

SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

ORDINARY MEETING

27 JUNE 2016

PRESENT: Councillor A Cave (Chair)
Councillor A Atkin (Vice-Chair)
Councillors: N Akther, S Ayriss, P Haith, S Howard, B Johnson,
C Ransome, J Satur and G Weatherall

CFO J Courtney, DCFO J Roberts, ACFO M Blunden,
B Sandy, S Dunker, M Topham, F Edmonds and AM S Helps
(South Yorkshire Fire & Rescue Service)

D Terris, J Bell, A Frosdick, A Hunt, M McCarthy, L Noble,
D Cutting, M McCool and R Winter (Barnsley MBC)

Dr A Billings (South Yorkshire Police and Crime
Commissioner)

Apologies for absence were received from
Councillor A Buckley, Councillor E Hughes and F Foster

1 APOLOGIES

Apologies for absence were noted as above.

2 ANNOUNCEMENTS

CFO Courtney informed Members of the recent death of Jeff Ord CBE, QFSM, the former Chief Fire Officer of South Yorkshire Fire and Rescue Service between 1996 and 1999. Mr Ord had left the Service to become the Fire Master at Strathclyde Fire and Rescue Service, the second largest Fire Service in the UK, and he had concluded his career as HM Fire Inspector in Scotland.

3 URGENT ITEMS

None.

4 ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS

RESOLVED – That the following agenda items be considered in the absence of the public and press:-

Item 26 'Further Development of Future Contingency Arrangements'.

Item 27 'Disposal of Site of Former Darnall Fire Station'.

5 DECLARATIONS OF INTEREST BY INDIVIDUAL MEMBERS IN RELATION TO ANY ITEM OF BUSINESS ON THE AGENDA

None.

6 REPORTS BY MEMBERS

Councillor Satur reported on the outcomes from the recent Scrutiny Board meeting held on 23 June, in Councillor Buckley's absence:-

- A joint Annual Award Ceremony of South Yorkshire Fire and Rescue and South Yorkshire Police would be held on 23 July 2016; further details to follow.
- The outcome of the Audit in April 2016 had found no safety critical issues. An Action Plan would be submitted to a future meeting of the Board.
- The Safe and Well Visits which would replace Home Safety Checks, would go live from September 2016.
- In relation to the National Framework for South Yorkshire Fire and Rescue compliance, a Member had raised the issue of the National Firefighters Fitness Policy and the current trade union dispute. Discussions were ongoing between South Yorkshire Fire and Rescue's management, FBU, FOA and the Brigade Committee.
- All of the actions arising from the Operational Assessment undertaken in 2014 were now complete.
- Members had received a more detailed report on the Support Services Review. It had been agreed that a further report on lessons learnt on the scope of HR and Occupational Health would be presented to a future meeting of the Board.

Councillor Haith together with Councillors Atkin, Ransome and Weatherall had recently attended the Achieving Respect and Confidence (ARC) Passing Out Parade at Barnsley Fire Station. It was noted that the youngsters were a real credit to their parents.

Councillor Atkin referred to a recent meeting at the Fire Commission in London. A representative from the Home Office had outlined Theresa May MP's plans for Fire and Rescue Reform. Chief Fire Officers had met with the Home Secretary who, had praised the Fire and Rescue Service, but highlighted a number of areas of concern. She had indicated that it could be possible to achieve a 4 year finance settlement if the fire and rescue services had in place robust efficiency plans; CFO Courtney was working through the issues raised. Theresa May MP had also indicated that she would produce a procurement league table, that she would bring back independent inspection and that she wanted to see flexible deployment, which would result in more RDS staff.

7 RECEIPT OF PETITIONS

None.

8 TO RECEIVE ANY QUESTIONS OR COMMUNICATIONS FROM THE PUBLIC

None.

9 MINUTES OF THE AUTHORITY MEETING HELD ON 11 APRIL 2016

Councillor Haith queried when further progress reports in relation to fitness testing would be presented to the Authority.

DCFO Roberts referred to a report presented at the recent Scrutiny Board meeting. Negotiations with the FBU continued, and it was hoped to provide an update at the next Authority meeting.

RESOLVED – That the minutes of the Authority meeting held on 11 April 2016 be agreed and signed by the Chair as a correct record.

10 EMERGENCY SERVICES COLLABORATION

A report of the Deputy Chief Fire Officer was submitted in relation to the emergency services collaboration. Members noted that a progress report had been presented to the Governance Assurance Body (GAB) of the Police and Crime Commissioner (PCC) of South Yorkshire Police (SYP) in May 2016. The report had been positively received and had led onto a further discussion on the collaboration opportunities for SYP.

Councillor Cave welcomed the Police and Crime Commissioner, Dr Billings to the meeting.

DCFO Roberts referred to the provisions of the Policing and Crime Bill currently going through Parliament which included a duty to collaborate on all three emergency services with the overall aim to improve efficiency and effectiveness. Work was underway with operational collaboration leads for South Yorkshire Police (SYP) and South Yorkshire Fire and Rescue (SYFR) to identify potential collaborative opportunities between SYFR, SYP and Yorkshire Ambulance Service (YAS).

Councillor Satur commented that there was scope for the Scrutiny Board to look at the collaboration proposals in greater detail, either pre or post-implementation if that would assist.

Councillor Haith referred to a number of work streams that were deemed to be 'emerging' or 'progressing as expected'; she queried whether staff representation had been involved in the preliminary discussions.

DCFO Roberts commented that the Service's joint consultation remained a standing agenda item, and regular updates were provided. He added that if the Authority authorised the business case, then additional work would be undertaken to scope out the work in more detail. Members of the trade unions would be kept updated.

Councillor Howard referred to the LIFE Team and the pilot to be run in Sheffield. She queried whether the two PCSOs to be seconded would be sourced from Sheffield or wider (across South Yorkshire).

SM Dunker commented that the advertisement for the two PCSOs had been offered South Yorkshire wide, and would predominantly be based in Sheffield due to the amount of anticipated incidents in that area.

Dr Billings referred to the duty for SYFR and SYP to collaborate and to ascertain areas that could deliver the best results from a financial, effectiveness and efficiency point of view for both services. He referred to the uncertainty within the Government in relation to the future of the Home Secretary etc. He added that, in his opinion, the direction of travel from the Government was for the emergency services to collaborate and work together, which he envisaged would be undertaken amicably within South Yorkshire. He looked forward to this period of collaboration.

Councillor Ransome queried the firefighter training involved to enable firefighters to undertake home visits.

SM Dunker commented that recruitment for the LIFE Team would come from Community Safety staff or the volunteer base. Training would be provided on home safety checks and HSC 3 together with training from YAS on manual handling to include falls procedures, and SYP for self-protection and awareness training. The training would be brought together jointly by SYFR, YAS and SYP over a 2 week programme. The pilot would be closely monitored by SYFR.

Councillor Ransome queried how many staff would be involved in the pilot.

AM Helps commented that the Safe and Well checks would shortly commence and be piloted in Doncaster. Two PCSOs and two members of staff had been seconded from SYFR into the LIFE Team, and had been trained on how to undertake a home safety check/safe and well check.

RESOLVED – That Members:-

- i) Noted the contents of the report.
- ii) Advised Officers whether work should be progressed on the Community Safety, Civil Protection Group and fleet elements (Sections 3, 4 and 7) to the project team and business case phase.
- iii) Approved further progress of the other elements within the report to the scoping stage.
- iv) Approved Safer Stronger Communities Reserve funding for the LIFE team pilot contained within Appendix C and Appendix D to the report.

A report of the Clerk to the Authority was presented to update Members on the recent recommendations arising from the Audit Committee regarding an Internal Audit report into the engagement of Wirral Cladding and Roofing Ltd.

R Winter commented that the report had been considered by the Audit Committee in May 2016, and that it would be subject to further audit and governance scrutiny at future meetings until all recommendations are completed. The outcome of the review had identified clear issues with transparency of process and retention of documentation as to how Wirral Cladding and Roofing Ltd were first engaged by the Service; to be followed up at the Audit and Governance Committee meeting in July 2016.

Councillors Ransome and Ayris recommended that the matter be referred to South Yorkshire Police.

CFO Courtney offered assurance to Members that the issues raised had been brought to light, and steps had been instigated to engage with the Service's workforce at every level, to ensure that they were aware of the requirement of conformity.

D Terris referred to the number of concerns identified by the Audit Committee to be addressed as a priority. She suggested that, subject to Members' approval of the report recommendations, that no further action was deemed necessary, due to there being no findings of impropriety or conflict. The External Auditor was aware of the progress made, and the issue would be identified within the Annual Governance Statement. The Audit and Governance Committee would continue to monitor the issue and she had every confidence that the issues would be addressed.

RESOLVED – That Members noted the recommendations of the Audit Committee in response to the Internal Audit report and that the appropriate ongoing actions with regard to the recommendations contained in the report be kept under review by the Committee.

12 LIFEWISE CENTRE UPDATE

A report of the Chief Fire Officer and Chief Executive was presented to provide an update on the Lifewise project as it potentially changed from being a collaborative project between South Yorkshire Fire and Rescue (SYFR) and South Yorkshire Police (SYP) to a unified service platform through which a joint delivery model of community safety in both its SYFR and SYP forms was delivered.

Members noted that the Lifewise Centre had commenced in 2005 as a collaborative project with SYP to deliver citizenship and safety training to youngsters and vulnerable adults; update reports had regularly been provided to the Authority. The original extended Lifewise Agreement had expired in March 2016, and had moved into a 'steady state' partnership agreement under the CFO's delegated powers.

ACFO Blunden reiterated the success of the Lifewise Centre and the positive impression made upon the Year 6 children that visited the centre. Over the last

12 months, development work had been undertaken to adapt for wheelchair users and the hard of hearing.

Councillor Buckley commented that in 2015/16 there had only been two schools in South Yorkshire that had not attended the Lifewise Centre. He queried whether SYFR would continue to contribute a total of £50,000 per year.

ACFO Blunden commented that SYFR would continue to contribute £50,000 per annum; financial partnership arrangements were also in place for SYP.

Councillor Satur commented that it had been a pleasure to be a Member of the Lifewise Governance Board and to watch it develop; she gave thanks to the officers who had supported her whilst on the Board.

RESOLVED – That Members:-

- i) Noted the contents of the report.
- ii) Approved the change from a collaborative project to a partnership arrangement.

13 HOPE - APPOINTMENT OF TRUSTEES

D Cutting provided Members with an update on the HOPE Charity. The Authority had previously agreed to incorporate the HOPE Charity on behalf of the Service.

RESOLVED – That Members agreed Councillor Cave be appointed onto the HOPE Trustee Board.

14 HILLSBOROUGH STADIUM DISASTER - LEGAL FEES

A report of the Clerk to the Authority was presented to provide Members with an update on the issue of legal costs incurred in connection with the Inquest into the Hillsborough Stadium Disaster which commenced on 31 March 2014.

Members noted that on 26 April 2016, the Hillsborough Inquest Jury had announced their determination of unlawful killing in regard to the victims of the disaster; regular updates had been provided to the Audit Committee, in relation to the legal expenditure incurred as a result of the Inquest.

D Cutting commented that it was proposed to present a concluding report to the Audit and Governance Committee in September, to reflect the final audit and legal costs incurred.

RESOLVED – That Members noted the contents of the report.

15 OUTTURN REPORT 2015/16

A report of the Chief Fire Officer and Chief Executive and Clerk and Treasurer was submitted to inform Members of the final outturn position for the 2015/16 financial

year, together with the key revenue variances that occurred during the whole of the financial year and detailed analysis of the variances in the final quarter of the year.

Members noted a total of £49.627m operating budget had been approved by the Authority in 2015/16, with an actual expenditure for the financial year of £54.212m. The deficit had resulted from one-off events during the year funded from reserves that were not built into the operating budget at the start of the year. With the support of the £6.143m approved earmarked reserves, there was a total of £1.734m overall under spend for the financial year.

RESOLVED – That Members noted and approved the report.

16 MEMBER LEARNING AND DEVELOPMENT - REVIEW AND THE YEAR AHEAD

A report of the Clerk to the Fire and Rescue Authority was presented to provide Members with a review of learning and development undertaken in 2015/16, together with a forward look to learning and development in 2016/17 and wider regional and sub-regional developments.

The Member Induction Programme was reviewed annually and it had been fundamentally reviewed for 2016, to provide further information on the issues around Fire Reform and the changing role of the Service.

L Noble referred to media training which would be held for interested Members in July. The South Yorkshire Member Development Officer Group continued to meet quarterly; the next meeting would be held in Barnsley.

RESOLVED – That Members:-

- i) Noted the skills, learning and development acquired in 2015/16.
- ii) Agreed to a process of Development Discussions between July 2016 and the end of August 2016 for all new and existing Members which would inform an appropriate and targeted Learning and Development Schedule for 2016/17.
- iii) Noted the regional and sub-regional developments.

17 LEAD MEMBERS: ANNUAL REVIEW AND FORWARD LOOK

A report of the Clerk to the Fire and Rescue Authority was submitted to examine the existing Lead Member roles and to make recommendations for these to continue.

RESOLVED – That the Authority:-

- i) Considered the existing Lead Member roles as detailed at paragraph 2 in the report.
- ii) Agreed to the following nominations/amendments as appropriate and where vacancies exist:-

18 FRA

Area	Lead Member
Strategic Partnerships (Health, Community Safety etc)	S41 Members Cllr A Cave (Barnsley) Cllr A Atkin (Rotherham) Cllr J Satur (Sheffield) Cllr P Haith (Doncaster)
Member Learning and Development	Cllr N Akther
Risk Management (Audit)	Cllr P Haith
Scrutiny	Cllr A Buckley (<i>as Chair of Scrutiny Board</i>)
Stakeholder Engagement	Cllr J Satur (<i>as Chair of the current Stakeholder Engagement Board</i>)
Environmental Issues	Cllr G Weatherall
Health and Safety	Cllr Alan Buckley
Business Continuity	Cllr B Johnson
Lifewise Governance Board	Cllr J Satur
Equality and Inclusion	Cllr A Cave

MEMBER ENGAGEMENT WITH SYFR STAFF

A report of the Clerk to the Fire and Rescue Authority was presented, which was the first annual report covering Member engagement with Service staff.

The Staff Survey conducted in 2014 had highlighted that only 9% of employees believed the Authority had a good understanding of the Service. Feedback from station visits had identified that staff considered that Members should engage further with staff i.e. visits to Fire Stations and Departments etc.

A number of initiatives had been introduced to ensure greater engagement between Members and SYFR staff; this would continue to be developed as appropriate.

RESOLVED – The Members noted the continued FRA Member engagement with SYFR staff.

19 ANNUAL SCRUTINY REVIEW AND UPDATE

A report of the Clerk to the Fire and Rescue Authority was submitted to provide Members with a summary of key scrutiny activity undertaken in the past year (June 2015 – June 2016).

Members noted the discussion around the reports received by the Scrutiny Board and its role in conducting reviews and post-implementation reviews, following the dissolution of the Workforce and Organisational Development Board in September 2015. Proposals had been made to change the title of the board to the

Performance and Scrutiny Board and to make amendments to the Terms of Reference, as part of the governance review.

RESOLVED – That Members:-

- i) Noted the scrutiny activity from June 2015 to the present.
- ii) Continued to support themed scrutiny reviews and post-implementation reviews, as appropriate.
- iii) Supported the referral process for any topic or area from other Authority Committees/Boards etc. to the Performance and Scrutiny Board as appropriate.
- iv) Continued to support scrutiny and challenge across the full range of Fire Authority meetings.

20 ANNUAL REVIEW OF RISK MANAGEMENT 2015/16

A report of the Chief Fire Officer and Chief Executive/Clerk to the Fire and Rescue Authority was presented to set out the Authority's and Service's arrangements for managing risk in accordance with the Authority's Corporate Risk Management Policy and Strategy, together with the Governance arrangements around Corporate Risk Management and risk management developments during the year.

Councillor Haith queried whether Members would have sight of key partner risk registers.

A Hunt commented that he always requested sight of partner risk registers in order to share good practice. He would progress the matter further with L Noble.

RESOLVED – That Members considered the Risk Management Annual Report, and the assurance provided, as part of its overall consideration of the Authority's control framework for the purposes of the Annual Governance Statement (AGS).

21 ANNUAL CORPORATE PERFORMANCE REPORT FOR 2015/16

A report of the Chief Fire Officer and Chief Executive and Clerk to the Fire and Rescue Authority was submitted to provide Members with the Annual Corporate Performance Report for 2015/16, together with the 2015/16 quarterly and monthly dashboards and details of any Regulation of Investigatory Powers Act 2000 (RIPA) activity undertaken.

DCFO Roberts commented that the report had been presented to the Scrutiny Board on 23 June 2016. The following exception reports had been included for the performance indicators:-

- LPI 1.1(i) – Number of Accidental Dwelling Fires.
- LPI 1.4(2a) – Accidental Dwelling Fire Injuries.
- LPI 1.7(i) – Primary Arson Incidents.

- LPI 1.7(ii) – Secondary Arson Incidents.

Councillor Satur referred to the increase of road traffic collisions in all four of the districts, and expressed concern that there was now only one arson reduction officer within the Service. She queried whether there was any scope to increase the number of arson reduction officers.

ACFO Blunden commented that as part of the Support Services Review, the number of arson reduction officers had been reduced from 4 to 1, and the role had been captured within the FCSO role based at districts. The Service continued to work with the Safer Roads Partnership and the South Yorkshire Roads Partnership with South Yorkshire Police to drive down road traffic collisions.

Councillor Haith welcomed the initiatives regarding electrical and cooking fires, and she queried the public engagement for the launch of both initiatives.

ACFO Blunden commented that the Service continued to engage with properties within a specific radius following a fire dwelling incident. The Service also continued to provide home safety checks to the most vulnerable individuals within South Yorkshire. The Service had previously undertaken work with the DCLG on letter writing to ensure that the message was correctly conveyed. He was content that the Service was doing everything that it possibly could, together with the work undertaken by crews at a local level to engage with the most vulnerable individuals.

RESOLVED – That Members:-

- i) Noted the contents of the report.
- ii) Scrutinised and commented on the information presented in the attached report.

22 PERFORMANCE MANAGEMENT FRAMEWORK - TARGETS FOR 2016/17

A report of the Chief Fire Officer and Chief Executive and Clerk and Treasurer was submitted to present the Performance Management Framework and targets for 2016/17.

Members noted that the draft Performance Management Framework for 2016/17 had been presented to the Authority on 11 April 2016, and was reviewed annually. Provisional targets had been set for the first quarter of 2016/17 and had been adjusted to take into account the final outturn figures for 2015/16.

RESOLVED – That Members:-

- i) Noted the contents of the report.
- ii) Agreed the targets for 2016/17.

23 SOUTH YORKSHIRE FIRE AND RESCUE ANNUAL EQUALITY AND INCLUSION REPORT

A report of the Head of Human Resources was presented in relation to the Service's Annual Equality and Inclusion Report 2016.

F Edmonds informed Members that the annual report, in its new format, covered activity for the 2015/16 financial year in terms of case studies and progress against the Service's equality objectives, and set and reviewed new objectives for the current year together with a detailed action plan on how to achieve those objectives.

Councillor Haith queried the timelines as to when the new integrated bespoke HR system would be introduced.

F Edmonds commented that the new HR system had been introduced in terms of people being able to undertake direct reporting confidentially. Work would commence to encourage people to undertake self-reporting of the equality data.

Councillor Cave queried whether there was any scope for the Authority to move towards 'Excellent' of the Fire and Rescue Equality Framework.

DCFO Roberts referred to the report presented to the Authority in April in relation to equality and inclusion; the decision to move to 'Excellent' should be steered by Members. It was noted that very few fire and rescue services were seeking assessment against the Standard due to austerity and reduced capacity. Members noted that the Service would need additional resources if it was determined that they should work towards achieving 'Excellent'. He gave thanks to F Edmonds and her team for the production of an excellent report, and the Chair endorsed this.

RESOLVED – That Members:-

- i) Considered the Equality and Inclusion Report 2016 and associated Equality and Inclusion Action Plan.
- ii) Proposed or raised any required amendments, additions or issues.
- iii) Approved the report and action plan for action and publication.

24 PEOPLE STRATEGY REFRESH 2016/17

A report of the Deputy Chief Fire Officer and Director of Service Development was submitted which confirmed that the Authority's current People Strategy 2013-17 had been reviewed and consideration given to the progress made thus far, and the emergence of new areas for further development work relating to the South Yorkshire Fire and Rescue people management agenda.

Councillor Akther queried what was being done to address the low level of ethnic groups within the Service.

M Topham commented that the Service faced challenges generally within the workforce profile irrespective of race or gender, and that work was ongoing to

review the position with positive action campaigns etc. The Service faced a challenge that was reflective nationally, of the potentially low turnover of staff and limited opportunities to recruit and refresh the workforce which had caused a problem to all organisations. The National Joint Council (NJC) had commissioned a piece of work, led by L Dickins, the Independent Chair, to look at equality of opportunity, representation and culture within the fire service; work was ongoing and data from the Service had been collated.

Councillor Cave suggested that it would be useful for M Topham to meet with the new Members to explain in more detail the purpose of the People Strategy.

Councillor Ayris referred to the Personal Development Review (PDR) and the reference within the report that there was too much emphasis on the annual, or ad-hoc progression system that did not provide a rounded picture of an individual. He queried whether more regular contact was required from outside of the annual review.

M Topham commented that, occasionally, too much emphasis was placed on the annual PDR process. It was important to ensure staff aspirations were known to allow them to progress outside of the formal process.

Councillor Haith referred to the staff involved in the focus groups, and she queried how these were formed.

M Topham commented that F Edmonds and A Mills had undertaken comprehensive scoping work, involving discussions with staff, to gain a feeling of the behaviours that staff felt were important, and that the Service should subscribe to. Staff surveys had since been undertaken in-house, and groups would be brought together to commence to draft the Staff Charter.

Councillor Ransome referred to the age analysis, and in particular the 16-24 age range group which was significantly under represented. She queried whether the position would ever significantly change.

M Topham commented that it was highly unlikely to acquire firefighters within the 16-24 age range group. Work was ongoing both locally and nationally for apprenticeships within fire and rescue services.

RESOLVED – That:-

- i) Members considered the attached People Strategy Refresh – 2016/17 and supported the areas identified for further development.
- ii) The Service make arrangements to meet with the new Members of the FRA to explain the People Strategy in greater detail.

L Noble referred to a learning and development session to be held for the Board on 28th June and delivered by the LGA's Firefighter Pension Advisor. The Board was also pleased to welcome M Eastwood, Chair of the National Scheme Advisory Board to the session.

RESOLVED – That the minutes of the South Yorkshire Fire and Rescue Authority Local Pension Board held on 24 May 2016 were noted.

26 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act and the public interest not to disclose information outweighs the public interest in disclosing it.

27 FURTHER DEVELOPMENT OF FUTURE CONTINGENCY ARRANGEMENTS

A report of the Chief Fire Officer and Chief Executive was submitted to further develop the contingency arrangements following the Authority meeting held on 4 January 2016. Members gave consideration to a proposal and associated costs.

RESOLVED – That Members instructed the Service Managers to enter into a 1 year contract.

28 DISPOSAL OF SITE OF FORMER DARNALL FIRE STATION

A report of the Chief Fire Officer and Chief Executive was submitted to provide Members with an update on the planned disposal of the former Darnall Fire station.

RESOLVED – That Members confirmed the acceptance of the offer received for the Darnall Fire Station site, subject to the conditions set out in the report.

CHAIR