



10 December 2019

(1) MEMBERS OF THE AVON FIRE AUTHORITY

Councillors J Ashe, N Butters, H Clough, D Davies, T Davis, R Eddy, P Goggin, B Hopkinson, R Jacobs, C Johnson, T Jones, C Lake, B Massey, A Monk, P Myers, R Payne, C Phipps, B Shearn, R Tucker and C Windows

(2) APPROPRIATE OFFICERS

(3) PRESS AND PUBLIC

Dear Member

You are invited to attend a Meeting of the **Avon Fire Authority** to be held on **18 December 2019 commencing at 2.00pm**

A Development session will take place prior to the meeting and will begin at **11.00am** and you are encouraged to attend.

The meeting will be held at Keynsham Community Space, Keynsham Civic Centre, Market Walk, Keynsham, Bristol, BS31 1FS.

The Agenda is set out overleaf.

Please note this meeting will be video recorded and published on our YouTube channel (see the Notes on the next page).

Yours sincerely

David Daycock
Interim Clerk/Monitoring Officer to the Fire Authority

PROVIDING AVON FIRE & RESCUE SERVICE



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Working in partnership with the Gambia Fire & Rescue Service (GF&RS)

Notes

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

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.

Emergency Evacuation Procedures: these will be advised at the start of the Meeting.

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 interim Clerk at the conclusion of the meeting for disposal.

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 Democratic Services on 0117 926 2061 ext. 231 or at Police and Fire HQ, Valley Road, Portishead, Bristol, BS20 8JJ but only by appointment and during normal office hours.

Privacy Notice: the public part of the meeting will be recorded and uploaded to our [YouTube channel](#) so the public can view our decision-making. Images and voice recordings are considered personal information which we process for the purpose of fulfilling a public task (openness and transparency of decision-making) within Article 6(1) (e) of the General Data Protection Regulation (GDPR). If you have any queries about this then please contact Democratic Services as above. Our full Privacy Notice can be found on our website at <https://www.avonfire.gov.uk/privacy-and-cookies>

Public Access: under Standing Order 21 and providing 2 clear working days' notice has been given to the interim Clerk (the.clerk@avonfire.gov.uk) any resident or representative of a business or voluntary organisation operating in Bristol, South Gloucestershire, Bath and North East Somerset or North Somerset Council may address the Fire Authority or one of its Committees (for no more than 5 minutes) to present a petition, make a statement, or as leader of a deputation. This is a time limit of 30 minutes for Public Access

Reports: reports are identified by the relevant agenda item number.

Substitutes (for Committees only): notification of substitutes should have been received from Group Leaders by the interim Clerk prior to the meeting.

A G E N D A

1. **Apologies for Absence**
2. **Emergency Evacuation Procedures**
3. **Declaration of Interests**
4. **Chair's Business**
5. **Minutes of the Avon Fire Authority**
 - 5.1 Minutes of the Meeting of the Avon Fire Authority meeting held on 25 September 2019
 - 5.2 Minutes of the Extraordinary Meeting of the Avon Fire Authority meeting held on 31 October 2019
6. **Public Access**
7. **Minutes of Committee**
 - 7.1. Minutes of the PRSC Committee – Ordinary Meeting held on 11 October 2019
8. **GAFSIP Presentation**
9. **New Constitution**
10. **Forward Plan 2020-21/Schedule of Meeting Dates 2020-21**
11. **Service Delivery – Risk Reduction Update**
12. **Fires and other Incidents**
13. **Draft Budget 2020/21 and MTFP**
14. **Revenue and Capital Programme Monitor 2019/20**
15. **Potential impact of proposed Clean Air Zones Report**
16. **Grenfell Tower Report**
17. **Recruitment Update**
18. **Date of next meeting – Wednesday 12 February 2020 at 2pm (Headquarters, Portishead, BS20 8JJ)**
19. **Exclusion of the Press and Public**

To resolve that the public be excluded from the meeting during the following items of business on the grounds that they contained exempt information pursuant to Schedule 12A, Part I of the Local Government Act 1972 and that in accordance with Schedule 12A, Part II, paragraph 10 of the Local Government Act 1972 the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
20. **Minutes of Committees**
 - 20.1 Confidential Minutes of the Meeting of the Avon Fire Authority held on 25 September 2019.
 - 20.2 Confidential Minutes of the Extraordinary Meeting of the Avon Fire Authority held on 31 October 2019

25 SEPTEMBER 2019

NOTES OF MEETING

PRESENT: Councillors Butters, Clough, Davies (Chair), Hopkinson, Jones, Lake, Massey, Myers, Payne and Tucker.

The meeting started at 6.00pm.

22. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Ashe, Davis, Eddy, Goggin, Jacobs, Johnson, Monk, Phipps, Shearn and Windows

23. EMERGENCY EVACUATION PROCEDURES

The Assistant Chief Fire Officer (Service Delivery Support) (ACFO (SDS)) outlined the emergency evacuation arrangements.

24. DECLARATION OF INTERESTS

Cllr Massey declared that in Item 18 having worked for BT for a number of years she was in receipt of a pension.

25. MINUTES OF THE ANNUAL MEETING OF THE AVON FIRE AUTHORITY MEETING HELD ON 27 JUNE 2019

RESOLVED, that the minutes of the annual meeting of the Avon Fire Authority held on 27 June 2019 should be approved as an accurate record and signed by the Chair.

26. CHAIR'S BUSINESS

The Chair welcomed everyone to the meeting.

The Chair thanked all Officers and members of staff who assisted with the Emergency Services Open Day. The day was very successful and worthwhile, and a good advert for the Service.

27. PUBLIC ACCESS

One statement had been received on behalf of the Woodland Grove Community Group in Bath. The group raised their concerns regarding a waste management site close to residential homes. The AFA were asked to consider the loopholes identified in the law and regulations.

Neil Liddington, Area Manager, Risk Reduction, confirmed that he had visited the site in question and would support the Woodland Grove Community Group going forward.

Presentation of Chief Fire Officer Commendations

At this point in the meeting the ACFO (SDS) read out the following commendations:

Early evening 3rd May on the 3rd May 2019 a severe fire was reported in the Strachan and Henshaw building on Deep Pit Road, Speedwell. The first responding crews were confronted with a developing fire that was smoke logging the whole of this large building complex. Shortly after arrival the fire spread to the whole of the building resulting in numerous explosions and a severe conflagration. The professionalism and bravery shown at this incident was exemplary, with crews working in areas of risk to stop the fire from spreading to neighbouring saveable properties, and tactically firefighting and evacuating residents. In upholding the true professionalism and bravery of Firefighting the following Officers, Corporate Staff, Crews and Control members deserve recognition of their actions on the night of the 3rd May.

The award of Chief Fire Officer Commendation was then presented to:

- Andy Baker – Crew Manager – *“For undertaking the initial Incident Command role and critical decision making at the time to stop further spread of fire and limit risk to Firefighters at the scene”*.
- Sarah Cooper – Watch Manager – *“For leading the Service Control room function and Service availability throughout this night shift and managing the risk critical nature of the early calls to this incident and providing risk reduction advice to members of the public and responding crews”*.
- Martin Bolt – Station Manager – *“For undertaking the first Flexi-Officer Incident Command role and maintaining the highest standards of safety for Firefighter’s on the incident ground”*.
- Karl Venn – Temporary/Station Manager – *“For undertaking a key role in the provision of safety on the incident ground and managing a very dynamic sector protecting neighbouring business and housing, whilst maintaining the safety of Firefighters and public”*.
- Richard Iles – Watch Manager – *“For showing true professionalism and foresight to take command of the Command Unit and lead the work of this unit under severe pressure during this incident and supporting the incident commanders in an exemplary manner”*.

- Assistant Chief Fire Officers Rob Davis and Simon Shilton – *“to acknowledge the exceptional work you undertook at the above incident. You took overall Command and under severe pressure from a rapidly developing major incident remained calm and professional providing risk critical decisions to limit harm to people, limiting damage to property and maintaining the highest standard of health, safety and welfare for Firefighters and other agencies on the Incident Ground”.*

28. MINUTES

The minutes of the Audit, Governance and Ethics Committee – Ordinary Meeting held on 31 May 2019 were noted.

The minutes of the Performance Review and Scrutiny Committee – Ordinary Meeting held on 4 September 2019 were noted.

Cllr Davies moved the recommendation in Minute 8 – Improvement Programme – and it was **AGREED that recommendations 3, 9/15, 10, 25/38, 43, 53, 55 and 60 from the Fire Authority’s 62 point action plan be marked as complete.**

29. URGENT ACTION UNDER STANDING ORDER 5.1

It was noted that the Acting Clerk, at the request of the Chief Fire Officer/Chief Executive and in consultation with the Chair of the Fire Authority had extended the temporary appointment of the Interim Treasurer to 31 December 2019.

30. NEW CONSTITUTION

The new Constitution was circulated. The Chair presented the Constitution which had been produced following a Member Working Group and subsequent discussions at meetings. New elements included a reduction in the number of Committees from five to three, and the inclusion of an Equality statement, Service Mission, Vision and Values.

Members were concerned that the document had not been circulated prior to the meeting for consideration. It was however acknowledged that Members had been party to discussions for meetings including as presented to the workshop on the 12th July 2019.

It was highlighted that it was an ongoing piece of work to be kept under review for changes to be made as required.

RESOLVED, to APPROVE the revised Constitution, subject to any comments sent to the Chair before the 14th October 2019.

It was agreed that any comments would be reported to the next meeting and if any were substantial the matter would return for agreement. If administrative, the Clerk had the delegated power to implement.

31. FORWARD PLAN 2019/20

Members were presented with the Forward Plan of Key Decisions for the coming Municipal Year which set out the anticipated major decisions which will need to be taken by Members. Also circulated, were the key dates of meetings taking place within the calendar year.

It was confirmed that allocations of Members to Committees would be sent to Group Leaders with nominations invited.

It was requested that a date be added to the footer of the key dates document to aid version control.

RESOLVED, to approve the Forward Plan 2019/20.

32. BUDGET UPDATE AND MEDIUM TERM FINANCIAL PLAN

The Interim Treasurer presented the draft budget for the year 2020/21 and provided an update on the planned Medium Term Financial Plan for the four year period 2020/24.

It was noted that references in paragraphs 3.10 and 3.16 to Appendix B should read Appendix A, and those referenced as Appendix A could now be found as a background paper.

The MTFP forecasts were based on a number of key assumptions which each had seen developments in recent months as outlined within the report. These included; Central Government Funding, Firefighters Pension Scheme Section 31 Grant, Brexit, Employee Pay Awards, Council Tax Increases and Capital Financing Costs.

RESOLVED, that the report be noted.

33. REVENUE MONITOR AND CAPITAL PROGRAMME 2019/20

The Interim Treasurer provided Members with the first assessment of the forecast outturn position on the revenue and capital budgets and prudential indicators for 2019/20. A revenue budget forecast underspend of £181,000 was reported primarily due to savings on staff costs. Further risks were outlined along with actions of mitigation taken.

Information was provided about the fleet capital programme for 2019/20 which had been delayed as the previous supplier went into administration. It was proposed that funds be allocated for 2018/19 and 2019/20 which total £2.5 million and this would impact the proposed funding for investment in digital technologies for the next two years. It was estimated that the new appliances would be available after June 2020.

In response to queries it was confirmed that the new appliances would be compliant with the clean air zones planned for the Bath and North East Somerset area, and any planned in Bristol. Where necessary, there would be an agreed replacement programme for non-compliant vehicles. It was requested and agreed that a report to the December meeting of the Fire Authority would outline any data and potential impact, giving opportunity to review and reflect.

It was proposed that the provision should be made through reserves to meet any new financial pressures as they arose and as such, it was proposed to reclassify the 'Invest to Save Reserve' as 'Invest to Save/ Financial Pressures Reserve'.

RESOLVED to;

- a) Approved the Revenue Budget adjustments as set out in the report and contained within appendix 2.**
- b) Approved the Capital Programme adjustments and revised 2019/20 Capital Programme of £7,701,000 as set out in the report.**
- c) Noted the latest forecast of expenditure on the Revenue Budget and Capital Programme.**
- d) Approved the Invest to Save Reserve being reclassified as an Invest to Save/ Financial Pressures Reserve.**
- e) A report would be presented to the December meeting outlining any data and potential impact, giving opportunity to review and reflect.**

34. SERVICE DELIVERY - RISK REDUCTION UPDATE

Members considered the update report which highlighted the work of the Risk Reduction Department.

With reference to the Strachan and Henshaw building fire in Speedwell it was reported that seven charges had been brought against the owner under the Regulatory Reform 'Fire Safety' Order 2005. Negotiations were ongoing.

The Water Safety Plan was welcomed as part of the campaign to raise awareness of water safety to young persons. Officers were thanked for their work to keep young people safe in vulnerable circumstances.

It was confirmed that a positive discussion had taken place regarding access to the river in Bath and a solution was imminent.

RESOLVED, that the report be noted.

35. FIRES AND OTHER INCIDENTS

Members considered the report which focused on the fires and incidents of interest to Members from 1 July 2019 to 29 August 2019 as well as the summary of proactive work undertaken by the Corporate Communication Team during this period.

The CFO referred members to Para 3.9 which described a major incident in a hotel on Wednesday 17 July near Cribbs Causeway and the Committee were shown images of the incident to support the narrative in the report.

Cllr Hopkinson thanked Avon Fire and Rescue Service (AF&RS) for all the work at the incident and efforts to protect the residents in houses surrounding the property. The Chair echoed the praise for the handling of the difficult incident which had been swiftly declared a major incident with a multi-agency approach. It was confirmed that traffic mitigation efforts had been professionally handled and well received.

RESOLVED, that the report be noted.

36. IMPROVEMENT PROGRAMME UPDATE

Steve Imrie, Area Manager (Internal Improvement Team), presented the report which sought approval for the formal closure of the Improvement Programme.

Members were provided with the background to the two-year improvement programme initiated in September 2017 and detail of the formal arrangements for the governance, scrutiny, challenge, progress reporting and programme management.

The Committee were given briefings on;

- Improvement Plan Progress
- Cultural Journey/ Plan Update
- HMICFRS Action Plan Update
- Cultural Change Film

The Chair highlighted the impact of austerity on fire prevention capabilities and on other emergency services in order to maximise front line responses.

In response to questions, it was confirmed that there were no 'HMICFRS league tables' published or otherwise. All Fire and Rescue services were assessed across three main areas with a third tranche due towards the end of the year.

Councillor Lake reported to the Committee on the Cultural Journey particularly with reference to the 'ensuring fairness and promoting diversity' element of the HMICFRS inspection action plan. The DICE (Diversity, Inclusion, Cohesion and Equality) Team and Improvement Board were set up to work on both internal policy and practice and also undertake external community engagement. Councillor Lake outlined the work of DICE over the time period and sought clarity on the future plans for DICE. It was confirmed that the People and Culture Committee now had the responsibilities of the DICE framework within their Terms of Reference.

Information was provided about the cultural survey completed using quantitative and qualitative information and face to face engagement. The resulting document 'A Better Place to Work' was the commitment to cultural change for the foreseeable future. The activity had led to the creation of a film to articulate the journey and highlight the impact of the cultural change programme on all areas of the workforce. The vision was to launch it to the organisation on the 10th October 2019 along with a programme of activity over the next 12 months to deliver key areas of work. There would be voiceover versions of the film in many different languages.

Members were impressed with the short film which was shown in exempt session as the license for the music behind the film was yet to be received.

RESOLVED that the Fire Authority;

- a) **Approved the formal closure of the Improvement Programme in accordance with its original two-year lifespan;**
- b) **Noted the progress made against HMICFRS inspection action plan (as considered by the Performance Review and Scrutiny Committee (PRSC) at its meeting on 4 September 2019); and**
- c) **Noted the progress reported in relation to the Service's ongoing cultural change programme.**

37. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that the public be excluded from the meeting during the following items of business on the grounds that they contained exempt information pursuant to Schedule 12A, Part I, Paragraph 3 of the Local Government Act 1972 and that in accordance with Schedule 12A, Part II, paragraph 10 of the Local Government Act 1972 the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

(At 7.35pm the Chair adjourned the meeting for a short break and resumed at 7.50pm)

38. MINUTES OF COMMITTEES

Exempt minutes of Fire Authority meeting held on 27 June 2019.

RESOLVED that the minutes be agreed as a correct record.

Exempt minutes of Extraordinary Employment Committee meeting held on 12 June 2019.

RESOLVED that the minutes be noted

39. BT CONTRACT AWARD (WIDE AREA NETWORK)

Tanya Nathan, Head of Procurement, provided information to the Committee regarding the contract award for the current BT WAN (Wide Area Network). The Procurement Team advised the most appropriate route to market and confirmed that the process had met all legal requirements.

RESOLVED, the Committee

1) Approved the award of the BT WAN contract subject to the Chair considering the information of bid process to ensure the most effective and cheapest on the list.

2) That the relevant information would be appended to the exempt minutes of this meeting.

40. FLEET STOCK SPARES

Tanya Nathan, Head of Procurement, outlined the background of the contract to manage and supply vehicle and plant spares, consumables and components.

RESOLVED;

1) That the report be noted.

2) That an update report be provided to the Audit Committee at its March 2020 meeting

41. PROPERTY UPDATE – BUSINESS CASE FOR RE-DEVELOPMENT OF BATH AND WESTON FIRE STATIONS

The Committee received a report which sought approval of the business case recommendations for the redevelopment of Bath and Weston Super Mare Fire Stations and approval of the proposed governance process for the purchase of the land where required.

RESOLVED That the Fire Authority;

a) Approved the Business Case recommendation for the development of Bath Fire Station:

b) Approved the business case recommendation for the redevelopment of Weston-Super-Mare Fire Station:

c) Approved the proposed governance process for potential land purchase:

42. HR UPDATE (VERBAL UPDATE)

Members received an update.

The meeting closed at 9.30pm.

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Chair

AVON FIRE AUTHORITY EXTRAORDINARY MEETING

31 OCTOBER 2019

5.2

PRESENT:

Councillors N Butters (arrived 12.39pm), H Clough, D Davies, R Eddy, R Jacobs, C Johnson, T Jones, B Massey, P Myers, R Payne, C Phipps, B Shearn, R Tucker and C Windows

The meeting commenced at 12.30pm.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J Ashe, T Davis, R Eddy, P Goggin, B Hopkinson, C Johnson, C Lake, A Monk and B Shearn.

The Chair reminded Members of the importance of attending meetings and if Members were finding it difficult to regularly attend meetings, it may be appropriate to consider a finding a replacement.

2. EMERGENCY EVACUATION PROCEDURES

The Chief Fire Officer drew attention to the emergency evacuation procedures as set out in the Agenda.

3. DECLARATION OF INTERESTS

There were no declarations of interest.

Bristol City Council Members confirmed that they had not participated in the Development Control Committee that had determined the application in relation to Temple Back.

4. CHAIR'S BUSINESS

The Chair asked the Chief Fire Officer to update Members on the partnership with the Gambia Fire and Rescue Service.

The Chief Fire Officer reported that Avon Fire Authority had previously agreed to continue to support the Gambia Fire Service (GFS) through the Charity Trust, Gambia and Avon Fire Services in Partnership (GAFSIP).

GAFSIP had recently paid for 3 appliances to be sent to Gambia and on 1st October, 5 members of AF&RS staff self-funded a visit to Gambia to train 50 new recruits to the GFS.

He and Councillor Carole Johnson had visited Gambia and met with the Gambian President; the High Commissioner; the Minister for the Interior and the Mayor of Banjul.

He was pleased with the impact that GAFSIP had made in Gambia, when the charity started there were only 2 fire stations and now there were 22 and 1,400 firefighters.

A debrief would now be held to see what could be achieved in the future. He undertook to provide Members with a full update at a future Development Day.

The Chair referred to the recently published 1st Phase of the report into the Grenfell Tower fire which had looked at the operational response to the disaster and the challenges the report had raised for the London Fire Service and other UK Fire and Rescue Services. The Chief Officer confirmed that AF&RS had already implemented changes to reduce risks since the Grenfell Tower fire such as removing cladding on high rise buildings and developing training and would be looking closely at the conclusions in the report to identify any further areas for improvement.

The Chair asked that the Chief Fire Officer report back to the Performance Review and Scrutiny Committee with a view to bringing back any recommendations to a future meeting of Avon Fire Authority.

5. PUBLIC ACCESS

There were no public access statements.

6. EXCLUSION OF PRESS AND PUBLIC

The Clerk advised that press and public should be excluded from the following items of business on the grounds that the reports included information relating to the financial/business affairs of companies.

It was moved by Councillor Payne, seconded by Councillor Windows.

RESOLVED –

- (1) that the public be excluded from the meeting during the following items of business on the grounds that they contain exempt information pursuant to Schedule 12A, Part I of the Local Government Act 1972;**
- (2) that in accordance with Schedule 12 A Part II, paragraph 10 of the Local Government Act 1972, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.**

7. AVONMOUTH FIRE STATION

The Director of Corporate Services introduced the report and advised that Avon Fire Authority had previously agreed a two stage approach to contracts to rebuild Avon Fire Station within an agreed budget.

Members were asked to agree an increased budget envelope to allow for the current market conditions and uncertainty surrounding Brexit.

In considering the officers' recommendations, it was moved by Councillor Payne, seconded by Councillor Windows and AGREED (unanimously):

RESOLVED -

- (1) That an increase in the total project budget for the redevelopment of Avonmouth from £4.5m to £5m, primarily due to changes in market conditions, be approved;**
- (2) That the contract be awarded to Knights Brown for the construction.**

8. FORMER HQ SITE AT TEMPLE BACK

The Interim Treasurer reported that Avon Fire Authority had previously approved the disposal of the former HQ site at Temple Back to Cubex for the sum of £18 million to be paid in staged payments. £10 million was payable on completion with the deferred balance of £8 million being payable on the earlier of 5 years or sale.

The deferred amount was secured by way of first charge on the property with interest at 2% over Bank of England base rate.

The Chair confirmed that the two options for the AFA was either to reject the proposal from Cubex and continue with the previous agreement or, if Members were minded to consider the new proposal, to defer a decision pending a valuation report.

Following a discussion on whether Members wished to consider changing the current agreement, the Chair proposed that a decision be deferred pending a valuation report.

Councillor Windows proposed that Avon Fire Authority reconfirm its support for the original agreement and reject the proposal from Cubex to restrict the scope of the legal charge from the whole site to part of the site in exchange for increased interest payments. This was seconded by Councillor Payne and on being put to the vote was CARRIED (unanimously):

RESOLVED -

- (1) That the proposal by Cubex to restrict the scope of the legal charge from the whole former HQ site at Temple Back to part of the site in exchange for increased interest payments be rejected;**
- (2) That Avon Fire Authority reconfirms its support for the original agreement for Cubex to pay the balance of the acquisition price, known as the deferred amount of £8,000,000 at the earlier of:**
 - i) The completion of any onward disposal;**
 - ii) 26th June 2023.**

The meeting closed at 1.37 pm

Chair

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AVON FIRE AUTHORITY

PERFORMANCE REVIEW AND SCRUTINY COMMITTEE

11 OCTOBER 2019

PRESENT: Councillors Davis (Chair) (arrived at 10.40), Eddy, Jones, Lake (arrived at 10.45) Massey, Payne and Phipps,

The meeting commenced at 10.30am.

1. ELECTION OF VICE-CHAIR FOR THE MEETING

In the absence of Councillor Davis at the start of the meeting, it was;

RESOLVED - that Councillor Massey be elected as vice chair for the meeting.

2. ADJOURNMENT OF THE MEETING

RESOLVED – that the meeting be adjourned pending the arrival of Cllr Davis.

Councillor Davis arrived at 10.40am and the meeting was reconvened with Cllr Davis as Chair.

Reconvened Meeting: 10.40am

3. APOLOGIES FOR ABSENCE

There were no apologies for absence.

4. EMERGENCY EVACUATION PROCEDURES

The Assistant Chief Fire Officer drew attention to the emergency evacuation procedures as set out in the Agenda.

5. DECLARATION OF INTERESTS

There were no declarations of interest.

6. CHAIR'S BUSINESS

The Chair announced that Simon Shilton, Assistant Chief Fire Officer, was not in attendance as his father had recently passed away and, on behalf of the Committee, expressed his condolences to Simon and his family.

7. MINUTES OF THE MINUTES OF THE MEETING OF THE PERFORMANCE REVIEW AND SCRUTINY COMMITTEE HELD ON 4 SEPTEMBER 2019

RESOLVED – that the minutes be approved as an accurate record of the meeting.

Matters Arising

Councillor Eddy reported that he had been unable to attend the previous meeting and asked for clarification on the issue of deliberate car fires/abandoned cars. The Assistant Chief Fire Officer, Service Delivery (ACFO (SD)) confirmed that Avon Fire and Rescue Service (AF&RS) used software which produced data to identify hotspots of deliberate car fires and, working with Local Authorities and the Police, used preventative work, such as the removal of abandoned cars, to address the problem. Councillor Massey confirmed that she had been given the opportunity to see the data in relation to her ward of Southmead which had proved to be useful.

8. PUBLIC ACCESS

None received.

9. PERFORMANCE REPORT

The Corporate Performance Manager introduced the report and drew Members attention to the following:

- There were no major changes since the previous meeting;
- The target relating to secondary fires had not been met in the previous year but due to better preparation, the number had been reduced in the current year and was back on target;
- There had been an increase in the number of prison fires, but following work with the prison service, this had decreased with no recorded incidents in August and 2 in September;
- There had been 112 incidents of deliberate car fires across the area and this had decreased by preventative work which removed abandoned vehicles;
- In relation to fatalities, there had been a period of 14 months without fatalities, but there were 2 fatalities in October. The Coroner Reports had not yet been published, but it was anticipated that these were deliberate acts which could not have been prevented;
- In terms of benchmarking, AF&RS compared favourably in terms of deliberate primary and secondary fires but less so in terms of deliberate car fires and attendance at automatic alarms in non-domestic properties;
- In terms of sickness, AF&RS was improving against targets and although the authority was the second highest last year, it was anticipated that the improvement plan would bring AF&RS back in line with other Fire and Rescue Services (F&RS).

Councillor Jones noted that the figures in paragraphs 3.5 and 3.6 had been transposed and therefore should read Deliberate Primary fires were 103 with a target of 98 and the number of false alarms was 881 alarms against a target of 867 and this was accepted.

In response to a question from Councillor Eddy regarding the other F&RS in the benchmarking data, it was confirmed that although the information was available to AF&RS, it was not possible to report on other F&RS data in a public meeting.

Councillor Eddy questioned the poor performance of AF&RS in relation to the completion of personal development reviews and return to work interviews. The Corporate Performance Manager responded that there was a need to tighten up procedures for return to work interviews, but in relation to the performance reviews the problem was due to software which needed correcting and he hoped that the figures would be on target by the next meeting.

Councillor Phipps welcomed the improvements to staff wellbeing, but asked for further information on what AF&RS was doing in relation to the mental health of staff. The Deputy Director of Corporate Services responded that AF&RS had set up a Working Group, involving staff and Trade Unions, which had identified issues to help improve the health and wellbeing of staff, such as training and quicker access to leave. She also confirmed that AF&RS had supported the Mental Health Awareness Day on 10th October and the “Ask Twice” campaign. Councillor Phipps suggested that it may be a good time for the “Time to Change” Charter to either be signed again or be republished. Members also noted that AF&RS was also supporting the “Dying to Work” campaign to support cancer sufferers and also supporting the Armed Forces Covenant.

Cllr Lake questioned what work was being done to act in a preventative way regarding arson where trends had been identified. The ACFO (SD) responded that:

- A particular problem had been identified in Bristol Prison and AF&RS was working with the Prison Governor to reduce the incidents of this crime. He confirmed that as the Prison was Crown property, AF&RS had no legal jurisdiction over the prison, but liaison officers were able to advise on measures to reduce arson;
- In relation to other deliberate fires, these were harder to predict although the mapping software was able to look at hotspots, for example there was peak of deliberate fires near the Hicks Gate Fire Station;
- Accidental fires were easier to predict and target using fire preventative work.

Cllr Davis asked whether the resources going into catching up with return to work interviews impacted on other areas and was assured that this was not the case and that there was capacity to undertake this work.

Cllr Davis asked Members to note that while there was a problem with long term sickness, the short term sickness rate was low and it would be useful to have a commentary to accompany the data.

RESOLVED – that the report and comments raised by Members be noted.

10. HER MAJESTY’S INSPECTORATE OF CONSTABULARY AND FIRE & RESCUE SERVICES (HMICFRS) IMPROVEMENT ACTION PLAN UPDATE

The HMICFRS Service Liaison Officer introduced the report and drew attention to the following:

- That Avon Fire Authority (AFA) had previously agreed that the Performance, Review and Scrutiny Committee (PRSC) would receive an update on the action plan at each meeting;
- That the level of Member scrutiny had been reinforced by Inspectors;
- That a Values and Behaviour Framework had been generated by staff and published for staff. This demonstrated what “good” looked like and was fundamental to the action plan;
- A Values video had been produced and this had been shown to Members at the AFA meeting;
- That there had been a HMICFRS Revisit in August 2019 and although the formal findings had not yet been published, initial feedback confirmed that appropriate governance arrangements were in place to support the political and strategic oversight of the action plan;
- That the action plan was updated on a monthly basis by senior leaders and was published on the website as well as being the subject of scrutiny by Members.

The following comments and questions were raised by Members:

Councillor Davis asked if the charts referred to could be circulated to member of the Committee.

Councillor Eddy welcomed the recruitment of 7 Fire Safety Inspectors and asked about the impact of the additional staff. The HMICFRS Service Liaison Officer confirmed that although staff provided extra capacity in the department, the greater capability of the organisation would not be realised until the officers had undertaken the appropriate training. Members were also informed that the lack of technical expertise had been identified as a national issue.

In response to a question from Councillor Phipps about referrals for vulnerable people, the ACFO confirmed that where a fire related concern had been identified by an agency, this would be referred to the Risk Reduction Team to carry out a home safety visit. He confirmed that AF&RS liaised with other agencies such as CCGs and the Director of Public Health in relation to identifying those who were most vulnerable.

In response to questioning from Councillor Davis, as to whether financial constraints meant that less people were being targeted for help, the ACFO (SD) responded that the new software made it easier to identify vulnerability and map issues.

Councillor Massey questioned whether all communities were engaged in fire safety as there may be different issues for different communities, such as cooking methods. Members were advised that the individual stations worked well with diverse communities at the local level and AF&RS was welcomed by communities and would also use an incident as an opportunity to engage with a local community about fire prevention.

In response to a question from Councillor Phipps about whether safeguarding training included mental capacity and mental health first aid, Members were informed that this was the case.

In response to a question from Cllr Phipps about whether there was an update on the “to be confirmed” listed next to the action of “continue to support leaders in how to communicate the rationale for targets” the HMICFRS Service Liaison Officer confirmed that he was still waiting for more information before this could be completed.

Cllr Davis questioned whether there were enough resources to meet the level of management support required from the Action Plan. The ACFO (SD) confirmed that this was constantly monitored by the Service Leadership Team and the service plan was about rebalancing, using reserves and lobbying for additional funding.

In response to a question from Councillor Davis about common themes from all the Fire Service Inspections, Members were advised that the key themes were cultural issues and under resourcing in terms of protecting the public through fire regulation.

On behalf of the Committee, Councillor Phipps thanked staff for all the work associated with drafting the action plan and carrying out the actions within.

RESOLVED – that the report and the progress made in implementing the HMICFRS inspection action plan be noted.

11. ENERGY AND ENVIRONMENT ANNUAL REPORT 2018/19

The Environmental Manager introduced the Annual Report and updated on a number of issues that had changed since the previous year:

- Performance was over and above the targets set;
- **Carbon emissions** were well ahead of targets. AF&RS was on target for 60% reduction by 2020. Reductions had been achieved by energy efficiency in buildings; an increasing proportion of electricity generated from solar PV panels and changes in national carbon factors as more grid electricity from natural resources;
- **Energy Consumption** had reduced largely due to lighting and heating improvements and installation of new solar PV systems at a further 3 sites.
- AF&RS had signed up with Bristol Energy for the next 2 years;
- **Renewable Energy:** AF&RS had 9 solar PV systems on site buildings and was in dialogue with Bristol City Council about linking Temple Fire station with biomass.
- **Water Consumption:** this was the only area where AF&RS was not on target and that was due to a water leak at Chew Fire Station, but a full refund of over £2000 had been received from Wessex Water and Bristol Water;
- **Travel and Transport:** AF&RS had worked with the Energy Savings Trust to carry out a review of the fleet and look at opportunities to reduce emissions including the trial of electric and hybrid vehicles. A Memorandum of Understanding (MOU) had also been signed with Bath and North East Somerset Council (B&NES) in relation to exemptions and concessions for clean air zone.
- **Environmental Strategy and Management:** AF&RS had worked with other FRS to develop a training module for staff to raise awareness of environmental issues and this could also be made available to Members. Wellbeing Spaces had been developed at sites which linked mental wellbeing

with green space and fresh air and there had been a positive response from staff;

- **Next steps:** AF&RS was looking to revise its Environment Policy and set ambitious targets to align with the climate emergency. The challenge presented was the indirect impact of environmental issues such as employee commuting patterns and pension investments. Staff would be consulted and AF&RS welcomed input of Members regarding the issue in the interest of effective governance.

Councillor Eddy welcomed the report and asked if the AF&RS response to the Bristol City Council Clean Air consultation could be summarised. The Environmental Manager responded that, as with the BANES Consultation on Clean Air, AF&RS had asked for an extended period of exemption for emergency vehicles.

Councillor Eddy also referred to the new recycling and reuse centre planned for Hartcliffe Way and asked if, in view of its proximity to the Fire Station, there was an opportunity to take advantage of this facility when it opened. Members were advised that AF&RS had been liaising with Bristol City Council on this issue.

In response to a question from Councillor Massey about whether PV (photovoltaics) systems would be fitted retrospectively in all sites, the Environmental Manager responded that the system was not viable at a number of sites. In response to a further question about whether plastic cups were still being used, it was confirmed that these were used at HQ and the training centre at Lansdown but AF&RS was looking at single use plastics and so the situation may change in the future. It was also noted that staff were provided with 2 water bottles to encourage them not to use single use plastics.

Cllr Payne suggested that the targets were not challenging and hoped that these would be reviewed and updated in 2020. The Environmental Manager responded that the targets were ambitious when set, as this was a time when the energy market was different, but agreed that it was time to review in the context of Local Authorities declaring a climate change emergency.

Councillor Lake asked whether AF&RS would advise on green fuels as part of a home fire safety visit and ACFO SD responded that officers would only offer advice from a safety perspective rather than a green perspective.

In response to a question from Councillor Lake about whether the pension scheme used by staff was ethical in terms of investments, the Environmental Manager confirmed that this was something that AF&RS were looking at although this was a challenge with some members of staff in the Fire Fighters Pension Scheme and others in the Local Government Pension Scheme.

Councillor Davis suggested that the Corporate Communications team publicise the outcomes of the report as a good news story in view of the national conversation about climate change and the achievements made by AF&RS in reducing consumption and emissions.

RESOLVED – that the report and comments of Members be noted.

12. DATE OF NEXT MEETING

RESOLVED – that the date of the next meeting be noted as **31 January 2020 at 10.30am** HQ, Portishead.

The meeting closed at 12.17pm

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Chair

MEETING:	Fire Authority
MEETING DATE:	18 December 2019
REPORT OF:	The Interim Clerk
SUBJECT:	Schedule of Meeting Dates 2020-21/ Forward Plan

1. SUMMARY

This purpose of this report is to present for Fire Authority approval the proposed schedule of meetings for the Municipal Year 2020/21. In addition, the reports presents a revised Forward Plan of Key Decisions for the rest of the Municipal Year which sets out the anticipated major decisions which will need to be taken by Members

2. RECOMMENDATIONS

The Fire Authority is asked to approve the:

- Proposed Schedule of Meetings for the Municipal Year 2020/21
- The revised Forward Plan 2019/20.

The Authority is also asked to consider the suitability of the proposed date of the 12 February 2020 from the Forward Plan 2019/20 for a full Fire Authority meeting and to perhaps consider a new date.

3. BACKGROUND

3.1. The proposed dates for the Municipal Year 2020/21 are set out below.

Meeting	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21
AFA	10			30			16		10	24		
P&C	26			17			10			4		
PRSC		10			9			29			23	
AGEC		24		18			4			18		21
Development Days	5			11		20		22		12		

- 3.2. The dates proposed mirror those for the current year with the Fire Authority meeting on a Wednesday and Thursday with this year where possible, times may vary between morning, afternoon and evenings to meet community needs
- 3.3. It is proposed that Member training will take place on separate dates to enable sufficient focus to be applied on key strategic business for individual and organisational development.
- 3.4. It is proposed that Committee meetings will continue to be held on Thursday and Friday mornings on rotation at the Fire Stations at Temple, Hicks Gate, Bath, Nailsea and a suitable community venue in South Gloucestershire.
- 3.5. The dates will be checked against the key meetings of the Unitary Authorities when these are available to avoid any clashes with any necessary adjustments reported to a future meeting of the Fire Authority.
- 3.6. The Fire Authority has traditionally not had a Forward Plan of Key Decisions unlike local councils which are required to do so by law as part of their governance arrangements.
- 3.7. During the Member Development Programme delivered by the Local Government Association towards the end of 2017 and the beginning of 2018, a consensus emerged that a Forward Plan would be a useful planning tool for Members to have. This will enable Members to have a strategic overview of the issues that they will need to consider over the coming year. It will also enable Members via their committees to undertake pre-decision scrutiny which is not something that Members have routinely done but which provides an opportunity to enhance the governance arrangements of the Fire Authority.

FORWARD PLAN

- 3.8. The Forward Plan highlights key decisions that need to be discussed throughout the planning year and is subject to an element of flexibility regarding contents
- 3.9. During the Fire Authority meeting on 19 December 2018, the Authority approved the Forward Plan for 2018/19. The Authority has been approached by B&NES Authority to consider a change in the full Authority meeting scheduled for 12 February 2020. The request is to ensure that budget setting can occur prior to the Full Fire Authority Meeting within Local Authorities, in particular B&NES. This would enable Members to be more informed on B&NES Local Authority budgeting decisions.

- 4.0 In accordance with the Local Government Act 1992 the Fire Authority is required to calculate the budget requirement and to issue precepts to the unitary authorities before 1 March 2020. The Fire Authority is not permitted to issue precepts before it has been notified of the tax base for 2020/21 by each of the unitary authorities

In order to calculate the budget requirement certain information is required to be provided from the central government and the unitary authorities and this is shown below together with appropriate deadlines where applicable:

- Central government
 - Finance settlement – Revenue support grant and redistributed business rates
 - Section 31 Grants – Pension grant and national resilience grant

- Unitary authorities
 - Council Tax base – Deadline 31/01/2020
 - Collection fund position – Council tax – Deadline 15/01/2020
 - Business rates items (NNDR 1 return) – Deadline 31/01/2020
 - Retained business rates
 - West of England City Region Deal
 - Collection Fund position - business rates
 - Section 31 grant – business rates

With regards to the business rate items the unitary authorities rarely complete the NNDR 1 return much earlier than the deadline of 31 January and therefore the Fire Authority budget requirement report is frequently subject to late changes to reflect the required information contained in these returns.

At the request of the unitary authorities the Fire Authority has previously agreed to bring forward the budget setting meeting from the last week in February to the second week in February. The meeting is scheduled for the 12 February 2020 and the papers are required to be sent out to Members five working before the meeting. Allowing one day for posting effectively the papers need to be sent out on Tuesday 4 February 2020. A further week is then required to check print and collate the reports. This effectively means that the budget report has to be completed by 28 January 2020.

From a financial perspective the potential impact on the Fire Authority of bringing the meeting forward from the 12 February 2020 is that there is an increased risk that adjustments will be required to the agreed budget for 2020/21 to reflect any variations from the estimates used.

4. CONSIDERATIONS

4.1. Contribution to Key Policy Priorities

The meeting schedule ensures that key dates in the annual governance cycle are met and robust and transparent governance arrangements are key to effective service delivery and meeting policy priorities. It is believed that the introduction of a Forward Plan will provide Members with a better strategic overview of the organisation and the decisions that will be required.

4.2. Financial Implications

The cost of community venue will be met from existing budgets.

4.3. Legal Implications

Under Standing Orders the Annual Meeting of the Fire Authority has to be held in May or June.

4.4. Equality & Diversity Implications

Appropriate measures will be taken to ensure that venues have suitable access for those with a disability who need or wish to attend the Fire Authority's meetings.

4.5. Corporate Risk Assessment

None identified.

4.6. Environmental/Sustainability Implications

None identified.

4.7. Health & Safety Implications

None identified.

4.8. Crime & Disorder Implications

None identified.

4.9. Data Protection Implications

None identified.

5. BACKGROUND PAPERS

None

6. **APPENDICES**

Forward Plan 2019/20 (December 2019)

7. **REPORT CONTACT**

David Daycock, Interim Clerk

Avon Fire Authority – Forward Plan 2019/20
Key Decisions

1. Fire Authority

Meeting Date	Item / issue requiring decision	Exempt Item? (Yes/No/Part)	Contact Officer for Further Details
December 2019	IRMP / Corporate Plan – approval for consultation* <i>*Please note that there are no substantive items for Public Consultation on the IRMP at this stage. The revised Service Plan will be presented at the February '20 AFA meeting.</i>	No	CFO
December 2019	Constitution Review	No	Clerk
February 2020	Budget & Council Tax Precept setting	No	Interim Treasurer
March 2020	Annual Review of the Remuneration of the Chief Fire Officer/Chief Executive	No	Clerk
March 2020	Pay Policy Statement – approval	No	Clerk
March 2020	IRMP / Corporate Plan – approval	No	CFO

2. Audit, Governance & Ethics Committee

Meeting Date	Item / issue requiring decision	Exempt Item? (Yes/No/Part)	Contact Officer for Further Details
March 2020	Statement of Assurance - approval	No	CFO
May 2020	Draft Statement of Accounts - approval	No	Interim Treasurer
May 2020	Annual Governance Statement - approval	No	CFO

MEETING:	Fire Authority
MEETING DATE:	18 December 2019
REPORT OF:	Chief Fire Officer / Chief Executive
SUBJECT:	Service Delivery Risk Reduction

1. SUMMARY

This report highlights the work of the Risk Reduction Department, within the context of the Fire & Rescue Services Act 2004, the Children and Families Act 2014 the Regulatory Reform (Fire Safety) Order (FSO) 2006, the Police and Crime Act 2017 and the National Fire & Rescue Framework (May 2018). In addition, the report will highlight the work being undertaken in regard to our Children and Young Persons Programme, Education Programmes, Vulnerable Adults, Fire Investigation and Technical Fire Safety and Partnership working.

2. RECOMMENDATIONS

The Fire Authority is asked to note the report.

3. BACKGROUND

- 3.1. Section 6 of the Fire & Rescue Service Act 2004 places a responsibility on the Fire Authority to provide the community with information and advice on prevention and protection. As well as working in partnership with other agencies to work towards a common aim to make the community a safer place to live, work and visit.
- 3.2. The Regulatory Reform (Fire Safety) Order (FSO) 2005 legislation applies to all non-domestic premises in England and Wales. It meant that any person who had some level of control in premises must take steps to reduce the risk from fire, consider how to contain a fire should one break out and then make sure people could safely escape if there is a fire. Fire Authorities no longer issue fire certificates and those previously in force have no legal status any more.
- 3.3. The Service Delivery Strategy 2019 - 2022 ensures that the Fire Authority continues to focus on reducing the number of people killed and injured in fires,

road traffic collisions and other emergencies. This Strategy provides the 4 themes where the Fire Authority will work in partnership with the Police, Local Authorities, Social Care Providers, Public Health Organisations, Voluntary and third sector organisations and other key services on areas that are mutually beneficial.

- 3.4. The Strategy has been designed to translate the framework of expectations laid out in the relevant legislation and guidance documents into appropriate action. This will ensure an integrated approach to the delivery of services and further underpins the corporate planning process. It also ensures that the expectations and needs of all our partner agencies and communities are managed
- 3.5. The Strategy is also designed to support and complement national and local strategic plans. It is underpinned by robust action plans, along with the requisite scrutiny and monitoring processes, to ensure that the Strategy is delivered effectively. Above all, the Strategy will ensure that, wherever possible, prevention is placed before response, as the most effective means of reducing risk in the communities served and ensuring that every contact counts.

Children and Young People (CYP)

Our aim is to enable every child and young person to thrive, developing skills to lead a healthy life and achieve their full potential.

- 3.6. CYP Advisors have been working within their allocated Unitary Areas to support stations in community interventions. So far they have assisted with Catch 22, Royal Marine Reserves Road Safety Education, Biker Down and Bristol Water Safety Throw Line initiative. Staff from across the service has also once again attended the various fresher's weeks. Teams provided advice and support on all aspects of Fire safety such as cooking safety and candle safety. A number of evacuation drills also took place involving operational staff
- 3.7. The RNLI Water Safety Partnership is receiving positive attention from schools and we have seen a good uptake so far. Higher risk schools have been identified by geography and pupil premium and prioritised for delivery, but it is available to all. The service also launched its #mates matters Water safety campaign. This campaign which runs for the next 3 months focusses on keeping your mates safe when on a night out and to keep away from water. The team enlisted the help of both Bristol and Bath rugby club to help promote the importance of looking after your mates. The advert was also shown at half time at a recent Bristol Bears rugby game.
- 3.8. The Services Arson Awareness Education Pack has been completed and will shortly be released for use across the Service and with our partners during our Youth Engagement programmes.

Vulnerable Adults (VA)

Our aim is to enable vulnerable adults to live longer and healthier lives by improving their safety, health and wellbeing.

- 3.9. Christmas Lunch Weston – we are arranging a Christmas lunch in partnership with Contact the Elderly, a charity who work with socially isolated people. The watch have been great at being on board. We are hopeful this will lead to a string of similar events across the Service during the Christmas period.
- 3.10. The Service has started to look at assistive technology and how this can help some of the most vulnerable in our communities stay safe and support them living independently.
- 3.11. Work has been completed on how we allocate our Home Fire Safety Visits and how we can ensure we reach those that are most vulnerable as a priority.

Technical Fire Safety (TFS)

The aim is ensure that the built environment is safe for its occupants and visitors.

- 3.12. Technical Fire Safety (TFS) Staff supported Fire Door Safety week in October where we produced and sent out over 200 letters to care homes reminding them of the importance of good well-fitting fire doors. We also used Social media to advertise our “Pledge to lose the wedge” slogan.
- 3.13. Staff attended Crown Court in the Strachan & Henshaw case. The defendant (responsible person) pleaded not guilty to seven offences under the Regulatory Reform ‘Fire Safety’ Order 2005 following the fire on the 31st December 2018. The case will be heard at Crown Court early next Year.
- 3.14. Following the fire at the Oncology unit in Bristol on the 10th May 2018 the University Hospitals Bristol NHS Foundation Trust has agreed to accept a Simple Caution as a way of resolving the case.
- 3.15. Members of the team have been holding a number of business safety events in South Gloucestershire at Yate Fire Station. Seminars have been held inviting local businesses to attend the station and receive a talk and advice on compliance with fire safety.

Partnerships

The Partnerships and Collaboration Unit is part of the Risk Reduction Department.

- 3.16. The partnership set-up and review forms and associated guidance have been updated on the intranet, making the process more user friendly. This should provide staff with the tools required when considering engaging with potential new partners, and satisfy the actions highlighted in this year's Collaboration Audit. Articles will appear in the Bulletin.
- 3.17. A new group (Community Safety Consultation Group) has been created to support White Watch with their new Community Safety station reference. This will provide an additional way to communicate information between Risk Reduction and White Watch. This is an open group in which other watches and staff can access.
- 3.18. New statistics have been produced to monitor 'refused' and 'struck-off' HFSVs, which can lead to loss of interaction with vulnerable people in our communities. The new reports will allow us to feed back to referring agencies and, ultimately, make contact with those vulnerable people by some other means so that they receive important fire safety advice and stay safer in their homes.

4. CONSIDERATIONS

4.1. 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.

4.2. 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.

4.3. Legal Implications

These are mentioned in the report.

4.4. Equality & 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.

4.5. Corporate Risk Assessment

- a) The current risk level is high due to staffing issues within the Technical Fire Safety Department. The Service is currently unable to carry out a proactive risk based inspection programme which was raised as a cause for concern by the HMICFRS during its inspection of the Service in July 2018. Whilst capacity in the department has been increased the staff will take time to be trained to be able to assist in the proactive inspection programme.
- b) The Technical Fire Safety Manager is also waiting on any interim report that may be generated following the tragic events of Grenfell. Any recommendations will need to be assessed against the capacity of the specialist TFS Officers.
- c) With more and more focus on people living in their own homes for longer rather than in provided accommodation or in hospital there is a risk that the pressures faced upon the Community Safety workers for the specialist HFSVs will increase. Our work and demand for education from Key stage visits, firesetters interventions, road, water and fire safety interventions will also place increased pressure across the prevention staff and resources will need to be balanced to be able to sufficiently meet the demand.

4.6. 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 ensure that the material being used is always current and learner centred.

4.7. Health & Safety Implications

Risk assessments have been completed for all activities.

4.8. Crime & Disorder Implications

None

4.9. Data Protection Implications

Work has been completed by Department Managers and the Manager of Risk Reduction to ensure that all data held conforms to the General Data Protection Regulations (GDPR). Advice and help has been sought from the Services Data Protection Coordinator. Work continues with this.

5. **BACKGROUND PAPERS**

None

6. **APPENDICES**

None

7. **REPORT CONTACT**

Steve Quinton, Group Manager (Risk Reduction), extension 278

MEETING:	Fire Authority
MEETING DATE:	18 December 2019
REPORT OF:	Chief Fire Officer / Chief Executive
SUBJECT:	Fires and Other Incidents

1. SUMMARY

This report focuses on the fires and incidents of interest to Members from 1 September 2019 to 22 November 2019. It also summarises the proactive work undertaken by the Corporate Communications 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

2. RECOMMENDATIONS

The Fire Authority is asked to note the report.

3. BACKGROUND

Events

- 3.1. On Sunday 15 September, Avon Fire & Rescue Service (AF&RS) and Avon and Somerset Police co-hosted this year’s Emergency Services Open Day welcoming 7,500 onto the Portishead HQ site. Corporate Communications worked closely with the Diversity, Inclusion, Cohesion and Equality (DICE) team and our partners to encourage our diverse communities to attend and fundraised for three community coaches to encourage families that could have not otherwise got there by car. On the day we displayed our prevention, protection and response capabilities and how we work in collaboration with the Police and other partners. These were exhibited by Temple, Weston and Portishead Stations alongside Corporate Communications, Risk Reduction and the Community Resilience Team.
- 3.2. On Wednesday 23 October, we hosted a Black History Month event at Portishead HQ alongside the Police, we served jerk chicken to staff (other dietary requirements where offered in the canteen) and schools that had been invited on the day and over £100 was raised for the Sickle Cell society.

Throughout this month we also sent a presentation and video to our staff outlining what Black History Month means to the Service and our communities.

Campaigns

- 3.3. In October we launched our #Matesmatter campaign which centres around keeping your friends safe on a night out. We worked with Bristol Bears and Bath Rugby who put their local rivalry aside to support our water safety campaign encouraging young people to celebrate friendship and look after each other on a night out <https://www.youtube.com/watch?v=raDMUgHLbbw>
- 3.4. On the 19 November we promoted #OurDay which was a 24 hour social media initiative ran by The Local Government Authority (LGA) with the intention to showcase the roles and jobs of all those working or volunteering in Government. Throughout this day we followed Blue Watch Temple on their shift and tweeted key moments throughout the day. For example we showed firefighters doing kit checks, working out in the gym and doing drills. Other stations and departments also posted videos throughout the day.
- 3.5. On 14 October we launched our Control recruitment campaign, promoting opportunity to consider a new career when applications opened on 21 October. The successful candidates will provide a vital service to the community by dealing with 999 calls ranging from house fires to serious road traffic collisions to cliff rescues.

Internal communications

- 3.6. In September we launched our #WER1 film and the Values and Behaviour Framework which were both created entirely by our staff. The film depicts how far we have come along the cultural journey and illustrates how hopeful we are about the future. The Values and Behaviour Framework has been designed to create the foundations for delivering our culture change plan 'Making Avon Fire & Rescue Service a better place to work'
- 3.7. In October we launched our brand guidelines, which will help articulate our visual journey in ensuring consistency in our approach and in order to achieve maximum impact.
- 3.8. In November we were able to launch our new Resource Centre which is an online shop allowing all our departments to access and book events and campaign materials easily.

Press releases

- 3.9. The following press releases have been issued during the report period:
- *AF&RS welcomes Royal Marines Reserves as part of Road Safety Week - 21 November 2019*
 - *AF&RS highlight Restorative Justice Week – 19 November*
 - *Crews called to a chemical leak – 15 November 2019*
 - *Crews called to one vehicle RTC – 09 November 2019*
 - *Crews called accidental commercial property fire – 08 November 2019*
 - *Crews shore up building following RTC – 06 November 2019*
 - *AF&RS offers free fire safety seminars – 25 October 2019*
 - *AF&RS recognises 16 students for their firework safety posters – 23 October 2019*
 - *Bristol Bears and Bath Rugby come together for #Matesmatter – 18 October 2019*
 - *AF&RS launches Control recruitment campaign – 14 October 2019*
 - *AF&RS receives plaque in memory of the Royal Observer Corps – 01 October 2019*
 - *Nailsea Emergency Service Family throws doors open to public – 25 September 2019*
 - *AF&RS asks people to #PledgeToLoseTheWedge – 23 September 2019*
 - *Disposal of expired fire extinguishers – 17 September 2019*
 - *AF&RS to host national exercise – 12 September 2019*

Incidents of note from 1 July 2019 to 29 August 2019

- 3.10. **Woman dies following house fire**
Thursday 21 November 2019 – Bleadon

A woman has sadly died following a house fire in Bleadon.

Crews from Weston, Winscombe, Avonmouth, Portishead and Hicks Gate fire stations were called to reports of a fire in a property. On arrival, firefighters found a fire in the kitchen area of the domestic property. Firefighters in breathing apparatus used high pressure hose reels to extinguish the fire. Crews from Urban Search and Rescue were also present to make the building secure.

Firefighters searched the building and unfortunately located one female fatality. Police, HART and ambulance crews are also in attendance. The cause is currently unknown and the investigation is ongoing.

3.11. AF&RS deliver three trucks and equipment to Gambian fire service

Friday 08 November 2019 – Gambia

Chief Fire Officer Mick Crennell and a GAFSIP team have delivered three fire engines and other equipment and uniform to the Gambian Fire Service.

As part of the Gambia and Avon Fire Services in Partnership (GAFSIP), the Service has been helping to enhance the capabilities of the Gambian fire service for nearly 30 years by providing lifesaving equipment, capability and training.

3.12. Accidental residential fire

Wednesday 06 November 2019 – Park Road, Thornbury

Crews from Temple, Patchway and Thornbury fire stations were called to a fire in a residential building.

On arrival, eight firefighters in breathing apparatus used three high pressure hose reels and three 45mm jets to extinguish the fire.

They also used three thermal imaging cameras to check for hotspots and remained on scene damping down.

The cause is thought to be accidental.

3.13. AF&RS take part in chemical incident training

Thursday 07 November 2019

AF&RS has taken part in a series of multi-agency training exercises to test its chemical, biological, radioactive and nuclear response.

The three training sessions, which fell under CBRNe, were designed to test how emergency services from across the region responded to incidents such as chemical spills and contamination.

These scenarios involved staff from Avon and Somerset Police, South Western Ambulance Service, Devon & Somerset Fire and Rescue Service, National Resilience and other emergency services from across the South West.

Each session has tested casualty management, chemical identification, mass decontamination, scene management and inter-service communication.

3.14. **Crews called to accidental chimney fire**

Thursday 31 October 2019 – Upper Chalkley Lane, Hewkesbury

Crews from Yate, Kingswood, Bath, Southmead, Avonmouth, Temple and Patchway fire stations were mobilised to a property fire that started in the chimney.

One crew from Gloucestershire Fire and Rescue Service were also in attendance to support crews.

Four firefighters in breathing apparatus used three high pressure hose reels and two extension ladders use to tackle the fire.

Crews also used a thermal imaging camera to check for hotspots.

Three casualties were treated by paramedics and conveyed to hospital.

The cause is thought to be accidental.

3.15. **AF&RS joins forces with Catch22 to provide positive role models**

Thursday 24 October 2019 – Temple Fire Station

Avon Fire & Rescue Service (AF&RS) joined with charity Catch22 to inspire young males by providing them with positive role models and a Fire Safety Course.

As part of the partnership, seven teenagers aged from 14- 16 spent six weeks with firefighters from Temple fire station developing their skills and experience.

Throughout their weekly two hour courses at the station, they covered everything from breathing apparatus, hose use, road traffic collision management and first aid, providing them with a new perspective on uniformed jobs and positive role models to aspire to.

4. **CONSIDERATIONS**

4.1. Contribution to Key Policy Priorities

None

4.2. Financial Implications

None

4.3. Legal Implications

None

4.4. Equality & Diversity Implications

None

4.5. Corporate Risk Assessment

None

4.6. Environmental/Sustainability Implications

None

4.7. Health & Safety Implications

None

4.8. Crime & Disorder Implications

None

4.9. Data Protection Implications

None

5. **BACKGROUND PAPERS**

None

6. **APPENDICES**

None

7. **REPORT CONTACT**

Louisa Roger, Head of Corporate Communications (Interim), extension 288.

MEETING:	Fire Authority
MEETING DATE:	18 December 2019
REPORT OF:	Chief Fire Officer / Chief Executive Interim Treasurer
SUBJECT:	Draft Budget 2020/21 and Medium Term Financial Plan 2020/21 to 2023/2024

1. SUMMARY

- 1.1. The purpose of this report is to provide Members with an update on the development of the 2020/21 budget and the Medium Term Financial Plan (MTFP) for the four year period 2020/21 to 2023/24. It contains a strategic overview of the context in which the budget options have been established and outlines the main assumptions that have been used to develop the budget plans.
- 1.2. This report also considers the impact of the two main options available to Members in setting the Band D Council Tax level for 2020/21:
 - i. A 2% increase in Council Tax for 2020/21 in line with the proposed referendum limit for Fire and Rescue Services announced in the Government’s technical consultation document.
 - ii. No increase in Council Tax for 2020/21.
- 1.3. This report reviews the levels of earmarked and general reserves.

2. RECOMMENDATIONS

The Fire Authority is asked to:

- a) Approve the approach and the current assumptions being used to develop the 2020/21 budget and note the financial issues contained within the report and agree to its release for consultation.

- b) Note the need to agree a budget and set the Council Tax for 2020/21 after giving further consideration to the issues raised in this report, responses to consultation, result of representations and any further information that is forthcoming. A further report will be presented to Members at the meeting on 12 February 2020.
- c) Maintain the level of working balance of reserves at £1.5m (approximately 3% of the proposed 2020/21 budget).
- d) Note the projected level of reserves contained within Appendix 2 and the relatively low level of Usable Revenue Reserves compared to other FRAs.
- e) Note the current position in terms of the development of the MTFP as set out in paragraph 3.20 the forecast level of savings target contained within it and the identified financial risks.

3. BACKGROUND

Existing Budget 2019/20 and Medium Term Financial Plan 2019/20 to 2022/23

- 3.1. The current budget for 2019/20 and the MTFP 2019/20 to 2022/23 were approved by Members at their meeting on 13 February 2019. An update report detailing the latest developments on some of the key assumptions used in developing the MTFP was presented to Members at their meeting on 25 September 2019.
- 3.2. Following the publication of the Spending Round 2010 (SR 2019) document, setting out the Government's spending plans for 2020/21 on 4 September 2019, the Government subsequently set out its proposals on the 20/21 Local Government Finance Settlement in a technical consultation document on 3 October 2019. This document can be viewed at <https://www.gov.uk/government/consultations/local-government-finance-settlement-2020-to-2021-technical-consultation>.
- 3.3. This consultation is now closed and the Government are considering the responses and will come back with further proposals, including proposed local authority allocations, in the provisional local government settlement.
- 3.4. The Ministry of Housing, Communities and Local Government (MHCLG) advised on 5 November 2019 that last year the independent review of local government finance and processes recommended that the provisional settlement is issued around 5 December but that this would no longer be possible because of the General Election. However, it is anticipated that the provisional Settlement will be a priority for Ministers to consider after the General Election and that they will take all possible steps to ensure that the final Settlement aligns with local authority budget setting timetables.

- 3.5. The MHCLG have also advised that Local Authorities should take account of the proposals that the Government has published in the technical consultation in drawing up draft budgets for next year.

Economic Predictions

- 3.6. The outcome of the General Election is likely to have a significant impact on the future economic outlook and future funding for public services.
- 3.7. The decision to leave the European Union may also be impacted by the outcome of the General Election. Until the final arrangements for the UK to leave the EU are resolved the potential financial impact cannot be assessed with any certainty.
- 3.8. General inflation is currently running at 2.1%.

Budget 2020/21 and Medium Term Financial Plan 2020/21 to 2023/24

- 3.9. The draft budget 2020/21 and MTFP have been prepared using the following key assumptions:

Summary of Statutory Calculations 2020/21	
Item	
Increase in Fire Formula Grant	1.6%
Capital Grant allocation (excluding capital bids) £'m	0.0%
Capping limit	1.99%
Increase in tax base	0.5%
Collection fund surplus / (deficit) £'000	-14
Increase in pay awards - Firefighters	2.0%
- Support staff	2.0%
S31 grants for USAR	1.60%
Pension grant	1.60%
General Inflation	2.00%

Government formula funding

- 3.10. The assumption is that there will be an increase in the Government settlement funding (revenue support grant and redistributed business rates) of 1.6% in 2020/21. This is in line with the increase in the small business rates multiplier for 2020/21 included within the relevant statutory instrument laid before parliament on 4 November 2019.
- 3.11. Funding allocations beyond 2020/21 will be subject to the outcomes of the Fair Funding review together with the spending proposal for public services of a future Government. At this stage the assumption is that future Government settlement funding for fire and rescue services will remain static over the medium term as this area has not been identified as a Government priority within the published spending plans.

	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
% Government Funding Assessment Increase	1.60%	0.00%	0.00%	0.00%
Grant increase	252	0	0	0

- 3.12. An analysis of the expected variation in funding received from Central Government for 2020/21 is shown in the table below:

Summary of Statutory Calculations 2020/21			
	2019/20 £'m	2020/21 £'m	Variation %
Government Funding Assessment	15.766	16.019	1.60%
Less Locally Retained Business rates assessment	-4.695	-4.770	1.60%
Funding received from Central Government	11.071	11.249	1.60%

Council Tax Referendum limit

- 3.13. The Localism Act 2011 introduced a power for the Secretary of State for Communities and Local Government to define a limit for the increase in Council Tax each year. If an Authority wishes to raise its Council Tax above this limit then it would need to hold a referendum. The result of the referendum would be binding and the cost of holding a referendum has to be met by the Fire Authority.
- 3.14. The technical consultation document indicated that the referendum limit for fire and rescue services in 2020/21 will be 2%.
- 3.15. **Collection Fund Surplus / Deficit** – The four Unitary Authorities in the Avon area have been consulted on their likely collection fund positions at the year end. Currently three Authorities have responded and their current estimates are that there will be a net deficit of £14,000 for 20120/21. This increases the amount needed to be raised from Council Tax or met by additional savings in 2020/21.
- 3.16. **Tax Base** – The Council Tax is calculated by dividing the Fire Authority's precept (the amount of money needed to fund the net budget requirement after allowing for formula grant and locally retained business rates) by the tax base (the number of Band D properties within an area). The Fire Authority's Tax Base for 2020/21 is now projected to be 370,755, an increase of 0.5%. This is 3,527 lower than previously forecast resulting in an additional spending pressure of £264,000.

3.17. Section 31 - Other Grants

(a) Urban Search and Rescue (USAR) and FireLink

It is anticipated that Urban Search and Rescue (USAR) and the FireLink grants will continue to be paid as standalone grants in addition to formula grant.

(b) Firefighters Pensions Scheme – additional employer’s contributions

In the current year the Fire Authority received £2.4m grant from the Government following the changes to the discount rate for unfunded public sector pensions by HM Treasury. This is to compensate for the significant increase in the employers contribution rate and equates to 90% of these additional costs.

The assumption is that this grant will continue in 2020/21 and will be increased by 1.6%.

After 2020/21 the assumption is that this grant will continue but will remain static in line with government formula funding.

- 3.18. **Capital Programme** - The revenue budget includes a contribution of £200,000 towards funding Capital Programme in 2020/21 and over the whole of the MTFP.

Estimated Funding – 2020/21

- 3.19. The estimated funding available for 2020/21 (based on Option 1 an increase in Council Tax of 1.99%) is shown in the following table:

Funding Analysis			
	2019/20	2020/21	Variation
	£'m	£'m	
Other Fees and Charges	0.815	0.657	-19.4%
Central Government			
Formula Funding	15.766	16.019	1.6%
Less Locally retained business rates	-4.695	-4.770	1.6%
Specific Government Grants	4.272	4.299	0.6%
Total funding from Central Government	15.343	15.548	1.3%
Local Tax Payers			
Locally retained business rates	4.632	4.662	0.6%
Council Tax	27.121	27.785	2.4%
Collection Fund Surplus\ (Deficit)	0.246	-0.014	-105.7%
Total Local taxpayers	31.999	32.433	1.4%
Funding before use of reserves	48.157	48.638	1.0%
Use of Reserves	0.452	1.460	
Total Revenue funding	48.609	50.098	3.1%

3.20. The development of the 2020/21 draft budget (based on Option 1) is shown in the table below, and is based upon the latest approved establishment levels:

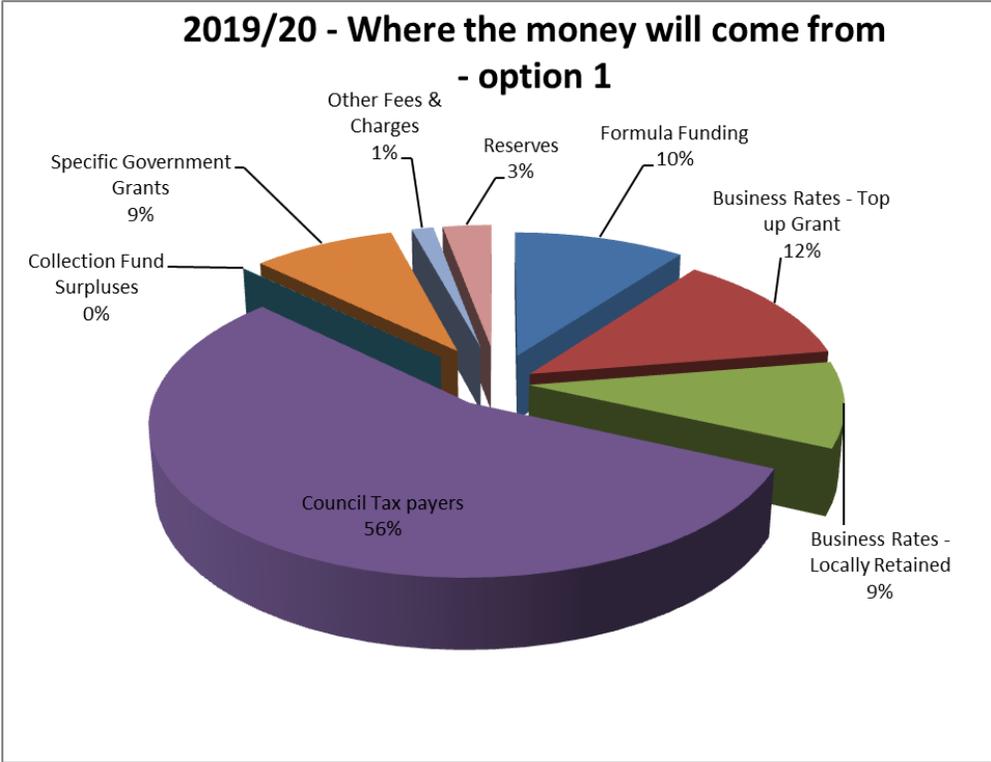
Development of the 2020/21 Draft Budget			
	Gross Expenditure	Income	Net Expenditure
	£'000	£'000	£'000
Core Budget 2019/20	48,159	-5,087	43,072
- add back use of reserves 2019/20	452	0	452
Base Budget 2019/20	48,611	-5,087	43,524
Pay and Prices			
- Pay awards	737	0	737
- Energy inflation	10	0	10
- Other inflation	193	-97	96
Commitments			
- Capital financing (IFTFP)	-48	0	-48
- Other	1,214	228	1,442
Identified Savings			
- Employees	-19	0	-19
- Capital financing	-523	0	-523
- Other	-77	0	-77
2020/21 Revenue Budget Requirement	50,098	-4,956	45,142
Identified Funding			
- Locally Retained Business Rates			-4,662
- Central Government Support			-11,249
- Collection Fund (surplus) \ deficit			14
- Identified Use of Reserves			-1,460
- Use of Reserves & unidentified savings			0
Balance of Funding from Council Tax Payers			27,785
Band D Council Tax			£74.94

3.21. As indicated, the above table has been drafted on the basis of Option 1, an increase in Council Tax of 1.99%. Should the decision be taken to agree Option 2, no increase in Council Tax for 2020/21, then this would increase the requirement to identify further savings in 2020/21 by an amount of £541,000.

3.22. If Members decide to agree on option 2 then the Chief Fire Officer would need to produce detailed options and proposals on how these savings are to be achieved to ensure a balanced budget can be achieved in the longer term.

Sources of Funding

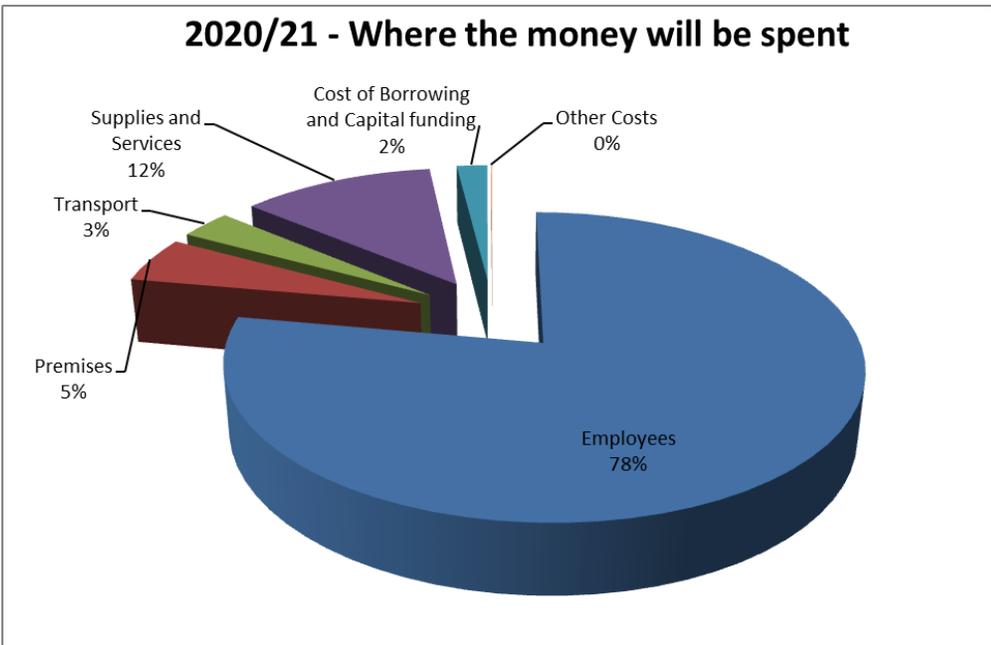
3.23. The sources of funding for the 2020/21 budget are expected to total £50.1m. An analysis is shown in the chart below:



3.24. **Key assumptions** – That there will be a 1.6% increase in the level of grants for Urban Search and Rescue (USAR) and FireLink payable from Central Government.

Expenditure

3.25. A subjective analysis showing where the budget will be spent in 2020/21 is shown in the chart below:



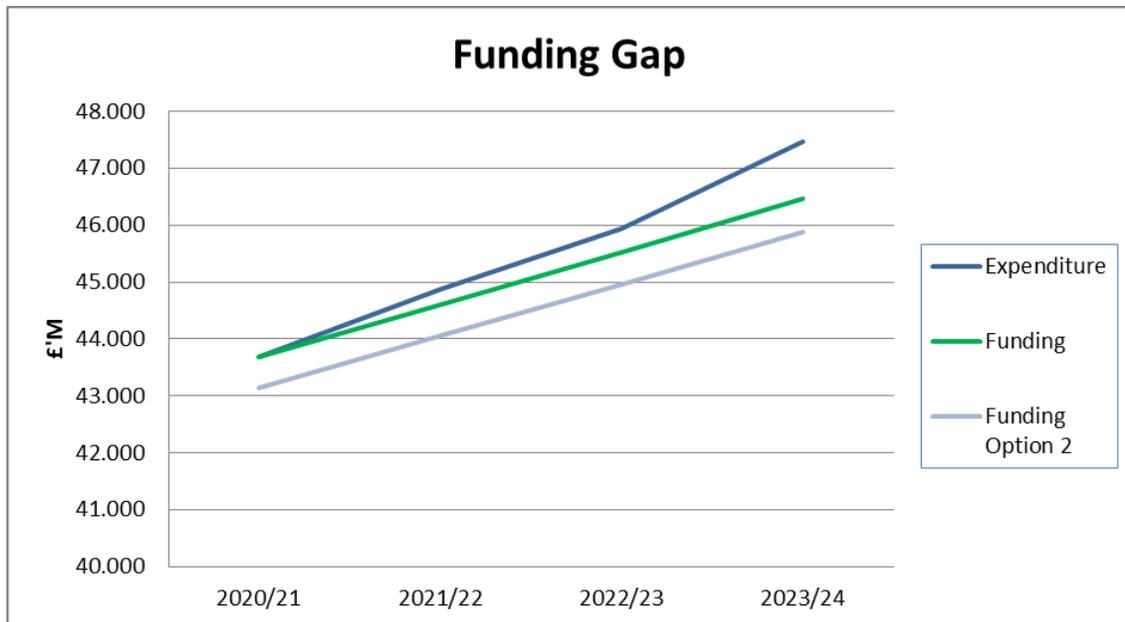
Savings Analysis

- 3.26. An analysis of savings included in the 2020/21 draft budget and the MTFP are set out in the table below:

Analysis of Savings 2020/21 - 2023/24					
Area	2020/21	2021/22	2022/23	2023/24	Total
	£'000	£'000	£'000	£'000	£'000
Employees	-19	-20	-91	-71	-201
Premises	0	0	0	0	0
Transport	-77	0	0	0	-77
Supplies and Services	0	0	0	0	0
Other Costs	-523	0	0	0	-523
Unidentified savings	0	-256	-169	-584	-1,009
Savings on Expenditure	-619	-276	-260	-655	-1,810
Income	0	0	0	0	0
Total Net Savings	-619	-276	-260	-655	-1,810

Funding Gap

- 3.27. The changes to the original assumptions used in the MTFP identified above, has resulted in a forecast funding gap of £1.0m over the MTFP as shown in the graph below:



- 3.28. Should the decision be made by the Fire Authority to agree to Option 2 (no increase in Council Tax for 2020/21 then increases of 1.99%), then the forecast funding gap would increase from £1.0m to £1.6m over the MTFP.

Risk and Sensitivity analysis

- 3.29. **Risk Management** - The Fire Authority's risk management is assisted by the process of budget preparation and monitoring already set out in this report. The Fire Authority also has a Corporate Risk Register which is under regular review. Risk Item 8 is concerned with Financial Capacity.
- 3.30. In terms of financial management a risk analysis has been undertaken which identifies the risks and appropriate mitigations and this is shown in **Appendix 1**.
- 3.31. **Sensitivity Analysis** – The following analysis has been undertaken to identify the potential impact of a change in the assumptions for a number of significant areas:

Sensitivity Analysis		
Item / Risk	Variation of %	Estimated full year Cost / Saving £'000
Pay awards		
- Uniformed	1%	316
- Other	1%	62
Pensions		
Uniformed employer contribution rate		
- 1992 scheme (& RDS Modified Scheme)	1%	26
- 2006 scheme	1%	4
- 2015 scheme	1%	148
Other employer contribution rate	1%	62
National Insurance Contributions	1%	184
Ill Health Retirement		
- Lower Tier (Crew Manager)	1 occurrence	64
- Higher Tier (Crew Manager)	1 occurrence	128
Council Tax Level	1%	272
Inflation	1%	27
Reduction in formula grant	1%	158

As can be seen there is potential for significant variations in expenditure to occur over the medium term. These issues have been identified and considered in the reserves adequacy review summarised in **Appendix 2** and incorporated into the medium term plan.

Use of Reserves

- 3.32. The Fire Authority's reserves have been earmarked for identified specific issues. The Invest to Save / Financial Pressures Reserve can be used to facilitate changes that will result in reduced expenditure in the future for example

improved systems, redundancy payments etc. which are linked to longer term savings. Longer term reserves will not be used to fund the gap between budget and income unless in exceptional circumstances.

Capital Programme

- 3.33. Work is currently underway with spending departments in developing a revised Capital Programme for 2020/21 to 2023/24, to be reported to the budget setting meeting in February 2019 alongside the revenue budget report.
- 3.34. The Draft Capital Programme is as shown below:

PROPOSED Capital Programme 2020/21 to 2023/24 (including slippage)				
Investment Area	2020/21	2021/22	2022/23	2023/24
	£'000	£'000	£'000	£'000
Premises - General	444	250	250	250
Premises - Bedminster Refurbishment	600	700		
Premises - Reinvesting for the Future	4,013	3,231	9,124	2,500
Operational Equipment	90	90	90	90
Fleet	4,491	3,430	1,315	3,000
IT	957			
Unallocated	221			
Total	10,816	7,701	10,779	5,840
Funded by				
Grant	0	0	0	0
Capital Receipts \ Capital Reserves	10,609	4,998	0	0
Revenue Contribution to capital	200	200	200	200
Prudential Code	0	2,503	10,579	5,640
Total	10,809	7,701	10,779	5,840

- 3.35. The Revenue Budget and MTFP allow for a revenue contribution of £200,000 towards the Capital Programme, and contains sufficient budget to meet capital finance charges emanating from previously agreed programmes.
- 3.36. As previously agreed by Members £14.0m of the capital receipt from the disposal of the former HQ at Temple Back is being utilised to fund the reinvestment in three sites at Avonmouth, Bath and Weston. Detail proposals in respect of Bath and Weston will be presented to Members at a later stage.
- 3.37. At this stage the estates programme includes a total estimated cost of £20.3m for reinvesting in the three investment sites at Avonmouth, Bath and Weston. It also includes £1.5m in respect of the refurbishment of Bedminster previously agreed by Members. £250,000 per year has been set aside to cover additional priority works which have yet to be identified and agreed.
- 3.38. The Fleet programme includes an amount of slippage from 2019/20 totalling £1.8m. The fleet programme above also includes the replacement of a number of appliances totalling £2.7m for 20/21, £3.2m for 21/22. This is substantially above the previously approved base programme of £1.4m per annum. Detailed work is currently being undertaken on a fleet replacement strategy and the

programme will need to be reviewed once this strategy has been approved. The fleet programme above will result in additional borrowing requirements and will need total additional revenue savings of around £312,000 to be achieved over the medium term.

- 3.39. The IT budget including the digitalisation programme for 2020/21 solely comprises the slippage from 2019/20. This programme will need to be reviewed once the new Transformation team has been established and a new IT / digitalisation strategy approved.
- 3.40. There is also an unallocated amount of £221,000 in the 2020/21 budget, which is slippage from 2019/20.
- 3.41. Any additional capital expenditure above these budgets will need to be financed from revenue contributions, capital receipts, reserves or prudential borrowing. Any capital expenditure that is financed from prudential borrowing will incur interest and repayment costs.
- 3.42. The budgets and MTFP have been based on a level of borrowing that is anticipated to keep the revenue cost of capital to below 6% of the net budget, one of the key prudential indicators.

Medium Term Financial Plan

- 3.43. The budget before the use of reserves is expected to increase from £45.1m in 2020/21 to £45.9m by the end of 2023/24. With an increase in the precept of 1.99% to £74.94 per band D property, there are additional spending pressures of £1.0m that will need to be addressed.

Medium Term Financial Plan - Option 1 (Council Increase of 1.99%)				
	Budget			
	2020/21	2021/22	2022/23	2023/24
	£'000	£'000	£'000	£'000
Council Tax Increase Target	1.99%	1.99%	1.99%	1.99%
Base budget	43,524	45,142	44,794	45,709
Effect of pay and price increases, cost of capital	843	870	885	905
Current base budget	44,367	46,012	45,679	46,614
Add Pressures / growth	1,394	(943)	289	(100)
Less Identified savings	(619)	(20)	(91)	(71)
Initial Budget	45,142	45,049	45,877	46,443
Additional required savings	0	(255)	(168)	(584)
Budget before use of reserves	45,142	44,794	45,709	45,859
Reserves	(1,460)	(180)	(182)	606
Net Budget	43,682	44,614	45,527	46,465
Less Locally retained business rates	(4,662)	(4,702)	(4,744)	(4,785)
Government Support	(11,249)	(11,249)	(11,249)	(11,249)
Add \ Less effect of Collection Fund deficits \ (surpluses)	14	0	0	0
Net amount chargeable to Council Tax Payers	27,785	28,664	29,535	30,431
Band D Council Tax	£74.94	£76.43	£77.95	£79.50
Budget Increase\ (decrease) (excl use of reserves)	3.83%	(0.77%)	2.04%	0.33%
Key Financial Assumptions	2020/21	2021/22	2022/23	2023/24
	£'000	£'000	£'000	£'000
Other Inflation	2.00%	2.00%	2.00%	2.00%
Use of Reserves	(1,460)	(180)	0	0
Estimated Council Tax base	370,755	375,039	378,894	382,785
Net Collection Fund Positions	14	0	0	0
Government Support	1.60%	0.00%	0.00%	0.00%
Earmarked Reserves (Excl Working Balance)				
	2020/21	2021/22	2022/23	2023/24
	£'000	£'000	£'000	£'000
Balance 1 April	14,307	12,847	12,847	12,665
Utilised during year	(1,460)	(180)	(182)	606
Balance 31 March	12,847	12,667	12,665	13,271

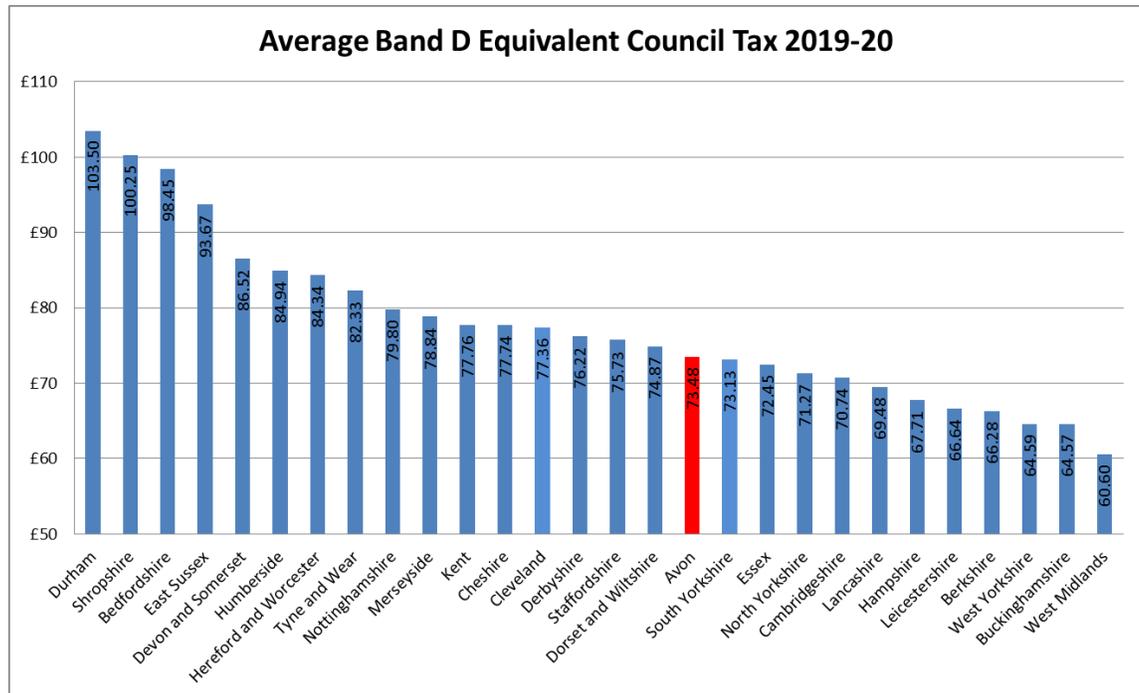
If there was no increase in the Council Tax, then there would be additional required savings of £545,000 in 2020/21, rising to a total of £1.6m over the four years to 2023/24 as shown in the table below:

Medium Term Financial Plan - Option 2 (Council Increase of 0%)				
	Budget			
	2020/21	2021/22	2022/23	2023/24
	£'000	£'000	£'000	£'000
Council Tax Increase Target	0.00%	1.99%	1.99%	1.99%
Base budget	43,524	44,601	44,236	45,134
Effect of pay and price increases, cost of capital	843	870	885	905
Current base budget	44,367	45,471	45,121	46,039
Add Pressures / growth	1,394	(943)	289	(100)
Less Identified savings	(619)	(20)	(91)	(71)
Initial Budget	45,142	44,508	45,319	45,868
Additional required savings	(541)	(272)	(185)	(602)
Budget before use of reserves	44,601	44,236	45,134	45,266
Reserves	(1,460)	(180)	(182)	606
Net Budget	43,141	44,056	44,952	45,872
Less Locally retained business rates	(4,662)	(4,702)	(4,744)	(4,785)
Government Support	(11,249)	(11,249)	(11,249)	(11,249)
Add \ Less effect of Collection Fund deficits \ (surpluses)	14	0	0	0
Net amount chargeable to Council Tax Payers	27,244	28,105	28,959	29,838
Band D Council Tax	£73.48	£74.94	£76.43	£77.95
Budget Increase \ (decrease) (excl use of reserves)	3.83%	(0.77%)	2.04%	0.33%
Key Financial Assumptions	2020/21	2021/22	2022/23	2023/24
	£'000	£'000	£'000	£'000
Other Inflation	2.00%	2.00%	2.00%	2.00%
Use of Reserves	(1,460)	-180	0	0
Estimated Council Tax base	370,755	375,039	378,894	382,785
Net Collection Fund Positions	(14)	0	0	0
Government Support	1.60%	0.00%	0.00%	0.00%
Earmarked Reserves (Excl Working Balance)				
	19 2020/21	2021/22	2022/23	2023/24
	£'000	£'000	£'000	£'000
Balance 1 April	14,307	12,847	12,847	12,665
Utilised during year	(1,460)	(180)	(182)	606
Balance 31 March	12,847	12,667	12,665	13,271

3.44. The future funding from Government is expected to continue to provide a financial challenge to the Fire Authority. Whilst the financial challenge is a dominant driver for change, it remains important that the Fire Authority's future strategies continue to be service-led. This has been the basis upon which this Fire Authority has developed its financial planning arrangements over previous years.

How do we compare?

- 3.45. For the current year 2019/20 the Fire Authority has set the 12th lowest Band “D” Council Tax (£73.48) compared with other Fire Authorities. Council Tax levels range from £103.50 to £60.60 with the average being £77.62.



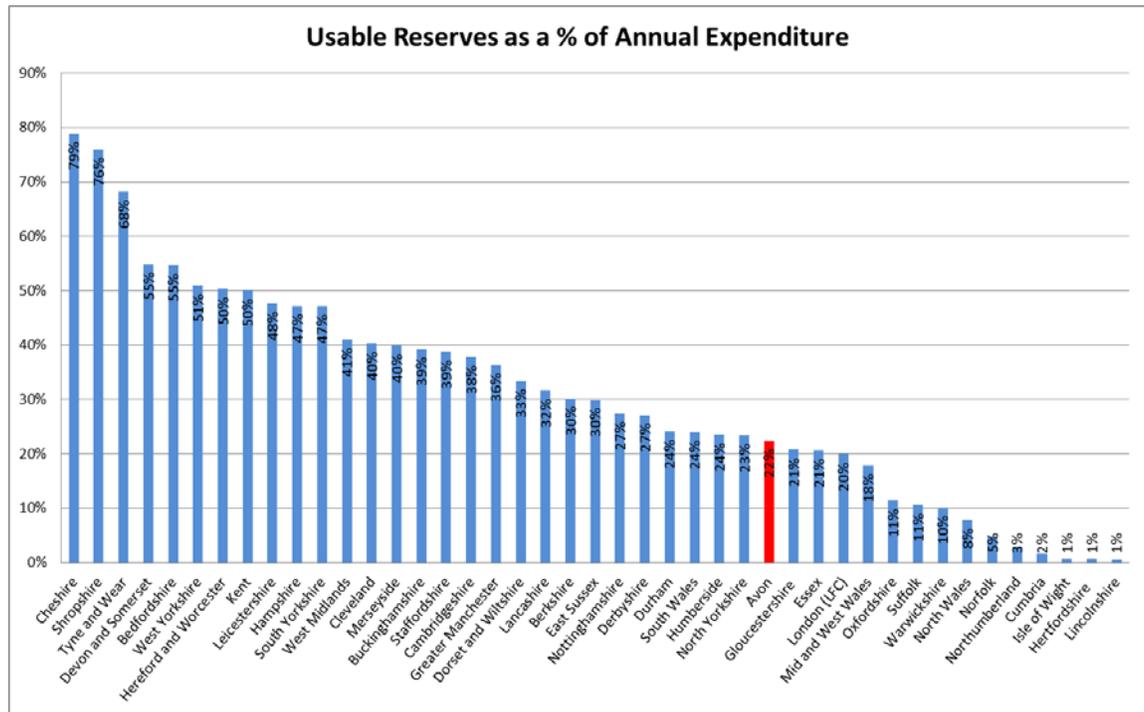
Provisions, Reserves And Balances

Working Balance

- 3.46. The Fire Authority has decided that a balance of £1.5m or 3.6% of net expenditure should be maintained.

Reserves

- 3.47. Details of the reserves and the financial risk assessment which is used to support the estimated level of general and earmarked reserves is shown in **Appendix 2**. Reserves are held for identifiable purposes, they are not considered excessive, and there is no particular opportunity cost to holding them.
- 3.48. A comparison of the level of usable reserves, as at 31 March 2019, as a percentage of the 2018/19 revenue budget is shown in the table below:



3.49. **The Draft Budget** - At this stage the draft plan for 2020/21 identifies a need to call upon reserves of £1,461,000 under Option 1. Additionally, it identifies additional spending pressures over the medium term which need to be adequately addressed. A further draw on reserves over the MTFP period may be required to address these spending pressures. Further work on the plan is ongoing and will be available in February 2020. The level of savings over the MTFP remains challenging and any shortfall in one particular year will be met from reserves.

Section 25 Report

3.50. Members need to be aware that s.25 of the Local Government Act 2003 requires the Treasurer to report to the Fire Authority on the robustness of the estimates including the budget and the adequacy of the reserves for which the budget provides. This will be included in the report to the Fire Authority on 12 February 2020.

Consultation

3.51. As a precepting authority, the Fire Authority is required to consult over its budget proposals. The purpose of this is to gauge the level of public support for its overarching strategy to the budget so that this may be considered when drafting the final budget proposals. By law the Fire Authority is required to consult person or bodies appearing to it to be representative of persons subject to non-domestic rates about its proposals for expenditure (including capital expenditure) in the next financial year. In this respect, it is suggested that this report is made available to:

- Unitary Authorities
- Local MPs

- Business West
- The Fire Authority's website
- The Fire Authority's intranet
- At Community Safety Centres

4. **CONSIDERATIONS**

4.1. Contribution to Key Policy Priorities

A robust budget process is needed to ensure that expenditure does not exceed available funding.

4.2. Financial Implications

The financial impact of the budget for 2020/21 and the MTFP on Council Taxpayers is assessed to ensure that proposals are both affordable and sustainable. Consideration will be given to the outcome of the budget consultation exercise in developing the final budget.

4.3. Legal Implications

The Fire Authority must budget within its means.

4.4. Equality & Diversity Implications

The budget supports a range of equalities work and initiatives.

4.5. Corporate Risk Assessment

There are many risks associated with budgets, resources and expenditures. These are set out within the report where necessary, financial assumptions have been made on a prudent basis, a sensitivity analysis of the key items has been included and **Appendix 1** contains a set of financial risks and mitigations.

4.6. Environmental/Sustainability Implications

The budget supports a range of Environmental and Health and Safety works and initiatives.

4.7. Health & Safety Implications

The budget supports a range of Health, Safety, Welfare and Wellbeing works and initiatives.

4.8. Crime & Disorder Implications

None

5. **BACKGROUND PAPERS**

Working papers are held within the Finance Department

6. **APPENDICES**

1. Financial Risk Identification and Management
2. Reserve Adequacy Analysis

7. **REPORT CONTACT**

Lynne Lamb, Finance Manager, extension 235.

Appendix 1
Financial Risk Identification and Management

Financial Risk Identification and Management	
Item	Mitigation
Higher than budgeted pay awards	Reserves and balances, vacancy and recruitment management
Increase in employer pension contributions	Reserves and Balances and changes in Government funding
Higher than budgeted ill health payments	Ill health reserve, increase in pension operating cost budget. Increase in fitness training and use of medical intervention Fund. Occupational Health
Legislation e.g. NI, Apprenticeship Levy	Early identification and prioritisation of budgets
Reduction in Government formula funding	Use of reserves, IRMP and MTFP
Localisation of Council Tax Support - Impact on Council Tax base not off-set by Government Grant	Unitary Authority Council Tax discount schemes, Reserves and balances
Business Rate Retention scheme	Government safety net, Reserves and balances, MTFP, timely modelling.
Council Tax Collection rates	Reserves and balances , MTFP
Increased contribution to JTC sinking fund	Accounting treatment, utilisation of JTC, regular monitoring of the fund position.
USAR funding incorporated into Revenue Support Grant	Consultation, lobbying
Costs associated with maintaining control resilience, changes to control infrastructure.	Reserves, use of regional funding, control staffing
Costs associated with asset management exceed capital funding. Changes to capital grant allocation mechanism	Reserves, prudential borrowing, robust bidding processes
Lack of Government Capital Funding	Additional Prudential borrowing now built into the budget
Identified savings not achieved	Reserves and Balances. Budget working group and SMB monitoring
Major / sustained incident	Bellwin Scheme, reserves
ICT demands	Investment in resilience, reserves

Reserves Adequacy Analysis

Reserve	Purpose	Likelihood	Impact	31 March 2020 £'000
Control Resilience Reserve	To provide supplementary support for implementation of control resilience programme	Medium	Medium	296
Premises / H&S Reserve Critical Works	To fund critical Premises / H&S works	Medium	Medium	74
Pension Reserve	To fund fluctuations in ill health retirements	High	Medium	420
Legal Fees Reserve	Finance unexpected Legal Costs	Medium	Medium	100
Auxillary Reserve	To provide training and equipment for auxiliary staff	High	High	100
Capital Financing	To support funding of the future Capital Programme as a result of reductions in Capital Grant and any variations in expenditure.	High	High	587
Document Management System Reserve	To implement Corporate wide document and email management system to improve administration and information security	High	High	60
ESMCP Reserve	Government grant to fund the new Emergency Services Mobile Communications Programme	High	High	267
Procurement Reserve	To review the procurement function to align to the NFCC category model and strength skill sets	Medium	Medium	40
Equality and Inclusivity Reserve	To fund independent review to inform the organisation's strategic direction to reflect issues of culture and inclusivity	High	High	74
Improvement Programme Reserve	To provide funding for the improvement programme	High	High	1,375
Airbus SC Response Software	To fund the purchase of a mobile data terminal software update to units on appliances	Medium	Medium	6
Strategic Development Software	To fund the purchase and implementation of strategic development software	Medium	Medium	10
Transformation Reserve	To undertake digitalisation and corporate level projects of the Authority. Digitalisation includes the introduction of Office 365, incident resource management and business process re-engineering. Corporate level projects include collaboration, cultural reviews and Firewatch enhancement	High	High	457
Furniture Reserve	To fund additional furniture requirements over the next year	Medium	Medium	20
Swift Water rescue Equipment Reserve	To fund additional training and equipment	Medium	Medium	100
Hydrants Reserve	To fund additional cost of repair works arising from increased inspections	High	Medium	100
Medical Intervention Reserve	To fund medical interventions to assist employees to return to work	Medium	Medium	40
Invest to Save / Financial Pressures Reserve	To support implementation of new procedures / ways of working	High	High	1,000
PFI Equalisation Fund				1,540
Unapplied Capital receipts Reserve	To fund the reinvesting in the future project which encompasses rebuilding and modernising three of the existing fire stations located at Avonmouth, Bath and Weston-super- Mare	High	High	5,689
Total Earmarked Reserves				12,355
Working Balance				1,500
Total Reserves				13,855

MEETING:	Avon Fire Authority
MEETING DATE:	18 December 2019
REPORT OF:	The Interim Treasurer Chief Fire Officer / Chief Executive
SUBJECT:	Revenue Monitor and Capital Programme 2019/20

1. SUMMARY

1.1. The report provides the Fire Authority with the second assessment of the forecast outturn position on the revenue and capital budgets for 2019/20 and provides an update on other financial issues.

1.2. Key points to note on budget monitoring of the 2019/20 position are:

- The Revenue Budget is forecast to be underspent by £106,000 at the year end. This is primarily due to savings on staff costs, with various overspends and savings in other areas.
- The revised Capital Programme for the year is £5,841,000 and at this stage it is estimated that £3,300,000 of the programme may slip into 2020/21.
- The report comments on the key risks that could have a budgetary impact, and, where appropriate, the steps that are being taken to mitigate them.
- Investment performance will be in line with current investment strategy.

2. RECOMMENDATIONS

The Fire Authority is asked to:

- a) Approve the Revenue Budget adjustments as set out in the report and contained in Appendix 2.
- b) Approve the Capital Programme adjustments and revised 2019/20 Capital Programme of £5,841,000 as set out in the report.
- c) Note the latest forecast of expenditure on the Revenue Budget and Capital Programme.

3. **BACKGROUND**

Revenue Budget

Overall Position

- 3.1. A Revenue Budget of £43.7m was approved by Members at their meeting in February 2019.
- 3.2. The original Revenue Budget included an estimate of the required use of earmarked reserves of £650,000 during 2019/20. The need for the use of earmarked reserves during the year has been reviewed as part of the monitoring process and the latest position is shown in the table below:

Budgeted use of Reserves 2019/20	Original Approved Budget £'000	Additional Reserves £'000	Reserves not Needed £'000	Total Use of Reserves £'000
Earmarked Reserves				
Premises / H&S Reserve critical works	100	26		126
Marketing & Communication Reserve	28			28
Operational Fitness reserve	35			35
Improvement Programme Reserve	271		-166	105
ESCMP Reserve	216		-198	18
PPE Replacement Reserve	0	140		140
Total Earmarked Reserves	650	166	-364	452

- 3.3. The main changes are in relation to the continued delay in the roll out of the Government's Emergency Services Mobile Communications Programme (ESMCP) -£198,000, the need to use the Personal Protective Equipment (PPE) replacement reserve +£140,000 to cover the cost of replacing items of PPE which are beyond economic repair and the use of the Improvement Programme Reserve not now anticipated to be required -£166,000.
- 3.4. The latest Revenue Budget forecast is that there will be an underspend of £106,000 at year end, a variance of 0.25% compared to the revised Budget. A summary is shown below:

Revenue Budget Outturn 2019/20				
Area	Revised Budget 2019/20 £'000	Outturn £'000	Variation £'000	Variation %
Employees	37,237	37,144	-93	-0.25%
Premises	2,502	2,502	0	0.00%
Transport	1,653	1,605	-48	-2.90%
Supplies and Services	5,698	5,748	50	0.88%
Other / Capital Costs	1,522	1,522	0	0.00%
Total Expenditure	48,612	48,521	-91	-0.19%
Income	-5,087	-5,102	-15	0.29%
Net Expenditure	43,525	43,419	-106	-0.24%
Transfer from Reserves	-452	-452	0	0.00%
Transfer to Earmarked Reserves	0	0	0	0.00%
Net Expenditure	43,073	42,967	-106	-0.25%

3.5. A detailed breakdown of the main budgets, forecast outturn and variances are shown in **Appendix 1**.

3.6. The key items to note are:

- At the end of October 2019 there were equivalent to 475 firefighters in post which is in line with the agreed establishment. 16 new firefighters were recruited in April 2019 and these are currently on station in development. A further 6 firefighters are expected to retire before the end of the year. The number of on call staff is below establishment and a recruitment process is under way.
- There have been a number of unexpected leavers from support staff roles and delays are being experienced in being able to successfully recruit to some roles.

Budget Adjustments

3.7. A number of budget adjustments have been made since the September 2019 Fire Authority meeting and these are detailed in **Appendix 2**.

The remaining changes are mainly around reserves being utilised to cover planned expenditure for which they were originally intended. The ESMCP programme has been delayed, leading to that reserve not now being required, with a subsequent reduction of £198,000 in use of reserves.

Budget Issues and Risks, Significant Variations

3.8. In line with the Fire Authority's approach to risk management, where possible budget risks have been identified and assessed in terms of probability and impact. The main risks are as follows:

- **Employee Costs** – overall Employee costs are expected to be underspent by £93,000. This underspend is mainly attributable to vacant corporate staff posts, with an underspend on full-time firefighters.
- **Turnout and Attendance Fees - Members are aware that** this is a volatile budget and adverse weather conditions during the year can have a material impact on expenditure. The current position suggests that the total retained budget will be overspent by £88,000 by the end of the financial year.
- **ICT hardware and software costs** – these budgets are expected to be overspent by £91,000 by the end of the financial year. The IT infrastructure is ageing and it has been identified that some servers will need to be replaced. There have also been issues with licensing, so new licences have had to be purchased.

3.9. The key variances are set out in **Appendix 3**.

Treasury Management including Investment Income

3.10. The current interest rate paid by Bristol City Council on the Fire Authority's balances, as part of the financial services contract, is based on the LIBID 7 day rate. Due to the continuing low short term interest rates balances are still being primarily used to finance current capital financing requirements. There is a risk that long term rates will increase when long term borrowing is due to be arranged but the position is being closely monitored.

3.11. A summary of the latest position is shown below:

2019/20 Investment Summary	£'000	Comment
Average Daily Cash Balance	14,429	
Interest Received	35	
Rate of Return	0.57%	
Average Libid 7 day rate - Target	0.57%	
Variance %	0.00%	
Variance £	0	

Reserves

- 3.12. A summary of the anticipated reserves position at 31 March 2020 including the movement during 2019/20 is shown in **Appendix 5**. This is in line with the Reserves Strategy approved by the Fire Authority in June 2019.

Prudential Indicators

- 3.13. Members approved the Treasury Management Strategy and Capital Programme 2019/20 to 2022/23 at the Fire Authority meeting in March 2019.
- 3.14. At this stage it is forecast that the approved Prudential Indicators will be not be breached.
- 3.15. At 31 March 2019 the Fire Authority had deferred borrowing of £5.9m. No new loans have been undertaken so far this financial year.

The Firefighters Pension Fund 2019/20

- 3.16. Attached at **Appendix 4** is the budget and outturn figure for the Pension Fund Account for 2019/20. At this stage it is projected that expenditure will be £528,000 over budget. Income from both the Employees (£26,000) and Employers (£83,000) contributions are expected to be lower than originally budgeted, both primarily due to the timing of leavers. The in year ill health income is expected to be higher by £255,000. The net impact of the variations results in a net increase in the Government top-up Grant of £382,000.

Capital Programme

- 3.17. The latest Capital Programme was approved by Members at their meeting on 25 September 2019.
- 3.18. As previously reported to Members, delays in selecting a contractor to undertake the rebuilding of Avonmouth fire station have resulted in the programme for 2019/20 being reduced by £1,860, with a corresponding reduction in funding. The cost to complete this project will be included in the programme for future years.

3.19. The revised Capital Programme for 2019/20 is shown in the table below:

Revised Capital Programme 2019/20			
Investment Area	Revised Budget 2019/20 £'000	Second Quarter budget adj. 2019/20 £'000	Revised Budget 2019/20 £'000
Premises - General	356		356
Premises - Bedminster Refurbishment	200		200
Premises - Reinvesting for the Future	2,960	-1,860	1,100
Operational Equipment	307		307
Fleet	2,500		2,500
IT	1,157		1,157
Unallocated	221		221
Total	7,701	-1,860	5,841
Funded by			
Grant	0		0
Capital Receipts / Capital Reserves	7,453	-1,860	5,593
Revenue Contribution to capital	248		248
Prudential Code	0		0
Total	7,701	-1,860	5,841

Current Position

3.20. The current forecast outturn position is shown in the table below:

Capital Programme 2019/20				
Investment Area	Revised Budget £'000	Forecast Outturn £'000	Slippage £'000	Variance £'000
Premises - General	1,656	1,356	300	0
Operational Equipment	307	307		0
Fleet	2,500	678	1,822	0
IT	1,157	200	957	0
Unallocated	221		221	0
Total	5,841	2,541	3,300	0

3.21. Further details of each of these areas are set out below.

Fleet

3.22. An order has been placed for seven standard water tender ladder 'Type B' appliances. It is anticipated that the chassis will be procured before the year end, with the rest of the build being undertaken in 2020/21.

Operational Equipment

- 3.23. The procurement process has commenced for the thermal imaging cameras, BA equipment and gain access equipment. It is anticipated that these will be received by the year end. The specification for the drone is currently being worked on.

Estates

- 3.24. The general budget has been allocated for health, fitness, welfare and wellbeing in particular for On Call Stations (gym, shower, toilet and changing facilities). The initial concepts have been agreed and are now subject to a design brief to be developed for Modular Extensions. It is expected that £300,000 of this will be slipped into 2020/21.
- 3.25. The project brief for Bedminster has been completed, and the previous planning application for the first floor is still valid. The initial redesign has been completed and a consultation with site users is still to be carried out.
- 3.26. Reinvesting for the Future – The construction contract has been awarded on the Avonmouth rebuild, and work is to commence on site in January 2020. The business cases for the Bath and Weston-super-Mare rebuilds have been approved by Members. Feasibility work is underway on both these sites including collaboration with other partners.

IT and Digitisation

- 3.27. Work on forming the Transformation Team is underway, and is anticipated to be finalised by the year end. Until this work is finalised it is unlikely that there will be any significant expenditure incurred on the digitisation programme. Any underspend will be slipped into 2020/21.

4. CONSIDERATIONS

4.1. Contribution to Key Policy Priorities

A robust budget monitoring process is essential to ensure that the Fire Authority remains within budget and resources are allocated to spending priorities agreed by members.

4.2. Financial Implications

As set out in the report, expenditure on the Best Value Improvement Programme will require a significant use of reserves over the next year.

4.3. Legal Implications

The Fire Authority must budget within its means.

4.4. Equality & Diversity Implications

The Revenue and Capital Budgets support a range of equalities work and initiatives.

4.5. Corporate Risk Assessment

There are many risks associated with budgets, resources and expenditures. These are set out in the report.

4.6. Environmental/Sustainability Implications

The Revenue and Capital budgets support a range of environmental work and initiatives.

4.7. Health & Safety Implications

The Revenue and Capital budgets support a range of Health and Safety staff and initiatives.

4.8. Crime & Disorder Implications

None.

4.9. Data Protection Implications

None.

5. **BACKGROUND PAPERS**

Held within the Finance Department

6. **APPENDICES**

1. Detailed Revenue Budget Forecast 2019/20
2. Details of significant Revenue Budget Adjustments 2019/20
3. Details of significant Revenue Budget variances 2019/20
4. Forecast Fire Fighters Pension Fund Account 2019/20
5. Details of Forecast Movement on Reserves 2019/20

7. **REPORT CONTACT**

Lynne Lamb, Finance Manager, extension 235.

Appendix 1

AVON FIRE AND RESCUE AUTHORITY 2019/20 Revenue Budget

EXPENDITURE CLASSIFICATION	Original Approved Budget £'000	Revised Budget £'000	Estimated outturn £'000	Variance £'000	Variance %
EMPLOYEE COSTS					
Full-time Firefighters	24,890	25,024	24,931	-93	-0.4%
Auxiliary Firefighters	55	55	55	0	0.0%
Firefighter Pension costs	1,519	1,519	1,550	31	2.0%
Retained Firefighters	2,355	2,355	2,443	88	3.6%
Control Room Staff	1,657	1,657	1,631	-26	-1.6%
Members Allowances	56	56	56	0	0.0%
Support Staff	5,718	5,607	5,525	-82	-1.5%
Training Courses	471	502	507	5	1.0%
Employee Insurance & other employee costs	462	462	446	-16	-3.6%
	37,183	37,237	37,144	-93	-0.3%
PREMISES COSTS					
Repairs and maintenance	993	1,118	1,115	-3	-0.3%
Business Rates	712	712	712	0	0.0%
Utility Costs	308	308	308	0	0.0%
Other Costs	363	364	367	3	0.8%
	2,376	2,502	2,502	0	0.0%
TRANSPORT COSTS					
Vehicle maintenance costs	994	809	816	7	0.9%
Vehicle Insurance costs	173	178	175	-3	-1.7%
Fuel costs	310	310	298	-12	-4.0%
Travel allowances and expenses	356	356	316	-40	-12.7%
	1,833	1,653	1,605	-48	-3.0%
SUPPLIES AND SERVICES					
Equipment and supplies	858	998	986	-12	-1.2%
Fees and Services	1,525	1,553	1,565	12	0.8%
Communications and computing	2,550	2,352	2,443	91	3.7%
Expenses and allowances	198	198	184	-14	-7.6%
Other supplies and services	572	597	570	-27	-4.7%
	5,703	5,698	5,748	50	0.9%
OTHER COSTS					
Capital financing costs	1,274	1,274	1,274	0	0.0%
Revenue contributions to capital	200	248	248	0	0.0%
Retention	54	0	0	0	0.0%
	1,528	1,522	1,522	0	0.0%
INCOME					
Grants and contributions	-4,287	-4,474	-4,474	0	0.0%
Investment income	-308	-308	-308	0	0.0%
Other income	-305	-305	-320	-15	4.7%
	-4,900	-5,087	-5,102	-15	0.3%
TRANSFER TO/FROM RESERVES					
Transfer from reserves	-650	-452	-452	0	0.0%
Transfer to reserves	0	0	0	0	0.0%
	-650	-452	-452	0	0.0%
NET BUDGET	43,073	43,073	42,967	-106	-0.25%

Appendix 2

AVON FIRE AND RESCUE AUTHORITY 2019/20 Revenue Budget - Variances

EXPENDITURE CLASSIFICATION	Approved Budget £'000	Revised Budget £'000	Variance £'000	Variance %	Reason for significant budget variations
EMPLOYEE COSTS					
Full-time Firefighters	25,024	25,024	0	0.0%	
Auxiliary Firefighters	55	55	0	-0.3%	
Firefighter Pension costs	1,519	1,519	0	0.0%	
Retained Firefighters	2,355	2,355	0	0.0%	
Control Room Staff	1,657	1,657	0	0.0%	
Members Allowances	56	56	0	-0.1%	
Corporate Staff	5,908	5,607	-301	-5.1%	Savings expected due to posts being vacant at times
Training Courses	467	502	35	7.5%	Reduction in requirement offset by drone training
Employee Insurance & other employee costs	462	462	0	0.1%	
	37,502	37,237	-266	-0.7%	
PREMISES COSTS					
Repairs and maintenance	993	1,118	125	12.6%	Planned and response repairs
Business Rates	712	712	0	0.0%	
Utility Costs	308	308	0	0.0%	
Other Costs	363	364	1	0.3%	
	2,376	2,502	126	5.3%	
TRANSPORT COSTS					
Vehicle maintenance costs	994	809	-185	-18.6%	USAR costs now centralised, offset by reduction in related grant income
Vehicle Insurance costs	178	178	0	0.0%	
Fuel costs	310	310	0	0.0%	
Travel allowances and expenses	356	356	0	0.0%	
	1,838	1,653	-185	-10.1%	
SUPPLIES AND SERVICES					
Equipment and supplies	858	998	140	16.3%	Replacement programme for PPE
Fees and Services	1,553	1,553	0	0.0%	Internal audit costs
Communications and computing	2,550	2,352	-198	-7.8%	ESMCP project on hold, with associated reduction in use of reserves
Expenses and allowances	198	198	0	0.0%	
Other supplies and services	597	597	0	0.0%	Long service award budget increased
	5,756	5,698	-58	-1.0%	
OTHER COSTS					
Capital financing costs	1,274	1,274	0	0.0%	
Revenue contributions to capital	248	248	0	0.0%	Cost associated with new drone agreed to be purchased
Retention	0	0	0	0.0%	
	1,522	1,522	0	0.0%	
INCOME					
Grants and contributions	-4,659	-4,474	185	-4.0%	Reduced USAR grant income - relating to reduced vehicle maintenance costs
Investment income	-308	-308	0	0.0%	
Other income	-305	-305	0	0.0%	
	-5,272	-5,087	185	-3.5%	
TRANSFER TO/FROM RESERVES					
Transfer from reserves	-650	-452	198		Budget adjusted for the delay in the ESMCP project
Transfer to reserves	0	0	0		
	-650	-452	198		
NET BUDGET	43,072	43,073	0	0.0%	

Key Budget Variances

Budget Heading	Variances £'000	Comment
Full time fire-fighters	-93	
Fire-fighter pension costs	31	
Retained fire-fighters	88	Retained costs are difficult to predict as they are dependent upon turnouts to incidents.
Control Staff	-26	Proposed pay award included at 2% from July, the budgeted increase was 3%.
Corporate staff	-82	Current vacancies including Dir Corp Serv, Clerk, Transformation Team, On-call support officer, DICE officer and TFS posts; with some additional vacancies in prior months. Assumed on budget thereafter.
Travel allowances and expenses	-40	Potential underspend on car allowances
Communications and computing	91	Initial estimates for Amicus help-desk and development cost under-budgetted - to come from reserves or underspends
Other supplies and services	-27	SWCDC savings
	-58	

AVON FIRE AUTHORITY
2019/20 Fire Fighters Pension Fund

	Budget	Outturn	Variance
	£'000	£'000	£'000
Pensions Outgoings			
Pension payments	14,414	14,548	134
Commutations	1,304	1,683	379
Transfers to other schemes		15	15
Other		0	0
Total Expenditure	15,718	16,246	528
Pension Income			
Employee Contributions	-2,334	-2,308	26
Employer Contributions	-5,255	-5,172	83
In year ill health income	-382	-637	-255
Transfer in from other schemes	-50	-50	0
Government Grant	-7,697	-8,079	-382
Total Income	-15,718	-16,246	-528
Net Fund Expenditure	0	0	0

AVON FIRE AND RESCUE AUTHORITY

Reserves Analysis

Reserve	Opening Balance 1 April 2019 £'000	Transfer Out £'000	Transfer In £'000	Closing Balance 31 March 2020 £'000
Earmarked Reserves				
Pension / Budget Pressure Reserve				
PPE Replacement Reserve	140	-140	0	0
Control Resilience Reserve	296		0	296
Premises / H&S Reserve critical works	200	-126	0	74
Pension Reserve	420		0	420
Legal Fees Reserve	100		0	100
Furniture Reserve	20		0	20
Swift Water Rescue Equipment Reserve	100		0	100
Marketing & Communication Reserve	28	-28	0	0
Capital Financing Reserve	587		0	587
Auxiliary Reserve	100		0	100
Medical Intervention	40		0	40
Hydrants Reserve	100		0	100
Operational Fitness reserve	35	-35	0	0
Document Management System reserve	60		0	60
ESCMP Reserve	285	-18	0	267
Procurement Reserve	40		0	40
Equality & Inclusivity Reserve	74		0	74
Strategic Development Software Reserve	10		0	10
Mobile Data Terminal Software Update Reserve	6		0	6
Improvement Programme Reserve	1,480	-105	0	1,375
Transformation Reserve	457		0	457
Invest to Save / Financial Pressures Reserve	1,000		0	1,000
PFI Equalisation Fund	1,540		0	1,540
Unapplied Capital receipts Reserve	5,689		0	5,689
Total Earmarked Reserves	12,807	-452	0	12,355
Working Balance	1,500	0	0	1,500
Total Reserves	14,307	-452	0	13,855

MEETING:	Fire Authority Meeting
MEETING DATE:	18 December 2019
REPORT OF:	Chief Fire Officer / Chief Executive
SUBJECT:	Potential impact of proposed Clean Air Zones

1. **SUMMARY**

The attached report provides an update on the Bath and Bristol Clean Air Zone plans and how Avon Fire & Rescue Service (AF&RS) is addressing compliance requirements. Whilst the General Election (12 Dec 2019) may delay central Government's response &/or approval, we are progressing on the basis of Bristol's Outline Business Case (submitted Nov 2019) and Bath's scheme which will form the basis for the Full Business Case (to be submitted Jan 2020).

2. **RECOMMENDATIONS**

The Committee is asked to note and confirm their outline support for the approach outlined that AF&RS will need to implement to meet Clean Air Zone (CAZ) requirements and commitments as soon as possible within financial constraints and without compromising emergency response. Notably, the anticipated requirement to bring forward capital spending on fleet replacement.

3. **BACKGROUND**

Concern over air quality issues in our cities has now been declared a public health emergency, with research¹ published this week showing that the high levels of air pollution in Bristol contribute to 5 people dying prematurely each week. It also estimates that children born in 2011 in Bristol will die up to 6 months early due to lifetime exposure to air pollution.

The levels of nitrogen dioxide (NO₂) in parts of Bristol and Bath exceed EU and national standards, with the main source being diesel vehicles. To address this, the local authorities have developed plans for Clean Air Zones (CAZ), in consultation with local communities, which will reduce pollution

¹ <https://www.kcl.ac.uk/news/lifetime-exposure-to-air-pollution-could-shorten-childrens-lives>

levels in the shortest possible time. Key aspects of the schemes, including specific Emergency Service considerations, are summarised below:

	Bath	Bristol
Scheme	<ul style="list-style-type: none"> • Class C CAZ across Bath city centre • Introduction from late 2020 • Non-compliant vehicles charges: £100/day (bus, coach, HGV) & £9/day (taxi, van, LGV) • Exempt: All cars; Euro 6 diesel, Euro 4-6 petrol, electric & hybrid commercial vehicles 	<ul style="list-style-type: none"> • Hybrid scheme combining a wider area Class C CAZ & a city-centre ban on all private diesel cars from 07:00-15:00 every day • Introduction by end March 2021 • Charges & exemptions in wider CAZ, as for Bath
Stage of scheme	<ul style="list-style-type: none"> • Outline Business Case approved • Due to submit Full Business Case to DEFRA & DfT by Dec 2019 	<ul style="list-style-type: none"> • Outline Business Case submitted to DEFRA & DfT in Nov 2019
AF&RS sites within scheme area	<ul style="list-style-type: none"> • Bath Fire Station 	<ul style="list-style-type: none"> • Temple Fire Station is within the CAZ & diesel car ban area • Bedminster Fire Station on edge of the Class C CAZ
Emergency Services Exemptions	<ul style="list-style-type: none"> • A Memorandum of Understanding (MOU) signed with B&NES gives concessions for non-compliant emergency vehicles until 1 Jan 2025 • Concession is subject to compliant emergency vehicles being stationed at Bath Fire Station from start of scheme 	<ul style="list-style-type: none"> • Permanent exemption from charges for emergency response vehicles • No further detail or MOU to date

Both schemes will also include a package of measures to lessen the impact of the zone on the community, and to support a shift to cleaner transport such as:

- A scrappage scheme
- Freight consolidation
- Loans and grants
- Bus improvements

3.1 **WHAT DOES THIS MEAN FOR AF&RS?**

As a frontline public sector organisation with the mandate to make our communities safer, AF&RS recognises its duty to take responsibility and play our part in reducing pollution from our predominantly diesel fleet. The MOU signed with B&NES (& other Emergency Service Providers) sets out how each Emergency Service will demonstrate leadership to address air quality issues and manage fleets in order to reach compliance in the shortest possible time, within financial constraints and without compromising emergency response.

Under the MOU, AF&RS is granted a concession to allow the following vehicles to enter the Bath CAZ without charge until 1 January 2025, subject to AF&RS stationing compliant vehicles at Bath Fire Station from commencement of the CAZ charging scheme in in late 2020:

- Front-line vehicles including standard appliances such as fire engines and specialist vehicles
- Ancillary and essential response vehicles used to transport personnel to incidents, to provide support at incidents and to maintain effective service operation
- Vehicles used under mutual aid agreements with neighbouring services
- Vehicles used by voluntary organisations working to support AFRS at emergency incidents & at planned events

The Outline Business Case submitted by Bristol City Council (BCC) for the Bristol CAZ provides a permanent exemption for emergency service vehicles from charges 'to minimise impacts to essential services'. However, all exemptions and concessions will be considered further by BCC in liaison with Central Government to ensure consistency between CAZ schemes. As there are now established precedents for time-limited exemptions for emergency service vehicles in both the London ULEZ and Bath CAZ, we need to consider that the Bristol CAZ scheme might be revised to take a similar approach.

3.2 **MEETING THE CHALLENGE**

A review of our fleet was undertaken in 2018 by the Energy Savings Trust to understand compliance with CAZ requirements, identify where low emissions vehicles may be appropriate and opportunities for more effective use of our fleet. This showed that 59% of our fleet (including front-line, ancillary and essential car user scheme) was already compliant with a Class C CAZ. However, this did not take account of the diesel car ban proposed by Bristol, which would affect staff using their own vehicles under the Essential and Casual Car Schemes, for detached duties and for commuting.

The approach we are taking to meet the CAZ challenge includes:

- Revision of the Fleet Strategy and Capital Replacement programme in line with operational requirements, financial constraints and CAZ compliance requirements, which is likely to require capital spending to

be brought forward. The Fleet Manager will present details of this in due course and will include both front-line and ancillary fleet vehicles.

- Current procurement of 7 B Type appliances (Euro VI diesel), compliant with the CAZs.
- Involvement in the R&D of zero emissions fire appliances, in partnership with other FRS and a fire appliance manufacturer.
- Use of low/zero emissions vehicles, for example the purchase of 2 new electric vans for the Community Fire Safety team and use of electric and hybrid Co Wheels car club vehicles.
- On-going liaison with local authorities, other emergency services and organisations to maximise collaboration, share experience and keep abreast of support mechanisms. Whilst we remain committed to meeting our CAZ compliance commitments, some of the high-value specialist vehicles are not due for replacement within the time-limited exemption period, which will require further discussion and agreement with B&NES.
- Review of our policies and practices regarding detached duty and Essential Car User vehicles
- Keeping staff informed and reducing vehicle use where possible, through e.g. car club membership, cycling incentives and facilities, flexible working practices.
- Considering additional support mechanisms for staff (Essential and non-Essential car users) with diesel cars who need to travel in and out of the Bristol diesel ban area.

4. CONSIDERATIONS

4.1. Contribution to Key Policy Priorities

a) Environmental Policy

Working towards a lower emission fleet will meet policy commitments

b) Avon Fire Authority Climate Change Declaration

Underpinning our commitment to tackle both the causes and consequences of climate change.

c) Service Plan 2019 - 2022

Objectives for 2019 – 2022

4.2. Financial Implications

Medium Term Financial Plan

Identifying efficiencies and delivering savings in our fuel budgets. May require capital expenditure on fleet to be brought forward in order to meet CAZ compliance commitments

4.3. Legal Implications

None.

4.4. Equality & Diversity Implications

To be reviewed as part of each potential measure whereby staff are affected by the CAZ requirements & diesel car ban.

4.5. Corporate Risk Assessment

None.

4.6. Environmental/Sustainability Implications

Key subject matter of the report

4.7. Health & Safety Implications

None.

4.8. Crime & Disorder Implications

None.

5. **BACKGROUND PAPERS**

None.

6. **APPENDICES**

None

7. **REPORT CONTACT**

Annabel Harford, Environmental Manager, ext 350

MEETING:	Fire Authority
MEETING DATE:	18th December 2019
REPORT OF:	Chief Fire Officer / Chief Executive
SUBJECT:	Grenfell Tower Fire Update

1. SUMMARY

This report highlights the work that has been conducted by Avon Fire and Rescue Service following the tragic events of the Grenfell Tower Fire on 14th June 2017. The report also provides information concerning the actions now being undertaken by the Service following the release of the Grenfell Tower inquiry Phase 1 report on the 30th October 2019

2. RECOMMENDATIONS

The Fire Authority is asked to note the report.

3. BACKGROUND

- 3.1. The fire at Grenfell Tower on 14th June 2017 tragically took the lives of 72 people and affected many hundreds of lives more widely (including those of residents, families, the community and responders). Whilst fire and rescue services are trained to respond to fires in residential high-rise buildings, the incident on the 14th June 2017 was of a scale and rapidity along with unusual fire-behaviour to be considered as unprecedented. It could also be considered that the failure of the building’s fire safety measures prevented the building from performing in the way which the responding crews would be used to.
- 3.2. This created a set of conditions not previously experienced by the Brigade and provided a unique challenge for London Fire Brigade and its partner emergency services who responded on the night.

AFRS Initial response

- 3.3. Following the tragic events of the 14th June the service embarked on a large number of reassurance visits to all residential high-rise premises across the authority area. Bristol saw the largest number of visits due to the number of high-rise properties that are situated here. These visits involved multi-agency partners from Local Authority, local councillors and some members of Parliament (MP's).
- 3.4. Operational staff along with members of the Technical Fire Safety (TFS) team visited the properties and engaged with residents and conducted Home Fire Safety Visits and provided technical advice on fire safety regulations. In the 2 weeks after the fire all local authority and a large number of private residential high-rise premises were visited. This amounted to over 100 visits.
- 3.5. At the same time as these visits, the TFS team working in conjunction with the National Fire Chiefs Council (NFCC) gathered information on all High Rise (Above 18 metres) residential premises in the Avon area where cladding was considered to be a potential issue.
- 3.6. The team immediately set about conducting Fire Safety Audits and worked closely with partners and building owners to put plans and processes in place as an interim to manage the potential risks.
- 3.7. Operationally we ensured that any information relating to the premises was shared with our operational crews and colleagues in control. The service's firefighting High Rise procedures were reviewed and additional appliances were added and continue to be on the Pre-determined Attendance (PDA) to these premises.
- 3.8. Through close working with the NFCC and the Ministry Housing Communities Local Government (MHCLG) as a service we have been engaging in a number of document and policy reviews at national level, metro housing groups specifically looking at High rise and regional engagement with protection colleagues across the South West.

Hackitt Review

- 3.9. In December 2017 Dame Judith Hackitt published her interim report into the review of Building Regulations. The report was commissioned following a request from the then secretary of state for the Department of Communities and Local Government (DCLG) and the then Home Secretary.
- 3.10. The report described the regulatory system covering High Rise and complex buildings as not fit for purpose. The keys issues underpinning the system failure include ignorance, indifference, lack of clarity on roles and responsibilities and inadequate regulatory oversight and enforcement tools.

3.11. The report made a large number of recommendations which when implemented will see major changes to the way buildings are regulated during their life-cycle. As a Service we will, in conjunction with our regulatory partners and the NFCC implement any recommendations as appropriate.

Grenfell Tower Enquiry Phase 1 Report

3.12. The Rt Hon Sir Martin Moore-Bick the enquiry chairman released his Phase 1 report on 30th October 2019. Phase 1 of the enquiry was concerned with investigating the cause of the fire, its subsequent development and the steps taken by the London Fire Brigade (LFB) and the other emergency services in response to it.

3.13. The report covers many areas and makes the following recommendations in relation to:

- *The information made available to fire and rescue services about the materials and methods of construction used in the external walls of high-rise residential buildings.*
- *The arrangements made by the LFB to discharge its duties under section 7(2)(d) of the Fire and Rescue Services Act 2004.*
- *The availability of plans of high-rise residential buildings to local fire and rescue services and the provision of premises information boxes in high-rise residential buildings.*
- *The regular inspection and testing of lifts designed for use by firefighters.*
- *Communication between the LFB control room and the incident commander.*
- *The way in which fire and rescue services handle emergency calls.*
- *The LFB's command and control procedures and use of resources, in particular the capture of information from crews returning from deployments and the sharing of information between the LFB control room, the incident commander and the bridgehead.*
- *The communication equipment available to the LFB for use by crews deployed in firefighting and rescue operations in high-rise buildings.*
- *The evacuation of high-rise residential buildings, including the provision of equipment enabling firefighters to send an evacuation signal to the whole or a selected part of the building.*
- *The provision of fire safety information to residents of high-rise residential buildings and the marking of floor levels in lobbies and staircase landings.*
- *The inspection of fire doors and self-closing devices.*
- *Aspects of co-operation between the emergency services.*

AFRS Response to the Phase 1 Report

- 3.14. Following the release of the report the Services Risk intelligence Unit have studied the report and have identified key members of staff across the service that are now responsible for completing a Gap Analysis against the recommendations. Each lead Officer will complete the analysis and identify any areas in which we as a service require action.
- 3.15. Whilst we acknowledge there are specific recommendations relating to the LFB it is important that we check our own procedures and complete the Gap Analysis.
- 3.16. The time frame for the completion of this Gap analysis has yet to be finalised but work has already started and the department heads are meeting on the 18th December to continue this work. Once the gap analysis has been completed a full paper will be presented to the Performance Review and Scrutiny Committee (PRSC).
- 3.17. The service will not do this in isolation and will work with the NFCC to implement any changes both at a local and national level where required.
- 3.18. Members will need to be aware that Phase 2 of the enquiry, which starts next year, will focus on a large number of issues and the service will also need to be mindful of any recommendations from this phase and the impact it may have on ourselves and the national fire and rescue service.

4. REPORT CONTACT

Steve Quinton, Group Manager (Risk Reduction), extension 278

MEETING:	Fire Authority
MEETING DATE:	18th December 2019
REPORT OF:	Chief Fire Officer / Chief Executive
SUBJECT:	Statutory Officers – recruitment process update

1. **SUMMARY**

This report provides an update on work undertaken by the Human Resources (HR) Team in relation to the recruitment of a Clerk/Monitoring Officer and Treasurer.

2. **RECOMMENDATIONS**

- 2.1 The Authority are asked to affirm their support for the recruitment and appointment of Statutory Officers (Clerk/MO and Treasurer) and to note the progress made to date by the previous Employment Committee.
- 2.2 That the interim arrangements currently provided by the Deputy Monitoring Officer are temporarily extended until the permanent Clerk/MO appointment has been made.
- 2.3 That the interim arrangements currently provided by the Interim Treasurer are temporarily extended until the permanent Treasurer appointment has been made.

3. **BACKGROUND**

- 3.1. The recruitment process of the Clerk/Monitoring Officer (MO) & the Treasurer commenced prior to the sign-off and adoption of the new Avon Fire Authority constitution and committee structure.
- 3.2. Both roles were duly advertised nationally and shortlisting was conducted by Elected Members of the Employment Committee (as it was then named) on 1st November.
- 3.3. The People and Culture Committee will now hence pick up the responsibility of the appointment of the two Statutory Officers as per the agreed Terms of Reference.

- 3.4. As requested officers are exploring the potential for either a direct part-time employment model or a partnership (provision of services) model with other Local Authorities.

Treasurer

- 3.5. None of the applications received for the role of Treasurer were suitable as they did not meet all of the criteria deemed essential for the role. The Employment Committee Panel hence requested that specialist recruitment agencies be appointed to source suitable candidates and for the role to be re-advertised.
- 3.6. A number of specialist agencies were contacted and are currently providing CVs for potential candidates. The advert was submitted to the National Fire Chief's Council (NFCC) website in the week commencing 18th November 2019; there was a delay in the advert being uploaded by the NFCC and HR took action to ensure this was published as soon as possible. The advert has also been placed on LinkedIn and on the Avon Fire & Rescue Service website.
- 3.7. Applications/CVs will be shortlisted by Elected Members of the People & Culture Committee on 18th December 2019. Interviews will also be conducted, at a date to be agreed, by Members of the People & Culture Committee in accordance with their Terms of Reference.
- 3.8. The CFO and HR Manager will assist as advisors to the panel, in accordance with the Constitution for the appointment of Statutory Officers.
- 3.9. Interim arrangements to ensure cover is maintained for this post will need to be made whilst the recruitment process is completed. It is considered appropriate that the Interim Treasurer is temporarily extended in the role until the post is substantively filled by the recruitment process identified.

Clerk/Monitoring Officer

- 3.10. Only one of the applications for the role of Clerk/MO was suitable during shortlisting; a high calibre candidate who is not available until May 2020. The Employment Committee Members requested for this candidate to be 'held' whilst HR sought further applications in an attempt to widen the pool of candidates for consideration.
- 3.11. The Clerk/MO role has since been re-advertised on the NFCC website, LinkedIn and on the Avon Fire & Rescue Service website. Additionally, it has been advertised on the Lawyers in Local Government (LLG) website.
- 3.12. The role will not be re-advertised on Indeed as, when it was advertised previously on the job boards, it prompted a significant number of applications, none of which met any of the essential criteria for the role.

- 3.13. Shortlisting and interviews will be conducted by Members of the People & Culture Committee in accordance with their Terms of Reference. The CFO and Human Resources (HR) Manager will assist the panel, in accordance with the Constitution for the appointment of Statutory Officers.
- 3.14. Interim arrangements to ensure cover is maintained for this post will need to be made whilst the recruitment process is completed. It is considered appropriate that the Deputy Monitoring Officer is temporarily extended in the role until the post is substantively filled by the recruitment process identified.

4. CONSIDERATIONS

4.1. Contribution to Key Policy Priorities

The work detailed within this report enables the Service to meet its responsibilities to the community and workforce as outlined within the Service Plan and to meet its statutory duties.

4.2. Legal Implications

Both appointments are statutory roles in accordance with the Fire Authority's Constitution and local government legislation along with the Equality Act.

4.3. Equality & Diversity Implications

A number of HR work streams have equality & diversity implications including positive action for recruitment, reasonable adjustments under the Equality Act for those with disabilities or significant health considerations and ensuring any direct or indirect discrimination or bias in any of our processes, practices or policies are appropriately identified and addressed.

4.4. Health & Safety Implications

None

5. BACKGROUND PAPERS

None

6. APPENDICES

None

7. REPORT CONTACTS

Alison Short, Senior HR Advisor, extension 241
Karen Shiel, HR Manager, extension 349