



14 July 2016

- (1) **MEMBERS OF THE AVON FIRE AUTHORITY**
Councillors Abraham, Barber, Barrett (C), Barrett (N), Butters, Clark, Cranney, Davies, Davis, Drew, Dudd, Garner, Hale, Jackson, Jama, Massey, Phipps, Pomfret, Scott, Shelford, Stevens, Threlfall, Williams, Wilton and Windows.
- (2) **APPROPRIATE OFFICERS**
- (3) **PRESS AND PUBLIC**

Dear Member

You are invited to attend the Avon Fire Authority meeting being held **on Friday 22 July 2016** commencing at **1.00pm**. The meeting will be held in the Main Conference Room, Avon Fire and Rescue Service HQ, Temple Back, Bristol.

There will be a private Members' Briefing on Income Generation on the morning of the meeting (in support of an item on the agenda in the afternoon) to which you are also invited. The Briefing will start in the Main Conference Room at **10.30am**. Lunch will be provided.

Please report to reception upon arrival at Headquarters.

The Agenda is set out overleaf.

Yours sincerely

Guy Goodman
Clerk to the Fire Authority

PROVIDING AVON FIRE & RESCUE SERVICE



Clerk to Avon Fire Authority
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Working in partnership with the Gambia Fire & Rescue Service (GF&RS)

NOTES

Inspection of Papers: Any person wishing to inspect Minutes, reports, or a list of the background papers relating to any item on this Agenda should contact Lynette White, who is available by telephoning 0117 926 2061 ext. 233 or by visiting Avon Fire & Rescue Headquarters, Temple Back, Bristol (during normal office hours).

Attendance Register: Members should sign the Register which will be circulated at the meeting.

The appended supporting documents are identified by agenda item number.

Emergency Evacuation Procedure:

- The fire alarm or notification of any other threat is a continuous siren.
- In such cases Members must leave the building by the nearest exit.
- In the event of explosion or smoke where controlled evacuation is not possible, Members must follow fire exit signs.
- All corridors are lit with emergency lighting.
- The assembly point is situated between the entrance and exit barrier on Temple Street.

Code of Conduct – Declaration of Interests

Any Member in attendance who has a personal interest in any matter to be considered at this meeting must disclose the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent. A member having a prejudicial interest must withdraw from the meeting room whilst the matter is considered.

Exempt items

Members are reminded that any Exempt reports as circulated with the agenda for this meeting contain exempt information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s). Members are also reminded of the need to dispose of such reports carefully and are therefore invited to return them to the Clerk at the conclusion of the meeting for disposal.

A G E N D A

- 1. APOLOGIES FOR ABSENCE** - Members are reminded there is no power to appoint substitutes on the Avon Fire Authority
- 2. EMERGENCY EVACUATION PROCEDURES** – The Chairman will draw attention to the emergency evacuation procedures as set out in Note 3 appearing on page 2 of this release
- 3. DECLARATION OF INTERESTS** - The Chairman will draw attention to the requirements of the Code of Conduct as set out in note 4 appearing on page 2 of this release.
- 4. CHAIRMAN’S BUSINESS**
- 5. MINUTES OF AVON FIRE AUTHORITY HELD ON 3 JUNE 2016**
- 6. PUBLIC ACCESS (Time Limit – 30 minutes)**

Under Standing Order 21 and providing 2 clear working days-notice has been given to the Clerk, any resident of Bristol, South Gloucestershire, Bath and North East Somerset or North Somerset Council may address the Avon Fire Authority (for no more than 5 minutes) to present a petition, make a statement, or as leader of a deputation.

- 7. URGENT ACTION UNDER STANDING ORDER 5.1**

To note that the Clerk, after consultation with the Chairman, invited the Labour Group Leader to nominate a Member to fill the vacancy on the Local Pension Board and to note the subsequent appointment of Cllr Jackson to the Board.

- 8. DRAFT MINUTES OF THE EMPLOYMENT COMMITTEE HELD ON 24 JUNE 2016**

For decision ([reports are available here](#))

- 8.1. Arshed Employment Tribunal Claim**

Recommendation – to establish an Equalities Sub-Committee

- 8.2. Scheme of Delegations - Appointment of Principal Officers on a Temporary Basis**

Recommendation – to delegate such appointments to the Chief Fire Officer for a period not exceeding 12 months and Standing Order be changed accordingly.

- 8.3. Re-employment Policy (Operational Staff)**

Recommendation – to suspend the policy forthwith.

- 9. DRAFT MINUTES OF THE AUDIT, GOVERNANCE AND ETHICS COMMITTEE HELD ON 30 JUNE 2016 – for noting**

- 10. DRAFT MINUTES OF THE GENERAL PURPOSES COMMITTEE HELD ON 7 JULY 2016**

For decision ([reports are available here](#))

10.1. Proposed Financial Delegation to the Committee

Recommendation – the Committee to have delegated authority as follows:

1. Budget Virements – approval of a virement above the level of Officer delegated authority (£5,000 or 10% of a budget whichever is the greater) provided that the virement is not required to be spent on areas of expenditure not previously approved by the Fire Authority in setting the Budget.
2. Allocation of underspends subject to any upper limit the Fire Authority may impose.
3. Procurement – approval of tenders from £250,001 up to £500,000. (NB tenders from £500,001 will need the approval of the Fire Authority)
4. Write Off – approval of any write off from £10,001 up to £50,000. (NB write offs from £50,001 will need the approval of the Fire Authority).

11. PROPOSED CHANGES TO STANDING ORDERS

12. SUCCESSION PLANNING

13. INCOME GENERATION

14. REPORT OF THE OFFICE OF THE SURVEILLANCE COMMISSIONERS

15. SERVICE DELIVERY - RISK REDUCTION UPDATE

16. FIRES AND OTHER INCIDENTS

17. MEMBERS' TRAINING PROGRAMME

18. EXCLUSION OF PRESS AND PUBLIC

To resolve:

“That the public be excluded from the meeting during the following items of business on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public are present during these items there will be a disclosure to them of exempt information pursuant to Schedule 12A of the Local Government Act 1972 (as amended by the Local Authorities (Access to Information) (Exempt Information) (England) Order 2006).”

19. PROPOSED RELOCATION OF HQ

20. DISPOSAL OF TEMPLE BACK HQ SITE – OPTIONS APPRAISAL



AVON FIRE AUTHORITY

3 JUNE 2016

PRESENT: Councillors Abraham, Barber, Barrett (C), Barrett (N), Butters, Clark, Cranney, Davies, Davis, Drew, Dudd, Garner, Hale, Jackson, Jama, Massey, Phipps, Pomfret, Scott, Shelford, Stevens, Threlfall, Wilton and Windows.

1 ELECTION OF CHAIRMAN FOR THE COMING YEAR

RESOLVED, that Councillor Abraham be elected Chairman for the current year.

The Chairman began by thanking previous Members for their service to Avon Fire Authority and welcomed new Members to the Fire Authority. The Chairman expressed a desire to look forward in a positive way to the opportunities and to some of the changes that are facing us. He also wished to look to see that the direct service we give to the communities is not diminished in anyway at all. The Chairman wished to give thanks to those people who work for the Fire Authority and offer safety and protection to the communities. The Chairman stated that he was here to try to deliver a service that all Members want to deliver to the people.

2 ELECTION OF VICE CHAIRS FOR THE COMING YEAR

RESOLVED, that the position of Vice Chairs be held jointly in the current year and that Councillor Drew and Councillor Jackson be elected.

POLITICAL COMPOSITION OF THE FIRE AUTHORITY

	Members
Conservative Group	12
Labour	7
Liberal Democratic Group	4
Green	1
Independent	1

3 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Williams and Sue Mountstevens, the PCC.

4 EMERGENCY EVACUATION PROCEDURES – The Chairman drew attention to the emergency evacuation procedures as set out in the Agenda.

5 DECLARATION OF INTERESTS – The Chairman drew attention to the requirements of the Code of Conduct as set out in the Agenda.

Councillor Hale declared an interest in the HQ Relocation update.

6 CHAIRMAN'S BUSINESS

The Chairman updated on a recently held LGA Fire Commission whereby the meeting had discussed the Home Secretary's speech that was published on 24 May 2016. The Chief Fire Officer reported that the speech set out a very clear agenda for the fire and rescue service for the future working with other partners and emergency blue light services.

The Chairman reported that Officers and the Clerk have been working with Avon and Somerset Constabulary on a Heads of Terms Agreement. Meetings are taking place to progress this topic. Further collaboration work is being undertaken and a future update paper will be brought to the next Fire Authority meeting. The Chairman proposed that the next meeting of the Fire Authority should commence at 1.00pm with group meetings taking place at 12.00 noon.

7 MINUTES OF AVON FIRE AUTHORITY HELD ON 18 MARCH 2016

RESOLVED, that the minutes be agreed as a true record and signed by the Chairman.

8 PUBLIC ACCESS

Kevin Geraghty addressed the Members on the Victimisation Findings of a recently held Employment Tribunal. He reported that the Home Secretary has a copy of this public document and invited Members to study it very carefully. He outlined recent comments made by the Home Secretary stating that the fire and rescue service workforce was lacking in diversity. Members received the report and the Chairman advised that we would be setting up new committee structures later in the meeting and that this report would be referred to the appropriate committee. The Clerk was tasked to email the report to new Members appointed to the Fire Authority.

Shafiq Ahmed (the brother of the former employee involved) addressed the Members present and spoke about the Employment Tribunal findings. BME do not appear to be represented in AF&RS. He had attended 4 days of the hearing and many comments made by the judges showed AF&RS in poor light. There is a large BME community in Bristol and queried the message being sent out to that community. Mr Ahmed would like an investigation into the race allegations that should have been carried out at that time and the outcomes reported back. The Chairman moved that this statement is referred to the appropriate Committee.

Chris Taylor of the Fire Brigades Union (FBU) addressed Members on the proposed structure of the Fire Authority and outlined the strong working relationship currently in place. However, following the media reports yesterday the FBU wished to respond confirming that the FBU Members do not recognise the organisation being described yesterday in the media. All FBU Members are fully supportive of the current Service Management Board in Avon and described Avon as being one of the best fire and rescue service in the country. The toxic statement is unfounded and upsetting for staff. Officers and the Union are working well together on the IRMP and Avon is a

progressive organisation. This Fire Authority has always taking an active role in the FRS and we are the envy of other Fire and Rescue Services throughout the country who do not have the same excellent working relationship. The Chairman thanked the FBU for his speech and moved this item to the most appropriate Committee to comment. Members requested that this statement should be circulated with the minutes.

9 CORRESPONDENCE

None.

10 MINUTES OF AVON FIRE AUTHORITY SPECIAL PURPOSES COMMITTEE HELD ON 17 MARCH AND 19 MAY 2016, for noting

RESOLVED, that the minutes be noted with a small amendment being made to the minutes of 17 March.

11 GOVERNANCE REPORT OF THE MONITORING OFFICER

The Clerk gave an overview of the report. At its meeting held on 18 March 2016 the Fire Authority resolved that the Clerk would bring forward proposals for a review of the governance structure. A comparative study has been undertaken and these were attached to the papers. The Clerk outlined that there is standing invitation extended to the FBU to participate in the new Performance Review and Scrutiny Committee to ensure that the good working relationship continues. The new committees are to be Member led. The proposed Terms of Reference and meetings schedule were tabled.

Proposals for changes to the Members Allowances Scheme and Special Responsibility Allowances were set out in the report. A discussion ensued on the quorum for each committee.

The Clerk was asked to send a note to Members on the role of lead officers designated for each committee.

RESOLVED that:

1. Members noted the revised membership of the Fire Authority
2. The proposed revised governance structure were approved with the following amendments:
 - Groups can substitute Members on Committee and it was agreed that the Independent Member and the Green Party Member may substitute for each other.
 - The quorums for Committee meetings will be 12 for the Fire Authority, 4 for the General Purposes Committee, the Performance Review and Scrutiny Committees and 4 for the Employment Committee.

3. The proposed Terms of Reference for the new committees were approved subject to the General Purposes Committee not exercising any financial powers until a limit has been set and the next Fire Authority meeting, and Group Leaders to advise the Clerk of nominees as soon as possible.
4. The proposed allocation of places for the new committees were approved
5. Changes to the Members' Allowances Scheme were approved but a full review is to be undertaken by the Audit, Governance & Ethics Committee.
6. Invited the Audit, Governance and Ethics Committee to review the operation of the new governance structure in Spring 2017 and report its findings to the Annual Meeting 2017/18
7. Standing Orders were approved as amended
8. Financial Regulations were approved
9. The proposed change to the Scheme of Delegations to Officers was referred to the Employment Committee for further consideration
10. The Standard Terms and Conditions were approved as amended
11. The following Policies Guidance and Strategy were approved by the Fire Authority:
 - a) Conduct & Probity in the Public Service Guidance
 - b) Anti-fraud and Anti-Corruption Strategy & Response Plan
 - c) Confidential Reporting Code and Guidance
 - d) Protocol for Member / Officer Relations
 - e) Indemnities for Members and Officers
 - f) Avon Fire Authority Enforcement Policy
12. The Guidance on Risk Management was noted.
13. Members' attendance, training and development and allowances for 2015/16 were noted the following minor amendment to be made:
 - Councillor Shelford requested that his attendance at the Members Induction Day to be recorded under the training development data.
14. That the Clerk and Monitoring Officer be authorised to take any required action to implement the resolutions.

12 APPOINTMENTS OF REPRESENTATIVES ON OTHER BODIES

- i) Councillor Abraham be appointed as the Fire Authority's representative on the Local Government Association Fire Commission for the current year.
- ii) Councillor Drew be appointed as the Fire Authority's representative on the South West Council Employers' Panel for the current year.
- iii) Councillor Phipps be appointed to the South West Council for the current year if items are applicable on the agenda.

13 INTEGRATED RISK MANAGEMENT PLAN, SAVINGS PLAN AND RE-INVESTING FOR THE FUTURE

The Chief Fire Officer presented the report outlining the progress being made with producing the Integrated Risk Management Plan (IRMP) and a savings plan, which is in

response to the spending review and reduction in Government Grants. We have identified how a further £5.5m savings could be captured. There is a tremendous amount of work that has taken place by the Deputy Chief Officer, Service Management Board and FBU Officials with Member involvement in progressing the plan. The Chief Fire Officer outlined a proposal whereby consideration is being given to the setting up a trading arm which should allow for the Fire Authority to raise funds. Councillor Wilton declared an interest in this as an owner of a small business. The Chief Fire Officer outlined the savings that have been identified. Agreement has been reached with the FBU on how we are to reduce the establishment. The Chief Fire Officer outlined possible areas under consideration to generate income and they are likely to be some aspects of training, fire extinguisher, warden and incident command training but more important, is to offer consultancy for risk assessment. Other areas could also be considered.

Members discussed the implication of the report submitted and a discussion took place on Specialist Appliances and the alternative/switch crewing methodology. ACFO Davis outlined the recent attendance of the specialist appliances with the Chief Fire Officer reporting that a reduction in budget would mean the reduction in the number of Firefighters available, appliances and fire stations and this will no doubt have an impact upon response times. A member queried the figures contained within the report and an offer was made for Members to see the tools that we use to undertake the assessment which was accepted.

The Chief Fire Officer reminded Members that we have not held a recruitment campaign since 2009 due to the austerity measures. That applies equally across the fire and rescue service. We have increased the amount of refresher training for existing firefighters and are getting maximum use of the facility at Avonmouth. An update was provided on the PFI contract in place. The Chairman reported on the positive recruitment campaign held a while ago with regard to BMEs and the conferences held on LGBT and Women in the Fire Service.

The Chief Fire Officer gave an update on the national asset / resources and reported that they train to ensure skills are kept up to date in case there is a level 4 incident. An issue was raised on the reduction in management posts, flexi duty managers and support staff reductions. We will continue to challenge and make savings where we can.

RESOLVED that

- i) Members noted the contents of the report and supported the plans that have been summarised within it
- ii) Members approved commencing an appropriate consultation with the public, businesses and partners.

14 SERVICE DELIVERY: RISK REDUCTION

Members' considered an update on the current developments and initiatives taking place in relation to community safety, the educational programme with young people and the intervention programmes undertaken. ACFO Davis updated on the various

campaigns and events the Service has been involved with which linked to the National FireKills agenda.

A discussion took place on children's mental health, fire setting, vulnerable adults and children and vehicle fires. Officers are in the process of receiving Dementia training so that this can be cascaded throughout the organisation. A multi-agency approach is taking place. Triage working is taking place in the mental health arena.

A Member raised a query about an incident whereby we deployed an appliance to rescue a seagull and suggested that when looking at capacity planning we may need to address deployment of assets. The Chief Fire Officer responded by advising that the fire and rescue service perform a humanitarian role but that should Members wish this could be changed and advised that crews would utilise the call out as a useful training opportunity in an environment that they would not normally be involved with.

A Member queried about involvement with the community who do not have English as a first language. ACFO Davis reported that we have an Equality & Diversity Forum whereby we meet those different groups and work with other agencies to identify vulnerable adults. Fire Safety literature is available in other languages as part of the Fire Skills campaign but unfortunately we have limited stocks of the leaflets as the requirement to have these available in other languages was ceased by the Government.

RESOLVED that

- i) the report be noted;
- ii) Members' endorsed and supported the work in the risk reduction unit.

15 FIRES & OTHER INCIDENTS

Members' received a report outlining the significant incidents of note occurring during March and April 2016.

ACFO Davis gave a presentation on the recent Unexploded Bomb incident at Bath on 12 May 2016.

RESOLVED, that the report be noted.

The meeting closed at 17:24 hrs

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Chairman

AVON FIRE AUTHORITY EMPLOYMENT COMMITTEE



8

24 JUNE 2016

PRESENT: Councillors Abraham, Clark, Drew, Garner (substitute for Hale), Jackson, Scott, Williams.

Meeting started at 10.30am

1 **APOLOGIES FOR ABSENCE E**

Apologies were received from Councillors Hale and Jama.

2 **EMERGENCY EVACUATION PROCEDURES** – The Chairman drew attention to the emergency evacuation procedures as set out in the Agenda.

3 **DECLARATION OF INTERESTS** – The Chairman drew attention to the requirements of the Code of Conduct as set out in the Agenda.

4 **CHAIRMAN'S BUSINESS** – None.

5 **PUBLIC ACCESS**

The Chairman advised that requests had been received from Mrs Arshed and Mr Geraghty to address the Committee.

Mrs Arshed recited her statement to members outlining her reasons for dismissal and emphasised that she is demanding for an independent organisation to investigate her claim for race discrimination of September 2014 and her dismissal for actions of gross misconduct. Mrs Arshed asked members to consider paragraph 14 and paragraph 55 of the tribunal judgement and argued she had been dismissed for reasons the tribunal did not amount to gross misconduct. For this reason she is requesting an independent outside body investigate further and Mrs Arshed hopes that the Home Office will examine her case. The Chief Fire Officer (CFO) asked Mrs Arshed if she accepted that the Employment Tribunal was an independent body, Mrs Arshed informed that she would not answer any questions or points of clarification from the Committee or the CFO.

RESOLVED, that it is a unanimous decision that the statement be accepted and sent to the responsible officer.

Mr Geraghty addressed the Committee around the subject of Employment Recruitment stating that he believes, and has been advised by others, that there is a lack of diversity at Avon Fire & Rescue Service. Mr Geraghty raised two concerns around the recruitment of ethnic minorities:

- 1) The recent appointment of the post of Resource Planning Support Officer in August 2015 is in breach of Avon Fire & Rescue Service recruitment guidelines as Mr Geraghty believes this post was not open to BME individuals. Mr Geraghty urged the Committee to investigate this matter so that it is put to rest.
- 2) The apparent different treatment between BME and white employees in the organisation. Mr Geraghty claims this concern was expressed to him by present employees and also members of the BME community.

Mr Geraghty continued to read from his statement and agreed to retract the 4th paragraph due to potentially libellous inaccuracies.

RESOLVED, that it is a unanimous decision that the amended statement be accepted and sent to the responsible officer

6 TERMS OF REFERENCE

Members considered the Terms of Reference for the Employment Committee. The Clerk to the Fire Authority advised that as well as there being an annual meeting there will be a second meeting of the committee this year to deal with the four issues set out in the Terms of Reference.

RESOLVED that the Terms of Reference be noted.

7 ITEMS REFERRED TO THE COMMITTEE BY THE FIRE AUTHORITY

7.1 Arshad Employment Tribunal Claim – Lessons Learned

The CFO raised some points that he wished the Committee to comprehend fully. Firstly, that Mrs Arshed's claim was not one for race discrimination claim. Secondly, that the one of the aspects of Mrs Arshed's tribunal claim that succeeded was that the decision to suspend and initiate disciplinary proceedings were deemed to be an act of victimisation. The CFO stressed it was important that the Committee understand that the section that the Fire Authority was found to be in breach of the Equalities Act 2010 was section 27. This section relates to victimisation but there is no reference in this section to race or race discrimination but is about protected acts. The CFO also reinforced the point that Mrs Arshed's claim for unfair dismissal did not succeed. As the Committee had heard from two members of the public and their claims around race discrimination, the CFO felt that for balance it was important to hear a view from a BME serving member of the organisation.

Firefighter Enrico Temple addressed the Committee stating that on joining the organisation he felt there was a racial imbalance. However, Mr Temple felt that under the leadership of the CFO the organisation is progressive when compared with other fire services in terms of racial equality. Mr Temple pointed out that the CFO has publicly denounced the BNP and has proved he is committed to changing the face of the organisation despite personal criticism for promoting racial equality. Mr Temple feels that under the CFO the culture has changed dramatically and he is saddened

by the Fire Authority being labelled as a racist organisation and by the lack of support towards the CFO's actions, highlighting the actions of the CFO have proved he is committed to racial equality across the service.

The CFO asked the Committee to consider that Mrs Arshed has not been the only victim and that while lengthy investigations into complaints were taking place there were nine managers involved, and some of these managers were victims themselves. In light of this the Health and Safety Manager addressed the Committee highlighting the levels of stress experienced by staff in the organisation and the effect negative media attention has had. In June alone there have been 32 days lost with individuals absent from work due to stress over the case. The Health and Safety Officer emphasised that she was concerned that risks to these individuals have not been assessed, and that the safety and health of staff must be a priority and there must be safeguards in place. The Health and Safety Manager suggested to the Committee that in order to safeguard vulnerable members of staff she would like to conduct a risk assessment in detail, looking at all employees that have been involved in the case.

RESOLVED that an assessment should be carried out with the results to be reported back in due course.

The CFO stated that he fully accepts there are lessons to be learned from this case and accepts the judgement from the tribunal.

The Committee reviewed the lessons learned and recommendations arising from the Employment Tribunal case and

RESOLVED, that

- i. Recommendation 1: Agreed
- ii. Recommendation 2: Agreed
- iii. Recommendation 3: Agreed subject to an extra line being added "investigators do not produce a recommendation".
- iv. Recommendation 4: Agreed that it be combined with recommendation 9.
- v. Recommendation 5: Agreed subject to ACAS (if possible) being the first port of call for training.
- vi. Recommendation 6: Agreed.
- vii. Recommendation 7: Agreed subject to an amendment where after the word Evidence, "where available" is added.
- viii. Recommendation 8: Agreed

- ix. Recommendation 9: Agreed to be combined with recommendation 4.
- x. Recommendation 10: Agreed subject to an amendment stating “such as SARI or any appropriate organisation”.
- xi. Recommendation 11: Agreed and to be considered by the Equalities Sub-Committee.

The Chairman circulated an amendment to the recommendations seeking to establish an Equalities Sub-Committee.

RESOLVED to recommend to the Fire Authority at its next meeting the establishment of an Equalities Sub-Committee to:

- i. Be chaired by Cllr Hibaq Jama
- ii. Comprise the Chair and 4 Members of the Employment Committee (2 Con, 2 Lab, 1 LD), the CFO, the DCO, and one representative from the FBU, UNISON and UNITE.
- iii. The sub-committee will strive to work by consensus by where this is not possible only Members of the Employment Committee will be entitled to vote.
- iv. To keep under review the Fire Authority’s compliance with its duties under the Equalities Act 2010 and make recommendations to the Employment Committee and/or the CFO as necessary.
- v. To meet at least twice per year.
- vi. To present an annual review to the Employment Committee.

The following Members were nominated to sit on the Committee:

Councillors Abraham, Clark, Jama, Jackson and Williams

7.2 Scheme of Delegations – Appointment of Principal Officers on a temporary basis.

The decision was made on 18March 2016 to change the Scheme of Delegations to allow the Chief Fire Officer to appoint Principal Officers on a temporary basis for a 12 month period. Members considered the referral.

RESOLVED that the decision on 18March 2016 be endorsed by members subject to any appointments being reported to the General Purposes Committee.

8 RE- EMPLOYMENT POLICY

The Committee reviewed the position on the Fire Authority's Re-employment Policy for operational staff with a view to immediate suspension.

The CFO highlighted that following a recent decision of the Special Purposes Committee he recommends that the re-employment policy be suspended for the time being. A discussion ensued relating to the impact to the organisation and the risk of losing skilled staff.

The recommendation was put to a vote with 5 in favour and 2 against.

RESOLVED to suspend the Re Employment Policy with immediate effect.

FUTURE MEETINGS

The Clerk to the Fire Authority informed that there will be a further meeting in the year to cover the four items on the Terms of Reference.

The meeting closed at 12:36 hrs.

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Chairman



9

AVON FIRE AUTHORITY

AUDIT GOVERNANCE & ETHICS COMMITTEE

30 JUNE 2016

The meeting started at 10.30am

PRESENT: Councillors Butters, Cranney, Davis, Garner (substitute for Wilton), Massey and Pomfret

1 ELECTION OF CHAIR

The Clerk to the Fire Authority requested member's confirmation of Councillor Massey as Chair.

RESOLVED that Councillor Massey be elected chair for the Municipal Year.

2 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Threlfall and Wilton

3 EMERGENCY EVACUATION PROCEDURES – The Chairman drew attention to the emergency evacuation procedures as set out in the Agenda.

4 DECLARATION OF INTERESTS – The Chairman drew attention to the requirements of the Code of Conduct as set out in the Agenda.

5 CHAIRMAN'S BUSINESS – Councillor Massey requested that she be referred to as Chair rather than Chairman.

6 PUBLIC ACCESS - None

7 TERMS OF REFERENCE

Members considered the Terms of Reference for the Audit Governance and Ethics Committee. It was confirmed that the quorum for the Committee is 4.

RESOLVED that the Terms of Reference be noted.

8 AUDIT PLAN 2015/16

The Treasurer introduced Grant Thornton's Audit Plan for the year ending 31 March 2016. The audit plan sets out for the benefit of those charged with governance, an overview of the planned scope and timing of the audit, as required by International Standard on Auditing (UK & Ireland) 260. Jackson Murray from Grant Thornton, the external auditor, outlined the approach to the audit and presented the key issues and

Members considered the plan. The accounts with an audit statement will be presented on the to the next meeting of the Committee on 30 September 2016.

RESOLVED, that the Audit Plan be noted.

9 ANNUAL GOVERNANCE STATEMENT 2015/16

The Clerk to the Fire Authority gave some background to the Annual Governance Statements and highlighted significant governance issues. The report primarily focused on:

- The six core principles of the CIPFA Good Governance Framework
- A review of effectiveness
- Significant issues in 2015-16
- Appendix A – Corporate governance arrangements

This document will be reviewed by the external auditors as part of their audit work.

RESOLVED that the Annual Governance Statement 2015/16 be noted.

10 DRAFT STATEMENT OF ACCOUNT 2015/16

The Treasurer presented the final outturn position on the revenue and capital budgets along with the Annual statement of Accounts 2015/16 for submission to the external auditor. Members raised a number of queries relating to the accounts and other matters.

RESOLVED to:

- i. Endorse the movement in reserves as referred to in Appendix 4 of the report for inclusion in the 2015/16 Statement of Accounts.
- ii. Note the main Financial Statements within the Accounts 2015/16.
- iii. Note the final revenue and outturn position for 2015/16.

11 FUTURE MEETINGS

The Chair informed that while there are 3 meetings presently diarised there is the possibility of extra meetings occurring when required. Jackson Murray indicated that Grant Thornton can provide training around the role of an Audit Committee which may be useful to understand the role of the auditors and the role of the Committee. The Committee were in agreement that this may be beneficial and a slot will be added to the beginning of the next meeting on 30 September 2016.

The meeting closed at 12:00 hrs.

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Chairman

AVON FIRE AUTHORITY

GENERAL PURPOSES COMMITTEE

7 JULY 2016



10

PRESENT: Councillors Abraham, Barber, Barrett (C) (left at xx), Davies (arrived at xx) and Drew.

The meeting started at 10.30am

1 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Jackson and Scott.

The Committee passed on its condolences to Councillor Jackson who has had a close family bereavement.

3 **EMERGENCY EVACUATION PROCEDURES** – The Chairman drew attention to the emergency evacuation procedures as set out in the Agenda.

4 **DECLARATION OF INTERESTS** – The Chairman drew attention to the requirements of the Code of Conduct as set out in the Agenda.

5 **CHAIRMAN'S BUSINESS** – None.

6 **PUBLIC ACCESS** – None.

7 TERMS OF REFERENCE

Members considered the Terms of Reference for the General Purposes Committee. It was confirmed that the quorum for the Committee is 4.

RESOLVED that the Terms of Reference be noted.

8 PROPOSED FINANCIAL DELEGATION TO THE COMMITTEE

The Committee received a report from the Clerk and Treasurer on proposed financial delegation limits for the Committee and to recommend these for acceptance to the Fire Authority.

RESOLVED to recommend the following financial delegation limits for the Committee to the Fire Authority for approval:

- i. Budget Virements – approval of a virement above the level of Officer delegated authority (£5,000 or 10% of a budget whichever is the greater)

provided that the virement is not required to be spent on areas of expenditure not previously approved by the Fire Authority in setting the Budget.

- ii. Allocation of underspends subject to any upper limit the Fire Authority may impose.
- iii. Procurement – approval of tenders from £250,001 up to £500,000. (NB tenders from £500,001 will need the approval of the Fire Authority)
- iv. Write Off – approval of any write off from £10,001 up to £50,000. (NB write offs from £50,001 will need the approval of the Fire Authority).

9. INCOME GENERATION

The Committee received a report and presentation setting out an Outline Business Case for the Fire Authority to undertake trading activities as a means of generating income.

RESOLVED that:

- i. The report be presented to the next meeting of the Fire Authority on 22 July 2016 for consideration.
- ii. The Clerk arranges a private Members' Briefing for 22 July 2016 at 10.30am on the proposals for trading.

10. OPERATIONAL ASSESSMENT AND FIRE PEER CHALLENGE ACTION PLAN – UPDATE

The Temporary Deputy Chief Officer presented a report updating Members on progress against the action plan.

RESOLVED to:

- i. Note the content of this report.
- ii. Note the progress made to date against our Operational Assessment and Fire Peer Challenge Action Plan.
- iii. Endorse the delegation of responsibility for the tracking of progress of actions to the relevant nominated Committees (as indicated against each action in the plan).

11. FUTURE MEETINGS (Verbal Report of the Clerk)

The Clerk advised the Committee that it would be focussing at future meetings on the strategic issues facing the Fire Authority such as the Integrated Risk Management Plan.

12. EXCLUSION OF PRESS AND PUBLIC

RESOLVED that:

The public be excluded from the meeting during the following items of business on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public are present during these items there will be a disclosure to them of exempt information pursuant to Schedule 12A of the Local Government Act 1972 (as amended by the Local Authorities (Access to Information) (Exempt Information) (England) Order 2006).

13. PROPOSED RELOCATION OF HQ – UPDATE

The Temporary Deputy Chief Officer presented an update **report** on the current position on negotiations with Avon and Somerset Police concerning the proposed relocation of HQ to Portishead. A further report will be presented to the next meeting of the Fire Authority on 22 July 2016.

RESOLVED to note the report

14. DISPOSAL OF TEMPLE BACK HQ SITE – OPTIONS APPRAISAL

The Treasurer presented a report on the options available for the disposal of the current HQ site.

RESOLVED that:

- i. The report be presented to the next meeting of the Fire Authority on 22 July 2016 for consideration.
- ii. The Committee recommends to the Fire Authority that a multi-option marketing campaign should be undertaken covering Options 1, 2 and 3.

The meeting closed at 12:36 hrs.

.....
Chairman

AVON FIRE AUTHORITY

MEETING:	AVON FIRE AUTHORITY
MEETING DATE:	22 JULY 2016
REPORT OF:	CLERK TO THE AUTHORITY
SUBJECT:	PROPOSED CHANGES TO STANDING ORDERS

SUMMARY

The purpose of this report is to invite the Fire Authority to review its arrangements for public participation to provide greater clarity on the scope of the arrangements and to regularise the position of the Fire Authority's recognised trade unions to speak at meetings of the Fire Authority and its Committees.

RECOMMENDATIONS

- i. To approve the proposed revised Standing Order 1.21
- ii. To approve the proposed new Standing Order 1.21A.

BACKGROUND

Standing Order (SO) 1.21 sets out the arrangements for public access to meetings of the Fire Authority and by virtue of SO 2.7.1 those provisions are extended to meetings of Committees.

As currently drafted the only limitation on the contents of any petitions, statements or deputations is to prevent these where matters are sub-judice. Recent public access sessions at the Fire Authority and the Employment Committee have revealed shortcomings in this lack of restriction. In addition, SO 1.21 is out of step with the Standing Orders of the Fire Authority's 4 Constituent Authorities all of whom have some restrictions.

There are no written arrangements for the Fire Authority's recognised trade unions to address the Fire Authority or Committees (although the new governance arrangements allow for those unions to take part in meetings of the Performance Review and Scrutiny Committee). Custom and practice has allowed the unions to speak at the public access item on giving notice. The unions are important stakeholders in the organisation and it is only right and proper that their status is acknowledged by having in place appropriate arrangements reflected in Standing Orders.

PROPOSED CHANGES

Appendix 1 sets out a proposed revised SO 1.21 which requires petitions, statements and deputations to be provided to the Clerk in advance and imposes some restrictions on what may be written and said.

Appendix 2 sets out new arrangements for the Unions to speak at meetings of the Fire Authority and its Committees.

IMPLICATIONS

CONTRIBUTION TO KEY POLICY PRIORITIES

Robust and transparent governance arrangements are key to service delivery and meeting policy priorities

FINANCIAL IMPLICATIONS

None

LEGAL IMPLICATIONS

The Fire Authority is under a statutory duty to put in place and maintain proper governance arrangements.

EQUALITY & DIVERSITY IMPLICATIONS

None

CORPORATE RISK ASSESSMENT

Failure to implement proper governance arrangements could result in challenge to the Fire Authority and in censure for any breaches.

ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS

None

CRIME AND DISORDER REDUCTION IMPLICATIONS

None

HEALTH & SAFETY IMPLICATIONS

None

APPENDICES

Appendix 1 – Proposed revised SO 1.21

Appendix 2 – proposed new SO 1.21A

List of background documents:
None
Report Contact:
Guy Goodman, Legal Advisor, Clerk and Monitoring Officer (Extension 341)

Proposed revised Standing Order 1.21

1.21 Public Access to Meetings of the Fire Authority

- 1.21.1 Subject to the provisions of this Standing Order, any person who is a resident of the City and County of Bristol or of any of the Districts of Bath and North East Somerset, South Gloucestershire or North Somerset, may address the Authority to present a petition, make a statement, or as leader of a deputation (“the Petitioner”).
- 1.21.2 A Petitioner must give prior written notice of their wish to address the Authority. The Clerk must receive such notice **at least two clear working days** in advance of the meeting.
- 1.21.3 Copies of petitions and the full text of comments in support of petitions, statements and deputations must be submitted when notice is given. The Petitioner shall only be permitted to speak on the subject matter contained in the text previously supplied to the Clerk. This paragraph is subject to any reasonable adjustments required by a Petitioner in submitting the full text which should be agreed with the Clerk prior to the deadline for receipt of notice set out in paragraph 1.21.2.
- 1.21.4 The right of Petitioners to address the Authority will be subject to any directions (including that a petition, statement or deputation not be heard) the Chair may give (prior to or at the meeting in question) having regard to the number of requests made, the need to consolidate petitions, statements or deputations dealing with the same subject and the fact the Authority has been addressed recently on similar subjects.
- 1.21.5 Petitions, statements or deputations will not be permitted in connection with any matters that:
- (a) are outside the responsibility of the Authority.
 - (b) are sub-judice.
 - (c) are defamatory, frivolous or offensive.
 - (d) requires the disclosure of confidential or exempt information.
 - (e) are about a matter which has already been lodged with the Authority or with another statutory body as a formal complaint (regardless of whether or not that complaint has been dealt with).
 - (f) are matters from employees or former employees connected with their employment or former employment.

(g) contain an allegation against, or comments about, the conduct of individual Members or Officers.

- 1.21.6 The total amount of time allocated at each Authority meeting for public access will be no more than 30 minutes, and each speaker will speak for no more than 5 minutes. The Chair shall have discretion to extend these time limits.
- 1.21.7 A Petitioner may nominate a Member of the Authority of their choice to attend any meeting of the Authority considering the petition in order to speak about the petition.
- 1.21.8 A petition, statement or deputation not presented because of the time limit shall be accepted without formal presentation. The Petitioner shall nevertheless retain the right to nominate a Member of the Authority to speak on the petition at meetings when it is considered.
- 1.21.9 The Authority may either refer the matter without debate to the relevant Officer for investigation and to report back to the Authority or to one of its Committees; take it into consideration if it relates to an item on a current or forthcoming agenda (at the time that item is to be considered) or order that it lie on the table.

Proposed new Standing Order 1.21

1.21A Right of Recognised Trades Unions to Speak

- 1.21A.1 A representative from each of the trades unions recognised by the Authority shall have the right to speak at any meeting of the Authority or its Committees on any item on the agenda.
- 1.21A.2 The right to speak shall only apply to an item on the agenda to which the public has not been excluded under the provisions of Schedule 12A to the Local Government Act 1972.
- 1.21A.3 The right to speak shall only apply where the representative has notified the Clerk prior to the start of the meeting that the right is to be exercised for a particular item on the agenda.
- 1.21A.4 Where the Fire Authority has resolved that the recognised trades unions may participate in the proceedings of a particular Committee or Sub-Committee paragraphs 1 to 3 inclusive above shall not apply.
- 1.21A.4 For the purposes of Standing Order 1.18 (Conduct of Members) the expression "Member" shall be construed so as to include a representative exercising the right to speak under this rule and in the circumstances set out in paragraph 4 above.

AVON FIRE AUTHORITY

MEETING:	AVON FIRE AUTHORITY
MEETING DATE:	22 JULY 2016
REPORT OF:	CHIEF FIRE OFFICER/CHIEF EXECUTIVE
SUBJECT:	SUCCESSION PLANNING

SUMMARY

Members are asked to consider succession planning in respect of two Principal Officer positions.

RECOMMENDATIONS

- i. That Members instruct the Employment Committee to instigate a process which will lead to the substantive appointment of a Deputy Chief Officer.
- ii. That Members instruct the Employment Committee to instigate a process which will lead to the substantive appointment of an Assistant Chief Fire Officer (Operational Response).
- iii. That Members determine whether the vacancies identified above are to be advertised externally or internally.
- iv. That Members determine any alternative actions in relation to the above.

BACKGROUND

The previous Deputy Chief Fire Officer retired in September 2015. Since that time, the post has been filled on a temporary basis.

Assistant Chief Fire Officer (Operational Response) will retire from the Service in August 2016.

CONSIDERATIONS

The Service Management Board was reduced from 7 members to 5 in 2010-11 as a result of the austerity programme and the need to make savings. It is recommended that the two vacancies that have and will arise should be filled on a substantive basis.

CONTRIBUTION TO KEY POLICY PRIORITIES

FINANCIAL IMPLICATIONS

The salaries attached to these two posts are set out in the Fire Authority's Pay Policy Statement 2016.

There would be cost implications should Members determine that either or both of these posts be advertised externally. This would also conflict with the Fire Authority's current recruitment freeze.

LEGAL IMPLICATIONS

The existing Duty Principal Officer roster is currently populated by 4 officers. Members will need to be mindful of the European Working Time Directive should any changes to this be considered.

EQUALITY & DIVERSITY IMPLICATIONS

External advert and recruitment could lead to a change in the diversity of the current Board, but this needs to be considered in the light of the financial implications.

CORPORATE RISK ASSESSMENT

Failure to fill these vacant posts could lead to significant corporate risks.

ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS

None.

HEALTH & SAFETY IMPLICATIONS

The reduction in the number of Board members from 7 to 5 has led to an increased workload for individual Officers. This increased workload is monitored to mitigate the risks of work related stress.

List of background documents:
None.
Report Contact:
Kevin Pearson, Chief Fire Officer/Chief Executive (Extension 233)

AVON FIRE AUTHORITY

MEETING:	AVON FIRE AUTHORITY
MEETING DATE:	7 JULY 2016
REPORT OF:	CHIEF FIRE OFFICER / CHIEF EXECUTIVE
SUBJECT:	INCOME GENERATION

SUMMARY

There are currently 25 Fire and Rescue Authorities (FRAs) actively engaged in generating income through trading companies with several others exploring the possibility.

The Fire Authority needs to be as efficient, effective and economic as possible. Officers are exploring ways to generate income as a possible way of contributing to the necessary financial savings plan.

The purpose of this report is to update Members on the work/research carried out so far and sets out an initial Outline Business Case relating to the potential for establishing a trading company and seek a decision on whether this project should be supported and resourced.

RECOMMENDATION

Consider whether there are merits in requesting the Chief Fire Officer to develop a Full Business Case, with a financial appraisal, in relation to the creation of a trading company following a market research exercise.

CONTENTS**BACKGROUND**

The Fire Authority in common with all other FRAs is seeking opportunities to reduce spending through efficiencies, but this will be increasingly difficult without changes to its front line service thereby increasing risks to the community. To offset the impact on service provision, income generating opportunities could be exploited for the benefit of the Fire Authority and the taxpayers supported in the four unitary authorities covered by Avon.

As part of the second phase of the Investing for the Future Programme, following the comprehensive spending review of 2015, an Officer has been tasked to explore the possibilities of generating income by reviewing opportunities to trade and sell services that are bespoke to the Fire and Rescue Service. Aspects of the research were to see if opportunities existed.

THE OPPORTUNITIES

The Fire Authority could work with key partners in either collaboration or as joint business ventures, commissioning services or being commissioned with work streams that will deliver financial remuneration as well as providing an extended community service. This venture will seek to work with both the public and private sectors.

The Fire & Rescue Service has a strong, recognised and trusted brand. Indeed taking a more commercial approach within the Fire & Rescue Service nationally is not without precedent, many FRAs are engaged in commercial activities and utilising this for example:

- Essex via EFA (Trading) Ltd / FSSP, has a long established trading company to exploit specialist skills, including fire safety. It offers engineering and training services. The engineering services include selling, hiring and refurbishing fire appliances and equipment, MOT stations, vehicle servicing, maintenance and accident repair. Training services include fire safety, fire marshal, fire extinguisher, as well as professional fire training including live fire, fire investigation and large animal rescue. All company staff are seconded from the Authority.
- Hampshire via 3SFire, provides a wide range of similar services to both public and private businesses in and outside the Hampshire footprint. The company provides services including business safety solutions, fire management consultancy, operational support services and specialist training.
- Devon & Somerset has an agreed partnership with a private company and has established a limited company, Red One Ltd, providing training and other services to both public and private sector. The company training services and has numerous training schools outlined in its training brochure. The company offer an extensive range of training courses fit for all Local Authority fire and rescue services it also offers bespoke training for private industry. The company was set up to introduce a more commercial approach to income generation activities.
- London via LFB Enterprises, works in partnership with several large providers as well maintaining overseas training interests.

- Humberside via HFR Solutions, provides training services including leadership and teambuilding, fire safety awareness, working height, confined spaces, emergency response/incident command and safety training.
- Royal Berkshire via RBFR Solutions CIC, started trading on 1 January 2009. It offers training services, including fire safety, emergency first aid, fire warden, fire extinguisher, fire awareness, manual handling, and fire risk assessment and control. It also offers accredited courses at level 2 and 3, and bespoke training. The company has two commercial training instructors and an administrator and has now become a CIC.
- Durham & Darlington also has commercial ventures based as Community Interest Companies that all offer similar services and return a profit to the shareholders and community interests.

The above are a mix of trading arms and Community Interest Companies (CIC).

THE MARKET / POTENTIAL AREAS FOR COMMERCIAL ACTIVITY

The most widely offered services by other FRAs is training. These training services frequently include fire safety training, as may be expected, but also focus on other areas of expertise such as risk management, working at height, manual handling, working in confined spaces, and can also include boat skills, leadership and large animal rescue. The other main area where services are offered is engineering related, such as vehicle servicing and repair.

The largest value contract awarded to a FRA trading company appears to be one awarded to CFB Risk Management, a company owned by Cleveland Fire Authority. In a press release this is described as a multi-million pound contract, with INEOS Nitriles one of Europe's industrial manufacturers of plastics, to provide 24 hour emergency cover.

The Fire and Rescue Services Act 2004 specifies areas of activity that must be provided by fire authorities. This identifies those services which can and cannot be charged for. The Fire Authority would continue to provide its existing services to the public as prescribed within the Act. It would not be seeking to introduce charges to the public for services which are currently free. However, areas for potential activity are:

- Fire Risk Assessments
- Fire Building Regulations Consultation
- Fire Marshall/Warden Training
- Fire Extinguisher Training
- Fire investigation Training
- Incident Management and Assessment training
- Specialist RTC/LGV training

- Use of Authority premises including servicing /engineering other key partners vehicles
- Risk management
- Health and safety advice
- Use of Fire and rescue equipment

These will be investigated further if a Full Business case is required and commercial business case developed.

An Outline Business case is set out at **Appendix 1**.

MARKETING

The approach taken by FRAs when marketing their companies also varies between FRAs. In some cases the company has a low profile on a website, whereas in others it is much more prominent with specific marketing material, such as a training brochure and bespoke web pages.

AF&RS has staff currently employed in the Corporate Communications Team who could focus on this and produce a brand and marketing strategy as part of the Full Business case.

BENEFITS / PROFIT

The research highlights that the majority of FRA companies have been established in the last couple of years, and there is minimal trading information available. It is clear that FRAs take a couple of years from setting up the company to establishing some trading experience. Also, there is limited information available on the profitability of the companies at this stage, but where this is available the profits have been small. However, given that most of the companies have staff resources provided by their Authority, there will be recovery of overheads included in the charges made by that Authority. This is then demonstrated as benefits.

INVESTMENT

Should the Fire Authority agree to proceed with this initiative we will need to invest significant resources and budget and the Fire Authority may not see tangible benefits for some time. This would be defined in more detail in a full financial appraisal.

It should be recognised that there is no latent capacity in AF&RS, in terms of staff but there is capacity in other assets such as buildings and training facilities. Therefore, how the areas of commercial activity will be resourced will need to be explored further. It is likely that staff may be offered secondary contracts but this will then impact on profit.

It should also be considered if AF&RS has the in house expertise and commercial acumen to make this successful without significant investment in this expertise. For example, see the Financial Considerations for information on the initial investment

requirement for market research.

LEGAL FRAMEWORK

The potential establishment of a private limited company would provide wider flexibility than simply using the Fire Authority's existing charging provisions for training and assessment. This in turn provides the ability to work within different markets and with commercial pricing policies. This would include charging for services at competitive market rates that would derive a profit element.

There are a number of options available to generate income for the Fire Authority. The options make a distinction between trading (i.e. acting for a commercial purpose to generate a profit) and charging (i.e. to recover the costs of providing a discretionary service). The Fire Authority is already involved in various areas of charging (e.g. recharging for special service calls, The Primary Authority Scheme and exploring options within control/comms). This report deals with options for trading.

The Local Authorities (Goods and Services) Act 1970 gave authorities general powers to enter into agreements with certain designated public bodies. While these provisions enable an authority to generate a profit from that agreement, the range of organisations with whom an authority can contract is limited to prescribed public bodies.

The effect of Section 95 of the Local Government Act 2003 (taken together with an order made by the Secretary of State in 2009) is to enable authorities (including the Fire Authority) to do for a commercial purpose anything which they are empowered to do under their statutory functions i.e. a power to trade in function related activities. This is an extension of the position under the 1970 Act, as authorities are no longer restricted to contracting with other public sector bodies i.e. services can be provided to the private sector.

However, this wider power to trade can only be exercised through a company, within the meaning of and regulated by the Local Government and Housing Act 1989 and the Local Authorities (Companies) Order 1995. Under section 68 of the 1989 Act the company would be classified as a "local authority controlled company". Such a company will only be "an arm's length company" if amongst other things no more than one-fifth of the directors have been officers or members of the authority.

The reason why a company must be formed is to ensure that local authorities entering the market in competition with private sector firm does so on the basis of the same governance, financial (including tax) and regulatory regime as the private sector. In addition, there is a statutory requirement that the costs of any accommodation, goods, services, staff or any other thing supplied by an authority to its company must be recovered (see article 2 of the Local Government (Best Value Authorities) (Power to Trade) (England) Order 2009).

The Localism Act 2011 has further extended the scope of the power to trade, to include a wider range of activities that are incidental to the Authority's core statutory functions. The Localism Act 2011 also contains a power to do for a commercial purpose anything that falls within the general power of competence under section 1 of that Act. Again this must be done through a company.

Assuming the company is wholly owned by the Fire Authority, any net profits generated can be returned as dividend and may be applied in any area of the Fire Authority's activities e.g. to protect expenditure on front line services.

There are a few options available to the Fire Authority in its quest to generate profit from income streams. Another option is to establish a Community Interest Company (CIC).

A Community Interest Company (CIC) is a business with primarily social objectives whose surpluses are principally reinvested for that purpose in the business or in the community, rather than being driven by the need to maximise profit for shareholders and owners. CICs tackle a wide range of social and environmental issues and operate in all parts of the economy. CICs are diverse. They include social and community enterprises, social firms, mutual organisations such as co-operatives, and large-scale organisations operating locally, regionally, nationally or internationally.

The company proposed in this paper is neither a mutual nor a CIC, since the objective is to generate profits for reinvestment directly into Fire Authority services. In this case the Fire Authority would require control of the company rather than sharing this with the company's employees or outside community bodies. Further, it is proposed that the company in formation would limit the direct employment of staff.

Direct employment to the company would be limited to 2 to 3 staff. All remaining staff and assets would be externally sourced from the company. Wherever possible the company would utilise latent capacity of venues and with judicious timetabling staff already employed by the Fire Authority. The Service could consider temporary contracts for additional staff or the use of secondary contracts to facilitate work driven by the company. In turn this returns a 'benefit' to the Service as well a profit to the shareholder as previously described.

The power to trade would be exercised through a company established in accordance with the statutory rules on local authority companies.

A business case in support of the power to trade would have to be prepared and presented for approval by the Fire Authority before trading takes place. The costs of any accommodation, goods, services, staff or anything else provided by the Fire Authority to the company to facilitate the exercise of the power to trade must be recovered, and this will be considered as part of the business case. The Secretary of State has also issued guidance setting out a number of steps that should be

undertaken in preparing the business case and producing a business plan. The Fire Authority must have regard to this guidance in exercising its trading powers through a company.

The guidance explains that there is a distinction to be drawn between the business case and the business plan. The former assesses the risk involved in the proposed trading enterprise and decides whether or not it should proceed. It starts the process of business planning. It is this that is included in this report below. The business plan then sets out the objectives of the business, how they are to be achieved and how standards will be met. This is updated and adjusted in light of experience and changing circumstances. It is therefore a comprehensive analysis of the business situation at a particular point in time.

NEXT STEPS

If Members agree to the proposal to more fully investigate the viability of setting up the company this work will follow. A timetable is set out at **Appendix 2**. The business plan and financial case setting out the planned commercial strategy will then be the subject of a proposed report in December meeting of the Fire Authority prior to the commencement of any trading.

As required by law the full business case must be a comprehensive statement as to

- a) the objectives of the business,
- b) the investment and other resources required to achieve those objectives,
- c) any risks the business might face and how significant these risks are, and
- d) the expected financial results of the business, together with any other relevant outcomes that the business is expected to achieve.

Each additional trading proposal considered by the company will then be subject to an individual business case, which identifies the statutory powers relied on for the proposal. This will be to mitigate any risk of trading in services that the Fire Authority has a statutory obligation to provide and which cannot therefore be the subject of trading.

CONSIDERATIONS

It may be that the formation of a trading arm is something that the Fire Authority do not wish to explore at this time as there is pressure on current capacity. Therefore an option is to do nothing.

Members could decide not to undertake any external provision of its services at all. This could be seen as a step backwards in our plan for re-investing for the future income generation at a time of financial restraint.

The Fire Authority can still provide services where legally empowered to do so under section 1 of the Local Authorities (Goods & Services) Act 1970 and no company is formed. This would permit the Fire Authority to continue to undertake professional assessments for competence for other FRAs. It would also enable long term for the Fire Authority to provide technical and administrative services to a number of public or private bodies and to do so at a for profit.

An additional option would be to seek partnership with another service operating a trading arm. Red One Ltd has enquired recently regarding the possibility of using our premises and staff as a franchised outlet/partnership. This would focus wholly on training and could return a small profit. Whilst this option could be seen as sharing the risk and may be the most cost effective option to explore; the downside is that the Fire Authority has to share control and share profits and could suffer reputational damage outside of its control.

In a similar manner the Fire Authority could seek to explore a joint venture with a private sector partner. The benefit is in using the marketing expertise of a commercial provider to help manage the delivery of products. The cost is unknown and the availability of such a partner in a new venture is unknown. The shared risk and costs are as above.

CONTRIBUTION TO KEY POLICY PRIORITIES

Exploring the potential for Income Generation is a key element in the new IRMP.

FINANCIAL IMPLICATION

A full and thorough financial evaluation would be included in the full business case. This would involve careful consideration of the financial impacts – costs v benefits / financial return, in short and longer term.

In order to establish the viability, accessibility and size of the market an initial investment should be allocated to pay for services to bring evidence to test viability of investment. This is estimated to be no more than £40,000 and can be met from existing budgets. This would be seen as a one off payment. If presented to the Fire Authority Meeting in December that the project is not a viable one this would be seen as a loss. However, if progression is approved the costs associated at this stage are fully refundable and associated with the company start up costs.

LEGAL IMPLICATIONS

These have been dealt with in outline in the report and will be considered in greater detail at Full Business Case stage.

EQUALITY & DIVERSITY IMPLICATIONS

None

CORPORATE RISK ASSESSMENT

See **Appendix 3**

ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS

None

HEALTH & SAFETY IMPLICATIONS

None

APPENDICES

Appendix 1 - Outline Business Case for forming a company

Appendix 2 - Proposed Next Steps and Project Plan

Appendix 3 – Initial Risk Assessment

List of background documents:
Held with the project lead AM Anderson
Report Contacts:
Lorraine Houghton, Deputy Chief Officer (Extension 234)
Marc Anderson, Area Manager, Special Projects (Extension 361)

OUTLINE BUSINESS CASE FOR FORMING A COMPANY

Under the 2003 Act the Authority is required to prepare and approve a business case for forming a company. The business case will cover:

- The objectives of the business
- The investment and other resources required to achieve those objectives
- Any risks the business might face and how significant those risks are
- The expected financial results of the business together with any other relevant outcomes that the business is expected to achieve.
- The use of early market research to set upon empirical evidence of business type and field.

These are set out in outline in the following paragraphs.

The objective of the company will be to provide services to third party organisations, whether in the public or private sector, on commercial terms to generate income for the benefit of the Fire Authority as the shareholder.

It is anticipated that the company will provide services that will minimise the financial and other risks to which the Fire Authority and the company are exposed, and limit the requirement for a large start up or loan funding. Initially there are three key areas that could be considered.

- Consultancy providing Fire Risk Management services for business.
- Training in Incident Command and RTC management where we have extensive expertise.
- Expansion of the services offered at the Technical Centre at Nova Way.

A list of potential areas for other commercial activity is provided in the main body of this report. This is not exhaustive but shows areas where there has already been an indication that the Fire Authority's expertise and experience may be of commercial value. The proposed engagement of a marketing agency to work on developing a commercial strategy, to identify the opportunities in the market, who are potential clients, the type of services required and the potential fees that could be charged will be undertaken as part of preparing the Full Business Case for consideration by the Fire Authority.

The initial area of focus will be in providing services for Fire Risk Management /

general safety consultancy.

As it is suggested that the main area of commercial activity will be in consultancy, the costs of the company should be kept low, increasing only as services are provided and income earned. The set up costs will therefore be minimal. The staff to provide the consultancy would be 'seconded' from the Fire Authority to the company to complete the assignment and then return to the Fire Authority. In practice this will mean the relevant officer will identify the days/hours they have worked on the company activities and the full costs of these days/hours will then be charged to the company and then charged out to the client at a full commercial rate. It is therefore anticipated that much of the costs of the company will be directly correlated to its income. This monetary input is classified as a 'benefit' to the service and does not reflect as a profit.

On the basis that this is correct, the main Fire Authority financial investment in the company will be in the set up costs, and in managing, between the staff costs being charged by the Fire Authority to the company and the company receiving payment from its clients, to then be in a position to reimburse the Fire Authority. Further costs will be incurred in the management of the company, in complying with statutory requirements such as board meetings, preparing accounts and completing tax returns, and in promoting the company, such as setting up and maintaining a website and on-going marketing. The Fire Authority will recover these costs from the company.

FORM OF THE COMPANY

If following market testing, evaluation and agreement in principle from the Fire Authority is obtained at the December 2016 Fire Authority meeting, it is envisaged the precise form of the company, including its articles of association, would be developed by the end of March 2017 but the broad principles proposed would be as follows. The company will start to officially trade with effect from April 2017.

The primary objective of the company would be 'to provide services to other bodies on commercial terms to generate income for reinvestment in the core services of the Fire Authority'. However, it is proposed that there should be flexibility to enable the company to develop as potential opportunities are identified and the company would not be limited to the fire sector. So, for example, Fire Risk assessments could be provided to public and private organisations, as well offering a range of Fire Risk Management products. It would be set up to benefit the core services of the Fire Authority and therefore the area and residents of the combined Unitary areas of Avon. In this one arena working in the field of fire risk management would provide for a safer community which accords with our strategic aims in the corporate plan.

The proposed scope of the company's activities is outlined below. However the company's structure and governance will permit other activities or services to be incorporated in the future if they are considered as suitable and following the

production and consideration of a robust business case.

In order to ensure that the Fire Authority retains control of the company, it is proposed that the company will be 100% owned. There are various forms of company including: limited by shares, limited by guarantee and partnerships. The most advantageous option would be a company limited by shares since this provides the best options for distribution of profits via dividends and for raising risk capital in the future. The sole shareholder would be the Fire Authority.

It is proposed that there should be a small Board of Directors.

CONCLUSION

There would be merit in establishing a commercial organisation for the Fire Authority which would allow it to exploit other areas of work in the fire sector and beyond, and secure long term benefits. The benefits would be primarily financial but, in addition, would provide scope to develop and retain staff skills and to bring in different expertise and experiences to core services. This would however take a considerable time to establish.

A company would provide a financial return to partially offset future grant reductions and also develop the capacity and capability of the Service for the future. It is recommended that consideration be given to establishing a trading company to provide the foundation for future business opportunities be considered further after the market research has been undertaken. However, it must be considered that the Fire Authority's resources are diminishing and budgets are under pressure. Therefore, Members must decide if there are enough benefits for the Fire Authority to invest sufficient resources to ensure this proposal has the best chance of success.

PROPOSED NEXT STEPS AND PROJECT PLAN

Phase 1

- Submission of report for discussion to General Purposes Committee for 7 July 2016.
- Presentation of report to the full Fire Authority on 22 July 2016.

Phase 2

Progress Update paper to GPC 15 September 2016.

Phase 3

Full Business case to the Fire Authority on 16 December 2016.

Phase 4

If approval given formation of a trading company and commence trading in April 2017.

Initial Risk Assessment

A comprehensive analysis of the risks (Legal, financial, contractual and operational) involved in setting up a company will be undertaken and will be included in subsequent paper updates. However, the key risks and the mitigating actions are:

No	Risk	Likelihood	Impact	Total	Mitigation
	Failure to set up company in strict compliance with legislation	L	M		Appropriate legal advice will be sought in creating the company. Consultation will be undertaken with affected groups.
	Failure to follow the statutory guidance on trading companies	L	M		Appropriate legal and governance arrangements will be built into the new company, based on legal advice.
	Lack of commercial expertise and experience	M	M		Accessing advice and guidance both from within and outside the service and Authority.
	Use of the company to provide services which have to be provided by AFA	L	L		Each trading proposal considered by the company will include a business case which identifies the statutory obligations
	Possibility of trading without the necessary legal powers (ultra vires)	L	L		Each trading proposal considered by the company will include a business case which identifies the statutory powers. The Fire Services Act 2004 provides wide ranging powers.
	Possibility of conflict of interest for Members/ employees acting as Board members or staff of the company	M	M		Codes of Conduct will be established. Potential conflicts will be considered on appointment and regularly after that.
	Weaknesses in documentation of company contracts (e.g. break clauses, payment terms, liabilities for non-performance)	L	M		Robust contracting and governance arrangements to be established by the company. Contracts to be checked with legal services before signing.
	Failure to manage the reputational impact of the company on AFA/AFRS	L	L		A full communications plan will be developed to ensure that the image of the company is aligned and supports AFA/AFRS
	Failure to arrange adequate insurance cover for the company's liabilities and assets.	L	H		The service insurance advisers will be asked to advise on the various appropriate insurance policies that are required. Insurance arrangements will be kept under review (include potential areas of business)

No	Risk	Likelihood	Impact	Total	Mitigation
	Failure of the company affects the reputation and public perception of AFRS/AFA	L	M		This risk will be kept under regular review alongside any communication plan.
	Failure of the company to be competitive	M	L		Market intelligence will be developed and assessed.
	Impact of reliance of income generated in terms grant funding	L	L		Continual monitoring of income and allocation of funds.
	Absence of company credit rating and established market name.	L	L		Working in partnership with more established organizations may help with reduced risk.
	Possibility of reputational damage if associated with a third party company	L	M		Continual business monitoring of the partner and understanding of shared risk.

AVON FIRE AUTHORITY

MEETING:	AVON FIRE AUTHORITY
MEETING DATE:	22 JULY 2016
REPORT OF:	CHIEF FIRE OFFICER/CHIEF EXECUTIVE
SUBJECT:	REPORT OF THE OFFICE OF SURVEILLANCE COMMISSIONERS

SUMMARY

The Fire Authority was subject to an inspection by the Office of Surveillance Commissioners (OSC) in June 2106 in respect of its compliance with the provisions of the Regulation of Investigatory Powers Act 2000.

Recommendations from the previous inspection in 2013 are now deemed to have been discharged.

One recommendation has been made following the recent inspection.

The Commissioners report is attached at the **Appendix**.

RECOMMENDATION

To note the report

CONTRIBUTION TO KEY POLICY PRIORITIES**FINANCIAL IMPLICATION**

None

LEGAL IMPLICATIONS

None.

EQUALITY & DIVERSITY IMPLICATIONS

None.

CORPORATE RISK ASSESSMENT

None.

ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS

None.

HEALTH & SAFETY IMPLICATIONS

None.

APPENDIX

OSC Inspection Report

List of background documents:
Regulation of Investigatory Powers Act 2000 (RIPA)
Report Contact:
Kevin Pearson, Chief Fire Officer/Chief Executive (Extension 233)



Chief
Surveillance
Commissioner

Official -Sensitive

4 July 2016

Covert Surveillance

Dear

M. Pearson,

I enclose a copy of the report dated 23 June 2016 prepared by Mr Neil Smart, a Surveillance Inspector, following his inspection of the arrangements made by the Service for ensuring compliance with the statutory provisions which govern the use of covert surveillance.

I have studied the report and endorse it.

Dealing with it generally the report is positive. I am particularly pleased that two recommendations made many years ago, and in particular the recommendation relating to training, together with a third recommendation made following the last inspection, have been addressed and can now be discharged. As the Service makes virtually no use of the statutory powers, and has no intention of doing so, that is creditworthy. It does, however, remain essential that appropriate training should continue to be delivered. And this forms the basis for the single recommendation made this year.

The problem we are seeking to address is easily explained. It is never possible to foretell when, suddenly and unexpectedly, it may become necessary for the statutory powers to be deployed. Without appropriate training, the risk of inadvertent unlawful activity is very high. Now that the pattern for training has been established, and is being delivered to a suitable standard, I in effect repeat the importance of continuing training and practical exercises, discussed by Mr Smart during the inspection, and repeated at paragraph 7.1.

As I said at the outset of this letter, I regard this as a positive report.

*Yours sincerely,
The Judge*

Kevin Pearson Esq
Avon Fire and Rescue Service HQ
Temple Back
Bristol BS1 6EU

OFFICIAL - SENSITIVE



OFFICE OF SURVEILLANCE COMMISSIONERS

INSPECTION REPORT

Avon Fire & Rescue Service

23rd June 2016

**Surveillance Inspector:
Mr Neil Smart.**

OFFICIAL - SENSITIVE

OFFICIAL- SENSITIVE

DISCLAIMER

This report contains the observations and recommendations identified by an individual surveillance inspector, or team of surveillance inspectors, during an inspection of the specified public authority conducted on behalf of the Chief Surveillance Commissioner.

The inspection was limited by time and could only sample a small proportion of covert activity in order to make a subjective assessment of compliance. Failure to raise issues in this report should not automatically be construed as endorsement of the unreported practices.

The advice and guidance provided by the inspector(s) during the inspection could only reflect the inspectors' subjective opinion and does not constitute an endorsed judicial interpretation of the legislation. Fundamental changes to practices or procedures should not be implemented unless and until the recommendations in this report are endorsed by the Chief Surveillance Commissioner.

The report is sent only to the recipient of the Chief Surveillance Commissioner's letter (normally the Chief Officer of the authority inspected). Copies of the report, or extracts of it, may be distributed at the recipient's discretion but the version received under the covering letter should remain intact as the master version.

The Office of Surveillance Commissioners is not a public body listed under the Freedom of Information Act 2000, however, requests for the disclosure of the report, or any part of it, or any distribution of the report beyond the recipients own authority is permissible at the discretion of the Chief Officer of the relevant public authority without the permission of the Chief Surveillance Commissioner. Any references to the report, or extracts from it, must be placed in the correct context.

OFFICIAL – SENSITIVE



Office of Surveillance
Commissioners

Ref OSC / 102

The Rt. Hon. Lord Judge
Chief Surveillance Commissioner
PO Box 29105
London
SW1V 1ZU

23rd June 2016

OSC INSPECTION REPORT – AVON FIRE & RESCUE SERVICE

1 Date of Inspection

23rd June 2016

2 Inspector

Mr Neil Smart

3 General Description

- 3.1 As previously reported, Avon Fire & Rescue Service (AFRS) is the statutory Fire and Rescue Service for Bristol, Bath, North Somerset, North East Somerset and South Gloucestershire. This is the third inspection of the AFRS by the OSC.
- 3.2 The Avon Fire Authority is the independent body that became responsible for the Avon Fire & Rescue Service in 1996 after Avon County Council was abolished and has the role of ensuring that the AFRS meets the needs of the community effectively, economically and efficiently. The Service covers an area of some 1,348 square kilometres with a population of approximately one million people who are served by some 600 'Wholetime Fire-fighters', 200 'Retained Duty Fire-fighters', 35 Control Staff and 90 Support Staff. The AFRS has a total of 22 fire stations across the area.
- 3.3 The Service Management Board (Senior Management Team) comprises the Chief Fire Officer (CFO), Deputy Chief Fire Officer, two Assistant Chief Fire Officers and a Director of Finance. The senior responsible officer (SRO) for RIPA within the Service is Mr Guy Goodman (Legal Advisor and Monitoring Officer). The Chief Fire Officer is Mr Kevin Pearson. The address for correspondence is Avon Fire and Rescue Service, Headquarters, Temple Back, Bristol, BS1 6EU.
- 3.4 The grade prescribed by SI 2010 No 521 for authorisation under the Regulation of Investigatory Powers Act 2000 (RIPA) for directed surveillance and the use of covert human intelligence sources (CHIS) within a fire and rescue authority under the Fire Services Act 2004 is 'Group Manager' or above.

- 3.5 AFRS is a 'free standing' Fire and Rescue Service and therefore Section 38 of the Protection of Freedoms Act 2012, adding the new sections 32(a) and 32(b) to RIPA in respect of a requirement of local authority authorisations of directed surveillance and CHIS requiring judicial approval before the surveillance is conducted, does not apply. Nor is directed surveillance subject to enhanced threshold requirements contained in SI 2012 /1500.
- 3.6 There have been no authorisations by the AFRS under RIPA since its introduction.

4 Inspection approach

- 4.1 The purpose of the inspection was to examine policies and procedures relating to the Regulation of Investigatory Powers Act 2000 (RIPA), in respect of directed surveillance and covert human intelligence sources (CHIS).
- 4.2 The inspection was conducted at the AFRS headquarters and consisted of discussions with the SRO (who also maintains the Central Records of Authorisation and is the RIPA Policy Holder) and Head of Fire Control and Communications Mr Andy Willcocks. Feedback on the outcome of the inspection was provided to Lorraine Houghton (Deputy Chief Fire Officer), the SRO Mr Goodman, and Mr Willcocks.
- 4.3 The Chief Fire Officer was not available at the time of the inspection due to another commitment.

5 Review of progress on Recommendations

- 5.1 The AFRS was previously inspected by me on 17th April 2013. On that occasion there were three recommendations made on which I report the progress to date.
- 5.2 ***Recommendation 1 – Repeat recommendation from 2005 - Appropriate training should be provided for all relevant staff to ensure that those designated as authorising officers (including the CFO in relation to his position as authorising officer should confidential information be likely to be acquired or a juvenile CHIS considered), those entitled to act in urgent cases and potential applicants, know what is required of them under RIPA and the associated Codes of Practice (Paragraphs 3.5, 3.6, 6.1 and 6.2 refer).***
- 5.3 Training has been reviewed and delivered since the last OSC inspection to all key staff including the Chief Fire Officer, those designated as authorising officers and those who may be potential applicants. Records are kept of those in attendance. Awareness sessions have been delivered to staff and RIPA issues circulated to all staff in the Service via 'Bulletins' on the intranet. **The recommendation is discharged.**

- 5.4 **Recommendation 2 - Repeat recommendation from 2005** - The AFRS should formally designate those officers who may act as authorising officers. This will help to identify training requirements and ensure that all staff know where they can go for advice on potential RIPA activity (Paragraph 5.4 and 5.5 refer).
- 5.5 There are four designated authorising officers who are the members of the Service Management Board. The grade has been purposefully set at this high level to ensure that should it be used, the legislation is given the appropriate level of attention at senior level. There is appropriate reference to the authorising officers in the Service policy document. **The recommendation is discharged.**
- 5.6 **Recommendation 3 - The AFRS Regulation of Investigatory Powers Act 2000 (RIPA) policy (revised draft) should be amended in order to provide accurate and clear direction to staff in respect of RIPA processes (Paragraph 6.5 refers).**
- 5.7 The policy document has been completely revised since the last inspection and is now a strategic document rather than operational guidance. There is further reference to this matter in the 'Policy and Procedures' section of the report below. **The recommendation is discharged.**

6 Policies and Procedures

- 6.1 There are four authorising officers designated for the Service, who are the members of the Service Management Board.
- 6.2 The Central Record of Authorisations is in the form of an ExCel spreadsheet held on the Service G Drive in a restricted folder. The record for covert surveillance is compliant with paragraph 8.1 of the Code of Practice (Surveillance). There is a separate tab on the record that provides for a separate Central Record in respect of Covert Human Intelligence Sources (CHIS) which is compliant with paragraph 7.1 of the Code of Practice (CHIS).
- 6.3 The 'RIPA Procedure' policy document is a nine page strategic document setting the purpose, scope, responsibilities and techniques open to the Service for covert activity with links to the statutory Codes of Practice (Surveillance and CHIS). It also details the authorising officers. It has been purposely designed in this manner to ensure that in the unlikely event of the legislation being used that there is a discussion with the SRO / Legal advisor beforehand and bespoke advice can be given. Although somewhat unusual, following discussion with the SRO I am satisfied that processes are in place for the effective use of the legislation should it be required.
- 6.4 Although the AFRS has a small amount of technical equipment, this is overt cameras and the like used for fire prevention and investigation purposes. The need for a register to audit use of technical equipment if it were to be used for covert purposes should be considered.
- 6.5 Consideration is currently being given to body worn cameras by fire-fighters and cameras being installed on fire appliances. The need for clear signage to ensure it is deemed 'overt' is fully understood by senior managers.

7 Training

- 7.1 Training has been addressed in paragraph 5.2 and 5.3 above in response to recommendations made in 2005 and 2013. From discussions during the inspection and the examination of training material I am satisfied that training is now delivered to a suitable standard to create sufficient awareness of the legislation for the needs of the Service. In discussions, the importance of continued training and the need for practical exercises to demonstrate what should be written on the RIPA forms was reinforced.
- 7.2 **Recommendation - RIPA training should continue to be formally delivered to AFRS staff who are likely to use the legislation, to ensure that if it is required it can be applied to the appropriate standard. This should be considered 'ongoing professional development'. Training should include some practically based scenarios in respect of what should be written on the RIPA forms.**

8 Conclusion

- 8.1 It remains the case, in common with most FRSs, the likelihood of the AFRS using its powers under RIPA 2000 remains small. However there is always the potential for surveillance to become necessary as a last resort and it should ensure it is prepared for such an eventuality. It remains clear that excellent partnership arrangements exist between the AFRS and the Avon and Somerset Constabulary who may have a joint interest in investigative or preventative measures, however the current austerity measures and focus on National Intelligence Model tasking by the police may render their resources more unlikely for such assistance unless such activity was likely to impact on their core priority business.
- 8.2 It is self evident that those who have statutory powers must know how to use them. The AFRS now has processes in place to ensure an appropriate level of management and advice regarding the use of this legislation and have developed through training, an understanding by key staff to enable them to use the powers afforded by RIPA, where deemed appropriate.
- 8.3 I would like to thank the AFRS for the positive approach taken toward this inspection.

9 Recommendation

- 9.1 **Recommendation - RIPA training should continue to be formally delivered to AFRS staff who are likely to use the legislation, to ensure that if it is required it can be applied to the appropriate standard. This should be considered 'ongoing professional development'. Training should include some practically based scenarios in respect of what should be written on the RIPA forms.**



Surveillance Inspector.

AVON FIRE AUTHORITY

MEETING:	AVON FIRE AUTHORITY
MEETING DATE:	22 JULY 2016
REPORT OF:	CHIEF FIRE OFFICER / CHIEF EXECUTIVE
SUBJECT:	SERVICE DELIVERY – RISK REDUCTION UPDATE

SUMMARY

This report highlights the work of the Risk Reduction department, within the context of the Fire & Rescue Services Act 2004 and the National Fire & Rescue Framework (July 2012) and the Fire Authority's educational engagement programme with young people in mainstream education which also includes road safety. The report also provides Elected Members with information regarding the various campaigns and events the Service has been involved with which links to the National FireKills agenda.

In addition, the report will highlight the work being undertaken in regard to our Fire Setter Intervention Programme, Fire Investigation and Technical Fire Safety.

RECOMMENDATION(S)

- i. To note the on-going work of the Risk Reduction Department;
- ii. To endorse and support the work of the Risk Reduction Department which is contributing to the achievement of the Community Risk Reduction Strategy.

BACKGROUND

The Fire & Rescue Service Act 2004, Section 6, places a responsibility on the Fire Authority to provide the community with information and advice on prevention and protection. As well as working in partnership with other agencies to work towards a common aim to make the community a safer place to live, work and visit.

The Regulatory Reform (Fire Safety) Order (RR(FS)O) replaced most fire safety legislation with one order. These fire safety rules affecting all non-domestic premises in England and Wales came into force on 1 October 2006. It meant that any person who had some level of control in premises must take steps to reduce the risk from fire, consider how to contain a fire should one break out and then make sure people could safely escape if there is a fire. Fire Authorities no longer issue fire certificates and those previously in force have no legal status any more.

The Community Risk Reduction Strategy 2014 to 2017 ensures that the Service continues to significantly reduce the number of people killed and injured in fires, road traffic collisions and other emergencies. This strategy provides the 4 themes where the Service will work in partnership with the Police, Local Authorities, social care providers, public health organisations, voluntary and third sector organisations and other key services on areas that are mutually beneficial.

Our Community Risk Reduction Strategy has been designed to translate the framework of expectations laid out in the relevant legislation and guidance documents into appropriate action. This will ensure an integrated approach to the delivery of our services and further underpins the Service's corporate planning process. It also ensures that we meet the expectations and needs of all our partner agencies and communities.

This strategy is also designed to support and compliment national and local strategic plans. It is underpinned by robust action plans, along with the requisite scrutiny and monitoring processes, to ensure that we deliver the strategy effectively. Above all, our Community Risk Reduction Strategy will ensure that, wherever possible, we place prevention before response, as the most effective means of reducing risk in the communities we serve and ensure that every contact counts.

Work Update

Children and Young People (CYP)

What we have done in this reporting period.

Chips (Child Health and Injury Prevention Sessions) Following evaluation, amendments have been made to the existing sessions and the programme has now been reduced from 6 sessions to 3. The first session has just ran at Little Hayes, which ran smoothly and was positively received. A full evaluation will be done post the next two sessions.

Elfs (early learning fire safety) since the last reporting period, 11 elfs boxes have been loaned out across the service area. We are still receiving positive feedback on this resource and the co-ordination of the loan scheme is functioning well but we are looking at which resources are the most popular and the most effective.

Key Stage 1: crews have delivered to 11 schools since the last reporting period, which is approximately 500 children, including a home schooled group and a group not in mainstream education due to social, emotional and behavioural concerns. This is often their first interaction with a fire fighter and therefore essential that it is positive one. Our crews are consistently good at delivering to his age group and frequently receive positive feedback from teachers regarding the education message and the delivery style.

Key Stage 3: Fire: since the last reporting period members of the Community Support Team have delivered this message in 4 schools engaging with 400 pupils. We are working closely with the police who organise these days to secure as many bookings as possible. We are also establishing the best way of securing bookings at secondary schools throughout the service area.

Key Stage 3: Water: Lucy Stratton has worked hard to complete this and was successfully launched for Drowning Prevention week when we visited 2 schools and delivered to 3 year groups, it has received some very positive feedback and we are currently booking more sessions prior to the summer holidays starting.

Key Stage 4: Since the last reporting period we have delivered 3 road safety sessions in conjunction with the authority road safety teams and engaged with 250 pupils. North Somerset have been struggling to get into schools and we are trialling the Fire Service leading on bookings and so far we have had a positive response booking for next academic year.

Fire setters: we have received 11 new referrals and our advisors have carried out 50 interventions. We are also liaising with Youth Justice Teams and becoming more engaged in restorative justice work. This could potentially impact on what some of our interventions look like as we can effectively align with Restorative Bristol. We have also worked with young people in the secure unit and supported an educational input as requested during their hearing at Court.

Community Wallets: Are now live and on station and we are delivering training to Blue Watch and they are disseminating the information to the other watches on our behalf. Crews had a lot of input on the practical features of this product and were frequently consulted which is evident in how positively it is being received.

Vulnerable Adults

What we have done in this reporting period.

This month we have started a staged change over from the Fire Angel smoke detectors to the Fire Hawkes. AFRS participated in a tender competition with other FRS and the Fire Hawk smoke detector by FireBlitz came out top. Currently there are six whole time stations and two retained stations using the new detectors. It is hoped by the end of the month all stations will be using the new detectors.

We have begun the process of implanting a review of the Service's delivery of Home Fire Safety Visits and the first meeting of the project team has taken place and the terms of reference have now been set. The project will run for approximately 12 months and will consist of a number of elements including quality assurance, support and development and evaluation.

Interviews have been carried out for a vulnerable adults referral advocate who will identify agencies and partners who work with particularly vulnerable adults and aim to create referral mechanisms for home fire safety visits. This is a 12

month pilot being funded from the Risk Reduction and Corporate Communications budgets.

Community Safety Statistics

During the reporting period the Community Safety team and operational crews have carried out the following community related activities;

Educational packages

Activity	Quantity
Early Years	7
KS1	2
KS2	0
KS3	0
KS4	0
Road Safety	1

Community Interventions

Activity	Quantity
On Station	29
Off Station	47

Home Fire Safety

Activity	Quantity
HFSV	918
HFSV (on our behalf)	113
Quick Jobs	1061

(Quick Jobs include literature delivered, doorstep advice and fire safety talks)

Partnerships and Community Engagement

What we have done in this reporting period.

Our Partnership Manager continues to engage with agencies and partners who work with the most vulnerable people in our community.

Last year our developed relationships produced 6193 referrals and agencies delivered 1412 Home Fire Safety Visits on our behalf

Technical Fire Safety (TFS)

What we have done in this reporting period.

TFS Activity	25/04 – 07/07	YTD (01/04 –07/07)
Fire Safety Audit	160	219
Licensing	66	89
Operational FS Checks	35	50
Building Regulations	240	323

Enforcement Notices	9	9	9	in force
Prohibitions Notices	1	3	44	in force
Alterations Notices	0	0	23	in force

Prosecutions Update

The department currently has 3 live prosecution cases which are at different stages:

Comercial Pemises in Brislington

This case relates to premises in Brislington. In October 2014 crews responded to alarms at the premises. At the time crews were uncomfortable with some of the fire safety measures they found. The premises are known to TFS from a previous issuing of a Prohibition Notice on another part of the premises.

TFS inspected the following day and found numerous failings under the Fire Safety Order and served an additional Prohibition notice on another part of the building. As part of the investigations the company directors were invited in for interview. No responses were received and they have not once responded to any questions or letters. Investigations have continued and the case is due for its initial hearing on the 9th June at Bristol Magistrates

At the hearing on the 9th June the owners of the two companies pleaded guilty to numerous offences. They did however plead not guilty to the breach of the prohibition notices. The case is to be heard at Bristol Crown Court on the 11th July

Bengal Raj Restaurant W-s-M – Mr Zamshed Alam

On 02 July 2015 an inspection was carried out at the Bengal Raj Restaurant, 18-20 Boulevard, Weston super Mare, BS23 1NA The Premises consists of a restaurant on the ground floor, one utility room and toilet, bedroom and a store room on the first floor and three bedrooms on the second floor. Upon inspection the escape route for persons using the sleeping accommodation was found to be unsafe due to a lack of fire separation between the sleeping accommodation and the restaurant area; the lack of a fire alarm and detection system; a lack of fire doors; storage of freezers and combustible items in the form of cardboard boxes, carpets and plastic food containers in the means of escape route staircase.

A Prohibition Notice was served restricting the first and second floors from being used as sleeping accommodation until such works were carried out to remedy the fire safety failings.

On a subsequent inspection on 13 August 2015 it was identified that at least one bedroom on the second floor was in use in breach of the Prohibition Notice served. Works have since been completed and the notice is lifted. Due to the serious breach of the Prohibition and the case passes the public interest test and evidential test we are due for the first hearing at North Somerset Magistrates (W-s-M) on the 17th May 2016

At the hearing on the 7th June the owner and landlord of the Restaurant pleaded guilty to all 8 charges laid against him Sentencing has been scheduled for the 29th July at Bristol Crown Court

Restaurant, Bristol

On the 17 March 2015 TFS Officers visited the premises following the attendance by operational crews after a fire in the kitchen area of the restaurant. Crews expressed concerns that beds were situated in storerooms and smoke detectors were covered. The premises consisted of 3 storeys, a shop on the ground floor, a restaurant on the first floor and storage plus rooms on the second floor. During the course of the investigation and inspection numerous failings under the fire safety order were discovered.

The case is due to be heard for the initial hearing at Bristol Magistrates court on the 28th July.

Prosecutions Update

The department currently has 4 cases where counsel has been consulted. Officers are working on each case, gathering information and further information will be given in due course.

CONSIDERATIONS

LEGISLATION

Fire and Rescue Services Act 2004
Regulatory Reform (Fire Safety) Order 2005

CONTRIBUTION TO KEY POLICY PRIORITIES

These Community Safety work programmes contribute to reducing fire, injuries and deaths linked to strategic aim 1 – making the Avon area safer by preventing and responding.

FINANCIAL IMPLICATION

All resources will be designed to a high standard within a restricted budget and minimal running cost to maintain the products as they stand. Future investment will be required to insure that all materials are up to date.

LEGAL IMPLICATIONS

None.

EQUALITY AND DIVERSITY IMPLICATIONS

The education programmes have been designed to be used within mainstream education and the impact assessment reflected this, ensuring that the programme is accessible to all this group of young people. Work is continuing to develop an amended programme that will produce resources to embrace Special Educational Needs.

CORPORATE RISK ASSESSMENT

With size of the Community Safety Team being reduced and the increased use of operational staff to deliver the programme, there is an increased risk of not being able to deliver the programme as arranged, due to operational commitments on the day. There is a possibility that sections of the identified groups in need will not receive the education. This may well be reflected in the outcomes of the programme being met.

ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS

The impact on the environment has been kept to a minimum by using local resources to deliver the programme in schools, the negative impact, is that the vehicles being used are not the most efficient. The programme has been designed with a built in developmental feedback loop, along with a quality assurance support process this will insure that the material being used is always current and learner centred.

HEALTH & SAFETY IMPLICATIONS

Risk assessments have been completed for all activities.

List of background documents:
None
Report Contacts:
Lorraine Houghton, Temporary Deputy Chief Officer (Extension 234)
Rob Davis, Assistant Chief Fire Officer (Extension 234)
Matt Peskett, Group Manager, Risk Reduction (Extension 374)

AVON FIRE AUTHORITY

MEETING:	AVON FIRE AUTHORITY
MEETING DATE:	22 JULY 2016
REPORT OF:	CHIEF FIRE OFFICER / CHIEF EXECUTIVE
SUBJECT:	FIRES AND OTHER INCIDENTS

SUMMARY

This report focuses on the fires and incidents of interest to Members in May and June 2016.

It also summarises the proactive work undertaken by the Corporate Communication Team during these months. This work is based on the annual cycle of events in the community safety calendar and outlines how, through the use of the media, social media and other campaigns, safety is improved in a number of key areas.

RECOMMENDATION(S)

That the contents of this report are noted.

CONTENTS

1. Campaigns
2. Press releases
3. Incidents of note in May
4. Incidents of note in June

1. Campaigns**Plan a safe escape**

The FireKills escape route campaign was supported by activity during May. Along with a press release, a video produced by AF&RS was also promoted on the website and through social media.

The video shows how the time it takes to escape from a property is reduced by the presence of a smoke alarm providing early warning of a fire.

Outdoor fire safety

During June, outdoor fire safety messages were promoted – in particular barbecue safety. Details of a number of events being attended by crews was promoted through a press release and social media channels.

Links were also provided to a film which tells the story of a local man who suffered life-changing burns following an accident with a barbecue.

Drowning prevention week

A national campaign run by the Royal Lifesaving Society, Drowning Prevention Week, was supported by the Service.

Campaign artwork was featured on the AF&RS website during the safety week, this was supported by messages on social media and a press release. A demonstration also took place in Bristol to highlight the Service's water rescue capability

2. Press releases

- **Plan your escape say firefighters** – Thursday 19 May
- **Sponges at the ready for charity car wash** – Tuesday 31 May
- **Firefighters offer boat dwellers safety messages** – Thursday 2 June
- **Take extra care when cooking outside say firefighters** – Thursday 9 June
- **Take care near water say firefighters** – Thursday 23 June

3. Incidents of note in May

Lady suffers burns in kitchen fire

Wednesday 4 May

20.58hrs Two Mile Hill Road, Speedwell

A lady suffered burns to her hands following a fire in the kitchen of a flat.

Firefighters were alerted after oil in a pan caught fire, causing smoke to fill the flat. The lady, who was aged in her 30s, suffered minor burns to her hands as she made attempts to put out the fire.

Two crews from Kingswood Fire Station were called to the incident. When they arrived firefighters found the lady, and two children who had been in the flat at the time, outside the property.

The fire was out when crews arrived so firefighters worked to clear smoke from the property. The three people who had been in the flat at the time of the fire were provided treatment at the scene for the effects of smoke inhalation, but did not require hospital treatment.

Bungalow fire in Hutton

Wednesday 4 May

14.02hrs, Farm Road, Hutton, Weston-super-Mare

Crews were called to a fire in the roof of a bungalow in Hutton which caused severe damage to the property.

Firefighters used four water jets and two hose reels to tackle the fire which was well alight when they arrived on scene.

The British Red Cross emergency response service attended to provide support to the residents of the property.

Five crews from Weston-super-Mare and Yatton fire stations attended the incident.

Dog rescued from underground concrete pipe

Monday 9 May

19.16hrs, Greenhill Road, Sandford, Winscombe

Crews were called to rescue a small dog that had been trapped for three hours in an underground pipe.

The Jack Russell dog was trapped in an eight foot concrete pipe, two feet underground.

The rescue took around 40 minutes and required firefighters to dig down and break the pipe to reach the exhausted dog.

World War Two bomb discovered in Bath

Thursday 12 and Friday 13 May

19.06hrs, Lansdown Road, Bath

A World War Two bomb weighing 500 pounds was discovered by builders at the Royal High School, known locally as Hope House, on Lansdown Road in Bath at 4.40pm on Thursday 12 May.

Crews supported the Police to set up a 300 metre cordon and evacuate a large number of properties.

A huge sand blast barrier had to be built using 250 tonnes of sand around the rusting device by the military before it was deactivated by the Explosive Ordnance Disposal team.

Dog rescued from Weston-super-Mare lake

Sunday 15 May

15.01hrs, Maltlands Park, Summer Lane, West Wick, Weston-super-Mare

A small dog was rescued from a Weston-super-Mare lake by crews using an inflatable raft.

The Yorkshire Terrier ran into the lake and became trapped in reeds after being attacked by other dogs. The dog suffered deep lacerations to the neck.

Garage fire in Bloomfield

Sunday 22 May

16.45hrs, Bloomfield Rise North, Bloomfield, Bath

Crews were called to a fire at a garage used to spray cars in the Bloomfield area of Bath.

Firefighters in breathing apparatus used two jets and a high pressure hose reel to tackle the fire which damaged a nearby conservatory.

One 60 year-old male casualty received oxygen on scene.

Fire at Sovereign Centre in Weston-super-Mare

Monday 31 May

07.03hrs, Sovereign Centre, High Street, Weston-super-Mare

Crews were called to a fire in a fast food restaurant in the Sovereign Centre in Weston-super-Mare.

Firefighters in breathing apparatus used two high pressure hose reel jets with foam to tackle the fire.

The fire is believed to have started in a deep fat fryer but was contained within the fast food restaurant.

Crews used a ventilation fan to clear the heavy smoke caused by the fire.

The shopping centre was evacuated while crews dealt with the incident.

Electrical fire in basement in George Street property

Monday 31 May

21.00hrs, George Street, Bath

Crews were called to an electrical fire in the basement of a four storey property at the end of terrace in George Street in Bath.

The property had multiple uses including retail, offices and residential on the second and third floors. Two people were evacuated during the incident and there were no injuries.

Once the electrics were isolated, 24 firefighters in breathing apparatus used four high pressure hose reels and four water jets to tackle the fire.

Although the fire was contained in the basement there was heavy smoke throughout the building which required crews to use a ventilation fan.

Crews remained on scene throughout the night damping down.

The fire is thought to have started accidentally as a result of bad weather and water getting into the electrics.

4. Incidents of note in June

Fire in roof of Nailsea property

Tuesday 1 June

00.32hrs, Shaftesbury Close, Nailsea

Crews were called to a fire in the roof of a property which had had spread to two adjoining properties.

To tackle the fire, 14 firefighters in breathing apparatus used two high pressure hose reels and two jets.

Three residents of the property were able to leave before emergency services arrived. One 36 year-old male, one 12 year-old female and one 63 year-old male were assessed by ambulance crews on scene.

The British Red Cross emergency response service attended to provide assistance.

Workshop fire in Alveston

Tuesday 1 June

01.48hrs, Gloucester Road, Rudgeway, Alveston

Crews were called to a fire in a single storey timber framed building used as a workshop.

Due to the location of the fire, crews set up a water relay and used a pump to boost the water pressure. Firefighters were then able to use two water jets to tackle the fire.

Three cylinders thought to be propane and acetylene were cooled in situ.

The building was completely destroyed by the fire however no other properties in the area were damaged.

Crews called to fire in flats

Monday 6 June

20.27hrs Avonvale Road, Barton Hill

Three fire engines and a turntable ladder were called after smoke was spotted coming from a flat.

Crews from Bedminster, Kingswood and Bath attended the incident which involved a property on the fifth floor of a block of flats.

Initially it was believed there may be people still inside the flat, so firefighters in breathing apparatus forced entry to the home. Four firefighters made a search of the flat which was found to have been unoccupied.

The cause of the smoke was found to be a fire within a living room. This was tackled using two jets. It's believed the fire started accidentally as a result of an incense stick which was left burning after the occupant went out.

The fire caused damage to the living room but crews were able to prevent it spreading further.

Man found dead in River Avon

Monday 6 June

21.25hrs Lower Bristol Road, Bath

Crews from Bath were called to reports that a man was in the River Avon in Bath.

Once on scene firefighters found the man had been pulled from the water by a member of the public. Despite efforts by the emergency services the man was later pronounced dead.

Barn fire threatens dog kennels

Tuesday 7 June

01.05hrs Howsmoor Lane, Emersons Green

Firefighters have tackled a fire which caused extensive damage to a barn.

Crews from Kingswood and Yate were first on the scene and found the 50m x 40m structure well alight.

The fire is thought to have involved around 500 tonnes of hay and straw, as well as a tractor, bailer, digger and a car which were all being stored in the barn. Smoke from the fire could be seen for some distance, including the M4 motorway.

Firefighters set up unmanned hose jets to tackle the fire in an effort to prevent it from spreading to other farm buildings. Among the structures under threat was a nearby kennel which was home to 12 dogs. Firefighters were successful in containing the fire to the barn and regular welfare checks of the animals ensured they were unaffected by the blaze.

Due to the remote location a hose laying vehicle was brought in, allowing crews to continue fighting the fire using water from some distance away.

Supporting appliances from Hicks Gate, Patchway, Southmead and Avonmouth attended the scene during the night.

Man dies following river rescue

Wednesday 8 June

17.12hrs Mead Lane, Saltford

Fire crews were called out after reports were received of a man in the River Avon at Saltford.

Firefighters from Hicks Gate Fire Station attended the incident close to the Jolly Sailor pub. They were also assisted by crews from Bedminster and Bath who are trained in water rescue techniques and carry specialist equipment.

Once on scene firefighters found the man had been recovered from the water, so crews assisted the ambulance service in providing emergency medical care. An inflatable raft and safety boat was also used to ferry equipment to the scene.

The man was taken to hospital by air ambulance but sadly was later pronounced dead.

Kitchen fire in Weston-super-Mare flat

Friday 17 June

22.09hrs Warrilow Close, Worle

Firefighters were called to a kitchen fire in a first floor flat in the Worle area of Weston-super-Mare.

The fire was out before crews arrived and the occupant of the flat was able to leave the property and was uninjured. Crews used a ventilation fan to clear the property of smoke.

The fire is thought to have been caused by cooking oil.

Sea Mills kitchen fire

Sunday 19 June

01.28hrs Southwood Avenue, Sea Mills

Fire crews were called to a fire in the kitchen of a two storey property on Southwood Avenue in Sea Mills.

Firefighters in breathing apparatus used one high pressure hose reel to tackle the fire.

Two people were helped to safety by fire crews and two people were able to leave the property before crews arrived. All four were given oxygen at the scene and conveyed to hospital.

The fire is thought to have started accidentally as a result of cooking being left unattended.

Minibus fire in Thornbury

Thursday 23 June

12.05hrs, Rock Street, Thornbury

Fire crews were called to a fire involving a Mercedes minibus on Rock Street in Thornbury. When crews arrived the vehicle was well alight.

Firefighters in breathing apparatus used two high pressure hose reels to tackle the fire.

The male driver of the vehicle was uninjured and there were no other passengers.

The fire is thought to have started accidentally.

Tumble dryer fire in Fishponds house

Friday 24 June

11.47hrs, Justice Road, Fishponds

Crews were called to a fire involving a tumble dryer in the ground floor kitchen of a house on Justice Road in Fishponds.

Firefighters in breathing apparatus used two high pressure hose reels to tackle the fire and a ventilation fan was used to clear the property of smoke.

An 84 year old female was treated at the scene for smoke inhalation.

The fire is thought to have started accidentally.

Car transporter fire in Bedminster Down

Saturday 25 June

02.39hrs, Headley Lane, Bedminster Down

Crews were called to a fire involving a flatbed car transporter on Headley Lane in Bedminster Down.

Firefighters in breathing apparatus used one high pressure hose reel and one high pressure foam jet to tackle the fire.

The fire which is thought to have been started deliberately completely destroyed the vehicle.

Fire at vehicle recovery services

Sunday 26 June

20.21hrs, Brimbleworth Lane, St Georges, Weston-super-Mare

Crews were called to a fire involving multiple vehicles at vehicle recovery service.

Firefighters in breathing apparatus used two high pressure hose reels to tackle the fire which affected three cars and two vans.

The fire is thought to have started accidentally.

Long Ashton property damaged after garage fire

Monday 27 June

01.27hrs, Yanley Lane, Long Ashton

Fire crews were called to a fire in garage of a property in Long Ashton.

When crews arrived they found that the garage fire had also affected the house.

Firefighters in breathing apparatus used one high pressure hose reel to tackle the fire which is thought to have started accidentally.

Two women rescued from car in ditch

Monday 27 June

03.14hrs, West Rolstone Road, Banwell

Crews were called to a road traffic collision involving one vehicle.

When crews arrived they found a small car in a ditch after leaving the road. Two females approximately 20 years old were involved in the incident.

One female was rescued by fire crews with suspected spinal injuries and conveyed to hospital. The other female was treated by ambulance personnel at the scene.

Suspect package in Patchway

Tuesday 28 June

10.52hrs, Rodway Road, Patchway: SM Quinton.

Patchway Fire Station was evacuated after the discovery of a suspect package outside a nearby shop.

A 200M exclusion zone was put in place by Police and local residents were advised to stay indoors.

An explosives officer and dog attended the scene. After inspection the package was deemed to be safe and the cordon was lifted.

Fire in basement kitchen of Corn Street bar

Wednesday 28 June

04.14hrs, Corn Street, Bristol

Crews were called to a fire in the basement kitchen of a three storey property used as a bar and restaurant.

Firefighters in breathing apparatus used two high pressure hose reels to tackle the fire which is thought to have started accidentally.

Fire in roof of Tytherington farm house

Wednesday 28 June

08.24hrs, Duck Street, Tytherington

Crews were called to a fire in the roof space of a farm house.

Firefighters in breathing apparatus used one high pressure hose reel to tackle the fire. The fire is thought to have started accidentally.

List of background documents:
None
Report Contacts:
Kevin Pearson, Chief Fire Officer/Chief Executive (Extension 233)
James Bladon, Corporate Communication Manager (Extension 390)

AVON FIRE AUTHORITY

MEETING:	AVON FIRE AUTHORITY
MEETING DATE:	22 JULY 2016
REPORT OF:	CLERK TO THE AUTHORITY
SUBJECT:	MEMBERS' TRAINING PROGRAMME

SUMMARY

The purpose of this report is to invite the Fire Authority to agree to the establishment and delivery of a Members' Training Programme.

RECOMMENDATION

To agree to a Members' Training Programme as outlined in this report.

BACKGROUND

In order to perform their governance role effectively it would assist Members if there was in place a Training Programme that was fire and rescue service specific. This will enable Members to have a deeper understanding of the issues and challenges facing the delivery of a fire and rescue service in a practical sense and how it works in reality.

PROPOSED PROGRAMME

The proposed programme provides a two-pronged approach:

1. A Training Session in the morning of each Fire Authority meeting.

This would be a 1.5 hour session comprising a substantive presentation / demonstration and a "15 Minutes of Fame" slot when a member of staff (operational or support) would explain their role to Members.

2. One-off events

On the recent New Members Induction day Members expressed a desire to visit the Fire Service College at Moreton-in-Marsh. Other visits to Landsdown to see the Control Room and the training facilities there and the USAR base at Nailsea would also be beneficial. It is planned that these visits will take place on a Thursday or Friday wherever possible. 2 or 3 visits of this nature a year would seem appropriate.

If Members have any issues that they would wish to be included in the programme then please let the Clerk know.

IMPLICATIONS

CONTRIBUTION TO KEY POLICY PRIORITIES

Members' training help to ensure robust and transparent governance arrangements which are key to service delivery and meeting policy priorities

FINANCIAL IMPLICATIONS

None

LEGAL IMPLICATIONS

None

EQUALITY & DIVERSITY IMPLICATIONS

None

CORPORATE RISK ASSESSMENT

Members' training assists Members' in fulfilling their roles and contributes to good governance which helps to mitigate risk.

ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS

None

CRIME AND DISORDER REDUCTION IMPLICATIONS

None

HEALTH & SAFETY IMPLICATIONS

None

APPENDICES

None

List of background documents:
None
Report Contact:
Guy Goodman, Legal Advisor, Clerk and Monitoring Officer (Extension 341)