

**MINUTES OF THE MEETING OF THE STOKE ON TRENT
AND STAFFORDSHIRE FIRE AND RESCUE AUTHORITY
HELD ON 16 OCTOBER 2009**

Present: L W Bloomer (Chairman)

Representatives of Staffordshire County Council

Bernard, J	Francis, J	Mycock, B
Billson, D	Jones, P	Reade, R
Davies, P R	Lamb, Mrs K	Roberts, R OBE
Day, W	Lawson, I	Tagg, S
Easton, R	Morrison, G	Wells, J

Representatives of Stoke on Trent City Council

James, Miss A E	Sutton, D.
Rigby, A.	Walker, Mrs E

Observer: Mr. H. Stemp, Chairman and Independent Person on the Authority's Standards and Complaints Committee.

Also in attendance: Mr P Dartford, Chief Fire Officer/Chief Executive, Mr C Enness, Deputy Chief Fire Officer; Mr H Norris, Secretary to the Authority; Mr B Russell, Director of Safer Communities, and Mrs H Grossman, Director of Assets and Resources.

Apologies: Finn, T V, Oates, M. Povey, S and Tolley, T D. Apologies were also received from Breen, Mrs K, Independent Member on the Authority's Standards and Complaints Committee.

PART ONE

Documents referred to in these Minutes as Schedules are not appended but will be attached to the signed copies of the Minutes. Copies, or specific information in them, may be available on request.

Membership of the Authority

41. Members were advised that Mr Wanger had resigned from the Authority with effect from 17 September 2009. The Stoke-on-Trent City Council at their meeting on 1 October 2009 appointed Mr R M Ibbs as his replacement on the Authority. Mr Ibbs was not in attendance at the meeting.

42. **RESOLVED** – That the change in Membership of the Authority be noted.

Minutes of the Previous Meeting

43. **RESOLVED** – That the Minutes of the Authority meeting held on 22 July 2009 be confirmed and signed by the Chairman.

Minutes of the Strategy and Resources Committee held on 30 July 2009
(Schedule 1)

44. **RESOLVED** – That the minutes of the Strategy and Resources Committee held on 30 July 2009 be received.

Minutes of the Urgency Committee held on 6 August 2009
(Schedule 2)

45. **RESOLVED** - That the minutes of the Urgency Committee held on 6 August 2009 be received.

Minutes of the Audit Committee held on 23 September 2009
(Schedule 3)

46. Mr Dartford had recently met with Mr Grant Patterson from the Audit Commission who had commented on how positive the meeting had been and how well it was conducted. Also, the finance staff had been very helpful with the audit preparation and were to be complimented.

47. **RESOLVED** – That the minutes of the Audit Committee held on 23 September 2009 be received subject to the amendment of Mrs Lamb's name on the attendees list.

Minutes of the Strategy and Resources Committee held on 2 October 2009
(Schedule 4)

48. Members had recently visited the new Regional Control Centre and indicated that they were very impressed with the facility.

49. **RESOLVED** – That the minutes of the Strategy and Resources Committee held on 2 October 2009 be received and the recommendation contained therein be approved as follows:-

That Staffordshire Fire and Rescue Service and Stoke on Trent and Staffordshire Fire and Rescue Authority sign the 'The Pledge' Health and Safety Initiative.

Report of the Secretary
(Schedule 5)

Powers to Trade

50. Members had previously received a report on the consultation exercise on the issue of Powers to Trade for Fire and Rescue Services. This Authority confirmed that, as access to these powers was limited at present, it proposed that the Government review its policies and allow access to all Fire Services to trade. Following the responses received from this Authority and other fire authorities the policy had been enlarged to allow fire authorities to Trade in any of its functions. This power could only be used where a full business case was approved and by a separate company being established as required under continuing legislation. The extension of the power would allow authorities, whenever appropriate, to provide services that were complimentary to its core values and objectives and as such the enlarged power was a welcome amendment to the previous regulation.

These powers would need to be connected to the core business and regulations governing the Authority. Members welcomed this change.

51. **RESOLVED** – That, the changes in the policy with regard to the “Powers to Trade” be noted.

Amendment to the Delegated Powers of the Authority

52. The Authority has in place a Scheme of Delegation to Officers. It had been highlighted that an amendment was needed to the delegated powers for the signing of Notices under the Fire Safety Order. This had arisen as a former Station Manager had retired and had been reappointed as a Fire Safety Manager and this was not covered in the delegated powers. The suggested amendment was shown in italics and set out below:-

<p>Fire Safety</p> <p>To appoint all suitably trained firefighting personnel and Fire Safety Inspecting Officer as inspectors under Article 26(1) of the Regulatory Reform (Fire Safety) Order 2005</p> <p>Issue:</p> <p>(i) Alteration Notices S29 (ii) Enforcement Notices S 30 (iii) Prohibition Notices S 31</p> <p>To issues and withdraw Notices under Articles 29, 30 and 31 of the Regulatory Reform (Fire Safety) Order 2005</p>	<p><i>Group Managers and Station Managers and Fire Safety Managers</i></p> <p><i>Group Managers and Station Managers and Fire Safety Managers</i></p>
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The Scheme of Delegation was due for review and this would be bought back to the Authority in due course.

53. **RESOLVED** - That the change to the Delegation Scheme as set out above be approved.

West Midlands Regional Management Board

54. The last meeting of the West Midlands Regional Management Board was held on 22 July 2009 and the minutes of that meeting were attached as Appendix 1.

55. **RESOLVED** – That the minutes of the Regional Management Board held on 22 July 2009 be noted.

Attendance at Conferences Courses and Seminars

56. The Chairman of the Authority had approved the attendance of Members at various conferences and courses which were mainly “one off” and not included in the approved list of conferences and courses for the purposes of the payment of travel and subsistence allowances.

- 10-11 August 2009 – Workshop for Newly Elected Members, Fire Service College – Mr Jones and Mr Reade
- 9-10 September 2009 – IDeA Leadership Academy Programme 4, Coventry – Mr Francis
- 22 September 2009 – Equality and Recruitment in the Fire Service, Pre Conference Seminar – Mr Jones.
- 30 October – 1 November – Elected Members Workshop“ - Practical Challenges facing Fire Authorities – Mr Mycock and Mr Francis.

Members had benefited from the attendance at the courses held to date. Mr Francis commented that the Leadership Academy Course on 9 – 10 September was a very good course and would recommend it.

57. **RESOLVED** – That the action of the Chairman in approving the attendance of the various Members at the conferences and courses be confirmed.

Periodic Report of the Chief Fire Officer/Chief Executive (Schedule 6)

Private Finance Initiative 1 (PFI 1) – Financial Close

58. The Chief Fire Officer/Chief Executive advised Members that PFI 1 had achieved financial close on Thursday 15 October 2009 at 4.12 pm. Work on the project would commence on Monday 19 October. The project would provide ten new community fire stations in Staffordshire. Mr Dartford commented that “this was fantastic news for the Authority and the Service, those we work in partnership with and most importantly those we serve”.

The Chairman on behalf of the Authority thanked all Officers who had put time and effort into completing this task. The Chief Fire Officer/Chief Executive would pass the comments on to the staff. Mrs Grossman, the PFI team and staff from across the Service should be recognised for their contribution to the success of the project.

Community Protection Indicators

Fire casualties for the period April to June 2009 had increased by three when compared to the same quarter in 2008. Disappointingly the seasonally adjusted target had not been reached for this quarter. The fire casualties included the death of a 70 year old man. For comparison purposes, in 1998/99 270 people were injured during the year.

Members discussed the problems of derelict buildings in the Authority area and were advised that the Service were working with partners and other agencies to ensure that the properties were boarded up. Mr Dartford commented upon the tragedy of the Black Horse Lane fire where two rough sleepers lost their lives and where two firefighters had been close to losing their lives. The Service were getting the message across to local authorities and the police.

Primary fire activity between April to June 2009 showed a decrease of 20 when compared to the same quarter in 2008. The seasonally adjusted target had not been reached for this quarter, but the downward trend was continuing.

The first quarter in 2009/10 had seen an increase in the number of accidental dwelling fires by 28 when compared to April to June 2008. The seasonally adjusted target had not been met

for this quarter. In response to a question Members were advised that there were no specific trends relating to accidental dwelling fires.

Grass fires for April to June 2009 had increased by 85 when compared to the same quarter in 2008, a 24% increase. The small fire activity (excluding grass fires) had decreased by 90 when compared to the same period in 2008. This continued the downward trend in small fires. Members noted that there were 3398 secondary fires in 1994 and 2102 secondary fires in 2008. Important work was continuing to drive these figures down. Members discussed the causes of secondary fires and were advised that it had been estimated that 80% of those fires had been deliberately set. The breakdown of these figures would be reported back to Mr Reade. Dealing with secondary fires was very time consuming and a whole new approach had been brought forward with the introduction of the Targeted Response Vehicle. Crews from TRVs worked with young people in areas which were at high risk from small fires and this was having an effect on the number of small fires set. A Member commented that two to three years ago there had been a spate of burning bales in fields but this had now lessened.

Members discussed fires in schools and Mr Stemp requested information on the number of school fires and this would be provided. Mr Enness was the Chief Fire Officer's Association lead for sprinklers. Government guidance in relation to new schools indicated that all new schools should be sprinklered except those which were "low risk". The result of this guidance has meant that 38% of all new schools were not fitted with sprinklers. A Member commented that in the PFI project to build an infants and a junior school in Stoke the cost of sprinklers would have been 2% of the bill and so the City Council had decided not to put them in. The Member commented that this could be a lack of forethought by the City Council as if there was a fire and sprinklers had been installed then the schools could be saved. This demonstrated that developers did what the contracting authorities asked them to do. The cost when a school was lost to fire was not just the cost of replacing the school but was the loss a community facility. The costs paled into insignificance when valuable coursework was lost. The Service was disappointed that the City Council had not responded to the advice given with regards to sprinklers in schools. Mr Enness indicated that the issue of sprinklers was taken through the Welsh Assembly and Lord Harrison of Chester was taking thorough a private members bill in this regard.

Members discussed the costs of sprinklers in domestic properties. Members were advised that insurance companies were now working with CFOA and supporting the campaign for the installation of sprinklers. CFOA had demonstrated to the insurance companies the benefits of the installation of sprinklers. There were large discounts from insurance companies for companies who had sprinkler systems installed and it was anticipated that this would eventually follow suit for private dwellings. Members were reminded that there was a Sprinkler Awareness day to be held on Friday 13 November 2009 at Fire Headquarters to which all Members had been invited.

Mr Enness, Deputy Chief Fire Officer, gave a presentation by Area Command on the Service performance for Quarter 1 for 2009/10. The key to the success of the Service was engagement at Area Command. The presentation covered:- deaths and injuries from accidental fires; deaths and injuries from primary fires; accidental dwelling fires; prevention – Home Fire Risk Checks; primary fires; arson; unwanted fire detection signals; Road Traffic Collisions/Killed and Seriously Injured; and attacks on firefighters;

With regard to performance at Area Commands Members needed to bear in mind that the Area Commands had different demographics, population figures and covered different sized areas. Members were thanked for their engagement at Area Commands.

Members thanked Mr Enness for his presentation.

Mr Dartford reported on a fire in Longton on 21 August 2009 which led to the death of a 96 year old female. The explosion had caused structural damage to the property but minimal fire damage. The explosion was caused by the occupier leaving gas rings on without igniting them and then returning to the cooker some time later to prepare her meal. The lady suffered extensive burns and was treated by Paramedics at the scene. She died on 31 August in the Selly Oak Burns Unit. The incident was still subject to a Coroner's inquest. The lady had had a HFRC a few years before. Whilst undertaking HFRCs, generally, awareness was raised of any such hazards and the Service were trying to encourage householders to remove gas appliances that did not have safety cut off.

A Business Support Pack had been developed to provide businesses with a guide to information on managing fire risk in the work place. The packs highlighted specific areas of fire risk and include topics such as fire risk assessment, arson control, training and the management of unwanted fire signals. There had been a 36% increase in primary fires including businesses. A two page advertisement had also been developed by the Business Support Team and would be published in "Focus" the Chamber of Commerce magazine in November 2009. This would further target local businesses. The article would highlight the service provided by the department and give a direct contact for Staffordshire businesses in regard to fire safety training, risk assessment, site visits, and consultations. Businesses were not charged for the packs as this was the Services broader contribution to the local economy and Staffordshire. The pack was delivered to businesses by an Officer who would talk through the document with staff. Members would be given a copy for their information. Members were pleased at the help offered to businesses and supported this initiative.

The pupils from Abbot Beyne Specialist Arts College were the overall winners of this year's Emergency Services Media Challenge, which was organised by the Staffordshire Education Business Partnership, and took place at Service Headquarters on Wednesday 1 July. Awards were also given to Trentham High School for Best Video Footage, Paget High School for Best News Report and Codsall Community High School for Best Radio Broadcast.

In August 2009 the V Music Festival returned to Weston Park for the 11th year. The site encompassed the whole of the Weston Park estate and several adjoining fields, and consisted of an arena containing the four main stages, one of which was in a marquee with a capacity of 11,000, a fun fair, market stalls, numerous catering outlets and other entertainment areas. In addition there were ten areas providing camping for 80,000 people. Officers from the Central Risk Reduction team had been involved throughout the year planning for the event and worked closely with the promoters and colleagues from the Police, South Staffordshire Council, and other agencies to ensure that the event ran smoothly and safely, and that all necessary public safety issues were addressed. The crews on site dealt with around 50 incidents and assisted the medical teams on several occasions. All of the incidents were dealt with by the on-site crews and no additional appliances were required to attend the event over the weekend. As the ground conditions were often soft the Service used the Supercat 6 x 6 vehicle which could access all areas of the site.

Members viewed video footage of various operational incidents. With regard to the Factory Fire at Mayfield Members were advised that the company had a sprinkler system fitted and therefore damage was restricted and the company were able to resume trading the next afternoon. The cause of the fire was thought to be deliberate ignition as there were two seat of fire.

Members discussed the rescue of a calf which was rescued by a specialist team from Stafford who carried the appropriate equipment to prevent “cave ins”. The Service complied with the requirements of the confined spaces legislation.

Fire Gateway – Future Arrangements

The Fire Gateway which was designed to enable members of the public to access home fire safety visits from their local Fire and Rescue Services would no longer be available as from 31 March 2010. The main reason for the closure was the very small numbers being received by Fire Authority’s to carry out such visits. The decision was discussed at a recent Fire Gateway Steering Group meeting held in June and subsequently recommended to Local Government Association (LGA), Chief Fire Officers Association (CFOA) and Communities and Local Government (CLG) of its closure which was accepted.

Executive Leadership Programme (ELP)

Christine Walker the Director of Organisational Learning and Development had returned to the Service after an eleven month seconded development programme which started in May 2008. Christine’s graduation took place at Warwickshire on 20 July 2009. Mr Stuart Smith a former, retired, Assistant Chief Fire Officer from Staffordshire graduated at the same time.

Champion Status Award

Staffordshire Fire and Rescue Service was one of the organisations who had been recognised through their partnership working with Stoke on Trent City Council (Supporting People) and Bright Futures for promoting “Good Practice” in preventing and tackling rough sleeping through 2009/10. Mick Warrilow a risk reduction officer based in Stoke Area Command had been working on the initiative and would be presenting on behalf of Staffordshire Fire and Rescue Service at the five national showcase seminars.

National Extrication and Trauma Challenge

Lichfield crews attended the annual national extrication and trauma challenge finals in Glasgow. A team of six comprising Ian Astles, Chris Ward, Rob Horton, Steve Whitehouse, Chris Gaunt and Damon Peakes passed the first stages of the extrication competition into the more complex second round where they came 20th from teams from all around the country.

Fire-fighters Chris Gaunt and Chris Ward came 3rd out of 40 teams in the trauma challenge. Both were trained medics and were judged in a mock incident for their medical skills and professionalism in the incident.

59. **RESOLVED** – That the report of the Chief Fire Officer/Chief Executive be noted

Review of the Committee Structure (Schedule 7)

60. To ensure that the connection between the Authority and the Service remained both efficient and effective, it was important for the Authority to carry out periodic reviews of the Committees and Governance structure of the Authority. In this respect a Working Group was set up by the Authority at its meeting on 30 June 2009 with the express purpose of examining both the Committee structure of the Authority and the Terms of Reference of each of the Committees.

The Working Group met on two occasions and had put forward some suggestions for changes to committee and panels of the Authority and these were set out in the report.

All Members and Principal Officers were asked for their comments and these had been considered in preparing the recommendations.

The Authority, in determining both the roles and number of Committees considered the requirements of legislation and the need to operate within a framework that ensures the best possible fit between the Authority and the Service. The structure also needed to facilitate effective engagement of Members in the development of the Authority and the performance of the Service. Members suggested various committee combinations and in respect of each Committee reviewed came to the following conclusions:-

Equality and Diversity Panel

That as the Equality and Diversity Panel did not make decisions it should be called an Advisory Panel.

Scrutiny and Performance Committee

This committee should also scrutinise the performance of the Service in relation to its contribution to Stoke and Staffordshire's LAAs, as well as the reviews it has plans to undertake or to continue to monitor. In view of the high work load of this Committee and this additional proposed duty it should have the option of increasing the frequency of its meetings from six to eight times per year.

Staff Consultation and Negotiating Forum

The Terms of Reference of the Staff Consultation and Negotiating Forum were to be reviewed by the Human Resources Policy Committee.

Suggested Merger of the Community Development and Engagement Panel and the Community Liaison Forum

It was suggested that this Panel and Forum be merged and meet four times per year. It was proposed that the new body should be called the Community Development and Liaison Forum.

In view of the importance of the role there would continue to be Lead Members nominated for each Area Command. The Chairman of the Authority would attend the County Council's local strategic partnership and the Lead Member for Stoke Area Command would represent Stoke on their local strategic partnership.

Merger of the Service Development Panel, the Futures Group and the Improvement Panel

Following discussions between the Chairman and the Chief Fire Officer/Chief Executive it was suggested that the business of the Improvement Panel could be dealt with through the Service Development Panel. Members also discussed the proposed merger of the Futures Group into the Service Development Panel recognising that the issues under consideration were complementary.

Other Committees/Panels

In addition to making these proposals for changes to the above Committees the Working Group were of the unanimous view that the following Committees and Panels should remain:-

Standards and Complaints Committee; Audit Committee; Human Resources Policy Committee; Strategy and Resources Committee; Equality and Diversity Panel; Urgency Committee; Appeals Committee; Appointments Committee; and Staff Consultation and Negotiation Forum;

Changes to Terms of Reference

The proposed amendments to the Terms of References of Committees were set out in the Appendix to the report. Deletions were shown with the strike through text and additions were shown in italics.

The Term of Reference of the Staff Consultation and Negotiating Forum would be subject to review by the Human Resources Policy Committee and any suggested amendments would be reported to the Authority in due course.

Structure of the Committees

A copy of the suggested revised Committee Structure was also Appended. The Working Group was of the view that the Terms of Reference and the Structure of Committees should be reviewed again in 12 months time.

Members Allowance Scheme

Following the review by the Working Group and the approval of any changes to the Terms of Reference or Structure of the Committee Structure the Independent Remuneration Panel would meet to discuss the relevant Special Responsibility Allowances

Members held discussions on the proposed changes. In response to a question Mr Norris advised Members that the current committee structure did work well and that the purpose of the review was to improve further the effectiveness of the Authority's Committees by increased connectivity of the Service and Members. Members were advised that all Members and Principal Officers had been consulted and asked to comment. The effectiveness of the Committees would be monitored and they would be reviewed on an annual basis. In response to a question relating to the number of seats for smaller political groups, Members were advised that, as before, the Committees would reflect the overall political proportionality of the Authority. The input of Members would not be diminished and should be enhanced with the suggested changes. A Member commented that the revisions to the Committees and the Committee structure would mean a sharper focused approach which would get rid of duplication. It was also emphasized that training was important for all Members to assist them in carrying out their roles.

Mr Dartford noted Members concerns and indicated that the new arrangements should enhance the arrangements for Members to effectively contribute to the Service. In the Comprehensive Performance Assessment the Authority got top marks for Leadership for the political and professional partnership. A Member commented that the involvement of Members was the best in the Country. Mr Dartford commented that at a strategic level and below there was currently some duplication between various Committees and Panels and this

had been recognised. The Service Development Panel, Improvement Panel and the Futures Group were all looking at the same thing but over different timescales. With regard to the merger of the Community Liaison Panel and the Community Development Panel this would mean that all Members would be involved rather than just the lead Members.

The Chairman indicated that the seats on Committees and Panels would be politically balanced and so no groups would loose out in their contribution to the work of the Authority.

Members generally indicated their support for the amendments which would improve the efficient working of the Authority.

Mr Dartford wanted all Members to be fully engaged and involved and should any Member feel that they were not being fully involved then they should speak with him.

61. **RESOLVED** - (a) That, the suggested changes to the Terms of Reference of Committees, Panels and Forum be approved.

(b) That, the proposed changes to the Committee Structure be approved.

(c) That, the Membership of the Committees be reviewed to reflect the changes made to the number of seats on Committees and that the Chairman in consultation with the Secretary determine any necessary changes.

(d) That a further review of the Committee Structure and the Terms of Reference of Committees be undertaken in 12 Months time.

Exclusion of the Public

62. **RESOLVED** – That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972 indicated below:

Exempt Minutes of the Previous Meeting (exemption paragraph 3)

63. The Exempt Minutes of the meeting held on 22 July 2009 were confirmed and signed by the Chairman

Exempt Minutes of the Urgency Committee held on 6 August 2009 (exemption paragraph 3)

64. The Exempt Minutes of the Urgency Committee held on 6 August 2009 were received and the decisions taken therein relating the acquisition of a site at Newcastle under Lyme for the new fire station be noted:- to exchange contracts with the seller with a negotiated price reduction or a minimum cap for decontamination of the site; the setting aside of funding for the purchase of land and remedial works; the figures were to be reported back when technical work was complete and residual funds set aside would be transferred back to the capital budget.

Exempt report of the Secretary
(exemption paragraph 3)

65. - 66. Members considered a report of the Secretary relating to the action of the Chairman in agreeing to a Tenancy at Will on land on the driveway at Pirehill. The action of the Chairman was confirmed.

Principal Officer Remuneration
(exemption paragraph 3)

67. - 68. Members considered a report of the Secretary relating to Principal Officers pay and made decisions thereon.

CHAIRMAN

**MINUTES OF THE STANDARDS AND COMPLAINTS COMMITTEE
HELD ON 23 OCTOBER 2009**

Present: Mr H. Stemp (Chairman)
(Independent Member)

Bernard, J.	Independent Member
Reade, R.	Foulkes, Mrs L.
Rigby, A.	
Sutton, D.	

Also in Attendance: Mr H. Norris, Secretary

PART ONE

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Apology:- Mrs K Breen.

Membership of the Committee

1. The Membership of the Committee, comprising five Members of the Authority and three Independent Members, was outlined for information.

Minutes

2. Members were advised that combined Standards Committee Training with the County Council and the Police would be looked into further. Ongoing training would also be given to Members in the Committee.

3. **RESOLVED** - That the minutes of the meetings held on 12 May 2009 be confirmed and signed by the Chairman.

Terms of Reference of the Committee

4. Members were advised that the Terms of Reference of the all Committees were reviewed by the Working Group whose findings and recommendations were reported to the Fire and Rescue Authority at its meeting on 16 October 2009. There were no recommendations made to change the terms of reference of the Standards and Complaints Committee. Should Members of the Committee wish to put forward any suggested changes in the future these could be put forward to the Authority as recommendations.

5. **RESOLVED** – That the matter be noted.

Annual Standards Board Conference 12-13 October 2009

6. The Annual Standards Board Conference “Bringing Standards in to Focus” was held on Monday 12 and Tuesday 13 October 2009 at the International Convention Centre, Birmingham. Mrs Breen attended the conference and would report back at the next meeting.

Mr Stemp, Mrs Foulkes and Mr Norris had all attended the conference in the past. The conference would be of most benefit to Parish and District Councils. Authority representatives were in the minority and the conference was not focused on our role. Comments had been fed back to the Standards Board on this. The Conference consisted of formal lecture sessions and breakout sessions. Mr Reade indicated that he had been a Member of the Standards Committee at South Staffordshire District Council and Mr Rigby had been a Member of the Standards Committee at Stoke-on-Trent City Council. They had attended the conference and various road shows.

7. **RESOLVED** – That the matter be noted.

Overview of the Standards Board, the Standards Committee and their obligations

8. The Secretary gave a presentation to Members on the roles of the Standards Board, Standards Committee and their obligations. He outlined the history, the new responsibilities of the newly named “Standard for England”, the obligations and responsibilities of local Standards committees including the responsibility for the whole investigation and hearing process, the operation of two sub committees, and the issuing of sanctions.

Members were advised that at Stoke there had been a number of allegations as well as a number of hearings. Members discussed the issue of standards within political parties which were mainly dealt with from within the political group.

9. **RESOLVED** – That the presentation be noted.

Standards for England DVD – Assessments Made Clear

10. Members viewed the Standards for England DVD – Assessments Made Clear – Local Assessment of Complaints and held a discussion on the contents. Further copies of the DVD would be obtained. Members commented that the content of the DVD was generally good and could be used annually as a refresher for Members.

11. **RESOLVED** – That the Standards for England DVD be noted.

Code of Conduct and Register of Interests

12. The Secretary advised Members that all Members had signed the code of conduct and register of interest apart from a newly appointed Member and this would be followed up.

13. **RESOLVED** – That the matter be noted.

Bulletins 44 and 45
(Schedules 2 and 3)

13. The Secretary expanded on issues raised within the Standards Board Bulletins.

14. **RESOLVED** – That the content of Bulletins 44 and 45 be noted.

Case Studies

15. Members would consider various case studies at the next meeting.

Standards Forum Web Site

16. The Secretary advised Members that a Standards Forum Web Site was being set up and he would request user names and password for Members of the Committee.

Date of next meeting of the Standards and Complaints Committee

17. The next scheduled meeting of the Standards and Complaints Committee would be held on Thursday, 25 February 2010 at 10.30 am.

CHAIRMAN

**MINUTES OF THE FIRE AND RESCUE AUTHORITY URGENCY COMMITTEE
HELD ON 3 NOVEMBER 2009**

Present: Mycock, B. (Vice Chairman in the Chair)

Francis, J.
Sutton, D.

Tolley, T.D.

Also in attendance: Mr P. Dartford, Chief Fire Officer/Chief Executive; Mrs. H. Grossman, Director of Assets and Resources; Mr S. Knight, PFI Programme Director, Mrs J. Bartlett-Walker, PFI 2 Project Manager and Mr A Price, Deloitte (financial advisers).

Apology: Bloomer, L.W.

PART ONE

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Declaration of Interest

13. There were no declarations of interests.

Minutes

14. **RESOLVED** – That the minutes of the meeting held on 6 August 2009 be confirmed and signed by the Chairman.

Exclusion of the Public

Upon the motion of the Chairman it was:

15. **RESOLVED** - “That the public be excluded from the meeting for the following items of business which involved the likely disclosure of exempt information as defined in the paragraphs of Part I of Schedule 12A of the Local Government Act 1972 indicated below”.

PART TWO

Exempt Minutes

(exemption paragraph 3)

16. The exempt minutes of the meeting held on 6 August 2009 were confirmed and signed by the Chairman.

**PFI 2 (Round 6) – Submission of the Outline Business Case to
Communities for Local Government (CLG)**

(exemption paragraph 3)

17 - 18. Members considered a report of the Chief Fire Officer/Chief Executive and presentation regarding the submission of the Outline Business Case to Communities for Local Government in respect of PFI 2 (Round 6). A copy of the proposed submission was appended to the report. Members approved the submission to CLG subject to final amendments being approved by the Chief Fire Officer/Chief Executive in consultation with the Vice Chairman.

CHAIRMAN

**MINUTES OF THE AUDIT COMMITTEE
HELD ON 19 NOVEMBER 2009**

Present: Mr S Tagg (Chairman)

Bernard, J.

Sutton, D.

Lamb, S.

Roberts, R. OBE

Stemp, H. (critical friend)

Also in Attendance: Mr P Dartford, Chief Fire Officer/Chief Executive; Mr. H. Norris, Secretary, Mrs. H. Grossman, Director of Assets and Resources; Mrs. C. Bradley, Finance Manager, Mr. G. Patterson, District Auditor Audit Commission, Mr. David Jenkins, Audit Manager Audit Commission, and Mrs. D. Harris, Principal Auditor Internal Audit.

PART ONE

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20. Mrs Grossman advised Members that Mr Travis the interim Head of Finance had left and his permanent replacement, Mr Davis Greensmith was due to take up his post on Monday 23 November 2009. Mr Travis had carried out some valuable work during his time with the Service.

21. **RESOLVED** – That the minutes of the meeting held on 23 September 2009 be confirmed and signed by the Chairman.

Audit Committee Members Visit to Finance

22. Since the last meeting arrangements were made for Members of the Audit Committee to receive an overview of the work of the Internal Audit Section and to visit the Finance Department. Mr Sutton, Mr Bernard and Mrs Lamb attended and shared their experiences with the Committee. Mrs Lamb was very impressed with the training and would recommend it to other Members. Members had spent time with Mr Travis, Mrs Harris and other members of the finance team who had given them an overview on how things worked in relation to finance and audit matters. The training had started at a basic level and advised Members of the relationships between internal and external audit. Once Members had understood the basic principles the level of the training was raised. Members liked the idea that an understanding of the finance function had been introduced to the whole Service. The training was very professional and information packs were given to the Members. Members welcomed and fully embraced the training which they said was very enlightening. The training was equally useful for the finance department as it allowed them the opportunity to explain to Members their role within the Service and was a good motivator. This relationship with the finance staff would continue. The training would lead to quality scrutiny by Audit Committee Members.

Training would be arranged for Mr. Stemp and Mr. Ibbs.

23. **RESOLVED** – That the feedback from Members be noted.

Internal Audit Progress Report (Schedule 1)

24. This report provided an update for Members outlining internal audit activity since the last Audit Committee held on 23 September 2009. It provided scrutiny of the internal audit function and would ensure that the 2009/10 audit plan was being delivered as originally planned. Progress against the Internal Audit Plan for 2009/10 was outlined in the Appendix to the report. None of the audits had been finalised since the last meeting as fieldwork was in progress. Of those ongoing there were no concerns to note. Overall, the work was on schedule to be completed by 31 March 2010.

As mentioned earlier in the minutes, two training sessions were undertaken during October 2009 for three Members of the Audit Committee to provide an overview of the work of the Internal Audit Section along with the methodology employed by Internal Audit in conducting audit assignments. This training had been well received by those Members involved. During these sessions, a question was raised regarding the reporting of internal audit reports to Audit Committee Members outside of the normal reporting cycle on occasions where the audit work has been awarded a limited assurance opinion. This matter would be discussed with the Treasurer and Internal Audit and the results would be incorporated into the Audit Strategy when it was next reviewed in February 2010. Mrs Harris thanked Members for their participation in the training.

In response to a question Members were advised that the debtors audit has been deferred to 2010 as the firefighters pensions fund audit was thought to be higher priority based on a risk assessment. The firefighters pensions fund audit had started and auditors were going down to Bristol in the week following the meeting. There would be a report back session on their findings.

Mr Jenkins commented that the plan was appropriate and well on target. Bringing forward pensions audit to this year way entirely appropriate.

25. **RESOLVED** – That the Internal Audit Progress report be noted.

Key Lines of Enquiry (KLOE) – Finance Plan and Update (Schedule 2)

26. The report provided Members with a progress update of the Finance Plan which was an integration of the Finance Directorate plan with the corporate wide finance plans. The key purpose of the report was to illustrate the contribution these actions were making to the Authority's KLOE submission for 2009/10.

The performance of the Authority in these areas was assessed on an annual basis, through the 'Use of Resources', the actual assessment being carried out by the Audit Commission in the first half of the year and reported around December time. The Audit Commission would provide full details behind their audit approach which included Use of Resources judgments at the training session with the Audit Committee Members which was to be arranged. It was timely to introduce the key financial elements being in the second half of the financial year 2009/10, and rapidly approaching the next review. Mr Paterson informed Officers that the next review had been brought forward and would be assessing the Service early in the New Year. The Service would have until the end of July to respond. Year end close down would be at the same time. Mr Paterson commented that after this year it was not yet known what would happen with regard to the Comprehensive Area Assessment.

Mr Jenkins commented that there was previously a checklist of good practice and if authorities had used them effectively then they would have attained a higher score. With regard to outcomes there was a better mechanism for reporting things forward.

The key financial element of the Use of Resources judgment were measured via three 'Key lines of Enquiry' (KLOE), these were accompanied by further key lines of enquiry which formed part of the overall suite.

The finance led KLOEs were as follows:

1.1 Planning for Financial Health

- Medium term financial Planning
- Engagement with Stakeholders
- Managing Spending
- Financial governance and Leadership

1.2 Understanding Costs and Achieving Efficiencies

- Understanding Costs
- Decision making and Commissioning
- Making Efficiencies

1.3 Financial Reporting

- Financial monitoring and Forecasting
- Using fit for purpose financial reports
- Preparation of Accounts
- Publishing reports
- Involvement in Commissioning
- Improvement through service redesign
- Understanding the supply market
- Evaluation of procurement options
- Reviewing service competitiveness and value for money

The work of the Finance Department in partnership with Internal Audit, External Audit, Area Commands, and Support Departments and with Members themselves, all contributed to the overall assessment. The report primarily dealt with the actions being taken in Finance to support this review. It was split into two sections, those actions already carried out to satisfy KLOE and other directorate requirements, and those actions that were planned in the future.

The achievements to date related to the following:- staff development; developed and encouraged team work; build relationships with, and work in co-operation with, other staff members of Staffordshire Fire and Rescue Service; improved budget holder support; processes reviewed to support efficiencies within the Finance Department and SFRS; reduced creditor payment days; and work on budget and efficiencies;

Focus for the remaining period would be:- the smooth and efficient production of the Statutory Accounts; the continuation of the staff development programme; the continuation of the team development; to further build on the relationships with, and work in co-operation with, other staff members of SFRS; to improve the Use of Resources score; to further build up external relations; to continue to review internal

processes for more efficient ways of working; to carry out further work in relation to the budget and efficiencies.

Mrs H Grossman gave a presentation to Members which further linked together the Use of Resources areas of judgement 1.1 to 1.3, with the actions in the finance department to demonstrate the links and highlighted some of the challenges that were anticipated. The presentation also provided the opportunity for discussion with Members with regard to identification of the methodologies by which they could optimise their leadership and contribution to the process.

Members discussed the production of the Medium Term Financial Strategy (MTFS) and the difficulties involved in this including the uncertainty of the revenue support grant (RSG), the issues of council tax capping, the uncertainties of pay rises etc. In the past three versions of the MTFS had been produced which took account of certain variables. The variables were such that up to 30 versions of the MTFS could be produced. In 12 months the Authority should know the future of the RSG. Staff were being actively involved in the production of the MTFS so that they could bring forward ideas. In response to a question Members were advised that a worse case scenario MTFS was also being produced. If the worst case scenario should happen then it would mean the potential for a reduction of between £4m - £8m in resources over the next three to five years. Officers were to assess the predicted impact. Officers were keen to ensure that staff knew what was being looked at in relation to the MTFS and would get them to think about cost saving ways of doing things. Staff may be able to suggest ideas that could be used to meet the challenges. The Service would need to look very closely at its priorities. The Authority would monitor the MTFS and the approach to be taken.

Mrs Grossman advised that, at this time, the Service were not looking to increase the size of the finance team but were building up skills within the team. They were also looking at streamlining systems. It was the right planning assumption to try to achieve Level 4 on the Use of Resources but this would need to be kept under review if it proved not to be cost effective to achieve.

Members discussed the auditing of PFI 1 and 2. With regard to PFI 1 the run up to financial close was very demanding. The International Financial Reporting Standards were more complex when applied to PFI schemes. Members discussed the community use of fire stations and whether this would influence the Services rating and were advised by Mr Patterson that a lot of other fire and rescue service were doing the same. He would ask the Service to demonstrate outcomes. With regard to PFI 1 outcomes would not be known for at least the next 12 months. It was important to note that under PFI 1 the Service had managed to get eight new fire stations for the price of two.

Mr Dartford commented that it was most important to ensure that the working practices of the Service were the most efficient and effective they could be. Improvements made were not for the benefit of Audit Commission "scores" but were about running an effective and efficient Service. Members, at their Budget Workshop in January, would direct and support Officers in setting the budget.

Mr Paterson commented that the Use of Resources was meant to be a broad mechanism to see how the Authority was performing. The Audit Commission did not now use a checklist approach. Achieving Level 4 for Use of Resources would now be much more difficult to attain and that very few authorities would attain this. He commented that the presentation missed the fact that the assessments in future would

concentrate on outcomes. Level 4 would only be awarded to well run organisations who demonstrated positive outcomes. It was recognised that the Service was low cost and high performing. The Audit Commission would look at the priorities and strategies, whether there were resources in the right place and what outcomes were achieved. It would look at the management of resources and the management of assets. The Audit Commission would examine whether the MTFs outlined what the Service wanted to achieve. He commented that, in general, the Health Service scores were also reducing.

Members were concerned that the assessments were moving to a more subjective/judgemental approach and questioned whether this was the direction to go. Mr Patterson advised Members that the focus on outcomes was the way forward. The Audit Commission had listened to the public as to what they wanted them to do. The assessment would be judgemental but he indicated that evidence based was more judgemental. He indicated that it was nationally set regime.

Mr Dartford commented that the audit process could be a valuable tool to assist the Service to improve further. He indicated that the Audit Commission's revised approach to assessments would be kept under review and the Service would need assurances of continued value for money for the services offered by the Audit Commission. The Service would need to evaluate the monies paid to the Audit Commission and whether the work was of a sufficient quality to make the difference he wanted it to make. The Audit Committee would keep this under review and would challenge the Audit Commission where necessary.

27. RESOLVED - (a) That awareness training to be provided for Members by the Audit Commission on all aspects of the Key Lines of Enquiry within the overarching Use of Resources process.

(b) That the focus within the Finance Directorate on the key financial KLOE's i.e. 1.1 to 1.3, and the need to review Directorate actions during the year be noted.

(c) That the focus of effort in the Finance Directorate on staff development, teamwork, budget and efficiencies, statutory accounts production, and other areas in line with the KLOEs be noted.

(d) That the broader role of all members of Staffordshire Fire and Rescue Service in the delivery of excellent performance against these and other KLOE's and the outreach work taking place to deliver this be noted.

(e) That Members consider any further ways that they can contribute to the KLOE process.

Members Training on the International Financial Reporting Standards (IFRS)

28. Mrs C Bradley, gave a presentation on the IFRS which were to come into force on 1 April 2010. The reason behind these standards was to ensure that Global Investors could compare companies in different countries under similar standards. They would provide transparency and a consistent approach. The objective was:- "to develop a single set of high quality, understandable and enforceable accounting standards to help participants in the world's capital markets and other users make economic decisions." The IFRS had been adopted by the NHS from 1 April 2009 and so there was already some experience of these standards in the financial world. The significant differences were: property, plant and equipment; leases; PFI; employee benefits; non-

current assets held for sale; Disclosures in the Statement of Accounts. The presentation outlined what the Service needed to do to prepare in relation to project management, people, accounting and reporting; and IT systems. Members were circulated with a copy of the reporting standard and other related documents.

Much more detail was needed in the new reporting standard. The disclosures pages on the accounts would increase from 20 pages to 40. The finance team had the authorisation to spend an additional £60,000 for this year only to ensure that they were properly prepared for 1 April 2010 when they needed to cut over to the new system. The finance team staff would develop the processes and procedures and agency staff could deal with the more mundane finance issues. Consultants would also be called in for advice. Members felt that the new system was bureaucratic and would deliver little if any benefit for the Authority. Mrs Grossman indicated that the Service intended to do a good job on moving over to the new standards as it would be detrimental if we did not get it right for the audit opinion. Mr Dartford commented that the £60,000 could have funded two firefighters or three technicians to increase the number of HFRCs undertaken.

It was suggested that as this was a new burden for the Authority the Government should be approached to see if the additional costs could be met by the Government. Mrs Grossman undertook to do this.

Mr Jenkins commented that it was an additional cost to the Authority and the accounts in future would take longer to audit. There was a reputation risk to the Authority if the accounts were not completed to the required standard.

Members discussed the classification of leases within the accounts and these may be classified as financial leases. The Auditor indicated that leases might be looked at with regards to classification.

Members discussed the recent requirement to include the FRS17 pension account into the accounts of the Authority. This made the accounts difficult to read by the public and Mrs Grossman was going to produce a set of straight forward management accounts alongside the original accounts for clarity. The inclusion of the FRS17 account had meant that it was difficult to see if the Authority had broken even. The Auditors welcomed the production of the clear set of management accounts. The Authority had the responsibility to provide clarity. With the introduction of the new standards then clarity might be lost.

29. **RESOLVED** – That the training session on the IFRS be noted.

Further Training for the Chairman and Vice Chairman of the Audit Committee

30. The Chairman advised Members that Officers were looking into the possibility of setting up a CIPFA training course for Audit Committee Chairman and Vice Chairmen. Other Audit Committee Chairmen and Vice Chairmen from the district Councils and the County Council would be asked whether they would be interested in taking part. Members would be informed of the arrangements in due course.

CHAIRMAN

**MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE
HELD ON 27 NOVEMBER 2009**

Present: Bloomer, L.W. (Chairman)

Easton, R.	Tolley, T D
Finn, T.V.	Walker, Mrs E
Francis, J.	
James, Miss A.E.	
Morrison, G.	

Apologies: Roberts, R OBE, Tagg, S and Walker, Mrs E

Also in Attendance: Mr P Dartford, Chief Fire Officer/Chief Executive, Mr C Enness, Deputy Chief Fire Officer, Mrs. H Grossman, Director of Assets and Resources, Mr H Norris, Secretary, Mr D Greensmith, Head of Finance, Miss C. Bradley, Finance Manager, Mr S Knight, Programme Director, Mr K Stubbs, Area Commander – South Staffordshire and Mr P McFarlane, Area Commander – Lichfield.

Declarations of Interest

There were no declarations made at the meeting.

PART ONE

Documents referred to in these Minutes as Schedules are not appended but will be attached to the signed copy of the Minutes. Copies, or specific information in them, may be available on request.

Minutes

31. **RESOLVED** – That the Minutes of the Strategy and Resources Committee held on 2 October 2009 be confirmed and signed by the Chairman.

Minutes/Notes of Committees and Panels
(Schedules 1-3)

Community Liaison Forum held on 12 October 2009
(Schedule 1)

32. Mr Dartford asked that it be noted in the Minutes that he was delighted with the attendance on 12 October by both Members and Officers. He was also very pleased with the level of work Officers had been putting into the Forum and added that the Fire Service would seek to maintain this.

Mr Dartford went on to say that there was a need to focus on robust evaluation of these initiatives.

Regarding Page 7 of 9 – Rough Sleepers and Void Premises - Mr Francis commented that he was very impressed with the way this had been handled and that he thought that this had been carried out professionally.

RESOLVED – That the Notes of the Community Liaison Forum held on 12 October 2009 be received.

Scrutiny and Performance Committee held on 5 November 2009

(Schedule 2)

33. Mr Francis expressed his concern that he was unsure of the value of the Acorn System due to the demographics of it. He went on to say that although there was a need to have something to target responses, his thoughts were that the value of the Acorn System was questionable.

In response to Mr Francis, Mr Dartford asked that it be noted in the Minutes that he would report at the meeting of the Fire Authority on 14 December 2009 that performance in relation to some key community safety indicators was not good. He went on to say that the data received had indicated that current approaches to risk reduction had possibly achieved as much as they could..

Mr Dartford informed Members that the challenge was to find out how the Service could work differently to change behaviours in order to secure safe households. He went on to say that the Acorn System needed to be made available to Area Commands as they needed this tool to highlight households that are vulnerable.

Mr Dartford informed Members that BVPI's (Best Value Performance Indicators) had been disbanded earlier this year, which resulted in the Fire Service not having national indicators to benchmark against in order for relative performance to be assessed.

Mr Francis informed Members that it had been decided by the Scrutiny and Performance Committee that a Working Group should be set up to look at the Efficiencies and the Rising to the Challenge Document so that these kind of problems could be looked at. The terms of reference being as follows:-

- To report the progress of all activity connected to Staffordshire Fire and Rescue Authority on the recommendations contained within Rising to the Challenge.
- To make such recommendations to Staffordshire Fire and Rescue Authority for areas of scrutiny to be undertaken where recommendations from Rising to the Challenge have not been met.

RESOLVED – That the Notes of the Scrutiny and Performance Committee held on 5 November 2009 be received.

Human Resources Policy Committee held on 9 November 2009

(Schedule 3)

34. Mr Tolley informed Members and Officers that he had asked Mr Enness if he would give a Presentation on the Focus Groups being held in relation to equality and diversity issues and about retained Fire-fighters becoming whole-time Fire-fighters.

RESOLVED – That the Minutes of the Human Resources Policy Committee held on 9 November 2009 be received.

Treasury Management Report for Half Year ended 30 September 2009 (Schedule 5)

35. Before presenting the above, Mrs Grossman explained to Members that this was a standard Report which may have been recognisable to those Members of Staffordshire Council Council, as Staffordshire County Council Treasury Department had been utilised. Mrs Grossman informed Members that the purpose of the Report was to ensure that all investments and borrowings were correctly managed and assured Members that they could be secure in the knowledge that the above would happen as she was ACT qualified with over 10 years experience in this area.

Mrs Grossman further informed Members that the Fire Service's approach was independently reviewed last year, and positive feedback was received.

Mrs Grossman introduced Mr David Greensmith as the new Head of Finance and informed Members that Mr Greensmith had previously worked for Britannia Building Society.

Mrs Grossman presented the Treasury Management Report as follows:-

Borrowing

Mrs Grossman informed Members that the Fire Service took advantage of low rate envelopes on 21 July and 14 August to borrow £1.5m and £2m respectively and that borrowing currently stood at £18.75m with an average interest rate of 4.44%.

Lending

Mrs Grossman informed Members that the average cash holding for the Fire and Rescue Service was £7.393,266, the average rate of return on this being 4.3%.

Mrs Grossman further informed Members that the balance at 30 September 2009 was £10,493,000 which fully met with capital requirements and that the approved lending list for the Fire and Rescue Service was very narrow, with low risk and low return.

Mrs Grossman explained that in the current climate, the Authority wanted their money to be safe and were restricted to their clearing banks, Northern Rock, Standard Life and the Debt Management Agency Deposits Facility.

Mrs Grossman assured Members that the Fire and Rescue Service continued to follow the CIPFA code and to be risk averse. Mrs Grossman went on to assure Members that this would be reviewed again in six months time, and asked for Member's support on this.

Mrs Grossman informed Members and Officers that she would invite Mr John Wood to the next meeting.

36. **RECOMMENDATION TO FIRE AND RESCUE AUTHORITY** that the Treasury Management activities for the half year ended 30 September 2009 be approved.

Strategic Risk Register (Schedule 6)

37. The Strategic Risk Register was reviewed by the Principal Officers on 28 September 2009, when they were asked to "drill down" into the key Strategic Risks to ensure that they fully understood them and were comfortable with how they had been assessed and how they were being managed.

They were also asked if the current risks aligned themselves to our Strategic Objectives for the next three years and if they were satisfied that: -

1. The risks were still relevant.
2. The Risk Description had been adequately captured.
3. The Impact and Likelihood potentials were fully understood.
4. The Gross Risk had been correctly scored using the likelihood x impact matrix.
5. Sufficient mitigation actions had been identified.
6. There were procedures in place to monitor the effectiveness of those actions.
7. The Net Risk had been correctly assessed assuming implementation of those actions.
8. There were no New Risks to be included.

Several new risks were added.

In addition, there were minor amendments to other risks.

Specific Risk Owners were nominated for each risk and they will be responsible for addressing Points 1 to 8 above on a quarterly basis.

38. RECOMMENDATION TO FIRE AND RESCUE AUTHORITY that the revised Risk Register be approved.

Quarterly Financial Report 2009/10 (Schedule 7)

39. Miss Bradley presented the above Report which advised Members of the revenue budget and Capital Programme positions for 2009/2010.

Miss Bradley informed Members that the annual revenue budget for 2009/10 was £41.5m and that actual spend to the end of October was 24.5 million and informed Members that this was on target with budget.

She went on further to say that the revenue budget was forecast to break even at year end and that this incorporated identified available resources which funded other key activities in accordance with corporate objectives and the achievement of £800,000 efficiency savings. Miss Bradley informed Members that now that Mr Greensmith had joined the Finance Department, areas such as the Efficiency Working Group could be progressed.

She went on further to inform Members that the Authority held a general reserve of £1.906m and that this level had been risk based assessed and stated that the Capital Programme for 2009/10 was £11.8m and that actual spend to the end of October was 5.75 million which was 49% of the programme.

Miss Bradley informed Members that the IADS Programme and Operational Equipment were progressing well and that the Appliances and Vehicles Programme was 30% spent but was on target with the purchase plan and that appliances would be delivered by year end.

She informed Members that the IT Programme was underway and that orders had been placed. There had been a delay in the ICT procurement due to OGC Buying Solutions reviewing their contracts, but this problem had now been resolved.

Miss Bradley concluded by saying that the financial position for 2009/10 remained healthy and well managed.

40. RESOLVED – That the Quarterly Financial Report 2009/10 be noted.

2010/11 Budget and Medium Term Financial Strategy Report (Schedule 8)

41. Mrs Grossman informed Members that this Report was routinely carried out at this stage to identify the approach towards the budget setting for the following year.

Mrs Grossman further informed Members that the Staffordshire Fire and Rescue Service budget setting was wholly led by the Staffordshire Safety Plan and delivered by means of the MTFS (Medium Term Financial Strategy). Mrs Grossman explained to Members that MTFS included the RSG already agreed with Government and that the MTFS for next year had already been confirmed. She went on to explain that MTFS had assumptions regarding Council Tax increases and pay awards (3.5%, 1.54% and 2.25%) and informed Members that MTFS also reflected efficiencies, the uptake of the retained salary scheme and the PFI costs.

Mrs Grossman further informed Members that at this stage of the year, the Fire and Rescue Service reviewed the MTFS for any changes and then presented a proposed budget to Members. She informed Members that this was something that would be explained further at the Workshop for Members on 14 January 2010.

42. **RESOLVED** – that the Budget and Medium Term Financial Strategy Report be noted.

Fire and Resilience Programme – Transfer of Ownership of New Dimension Assets (Schedule 9)

43. Mr Norris informed Members that this Report concerned a Proposal from Central Government to the effect that certain specialist equipment presently owned by the Government should transfer to the Fire and Rescue Services. The equipment exists under a project called 'New Dimensions' and is targeted at dealing with the aftermath of major incidents and disasters including the instances of terrorist attacks. A number of such units comprising vehicles and specialist equipment are housed with the Service and these will transfer under the Proposal. The Report supplied an overview of the Project and the Proposal and made recommendations for the Committees consideration.

RECOMMENDATIONS

1. That Members note the content of the Report.
2. That the Committee recommends to the full Authority that it signs the proposed Agreement with Communities for Local Government (CLG) to take ownership of the equipment subject to further clarification as regards the provision of funds to cover the cost of maintaining the equipment.

A Member expressed the view that although this could potentially be a great asset, it could also be a liability long-term, and although there is a need to have this equipment, caution must be taken.

Mr Dartford informed Members that CFOA were currently working with CLG to address this issue and that the disposition is to do all they can to ensure that funding is made available. Mr Dartford went on to say that because this equipment was needed due to the risk of international terrorism and climate change, the need for this equipment was not going to go away.

Mr Norris informed Members that there was a national maintenance contract and following on from this, was the option that CLG were looking to sub-contract with the Fire Service Workshops – Mr Dartford confirmed this would be the best option, as we knew our Workshops were ‘the best in class’. Mr Dartford assured Members that this was looking positive.

Another concern was raised regarding the question of this being value for money and it was stressed that this needed to be scrutinised very carefully. It was also mentioned that there was no objection to the idea that this added value to the Fire and Rescue Service, but again, there was concern that at the moment there was a question mark over what that value consisted of.

Mr Dartford assured the Members that there were 45 other Authorities all in the same position and that there existed a Fire Lawyers Network that examined the legal and contractual issues. Mr Dartford went on to say that these vehicles were valuable to the Fire Service as the chemical incident unit had been decommissioned and the high volume pump vehicle which was part of the New Dimensions equipment, had the same capability as eight pumps. Mr Dartford went on to say that CFOA were working with CLG to ensure that the risk to individual Authorities was minimal.

44. RECOMMENDATION TO THE FIRE AND RESCUE AUTHORITY – That the Committee recommends to the full Authority that it signs the proposed Agreement with Communities for Local Government (CLG) to take ownership of the equipment subject to further clarification as regards the provision of funds to cover the costs of maintaining the equipment and other associated costs.

That subject to further clarification, we can use these vehicles in the County as and when necessary and propose that we take ownership of this equipment for a nominal fee of £1.00 and that we be obliged to have the equipment serviced by their contractor.

PFI 1 Financial Outcomes Evaluation (Schedule 10)

45. This Report advised on performance against the financial targets set by the Authority for the PFI1 programme.

Mrs Grossman informed Members that she was reporting on the above matter as a result of her financial role and as lead commercial negotiator. However, Mrs Grossman pointed out that the success of this project was very much a team effort of the IAD’s Board, the CFO as Project Sponsor, the SRU, the PFI team, the Area Commands and our Local Authority partners.

Project Costs

Dealing with Project costs first, Mrs Grossman informed Members that all non advisor costs had been managed within mainstream budgets and went on further to advise that the one off costs of all the Project Management for advisors was £1,064,233 against a budget of £1,078,174.

This budget was only meant to cover until the appointment of a preferred bidder; however, the team had managed to stretch it to cover to financial close. Mrs Grossman informed Members that additional costs of £169,367 had been incurred due to the value engineering and additional financial work required as a result of the recession and the difficulty in funding. However, these had been offset by a contribution by the bidder of £170,000 towards the Community Interest Company.

Annual Costs (all set at 2007/07)

Mrs Grossman informed Members that the Fire and Rescue Service had been given an annual limit of £1,373,444 for the PFI and that the actual figure at this stage was £1,268,170, some £105,274 less than the maximum limit. Mrs Grossman explained that this figure could reduce as there was a possibility of refinancing, or could increase if there was a requirement for variation during the construction process. However, it was clear that it was well within budget.

Mrs Grossman informed Members that the stations provided were some 35% larger than that envisaged at the start and that the site preparation costs for the new sites had been included. She went on further to say that there was also a much enhanced Newcastle site and estimated the capital value of these elements to be £10m.

Conclusion

Mrs Grossman informed Members that the only PFI of its type in the country had been delivered, and that we were in budget with substantial quality improvements, and within timescale taking into account an unprecedented financial situation.

Exclusion of the Public

Upon the motion of the Chairman it was:-

46. **RESOLVED** – That the public be excluded from the meeting for the following item of business which involves the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972 indicated below.

PFI 2 Project – Potential Land Acquisitions and Disposals for PFI2 (Exemption paragraph 3)

47. Members held a discussion on the above and made decisions thereon.

**STOKE-ON-TRENT AND STAFFORDSHIRE
FIRE AND RESCUE AUTHORITY**

14 DECEMBER 2009

REPORT OF THE SECRETARY

1. Dates of Fire and Rescue Authority Meetings

1.1 The dates for meetings of the Fire Authority, its Committees, Panels and Member Development Training Days, for the period April 2010 to May 2011 are attached as **Appendix 1**.

1.2 The dates have been checked with both Staffordshire County Council and Stoke on Trent City Council to avoid member clashes.

1.3 **Recommendation** – That the Calendar of Meetings as set out on **Appendix 1** be approved.

2. West Midlands Regional Management Board

2.1 There has not been a Regional Management Board since the last meeting so there are no minutes to approve.

2.2 **Recommendation** – That the matter be noted.

3. Attendance at Conferences Courses and Seminars

3.1 The Chairman of the Authority in consultation with Secretary has approved his attendance at the “Inside Governments” National Road Safety Conference: A Safer Way – Road Safety and Beyond 2010 on 8 December 2009 in London.

3.2 **Recommendation** – That the action of the Chairman in approving attendance at the conference be confirmed.

4. Community Interest Company

4.1 As part of the overall PFI 1 project there is a requirement to set up a Community Interest Company which will ensure an interface between the developers, the Authority and the Community to maximise the effective use of the new Fire Stations for Community purposes. To this end the Authority is required to nominate two Members of the Authority to act as Directors of the Company

4.1 **Recommendation** – That the Authority nominate two Members to act as Directors of the Community Interest Company.

5. Members Allowances Report

5.1 Members will note that it was previously stated that the Report of the Independent Members Remuneration Panel would be reported to this meeting of the Authority. However, due to the receipt of some additional information and representations received the Panel will now present its report to the Authority at the February meeting for consideration. As their recommendations will concern the situation as regards next years allowances this will not inconvenience the Authority.

5.2 Recommendation – That Members note the position as regards the Independent Members Remuneration Panel report.

Howard Norris
Secretary to the Authority

Contact Officer: Howard Norris
Telephone: 01785 898672
Email: h.norris@staffordshirefire.gov.uk

**Dates for Meetings of the Fire Authority
which are included in Staffordshire County Council's and Stoke on Trent
City Council's Calendars**

The dates for meetings of the Fire Authority, its Committees, Panels and Member Development Days are outlined below. These dates have been checked against the County Council's and City Council's diaries and have been included in the calendar of each Authority. **Please note that for all Committee and Panel meetings a Chairman/Vice Chairman preview has been arranged to commence half an hour before each meeting.**

Fire Authority (6 times per year)	
Monday 14 December 2009	2.15pm
Tuesday 16 February 2010	2.15pm
Tuesday 23 March 2010	2.15pm
Tuesday 8 June 2010	2.15pm
Monday 19 July 2010	2.15pm
Thursday 21 October 2010	2.15pm
Wednesday 15 December 2010	2.15pm
Tuesday 15 February 2011	10.30am
Tuesday 22 March 2011	2.15pm

Strategy and Resources Committee (6 times per year reporting to Fire Authority) (Approx 3 weeks before each Fire Authority)	
Wednesday 27 January 2010 (budget)	2.15pm
Tuesday, 2 March 2009	2.15 pm
Wednesday, 28 April 2010	2.15 pm
Thursday, 29 July 2010	2.15 pm
Friday, 1 October 2010	10.30 am
Thursday, 25 November 2010	2.15 pm
Thursday, 27 January 2011	2.15 pm
Tuesday, 1 March 2011	2.15 pm
Thursday, 28 April 2011	2.15 pm

Human Resources Policy Committee (Reports to the Strategy and Resources Committee)	
Friday 19 February 2010	10.30am
Thursday 15 April 2010	2.15pm
Monday, 6 September 2010	2.15 pm
Monday, 8 November 2010	2.15 pm
Thursday, 17 February 2011	2.15 pm
Thursday, 7 April 2011	2.15 pm

Equality and Diversity Panel (4 times per year) (Reports to the Human Resources Policy Committee)	
Thursday, 28 January 2010	2.15 pm
Monday, 29 March 2010	2.15 pm
Friday, 16 July 2010	10.30 am
Wednesday, 13 October 2010	10.30 am
Monday, 31 January 2011	2.15 pm
Tuesday, 15 March 2011	2.15 pm

Staff Consultation and Negotiating Forum (4 times per year) (Reports to the Human Resources Policy Committee)	
Tuesday, 2 February 2010	2.15pm
Friday, 26 March 2010	10.30am
Monday, 12 July 2010	10.30am
Tuesday, 5 October 2010	10.30am
Tuesday, 1 February 2011	2.15pm
Thursday, 31 March 2011	2.15pm

Scrutiny and Performance Committee (8 times per year if required) (Reports to the Strategy and Resources Committee)	
Thursday 7 January 2010	2.15pm
Monday, 8 February 2010	10.30am
Tuesday, 13 April 2010	2.15pm
Wednesday, 19 May 2010	2.15 pm
Tuesday, 13 July 2010	2.15 pm
Wednesday, 1 September 2010	2.15 pm
Tuesday, 12 October 2010	2.15pm
Thursday, 4 November 2010	2.15 pm
Thursday, 6 January 2011	2.15 pm
Friday 4, February 2011	10.30 am
Tuesday, 5 April 2011	2.15 pm

Audit Committee (4 times per year to fit in with the Audit cycle) (Reports to the Fire Authority)	
Tuesday, 16 March 2010	2.15pm
Tuesday, 29 June 2010	10.30am
Wednesday, 22 September 2010	2.15pm
Thursday 18, November 2010	2.15pm
Friday, 11 March 2011	10.30 am

Service Development Panel (4 times per year) (Reports to the Strategy and Resources Committee)	
Tuesday 15 December 2009	2.15pm
Thursday, 18 February 2010	2.15pm
Wednesday, 14 April 2010	2.15pm
Thursday, 1 July 2010	2.15pm
Monday, 13 December 2010	2.15pm
Wednesday, 16 February 2011	2.15 pm
Friday, 29 April 2011	2.15 pm

Community Development and Liaison Forum (new merged Forum) (4 times per year) (Reports to the Strategy and Resources Committee)	
Thursday, 4 February 2010	2.15pm
Tuesday, 27 April 2010	10.30am
Thursday, 8 July 2010	2.15pm
Wednesday, 8 October 2010	2.15pm
Tuesday, 11 January 2011	2.15pm
Tuesday, 26 April 2011	10.30am

Standards and Complaints Committee (3 times per year and when necessary) (Reports direct to the Fire Authority)	
Thursday, 25 February 2010	10.30am
Tuesday, 18 May 2010	2.15pm
Tuesday, 19 October 2010	2.15pm
Monday, 14 February 2011	2.15pm

Members' Development	
Thursday 14 January 2010 (Budget)	2.15pm
Monday, 14 June 2010 (induction Training)	10.30am
Thursday, 7 July 2010	10.30am
Tuesday, 9 November 2010	All Day
Thursday, 13 January 2011 (Budget)	2.15pm
Tuesday, 8 March 2011	2.15 pm

All meetings will be held at Pirehill unless otherwise stated

**H Norris
Secretary**

Contact Officer: Kay Ross
01785 898670

**Stoke on Trent and Staffordshire Fire and Rescue Authority
14 December 2009
Periodic Report of the Chief Fire Officer/Chief Executive**

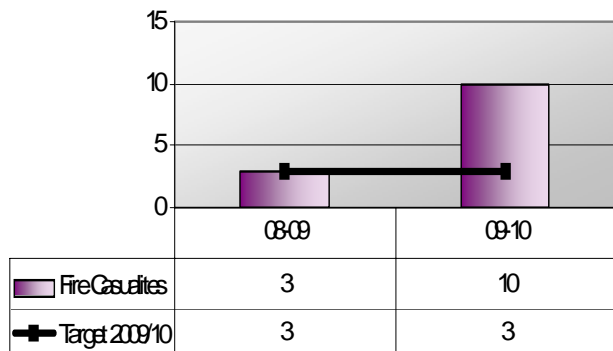
1. Critical Success Factors

The Quarter 2 2009-10 Fire and Rescue Authority Report presents a number of Stoke on Trent and Staffordshire Fire and Rescue Service's Community Protection Key Indicators, detailing performance during the period July 2009 – September 2009 with comparisons to the same period during 2008/09.

1.1 Fire Casualties

July 2009 to September 2009 have had an increase of seven when compared to the same period for July 2008 to September 2008, this includes one accidental dwelling fire death.

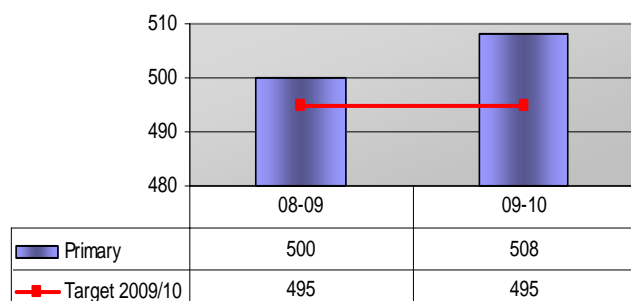
The seasonally adjusted target has not been achieved for this quarter.



1.2 Primary Fires

July 2009 to September 2009 have had an increase of eight when compared to the same period for July 2008 to September 2008.

The seasonally adjusted target has not been reached for this quarter.

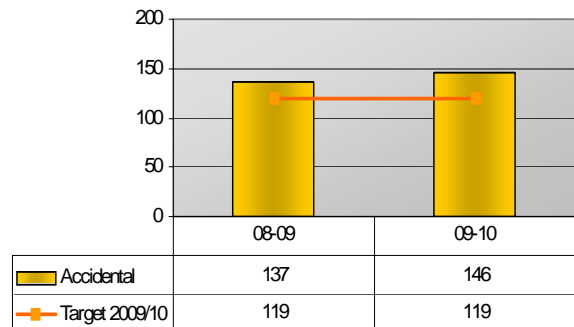


Targets are calculated by Performance and Planning and are seasonally adjusted

1.3 Accidental Fires in Dwellings

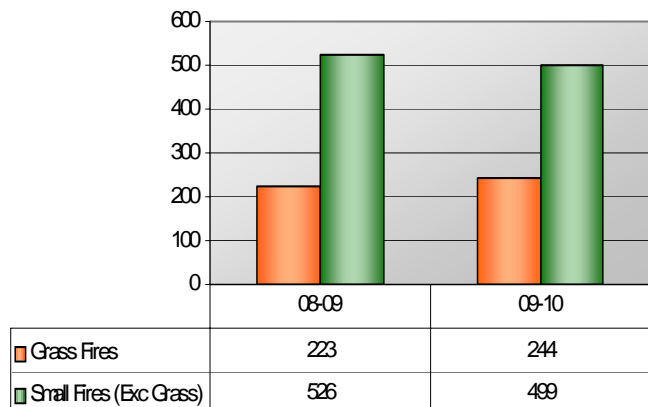
July 2009 to September 2009 have had an increase of nine when compared to the same period for July 2008 to September 2008.

The seasonally adjusted target has not been reached for this quarter.



1.4 Secondary Fires

July 2009 to September 2009 have had an increase of 21 for grass fires and a decrease of 27 for small fires (excluding grass fires) when compared to the same period for July 2008 to September 2008.



Targets are calculated by Performance and Planning and are seasonally adjusted

2. Community Risk Reduction

2.1 Theatre in Education – ‘Sparx’ by the ZIP Theatre Company

As part of the Service’s commitment to education and lifelong learning, the Arson Reduction Team, in conjunction with the West Midlands Arson Task Force commissioned the Zip Theatre Company’s production called ‘Sparx’ for a two week run of performances in targeted schools across the county between 28 September and 9 October 2009.

The 1½ hour play and interactive workshop explored several key messages including chip pan safety, what to do if your clothes catch fire, hoax calls, negative peer pressure, adverse risk taking behaviour, and fire setting in derelict properties.

The issues were evocatively and dynamically presented to the audience and the consequences to themselves, their friends and families and the fire service were discussed with the characters and representatives from Staffordshire Fire and Rescue Service.

Year 8 & 9 pupils were specifically targeted as evidence shows that it is 12 to 14 year olds, who are starting to enter into this type of behaviour. Over 2,500 pupils in 20 schools attended the production which was last run in Staffordshire in 2006/7. The total cost to the Service was £10,000 which included all administration fees and equates to a cost of less than £4 per pupil.

Feedback from school staff and fire service representatives included:

“Fantastic! A very professional performance and hard hitting story”

“The performance was very successful in conveying the messages - feedback from students reflected their enhanced understanding of the issues.”

“The characters were excellent just as you would find them in an ordinary group of schools kids therefore the kids could relate to them. The fire-fighter characters were also spot on they got the message across well and were very professional”



Evidence from the West Midlands Arson Task force also suggests that this production can change attitudes towards fire. It is the intention of the Arson Reduction Team to commission a second run of the production in the Spring Term 2010

2.2 Protecting the Environment

A Domestic and Residential Sprinklers seminar entitled 'Protecting the Environment' was held at Service Headquarters on 13 November 2009. The seminar was attended by more than 50 delegates including prospective Parliamentary candidates, Local Government officials, Housing and Planning officers as well as Building Control officers and Fire Service personnel.

The Deputy Chief Fire Officer Chris Enness gave a presentation on Domestic Sprinklers, Julian Parsons from Wiltshire Fire and Rescue Service spoke about the 'Studley Green' experience and Ian Gough from the British Automatic Fire Sprinkler Association (BAFSA) gave a presentation on Residential and Domestic Sprinklers. Three trade stands - Tyco, Primary Fire Control and IPS Flow systems also attended the seminar to provide additional information for the delegates.



Following the presentations a practical demonstration of domestic sprinklers was given by Roger Brason of South Yorkshire Fire and Rescue Service using their portable demonstration trailer. The event concluded with a 'question and answer' session to the panel which included the three speakers and also Phil Smyth, who is the Service's Technical Advisor on domestic and residential sprinklers.

The aim of the event was to raise awareness of the benefits and to erase the myths around residential and domestic sprinklers. The delegates went away with a better understanding of the benefits that sprinklers can bring in protecting life and property, whilst contributing to reducing the environmental impact from fires.

This is the third seminar that has been held by the Service during the last twelve months, demonstrating Staffordshire's commitment in supporting the National Agenda to raise awareness to drive through a change in legislation for the fitting of domestic and residential sprinklers in all new and refurbished properties.

On 19 November 2009 at the House of Lords, Lord Harrison gave the first reading of the Building Regulations (Amendment) Bill, 'To provide for the amendment of the Building Regulations 2000 to make it a requirement to install an automatic fire suppression system in new residential premises'

2.3 Electric Blanket Campaign 2009

For the 10th year running Staffordshire and Stoke-on-Trent Trading Standards, Morphy Richards and local community groups throughout Staffordshire joined forces with the Service to arrange the 2009 Electric Blanket Campaign. The aim of the event is to reduce the likelihood of accidental fires caused by electric blankets. Older members in the community were again encouraged to have their blankets checked during September and October before the onset of the cold weather. Minor repairs were corrected and failed blankets were replaced with new electric blankets. In addition the opportunity was taken to raise general awareness about fire safety in the home. Home Fire Risk Checks, the fitting of smoke alarms and associated fire risk equipment were offered to those who attended the campaign.

Trading Standards again arranged the drop off points and provided qualified technical staff on all the test days to carry out the blanket testing. The Service arranged the test venues and funded the cost of the replacement electric blankets and publicity material. Morphy Richards provided the replacement electric blankets at a discounted price.

Press releases were placed in all of the local papers, and drop off points together with test venues were advertised on posters which were distributed throughout the County by the voluntary sector to ensure a successful campaign.



The cost to the Fire and Rescue Service this year was £27,000; and due to excellent publicity a total of 2,573 blankets were tested at 25 venues which is 800 more than the number tested last year; 2 minor repairs were carried out and 824 failed and were replaced with new blankets. All of these faulty blankets were a potential accidental fires just waiting to happen.

The failure rate across the County was 33.97%, which is the same as last year and many people returned to have blankets checked that had been given out in earlier campaigns. This continues to demonstrate that year on year the electric blanket campaign is having a long term effect on the safety of the community by reducing the number of old and potentially unsafe blankets still in use by this vulnerable group.

2.4 Hoax Caller Jailed

A Tamworth man was jailed for 31 weeks after making three false alarm calls to his ex-girlfriend's house back in July 2009. Tamworth magistrates jailed him after he admitted making the calls; he could have been sentenced to 51 weeks which is the maximum penalty for this offence.

3. Operational Incidents

3.1 Road Traffic Collision

M6 Toll

13/10/2009

Inc No 09 – 14017

A call was received at 01:06 hours on 13 October reporting a road traffic collision on the M6 Toll road between junction 5 for Shenstone and junction 6 for Burntwood. Fire and rescue crews from Stafford and Lichfield attended the incident which involved one HGV and two cars.

Two casualties were trapped inside the vehicles and had to be extricated by fire-fighters using specialist cutting equipment. Three deer were also involved in the incident but were not hit by the cars. Both casualties were trapped inside the vehicles due to their injuries; they were removed from the cars and taken to Selly Oak hospital by land ambulance.

3.2 Road Traffic Collision

Glen Dimplex, Eastern Road, Trentham Lakes

02/11/2009

Inc No 09 – 15012

Fire-fighters attended an incident at Glen Dimplex, Eastern Rise, Trentham Lakes on 2 November at 04:19 hours. Three crews from Longton and one crew from Hanley attended the incident which involved an articulated lorry, within the premises.

The lorry had been in collision with another trailer, causing the cab to collapse in around the driver. Fire-fighters used props to hold the roof in position and stabilised the vehicle before pulling the front of the cab away to release the casualty, who was trapped by his legs. The casualty was taken to hospital by land ambulance and fire-fighters left the incident at 06:00 hours.

3.3 Factory Fire

RA Wood Adhesives, Cannock

05/11/2009

Inc No 09 - 15206

Fire-fighters from Cannock, Chase Terrace, Codsall, Brewood, Stone, Stafford, Burton and from across the border in Bloxwich and Fallings Park attended an incident at RA Wood Adhesives, Wolverhampton Road, Longford, Cannock. The emergency call for the incident was received shortly before 21:00 hours on 5 November.

On arrival crews were met with a large two storey factory unit, approximately 100 metres by 60 metres that was well alight. At the height of the incident 50 fire-fighters tackled the fire. The building contained two businesses; however crews managed to prevent the fire from spreading to the second business and also to an adjacent building. A number of camper vans parked up outside the building were also saved. The incident continued for several days until it was closed on 12 November. Fire investigations proved inconclusive.

3.4 Dwelling Fire

Elldreave Street, Burslem

17/11/2009

Inc No 09 – 15820

Fire and rescue crews from Burslem, Hanley and Biddulph attended an incident at a property in Elldreave Street at 17:58 hours on 17 November. The emergency call was made by neighbours who reported the house fire. The fire had started due to failed attempts made to light an open coal fire in one of the rooms, flames spread and ignited other materials. Neighbouring houses were evacuated as well, due to the potential spread of the fire.

There had been no home fire risk checks done on the property. The property was left inhabitable; therefore Social Services re-housed the occupants temporarily. Both casualties were taken to the University Hospital of North Staffordshire where they were treated for smoke inhalation and later discharged.

3.5 Factory Fire

Newstead, Blurton, Stoke on Trent

23/11/2009

Inc No 09 – 16027

Fire-fighters attended at incident at a disused factory on Kings Court, Newstead Industrial Estate, Newstead, Blurton in Stoke-on-Trent. The emergency call was received at 01:46 hours on 23 November. Ten fire appliances from Longton, Newcastle, Hanley, Kidsgrove, Cheadle, Stone, Burslem, along with a number of specialist appliances from across the county attended the incident.

The incident involved a disused factory, approximately 70 metres by 100 metres that was well alight when crews arrived. A high volume pump was used to pump water from the Trent & Mersey Canal to supplement the water being used to tackle the fire. Two aerial ladder platforms were used to tackle the fire from above. The fire was tackled externally, due to the severity of the blaze. A fire investigation has established the cause of the fire was deliberate.

4. Matters for Report

4.1 Organisational Assessment

The Organisational Assessment score for the Stoke on Trent and Staffordshire Fire and Rescue Authority will be published on 9 December. An oral update will be given at the Fire Authority meeting and it is suggested that the Scrutiny and Performance Committee discuss the reports findings.

4.2 Operational Assessment Peer Review

The Operational Assessment report has been received from I&DeA the improvement and development agency. An oral update will be given at the Fire Authority meeting and it is suggested that the Scrutiny and Performance Committee discuss the reports findings.

Peter Dartford
Chief Fire Officer/Chief Executive

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Stoke-on-Trent and Staffordshire Fire and Rescue Authority

14 December 2009

Performance Summary Document 2009/10

Report of the Chief Fire Officer/Chief Executive

Summary

This paper seeks approval for the Annual Performance Summary which replaces the Best Value Performance Plan. The document satisfies the Comprehensive Area Assessment (CAA) 'Duty to Inform', which is a requirement placed on all Fire and Rescue Services to communicate to the public its achievements and level of performance. The document covers the 2008/09 financial year and includes key strategic performance indicators and local working initiatives by Area Commands.

Recommendations

It is recommended that Members note the content of the document and comment regarding any proposed amendments or additions to performance information before final production.

Financial Implications:

There are no specific financial implications

Legal Implications:

There are no specific legal implications

Equality and Diversity Implications:

There are no specific equality and diversity implications

Risk Implications:

This document is a key vehicle for communicating achievement and performance to the wider community. Doing this successfully will reduce the risk of lack of community understanding and support for the work we do.

Consultation and Engagement Undertaken

Consultation with Principal Officers and Strategic Managers has taken place regarding the structure and content of the document.

Other Implications:

None.

Background:

1. The Best Value Performance Plan (BVPP) was disbanded in 2008/09. The BVPP was a statutory document requiring prescriptive communication on performance against the Best Value Performance Indicators achieved by the Service. The target audience for this document was the community which the Service serves.

2. The replacement for the BVPP is the Performance Statement, which CAA requires the Service to produce on an annual basis. This document must communicate performance achieved by the Service to the community which it serves. In this respect the Performance Statement performs the same function as the BVPP, however the format and content of the Performance Statement is much less prescriptive than the BVPP. The Service therefore has more scope in determining how the document should look and the information it should contain.

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Background Documents

None