



12 July 2012

- (1) **MEMBERS OF THE AVON FIRE AUTHORITY**  
Councillors Abraham, Alexander, Ann, Ball, Barrett (C), Barrett (N), Cave, Comer, Cook, Cranney, Davies, Drew, Gregor, Hale, Holbrook, Hugill, Jackson, Judd, Leaman, Lovell, Marter, Payne, Sandry, Townsend and Walker.
- (2) **APPROPRIATE OFFICERS**
- (3) **PRESS AND PUBLIC**

Dear Member

You are invited to attend the Avon Fire Authority meeting being held at **2.00pm on Friday 20 July 2012**. The meeting will be held in the main conference room, 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 APOLOGIES FOR ABSENCE** (Members are reminded there is no power to appoint substitutes on the Avon Fire Authority)
- 2 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.
- 3 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.
- 4 MINUTES OF AVON FIRE AUTHORITY HELD ON 25 MAY 2012**
- 5 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.
- 6 MINUTES OF SPECIAL PURPOSES COMMITTEE HELD ON 29 JUNE 2012**
- 7 MINUTES OF APPOINTMENTS COMMITTEE HELD ON 29 JUNE 2012**
- 8 STANDARDS OF MEMBERS CONDUCT – LOCALISM ACT 2011 NEW REGIME**
- 9 LICENCE TO USE PREMISES FOR TRAINING – SHIPHAM HILL QUARRY**
- 10 PERFORMANCE REPORT 2011/12**
- 11 SICKNESS ABSENCE UPDATE**
- 12 FIRES & OTHER INCIDENTS – MAY & JUNE 2012**
- 13 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.”
- 14 OLYMPIC PLANNING**

## **AVON FIRE AUTHORITY**

**25 MAY 2012**

**PRESENT:** Councillors Abraham, Barrett (C), Barrett (N), Cave, Comer, Cook, Cranney, Davies, Drew, Hale, Hugill, Jackson, Judd, Leaman, Lovell, Marter, Sandry and Walker.

### **1 ELECTION OF CHAIR FOR THE COMING YEAR**

**RESOLVED** that Councillor Terry Walker be elected Chair for the current year.

Cllr Walker expressed his appreciation for the hard work and dedication of the Vice Chairs for the previous year.

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

**RESOLVED** that the position of Vice Chair be held jointly in the current year and that Councillors Sheila Cook and Mike Drew be elected to that position.

### **IN MEMORY**

Members stood to remember ex-Chief Fire Officer Andy Walters, who passed away earlier that week following a long illness.

### **3 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Ann, Alexander, Ball, Gregor, Holbrook, Payne and Townsend.

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

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

### **6 MINUTES OF AVON FIRE AUTHORITY HELD ON 30 MARCH 2012**

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

### **7 APPOINTMENT OF COMMITTEES FOR 2012-13**

- (1) Powers be delegated to the Appointments Committee, Standards Committee and the Disciplinary Committee, and to the Special Purposes Committee in accordance with the Monitoring Officers report on Governance, following later on the Agenda.

- (2) the Appointments Committee, comprise of seven Members, and that the following Members be appointed to that Committee for the current year (3:3:1)

Councillor S Cook	Conservative
Councillor C Barrett	Group
Councillor A Hale	

Councillor M Drew	Liberal
Councillor C Davies	Democrat
Councillor S Townsend	Group

Councillor T Walker	Labour Group
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- (3) the Special Purposes Committee comprise of three Members, one from each political group, and that the following Members be appointed to the Special Purposes Committee for the current year:-

Councillor S Cook	Conservative Group
Councillor M Drew	Liberal Democrat Group
Councillor T Walker	Labour Group

- (4) the following Members be appointed to the Standards Committee for the current year:

Councillor T Marter	Conservative Group
Councillor L Alexander	Conservative Group
Councillor W Sandry	Liberal Democrat Group
Councillor S Townsend	Liberal Democrat Group
Councillor B Hugill	Labour Group

- (5) the constitution of the Disciplinary Committee be confirmed.

- (6) the following Members be appointed to the Performance & Risk Management Forum for the current year:-

Councillor T Marter	Conservative Group
Councillor C Davies	Liberal Democrat Group
Councillor C Jackson	Labour Group

- (7) the following Members be appointed to the Equalities and Fairness Forum for the current year:-

Councillor N Barrett	Conservative Group
Councillor W Sandry	Liberal Democrat Group
Councillor B Hugill	Labour Group

- (8) the following Members be appointed to the Health, Safety & Welfare Forum for the current year:-

Councillor P Judd	Conservative Group
Councillor W Sandry	Liberal Democrat Group
Councillor Lovell	Labour Group

- (9) Councillor S Comer be appointed to the Joint Development Forum for the current year.

## **9 APPOINTMENTS OF REPRESENTATIVES ON OTHER BODIES**

- 1) Councillor P Abraham be appointed as the Authority's representative on the Local Government Association (including the Fire Commission) for the current year.
- 2) Councillor T Marter be appointed as the Authority's representative on the South West Council Employer's Council for the current year.
- 3) Councillor H Gregor be appointed to the South West Council for the current year.
- 4) Councillor P Abraham be appointed as Director to South West Fire Control Limited for the current year and to nominate one substitute, which was Councillor C Barrett.

## **10 GOVERNANCE REPORT OF THE MONITORING OFFICER**

The Clerk and Monitoring Officer gave an overview of the report.

**RESOLVED** that

1. 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  
(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:
  - (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 the required action to implement the recommendations.

## **11 AVON FIRE AUTHORITY: A LIVING WAGE EMPLOYER**

Members considered the report seeking approval for Avon Fire Authority to become a Living Wage Employer, following a request to explore the implications at a previous Fire Authority meeting.

Members discussed the implications that adopting the policy could have on employees and the Authority.

**RESOLVED** that

- i) the Fire Authority is to be established as a 'living wage' employer and the policy to be adopted.
- ii) That a non-pensionable one off payment be made to employees as outlined in the report.

## **12 GREAT WESTERN AMBULANCE SERVICE PARTNERSHIP UPDATE**

Members considered a report updating on the partnership with Great Western Ambulance Service.

Members thanked crews at Portishead Fire Station for the success of the pilot and asked that the roll out of the programme be monitored carefully for any crewing issues this may cause.

**RESOLVED** that

- i) Members noted the report; and
- ii) that the scheme be approved to other identified stations.
- iii) that the scheme be reviewed and reported to Members in 6 months

## **13 INTEGRATED RISK MANAGEMENT PLAN (IRMP)**

Members considered the report updating on the Integrated Risk Management Plan (IRMP) which is a 3-year plan that outlines the risks in the communities within the Authority area. It sets out a specific strategy to reduce community risk through prevention, protection and response for the period 2012 to 2015.

**RESOLVED** that

- i) the report be approved;
- ii) Members considered the consultation approach.

#### **14 RISK PLANNING UPDATE**

Members considered an update on the current developments and initiatives taking place in relation to risk planning and civil contingencies, including information on planning activity relating to the Olympic Torch Relay, the Olympic Games and the Paralympic Games. Members thanked all officers involved in supporting the Olympic Torch Relay.

The Chief Fire Officer/Chief Executive advised Members that CLG had requested further capability to be made available during the London 2012 Games and Members would be kept updated.

**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.

#### **15 SICKNESS ABSENCE UPDATE**

Members considered a report providing an update on the current position in relation to sickness absence and thanked officers and staff for their commitment in reducing sickness levels.

**RESOLVED** that the report be noted.

#### **16 PERFORMANCE AND RISK MANAGEMENT UPDATE**

Members considered an update on the work being undertaken in relation to performance, corporate risks and community risks and commended the work undertaken in further call challenging on Automatic Fire Alarms.

**RESOLVED** that the report be noted.

#### **17 COMMUNITY SAFETY: AGEING SAFELY**

Members considered a report updating on 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.

Members discussed the financial impact that the policy may have on the Authority and whether the age range was too wide.

**RESOLVED** that

- i) Members noted the report;
- ii) Members agreed to adopt the CFOA Ageing Safely strategy and rebrand/adopt as the Fire Authority's Older Persons Strategy.



**18 FIRES & OTHER INCIDENTS – MARCH & APRIL 2012**

Members received a report outlining the significant incidents of note occurring during March and April 2012.

Members noted the number of fires reported in high rise properties and the concern of storage in stair wells. Not all authorities have clear corridor policies.

**RESOLVED** that the report be noted.

The meeting closed at 15.15.

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Chair

AVON FIRE AUTHORITY  
SPECIAL PURPOSES COMMITTEE

29 JUNE 2012

**PRESENT:** Councillors Cook, Drew and Walker

**1 APPOINTMENT OF CHAIR**

**RESOLVED:** that Councillor Walker be appointed Chair.

**2 EMERGENCY EVACUATION PROCEDURES**

The Chair drew attention to the Emergency Evacuation Procedure as set out in the Agenda.

**3. DECLARATION OF INTERESTS**

The Chair drew attention to the requirements of the Code of Conduct as set out in the Agenda.

**4 MINUTES OF SPECIAL PURPOSES COMMITTEE HELD 26 JANUARY 2012**

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

**5 ANNUAL GOVERNANCE STATEMENT 2011-12**

**RESOLVED** that the report was noted.

**6 INTERNAL AUDIT – ANNUAL REPORT 2011-12**

**RESOLVED** that the report was noted.

**7 CAPITAL PROGRAMME AND REVENUE OUTTURN AND ANNUAL STATEMENT OF ACCOUNTS 2011-12**

**RESOLVED** that the report was noted

**8 STRATEGIC ASSET MANAGEMENT PLAN UPDATE AND STRATEGIC PROPERTY ASSET**

**RESOLVED** that:

- i) the report was noted
- ii) the Strategic Asset Management Plan was approved.

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

“That the public be excluded from the meeting during the following item 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 the item 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.”

**10 ILL HEALTH RETIREMENT**

Members considered a report and recommendations for an employee to be granted ill health retirement.

**RESOLVED** that:

- i) Ill health retirement be granted.
- ii) No compensation be approved.
- iii) No legal advice be required.

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Chair

**AVON FIRE AUTHORITY**  
**APPOINTMENTS COMMITTEE**  
**29 JUNE 2012**

**Present:** Councillors Barrett (C), Cook, Drew, Hale, Townsend, Sandry and Walker.

**1 APPOINTMENT OF CHAIR**

**RESOLVED** that Councillor Terry Walker be appointed Chair.

**2 APOLOGIES FOR ABSENCE**

An apology was received from Councillor Davies.

**3 EMERGENCY EVACUATION PROCEDURES**

The Chair drew attention to the emergency evacuation procedures as set out on the Agenda.

**4 CODE OF CONDUCT – DECLARATION OF INTERESTS**

The Chair drew attention to the requirements of the Code of Conduct as set out on the Agenda.

**5 MINUTES OF THE APPOINTMENTS COMMITTEE HELD ON 12 JANUARY 2010**

**RESOLVED** that the Minutes be approved as a correct record and signed by the Chair.

**6 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** that the public be excluded from the meeting during the following item 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 that item there will be 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.

**7 APPOINTMENT OF DEPUTY CHIEF FIRE OFFICER**

Members received the report of the CFO/CEO and took account of his recommendation that for operational reasons, one of the currently appointed operational Assistant Chief Fire Officer posts be designated as Deputy to the Chief Fire Officer.

**RESOLVED** that Members approved the designation of ACFO Jon Day as Deputy Chief Fire Officer.

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Chair

## AVON FIRE AUTHORITY

<b>MEETING:</b>	AVON FIRE AUTHORITY
<b>MEETING DATE:</b>	20 July 2012
<b>REPORT OF:</b>	Clerk to the Authority and Monitoring Officer
<b>SUBJECT:</b>	Standards of Members Conduct – Localism Act 2011 New Regime

**SUMMARY**

Members to consider the provisions required to enable the Authority to comply with the requirements of the Localism Act 2011 which came into force on 1 July 2012 in respect of the standards of Members Conduct

**RECOMMENDATION(S)****General**

- a) The report of the Clerk to the Authority and the Monitoring Officer be noted
- b) To note the statutory duty of the Authority to adopt a Code of Conduct

**Code of Conduct**

- c) To approve and adopt with effect from 1 July 2012 the Code of Conduct set out in Appendix A.

**Disclosure and registration of interests**

- d) Note the statutory provisions regarding the disclosure and registration of disclosable pecuniary interests which came into force on 1 July 2012
- e) To note that the Localism Act enables the Authority to include in its Code provision for the disclosure and registration of such other pecuniary and non-pecuniary interests as the Authority “considers appropriate”
- f) The Ethics Committee to review and report back to the Authority on disclosure and registration of pecuniary and non-pecuniary interest.

**Ethics Committee**

- g) To establish an Ethics Committee and determine its membership
- h) To delegate to the Ethics Committee (i) the power to exercise the duties and functions of the Authority under the Localism Act 2011 and subsequent legislation relating to the standards of Members’ conduct, except those duties and functions which cannot lawfully be delegated [e.g. the adoption of a Code of Conduct], and (ii) the powers contained in the delegations and Terms of Reference to the current Standards Committee that have not been superceded by the Localism Act such delegation and powers to take effect from 1 July 2012. (iii) Approve the Terms of Reference to the Ethics Committee as set out in Appendix B.

- i) To abolish the current Standards Committee on the day immediately preceding the date on which the delegations to the Ethics Committee take effect.

#### **Independent persons**

- j) To appoint as an Independent Person the person or persons recommended by a panel of Group Leaders

#### **Dealing with misconduct complaints**

- k) To approve the arrangements for dealing with allegations or complaints set out in the report.
- l) To delegate to the Ethics Committee the power to hear and determine allegations of breaches of the Code of Conduct as set out in the report.
- m) To delegate to the Monitoring Officer the delegations as set out in the report marked (i) to (v) in respect of the role of the Monitoring Officer.

#### **Sensitive interests**

- n) To note the provisions of the Act regarding sensitive interests.

#### **Withdrawal from meetings**

- o) To adopt a Standing Order requiring Member withdrawal as set out in the report.

#### **Dispensations**

- p) To designate the Clerk to the Authority as the “proper officer” for the receipt of written requests for dispensations.
- q) To delegate to the proper officer the power to grant to Members dispensation under Ground 1.
- r) To delegate to the Ethics Committee the power to grant to Members dispensation under grounds 2 and 3, or such other grounds as are permitted by legislation.

#### **Monitoring Officer’s functions and powers**

- s) To note that the Monitoring Officer’s functions and powers may at his/her discretion be delegated to and exercised by the Deputy Monitoring Officer acting on his/her behalf.

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## **CONTENTS**

### **BACKGROUND**

Members will be aware that the Localism Act 2011 makes fundamental changes to the system for regulating Members’ conduct. Some of the Act’s provisions have already been implemented, for example the abolition of the Standards Board for England at the end of March. Most come into force on 1 July 2012.

At its meeting on 30 March 2012 Members considered an initial report on the proposed changes and agreed the recruitment process for Independent Persons.

Under the Localism Act, the Authority has a statutory duty to “promote and maintain high standards of conduct” by its members (including any co-opted members). This report informs Members of the actions which the Authority is required to take and decisions which it is recommended to make in furtherance of this and other specific provisions of the Act.

## **Code of Conduct**

The Authority is required to adopt a Code governing members’ conduct when acting as Members or co-opted Members of the Authority, which must be consistent with the following seven principles:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

In keeping with the principle of localism, there will no longer be a prescribed national Model Code.

In keeping with the previous discussion by Members, the draft has been written to reflect the “lighter touch” promoted by the Localism Act provisions, whilst ensuring that public confidence in local democracy is not undermined , and that Members have adequate protection.

The Authority may amend its Code at any time, but any amendment must be made by the full Authority. The adoption of the Code and any revision to it must be publicised.

## **Disclosure and registration of interests**

The Act requires the disclosure and registration of “disclosable pecuniary interests” (DPIs) which have been defined in Regulations made by the Secretary of State. The DPIs and the circumstances in which they must be disclosed and registered are set out in Appendix C. Members’ attention is drawn to section 6 headed “offences”. Where a member has a DPI, it is a criminal offence to fail to register that interest, to fail to disclose it at a meeting unless it is already registered, or to participate on a relevant item of business, unless the Members has a dispensation from the Authority

An interest is a DPI if it is an interest not only of the Member concerned, but also of that Member’s spouse, civil partner or person living with him/her in a similar capacity, if the Member is aware that that other person has the interest.

The register of interests must be maintained by the Monitoring Officer, must be available for public inspection and must be put on the Authority’s website.

The Act enables the Authority to include in its Code provision for the disclosure and registration of such other pecuniary and non-pecuniary interests as the Authority “considers appropriate”. It is recommended that a request to consider what other interests the Authority might require to be disclosed and registered, be made to an appropriate committee and for that committee to report back to a future meeting of the Authority.

## **Ethics Committee**

The Localism Act repeals the mandatory duty on the Authority to appoint a standards committee. However, there will still be a need to deal with standards issues and any case-work, in addition to the other functions which the Authority has delegated to the current committee.

It is therefore recommended that a committee to deal with standards matters be established and that it be called the Ethics Committee in recognition of its wider role.

The Ethics Committee will be a normal committee of the Authority. This means that the membership of the Committee will be governed by the rules on political proportionality. For this Authority, a committee of 5 Members (2 Conservative; 2 Liberal Democrat and 1 Labour for current composition) would satisfy this requirement if political proportionality was the preferred option. The Ethics Committee would have no voting lay Members.

However there is provision in the Local Government and Housing Act 1989 for political proportionality to be disregarded. To do this, the Authority must vote unanimously to appoint a committee of Members which does not reflect the political make up. Members therefore have the following options:

Option 1: Membership of 5 Members with political proportionality

Option 2: Membership of 3 Members with no political proportionality

## **Independent persons**

The arrangements adopted by the Authority for dealing with allegations of breaches of the Code (see below) must include provision for the appointment of at least one Independent Person (IP). The views of the IP are to be sought and taken into account before a decision is made whether or not to investigate an allegation that a member or co-opted Member has breached the Authority’s Code of Conduct. The IP’s views may also be sought by the person complained against. There is therefore the potential for a conflict of interest on the part of the IP. Accordingly, the decision has been taken to appoint an Independent Person and a reserve.

Recommendations regarding the process for these appointments were approved by the Authority at the March meeting. As required by the Act, applications have been invited. A panel of three Group Leaders has met and their recommendation made, namely Mr Colin Williams, with Mr Bruce Shearn as reserve. Their remuneration is £240 per annum for the independent person and £120 per annum for the reserve person. A person’s appointment as an IP must be approved by a majority of the Members of the Authority ( i.e. 13 members) and not just a majority of those present or voting. The appointments to be for 3 years or earlier termination pursuant to legislation guidance.



## Dealing with misconduct complaints

The Localism Act requires the Authority to make “arrangements” for dealing with complaints and allegations of breaches of the Code of Conduct by Members. Because complaints must be dealt with in accordance with the approved arrangements, it is vital they set out in some detail the process for dealing with complaints of misconduct and the actions which may be taken against a Member who is found to have failed to comply with the Code.

The statutory provisions no longer give a committee of the Authority or the Monitoring Officer (MO) explicit powers to deal with complaints. It is therefore necessary for the Authority to delegate appropriate powers to the Ethics Committee and to the MO.

In practice, the guidance from the former Standards Board for England on the way to deal with the initial assessment of complaints provided a reasonably robust basis for filtering out trivial and tit-for-tat complaints. It seems sensible to take advantage of the new flexibility to delegate to the MO the initial decision on whether a complaint requires investigation, subject to:

- consultation with the Independent Person, and
- the ability for the MO to refer a complaint to the Ethics Committee where (s)he feels that it would be inappropriate for him/her to take a decision on it, for example where (s)he has previously advised the member on the matter or the complaint is particularly sensitive.

These arrangements would also offer the opportunity for the MO to seek to resolve a complaint informally, before taking a decision on whether the complaint merits formal investigation. If this function is delegated to the MO, it is right that (s)he should be accountable for its discharge by making regular reports to the Ethics Committee. This would enable him/her to report on the number and nature of complaints received and draw to the Committee’s attention areas where training or other action might avoid further complaints.

Where a formal investigation finds no evidence of failure to comply with the Code of Conduct, it would be reasonable to delegate this decision to the MO, but with the power to refer a matter to the Ethics Committee if (s)he felt it appropriate to do so. It would be sensible for copies of all investigation reports to be provided to the Independent Person to enable him/her to get an overview of current issues and pressures, and for the MO to provide a summary report of each such investigation to the Ethics Committee for information.

In all other cases, where the formal investigation finds evidence of a failure to comply with the Code of Conduct, it would be necessary for the Ethics Committee to hold a hearing at which the Member against whom the complaint has been made can respond to the investigation report. It would be for the Committee to determine whether the Member had failed to comply with the Code of Conduct and what action, if any, was appropriate as a result.

The Act does not give the Authority or the Ethics Committee any powers to impose sanctions such as suspension. In future where a failure to comply with the Code of Conduct is found, the range of actions which the Authority can take in respect of the member will be limited and must be directed to securing the continuing ability of the Authority to continue to discharge its functions effectively, rather than “punishing” the

member concerned. In practice, this might include the following:

- Reporting the findings to the Authority for information;
- Recommending to the Member's Group Leader (or in the case of un-grouped members, to the Authority) that he/she be removed from any or all Committees or Sub-Committees of the Authority;
- Requesting the MO to arrange training for the Member; or
- Recommending the Authority to remove the Member from all outside appointments to which he/she has been appointed or nominated by the authority.

There is no requirement to put in place any appeals mechanism against such decisions. The decision would be open to judicial review by the High Court if it was patently unreasonable, or if it had been taken improperly, or if it sought to impose a sanction which the Authority had no power to impose.

One of the early tasks of the Ethics Committee should be to produce and recommend to the Authority a detailed procedural document based on the approved process.

In respect of the role of the Monitoring Officer, in order to implement this process, the Authority should approve the following delegations:

- i) To appoint the Monitoring Officer as the person responsible for receiving allegations or complaints of failure by a member to comply with the Authority's Code of Conduct.
- ii) To delegate to the Monitoring Officer the power, after consultation with the Independent Person, to determine whether a complaint merits formal investigation and to arrange such investigation, subject to the Monitoring Officer presenting regular reports to the Ethics Committee on his/her discharge of this function.
- iii) To give discretion to the Monitoring Officer to refer a decision on whether a complaint merits investigation to the Ethics Committee where he/she feels that it is inappropriate for him/her to take the decision.
- iv) To delegate to the Monitoring Officer, in circumstances where an investigation finds no failure to comply with the Code of Conduct, the power to close the matter, subject to (i) a copy of the report and findings of the investigation being provided to the complainant, the member concerned and the Independent Person, and (ii) the findings being reported to the Ethics Committee for information.
- v) To authorise the Monitoring Officer in consultation with the Independent Person, in circumstances where an investigation finds evidence of a failure to comply with the Code of Conduct, to seek local resolution to the satisfaction of the complainant in appropriate cases, subject to a summary report being presented for information to the Ethics Committee.

### **Sensitive interests**

The provisions of the Act on sensitive interests replicate those currently in force. Thus, where a Member is concerned that disclosure of the detail of an interest (either a DPI or any other interest which he/she is required to disclose) at a meeting or on the register of Members' interests would lead to the Member or a person connected with him/her being

subject to violence or intimidation, he/she may request the MO to agree that the interest is a “sensitive interest”.

If the MO agrees, the Member then merely has to disclose the existence of an interest, rather than the detail of it, at a meeting and the detail of the interest can be excluded from the published version of the register of Members’ interests.

### **Withdrawal from meetings**

The Act stipulates that a Member with a DPI in an item of business at a meeting cannot participate in any discussion at that meeting and cannot vote; but it does not require the member to withdraw. To protect a Member from the perception that his/her presence at a meeting might influence the discussion, it is recommended that the Authority adopts a Standing Order requiring him/her to leave the room unless he/she has obtained a dispensation (see below). The Standing Order to read:

“unless a dispensation to remain has been obtained, a Member must withdraw from the meeting room, including from the public gallery, during the whole of the consideration of any item of business in which he/she has an interest in respect of which the Code of Conduct requires him/her not to participate in any consideration or discussion of, or vote on, that item.”

### **Dispensations**

The current provisions on dispensations are significantly changed by the Localism Act. In future, a dispensation enabling a member with a DPI to participate and vote at a meeting may be granted in the following circumstances:

- Ground 1. Where so many Members of the decision-making body have DPIs in a matter that failure to grant a dispensation would “impede the transaction of the business”, for example by making a meeting inquorate;
- Ground 2. Where, without the dispensation, the representation of different political groups on the body transacting the business would be so upset as to alter the outcome of any vote on the matter;
- Ground 3. Where the Authority considers that the dispensation is in the interests of persons living in the authority’s area; or
- Ground 4. Where the Authority considers that it is otherwise appropriate to grant a dispensation.

Any grant of a dispensation must specify for how long it will last, up to a maximum of 4 years.

The Act allows the power to grant dispensations to be delegated to a committee or to an officer. It also stipulates that a request for a dispensation must be made in writing to the “proper officer”. It is suggested that it would be appropriate, therefore, to nominate the Clerk to the Authority as the proper officer for this purpose and to delegate to him/her the power to grant a dispensation on Ground 1, thus enabling dispensations to be granted “at the door of the meeting”. Because the remaining grounds are to a greater or lesser

extent subjective, it is suggested the power to grant dispensations on them resides with the Ethics Committee.

The recommendations to this report reflect the suggested considerations contained within the report.

## **IMPLICATIONS**

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

A robust standards regime to ensure adherence to the Code of Conduct is essential for proper governance.

### **FINANCIAL IMPLICATIONS**

None which has not already been mentioned.

### **LEGAL IMPLICATIONS**

None which has not already been mentioned.

### **DIVERSITY IMPLICATIONS**

None which has not already been mentioned.

### **CORPORATE RISK ASSESSMENT**

Failure to adopt a Code and more generally to comply with the statutory duty to promote and maintain high standards of conduct for its Elected and co-opted Members would present a legal and reputational risk to the Authority.

### **ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS**

None which is relevant to this report.

### **HEALTH & SAFETY IMPLICATIONS**

None which is relevant to this report.

<b>List of background documents:</b> None
Report Contact: Geraldine Gee, Clerk and Monitoring Officer (extension 283#)

**AVON FIRE AUTHORITY  
MEMBERS CODE OF CONDUCT  
LOCALISM ACT 2011**

You are a member or co-opted member of the Avon Fire Authority and hence you shall have regard to the following principles: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the following requirements, by leadership and example.

Accordingly, when acting in your capacity as a member or co-opted member:

- You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
- You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- When making a decision; to consider the matter with an open mind and on the facts before the meetings at which the decision is to be taken, and be mindful of Localism Act provisions in relation to predetermination and bias.
- When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.
- You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.
- You must be as open as possible about your decisions and actions and the decisions and actions of your authority and should be prepared to give reasons for those decisions and actions.
- You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out below.

- You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
- You should have regard to the Authority's policies, protocols and procedures.
- You must promote and support high standards of conduct when serving in your public office, in particular as characterised by the above requirements, by leadership and example including treating others with respect.
- You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or the Authority into disrepute.
- You must behave in accordance with your legal obligations and with the requirements of the Authority's policies, protocols and procedures.
- You must not do anything which may cause the Authority to breach any equality enactments, nor bully any person.
- You must not intimidate or attempt to intimidate any person who is or is likely to be a complainant, witness or involved in investigative proceedings in relation to an allegation that a member of the Authority (including yourself) has failed to comply with this Code.
- You must not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonable to be aware, is of a confidential nature, except where:
  - (i) you have the consent of the person authorised to give it,
  - (ii) you are required to do so by law,
  - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person, or
  - (iv) the disclosure is reasonable and in the public interest and made in good faith and in compliance with the reasonable requirements of the Authority.
- You must not prevent another person from gaining access to information to which that person is entitled by law.
- When reaching decisions on any matter, you must:

- (v) have regard to any relevant advice provided to you by the Authority's Finance Director or the Authority's Monitoring Officer, where that officer is acting pursuant to his or her statutory duties, and
- (vi) give reasons for decisions in accordance with any statutory requirements and any additional reasonable requirements imposed by the Authority.

#### Registering and declaring pecuniary and non-pecuniary interests

You must, within 28 days of becoming a member or co-opted member of the Authority, notify the Authority's Monitoring Officer of any disclosable pecuniary interest as defined by Regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

In addition, you must, within 28 days of becoming a member or co-opted member, notify the Authority's Monitoring Officer of any disclosable pecuniary or non-pecuniary interest which the Authority has decided should be included in the register.

If an interest has not been entered onto the Authority's register, you must disclose the interest to any meeting of the Authority at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'.

Following any disclosure of an interest not on the Authority's register or the subject of pending notification, you must notify the Monitoring Officer of the interest within 28 days beginning with the date of disclosure.

Unless a dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a disclosable pecuniary interest as defined by Regulations made by the Secretary of State. Additionally, you must observe the restrictions the Authority places on your involvement in matters where you have a pecuniary or non pecuniary interest as defined by the Authority.

**AVON FIRE AUTHORITY  
ETHICS COMMITTEE  
TERMS OF REFERENCE**

**Powers:**

- ◆ To promote and maintain high standards of conduct by members and co-opted members of the Authority.
- ◆ To assist members and co-opted members of the Authority to observe the Authority's Code of Conduct.
- ◆ To advise the Authority on the adoption or revision of a Code of Conduct.
- ◆ To advise the Authority on the designation of pecuniary and non-pecuniary interest that are required to be disclosed and registered.
- ◆ To monitor the operation of the Authority's Code of Conduct.
- ◆ To advise, train or arrange to train members and co-opted members of the Authority on matters relating to the Authority's Code of Conduct.
- ◆ In relation to complaints of alleged breach of a Code of Conduct, to assess and review complaints about Members.
- ◆ To deal with applications for dispensation as referred to them and matters related thereto.
- ◆ To deal with such other matters as may be referred to the Committee from time to time by the Authority.
- ◆ To deal with applications for dispensation or designation of politically restricted posts.
- ◆ To monitor and report on matters of governance, probity or ethics.

**Membership**

xx Elected Members



## Disclosable pecuniary interests

This note explains the requirements of the Localism Act 2011 (Ss 29-34) in relation to disclosable pecuniary interests.

These provisions are enforced by criminal sanction.

They come into force on 1 July 2012.

### 1 Notification of disclosable pecuniary interests

Within 28 days of becoming a member or co-opted member, you must notify the Monitoring Officer of any 'disclosable pecuniary interests'.

A 'disclosable pecuniary interest' is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the following descriptions:

<i>Interest</i>	<i>description</i>
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.

Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either—  (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or  (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

These descriptions on interests are subject to the following definitions;

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” includes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act

[i.e. the member’s spouse or civil partner, a person with whom the member is living as husband and wife, or a person with whom the member is living as if they were civil partners];

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## **2 Register of interests**

Any interests notified to the Monitoring Officer will be included in the register of interests.

A copy of the register will be available for public inspection and will be published on the authority’s website.

## **3 Sensitive interests**

Where you consider that disclosure of the details of a disclosable pecuniary interest could lead to you, or a person connected with you, being subject to violence or intimidation, and the Monitoring Officer agrees, if the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have a disclosable pecuniary interest, the details of which are withheld under Section 32(2).

## **4 Non participation in case of disclosable pecuniary interest**

If you are present at a meeting of the authority, or any committee, sub-committee, joint committee or joint sub-committee of the authority, and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting,

1. You may not participate in any discussion of the matter at the meeting.
2. You may not participate in any vote taken on the matter at the meeting.
3. If the interest is not registered, you must disclose the interest to the meeting.
4. If the interest is not registered and is not the subject of a pending notification, you must notify the Monitoring Officer of the interest within 28 days.

Note: In addition, the Authority's Standing Orders require you to leave the room where the meeting is held while any discussion or voting takes place.

## **5 Dispensations**

The authority may grant you a dispensation, but only in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest. If you wish to apply for a dispensation, you should do so in writing to the Clerk to the Authority.

## **6 Offences**

It is a criminal offence to

- Fail to notify the Monitoring Officer of any disclosable pecuniary interest within 28 days of appointment to the Authority.
- Fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register
- Fail to notify the Monitoring Officer within 28 days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting
- Participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest
- Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting

The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.

**AVON FIRE AUTHORITY**

<b>MEETING :</b>	AVON FIRE AUTHORITY
<b>MEETING DATE:</b>	20 July 2012
<b>REPORT OF:</b>	Chief Fire Officer/Chief Executive
<b>SUBJECT:</b>	Licence to use Premise for Training – Shipham Hill Quarry

**SUMMARY**

To seek approval to enter into a Licence agreement with Aggregate Industries for the occasional use of Shipham Hill Quarry for Urban Search and Rescue training.

**RECOMMENDATION**

That Members approve the taking of a licence.

**BACKGROUND**

The events of September 11 2001 led to a transformation in how the emergency services and agencies of the UK respond to an emergency on that scale. These events necessitated a step change in UK capabilities, and gave rise to the New Dimension programme. New Dimension was designed to enable the Fire and Rescue Services in England to provide an effective response to large-scale incidents, not just of an international terrorist nature, but also to other challenges such as climate change and flooding.

In July 2001, the Government established the Civil Contingencies Secretariat (CCS) in the Cabinet Office (CO). The aim of the CCS was to ensure the UK's resilience at every level (central, regional and local) against disruptive challenge by working with other stakeholders to anticipate, assess, prevent, prepare, respond, and recover.

Urban Search & Rescue (USAR) provides the capability to deal with incidents such as:

- Collapsed Building or Other Structure
- Heavy Transport Incidents Involving Trains, Trams or Aircraft

For a summary of terms of licence – Please see attached.

## **IMPLICATIONS**

The agreement constitutes a licence which shall continue until either party gives the other 3 months notice in writing expiring at any time.

## **CONTRIBUTION TO KEY POLICY HOLDERS**

By engaging into this agreement we will ensure that AFRS personnel have the opportunity to practice their specialist skills in an environment which will compliment and support Urban Search and Rescue training.

Furthermore, this will contribute to the delivery of;

- CFOA National Resilience vision and strategic aims
- The Fire & Rescue Services (Emergencies) Order 2007

## **FINANCIAL IMPLICATIONS**

£10 per annum.

## **LEGAL IMPLICATIONS**

A formal licence will be taken. Insurance cover is in place.

## **DIVERSITY IMPLICATIONS**

None.

## **CORPORATE RISK ASSESSMENT**

Risk and liability will be set out in the licence agreement.

## **CRIME AND DISORDER REDUCTION IMPLICATIONS**

None.

## **HEALTH AND SAFETY IMPLICATIONS**

All parties will be responsible for the Health and Safety of their employees and specific Risk Assessments will be carried out.

<b>List of background documents:</b>
CFOA National Resilience Fire Service Circular 13/2007 Fire & Rescue Service (Emergencies) (England) Order 2007
<b>Report Contact:</b> Paul Redman USAR Team Leader ( Extension 8160)

**THIS LICENCE** is made the \_\_\_\_\_ day of \_\_\_\_\_ 201(X)  
**BETWEEN AGGREGATE INDUSTRIES UK LIMITED** whose registered office is situate at Bardon Hall, Copt Oak Road, Markfield, Leicestershire, LE67 9PJ (hereinafter called "The Grantor") of the one part and **AVON FIRE AND RESCUE SERVICE USAR** Station 16 Nailsea/USAR, Service HQ, Temple Back, Bristol, BS1 6EU (hereinafter called "the Grantee") of the other part.

**WITNESSETH** as follows:-

1. In consideration of the payments hereinafter covenanted to be made by the Grantee and the covenants and conditions hereafter contained on the part of the Grantee to be observed and performed the Grantor hereby grants unto the Grantee for the benefit of the Grantee and all persons authorised by it for the time being the right to use all that land known as Shipham Quarry in the County of Somerset and shown for the purpose of identification only coloured pink on the attached plan for the purpose of using the same for training by the Grantee of its employees.
2. The Grantor shall not be liable to the Grantee or to any person exercising the rights herein contained for any personal injury damage loss or inconvenience howsoever or wheresoever caused to them or to goods or chattels brought by any person upon the land it being the intention of and agreed between the parties hereto the Grantee and any other person exercising the right by the authorisation by the Grantee shall do so at the risk of the Grantee and accordingly the Grantee agrees to indemnify the Grantor against all claims by any lawful visitor to the premises who shall have entered thereon for the purpose of lawfully visiting the Grantee or who shall have entered thereon with the permission of the Grantee.
3. There shall be reserved to the Grantor the right to enter onto the land to drill lay pipes wire or cables or to survey and carry out inspections or any other operation without payment to the Grantee of any compensation.

4. This Licence shall commence on the first day of February 2012 and shall continue until determined by either party giving to the other three months previous notice in writing expiring at any time.
5. The consideration payable for the rights hereby granted shall be at the rate of £10 per annum payable in advance on the first day of February in each year.
6. The Grantee hereby covenants with the Grantor as follows:
  - (i) to make the said payments in accordance with the foregoing provisions whether the same be demanded or not;
  - (ii) pay all rates taxes and other outgoings payable in respect of the land;
  - (iii) not to use the land for any purpose other than as specified herein and not to cause any damage to any part thereof;
  - (iv) to obtain all necessary consents approvals and certificates necessary for the use of the land for search and rescue training;
  - (v) to use its best endeavours to secure the land against trespass and to expel any trespassers forthwith;
  - (vi) to keep the land clean and tidy and clear of litter;
  - (vii) not to erect any building or structure upon the land without the previous consent in writing of the Grantor;
  - (viii) to ensure that the rights hereby granted are exercised by those authorised in a reasonable and proper manner;
  - (ix) not to sub-licence or part with the rights hereby granted over the premises or any part thereof;
  - (x) not to assign the benefit of this licence;
  - (xi) to keep the Grantor indemnified against all damage loss and injury of every description which may occur to or affect the Grantor and which may arise from or through the exercise of the rights or the non observance of any of the items of this licence however expressed or implied;
  - (xii) it is hereby agreed between the parties that this Agreement constitutes a Licence and confers no tenancy upon the Grantee and that possession of the land is retained by the Grantor subject however to the rights created by this licence.



**AS WITNESS:**

**SIGNED** by Aggregate Industries )  
UK Limited in the presence of:- )

**SIGNED** by the said Avon Fire and )  
Rescue Service USAR in the )  
presence of:- )

**AVON FIRE AUTHORITY**

MEETING:	<b>AVON FIRE AUTHORITY</b>
MEETING DATE:	20 JULY 2012
REPORT OF:	Chief Fire Officer / Chief Executive
SUBJECT:	Performance Report 2011/12

**SUMMARY**

To inform Members on the performance of Avon Fire and Rescue Service against targets in 2011/12.

**RECOMMENDATION**

That Members note the contents of the report.

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**CONTENTS****BACKGROUND**

Each year a report is produced detailing performance against target for the previous financial year.

This report was previously known as the Best Value Report and 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.

**IMPLICATIONS****CONTRIBUTION TO KEY POLICY PRIORITIES**

It is recognised that effective Performance Management and Corporate 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
- The Fire Service National Framework (draft 13 December 2011)
- Avon Fire and Rescue Services Corporate Risk Register

## **FINANCIAL IMPLICATIONS**

It is acknowledged that proficient, robust and effective performance and risk management will result in economic efficiencies and evidence of value for money.

## **LEGAL IMPLICATIONS**

Mitigation under the Health and Safety at Work Act 1974

## **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.

- E&D1, progress in the Equality Framework for Local Government, E&D2, the duty to promote equality, 16a(ii), the percentage of Control and support staff with a disability, HR2, percentage of all BME staff recruited, HR3, percentage of female operational staff recruited.

## **CORPORATE RISK ASSESSMENT**

Providing evidence of outcomes in this area is a key control measure in reducing the Corporate Risks for the Authority, in particular – CR20 and CR22.

## **ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS**

It should be noted that the Performance and Risk Management Forum monitors progress against 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, the Performance Management forum and specific Risk Managements contribute to progress and 'risk mitigation' in this area.

<b>List of background documents:</b>
Performance Report 2011/12
Report Contact: Lorraine Houghton, Director of Service Improvement (Extension 231#) Simon Flood, Performance Improvement Manager (Extension 358#)



**AVON**  
FIRE & RESCUE

[www.avonfire.gov.uk](http://www.avonfire.gov.uk)

# Performance Report 2011/12

## Measuring how we are doing



## Introduction from Chief Fire Officer/Chief Executive

Welcome to our Performance Report for 2011/12. This report tells you how well Avon Fire & Rescue Service (AF&RS) performed over the last year in helping to build safer and stronger communities.

AF&RS measures how well we are doing in three ways:

- Measuring interventions and outcomes
- Monitoring compliments and complaints
- Measuring responses from customer surveys

### Measuring interventions and outcomes

AF&RS measures performance using a number of Local Performance Indicators (LPIs) that are designed to measure how effective we are at meeting our key purposes of Preventing, Protecting and Responding.

For each indicator we set a target and we measure our performance against that target – the results for 2011/12 are contained in this report.

### Compliments and complaints

AF&RS monitors the compliments and complaints that are received and use this information to improve the service we provide. Details of the compliments and complaints can be found later in this report.

## Customer surveys

A survey form is sent to everyone who is the victim of a domestic or non-domestic premises fire or who makes a complaint about our service. We also send a survey to a random sample of people who have received a Home Fire Safety Visit.

The survey forms are returned directly to an independent research company. As this is a national scheme we are able to benchmark the findings against other fire and rescue services to ensure we provide an excellent service.

### How are we doing?

AF&RS continues to make good progress in reducing risk in our community by reducing the number and impact of incidents attended. We have had success this year in reducing the number of accidental dwelling fires we attended by 10% or 59 incidents. The estimated cost of each fire incident is £8,507, so this reduction represents a saving of over £501k to our community.

The number of deliberate vehicle fires attended reduced by 15% or 74 incidents, an estimated saving of £182k to our community.

AF&RS continues to make good progress in using our resources more effectively; in particular only attending alarm calls where it has been confirmed there is a risk of fire, or if we have been unable to speak to anyone on site and can therefore not confirm either way. This has freed up considerable resources that we can redeploy in

Community Safety and training to ensure we are prepared for incidents. In 2011/12 we didn't attend 1,668 alarms where there was no risk to the community.

AF&RS continues to provide an excellent response service to our community. Two of the indicators measuring our response missed target but the number of actual incidents where we don't meet the target is very small.

We recognise however that there is still work to do. Though primary fires reduced by 9% or 176 incidents we sadly lost five people in primary fires. AF&RS continues to work towards zero fire deaths.

We continue to make good progress in protecting our community. The percentage of dwelling fire incidents attended where we have to take no fire-fighting action is increasing and the percentage of incidents attended where no smoke alarm is fitted is falling.

AF&RS is confident that we have the right strategies and interventions in place to make our community safer and that our greater emphasis on performance management will help to focus these strategies and interventions.

AF&RS is also very pleased that our customer satisfaction surveys continue to show a very high level of satisfaction with the service that we provide.

## Checking our progress

Our website [www.avonfire.gov.uk](http://www.avonfire.gov.uk) has information about our monthly progress in reducing the number of deliberate fires, accidental dwelling fires and hoax calls.

## Find out more about what we are doing to reduce risk and improve our service

AF&RS publishes an annual Integrated Risk Management Plan that details how we will reduce risk in our community. We also publish a Corporate Plan that details how we will improve the organisation of Avon Fire & Rescue Service to ensure that we make the best use of our resources and are best placed to help create a safer and stronger community.

These documents are also available from our website [www.avonfire.gov.uk](http://www.avonfire.gov.uk)



**Kevin Pearson**  
Chief Fire Officer/Chief Executive



## Performance information

Performance indicators are grouped under eight headings:

- Preventing fires
- Responding to unwanted fire signals
- Deaths, injuries and escapes
- Response
- Community safety
- Resources and value for money
- Health & safety
- People

Under each heading there is a commentary about performance and a list of the indicators.

For each indicator there are details of:

- Our target for 2011/12
- Our performance for 2011/12 (colour coded - green if the target has been met, amber if we are near to meeting target, red if we fell short of meeting the target)

Most incident indicators are shown as an actual figure and also divided by our population or number of buildings as appropriate. We do this so we can compare our performance against other fire and rescue services.

The figures we have used for our calculations are provided to us by the Government. They are:

Population	1,098,009
Dwellings	445,513
Non-domestic premises	32,163

**Note:** primary fire usually means a fire involving buildings or vehicles that are fit for use. A secondary fire usually means all other types of fire unless we attend with more than three fire pumping appliances. Fires attended by more than three fire pumping appliances are primary.

**Note:** There are four incidents for 2011/12 that are subject to change due to Coroner decisions. If the outcomes affect the performance indicators AF&RS will publish an addendum to this performance report.

## Preventing fire measures

AF&RS met four out of the five fire incident reduction targets. Deliberate secondary fires were just off target but we still had 4% fewer incidents than 2010/11. Every reduction in incidents represents a reduction in risk to our community and our staff.

Description	Target 2011/12	Actual 2011/12
* <b>LPI 142iii</b> Number of accidental fires in dwellings per 10,000 dwellings	12.6 or 561 fires	<b>11.9 or 530 fires</b>
<b>LPI 206i</b> Number of deliberate primary fires (excluding vehicles) per 10,000 population	2.7 or 296 fires	<b>2.7 or 300 fires</b>
<b>LPI 206veh</b> Number of deliberate vehicle fires per 10,000 population	4.0 or 438 fires	<b>3.7 or 411 fires</b>
<b>LPI 206iii</b> Number of deliberate secondary fires (excluding vehicles) per 10,000 population	12.3 or 1,352 fires	<b>13.2 or 1447 fires</b>
<b>LPI 207</b> Number of fires in non-domestic premises per 1,000 non-domestic premises	8.4 or 271 fires	<b>7.9 or 253 fires</b>
<b>LPI NFF</b> Percentage of accidental dwelling fires attended where no fire and rescue service firefighting action is required	Monitor only	<b>40.2%</b>

\* **LPI Local Performance Indicator**



## Preventing unwanted alarm signal measures

The number of incidents generated by automatic alarm equipment reduced by 4% compared to last year, meeting target. This helps to reduce risk in our community by increasing the availability of our resources and reducing the number of 'blue light' journeys we make

Description	Target 2011/12	Actual 2011/12
<b>LPI FAM</b> Total number of malicious false alarms	Monitor only	<b>533 incidents</b>
<b>LPI FAM%</b> Percentage of malicious false alarms not attended	Monitor only	<b>43%</b>
<b>LPI 149i</b> False alarms caused by automatic fire detection in non-domestic properties per 1,000 non-domestic properties	73.0 or 2347 alarms	<b>72.4 or 2327 alarms</b>
<b>LPI 209iii</b> Percentage of fires attended in dwellings where no smoke alarm was fitted	Monitor only	<b>40%</b>

## Deaths, injuries and escapes measures

The number of fatalities in primary fires reduced from 12 in 2010/11 to five in 2011/12. Though the numbers are too small to indicate significance, AF&RS is still pleased with this reduction. Each fire fatality is fully investigated to ensure that we learn as much as we can to prevent further incidents happening. We will continue to do all that we can to achieve our objective of zero fire deaths.

Description	Target 2011/12	Actual 2011/12
<b>LPI 49ii</b> Number of deaths arising from primary fires per 100,000 population	Monitor only	<b>0.5 or 5 deaths</b>
<b>LPI 49iii</b> Number of injuries (excluding where first aid or advice about precautionary check administered) per 100,000 population	Monitor only	<b>7.7 or 84 injuries</b>

## Response measures

Two of the eight incident response indicators didn't meet target, however in some of the categories the number of incidents recorded is very low making measurement of progress problematic. The target for answering emergency calls was met with very few calls failing to be answered within seven seconds.

Description	Target 2011/12	Actual 2011/12
<b>LPI</b> Calls to assistance to Fire Control answered within seven seconds	94%	<b>98% (22,630 out of 23,063)</b>

Description	Target 2011/12	Actual 2011/12
<b>LPI</b> Primary fires (normal pre-determined attendance) risk category 1: Two appliances and nine firefighters within eight minutes	85%	<b>81% (536 out of 663)</b>
<b>LPI</b> Primary fires (normal pre-determined attendance) risk category 2: two appliances and nine firefighters within 10 minutes	90%	<b>90% (79 out of 88)</b>
<b>LPI</b> Primary fires (normal pre-determined attendance) risk category 3: Two appliances and nine firefighters within 20 minutes	95%	<b>99% (150 out of 151)</b>
<b>LPI</b> Primary fires (special pre-determined attendance) risk category 1: Three appliances and 13 firefighters within 13 minutes	95%	<b>89% (109 out of 122)</b>
<b>LPI</b> Primary fires (special pre-determined attendance) risk category 2: Three appliances and 13 firefighters within 15 minutes	95%	<b>50% (2 out of 4)</b>
<b>LPI</b> Primary fires (special pre-determined attendance) risk category 3: Three appliances and 13 firefighters within 20 minutes	95%	<b>90% (19 out of 21)</b>
<b>LPI</b> Primary vehicle fires and secondary fires: One appliance or officer within 15 minutes	90%	<b>99% (2,396 out of 2,416)</b>
<b>LPI</b> Special Service Calls: One appliance or officer within 15 minutes	95%	<b>99% (2,440 out of 2,475)</b>

## Community fire safety measures

The target for Whole Time operational fire crews completing Home Fire Safety Visits (HFSV) was missed by 5616 visits or 43%. Including visits completed by other AF&RS staff and partner agencies a total of 10,020 HFSVs were completed in 2011/12. We do not set targets for our other Community Safety measures as we undertake them when there is a need rather than set a numerical target.

Description	Target 2011/12	Actual 2011/12
LPI Number of Home Fire Safety Visits completed by Whole Time operational fire crews	13,176	7,560
LPI Number of educational visits undertaken	Monitor only	385
LPI Number of off-station community events attended to deliver fire safety message	Monitor only	640
LPI Number of on-station events held where fire safety message delivered	Monitor only	555
LPI Number of groups visiting Community Safety Centres	Monitor only	2,625

## Resources and value for money measures

AF&RS is pleased to report that all four environmental targets were met, indicating a considerable saving of both resources and damage to the environment. Payment of invoices has just missed target.

Description	Target 2011/12	Actual 2011/12
<b>LPI 8</b> Percentage of undisputed invoices which were paid in 30 days	95.0%	<b>93.9% (7,330 out of 7,809)</b>
<b>LPI IT1</b> % of calls to IT helpdesk resolved within service targets	95%	<b>97.4% (3,816 out of 3,917)</b>
<b>LPI ET2</b> Energy consumption in KW/h (electricity, gas and heating oil)	-5% or 7,175,071	<b>-14% or 6,517,587</b>
<b>LPI ET3</b> Carbon emission (tonnes)	-15% (compared to 2008/09) or 2,568	<b>-19% or 2,887</b>
<b>LPI ET4</b> Water consumption (metered supply only - m <sup>3</sup> )	-5% or 14,356	<b>-11% or 13,455</b>
<b>LPI ET5</b> Business travel (CO <sub>2</sub> emissions)	-10% or 278,070	<b>-20% or 246,291</b>

## Health and safety measures

AF&RS has made good progress against our Health & Safety target to reduce work related driving incidents involving our vehicles. Though we were one incident above target the number recorded reduced by 9% or 12 incidents compared to last year.

Description	Target 2011/12	Actual 2011/12
LPI H&S4 Work related driving incidents	118 incidents	119 incidents

## People measures

AF&RS has met both of our sickness indicators, reducing the number of days lost to sickness to its lowest recorded level. We are also pleased that the target for completing Return to Work Interviews after sickness was met; achieving this was key to reducing sickness amongst our staff. Progress against the recruitment targets has been less good, however we are in a very different recruitment environment than we anticipated when the targets were set in 2008. Reduction in our resources meant that AF&RS cannot measure its progress against the duty to promote equality.

Description	Target 2011/12	Actual 2011/12
LPI E&D1 The equality framework for local government	Achieving	Achieving
LPI E&D2 The duty to promote equality	Monitor only	Not able to measure

Description	Target 2011/12	Actual 2011/12
<b>LPI 12i</b> Number of working days/shifts lost to sickness per wholetime uniformed staff	7.0 shifts lost per person	<b>6.10 shifts lost per person</b>
<b>LPI 12ii</b> Number of working days/shifts lost to sickness per all staff	7.0 shifts/days lost per person	<b>6.57 shifts/days lost per person</b>
<b>LPI HR4</b> % of Return to Work Interviews completed within 15 days	90%	<b>95% (342 out of 326)</b>
<b>LPI 16ai</b> % of Wholetime and Retained Duty System employees with a disability	0.71% or six people	<b>1.20% or 10 people</b>
<b>LPI 16aii</b> % of Control and non-uniform employees with a disability	1.97% or four people	<b>2.42% or 4 people</b>
<b>LPI HR2</b> Recruitment of black and minority ethnic staff – to reflect local working population by 2013	11.0%	<b>4.0% (1 out of 25)</b>
<b>LPI HR3</b> Recruitment of female operational staff – 15% of recruits to be female by 2013	17.5%	<b>12.0% (3 out of 25)</b>

## Compliments and complaints

### Compliments

In 2011/12 we received 96 compliments about the service we provide. Each compliment is acknowledged and fed back to the staff involved. We also have a Good Work Reporting scheme. Over the last reporting period (November 2010 to October 2011) 83 members of staff received a letter acknowledging good work from the Chief Fire Officer.

### Complaints

In 2011/12 we received recorded 22 complaints about our service, compared to 14 in the previous year. However, only four of these complaints were substantiated, meaning that after investigation some fault was found. While we investigate and seek to learn from each complaint we are pleased that the numbers were too few to identify any patterns.

### Customer satisfaction surveys

Each year we send customer satisfaction surveys to people who have:

- Been a victim of a domestic or commercial building incident.
- Received a Home Fire Safety Visit from our staff.
- Made a complaint about our service.

All responses are confidential and are handled by an independent research company.

The survey forms ask people about how well we did our job and whether the service met their expectations. By asking questions about the gender and ethnicity of the person we have served we will also be able to make sure that we are not disadvantaging any areas of our community. As this is a national service undertaken by most fire and rescue services we are able to benchmark the findings to ensure that we are providing an excellent service.

A brief summary of our findings is included below. A report detailing these findings and the benchmarking with other fire and rescue services will be made available on our website at a later stage.

### After fire incidents

175 people who we assisted with emergencies answered the question about how satisfied they were with the overall service we provided. 156 or 89% said that they were very satisfied with the service and 11 or 6% said that they were fairly satisfied. No respondents were dissatisfied with service they received.

### After Home Fire Safety Visits

345 people who we visited to complete a HFSV answered the question about how satisfied they were with the overall service we provided. 320 or 93% said that they were very satisfied with the service and 10 or 3% said that they were fairly satisfied. No respondents were dissatisfied with service they received.

### Complaints

No survey responses were received.





If you would like this information in large print, Braille, audio or in another language please contact Equality and Diversity Team, Avon Fire & Rescue Service, Temple Back, Bristol, BS1 6EU. Telephone: 0117 926 2061 extension 249 or email [equalities@avonfire.gov.uk](mailto:equalities@avonfire.gov.uk)

#### Punjabi

ਜੇ ਤੁਹਾਨੂੰ ਅਜਿਹੇ ਜਾਣਕਾਰੀ ਅਤੇ ਸੇਵਾਵਾਂ ਸਹਾਇਤਾ (Avon Fire & Rescue Service) ਤੋਂ ਜਾਣਕਾਰੀ ਚਾਹੀਦੀ ਹੈ, ਜਿਸ ਵਿੱਚ ਵੱਡੇ ਫੋਂਟ, ਬ੍ਰੇਲ ਜਾਂ ਆਵਾਜ਼ ਵਾਲੀ ਟੈਪ ਡਿਕੀ ਵਰਗੀ ਟੈਪ ਡਿਕੀ ਜਾਂ ਕਿਸੇ ਹੋਰ ਟੈਪ ਡਿਕੀ ਪੱਤੇ 'ਤੇ ਲਿਖਿਆ ਗਿਆ ਹੈ:

Avon Fire & Rescue Service Headquarters, Temple Back, Bristol, BS1 6EU.

ਕਿਸੇ ਹੋਰ ਟੈਪ ਡਿਕੀ, ਪਤਾ, ਜੋ ਜਾਣਕਾਰੀ ਤੁਹਾਨੂੰ ਚਾਹੀਦੀ ਹੈ ਅਤੇ ਜੋ ਤੁਹਾਨੂੰ ਚਾਹੀਦੀ ਹੈ ਉਸ ਦੀ ਕਾਪੀ ਲੈਣ ਲਈ ਆਵਾਜ਼ ਵਾਲੀ ਟੈਪ ਡਿਕੀ ਪੱਤੇ 'ਤੇ ਲਿਖਿਆ ਗਿਆ ਹੈ।

ਇਸ ਤੋਂ ਇਲਾਵਾ, ਕਿਸੇ ਹੋਰ ਚਾਰਜਰ ਅਤੇ ਵਿਭਿੰਨਤਾ ਟੀਮ (Equality and Diversity Team) ਨਾਲ 0117 926 2061 ਐਕਸਟੈਂਸ਼ਨ 249 'ਤੇ ਸੰਪਰਕ ਕਰੋ।

#### Chinese

如果你希望来自于埃文消防与救援服务(Avon Fire & Rescue Service)的信息是采用不同的语言、大字印刷、盲文或是录音磁带等格式提供, 请给我们写信至:

Avon Fire & Rescue Service Headquarters, Temple Back, Bristol, BS1 6EU.

请提供你的姓名、地址和你所希望获得的信息, 以及你所要求的语言或格式。

或者是请联络平等与多样化小组(Equality and Diversity Team), 电话号码 0117 926 2061, 分机 249。

#### Polish

Jeśli chciałby Państwo uzyskać informacje od Służb Przeciwpożarowych i Ratowniczych Avon (Avon Fire & Rescue Service) w innym języku, w wersji dużym drukiem, pismem Braille'a bądź na taśmie audio, prosimy o kontakt listowny na adres:

Avon Fire & Rescue Service Headquarters, Temple Back, Bristol, BS1 6EU.

Prosimy podać imię i nazwisko, adres oraz wyszczególnić jakiego rodzaju informacje chciałby Państwo uzyskać i w jakim formacie.

Można również skontaktować się z Zespołem ds. równości i różnorodności (Equality and Diversity Team) pod numerem 0117 926 2061 wew. 249.

#### Gujarati

જો તમને એવન ફાયર અને રેસ્ક્યુ સર્વિસમાંથી (Avon Fire & Rescue Service) સંબંધિત જુદી ભાષામાં, મોટા અક્ષરો, બ્રેલ અથવા ઓડિયો ટેપ પર જાણકારી હોય તો, કૃપા કરી અમને લખો:

Avon Fire & Rescue Service Headquarters, Temple Back, Bristol, BS1 6EU.

કૃપા કરી તમારું નામ, સરનામું પૂરું પાડી, તમને જાણકારી આપવા અને આપા અથવા રચના કે સોફ્ટ જણાવો.

વિકલ્પમાં, કૃપા કરી સમાવિષ્ટ એન્ડ ડાયવર્સિટી ટીમનો (Equality and Diversity Team) સંપર્ક 0117 926 2061 એક્સટેન્શન 249 ઉપર કરો.

#### Arabic

في حال رغبتك الحصول على هذه المعلومة من إطفائية أقوم لخدمة إطفاء الحريق والإقاذ Avon Fire & Rescue Service بلغة أخرى أو على هيئة الخط الكبير أو بلغة برايل (الخاصة بضعى البصر) أو على هيئة شريط سمعي، فيرجى الكتابة إلينا / مرسلتنا على العنوان البريدي التالي:

Avon Fire & Rescue Service Headquarters, Temple Back, Bristol, BS1 6EU.

ويرجى كتابة اسمك وعنوانك والمعلومات التي تود الحصول عليها واللغة و / أو الهيئة المطلوبة للمعلومات

أو يمكنك الإتصال بفريق المساواة والتنوع Equality and Diversity Team على رقم الهاتف 0117 926 2061 ثم طلب الرقم القرعي 249.

#### Urdu

اگر آپ کو ایون فائر اینڈ ریسکیو سروس کی طرف سے معلومات کسی اور زبان، بڑے حروف، بریل یا آڈیو ٹیپ کی صورت میں درکار ہوں تو برائے مہربانی ہمیں اس پتہ پر خط لکھیے:

برائے مہربانی اپنا نام و پتہ اور مطلوبہ معلومات درج کیجئے اور یہ بھی کہ آپ کی مطلوبہ زبان کیا ہے اور آپ کو معلومات کس صورت میں درکار ہیں۔

رابطے کے ایک متبادل طریقے کے طور پر برائے مہربانی ایکوالٹی اینڈ ڈائیورسٹی ٹیم سے اس نمبر پر رابطہ کیجئے 0117 926 2061 اور ایکسٹینشن 249 مانگیے۔

## Somali

Hadii aad rabto macluumaadkan adeega 'Avon Fire & Rescue Service' oo ku qoran luqad kale, xarfo waaweyn, farta-indhoolayaasha ama maqal ku duuban, fadlan kusoo codso qoraal oo kusoo dir:

Avon Fire & Rescue Service Headquarters, Temple Back, Bristol, BS1 6EU.

Fadlan qoraalka kusoo sheeg magacaaga, cinwaankaaga, macluumaadka aad rabto iyo luqada ama qaabka aad u rabto in laguugu soo diro.

Hadii kale lasoo xiriir Kooxda 'Equality and Diversity Team' Tel: 0117 926 2061 khadka-gaarka ah 249.

## Kurdish Kurmanji

Eger hûn zanîyarîya ji xizmetgeha agir û qûrtalkirinê a Avon bi destvebînin bi zimzîmên cûda, bi pîlên mezîn, binivêstina mezîn, yan bi nivêstina taybet bi kesên kore yan kasêta dengî, jikerema xwe peywendiyê bi van nav û nîşanên xwarê bike:

Avon Fire & Rescue Service Headquarters, Temple Back, Bristol, BS1 6EU.

Ji kerema xwe navêxwe û edrêşê xwe û zanîyarîyê û dixwazî û zîman yan şêwazê û dixwazî diyar ke.

Yan, peywendiyê bi tîma yeksanîyê û hemerengiyê bike li ser telefona jîmare 01179262061 û gohostîna jîmare 249.

## Hindi

यदि आप किसी दूसरी भाषा, बड़े अक्षर, ब्रेल या ऑडियो टेप में एवॉन फायर एवं रेस्क्यू सर्विस के बारे में जानकारी प्राप्त करना चाहते हैं तो कृपया हमें निम्नलिखित पते पर लिखें:  
Avon Fire & Rescue Service Headquarters, Temple Back, Bristol, BS1 6EU.

कृपया अपना नाम, पता, आपको जो जानकारी चाहिए और आपकी आवश्यकता अनुसार भाषा एवं फॉर्मेट (संरूप) प्रदान करें।

वैकल्पिक रूप से, कृपया 0117 926 2061 एक्सटेंशन 249 पर इक्वॉलिटी एवं डाइवर्सिटी टिम से संपर्क करें।

**AVON FIRE AUTHORITY**

<b>MEETING:</b>	<b>AVON FIRE AUTHORITY</b>
<b>MEETING DATE:</b>	20 July 2012
<b>REPORT OF:</b>	Chief Fire Officer / Chief Executive
<b>SUBJECT:</b>	Sickness Absence Update

**SUMMARY**

The Service ended the financial year 2011/12 on 6.57 days/shifts lost to sickness all staff and 6.10 days/shifts lost to sickness wholetime uniformed staff (against targets of 7). The Service also achieved a completion rate of 95% for Return to Work Interviews (against a target of 90%).

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

At the end of April 2012, the Service were off track with it's year to date targets for shifts lost to sickness for all staff and wholetime staff. However it is too early to say whether this data indicates that short and/or long term sickness levels are making a sustained increase. The Service will keep monitoring and analysing the data in order to implement appropriate interventions to get back on track. We remain on track for Return to Work Interview completion.

**RECOMMENDATION(S)**

That Members:

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

**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. Long term sickness levels increased in April and May 2012. However this was primary due to a spate of operations, reactive stress (non-work) and musculoskeletal injuries (non work). The majority of these staff have now returned to work, or are on a timetabled programme to return.

After the March high in short term sickness, the number of shifts lost are reducing but the level remains higher than average. The shifts lost were primarily due to a spate of colds and viruses. The Service will keep monitoring this and put appropriate measures in place to ensure we get back on track. The Service will also analyse the data further to identify short term sickness coinciding with the school half term and public holidays and take the appropriate action.

### *Support*

As with uniformed staff the overall trend is a reduction in sickness levels. Long term sickness levels have reduced from a December 11 high (and the shifts lost represent a very small number of staff) and short term sickness has also reduced from the March high. As with wholetime staff we will continue to monitor sickness levels and analyse the data further to identify short term sickness coinciding with the school half term and public holidays, putting appropriate actions and 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, further equipping and empowering our line and Watch Managers to take local interventions and further actions on sickness patterns. 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

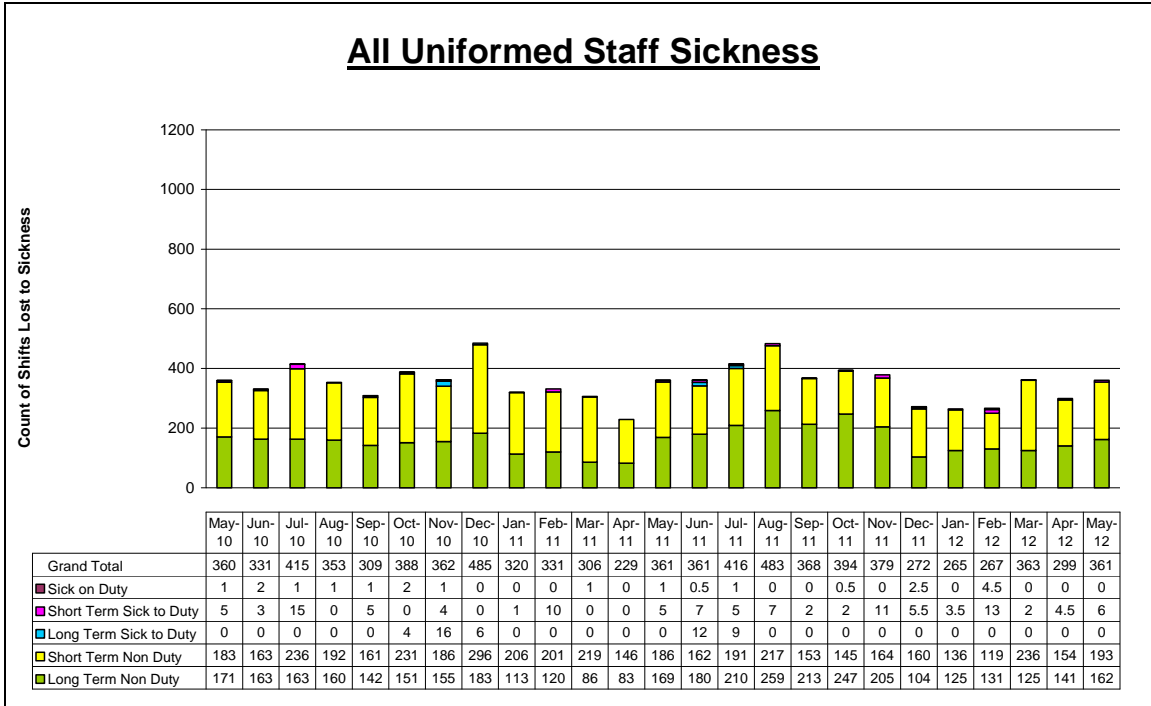
## **HEALTH & SAFETY IMPLICATIONS**

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

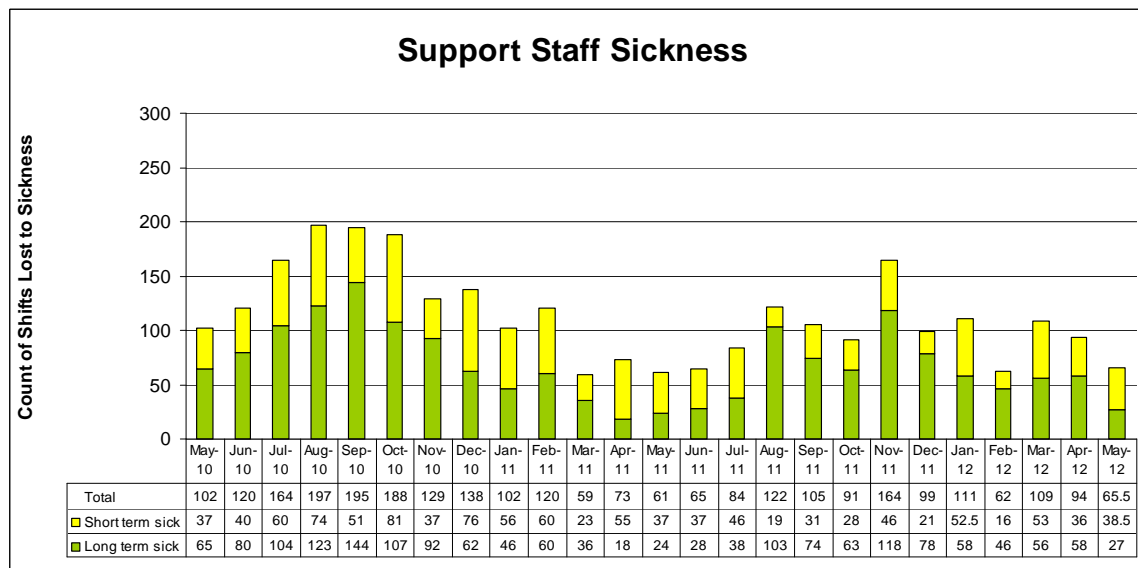
<b>List of background documents:</b>
The attached graphs detail the shifts lost due to sickness absence, for whole-time uniformed and support staff, separated by month and duration of absence up to and including 31 May 2012.
Report Contact(s): Angie Feeney, Human Resources Manager ext 284

## Graphs

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



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





**AVON FIRE AUTHORITY**

<b>MEETING:</b>	AVON FIRE AUTHORITY
<b>MEETING DATE:</b>	20 July 2012
<b>REPORT OF:</b>	Chief Fire Officer / Chief Executive
<b>SUBJECT:</b>	Fires and Other Incidents: May and June 2012

**SUMMARY**

To report on fires and other significant incidents that occurred during the months of May and June 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 2012 and May 2012 Avon Fire & Rescue Service attended the following number of incidents.**

**Total number of fires – 563**

**Special Service Calls – 406**

**Alarms – 880**

**Road traffic collisions - 104**

## **1. Incidents of note in May 2012**

### **Fire at bed and breakfast**

Tuesday 1 May 2012

03:15hrs A38 Bridgwater Road, Dundry, Bristol

Twelve guests were evacuated from a bed and breakfast in the early hours of the morning after a kitchen fire at the converted farm. Firefighters in breathing apparatus also entered the property and used hose reels to bring the well-developed fire under control. They prevented the flames from spreading to the rest of the property, although extensive damage was caused to the kitchen and smoke damage to the rest of the property.

### **Crews tackle fire at takeaway**

Saturday 6 May

05.19hrs Church Road, Bishopsworth, Bristol.

Firefighters forced entry to a pizza takeaway, using a jet and high pressure hose reel to tackle the ground floor fire. A thermal imaging camera was used to check for hotspots and a positive pressure ventilation fan was used to clear the smoke. Firefighters then carried out Home Fire Safety Visits in the flats above the shop, which was left badly damaged.

### **Cricket pavilion destroyed in fire**

Monday 7 May

01.38hrs Bath Cricket Club, North Parade Road, Bath.

A severe fire at Bath cricket pavilion is thought to have been started deliberately. Crews were greeted by a severe fire affecting both floors of the two-storey building. Firefighters used three jets and one high pressure hose reel to tackle the blaze and remained at the scene to cut away sections of the roof and damp down.

### **Mother and daughter treated for smoke inhalation after fire**

Tuesday 8 May

19.57hrs Langford Way, Kingswood.

A mother and her seven year-old daughter were given oxygen therapy by firefighters after a kitchen fire at their home.

Two firefighters wearing breathing apparatus entered the premises and used a Co2 extinguisher. A positive pressure ventilation fan was used to clear the smoke. It's thought the fire started accidentally after cooking was left unattended.

### **Smoke alarm alerts man to fire**

Tuesday 8 May

20.52hrs Badminton Road, St Paul's, Bristol.

A man in his 30s was woken by a smoke alarm after a fire at his home, enabling him to safely escape. Two firefighters wearing breathing apparatus entered the four-storey building and used one high pressure hose reel to put out a fire in the communal kitchen on the second floor.

### **Sport centre evacuated in chemical scare**

Sunday 13 May 2012.

14.41hrs Horfield Leisure Centre, Dorian Road, Horfield, Bristol.

Crews were called after a chemical used to purify the swimming pool leaked. Dozens of customers and staff were evacuated and two roads were closed as a precaution, with fears that the chemical could mix with another chemical stored there and create a chlorine gas cloud.

Two firefighters wearing breathing apparatus and chemical protection suits, along with two HART-team members, went into the affected area and cleared a 50ml spillage from the plant room.

### **Three rescued from flat roof by crews**

Monday 14 May

20.40hrs Ashcombe Road, Weston-super-Mare

Three people were rescued from a flat roof after a blaze in the ground floor flat of a converted property. Three children from an upstairs flat got onto a flat roof, and were rescued by crews using ladders. Three pets were also rescued.

### **Smoke alarm to thank as four are rescued**

Wednesday 16 May

21.55hrs Blagdon Park, Southdown Bath.

An adult and three children had their smoke alarm and neighbours to thank after they were rescued from a smoke-filled house. Neighbours heard smoke alarms and spotted through a kitchen window prompting the 999 call.

Crews searched the house and found the four people in upstairs bedrooms. They roused them and led them safely outside where they were treated for the effects of smoke inhalation.

### **Firefighters prevent oil fire from spreading**

Thursday 18 May

23.03hrs Lampley Road, Kingston Bridge, Clevedon

Firefighters prevented a blaze involving an oil store from spreading to a nearby home. Fire broke out in a farm building used to store domestic heating oil tanks.

Crews spent several hours using foam and water jets to fight the fire.

### **Crews win praise for petrol station fire**

Monday 21 May

13.02hrs A46, Pennsylvania

Three crews were called after a fire started while a car was being refueled at a petrol station forecourt. The car was moved off the forecourt to a nearby drive.

The fire caused severe damage to the car and affected the gable end of a nearby cottage. Following the incident AF&RS received an email of thanks from the owner of the property, for the swift work of the crews who prevented further damage.

The email read: "Had it not been for their rapid response (I understand they were at the scene in about 7 minutes from the call) it is almost certain that the house would have caught fire and been totally destroyed. "Please pass the very sincere thanks of myself and my wife to the Fire Service and crew that responded to the incident for the wonderful work they did in tackling the fire and saving our home."

### **Crews tackle fire involving hundreds of tonnes of wood**

Sunday 27 May

03.43hrs XP Wood Recycling, Church Road, Severn Beach, Pilning.

Tonnes of wood were destroyed in a fire at a timber yard.

Crews found the 15ft high pile, which was due to be recycled into pellets and chippings for bio fuel, well alight. Firefighters set up a water relay using a hose layer from Southmead Fire Station.

Nine 45mm jets and four ground monitors were used to tackle the fire and the Aerial Rescue Pump from Patchway Fire Station was used as a water tower to get water onto the blaze from above.

### **Firefighters rescue woman from mud**

Saturday 26 May

04.06hrs Links Road, Uphill, Weston-super-Mare

Firefighters used specialist mud rescue equipment to free a woman who had fallen from a boat into mud. Firefighters on board the AF&RS hovercraft worked along side HM Coastguard throughout the incident.

### **Firefighters respond to five-vehicle RTC**

Tuesday 29 May

14.18hrs Langfords Lane, High Littleton

A man in his 50s was airlifted to hospital following a road traffic collision involving five vehicles.

Firefighters used hydraulic cutting equipment to help free the man from a small van. He was put onto a spinal board and then taken to hospital by the air ambulance.

### **Two rescued from mud by firefighters**

Tuesday 27 May

21.57hrs Coronation Road, Bedminster, Bristol

Two men were rescued from mud by firefighters after getting stuck.

Firefighters trained in swift water rescue techniques and wearing dry suits lowered a ladder down to the two men and using lines they were assisted to safety.

### **Crews thanked for their efforts to save man**

Wednesday 30 May

17.30hrs Blind Yeo, Lower Strode Road, Clevedon

Firefighters have worked alongside paramedics in an effort to resuscitate a man found in a river. Clevedon retained firefighters in life jackets, followed standard procedure to use a reach pole to recover the motionless casualty to the river bank.

Working alongside staff from Great Western Ambulance service they attempted to resuscitate the man, but sadly their efforts were in vain. The firefighters involved have been formally thanked by their Station Manager for the professionalism they demonstrated, putting their training in to practice to conduct the safe rescue and provide trauma care to the casualty.

### **Climber rescued following fall in gorge**

Thursday 31 May

10.16hrs Clifton Suspension Bridge, Bridge Road, Clifton

A climber was rescued from the rocks at Avon Gorge, after falling around 15 feet and injuring his ankle.

Members of the AF&RS Rope Rescue team and the Great Western Ambulance Service Hazardous Area Response Team were lowered to him.

He was given first aid before being safely lowered the rest of the way down the cliffs to the Portway. The incident followed seven joint training days between the rope rescue team at Temple Fire Station and Great Western Ambulance Service.

## **2. Incidents of note in June 2012**

### **House damaged by fallen tree**

Friday 8 June

06.52hrs Highdale Avenue, Clevedon

Crews were called after a tree was blown down in the wind, damaging a detached property. Fire crews removed loose masonry and secured the tree using lines and supports to stop it causing further damage to the home.

### **Control room staff help girls in cow field**

Thursday 21 June

14.40hrs Bathford Hill, Compton Dando.

Control Room staff at Lansdown were the heroes after a group of teenage girls got into difficulties during a Duke of Edinburgh's Award practice expedition. The six girls, aged between 14 and 16, called to say they were in a field occupied by a large herd of cows and bulls.

The group, from Mangotsfield School in South Gloucestershire, had mobile phone numbers for their teachers, but could not get signals. The only call they could make was to the emergency services.

The girls became increasingly concerned when the herd of animals started to surround them.

Control room staff kept the line open and spent around 40 minutes talking to the terrified teenagers and advising them on what to do. They left their rucksacks on the ground, which seemed to successfully distract the animals, and then had to climb a barbed wire fence to get to a nearby farmhouse where they were reunited with their teachers.

### **Fire at boarding school kitchen**

Thursday 21 June

12.18hrs College Road, Clifton, Bristol.

Four fire crews responded a small fire in a second floor kitchen of a boys boarding school. They were there within ten minutes and found that 20 people had already evacuated the building, which has three storeys plus a basement.

Two firefighters wearing breathing apparatus used a high pressure hosereel and a carbon monoxide fire extinguisher to put out the fire.

Thermal imaging equipment was used and a positive pressure ventilation fan was used to help clear the smoke. A 45-year-old man needed ambulance treatment at the scene for the effects of smoke inhalation.

### **Cows rescued from river**

Friday 22 June

02.40hrs Bath Road, Swineford, Bitton.

Firefighters were called after five cows had escaped from a nearby field, and onto the Bath Road, before making their way to the river.

Swift water rescue officers went into the river, and with the use of lines and auxiliary equipment, herded the cows to a nearby jetty, from which they were able to safely return to dry land.

### **Shed destroyed at community farm**

Tuesday 26 June

20.00hrs Grimsbury Farm, Grimsbury Road, Kingswood, Bristol

A shed used as a plant nursery at a community farm was destroyed by fire. Two jets and a high pressure hose reel were used to bring the blaze under control, although it completely destroyed the stand-alone shed. The cause of the fire is believed to be deliberate.

### **Lorry driver rescued following collision**

Tuesday 27 June

04.23hrs Wells Road, Radstock

A man was freed from the cab of a large recovery vehicle by firefighters following a collision in the early hours of the morning. The driver was towing a heavy goods vehicle carrying animal feed when his vehicle collided with a shop which was unoccupied at the time. Hydraulic cutting and spreading equipment was used to free him. It's not believed he suffered any serious injury as a result of the incident.