



**Agenda
for the Meeting
of the
Management Committee**

Monday, 18th July, 2022

At

6.30pm

RBFRS Headquarters
Lynda Kenyon Suite
Newsham Court
Pincents Kiln
Calcot
Reading
Berkshire
RG31 7SD

For further information regarding this meeting, please contact:

Committee Team

0118 938 4611

E-Mail at committeeteam@rbfrs.co.uk

Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading, Berkshire RG31 7SD



MEETING: Management Committee Meeting

DATE AND TIME: Monday, 18th July, 2022 at 6.30pm

VENUE: Lynda Kenyon Suite
RBFRS Headquarters
Newsham Court
Pincents Kiln
Calcot
Reading, Berkshire RG31 7SD

S U M M O N S

You are hereby summoned to attend the meeting of the Royal Berkshire Fire Authority at the time, date and venue indicated above, when it is proposed to deal with the business set out in the enclosed Agenda.

A handwritten signature in black ink, appearing to read 'Graham Britten'.

GRAHAM BRITTEN
Monitoring Officer

To: Members of the Management Committee:

Councillor Dennis Benneyworth	Councillor Jo Lovelock
Councillor Jeff Brooks	Councillor Dave McElroy
Councillor Colin Dudley	Councillor Dexter Smith
Councillor Paul Gittings	Councillor Rachelle Shepherd- DuBey
Councillor Pauline Helliard-Symons	Councillor Simon Werner
Councillor David Cannon	

Copy to: Senior Leadership Team (SLT), Royal Berkshire Fire and Rescue Service

For further information regarding this meeting, please contact:

Committee Team
0118 938 4611

E-Mail at committeeteam@rbfrs.co.uk

Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading, Berkshire RG31 7SD



MEETING: Management Committee Meeting

DATE AND TIME: Monday, 18th July, 2022 at 6.30pm

VENUE: Lynda Kenyon Suite
RBFRS Headquarters
Newsham Court
Pincent's Kiln
Calcot
Reading, Berkshire RG31 7SD

AGENDA

1. Representative Bodies

Purpose:

The Chairman may, at his discretion, invite the Representative Bodies present to address the Management Committee once on any Part I item, on the prerequisite that the Representative Bodies advise the Chairman at the commencement of the meeting of those Agenda items they wish to speak to.

2. Apologies for Absence

3. Declarations of Interest

Purpose:

To receive Declarations of Interest from Members relating to items to be considered at the meeting, in accordance with the provisions of the Fire Authority's Local Code of Conduct, and any from Officers.

4. Minutes of the meeting held on 5 April 2022 (Pages 7 - 14)

Purpose:

That the Minutes of the meeting and any recorded actions held on 5 April 2022, be confirmed, as a correct record and signed by the Chairman.

5. Receipt of Announcements

Recommendation:

To receive announcements from the Chairman and / or Chief Fire Officer.

6. Issues arising from the Audit and Governance Committee

Recommendation:

That it be noted that no reports have been referred by the Audit and Governance Committee.

7. Capital Works Programme Update - Presentation

Purpose:

To receive a presentation on the minor capital works programme.

8. 2021/22 Provisional Outturn (Pages 15 - 26)

Purpose:

To receive for note the provisional 2021/22 revenue and capital outturn positions.

9. Proposed Fire and Rescue Services Inspection Programme and Framework 2023/24 (Pages 27 - 42)

Purpose:

To note the response from Royal Berkshire Fire and Rescue to the recent consultation on the proposed inspection programme and framework 2023/24.

10. Appliance Availability by Crewing to Meet Corporate Measures 15 and 16 (Pages 43 - 48)

Purpose:

To receive for note Quarter Four performance on Whole-time Duty and On-Call Appliance Availability.

11. Forward Plan (Pages 49 - 52)

Purpose:

To note the Forward Plan.

12. Date of next meeting

Tuesday 11 October 2022, 6.30pm, at RBFRS Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading RG31 7SD.

13. Exclusion of Public (Pages 53 - 54)

Recommendation:

To Resolve that under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following Agenda Items on the grounds that they involve the likely disclosure of exempt information, as defined in the Paragraph 3 of Part I of Schedule 12A of the said Act indicated and is exempt information if, and so long as, in all the

circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

14. Part II Minutes of the meeting held on 5 April 2022 (*Pages 55 - 58*)

Recommendation:

That the Part II Minutes of the meeting and any recorded actions held on 5 April 2022, be confirmed, as a correct record and signed by the Chairman.

This page is intentionally left blank

MINUTES OF THE MEETING OF THE MANAGEMENT COMMITTEE



Held on Tuesday, 5th April, 2022, 6.30 pm at Royal Berkshire Fire and Rescue Service, Newsham Court, Pincents Kiln, Calcot, Berkshire RG31 7SD.

Members:
 (*present)

Councillor Dennis Benneyworth	*	Councillor Angus Ross
* Councillor Jeff Brooks		Councillor David Cannon
Councillor Tricia Brown	*	Councillor Jo Lovelock
* Councillor Colin Dudley	*	Councillor Dexter Smith
Councillor Paul Gittings	*	Councillor Rachelle Shepherd-DuBey
* Councillor Pauline Helliars-Symons		

In Attendance: Mark Arkwell (Deputy Chief Fire Officer, DCFO)
 Graham Britten (Monitoring Officer, MO)
 Conor Byrne (Head of Finance and Procurement, HF&P)
 Doug Buchanan (Area Manager, Response and Resilience, AM R&R)
 Becci Jefferies (Head of Human Resources and Learning and Development, HHR&L&D)
 Andrew Mclenahan (Head of Facilities, Fleet and Equipment, HFF&E)
 Katie Mills (Head of Corporate Services, HCS)
 Jim Powell (Area Manager Collaboration and Policy, AM C&P)
 Nikki Richards (Deputy Chief Executive, Dep ChEx)
 Fayth Rowe (Democratic Support Lead, DSL)
 Tony Vincent (Head of Business and Information Systems, HBIS)

61. REPRESENTATIVE BODIES

There were no questions received from Representative Bodies on any of the agenda items.

62. APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillors Benneyworth, Brown, Cannon and Gittings.

Action

63. DECLARATIONS OF INTEREST

In accordance with the provisions of the Fire Authority's Local Code of Conduct, Councillor Ross declared a personal interest as 2021/22 Member of the Thames Valley Fire Control Service (TVFCS) Joint Committee.

There were no Declarations of Interest received from Officers.

64. MINUTES OF THE MEETING HELD ON 3 FEBRUARY 2022

Doug Buchanan, Area Manager Response and Resilience (AM R&R), confirmed he completed the action in the minutes which was to forward data on incidents in Reading to Councillor Gittings.

RESOLVED that the Part I Minutes of the meeting held on 3 February 2022 and recorded actions, be approved as a true and correct record, to be signed by the Chairman.

65. RECEIPT OF ANNOUNCEMENTS

Launch of the Chairman's Internship Scheme

The Chairman updated Members on the launch of a new scheme aimed at young people from under-represented communities across Royal Berkshire.

The Chairman's Internship Scheme opened at the end of March, which offers an exciting opportunity for people who live in Berkshire, between the ages of 16-18.

For five to six weeks in the summer, the interns will join teams across Royal Berkshire Fire and Rescue Service and support them in the delivery of services.

The interns will be paid and will receive a wealth of experience that they will be able to take with them into their future careers or academic pursuits.

Public Consultation Closures

The Service recently ran two public consultations. One around how the Service respond to Automatic Fire Alarms in lower-risk, occupied buildings and one on Equality, Diversity and Inclusion objectives.

For 10 weeks, between 17 January and 28 March, people from across Royal Berkshire were asked for their views on how the Service should respond to Automatic Fire Alarms in buildings such as shops, office blocks and factories.

99% of Automatic Fire Alarm calls are false alarms, which places a significant burden on Royal Berkshire Fire and Rescue Service (RBFRS), with on average, 2,200 Automatic Fire Alarm calls attended every year were false alarms.

Separately, four years on from the creation of our initial Equality, Diversity and Inclusion (EDI) objectives, they have been reviewed and further developed to ensure we continue to prioritise making a positive difference to the communities we serve.

As part of this process, we consulted the public on the proposed amendments to our EDI objectives. These changes were agreed to go out to consultation by the Fire Authority in February and, following this, the five-week consultation closed on 4 April.

The responses to both consultations will be presented to Fire Authority Members on 28 April for conscientious consideration.

EDI Workshop for Members

Along with the EDI Objectives, Members have been invited to attend a Workshop to further review the Objectives prior to Fire Authority approval on 28 April.

Armed Forces Veteran's Hub

Our second, in-person Armed Forces Veteran's Hub at Whitley Wood Fire Station was held on 30 March.

This initiative supports our armed forces community to connect with fellow veterans and organisations that can provide support, advice and guidance. The event theme was transferrable skills, so it was great to hear from some of our very own people about their experiences of transitioning from serving to civilian life, as well as watching some of our latest wholetime recruits put their learning from their course into practice.

Our continued pledge to hosting these Veteran's Hub at Fire Stations across Berkshire exemplifies our ongoing commitment to supporting the armed forces covenant.

Wholetime Firefighter Apprentice Graduation Ceremony

In January, the Fire Authority welcomed 18 new Firefighter Apprentices into the Service. As part of a rigorous 13-week training plan, they have completed their eight weeks away at the Fire Service College in Gloucestershire and are finishing their final five weeks of their training at our Training Centre before their Graduation Ceremony on 8 April.

The Chairman stated he look forward to meeting and formally welcoming all 18 Firefighter Apprentices at the Ceremony and celebrating their accomplishments

with their friends and family.

Agenda Item 8 – Immediate Detriment Framework

Agenda item 8 is to be deferred to the Fire Authority meeting on 28 April. This is to allow Officers to review information regarding the legal mechanism to make payment and a letter of clarity on tax issues, which have not yet been received.

Urgent Late Item

By virtue of section 100B (4) (b) of the Local Government Act 1972. The Chairman accepted an Urgent Late Item in Part II on Disposal of Dee Road Fire Station. An updated agenda was subsequently published on rbfrs website. The order of the agenda will change to follow Item 13, when the press and public leave the meeting. He stated at that point of the meeting, he will adjourn and reconvene the meeting for five minutes to allow Members to read the contents of the report.

Alex Brown Leaving RBFRS

Alex Brown, Head of Property Capital Projects and Estates, will be leaving the service on 15 April.

Alex joined RBFRS in April 2016 bringing with her a wealth of experience and expertise, including from her time working at Wiltshire Fire and Rescue Service. During Alex's time with us, she has transformed our capital estates programme and led on the delivery of a number of significant and successful projects such as the redevelopment of Hungerford and Crowthorne Community Fire Stations and most recently our latest tri-service station at Theale. In addition to Alex's RBFRS responsibilities, she has also held the position of Chair for the National Fire Estates Group, which acts as the technical and professional advisory group to the National Fire Chiefs Council - making a significant contribution across the wider FRS sector and beyond.

Alex is a highly respected and valued member of the Senior Leadership Team who will be greatly missed and deserves our gratitude for all that she has achieved in her time with us.

Arrangements are now being finalised to ensure that the great work of the capital projects team can continue. A further update will be provided on this soon.

66. ISSUES ARISING FROM THE AUDIT AND GOVERNANCE COMMITTEE

There were no issues arising from the Audit and Governance Committee.

67. FIRE REFORM WHITE PAPER UPDATE - PRESENTATION

Nikki Richards, Deputy Chief Executive (DChX), delivered a presentation on Fire Reform White Paper. She listed the following reports were expected to inform the Fire Reform White paper, which were:

- The Kerslake Report
- Grenfell Tower Inquiry
- Her Majesty's Inspectorate of Constabulary and Fire and Rescue Service (HMICFRS) State of Fire and Rescue 2019
- HMICFRS State of Fire and Rescue 2020
- HMICFRS State of Fire and Rescue 2021

She stated the White paper was due to be published in May 2022 and stated the Home Secretary had outlined her intent of Fire Reform in her letter to Fire and Rescue Services in May 2021.

Nikki stated the review would be based around three themes (People, Professionalism and Governance) and outlined the review proposals included:

1. Consulting on whether to mandate the transfer of fire and rescue functions to the Police, Fire and Crime Commissioner model across England where boundaries are coterminous, unless there is an option to transfer fire governance directly to an elected Mayor.
2. Consulting on how to address coterminous challenges, including in the South West.
3. Legislating to create operational independence for Chief Fire Officers and to clearly separate and delineate strategic and operational planning for fire and rescue.
4. Considering options to clarify the legal entities within the PFCC model.

In referring to number three above, she reported the National Police Chief Council (NPCC) were also reviewing operational independence for Chief Constables.

The Chairman discussed his and the Vice-Chairman's recent attendance at the Local Government Association (LGA) Fire Conference and the conversations he had around Police Crime Commissioners current and future involvement in the Fire Authority. He reminded Members, Matthew Barber, Thames Valley Police Crime Commissioner had an open invitation to attend Fire Authority meetings.

For copies of this presentation, please contact committeeteam@rbfrs.co.uk

**68. INTEGRATED COMMUNICATIONS CONTROL SYSTEM (ICCS)
WAIVER - THAMES VALLEY FIRE CONTROL SERVICE (TVFCS)**

Jim Powell, Area Manager Collaboration and Policy (AM, C&P) outlined the purpose of the report was to seek Member approval for a safety critical system used in Thames Valley Fire Control Service (TVFCS). In referring to paragraph 6.2 of the report, he stated the proposed contract would bridge the gap for one year, and later during this year, a tender would be made for a long-term contract.

In response to a question from Councillor Brooks, Jim Powell reported the cost of the contract was circa £90,000 and it had been budgeted as part of the Medium Term Financial Plan (MTFP).

The Chairman moved the recommendation and it was seconded by Councillor Angus Ross. Councillor Angus Ross stated the recommendation was in line with TVFCS Joint Committee. It had been seven years since TVFCS was in operation and stated the one-year extension to the safety critical system was worthwhile.

RESOLVED that:

An award of contract for Integrated Communications Control System (ICCS) technical maintenance and support for Royal Berkshire Fire Authority to Secure Systems and Solutions (SSS) Public Safety for a one (1) year extension from 10 April 2022 to 9 April 2023, be agreed.

69. THAMES VALLEY COLLABORATION REPORT

Mark Arkwell, Deputy Chief Fire Officer (DCFO), informed the Committee, the report was for note, which outlined Thames Valley Blue Light partners commitment to ongoing collaboration. He stated Appendix A, reported on achievements to date and Part Two of the document was a forward look at priorities for the next five years.

The document included the vision, mission and values of Thames Valley Collaboration, which included EDI, and in referring to page 45 of Appendix A, he drew Members attention to the new governance arrangements of Collaboration Committees. He advised that while he was the current Chair of the Interoperability Board, this was due to be handed over to Oxfordshire Fire and Rescue Service in the forthcoming Municipal year.

The Vice-Chairman asked a question relating to page 33 of the report, which mentioned Co-Responding as an achievement for Fire and Rescue Services. Mark Arkwell reported Thames Valley Fire and Rescue partners (Buckinghamshire and Oxfordshire) mobilised Co-Responding through individuals, however, this was not currently operating in Royal Berkshire.

In response to a secondary question from the Vice-Chairman, Mark Arkwell reported that the public access defibrillators work stream was to be further reviewed, as well as a number of other opportunities. RBFRS already housed defibrillators at our sites, but it's possible that more could be done across the Thames Valley and through working with our partners.

The Chairman recalled a defibrillator was located outside Bracknell Fire Station.

Councillor Brooks suggested in order to avoid duplication on location, the Fire Service should identify where Local Authorities had installed their defibrillators.

The Chairman acknowledged the number of initiatives Thames Valley Fire and Rescue Services were involved in, which was highlighted on pages 33 and 34.

RESOLVED that:

The report be noted.

70. FORWARD PLAN

RESOLVED that the Forward Plan be noted.

71. DATE OF NEXT MEETING

Tuesday 19 July 2022, 6.30pm at RBFRS Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading RG31 7SD.

Post meeting note: This meeting was changed to be held on Monday 18 July 2022, at the time and venue located above.

72. EXCLUSION OF THE PUBLIC

RESOLVED that under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following Agenda Items on the grounds that they involve the likely disclosure of exempt information, as defined in the Paragraph 3 of Part I of Schedule 12A of the said Act indicated and is exempt information if, and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

73. URGENT LATE ITEM - DISPOSAL OF THE DEE ROAD SITE

Mark Arkwell, DCFO introduced the report. Alex Brown, Head of Property Capital Projects and Estates (HPCP&E), provided an update on the disposal of the Dee Road site. The report made a recommendation on the sale of the site.

RESOLVED that:

The recommendation outlined in the report, be approved.

74. CAPITAL PROJECT UPDATE - THEALE COMMUNITY FIRE STATION PROJECT CLOSDOWN REPORT

Councillor Ross introduced this report. He thanked Alex Brown and her team their professionalism and enthusiasm and wished her best wishes in her new role in Holland. Alex Brown, HPCP&E, thanked the Fire Authority for their support. She stated a detailed business case to build Theale Tri Community Fire Station was approved by Management Committee on 3 December 2019, and was delivered on schedule on 29 September 2021.

She stated the project was a blue print for best practice in terms of collaboration and a 'one team' approach, and listed the following:

- Delivered to time and budget
- Equality, Diversity and Inclusion objectives and People Strategy – the site is fully accessible and supports a more diverse workforce
- Workforce – Hybrid way of working
- Sustainability objectives – utilised most energy efficient materials such as, solar panels, LED lighting and infrastructure for electric vehicle charging points have been installed
- Bio-diversity – in line with the objectives of the Government's England Tree Strategy – 1500 native woodland trees and shrubs have been planted to help reduce carbon emissions and to improve people's health and wellbeing.

Alex Brown provided a breakdown of the costs of the project in her presentation. She stated a legal agreement with Thames Valley Police (TVP) for the use of the building had been finalised, as part of the ongoing Thames Valley Collaboration Programme. She added, South Central Ambulance Service will be able to use the shared welfare facilities under a standard Licence to Occupy agreement.

In response to a question from Councillor Brooks, Katie Mills, Head of Corporate Services, (HCS), stated this report was in Part II due to purdah on the advice of the Monitoring Officer.

RESOLVED that the contents of the report be noted.

(The meeting concluded at 8pm)

ROYAL BERKSHIRE FIRE AUTHORITY



COMMITTEE	MANAGEMENT COMMITTEE
DATE OF MEETING	18 JULY 2022
SUBJECT	2021/22 PROVISIONAL OUTTURNS
LEAD OFFICER	CONOR BYRNE, HEAD OF FINANCE AND PROCUREMENT
LEAD MEMBER	COUNCILLOR JEFF BROOKS
EXEMPT INFORMATION	NONE
ACTION	FOR NOTE

1. EXECUTIVE SUMMARY

1.1 To inform members of the provisional 2021/22 revenue and capital outturns as well as the reserves position.

2. RECOMMENDATION

2.1 That the Management Committee **NOTE** the report

3. REPORT

Commentary on Revenue Outturn

3.1 The 2021/22 Revenue Budget agreed by Members in February 2021 was set on the basis that expenditure would exceed income by £29,000 (on a budget of £35.779m). This deficit was to be funded from reserves.

3.2 The actual revenue outturn for 2021/22 is shown in **Appendix A**. The outturn position shows a deficit of £40,000, to be funded from reserves – which is an addition of £11,000 from the budget setting position. Variances against individual revenue lines are explained below.

3.3 Whilst staffing salary budgets were set based on the Government position of a public sector pay freeze, the NJC subsequently agreed a grey book pay award of 1.5%, effective from 1 July 2021, which cost an additional £232,000. The final green book pay award of 1.75% backdated to 1 April 2021 cost an additional £129,000.

Agenda Item 8

- 3.4 In relation to *Station* based employees, Covid has resulted in increased overtime both to cover sickness absences and to cover staff undertaking training to maintain operational competence. There was also additional overtime required to cover vacancies during the year. Set against these pay pressures, there were savings from the re-phasing of the Nucleus Crewing project and reduced costs as a result of lower overall availability on on-call stations.
- 3.5 As well as the unbudgeted pay awards, the other pressure in the *Non-Station* employee cost line related to the salary costs of new recruits while undergoing their training. This was £53,000 higher than expected as the budget was set for 14 recruits, and 18 were taken on.
- 3.6 Pressure on the *Repairs and Maintenance* expenditure line has led to costs exceeding the budget by £77,000. Major costs include roof repairs at four stations, a water leak at the training centre, chiller repairs at HQ and work on the extractor unit at the Firehouse.
- 3.7 On a more positive note, the Authority has been working with a property specialist to appeal business rate charges applied to our properties. This has proven to be successful and has resulted in rebates totalling £321,000 for 16 stations. £245,000 of this amount relates to previous years. Against these savings, the business rates for the new station in Theale have been confirmed and the cost in 2021/22 was £53,000.
- 3.8 Over the year, we have been fortunate to benefit from hedging by our energy supplier meaning that utility cost rises have been relatively subdued. However, price rises have fed in during the final quarter of this financial year, and will increase further next year.
- 3.9 The *IS Equipment & Licences* line includes additional costs for the deployment of Microsoft Office 365, to enable flexible working, which was planned but was accelerated due to Covid.
- 3.10 There have been supply chain delays in meeting our clothing orders under the National Uniform Framework. Kent FRS are working with the supplier to resolve all issues which affect FRSs signed up to the framework agreement.
- 3.11 The *Community Fire Safety Supplies* line is underspent due to restrictions in the early part of the year on in-person Safe & Well visits due to Covid restrictions and latterly there have been supply delays for smoke detectors (particularly affected by the shortage of semiconductors).
- 3.12 Thames Valley Fire Control Service (see **Appendix B**) shows an adverse variance of £36,000, which is mainly due to the un-budgeted pay award. The Authority's share of this is £14,000.
- 3.13 There have been some additional one-off cost pressures in relation to legal fees, with costs exceeding the allocated budget by £70,000.

- 3.14 Cross border charges are £20,000 lower (under *Contracts Other*) and income is £102,000 higher than the budgeted amounts (under *Income Other*).
- 3.15 The *Grants* line is showing an adverse variance as the Home Office miscalculated the Firelink grant due to fire and rescue services. In our case, the Home Office paid us £47,000 too much in 2020/21, which is being recovered in the current year. This has been partly offset by additional small government grants received in the year.
- 3.16 Pension costs pressures continue to be seen as a result of the McCloud judgement. Based on the latest guidance, further provisions have been made to dealing with future liabilities meaning that costs outstripped the budget by £148,000.
- 3.17 At the point of budget setting, there was uncertainty about the final level of funding the Authority would receive via the Berkshire unitary authorities, section 31 grants and the other council tax and business rates COVID related support measures that the Government implemented. Confirmed final figures and funding were not received until quarter 4, and the Authority received an additional £296,000.

Capital

- 3.18 Expenditure on Capital Projects in 2021/22 was £3.623 million. Progress against individual projects is shown in **Appendix C**.

Reserves

- 3.19 The General Reserve remains unchanged at £2.268 million for 2021/22.
- 3.20 Earmarked reserves are shown in **Appendix D**. There has been a net increase of £185,000 in earmarked reserves over the year, mainly due to the receipt of ESMCP and pension administration grants that will be used in future years. Set against these increases, there were releases from the Covid Reserve and the Budget Contingency Reserve.

4. CONTRIBUTION TO STRATEGIC COMMITMENTS

- 4.1 Commitment 5 – We will ensure that Royal Berkshire Fire and Rescue Service provides good value for money.

5. FINANCIAL IMPLICATIONS

- 5.1 Both the revenue and capital outturns remain provisional as EY has yet to undertake the audit of our statutory accounts.

6. LEGAL IMPLICATIONS

- 6.1 Expenditure complies with the Authority's Financial Regulations.

7. EQUALITY AND DIVERSITY IMPLICATIONS

7.1 There are no equality and diversity implications arising from this report.

8. RISK IMPLICATIONS

8.1 The revenue and capital outturns are consistent with the financial risks as set out in the Corporate Risk Register and the planning assumptions in the Authority's corporate planning documents.

9. CONSISTENCY WITH DUTY TO COLLABORATE

9.1 The duty to collaborate is considered as part of the procurement process for both revenue and capital expenditure.

10. PRINCIPAL CONSULTATION

10.1 The Chief Fire Officer has noted the contents of the report.

11. BACKGROUND PAPERS

11.1 Agenda and Minutes, Royal Berkshire Authority: 17 February 2021.

12. APPENDICES

12.1 Appendix A – Revenue Outturn

12.2 Appendix B – Capital Outturn

12.3 Appendix C – Capital Outturn

12.4 Appendix D – Earmarked Reserves

13. CONTACT DETAILS

13.1 Conor Byrne
Head of Finance and Procurement
07585 991602

	Budget £'000	Outturn £'000	Variance £'000
EMPLOYEES			
STATIONS	16,858	17,019	161
NON-STATIONS	11,153	11,341	188
TRAINING	529	528	(1)
OTHER	264	278	14
	28,804	29,166	362
PREMISES			
REPAIRS & MAINTENANCE	738	815	77
RATES	920	649	(271)
CLEANING	249	266	17
UTILITIES	460	509	49
	2,367	2,239	(128)
SUPPLIES			
INSURANCE	385	385	0
EQUIPMENT	575	586	11
IS EQUIPMENT & LICENCES	681	750	69
CLOTHING/PPE	336	314	(22)
COMMUNICATIONS	764	762	(2)
OCCUPATIONAL HEALTH	198	214	16
PRINT/STATIONERY/PUBLICATIONS/SUBSCRIPTIONS	139	138	(1)
COMMUNITY FIRE SAFETY SUPPLIES	151	99	(52)
SUPPLIES OTHER	199	180	(19)
	3,428	3,428	0
CONTRACTS			
CONTRIBUTION TO TVFCS & COLLABORATION	911	925	14
LEGAL	50	122	72
CONTRACTS OTHER (incl Professional Services)	721	690	(31)
	1,682	1,737	55
TRANSPORT			
VEHICLE RUNNING COSTS	698	688	(10)
TRAVEL	200	181	(19)
	898	869	(29)
PENSIONS			
PENSIONS	331	479	148
	331	479	148
INCOME			
GRANTS	(2,620)	(2,594)	26
RENTAL INCOME	(199)	(211)	(12)
TVFCS RECHARGE INCOME	(324)	(324)	0
INCOME OTHER	(355)	(476)	(121)
	(3,498)	(3,605)	(107)
NET COST OF SERVICES	34,012	34,313	301
DEBT CHARGES INTEREST	374	380	6
INVESTMENT INTEREST	(11)	(11)	0
REVENUE FUNDING OF CAPITAL	600	600	0
APPROPRIATION TO/(FROM) RESERVES	213	213	0
FINANCING COSTS	620	620	0
NET EXPENDITURE	35,808	36,115	307
GOV GRANTS/PRECEPTS	(35,779)	(36,075)	(296)
DEFICIT / (SURPLUS) BEFORE USE OF RESERVES	29	40	11

This page is intentionally left blank

Royal Berkshire Fire Authority

Quarter 4 Budget Monitoring Report 2021/22

Thames Valley Fire Control Service (TVFCS)

	Budget £'000	Outturn £'000	Variance £'000
EMPLOYEES	1,798	1,850	52
CORPORATE RECHARGES TO TVFCS FROM RBFRS	324	324	0
SUPPLIES/ OTHER	38	36	(2)
TECHNOLOGY	250	236	(14)
NET COST OF TVFCS	2,410	2,446	36
RBFRS Share of Costs (37.8%)	911	925	14

This page is intentionally left blank

Project Owner	Active Capital Projects	Total Project Budget	Actual Spend in Prior Years	Actual Spend in 21/22	TOTAL Estimated Project Spend to Completion	Total Estimated Project Spend	Commentary
		£000's	£000's	£000's	£000's	£000's	
Property, Capital Projects and Estates	New tri-service community fire station - Theale (including revenue charges)	9,220	6,016	2,794	0	8,810	The final closedown report was presented to Management Committee on 5 April 2022, with the project being delivered to time and under budget.
	Fire stations - Minor Capital Works Programme	1,250	2	195	1,053	1,250	The first package of work at Slough has been completed (replacement drill yard, renewal of external drainage and replacement vehicle gate). Work at Bracknell has started, to be completed by the end of September. Contract for Maidenhead's programme of works is about to be awarded. Recent tender evaluations have shown a significant increase in prices compared to initial estimates in 2020. Plans are being reviewed to ensure we can maximise opportunities where possible.
Fleet & equipment	New Fire Appliances	4,860	4,453	394	0	4,847	The final two appliances that have been purchased as part of Phase one of the SAIF were deployed to Slough fire station and became fully operational in November 2021. This means that 19 new Volvo appliances have now come into Service since 2017. This has concluded the procurement of fire appliances as per phase one of the SAIF.
	4x4 Fire Appliance at Maidenhead	175	75	100	0	175	The replacement smaller 4x4 appliance for Maidenhead has arrived in Service. Driver and operator training is to be planned for Q2 2022/23, once completed the vehicle will become fully operational.
	White Fleet	240	0	43	197	240	Orders have been placed for vehicles, which include hybrid and electric vehicles. Suppliers have advised of long lead times, so it is expected that most of the vehicles ordered will not become operational until towards Q3 2022/23.
	BA Equipment	972	0	6	966	972	BA project is on track. Initial training has commenced and will continue throughout the summer. Planned go-live date is November 2022.
	Network Refresh	394	0	0	394	394	Upgrading and updating of our network infrastructure is a key activity that underpins many of RBFRS' strategic plans going forward. The network hardware refresh is to align with new Wide Area Network (WAN) provision. BT are currently carrying out site surveys to determine the detailed project plan. Estimated completion date is Q2 23/24.
	Hardware - Tablets	11	0	19	0	19	This project reflects the increase in deployment of tablet devices to enable use outside of the existing prevention function and to support information management related projects in protection and other areas of service delivery. This project is now complete.

Project Owner	Active Capital Projects	Total Project Budget	Actual Spend in Prior Years	Actual Spend in 21/22	TOTAL Estimated Project Spend to Completion	Total Estimated Project Spend	Commentary
		£000's	£000's	£000's	£000's	£000's	
ICT	Hardware & Licences - Telephony System	75	0	30	0	30	Avaya PBX upgrade. The project has been completed to the extent possible. The unspent capital was originally intended to implement gateway technology to interface teams to the public phone network, but on deeper investigation simpler, more robust and cheaper solutions can be put in place for users who require this capability. The unspent £45k can therefore be returned to the pool.
	Hardware - Computer peripheral refresh	30	0	23	7	30	This project supports the ongoing replacement of computer peripheral equipment, including , speakerphones, cameras, keyboards and monitors. This process is aligned to the client computer hardware refresh cycle. Purchase of the required equipment is ongoing on an as-needed basis.
	Software - Firewatch Development	50	0	0	50	50	System development costs to cover a number of one off known initiatives for additional modules, linked to the wider asset management project.
	Video Conferencing Equipment	88	0	15	73	88	Additional funding secured from Central Government for specific projects linked to COVID-19 has enabled the purchase of additional video conferencing capabilities and equipment. Installation will be late Q2 2022/23.
	Helpdesk System	45	29	4	12	45	Alemba platform (both test and production environment) was upgraded to a newer version 10.2 in October. The Stores element of the project is underway and will complete in Q3 2022/23.
TOTAL		17,410	10,575	3,623	2,752	16,950	

Earmarked Reserves

	Balance at 1 April 2021 £000	Net transfers In / (Out) £000	Balance at 31 March 2022 £000	Purpose
Budget Carry Forward Reserve	869	(333)	536	To roll forward specific budget lines where commitments have been made but expenditure has not yet been incurred by the close of the financial year
Detectors Reserve	62	0	62	To provide on-going support to the Fire Prevention Programme
TVFCS Renewals Fund	586	51	637	To replace IT assets
Grants Received in Advance	708	272	980	The unspent balance of grants
COVID-19	176	(97)	79	Funding received to help meet additional costs associated with the COVID-19 pandemic
Vacancy Reserve	65	0	65	To offset fluctuations in employee numbers
Budget Contingency Reserve	1,230	(40)	1,190	To balance short-term fluctuations in funding or expenditure
Transition Fund	568	332	900	To support new ways of working
Development Fund	3,195	0	3,195	To fund capital projects
Total	7,459	185	7,644	

This page is intentionally left blank



ROYAL BERKSHIRE FIRE AUTHORITY REPORT

COMMITTEE	MANAGEMENT COMMITTEE
DATE OF MEETING	18 JULY 2022
SUBJECT	PROPOSED FIRE AND RESCUE SERVICES INSPECTION PROGRAMME AND FRAMEWORK 2023/24
LEAD OFFICER	KATIE MILLS, ASSISTANT CHIEF FIRE OFFICER
LEAD MEMBER	N/A
EXEMPT INFORMATION	NONE
ACTION	FOR NOTE

1. EXECUTIVE SUMMARY

- 1.1 Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services consulted on the proposed inspection programme and framework 2023/24 in May 2022. This report details the consultation, together with the response from Royal Berkshire Fire and Rescue Service.

2. RECOMMENDATION

That the Management Committee:

- 2.1 **NOTE** the response from Royal Berkshire Fire and Rescue Service to the recent consultation on the proposed inspection programme and framework 2023/24.

3. REPORT

- 3.1 In May 2022, Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) published a consultation on its proposed fire and rescue services inspection programme and framework for 2023/24.
- 3.2 The consultation proposed that a third round of inspections would be carried out in 2023/24, and consulted on what the focus of the next round of inspection should be, including changes to the grading judgements.

Agenda Item 9

- 3.3 Royal Berkshire Fire and Rescue Service currently forms part of tranche three of the second round of inspections. When responding to this consultation, fieldwork for this inspection had yet to commence. The formal fieldwork for this inspection started week commencing 20 June, and will take place over a six week period.
- 3.4 Royal Berkshire Fire and Rescue Service's first full inspection took place in 2018/19, followed by a thematic inspection in 2020 on its response to the COVID-19 pandemic.
- 3.5 Attached at **Appendix A** is the HMICFRS consultation, with the response from Royal Berkshire Fire and Rescue Service attached at **Appendix B**.

4. CONTRIBUTION TO STRATEGIC COMMITMENTS

- 4.1 The inspection programme covers a number of the service areas outlined in the Strategic Commitments.

5. FINANCIAL IMPLICATIONS

- 5.1 No financial implications as a result of this report.

6. LEGAL IMPLICATIONS

- 6.1 HMICFRS has powers of inspection under the Fire and Rescue Act 2004, as amended by the Policing and Crime Act 2017. As outlined in the Fire and Rescue National Framework for England, all fire and rescue authorities must cooperate with the inspectorate and its inspectors to enable them to deliver their statutory function.

7. EQUALITY, DIVERSITY AND INCLUSION IMPLICATIONS

- 7.1 No equality, diversity and inclusion implications as a result of this report.

8. RISK IMPLICATIONS

- 8.1 No risk implications as a result of this report.

9. CONSISTENCY WITH DUTY TO COLLABORATE

- 9.1 No implications on our duty to collaborate as a result of this report.

10. PRINCIPAL CONSULTATION

- 10.1 The Chief Fire Officer has been consulted in the preparation of this report.

11. BACKGROUND PAPERS

- 11.1 None.

12. APPENDICES

- 12.1 **Appendix A:** Proposed fire and rescue services inspection programme and framework 2023/24
- 12.2 **Appendix B:** Royal Berkshire Fire and Rescue Service Consultation Response

13. CONTACT DETAILS

- 13.1 Katie Mills
Assistant Chief Fire Officer/Director of Service Delivery
millsk@rbfrs.co.uk

This page is intentionally left blank



HMICFRS

Promoting improvements
in policing and fire & rescue
services to make everyone safer

(<https://www.justiceinspectorates.gov.uk/hmicfrs>)

- Home (<https://www.justiceinspectorates.gov.uk/hmicfrs>)
- Proposed fire and rescue services inspection progr... (<https://www.justiceinspectorates.gov.uk/hmicfrs/publication-html/proposed-fire-and>)

Proposed fire and rescue services inspection programme and framework 2023/24: For consultation

Published on: 9 May 2022

Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services

Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) independently assesses and reports on the effectiveness and efficiency of police forces and fire and rescue services (FRSs) in the public interest. We ask the questions that we believe the public requires to have answered, and publish our findings, conclusions and recommendations in an accessible form, using our expertise to interpret the evidence. We provide authoritative information to allow the public to compare the performance of their police force or FRS against others, and to determine whether performance has improved or deteriorated over time. Our recommendations are designed to bring about improvements in the service provided to the public.

Foreword

All safety-critical, essential public services benefit from the scrutiny of inspection and reporting. Our inspections are valuable for both the public and the fire and rescue sector. Since our first round of inspections in 2018, we have seen evidence of how, in many respects, services have improved. Staff have also told us that they have seen worthwhile changes for the better.

In February 2021, we resumed our second full cycle of all FRS inspections in England, known as our 'Round 2' inspections. These inspections had been postponed in 2020 as a result of the pandemic. We have divided all 44 inspections into three phases of inspection, known as 'tranches'.

We found that, while many services that had received causes of concern had taken meaningful steps to improve and act on our recommendations, some services had failed to act sufficiently on the areas for improvement we issued in Round 1. In short, change is urgently needed.

In order to maintain the focus of the sector on the areas we have identified for improvement, we will continue to inspect the effectiveness and efficiency of FRSs and how well they look after their people. However, to state more precisely where we consider improvement is needed, and how FRSs should achieve it, we will move to a common grading approach across FRS and police inspections. We will expand our four-tier grading to five and introduce a new judgment of 'adequate'.

While our inspection questions will be unchanged, this doesn't mean our inspection methodology should stay the same. In order to give a more detailed view of services, we made changes to Round 2 on the basis of feedback from services and the public. These changes included:

- a greater focus on diversity, and in particular race and how services are trying to overcome inequalities;
- considering the productivity of services;
- assessing how services are identifying and planning against known risks to their communities; and
- more case file reviews, particularly in relation to protection and the role carried out by services in fire safety regulations.

We have reflected on how we operated during the pandemic and what improvements we can make to future inspections. We have adopted a hybrid approach to our inspections. This means work is carried out virtually where possible, but we consider it important to continue to visit services in person to make our inspections most effective.

Your response to this consultation will help make sure that we continue to focus our inspection work on what matters most to the public. Thank you for your interest in our proposed inspection plans for 2023/24.

Consultation questions

This document provides details of HMICFRS's proposed fire and rescue services inspection programme and framework for 2023/24, and asks for your views on whether the right areas of FRSs' activities are covered.

Agenda Item 9

Appendix A

In particular, we wish to receive your responses to the following questions:

1. Is focusing on service improvement the most important area for our third round of inspections?
2. Are there any other aspects of effectiveness that we should focus on?
3. Are there any other aspects of efficiency or productivity that we should focus on?
4. Should we inspect the steps FRSs are taking to address climate change? This would mean spending less time on other questions.
5. If so, what should we spend less time on?
6. Is there anything we can do to improve how we inspect equality, diversity and inclusion?
7. Is there anything we can do to improve the way in which we report our findings?
8. Is there anything else we should do to make our FRS assessments as fair as they can be?
9. If we remove our pillar judgments, would it be easier to understand the areas in which FRSs need to improve?

These questions are repeated in the body of this document. At the end of the document, we explain how you can let us have your views.

Introduction

This document provides details of our proposed inspection programme and framework for all 44 FRSs in England for 2023/24.

In our inspections, we focus on the operational service the FRS provides to the public. We carry out a rounded assessment of every FRS and cover its effectiveness and efficiency, and how it looks after its people. We also assess:

- the operational service provided to the public (including prevention, protection, and response);
- the efficiency of the service (how well it provides value for money, allocates resources to match risk, and collaborates with other emergency services); and
- how well the service looks after its people (how well it promotes its values and culture, trains its staff and ensures they have the necessary skills, ensures fairness and diversity for the workforce, and develops leadership and service capability).

Our assessments are designed to allow the public to see how each FRS is performing, including changes over time and in relation to the performance of other services. The resulting assessments include graded judgments of performance.

Our inspection programme and framework first needs to be approved by the Home Secretary before our inspectors act in accordance with it.^[1]

State of Fire and Rescue

HM Chief Inspector of Fire and Rescue Services for England is required to report each year on the carrying out of inspections, including an assessment of the efficiency and effectiveness of the fire and rescue authorities in England.^[2] The third assessment, *State of Fire 2021* (</hmicfrs/publications/state-fire-rescue-annual-assessment-2021/>), was published in December 2021. We may also report on particular themes (through spotlight reports) emerging from our inspections if we consider it appropriate.

An overview of HMICFRS's proposed inspection programme for fire and rescue services 2023/24

In our next round of inspections (Round 3), we will continue to inspect how effective and efficient FRSs are at carrying out their principal functions of:

- fire safety;
- firefighting; and
- responding to road traffic collisions and other emergencies.^[3]

Since 2018, every service has been inspected at least twice. There is now a benchmark against which we can monitor progress.

We would like to see more progress from FRSs on the areas we have identified for improvement. In Round 3, we will therefore be assessing the progress made by FRSs since our last round of inspections and we will comment on their progress in our reports.

Consultation questions

Question 1: Is focusing on service improvement the most important area for our third round of inspections?

Round 3 will start in early 2023; we will inspect all 44 FRSs in England over a two-year period. We will use a similar methodology to our Round 2 inspection.

The principal questions that the FRSs inspection programme is designed to answer are set out below, along with the corresponding inspection focus.

Principal question	Inspection focus
How effective is the FRS at keeping people safe and secure from fire and other risks?	How well the FRS understands its current and future risks, works to prevent fires and other risks, protects the public through the regulation of fire safety, and responds to fires and other emergencies, including major and multi-agency incidents.
How efficient is the FRS at keeping people safe and secure from fire and other risks?	How well the FRS secures an affordable way of providing its service, now and in the future.
How well does the FRS look after its people?	How well the FRS service promotes its values and culture, trains its staff and ensures that they have the necessary skills, ensures fairness and diversity for its workforce, and develops leaders.

Our assessment of **effectiveness** will continue to consider how well each FRS is performing its principal functions of preventing fires happening, making sure the public is kept safe through the regulation of fire safety, and responding to emergency incidents. We will continue to provide the public with clarity on how well FRSs are prepared to respond to major incidents with other fire services and agencies.

The [Fire Standards Board](https://www.firestandards.org/) (https://www.firestandards.org/) has been set up to oversee the identification, organisation, development and maintenance of professional standards for FRSs in England. All fire and rescue authorities must implement approved standards and we will have regard to these standards as part of our inspection.[4]

Question 2: Are there any other aspects of effectiveness that we should focus on?

Our assessment of efficiency makes a clearer distinction between the way each FRS uses its resources to manage its current risks, and how well it is securing an affordable way of managing its risks in the future. We assess whether a service can demonstrate what savings it has made, the effect of these on its operational performance, wider value for money and whether its use of [reserves](https://www.justiceinspectores.gov.uk/hmicfrs/glossary/reserves/) (https://www.justiceinspectores.gov.uk/hmicfrs/glossary/reserves/) is sustainable.

Question 3: Are there any other aspects of efficiency or productivity that we should focus on?

In our 2021 public perception survey, 84 percent of respondents said FRSs should take action to protect the environment. We have been asked to consider broadening our assessment of sustainability to include what action FRSs are taking to address climate change and reduce their greenhouse gas emissions in accordance with net zero carbon targets.

In order to inspect this area, we would need to reduce the time we spend on other areas, such as questions on effectiveness and people.

Question 4: Should we inspect the steps FRSs are taking to address climate change? This would mean spending less time on other questions.

Question 5: If so, what should we spend less time on?

Our assessment of how each FRS looks after its people will remain focused on the leadership at all levels in the organisation, including training, diversity, values and culture.

A quarter of the time we have available for inspection in every FRS is spent on inspecting the 'people' questions. We have been asked to increase the scrutiny we give to equality, diversity and inclusion because the steps FRSs have taken haven't always resulted in improvements.

Question 6: Is there anything we can do differently to improve how we inspect equality, diversity and inclusion?

Service reports are normally published between approximately five and ten months after the inspection has been completed. This broad range reflects the fact that services are inspected in batches, with those earlier in a batch having to wait for the services at the end of the batch to complete. At the end of each batch, we assess reports to ensure consistency (our moderation process). Our reports are also professionally edited before they are published.

We are continually seeking ways to reduce the amount of time it takes to publish our reports, without compromising on quality or consistency. We plan to continue our current way of working for Round 3, but are open to suggestions for alternative ways to publish our findings.

Question 7: Is there anything we can do to improve the way in which we report our findings?

Question 8: Is there anything else we should do to make our FRS assessments as fair as they can be?

Other inspections

We carry out thematic inspections, which consist of in-depth assessments of themes or issues. These inspections identify areas of strong and weak practice in FRSs, and may result in recommendations that are relevant to the FRS as a whole.

[HMICFRS strategy 2021-2025](https://www.justiceinspectores.gov.uk/hmicfrs/publications/hmicfrs-strategy-2021-25/) (/hmicfrs/publications/hmicfrs-strategy-2021-25/) sets an intention for the organisation to carry out fewer rounded assessments and more thematic inspections of persistent problems. We have consulted our expert reference group, and the majority said that they felt the sector wasn't ready for a transition to [thematic inspection](https://www.justiceinspectores.gov.uk/hmicfrs/glossary/thematic-inspection/) (https://www.justiceinspectores.gov.uk/hmicfrs/glossary/thematic-inspection/) only.

Agenda Item 9

Appendix A

Our second round of fieldwork will be complete by August 2022. We will then take a short pause from our rounded inspections to carry out some follow-up activity on [causes of concern](/hmicfrs/glossary/cause-of-concern/) (</hmicfrs/glossary/cause-of-concern/>).

The Home Secretary can commission thematic inspections on individual matters if needed, outside the approved inspection programme and framework.^[5] In 2020, the Home Secretary commissioned us to review how the London Fire Brigade was progressing with its plan to implement the recommendations from the [Grenfell Tower Inquiry: Phase 1 report](https://www.grenfelltowerinquiry.org.uk/phase-1-report) [↗](https://www.grenfelltowerinquiry.org.uk/phase-1-report) (<https://www.grenfelltowerinquiry.org.uk/phase-1-report>). We were also commissioned to inspect how each service had responded to the first phase of the pandemic; we published [our findings](/hmicfrs/publications/the-fire-and-rescue-services-response-to-the-covid-19-pandemic-in-2020/) (</hmicfrs/publications/the-fire-and-rescue-services-response-to-the-covid-19-pandemic-in-2020/>) in January 2021.

We will publish any commissions received from the Home Secretary on our website.

When we identify the need to conduct a [thematic inspection](https://www.justiceinspectorates.gov.uk/hmicfrs/glossary/thematic-inspection/) (<https://www.justiceinspectorates.gov.uk/hmicfrs/glossary/thematic-inspection/>), we will consult the Home Secretary in order to alter the approved inspection programme and framework.

Inspecting governance arrangements

The Fire and Rescue Services Act 2004, as amended by the Policing and Crime Act 2017, created powers to inspect fire and rescue authorities.^[6] If, during an FRS inspection, we consider that we may need to conduct a corporate governance inspection of a fire authority, we will assess the need to do so against an appropriate set of indicators.

Our first two rounds of inspections of the FRS sector have focused on the service provided to the public, and not on the accountability and scrutiny structures that govern FRSs. We will continue this approach as part of our 2023/24 inspection programme. We intend to develop and consult on proposals for inspecting the governance of the sector. We will do so once we have considered proposals set out in the anticipated Government White Paper on FRS reform.

For 2023/24, HMICFRS inspectors will meet representatives from fire and rescue authorities, police, fire and crime commissioners, locally elected mayors and, in London, the Mayor's Office, but we will not routinely include an assessment of corporate governance as part of the fire and rescue service inspection programme.

The Home Secretary may also, at any time, require us to carry out an inspection of a [fire and rescue authority](https://www.justiceinspectorates.gov.uk/hmicfrs/glossary/fire-and-rescue-authority/) (<https://www.justiceinspectorates.gov.uk/hmicfrs/glossary/fire-and-rescue-authority/>) in England, all fire and rescue authorities in England, or all fire and rescue authorities in England of a particular type.^[7]

HMICFRS's inspection framework

Inspection framework for FRSs

In our inspections, we gather information to inform our assessments using a range of methods, including:

- analysis of documents and data;
- reviews of operational incidents;
- surveys of the public and of FRSs staff;
- interviews;
- focus groups; and
- observations of fire and rescue practice.

Graded judgments

In our previous rounds of inspection, we assessed and gave graded judgments for the three principal pillars of the inspection methodology (efficiency, effectiveness and people) and for 11 diagnostic questions. We will now assess and give graded judgments only for the diagnostic questions. This better serves the aim of promoting improvements in fire and rescue, and highlighting where an FRS is doing well and where it needs to improve.

Question 9: If we remove our pillar judgments, would it be easier to understand the areas in which FRSs need to improve?

In 2021, we introduced an additional judgment of 'adequate' for our rounded assessments of police forces. In the past, our graded judgements for forces were divided into four categories:

- outstanding;
- good;
- requires improvement; and
- inadequate.

Agenda Item 9

Appendix A

We found that these graded judgments created strong incentives to improve for forces receiving 'inadequate' or 'requires improvement' grades. However, those forces that had received 'good' or 'outstanding' grades were not incentivised in the same way and 'good' covered too broad a range.

In Round 3, both FRS and police inspections will follow the same grading methodologies – meaning that we will expand our four-tier grading to five. This means we can state more precisely where we consider improvement is needed and how to achieve it. The categories of graded judgment will be:

- outstanding;
- good;
- adequate;
- requires improvement; and
- inadequate.

Good is based on policy, practice or performance that meets pre-defined grading criteria that are informed by any relevant [national operational guidance](https://www.justiceinspectorates.gov.uk/hmicfrs/glossary/national-operational-guidance/) (<https://www.justiceinspectorates.gov.uk/hmicfrs/glossary/national-operational-guidance/>) or standards. If the policy, practice or performance substantially exceeds what is expected for good, then consideration will be given to a graded judgment of **outstanding**.

If there are appreciable shortcomings in the policy, practice or performance of an FRS, then consideration will be given to a graded judgment of **adequate**.

If we identify a sufficiently substantial number of areas where the FRS needs to make improvements then consideration will be given to a graded judgment of **requires improvement**.

If there are serious, critical or systemic failings of policy, practice or performance of an FRS, then consideration will be given to a graded judgment of **inadequate**.

We will consult further on the more detailed 'characteristics of good performance', which replace our existing judgment criteria. Once finalised, they will be provided on our website.

In our reports, we will comment on progress made by the service since its last inspection. But these changes mean it isn't possible to make direct comparisons between the grades given in our most recent inspection with those in previous FRS inspections.

Priorities for FRS authorities

Fire and rescue authorities must have regard to the *Fire and rescue national framework for England* [🔗](https://www.gov.uk/government/collections/fire-and-rescue-national-framework-for-england) (<https://www.gov.uk/government/collections/fire-and-rescue-national-framework-for-england>), in carrying out their functions.[8]

The *Fire and rescue national framework* (<https://www.justiceinspectorates.gov.uk/hmicfrs/glossary/fire-and-rescue-national-framework/>) for England states that each fire and rescue authority (<https://www.justiceinspectorates.gov.uk/hmicfrs/glossary/fire-and-rescue-authority/>) must produce an integrated risk management plan that identifies and assesses all foreseeable fire and rescue related risks that could affect its community.[9]

Our inspectors will consider the content of each fire and rescue authority (<https://www.justiceinspectorates.gov.uk/hmicfrs/glossary/fire-and-rescue-authority/>)'s integrated risk management plan and how this translates into the operational practice of its fire and rescue service. The plan will be used as a source of information about the assessment of risk and vulnerability in respect of each service, the factors that affect considerations of public safety, and how each FRS will use prevention, protection and response activities to mitigate the risk to communities.

The Fire Standards Board has been established as part of the Home Office's reform programme for FRSs. When designing inspections, we will have regard to all existing and new professional standards for FRSs and take account of [national operational guidance](https://www.justiceinspectorates.gov.uk/hmicfrs/glossary/national-operational-guidance/) (<https://www.justiceinspectorates.gov.uk/hmicfrs/glossary/national-operational-guidance/>).

Methodology, monitoring, assurance and analysis

HMICFRS's monitoring process

HM inspectors of fire and rescue services (HMIs) regularly monitor all services in order to promote improvements. We conduct a number of follow-up activities throughout the year. They include formal revisits and allow us to track the progress made by services against our recommendations. We will continue to report on the progress each service has made since the previous inspection.

We need to monitor some FRSs more regularly, for example where there is an enduring [cause of concern](https://www.justiceinspectorates.gov.uk/hmicfrs/glossary/cause-of-concern/) (<https://www.justiceinspectorates.gov.uk/hmicfrs/glossary/cause-of-concern/>) or a deterioration in performance. We have developed a policy for a monitoring process for FRSs, which we will publish and implement shortly.

Advisory and reference groups

This inspection programme and framework is being developed with FRSs and authorities. It has been designed to promote improvements across FRSs.

Agenda Item 9

Appendix A

The FRS External Reference Group includes those who have specific skills and experience in the areas that will be inspected, such as representatives from FRSs, the National Fire Chiefs Council (<https://www.justiceinspectorates.gov.uk/hmicfrs/glossary/national-fire-chiefs-council/>), the Home Office, the Local Government Association and police, fire and crime commissioners. We continue to use their knowledge and advice to establish a sound methodology for inspections.

Our Fire Technical Advisory Group considers how to develop appropriate methods of data collection and analysis to support the inspection methodology. The members of the Fire Technical Advisory Group include representatives of the National Fire Chiefs Council (<https://www.justiceinspectorates.gov.uk/hmicfrs/glossary/national-fire-chiefs-council/>) co-ordinating committees, the Home Office, representative bodies, FRSs and others.

How to respond to this consultation

Please submit your answers to the consultation questions, together with any other comments, by email to: [✉](mailto:HMICFRSinspectionsadmin@hmicfrs.gov.uk) HMICFRSinspectionsadmin@hmicfrs.gov.uk (mailto:HMICFRSinspectionsadmin@hmicfrs.gov.uk) no later than 1700 on 6 June 2022.

If you prefer, you can post responses to the following address:

Chief Operating Officer
Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS)
8th Floor
23 Stephenson Street
Birmingham
B2 4BJ

If you have a complaint or comment about HMICFRS's approach to consultation, you can email this to: [✉](mailto:HMICFRSinspectionsadmin@hmicfrs.gov.uk) HMICFRSinspectionsadmin@hmicfrs.gov.uk (mailto:HMICFRSinspectionsadmin@hmicfrs.gov.uk)

How consultation responses will be reviewed

HM Chief Inspector of Fire and Rescue Services will consider respondents' views and, if he determines it appropriate to do so, change the proposed inspection programme and framework before putting it to the Home Secretary for approval.

In accordance with section 28A(2), Fire and Rescue Services Act 2004, HM Chief Inspector of Fire and Rescue Services must obtain the approval of the Secretary of State for an inspection programme or inspection framework before the inspectors act in accordance with it.

The final document, which will be appropriately revised to reflect the results of the consultation, will be made available on our website.

You should note that we may publish consultation responses, or summaries of them, except where they have been provided in confidence. Please indicate in your response if you do not wish it to be published.

References

[1] Section 28A(2), Fire and Rescue Services Act 2004.

[2] Section 28B, Fire and Rescue Services Act 2004.

[3] Sections 6-9, Fire and Rescue Services Act 2004.

[4] *Fire and rescue national framework for England* [↗](https://www.gov.uk/government/publications/fire-and-rescue-national-framework-for-england--2) (<https://www.gov.uk/government/publications/fire-and-rescue-national-framework-for-england--2>), Home Office, 8 May 2018, paragraph 6.4.

[5] Section 11, Policing and Crime Act 2017.

[6] Section 11, Policing and Crime Act 2017.

[7] Section 28A(3), Fire and Rescue Services Act 2004.

[8] Section 21(7), Fire and Rescue Services Act 2004.

[9] The framework is prepared by the Home Secretary. It must set out priorities and objectives for fire and rescue authorities in connection with the discharge of their functions; it may contain guidance to fire and rescue authorities in connection with the discharge of any of their functions; and it may contain any other matter relating to fire and rescue authorities or their functions as the Home Secretary considers appropriate (section 21, Fire and Rescue Services Act 2004).

Back to publication

[Proposed fire and rescue services inspection programme and framework 2023/24: For consultation \(/hmicfrs/publications/proposed-fire-and-rescue-services-inspection-programme-2023-24-for-consultation/\)](#)

Last updated: 9 May 2022

Cymraeg (<https://www.justiceinspectorates.gov.uk/hmicfrs/cymraeg>)
Sitemap (<https://www.justiceinspectorates.gov.uk/hmicfrs/sitemap>)

Privacy notice
(<https://www.justiceinspectorates.gov.uk/hmicfrs/privacy-notice>)
Cookies (<https://www.justiceinspectorates.gov.uk/hmicfrs/cookies>)
How to contact HMICFRS
(<https://www.justiceinspectorates.gov.uk/hmicfrs/contact-us>)

Accessibility statement
(<https://www.justiceinspectorates.gov.uk/hmicfrs/accessibility-statement>)
Definitions and interpretations
(<https://www.justiceinspectorates.gov.uk/hmicfrs/definitions-interpretations/>)
Terms and conditions
(<https://www.justiceinspectorates.gov.uk/hmicfrs/terms-and-conditions>)

© HMICFRS
23 Stephenson Street
Birmingham
B2 4BH
✉ contacthmicfrs@hmicfrs.gov.uk
(<mailto:contacthmicfrs@hmicfrs.gov.uk>)

This page is intentionally left blank



Royal Berkshire Fire and Rescue Service, Newsham Court, Pincents
Kiln, Reading, RG31 7SD
Switchboard 0118 945 2888
Royal Berkshire Fire and Rescue Service  rbfrs.co.uk

Chief Operating Officer
Her Majesty's Inspectorate of Constabulary
and Fire & Rescue Service
8th Floor
23 Stephenson Street
Birmingham
B2 4BJ

6 June 2022

Dear Sir/Madam

Proposed fire and rescue services inspection programme and framework 2023/24

Thank you for the opportunity to respond to the consultation on the proposed fire and rescue services inspection programme and framework 2023/24. Please find below the response for Royal Berkshire Fire and Rescue Service.

(1) Is focusing on service improvement the most important area for our third round of inspections?

A clear benefit on the inspection programme is driving improvements within the sector, which we continue to welcome. Royal Berkshire Fire and Rescue Service is a lean organisation, and our capacity for improvement programmes will be different from others based on the resources we have available to us.

Whilst we are committed to driving Service improvement for our communities and staff, it is within the resources we have available to us as a Service and must be prioritised accordingly, alongside the delivery of our services. Rather than focusing solely on what service improvements have been made since the last inspection, the Inspectorate should be focusing on what resources are required to deliver effective change and improvement. This context is essential in understanding the scale and pace of change that is possible within any organisation.

Mindful that the proposal means a third full inspection will take place within a two year period from 2023, and with the number of areas for improvement increasing in round two, the Inspectorate must be cognisant of the capacity and resources required to drive improvement, particularly where these relate to longer-term cultural change, within such a short timescale. Equally, some of this longer-term change may only be enabled by the fire reform programme, and the realisation

Chief Fire Officer – Wayne Bowcock

Agenda Item 9

Appendix B
of these benefits will go beyond the next proposed inspection cycle.

Whilst we note the view of the majority of the expert reference group, we would advocate a move to risk-based thematic reviews. This would allow the Inspectorate to continue to focus on improvement proportionate to risk, and ensure an unnecessary burden is not placed on Services in inspection preparation, which, for leaner organisations, can impact on capacity to drive continuous improvement. We believe the findings from the round two inspections will provide a solid foundation on which to make this change.

(2) Are there any other aspects of effectiveness we should focus on?

The effectiveness criteria is comprehensive and broad ranging in its current form. The current criteria covers our core duties across prevention, protection, response and resilience. We recognise that as the fire reform programme comes into effect, this may impact on the judgement criteria for the effectiveness pillar.

(3) Are there any other aspects of efficiency or productivity we should focus on?

In forming judgements on the efficiency and productivity of a Service, due consideration should be given to funding constraints and operating models and the implications this can have on the Service's ability to deliver effective services. We do not believe you can form judgements that fairly reflect the effectiveness, efficiency and productivity of a Service without taking into the account the context in which it is operating.

(4) Should we inspect the steps FRSSs are taking to address climate change?

We note the results of your public perception survey and would agree that, as a responsible organisation, we should be taking steps to address climate change as part of a wider sustainability agenda. Climate change reaches across the effectiveness and efficiency pillars and encompasses, for example, rising demand, rising risk and sustainability of services.

(5) If so, what should we be spending less time on?

If a thematic approach to future inspections was adopted, this would allow consideration of climate change to be embedded in a proportionate way, and not at the expense of other elements of the judgement criteria.

(6) Is there anything we could do to improve how we inspect equality, diversity and inclusion?

We feel strongly that the current inspection programme focuses too heavily on race and gender in an operational environment at the detriment of other characteristics. Whilst both are clearly of the utmost importance, this should be in the context of

Chief Fire Officer - Wayne Bowcock

equality, diversity and inclusion in its broadest sense and should be considered alongside all other characteristics. The inspection continues to focus too heavily on the characteristic of the response workforce, and does not adequately consider diversity across the entire organisation.

(7) Is there anything we can do to improve the way in which we report our findings?

We have not yet received our second inspection report as we sit in tranche three of the current programme. In working with the Inspectorate, we would continue to look for assurance that any findings that are presented are robustly based on evidence, which can be shared and understood by the Service.

(8) Is there anything we should do to make our FRS assessments as fair as they need can be?

As we have set out, we would like to see the inspection programme for 2023/24, taking a risk-based approach, ideally with thematic reviews. We will believe this would reduce the burden on Services, creating further capacity for change and improvement. This is absolutely vital for lean Services where the inspection programme can have a disproportionate impact on capacity.

(9) If we remove our pillar judgements, would it be easier to understand the areas in which FRSs need to improve?

We support the broadening of the judgement criteria to include a five-tier grading system as this level of granularity will allow for improved understanding of improvement requirements. We do not believe removing pillar judgements will make any material difference to the understanding of improvements as this is already provided at a diagnostic level. We recognise the simplicity of pillar judgement is arguably more accessible, particularly for the public.

Yours faithfully,



Wayne Bowcock
Chief Fire Officer and Chief Executive

Chief Fire Officer - Wayne Bowcock

This page is intentionally left blank

ROYAL BERKSHIRE FIRE AUTHORITY REPORT



COMMITTEE	MANAGEMENT COMMITTEE
DATE OF MEETING	18 JULY 2022
SUBJECT	APPLIANCE AVAILABILITY BY CREWING TO MEET CORPORATE MEASURES 15 AND 16
LEAD OFFICER	DOUG BUCHANAN, AREA MANAGER RESPONSE AND RESILIENCE
LEAD MEMBER	N/A
EXEMPT INFORMATION	NONE
ACTION	TO NOTE

1. **EXECUTIVE SUMMARY**

- 1.1 This report provides information on Quarter 4 (Q4) performance with supporting narrative on the Whole-time Duty System and the On-Call appliance availability.
- 1.2 Based on the 2021-22 definition of corporate measure 15, Whole-time appliance availability for Q4 was **92.8%** across the Service. As with quarters two and three, availability and crewing remained challenging, albeit an improving picture. It is worth noting that if you quantified unavailability across all of the WDS appliances (as per the revised corporate measure for 2022/23) the actual time in which there was reduced cover due to crewing represents less than two percent.
- 1.3 On-Call appliance availability through crewing for Q4 also continued to present some challenges, with availability of **43.8%** against the Service target of 60%. Positively, this is however an improvement when compared with Q2 (34.7%) and Q3 (36.5%).
- 1.4 Despite crewing levels continuing to present pressures for the Service throughout Q4, the effective and efficient use of available staff and additional mitigating measures applied enabled the Service to exceed the response standard with an average of **76.3% of emergency incidents attended in 10 minutes.**

2. **RECOMMENDATION**

That the Management Committee:

¹ Corporate Measure 15: Percentage of full shifts where there is adequate crewing (4 personnel) on all Whole-time appliances (fire engines) through Q3 2021-22

² Corporate Measure 16: Percentage of hours per month where there is adequate crewing on all On-Call appliances (fire engines) through Q3 2021-22

Agenda Item 10

- 2.1 **NOTE** the 2021-22 Q4 performance of **92.8%** appliance availability of the Service's 14 Whole-time appliances in line with Corporate Measure 15¹
- 2.2 **NOTE** the 2021-22 Q4 performance of overall On-Call appliance availability of **43.8%** against the Service target of 60% in Corporate Measure 16².

REPORT

- 3.1 This report provides the **2021-22 Q4** update of performance against Corporate Measure 15; *to ensure 100% of full shifts where there is adequate crewing on all Whole-time frontline pumping appliances.*
- 3.2 RBFRS employ a lean operating model including the Whole-time Duty System provision. With an establishment of 324 staff (81 per duty line), maintaining sufficient minimum numbers of qualified firefighters requires effective management combined with flexibility and commitment to provide additional hours from staff on an Pre-arranged overtime (PAOT) basis.
- 3.3 The report also details performance against Corporate Measure 16, which sets a target of *60% of hours where there is adequate crewing on On-Call frontline pumping appliances (based on 24/7 crewing)*. This measure being applied across the individual and overall availability of the Service's five³ On-Call appliances.

Whole-time Duty System Appliance Availability – Q4 2021-22 (Corporate Measure 15)

- 3.4 The availability of the Service's 14 Whole-time appliances is measured by the percentage of shifts (day and night) that all appliances are available with appropriately qualified firefighters. There were 90 days in Q4; the total number of day and night shifts for Q4 therefore equates to 180.
- 3.5 Corporate measure 15 allows for a two-hour period for any moves of operational personnel between stations. This is known as a critical stand-by move and is usually employed to cover short notice sickness or other unforeseen absences.
- 3.6 Whole-time crewing availability across the Service's 14 Whole-time appliances for Q4 was **92.8%**. This equates to **13** shifts where crewing was not achieved in line with the Corporate Measure 15. On **2** of these occasions, there were two appliances unavailable.
- 3.7 Operational staff sickness levels continue to add pressure to the Services ability to meet its target for corporate measure 15. Although the national picture and requirements have changed in relation to Covid sickness, the Service continue to see higher than usual absence, with overall WDS sickness levels for the quarter at 8.4% compared to pre-covid "normal" of between 3 and 4%.
- 3.8 There were 12 leavers from the WDS during the quarter, with a further 13 anticipated in Q1. To help mitigate these pressures a number of actions have been taken:

³Pangbourne has been discounted. Source: Strategic Performance Board Q1 2021-22.

Service Delivery continued to lead a cross-departmental 'Crewing Task Team' to closely monitor and manage crewing deficiencies. This oversight has provided opportunities to make a number of interventions to maintain appropriate response standards balanced across immediate and longer-term impacts for the organisation. These included:

- 3.8.1 Monitoring the impacts of planned training events and either delivering in a different way or postponing these where they had a direct impact on appliance availability.
- 3.8.2 Realigning operationally competent staff performing other duties (such as projects or resilience planning) to targeted operational shifts. Staff on restricted duties were used to backfill this impact where possible.
- 3.8.3 Implementing the increased establishment (competent transferees) as recommended in Q2. Recommended a further increase to take effect in Q1 2022/23, which will be in place by 01 August. In spite of the Service seeking 18, we were only able to recruit 13 suitable applicants.
- 3.8.4 Improving the communication and processes availability of PAOT for staff, including on-call personnel.
- 3.8.5 Ensuring that the Service's degradation policy was consistently applied to reduce the impact on response standards.
- 3.8.6 Utilising On-Call during peak holiday periods as immediately available appliances.
- 3.9 The Service operate a lean WDS model, but one which seeks to make provision for the most number of appliances possible within the funding envelope available. Clearly a lean operating model can be fragile to pressures such as fluctuations of establishment or sustained increases in sickness absence. RBFRS' continue to be incredibly grateful for the flexibility and commitment shown by the staff, particularly during peak leave periods to support availability and in turn a strong response standard of 76.3% of emergency incidents attended within 10 minutes, for the residents of Royal Berkshire.

3.10 **WDS forward look**

The Service expect to see continued pressures in relation to maintaining establishment levels over the coming months. The leaver profile due to retirement continues to be high and with the cost of living challenges (particularly impactful in Berkshire) retention of staff will be more difficult than usual. London Fire Brigade continue to seek transferee's in significant numbers and this comes with the attraction of a significant London weighting payment. Combining these two factors and also a continued higher than usual sickness profile, the Service is developing a summer strategy to ensure our resources are best deployed. Additionally, we will be recruiting a further cohort of apprentice Firefighters and seeking both internal and external candidates for crew manager and watch manager roles.

**On-Call Duty System Appliance Availability – Q4 2021-22
(Corporate Measure 16)**

3.11 The overall availability for On-Call appliances in Q4 was **43.8%**; Whilst this may appear to be poor performance against a target of 60%, it is a positive increase from the previous two quarters and actually more in keeping with pre-pandemic levels.

3.11.1 The table below provides a breakdown of appliance availability based on station and month with a quarterly total:

Station	Availability target	Jan 22	Feb 22	Mar 22	Q4 overall
Hungerford	70%	47.4%	35.1%	43.7%	43.6%
Lambourn	40%	11.4%	22.3%	12.6%	13.9%
Mortimer	70%	42.6%	33.9%	36.8%	38.6%
Crowthorne	85%	77.2%	85.1%	76.3%	78.3%
Maidenhead	70%	54.0%	56.6%	30.1%	44.6%

3.11.2 The target variations between stations are indicative of their differing establishment profiles (the number of individuals at each station, the qualifications and skill sets held, and the amount of operational cover each individual can provide). As Pangbourne was removed part way through the financial year and had a low target, when added together, the individual targets now exceed 60%.

3.12 A target of 60% is a stretched target which will always be challenging and subject to some of the volatility of the On Call model. There are a number of factors that have contributed to overall on-call appliance availability falling below the 60% overall target in Q4.

3.12.1 On-Call sickness was higher than expected across the Q4 period with On-Call duty system sickness of 5.5%. This is thought to be higher than the 3% target predominantly due to continued impacts of the Covid-19 pandemic.

3.12.2 Hungerford’s availability reduced across Q4 due to the impact of two of the station ICSL1 qualified managers changing primary employment resulting in a decrease in daytime availability. This is an ongoing issue that is largely the result of a deficit in competent status firefighters who are eligible to undertake ICSL1 development and qualification.

3.12.3 The On-Call establishment is currently below the required levels, largely due to nationally recognised high staff turnover for this duty model and the recruitment freeze imposed during the pandemic. This is exacerbated by the length of time required to train and develop new staff, establishment figures are returning to normal, however the large number of staff in development

impacts appliance availability, particularly in the key positions such as emergency response driver or incident commanders.

- 3.12.4 When comparing On-Call availability across the previous 5 years it is clear that whilst overall availability has fallen since the 2020/21 Covid-19 pandemic period, a year on year improvement has been achieved when the 2020 financial year is excluded.
- 3.13 Hub-based management teams continue to provide support to all On-Call station-based teams to promote and increase the availability of On-Call fire appliances across the Service through management of provided hours.
- 3.14 Additional recruitment and attraction activity also took place during the Q4 period which resulted in an additional six on call staff members completing their initial training early in Q1 2022/23.
- 3.15 Work is currently underway to appoint an On-Call learning support Watch Manager. The appointment of this role will support and accelerate the development of firefighters within the On-Call duty system maximising the number of individuals eligible to develop into key ICSL1 positions leading to long term improvements in appliance availability.
- 3.16 In addition to the increase of suitably qualified individuals in key roles, a system of critical detachments between On-Call stations, where availability permits has been instigated which is expected to increase availability during the coming period.
- 3.17 Recruitment activities and new initiatives including positive action Fire-fit programmes have been ongoing during the period, resulting in six additional On-Call recruits having undertaken their initial training and joining the service during Q4.

On Call forward look

- 3.18 Whilst On Call will always remain vulnerable to impacts out of our control e.g. a key member of staff relocating, there is reason for cautious optimism around availability. Some of the measures described above will support retention and availability and overall establishment figures are increasing. Recruitment remains ongoing and is attracting interest, with quarterly recruitment campaigns scheduled until 2023/24.

4. CONTRIBUTION TO STRATEGIC COMMITMENTS

- 4.1 Commitment 2 – We will ensure a swift and appropriate response when called to emergencies.
- 4.2 Commitment 5 – We will ensure that Royal Berkshire Fire and Rescue Service provides good value for money.

Agenda Item 10

5. FINANCIAL IMPLICATIONS

- 5.1 The use of pre-arranged overtime (PAOT) continues to be utilised to mitigate other extractions. This requirement means that the PAOT expenditure is above planned levels.
- 5.2 The use of PAOT through **Q4** continued to enable the Service to maintain a operational availability that supported the achievement of the Service's response standard commitment.

6. LEGAL IMPLICATIONS

- 6.1 None identified

7. EQUALITY AND DIVERSITY IMPLICATIONS

- 7.1 None identified

8. RISK IMPLICATIONS

- 8.1 The provision of sufficient minimum qualified firefighters and therefore appliance availability is listed as a corporate risk under risk number 681. It is monitored by the Assistant Chief Fire Officer and, as necessary, treatments are reported to the Senior Leadership Team and the Audit and Governance Committee.

9. CONSISTENCY WITH DUTY TO COLLABORATE

- 9.1 None identified.

10. BACKGROUND PAPERS

- 10.1 21 June 2020 – Fire Authority Paper, Annual Plan 20/21.
- 10.2 14 October 2019 – Management Committee Paper, 2019-20 Q1 Appliance Availability Report
- 10.3 06 February 2018 – Management Committee Paper, Review of Underpinning Assumptions of 2015 Crewing Strategy and Quarter 3 Appliance Availability Update.

11. APPENDICES

- 11.1 None.

12. CONTACT DETAILS

- 12.1 Doug Buchanan
Area Manager Response and Resilience, Service Delivery
buchanand@rbfrs.co.uk

ITEM	DECISION BODY	NEXT REPORTING DATE	REPORTING FREQUENCY	RECOMMENDED ACTION	LEAD OFFICER	LEAD MEMBER	PART I / II
Emergency Services Mobile Communications Programme- Presentation	A&GC	28.07.22	Bi annual	Note	HBIS	N/A	Part I
Statement of Accounts	A&GC	28.07.22	Annual	Agree	HF&P	Budget and Income Generation Lead	Part I
Pensions Update and Pension Board Annual update	A&GC	28.07.22	bi annual	Note	HHR&L&D and Pension Board Chair	N/A	Part I
Annual Governance Statement	A&GC	28.07.22	Annual	Agree	DChEx	A&GC Chairman	Part I
Internal Audit report	A&GC	28.07.22	Quarterly	Note	HF&P	N/A	Part I
External Audit Report	A&GC	28.07.22	Annual	Note	HF&P	N/A	Part I
Q4 Performance Report	A&GC	28.07.22	Quarterly	Note	Data, Performance and Risk Manager	N/A	Part I
RBFRS Annual Report 21/22	A&GC	28.07.22	Annual	Note	DChEx	N/A	Part I
Budget Monitoring Q1	Management Committee	11.10.22	Annual	Note	HF&P	Budget and Income Generation Lead	Part I
Appliance Availability Q1	Management Committee	11.10.22	quarterly	Note	AM (R&R)	N/A	Part I
External Audit report	A&GC	17.10.22	Quarterly	Note	HF&P	N/A	Part I
Internal Audit report	A&GC	17.10.22	Quarterly	Note	HF&P	N/A	Part I
Q1 Performance Report	A&GC	17.10.22	Quarterly	Note	Data, Performance and Risk Manager	N/A	Part I
Pensions Update	A&GC	17.10.22	Bi-annual	Note	HHR&L&D	N/A	Part I
Planning assumptions - Presentation	A&GC	17.10.22	Ad-hoc	Note	HF&P	Budget and Income Generation Lead	Part I
Lead Member Reports Six Month Update	Fire Authority	01.11.22	Bi-annual	Note	Lead Officers	Lead Members	Part I
Built Environment Update	Fire Authority	01.11.22	Ad-hoc	Note	DCFO	N/A	Part I
Annual Treasury Report	Fire Authority	01.11.22	Annual	Note	HF&P	Budget and Income Generation Lead	Part I
TVFCS Joint Committee six month update (22/23)	Fire Authority	01.11.22	Bi-annual	Note	ACFO	Collaboration Lead	Part I
External Auditor Appointment	Fire Authority	01.11.22	Ad-hoc	Agree	HF&P		Part I
Budget Monitoring Q2	Management Committee	06.12.22	Annual	Note	HF&P	Budget and Income Generation Lead	Part I

ITEM	DECISION BODY	NEXT REPORTING DATE	REPORTING FREQUENCY	RECOMMENDED ACTION	LEAD OFFICER	LEAD MEMBER	PART I / II
Appliance Availability Q2	Management Committee	06.12.22	quarterly	Note	AM (R&R)	N/A	Part I
Gender and Ethnicity Pay Gap	A&GC	23.01.23	Annual	Note	HHR&L&D	N/A	Part I
Pay Policy Statement	A&GC	23.01.23	Annual	Note and Recommend	HHR&L&D	N/A	Part I
Internal Audit report	A&GC	23.01.23	Quarterly	Note	HF&P	N/A	Part I
External Audit report	A&GC	23.01.23	Quarterly	Note	HF&P	N/A	Part I
Q2 Performance Report	A&GC	23.01.23	Quarterly	Note	Data, Performance and Risk Manager	N/A	Part I
Emergency Services Mobile Communications Programme - Presentation	A&GC	23.01.23	Bi annual	Note	HBIS	N/A	Part I
Annual Review of Members Code of Conduct	A&GC	23.01.23	Annual	Note and recommend	DChEx	A&GC Chairman	Part I
Pension Board six month update	A&GC	23.01.23	bi annual	Note	HHR&L&D and Pension Board Chair	N/A	Part I
Budget Monitoring Q3	Management Committee	7.02.23	Annual	Note	HF&P	Budget and Income Generation Lead	Part I
Scheme of Member Allowances Annual Review	Management Committee	7.02.23	Annual	Note and recommend	MO	N/A	Part I
Appliance Availability Q3	Management Committee	7.02.23	Quarterly	Note	AM (R&R)	N/A	Part I
Annual Budget 23/24, Medium Term Financial Plan & Strategic Asset Investment Framework and TVFCS Budget	Fire Authority	15.02.23	Annual	Agree	HF&P	Budget and Income Generation/ Collaboration and Strategic Assets Lead	Part I
Pay Policy Statement	Fire Authority	15.02.23	Annual	Agree	HHR&L&D	N/A	Part I
Scheme of Allowances Annual Review 23/24	Fire Authority	15.02.23	Annual	Agree	MO	N/A	Part I
Internal Audit Report	A&GC	28.3.23	quarterly	Note	HF&P	N/A	Part I
External Audit Report	A&GC	28.3.23	quarterly	Note	HF&P	N/A	Part I
Statement of Assurance	A&GC	28.3.23	Quarterly	Note and Recommend	DChEx	RBFA Chairman and A&GC Chairman	Part I
Statement of Accounts	A&GC	28.3.23	Annual	Agree	HF&P	Budget and Income Generation Lead	Part I
Annual Report on Members Development	A&GC	28.3.23	Annual	Note and Recommend	DChEx	Organisational Development Champion	Part I

ITEM	DECISION BODY	NEXT REPORTING DATE	REPORTING FREQUENCY	RECOMMENDED ACTION	LEAD OFFICER	LEAD MEMBER	PART I / II
Annual report on Governance / Members attendance and allowances	A&GC	28.3.23	Annual	Note and Recommend	DChEx	A&GC Chairman	Part I
Annual Plan 2023/24	A&GC	28.3.23	Annual	Note and Recommend	DChEx	N/A	Part I
Quarter 3 Performance Report	A&GC	28.3.23	Quarterly	Note	Data, Performance and Risk Manager	N/A	Part I
Corporate Calendar 2023/24	Fire Authority	27.04.23	Annual	Agree	DChEx	N/A	Part I
Lead Member and Champion Annual Reports	Fire Authority	27.04.23	Annual	Note	Lead Officers	Lead Members	Part I
Built Environment Presentation	Fire Authority	27.04.23	Ad-hoc	Note	ACFO	N/A	Part I
Annual Plan 2023/24	Fire Authority	27.04.23	Annual	Agree	DChEx	N/A	Part I

This page is intentionally left blank

**Categories of “Exempt Information”
under Schedule 12A of the Local Government Act 1972**

	Category
	[For each of nos 1 - 7, see <u>Qualification 1</u> below]
1	Information relating to any individual
2	Information which is likely to reveal the identity of an individual.
3	Information relating to the financial or business affairs of any particular person (including the authority holding that information). [see <u>Qualification 2</u> below]
4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6	Information which reveals that the authority purposes: (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Qualifications:

- (1) Information falling within paragraph 3 is not exempt information by virtue of that paragraph if it is required to be registered under -
 - (a) the Companies Act 1985;
 - (b) the Friendly Societies Act 1974;
 - (c) the Friendly Societies Act 1992;
 - (d) the Industrial and Provident Societies Acts 1965 to 1978;
 - (e) the Building Societies Act 1986; or
 - (f) the Charities Act 1993.
- (2) Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.
- (3) Information which -
 - (a) falls within any of paragraphs 1 to 7 above; and
 - (b) is not prevented from being exempt by virtue of the two preceding paragraphs
 is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest

Agenda Item 13

in disclosing the information.

Interpretation:

- (4) "*Employee*" means a person employed under a contract of service;
- (5) "*Financial or business affairs*" includes contemplated, as well as past or current, activities;
- (6) "*Labour relations matter*" means -
 - (a) any of the matters specified in paragraphs (a) to (g) of section 218(1) of the Trade Union and Labour Relations (Consolidation) Act 1992[10] (matters which may be the subject of a trade dispute, within the meaning of that Act);
or
 - (b) any dispute about a matter falling within paragraph (a) above;and for the purposes of this definition the enactments mentioned in paragraph (a) above, with the necessary modifications, shall apply in relation to office-holders under the authority as they apply in relation to employees of the authority;
- (7) "*Office-holder*", in relation to the authority, means the holder of any paid office appointments to which are or may be made or confirmed by the authority or by any joint board on which the authority is represented or by any person who holds any such office or is an employee of the authority;
- (8) "*Registered*" in relation to information required to be registered under the Building Societies Act 1986, means recorded in the public file of any building society (within the meaning of that Act).

Document is Restricted

This page is intentionally left blank