

Minutes of the meeting of the EXECUTIVE COMMITTEE of the BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY held on WEDNESDAY 11 MAY 2016 at 10.00 am

**Present:** Councillors Busby (Chairman), Dransfield, Gomm, Lambert, Reed and Schofield

**Officers:** J Thelwell (Chief Fire Officer), M Osborne (Deputy Chief Fire Officer), G Britten (Director of Legal and Governance), L Swift (Director of People and Organisational Development), D Sutherland (Director of Finance and Assets), M Hemming (Head of Finance [Deputy Director]), K McCafferty (Head of Human Resources), J Parsons (Head of Service Development), N Boustred (Head of Service Delivery), G Taylor (Group Commander Service Delivery South), S Wells (Group Commander Training, Learning and Development), A Pennick (Training Delivery Manager), A Collett (Learning and Development Manager), S Tuffley (Station Commander Buckingham and Co-Responding), V Arama (Personal Assistant) F Pearson (Communication and Consultation Manager)

**Apologies:** Councillors Marland and Morris

**EX42 MINUTES**

RESOLVED –

That the Minutes of the meeting of the Executive Committee held on Wednesday 3 February 2016, be approved and signed by the Chairman as a correct record.

**EX43 EXEMPT MINUTES**

RESOLVED-

That the Exempt Minutes of the meeting of the Executive Committee held on Wednesday 3 February 2016, be approved and signed by the Chairman as a correct record.

**EX44 BUDGET MONITORING PERFORMANCE AND DEBT MANAGEMENT APRIL 2015 - FEBRUARY 2016**

The Committee considered the revenue and capital budget monitoring and debt management performance report for the eleven months to 29 February 2016.

The Committee noted that Managers had positively and proactively controlled spend and forecast an underspend of £1.589m, against a revenue budget of £28.7m. Contingency had been reduced and underspend on contingency would not be shown in future.

RESOLVED –

1. that the latest projected outturn forecast for the Fire Authority as at 29 February 2016 be noted;

2. that the debt write-off as detailed in Section 9 of Appendix A be approved.

## **EX45**

### **STRATEGIC TRAINING AND DELIVERY PARTNERSHIP**

The Lead Member for Human Resources and Equality and Diversity introduced the report and advised Members that the report was an update on what was an outstanding success story.

Group Commander Training, Learning and Development and the Training Delivery Manager gave Members a brief presentation on the Strategic Training and Delivery Partnership.

Members were advised that the innovative approach towards the delivery of operational training, in partnership with the Fire Service College, had not only proven to be financially intelligent, but also enabled the operational competencies of all front-line supervisory commanders and firefighters to be realistically challenged, whilst at the same time, being subject to independent assessment and scrutiny.

Members noted that although originally introduced as a 'pilot' in May 2015, the Strategic Training and Delivery Partnership had already realised notable benefits, not only in terms of the training outcomes, but also towards the continual enhancement of the Authority's professional reputation, with the Authority's employees delivering what was essentially Fire Service College courses, to both national and international delegates.

Members also noted that from the period 1 October 2015 to 30 April 2016, a total of 232 operational staff attended the validation exercises, during which 230 staff were assessed in respect of their Breathing Apparatus competencies, with all but 3 operational staff attaining the required standards. These 3 staff were subsequently provided with development plans and support, enabling them to all successfully complete their respective re-assessments. In addition to Breathing Apparatus, 84 supervisory commanders underwent Incident Command System (Level 1) assessments, with all demonstrating the required level of competence.

RESOLVED –

1. that the progress and benefits already realised through the 2015/16 training and delivery partnership be acknowledged;
2. that the training partnership with the Fire Service College procured through the 'Wider Public Sector Framework' for a further period of one year be approved.

An additional recommendation having been moved and seconded it was:

RESOLVED –

3. that the Fire Authority receive a version of the presentation at its meeting on 8 June 2016.

## **EX46**

### **FIRE PROFESSIONAL FRAMEWORK**

The Director of People and Organisational Development introduced the presentation advising Members that the Fire Professional Framework was the fire sector learning and development strategy and was based on UK national standards.

Members also noted that governance of this work was through the Fire and Rescue Service Sector Occupational Committee for which the Director of People and Organisational Development was Chair. The Authority was using the Fire Professional Framework to improve its own learning and development efficiency and effectiveness and was developing and influencing the National Agenda.

The Learning and Development Manager advised Members that the Fire Professional Framework was a 'one stop shop' web portal for Fire Service personnel, those already working within the sector and those looking to join now and in the future. It aims to provide easy access to a range of materials covering learning, training, career development and progression.

The Learning and Development Manager also advised Members that the Director of People and Organisational Development was leading a team drawn from six services on the development of the portal and the Learning and Development Manager was project managing the development of the portal and was the lead of the sustainable workforce area.

Members noted that the Fire Professional Framework replaced the Integrated Personal Development System (IPDS) as the sector's learning and development strategy. The sector required a more fit for purpose and flexible approach to learning and development which supported flexible working arrangements and partnerships.

Members were advised that there were five strategic work streams:

Operational Competence - Access information relating to operational learning and development. Linked to National Occupational Standards, National Operational Guidance, Case Studies and Legislation.

Sustainable Workforce - Provides tools, models and case studies to recruit and retain the right workforce. Address key future and occupational skills shortages, promote jobs & careers and identify and motivate talent.

Professional Workforce - Identifying skills, attributes, behaviours, and knowledge that are expected of all fire and rescue professionals.

Organisational Excellence - Delivering enhanced performance – signposting to best practice both internally and externally.

Outstanding Leadership - Future Leadership requirements of sector – executive leadership linked to collaborative blue light services requirements.

Members noted that the Authority was the first fire service to align its core training records electronically to the Fire Professional Framework and the core operational standards. The next steps included a revamped portal design with an improved user friendly structure that was built around the five strategic objectives. A soft launch was programmed for July with a full launch at the end of September 2016.

A Member asked where Skills for Justice sat and was advised that it was an umbrella sector skills organisation for the Skills Council for Police, Fire and Health.

#### **EX47**

#### **APPRENTICESHIP UPDATE**

The Lead Member for Human Resources and Equality and Diversity introduced the presentation and advised Members that the Authority was leading the way for other fire services on apprenticeships.

Members received a presentation from the Head of Human Resources updating them on the current position regarding Apprentices. Members were reminded that the Authority had approved the apprenticeship initiative in July 2015 and since then, much work had been undertaken. This included the appointment of an Apprentice Development Officer, and an OJEU tender process to appoint an Apprentice Training Agency (ATA).

Members were advised that fifteen organisations had applied for the tender and five were interviewed. Encompass had been appointed in March 2016 and all indications so far were they were fully engaged and supportive. Part of the added benefit of the ATA was the up skilling of line managers as assessors and verifiers which would add to improving quality assurance.

Members were advised that the first phase of operational apprentices would be whole-time, of two years duration and employed by the ATA. The apprentices would work towards a NVQ level 3 in Emergency Fire Service Operations.

Members noted that the aim was to appoint sixteen apprentices in year one and this would support the current workforce and retirement profile. Future numbers would be scaled up or down depending on organisational demand. Training would be delivered in a blended way, combining delivery on station and at the Fire Service College.

The Authority had recently held six familiarisation events across three sites to give potential applicants an insight into the role of a firefighter and the selection process. 78 people had attended these events and local crews had been fully engaged. The advertisement for firefighter apprentices went live on 4 May 2016 and would close on 22 May. There would be an intensive selection activity with staff starting in August. After training, the apprentices would be an operational asset from October 2016.

Members were advised that the second phase for operational staff involves apprentices employed by local business, but offering an on call service to the Authority. This was in the early stages of scoping and a further update would be brought to the Members' Workshop in July. There were also opportunities for support staff apprenticeships now and in the future.

Members noted that the initiatives were expected to meet the Government public sector apprenticeship targets 2.3% of the workforce to be apprentices by 2020, subject to outcomes of the recent government consultation. Other services had expressed interest in our apprenticeship work, and Members and staff support had been invaluable in making so much progress.

A Member asked if the sixteen apprentices included business administration and was advised that they were operational apprenticeships only.

A Member asked if the Authority would employ all sixteen apprenticeships and was advised that the Authority was not making any promises or guaranteeing employment.

A Member asked if all sixteen apprenticeships would be from Buckinghamshire and Milton Keynes and was advised that a post code restriction had not been implemented.

A Member asked if the Authority had accommodation obligations and was told it does not.

A Member asked if the Authority had a projection of how many on call firefighters were needed and was advised that the Authority was continually recruiting on call firefighters. The Member then asked if apprenticeships would provide a solution for on call staff and was advised that on call availability was a national issue but the Authority was looking to recruit and deploy on call in a different way.

## **EX48**

### **THAMES VALLEY CARDIAC ARREST RESPONSE PILOT**

Members received a presentation from the Station Commander Buckingham and Co-Responding regarding developing the Co-Responder partnership with South Central Ambulance Service (SCAS).

Members were advised that an opportunity had been identified to take a collaborative approach and assist in a new way with existing equipment and skills to make the residents of Buckinghamshire and Milton Keynes safer. The pilot provided a timely and proportionate response to incidents in line with corporate objectives. The Resuscitation Council Guidelines 2015 state that a community response was the way forward. Victims of cardiac arrest have a 50-70% chance of survival if defibrillated in 3-5 minutes of collapse. Currently only 2% of victims in the UK are defibrillated before arrival of the ambulance. This pilot aims to improve those statistics and was another example of improving the community response to medical emergencies.

Members were advised that following an online survey which 118 staff responded to, the following was noted:-

- 82% of staff agreed that there should be a trial to assist SCAS when attending cardiac arrest incidents;
- 82% of staff would volunteer to take part in such a trial;
- 81% of crews agreed that they had the required basic skills to make an intervention at a cardiac arrest incident before the arrival of an ambulance;
- 87% of respondents agreed that the Authority's appliances carry the basic essential equipment required to make an intervention at a cardiac arrest incident before the arrival of an ambulance.

Members were advised that looking forward, the following could be expected this year:

A new Memorandum of Understanding with SCAS would include cardiac arrest;

A service-wide response to the most serious incidents that SCAS face - with existing skills and equipment our staff would respond to confirmed cardiac arrests on a voluntary basis. This would make the people of Buckinghamshire and Milton Keynes safer;

Expansion of co-responder schemes across Buckinghamshire and Milton Keynes - Stations including Newport Pagnell and Gerrards Cross had put themselves forward to become co-responder stations. Watches in High Wycombe and Aylesbury had also expressed an interest;

Improved mobilisation to co-responder incidents - the Authority was looking to make improvements to the way co-responders were mobilised. SCAS were centralising the co-responder mobilising desks and the Authority was proposing to place equipment in Thames Valley Fire Control to speed up call handling and mobilisation to cardiac arrest incidents;

Enhanced and standardised equipment - the Thames Valley fire and rescue services would work with SCAS to have standardised and interchangeable equipment on all appliances.

The Immediate Emergency Care qualification - the ambitious plan was to train all fire and rescue employees to IEC standard. The five day course covers co-response, trauma care, first aid at work and much more. This would bring an assumed level of competence across the region when paramedics work with firefighters, ultimately with better patient outcomes.

The Committee were unanimous in their support of this pilot and asked that the presentation be given at the Fire Authority meeting on 8 June 2016 to all Members.

A Member asked if the Authority was part of the Fire Brigades Union (FBU) trial and if there was a risk, the Chief Fire Officer advised that the Authority was not part of the NJC trial, but staff were already undertaking co-responding and this was just a further step.

The Member then asked had the Authority not started this before and had issues with the FBU and was advised that the Authority had engaged its staff and the local representative bodies to a position which was going against the FBU. The FBU National Conference was going to suggest fire and rescue services stop co-responding, which could put pressure on local rep bodies.

A Member asked how the Authority would manage operationally if only half operational staff want to participate and how would the Authority manage on call and was advised that in a rural area it was still quicker for a co-responder with a defibrillator to arrive at the scene than an ambulance. The person with the defibrillator would deal with the cardiac arrest.

The Committee requested that the presentation be given at the Fire Authority meeting on 8 June 2016 to all Members.

#### **EX49**

#### **OLNEY AND STONY STRATFORD INCIDENTS 01 MAY 2016**

The presentation given to members by the Group Commander, Service Delivery South, gave an overview of the two noteworthy incidents that occurred simultaneously in Olney and Stony Stratford on the afternoon of 1 May 2016.

Members were informed that the incident at Olney began around 1pm and was a fire that started in the courtyard of an old inn and hotel and rapidly spread, causing damage to the first and second floors, and roof of the premises. Members were also informed that at around 3pm, whilst still dealing with the incident at Olney, the Service received another call to a fire in Stony Stratford that had started in commercial premises and which caused significant damage to the whole building including an adjoining property. The Group Commander, who attended both

incidents, reported to Members on the challenges faced by the attending crews and how the two incidents were professionally and effectively dealt with.

Also during the presentation, the Head of Service Delivery explained to members how Buckinghamshire Fire and Rescue Service manage its resources on a day to day basis to ensure that appropriate fire cover was maintained and was available throughout the county to meet its risk demand profile. Members were also informed as to how Thames Valley Fire Control Service and the Resource Management Team managed the operational resource demands during these two simultaneous incidents.

The presentation concluded with members being shown aerial footage of the premises at Stony Stratford post incident. The footage, utilised at Stony Stratford to support the fire investigation was captured by the Service's drone and was another example of the innovative ways of working in the Service.

The Committee requested that the presentation be given at the Fire Authority meeting on 8 June 2016 to all Members.

**EX50**

**EXCLUSION OF THE PUBLIC AND PRESS**

RESOLVED –

By virtue of Paragraph 2 of Part 1 of Schedule 12A of the Local Government Act 1972, as the report contains information which is likely to reveal the identity of an individual; Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as the report contains information relating to the financial or business affairs of a person; and on these grounds it is considered the need to keep information exempt outweighs the public interest in disclosing the information, so that the meeting may consider the following matter:

Buckingham Property Review

**EX51**

**BUCKINGHAM PROPERTY REVIEW**

The Committee considered the report and appendices, details of which are noted in the confidential/exempt minutes.

THE CHAIRMAN CLOSED THE MEETING AT 12.20PM.