2019.

R Abunasar (Finance Officer) with effect from 18 March 2019.

## **Retirements:**

### **Whole time:**

Crew Commander A Reeve (Dunstable) with effect from 2 January 2019 after 26 years and 5 months service.

Crew Commander P Roberts (Kempston) with effect from 8 January 2019 after 25 years and 10 months service.

Watch Manager Technical A Ellams with effect from 3 February 2019 after 30 years service.

Firefighter D Phillips (Kempston) with effect from 4 February 2019 after 30 years service.

Station Commander D Hobbs (Kempston/Ampthill) with effect from 4 February 2019 after 30 years service.

Homes Roads & Leisure Safety Manager S Allen with effect from 4 February 2019 after 21 years and 6 months service.

Watch Commander P Johnson (Stopsley) with effect from 28 February 2019 after 30 years and 1 months service.

### **Support:**

Payroll Project Manager A Wootton (HQ) with effect from 28 February 2019 after 1 year and 5 months service.

## **Leavers:**

### **Wholetime:**

Fire Safety Inspecting Officer (South) J Field with effect from 1 January 2019 after 14 years and 9 months service.

Crew Commander K Harris (Dunstable) with effect from 3 March 2019 after 3 years and 4 months service.

### **Retained:**

Firefighter S Cox (Ampthill) with effect from 18 January 2019 after 1 year and 8 months service.

Firefighter C Sexton (Ampthill) with effect from 15 February 2019 after 4 years and 8 months service.

Firefighter J Morris (Potton) with effect from 15 February 2019 after 1 year and 7 months service.

Firefighter D Joyce (Leighton Buzzard) with effect from 14 March 2019 after 4 months service.

Crew Commander J Wilmans (Bedford) with effect from 15 March 2019 after 3 years and 2 months service.

Crew Commander I Bilcock (Biggleswade) with effect from 29 March 2019 after 26 years service.

Firefighter S Kendall (Biggleswade) with effect from 31 March 2019 after 2 years and 7 months service.

### **Support Staff:**

K Young (Typing/Secretarial Assistant) with effect from 31 January 2019 after 9 months service.

A Quinn (Station Cook Luton) with effect from 17 March 2019 after 4 months service.

### **Gold Book:**

Assistant Chief Officer (HR & OD) Z Evans with effect from 31 January 2019 after 20 years service.

(Contact Mrs S Green, HR Operations Manager, Tel 01234 845152)

# Operations

## Statistics for the Period 1 January – 31 March 2019

Incident Statistics	2018/19 Q4
Total Incidents attended (Fires, Special Services and Fire Alarms)	1314
Total Fires Attended*	418
Primary Fires	246
Accidental Dwelling Fires	112
Non Domestic Property Fires	23
Chimney Fires	17
Fire Fatalities	3
Fire Injuries	11
Total Special Service Attended	343
Road Traffic Incidents	109
Road Traffic Accident – Number of Extrications	13
Total Fire Alarms Attended	513
Malicious False Alarm	28
False Alarm Good Intent	190
Alarm caused by Apparatus	293
OTB Mobilised To	21

\*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

### **ROAD TRAFFIC COLLISIONS**

#### **RTC Person Trapped** **Clapham Road, Bedford** **2 January 2019 - 1245 hours**

Rescue Pumps from Bedford and Kempston attended incident involving an overturned people carrier vehicle. One female casualty extracted by the Fire Service.

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

#### **RTC Person Trapped** **Flitton Road, Greenfield** **10 January 2019 - 1655 hours**

Rescue Pumps from Toddington, Luton and Stopsley attended a RTC involving a car. One male casualty with neck injuries was extracted by the Fire Service.

(Contact Station Commander S Brereton, Luton and Toddington Fire Stations, Tel 01582 825218)

#### **RTC Person trapped** **M1 Southbound, Junction 11a** **5 February 2019 – 2311 hours**

Rescue pumps from Dunstable, Stopsley and Toddington attended an RTC involving one vehicle on the motorway. One male casualty was extracted by the Fire Service.

(Contact Station Commander D Evans, Dunstable and Woburn Fire Stations, Tel 01582 661223)

## **FIRES**

#### **Fire Derelict Building/Make Pumps 10** **Kimbolton Road, Bedford** **3 January 2019 - 1807 hours**

Rescue Pumps from Kempston, Bedford, Sandy, Woburn, Shefford, Biggleswade and Ampthill and specialist vehicles from Toddington. Leighton Buzzard and Potton attended a fire in an unoccupied and shuttered building.

(Contact Station Commander S Williams, Kempston and Ampthill Fire Stations, Tel 01234 845024)

#### **Barn Fire** **Wood End Lane, Kempston** **8 January 2019 – 0020 hours**

Rescue Pumps from Kempston, Biggleswade and Shefford attended a dutch barn fire involving 1,000 cubic metres of straw.

(Contact Station Commander S Williams, Kempston and Ampthill Fire Stations, Tel 01234 845024)

**Thatched Cottage Fire  
Green End Road, Kempston  
8 January 2019 - 0204 hours**

Rescue pumps from Bedford, Kempston, Potton, Ampthill, Toddington, Woburn and Leighton Buzzard attended a fire in a private property. Significant damage to roof, bedroom and building extension.

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

**Fire Outside  
The Great Ouse Way, Bromham  
8 January 2019 - 0347 hours**

Rescue Pumps from Sandy, Dunstable and Biggleswade attended a fire in a range of outbuildings. Approximately 50 vintage vehicles involved in the blaze.

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

**Building Fire/ Make Pumps 8  
Manchester Street, Luton  
11 January 2019 – 1255 hours**

Rescue pumps from Stopsley, Dunstable and Biggleswade and specialist vehicle from Leighton Buzzard attended a fire in a ground floor shop that spread to the rest of the building.

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

**Building Fire  
Verey Road, Dunstable  
16 February 2019 – 0351 hours**

Rescue pumps and specialist vehicles from Dunstable, Luton, Toddington and Leighton Buzzard attended a fire at a commercial premises.

(Contact Station Commander D Evans, Dunstable and Woburn Fire Stations, Tel 01582 661223)

**Chimney Fire in Thatched Cottage  
Robins Folly, Thurleigh  
17 March 2019 – 2024 hours**

Rescue pumps from Bedford and Kempston attended a chimney fire in a two storey thatched cottage. Safety zone implemented by Fire Service.

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

**RESCUES**

**Female on Hill with Broken Ankle  
Dunstable Downs, Dunstable  
20 January 2019 – 1426 hours**

Rescue pumps from Dunstable and Luton attended one female with lower leg fracture requiring rescue steep muddy bank.

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

**Bird Tangled in Fishing Line  
St Paul's Square, Bedford  
23 January 2019 – 1202 hours**

Rescue boat attended and released one small bird. Full water rescue scene management implemented.

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

**Chemical Exposure Incident  
Cambridge Road, Bedford  
10 March 2019 – 2026 hours**

Rescue pumps from Bedford, Kempston and Stopsley attended an incident involving casualties exposed to a hydrogen sulphide gas leak.

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

# Letters of Appreciation or Complaint

## Complaint:

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

## Appreciation:

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

The following is a selection:

Thank you from a **Member of the Public:**

*.....'to the wonderful Firefighters who removed the steel rod from our dog Milly's leg. Thank you so much you were awesome. Milly is recovering well'.....*

**1<sup>st</sup> Kempston Girls Brigade** sent thanks for their visit to Kempston Community Fire station:

*.....'we would like to say a huge thank you for letting us join you last Wednesday evening. The girls and officers had a wonderful time and learnt so much! Also, many thanks to Paul Rowley for leading the First Aid session. We look forward to seeing you all again in the summer'...*

Thanks from a **Member of the Public:**

*.....'You supplied and installed two fire alarms at our house. When they noticed I was struggling to hear them despite wearing an aid, they also installed a bed alarm for me, for which I am extremely grateful. The officers had a very friendly attitude and extremely cheerful demeanour. My wife and I wish to thank you for the kind and courteous manner with which we were treated'. .....*

Thank you from a **Member of the Public:**

*.....'to say a very big thank you to all the firemen who came to help with attending my father and for comforting me and helping the paramedics to get him to the ambulance'.....*

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