



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

COMMITTEE OUTCOMES

Report of the Chief Fire Officer

Date: 14 December 2018

Purpose of Report:

To report to Members the business and actions of the Fire Authority committee meetings which took place in October and November 2018.

CONTACT OFFICER

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1. BACKGROUND

As part of the revised governance arrangements the Authority has delegated key responsibilities to specific committees of the Authority. As part of those delegated responsibilities, the chairs of committees and the management leads report to the Authority on the business and actions as agreed at Fire and Rescue Authority meeting on 1 June 2007.

2. REPORT

The minutes of the following meetings are attached at Appendix A for the information of all Fire Authority Members:

Community Safety Committee	12 October 2018
Finance and Resources Committee	19 October 2018
Human Resources Committee	09 November 2018
Policy and Strategy Committee	16 November 2018

3. FINANCIAL IMPLICATIONS

All financial implications were considered as part of the original reports submitted to the committees.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

All human resources and learning and development implications were considered as part of the original reports submitted to the committees.

5. EQUALITIES IMPLICATIONS

An equality impact assessment has not been undertaken because this report is not associated with a policy, function or service. Its purpose is to update the Fire Authority on the outcomes of committee business.

6. CRIME AND DISORDER IMPLICATIONS

There are no crime and disorder implications arising from this report.

7. LEGAL IMPLICATIONS

There are no legal implications arising directly from this report.

8. RISK MANAGEMENT IMPLICATIONS

The Service's performance in relation to matters addressed through the committee structure is scrutinised through a range of audit processes. The Service needs to continue to perform well in these areas as external scrutiny through Comprehensive Performance Assessment and auditors' judgement is key to future Service delivery.

9. COLLABORATION IMPLICATIONS

There are no collaboration implications arising from this report, as the report seeks to provide Members with an update on the business and actions of Fire Authority committee meetings which have taken place in the last quarter.

10. RECOMMENDATIONS

That Members note the contents of this report.

11. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None.

John Buckley
CHIEF FIRE OFFICER



**NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM
FIRE AND RESCUE AUTHORITY**

COMMUNITY SAFETY COMMITTEE

MINUTES of the meeting held at Fire and Rescue Service Headquarters, Bestwood Lodge, Arnold, Nottingham, NG5 8PD on 12 October 2018 from 10.00am - 10.29am

Membership

Present

Councillor Eunice Campbell-Clark (Chair)
Councillor Patience Uloma Ifediora
Councillor Francis Purdue-Horan
Councillor Kevin Rostance
Councillor Yvonne Woodhead
Councillor Jason Zadrozny

Absent

Councillor Brian Grocock was present.

Colleagues, partners and others in attendance:

Craig Parkin - Assistant Chief Fire Officer
Catherine Ziane-Pryor - Governance Officer

9 APOLOGIES FOR ABSENCE

None.

10 DECLARATIONS OF INTERESTS

None.

11 MINUTES

Confirmation

The minutes of the meeting held on 22 June 2018 were confirmed as a true record and signed by the Chair.

Matters Arising

Craig Parkin, Assistant Chief Fire Officer, informed members that with regard to minute 6, 'Reducing the Number of Unwanted Fire Alarm Signals Through Collaboration', and the arrangements, whereby when an automatic alarm is raised, confirmation by a person that

there is indeed a fire and the attendance of an appliance is required, were not yet in effect. Although implementation was predicted within 6-8 weeks following Committee's approval, further discussions are taking place with partners and the Fire Brigades Union to ensure that all required measures are in place to appropriately support the approved approach.

It has been reiterated that when automatic alarms are received at night for higher 'risk to life' buildings, including residential or where people sleep, these properties are exempt from call challenging process and the Service will respond directly.

It is anticipated that the new measures are implemented from November.

Members of the Committee welcomed the delay in implementation to ensure that all parties are ready, understand the requirements and prepared to respond appropriately.

12 SERVICE DELIVERY PERFORMANCE UPDATE

Craig Parkin, Assistant Chief Fire Officer, presented the Service Delivery Performance Update report and highlighted the following points:

- (a) A new performance management framework is due to be implemented in the Spring and will provide a greater depth of detail, including further information on prevention work and business and partner engagement. Currently there is a focus on satisfying the data requirements of the HMICFRS inspection;
- (b) A partnership mapping exercise will take place during the next few months;
- (c) No areas of performance have been identified as raising any concerns and incidents remain within the expected tolerances;
- (d) Further preventative work around road traffic collisions (RTCs) and general road safety is proposed to try and further reduce incidents;
- (e) Retained Duty System (RDS) availability remains an ongoing challenge, for example at Southwell and Tuxford Fire Stations, but with an average of 83.32%, Nottinghamshire does achieve one of the highest availability rate in the East Midlands.
- (f) Work continues to improve RDS availability, particularly by increasing recruitment. It is possible that in wealthy areas such as Southwell, the role of retained firefighter is just not considered attractive. Group Manager West is taking part in a national Fire Service working group to examine the reasons why retained staff leave the service and will investigate factors such as community demographics, local community factors such as the salary offered and the flexibility available;
- (g) The 'On-Call Support Team' will become operational in the coming weeks and provide further flexibility to retained crews designed to increase overall availability;
- (h) Although there are fewer fires, incidents such as that at Sutton Bonington which stopped trains running and the Stoney Street multi-storey car park fire, particularly following the previous incident in Liverpool where more than 1,000 cars were destroyed present ongoing challenges for the fire sector. This has prompted a national approach to consider such incidents, including the construction, access, and

architecture of multi-storey car parks, including whether it would be appropriate to require sprinkler systems to be installed;

- (i) If businesses hold hazardous substances on their premises, they don't necessarily need to register this unless required under a range of guidance, for example quantities meet a set level. However, during premises inspections, Fire Officers routinely document the hazardous materials found and informs the site specific risk information which staff refer to when attending incidents;
- (j) Illegal waste sites/dumps are particularly concerning, not just from an environmental perspective. Local knowledge of businesses and industry can prove vital in initially identifying potentially hazardous materials;
- (k) On-board computers list the potential hazards and risks around specific industries and trades, from which fire fighters can then de-escalate the risk as a better understanding of the incident and site is gained.

Members of the Committee expressed concern at some of the downward trends around retained officer retention, particularly that of overnight retained staff, but welcomed the proactive and successful approach to trying new methods to attract and interest potential recruits.

RESOLVED to note the report.

13 SAFE AND WELL UPDATE

Craig Parkin, Assistant Chief Fire Officer, presented the report which updates members on the 'Safe and Well' visits which replace the former 'Home Safety Check'.

The following points were highlighted:

- (a) Although the principle is the same, Fire Services across the country are applying a variety of schemes differently under the safe and well name. This has caused great concern and challenge from Trades Unions nationally which consider this to be a broadening of the firefighter role. The Nottinghamshire Service has been working to address firefighter concerns and this has seen amendments with staff signposting citizens to appropriate information and services;
- (b) Using the most recent hand held technology during visits will make it possible for referrals of citizens to other services to be raised automatically where appropriate by staff and is a key area for development.

Members of the Committee welcomed the report.

RESOLVED to note the report.



**NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM
FIRE AND RESCUE AUTHORITY**

FINANCE AND RESOURCES COMMITTEE

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood Lodge,
Arnold Nottingham NG5 8PD on 19 October 2018 from 10.00 am - 10.36 am**

Membership

Present

Councillor Malcolm Wood (Chair)

Councillor Andrew Brown

Councillor John Clarke

Councillor Brian Grocock

Councillor Mike Quigley MBE

Absent

Colleagues, partners and others in attendance:

John Buckley	- Chief Fire Officer
Wayne Bowcock	- Deputy Chief Fire Officer
Charlotte Radford	- Treasurer
Becky Smeathers	- Head of Finance
Ian Pritchard	- Head of Estates
Catherine Ziane-Pryor	- Governance Officer

12 APOLOGIES FOR ABSENCE

None.

13 DECLARATIONS OF INTERESTS

None.

14 MINUTES

The minutes of the meeting held on 29 June 2018 were confirmed as a true record and signed by the Chair.

15 PRUDENTIAL CODE MONITORING REPORT TO AUGUST 2018

Becky Smeathers, Head of Finance, presented the report which informs members of the financial activity from 31 May to 31 August 2018 against the prudential Indicators which were confirmed by the Fire Authority at the February 2018 meeting.

Borrowing to the end of August stood at £24.238m which is well within the operational boundary of £29.723m.

There are no issues of concern to report to the Committee.

RESOLVED to note the report.

16 REVENUE AND CAPITAL MONITORING REPORT TO 31 AUGUST 2018

Becky Smeathers, Head of Finance, presented the report which informs the Committee of the financial performance of the Service for the period 31 May to 31 August 2018.

The following points were highlighted and members' questions responded to:

- (a) There has been an underspend of £141,000 which is lower than that reported in June of £475,000;
- (b) As a result of the additional call-outs during the hot, dry summer, the retained pay budget was unavoidably overspent by £129,000. Some of this relates to the Lancashire moorland fires for which £79k is being recovered under the Belwin scheme. There were underspends of £289,000 for drilling and training which took place at lower than anticipated levels;
- (c) A provision was made in the 2017/18 accounts for a 2% firefighter pay increase. However, the National Joint Council have now confirmed a 1% pay increase for 2017/18 so the provision is no longer required and has been returned to Revenue;
- (d) The Service currently is expecting year end reserves levels to be in the region of £10.115m, the details of which are set out in the report. Reserves levels compared to those held by other Fire Authorities were discussed. Further analysis will be included in the Reserves Strategy which will be considered at December Fire Authority;
- (e) The underspend of £20,000 on fire alarms is a result of the delay in rolling out the 'Safe and Well' programme which replaced the Home Safety Check;
- (f) Expected slippage in the capital programme totalling £308,000 is outlined in Appendix C to the report;
- (g) Recovered costs for services beyond the Service's statutory duty were discussed. These charges are approved by the Fire Authority as part of the budget process each year. The current budget for income from these charges is £6k;
- (h) The agreement between the Service and the East Midland's Ambulance Service (EMAS) to have space in a base at Hucknall Fire Station is with each organisation's solicitors but it is encouraging that EMAS have proposed a completion target date of 1 January 2019. Once legal agreement has been reached and the contract signed, the building work can be sent out for tender and contractors engaged;
- (i) The potential use of the surplus land around Newark Fire Station, including the building of affordable housing, is being investigated and the Chief Fire Officer and the Head of Estates have met with the Chief Executive of the Local Council and an arm's

length housing provider. Members will be informed of any firm progress, possibly to the Policy and Strategy Committee or Full Fire Authority in February 2019.

Members' comments included:

- (j) When next setting the Council Tax precept, it will be worth highlighting the additional £590,000 wholetime overspend due to the increased service demand during the exceptionally dry summer;
- (k) The Authority needs to ensure that the return from the use of the Newark Fire Station surplus land provides a good long term income for the Service.

RESOLVED

- (1) to note the report;**
- (2) to approve the temporary virement of £183k from the secondment income surplus to wholetime pre-planned overtime (as detailed in Section 2.5 of the report);**
- (3) to approve temporary virements of £52k from wholetime bank holiday pay to wholetime pre-planned overtime (as detailed in Section 2.5 of the report);**
- (4) for the Committee to further consider reserves at a future meeting, including comparative data against the value of reserves held by other Services.**

17 CORPORATE RISK MANAGEMENT

John Buckley Chief Fire Officer, presented the report which is brought before the Committee following changes to some of the of work undertaken by Wayne Bowcock, Deputy Chief Fire Office, and Craig Parkin, Assistant Chief Fire Officer. No other changes have occurred.

RESOLVED to note the report.

18 MANAGEMENT OF OCCUPATIONAL ROAD RISK

Wayne Bowcock, Deputy Chief Fire Officer, presented the report which updates the Committee on the management of operational road risk and the measures taken to mitigate those risks within the Road Risk Management Plan.

The following points were highlighted and member's questions responded to:

- (a) To ensure that the cost of insurance does not increase beyond the cost of 2016/17 insurance rates, the Service has agreed to raise the claim excess from £1,000 to £2,500 per claim;
- (b) Between September 2017 and September 2018, there were 49 incidents, 41 of which were as a result of low speed manoeuvring;
- (c) There were two high cost incidents including an appliance being lodged in a ditch (£42,898.03 cost) having swerved to avoid an on-coming vehicle, and the overturning

of a water foam unit whilst exiting the motorway (due to the camber of the road and angle taken by the driver) the cost is yet to be confirmed;

- (d) An employee has been injured during a reversing incident and the Health and Safety Inspectorate is currently examining the filed report;
- (e) There is a new Health and Safety Officer in post;
- (f) Staff are randomly tested for drugs and alcohol by a third party organisation to a standard process. Tests can also be undertaken on staff at an incident;
- (g) Dash-cams are not required as appliances are already fitted with 360° CCTV cameras. Some incident footage is used for training purposes.

RESOLVED to note the report.

19 EXCLUSION OF THE PUBLIC

RESOLVED to exclude the public from the meeting during consideration of the remaining item in accordance with Section 100A(4) of the Local Government Act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

20 INSTALLATION OF AN ELECTRICAL SUBSTATION BY WESTERN POWER AT BINGHAM FIRE STATION

John Buckley, Chief Fire Officer, and Ian Pritchard, Estates Manager, presented the report which informs members of the request by Western Power for the installation of an electrical substation at Bingham Fire Station.

Although it is acknowledged that Western Power maintain a standard set of changes, Members requested that officers continue to seek the best deal for the Service.

RESOLVED to approve the recommendations as set out in the report.



**NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM
FIRE AND RESCUE AUTHORITY**

HUMAN RESOURCES COMMITTEE

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood Lodge,
Arnold Nottingham NG5 8PD on 9 November 2018 from 10.00 am - 11.21 am**

Membership

Present

Councillor Mohammed Saghir
Councillor John Clarke (Chair)
Councillor Vaughan Hopewell
Councillor John Longdon
Councillor Jackie Morris

Absent

Colleagues, partners and others in attendance:

Craig Parkin - Assistant Chief Fire Officer
Tracy Crump - Head of People and organisational Development
Matt Sismey - Equality and Diversity Officer
Gavin Harris - Head of ICT
Catherine Ziane-Pryor - Governance Officer

9 APOLOGIES FOR ABSENCE

None.

10 DECLARATIONS OF INTERESTS

None.

11 MINUTES

The minutes of the meeting held on 13 July 2018 were confirmed as a true record and signed by the Chair.

12 HUMAN RESOURCES UPDATE

Tracy Crump, Head of People and Organisational Development, presented the report which provides detailed statistics of key human resources metrics for the second year quarter period of 1 July to 30 September 2018, with absence data from the first quarter also included.

The following points were highlighted and responses given to members' questions:

- (a) The Service puts a lot of effort into managing ill health with free physiotherapy access, health and fitness advice and mentoring, and support to return to work;
- (b) In Quarter 1, there were 57.5 fewer days sickness absence for full time employees, compared to the previous quarter, but a 22% increase in the 2nd Quarter;
- (c) The Service takes part in the National Fire Chiefs Council sickness absence survey, and NFRS consistently reports below the national sector average for sickness absence;
- (d) Whilst staffing numbers are usually negative, due to the recent recruitment they are temporarily above the approved establishment due to 'front loading' as part of succession planning. As it takes between 18 months and 2 years from recruitment to fully competent firefighters, it is sensible to recruit slightly above the approved level of staffing to take into account projected turnover;
- (e) The first phase passing out ceremony of the new intake will take place on 29 November at 5.30pm at Service Development Centre, Ollerton. If members of the Committee would like to attend, please liaise with Craig Parkin, Assistant Chief Fire Officer;
- (f) There was a good take-up by staff of the Service's offer of a flu jab;
- (g) The progress through the training programme for the new recruits has been included in the Service's social media promotion of the Service, including you-tube footage with links to the Service website. This is the first time the Service has taken this approach but it appears to be of public interest.

Members of the Committee commended the Service for the strong and positive social media presence and how the unity of teams within the Service is so clearly illustrated. The investment in expanding a social media presence has been valuable at spreading safety information, promoting the work of the Service and keeping citizens informed and reassured with regard to incidents such as the recent Cattle Market Fire.

RESOLVED to note the report.

13 WHOLETIME FIREFIGHTER RECRUITMENT POSITIVE ACTION AND NEXT STEPS

Craig Parkin, Assistant Chief Fire Officer, presented the report which updates the Committee on the outcomes from the whole-time firefighter recruitment campaign and associated positive action measures. Matt Sismey, Organisational Development and Inclusion Manager, was also in attendance and contributed to the item.

The following points were highlighted and responses provided to members' questions:

- (a) Due to the need for re-organisation, it has been 6 years since the Service last undertook a whole-time recruitment although retained recruitment is on-going. This recruitment cycle has been the most comprehensive to date;

- (b) Prior to the recruitment, from June 2017, the Service raised awareness with specific focus in Black, Asian Minority and Ethnic (BAME) communities and women to encourage and promote firefighting as an accessible career and dispel misconceptions;
- (c) Recruitment was launched in March 2018 and the assessments and tests lasted 5 months, with a total of 44 candidates being offered whole-time firefighter jobs with 14 starting in September 2018 and the remainder starting in either January 2019 or later in 2019;
- (d) It is intended that new firefighters will rotate around the Service to ensure that they gain a broad experience of the Service and understand the different aspects of Service activity, including fire prevention work;
- (e) In advance of recruitment, during 2017, a comprehensive schedule of positive action was implemented which included engagement with young people, videos, posters, promotion through partner job teams, festival attendance and the Corporate Games;
- (f) A seconded female firefighter undertook a huge commitment of facilitating regular fitness sessions for potential female candidates so that they are aware of the fitness level required, could prepare and be supported into the recruitment process;
- (g) Of the 599 initial expressions of interest, 44 were successful:

	%	Number
Male	70.5%	31
Female	29.5%	13
White British	81.8%	36
BAME	18.2%	8

- (h) The first passing out ceremony will take place at the end of November, from which new firefighters will be allocated stations with dedicated mentors and off-station support;
- (i) With consideration to staffing projections on the current staffing levels, it is anticipated that the next recruitment campaign will be required in 2021. The future needs of the Service beyond 2021 is yet to be determined, but will need to pay attention to the financial pressures of the Fire Authority.

Members of the committee welcomed the positive action taken which resulted in the Service better reflecting the communities which it serves.

RESOLVED to note the report.

14 EQUALITIES MONITORING

Craig Parkin, Assistant Chief Fire Officer, presented the report which provides the Committee with protected characteristic workforce data for the period 1 January to 30 June 2018 and informs the Committee of the work undertaken to improve diversity within the Service.

The following points were highlighted and Committee members' questions responded to:

- (a) In the period between 1 January to 30 June 2018:
- (i) Two female operational officers joined the Service, raising the proportion of male to female operatives from 4.58% (32 of 699 posts) to 4.79% (34 of 710 posts), which is in line with National trends;
 - (ii) The proportion of Black, Asian, Minority, and Ethnic (BAME) employees rose from 3.36% (30) to 3.56% (32) but it is noted that 60 employees of the 899 total staffing compliment did not disclose their ethnic origin;
 - (iii) Although there were no changes to the number of employees, as the overall workforce increased, the proportion of Lesbian, Gay or Bisexual personnel dropped from 1.57% (14) to 1.55% (14);
 - (iv) The proportion of disabled personnel reduced from 4.37% (39) to 4.23% (38);
- (b) Her Majesty's Inspectorate Constabulary and Fire and Rescue Services (HMICFRS) will consider workforce make up and terms and conditions as part of the Service-wide inspection during February;
- (c) The Service relies on staff informing it that they have a disability so that appropriate measures can be put in place to support staff;
- (d) NFRS is not unique in that there is still a gap in senior positions where the majority of post holders are white males, but work is on-going to encourage female applicants when vacancies arise with self-development, but the results will take time to emerge;
- (e) To encourage progression through the grades, the Aspiring Leaders Programme is proving popular;
- (f) The Service has previously considered childcare facilities for employees but the dispersed nature of the workforce makes this impractical, however the Service does support a salary sacrifice scheme for provision of childcare vouchers. Due to recent changes to national childcare support, this is only now available to existing users. The way in which people work is changing and if there is to be co-location with partners, then this may provide an opportunity to review childcare options.

RESOLVED

- (1) to note the report and continue to support the Service's continued commitment to deliver a more diverse workforce;**
- (2) for Craig Parkin, Assistant Chief Fire Officer, to arrange for the feasibility of workplace childcare arrangements to be considered and the findings to be reported to the Committee.**

15 UPDATE ON THE PEOPLE STRATEGY

Tracy Crump, Head of People and Organisational Development, and Craig Parkin, Assistant Chief Fire Officer, presented the regular update report which informs the Committee of the activity since the last report six months ago on the following strategy focus areas:

- Delivering our services;
- Shaping our workforce;
- Outstanding Leadership;
- Workforce development;
- Workforce engagement;
- Positive workplace and culture;
- A safe and healthy workplace;
- Inclusion.

The following points were highlighted and responses provided to Committee members' questions:

- (a) Whilst the Service has been through a lot of changes during the past few years, it may be expected that tensions would exist between the Leadership Team and the Trades Unions, but this is not the case and a good relationship and time is invested to ensure this is maintained;
- (b) The Service needs to ensure that the right number of staff with appropriate skills area in post at the required time and succession planning aims to prevent any workforce gaps appearing;
- (c) The Service is recruiting to more senior posts now and there is a concerted drive to develop and up-skill existing talented and valued staff, with a range of courses and mechanisms in place;
- (d) The project team is working hard to support staff in preparation of the mixed crewing model which is scheduled to be operational during April 2019 at Ashfield and Retford Stations;
- (e) The alternative crewing model (whereby in exceptional circumstances, for low-level incidents and where no alternative can be found, an on-call ridership of 3 firefighters instead 4 is dispatched) is now active and will be closely monitored. The Chief Fire Officer has clearly stated that this will not become the standard practice;
- (f) With regard to the transfer of the control room facility, discussions with staff around issues and concerns are on-going;
- (g) Development and up-skilling of staff is ongoing with initiatives including the 'Aspiring Leadership Programme' and the introduction of adult apprenticeships for which existing and operational staff may be eligible;
- (h) Collaborative training options are proactively being sought.

Members of the Committee welcomed the update and the opportunity of high level paid apprenticeships without the need to accumulate the debt of attending University.

RESOLVED

- (1) to note the report;**
- (2) for the review of the mixed crewing model to be submitted for the Committee's consideration after being implemented for a year;**

- (3) for a review of the apprenticeships schemes and impact on the levy to be submitted for the Committee's consideration.

16 **EXCLUSION OF PUBLIC**

RESOLVED to exclude the public from the meeting during consideration of the remaining items in accordance with Section 100A(4) of the Local Government Act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

17 **PROPOSED RESTRUCTURE OF THE ICT DEPARTMENT**

Craig Parkin, Assistant Chief Fire Officer, presented the report of the Chief Fire Officer.

RESOLVED to approve the recommendations as set out in the report and added to in the meeting.

18 **HONORARIA PAYMENT**

Craig Parkin, Assistant Chief Fire Officer, presented the report of the Chief Fire Officer.

RESOLVED to approve the recommendations as set out in the report.



NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AND RESCUE AUTHORITY

POLICY AND STRATEGY COMMITTEE

MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood Lodge, Arnold Nottingham NG5 8PD on 16 November 2018 from 10.00 am - 10.33 am

Membership

Present

Councillor Brian Grocock (Chair)
Councillor Andrew Brown
Councillor Michael Payne
Councillor Jonathan Wheeler
Councillor Malcolm Wood
Councillor Sybil Fielding

Absent

Colleagues, partners and others in attendance:

John Buckley - Chief Fire Officer
Malcolm Townroe - Clerk and Monitoring Officer
Becky Smeathers - Head of Finance
Catherine Ziane-Pryor - Governance Officer

11 APOLOGIES FOR ABSENCE

Charlotte Radford – Treasurer to the Authority.

12 DECLARATIONS OF INTERESTS

None.

13 MINUTES

Subject to including Becky Smeathers, Head of Finance, as in attendance, the minutes of the meeting held on 6 July 2018 were confirmed as a true record and signed by the Chair.

14 DEPUTY CHIEF FIRE OFFICER VACANCY

John Buckley, Chief Fire Officer, presented the report which informs the Committee that Wayne Bowcock, Deputy Chief Fire Officer, has given notice to the Service, having secured the position of Chief Fire Officer for Gloucestershire Fire and Rescue Service. The following points were highlighted and responses provided to members questions:

- (a) The structure of the Leadership Team was reviewed and amended in 2013 and then in October 2015 a further review under the current Chief Fire Officer led to the deletion of the Assistant Chief Officer role and a redistribution of functions to the remaining three Principal Officers. A number of changes were also made to the posts at the level below Principal Officer, in that individuals' responsibilities were increased and parity was created across 'Head of Department' roles;
- (b) With current pressures on the Service and additional challenges emerging such as the Government's reform agenda, expectations contained within the Policing and Crime Act 2017 and the inspection regime by Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services, the Chief Fire Officer has carefully considered the current structure and finds that there is no capacity to further reduce the Leadership Team structure, and that an appointment to the Deputy Chief Fire Officer post is required;
- (c) It is suggested that independent consultants, at a cost of between £15,000 and £20,000 are engaged to ensure that the most appropriate candidates are selected for interview by the Appointments Committee;
- (d) Whilst all senior officers are subject to a six month notice period, as Gloucestershire Fire and Rescue Service are keen for Wayne to start in post, it has been suggested that his notice period is reduced by six weeks. The savings of the six weeks salary can then contribute to the cost of the recruitment consultants;
- (e) It is anticipated that although timescales are tight, that the recruitment process can be completed in time to ensure that a gap does not appear between post-holders, although the priority will remain to recruit the most appropriate person;
- (f) If the Committee agrees, then it is proposed that the post is advertised immediately. It is noted that if the national trend is followed, there are likely to be very few applications for a post of this calibre;
- (g) Whilst the Service operates staff development and up-skilling, it is likely that internal applications will be very limited. Currently internal applicants are not guaranteed an interview unless they meet the criteria required for the post in question;
- (h) there is no intention to advertise other senior posts alongside the Deputy Chief Fire Officer post;
- (i) there is no specification regarding the gender of applicants, but if national and local trends are reflected, it is unlikely that there will be many, if any, female applicants. However, the suggestion from members of the Committee that the recruitment consultants should reach out to projected characteristic groups as members of those groups may be more willing to apply once they've had contact from the Service, will be considered.

Members of the Committee congratulated Wayne Bowcock on his successful appointment, thanked him for all his hard work during his time with the Service, and wished him well in the future.

RESOLVED

- (1) **to task the Chief Fire Officer to work with the Clerk to the Authority to put in place a recruitment process for the impending Deputy Chief Fire Officer vacancy;**
- (2) **to agree to the request to reduce the notice period to four and a half months and release the current incumbent on 11 March 2019.**

15 HOME SAFETY CHECK CUSTOMER SATISFACTION SURVEY 2017-18

John Buckley, Chief Fire Officer, presented the report which informs the Committee of the outcome of a customer satisfaction survey which was independently undertaken in 2017/18, on citizens who had been visited for Home Safety Checks during the period 1 December 2017 and 1 March 2018.

The following points were highlighted and responses provided to members questions:

- (a) The Service undertakes the survey to ensure that citizens' needs are appropriately met and that the home safety check service is being accessed by all groups within society;
- (b) The independent survey shows that the 426 people interviewed were broadly representative of the groups at which the organisation is aiming the home safety checks. The report provides detailed information on age, disability, and ethnicity;
- (c) 85% of respondents felt safer following the check;
- (d) Nearly 99% of respondents were satisfied with the service they received, whilst 92% stated they were very satisfied;
- (e) 8% fewer respondents had made improvements or changes to their home safety measures following the Service's visit. Whilst this is a reduction, it is impossible to assess if Fire Service safety messages have previously influenced citizens safety awareness, or if by the nature of more modern housing, safety measures are already in place;
- (f) The Service does target citizens of a particularly vulnerable demographic, but in addition, information on the free home safety check service is circulated locally following incidents. Older citizens over the age of 65 are known to be at a higher risk and so this is highlighted for referral through partners.

RESOLVED to note the report.

16 EMERGENCY SERVICES NETWORK UPDATE

John Buckley, Chief Fire Officer, presented the report which updates the Committee on the progress of the Emergency Services Network, which is to be implemented by the Home Office.

The following points were highlighted:

- (a) It is anticipated that during January or February 2019 the revised business case for the Emergency Services Network will be issued;
- (b) access to the Airwave system has been extended for a further three years until 31 December 2022, but with an option for further extensions;
- (c) It has been decided that there will be an incremental approach to establishing the full network and services will receive elements at different times and with differing priorities dependant on the primary needs of each service;
- (d) Once the business case has been issued it will be brought to Policy and Strategy Committee;
- (e) Full confirmation is yet to be received regarding how or if the funding deficits will be met by Central Government, which complicates future budget setting for the Service and so is listed in the risk register.

RESOLVED to note the report.

17 EXCLUSION OF THE PUBLIC

RESOLVED to exclude the public from the meeting during consideration of the remaining items in accordance with Section 100A(4) of the Local Government Act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

18 EXEMPT MINUTES

The exempt minutes of the meeting held on 6 July 2018 were confirmed as a true record and signed by the Chair.