



BEDFORDSHIRE FIRE AND RESCUE AUTHORITY

Members of Fire and Rescue Authority.

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

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

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

A meeting of **Fire and Rescue Authority** will be held at **Lecture Theatre, Dunstable Community Fire Station, Brewers Hill Road, Dunstable LU6 1AA** on **Thursday, 18 July 2019** starting at **10.00 am**.

John Atkinson
Secretary/Monitoring Officer

A G E N D A

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

Item	Subject	Lead	Purpose of Discussion
3.	Communications	Chair	
4.	Minutes	Chair	To confirm the Minutes of the meeting held on 6 June 2019 (Pages 5 - 12)
5.	Public Participation	Chair	To receive any questions put to the Authority under the Public Participation Scheme
6.	Governance Review	Chair	To consider a report (Pages 13 - 24)
7.	Members' Allowances Scheme 2019/20	Secretary/ Monitoring Officer	To consider a report (Pages 25 - 28)
8.	2018/19 Year End Performance Report	CFO	To consider a report (Pages 29 - 54)
9.	Revenue Budget and Capital Programme Monitoring Report	ACO	To consider a report (Pages 55 - 62)
10.	Annual Investment Report	ACO	To consider a report (Pages 63 - 74)
11.	Information Bulletin	CFO	To consider a report (Pages 75 - 78)

Next Meeting

10.00 am on 4 September 2019 at Conference Room, Fire and Rescue Service Headquarters, Kempston, Bedford MK42 7NR

Item

Subject

Lead

Purpose of Discussion

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 6 JUNE 2019

Present: Councillors C Atkins, R Berry, J Chatterley (Chair), K Choudhry, P Duckett, J Gambold, M Headley, D McVicar, K Malik, I Shingler and Y Waheed

CFO P Fuller, DCFO A Hopkinson and ACO G Chambers and Mr J Atkinson

19-20/FRA/1 Apologies

An apology for absence was received from Councillor Franks.

19-20/FRA/2 Membership

The Secretary and Monitoring Officer advised that the following five new Members had been appointed to the Authority: Councillors Gambold (Bedford Borough Council), Berry and Shingler (Central Bedfordshire Council) and Choudhry and Malik (Luton Borough Council).

The new Members were welcomed to the Authority.

19-20/FRA/3 Election of Chair 2019/20

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

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

RESOLVED:

That Councillor Chatterley be elected Chair of the Fire and Rescue Authority for 2019/20.

19-20/FRA/4 Election of Vice Chair 2019/20

Councillor Waheed was nominated by Councillor Atkins and seconded by Councillor Choudhry. There were no other nominations.

RESOLVED:

That Councillor Waheed be elected Vice-Chair of the Fire and Rescue Authority for 2019/20.

(Note: Councillor Berry left the meeting at the conclusion of this item.)

19-20/FRA/5 Declarations of Disclosable Pecuniary and Other Interests

There were no declarations of disclosable pecuniary and other interests.

19-20/FRA/6 Communications

Letter from the Director of Fire and Resilience

A letter had been received from the new Director of Fire and Resilience, Luke Edwards, on the next stage of the spending review. A positive reference to the Fire and Rescue Indemnity Company (FRIC), of which the Authority was a founding member, had been included in the letter and it was suggested that this would lead to additional Fire and Rescue Authorities joining the company.

Trip to Kenya

Members had received an email from the previous Chair of the Fire and Rescue Authority, former Councillor Paul Downing, regarding the trip to Kenya. An update would be submitted to a future meeting of the Authority.

Royal Garden Party

The Deputy Chief Fire Officer had attended the Royal Garden Party on behalf of the Authority. It was noted that, if all Principal Officers had been given the opportunity to attend, the longest serving member of staff was nominated to represent the Authority at the event.

Appointment of Chief Constable

The Chief Fire Officer had been involved in the selection process for the appointment of the new Chief Constable. Deputy Chief Constable Garry Forsyth had been appointed.

Cheering Volunteering

The Chief Fire Officer had attended the "Cheering Volunteering" Awards at Central Bedfordshire Council on 4 June 2019. The Chair and Councillor McVicar had also been present at the event.

The Chief Fire Officer referred to an organisation called "Youth Voice" that was raising awareness about young people affected by knife crime.

Police Service Awards

The Chief Fire Officer had presented an award at the annual Police Service Awards held on 5 June 2019. Councillor Atkins was also present at the event.

Amphill Community Fire Station Open Day

The Amphill Community Fire Station Open Day had been held on 1 June 2019. Over £2000 had been raised for the Firefighter's Charity.

Luton Carnival

The Service had entered a float into the Luton Carnival.

19-20/FRA/7 Minutes

RESOLVED:

That the Minutes of the meeting held on 28 March 2019 be confirmed as a true record.

19-20/FRA/8 Public Participation

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

19-20/FRA/9 Executive Committee 4 February 2019

Members received the Minutes of the meeting of the Executive Committee held on 4 February 2019 for information.

RESOLVED:

That the Minutes of the meeting of the Executive Committee held on 4 February 2019 be received.

19-20/FRA/10 Governance Review, Appointment of Committees and Other Groups

The Secretary and Monitoring Officer introduced his report requesting the Authority to make arrangements for decision making between meetings and to appoint Members to the Audit and Standards Committee, to represent the Authority on Strategic Partnerships and the Blue Light Collaboration Group and for reporting to the Constituent Councils.

In response to a question, the Secretary and Monitoring Officer confirmed that the terms of reference did not prohibit the Chair and Vice-Chair from sitting on the Audit and Standards Committee, although it would not be appropriate for them to hold the positions of Chair or Vice-Chair.

The structure of Policy and Challenge Groups would be discussed at the Member Development Day with a view to submitting a report to the next Authority meeting on 18 July 2019 and making appointments to those Groups at that time.

It was suggested and agreed that the arrangements be amended from those set out in the report to appoint three Members, one from each Constituent Council, to sit on an interim Executive with the Chair and Vice-Chair in the period until the Executive is appointed at the next Authority meeting.

RESOLVED:

1. That Councillors Chatterley, Duckett, Gambold, Headley, Malik and Waheed be appointed to the Audit and Standards Committee for 2019/20.
2. That Councillor Headley be appointed as Chair of the Audit and Standards Committee in 2019/20.
3. That decisions taken in between times, pending the appointment of an Executive Committee, be taken by the Chief Fire Officer in consultation with the Chair, Vice Chair and Councillors Atkins, Malik and McVicar.
4. That Councillors Atkins, Malik and McVicar be appointed to the Local Strategic Partnerships for 2019/20.
5. That Councillor McVicar be appointed as the Member representative for 2019/20 on the Blue Light Collaboration Group;
6. That Councillors Chatterley, Gambold and Waheed be authorised to report to their respective Constituent Council on the meetings of the Fire and Rescue Authority for 2019/20.

19-20/FRA/11 Representation on Local Government Association (LGA) Matters

The Secretary and Monitoring Officer introduced his report on the appointment of representatives to serve on Local Government Association (LGA) groups and to consider representation at the LGA Annual Fire Conference in March 2020.

RESOLVED:

1. That the Chair, Vice Chair, Councillor Atkins and Councillor McVicar be appointed to serve on the LGA General Assembly.
2. That the Chair be appointed as the Fire and Rescue Authority's representative on the LGA Fire Services Commission.
3. That the Chair, Vice Chair and Chief Fire Officer attend the LGA Annual Fire Conference on behalf of the Fire and Rescue Authority in March 2020.

19-20/FRA/12 Member Development

The Chief Fire Officer presented his report on the arrangements for Member development, including station visits, in 2019/20. He reminded Members that they were able to request items for discussion at the Member Development Days on 2 July 2019 and 29 October 2019.

It was agreed that all reports relating to the governance review be circulated to new Members of the Authority for information prior to the Member Development Day on 2 July 2019.

Consideration would also need to be given to attendance at the annual full Combined Fire Authorities' conference which was being held in Milton Keynes on 10 October 2019. As in the past, it was suggested that all Members were given the opportunity to attend the day event, with the Chair and Vice Chair nominated to attend the whole event.

RESOLVED:

1. That the arrangements for Member development in 2019/20 be confirmed.
2. That Councillors Berry, Choudhry, Gambold, Malik and Shingler be nominated to attend the LGA Fire Leadership Essentials Programme.
3. That the Chair and Vice Chair be nominated to represent the Authority at the full Combined Fire Authorities' conference in Milton Keynes on 10 October 2019 with all Members being given the opportunity to attend the day event.

19-20/FRA/13 Information Bulletin

Members received the information bulletin for 1 January to 31 March 2019.

The Chief Fire Officer reported that, in addition to the information bulletin and the blue bulletin, Members were also provided with a daily incident report via email. As Members had confirmed the value of receiving this information, the Chief Fire Officer advised that Members would continue to be advised of incidents but that the format may change.

In response to a question from the Chair on establishment numbers, the Chief Fire Officer advised that the staffing profile was actively managed and reviewed on a monthly basis. The numbers had decreased slightly in anticipation of the recruitment programme that would conclude in the Autumn.

The Chief Fire Officer also reported on a body recovery from the River Ouse that had been carried out by Bedfordshire Police using equipment installed by the Fire and Rescue Service.

Councillor McVicar suggested that a Member visit to the Fire Services College be arranged to coincide with the training of the new recruits.

RESOLVED:

That the information bulletin be received.

19-20/FRA/14 Audit and Standards Committee 12 April 2019

In discussing whether to pass the following resolution, Councillor Headley requested that his vote against excluding the public be recorded.

RESOLVED:

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

Members received the Minutes of the meeting of the Audit and Standards Committee held on 12 April 2019, along with the report submitted to that meeting and a statement prepared in consultation with the Chief Fire Officer and the external auditor following the meeting of the Committee.

The Secretary and Monitoring Officer reported that, at the request of the Committee, a meeting had been arranged between the Executive and the Chief Fire Officer to discuss this matter. Arising from this meeting, a statement had been produced for publication. This statement had been discussed with the Chief Fire Officer and the external auditor who had agreed its terms.

The Chair advised that the Audit and Standards Committee had been considering the issue for some months and that the new Members on the Authority had not been provided with the historical documentation relating to the investigation. It was acknowledged that this placed new Members of the Authority in a difficult situation, as they were being asked to make a decision without full knowledge of the background. However, given the length of time that had passed since the first consideration of this matter, Members agreed that they wished to reach a conclusion at this meeting.

As the Chair of the Audit and Standards Committee, Councillor Headley introduced the Minutes and expressed his disappointment in the statement that had been produced and queried why the Authority was not being asked to approve the report agreed by the Committee for external publication. He expressed the view that, whilst the decisions made were marginally legal, it could be that, after ratifying the decisions that had been made in 2010 and 2012, the Authority may wish to seek to negotiate future arrangements with the Chief Fire Officer, taking into account the Government guidance on the abatement of pensions.

Members had a lengthy discussion about the implications of pursuing various courses of action, including whether the Authority could be

vulnerable to a claim of unfair dismissal and its duty of care as an employer, as well as the governance failings which had led to the decisions being taken at that time and the measures that had since been put in place to improve the governance and decision making of the Authority, including the establishment of the Executive as a formal committee and the arrangements for recording decisions taken by the Executive Committee.

RESOLVED:

1. That the following past decisions of the Authority be acknowledged:
 - a. the decision taken by the Chair of the Authority (with the support of the Executive) to use the pensionable salary received by the Chief Fire Officer during his last full year of service as the basis for abating his pension when he retired and was re-engaged in February 2010.
 - b. the decision taken by the Chair of the Authority on 30 May 2012 (supported by the Executive and with the agreement of the Chief Fire Officer) to extend his fixed-term contract and apply abatement to the Chief Fire Officer's salary rather than his pension.
2. That the report prepared by the Secretary and Monitoring Officer for the meeting of the Audit and Standards Committee on 12 April 2019 be approved for publication, along with the statement regarding the pensions investigation that was agreed with the Chief Fire Officer.
3. That the Minute of this discussion be made public.

(Note: The Chief Fire Officer was not present during the consideration of this item).

The meeting ended at 12:42 pm

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For Publication

Bedfordshire Fire and Rescue Authority
18 July 2019
Item No. 6

REPORT AUTHOR: CHIEF FIRE OFFICER AND SECRETARY/MONITORING OFFICER

SUBJECT: GOVERNANCE REVIEW

For further information on this report contact: Chief Fire Officer
Tel No: 01234 845017

Background Papers:

Implications (tick ✓):

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

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

PURPOSE:

To make decisions on the future governance arrangements of the FRA.

RECOMMENDATION:

That:

- 1 The Policy and Challenge Groups are suspended;
- 2 Two additional FRA meetings are added to the 2019/20 calendar – 4 September 2019 and 6 November 2019 and the updated calendar of meetings be approved;
- 3 The interim Executive Committee and Audit and Standards Committee elected at the Annual Meeting remains in place;
- 4 FRA Meetings continue to be held at Dunstable Community Fire Station, with the Annual Meeting held and Fire and Rescue Service Headquarters;
- 5 The terms of reference of the Executive Committee are amended to include the management of the employment relationship between the FRA and the Chief Fire Officer; and
- 6 The decision to suspend the Policy and Challenge Groups for a trial period will be reviewed at the next Member Development Day in October 2019.

1 Introduction

- 1.1 At its meeting on 28 March 2019, the outgoing FRA decided that any changes to its future governance arrangements should be made by the newly elected FRA. It was decided that the review would be discussed at the Members Development Day on 2 July 2019. This report is to ratify the decisions made on 2 July 2019.

2. Background

- 2.1 The Police and Crime Act 2017 made provision for Police and Crime Commissioners (PCC's) to take over the governance of Fire and Rescue Services, subject to the acceptance of a business case. Where the PCC had no wish to take over the governance of the FRA, the Act included arrangements for the PCC to become a voting member of the FRA. This element required secondary legislation to vary the combination orders under which FRAs are constituted and this legislation has yet to be enacted. In the meantime, Bedfordshire FRA has chosen to invite the Police and Crime Commissioner to participate in Authority meetings but without a vote.

- 2.2 Each year the FRA carries out an internal review of its effectiveness and both external audit and internal audit have given confirmation of the effectiveness of the governance arrangements that are in place.
- 2.3 In 2018 the FRA commissioned RSM, its internal auditors' to carry out a review of the governance arrangements for the authority. RSM submitted their report in October 2018.
- 2.4 The Review suggested a number of initiatives which, if implemented, might improve the efficiency of the Authority and reduce the bureaucratic burden on the Fire and Rescue Service in supporting it at a time when resources are increasingly under pressure. The review also included some benchmarking information.
- 2.5 In summary the report dealt with the following areas:
- The size and composition of the FRA
 - Number and functionality of FRA meetings
 - Location of meetings
 - The demands placed on staff to support meetings
 - Structure of Policy and Challenge Groups
 - Members' Allowances
- 2.6 At the Member Development Day held on 2 July 2019, Members discussed the options which had been reported to at the Authority meeting held on 28 March 2019.
- 3 Discussion and Suggestions
- 3.1 During the discussions at the Members Development Day, it was suggested that for a trial period the Policy and Challenge Groups be suspended and two additional FRA meetings be added to the 2019/20 calendar. This would remove non-decision making meetings and allow additional time for the full FRA to consider and make decisions on proposals. Officers will need to have further discussions to decide on how future reporting will take place.
- 3.2 The proposed dates for the new FRA meetings are 4 September 2019 and 6 November 2019. The September meeting will be held at Fire and Rescue Service Headquarters and will include the scheduled Kempston Fire Station visit. An updated calendar of meetings is attached to this report for approval.

- 3.3 Members agreed that the Executive Committee and Audit and Standards Committee, which had been elected at the Annual Meeting on 6 June 2019, should continue to function during the trial period, though it is proposed that there should be a change to the terms of reference of the Executive Committee which is covered below. It is also suggested that the Chair and Vice-Chair should give up their places on the Audit and Standards Committee during the trial in order to allow other Members to serve on that Committee.
- 3.4 Meetings of the FRA, Executive Committee and Audit and Standards Committee are public meetings and should be held at a venue where there is sufficient space to accommodate members of the public if they wish to attend.
- 3.5 It has been proposed that FRA meetings should, with the exception of the Annual Meeting, continue to be held at Dunstable Community Fire Station. The Annual Meeting of the FRA and meetings of the Audit and Standards Committee and the Executive Committee would continue to be held at Fire and Rescue Service Headquarters.

4. Terms of Reference of the Executive Committee.

- 4.1 High level decisions about the Chief Fire Officer's relationship with the FRA are taken by the full Authority. In practice, lower level decisions have in the past been taken by the Chair. It is suggested that in the future the Executive Committee should be responsible for managing the employment relationship between the FRA and the Chief Fire Officer and that the following paragraph be added to the Executive Committee's terms of reference:

To manage the employment relationship between the FRA and the CFO, including such matters as objective setting and appraisal, discipline and grievances.

5. Conclusions

- 5.1 The FRA is asked to approve the following changes to its governance arrangements on a trial basis:

- The Policy and Challenge Groups are suspended;
- Two additional FRA meetings are added to the 2019/20 calendar – 4 September 2019 and 6 November 2019 and the updated calendar of meetings be approved;
- The interim Executive Committee and Audit and Standards Committee elected at the Annual Meeting remains in place;

- FRA Meetings continue to be held at Dunstable Community Fire Station, with the Annual Meeting held at Fire and Rescue Service Headquarters;
- The terms of reference of the Executive Committee are amended to include the management of the employment relationship between the FRA and the Chief Fire Officer.
- The decision to suspend the Policy and Challenge Groups for a trial period will be reviewed at the next Member Development Day in October 2019.

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

**JOHN ATKINSON
SECRETARY/MONITORING OFFICER**

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FRA CALENDAR OF MEETINGS 2019/20

Public Meetings noted in bold type

July 2019		
Members' Development Day	Fire and Rescue Service Headquarters	2 July 2019 (10:00)
Station Visit	Potton Community Fire Station	9 July 2019 (19:00)
Audit and Standards Committee	Fire and Rescue Service Headquarters	10 July 2019 (10:00)
<i>FRA Briefing (following ASC mtg)</i>	<i>Fire and Rescue Service Headquarters</i>	<i>10 July 2019 (11:30)</i>
FRA	Dunstable Community Fire Station	18 July 2019 (10:00)
August 2019		
<i>FRA Briefing</i>	<i>Fire and Rescue Service Headquarters</i>	<i>29 Aug 2019 (10:00)</i>
September 2019		
FRA (including Kempston Station visit)	Fire and Rescue Service Headquarters	4 Sept 2019 (10:00)
LGA Fire Commission (<i>FRA Chair</i>)	LGA	20 Sept 2019 (11:00) (Provisional)
<i>ASC Briefing (with Chair)</i>	<i>Via telephone</i>	<i>23 Sept 2019 (11:00)</i>
Audit and Standards Committee	Fire and Rescue Service Headquarters	26 Sept 2019 (10:00)
Annual Awards Evening	Kings House, Ampthill Road, Bedford	26 Sept 2019 (19:00)
LGA Leadership Essentials: Fire and Rescue (Cllrs Berry & Malik)	Warwick Conferences	26-27 Sept 2019

BEDFORDSHIRE FIRE AND RESCUE AUTHORITY
Contact: Nicky Upton 01234 845149 democratic.services@bedsfire.gov.uk

FRA CALENDAR OF MEETINGS 2019/20

October 2019		
<i>FRA Briefing</i>	<i>Fire and Rescue Service Headquarters</i>	<i>3 Oct 2019 (10:00)</i>
FRA	Fire and Rescue Service Headquarters	7 Oct 2019 (10:00)
CFA Conference	Double Tree by Hilton Stadium Milton Keynes	10 Oct 2019
Members' Development Day	Fire and Rescue Service Headquarters	29 Oct 2019 (10:00)
<i>FRA Briefing</i>	<i>Fire and Rescue Service Headquarters</i>	<i>31 Oct 2019 (10:00)</i>
November 2019		
FRA	Dunstable Community Fire Station	6 Nov 2019 (10:00)
Station Visit	Stopsley Community Fire Station	12 Nov 2019 (11:00)
Station Visit	Shefford Community Fire Station	19 Nov 2019 (19:00)
Budget Workshop (no 1)	Fire and Rescue Service Headquarters	27 Nov 2019 (10:00)
December 2019		
<i>ASC Briefing (with Chair)</i>	<i>Via telephone</i>	<i>2 Dec 2019 (11:00)</i>
<i>FRA Briefing</i>	<i>Fire and Rescue Service Headquarters</i>	<i>4 Dec 2019 (10:00)</i>
Audit and Standards Committee	Fire and Rescue Service Headquarters	5 Dec 2019 (10:00)
FRA (Draft Budget)	Dunstable Community Fire Station	12 Dec 2019 (10:00)
Christingle Christmas Celebration	Woburn Parish Church	tbc

BEDFORDSHIRE FIRE AND RESCUE AUTHORITY
Contact: Nicky Upton 01234 845149 democratic.services@bedsfire.gov.uk

FRA CALENDAR OF MEETINGS 2019/20

January 2020		
Budget Workshop (no 2)	Fire and Rescue Service Headquarters	16 Jan 2020 (10:00)
February 2020		
FRA Briefing	Fire and Rescue Service Headquarters	4 Feb 2020 (10:00)
FRA (Budget Meeting)	Dunstable Community Fire Station	6 Feb 2020 (10:00)
March 2020		
LGA Conference	TBC	TBC
<i>ASC Briefing (with Chair)</i>	<i>Via telephone</i>	<i>23 March 2020 (11:00)</i>
Audit and Standards Committee	Fire and Rescue Service Headquarters	26 March 2020 (10:00)
April 2020		
<i>FRA Briefing</i>	<i>Fire and Rescue Service Headquarters</i>	<i>23 April 2020 (10:00)</i>
FRA	Dunstable Community Fire Station	30 April 2020 (10:00)

BEDFORDSHIRE FIRE AND RESCUE AUTHORITY
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EXECUTIVE COMMITTEE

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

- To take urgent decisions in between meetings of the FRA;
- To appoint selection panels and carry out the arrangements for the appointment of Principal Officers; and
- To exercise the FRA's responsibilities in respect of collective grievances/collective disputes, and stage two of Internal Dispute Resolution Procedure (IDRP) and other related matters.

Membership

The membership of the Executive Committee shall be as follows:

- The Chair and Vice Chair of the FRA; and
- The Chairs of the Service Delivery, Corporate Services and Human Resources Policy and Challenge Groups.

Should a party or a constituent authority not be represented on the Executive Committee, a named observer from that party/constituent Authority may attend all meetings and briefings of the Executive.

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

Quorum

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

Support

The Committee will be supported by the Principal Officer Team, the FRA's Secretary /Monitoring Officer and the Head of Finance/Treasurer.

Regularity of Meetings

The Executive Committee will meet as and when required to transact any business within its terms of reference. Normally, the Executive Committee will also meet with officers before each meeting of the FRA to review the agenda and agree any additional information required for the FRA meeting.

Delegated Powers and Reporting Arrangements

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

Terms of Reference

1. To meet as and when necessary to take any decisions required in between meetings of the FRA.
2. To make arrangements for the appointment of the Chief Fire Officer and other Principal Officers and to appoint selection panels to interview candidates and make appointments to posts within the Principal Officer Team.
3. To exercise the FRA's functions in respect of employment disputes and appeals, including hearing collective grievances/collective disputes, and matters referred to the FRA under stage two of Internal Dispute Resolution Procedure (IDRP) and other related matters.

Review of Terms of Reference

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

For Publication

Bedfordshire Fire and Rescue Authority
18 July 2019
Item No. 7

REPORT AUTHOR: SECRETARY/MONITORING OFFICER
SUBJECT: MEMBERS' ALLOWANCES SCHEME 2019/20

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 review the Members' Allowances Scheme for 2019/20.

RECOMMENDATION:

That the Members' Allowances Scheme be updated from 1 June 2019 in accordance with the proposals set out in this report and that the Scheme be adopted for the financial year 2019/20.

1. Introduction

- 1.1 The Fire Authority's Members' Allowances Scheme (the Scheme) was introduced on 1 January 2004. The Fire Authority (FRA) reviews the Scheme annually.
- 1.2 The Scheme was fully reviewed by Members at their meeting on 9 February 2007, when it was agreed that in future Member allowances would be based on a daily rate of mean weekly earnings advised by the Local Government Association (LGA) multiplied by an assessment of days required to perform each Member's tasks.
- 1.3 At its meeting on 11 December 2013, the FRA agreed that in the absence of LGA Member rates information, the Local Annual Government Pay Settlement would be applied to Members' allowances effective from April 2013 and each year since then the allowances have been updated in the same way.
- 1.4 At its meeting on 15 December 2016, the Fire Authority reviewed and amended the Special Responsibility Allowances.
- 1.5 A report on Members' Allowances for 2019/20 was presented at its meeting on 13 December 2018. It was decided to defer any decision until the outcome of the Governance Review was known.

2. Current Scheme – Summary

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

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

All Members (12) 20 days

2.2.2 *Special Responsibility Allowances (SRAs):*

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

Following discussion at the Members Development Day on 2 July 2019 in connection with the Governance Review, it was proposed that the Policy and Challenge Groups are suspended, two additional FRA meetings are added and the Executive Committee continues in its current format as decided at the Annual Meeting held on 6 June 2019. The requirement of SRAs may only apply to the FRA Chair, FRA Vice Chair and those appointed to the Executive Committee.

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

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

3. Standards Provision

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

- 3.3 In September 2016 the FRA appointed two independent persons jointly with Bedford Borough Council. Each Independent Person receives a nominal annual retainer of £300 and a flat payment of £50 for each case the independent person handles. The cost of the retainers are shared with Bedford, but the case fees are met by the relevant authority.
4. Updating the Scheme for 2019/20
- 4.1 As outlined in paragraph 1.3, it has been the FRAs policy in recent years to increase allowances in line with the Local Government Pay Settlement.
- 4.2 The 2019/20 Members Allowance will be paid from 1 June 2019 to 31 May 2020 with Special Responsibility Allowances being paid from the date of the June 2019 Annual General Meeting.
- 4.3 Members are also requested to agree that subsistence and carers' allowances remain unchanged, and that the mileage rate payable to Members continues to be the same rate that is payable to employees covered by the National Joint Council for Local Government Services.
- 4.4 During discussion at the Members Development Day on 2 July 2019 in connection with the Governance Review, it was suggested that an amendment be made to the Scheme to reduce the number of days for the FRA Chair from 100 to 80 and the FRA Vice Chair from 50 to 30. It has also been suggested that the Member who attends meetings of the Collaboration Group should receive an SRA to acknowledge the additional work involved.
5. Legal Implications
- 5.1 The payment of allowances to Members of the FRA is governed by The Local Authorities (Members Allowances) (England) Regulations 2003 and the FRA's Scheme of Allowances complies with those regulations.

JOHN ATKINSON
SECRETARY/MONITORING OFFICER

For Publication

Bedfordshire Fire and Rescue Authority
18 July 2019
Item No. 8

REPORT AUTHOR: CHIEF FIRE OFFICER

SUBJECT: 2018/19 YEAR END PERFORMANCE REPORT

For further information on this Report contact: Paul Hughes
Head of ICT & Programmes
Tel No: 01234 845015

Background Papers:

Audit and Standards Committee Paper 26 June 2014 - 'Annual Overarching Performance Report Year End 2013/14'

Implications (tick ✓):

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

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

PURPOSE:

To provide Members of the Fire and Rescue Authority with an overarching performance report for year end 2018/19 that is aligned to the Service's strategic objectives.

RECOMMENDATIONS:

1. That Members' acknowledge the Service's performance against the delivery of the Authority's strategic objectives for 2018/19.
 2. Subject to any amendments following review by Members' it is proposed that the Overarching Performance Report will be published on the Service website.
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1. Background

- 1.1 As part of the Authority's internal audit programme the Business Planning function of the Service was audited in March 2013 by RSM Tenon (now RSM).
- 1.2 Following completion of the audit by RSM a report was produced and presented in June 2013 to the Corporate Services Policy and Challenge Group in line with normal internal reporting arrangements.
- 1.3 The report from RSM incorporated several recommendations which have been completed, one of which was for the establishment of an overarching performance report aligned to the Authority's strategic objectives and the underpinning strategies. The purpose of which is to provide an overview of the Service's performance throughout the previous financial year.
- 1.4 The Authority reviewed the overarching performance for year end 2013/14 at its meeting on the 22 July 2014 and approved that the Year End Performance Report to be presented annually to the Fire and Rescue Authority.

2. Performance Management Process

- 2.1 The Authority's Policy and Challenge Groups (PCG) are responsible for reviewing the performance indicators which fall within their remit, either quarterly, bi annually or yearly according to the particular reporting frequency. End of year performance indicators are reported to the appropriate policy and challenge group with exception reporting if necessary.
- 2.2 Due to the suspension of the three PCG meetings in quarter one of 2019/20 this report includes full details of all the performance indicators, including the narrative exception reports, normally presented to the PCGs.

3. 2018/19 Year End Performance with exception reports

- 3.1 In 2018/19 the Service achieved or performed better than target in 74% of its strategic objective measures.
- 3.2 The following sections present the performance exceptions for each measure that did not meet the target set for the year.
- 3.3 The full performance indicator overview table is then presented for each PCG.
- 3.4 The status of each measure is noted using the following key:

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

3.5 Performance exceptions for Strategic Objective 1:

Strategic Objective 1 (Service Delivery PCG) To respond effectively, manage risks and reduce the number of emergency incidents that we attend	Achieved or performed better than target, in 11 out of 16 indicators	
Pi 02b The number of primary fire fatalities	Target: <4	Actual: 5
<p>Although the number of accidental dwelling fires during 2018/19 was lower than the previous year, there were more fire fatalities and injuries.</p> <p>Five fire related fatalities occurred during 2018/19 (Q1=1, Q2=1, Q3=0, Q4=3), each involving a separate fire incident. Four involved accidental dwelling fires and one arose from a vehicle fire with the probable cause being suicide.</p> <p>Of the four accidental dwelling fires, the probable cause of fire was due to smoking materials in three cases and the fourth due to cooking. Three of the victims were elderly, two of whom had limited mobility.</p> <p>In 2018/19, the Service has more than doubled its volume of safe and well/home fire safety checks during 2018/19 with a focus on targeting those households most at risk from accidental dwelling fires. Additional training has also been delivered to improve understanding of the risk factors associated with fatal dwelling fires (e.g. living alone, limited mobility etc) amongst operational staff.</p> <p>This approach will continue in 2019/20 with an emphasis on increasing referrals generated from other agencies in contact with vulnerable households. Work is ongoing to improve our evaluation of prevention initiatives in order to ensure targeting is effective.</p>		
Pi 03 - The number of primary fire injuries	Target: <23	Actual: 29
<p>There were 29 fire related injuries recorded as requiring hospital treatment during 2018/19 (Q1=5, Q2=1, Q3=14, Q4=9) as a result of 20 separate fires.</p> <p>Of these, 6 were recorded as appearing to be serious (requiring at least overnight stay in hospital) and 23 as appearing slight (requiring outpatient treatment only).</p> <p>Smoke inhalation/breathing difficulty was the most commonly recorded type of injury (22 out of 29). Six slight injuries as a result of smoke inhalation arose from one particular dwelling fire. All of the fires were recorded as accidental with 18 of the fires occurring in dwellings and 2 in non-residential property.</p>		

There were a variety of causes of these accidental fires with human behaviour/error related causes (e.g. careless handling, combustibles too close to heat source, overloaded plug sockets etc.) found to be responsible for 10 of the 20 fires. Cooking activity was responsible for 5 fires and faulty appliance/electric supply for 3 fires. This reinforces the important role that home fire safety checks and campaigns promoting safe behaviours can play in reducing fire deaths and injuries.

Pi08 - The average response time to primary fire incidents (mins)

Target: 10

Actual: 10.64

Response times are measured from the time of call to the time the first appliance arrives at the scene. Primary fires are more serious fires that harm people or cause damage to property, including buildings, vehicles or outdoor structures.

The year-end target for Pi08 was missed by 6%, predominantly due to the large number of fires in rural locations previously reported during Q2.

However, the average response time during Q4 was 9m 45s, which is within the 10m target and lower than that compared to those reported throughout 17/18. In addition to Q2 data, previous performance reports have referenced the issue associated to ghost data.

Following further investigation it has been identified that on a number of occasions the vehicle Mobile Data Terminals (MDT) have been sending additional information on new mobilisations, where actually the appliance is already at the incident or has returned.

Through further engagement with our mobilising systems supplier, a solution to rectify this issue has been sourced and it is currently being tested prior to implementation. Once the update has been received there will be no overwriting of additional appliance information or new mobilisations. The priority alongside this is to ensure that any data that has been overwritten is amended to reflect accurate attendance times. On completion of these amendments the Service will be able to commission the in-depth analysis of the effectiveness and efficiency of our emergency response cover arrangements and assure that we can meet our response standards, both currently and in the future, given the evolving risk profile across Bedfordshire.

Pi11 - The average call-handling time to mobilise to primary fires (secs)

Target: 60

Actual: 80.78

The year-end target for Pi11 was missed by 35%.

60 seconds is a very challenging target and whilst considering the actual time of 80.78 seconds for Q4, it is relatively consistent with Q1, Q2 & Q3 actuals (83.95, 80.84 & 84.17). Following further investigation into call-handling times during Q4, the longest

three calls are 265, 241 and 218 seconds.

The reasons behind the extended call times range from, the caller being able to see the fire from a distance and was trying to explain the location, an address provided by the caller was unclear and the call had to be handled in relay from police operator, through to, a language barrier between lorry driver and the control operator.

Station Commander Control continues to monitor call-handling times and those occurrences of elongated calls.

Pi14 – No. of "false alarm good intent" mobilised to.

Target: 623

Actual: 673

The year-end target for Pi14 has been missed by 8%.

As reported in other areas of this report, Q2 18/19 was an exceptionally busy period and 208 mobilisations (mainly due to the high level of controlled burning or fires in the open ground during the summer period) is the highest that has been seen over the last five years, this being the main contributor to why the end of year target for 18/19 has been missed. Station Commander Control has reviewed a majority of these mobilisations and there appears to be no apparent trends, however further deeper analysis is being pursued to obtain a better understanding of why these figures remain high.

Pi16 – No. of fire safety audits/inspections completed.

Target: 1800

Actual: 1747

In the full year reporting period there were 1747 audits and inspections carried out against a target of 1800.

Operational staff were allocated 1177 audits / inspections of which 1137 were completed. There is a shortage of qualified personnel at some on-call stations which has meant that some work had to be allocated to personnel from other areas.

Specialist fire safety personnel completed 570 audits against a target of 600. Worthy of note is that the specialist team increased audit output by incorporating short audits into 'after-fire' inspections, complaint investigations and other fire safety work. This has enabled audit numbers to be maintained even though there have been pressures on resources as a result of an abstraction to support the fire safety management information system project, leavers and some long-term ill-health absence.

SUMMARY OF SERVICE DELIVERY PERFORMANCE 2018/19

No.	Description	Aim	Average over last 5 years	2017-18 Actual	2018/19 Actual	2018/19 Target	Performance against Target	Comments
Pi 01a	The rate of primary fires (per 100,000 population)	Lower is Better	164.42	162.82	151.24	157.57	Green	4% better than target
Pi 01b	The number of primary fires		1068.20	1077	1004	1047		
Pi 02a	The rate of primary fire fatalities (per 100,000 population)	Lower is Better	0.46	0.60	0.75	0.45	Red	Aim to achieve fewer than 4 annual fatalities
Pi 02b	The number of primary fire fatalities		3.00	3	5	<4		
Pi 03a	The rate of primary fire Injuries (per 100,000 population)	Lower is Better	3.75	4.08	4.67	3.31	Red	Aim to achieve fewer than 23 annual injuries
Pi 03b	The number of primary fire injuries		24.40	27.00	29	<23		
Pi 04a	The rate of deliberate (arson) fires per (10,000 population)	Lower is Better	12.08	13.24	11.31	11.72	Green	4% better than target
Pi 04b	The number of deliberate (arson) fires		785.40	876	751	779		
Pi 05a	The rate of accidental dwelling fires (per 10,000 dwellings)	Lower is Better	14.67	15.02	14.52	15.52	Green	5% better than target
Pi 05b	The number of accidental dwelling fires		381.60	393	389	411		

No.	Description	Aim	Average over last 5 years	2017-18 Actual	2018/19 Actual	2018/19 Target	Performance against Target	Comments
Pi 06	The number of deliberate building fires	Lower is Better	64	58	54	68	Green	21% better than target
Pi 07	The percentage of occasions global crewing enabled 9 riders on two pump responses (whole-time)	Higher is Better	96%	99%	98%	90%	Green	9% better than target
Pi 08	The average response time to primary fire incidents (mm)	Lower is Better	9.08	11.06	10.64	10	Amber	Missed target by 6%
Pi 09	The average response time to dwelling fires (mm)	Lower is Better	7.88	8.93	8.69	10	Green	13% better than target
Pi 10	The average response time to road traffic collisions (mm)	Lower is Better	9.95	11.73	11.95	13	Green	4% better than target
Pi 11	The average call-handling time to mobilie to primary fires (ss)	Lower is Better	70.05	95.54	80.78	60	Red	Missed target by 35%
Pi 12	Number of "false alarm malicious" / "hoax calls" mobilized to	Lower is Better	139	105	114	122	Green	7% better than target
Pi 13	The percentage of false alarm malicious" / "hoax calls" not attended	Higher is Better	49%	46%	59%	56%	Green	6% better than target

No.	Description	Aim	Average over last 5 years	2017-18 Actual	2018/19 Actual	2018/19 Target	Performance against Target	Comments
Pi 14	Number of "false alarm good intent" calls mobilised to	Lower is Better	517	586	673	623	Amber	Missed target by 8%
Pi 15	The percentage of Building Regulation consultations completed within the prescribed timescale	Higher is Better	96%	95%	95%	95%	Green	Met Target
Pi 16	The number of fire safety audits / inspections completed	Higher is Better	1820	2221	1747	1800	Amber	Missed target by 3%
Pi17	The percentage of fire safety audits carried out on high and very high risk premises	Higher is Better	24%	89%	100%	100%	Green	Met Target
Pi17a	The number of high and very high risk premises	n/a	336	112	98	98	n/a	n/a
Pi 18a	The rate of non-domestic fires (per 1,000 non-domestic properties)	Lower is Better	8.50	6.82	6.11	6.99	Green	12% better than target
Pi 18b	The number of fires in non-domestic buildings		151	122	110	125		
Pi 19a	The rate of automatic fire detector false alarms in non-domestic properties (per 1,000 non – domestic properties)	Lower is Better	50.19	33.61	32.71	37.19	Green	11% better than target
Pi 19b	The number of automatic fire detector false alarms in non-domestic properties		891	601	589	665		

3.6 Performance exceptions for Strategic Objective 2:

<p>Strategic Objective 2 (Finance & Corp Services PCG) To ensure high standards of corporate governance and continued service improvement</p>	<p>Achieved or performed better than target, 14 out of 15 indicators reported.</p>	
<p>FN7 Percentage of annual planned efficiency savings achieved by year end.</p>	<p>Target: 100%</p>	<p>Actual: 88%</p>
<p>The Service Partnership Manager and the Borough Commander North have attended a number of small business initiative meetings, and met with Local Authorities, to investigate income generation opportunities via Control.</p> <p>These meetings have proved worthwhile for building relationships, however at the current time none have come to fruition in support of meeting the £15k new income generation target.</p> <p>Areas which have been discussed, but not limited to, include: providing dedicated telephone lines on an external business support basis, utilising Control staff for additional internal work areas, management of CCTV viewing in Local Authority areas, provision of security access information, co-ordinating transport arrangements for immobile patients and so on. The Service continues to proactively pursue all opportunities to meet this target, that has now been rolled over into 2019/20.</p>		

SUMMARY OF CORPORATE SERVICES PERFORMANCE 2018/19

Information and Communications Technology								
Measure				2018-19				
No.	Description	Aim	Five Year Average	2017-18 Actual	2018/19 Actual	2018/19 Target	Performance against Target	Comments
ICT1	User Satisfaction	Higher is Better	n/a	n/a	n/a	70%		No Survey Recorded
IM1	The Number of Incidents on Mission Critical services resolved within 1 Hour	Higher is Better	97%	96%	100%	80%	Green	25% better than target
IM2	The Number of Incidents on Business Critical services resolved within 2 Hours	Higher is Better	98%	100%	100%	96%	Green	4% better than target
IM3	The Number of Incidents on Business Operational services resolved within 4 Hours	Higher is Better	98%	98%	98%	90%	Green	8% better than target
IM4	The Number of Incidents on Administration Services resolved within 8 Hour	Higher is Better	92%	93%	98%	90%	Green	9% better than target
AV1	Core ICT services availability	Higher is Better	99%	100%	100%	97%	Green	3% better than target
AV2	Business Applications Availability	Higher is Better	99%	100%	100%	97%	Green	3% better than target

Fleet & Workshops								
No.	Description	Aim	Five Year Average	2017-18 Actual	2018/19 Actual	2018/19 Target	Performance against Target	Comments
WS1a	Grade A Defect Response Time (within 1 hour)	Higher is Better	92.74%	89.47%	92.45%	90%	Green	3% better than target
WS1b	Grade A Defect Response Time (within 2 hours)	Higher is Better	98.13%	96.51%	100.00%	95%	Green	5% better than target
WS2a	The % of time when Rescue Pumping Appliances were unavailable for operational use due to an annual service, defect or other works. (Turnaround Time)	Lower is Better	2.41%	2.43%	2.51%	5%	Green	50% better than target
WS2b	The % of time when Aerial Ladder Platforms & SRU were unavailable for operational use due to an annual service, defect or other works. (Turnaround Time)	Lower is Better	3.25%	2.91%	3.33%	5%	Green	33% better than target
WS2c	The percentage of time when other operational appliances were unavailable for operational use due to an annual service, defect or other works. (Turnaround Time)	Lower is Better	0.44%	0.28%	0.51%	3%	Green	83% better than target
WS4	The number of hours as a percentage the appliance is unavailable for operational response in the reporting period, other than for the time measured under the turn-a-round time. (Idle time)	Lower is Better	0.81%	0.86%	1.23%	2%	Green	39% better than target
WS5	The total time expressed as a % when ALL Appliances were available for operational use after the turn-a-round time and idle time are removed from the total time in the reporting period.	Higher is Better	97.57%	97.67%	97.24%	93%	Green	5% better than target
WS6	Annual Services undertaken	Higher is Better	100%	100%	100%	97%	Green	3% better than target

Finance								
No.	Description	Aim	Five Year Average	2017-18 Actual	2018/19 Actual	2018/19 Target	Performance against Target	Comments
FNP1	Budget requirement of Fire and Rescue Service (£ per 1,000 pop)	Lower is Better	£44.35	£43.39	£44.45	n/a	Green	To note
FNP2a	Accuracy of net budget forecast outturn at periods 6 (Sept) against actual outturn - variance between forecast and actual outturn	Lower is Better	£163,800	£396,000	£262k	£600,000	Green	Variance of forecast to final outturn
FNP2b	Accuracy of net budget forecast outturn at periods 9 (Dec) against actual outturn - variance as above (forecast to outturn)	Lower is Better	£96,000	£14,000	£262k	£600,000	Green	Variance of forecast to final outturn
FNP3	% of Routine Financial Reports Distributed Within 6 Working Days of Period end closure	Higher is Better	100.00%	100.00%	100.00%	90%	Green	11% better than target
FNP4	Compliance of annual statement of accounts processes with statutory timescales and quality criteria	Higher is Better	100.00%	100.00%	0.00%	100%	Green	2017/18 100% 2018/19 in progress
FNP5	Percentage of Uncontested Invoices Paid Within 30 days	Higher is Better	95.66%	95.40%	96.06%	96%	Green	Met Target
FNP6	Percentage of Outstanding Debt Over 90 Days Old	Lower is Better	2.82%	5.29%	0.16%	2.5%	Green	93% better than target
FNP7	Percentage of annual planned efficiency savings achieved by year end	Higher is Better	95.74%	87.00%	88%	100%	Amber	See exception para
FNP8	Return on investment	Higher is Better	0.73%	0.00%	0.94%	0.95%	Green	Target missed by 0.01%

3.7 Performance exceptions for Strategic Objective 3:

<p>Strategic Objective 3 (Human Resources PCG) To develop our employees and create a safe, fair and caring workplace for our staff.</p>	<p>Achieved or performed better than target, in 16 out of 23 indicators.</p>	
<p>EQ1a - Percentage of new entrants to the retained duty system to be women.</p>	<p>Target: 9%</p>	<p>Actual: 8.33%</p>
<p>There were no RDS appointments in Q4. 24 people were appointed to RDS during 2018/19, (22 male and 2 female). Work is ongoing to improve the numbers of female recruits to RDS.</p>		
<p>EQ1b Percentage of new entrants to the whole time operational duty system to be women</p>	<p>Target: 6%</p>	<p>Actual: 5.56%</p>
<p>Apart from one male fire fighter transfer, there were no w/time appointments in Q4 We appointed 18 Whole-time firefighters during 2018/19 (17 male and 1 female). Positive action measures have been introduced within the current w/time recruitment campaign to attract female applicants.</p>		
<p>EQ2 - Recruitment of black and minority ethnic staff across the whole organization</p>	<p>Target: 14%</p>	<p>Actual: 7.35%</p>
<p>6 people were appointed in Q4, 2 of whom are BAME A total of 68 staff have been appointed during 2018/19, 5 (7.35%) are BAME. Positive action measures have been introduced to address the low number of BAME applicants to all posts across the Service.</p>		

EQ3 - Parity in retention rates between black and minority ethnic and white employees (All Staff)	Target: 9%	Actual: 12.28%
<p>21 people left the Service in Q4, 2 were BAME.</p> <p>A total of 57 people left the Service in 2018/19, 7 (12.2%) were BAME</p> <p>Work is ongoing to improve the retention rates of all employees.</p>		
HR3a Percentage of returned appraisal documents to HR within 3 months of reporting year (end September) - all staff	Target: 90%	Actual: 83.55%
<p>This was previously reported within the Q3 performance report as a consequence of a number of managers completing their appraisal documents on time but not submitting them to the HR team on time.</p>		
H1 - Number of serious accidents (over 28 days) per 1000 employees	Target: 3.78	Actual: 5.67
<p>Missed target by 50%. The Quarter 4 actual figure of 5.67 equates to three accident injuries that led to absences over 28 days. One involved an event at the Fire Service College resulting in a BFRS training instructor suffering ill health during a hot fire exercise. One event occurred to an individual while weight training when they trapped their left hand little and ring fingers between a barbell and squat rack support while lowering a weight. The third event involved an ankle injury caused when running out hose reel at an operational incident.</p>		
H2 - Number of working days/shifts lost to accidents per 1000 employees (excluding Retained Duty System employees).	Target: 317.63	Actual: 374.53
<p>Missed target by 18%. The Quarter 4 actual figure of 374.53 equates to 205 days lost associated with 65 workplace accident injuries where 15 of these injuries resulted in lost time. 134 of those days lost were associated with the three events detailed in the H1 exception report above, where 59, 39 and 36 days were lost respectively.</p>		
T7 - Percentage of Flexible Duty Officers that have attended an Incident Command Assessment within the required frequency for their role.	Target: 98%	Actual: 94%

4% below target. Equates to 4 FDS officers out of certification. 1 is on long term absence, 1 is working through a Development Plan prior to being reassessed and the remaining 2 were unable to attend the IC assessments that had been scheduled for them.

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

Target: 92%

Actual: 88%

5% below target. This is due to the large numbers of RDS personnel recruited in the last year. Relevant section station training planners having to accommodate this required training.

SUMMARY OF HUMAN RESOURCES PERFORMANCE 2018/19

Equality & Diversity			2018/19					
No.	Description	Aim	Five Year Average	2017-18 Actual	2018/19 Actual	2018/19 Target	Performance against Target	Comments
EQ1a	Percentage of new entrants to the retained duty system to be women.	Higher is Better	10.81%	12.12%	8.33%	9%	Amber	Missed target by 7%
EQ1b	Percentage of new entrants to the whole time operational duty system to be women	Higher is Better	11.54%	8.00%	5.56%	6%	Amber	Missed target by 7%
EQ2	Recruitment of black and minority ethnic staff across the whole organisation	Higher is Better	10.07%	6.17%	7.35%	14%	Red	Missed target by 47%
EQ3	Parity in retention rates between black and minority ethnic and white employees (All Staff)	Lower is Better	7.32%	5.00%	12.28%	9%	Red	Missed target by 36%
EQ4	Parity in retention rates between men and women (Operational Staff)	Lower is Better	1.93%	2.33%	2.70%	4%	Green	35% Better than target

Human Resources			2018/19					
No.	Description	Aim	Five Year Average	2017-18 Actual	2018/19 Actual	2018/19 Target	Performance against Target	Comments
HR1	The percentage of working time lost due to sickness	Lower is Better	3.72%	3.73%	4.22%	4.3%	Green	2% Better than target
HR1b	The percentage of working time lost to sickness excluding long term	For Info Only	1.74%	1.57%	1.69%	n/a		
HR2a	Turnover excluding retirement or dismissals - Excluding Retained	Lower is Better	3.41%	2.67%	4.3%	4.5%	Green	4% Better than target
HR2b	Turnover excluding retirement or dismissals - Retained only	Lower is Better	11.41%	18.69%	13.23%	16%	Green	17% Better than target
HR3a	Percentage of returned appraisal documents to HR within 3 months of reporting year (end September) All staff	Higher is Better	94.43%	92.80%	83.55%	90%	Amber	Missed target by 7%
OH1	Percentage of personnel in operational Roles who have completed an annual fitness assessment in the past 12 months	Higher is Better	78.20%	n/a*	99%	97%	Green	2% Better than target
OH2	Percentage of operational personnel achieving a pass category in their annual fitness test.	Higher is Better	77.06%	n/a*	99%	95%	Green	4% Better than target

*No data for 2017-18 as previously reported

Health and Safety			2018/19					
No.	Description	Aim	Five Year Average	2017-18 Actual	2018/19 Actual	2018/19 Target	Performance against Target	Comments
H1	Number of serious accidents (over 28 days) per 1000 employees.	Lower is Better	0.57	1.96	5.67	3.78	Red	Missed target by 50%
H2	Number of working days/shifts lost to accidents per 1000 employees (excluding Retained Duty System employees).	Lower is Better	80.90	243.93	374.53	317.63	Red	Missed target by 18%
H3	Number of 24 hour cover periods lost to accidents per 1000 Retained Duty System (Full Time Equivalent) employees.	Lower is Better	397.98	69.46	382.27	781.8	Green	51% Better than target

Staff Development			2018/19					
No.	Description	Aim	Five Year Average	2017-18 Actual	2018/19 Actual	2018/19 Target	Performance against Target	Comments
T1	Percentage of operational BA wearers (Station based) that have attended an assessed BA course within the last two years.	Higher is Better	96%	99%	100%	98%	Green	2% Better than target
T2	Percentage of EFAD qualified fire-fighters that have attended EFAD Assessment course within the last three years	Higher is Better	99%	100%	100%	98%	Green	2% Better than target
T3	Percentage of station based operational staff that have attended a Water First Responder or Water Technician course within the last three years	Higher is Better	95%	98%	100%	98%	Green	2% Better than target
T4	Percentage of operational BA wearers (station based) that have attended Compartment Fire Behaviour course within the last two years	Higher is Better	98%	99%	100%	98%	Green	2% Better than target
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.	Higher is Better	92%	92%	100%	98%	Green	2% Better than target

Staff Development (cont.)			2018/19					
No.	Description	Aim	Five Year Average	2017-18 Actual	2018/19 Actual	2018/19 Target	Performance against Target	Comments
T6	Percentage of station based operational Working at Height Operators that have attended a Working at Height recertification assessment within the last three years.	Higher is Better	75%	97%	100%	98%	Green	2% Better than target
T7	Percentage of Flexible Duty Officers that have attended an Incident Command Assessment within the required frequency for their role.	Higher is Better	99%	100%	94%	98%	Amber	Missed target by 4%
T8a	Percentage of Safety Critical Maintenance training programmes completed by Wholetime Operational Personnel via PDR Pro within the last 12 months.	Higher is Better	94%	95%	93%	92%	Green	1% Better than target
T8b	Percentage of Safety Critical Maintenance training programmes completed by On-Call Operational Personnel via PDR Pro within the last 12 months.	Higher is Better	88%	90%	88%	92%	Amber	Missed target by 5%

Staff Development (cont.)			2018/19					
No.	Description	Aim	Five Year Average	2017-18 Actual	2018/19 Actual	2018/19 Target	Performance against Target	Comments
T8c	Percentage of Safety Critical Maintenance training programmes completed by Control Personnel/WM Control via PDR Pro within the last 12 months.	Higher is Better	87%	93%	92%	92%	Green	Met Target
T8d	Percentage of Safety Critical Maintenance training programmes completed by Senior Management roles (SC to SOC) via PDR Pro within the last 12 months.	Higher is Better	93%	93%	93%	92%	Green	1% Better than target

3.8 Following Members' review of 2018/19, and subject to any amendments, it is proposed that the Year End Performance Report be published on the Service's Internet site.

3.9 Appendix A provides members with an overview of the Corporate Planning Framework applicable during 2018/19.

4. Implications

4.1 Corporate Risk – Known:

The overarching performance report aims to provide assurance to the Authority and the community that the Service is efficient and effective and measuring performance against the delivery of the strategic objectives.

4.2 Financial:

In addition to effective external and internal audit and governance arrangements the performance indicators that make up the overarching performance report assists in demonstrating how the Authority's strategic objectives are supported and delivered.

4.3 Legal:

The overarching performance report pulls together a range of indicators demonstrating an overview of corporate health.

4.4 Equality Impact:

The Public Sector Equality Duty (PSED) places a statutory obligation on public bodies to pay due regard to the requirements of the Duty. Commitment to this agenda is reflected in the Service's performance indicators.

4.5 Policy:

Any policy change as a consequence of issues raised within this report will go through normal policy development structures.

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

Bedfordshire Fire and Rescue Service

To provide an excellent fire and rescue service for the communities of Bedfordshire.
We aspire to achieve this vision, not only now but into the future.

Strategic Objective 1: To respond effectively and manage risks and reduce the number of emergency incidents that we attend.

Strategic Objective 2: To ensure high standards of corporate governance and continued service improvement.

Strategic Objective 3: To develop our employees and create a safe, fair and caring workplace for our staff.

Service Delivery
Protecting our communities and keeping our firefighters safe

Partnerships
Develop, nurture and sustain partnerships that deliver our strategic objectives

Engagement
Enhancing our customer focus in everything we do

Governance
Governance that is open, accountable and enables achievement of strategic objectives

Finance
Having robust financial planning, controls and audit processes in place, to ensure that services are delivered to the community within the budget available

Assets
Making the best use of our assets and continue to develop our ICT Systems to create safer communities

Employees
Transparent, fair recruitment process, engage and develop our staff, creating a safe, healthy workforce with the right people with the right skills and knowledge

Improvement
Striving to improve our services to the community in everything we do

Priorities
Prioritising our resources to make continuous improvement

Organisational Thread



Corporate Planning Framework 2018/19

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REPORT AUTHOR: ASSISTANT CHIEF OFFICER - FINANCE AND CORPORATE SERVICES

SUBJECT: REVENUE BUDGET AND CAPITAL PROGRAMME MONITORING 2019/20 AS AT 30 JUNE 2019

For further information on this report contact: Gavin Chambers
 Assistant Chief Officer - Finance and Corporate Services
 Tel No: 01234 845112

Background Papers:

Implications (tick ✓):

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

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

PURPOSE:

To inform the Fire and Rescue Authority (FRA) of the forecast year end budget monitoring position as at 30 June 2019 and to seek agreement to the recommendations contained within.

RECOMMENDATION:

That the FRA:

1. Review and comment on the forecast outturns for revenue and capital.
 2. Note the comments in para 2.3.9 regarding the reconciliation work being undertaken regarding the firefighter pension schemes.
 3. To agree that Wi-Fi refresh is brought forward from the 2020/21 capital budget into 2019/20.
-

1. Introduction

- 1.1 On 7 February 2019, the Fire and Rescue Authority (FRA) approved a Revenue Budget Requirement for 2019/20 of £29.836m and a Capital Programme of £1.736

2. Revenue Budget Monitoring

- 2.1 The Revenue Budget efficiency savings for 2019/20 can be found in Appendix 1. The budgets have been reduced for these areas, therefore if they are not achieved it is likely this would lead to an overspend. This appendix forms part of the Government return, in order to receive the four year Government funding offer. It will also be used to populate the new NFCC savings and efficiencies return.
- 2.2 The funding of the 2019/20 Revenue Budget is by way of Government Funding £6.410m, local Business Rates redistribution £2.222m and Council Tax of £20.973m, there is also funding from a Collection Fund surplus of £0.231m

Forecasting Outturn:

- 2.3.1 Table 1 below is populated during the year in line with the spreadsheet returns that Corporate Management Team (CMT) members submit to the Finance Team and also through the meetings that Finance Officers have with CMT members. The forecast outturn positions are as accurate as the information received from each CMT member.
- 2.3.2 Table 1 below details the current budget excluding salary budgets, for each CMT service area. The forecast year end outturn is shown in column three, with the variance and RAG (red, amber, green) status shown in columns four and five.

2.3.3 Table 1: 2019/20 Revenue Budget Forecast Outturn (excluding salary budgets)

Title	Current Budget £	F/cast Yr-End Outturn £	Variance £	RAG status (see note below**)
Strategic Management	132,300	132,300	0	Green
Assistant Chief Officer	2,951,300	2,917,300	(34,000)	Green
Head of Response	913,800	913,800	0	Green
Head of Service Development and Assurance	223,100	223,100	0	Green
Head of Service Support	1,871,000	1,871,000	0	Green
Head of Protection	157,800	157,800	0	Green
Head of Information Communications Technology	1,339,300	1,339,300	0	Green
Head of Human Resources	221,700	221,700	0	Green
Total	7,810,300	7,776,300	(34,000)	

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

2.3.4 The forecast underspend of (£34k) within the Assistant Chief Officers' (ACO) area identified above in table 1, relates to extra income from the Ministry of Housing, Communities & Local Government (MHCLG), following a recalculation of business rates surpluses.

2.3.5 Table 1 above does not include year to date (YTD) actual spend figures (£) due to year-end accruals for goods and services relating to the financial year 2018/19 which are yet to be invoiced which has the effect of significantly reducing the actual spend to date. Future reports will include a column for YTD (£) with explanations for variances against budgets.

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

Table 2: 2019/20 Salary Budget Forecast Outturn

Category	Current Budget £	Forecast year end outturn £	Variance £
Wholetime	13,837,200	13,837,200	0
Control	932,300	932,300	0
Retained	1,872,600	1,872,600	0
Non operational	5,574,800	5,574,800	0
Agency	153,900	153,900	0
Grand Total	22,370,800	22,370,800	0

2.3.7 There are currently no variances to budgets forecast on salaries; however, further work is being undertaken on these forecasts with particularly emphasis on Wholetime and Retained.

2.3.8 The budget figures (£) in table 2 above include a 5% pay award for firefighters that is yet to be agreed for July 2019 onwards and is subject to continuing discussion with the Fire Brigades Union on the broadening role of the Firefighter.

2.3.9 From July 2019 the employer contributions for each of the firefighter pension schemes will increase significantly, first indications show that this is likely to add an extra £1.5m cost to the Wholetime and Retained figures (£) above however further work is being undertaken on this and progress on this will be reported to the FRA in future reports. In 2019/20 the costs for these extra employer contributions will be met from a grant from government, however it is unclear if these costs will be fully met in future financial years. The grant for 2019/20 has been set at (£1.7m) however until the detailed reconciliation work has been completed it is not yet clear if this will be sufficient or insufficient to cover these costs. It is currently unclear if the Authority will be required to repay any excess grant received or if further funds will be available should the grant received be insufficient to cover the actuals costs of these increases.

2.4 Total Forecast Outturn, Salary and Non Salary:

2.4.1 The total forecast variance at year end including both the non-salary figure in Table 1 above and for pay and on costs, including agency staff shown in Table 2, is currently expected to be an underspend of (£34k).

3. Capital Programme Monitoring

3.1 Table 3 below is the 2019/20 Capital Programme. The Red, Amber, Green (RAG) status indicates how well the schemes are progressing (Green being on target for year-end completion within budget; Amber indicating possible slippage or overspend; and Red indicating actual slippage/overspend or deletion of the scheme.

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

Table 3: The 2019/20 Capital Programme

Scheme	2019/20 £'000s	Forecast Outturn £'000s	RAG Status
<u>Fleet:</u>			
Vehicles/associated equipment	1,290	1,290	G
<u>IT Developments:</u>			
Renewal of Mobilising System Mobile Data Terminals	276	276	G
<u>General:</u>			
Capital Works - Service Wide	68	68	G
Drill yard resurfacing (Biggleswade, Luton, Woburn)	25	25	G
WC/Shower facility refurbishments (Amphill, Dunstable, Harrold, Workshops, Training, Luton)	25	25	G
Community Facility - Bedford Station	44	44	G
Fitness Equipment Expenditure	8	8	G
TOTAL	1,736	1,736	

3.3 Capital Programme – Withdrawals, Additions or Variations:

3.3.1 Slippage:

There are no additions to the capital programme.

3.3.2 **Variations:**

There are no variations to the capital programme

3.3.3 **Additions:**

The service wide WiFi refresh replacement is currently forecast at £75k in the 2020/21 Capital Programme. It is now required to be brought forward into 2019/20 to align this with Cambridgeshire Fire and Rescue Service so we can pool the budget and let ICT roll it out at the same time across both organisations, the joint procurement of this should result in efficiencies.

GAVIN CHAMBERS
ASSISTANT CHIEF OFFICER - FINANCE AND CORPORATE SERVICES

Medium Term Savings and Efficiencies 2019/20

Appendix 1

CMT Lead	Savings/Efficiencies	£'000s 2019/20	RAG Status
Hres	Control Income generation	15	A – work progressing
HICT	Management Information System (MIS) - Wholetime Rota/Availability System, Human Resources, Technical Equipment	45	G – complete
ACO	Saving following Procurement of new Fire Fighter PPE Contract (was £50k in 18/19, now additional £50k therefore £100k in total)	100	G – complete
HSS	Draw down apprenticeship levy (therefore reduction in training budget)	50	G
ALL	2019/20 Zero Base Budget Exercise (forecast reduction)	100	G – complete
ACO	To capture Fire & Rescue Indemnity Company - no Insurance Premium Tax	20	G – complete
HICT	Savings from MDT collaborative procurement and review of licenses	40	G – yet to be finalised
HICT	Savings due to new ICT contract	5	G – complete
HSS	Savings from internal Blue Light Installations	20	A - This should have been split across the life of the contract @ £5k per annum
ACO	Procurement - (various including stationery, cleaning materials & Fire Safety checks)	10	G – on target
ACO	Energy Management Savings (Insulation & works)	5	G – on target
CFO	To capture salary abatement & pension savings	85	G – on target
	Total	495	

- NB – the amounts above (£) have been removed from the budgets in tables 1 and 2 in the main report.

For Publication

Bedfordshire Fire and Rescue Authority
18 July 2019
Item No. 10

REPORT AUTHOR: ASSISTANT CHIEF OFFICER/FRA TREASURER

SUBJECT: TREASURY MANAGEMENT – ANNUAL REPORT FOR 2018/19

For further information on this Report contact: ACO G Chambers
Assistant Chief Officer/FRA Treasurer
Tel No: 01234 845016

Background Papers:

Treasury Management Strategy 2018/19, as detailed in the Budget Book 2018/19.

Implications (tick ✓):

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

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

PURPOSE:

To consider the Authority's Annual Report for Treasury Management for 2018/19.

RECOMMENDATION:

That Members consider the report.

1. Introduction

This Authority is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2018/19. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management, (the Code), and the CIPFA Prudential Code for Capital Finance in Local Authorities, (the Prudential Code).

During 2018/19 the minimum reporting requirements were that the full Authority should receive the following reports:

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

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

This Authority confirms that it has complied with the requirement under the Code to give prior scrutiny to all of the above treasury management reports by the Corporate Services Policy and Challenge Group before they were reported to the full authority. Training can be provided to Members by our Treasury Advisor's, Link Asset Services, in 2019 at the FRA's request.

2. The Authorities Capital Expenditure and Financing

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

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

The actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how it was financed:

Capital Expenditure by Service	2017/18 Actual £'000	2018/19 Budget £'000	2018/19 Actual £'000
As per Budget Book	1,292	1,253	1,291

3. The Authorities Overall Borrowing Need

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

Gross borrowing and the CFR – in order to ensure that borrowing levels are prudent over the medium term and only for a capital purpose, the Authority should ensure that its gross external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year (2017/18) plus the estimates of any additional capital financing requirement for the current (2018/19) and next two financial years. This essentially means that the Authority is not borrowing to support revenue expenditure. This indicator allowed the Authority some flexibility to borrow in advance of its immediate capital needs in 2018/19.

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

	31 March 2018 Actual £'000	31 March 2019 Budget £'000	31 March 2019 Actual £'000
Prudential Indicator – Capital Financing Requirement			
Borrowing	9,987	9,987	9,987
Other long term liabilities	6	0	0
Total Debt	9,993	9,987	9,987
TOTAL CFR	8,890	8,398	8,398
Under/(over) borrowing	(1,167)	(1,589)	(1,589)

The authorised limit – the authorised limit is the “affordable borrowing limit” required by s3 of the Local Government Act 2003. Once this has been set, the Authority does not have the power to borrow above this level. The table below demonstrates that during 2018/19 the Authority has maintained gross borrowing within its authorised limit.

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

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

	2018/19 £'000
Authorised Limit	11,893
Maximum gross borrowing position during the year	9,993
Operational Boundary	9,993
Average gross borrowing position	9,987
Financing costs as a proportion of net revenue stream	2.39%

4. Treasury Position as at 31 March 2019

At the beginning and the end of 2018/19 the Authorities treasury position was as follows:

	31 March 2018 Principal £'000	Rate/Return	Average Life yrs	31 March 2019 Principal £'000	Rate/Return	Average Life yrs
Fixed rate funding:						
PWLB	9,987	4.27%	39	9,987	4.27%	38
Other long term liabilities	6			0		
Total debt	9,993	4.27%	39	9,987	4.27%	38
CFR* (year end position)	8,890			8,398		
Over/(under) borrowing	1,103			1,589		
Total investments	13,496	0.73%		14,496	0.94%	
Net debt	(3,503)			(4,509)		

The maturity structure of the debt portfolio was as follows:

	31 March 2018 Actual £'000	2018/19 Original limits £'000	31 March 2019 Actual £'000
Under 12 months	0	0	0
12 months to 2 years	0	0	0
2 years to 5 years	0	0	0
5 years to 10 years	0	0	0
10 years and above	9,987	9,987	9,987

Investment Portfolio	Actual 31 March 18 £'000	Actual 31 March 18 %	Actual 31 March 19 £'000	Actual 31 March 19 %
Treasury Investments				
UK banks	5,996	44%	11,246	78%
Foreign bank (via Links)	7,500	56%	3,250	22%
Total	13,496	100%	14,496	100%

5. The strategy for 2018/19

5.1 Investment strategy and control of interest rate risk

Investment returns remained low during 2018/19. The expectation for interest rates within the treasury management strategy for 2018/19 was that Bank Rate would rise from 0.50% to 0.75%. At the start of 2018-19, and after UK GDP growth had proved disappointingly weak in the first few months of 2018, the expectation for the timing of this increase was pushed back from May to August 2018. Investment interest rates were therefore on a gently rising trend in the first half of the year after April, in anticipation that the MPC would raise Bank Rate in August. This duly happened at the MPC meeting on 2 August 2018. During this period, investments were, therefore, kept shorter term in anticipation that rates would be higher later in the year.

It was not expected that the MPC would raise Bank Rate again during 2018-19 after August in view of the fact that the UK was entering into a time of major uncertainty with Brexit due in March 2019. Value was therefore sought by placing longer term investments after 2 August where cash balances were sufficient to allow this.

Investment rates were little changed during August to October but rose sharply after the MPC meeting of 1 November was unexpectedly hawkish about their perception of building inflationary pressures, particularly from rising wages. However, weak GDP growth data after December, plus increasing concerns generated by Brexit, resulted in investment rates falling back again.

Continued uncertainty in the aftermath of the 2008 financial crisis has promoted a cautious approach whereby investments would continue to be dominated by low counterparty risk considerations, resulting in relatively low returns compared to borrowing rates.

5.2 Borrowing strategy and control of interest rate risk

During 2018-19, the Authority maintained an over-borrowed position. This meant that the capital borrowing need, (the Capital Financing Requirement), has been exceeded by loan debt and leasing liabilities. The strategy for the CFR and the under/over borrowed position going forward will be discussed at the next meeting with our Treasury advisors.

A cost of carry remained during the year on any new long-term borrowing that was not immediately used to finance capital expenditure, as it would have caused a temporary increase in cash balances; this would have incurred a revenue cost – the difference between (higher) borrowing costs and (lower) investment returns.

The policy of avoiding new borrowing by running down spare cash balances, has served well over the last few years. However, this was kept under review to avoid incurring higher borrowing costs in the future when this authority may not be able to avoid new borrowing to finance capital expenditure and/or the refinancing of maturing debt.

Against this background and the risks within the economic forecast, caution was adopted with the treasury operations. The Director of Finance therefore monitored interest rates in financial markets and adopted a pragmatic strategy based upon the following principles to manage interest rate risks (*please adapt this outline to what you actually did in the year*):

- if it had been felt that there was a significant risk of a sharp FALL in long and short term rates, (e.g. due to a marked increase of risks around relapse into recession or of risks of deflation), then long term borrowings would have been postponed, and potential rescheduling from fixed rate funding into short term borrowing would have been considered.
- if it had been felt that there was a significant risk of a much sharper RISE in long and short term rates than initially expected, perhaps arising from an acceleration in the start date and in the rate of increase in central rates in the USA and UK, an increase in world economic activity or a sudden increase in inflation risks, then the portfolio position would have been re-appraised. Most likely, fixed rate funding would have been drawn whilst interest rates were lower than they were projected to be in the next few years.

Interest rate forecasts expected only gradual rises in medium and longer term fixed borrowing rates during 2018/19 and the two subsequent financial years. Variable, or short-term rates, were expected to be the cheaper form of borrowing over the period.

	End Q2 2019	End Q3 2019	End Q4 2019	End Q1 2020	End Q2 2020	End Q3 2020	End Q4 2020	End Q1 2021
Bank Rate	0.75%	0.75%	1.00%	1.00%	1.25%	1.25%	1.25%	1.50%
5yr PWLB rate	1.80%	1.90%	2.00%	2.10%	2.20%	2.20%	2.30%	2.40%
10yr PWLB rate	2.20%	2.30%	2.40%	2.50%	2.50%	2.60%	2.70%	2.80%
25yr PWLB rate	2.70%	2.80%	2.90%	3.00%	3.10%	3.20%	3.30%	3.30%
50yr PWLB rate	2.50%	2.60%	2.70%	2.80%	2.90%	3.00%	3.10%	3.10%

Since PWLB rates peaked during October 2018, most PWLB rates have been on a general downward trend, though longer term rates did spike upwards again during December, and, (apart from the 1 year rate), reached lows for the year at the end of March. There was a significant level of correlation between movements in US Treasury yields and UK gilt yields -which determine PWLB rates. The Fed in America increased the Fed Rate four times in 2018, making nine increases in all in this cycle, to reach 2.25% – 2.50% in December. However, it had been giving forward guidance that rates could go up to nearly 3.50%. These rate increases and guidance caused Treasury yields to also move up. However financial markets considered by December 2018, that the Fed had gone too far, and discounted its expectations of further increases. Since then, the Fed has also come round to the view that there are probably going to be no more increases in this cycle. The issue now is how many cuts in the Fed Rate there will be and how soon, in order to support economic growth in the US. But weak growth now also looks to be the outlook for China and the EU so this will mean that world growth as a whole will be weak. Treasury yields have therefore fallen sharply during 2019 and gilt yields / PWLB rates have also fallen.

6. Borrowing Outturn

- 6.1 It was anticipated at the beginning of 2018/19 that the Authority would have surplus funds available for short-term investment, either within its Special Interest Bearing Account (SIBA) at its bankers or through the money market. As at the 31st March 2019 the SIBA account is paying a rate of 0.20% up to £999,999 and 0.30% for funds over £1M.
- 6.2 The Authority's call-account with Barclays Bank has been used during 2018/19. As at the 31st March 2019 the Barclays account is paying a rate of 0.45%.
- 6.3 This Authority had also placed surplus funds into a 120-Day Interest account with Santander at a rate of 0.70%. This rate increased to 0.95% as of 1st September and remained that as at 31st March 2019.
- 6.4 This Authority had also placed surplus funds into a 180-Day Interest account with Santander at a rate of 0.90%. This rate increased to 1.00% as of 1st September and remained that as at 31st March 2019.
- 6.5 The Authority has invested funds with three foreign banks, Sumitomo Mitsui BC Europe, Goldman Sachs and Qatar during 2018/19, via our Treasury Agents, Link Asset Services. The Sumitomo Mitsui BC Europe investment was a fixed term investment for six months at a rate of 0.85% and has since matured in October 2018 (£3M). The Goldman Sachs Bank investments are fixed term investments for six months at a rate of 0.85% and 0.845% and both have since matured in February 2019 (£2M and £1M). The Qatar National Bank investments are fixed term investments for six months at a rate of 1.23% and 1.32%. These will mature in early 2019/20, April and May.
- 6.6 During 2018/19 the Authority did not use Money Market Funds for short-term investments.
- 6.7 Borrowing has not been undertaken in 2018/19 to finance the Capital Programme. The funding for the 2018/19 Capital Programme was through Grant and revenue contributions.

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

7. Investment Outturn

Investment Policy – the Authorities investment policy is governed by MHCLG investment guidance, which has been implemented in the annual investment strategy approved by Members on 28 March 2019. This policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies, supplemented by additional market data, (such as rating outlooks, credit default swaps, bank share prices etc.).

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

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

Balance Sheet Resources (£m)	31 March 2018	31 March 2019
	£'000	£'000
Balances	2,600	2,600
Earmarked reserves	12,448	12,669
Grants and other Contributions unapplied	199	189
Usable capital receipts	697	644
Total	15,944	16,102

Investments held by the Authority

- the Authority maintained an average balance of £14M of internally managed funds
- The internally managed funds earned an average rate of return of 0.99%
- The comparable performance indicator is the average Local Authority 7 Day Rate which was 0.5068%
- Total investment income was £148,315 compared to a budget of £90,400

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

**GAVIN CHAMBERS
TREASURER**



Bedfordshire
Fire and Rescue Service

Information Bulletin

April to June 2019

Personnel

Statistics Covering Period 1 April – 3 June 2019

Wholetime Uniformed Staff:

Strength as at 30 June 2019 298

Firefighters on the Retained Duty System:

Strength 144
(Includes whole time retained)

Appointments:

Whole time Duty System 0
Retained Duty System 0
Support Staff 5

Leavers:

Whole time 7
Retained 3
Support Staff 5

Operations

Statistics for the Period 1 April – 30 June 2019

Incident Statistics	2019/20 Q1
Total Incidents attended (Fires, Special Services and Fire Alarms)	1531
Total Fires Attended*	545
Primary Fires	241
Accidental Dwelling Fires	83
Non Domestic Property Fires	26
Chimney Fires	9
Fire Fatalities	1
Fire Injuries	5
Total Special Service Attended	384
Road Traffic Incidents	105
Road Traffic Accident – Number of Extrications	22
Total Fire Alarms Attended	541
Malicious False Alarm	34
False Alarm Good Intent	191
Alarm caused by Apparatus	314
OTB Mobilised To	41

*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 Persons Trapped

Kingsway, Luton

10 April 2019 - 0234 hours

Rescue Pumps from Luton and Stopsley attended incident involving two vehicles. 3 people released from vehicles by Fire Service.

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

RTC Persons Trapped

Barkers Lane, Bedford

14 May 2019 – 22.30 hours

Rescue Pumps from Kempston and Bedford attended a RTC involving a car that had collided with a lamppost and tree. Two casualties extracted by the Fire Service.

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

RTC Person trapped

A1 Northbound, Biggleswade

12 June 2019 – 1808 hours

Rescue pumps from Sandy, Potton, Bedford and Kempston attended an RTC involving three vehicles. One female casualty was extracted by the Fire Service.

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

FIRES

Barn Fire

Barton Road, Luton

13 April 2019 - 1145 hours

Rescue Pumps from Luton and Stopsley, Water Carrier from Toddington and Hazmat Unit from Stopsley attended a barn fire. Caravan housed inside completely destroyed. Gas cylinder cooled and made safe by Fire Service..

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

Building Fire/ Make Pumps 4

Icknield Way, Luton

24 April 2019 – 1842 hours

Rescue Pumps from Luton, Stopsley and Dunstable attended a building fire involving 22 LPG cylinders. Items cooled and removed by Fire Service.

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

Building Fire/ Make Pumps 4

Lurke Street, Bedford

2 May 2019 - 1127 hours

Rescue pumps from Kempston, Bedford, Harrold and Ampthill attended a fire in a disused public property. Damage caused to the building by fire and smoke.

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

RESCUES

Dog Trapped

Beech Road, Dunstable

24 May 2019 – 2004 hours

Rescue pump from Dunstable and support unit from Stopsley attended an incident with a dog trapped in metal floor pan of vehicle. Animal released using small tools and air bags.

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

Bird Trapped in Kite Line

Katherine Drive, Dunstable

2 June 2019 – 1857 hours

Aerial platform from Luton attended bird trapped in kite line tangled in tree. Bird kept secure by Fire Service until RSPCA arrival.

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

Child Locked in Car

Steppingley Road, Flitwick

7 June 2019 – 1108 hours

Rescue pump from Ampthill attended an incident of a child locked inside a car. Access gained through rear window to free child.

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

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:**

.....'I would like to thank a very helpful crew who had just been to a fire in Tithe Barn road yesterday. I flagged them down on their way back as I found an elderly lady who had fallen off a steep step and had hit her head and hurt her shoulder. She was 72 and a diabetic. We had phoned for an ambulance but they could not come even though this was a category three. Your crew came with me to her house and made sure she was okay. They advised taking her to hospital, which we did and discovered that she had broken her shoulder in three places. Please can you thank the crew on behalf of myself and the resident they came to the rescue of'.....