



24 May 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 3 June 2016** commencing at **2.00pm**. The meeting will be held in the main conference room, Avon Fire and Rescue Service HQ, Temple Back, Bristol.

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  
Avon Fire & Rescue Service Headquarters, Temple Back, Bristol BS1 6EU  
Telephone 0117 926 2061 Extension 283 Fax 0117 927 2908  
[theclerk@avonfire.gov.uk](mailto:theclerk@avonfire.gov.uk)



**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 ELECTION OF CHAIR FOR THE COMING YEAR**

**2 ELECTION OF VICE CHAIRS FOR THE COMING YEAR**

**3 APOLOGIES FOR ABSENCE** (Members are reminded there is no power to appoint substitutes on the Avon Fire Authority)

**4 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

**5 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.

**6 CHAIRMAN'S BUSINESS**

**7 MINUTES OF AVON FIRE AUTHORITY HELD ON 18 MARCH 2106**

**8 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.

**9 CORRESPONDENCE (Verbal Update)**

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

**11 GOVERNANCE REPORT OF THE MONITORING OFFICER**

**12 APPOINTMENT OF REPRESENTATIVES ON OTHER BODIES**

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

**14 SERVICE DELIVERY: RISK REDUCTION UPDATE**

**15 FIRES AND OTHER INCIDENTS**

This page is intentionally blank



## **AVON FIRE AUTHORITY**

**18 MARCH 2016**

**PRESENT:** Councillors Abraham, Barber, Barrett (C), Barrett (N), Bolton, Butters, Cranney, Davies (D), Davis, Drew, Garner, Hale, Hoyt, Jackson, Payne, Phipps, Pomfret, Shelford, Smith, Wilton and Windows.

### **78 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Davies (C), Scott, Lovell and Williams.

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

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

The Police & Crime Commissioner (PCC) declared an interest in item 11.

The Principal and Statutory Officers declared an interest in item 16.

### **81 CHAIRMAN'S BUSINESS**

The Chairman attended a Wessex Cadets event and was approached to see if the Fire Authority is interested in assisting a Cadet programme with Wessex. The Chairman enquired if Councillor Shelford would take the task on board and report back at next meeting. Councillor Shelford was in agreement.

Long standing Member Ron Stone's memorial service will be held on Monday 4<sup>th</sup> April 2016.

The Chairman informed that a full reserved judgement had been received on the employment tribunal that recently took place. A Remedies hearing is due to be held. A report will be prepared prior and sent via email to Members.

### **82 MINUTES OF AVON FIRE AUTHORITY HELD ON 5 FEBRUARY 2016**

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

### **83 PUBLIC ACCESS**

None.

**84 CORRESPONDENCE**

None.

**85 MINUTES OF AVON FIRE AUTHORITY SPECIAL PURPOSES COMMITTEE HELD ON 5 FEBRUARY 2016, for noting**

**RESOLVED**, that the minutes be noted.

**86 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED**, that

The public and press were excluded from the meeting during the following items of business on the grounds that it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items there would have been 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).

**87 REPORT OF THE MONITORING OFFICER UNDER SECTION 5 OF THE LOCAL GOVERNMENT AND HOUSING ACT 1989**

The Principal Officers and Treasurer left the meeting.

The Clerk, as Monitoring Officer, presented his report reviewing a series of complaints received from Members concerning the governance of the Fire Authority. There followed a wide ranging and extensive debate on the report.

The recommendations set out in the report were put to separate votes.

**RESOLVED**, that

- i) The concerns reviewed in the report to be regarded as closed and no further action is to be taken.

For: Abraham, Barber, Barrett (C), Barrett (N), Cranney, Pomfret, Windows, Drew, Butters, Davis, Davies (D), Hoyt, Smith, Jackson, Payne, Phipps, Bolton.

Against: Hale, Garner, Shelford, Wilton,

Abstention: 0

- ii) The appointment of Lorraine Houghton as Temporary DCO for a period of 12 months commencing 1<sup>st</sup> October 2015 was ratified.

For: Abraham, Barber, Barrett (C), Barrett (N), Cranney, Pomfret, Windows, Drew, Butters, Davis, Davies (D), Hoyt, Smith, Jackson, Payne, Phipps, Bolton, Garner, Shelford.

Against: Hale, Wilton

Abstention: 0

- iii) The Scheme of Delegation be amended to empower the CFO to appoint a Principal Officer on a temporary basis for a period not exceeding 12 months.
- iv) The Clerk to bring forward proposals for a review of the governance structure of the organisation to the Annual Meeting in June 2016.
- v) Reports concerning the CFO personally should from now onwards be prepared and presented by the Clerk.

The Principal Officers and the Treasurer returned to the meeting and the Chairman explained the resolutions passed. The CFO made a statement.

**FURTHER RESOLVED**, by an overwhelming majority, that the CFO and the Principal Officers have the full support, and confidence of the Fire Authority.

## **OPEN SESSION**

### **88 INVESTING FOR THE FUTURE: HQ RELOCATION**

The PCC declared an interest in this item. The Chief Fire Officer presented this report which sought Members decision on the relocation of Headquarters. Various options had been included in the report and attachment. Members debated the identified risks associated with maintaining the infrastructure of the Temple Back site. Members agreed, in principle, at the last meeting that their preferred option was a move to Police HQ at Portishead but had requested further financial information. The appendix to the main report outlined the potential financial information with the report indicating that a move to Police HQ does present the most positive Net Present Value out of all the options put forward. The Clerk is currently working on a Heads of Agreement.

The recommendations were put to a vote with 20 Members in favour, 1 against and 1 abstention.

**RESOLVED**, that

- i) Members agreed on a moved of AF&RS HQ to Police HQ at Portishead as it presents the best value option and future collaborative opportunities, subject to a satisfactory agreement on the terms of occupation being agreed with the Police & Crime Commissioner and approved by the Fire Authority.

- ii) The report containing details of the proposed agreement on the terms of occupation together with further staff feedback on the move to be presented to a future Fire Authority meeting for approval.
- iii) Members agreed that Officers commence work to secure a best value option with the remaining assets for the Temple Back and Keynsham sites once the Fire Authority has given approval as at ii) above.
- iv) Consideration to be given to establishing a liaison panel with the Police to resolve any issues arising from the move.

The PCC left the meeting after this item.

## **89 ATTENDANCE MANAGEMENT**

The Deputy Chief Officer presented this report updating Members on sickness and attendance management processes that are in place. The report included a recommendation to refocus the attendance management strategy on improving short term sickness as this is a problem area. A 10% increase in the medical intervention funding was recommended. The content of the report had been submitted to the recently held Performance and Risk Management Forum who have approved the content of the report. There is more pressure on staff due to the reducing staff employed. Within the report it includes information on ill health retirements that have occurred over the last four years.

**RESOLVED**, that

- i) Members noted the report with a request for a future report to be submitted in 6 months.
- ii) Members endorsed the recommendation that a focus on improving short term sickness issues was required.

## **90 REVIEW OF CHARGES 2016/17**

Members' received a report from the Chief Fire Officer seeking approval to the charges to be levied during 2016/17.

**RESOLVED**, that

- i) Members' approved the charging structure set out in the Appendices with effect from 1 April 2016.
- ii) The charges be levied in full in all cases, but power delegated to the Chief Fire Officer to remit the whole or part of the charge if, in all the circumstances, he considers it appropriate to do so in any case.



**91 TREASURY MANAGEMENT STRATEGY AND PLAN 2016-20, UPDATED CAPITAL PROGRAMME 2016-20 AND PRUDENTIAL INDICATORS**

Members' received a report from the Treasurer setting out the Treasury Management Strategy, Policy and Plan for 2016-20, including the relevant limits and indicators for approval. The draft Capital Programme for the period 2016-2020 and proposed funding were also updated for the estimated slippage from 2015/16.

**RESOLVED**, that

- i) Members approved the Treasury Management Strategy and Plan 2016-20, including approval of the relevant limits and indicators as set out in the Executive Summary.
- ii) Members approved the Treasury Management Policy Statement.
- iii) Members approved the Prudential indicators reflecting the 4 year Capital Programme 2016/17 to 2019/20.
- iv) Members noted the Capital Programme 2016-20, including slippage, and proposed funding.
- v) Members noted the affordability and impact of the capital investment and option appraisal decisions as detailed within the Prudential Code indicators.
- vi) The Treasurer to include a summary in the report highlighting changes.

**92 CAPITAL PROGRAMME & REVENUE MONITOR 2015/16**

Members' received a report from the Treasurer updating on the third assessment of the forecast outturn position on the revenue and capital budgets, plus the prudential indicators. The revenue budget is forecast to be under spent by £669,000 at the year-end, an increase of £30,000 from the last update provided to Members. The revised capital programme budget is £13m at it was estimated that £2.6m will slip into 2016/17. The report outlined key risks that could have a budgetary impact with the necessary steps that are being taken to mitigate the risks. The attrition rate of staff had been predicted.

It was agreed that the Treasurer would provide current legal costs to Members.

**RESOLVED**, that

- i) Members' noted the content of the report.
- ii) Members' approved the revenue budget adjustments as set out in the report and contained in Appendix 5.
- iii) Members' approved the minor amendment to the 2015/16 capital budget as set out in the report.

- iv) Treasurer to provide current legal costs to Members.

### **93 LOCALISM ACT 2011 – PAY POLICY STATEMENT 2016-17**

The Principal and Statutory Officers declared an interest but remained in the meeting.

Members' received a report from the Clerk setting out the Fire Authority's policy towards a range of issues relating to the pay of its workforce and in particular, the senior staff and the lowest paid employees. The Pay Policy Statement is to be approved by the Fire Authority and published annually

The Clerk confirmed that the Statement as presented reflects the current position, and for the year going forward.

**RESOLVED** that Members approved the Pay Policy Statement to be implemented from 1 April 2016 and agreed to its publication in accordance with the Localism Act 2011.

### **94 SERVICE DELIVERY: RISK REDUCTION UPDATE**

Members' received the report highlighting the service delivery work of the Risk Reduction Unit and the Fire Authority's educational engagement programme with young people in mainstream education. The report also provided information on the various campaigns and events that the Service has been involved with which links to the National Fire Kills agenda.

An update was provided on the Children and Young People Strategy and Vulnerable Adults together with the Regulatory Reform (Fire Safety) Order. A Member raised an issue relating to electricity smart meters and reported that this had been raised within a Community Safety Panel held in the Unitary Authority.

A query was raised about Fire Cadets and the new Duke of Cornwall Safety Awards for resilience. It was agreed that contact would be made with the Children & Young Persons Manager to progress within our future strategy.

**RESOLVED, that**

- i) Members' noted the report.
- ii) Members' endorsed the Community Risk Reduction Strategy and agreed support of the work of the Risk Reduction Unit.

### **95 FIRES AND OTHER INCIDENTS**

Members' received a report outlining the significant incidents of note occurring during November – December 2015 and January – February 2016. It also summarised the proactive work undertaken during this time including campaigns, media, social media and safety.

Concern was raised about serious accidents taking place on the A36. ACFO Davis reported that we work within the SW Road Safety Partnership which would be advised of the concerns raised.

An update was provided on the campaigns undertaken in relation to electrical fires such as those occurring via electrical blankets, tumble driers and charging equipment. An annual plan of national campaigns undertaken is to be provided to Members.

**RESOLVED**, that the report be noted.

**96 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED**, that

The public and press were excluded from the meeting during the following items of business on the grounds that it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items there would have been 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).

**97 MARAUDING TERRORIST FIREARMS ATTACK (MTFA) PROVISION**

Members were updated on the provision of the Marauding Terrorist Firearms Attack (MTFA) response capability within Avon Fire & Rescue Service.

**RESOLVED**, that

- i) Members noted the report.
- ii) Members continue to endorse and support Avon Fire & Rescue Service's involvement in MTFA related contingency planning as part of the national counter-terrorism response arrangements.

The meeting closed at 17:16 hrs.

.....

Chairman

This page is intentionally blank

17 MARCH 2016

**PRESENT:** Councillors Abraham, Davies (D), Drew and Jackson

**1. APOLOGIES FOR ABSENCE**

None

**2. EMERGENCY EVACUATION PROCEDURES**

The Chairman drew attention to the Emergency Evacuation Procedure 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. MINUTES OF SPECIAL PURPOSES COMMITTEE HELD 5 FEBRUARY 2016**

**RESOLVED**, that the minutes be approved as a correct record and signed by the Chairman.

**5. PUBLIC ACCESS**

None.

**6. EXCLUSION OF PRESS AND PUBLIC**

The public and press were excluded from the meeting during the following items of business on the grounds that it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items there would have been 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).

**7. ILL HEALTH RETIREMENT**

The CFO/CE presented the report. The content of the report was noted and carefully considered by Members.

**RESOLVED** that

- i) In line with the IQMP opinion, Members decided to grant an ill health retirement with pension for this employee at the lower tier.
- ii) Members approved to review the pension after 3 years.
- iii) Members decided that they would not consider the ill health as a 'qualifying injury' for Compensation Scheme awards purposes, do so without medical assistance and so determined that an injury or duty related compensation is not applicable.

**8. APPEAL AGAINST DISMISSAL**

Members considered the extensive documentation made available to them. Representations were made on behalf of the Appellant and Management.

Members reviewed the disciplinary decision on 22 September 2015 and the letter of appeal dated 28 September 2015.

**RESOLVED**, that having taken regard of all matters, Members took the decision to uphold the decision to dismiss without notice.

The meeting closed at 14:45hrs

.....  
Chair

**AVON FIRE AUTHORITY  
SPECIAL PURPOSES COMMITTEE**

**19 MAY 2016**

**PRESENT:** Councillors Abraham, Davies (D), Davis (T) and Jackson

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Drew with Councillor Davis substituting.

**2. EMERGENCY EVACUATION PROCEDURES**

The Chairman drew attention to the Emergency Evacuation Procedure 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. MINUTES OF SPECIAL PURPOSES COMMITTEE HELD 17 MARCH 2016**

**RESOLVED**, that the minutes be approved as a correct record and signed by the Chairman.

**5. PUBLIC ACCESS**

None.

**6. EXCLUSION OF PRESS AND PUBLIC**

The public and press were excluded from the meeting during the following items of business on the grounds that it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items there would have been 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).

**7. APPLICATION FOR RE-EMPLOYMENT**

The CFO/CE presented the report which sought Members approval for the re-employment of an Officer under the current policy in place. The content of the report was noted and carefully considered by Members. There was insufficient support from Members for the application to be approved.

**RESOLVED**, that Members agreed to not approve the request for re-employment.

**8. PROVISION OF PREMISES CLEANING SERVICES**

Members considered the report submitted which sought approval to award a contract for the provision of Premises Cleaning Services.

**RESOLVED**, that Members approved the award of the contract to Elite Cleaning & Environmental Services Ltd.

The meeting closed at 15:15 hrs

.....  
Chairman



**AVON FIRE AUTHORITY**

<b>MEETING:</b>	AVON FIRE AUTHORITY
<b>MEETING DATE:</b>	3 JUNE 2016
<b>REPORT OF:</b>	CLERK TO THE AUTHORITY
<b>SUBJECT:</b>	GOVERNANCE REPORT OF THE MONITORING OFFICER

**SUMMARY**

To report to Members on key governance arrangements within the Fire Authority and to recommend any actions which need to be taken.

**RECOMMENDATIONS**

1. Note the revised membership of the Fire Authority.
2. The proposed revised governance structure be approved.
3. The proposed Terms of Reference for the new committees be approved.
4. The proposed membership for the new committees be approved.
5. Amend the Members' Allowances Scheme as proposed.
6. Invite 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 be approved as amended.
8. Financial Regulations be approved.
9. The Scheme of Delegations to Officers be approved..
10. The Standard Terms and Conditions be approved as amended.
11. The following Policies Guidance and Strategy be 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 be noted.
13. Members' attendance, training and development and allowances for 2015/16 be noted.
14. That the Clerk and Monitoring Officer be authorised to take any required action to implement the recommendations.

## BACKGROUND

The Fire Authority is required to have in place a proper and robust system of governance. Whilst all Fire Authority matters must be conducted against a background of governance compliance, there are key areas. The Fire Authority is audited against criteria in relation to these key areas. In June 2014, the Fire Authority endorsed the Internal Audit Reporting Framework, which provides a systematic approach to the management, distribution and approval of Internal Audit reports. This report to Members addresses issue of compliance, and highlights any need for change.

## KEY GOVERNANCE AREAS

### 1. Membership of the Fire Authority

Following the local elections in May 2016 the membership of the Fire Authority is as follows:

<b>Member</b>	<b>Party</b>	<b>Appointing Authority</b>
Abraham, P	Conservative	Bristol
Barber	Conservative	N Somerset
Barrett, C	Conservative	B&NES
Barrett, N	Conservative	South Glos
Butters, N	Liberal Democrat	B&NES
Clark, J	Liberal Democrat	Bristol
Cranney, K	Conservative	South Glos
Davies, D	Independent	N Somerset
Davis T	Liberal Democrat	South Glos
Drew, M	Liberal Democrat	South Glos
Dudd, K	Labour	Bristol
Garner, B	Conservative	N Somerset
Hale, A	Conservative	B&NES
Jackson, C	Labour	Bristol
Jama, H	Labour	Bristol
Massey, B	Labour	Bristol
Phipps, C	Labour	Bristol

Pomfret, S	Conservative	South Glos
Scott, I	Labour	South Glos
Shelford, M	Conservative	B&NES
Stevens, C	Green Party	Bristol
Threlfall, M	Labour	Bristol
Williams, M	Conservative	N Somerset
Wilton, N	Conservative	N Somerset
Windows, C	Conservative	Bristol

## 2. Revised Committee Structure

2.1. At its meeting on 18<sup>th</sup> March 2016 the Fire Authority resolved to invite the Clerk to bring forward proposals for a review of the governance structure of the Fire Authority. The current structure is:

<b>Body</b>	<b>Size</b>	<b>Meetings per year</b>
Fire Authority	25	6
Special Purposes Committee	4	2 (fixed, others as needed)
Appointments & Disciplinary Committee	7	As required
Ethics	3	As required
Local Pension Board	2	2

2.2. In addition there are a number of forums upon which Members sit but which are not part of the formal governance structure and include representatives from the Fire Authority's recognised trade unions:

- 1) Performance & Risk Management
- 2) Equality and Fairness
- 3) Health, Safety and Welfare
- 4) Learning & Development.

2.3. Both the Peer Review Report (March 2015) and the Monitoring Officer's Report (March 2016) indicated that the governance structure should be improved. As Members will appreciate there is not one perfect model and Combined Fire Authorities (CFAs) around the country have different practices. What is important are the Principles for Good Governance in the Public Sector set out in the International Framework: Good Governance in the Public Sector (CIPFA/IFAC, 2014):

- A. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law.
  - B. Ensuring openness and comprehensive stakeholder engagement.
  - C. Defining outcomes in terms of sustainable economic, social, and environmental benefits.
  - D. Determining the interventions necessary to optimize the achievement of the intended outcomes.
  - E. Developing the entity’s capacity, including the capability of its leadership and the individuals within it.
  - F. Managing risks and performance through robust internal control and strong public financial management.
  - G. Implementing good practices in transparency, reporting, and audit, to deliver effective accountability.
- 2.4. A comparative study has been undertaken of the models used by the other CFAs and this is attached at Annex A. As can be seen most CFAs meet as a full authority 4 or 5 times in each municipal year. All CFAs have a committee structure of some description. Overall these committees can be broadly categorised as follows:
- 1. Financial Audit
  - 2. Governance including standards issues
  - 3. Policy / Resources
  - 4. Performance Review / Scrutiny
  - 5. Human Resources – appeals and appointment of chief officers.

These categories seem to broadly cover the issues that the Principles set out above.

- 2.5. The following proposed revised governance structure is recommended to Members for their consideration:

<b>Body</b>	<b>Size</b>	<b>Quorum</b>	<b>Meetings per year</b>
Fire Authority	25	9	5 (from 2017/18)
General Purposes Committee	7	3	4
Performance Review and Scrutiny Committee	7	3	4
Audit, Governance and Ethics Committee	7	3	3
Employment Committee	9	3	As required

Local Pension Board	2	-	2
---------------------	---	---	---

In general terms:

1. The General Purposes Committee would replace the current Special Purposes Committee (SPC) with an expanded membership with the central purpose of driving the strategic direction of the organisation. It is proposed that the Chief Fire Officer (CFO) is the lead officer.
2. The Performance Review and Scrutiny Committee would replace the existing Forums with the primary function of scrutinizing the organisation's performance. The Committee will develop an Annual Work Plan. It is suggested that the Fire Authority's recognized trade unions have a standing invitation to attend and take part in meetings. It is proposed that the Assistant Chief Fire Officers share the lead officer role.
3. The Audit, Governance and Ethics Committee would take the audit function from the SPC, undertake the annual governance review making any necessary recommendations for change and monitor the Members' Code of Conduct and Member/Officer Protocol. It would also appoint 3 member panels to determine any complaints against Members. It is proposed that the Clerk and Treasurer share the lead officer role.
4. The Employment Committee would take on the roles currently performed by the Appointments & Disciplinary Committee and the human resources elements from the SPC. It would also appoint 3 member panels to hear any disciplinary or appeal hearings and undertake the CFO's annual performance review. It is proposed that the Deputy Chief Officer will be the lead officer except for issues concerned with the Principal and Statutory Officers in which case the lead will be the CFO and for matters relating to the CFO the lead will be the Clerk.
5. The Local Pension Board will remain as it currently is. The lead officer will be the Treasurer.

The proposed Terms of Reference for the new committees will be tabled at the meeting together with a proposed schedule of meetings for the year.

- 2.6. It is proposed that the committees will be politically balanced but that the 3 member panels should have 1 representative from each political group. There are sufficient committee places to enable each Member to sit on at least 1 Committee (subject to any constraints arising from the political balance rules). Each Committee will appoint its own Chair in accordance with Standing Orders although it is anticipated that the Chairman of the Authority will chair both the General Purposes Committee and the Employment Committee. If Chairs are to receive a Special Responsibility Allowance for the additional work involved it is proposed that the Members' Allowances Scheme for 2016/17 and 2017/18 be revised as follows:

<b>Special Responsibility Allowance</b>	<b>Current 2016/17 £</b>	<b>Proposed 2016/17 £</b>	<b>Current 2017/18 £</b>	<b>Proposed 2017/18 £</b>
Chair	6,676	8,179	6,682	8,186
Vice Chairs	2,003	2,003	2,005	2,005
Invited Members on SPC/Agenda Briefing (50% of Vice Chairs)	1,002	Discontinue	1,003	Discontinue
Chair – Performance Review and Scrutiny Committee &	-	1,002	-	1,003
Chair – Audit, Governance and Ethics Committee	-	752	-	753
A Member other than the Chairman of the Fire Authority may receive more than one SRA.				

2.7. Following the results of the election to Bristol City Council the political balance of the Fire Authority is:

- Conservatives – 12
- Labour – 7
- Liberal Democrats – 4
- Green Party – 1
- Independent - 1

The application of the political balance rules is set out in Annex B. The distribution of seats is therefore as follows subject to the confirmation of the allocation of 1 committee seat each for the Green Party and the Independent:

<b>Group</b>	<b>GPC</b>	<b>PRSC</b>	<b>AGEC</b>	<b>EC</b>	<b>Total</b>
Conservatives	3	3	3	4	13
Labour	2	2	2	3	9
Lib Dem	1	1	2	2	6
Green Party	0	1	0	0	1
Independent	1	0	0	0	1
<b>Total</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>9</b>	<b>30</b>

### 3. Standing Orders

The following amendments are proposed to Standing Orders:

<b>Number</b>	<b>Amendment</b>
Various	correct “member” to “Member”
1.4.1	Change “four clear days” to “5 clear days” to conform with legislation.
1.20.1	Correct “give” to “given”.
1.23.1	Change the wording so the wording is in the third person rather than the second person as for the rest of the section.
3	update “Public Contract Regulations 2006” to “Public Contract Regulations 2015”.
3.3.7	delete everything after “Regulations” to ensure compliance with the 2015 Regulations.
3.13.6	Insert “or the Bribery Act 2010” “after the Prevention of Corruption Acts 1889 to 1916”.

#### **4. Financial Regulations**

No changes are recommended.

#### **5. Scheme of Delegations**

Following the decision of the Fire Authority at its meeting on 18<sup>th</sup> March 2016 insert new “A – Personnel Matters – 1A”:

1A Appointment of the Deputy Chief Fire Officer or an Assistant Chief Fire Officer for a period not exceeding 12 months.	Chief Fire Officer/Chief Executive
--	------------------------------------

#### **6. Procurement, Tender and Contracting Governance Compliance**

- 6.1. Contract documentation contains a compulsory clause relating to corruption. Procurement and Contracting is undertaken in accordance with the requirements set out in Financial Regulations.
- 6.2. There have been nil complaints to the Monitoring Officer of any breaches in relation to the procurement process.
- 6.3. The Fire Authority’s Standard Terms and Conditions have been reviewed and the following amendments are proposed:

Number	Amendment
22.2	change “supervising officer” to “Authority’s Finance Department” and “The invoice shall identify clearly identify separately” to “The invoice shall clearly identify separately”.
28 Note	insert “marriage and civil partnership” after “sexual orientation”.
29	change “the contractor” to “All contractors” and insert “all” before “relevant legislation”.
29.2	<p>replace wording with:</p> <p>The contractor, its personnel, and any sub-contractors must adhere to all relevant policies and procedures developed by the Authority and shall cooperate with the Authority’s officers over implementation of such policies and procedures. This includes the provision of data and information to enable the Authority to monitor, track and report on its activities.</p>
33.1	insert “a” before “system of dealing”.
35	renumber paragraphs 35.1 – 35.5.
New 35.3	<p>add at the end:</p> <p>Even where a potential provider has indicated that information is commercially sensitive, the Authority may be required to disclose it under the act if a request is received.</p>
36	<p>insert new 36 (and renumber thereafter):</p> <p><b>36. Local Government Transparency Code 2015</b></p> <p>36.1 In accordance with the provisions of the Local Government Transparency Code 2015 local authorities in England are required to publish information related to a number of themes. Amongst other requirements, these themes include: spend over £500; government procurement card transactions; and procurement information. The Authority will publish this information in order to comply with this requirement.</p>
Existing 41.2	<p>change wording to following:</p> <p>The Authority’s procedure for Confidential Reporting is available for contractors to access. The procedure is published at <a href="http://www.avonfire.gov.uk/documents/category/22-governance">http://www.avonfire.gov.uk/documents/category/22-governance</a>.</p>



## **7. Policies, Guidance, Protocols and Plans**

7.1. The following suite of documents, provide a structure and guidance for the proper governance arrangements as approved by the Fire Authority. Policies are brought to the attention of staff on induction, and by way of an annual reminder from the CFO on Governance, Conduct and Probity matters. New Members receive an induction which includes policy information.

7.2. The policies are as follows:

- a) **Conduct & Probity in the Public Service Guidance** - no changes proposed.
- b) **Anti-fraud and Anti-Corruption Strategy & Response Plan** - no changes proposed.
- c) **Confidential Reporting Code and Guidance Notes “Whistleblower Policy”** - no changes proposed. There have been nil reports to the Monitoring Officer in accordance with this policy in the year 2014/15.
- d) **Protocol for Member / Officer Relations** - no changes proposed.
- e) **Indemnities for Members and Officers** - no changes proposed. There has been nil call on the indemnity for 2015/16.
- f) **Risk Management – General Guidance for Members.** Members are asked to note the guidance for Fire Authority use.
- g) **Avon Fire Authority Enforcement Policy** - no changes proposed. The policy is available here: <http://www.avonfire.gov.uk/business-safety/enforcement-policy-and-public-register>

## **8. Ethics Committee**

8.1. No changes are proposed to the Members’ Code of Conduct.

8.2. The following statistics for 2015/16 are attached as Annex C:

- Members’ Attendance
- Members’ Training and Development
- Members’ Allowances Scheme payments

All documents referenced above can be found at <http://www.avonfire.gov.uk/fire-authority-home/corporate-governance> in their current form.

## **IMPLICATIONS**

## **CONTRIBUTION TO KEY POLICY PRIORITIES**

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

**FINANCIAL IMPLICATIONS**

Proper financial accounting and auditing procedures must be in place. Failure to comply could result in censure of the Fire Authority and/or financial losses.

**LEGAL IMPLICATIONS**

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

**EQUALITY & DIVERSITY IMPLICATIONS**

Equality Impact Assessments have been carried out.

**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

<b>List of background documents:</b> None
---

Report Contact: Guy Goodman, Clerk and Monitoring Officer (Extension 347#)
---

# CFAs Governance Arrangements

**Annex A**

Initial research carried out by Jane Williams-Lock, Corporate Assurance Manager

Ref	FRA	Meetings	No.	Size
1	Bedfordshire	Fire Authority	6	12
		Audit & Standards Committee	5	7
		Corporate Services Policy and Challenge Group	4	6
		Service Delivery Policy and Challenge Group	4	6
		Human Resources Policy and Challenge Group	4	7
2	Bucks & Milton Keynes	Fire Authority	4	17
		Executive Committee	5	8
		Human Resources Sub-Committee	AR	NK
		Overview and Audit Committee	4	9
3	Cambridgeshire	Fire Authority	5	17
		Policy and Resources Committee	5	9
		Overview & Scrutiny Committee	4	8
		Performance Review Committee	2	3
		Appointments Committee	AR	7
		Appeals Committee	5	3
4	Cheshire	Fire Authority	6	23
		Policy Committee	6	10
		Performance and Overview Committee	4	9
		Governance & Constitution Committee	5	10
		Staffing Committee	4	4
5	Cleveland	Fire Authority	5	23
		Executive Committee	5	7
		Audit & Governance Committee	4	7
		Overview and Scrutiny Committee	4	7
6	Derbyshire	Fire Authority	5	16
		Governance, Audit & Scrutiny Working Group	4	5
		Inclusion & Equality Forum (closed meetings)	4	5
		Standards Committee	3	5
7	Devon & Somerset	Fire Authority	6	24
		Resources Committee	3	7
		HR Management and Development Committee	4	7
		Community Safety and Corporate Planning Committee	3	7
		Audit and Performance Review Committee	4	7
		Determinations and Dispensations Committee	AR	5

<b>8 Dorset &amp; Wiltshire</b>	Fire Authority	5	30
	Policy and Resources Committee	4	12
	Finance and Audit Committee	3	12
	Local Performance and Scrutiny Committees	12	Local members
	Appeals Committee	AR	10
<b>9 Durham &amp; Darlington</b>	Fire Authority	7	25
	Finance and General Purposes Committee	4	NK
	Policy and Performance Committee	4	NK
	Audit and Risk Committee	4	NK
	Appeals Committee	AR	NK
	Joint Consultative Committee	AR	NK
<b>10 East Sussex</b>	Fire Authority	4	18
	Urgency Panel	AR	7
	Policy and Resources Panel	4	7
	Scrutiny and Audit Panel	5	7
	Standards Hearing Panel	AR	3
	Human Resources Panel	AR	7
	Principal Officer Appointment Panel	AR	5
<b>11 Essex</b>	Fire Authority	7	25
	Policy and Strategy Committee	5	10
	Audit, Governance and Review Committee	4	15
	Audit Sub-Committee	NK	5
	Principal Officer Human Resource Committee	AR	5
<b>12 Hampshire</b>	Fire Authority	4	25
	Finance and General Purposes Committee	5	10
	Human Resources Committee	4	9
	Performance Review and Scrutiny Committee	4	9
	Standards and Governance Committee	4	9
<b>13 Heref'd &amp; Worcester</b>	Fire Authority	5	25
	Audit and Standards Committee	NK	13
	Policy and Resources Committee	4	13
	Hearings Sub-Committee	AR	3
	Appointments Committee	AR	7
	Pensions Appeal Panel	AR	3
<b>14 Humberside</b>	Fire Authority	8	22
	Governance, Audit & Scrutiny Committee	6	7
	Appointments Committee	AR	NK
	Appeals Committee	AR	NK

<b>15 Kent &amp; Medway</b>	Fire Authority	4	25
	General Purposes Committee	3	13
	Hearings Panel	AR	4
	Planning and Performance Committee	3	13
	Senior Officer Appointment and Conditions Committee	AR	7
	Appeals Panel	AR	4
<b>16 Lancashire</b>	Fire Authority	5	25
	Audit Committee	4	7
	Performance Committee (with Officers/Unions/Audit)	4	11
	Planning Committee	3	10
	Appeals Committee	AR	NK
	Resource Committee	4	10
<b>17 Leicestershire</b>	Fire Authority	5	17
	Employment Committee	NK	NK
	Corporate Governance Committee	NK	NK
<b>18 North Yorkshire</b>	Fire Authority	4	16
	Audit and Performance Review Committee	4	11
	Standards Sub-Committee	AR	4
<b>19 Nottinghamshire</b>	Fire Authority	5	18
	Appointments Committee	AR	6
	Community Safety Committee	4	6
	Strategic Equalities Committee	4	7
	Finance and Resources Committee	4	6
	Human Resources Committee	5	6
	Personnel Committee	AR	7
	Policy and Strategy Committee	4	6
<b>20 Royal Berkshire</b>	Fire Authority	4	25
	Management Committee	6	8
	Audit and Governance Committee	4	8
	Strategic Asset Management Committee	6	9
<b>21 Shropshire &amp; Wrekin</b>	Fire Authority	6	17
	Audit and Performance Management Committee	4	7
	Strategy and Resources Committee	4	7
	Standards and Human Resources Committee	2	7
	Brigade Managers Employment Panel Committee	2	7

---

<b>22 Staffordshire</b>	Fire Authority	6	21
	Urgency Committee	AR	5
	Strategy and Resources Committee	6	13
	Scrutiny and Performance Committee	6	9
	Audit	4	6
	Human Resources and Ethics Committee	4	9
	Service Improvement Committee	4	10
	Appraisal Committee	2	5
	Appointments Committee	AR	3
	Appeals Committee	AR	NK
	Staff Consultation and Negotiating Forum	4	5

---

Key: AR = As required

NK = Not Known

<b>Group</b>	<b>Size</b>	<b>Memb'ship %</b>	<b>Committee Places</b>	<b>GPC</b>	<b>PRSC</b>	<b>AGEC</b>	<b>EC</b>	<b>Total</b>
Conservatives	12	48	14	3.4	3.4	3.4	4.3	<b>14.4</b>
Labour	7	28	8	2.0	2.0	2.0	2.5	<b>8.4</b>
Lib Dem	4	16	5	1.1	1.1	1.1	1.4	<b>4.8</b>
Green Party	1	4	1	0.3	0.1	0.0	0.0	<b>0.0</b>
Independent	1	4	1	0.3	0.1	0.0	0.0	<b>0.0</b>
<b>Total</b>			<b>30</b>	<b>7.0</b>	<b>6.6</b>	<b>6.5</b>	<b>8.3</b>	<b>27.6</b>

Notes: % of committee places excludes Local Pension Board

**Member Attendance 2015/16****Avon Fire Authority**

<b>Member</b>	<b>Authority</b>	<b>29.05.15 AGM</b>	<b>17.07.15</b>	<b>25.09.15</b>	<b>18.12.15</b>	<b>5.02.16</b>	<b>18.03.16</b>
Abraham, P	Con - Bristol	✓	✓	✓	✓	✓	✓
Barber	Con - N Som	✓	✓	✓	✓	✓	✓
Barrett, C	Con - B&NES	✓	✓	✓	✓	✓	✓
Barrett, N	Con - Sth Glos	✓	✓	✓	✓	✓	✓
Bolton, C	Green - Bristol	✓	✓	✓	✓	X	✓
Butters, N	LD - B&NES	✓	✓	✓	✓	✓	✓
Cranney, K	Con - Sth Glos	✓	✓	✓	✓	✓	✓
Davies, C	LD - Bristol	✓	✓	X	✓	X	X
Davies, D	Ind – N Som	X	✓	✓	✓	✓	✓
Davis T	LD - Sth Glos	✓	✓	✓	✓	✓	✓
Drew, M	LD - Sth Glos	✓	✓	✓	✓	✓	✓
Garner, B	Con – N Som	✓	✓	✓	✓	✓	✓
Hale, A	Con - B&NES	✓	✓	✓	✓	✓	✓
Hoyt, G	Green - Bristol	X	X	X	✓	X	✓
Jackson, C	Lab - Bristol	✓	X	✓	✓	✓	✓
Lovell, J	Lab - Bristol	✓	✓	✓	✓	✓	X
Payne, W	Lab - Bristol	✓	✓	X	X	✓	✓
Phipps, C	Lab - Bristol	✓	✓	✓	✓	X	✓
Pomfret, S	Con - Sth Glos	✓	✓	✓	✓	✓	✓
Scott, I	Lab - Sth Glos	✓	✓	✓	✓	✓	X
Shelford, M	Con - B&NES	✓	✓	✓	✓	✓	✓
Smith, J	Lab - Bristol	✓	✓	✓	✓	✓	✓
Williams, M	Con - N Som	✓	✓	X	X	✓	X
Wilton, N	Con - N Som	X	✓	✓	X	✓	✓
Windows, C	Con - Bristol	✓	X	✓	✓	✓	✓



### Special Purposes Committee

Member	Authority	17.07.15	03.08.15	10.09.15	25.09.15	03.12.15	15.01.16	05.02.16	17.03.16	19.05.16
Abraham, P	Bristol	✓	✓	✓	✓	✓	✓	✓	✓	✓
Drew, M	South Glos	✓	✓	✓	✓	x	✓	✓	✓	x
Jackson, C	Bristol	x	x	✓	✓	✓	✓	✓	✓	✓
Davies, D	Bristol	✓	✓	x	✓	✓	✓	✓	✓	✓
Lovell, J (sub)	Bristol	✓	✓							
Davis, T (sub)	South Glos					✓				✓

### Appointments Committee

Member	Authority	05.11.15	16.11.15
Abraham, P	Bristol	✓	✓
Barrett, C	B&NES	✓	✓
Davies, C	Bristol	✓	✓
Hale, A	B&NES	x	x
Jackson, C	Bristol	✓	✓
Lovell, J	Bristol	x	x
Hoyt, G	Bristol	x	x
Phipps, C (sub)	Bristol	✓	✓
K Cranney, (sub)	Sth Glos	✓	✓
C Bolton	Bristol	x	✓

**Ethics Committee – no meetings held**

**Member Training & Development**  
**Provided by Avon Fire Authority**  
**2015/16**

Courses & Conferences	Date
<b>Abraham, P</b>	
LGA Fire Commission	26.06.15
LGA Fire Commission, London	20.10.15
CFA Conference, Wyboston	21-22.10.15
LGA Fire Conference, Bristol	8-9.3.16
LGA Fire Commission	25.05.16
<b>Barber, J</b>	
Members Induction Day	03.07.15
<b>Butters, N</b>	
Members Induction Day	03.07.15
<b>Davies, D</b>	
LGA Fire Conference, Bristol	8-9.3.16
<b>Drew, M</b>	
LGA Fire Conference, Bristol	8-9.3.16
<b>Garber B</b>	
Members Induction Day	03.07.15
<b>Jackson, C</b>	
LGA Fire Conference, Bristol	8-9.3.16
<b>Payne, W</b>	
Local Pension Board Training	28.07.15
<b>Phipps, C</b>	
Members Induction Day	03.07.15
<b>Pomfret, S</b>	
Members Induction Day	03.07.15
<b>Shelford, M</b>	
Members Induction Day	03.07.15
<b>Smith, J</b>	
Members Induction Day	03.07.15
<b>Windows, C</b>	
Local Pension Board Training	28.07.15
Members Induction Day	03.07.15

Note: Details of Member training and development provided by unitary authorities, during this period will be requested during September 2015 and will be available after that date.

**Members' Allowance Scheme**  
**Payments for 2015/16**

Recipient	Basic Allowance £	Special Responsibility Allowance £	Travelling and Subsistence Allowance £	Co-optees Allowance <sup>1</sup> £
Councillor P Abraham	1452.96	1985.04	164.80	
Councillor S Ball	160.14			
Councillor A Barber	1222.52			
Councillor C Barrett	1452.96			
Councillor N Barrett	1452.96		33.60	
Councillor C Bolton	1222.52			
Councillor T Butters	1222.52		14.60	
Councillor S Cook	148.42			
Councillor K Cranney	1452.96			
Councillor C Davies	1452.96			
Councillor D Davies	1222.52			
Councillor A Davis	1452.96			
Councillor M Drew	1452.96	1985.04		
Councillor R Garner	1452.96		33.60	
Councillor H Gregor	160.14			
Councillor A Hale	1452.96			
Councillor N Hartley	160.14			
Councillor C Jackson	1452.96	1670.21		
Councillor T Kent	160.14			
Councillor J Lovell	1452.96			
Councillor W Payne	1452.96			
Councillor R Payne	160.14			
Councillor M Pepperall	160.14			
Councillor D Poole	160.14			
Councillor C Phipps	1222.52		39.65	
Councillor S Pomfrett	1222.52			
Councillor I Scott	1222.52			
Councillor M Shelford	1222.52		47.94	
Councillor C Smith	160.14			
Councillor J Smith	1222.52			
Councillor R Stone	230.45			
Councillor T Walker	160.14	218.78		
Councillor M Williams	1222.52			
Councillor N Wilton	1222.52			
Councillor C Windows	1023.32			
Councillor M Wollacott	160.14			
Bruce Shearn				240.00
Colin Williams				121.00

Notes:

1. The Authority does not pay a dependants' carers' allowance.
2. A copy of the Members' Allowances Scheme and of the record of payments made under the Scheme are available for inspection at Service Headquarters, Temple Back, Bristol BS1 6EU between 8.30am and 4.30 pm Monday to Friday (excluding public holiday)  
Guy Goodman, Clerk to the Fire Authority.

<sup>1</sup> Independent Persons appointed to the Ethics Committee

This page is intentionally blank

**AVON FIRE AUTHORITY**

MEETING:	AVON FIRE AUTHORITY
MEETING DATE:	3 JUNE 2016
REPORT OF:	CLERK TO THE FIRE AUTHORITY
SUBJECT:	APPOINTMENT OF REPRESENTATIVES ON OTHER BODIES

**SUMMARY**

To consider the Fire Authority's representative on the Local Government Association, South West Council and the South West Council Employers' Panel.

**RECOMMENDATION(S)**

- i) That the Fire Authority appoints its representative on the Local Government Association for the forthcoming year.
- ii) That the Fire Authority appoints its representative on the South West Council for the forthcoming year.
- iii) That the Fire Authority appoints its representative on the South West Council Employers Panel for the forthcoming year.

**BACKGROUND****Local Government Association (LGA) – Fire Commission**

The Fire Authority is invited to appoint one representative to the LGA (including the Fire Commission) for the forthcoming year.

The Member representative for 2015/16 was Councillor Peter Abraham.

**South West Councils**

The Fire Authority is invited to appoint one representative to the South West Council for the forthcoming year, which meets twice a year. Representatives are only requested to attend meetings in person, if items on the agendas may have an impact on the Fire Authority.

The Member representative for 2015/16 was Councillor Mike Drew.

**South West Councils – Employers’ Panel**

The Fire Authority is invited to appoint one representative to the South West Council’s Employers’ Council for the forthcoming year, which meets twice a year. Representatives are only requested to attend meetings in person, if items on the agendas may have an impact on the Fire Authority.

The Member representative for 2015/16 was Councillor Celia Phipps.

**CONSIDERATIONS**

The main impact of this report is to ensure that the Fire Authority is properly represented on these bodies. The normal rules of political proportionality do not apply, but equalities should be borne in mind.

**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

<b>List of background documents:</b>
Report Contact: Guy Goodman, Clerk to the Fire Authority (Extension 347#)

**AVON FIRE AUTHORITY**

<b>MEETING:</b>	AVON FIRE AUTHORITY
<b>MEETING DATE:</b>	3RD JUNE 2016
<b>REPORT OF:</b>	THE CHIEF FIRE OFFICER
<b>SUBJECT:</b>	INTEGRATED RISK MANAGEMENT PLAN - SAVINGS PLAN AND RE-INVESTING FOR THE FUTURE

**SUMMARY**

The purpose of this report is to inform Members of 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 by 21% up to 2020. There are also changes in the risk profile within the Fire Authority area and a number of organisational pressures that have required a review of service delivery.

As part of these plans and following on from the success of the Investing for the Future programme, this report also includes a proposal for a new initiative entitled Re-investing for the Future.

The report outlines the need for the public to be consulted on:

- The IRMP - Area Risk Assessment
- Plans to achieve savings totaling £5m as per the approved Medium Term Financial Plan, whilst at the same time introducing a 'Re-investing for the Future' programme from capital receipts and capital savings.

**RECOMMENDATION(S)**

- i) Members note the contents of the report and support the plans that have been summarised within it.
- ii) Members are asked to approve commencing an appropriate consultation with the public, businesses and partners.

Note: Whilst not all of the following require public consultation, this will also serve as an exercise to engage with and inform the public of organisational changes taking place.

## **BACKGROUND**

### **1. Integrated Risk Management Plan**

Fire and Rescue Authorities (FRAs) are required by the National Framework 2012 to produce a local IRMP that sets out the authority's strategy in collaboration with other agencies, for reducing the commercial, economic and social impact of fires and other emergency incidents.

The priorities in this Framework are for fire and rescue authorities to:

- identify and assess the full range of foreseeable fire and rescue related risks their areas face, make provision for prevention and protection activities and respond to incidents appropriately,
- work in partnership with their communities and a wide range of partners locally and nationally to deliver their service,
- be accountable to communities for the service they provide.

Furthermore FRA's need to assess all reasonably foreseeable fire and rescue related risks that could affect their communities (from local fires to terrorist attacks) and put in place arrangements to mitigate these risks, either through adjusting existing provision, more effective collaboration and partnership working, or building new capability. They need to deliver effective and proportionate prevention and protection activities and be ready to respond to incidents within their areas and across the country to keep communities safe.

FRA's are required to produce a publicly available IRMP that covers at least a three-year time span, which:

- is regularly reviewed and revised and reflects up to date risk information and evaluation of service delivery outcomes
- demonstrates how prevention, protection and response activities will be best used to mitigate the impact of risk on communities in a cost effective way
- provides details of how FRAs deliver their objectives and meet the needs of communities through working with partners.

Avon Fire Authority has previously agreed that it is more beneficial for the new IRMP to cover a five year time span up to 2020, in accordance with the Government's Spending Review and the following savings plans.

A review of the area risk assessment and risk profile is on-going to ensure up to date risk information is available. Members received a presentation on 25 September 2015 outlining the progress made with the assessment. The assessment included considering national plans, local authority, partners and other agencies plans. This work could not be concluded until the results of the new Spending Review were received, and the impact of the savings assessed. The changes required to achieve a balanced budget had to be fully calculated and understood. AF&RS is now clearer on these matters and in a



position to proceed with this work. An agreement on the following plans would enable plans to be completed, progress to be made and for the necessary public consultation to commence.

## 1.1 IRMP - Public Consultation

FRA's have a statutory duty to consult the public and business ratepayers, service users and others with an interest. The aim is to engage with stakeholders to help decide how secure continuous improvement and to take a broader view of needs and priorities. This will be the means by which FRA's will routinely inform and consult their communities about how they are meeting the targets and standards set.

The Fire Services and Rescue Services Act 2004 contains no explicit statutory requirement to consult on any proposal to make any variation in the establishment. However, Secretaries of State have long considered it desirable that any such proposal should have been widely publicised, in sufficient detail and with adequate time allowed to enable any interested party to make representations. The guidance states:

*“Applications to reduce fire cover, for example by closing a fire station, or by reducing the number of firefighting appliances and/or firefighters available, can frequently raise issues of genuine concern among communities and employees. Some people might be prepared to accept a substantive case for reducing fire cover locally in order that resources might be redeployed elsewhere. Others may regard any reduction in cover, even if the current use of the resource is limited, as a challenge to local safety that must be resisted as a matter of principle.*

*Fire Authorities are expected to collaborate with other public and private sector agencies to improve their efficiency and effectiveness, and in particular, to promote and take part in community safety partnerships extending beyond the traditional 'fire safety' role. The Secretary of State considers, therefore, that fire authorities should consult widely as part of the process of preparing their IRMPs because this will help to ensure that plans draw on the widest possible range of data and views and represent the best possible response to local needs and wishes. Effective consultation can act as a catalyst for greater community participation. If members of the public think they are being listened to they are more likely to make suggestions for improving services or ask for information. Where authorities maintain an ongoing dialogue with communities, local opinion about options for change can be canvassed at an early stage. Consultees presented with a fait accompli are more likely to react negatively to proposals for change”.*

The consultation will need to be meaningful and must add value to these decisions. It is also the opportunity to engage with the public and inform them of AF&RS plans to:

- mitigate risk within the Fire Authority's area
- review the current model of service delivery/operational resources and restructure aspects of the Service
- to introduce a 'Re-investing for the Future' programme
- explore the feasibility of more collaborative work and the potential to generate third part income.

The method of consultation, its cost and benefits will be reported to the Fire Authority. A report will be produced outlining how this will be achieved considering Best Value. This will also present an opportunity to inform and engage with the public on the range of changes taking place. We also intend to consult with our partners such as the Local Resilience Forum (LRF) as a multi-agency consultation.

## **2 Summary of Plans - Mitigating Risk and Planning for the Future**

Members should note that this report is a result of several months' work by senior Officers comprising of risk analysis, carrying out options appraisals, examining every aspect of the Service and deciding on the best options to present to Members. Officers have consulted with the Fire Brigade Union on the operational matters.

The following information is a summary of that work and it is envisaged that it should provide enough information for Members to make informed decisions in accordance with the recommendations.

### **2.1 Mitigating risk in the Avon area – Integrated Risk Management**

Whilst the operational and community risks within the Fire Authority area are wide ranging, varied and challenging, AF&RS currently has two key Service Delivery Strategies – the operational response and community risk reduction strategies.

These outline how operational and community risk is mitigated. The key areas of the original IRMP which focused on - *preventing, protecting and responding* are still key to this day. However, in short, the financial pressures are now greater and this has impacted on the organisation and its communities. Our communities are also increasingly diverse and the threat of a natural disaster or terrorism incidents are more prevalent since the original IRMP plans were produced. Therefore, these plans will need to reflect those changes. Any changes to plans, new initiatives or proposals are reported in an IRMP action plan.

Other organisational strategies such as the learning and development strategy, the health and safety strategy, asset management strategy and ICT strategy, are all designed to mitigate risk and ensure the organisation continually improves. These will need to align with the new IRMP and the plans for a 'Re-investing for the Future' programme.

A restructure of Service Delivery is also outlined at a later stage of this report and there are two new aspects of the IRMP, which concern exploring the opportunities for *collaborating and generating third party income*. These will be focused on making the best use of our resources, ensuring value for money and creating capacity. We are looking closely at the feasibility and the potential benefits they may bring. The Fire Authority will receive specific reports on these two initiatives as and when research is carried out, information is available and progress is made.

For example, there is the potential for provision of medical intervention within the response area and a Community Intervention Taskforce bid was considered by the Home

Office for funding via Avon and Somerset Constabulary. This was a pilot that would have involved working within the preventative agenda and would have been rolled out across the AF&RS area, with a potential to undertake medical intervention as well. This bid was not successful but other ways of delivering this type of initiative are being explored.

Members are also aware of the current work being carried out with Avon and Somerset Constabulary regarding the recommendation to move AF&RS HQ to their Police HQ at Portishead. This has the potential to save significant amounts of money in capital expenditure and also capital receipts will be gained when decision are made on key sites at Keynsham, Temple Back and the recently sold site at Brislington.

There are also talks taking place regarding areas of further collaboration with the police. In particular in terms of mitigating community risks and from the potential for other shared or co-located premises.

In terms of generating third party income, Members will receive a report outlining the potential for this proposal at the next meeting.

## **2.2 Savings Plans / Changes to Operational Resources**

Following the last Comprehensive Spending Review in 2010 a number of very challenging organisational changes were implemented. The Investing for the Future programme was also introduced, which enabled the Service to make savings, but also instigate improvements to some Stations. It is estimated that by the end of the last Comprehensive Spending Review period the cumulative annual savings were approximately £11m.

Examples of where savings were found are:

- 23% reduction in support staff posts (fifth lowest on costs nationally)
- The establishment for all uniformed staff has reduced 153 staff (684 to 531)
- 25% reduction flexi officers posts (Station Manager – Area Manager)
- Reduction in 2 senior posts from the Service Management Board
- Retained Duty System additional payments and Fire Control overtime budget was stopped
- Day duty posts were reviewed and there was an approx. 30% loss of posts in this area.

## **2.3 Investing for the future / Capital savings and reinvestments**

During that time the Fire Authority supported the “Investing for the Future” programme and as a result, the new fire station at Hicks Gate was built and opened, Kingwood Fire Station was improved and the Temple Back Fire Station is being redeveloped and will be opened in the late summer of 2016.

Brislington and Keynsham Fire Stations have closed and have been replaced by the new Fire Station at Hicks Gate. This new station has been well received by staff and there are

plans being discussed to expand its use in the future. It has the potential to become a technical rescue centre that will serve each unitary authority. Its position, together with new development of the ring road, will result in further improvements to its capability. This idea is in its infancy and officers will be focusing on the feasibility and impact of making such a change before any decisions are made.

Substantial capital receipts from the disposal of land at Temple Back and Keynsham are expected. Whilst reports will be submitted to the Fire Authority on the options available regarding these sites, it is clear that they will result in capital receipts.

Some of these receipts will be required to repay prudential borrowing, but it is proposed that a new programme entitled 'Re-investing for the Future' is introduced. This will enable the Service to make improvements and benefit from the previous 'Investing for the Future' programme.

The programme will consider making necessary improvements to certain stations or locations that require investment. It will also consider whether relocating stations to new sites, disposing of current sites and at the same time considering sharing any premises with other partners, is cost effective, viable or beneficial to AF&RS. This will include examining Bath, Yate, Patchway, Southmead and Weston-super-Mare Fire Stations. Clearly the priority is to ensure that response standards are not compromised in these decisions. This requires research, analysis, consultation with local partners and other important work. The results of this work would be presented to Members for approval.

### **3 Spending Review 2015 – Savings**

AF&RS needs to make further savings and financial efficiencies up to 2020 following a 21% grant reduction. It is estimated that £5m annual savings will need to be made by the end of the period. We also need to continue to make improvements in the Service and re-invest in some areas. Therefore, this will also form part of the 'Re-investing for the Future' programme.

All areas of the Service have been examined to identify savings. As previously demonstrated, some staff groups cannot be reduced further as it presents an intolerable level of risk to the delivery of core services or to the support of those services.

#### **3.1 The Savings Plan (2016 to 2020)**

Members have previously received from the Treasurer information outlining the savings that are required up to 2020. These have been identified from key budgets. Budget Managers have had to review contracts, ways of working, resourcing and other ways of making savings. The savings will be achieved from:

## Analysis of Savings 2016/17 - 2019/20

Area	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
Employees	-1,455	-1,039	-278	-80	-2,852
Premises	-148	-105	0	0	-253
Transport	-47	0	0	0	-47
Supplies and Services	-111	0	0	0	-111
Other Costs	-497	-917	-293	-65	-1,772
<b>Total Savings</b>	<b>-2,258</b>	<b>-2,061</b>	<b>-571</b>	<b>-145</b>	<b>-5,035</b>

Savings were made from a number of areas. The majority of savings were achieved through employee cost reductions which are detailed in the next section. Premises savings in the form of maintenance and utility savings are anticipated to be achieved as a consequence of the Investing for the Future programme.

Savings on vehicle maintenance and mileage have contributed from transport budgets, whilst savings from audit fees, publications, equipment costs, printing and subsistence have been achieved from supplies and services budgets.

The final elements of savings are achieved from a reduction in revenue contributions to the capital programme of £1.6m and £184,000 from the retention budget.

Additional savings will be realised if the Service relocates its Headquarters to Portishead. At this stage it is proposed that reductions in capital expenditure will be utilised to reduce the Fire Authority's borrowing requirement.

All of the previous savings from the revenue budget were achieved without the requirement for compulsory redundancies and was achieved through natural attrition rates. Officers have identified that the further £2.8m in posts can be achieved using the same methodology. Therefore, there is still no need for compulsory redundancies. Estimated rates of attrition have been identified up to 2020, but due to changes in pension legislation, Officers are unable to be 100% accurate. However, so far the numbers have been on track and Officers are confident with the estimates.

### 3.2 How £2.8m will be saved from the staff budget.

It is anticipated that the savings will be achieved in the following areas:-

Reduction in 50 Posts	Number of Posts Reduced	Savings £k
Avonmouth Fire Station	12	498
Weston- super-Mare Fire Station	12	498
Bath Fire Station	12	498
Yate Fire Station	14	569
<b>Sub-total</b>	<b>50</b>	<b>2,063</b>
Retained - closure of Keynsham Fire Station		94
Support Staff		150
Full year impact of previous investing for the future savings and changes in the firefighter pension scheme		545
<b>Total Employee Savings</b>		<b>2,852</b>

Note: These savings do not include approximately £120,000 per annum achieved by rationalising the Director of Corporate Services with the Deputy Chief Officer position.

Due to the severity of previous reductions in staff and other budgets, it is increasingly difficult to achieve savings without a detrimental impact on the current standards and model of service delivery we currently provide.

£2.8m equates to a reduction equivalent to 50 firefighter posts. This is in addition to 153 posts from the operational establishment, since 2010. How and where a further reduction in posts is achieved has been a significant challenge.

Members should note that any reductions in establishment do affect the resilience of the organisation and create pressures. This is one of the main concerns of the Trade Unions. However, as part of the proposed programme for 'Re-investing for the Future', there is a need to re-build resilience by restructuring across the Service and, where possible, resilience will be improved and strengthened.

The following plans represent changes in the crewing arrangements, but it is important to note that no stations will be closed in this financial period, operational assets will not be removed and are still available. In effect there will not be reduction in the capability of the Service. How that capability is delivered will however be affected and will change.

Members should note that due to the rapid rates of attrition and the need to maintain the front line establishment, a number of these initiatives have had been already been implemented. Two of these changes (at Bath and Weston-super-Mare) are 'pilots' which

will enable the change to be monitored and data gathered. This will ascertain if the changes have resulted in an intolerable increase in risk. However, so far the data indicates that the changes are appropriate.

It should also be noted that Officers have consulted with the Fire Brigade Union (FBU) on these decisions. Whilst the FBU make valid representations and have great concerns about the negative impact that reductions in staff will have on community safety and on the resilience of the Service, they have acknowledged that the following changes represent the least risk out of all the options discussed. These discussions have included station closures, changes to terms and conditions and response standards.

Officers have taken into account a number of factors that are important to the public, the staff and the trade union when deciding upon which changes to implement.

Therefore, it was agreed to protect where possible:

- Response standards – the standards of response times agreed and accepted by the Fire Authority in 2012 (the aim is not just to get a first appliance to incidents quickly, but to mobilise enough appliances and firefighters to the incident to deal safely, whatever the situation is)
- CAST Standards (CAST) - standards developed by the FBU which provide the baseline from which risk-based emergency response planning can proceed, and including task analysis for a range of operational incidents leading to the number of operational staff required to safely deal with a range of scenarios.
- Frontline services / operational capability, where possible (these changes present no reduction in appliances or the need for station closures in this financial period – they do however, present changes to crewing arrangements)
- Key budgets – training, learning and development and health and safety have all been protected
- Conditions of Service (changes are Grey Book compliant)
- Access to leave and time off (the more pressure there is to maintain the minimum level required to crew appliances, the more difficult it is to grant short term requests for leave)
- No compulsory redundancies

It is important to note that staff in all areas of the Service continue to be concerned about the threat of redundancies. The following plans, together with the HQ relocation project and other uncertainties, has caused pressure and concern amongst staff. It is important to note that should the recommendations be supported, staff will have certainty about their futures up to 2020, and this will alleviate some of the pressures staff are experiencing.

### 3.3 The changes to operational capacity:

**Alternate/Switch crewing** - Dedicated crewing arrangements have existed and the crews are exclusively available for that specialist vehicle e.g. turntable ladders and rescue tenders. Alternate/switch crewing is where the crew are available to operate more than one vehicle. As a result only one of the vehicles can be mobilised at a time.

Officers are confident that the changes involving alternate crewing are appropriate, as AF&RS has other resources and safe systems in place to ensure risk is minimised. Most other fire and rescue services operate the alternate crewing methodology.

#### 3.3.1 Avonmouth Fire Station - Change crewing arrangements of the Rescue Tender – alternate crewing (change is complete)

##### Resulting in a reduction of 12 posts

Justification:

- The rescue tender was crewed with dedicated resources.
- Limited number of mobilisations to warrant continuing dedicated crewing
- Other safe systems of work in place - provision of Rescue Pumps within the Service (four in total), a heavy transportation rescue model within Urban Search and Rescue (USAR) and the Heavy Rescue Tender at Avonmouth is still available to respond.

#### 3.3.2 Weston-super-Mare - Change crewing arrangements of Turntable Ladder (Pilot taking place) – Alternate crewing.

##### Resulting in a reduction of 12 posts.

Justification:

- The turntable ladder was crewed with dedicated resources.
- Limited number of mobilisations to warrant continuing with dedicated crewing.
- Aerial appliances from Bristol will be available. In addition the Service has three other aerial provisions (at 12 Bath, 09 Temple and 15 Bedminster).

#### 3.3.3 Bath Fire Station - Change crewing arrangements of Turntable Ladder (Pilot being implemented) – Alternate crewing

##### A reduction of 12 posts.

Justification:

- The turntable ladder is currently crewed with dedicated resources.
- Limited number of mobilisations to warrant continuing with dedicated crewing.
- Aerial appliances from Bristol will be available. In addition the Service has 3 other aerial provisions (at Weston-super-Mare, 09 Temple and 15 Bedminster).



### **3.3.4 Yate Fire Station** – Proposed change to crewing arrangements to a day crewed system with retained duty system staffing.

The original anticipated increase in housing and demographics, which resulted in changing the station to a wholetime station have not materialised in increased incidents

#### A reduction of 14 posts.

Justification:

- Lowest operational activity level for a wholetime station in the Service.
- This station will continue to have 24 hour operational cover, with 2 appliances, one wholetime and one Retained Duty System (RDS).
- Response standards can still be achieved and risk to the communities is minimised.
- The day crewing model used previously prior to becoming a wholetime station will require review, but due to the low numbers of incidents since that time there is no evidence to support this remaining a wholetime station.
- Whilst it is recognised that there are further plans for a substantial increase in housing in this area and that life styles can also affect risk, these properties are new build and are constructed to high standards. We are confident that this crewing arrangement is sufficient to continue to provide agreed response standards.

This proposal is the change that the Fire Brigade Union has raised most concerns about, and it is felt that the local communities need to be consulted on this option. Therefore, the focus of the proposed consultation on the IRMP will concern this proposal.

In addition to all these savings there is an urgent need to review current ways of working to ensure AF&RS is able to fulfill all of its legislative responsibilities, its plans and continually improve as required. Whilst we work tirelessly to ensure appliances are appropriately crewed, we also need to ensure that staff are not under too much pressure and that they can access their entitlements to leave or time off. In addition to this savings plan, the following changes are related achieving to these needs.

### **3.4 Timescales**

Members will note that some of these changes have been implemented as pilots and will be reviewed at an appropriate stage. Should there be evidence to change the crewing arrangements back to previous arrangements then alternative savings plans will need to be devised and agreed. With regard to the proposal to change Yate Fire Station to a Day Crewed / RDS station this will only be implemented following the consultation and approval from Members. Should this proposal be supported and approved an implementation timescale will be recommended and this will be determined from the rate of attrition of staff from the organisation and the rate of saving to be achieved at an appropriate point up to 2020.

#### **4. Recruitment**

With the above savings and reduction in staff linked to the natural attrition / retirement rates there will come a point where recruitment will be necessary. With the plans to reduce the establishment by 50 posts and with the retirement profile for the next 4 - 5 years being 95, recruitment will need to be considered. It is proposed to recruit in the first half of 2018, which will increase establishment for a short period, where the retirement profile will then equalise this number to a fixed and projected crewing level. Should the rates of attrition change or there are other organisation pressures that would influence this date, approval will be sought from the Fire Authority to alter this date if necessary.

#### **5. Restructure of Service Delivery**

A review of the management structure within Service Delivery has taken place. The IRMP area assessment and changes in the risk profile indicates a change in structure and priorities is required. Also, due to the savings plan and other organisational changes it is clear that the current model of Service Delivery is unsustainable.

Following feedback from staff and a recognition that they are under increasing pressures, together with an analysis of performance/risk information and assessments such as the Fire Peer Challenge and recent incident command review, all these matters have led to the decision to implement a restructure.

The central risk critical functions that require further resources include:

- Holistic management of the standard operating procedure (SOP) and risk card function within the Risk Intelligence Unit, review and maintenance process required;
- Wider analysis of the risk profile, capturing lessons learnt across the country, within the fire and rescue sector and beyond;
- Support to the operational stations, with ongoing performance and learning;
- Support for the Operational Assurance Unit, to provide central audit around our operational risk sites and generic operational risk, including service wide exercises and no-notice events;
- Support to the business continuity management work with roll out of training and awareness for all staff;
- Support within the Learning and Development Department for risk critical training, development and research in the Incident Command disciplines. This includes increase number of incident command assessments, training and tactical decision making evolutions, review of our analytical risk assessment (ARA) process, multi-agency JESIP awareness and training roll out, etc;
- Provision of a dedicated MTFA trainer function;
- Support to the training facilities and future training evolutions at our Hicks Gate site, including additional firefighting, safe working at height, confined space and technical rescues evolutions;
- Further support to the Retained Duty System (RDS), with their risk critical competence and performance;

- Support to the ongoing need to provide evaluations of our training and development evolutions;
- Support and increase the amount of debriefing, monitoring and mentoring, providing an holistic management and learning system for our operational response activities;
- Support to the income generation and trading arm feasibility work that is being undertaken this year, potential to have officers who can create accredited courses, assist in customer research and company delivery;
- Potential to provide support to the wider departments within the service, namely Health and Safety and Equalities and Diversity.

## **5.1 Station Managers and Group Managers (Flexi Officers)**

The roles of some managers were too broad and demanding. This is related to the need to make savings and reduce the flexi officer establishment by 25% in 2010. For example, an officer is expected to be an 'on call flexi officer' with many specialist aspects to this role, also to manage a wholetime or retained duty system station and have a specialist role or projects to deliver.

In some areas this was affecting performance and the health and wellbeing of staff. AF&RS is relying too much on the good will of our dedicated staff. Therefore, a review has taken place and a restructure has been implemented on 1<sup>st</sup> June 2016. Roles have been re-aligned, capacity has been created to focus on priority areas such as performance or operational assurance, supporting the RDS, delivery community safety initiatives on stations, reducing risk and delivering key objectives or projects.

The impact of the changes will be closely monitored to ensure the restructure is successful and its aims have been achieved. Members should note that whilst the restructure has resulted in changing roles and responsibilities, the levels of work and objectives have not been reduced. Therefore, should this restructure not achieve its aims then the priorities and range of work the Service is providing may need to be reviewed. As stated previously, it is increasingly difficult to keep providing the same levels of Service Delivery with such reductions in capacity and resources,

## **5.2 The Urban Search and Rescue (USAR) Team**

The USAR team will become part of the wholetime establishment. AF&RS USAR capability is centrally funded by Government to provide 14 USAR technicians for a level 4 incident within the country. Since the National Resilience programme (New Dimension before this) has been running (2001-present) the country has **not** seen one USAR level 4 incident.

At present this team do not undertake any traditional firefighting response, unlike other USAR teams within the country.

This change will make better use of the grant received from Government and make better use of our resources. Whilst this change is does not form part of the savings plan, this will add capacity to the establishment and improve the ridership factor until the levels of

attrition fall beyond that point. This will help with resilience and ensure appliances are fully crewed. It will also help with creating training capacity and for staff to access more leave or time off, alleviating some of the problems with the amount of leave that has accumulated.

AF&RS also needs to be mindful of how this decision impacts on national capability. However, AF&RS is one of the Services in the minority of those who have a dedicated USAR Team. Therefore, this model works in other Services. Officers have agreed to form a working group to resolve any problems that may result with this transition. This may also be an opportunity to consider if this decision will assist with the feasibility of developing Hicks Gate Fire Station into a Technical Rescue Centre.

### **5.3 Day duty establishment**

Operational staff are also employed in other roles. Our statutory roles under the Fire and Rescue Services Act concern the delivery of community safety initiatives and providing technical fire safety advice. Whilst the Fire and Rescue Services Act prescribes a duty to carry out community safety work and provide technical fire safety advice, it is not prescriptive in who provides this or at what rank/role, and on how this is delivered or to what level. Operational staff are also employed as trainers and in other non-operational roles.

Due to the pressures on the establishment and changing priorities, these roles are being revised. The objective is to ensure that best use of these resources and best value is being achieved, to create capacity to support the frontline or to be redeployed into other areas of priority.

This includes increasing resilience for support to departments and supporting corporate risk management across the service.

### **5.4 Operational / Command and Control Managers (Crew Manager to Watch Manager)**

There is also a review of the structure for the management of Watches, crews and appliances. There are many different models used around the country and, therefore, there is no prescriptive model of command or management. Clearly the management and mitigation of risk is a defining factor. No decisions have been made, but officers have committed to forming a working group with the Fire Brigade Union to explore how improvements may be achieved.

### **5.5 Review of Flexible Working and other Working Arrangements**

Due to the pressures on maintaining crewing levels to ensure frontline services are maintained, and that there are enough resources in place to deliver current plans and objectives, a review of those staff who work flexibly has been instigated.

## **CONSIDERATIONS**

### **CONTRIBUTION TO KEY POLICY PRIORITIES**

The Integrated Risk Management Plan, Savings Plan and Reinvesting for the Future Programme outlined in this report are important matters for AF&RS. The changes ensure community risk is mitigated to its lowest possible level whilst also ensuring a balanced budget is achieved. Agreement on the recommendations within the report will assist with certainty, stability and direction for to the organisation up to 2020.

### **FINANCIAL IMPLICATIONS**

The financial implications are those as set out in the report. The actions identified will ensure that the Fire Authority can deliver its medium term financial plan in good time. Work will be ongoing to identify any additional savings or efficiencies.

### **LEGAL IMPLICATIONS**

The Legal Implications are also set out in this report.

### **EQUALITY & DIVERSITY IMPLICATIONS**

Those subject to the equality duty must, in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

AF&RS is required to pay due regard to the impacts of organisational changes and, as and when required, Equality Impact Assessments (EIA) are carried out. Outcomes are used to influence organisational strategies or plans.

### **CORPORATE RISK ASSESSMENT**

AF&RS has a Corporate Risk Register in place and this is regularly reviewed. The plans, proposals and organisational changes outlined in this report are designed to mitigate organisational risk to its lowest possible level, where possible.

It should be noted that the main risks highlighted within the report concern the impact on the organisations resilience when reducing staff numbers and the impact on maintaining the current model of Service Delivery. Therefore, Members should note that officers have, where possible, paid consideration to the risks and instigated organisational changes and made recommendations accordingly.

### **ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS**

None

## **HEALTH & SAFETY IMPLICATIONS**

It should be noted that the H&S implications of each decision was a prime consideration. This was from an operational perspective, regarding the changes to crewing arrangements, and where reducing resources, organisational change and uncertainty can cause pressures on staff.

Staff and the trade unions have been consulted on these matters and a communications strategy is in place. Whilst all concerns or changes which affect the personal circumstances of staff cannot be alleviated we are working with staff to alleviate as many concerns as possible.

### **List of background documents:**

Corporate Plan 2015 to 2018

Fire and Rescue National Framework 2012

Gov.uk – Guide to Integrated Risk Management Planning

Operational Response Strategy 2014 to 2017

Community Risk Reduction Strategy 2014 to 2017

Learning and Development strategy 2016 to 2020

**Report Contact(s):** Lorraine Houghton, Temporary Deputy Chief Officer, Ext 234#

**AVON FIRE AUTHORITY**

<b>MEETING:</b>	AVON FIRE AUTHORITY
<b>MEETING DATE:</b>	03 JUNE 2016
<b>REPORT OF:</b>	CHIEF FIRE OFFICER
<b>SUBJECT:</b>	SERVICE DELIVERY – RISK REDUCTION

**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)**

1. To note the on-going work of the Risk Reduction Department;
2. 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 6 departments making up Risk Reduction have been busy in their remits since the last report. Our principle aim is to always reach the most vulnerable sections of the community in the most effective way possible and this will ensure we can help them to be safe.

We have worked hard to build relationships with other key agencies that work with these groups and have added the Sirona ASIST Team and the Dementia Wellbeing Service to the agencies that will refer vulnerable people to us for our Home Fire Safety Visits (HFSV). From 1<sup>st</sup> Feb to the 3<sup>rd</sup> May this year we have received 1140 referrals and approximately 65 to 70% of these people typically agree to a HFSV from our teams.

We also train a number of agencies to deliver HFSV's on our behalf and during April CURO Independent Living Service and United Communities Housing Association received training from our team to carry these out. From the 18th Feb to the 3<sup>rd</sup> May, 159 HFSV's have been carried out by partner agencies on our behalf.

Operational crews are also beginning to engage in identifying and setting up referral mechanisms at a local level and are being coached through this process by our Partnership Manager – Blue Watch Kingswood led by Watch Manager Neal and Crew Manager Clack are a successful example of this.

With respect to vulnerable younger people, our Children and Young Persons (CYP) team have been working with agencies including Public Health England, Bristol Road Safety, Trading Standards, Paediatric Burns Nurses and a Children's Centre lead officer to introduce Chips (Child Health and Injury Prevention Sessions) across Bristol. This will begin with a pilot scheme and then hopefully role out across 23 children's centres in Bristol.

Also with regard to CYP our Fire Setter Advisors received 15 new referrals in this period and carried out 32 interventions. The team are also working with Youth Justice Teams engaging in restorative justice work.

The Vulnerable Adults Team primarily focuses on working with the elderly, those with specific needs and adults who are vulnerable due to their lifestyle choices. Recently the team received this compliment from a member of the public which sums up how operational crews and the Community Safety Workers work together to help our community.

*'I contacted you about fire alarms, and I would like to compliment you on your service. The first 3 firefighters who came fitted 2 fire alarms, and were very kind and courteous and made me feel safe in my home, you see I am (elderly and deaf) they explained to us how the alarms worked. I said that I am deaf and my husband was, they said we may need another call from them, we had the call from the second one well I have to tell you he was very kind to us, he fitted a vibrating thing in my pillow and flashing light. So I would like to take this opportunity to thank you for your service and state how kind and thoughtful you are. So thank you so very much. I can't thank you enough. I hope that I don't have to call you out (fire) but I now feel that I can with confidence. Please can you thank the ones that called on us for me? You all deserve a medal xx'*

The Community Safety Workers will also be participating in the pilot 1<sup>st</sup> Contact Scheme in Bristol which aims to 'signpost' vulnerable people to a range of supportive services offered by a number of agencies.

The department also uses a number of events and awareness campaigns in order to reach specific sections of the community and also the wider population. Since February we have engaged in Non-smoking day (09 March), Arson Awareness Week (21 to 27 March), Water Safety Week (25 April to 01 May) and Fire Kills Themes campaign – April. These wide and varied events have enabled us to work in



collaboration with our external partners and operational crews to deliver valuable safety advice to the community.

In supporting local businesses through our program of coaching and compliance to ensure that they comply with the requirements of the Fire Safety Order, our Technical Fire Safety Team have reached out to over 600 residential care homes giving advice on risk assessments for individual residents who smoke. This comes following Coroner Recommendations to London Fire Brigade following a fire in a care home. We have already received positive feedback from managers who have taken note and adopted our recommendations.

During a licensing review of Bath Rugby Club the committee were pleased with how AF&RS had worked with the Club to present a way forward to improve public safety at the venue.

The team are also currently pursuing 3 prosecution cases against businesses, 2 for breaching Prohibition Notices served by AF&RS and 1 following a serious fire which identified a number of serious failings that could have had serious consequences.

Finally, our Fire Investigation Team have introduced a new contemporaneous note and reporting template to enable more effective scene documentation to be completed which will support reports for Crown or Coroner Courts.

## **Mental Health**

### **Mental Health Triage Collaboration**

The Service is currently part of the working group helping to shape the Mental Health Triage process that Avon and Somerset Police are setting up. This will feature a team of embedded mental health professionals who will be available to offer advice and guidance to operational crews at incidents involving a member of the public who may have mental health issues. The team will also be able to talk with the individual and will have full access to their medical records in order to identify the correct treatment/assistance pathway

### **Mental Health Concordat**

AF&RS is a member of the concordat and seeks to collaborate with other partners by using our safeguarding process to signpost vulnerable people to the agency or agencies that are best placed to help them. We also have our 3 level Home Fire Safety Visit protocol that ensures that the most vulnerable people in our community who have mental health issues will receive a multi-agency approach in line with our Level 3 process.

### **Dementia Friends/ Champions**

In line with our objective of upskilling our Community Safety Workers to enable them to develop an effective skill set in order to help the most vulnerable we are in the process of arranging input so that they will be Dementia Friends. It is also hoped that this will be extended to all flexi-duty officers.

In line with this it is our intention that all Risk Reduction department managers and above will receive Dementia Champion training.

## Statistics

### Technical Fire Safety

Activity	18/02 – 25/04	YTD (01/04 –25/04)		
Fire Safety Audit	215	77		
Licensing	74	36		
Operational FS Checks	39	15		
Building Regulations	250	109		
Enforcement Notices	5	2	5	in force
Prohibitions Notices	5	2	43	in force
Alterations Notices	0	0	23	in force

### Community Safety

HFSV	1343	555		
HFSV on our behalf	159	20		
Off Station Activity	21	7		
On Station Activity	48	19		
Quick Jobs	1593	863		
Early Years Education	8	3		
Key Stage 1 Education	28	17		
Key Stage 3 Education	2	0		
Key Stage 4 Education	1	1		
Road Safety	8	2		
Further Education	1	1		

(Our school education packages are designed to be delivered as part of the school curriculum and at a time that each school considers it will have the most impact with the students).

## CONSIDERATIONS

### LEGISLATION

Fire and Rescue Services Act 2004 and 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 IMPLICATIONS**

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.

<b>List of background documents:</b>
None
<b>Report Contact(s):</b>
Lorraine Houghton, Deputy Chief Officer, Director of Service Delivery (ex 234) Rob Davis, Assistant Chief Officer Risk Reduction - Service Delivery (ext 234)

This page is intentionally blank

**AVON FIRE AUTHORITY**

<b>MEETING:</b>	AVON FIRE AUTHORITY
<b>MEETING DATE:</b>	3 JUNE 2016
<b>REPORT OF:</b>	CHIEF FIRE OFFICER/CHIEF EXECUTIVE
<b>SUBJECT:</b>	FIRES AND OTHER INCIDENTS

**SUMMARY**

This report focuses on the fires and incidents of interest to Members in March and April 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**

That the contents of this report are noted.

**CONTENTS**

1. Campaigns
2. Press releases
3. Incidents of note in March
4. Incidents of note in April

**1. Campaigns****Water safety**

Support was provided to Water Safety Week through station activities which were promoted through the mainstream and social media.

The national campaign focused on raising awareness of the dangers associated with the water and provided advice on how to stay safe. Events took place in Bath, Bristol Harbour, Portishead, Salford and Clevedon which were all promoted in a press release and social media posts.

**2. Press release**

- **'Be water aware' say firefighters** – Wednesday 20 April

- **Hicks Gate Fire Station goes operational** – Tuesday 19 April
- **Recruitment drive for retained firefighters in Weston-super-Mare** – Friday 15 April
- **Firefighters run for Children’s Hospice South West** – Wednesday 6 April
- **Arson – Don’t accept it, report it, say firefighters** – Wednesday 23 March
- **Smokers urged to ‘put it out, right out’ on ‘No smoking day’** – Tuesday 8 March

### 3. Incidents of note in March

#### **Bedroom fire in Marshfield**

Tuesday 1 March

21.08hrs Tormarton Road, Marshfield

Crews were called to a fire in a first floor rear bedroom.

Firefighters used breathing apparatus, one high pressure hose, one jet and a ventilation fan. The fire is thought to have started accidentally by a candle.

Two crews from Bath and one from Kingswood attended the incident.

#### **Large tree falls on tractor in Clifton**

Wednesday 2 March

09.32hrs Brandon Hill, Bristol

Crews were called to an incident involving a large tree that had fallen onto a tractor unit and trailer.

Two people trapped in the yard by the fallen tree were rescued before crews arrived. One 65 year old male was transferred into the care of an ambulance.

#### **Bedroom fire in Nailsea**

Wednesday 2 March

22.59hrs Cricklade Court, Nailsea

Firefighters were called to a fire in the first floor bedroom of a property. Firefighters used breathing apparatus, one high pressure hose, one jet and a ventilation fan.

A 25 year old male suffered smoke inhalation and was given oxygen by fire crews on scene. The fire is thought to have started accidentally.

#### **Family helped to safety by firefighters after receiving life-saving advice**

Wednesday 9 March

01.59hrs Coniston Road, Patchway, Bristol

A family of five were rescued by crews after a fire blocked the escape route from their home.

The Service received a call reporting the blaze in the communal stairway of a two storey block of flats. The first floor fire had blocked the escape routes of three flats on that level. One of the flats was occupied by two adults and three children; the oldest aged six-years old and the youngest a three-week old baby.

After receiving the 999 call an Avon Fire & Rescue Service Control operator remained on the phone with the caller for more than 20 minutes providing life-saving advice and reassurance during the incident.

With their escape route blocked, the Fire Control operator advised the family to gather together in one bedroom, seal gaps under the doors with towels and to sit on the floor to stay beneath any smoke that might enter the flat. The family were provided with reassurance that help was on its way and that firefighters were tackling the fire outside their front door.

Four firefighters in breathing apparatus used a high pressure hose and jet to tackle the fire which had filled the stairwell with thick, acrid smoke. Once the fire was extinguished all five people were walked to safety uninjured.

The advice provided by the Fire Control operator ensured the family did not attempt to escape through the thick smoke – just a few breaths of which would have proved fatal. The male occupant of a flat on the first floor was also led to safety by firefighters. Crews forced entry to the third flat which was found to be unoccupied.

### **Crews assist after couple helped from river**

Wednesday 9 March

13.52hrs Churchill Bridge, Green Park, Bath

Firefighters were called to reports of two people in the River Avon in Bath.

It's believed the alarm was raised after the man and woman fell from a canal boat. Passers-by helped the couple from the water before firefighters reached the scene, however crews assisted the ambulance service in providing first aid.

The two people were then taken to hospital.

### **Chimney fire in Winterbourne**

Friday 11 March

10.11hrs Down Road, Winterbourne

Firefighters were called to a chimney fire. A log burner was removed from the property and crews used a ladder and hose to apply water to the chimney.

Crews were detained some time monitoring bedroom and living room wall temperatures and carrying out an internal inspection of the property.

### **Ambulance engine fire in Keynsham**

Wednesday 16 March

08.38hrs High Street, Keynsham

Firefighters were called to a fire in the engine compartment of an ambulance.

The crew used a high pressure hose reel to tackle the fire and were on scene for around 30 minutes.

### **House fire in Portishead**

Wednesday 16 March

20.52hrs Lower Down Road, Portishead

Crews were called to a fire on the first floor of a property. Firefighters used breathing apparatus and a water jet to tackle the fire.

A 28 year old male suffered smoke inhalation. The fire is thought to have started accidentally.

### **Road traffic collision in Newfoundland Street**

Wednesday 16 March

23.06hrs Newfoundland Street, Bristol

Firefighters were called to a road traffic collision involving one vehicle and a lamp post outside of House of Fraser in Newfoundland Street, Bristol.

Two male casualties were assisted from the vehicle and one of the male casualties was conveyed to hospital.

### **Fire at hotel in Clifton**

Saturday 19 March

01.59hrs St Paul's Road, Clifton, Bristol

Firefighters were called to a small kitchen fire in the basement of a property.

Crews used breathing apparatus, one high pressure hose reel, one dry powder extinguisher and a ventilation fan to tackle the fire. The hotel was evacuated of approximately 50 guests by hotel staff and fire personnel.

### **Kitchen fire in Highfield Road**

Sunday 20 March

12.35hrs Highfield Road, Peasedown St John

Crews were called to a fire involving a chip pan in the kitchen of a property in Highfield Road.

Firefighters used a high pressure hose reel to tackle the fire. A 61-year-old female and a 63-year-old male both suffered burns and smoke inhalation.

### **Lady treated for burns following house fire**

Monday 21 March

18.40hrs Forest Road, Fishponds, Bristol



A lady was taken to hospital after suffering burns in a fire in a bedroom.

Two fire engines from Kingswood Fire Station were called to the fire on the first floor of the house. Firefighters in breathing apparatus used a high pressure hose reel to tackle the fire which is thought to have started accidentally.

A lady aged in her 50s was provided first aid at the scene by firefighters after suffering burns and inhaling smoke. An ambulance crew also attended the incident and took over the woman's care, before taking her to hospital.

### **Electric blanket fire leads to call-out**

Tuesday 22 March

18.35hrs Bennett Street, Bath

Firefighters were called after a fire was reported in a basement flat.

Five fire engines from Bath, Brislington and Kingswood attended the incident after the alarms activated in the four storey building.

When crews arrived they found the occupants of the flats outside the building and smoke coming from a basement flat. Firefighters in breathing apparatus forced entry to the flat, and during a search found the source of the smoke to be a fire in the bedroom.

A high pressure hose reel was used to tackle the fire which is thought to have started accidentally in an electric blanket which was switched on. The fire caused limited damage in the bedroom and smoke logging in the rest of the flat. Once the fire was extinguished a positive pressure ventilation fan was used to clear smoke from the basement and flats above.

The fire is thought to have started accidentally.

### **Shed fire in Severn Beach**

Thursday 24 March

01.13hrs New Passage, Pilning

Crews were called to a shed fire containing three motorcycles and building materials.

Firefighters used one hose reel to tackle the fire and were detained 20 minutes damping down. The cause of the fire is thought to be deliberate

### **Tumble drier fire at residential care home**

Wednesday 30 March

15.18hrs Trewartha Park, Weston-super-Mare

Crews attended a small fire in the ground floor laundry room of a residential care home for the elderly. The fire involved a gas tumble drier.

Residents were evacuated by staff and firefighters. Firefighters used a hose reel and covering jet to tackle the fire.

#### **Kitchen fire in Fishponds flat**

Wednesday 30 March

18.30hrs Fishponds Road, Fishponds

Firefighters attended a small kitchen fire in a flat.

Crews wearing breathing apparatus used a CO2 extinguisher to tackle the fire. The fire is thought to have started accidentally.

#### **Kitchen fire in Walcot flat**

Thursday 31 March

22.56hrs Snow Hill, Walcot, Bath

Crews attended a small kitchen fire in a first floor flat.

Firefighters used a CO2 extinguisher to tackle the fire. A 25 year old female suffered smoke inhalation and was conveyed to hospital.

### **4. Incidents of note in April**

#### **Crews tackle fire close to Ashton Court estate**

Sunday 3 April

18.51hrs Rownham Hill, Leigh Woods, Bristol

Firefighters have tackled a blaze involving a derelict building on Rownham Hill in the Leigh Woods area.

The Service received 50 calls reporting the fire involving an unused property close to the boundary of the Ashton Court estate. Three fire engines from Bedminster and Temple stations attended the incident. Four firefighters in breathing apparatus used three jets and a high pressure hose reel to bring the fire under control. The fire involved the first floor of the building and caused extensive damage.

An investigation found the fire was most likely to have been started deliberately.

#### **Crews rescue two from flat fire**

Monday 4 April

23.59hrs Church Road, Redfield, Bristol

Two men were rescued and four others escaped after a fire broke out in a four storey building in Redfield.

Five fire engines, including a turntable ladder, were called to the fire involving the ground floor of the building which was divided into flats. Fire Control received reports there were still people trapped within the building as the fire was blocking their escape route.

Once on scene firefighters found four people had managed to escape the building, two were thought to have jumped from a first floor window. Firefighters used a ladder to reach a second floor window to rescue one man who was unable to escape. A second man was walked to safety from the basement by crews in breathing apparatus.

None of the six are thought to have been injured in the incident. Six firefighters in breathing apparatus used a high pressure hose reel and a jet to bring the fire under control. The blaze affected the hallway on the ground floor and was believed to have been started deliberately.

### **Crews tackle scrap and tyre fire in Speedwell**

Wednesday 6 April

19.52hrs Deep Pit Road, Speedwell

Crews from four fire engines have tackled a fire involving scrap metal and tyres at a trading estate in the Speedwell area of Bristol.

Firefighters from Temple and Kingswood fire stations used foam to put out the fire. The fire involved scrap metal and tyres in a compound; no buildings were affected. Around 45 calls were received from members of the public reporting the fire. People in the local area were advised to keep their doors and windows closed as firefighters worked to extinguish the fire.

It's believed the fire was started deliberately.

### **Electrical fire in abattoir**

Tuesday 12 April

21.41hrs Oakley Green, Westerleigh

Firefighters attended an electrical fire in the plant room of a building used as an abattoir.

Crews in breathing apparatus used one high pressure hose reel, one CO2 extinguisher and a ventilation fan. The fire is thought to have started accidentally.

### **Crews called to electrical fire in Bath**

Friday 15 April

12.56hrs St James Parade, Bath

Firefighters were called to reports of smoke coming from the pavement on a road in the centre of Bath.

Two crews from Bath and Kingswood fire stations attended to investigate the cause. Firefighters made checks of basements at a number of local buildings and businesses in order to establish the cause of the fire.

It's believed the fire involved underground electrical cables so Western Power also attended the scene. One fire engine remained in attendance while electricity engineers worked to identify the fault and isolate power. The electricity supply was affected at a number of local businesses and properties.

### **Assistance provided to injured horse**

Friday 15 April

14.29hrs Locking Castle Business Park, West Wick, Weston-super-Mare

Firefighters were called to assist after a pregnant horse was taken ill while being transported by road.

The service was alerted after the pregnant animal collapsed while travelling in a horse box along the M5 motorway. The animal was one of three pregnant horses in the vehicle at the time. With the assistance of the police, the horsebox was taken off the motorway and met up with an animal rescue team from Avon Fire & Rescue Service at Locking Castle Business Park, close to the M5.

It's thought after the horse was taken ill, the other two became distressed causing internal damage to the vehicle. The damage trapped the collapsed horse and one other, so firefighters were required to assist in their safe rescue.

After assessment by the vet one horse was euthanised due to the serious nature of the injuries sustained.

### **Lorry carrying hay catches fire in Portishead**

Saturday 16 April

00.14hrs, Old Mill Road, Portishead

Over 50 calls were made to report a lorry fire in the early hours.

When crews arrived the lorry carrying 30 tonnes of hay was well alight. Firefighters in breathing apparatus used three water jets and two hose reels to tackle the fire.

A nearby commercial property, a vehicle transporter carrying 11 cars and one street light suffered radiated heat damage. A local farmer assisted crews, who were damping down, with the removal of the remaining hay using a JCB. Initially four crews attended the incident, two from Portishead and Avonmouth but crews remained on scene throughout the day.

No one was injured as a result of the incident however the fire is thought to have been started deliberately

### **Kitchen fire in flat**

Friday 22 April

11.26hrs Twenty Acres Road, Brentry

Crews were called to a kitchen fire in a first floor flat in Brentry which caused severe damage to the property. Firefighters in breathing apparatus used one hose reel and one jet to tackle the fire.

The fire caused thick smoke which meant a ventilation fan was required. The British Red Cross emergency response service attended to provide support to the residents of the flat.

The fire caused extensive damage throughout the flat and is believed to have started accidentally after an item was left on a hob which was switched on. One person was believed to be in the flat at the time of the fire but no one was injured.

**Rubbish compactor fire at Cribbs Causeway**

Tuesday 26 April

13.35hrs Lysander Road, Cribbs Causeway

Firefighters were called to a rubbish compactor fire at a distribution centre

One high pressure hose reel and one jet was used to tackle the fire which is thought to have started accidentally.

**Roof fire in Redfield building being demolished**

Tuesday 26 April

14.23hrs Lyppiatt Road, Redfield

Crews were called to a roof fire in a single storey building being demolished. Fence panels of nearby properties were damaged by the fire.

Firefighters used three high pressure hose reels to tackle the fire which is thought to have started accidentally.

**Seagull rescued from Generator building**

Wednesday 27 April

7.24hrs, Counterslip, Bristol

Firefighters were called to a seagull trapped in netting on the roof of the Generator building just opposite Avon Fire & Rescue Service Headquarters.

Crews used the turntable ladder to rescue the bird which was then able to fly away.

<b>List of background documents:</b> None
---

Report Contact(s): Kevin Pearson, Chief Fire Officer/Chief Executive, Ext 233
---

James Bladon, Corporate Communication Manager, Ext 390
--