



15 May 2012

**(1) MEMBERS OF THE AVON FIRE AUTHORITY**

Councillors Abraham, Alexander, Ann, Ball, Barrett (C), Barrett (N), Bell, Cave, Comer, Cook, Cranney, Davies, Drew, Gregor, Hale, Holbrook, Hugill, Jackson, Judd, Marter, Martin, Sandry, Stone, Townsend and Walker.

**(2) APPROPRIATE OFFICERS**

**(3) PRESS AND PUBLIC**

Dear Member

You are invited to attend the Annual General Meeting of the Fire Authority being held at **2.00pm on Friday 25 May 2012**. The meeting will be held in Conference Room 1, Avon Fire and Rescue Service HQ, Temple Back, Bristol.

The Agenda is set out overleaf.

Yours sincerely

Geraldine Gee  
**Clerk 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:**

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

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

The appended supporting documents are identified by agenda item number.

### **Emergency Evacuation Procedure:**

- The fire alarm or notification of any other threat is a continuous siren.
- In such cases Members must leave the building by the nearest exit.
- In the event of explosion or smoke where controlled evacuation is not possible, Members must follow fire exit signs.
- All corridors are lit with emergency lighting.
- The assembly point is the Station Drill Yard at the rear of the Brigade Headquarters complex.

### **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.

## **A G E N D A**

- 1 ELECTION OF CHAIR FOR THE COMING YEAR**
- 2 ELECTION OF VICE CHAIRS FOR THE COMING YEAR**
- 3 APOLOGIES FOR ABSENCE** (Members are reminded there is no power to appoint substitutes on the Avon Fire Authority)
- 4 EMERGENCY EVACUATION PROCEDURES** – The Chair will draw attention to the emergency evacuation procedures as set out in Note 4 appearing on page 2 of this release.
- 5 DECLARATION OF INTERESTS**  
The Chair will draw attention to the requirements of the Code of Conduct as set out in note 5 appearing on page 2 of this release.
- 6 MINUTES OF AVON FIRE AUTHORITY HELD ON 30 MARCH 2012**
- 7 PUBLIC ACCESS** (Time Limit – 30 minutes)  
Under Standing Order 21 and providing 2 clear working days notice has been given to the Clerk, any resident of Bristol, South Gloucestershire, Bath and North East Somerset or North Somerset Council may address the Avon Fire Authority (for no more than 5 minutes) to present a petition, make a statement, or as leader of a deputation.
- 8 APPOINTMENT OF COMMITTEES FOR 2012-13**
- 9 APPOINTMENT OF REPRESENTATIVES ON OTHER BODIES**
- 10 GOVERNANCE REPORT OF THE MONITORING OFFICER**
- 11 AVON FIRE AUTHORITY: A LIVING WAGE EMPLOYER**
- 12 GREAT WESTERN AMBULANCE SERVICE PARTNERSHIP UPDATE**
- 13 INTEGRATED RISK MANAGEMENT PLAN (IRMP)**
- 14 RISK PLANNING UPDATE**
- 15 SICKNESS ABSENCE UPDATE**
- 16 PERFORMANCE AND RISK MANAGEMENT UPDATE**
- 17 COMMUNITY SAFETY – AGEING SAFELY**
- 18 FIRES & OTHER INCIDENTS – MARCH & APRIL 2012**

## **AVON FIRE AUTHORITY**

**30 MARCH 2012**

**PRESENT:** Councillors Abraham, Ann, Alexander, Barrett (C), Barrett (N), Comer, Cranney, Davies, Drew, Gregor, Hale, Holbrook, Hugill, Jackson, Marter, Sandry, Stone, and Walker.

### **84 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Ball, Bell, Cave, Cook, Judd, Martin and Townsend. A letter is to be sent on behalf of the Fire Authority to Cllr Ball wishing her a speedy recovery.

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

**86 DECLARATION OF INTERESTS** – The Chair drew attention to the requirements of the Code of Conduct as set out in the Agenda. Cllr Cranney declared an interest in item 88 – public access.

### **87 MINUTES OF AVON FIRE AUTHORITY HELD ON 10 FEBRUARY 2012**

**RESOLVED** that the minutes be agreed as a true record and signed by the Chair.

### **88 PUBLIC ACCESS**

Mr Barry Turner addressed the Fire Authority making a statement on behalf of the Oldbury-on-Severn Parish Liaison Group (PLG) to deal with a Wind Turbine Development which has a direct impact on the communities of Rockhampton, Hill and Oldbury-on-Severn. Research and enquiries have taken place during the last two years with fire related and health and safety issues remaining a concern to the parishioners. No formal consultation has taken place with local emergency planners and there are contamination concerns. A written statement was received by the Authority and passed to the CFO/CE for consideration and appropriate action.

The CFO/CE made a statement about the current fuel situation. Assurance was given about our own internal fuel contingency plans. Query raised about the storage of fuel and the issues around decanting of fuel. The CFO/CE outlined the regulations and reported that we have issued a press statement about fuel storage to the public.

### **89 CAPITAL PROGRAMME & REVENUE MONITOR 2011-12**

Members considered the report outlining the 3<sup>rd</sup> assessment of the forecast outturn position on both the revenue and capital budgets which also provided an update on other financial issues. Cllr Marter raised a query on fire control funding

and asked why Avon was unsuccessful, what reasons have been given and what were the future implications? The CFO/CE updated on current dialogue with DCLG that occurred this week. Three authorities not supported were all bids to do control on stand-alone basis and not working in conjunction/amalgamating with other FRS. Personnel working on amending our bid to the DCLG which is hoped will be successful in June 2012.

Discussion took place on helicopter project and request sought for confirmation of the loss of fire fighter jobs. CFO/CE reported that a paper would be brought to the FA in September to discuss this matter more fully.

Cllr Marter queried the proposed disposal of the midi appliances. The CFO/CE advised that extensive evaluation in a variety of locations had been carried out. The approach to contingency planning arrangements had also been reconsidered. It was also reported that new, smaller front line appliances with greater capability had recently become available. On this basis, the preferred option has considered to be disposal of the vehicles to another FRS, and to use the capital receipt to fund the purchase of the newer vehicles.

**RESOLVED** that

- i) Members noted the report, the underspend and savings captured;
- ii) Members approved the disposal of up to 3 midi appliances with a reserve value of £60,000 each.

## **90 CAPITAL PROGRAMME 2012-15, PRUDENTIAL INDICATORS AND TREASURY MANAGEMENT STRATEGY AND PLAN 2012-15**

Members received a report reviewing the draft Capital Programme until 2015, together with the proposed funding and prudential indicators.

**RESOLVED** that

- i) The report be noted;
- ii) Members agreed the Capital Programme 2012-13 and 2014-15 and the proposed funding;
- iii) Members considered and approved the affordability and impact of its capital investment and option appraisal decisions as detailed with the Prudential Code indicators;
- iv) Members approved the Treasury Management Policy Statement;
- v) Members approved the Treasury Management Strategy and Plan 2012-15 and the relevant indicators.

## **91 THE LOCALISM ACT 2011: IMPLICATIONS FOR AVON FIRE AUTHORITY**

Members received a report outlining the Localism Act 2011 which amends many provisions of previous Local Government legislation and in particular the Local Government Act 2000. The paper outlined the implications for Avon Fire Authority arising from the Act.

**RESOLVED** that

- i) Members noted the implications for fire authorities contained in the Localism Act;
- ii) Members approved the retention for the current Register of Interests until such time as there may be Regulations published relating to pecuniary interests.

## **92 REVIEW OF CHARGES**

Members approval was sought to the charges to be levied by the Authority as part of Section 19 of the Fire and Rescue Services Act 2004. Cllr Marter raised the issue of claiming for malicious calls; the Crown Prosecution Service can set charges to be made and for us to recover costs. CFO to investigate further.

**RESOLVED** that

- i) Members approved the charging structures set out in Appendices 1 and 2 with effect from 1 April 2012;
- ii) The charges be levied in full in all cases but power be delegated to the Chief Fire Officer to remit the whole or part of the charge if, in all the circumstances he considers it appropriate to do so in any case.

## **93 THE LOCALISM ACT 2011 – PAY POLICY STATEMENT 2012-13**

The Authority is required under the Localism Act 2011 to prepare a Pay Policy Statement which states the Authority's policy towards a range of issues relating to the pay of its workforce. This statement needs to be published by 31 March 2012. Cllr Jackson enquired whether a one-off payment of £250 could be paid to those on the lowest wages scale. The CFO reported that this could be considered and Cllr Comer requested that Management look at the minimum pay levels and consider the impact.

**RESOLVED** that Members noted the report, approved the Pay Policy Statement and agreed to its publication in accordance with the Localism Act 2012.

## **94 THE LOCALISM ACT – THE AMENDED STANDARDS REGIME**

Members considered an update on the fundamental changes to the system of regulation of standards following the issue of the Localism Act. The date of the changes is proposed to be 1 July 2012.

**RESOLVED** that

- i) the report be noted;
- ii) Members to receive a further report with detailed recommendations and proposals at its AGM in May, to enable the Authority to comply with the coming into force on 1 July 2012 of the provisions of the Localism Act 2011 regarding members' conduct;

- iii) Members authorised the clerk to the Authority to advertise for the appointment of one Independent Person and one reserve;
- iv) A panel to be appointed comprising three Group Leaders to interview candidates and to make a recommendation to the Authority on 25 May 2012 for appointment;
- v) Approval given of a payment of a retainer fee to the Independent Person and Reserve, and the reimbursement of reasonable expenses, and to authorised the Clerk to the Authority to determine the amount of the fee and the basis of reimbursement in consultation with the Chairman of the Authority.

**95 APPOINTMENT OF DEPUTY MONITORING OFFICER**

Members considered a report providing information on the role of the Deputy Monitoring Officer.

**RESOLVED** that Lorraine Houghton be appointed as the Deputy Monitoring Officer.

**96 GOVERNANCE STRATEGY 2012-15**

Members considered a report outlining the Governance Strategy 2012-15 and the approach to be taken when carrying out the requirements of the CIPFA/SOLACE Good Governance Framework.

**RESOLVED** that

- i) the report be noted;
- ii) Members adopted the Governance Strategy 2012-15.

**97 GAMBIA & AVON FIRE SERVICES IN PARTNERSHIP (GAFSIP) UPDATE**

Members received a report updating on the ongoing work of the partnership.

**RESOLVED** that

- i) Members noted the report;
- ii) Members continue to support the donation of redundant appliances and equipment and the work of the partnership;
- iii) Members authorised Councillor Drew to visit the Gambia, together with the Chief Fire Officer, to represent the Authority in an official capacity.

**98 RISK PLANNING UPDATE**

Members considered an update on the current developments and initiatives taking place in relation to risk planning and civil contingencies.

**RESOLVED** that

- i) the report be noted;
- ii) Members to receive further progress reports on the issues identified; and
- iii) Members endorsed and supported the work being developed in the risk planning area.

#### **99 SICKNESS ABSENCE UPDATE**

Members considered a report providing an update on the current position in relation to sickness absence and Attendance Management.

**RESOLVED** that the report be noted.

#### **100 PERFORMANCE AND RISK MANAGEMENT UPDATE**

Members considered an update on the work being undertaken in relation to performance, corporate risks and community risks.

**RESOLVED** that the report be noted.

#### **101 EQUALITY ACT AND DUTY 2012**

Members considered a report outlining the preparations for the implementation of the Equality Act 2010. The report highlighted the legal duty to prepare, publish and measure equality objectives.

**RESOLVED** that

- i) Members noted the report;
- ii) Members endorsed and supported the preparations to publish equality objectives by 6 April 2012 and every four years after that;
- iii) Members approved the recommendation to ensure that the objectives are specific and measurable and set out how progress towards the objectives will be measured;
- iv) Members approved the publication of the engagement in developing the equality objectives, to consider its published equality information before preparing and publishing these objectives and to publish the objectives in a reasonably accessible format either as an individual document or as part of another report.

#### **102 FIRES & OTHER INCIDENTS – JANUARY & FEBRUARY 2012**

Members received a report outlining the significant incidents of note occurring during January and February 2012.

**RESOLVED** that the report be noted.

**103 PRESENTATION TO DCFO JERRY O'BRIEN**

The Chair awarded DCFO O'Brien with a certificate and thanked him for his work undertaken in Avon FRS and also nationally. He wished him well in his retirement.

**104 EXCLUSION OF PRESS AND PUBLIC** To resolve:

"That the public be excluded from the meeting during the following items of business on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public are present during these items there will be a disclosure to them of exempt information as defined in Section 100 I and Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972."

**105 PROVISION OF PREMISES CLEANING SERVICES**

Members received a report seeking a decision in relation to the provision for the Premises Cleaning Contract from 1 November 2012.

**RESOLVED** that

- i) Members approved the basis of the evaluation;
- ii) The award of the contract be given to Regent Cleaning Company from November 2012.

The meeting closed at 16:09

.....  
Chair

**AVON FIRE AUTHORITY**

MEETING:	<b>AVON FIRE AUTHORITY</b>
MEETING DATE:	25 May 2012
REPORT OF:	Clerk to the Fire Authority
SUBJECT:	Appointment of Committees for 2012/13

**SUMMARY**

To appoint Members to the Committees of the Fire Authority and to certain other bodies for 2012/13.

**RECOMMENDATIONS**

- i) That the Authority confirms the powers delegated to the Appointments Committee, Standards Committee and the Disciplinary Committee, and to the Special Purposes Committee.
  - ii) That the Authority determines the membership of the Special Purposes and Appointments Committees respectively for 2012/13.
  - iii) That the Authority appoints Members to the Standards Committee for 2012/13.
  - iv) That the constitution of the Disciplinary Committee be confirmed.
  - v) That the Authority appoints one Member from each political group to the Performance & Risk Management Forum.
  - vi) That the Authority appoints one Member from each political group to the Equality & Fairness Forum.
  - vii) That the Authority appoints one Member from each political group to the Health, Safety & Welfare Forum.
  - viii) That the Authority appoints one Member to the Joint Development Forum.
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## **CONTENTS**

### **BACKGROUND**

The standing Committees of the Fire Authority are the Special Purposes Committee, the Standards Committee and the Appointments Committee.

From time to time Members may be required to deal with disciplinary hearings and appeals. The Special Purposes Committee's Terms of Reference provide for it "to determine appeals under disciplinary or grievance procedures." Thus that Committee deals with any appeal (or final appeal) to Members.

In some cases, however, it may be necessary for a matter to come before Members on two possible occasions. In these cases a separate Disciplinary Committee comprising of those Members of the Appointments Committee who are not also Members of the Special Purposes Committee would hear the case with any subsequent appeal being determined by the Special Purposes Committee.

### **REVIEW OF REPRESENTATIVE OF POLITICAL GROUPS AND COMMITTEES**

Under the provisions of Part I of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 (as amended) the Authority is required to review the number of seats on Committees etc required to be allocated to political parties and to make appointments in accordance with the requirements of the Act and Regulations.

Based on the provisional political representation on the Authority at the time this report was written, the allocation of seats on current Committees to each political group on the Authority is set below. The final allocation of seats and the names of the Members appointed to the Authority will be confirmed at the meeting. Members will recall that both Bristol and North Somerset Councils make annual appointments to the Authority and BANES and South Gloucestershire Council have hitherto made appointments for four years.

The 1989 Act generally requires appointments to Committees to be such that the number of seats allocated to each political group bears the same proportion to the proportion on the Authority itself. Under Section 17 of the Act the Authority may adopt alternative arrangements in relation to these appointments (and may wish to consider such at this meeting) but any such alternative arrangements have to be passed by the Authority without any Member voting against.

## COMMITTEES FOR 2012/13

The Authority is requested to appoint Members to the Appointments Committee and the Special Purposes Committee for 2012/13.

Seats allocated to each political group on the basis of the provisional assessment of political representation is as follows:-

	<b>Special Purposes Committee</b>	<b>Appointments Committee</b>
Conservative Group	1	4
Liberal Democrat Group	1	3
Labour Group	1	1

Membership of the Committees for 2011/12 were as follows:

### **Special Purposes Committee**

Councillor T Walker  
Councillor S Cook  
Councillor C Davies

### **Standards Committee**

Councillor W Sandry  
Councillor S Townsend  
Councillor B Hugill  
Councillor T Marter  
Councillor L Alexander  
Mr C Williams        )  
Ms P Roberts        ) Lay members  
Mr W Hendy         )

### **Appointments Committee**

Councillor C Davies  
Councillor T Walker  
Councillor S Cook  
Councillor W Sandry  
Councillor S Townsend  
Councillor C Barrett  
Councillor A Hale

## **Performance & Risk Management Forum**

The Performance & Risk Management Forum covers both performance related issues and the development and progression of Integrated Risk Management Plan.

The agreed representation is one Member from each of the three political groups. Membership of the Forum in 2011/12 was:

Councillor C Jackson  
Councillor M Bell  
Councillor T Marter

### **Equality and Fairness Forum**

The Authority has created a Member/officer Working Group to work with representatives of the Trade Unions and others to ensure that equality and fairness is maintained throughout the Service.

The agreed representation is one Member from each of the three political groups. Membership of the Forum in 2011/12 was:

Councillor C Martin  
Councillor B Hugill  
Councillor N Barrett

### **Health, Safety and Welfare Forum**

The Health, Safety and Welfare Forum assists the Authority in the performance of its statutory functions in these areas, to measure performance against targets, to encourage improvements and to address and inform on priorities.

The Forum comprises of Members and Officers and other stakeholders. The agreed representation is one Member from each of the three political parties. Membership of the Forum in 2011/12 was:

Councillor W Sandry  
Councillor P Judd  
Councillor R Stone

### **Joint Development Forum**

The Joint Development Forum provides an information exchange on Learning & Development matters throughout the organisation in partnership with Union Learning Funds. As part of its pledge, the Authority agreed that one Elected Member would champion the work undertaken by the Forum. For 2011/12, the Members appointed to the Forum was Cllr S Comer.

### **Terms of Reference**

Copies of Terms of Reference of the various Committees and Forums are available on the website: <http://www.avonfire.gov.uk/Avon/fire-authority-home/meetings-committees-and-forums>

**CONSIDERATIONS**

**CONTRIBUTION TO KEY POLICY PRIORITIES**

None

**FINANCIAL IMPLICATION**

None

**LEGAL IMPLICATIONS**

The main legal implications are set out on page 2 of the report.

**DIVERSITY IMPLICATIONS**

None

**CORPORATE RISK ASSESSMENT**

None

**ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS**

None

**HEALTH & SAFETY IMPLICATIONS**

None

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

**AVON FIRE AUTHORITY**

MEETING:	<b>AVON FIRE AUTHORITY</b>
MEETING DATE:	25 May 2012
REPORT OF:	Clerk to the Fire Authority
SUBJECT:	Appointment of Representatives on Other Bodies

**SUMMARY**

To consider the Fire Authority's representation on the Local Government Association, South West Provincial Council, the South West Council.

**RECOMMENDATION(S)**

- i) That the Authority appoints its representative on the Local Government Association for the forthcoming year.
- ii) That the Authority appoints its representative on the South West Council for the forthcoming year.
- iii) That the Authority appoints its representative on the South West Council Employers Panel for the forthcoming year.
- iv) That the Authority appoints a Director to South West Fire Control Service Limited and notes and approves a substitute.

**BACKGROUND****Local Government Association – Fire Commission**

The Authority is invited to appoint one representative to the LGA (including the Fire Commission) for the forthcoming year. The Authority's current representative is Councillor Peter Abraham.

**South West Council**

The Authority is invited to appoint one representative to the South West Council for the forthcoming year, which meets twice a year. The Authority's current representative is Councillor Hugh Gregor and the next meeting is scheduled for 5 July 2012.

**South West Council – Employers' Panel**

The Authority is invited to appoint one representative to the South West Council's Employers' Council for the forthcoming year, which meets twice a year. The Authority's current representative is Councillor Tim Marter and the next meeting is scheduled for 20 September 2012.

### **South West Fire Control Limited**

Following the dissolving of the Regional Control Centre project, the company is also in the process of being dissolved, but in order to complete this work, an appointed Board is required for 2012/13. Accordingly the Authority should appoint a Director to see through the work to conclusion, and as before note and approve the substitute Director appointed by the Director, acting from time to time as an alternative director on South West Fire Control Ltd, and that this constitutes approval for the purpose of the Authority's indemnity of Members policy.

Current Membership from Avon to the Board is:

Councillor P Abraham  
Councillor C Barrett (substitute)

### **CONSIDERATIONS**

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

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

#### **FINANCIAL IMPLICATION**

None

#### **LEGAL IMPLICATIONS**

None

#### **DIVERSITY IMPLICATIONS**

None

#### **CORPORATE RISK ASSESSMENT**

None

#### **ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS**

None

#### **HEALTH & SAFETY IMPLICATIONS**

None

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

**AVON FIRE AUTHORITY**

<b>MEETING:</b>	AVON FIRE AUTHORITY
<b>MEETING DATE:</b>	25 May 2012
<b>REPORT OF:</b>	Clerk to the Authority
<b>SUBJECT:</b>	Governance Report of the Monitoring Officer

**SUMMARY**

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

**RECOMMENDATIONS**

1. That the report be noted
2. Standing Orders be approved and adopted
3. Financial Regulations be approved and adopted
4. (i) The Scheme of delegations to Officers be approved as amended  
(ii) Powers be delegated to officers in accordance with the Scheme
5. The Committee Terms of Reference be approved for the following committees:
  - (i) Special Purposes Committee
  - (ii) Standards Committee
  - (iii) Appointments & Disciplinary Committee
6. The following Policies Guidance and Strategy be approved and adopted by the Authority
  - (i) Conduct & Probity in the Public Service Guidance
  - (ii) Anti-fraud and Anti-Corruption Strategy & Response Plan
  - (iii) Confidential Reporting Code and Guidance
  - (iv) Protocol for Member / Officer Relations
  - (v) Indemnities for Members and Officers
7. The Guidance on Risk Management be noted.
8. That the Clerk and Monitoring Officer be authorised to take any required action to implement the recommendations.

## **CONTENTS**

### **BACKGROUND**

The Authority is required to have in place a proper and robust system of governance. Whilst all Authority matters must be conducted against a background of governance compliance, there are key areas. The Authority is audited against criteria in relation to these key areas.

This report to Members addresses issue of compliance, and highlights any need for change.

### **Key Governance Areas**

#### **Standing Orders & Financial Regulations**

These have been reviewed and meet the governance needs of the Authority, and meet the needs of the Authority.

#### **Committee Terms of Reference**

The Terms of Reference to the committees of the Authority, have been reviewed.

The Terms of Reference for the Appointments and Disciplinary Committees have been reviewed and meet the governance requirements of the Authority.

The Terms of Reference for the Special Purposes Committee have been reviewed and meet the governance requirements of the Authority

The Terms of Reference for the Standards Committee remain the same, However substantial changes in relation to the Standards regime have been enacted by the Government. Members will be aware that there is currently in place a local standards regime. This has been overseen by the Standards Board for England. However with the demise of the Board, legislation is now proposed to allow a local discretion as to how Standards will be delivered. Until the provisions of the Localism Act 2011 come into force it is required that the current committee as set up remains in place.

#### **Scheme of delegations**

These have been reviewed and meet the governance needs of the Authority.

#### **Procurement / Tender/ Contracting Governance Compliance**

Contract documentation contains a compulsory clause relating to corruption.

Procurement and Contracting is undertaken in accordance with the requirements set out in Financial regulations

There have been nil complaints to the Monitoring Officer of any breaches in relation to the procurement process.

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

The following suite of documents, provide a structure and guidance for the proper governance arrangements as approved and adopted by the Authority

Policies are brought to the attention of staff on induction, and by way of an annual reminder from the Chief Fire Officer/ Chief Executive on Governance, Conduct and Probity matters.

New Members receive an induction which includes policy information.

The policies are as follows:-

**(i) Conduct & Probity in the Public Service Guidance**

The Guidance has been reviewed and meets the needs of the Authority. A copy of the Guidance is available to Members on the website: <http://www.avonfire.gov.uk/Avon/fire-authority-home/corporate-governance>

**(ii) Anti-fraud and Anti-Corruption Strategy & Response Plan**

The Strategy has been reviewed and meets the needs of the Authority, subject to amendment by removal of the reference to the Standards Board. A copy of the Strategy is available to Members on the website: <http://www.avonfire.gov.uk/Avon/fire-authority-home/corporate-governance>

**(iii) Confidential Reporting Policy “ Whistleblower Policy”**

The Policy has been reviewed and meets the governance needs of the Authority, subject to amendment by updating references to the Code of Conduct procedures. A copy of the Policy is available to Members on the website: <http://www.avonfire.gov.uk/Avon/fire-authority-home/corporate-governance>

There have been nil reports to the Monitoring Officer in accordance with this policy in the year 2011/12.

**(iv) Protocol for Member / Officer Relations**

The protocol has been reviewed and meets the needs of the Authority. A copy of the protocol is available to Members on the website: <http://www.avonfire.gov.uk/Avon/fire-authority-home/corporate-governance>

**(v) Indemnities for Members and Officers**

The Policy has been reviewed and meets the governance needs of the Authority. A copy of the Policy is available to Members on the website: <http://www.avonfire.gov.uk/Avon/fire-authority-home/corporate-governance>. There has been nil call on the indemnity for 2011/12.

**(vi) Risk Management – General Guidance for Members**

Members are asked to note the guidance for Authority use. A copy of the guidance is available to Members on the website: <http://www.avonfire.gov.uk/Avon/fire-authority-home/corporate-governance>

**Standards Committee**

The Code of Conduct has been reviewed and meets the governance needs of the Authority and complies with the present statutory requirements, which is anticipated to require amendment in accordance with new legislative requirements pursuant to the Localism Act 2011.

Pending the complete revision of the Standards Regime, the Standards Committee have suspended their monitoring of statistics. However the following are made directly available to the Authority for consideration and monitoring purposes.

The following are attached as an Appendix:

- Members allowances and expenses paid 1 April 2011 – 31 March 2012
- Members attendance to committee meetings 1 April 2011 – 31 March 2012
- Member training and development 1 April 2011 – 31 March 2012

**South West Fire Control Limited**

The company is in the process of being dissolved, but in order to complete this work, will still required a Board to be appointed for 2012/13 to undertake the run off work. it is anticipated that this will be concluded within year 2012/2013.

## **IMPLICATIONS**

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

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

### **FINANCIAL IMPLICATIONS**

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

### **LEGAL IMPLICATIONS**

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

### **DIVERSITY IMPLICATIONS**

Equality Impact Assessments have been carried out

### **CORPORATE RISK ASSESSMENT**

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

### **ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS**

None

### **CRIME AND DISORDER REDUCTION IMPLICATIONS**

None

### **HEALTH & SAFETY IMPLICATIONS**

None

<b>List of background documents:</b> None
Report Contact: Geraldine Gee, Clerk and Monitoring Officer (Extension 347#)



## APPENDIX

### Member Attendance to Committee Meetings 1 April 2011 – 31 March 2012

#### Avon Fire Authority

	27.05.11	22.07.11	30.09.11	16.12.11	10.02.12	30.03.12
Conservative (10 members)	8	8	7	8	9	8
Liberal Democrat (10 members)	7	8	7	7	8	6
Labour (4 members)	4	3	4	2	4	4
Independent (1 member)	0	1	1	1	1	1

#### Special Purposes Committee

	24.06.11	16.09.11	30.09.11	26.10.11	01.12.11	26.01.12
Conservative (1 member)	1	0	1	1	1	1
Liberal Democrat (1 member)	1	1	1	1	1	1
Labour (1 member)	1	1	1	1	1	1

**Standards Committee – no meetings held**

**Appointments Committee – no meetings held**

**APPENDIX**

**Member Training & Development  
Provided by Avon Fire Authority  
1 April 2011 – 31 March 2012**

<b>Courses &amp; Conferences</b>	<b>Date</b>	<b>Number Attending</b>
Welcome Briefing	22.07.11	4
Welcome Briefing	30.09.11	5
LGA Annual Fire Conference	20.03.12	5

Note: Details of Member training and development provided by unitary authorities, during this period will be supplied in June 2012 and therefore will be available available after that date.

# AVON FIRE AUTHORITY

## THE LOCAL AUTHORITIES (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2003 (AS AMENDED)

1. NOTICE IS GIVEN that the total sums paid by Avon Fire Authority to members/cooptees under the Avon Fire Authority Members Allowances Scheme 2009 in the period 1 April 2011 to 31 March 2012 are as set out in the Table below:-

Recipient	Basic Allowance £	Special Responsibility Allowance £	Travelling and Subsistence Allowance £	Cooptees Allowance £
Councillor P Abraham	1452.96	1985.04	150.95	
Councillor C Ann	1230.33			
Councillor L Alexander	1452.96			
Councillor S Ball	1230.33		20.50	
Councillor C Barrett	1452.96		134.80	
Councillor N Barrett	1452.96			
Councillor M Bell	1230.33			
Councillor C Cave	1230.33			
Councillor S Comer	1452.96			
Councillor S Cook	1452.96	2418.12		
Councillor K Cranney	1452.96			
Councillor C Davies	1452.96	1680.88		
Councillor M Drew	1452.96			
Councillor H Gregor	1452.96			
Councillor A Hale	1230.33			
Councillor D Holbrook	1230.33			
Councillor B Hugill	1452.96			
Councillor C Jackson	1230.33			
Councillor P Judd	1230.33		15.20	
Councillor T Marter	1230.33		216.00	
Councillor C Martin	1230.33			
Councillor W Sandry	1230.33			
Councillor R Stone	1230.33			
Councillor S Townsend	1230.33			
Councillor T Walker	1452.96	8601.00		
Councillor S Brown	136.70			
Councillor J Clark	136.70			
Councillor M Cole	136.70			
Councillor G Curran	222.63	737.24		
Councillor K Dando	136.70			
Councillor S McGall	136.70			
Councillor A Patel	136.70			
Councillor D Pickup	222.63			
Councillor I Porter	222.63			
Councillor H Roberts	136.70			
Councillor R Willis	222.63		56.40	
Councillor M Wollacott	222.63			
Councillor G Wood	136.70			
Mr C Williams				243.00
Ms P Roberts				
Mr W Hendy			6.40	121.50

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

Geraldine Gee  
Clerk to the Fire Authority  
April 2012

**AVON FIRE AUTHORITY**

<b>MEETING:</b>	AVON FIRE AUTHORITY
<b>MEETING DATE:</b>	25 MAY 2012
<b>REPORT OF:</b>	CHIEF FIRE OFFICER/CHIEF EXECUTIVE
<b>SUBJECT:</b>	AVON FIRE AUTHORITY – A LIVING WAGE EMPLOYER

**SUMMARY**

At the last meeting of the Fire Authority, Officers were tasked to explore the implications around two issues:

1. To research the cost implications of making a one-off payment to members of staff earning less than £21k per annum;
2. To research the cost implications of Avon Fire Authority becoming a 'living wage' employer.

**RECOMMENDATION(S)**

1. That Members consider whether to make a one-off payment to staff earning less than £21k per annum;
2. That Members determine the amount of such payment if agreed;
3. That Members determine whether they wish to establish the Fire Authority as a 'living wage' employer and to adopt a policy.

**BACKGROUND****One-Off Payment**

The Authority currently employs 53 members of staff who earn less than £21k per annum (Grades Hay 9 to Hay 14). The cost of a one-off payment will be subject to the amount agreed and is proposed to be pro-rated if awarded.

As an illustration, a one-off payment of £250 when pro-rated, would cost £10,400.

**Minimum Wage**

The current national minimum wage is £6.08 per hour for workers aged 21 and over.

The 18-20 age rate is £4.98 per hour.

The 16-17 age rate is £3.69 per hour

The apprentice rate is £2.60 per hour.

The 'living wage' is a rate which is set by an organisation known as Citizens UK. A 'Guide For Employers' regarding the living wage is attached to this paper as an Appendix.

The living wage outside of London is currently £7.20 per hour (as at November 2011). It is reviewed annually in November.

The Authority currently employs 9 members of staff who earn less than the living wage (Grade Hay 14 – hourly rate £6.64). The cost of raising the hourly rate for this group of workers when pro-rated, would be £6,276.

To gain accreditation as a ‘Living Wage Employer’ the Fire Authority will need to adopt a Living Wage Policy. This will need to include provision for contractors and agency staff and will need to cover future procurement processes.

The policy will also need to make provision for consideration of an uplift to the living wage on an annual basis following a review in November.

A draft Policy for consideration is attached as an Appendix to this paper.

## **CONSIDERATIONS**

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

None

### **FINANCIAL IMPLICATION**

The Service is currently undertaking a structural reorganization. The proposed reorganization will see posts removed from the Service Management Board, producing a saving of around £200k. The costs associated with the proposals in this paper could be met from these ongoing savings.

### **LEGAL IMPLICATIONS**

None.

### **DIVERSITY IMPLICATIONS**

The proposals within this report are specifically targeted at the lowest paid members of Avon Fire & Rescue Service.

### **CORPORATE RISK ASSESSMENT**

None.

### **ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS**

None.

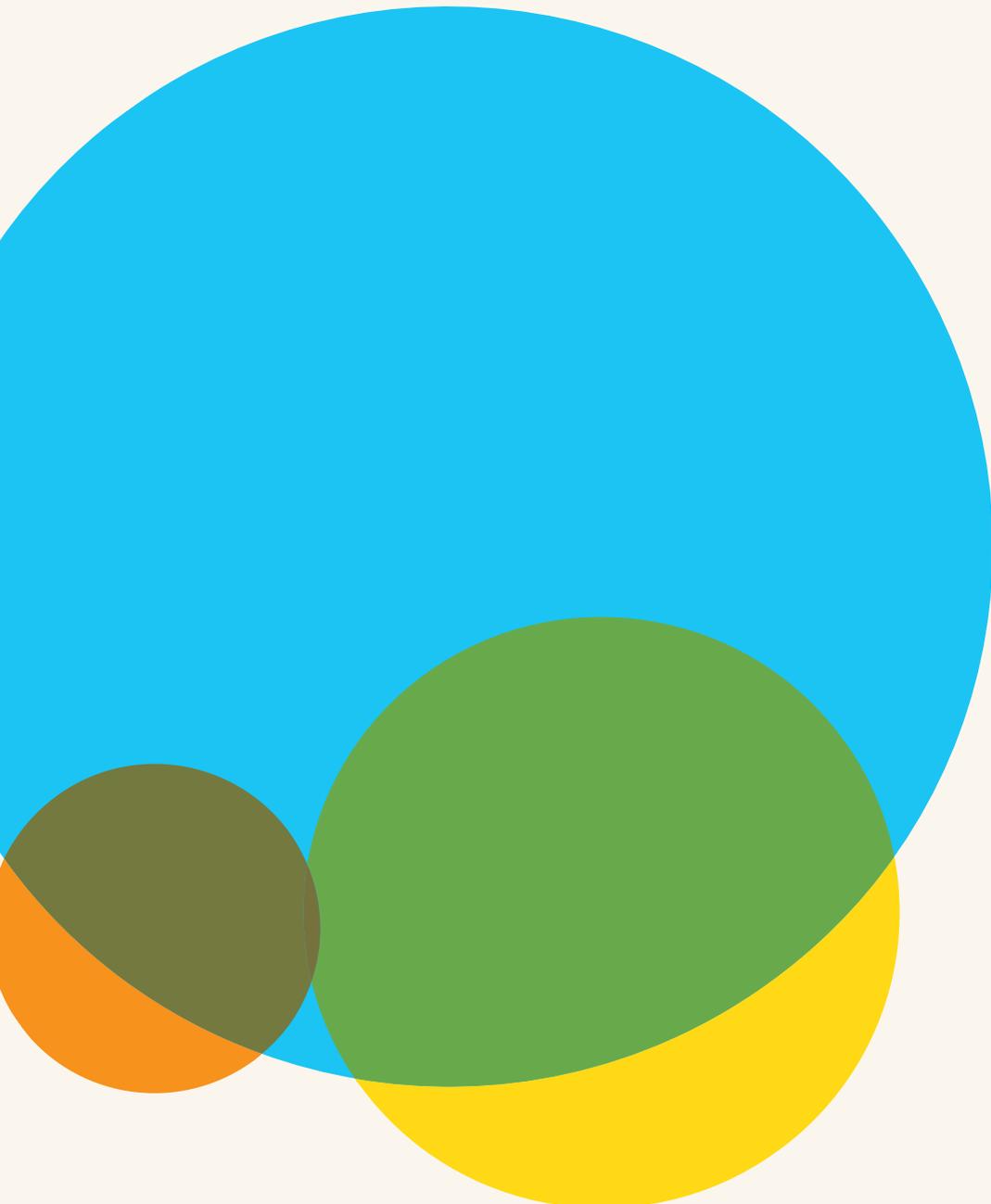
### **HEALTH & SAFETY IMPLICATIONS**

None.

<b>List of background documents:</b>
Report Contact(s): Kevin Pearson, Chief Fire Officer/Chief Executive. Ext 233



*A Living Wage means workers earn enough to provide their family with the essentials of life. In the words of Prime Minister David Cameron, 'It is an idea whose time has come.'*





# Contents

**4** *What is the Living Wage?*

**5** *The History of the  
Living Wage Campaign*

**6** *Becoming a  
Living Wage employer*

- i) What is a Living Wage Employer?
- ii) Contracted staff
- iii) Interns and apprentices
- iv) Living Wage accreditation
- v) Support

**7** *What are the benefits?*

# *What is the Living Wage?*

## *A number.*

*An hourly wage rate, set independently and updated annually. In London the rate is calculated by the Greater London Authority, and outside London by the Centre for Research in Social Policy.*

*It's enough to make sure your workers and their families can live free from poverty.*

*Pay all your people the Living Wage, and you'll know that you're rewarding them fairly for the hard work they do.*

# The history of the Living Wage Campaign

*The Living Wage campaign was launched by the charity London Citizens in 2001.*

In the ten years since its launch, the campaign has become a powerful force for change in London and across the country.

Initially dismissed as idealistic and impossible it is now recognised as a compelling cause which offers benefits to workers, employers, and to wider society.

Between them, the employers in London who commit to paying a Living Wage have lifted more than 10,000 families out of working poverty.

The Prime Minister says the Living Wage is 'an idea whose time has come'.

The Leader of the opposition is behind it, too. Businesses, universities, charities, and other organisations are signing up now.

And right across the UK employers are signing up to the Living Wage – in Scotland, Wales, Oxford, Norwich, Preston, Milton Keynes, Leeds, Brighton and Newcastle.

The Living Wage campaign is funded by the Trust for London.



# How to become a Living Wage employer

## What is living wage accreditation?

Living wage employer accreditation is managed by Citizens UK and provides employers with a licence to the living wage employer mark. The accreditation process is simple and is open to employers already paying the living wage, or those committed to an agreed timetable of implementation.

### Accredited Living Wage

Employers are recognised at the annual Living Wage Awards, hosted in 2010 by KPMG and the Mayor of London.

## Which contracted staff are included?

A key success of the living wage campaign has been ensuring that workers such as cleaners are afforded respect and dignity. The test for whether a contracted worker falls within the ambit of the living wage depends on the regularity of service and the location of their work. In simple terms, a living wage employer will ensure contracted workers are paid a living wage in the following circumstances: the worker is on the employer's premises for two or more hours per week, for eight or more consecutive weeks in the year. Full details are contained in the living wage employer accreditation agreement.

## What support can you provide with implementation?

We work closely with a range of organisations, including large private sector companies, public sector organisations and charities and community groups. We can provide access to sample clauses in procurement documents and case studies from existing living wage employers.

## Are interns or apprentices included in the requirement?

No.

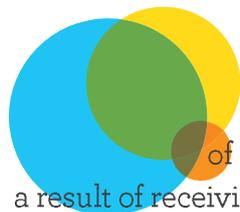
# What are the benefits?

*The Living Wage is an investment which makes sound business sense. Studies by the Greater London Authority and Queen Mary, University of London, found clear evidence that employers have benefited across a wide range of areas after implementing the Living Wage. The most significant impacts noted were improved recruitment and retention, higher worker morale, motivation and productivity, in addition to the reputational benefits of being an ethical employer.*

*Here are some headline figures from the GLA's research:*



80% of employers believed that the Living Wage had enhanced the quality of the work of their staff.



of employees also reported increases in work quality as a result of receiving the Living Wage.

*If you are interested  
in learning more about  
the Living Wage or  
would like to apply  
for accreditation  
please contact  
Rhys Moore or visit  
[www.livingwage.org.uk](http://www.livingwage.org.uk)*

*Rhys Moore  
[rhys.moore@citizensuk.org](mailto:rhys.moore@citizensuk.org)  
07855 284 956*

*Citizens UK  
112 Cavell Street  
London E1 2JA  
+44 (0) 20 7043 9881*



**CITIZENS** UK

# **AVON FIRE AUTHORITY LIVING WAGE POLICY**

**DRAFT**

## **AVON FIRE AUTHORITY COMMITMENT**

This Authority is committed to being a Living Wage Employer.

The Living Wage is a rate of pay per hour which is enough to make sure workers and their families can live free from poverty.

## **WHAT THE FIRE AUTHORITY WILL PAY**

This Authority will pay the out of London National Living Wage of £7.20 per hour (as at November 2011) as calculated by the Centre for Research in Social Policy at Loughborough University.

## **WHAT THE AUTHORITY WILL DO**

- Avon Fire Authority will ensure that all of its employers are paid at least the Living Wage.
- Avon Fire Authority will increase the Living Wage paid if amended nationally and will implement any changes as soon as possible.
- Avon Fire Authority will encourage and promote on a case by case basis that all employees of contractors working on qualifying service contracts be paid at least the Living Wage.
- Avon Fire Authority will encourage all employers both directly and through their subcontractors and promote the Living Wage principles when there are opportunities to do so.

## **PROCUREMENT**

- Avon Fire Authority will encourage and promote on a case by case basis that all employees of contractors working on qualifying service contracts be paid the Living Wage.
- A qualifying service contract will involve an employee of the contractors being on the Authority's premises or in contact with its staff for two or more hours per week for twelve or more consecutive weeks in the year.
- In these circumstances the Authority will ask potential contractors the extent to which they are prepared to adopt Living Wage measures for any work they do as part of the contract with the Authority. In letting any contract, the Authority is required to demonstrate value for money and will consider how these objectives can be achieved on a case by case basis.
- In the event that the policy is not to apply to a qualifying service contract authority will be sought from Members in advance of any contract award.

## **PROMOTION OF THE LIVING WAGE**

Avon Fire Authority will actively promote and encourage the payment of the Living Wage.

**AVON FIRE AUTHORITY**

MEETING:	<b>AVON FIRE AUTHORITY</b>
MEETING DATE:	25 May 2012
REPORT OF:	Chief Fire Officer / Chief Executive
SUBJECT:	Great Western Ambulance Service and Avon Fire & Rescue Service Partnership

**SUMMARY**

In April 2011 Elected Members of the Fire Authority authorised the launch of a pilot scheme allowing Avon Fire & Rescue Service to work in partnership with Great Western Ambulance Service (GWAS), collaborating in the enhanced provision of life saving medical care in the community.

This report is to provide Members with a six month update in relation to how the scheme has made a difference to the community in the Portishead area.

**RECOMMENDATION(S)**

- 1) That Members note the updated report
- 2) Members to approve extending the scheme to other identified stations in the rural areas

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**Background**

In September 2011 the pilot scheme was initiated at Portishead Fire Station, asking retained duty firefighters to volunteer acting as agents of GWAS to attend life threatening medical emergencies from their home, using a vehicle supplied by GWAS in addition to an ambulance response.

Avon Fire & Rescue Service agreed to release staff from their operational cover at Portishead Fire Station to act as agents for GWAS. This scheme allowed firefighters to be trained in basic life support who would respond to medical emergencies in addition to ambulance staff.

The objective is to save life by providing life saving actions at the earliest opportunity in the areas where GWAS have difficulty in achieving rapid attendance times, often due to rural locations or distance from major hospital casualty departments at a time when life risk medical emergency calls continue to increase.

### **Pilot Scheme Update**

Initially, 10 firefighters submitted applications of interest to become agents, with eight firefighters still interested after the interview stage.

Five firefighters attended training days in August 2011, successfully passed with excellent marks. Another two were trained in October 2011. Currently there are six firefighters who are actively engaged acting as agents on behalf of GWAS, thereby making an added contribution to their community.

From September 2011 to 25 March 2012 the agents have been mobilised to attend 122 medical emergencies in the Portishead area. This has made a significant contribution towards providing basic early medical intervention thereby reassuring the community.

Below is an overview of some of the medical emergencies staff have attended:

- Chest pains;
- Stroke;
- Severe asthma attack;
- Traumatic head injury;
- Broken hip;
- Allergic reaction;
- Fainted and dizzy;
- Unconscious and breathing;
- Hanging;
- Heart attack;
- Breathing difficulties;
- Abdominal pains.

The team have received a number of personal thanks from the paramedics for their early medical interventions. During one medical emergency the air ambulance was in attendance and the onboard Doctor sent a message of thanks to all the responders who participated, for their outstanding efforts resuscitating the casualty during the medical emergency from asystolic (absence of heart beat) to achieving a ROSC (return of spontaneous circulation).

There has not been an occasion where Portishead fire appliance has been unavailable to attend an emergency call for Avon Fire & Rescue Service. The volunteers are all fully committed keeping the fire appliances at Portishead Station fully available for 999 emergency calls.

This scheme highlights the commitment from not only the volunteers but also the support from their operational colleagues at Portishead fire station and from their families.

The table below lists the sites currently identified as having potential to support emergency medical agents;

<b>Area</b>
Portishead (Pilot scheme)
Thornbury
Keynsham
Clevedon
Yatton
Blagdon
Nailsea

#### **FINANCIAL IMPLICATIONS**

Any cost incurred by AF&RS will be recovered from GWAS as defined in the Memorandum of Understanding (MoU).

#### **IMPLICATIONS**

None.

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

AFA's IRMP could potentially be affected by the introduction of this partnership agreement.

#### **LEGAL IMPLICATIONS**

All agents acting on behalf of GWAS will be trained to a high standard and will be expected to operate within a code of practice. Agents will be indemnified against accidental injury and third party liabilities by GWAS. As agents of the ambulance service, they are insured against any medical errors arising, providing protocols are followed.

#### **DIVERSITY IMPLICATIONS**

None.

#### **CORPORATE RISK ASSESSMENT**

None.

#### **ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS**

None.

**CRIME AND DISORDER REDUCTION IMPLICATIONS**

None.

**HEALTH & SAFETY IMPLICATIONS**

None.

<b>List of background documents:</b>
Report Contact(s) Jon Day, T/ Deputy Chief Fire Officer, Director of Operational Response, Ext 234 Denis McCann, T/Area Manager, Ext 379 Stuart Matthews, Station Manager, Ext 213

**AVON FIRE AUTHORITY**

<b>MEETING:</b>	Combined Fire Authority
<b>MEETING DATE:</b>	25 May 2012
<b>REPORT OF:</b>	Chief Fire Officer/Chief Executive
<b>SUBJECT:</b>	Integrated Risk Management Plan (IRMP)

**SUMMARY**

The Integrated Risk Management Plan (IRMP) is a 3 year plan which outlines what risk there is within the communities within the Authority area and how we plan and organise the resources and services we deliver to communities.

The IRMP sets out our specific strategy to reduce community risk through prevention, protection and response for the period 2012 to 2015.

At this stage this risk assessment does not include a specific action plan for the forthcoming year. However, emerging issues from the risk assessment will continue to be incorporated into Directorate and Unitary plans. For significant actions that have potential to affect levels of resources or impact on community safety, it was agreed with Members of the Performance and Risk Management Forum (PRMF) that, as and when specific actions are proposed, these would be presented in detail with specific supporting evidence and costs to the PRMF. The intention is to ensure that Members of the forum have the opportunity to scrutinise the information and agree on appropriate actions and levels of consultation before submission to the Fire Authority.

**RECOMMENDATION(S)**

- i) That Members approve the Integrated Risk Management Plan 2012-2015.
- ii) That Members consider and comment on the consultation approach.

**CONTENTS**

This report primarily focuses on:

The Integrated Risk Management Plan 2012-2015 - Provided as a separate document and available on :

<http://www.avonfire.gov.uk/Avon/documents/category/75-other-documents>

## **BACKGROUND**

The Fire and Rescue National Framework placed an explicit requirement on Fire and Rescue Authorities to publish a local IRMP. The AF&RS Integrated Risk Management Plan (IRMP) is a three year document which is now due for renewal. This IRMP document gives a broad understanding of risk within the communities of the four Unitary Authorities, along with the associated issues and impacts.

## **CONSIDERATIONS**

The comprehensive spending review has resulted in the need to make savings over a number of years. To achieve those savings we have to work closely with the trades unions and maintain good industrial relations. Therefore during the life of the IRMP, as and when this is appropriate, we intend to formally consult and negotiate on any specific actions.

The Service is currently expecting a new version of the National Framework which expires in 2011. The Fire Minister made clear previously that the use of Integrated Risk IRMP will continue.

### **Results of consultation**

The Performance Risk Management Forum (PRMF) has provided the opportunity for Elected Members, The Fire Brigades Union and other Trades Unions to be consulted on the IRMP and it has agreement from that forum to be submitted to the Fire Authority. The document has also been consulted on at the Service Management Board for their view and comment.

The IRMP Document was placed on our external website for public consultation and the following comments were received.

- **Fire Service Watch** – slight amendment to text regarding ‘increasing risk to communities’ (page 6).
- **South Gloucestershire (SG) Strategic Partnerships and Planning Unit** - amendment to SG priorities as set out in their Sustainable Community Strategy (page 21).
- **SG Emergency Planning Unit** – amendment to text regarding risk sites in SG (page 26).

## **CONTRIBUTION TO KEY POLICY PRIORITIES**

The IRMP contributes to and may redefine all the key Service Delivery and Risk Reduction policies of the organisation.

## **FINANCIAL IMPLICATION**

This plan will be delivered within the current budget settlement and using existing funding streams. Each resulting action will be appropriately costed and this will form part of the scrutiny and decision making processes as described in the main report.

## **LEGAL IMPLICATIONS**

The Fire and Rescue National Framework placed an explicit requirement on Fire and Rescue Authorities to publish a local IRMP. Fire and Rescue Authorities (FRA's) when establishing local options for risk reduction and management within annual Action Plans, must take account of the duties and responsibilities outlined in the National Framework, the Section 9 Emergency Services Order, the Civil Contingencies Act, and the Regulatory Reform (Fire Safety) Order. The Service is currently expecting a new version of the National Framework which expires in 2011.

## **DIVERSITY IMPLICATIONS**

As a risk reduction measure this IRMP will impact positively on all groups within our community however any external factors subsequently preventing delivery may have a differential impact on certain key groups. In all instances an Equality Impact Assessment will be completed.

## **CORPORATE RISK ASSESSMENT**

Providing evidence of key internal control measures such as scrutiny at PRMF will ensure the corporate risks to the Authority are reduced.

## **ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS**

None

## **CRIME & DISORDER REDUCTION IMPLICATIONS**

The initiatives we undertake will consider the impact on the reduction of crime and disorder and driving down community risk

## **HEALTH & SAFETY IMPLICATIONS**

The Health Safety and Welfare of staff is a key consideration in the IRMP and as such will receive high priority.

<b>List of background documents:</b> <i>AFRS Integrated Risk Management Plan (IRMP) 2012-15</i>
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Report Contact(s): <b>ACFO Dave Salmon</b>
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## AVON FIRE AUTHORITY

<b>MEETING:</b>	AVON FIRE AUTHORITY
<b>MEETING DATE:</b>	25 May 2012
<b>REPORT OF:</b>	Chief Fire Officer / Chief Executive
<b>SUBJECT:</b>	Risk Planning (including civil contingencies) Update

**SUMMARY**

A paper to update Members on current developments and initiatives taking place in relation to risk planning and civil contingencies.

**RECOMMENDATION(S)**

That Members:

- a) note the content of this report
- b) receive further progress reports on the issues identified in due course; and
- c) endorse and support the work being developed in the risk planning arena within Avon Fire & Rescue Service.

**CONTENTS****BACKGROUND**

Members will be aware that the Fire Authority has specific responsibilities for resilience under the Fire and Rescue Services Act 2004 and also as a Category 1 responder under the Civil Contingencies Act 2004. This report provides an update on the work of the Risk Planning Unit to ensure that the statutory expectations placed on the Authority are met and delivered, and focuses on the following areas:

- a) the Fire and Rescue National Framework 2008/11;
- b) FiRe Alert! notices and standard operating procedures;
- c) Olympic Torch Relay, Olympic Games and Paralympic Games;
- d) multi-agency partnerships and training.

## **FIRE AND RESCUE SERVICE NATIONAL FRAMEWORK 2008-11<sup>1</sup>**

Members will be aware that under the *Fire and Rescue National Framework 2008-11* the Fire Authority has specific responsibilities for developing resilience under the statutory framework for civil contingencies and as part of the Department for Communities and Local Government's (DCLG) Fire and Resilience programme.

The work of the Risk Planning Unit has general regard to the requirements of paras. 1.20/1.21 (which relate to the fire and rescue service's statutory resilience duties) and Chapter 2 ('Resilience') of the *Fire and Rescue National Framework 2008-11*.

## **FIRE ALERT! NOTICES AND STANDARD OPERATING PROCEDURES**

Further to Section 4 of the *Risk Planning Update* tabled at the Authority's meeting held on 30 Mar 07, a list of the latest SOPs and FiRe Alert! Notices issued in the current reporting period is included at Annex 1.

A list of the Service Delivery memos and risk cards issued since the last meeting of the Authority is also included at Annex 1.

## **OLYMPIC TORCH RELAY, OLYMPIC GAMES AND PARALYMPIC GAMES**

Members will be aware that the significant period of planning activity across the United Kingdom is now intensifying as we move towards the start of Olympic Torch Relay in Land's End on 19 May 12, the opening ceremony<sup>2</sup> of the Olympic Games in London on 27 Jul 12 and the opening ceremony of the Paralympic Games on 29 Aug 12.

Avon Fire & Rescue Service has been, and continues to be, involved in the following planning elements:

- The **Olympic Torch Relay** (OTR), starting its official journey in the UK from Land's End on 19 May and moving out of the south west region on 24 May before returning in mid-July on its final leg to London. Avon Fire & Rescue Service is providing the hazardous materials detection, identification and monitoring (H-DIM) support to the OTR in conjunction with Dorset Police and will be dedicating officers to the OTR throughout its journey within the region.

Fire and rescue service Inter-Agency Liaison Officers (ILOs) will also be supporting police colleagues to provide tactical co-ordination of assets and capabilities as the OTR moves through the south west region.

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<sup>1</sup> Note that whilst the new *Fire & Rescue Service National Framework for England* is currently published in draft (see <http://www.communities.gov.uk/documents/fire/pdf/20503171.pdf>), the existing National Framework 2008-11 remains in force until the new version is brought into effect. The consultation closed on 19 Mar 12.

<sup>2</sup> Although competitions actually start on 25 Jul 12 with women's football preliminaries in the Millennium Stadium in Cardiff.

- The **OTR evening celebration** – the famous Olympic torch will pass through Bristol on its 70-day, 8,000-mile tour around the UK on Tuesday, 22 May. Millennium Square (non-ticketed event) and the Amphitheatre (ticketed event) on Bristol's harbourside will play host to the evening celebrations and overnight stop, along with live BBC broadcasts and links to the 'big screen' network. See also <http://www.bristol.gov.uk/page/olympic-torch-relay-evening-celebration>
- **'Big Screen' London 2012 live site** – Bristol will be a London 2012 Live Site City for the Games using the big screen in Millennium Square which forms part of the UK's largest network of screens known as 'London 2012 live sites'.<sup>3</sup>
- **Pre-Games training camps** – the following facilities in the Avon Fire & Rescue Service area appear in the London Organising Committee for the Olympic and Paralympic Games (LOCOG) pre-Games training camp handbook:
  - a) **Ashton Court Estate**  
 Olympic sports and disciplines: mountain biking  
 Paralympics sports and disciplines: None
  - b) **City of Bristol Gymnastics Centre**  
 Olympic sports and disciplines: gymnastics (artistic)  
 Paralympics sports and disciplines: None
  - c) **Filton College, Bristol Academy of Sport**  
 Olympic sports and disciplines: athletics, basketball, fencing, table tennis  
 Paralympics sports and disciplines: paralympic athletics, paralympic table tennis, wheelchair basketball, wheelchair fencing, wheelchair rugby
  - d) **Hand Equestrian Centre, Clevedon**  
 Olympic sports and disciplines: equestrian (dressage), equestrian (jumping)  
 Paralympics sports and disciplines: None
  - e) **Royal High School, Lansdown Road, Bath BA1 5SZ**  
 Olympic sports and disciplines: archery  
 Paralympics sports and disciplines: None

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<sup>3</sup> Live Sites are big screens and event spaces in urban centres offering live information, video, news and community events. There are 22 big screens operating at locations across the UK. Working with the BBC and local authorities, they will feature all the latest action and news from London 2012. They also feature a broad range of UK-wide and local content, events and partnerships with community, arts and media organisations.

**f) The City Academy**

Olympic sports and disciplines: athletics, badminton, basketball, fencing, gymnastics (trampoline), judo, table tennis, volleyball (indoor)

Paralympics sports and disciplines: None

**g) The University of the West of England – Centre for Sport**

Olympic sports and disciplines: badminton, basketball, fencing, hockey, judo, table tennis, taekwondo, volleyball (beach), volleyball (indoor), wrestling

Paralympics sports and disciplines: goalball, paralympic five-a-side football, paralympic seven-a-side football, paralympic table tennis, paralympic volleyball (sitting), wheelchair fencing

**h) University of Bath**

Olympic sports and disciplines: aquatics (swimming), aquatics (synchronised swimming), aquatics (water polo), archery, athletics, badminton, basketball, boxing, fencing, football, gymnastics (artistic), gymnastics (rhythmic), gymnastics (trampoline), handball, hockey, judo, modern pentathlon, table tennis, taekwondo, tennis, triathlon, volleyball (beach), volleyball (indoor), weightlifting, wrestling

Paralympics sports and disciplines: boccia, goalball, paralympic archery, paralympic athletics, paralympic cycling (road), paralympic five-a-side football, paralympic judo, paralympic power lifting, paralympic seven-a-side football, paralympic swimming, paralympic table tennis, paralympic volleyball (sitting), wheelchair basketball

**i) University of Bristol**

Olympic sports and disciplines: athletics, badminton, basketball, fencing, hockey, table tennis, volleyball (indoor)

Paralympics sports and disciplines: None

See also <http://trainingcamps.london2012.com/about-our-training-camps/a-z-olympic.aspx>

The National Olympic Committee of Kenya has chosen Bristol as a base for its pre-Games training camp in the lead up to the London 2012 Olympic and Paralympic Games.

The GB Paralympics Team, the Malaysian Olympic Team and Chinese Olympics swimming team are all signed up to be based at the University of Bath.

- **Enhanced incident reporting during Games-time** – all fire and rescue services will be required to provide twice-daily status updates to the DCLG Olympic Operations Centre as part of the overall situation report ('sitrep') requirements during the OTR, Olympic and Paralympic Games. These sitreps will be updated via a bespoke online Olympic Reporting Tool developed by the CFOA National Resilience Assurance Team (NRAT) and include "... incidents of national significance or Olympic interest" as follows:

- a) an incident involving an Olympic venue (including training camps and venues as detailed above);
- b) an incident involving the Olympic Route Network (ORN);
- c) a major incident;
- d) National Resilience assets in use;
- e) an incident on a major road network;
- f) an incident involving disruption to rail and air;
- g) 10 pump plus incidents;
- h) fire and rescue service business continuity affected;
- i) major flooding;
- j) an incident involving mass evacuation;
- k) a fire of special interest (FOSI);
- l) civil disturbance;
- m) an incident involving Consulates and Embassies;
- n) fires involving historic buildings;
- o) an incident generating high media interest;
- p) an MP / dignitary attending or enquiring about an incident;
- q) an incident involving COMAH<sup>4</sup> / pipeline;
- r) an incident involving critical national infrastructure (CNI); and/or
- s) adverse weather conditions

The consolidated national fire and rescue service sitrep will then go forward to the National Olympic Co-ordination Centre (NOCC) for inclusion in the overall national sitreps produced by the National Olympic Security Co-ordinator (NOSC – Assistant Commissioner Chris Allison of the Metropolitan Police Service) for presentation to HM Government at its daily briefings.

Colleagues in Stn. 01 Control have received specific training in the use of the national fire and rescue service Olympic Reporting Tool and appropriate 'tags' have been added to the command and control system to highlight locations where enhanced reporting is required in the event of an incident during Games-time.

## **MULTI-AGENCY PARTNERSHIPS AND TRAINING**

Multi-agency liaison continues to be maintained with a wide range of public, industrial, commercial and voluntary organisations in reviewing our response to various risks across the Authority's area. Since the last meeting of the Authority these meetings have included:

- a) a meeting of the Avon & Somerset Local Resilience Forum Executive Group (20 Mar 12);
- b) a meeting of the Avon & Somerset Local Resilience Forum CBRNe<sup>5</sup> Sub-Group (03 Apr 12);

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<sup>4</sup> SI 1999 No. 743 Control of Major Accident Hazards Regulations 1999 (as amended).

<sup>5</sup> Chemical, biological, radiological, nuclear and explosive.

- c) a meeting with Wiltshire Fire & Rescue Service to discuss the implementation of the ILO scheme (03 Apr 12);
- d) a meeting with South Gloucestershire Council's Emergency Planning Department to discuss planning applications<sup>6</sup> within the locality of Oldbury Power Station (10 Apr 12);
- e) training sessions for all Watches in Stn. 01 Control on the CFOA NRAT Olympic Reporting Tool (11 Apr 12 – Red and Green Watches, 20 Apr 12 – Blue Watch and 25 Apr 12 – White Watch);
- f) the Oldbury Power Station Emergency Planning Consultative Committee (12 Apr 12);
- g) a multi-agency counter-terrorism exercise – Ex. BLUE GUARDIAN 2 – at Bristol Airport (17 Apr 12);
- h) a meeting of the Avon & Somerset Local Resilience Forum Severe Weather Group (19 Apr 12);
- i) a multi-agency 'dry run' for the regional co-ordination of the south west leg of the Olympic Torch Relay (23 Apr 12);
- j) the latest continuous professional development (CPD) event hosted by the Mid-Western Branch of the Institution of Fire Engineers – "Road traffic collision investigation" – plus the 2012 Annual General Meeting (AGM) held at Severn Park Fire & Rescue Training Centre (27 Apr 12);
- k) an emergency services' meeting to discuss preparations for the evening event to celebrate the arrival of the Olympic Torch in Bristol on 22 May 12 (03 May 12); and
- l) a meeting of the Avon & Somerset Local Resilience Forum Business Management Group (15 May 12).

Additionally, the Head of Risk Planning attended the annual conference of the Institute of Civil Protection and Emergency Management – "Resilience and risk – does the appetite for risk affect resilience?" – at the Kettering Conference Centre on 03 May 12.

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<sup>6</sup> Under the Health and Safety Executive's (HSE) Planning Advice for Developments near Hazardous Installations (PADHI) – see <http://www.hse.gov.uk/landuseplanning/methodology.htm>

The significance of any proposed development depends on its size in terms of the population involved, and proximity to the nuclear installation. Other factors requiring consideration include the location of schools and hospitals, local communications, population mobility, and any other special features which might affect emergency countermeasures in the event of an accidental off-site release of radioactive material.

Industrial and commercial developments in the vicinity of the nuclear installation, which have the potential to constitute an external hazard, are of particular concern. The influence of such developments on the safety envelope of the nuclear installation will require detailed assessment by HSE/Office of Nuclear Regulation (ONR) specialist inspectors.

## **IMPLICATIONS**

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

Resilience is a key policy priority under the Fire and Rescue Services Act 2004, the *Fire and Rescue Service National Framework 2008/11* and the Civil Contingencies Act 2004 (and associated Regulations, statutory and non-statutory guidance).

### **FINANCIAL IMPLICATIONS**

None.

### **LEGAL IMPLICATIONS**

The Authority has specific responsibilities for resilience under the Fire and Rescue Services Act 2004 and also as a Category 1 responder under the Civil Contingencies Act 2004.

### **DIVERSITY IMPLICATIONS**

None.

### **CORPORATE RISK ASSESSMENT**

Risk planning contributes towards contingency plans.

### **ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS**

None.

### **HEALTH & SAFETY IMPLICATIONS**

Risk planning meets the Authority's obligation as an employer.

<b>List of background documents:</b>
Slay, D. (2012) <i>FRS Reporting Tool</i> (Version 2.0). pp 1-14. Moreton-in-Marsh: CFOA NRAT.
<b>Report Contact(s): Name, Position, Extension no.</b> Dave Salmon, Assistant Chief Fire Officer, Director of Risk Reduction (Ext 283#) Denis McCann, Area Manager – Risk Reduction (Ext. 379#) Peter Davis, Head of Risk Planning (Ext. 378#)



## ANNEX 1

### (a) Standard operating procedures (SOPs) issued under the Quality System (between 22 Feb 12 and 24 Apr 12)

Ref.	Date	Title
E15	09 Mar 12	Unwanted fire signals (V3.0 – Nov 11)
A30	23 Mar 12	Carbon monoxide awareness (V2.0 – Mar 12)

### (b) FiRe Alerts! issued under the Quality System (between 22 Feb 12 and 24 Apr 12)

Ref.	Date	Title
15/2012	21 Feb 12	Butane 'honey oil' production
16/2012	24 Feb 12	Changeover of breathing apparatus (BA) automatic distress signalling units (ADSUs)
17/2012	28 Feb 12	Production of training notes in support of standard operating procedures (SOPs): an author's guide
18/2012	19 Mar 12	Safety critical operational information resulting from post-fire investigations following the fire at Atherstone-on-Stour, Warwickshire on 2 November 2007
19/2012	19 Mar 12	Wet risers at Barwick House and Sedgewick House, Shirehampton
20/2012	03 Apr 12	Security caps for fire hydrants in B&NES
21/2012	03 Apr 12	Accidental actuation of Diktron DSX Mk. II ADSU

### (c) Service Delivery memos issued under the Quality System (between 22 Feb 12 and 24 Apr 12)

Ref.	Date	Title
07/2012	21 Feb 12	Wellworker actions and the Prem 1 process
08/2012	24 Feb 12	Use of TomTom™ satellite navigation in flexi-duty officers' cars – update
09/2012	05 Mar 12	Special service charges
10/2012	08 Mar 12	PROACTIS and Watch Manager sign-off
11/2012	19 Mar 12	Frenchay Hospital – Alarm activating incidents
12/2012	20 Mar 12	Social media comment
13/2012	03 Apr 12	Community safety changes
14/2012	05 Apr 12	Public holiday (PH) and 'hours in the book' audit 2012
15/2012	05 Apr 12	Special service charges

Ref.	Date	Title
16/2012	17 Apr 12	Appliance and private vehicle washing on stations
17/2012	12 Apr 12	Appliances function
18/2012	17 Apr 12	Retained duty system (RDS) – compartment fire behaviour training
19/2012	20 Apr 12	Increase in pension contribution rates
20/2012	23 Apr 12	Use of Service premises by off-duty staff

**(d) Risk cards issued under the Quality System (between 22 Feb 12 and 24 Apr 12)**

Ref.	Date	Title
		None

**AVON FIRE AUTHORITY**

<b>MEETING:</b>	<b>AVON FIRE AUTHORITY</b>
<b>MEETING DATE:</b>	25 May 2012
<b>REPORT OF:</b>	Chief Fire Officer / Chief Executive
<b>SUBJECT:</b>	Sickness Absence Update – as at end of March 2012

**SUMMARY**

The Service ended the financial year 2010/11 on 7.02 days/shifts lost to sickness all staff (against a target of 7.5) and achieved a completion rate of 96% for Return to Work interviews (against a target of 90%).

The targets for 2011/12 were 7 days/shifts lost to sickness for all staff and wholetime uniformed staff and, as revised, 90% completion rate for Return to Work interviews (RTWI).

Our end of year performance for financial year 2011/12 is the best the Service has achieved since we started recording sickness absence in its current format (2002/3). The Service has performed better than the targets set with the end of year figures as follows: wholetime uniformed sickness (6.10 shifts lost), all staff sickness (6.57 shifts lost) and Return to Work Interview completion (95%).

The latest Regional Benchmarking report (covering April to December 2011) also confirms that Avon Fire and Rescue Service now has the best (i.e. lowest) sickness rate in the South West.

As we remain on target for shifts lost due to sickness this is a shortened, overview report for the Fire Authority. The targets for 2012/13 are 7 shifts lost and 90% RTWI completion.

**RECOMMENDATION(S)**

That Members:

- a) note the report
- b) continue to receive this shortened overview report until further notice

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**CONTENTS****BACKGROUND**

Following unsatisfactory attendance levels recorded in years 2003/04 and 2004/05, Members agreed to receive updates on the progress made to improve these levels. This report provides the position as at 31 March 2012.

This HR led work is aimed at producing savings for the Authority (in sick pay and detached duties cover) and maintaining crewing levels of frontline pumps. While policies are in place to enable managers to support all staff groups back to work after illness, these provisions (and the resources available in terms of HR practitioners), are inevitably coming under strain with reductions in HR staffing. In addition, it is important to monitor sickness absence through stress and anxiety across the Service during this period of change and resourcing pressures, ensuring reasonable support is provided.

## **OVERVIEW OF SICKNESS DATA**

### *Wholetime uniformed*

The overall trend is a reduction in total sickness levels. The Service's achievements in 2011/12 are primarily due to:

- Sustaining our reduction in shifts lost to long term sickness. There are some spikes in year but, through the effective use of medical intervention funds, Occupational Health, modified duties and applying pay provisions, we usually have a very low level (around 5) whole time staff on long term sickness absence at any one time.
- Interventions to address the short term sickness patterns of sickness before and after leave and during school holidays. The Service's actions on sickness before and after leave have been particularly successful for example, cutting short term sickness by almost half in October and December 2011 compared to previous years.
- Sustaining our low levels of shifts lost to duty injuries and illness.

The increase in short term sickness in March 2012 was primarily due to a spate of colds and viruses and the majority of those staff have now returned to work. Therefore our current view is that this spike is unlikely to indicate the escalation of shifts lost to short term sickness. However we will keep monitoring this and put appropriate measures in place.

It will be challenging (in an environment of change and reducing resources) but we hope to continue to meet the target of 7 shifts lost in 2012/13 and reduce short term sickness further with the introduction of a more robust attendance management policy and further actions on sickness patterns.

### *Support*

As with uniformed staff the overall trend is a reduction in sickness levels and the achievements have primarily been achieved by the same methods as above. As with wholetime staff the increase in short term sickness in March 2012 was primarily due to a spate of colds and viruses and the majority of those staff are now back at work

Musculo skeletal injuries remain our main cause of short and long term sickness in both support and uniformed staff and we focus our medical intervention fund and welfare services on early intervention to rehabilitate.

## **IMPLICATIONS**

Achieving maximum staff attendance increases productivity and impacts on all areas of the Authority's role.

## **CONTRIBUTION TO KEY POLICY PRIORITIES**

Managing absence remains a key priority in all main policy documents.

## **FINANCIAL IMPLICATIONS**

Absence has a significant cost to all employers - thus Attendance Management policies are a key part of achieving financial efficiencies.

## **LEGAL IMPLICATIONS**

Employment law is continuously evolving through the decisions of Employment Tribunals and through the publication of key documents such as the Equality Act. Such decisions influence changes to our own policies and approaches.

## **DIVERSITY IMPLICATIONS**

We remain committed to assisting those with disabilities to enjoy a full working life. We also recognise that particular illnesses and medical conditions can adversely affect particular groups.

## **CORPORATE RISK ASSESSMENT**

Attendance Management remains one of the top six corporate risks and, as such, has a full intervention programme in place.

## **ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS**

None

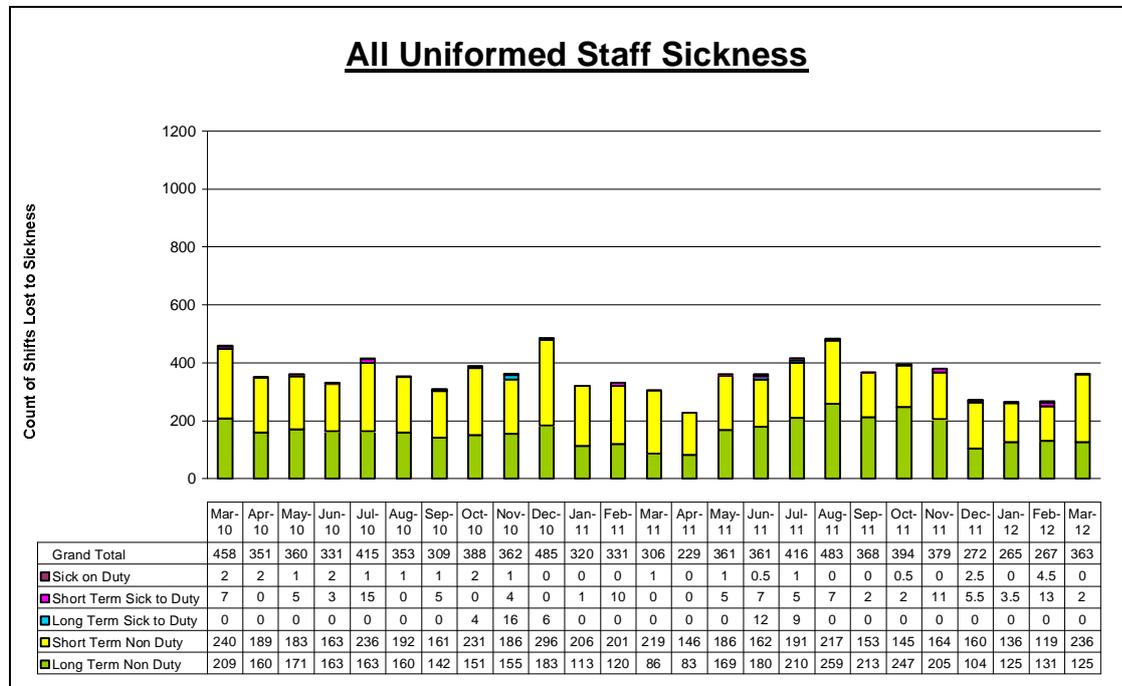
## **HEALTH & SAFETY IMPLICATIONS**

A safe and supportive workplace will assist in maximising attendance and thus is part of the intervention programme mentioned above.

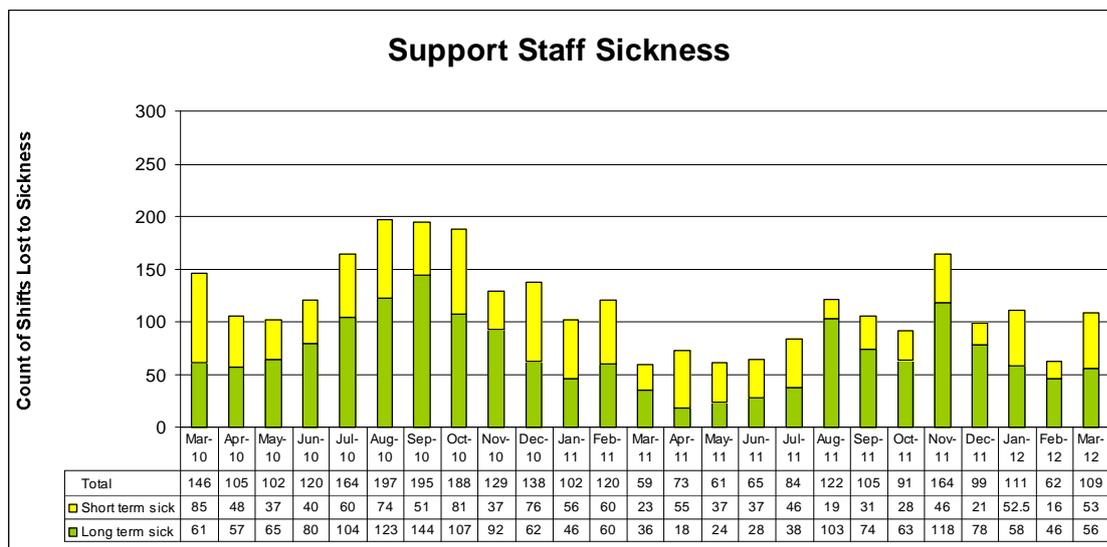
<b>List of background documents:</b>
The attached graphs detail the shifts lost due to sickness absence, for whole-time uniformed and support staff, separated by month and duration of absence up to and including 31 March 2012.
Report Contact(s): Angie Feeney, Human Resources Manager ext 284

## Graphs

The total shifts lost up to and including March 2012 to uniformed sickness.



The total shifts lost up to and including March 2012 to support staff sickness.



**AVON FIRE AUTHORITY**

<b>MEETING:</b>	AVON FIRE AUTHORITY
<b>MEETING DATE:</b>	25 <sup>th</sup> May 2012
<b>REPORT OF:</b>	Chief Fire Officer / Chief Executive
<b>SUBJECT:</b>	Performance and Risk Management Update

**SUMMARY**

The intention of this report is to provide Elected Members with a regular update on the work being undertaken to manage the Services:

- Performance,
- Corporate risks,
- Community risks.

Members are involved in the 'Performance and Risk Management Forum' (PRMF) and are actively encouraged to scrutinise performance and engage with Officers. The intended outcome from this report is to ensure continuous improvement and risk mitigation is evidenced in all areas of Service activity. Elected members who are not members of the Forum are invited to submit questions or challenges directly to the Forum.

**RECOMMENDATION**

- That Members note the contents of this report.

**CONTENTS**

This report focusses on issues raised at the meeting of the PRMF on 23 February 2012 Fire Authority report and the:

- The Performance Scorecard March 2012
- Corporate Risk Register Version 7.0

There is a separate paper detailing responses to consultation about the 2012 Integrated Risk Management Plan (IRMP).

**BACKGROUND****Summary of the Performance Scorecard March 2012 (Appendix 1)**

Members are reminded that the scorecard looks at monthly performance progress and also compares annual targets, year to date targets, positive or negative progress and comparisons to national benchmarking data. Green indicates monthly progress, on or exceeded targets, amber indicates 'just of target' and red indicates 'not

achieving target'. The following summary provides a clearer indication of progress for this reporting period.

### **Fires**

Three of the five fire reductions indicators have met target. Only Deliberate secondary fires were off target, mainly due to higher numbers recorded in March.

### **Alarms**

Good progress was made in reducing the numbers of attendances to calls to Automatic Fire Alarms (AFAs) with a reduction of 4% compared to 2010/11. A further 1668 incidents were successfully 'Call challenged' by Control and did not require attendance.

Attendance at AFAs will be focused upon early in 2012, and reports with recommendations will be submitted to the Performance and Risk Management Forum for consideration.

### **Deaths, injuries and escapes**

Five fatalities in fire were recorded in 2011/12 compared to twelve in 2010/11; however the number of fatalities is too small to measure significant change. We will continue to do all we can to reach zero fire deaths. A further seven injuries in primary fire (where hospital treatment was required) were recorded in March taking the total to 82 for the year, though there are still a few incidents where we require confirmation of number of injuries.

### **Response**

Four indicators are on target, with a further two just off target and two off target. Both indicators that are off target have low incident numbers. Handling 999 calls remain excellent with 98% answered within the seven second target.

### **Community Fire Safety**

Operational fire crews completed a total of 7,560 Home Fire Safety Checks (HFSCs) against a target of 13,176. A further 2,460 HFSCs were completed by other AFRS staff or partner agencies giving a total of 10,020 completed.

### **Resources and Value for Money**

The IT helpdesk resolution (LPI IT) indicator has met target. The payment of invoices (LPI 8) indicator finished the year just off target.

### **Health and Safety**

Road Traffic Collisions involving AFRS vehicles reduced by 12 incidents or 9%, just missing our 10% reduction target.

### **People**

The targets for both operational and all staff sickness have been met with sickness levels reducing to 6.57 shifts/days lost per person. Return to work Interview (RTWI) completion remained on target.

Both of our recruitment targets have been missed, however we are in a very different environment with far less recruitment than in 2008 when the targets were set.

## **Corporate Risk Register Version 7.0 (Appendix 2)**

The last time that Members reviewed the Corporate Risks Register (CRR) was in September 2011 when V6.1 was submitted. Since that time a further version has been published (V7.0) and a summary of this is submitted to Members herewith in Appendix 2.

Table 1 in the appendices compares the key information from CRR V7.0 against the previous version of the register and shows that the risk scores, bands and rankings remain unchanged. Table 2 shows the risk review schedule which is determined by the risk score and risk band.

Members' attention is drawn in particular to the 5 risks shown in Table 1 which are within the 'High' risk band, namely:

- CR19 Staff Unrest
- CR20 Health, Safety & Welfare
- CR23 Operational Preparedness
- CR24 Headquarters Redevelopment Project
- CR4 IRMP

Risk owners reviewed these high-scoring risks in October 2011 and judged that they should remain in the 'High' risk band for the reasons given below:

- CR19: Pending the outcome of the pension issues within government and trades unions and the potential for industrial action.
- CR20: Several major projects still underway that have a significant impact on our H&S arrangements. New strategy still not been to Fire Authority. Number of RTCs and injuries still increasing, depleted resources in the HSW unit due to maternity leave and other staff changes.
- CR23: Risk score remains high awaiting outcome of pension issues.
- CR24: Uncertain financial situation, pressures on AFRS would not allow further works to the project. Site value now much lower than when project was initiated.
- CR4: The score was temporarily increased due to the changes in AFRS risk profile identified within the new IRMP and to ensure that the risk would be reviewed again in 3 months' time.

Members may also wish to be aware that, in view of the organisational changes which are currently underway as part of the transformation and change programme, an overhaul of the Corporate Risks Register is currently underway to ensure that AF&RS's suite of corporate risks remain relevant and appropriate and accurately reflect the organisation's current priorities and threats. This work is expected to be completed by July 2012 when a new Corporate Risks Register will be published.

## **IMPLICATIONS**

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

It is recognised that effective Performance and Risk Management are key to achieving all the objectives and targets of the organisation. In particular:

- Avon Fire and Rescue Service - Corporate Plan, 2011 – 2015

- Avon Fire and Rescue Services Corporate Risk Register
- AF&RS Health and Safety Strategy.
- AF&RS IRMP Area impact assessment.

## **FINANCIAL IMPLICATIONS**

It is acknowledged that proficient, robust and effective planning, performance and risk management will result in economic efficiencies and evidence that the Service is providing its communities with good value for money services. Risk assessments are being carried out to ensure that decisions include financial assessments; this is particularly important throughout the austerity period.

## **LEGAL IMPLICATIONS**

Mitigation under the Health and Safety at Work Act 1974 and other employment and equalities related legislation.

The end of year performance report was previously known as the Best Value Report when there was a statutory duty to publish by the end of June. As Best Value legislation was abolished in March 2008 the report will now be known as the Performance Report and will continue to be published in June each year.

There is no legal requirement to produce a Corporate Plan; however the production of this plan will demonstrate to the public the Authority's commitment to provide value for money and accountability when setting its objectives.

Section 21 of the Fire and Rescue Services Act (2004) provides the statutory authority for a national Framework. This framework includes a requirement to provide an IRMP and to adequately consult with stakeholders on key issues.

## **DIVERSITY IMPLICATIONS**

Equality impact assessments are carried out in all aspects of the Service. These are monitored and reviewed as part of the performance management framework. We have a number of Local Performance Indicators that we monitor to measure our progress in equality and diversity:

## **CORPORATE RISK ASSESSMENT**

Providing evidence of outcomes in this area is a key control measure in reducing the Corporate Risks for the Authority. Corporate Risk assessments are regularly scrutinised by the Service Management Team and is regularly reported to the Fire Authority.

## **ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS**

It should be noted that the Performance and Risk Management Forum has agreed to monitor progress against the quarterly targets and objectives in this area.

## **CRIME AND DISORDER REDUCTION IMPLICATIONS**

Targets and objectives are set to contribute to making improvement in this area. Progress and improvement is monitored closely at the Performance and Risk Management Forum.

### **HEALTH & SAFETY IMPLICATIONS**

Whilst progress in this area is monitored by Members of the Health and Safety Forum, Performance and Risk Management contribute to progress and 'risk mitigation' in this priority area,

<b>List of background documents:</b>
Corporate Plan (2011-2015), AF&RS Health and Safety Strategy, Draft IRMP
Report Contact(s): Lorraine Houghton, Director of Corporate Services, Ext 231.





Appendix 1

Scorecard 2011-12: YTD March 2012

Measure	Annual Target 2011/12		YTD 2010/11	YTD Target	Amber Target	YTD Actual	Progress	% change compared to last year	Benchmarking Data April - Dec 2011		
									Average	Avon Actual	
<b>Fires</b>											
LPI142iii*	No. of calls to accidental fires in dwellings attended	561	-5%	590	561	531	↔	-10%	8.8	9.2	
LPI206i*	No. of deliberate primary fires (excluding deliberate primary fires in vehicles)	296	-5%	314	296	298	↔	-5%	2.7	2.2	
LPI206 Veh*	No. of deliberate fires in vehicles	438	-10%	486	438	412	↔	-15%	2.2		
LPI206iii*	No. of deliberate secondary fires (excl. deliberate secondary fires in vehicles)	1352	-10%	1502	1352		↓	-4%	18.6	10.6	
LPI207*	No. of fires in non-domestic premises	271	-3%	282	271	255	↔	-10%	6.2	6.1	
LPI NFF	% of accidental fires in dwellings where no firefighting action	Monitor only - last year 35.4%									n/a
<b>Alarms</b>											
LPI FAMS*	Total No. of malicious false alarms	Monitor only		333	Monitor only		↑	60%	n/a	n/a	
LPI FAMS %	% of calls to malicious false alarms not attended	tbc		tbc	tbc		↓	n/a	n/a	n/a	
LPI 149i*	No. alarms caused by automatic fire detection attended (Non-Domestic Premises)	2347	-3%	2420	2347	2456	↔	-4%	46.9		
LPI 209iii*	% of fires attended in dwellings where no smoke alarm was fitted	Monitor only		32.7%	Monitor only		↑	n/a	28.8%		
<b>Deaths, Injuries &amp; Escapes</b>											
NI 49ii*	No. of deaths arising from primary fires	Monitor only, last year 12, YTD 12									5
NI 49iii*	No. of injuries arising from primary fires	Monitor only, last year 59, YTD 59									82
LPI 143i*	No. of deaths in accidental dwelling fires	Monitor only, last year 7, YTD 7									4
LPI 143ii*	No. of injuries in accidental dwelling fires	Monitor only, last year 40, YTD 40									53
<b>Response</b>											
LPI R1	FDR1 (excl. vehicles) Risk Category 1: - 2 appliances** + 9 FF's within 8 mins.	85%		80%		81% (536/663)	↔	86%			
LPI R2	FDR1 (excl. vehicles) Risk Category 2: - 2 appliances** + 9 FF's within 10 mins.	90%		85%		90% (79/88)	↑	97%			
LPI R3	FDR1 (excl. vehicles) Risk Category 3: - 2 appliances** + 9 FF's within 20 mins.	95%		90%		99% (150/151)	↔	96%			
LPI R4	FDR1 Special PDA (excl. vehicles) Risk Cat. 1: - 3 apps.** + 13 FF's within 13 mins.	95%		90%			↔	92%			
LPI R5	FDR1 Special PDA (excl. vehicles) Risk Cat. 2: - 3 apps.** + 13 FF's within 15 mins.	95%		90%			↔	100%		n/a	
LPI R6	FDR1 Special PDA (excl. vehicles) Risk Cat. 3: - 3 apps.** + 13 FF's within 20 mins.	95%		90%		90% (19/21)	↑	95%			
LPI R7	FDR1 Vehicle & FDR3: - 1 app. or officer within 15 mins.	95%		90%		99% (2396/2416)	↔	97%			
LPI R8	Special Service Calls: - 1 app. or officer within 15 mins.	95%		90%		99% (2440/2475)	↔	97%			
LPI R9	Calls for assistance to Service Control answered within seven seconds	94%		89%		98%	↔	98%			



# Scorecard 2011-12: YTD March 2012

Measure	Annual Target 2011/12	YTD 2010/11	YTD Target	Amber Target	YTD Actual	Progress	% change compared to last year	Benchmarking Data April - Dec 2011 Average	Avon Actual
<b>Community Fire Safety Activity</b>									
Monitor	No. of school visits conducted by station personnel	Monitor Only			385			n/a	n/a
Monitor	No. of off-station community events attended to deliver fire safety message	Monitor Only			640			n/a	n/a
Monitor	No. of on-station community events	Monitor Only			555			n/a	n/a
Monitor	No. of groups visiting Community Safety Centres	Monitor Only			2625			Total HFSVs	n/a
LPI CFS1	Completion of Home Fire Safety Checks by MT Pumping Appliance Crews	13176	13176	12517		↔		n/a	n/a
Monitor	Total HFSVs completed (this year)	n/a	n/a	n/a	10020			n/a	n/a
<b>Resources and Value for Money</b>									
LPI 8	% of undisputed invoices which were paid in 30 days	95.0%			93.9%	↓		n/a	not available
LPI IT1	% on inscope calls to IT helpdesk resolved within 1 day	95.0%			97%	↓		n/a	n/a
<b>Resources and Value for Money - quarterly</b>									
LPI ET2	Energy consumption in kWh (electricity, gas and heating oil)	-5%	7,175,071	7,552,706	7,175,071			Not Available	n/a
N186/LPI ET3	Carbon emissions	-15%	3021	2,521	2143			Not Available	n/a
LPI ET4	Water consumption (metered supply only)	-5%	15114	11,941	11344			Not Available	n/a
LPI ET5	Business travel	-10%	n/a	212,576	191318			Not Available	n/a
<b>Health and Safety - quarterly</b>									
H&S 4	Total work related driving accidents (Road Traffic Collisions)	-10%	118	131	118	↓		-9.2%	n/a
<b>People - Reported Monthly</b>									
LPI 121	Working days/shifts lost to sickness wholetime uniformed staff		7.00		7.00	↓		6.10	4.84
LPI 121i	Working days/shifts lost to sickness all staff		7.00		7.00	↓		6.57	4.95
LPI HR4	% of RTW interviews completed within 15 days		90%		85%	↔		95%	n/a
<b>People - Reported Quarterly</b>									
LPI 16ai	No. of wholetime and retained duty system employees with a disability		9 or more people		10	↔		10	n/a
LPI 16aii	No. of control and non-uniformed employees with a disability		4 or more people		4	↔		4	n/a
LPI HR2	Recruitment of BME staff - to reflect local working population by 2013		11%		9%	↓		n/a	n/a
LPI HR3	Recruitment of Female operational staff		17.5%		15.0%	↓		n/a	n/a
<b>People - Equality and diversity</b>									
LPI E&D1	Fire and Rescue Service Equality Framework		Achieving		Achieving			n/a	n/a
LPI E&D2	The duty to promote equality		Monitor		Annual			n/a	n/a

\* indicative only as 3 IRS records are incomplete

Annual Target 11/12 = target set this year in % and/or number YTD Target = target figure for this year up to end of reporting month

Benchmarking data compares AF&R's performance against 20 other FRs with whom we share data

**Performance:**

57	on target
56.8	just off target
	off target

**YTD Actual vs. Target**

↔	on target
↓	just off target
↑	off target

**Progress:**

↑	Getting Better
↔	No Change
↓	Getting Worse

**Compared with last month**

↑	Getting Better
↔	No Change
↓	Getting Worse

## Corporate Risk Register Version 7.0

Table 1

Risk Ref	Risk Title	Current Register CRR V7.0		Previous Register CRR V6.1		Trend	Comments
		Residual Risk Score	Risk Band	Residual Risk Score	Risk Band		
CR19	Staff Unrest	20	High	20	High	◀▶	No change
CR20	Health, Safety & Welfare	20	High	20	High	◀▶	No change
CR23	Operational Preparedness	20	High	20	High	◀▶	No change
CR24	Headquarters Redevelopment Project	16	High	16	High	◀▶	No change
CR4	IRMP	16	High	16	High	◀▶	No change
CR1	Corporate Performance Results	12	Medium	12	Medium	◀▶	No change
CR16	Equalities & Diversity (Internal)	12	Medium	12	Medium	◀▶	No change
CR2	Corporate Disruption including Spate Conditions	12	Medium	12	Medium	◀▶	No change
CR21	Reduction in Financial Resources/Fraud	12	Medium	12	Medium	◀▶	No change
CR22	Operational Competence	12	Medium	12	Medium	◀▶	No change
CR3	Demographics/Population/Ethnic Profile	12	Medium	12	Medium	◀▶	No change
CR9	Audit Activity & Evaluation of Outcomes	12	Medium	12	Medium	◀▶	No change
CR10	Partnerships	9	Medium	9	Medium	◀▶	No change
CR13	ICT Strategy	8	Medium	8	Medium	◀▶	No change
CR14	Environmental Strategy	6	Medium	6	Medium	◀▶	No change
CR15	Attendance Management	6	Medium	6	Medium	◀▶	No change
CR5	Community Engagement	6	Medium	6	Medium	◀▶	No change
CR8	Corporate Information (As defined by Audit)	4	Low	4	Low	◀▶	No change

Table 2

Risk Band	Risk Scores	Review Frequency
High	15-25 inclusive	Review quarterly
Medium	6-12 inclusive	Review twice yearly
Low	1-5 inclusive	Review annually

**AVON FIRE AUTHORITY**

<b>MEETING:</b>	AVON FIRE AUTHORITY
<b>MEETING DATE:</b>	25 May 2012
<b>REPORT OF:</b>	Chief Fire Officer/Chief Executive
<b>SUBJECT:</b>	Community Safety – Ageing Safely

**SUMMARY**

The Chief Fire Officer's Association (CFOA) has lead the development of a new national strategy to keep older people safer from the risk of death and injury as a result of fire in their homes.

A group was brought together from across the full spectrum of caring agencies to develop the strategy so that Fire & Rescue Services across the UK can benefit from guidance designed to assist them in preparing to meet the changing needs of the people they serve.

The aim of the strategy is to help prevent older people falling victim to fire and other home safety hazards, directing efforts towards earlier and targeted intervention methods, providing information & advice, improving and maintaining the awareness of the dangers that fire poses; particularly to those with a mental or physical disability or sensory impairment, and those who care for them.

**RECOMMENDATION(S)**

To adopt the CFOA Ageing Safely in its entirety and rebrand and adopt as Avon Fire and Rescue Service Older Persons Strategy.

**BACKGROUND**

It is widely recognised that we live in an ageing society. In 2007 we reached a significant point where for the first time there were more people over the State Pension age living in the UK than children. Across our entire Service area and particularly in North Somerset, older people make up a larger portion of the population than the average nationally. These numbers are expected to increase significantly in coming years: by 2025 the over-65 population in North Somerset is expected to increase by 50%, and by 69% by 2030/1. This situation will be challenging for organisations that provide services to older people. In particular there will be growing pressure on already tight budgets.

An ageing population affects not only those who are already in or approaching later life. We are all ageing. We will also all be having more contact with older people, caring for them and learning from them.

Fire statistics indicate that FRS's have been least successful in reducing fire deaths in the over 50 age category, the same section of our population that is set to increase dramatically. Deaths and injuries from fire will rise in proportion to the increases in numbers of older people.

Whilst older people may survive a fire, the experience can lead to a downward spiral in their quality of life. The impact of even a small fire should not be underestimated. The experience can result in a loss of confidence in an individual's ability to remain safe whilst continuing to live independently. To support the achievement of these aims CFOA have set out 10 objectives and accompanying FRS commitments. They are a guide, and a challenge, for Fire and Rescue Services to use in delivering their own localised strategies for tackling the challenge of keeping an ageing population safer from the risk of death and injury in a fire in the home.

It fully supported by the current Fire Minister and below is a letter sent to CFOA Board.

#### **Message of Support from Bob Neill MP, Minister for Fire**

"Unfortunately due to other diary commitments I am unable to attend today's launch (7 December 2011) of the CFOA National Older Persons Strategy. However, I have asked for this message of support to be read out on my behalf.

The strategy comes at a time when the age of our population continues to rise and the issue of protecting an ageing population is more important than ever. We know that older people over 65 comprise over 50% of all fire deaths.

I therefore commend the Fire and Rescue Service for taking the lead on such a key issue.

The national strategy will provide strategic direction to fire authorities to help identify the most vulnerable and will provide guidance and support to Fire and Rescue Services and their partners to enable them to rise to the challenge of keeping the older and more vulnerable members of our communities safer from the risk of injury and death as a result of fire in the home.

I would particularly like to congratulate Staffordshire Fire and Rescue Service who led on behalf of CFOA to produce the strategy, drawing together experts in the field of fire safety, health care and older people.

I wish you every success for today's launch."

## **CFOA Ageing Safely**

The four main aims of the strategy are:

1. Stabilise the number of fatalities in the rising population aged 50+ over the next 6 years.
2. Stabilise the number of serious injuries resulting from fire to the over 50s, over the next 6 years
3. Improve access and take up of services provided to those people who experience trauma as a result of being involved in a fire to match the rate of increase in the population aged 50+
4. Ensure that engagement with older people is an integral element of the process of evaluating the impact of the strategy

It is supported by 10 key objectives, which are:

### **1. Assist in the prevention of accidental fires through the provision of interventions specifically targeted at those aged 50+**

Making contact with people from the age of 50 may have considerable advantages as intervention early on may prevent the person falling into the category of vulnerable older person. People can make decisions and changes to their current lifestyle which will have a great impact in later life. Educating this group about the increased risk in old age of falling victim to accidental fire should therefore be a priority.

### **2. Prevent accidental fires by working in partnerships to provide help and guidance where it is most needed**

When engaging with partners, FRS should ensure that through common purpose and shared endeavours they align strategies, plans, objectives, targets and evaluation processes to avoid duplication of effort and ensure that they are working towards shared outcomes that improve the quality of life of vulnerable older people.

Establishing a partnership with carers can provide first hand contact with vulnerable older people. This can improve the take up of Home Fire Risk Checks. Unpaid carers are committed advocates for older people, but often they have little respite. Help from FRS would improve the lives of both unpaid carers and those in their care.

### **3. Prevent fire through the provision and dissemination of information, advice and guidance**

The provision of information will help FRS engage with vulnerable older people and those who care for them. The information will increase and maintain awareness of the dangers of fire and preventative action to reduce risk.

Statistical analysis shows that vulnerable older people are at significantly higher risk from death and injury from many different types of accidents in the home ranging from fires to falls. A fall can be the event that initiates a fire. By becoming involved in the

wider accident prevention arena FRS will reduce the instances and consequences of fire to older people.

#### **4. Continue to build meaningful and productive relationships with the local community**

FRS should consider adopting a multi-agency, multi-person, approach to assist them in achieving the main aims of their strategy. This approach relies on the effective sharing of information and resources. It is of overwhelming importance when compiling a local strategy to take account of the opinions of older people, their friends and families, paid and unpaid carers. These groups should be engaged and involved in any planning and decision making processes and in the delivery, wherever possible.

#### **5. Protect older people from accidental fires by ensuring they have access to the most appropriate assistive technology**

Assistive technology is defined as any device or system that allows an individual to perform a task that they would otherwise be unable to do, or increases the ease and safety with which the task can be performed. This includes equipment and devices to help people who have problems with speaking, hearing, eyesight, mobility, memory and understanding.(7/ 8)

CFOA recognises the benefits that this technology can bring for some older people. It can help to increase their independence and choice, reducing the risk of fire and accidents in, and around, their homes and may result in reducing admission into residential or hospital care. This technology can reduce stress on both carers and those they are caring for, helping to improve their quality of life.

The type of equipment provided needs to be tailored to the individual, particularly when impairments such as hearing loss are involved. In recent years FRS have gifted a wide variety of equipment to vulnerable individuals including smoke alarms, thermostatically controlled deep fat fryers, fireguards, spark-proof guards, electric blankets, fused extension leads, power-down equipment, smoker's blankets and fire retardant bedding, in an effort to reduce the risk of fire in the home.

#### **6. Protect older people who live in residential care homes, care homes with nursing, and sheltered accommodation, through advising on, and enforcing fire safety measures.**

The majority of older people live in their own homes. Only 4% of people aged 65 and over live in communal settings which include residential and nursing care homes, sheltered housing and extra care housing.

FRS advises on and enforces fire safety law in workplaces and public buildings including sheltered accommodation and care homes. The Regulatory Reform (Fire Safety) Order 2005 heralded a move to self-regulation of fire safety.

Despite the shift to self-regulation, it is still important for FRS to play an active role through partnership for the provision of fire safety advice with the service providers.

### **7. Work in ways that respond to diverse individual needs which may include culture, religion and language and in ways that ensure equality of opportunity**

The key to success in social marketing is not to ask; “What is wrong with older people, why don’t they understand?” but to consider; “What are we doing wrong? What don’t we understand about our target audience?”

FRS could identify the ways in which older people prefer to receive information and advice. Information, advice and guidance, if it is to be effective, it needs to be designed to be flexible enough to meet the needs of the audience. The more diverse the communication methods the greater the chances are of getting the message across. FRS systems also need to be dynamic enough to evolve as the needs of the ageing population change.

It is important to note that perceptions of ageing are culturally dependent. The stigma and associations of ageing that may be found within the UK do not necessarily cross cultural boundaries. Different cultures interact with their older population in different ways and FRS need to identify what these are so they can understand how to design and deliver a comprehensive service to this group.

FRS should support the right of the individual to lead an independent life based on self-determination and personal choice wherever possible.

### **8. Respond to the incidents of fires and extinguish them quickly, effectively and efficiently**

Since the introduction of Integrated Risk Management Planning (IRMP) FRS have developed new standards which take into account the risk of injury from fire and other demographic data bespoke to local needs. These standards aim to enhance the safety of all UK residents, including older people.

### **9. Be responsive to and assist people to recover from their experience of fire**

A house fire can be devastating for anyone, but vulnerable older people with no immediate assistance available to them from relatives or trusted neighbours may find a fire so devastating that it costs them their independence. This is especially true for the most vulnerable in our society who may lack the traditional family support network that operates in time of need. They are also the least likely to be able to afford buildings and/or contents insurance and may be left without the ability to restore their previous lifestyle without assistance.

### **10. Learn from each occasion FRS are called upon in an emergency, to further refine this strategy and to define robust quality improvement systems**

On-going and structured evaluation is critical to the long-term success of this strategy to ensure that the work undertaken stays focused, accurate and valid, and that it delivers the right services to individuals.

The analysis of information gathered or received is vital to ensure that approaches taken can evolve and increase in effectiveness over time.

FRS should evaluate their individual older person's strategy and performance against all objectives to ensure quality and continually seek to improve service delivery as directed by customer needs and adapt to meet the needs of a constantly changing society.

### **FINANCIAL IMPLICATION S**

None

### **LEGAL IMPLICATIONS**

Public sector Equality Duty as created by the Equality Act.

### **DIVERSITY IMPLICATIONS**

The report is solely concerned with delivery of services to a group with protected characteristics within the Equality Act.

### **CORPORATE RISK ASSESSMENT**

Low. Possibility of legal challenge if we do not comply with our legal Duties.

### **ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS**

None

### **HEALTH & SAFETY IMPLICATIONS**

None

<b>List of background documents:</b>
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CFOA Ageing Safely Strategy Document – available from: <a href="http://www.cfoa.org.uk/12282">http://www.cfoa.org.uk/12282</a>
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Report Contact(s):
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Dave Salmon, Assistant Chief Fire Officer, Director of Risk Reduction (ex 234)
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**AVON FIRE AUTHORITY**

MEETING:	<b>AVON FIRE AUTHORITY</b>
MEETING DATE:	25 May 2012
REPORT OF:	Chief Fire Officer / Chief Executive
SUBJECT:	Fires and Other Incidents: March and April 2012

**SUMMARY**

To report on fires and other significant incidents that occurred during the months of March and April 2012.

**RECOMMENDATION**

That the report be noted.

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**BACKGROUND**

Details of fires and other significant incidents are attached as an Appendix.

**IMPLICATIONS**

Legislation confers powers and obligations. This report is provided for information.

<b>List of background documents:</b> None
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Report Contact(s): Kevin Pearson, Chief Fire Officer / Chief Executive, Ext 233#
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**Between April 2011 and March 2012 Avon Fire & Rescue Service attended the following number of incidents.**

**Total number of fires – 3,807**

**Special Service Calls – 2,476**

**Alarms – 5,833**

**Road traffic collisions - 692**

## **1. Incidents of note in March**

### **Crews deal with blaze in high rise flats**

Wednesday 7 March

21.46 Monkton Avenue, Weston-super-Mare

Fire crews have dealt with a fire in a high rise block of flats in Weston-super-Mare.

A number of 999 calls were received reporting a fire within a flat on the fifth floor of the eight storey building. Four fire engines from Weston-super-Mare Fire Station were sent to the scene; they were later supported by appliances from fire stations at Avonmouth, Clevedon, Kingswood, Portishead, Winscombe and Yate.

The first crews on scene were faced with a well developed fire which had broken through windows of the flat at the front of the building. Firefighters wearing breathing apparatus made their way up to the property and used hose reels and jets to bring the blaze under control. The efforts of crews ensured the fire was prevented from spreading to neighbouring properties and only the flat where the fire started was damaged.

The fire caused smoke logging in corridors on the same floor and on floors above. During the incident firefighters assisted in the evacuation of the building. One woman was treated at the scene for the effects of smoke inhalation and was taken to hospital by ambulance. Her condition was not believed to be serious. The cause of the fire, which caused severe damage to the flat, is unknown.

### **Marathon effort for crews involved in rescue**

Sunday 11 March

13.40 Edward Street, Bathwick, Bath

An elderly woman, who fell down a flight of steps, has been rescued by firefighters during the Bath Half Marathon. Crews were called to assist paramedics at a basement flat which could only be accessed via Great Pulteney Street, where the start and finish point for the race was. Members of the public and runners had to make way for the pump and rescue tender from Bath Fire Station to make its way to the incident.

On arrival crews gave an injured woman oxygen therapy. They then worked with paramedics to assist the woman in her 80s on to a spinal board. She was then carried to a waiting ambulance and taken to hospital suffering from a suspected dislocated hip. It's thought she had been there for around three hours before the alarm was raised.

### **Crews deal with Iron Acton scrap yard fire**

Wednesday, 21 March

18.12 Station Road, Iron Acton

Fire crews spent much of the night at a scrap yard after a fire broke out in the early evening.

Numerous 999 calls were received reporting the fire which involved four vehicles and scrap materials. Crews from Yate, Kingswood and Patchway fire stations were first on scene and used jets and hose reels to bring the blaze under control. Due to the amount of water needed to deal with the fire, a further fire engine from Speedwell was sent to the incident to shuttle water to crews fighting the fire.

Thick smoke from the fire could be seen for several miles around the site as crews worked to extinguish the flames. The blaze was brought under control by around 21.00hrs, although crews remained on scene into the early hours of the morning to deal with any hot spots or small pockets of fire that reignited.

### **Fire at high rise flats tackled**

06.15 Friday 23 March

Twinnell House, Stapleton Road, Bristol

A fire on the seventh floor of a high rise block of flats has been dealt with by crews. Firefighters were called to the tower block after calls from members of the public. Five fire engines went to the address where there were initial reports that there may be people still inside the property.

Firefighters in breathing apparatus made their way to the seventh floor and gained entry to flat. They discovered a fire in the bathroom and used a jet to extinguish the flames. A search of the flat found that it was unoccupied. It's believed the fire was started by a tealight candle which had been left on top of a plastic toilet cistern.

The fire caused extensive damage to the bathroom as well as smoke damage in the rest of the flat. A number of flats on the seventh floor were evacuated during the incident, but there were no reports of any injuries.

### **Three people rescued from house fire**

Saturday 24 March

03.52 Conham Hill, Hanham

Three people have been rescued by firefighters after a fire badly damaged their home.

When crews arrived they found the roof of the property well alight and a call was made to make pumps four. It soon became apparent that more resources were needed and at the height of the fire six fire engines were called to the scene. In total 16 firefighters wearing breathing apparatus tackled the fire using three jets and two high pressure hose reels.

One man, in his 20s, was rescued from the roof of the property after climbing out of a skylight and two other people, a woman in her 70s and a male in his 30s, were rescued from inside. All three were taken to hospital suffering from smoke inhalation.

An investigation into the cause of the fire found it started accidentally after washing near to a woodburning fire caught light. The house was badly damaged by the fire.

### **Unusual rescue involving a cake tin**

Wednesday 28 March

17.32 St Saviour's Road, Larkhall, Bath

Firefighters have come to the aid of a 20 month-old child who managed to get a cake tin stuck on his head.

It's thought the child had been playing with the tin, which had a removable bottom, placing it over his head and getting it stuck. Firefighters used small cutting equipment and metal scissors to cut the tin and free the child, who was unharmed.

### **Unattended cooking sparks fire**

Thursday 29 March

01.24 Walwyn Close, Twerton, Bath

A man has been rescued from his flat by firefighters after a blaze broke out.

When crews arrived they could hear the smoke alarm activating in the first floor flat and gained access. They found a man in his 30s who they assisted to safety. He was given oxygen therapy by firefighters for smoke inhalation.

Two firefighters wearing breathing apparatus tackled the fire in the kitchen using a high pressure hose reel. It's thought the fire started accidentally after cooking was left unattended.

The flat was heavily smoke logged so crews used a positive pressure ventilation fan to ventilate the premises. It's thought a neighbour had heard the smoke alarms activating and dialed 999.

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

### **Chimney fire spreads to bedroom**

Tuesday 10 April

13.06 Earthcott Green Farm, Earthcott Green, Alveston

Firefighters have tackled a blaze involving the chimney of a farm house, which spread to a bedroom.

On arrival firefighters found the occupants, a couple in their 70s, already outside and unharmed. Two firefighters wearing breathing apparatus tackled the fire using one high pressure hose reel and chimney rods.

It's thought the fire started accidentally in the chimney and debris in a fireplace caught light spreading to the bedroom. The fire caused damage to the bedroom and smoke damage to a number of other rooms in the house. As there were no smoke alarms fitted in the property firefighters installed the devices.

### **Fire affects communication mast**

Wednesday 11 April

03.11 East Dundry Lane, East Dundry

A number of radio stations were taken off air after a fire affected a communication mast. When firefighters arrived they found a fire at the base of the mast. It's thought the fire was started deliberately.

### **Three hurt in RTC**

Wednesday 11 April

18.53 Sturminster Road, Stockwood, Bristol

Three people have been taken to hospital following a road traffic collision. When firefighters arrived they found two vehicles involved – a car and a van.

The driver of the car, a man in his 30s, was already out of the vehicle however, he was taken to hospital suffering from suspected leg injuries. Two males, one in his 50s and the other in his 20s, were trapped in the van. Using hydraulic cutting equipment firefighters removed the driver's door and then helped paramedics to assist the males on to spinal boards. They were taken to hospital suffering from suspected head and back injuries.

### **Man rescued from water by firefighters**

Wednesday 11 April

22.41 Lower Guinea Street, Redcliffe, Bristol

A man has been rescued from the water by firefighters after he fell in.

When firefighters arrived they found the man, thought to be in his 30s, wedged between a boat and the dockside. It's thought he had been there for several minutes. Three firefighters trained in swift water rescue techniques with their inflatable raft managed to get access to the man and assist him to safety. He was suffering from suspected hypothermia and taken to hospital by ambulance.

### **Two men die following fire on boat**

Sunday 15 April

06.21 Riverside Walk, Bath

One man has died and another was taken to hospital following a fire at a boat moored on the River Avon in Bath.

Three fire engines and a safety boat from Bath Fire Station were called to the incident early on Sunday morning. When crews arrived they found a fire involving the wheelhouse area of the cabin cruiser, which comprised accommodation to the front and a raised wheelhouse to the rear. Firefighters in breathing apparatus used high pressure hose reels and foam to deal with the blaze. A smaller boat tied alongside the affected vessel was also damaged by the fire.

Sadly one man died at the scene and another was taken to hospital with burns and smoke inhalation. He sadly died later in hospital.

### **Firefighters rescue woman from RTC**

Wednesday 25 April

16.45 Church Lane, Farrington Gurney

Firefighters have freed a woman from her car after a road traffic collision.

When crews arrived at the scene they found one vehicle which had left the road and hit a telegraph pole. A couple in their 70s had been in the vehicle at the time, however, the man was already out and unharmed.

A woman was trapped inside so crews quickly stabilised the car and used hydraulic cutting equipment to remove the roof of the vehicle. Working alongside paramedics the woman was assisted on to a spinal board and taken to hospital.

### **Car hits wall in RTC**

Saturday 28 April

10.44 Station Road, Yate

A woman has been rescued by firefighters after the car she was in hit a wall and was left in a precarious position.

When crews arrived they found the 79 year-old still inside the vehicle and unable to get out. As the rear of the vehicle was elevated, crews worked quickly to stabilise it. They then used hydraulic cutting equipment to remove the driver's door. The woman was then assisted from the vehicle and taken to hospital suffering from suspected neck and spinal injuries.

### **Fire crews assist paramedics at RTC**

Saturday 28 April

00.17 Wally Lane, Chew Stoke

Firefighters attended a single-vehicle collision in Chew Stoke alongside ambulance and police staff.

Two of the vehicle's three occupants were out of the vehicle before firefighters arrived. The third needed a medical assessment first. Firefighters stabilised the car and then assisted ambulance staff in safely removing the third person from the vehicle.

### **Woman carried from car in flood water**

Sunday 29 April

11.13 Doynton Lane, Dyrham

Firefighters rescued a woman from her car after it got stuck in floodwater. A blue Citroen Berlingo car had become stuck in around two-feet of floodwater. Firefighters wearing dry suits rescued the woman, in her 40s, and carried her to safety.

### **Tree falls onto car**

Sunday 29 April

11.18 Albert Road, Clevedon

Firefighters were called after a large tree fell onto an empty Volvo estate which was parked on the owner's driveway.

The tree had landed across the roof of the three-month-old car. Firefighters removed smaller branches and parts of the tree before propping up the remainder so that the car could be removed from underneath.

### **School hit by flood water**

Sunday 29 April

18.07 Winscombe Woodborough Primary School, Moorham Road,  
Winscombe

Firefighters were called to help save the village primary school from floodwater which was flowing from surrounding fields. Using their own equipment as well as items from the caretakers shed, crews diverted the water into drains.