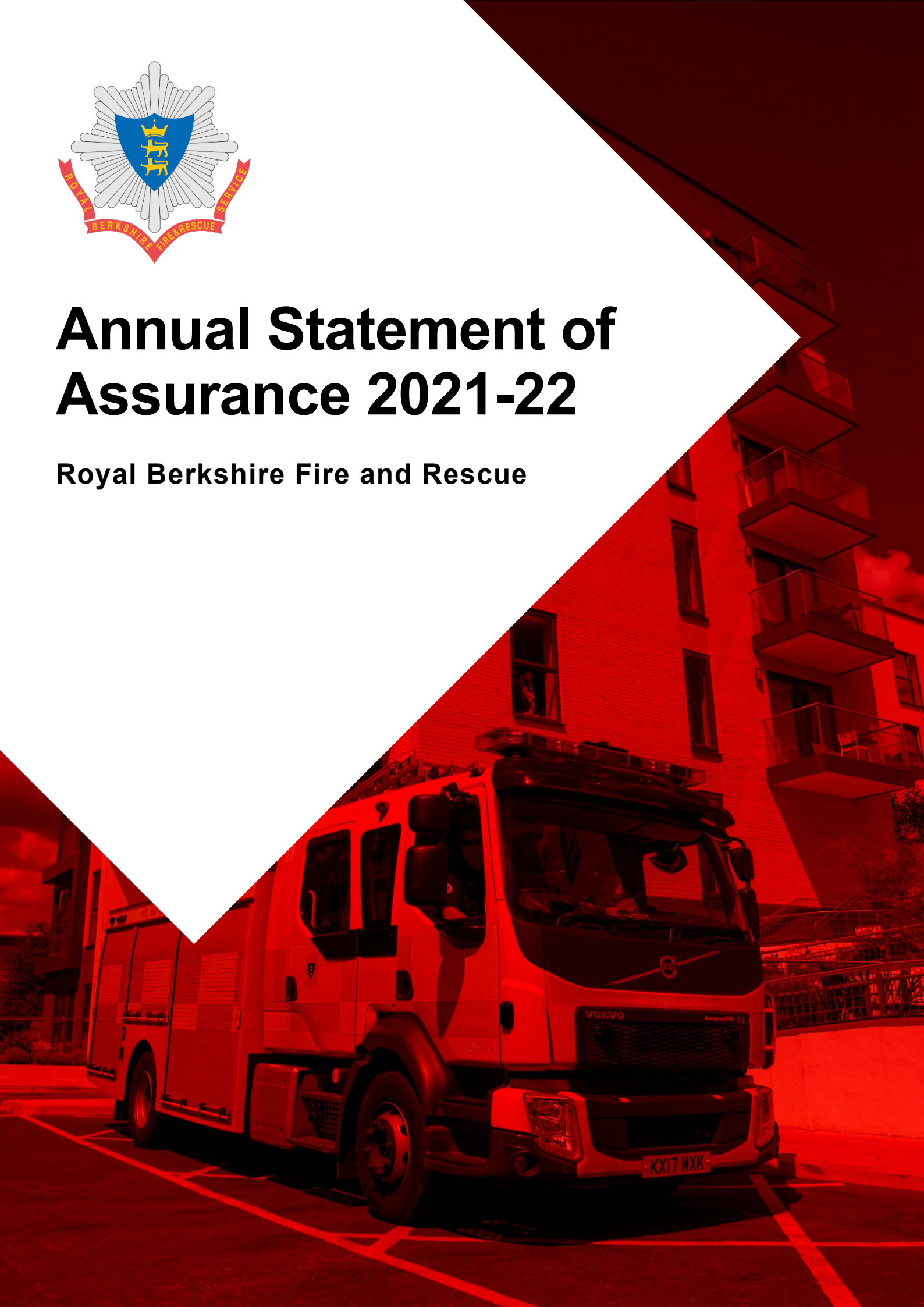




# Annual Statement of Assurance 2021-22

Royal Berkshire Fire and Rescue





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We will consider the request and get back to you. For more information on accessibility at Royal Berkshire Fire and Rescue Service, please read our [Accessibility Statement](#).



# Introduction

We are required by the [Fire and Rescue National Framework for England](#) to provide an Annual Statement of Assurance on financial, governance and operational matters to enable our communities, Government, local authorities and partners to make a valid assessment of our governance arrangements. This Statement of Assurance sets out the governance arrangements the Royal Berkshire Fire Authority (RBFA) had in place for the period 1 April 2021 to 31 March 2022.

We have written this document in accordance with the [guidance](#) published by the Department for Communities and Local Government on Statements of Assurance for fire and rescue authorities in England, which suggests that where relevant information is clear, accessible and user friendly is available within existing documents, extracts or links to these documents may be included within a Statement of Assurance. This Statement includes extracts or links to key documents, or other sources of information, where relevant.

In 2018/19 Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) completed its first cycle of inspections. Royal Berkshire Fire and Rescue Service (RBFRS) was rated as 'good' across the three main inspection pillars of 'effectiveness', 'efficiency', and 'people'. A copy of the inspection report is available on the [HMICFRS website](#). RBFRS continues to deliver its action plan to address the area for improvements identified in its first inspection, which is overseen by the Audit and Governance Committee. The next inspection cycle is underway and HMICFRS re-inspected RBFRS in June 2022, providing further external assurance. The report from this inspection is expected to be published early 2023.

## The Fire and Rescue Service National Framework

The [Fire and Rescue National Framework](#) for England sets out the Government's priorities and objectives for Fire and Rescue Authorities in England. The National Framework outlines the high-level expectations although it does not require a detailed account of operational matters which are best determined locally.

The key priorities established by the framework are:

- Making appropriate provision for fire prevention and protection activities and response to fire and rescue related incidents;
- Identifying and assessing the full range of foreseeable fire and rescue related risks their areas face;
- Collaborating with emergency services and other local and national partners to increase the efficiency and effectiveness of the service they provide;
- Being accountable to communities for the service they provide; and
- Developing and maintaining a workforce that is professional, resilient, skilled, flexible and diverse.



## Our legal responsibilities

The following legislation provides the main legal basis and outlines the statutory responsibilities and powers of the Royal Berkshire Fire Authority.

- The Fire and Rescue Services Act 2004
- The Civil Contingencies Act 2004
- Regulatory Reform (Fire Safety) Order 2005
- Policing and Crime Act 2017

In 2018, the Government launched a revised Fire and Rescue National Framework which sets out the Fire Authority's main responsibilities and these are shown below:

Royal Berkshire Fire Authority is required to:

- Contribute to safer communities by developing a Community Risk Management Plan (CRMP) to identify, assess and mitigate all foreseeable fire and rescue related risks faced by the communities of Royal Berkshire.
- Work in partnership with the people of Royal Berkshire and a wide range of partners locally and nationally to deliver a capable, resilient service.
- Be accountable to you for our actions and decision making.
- Have scrutiny arrangements in place that reflect the high standard you expect for an important public safety service.
- Provide assurance to you and to Government on financial, governance and operational matters and on national resilience capability.



## How we make our judgements

In looking at our obligations, we have made a judgement on each based on the following definitions

<b>Fully met</b>	The requirements of applicable legislation and guidance are being consistently met.
<b>Substantially met</b>	The requirements of applicable legislation and guidance are mostly being met. Where legislation and guidance are not being met there is minimal risk to the Fire Authority discharging associated duties and powers for the provision of a fire and rescue service.
<b>Partially met</b>	The requirements of applicable legislation and guidelines are being inconsistently applied exposing the Fire Authority to considerable risk in discharging the necessary duties and powers associated with the provision of a fire and rescue service.



# Summary Judgements

## Financial Matters

It is the view of RBFA that, at the end of the 2021-22 financial year, requirements associated with the appropriate management of financial matters were fully met.

## Governance Matters

It is the view of RBFA that, at the end of the 2021-22 financial year, requirements associated with appropriate business practice, high standards of conduct and sound governance were fully met.

## Operational Matters

It is the view of RBFA that, at the end of the 2021-22 financial year, requirements associated with operational matters were substantially met.

## National Framework Requirements

It is the view of RBFA that at the end of the 2021-22 financial year, the requirements associated with the Fire and Rescue National Framework for England have been substantially met.



# Financial Assurance

It is the view of RBFA that, at the end of the 2021/22 financial year, requirements associated with the appropriate management of financial matters were fully met.

## Evidence in support of the judgement

The Fire Authority places significant importance on ensuring that its financial management arrangements are in line with the expectations of a public body.

The Authority has robust budget monitoring processes in place. Budget monitoring is conducted on a monthly basis and reported to Members on a quarterly basis. The outturn position for the year was a deficit of £40,000, a variance of 0.1% against the revenue budget of £35.8 million.

Treasury management outcomes were reported to Members in line with the CIPFA Treasury Management Code. The Authority complied with all treasury and prudential code limits. It also operated its treasury operations within the parameters of the prudential indicators set by the Authority in its Treasury Strategy.

The Authority's Statement of Accounts summarise the financial position of the Fire Authority at the end of the financial year and performance throughout the year.

The primary function of our external auditor, EY, is to express an opinion as to whether the Fire Authority's financial statements are free from material misstatement. Unfortunately, due to a lack of auditing resource (a problem across the local government audit sector as a whole) EY was unable to audit the Accounts for 2021/22 and was therefore unable to express an opinion as to whether the accounts were free from material misstatement.

Whilst the external auditor was unable to express an opinion on the Statement of Accounts, he was able to conclude his review on the Authority's arrangements for securing economy, efficiency and effectiveness in the use of its resources. The external auditor was satisfied that the proper arrangements were in place, as set out in the [Completion Report](#).

Further assurance of sound financial management is provided by the internal auditor who undertook a key financial controls audit during 2021/22. From the findings of that audit, the internal auditor was able to issue a substantial assurance opinion (the highest level of assurance) that the relevant controls were in place.

Further information about how the Service implements financial controls can be found in our [Constitution](#).



# Governance Assurance

It is the view of RBFA that, at the end of the 2021-22 financial year, requirements associated with appropriate business practice, high standards of conduct and sound governance were fully met.

## Evidence in support of the judgement

### Our governance arrangements

Royal Berkshire Fire Authority is a combined Fire Authority which means it is made up of 20 elected councillors from the six Unitary Authorities in Berkshire: Bracknell Forest, Slough Borough, Reading Borough, Royal Borough of Windsor and Maidenhead, West Berkshire and Wokingham. The Fire Authority is a legal body with statutory duties and responsibilities, including the scrutiny of the Service as a whole. The Fire Authority is responsible for setting the strategic direction, policies and priorities of the Service.

Find out more about the Fire Authority on our [website](#).

### Organisational governance

The Fire Authority, as a public body, places significant emphasis on ensuring that effective governance arrangements are in place.

Governance is concerned with how the Fire Authority manages its affairs on a day to day basis including business practices, standards of conduct and overall management procedures.

The Fire Authority undertakes an annual assessment of the governance arrangements using the principles of the CIPFA/SOLACE Framework *Delivering Good Governance in Local Government*. Our Annual Governance Statement explains how the Authority has complied with the Framework and meets the requirements of [Regulation 6\(1\) of the Accounts and Audit Regulations 2015](#), which requires all relevant bodies to prepare an Annual Governance Statement. The [Annual Governance Statement 2021/22](#) confirms assurance in the governance arrangements.

The Fire Authority is committed to being fully transparent in accordance with the principles of good governance and legal requirements.

### Contracted internal audits

RBFA has contracted out internal audit to RSM, an external company. In addition to auditing aspects of the Fire Authority required by legislation, the internal auditors are also instructed, as part of the audit plan agreed with the Audit and Governance Committee, to audit various other aspects of the service.

In 2021/22 the following core audits were completed:





- Key Financial Controls (Creditors)
- Performance Management
- Vetting and Pre-employment checks
- VfM Effectiveness of the administration of pension arrangements
- Risk Management and Governance
- IT - Cyber Essentials
- Firefighter Pension Administration
- Payroll Provider – Data Plan

Our auditors issued a positive opinion assurance on all of our audits. Reasonable assurance was given on the Performance management and Vetting and Pre-employment checks audits, and medium recommendations were issued. These are being addressed. All audit actions are monitored through the Strategic Performance Board and Audit and Governance Committee.



# Operational Assurance

It is the view of RBFA that, at the end of the 2021-22 financial year, requirements associated with operational matters were substantially met.

## Evidence in support of the judgement

### Management of Risk

The [Corporate Plan 2019-2023](#) includes our Community Risk Management Plan. The Authority had a statutory duty under the Fire and Rescue Service National Framework, to produce a plan to identify and assess all foreseeable fire related risks' at a county, regional and national level.

The Plan brings together our three strands of service delivery; Prevention, Protection and Response and sets out our plans to ensure the right resources are in the place, at the right time to respond to emergencies. Our Protection, Prevention and Response Strategies agreed in 2020/21 provide a roadmap for our activities across the three areas.

The public and any other stakeholder must be consulted on the content of the plan and are consulted again if we plan to change the service we currently deliver. The consultation must be undertaken in accordance with the legal principles of consultation and current Government guidance, as well as our own Consultation Principles which has also been subject to public consultation.

The responses received to any consultations are considered by the Fire Authority before any decision is made. Further information on our [consultations](#) are available on our website.

The processes we have adopted use a combination of risk modelling, historical data and professional judgement to make an assessment of impact and consequence with likelihood that an event will occur, ensuring that a thorough analysis has been completed. Our risk methodology outlines the methods of modelling and mapping used to calculate risk and risk location within Berkshire.

We take into account local community and risk information by creating [Local Safety Plans](#) which feed into our risk management process. We outline our approach, the risks and the associated analysis in our [Corporate Plan and Community Risk Management Plan](#) published on our website.

We work closely with our partners as part of the Thames Valley Local Resilience Forum (TVLRF) and actively provide resource, capacity and capability in support of the work of the Forum. RBFRS is committed to a programme of joint service training with Thames Valley Police, South Central Ambulance Service and the three Thames Valley fire services to deliver JESIP training to enable and fulfil the requirements of the JESIP Doctrine.



## Specific Events

RBFA actively monitors how the service is delivered to the community of Berkshire through a variety of systems including:

- Regular performance reports
- Risk based operational debriefs
- Feedback from staff to identify improvements on how the service can be delivered through an operational assurance process
- Attendance at significant emergency incidents by managers to monitor the performance of the firefighters

RBFA ensures that all relevant matters arising from the above areas are considered, and where appropriate changes are made to improve the way the community is served throughout Berkshire.

A number of key performance indicators (KPIs) are used to monitor performance of our emergency response arrangements. The Strategic Performance Board (SPB) scrutinise performance and report to the Senior Leadership Team. Members play a key role in scrutinising performance through regular reports and presentations to Audit & Governance Committee and the full Fire Authority. All our [performance reports](#) and performance against targets are published on our website.

The Operational Assurance Framework exists to monitor, report and act on outcomes from active monitoring and incident debriefs and this feeds into both national operational learning and joint organisational learning.

## Mutual Aid Agreements

RBFRS has mutual aid agreements with each of the neighbouring fire and rescue services whereby:

- In the event of a significant emergency, RBFA can, and have, requested additional resources from neighbouring fire authorities
- Should the address of an emergency be closer to a fire engine from a neighbouring fire authority, a request will be made for that fire engine to attend the incident

Specialist equipment and trained personnel can also be requested from other fire and rescue services to attend significant emergencies in Berkshire. In the event of a national emergency elsewhere in the county, RBFA has the following specialist resources that can be deployed to assist those in need:

- A Mass Decontamination Unit (MDU), to support large scale hazardous substance incident;
- A High Volume Pump, (HVP) to support large scale flooding incidents;
- A Water Rescue Unit, (WRU) to support rescues from large scale flooding incidents.



## Health and Safety Assurance

We have an established suite of key health and safety performance indicators that enable us to closely monitor health and safety performance at all levels. The indicators cover areas such as personal injuries and vehicle accidents, near misses, events that are reportable to HSE under the RIDDOR, fitness testing and sickness. This is monitored quarterly by our Health, Safety and Wellbeing Committee. RIDDOR injury events, sickness and fitness data are also monitored by our Strategic Performance Board.

A comprehensive health and wellbeing provision is in place to support employees throughout their career. During 2021/22 effort was placed on protecting the health, safety and wellbeing of staff in all roles, ensuring measures were in place to maintain operational resilience and ensure safe working environments. Proactive advice and support is provided to take account of the range of challenges being faced by individuals and protect staff.

## Training Assurance

Operational staff in qualification is regularly measured and development and assessment pathways take account of the skills and knowledge required for role. On-call individuals are afforded additional training opportunities alongside their whole-time colleagues. An annual training plan is developed and a suite of core skill courses are available for all staff. Middle and Supervisory managers attend a leadership development programme.

During 2021/22 the range of training products to support staff access learning more flexibly has been broadened. The blend of practical and online facilities provides a more effective and efficient approach to training and assessment and has enabled the Service to disseminate important packages to enhance understanding of risks within the community and operational environment.

## Duty to Collaborate

The Corporate plan and CRMP 2019-2023 outlines the legislation contained in the Policing and Crime Act 2017, which places a duty on emergency services to collaborate in the interests of efficiency and effectiveness. To support, champion and provide strategic oversight of collaborative activity within the service, RBFA has appointed a Lead Member for Collaboration. This Councillor forms part of Thames Valley Steering Group and is joint lead for Thames Valley Fire Control Service (TVFCS) Joint Committee. The Thames Valley Collaboration Steering Group provides the structure, governance and direction for blue light collaboration. This and our collaboration activities are explained in greater detail in the [Thames Valley Collaboration Report](#) and the Thames Valley Collaboration Register.

## Areas for Future Improvement

There is a national changing picture on assurance related to marauding terrorist attacks (MTA). A national MTA working group has been established and we have representation at this group. Outputs of this group will be monitored and once published, we will review our approach and



assurance processes. At current time, we have only substantially met the framework criteria in this area.

Reporting and assurance activity is managed through our Strategic Performance Board and Audit and Governance Committee. This monitors any actions and improvement plans.

Our [Annual Report](#) provides the details of our successes along with areas of improvement in line with our Vision. Our [Annual Plan](#) sets out our Annual Objectives and highlights areas of focus in achieving these Objectives.

The publication of the new HMICFRS report is due early 2023 and will highlight any areas for improvement which will be monitored and progressed via our internal governance processes.



# National Framework Assurance

It is the view of Royal Berkshire Fire Authority (RBFA) that, at the end of the 2021/22 financial year, requirements associated with the Fire and Rescue National Framework for England have been substantially met.

## Evidence in support of the judgement

To provide an assessment of how well RBFA adheres to the National Framework, an internal assessment was undertaken and subject to an internal moderation exercise to scrutinise the assessments made. We use external evaluations through audits, assessment against professional standards and independent inspections. The outcome was that RBFA substantially met the Framework requirements for 2021/22 and actions are in place to monitor for changes.

This outcome is further supported by the independent inspection by HMICFRS who judged RBFRS as good in our previous inspection across the three main pillars of 'Effectiveness', 'Efficiency' and 'People'. RBFRS is awaiting the publication of the latest report following the inspection in June 2022.

# Equality, Diversity and Inclusion

Under the Equality Act 2010, public authorities have a legal obligation to comply with the public sector equality duty (PSED). This is a duty on public authorities to consider how our policies, decisions and activities affect people who are protected under the Equality Act. This incorporates nine protected characteristics age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

To meet our statutory obligations, when exercising our functions, we must have due regard to the need to:

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

The general equality duty is supported by specific duties to help organisations to show compliance, requiring public bodies to additionally:



- Publish diversity information annually to demonstrate our compliance with the equality duty;
- Prepare and publish specific and measurable equality objectives at least every four years.

We are committed to promoting equality, diversity and inclusion (EDI) in both the service we deliver to the community and the employment of our staff. EDI is about understanding and respecting differences and ensuring the right people receive the right services. We also understand that a diverse workforce with individuals who can offer different skills, experience and knowledge will benefit us as an organisation and ensure we are able to meet the needs of the diverse community we serve.

The diversity of our workforce is important and we are working hard to attract and retain a wider pool of applicants into all positions. Objectives written to deliver against is found in our [People Strategy](#) and our [performance](#) against these objectives are published on our website.

An Equality, Diversity and Inclusion (EDI) Steering Group assists the Service to consider its activities and pulls of diversity of experience regarding areas for attention and progression/development. We consult on and publish our Equality Objectives as part of our commitment to meeting the duties placed upon us. The Forum is a knowledge-sharing and consultative body that supports the Service to maintain progress regarding our objectives by drawing on a range of perspectives and experiences.

Our [equality and diversity objectives](#) are published on our website. [Performance](#) against these objectives are also published.

## Our Future Plans

RBFA is determined to continue to provide a safe and efficient service, whilst meeting changing local needs and balancing the budget. Plans put in place over the last few years have provided a good foundation to meet that challenge.

In January 2023, RBFA will undertake public consultation on our Corporate Plan and CRMP 2023-2027, demonstrating how RBFRS will deliver its services, in order to achieve the Fire Authority's six Strategic Commitments. The CRMP aligns to the requirements of the [Fire and Rescue Service National Framework for England 2018](#) and the [Community Risk Management Planning Fire Standard](#).

Our [Annual Plan 2022/23](#) is published on our website and includes specific areas of focus for the year ahead in support of our Vision for 2023 and beyond, and to ensure RBFRS utilises and maximises its available resources to deliver a quality service to the people of Royal Berkshire.



# How we engage with our communities

You can get involved with the work of the Fire Authority by attending the public meetings that are held regularly by the Authority.

We value the views of our communities to ensure we are providing the service you need. We consult formally on the ways in which we propose to deliver services through the CRMP consultation. We offer our community the opportunity to sign up for updates regarding our consultations which are published on our [Consultation and Engagement Hub](#). This and more information about our plans and priorities can be found on our website [www.rbfrs.co.uk](http://www.rbfrs.co.uk).

## Access to information

A range of information about RBFRS is routinely published on our website. For more information on access to data and information, please visit our [website](#).



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