

BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY
BUCKINGHAMSHIRE FIRE AND RESCUE SERVICE
Director of Legal & Governance, Graham Britten
Buckinghamshire Fire & Rescue Service
Brigade HQ, Stocklake, Aylesbury, Bucks HP20 1BD
Tel: 01296 744441 Fax: 01296 744600



Chief Fire Officer and Chief Executive

Mark Jones

To: The Chairman and Members of Buckinghamshire
And Milton Keynes Fire Authority

9 December 2013

Dear Councillor

Your attendance is requested at a meeting of the **BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY** to be held in Meeting Room 1, Fire and Rescue Headquarters, Stocklake, Aylesbury on **WEDNESDAY 18 DECEMBER 2013 at 11.00 am** when the business set out overleaf will be transacted.

Yours faithfully

A handwritten signature in black ink that reads "Graham Britten".

Graham Britten
Director of Legal and Governance

Chairman: Councillor Busby
Councillors: Bendyshe-Brown, Chilver, Dransfield, Edwards, Exon, Glover, Gomm,
Huxley, Lambert, Mallen, Morris, Reed, Schofield, Vigor-Hedderly,
Watson and Webb



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COMBINED FIRE AUTHORITY - TERMS OF REFERENCE

Matters reserved to the Authority include:

1. To appoint the Authority's Standing Committees and Lead Members.
2. To determine the following issues after considering recommendations from the Executive Committee, or in the case of 2(a) below, only, after considering recommendations from the Overview and Audit Committee:
 - (a) variations to Standing Orders and Financial Regulations;
 - (b) the medium-term financial plans including:
 - (i) the Revenue Budget;
 - (ii) the Capital Programme;
 - (iii) the level of borrowing under the Local Government Act 2003 in accordance with the Prudential Code produced by the Chartered Institute of Public Finance and Accountancy; and
 - (iv) Setting the Council Tax.
 - (c) a Precept and all decisions legally required to set a balanced budget each financial year;
 - (d) the Prudential Indicators in accordance with the Prudential Code;
 - (e) the Treasury Strategy;
 - (f) the Scheme of Members' Allowances;
 - (g) the Integrated Risk Management Plan and Action Plan;
 - (h) the Best Value Performance Plan.
3. To determine the Code of Conduct for Members on recommendation from the Standards Committee.
4. To determine all other matters reserved by law or otherwise, whether delegated to a committee or not.

AGENDA

Item No:

1. Apologies

2. Minutes

To approve, and the Chairman to sign as a correct record, the Minutes of the meeting of the Fire Authority held on 12 June 2013 Item 2 **(Pages 5 - 10)**

3. Disclosure of Interests

Members to declare any disclosable pecuniary interests they may have in any matter being considered which are not entered onto the Authority's Register, and officers to disclose any interests they may have in any contract to be considered.

4. Chairman's Announcements

To receive the Chairman's announcements (if any).

5. Petitions

To receive petitions under Standing Order SOA6.

6. Questions

To receive questions in accordance with Standing Order SOA7.

7. Recommendations from Committees

Executive Committee - 20 November 2013

(a) Members' Scheme of Allowances

"That the Authority be recommended to accept the Scheme for Members' Allowances for 2014/15".

The report considered by the Executive Committee is attached at Item 7(a) **(Pages 11 - 24)**

(b) Medium Term Financial Plan (MTFP) 2014/15 - 2017/18.

"That that three council tax options to be considered at the next Fire Authority meeting would be:

- (i) Council tax freeze;
- (ii) 2% Council tax increase;
- (iii) 1% Council tax decrease".

An updated report, to that considered by the Executive Committee is attached at Item 7(b) **(Pages 25 - 34)**

8. Industrial Action, costs and considerations

To consider Item 8 (**Pages 35 - 40**)

9. Thames Valley Fire Control Service (TVFCS) Programme

To consider Item 9 (**Pages 41 - 48**)

10. Attendance Management Performance Improvements and Trends

To consider Item 10 (**Pages 49 - 66**)

11. Equality and Diversity Progress Report

To consider Item 11 (**Pages 67 - 78**)

12. Public Consultation - Pre-IRMP "Listening & Engagement" research

To consider Item 12 (**Pages 79 - 82**)

13. Annual Health and Safety Report 2012/13

To consider Item 13 (**Pages 83 - 112**)

14. The Firefighters Charity and its relevance to Buckinghamshire & Milton Keynes Fire Authority

To consider Item 14 (**Pages 113 - 120**)

15. Date of Next Meeting

To note that the next meeting of the Fire Authority will be held on Wednesday 19 February 2014 at 11.00am.

If you have any enquiries about this agenda please contact: Katie Nellist (Democratic Services Officer) – Tel: (01296) 744633 email: knellist@bucksfire.gov.uk

Minutes of the meeting of the BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY held on WEDNESDAY 12 JUNE 2013 at 11.00 am

Present Councillors Bendyshe-Brown, Busby, Chilver, Dransfield, Edwards, Exon, Glover, Huxley, Lambert, Morris, Reed, Schofield, Vigor-Hedderly, Watson and Webb

Officers: M Jones (Chief Fire Officer), G Britten (Director Law and Governance), D Skinner (Director of Finance & Assets), S Heap (Clerk), J May (Head of Finance [Deputy Director]), D O'Driscoll (Head of Service Delivery [Buckinghamshire]), K Nellist (Democratic Services Officer), F Pearson (Group Manager Communications), E Andrews (Executive Assistant), and Faye Mansfield (Human Resources Operations Manager).

Apologies: Councillors Gomm and Mallen.

FA01 ELECTION OF CHAIRMAN

(Councillor Dransfield presiding)

It was proposed and seconded that Councillor Busby be re-elected Chairman of the Fire Authority for 2013/14.

RESOLVED –

That Councillor Busby be re-elected Chairman of the Authority for 2013/14.

(Councillor Busby in the Chair)

FA02 APPOINTMENT OF VICE-CHAIRMAN

It was moved and seconded that Councillor Dransfield be appointed Vice-Chairman of the Fire Authority for 2013/14

RESOLVED –

That Councillor Dransfield be appointed Vice-Chairman of the Authority for 2013/14

FA04 MINUTES

RESOLVED -

That the Minutes of the meeting of the Authority held on 17 April 2013 be approved and signed by the Chairman as a correct record.

FA06 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed new Members to the Authority.

The Chairman announced that:

- (a) detailed Induction Packs would be sent to all new Members and an Induction day had been organised for Monday 15 July 2013 and he urged all Members to attend. New Members

had also been sent details of the Officer who would be acting as their mentor.

- (b) he had asked officers to prepare an update on the Fire Control project for the Executive Committee meeting in September;
- (c) the Service continued to play a leading role in promoting the use of sprinklers and a recent national seminar organised by the Service had been well attended. The service had also secured a number of condemned buildings in which fires would be set to demonstrate and test the effectiveness of sprinklers which it was hoped would be featured on national television;
- (d) Members had been supplied with a copy of a recently published report 'Facing the Future: Findings from the review of efficiencies and operations in fire and rescue authorities in England' by Sir Ken Knight, to which the Chief Fire Officer Mark Jones had contributed. A report would be presented to the Executive Committee meeting in September by which time the Government's response should be available.
- (e) that there would be a presentation to Simon Heap (Clerk) at the end of the meeting.

FA09

MEMBERSHIP OF THE AUTHORITY

The Authority noted that the following Members had been appointed by the Constituent Authorities to serve on the Fire Authority for 2013/14:

Buckinghamshire County Council (12)

Councillors Bendyshe-Brown, Busby, Chilver, Glover, Gomm, Huxley, Lambert, Mallen, Reed, Schofield, Vigor-Hedderly and Watson

Milton Keynes Council (5)

Councillors Dransfield, Edwards, Exon, Morris and Webb

FA10

COMMITTEE MATTERS

- (a) Local Government and Housing Act 1989 and Local Government (Committees and Political Groups) Regulations 1990

The Authority noted that the allocation of seats on the Authority was:

- (i) Conservative Group: 11 seats (64.7059%)
- (ii) United Kingdom Independence Group 2 seats (11.7647%)
- (iii) Liberal Democrat Group: 2 seats (11.7647%)

- (iv) Labour Group: 2 seats (11.7647%)
- (b) Committee Matters – Committee Appointments
RESOLVED -
 1. That the following Committees be appointed and seats allocated, as follows:
 - (a) Executive Committee (8 members):
 - (i) Conservatives – 5 seats
 - (ii) Liberal Democrats – 1 seat
 - (iii) Labour – 1 seat
 - (iv) United Kingdom Independence – 1 seat
 - (b) Overview and Audit Committee (9 members):
 - (i) Conservatives – 6 seats
 - (ii) Liberal Democrats – 1 seat
 - (iii) Labour – 1 seat
 - (iii) United Kingdom Independence – 1 seat
 2. That the following Members be appointed to the Executive Committee:
Councillors Busby, Dransfield, Edwards, Gomm, Lambert, Morris, Reed, and Schofield
 3. That the following Members be appointed to the Overview and Audit Committee:
Councillors Bendyshe-Brown, Chilver, Exon, Glover, Huxley, Mallen, Vigor-Hedderly, Watson and Webb

FA11 CALENDAR OF MEETINGS

The Authority considered possible dates for its meetings and meetings of its committees during 2013/14.

RESOLVED -

1. That meetings of the Authority be held on Wednesday 18 December 2013, Wednesday 19 February 2014, Wednesday 9 April 2014 and Wednesday 11 June 2014, all at 11 a.m.
2. That meetings of the Executive Committee be held on Wednesday 17 July 2013, Wednesday 18 September 2013, Wednesday 20 November 2013, Wednesday 5 February 2014, Wednesday 19 March 2014 and Wednesday 14 May 2014, all at 10 a.m.
3. That meetings of the Overview and Audit Committee be held on Wednesday 26 June 2013, Wednesday 25 September

2013, Wednesday 4 December 2013 and Wednesday 12 March 2014, all at 10 a.m.

FA12 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

The Authority considered the appointment of representatives to outside bodies:

RESOLVED –

1. That Councillors Busby and Dransfield be appointed as the Authority's representatives to the Local Government Association Annual Conference.
2. That Councillors Busby and Dransfield be appointed as the Authority's representatives to the Local Government Association Fire Commission.
3. That Councillor Busby be appointed as the Authority's representative to the Regional Management Board (South East Fire Improvement Partnership), with Councillor Dransfield as deputy.
4. That Councillors Dransfield and Reed be appointed as the Authority's representatives on the Thames Valley Fire Control Service – Programme Sponsoring Group.

FA13 LEAD MEMBER RESPONSIBILITIES

The Authority considered the allocation of Lead Member responsibilities.

RESOLVED –

That Members be appointed as Lead Members for 2013/14 as follows:

Responsibility	Lead Member
Community Protection	Councillor Morris
Equality and Diversity and Human Resources	Councillor Reed
Finance, IT, Property and Procurement	Councillor Dransfield
Health and Safety and Corporate Risk	Councillor Schofield
Resource Management	Councillor Busby

FA14 PROVISIONAL OUTTURN 2012/13

Councillor Dransfield as Lead Member for Finance, IT, Property and Procurement introduced the report and gave a brief update on the Authority's recent history of cost reduction.

The Chief Fire Officer informed Members that prudent management and strict spending controls had allowed the service to reduce cost with no loss of front line service.

The Authority considered an update of the provisional Revenue and Capital outturn position as at 31 March 2013.

The Authority noted the managed underspend for the year of £873k, which when taking reserves into account was likely to provide a residual balance of an underspend of £429k. If statutory accounting and contingency items totalling £307k were to be removed there was a forecast overall under-spend of £122k.

The Director of Finance and Assets advised Members that the Authority's Accounts had still to be audited and the Final Accounts would be presented to the Overview & Audit Committee in September.

A discussion was had on the RAG (Red, Amber and Green) variance reporting and it was felt that savings and items under budget should not be shown as 'Red' as they portrayed a positive rather than a negative position.

RESOLVED:

1. That the provisional outturn revenue and capital position 2012/13 be noted.
2. That the proposed movements in reserves as outlined in the report be approved.
3. That the £285k financing of carried forward capital commitments for slipped capital schemes be approved.
4. That delegated authority be given to the Treasurer to authorise any late changes to the movements in reserves and capital slippage amounts resulting from accounting adjustments needing to be made during the year-end closedown process.
5. That should any changes to the amounts referred to above be required, then the Treasurer will report these to Members at the next available meeting of the Executive Committee.

FA15

URBAN SEARCH AND RESCUE CREWING AND PROVISION

The Head of Service Delivery – Buckinghamshire explained to Members the background behind the Urban Search and Rescue (USAR) function, which had arisen from the 'New Dimensions' programme introduced by the Government following the 2001 terror attacks in New York.

The Authority considered an update on the review of USAR crewing and provision. It was noted that the USAR staff had transferred to Aylesbury Fire Station on 1 May 2013. It was also noted that this review would support savings of at least £462k per annum, together with an improvement to service.

Members commended the fact that there had been no compulsory redundancies involved in the implementation.

RESOLVED:

That the report be noted.

(Councillor Edwards declared an interest in this item and did not participate in the debate.)

FA16

APPROVAL OF REVISIONS TO THE AUTHORITY'S CONSTITUTIONAL DOCUMENTS

The Director of Legal and Governance explained the reasoning behind the amendments to the constitutional documents which were in line with the Medium Term Financial Plan agreed by the Authority at the last meeting, including the internalisation of the Clerking Service.

RESOLVED:

1. the revised "Scheme of Delegation to Officers" be approved.
2. the Director of Legal & Governance be delegated authority:
 - (a) to amend "Standing Orders for the Authority and its Committees"; "Standing Orders relating to Contracts"; and "Financial Regulations" so that references to "Clerk" are replaced with "Monitoring Officer"
 - (b) to amend "Financial Regulations" so that:
 - (a) references to the "Deputy Chief Fire Officer" are replaced with "Chief Operating Officer"
 - (b) references throughout to responsible officers are amended to reflect prevailing post holder designations.
3. That the revised Terms of Reference for the Executive Committee and the Authority be approved.

A presentation was made by the Chairman to Simon Heap to recognise his commitment to the administration of Authority business and his time as Clerk to the Authority. Simon Heap responded.

FA17

DATE OF NEXT MEETING

The Authority noted that the next meeting of the Authority is to be held on Wednesday 18 December 2013 at 11.00 am.

THE CHAIRMAN CLOSED THE MEETING AT 12.22 PM

Buckinghamshire & Milton Keynes Fire Authority



MEETING	Executive Committee
DATE OF MEETING	20 November 2013
OFFICER	Graham Britten, Director of Legal & Governance
LEAD MEMBER	Councillor Adrian Busby
SUBJECT OF THE REPORT	Members' Allowances
EXECUTIVE SUMMARY	<p>The Authority is required to adopt a Scheme of Members' Allowances before 1 April each year and, in so doing, have regard to the recommendations of the Independent Remuneration Panels of the constituent authorities when considering its Scheme of Members' Allowances and confirm that it has done so when it gives public notice of the Scheme of Allowances.</p> <p>The Authority agreed at its meeting on 14 December 2011, that the index linking for the period 2012/13 to 2014/15 – for basic and special responsibility (and co-optee) allowances - be the pay award for the Authority's staff on National Joint Council for Local Authorities' Fire and Rescue Services, Scheme of Conditions of Service (Grey Book).</p> <p>The pay award for the Authority's staff on Grey Book conditions for 2013/14 was 1% with effect from 1 July 2013.</p>
ACTION	Decision.
RECOMMENDATIONS	That the Authority be recommended to adopt the Scheme for Members' Allowances for 2014/15.
RISK MANAGEMENT	The recommendation will have no adverse effect on the Authority's business.
FINANCIAL IMPLICATIONS	<p>The current budget for Members' Allowances (Basic and Special Responsibility Allowances) is £70,605, including National Insurance.</p> <p>Costs will be incurred in publishing a notice that the Authority has made a Scheme of Members' Allowances in one of more newspapers circulating in its area. This additional cost is estimated to be in the region of £800.</p>

LEGAL IMPLICATIONS	Set out above.
HEALTH AND SAFETY	Not applicable.
EQUALITY AND DIVERSITY	<p>The Authority's Scheme of Members' Allowances does not include any element for meeting costs incurred by a Member who has to arrange care in order to carry out their function as a Member of the Fire Authority.</p> <p>The Local Authorities (Members' Allowances) (England) Regulations 2003 exclude the Authority from including such a provision in its Scheme. However, with the exception of co-opted members, all Members are appointed by either Buckinghamshire County Council or Milton Keynes Council and are entitled to claim "dependent carers' allowance" from their appointing authority. There are currently no co-opted members on the Authority.</p>
USE OF RESOURCES	The recommendation is consistent with the extant Scheme of Allowances.
PROVENANCE SECTION & BACKGROUND PAPERS	<p>Buckinghamshire County Council terms of reference require a review of the scheme to be undertaken every four years. The four-yearly review will be carried out in 2014. A part review was undertaken in 2013 and revisions made to the Special Responsibility Allowances after approval of the Panel's recommendations by full Council. Following the recent County Council elections, the Panel has now been asked by the Deputy Leader to consider some further changes to the Scheme:</p> <p>http://democracy.buckscc.gov.uk/documents/s42327/REPORT%20OF%20THE%20INDEPENDENT%20PANEL%20ON%20MEMBER%20ALLOWANCES.pdf</p> <p>The seventh report by the Independent Remuneration Panel of the scheme for Milton Keynes Council was implemented from the start of the financial year 2011:</p> <p>http://cmis.milton-keynes.gov.uk/CmisWebPublic/Binary.ashx?Document=32290</p> <p>Milton Keynes Council next review will be completed before their elections in 2014.</p> <p>Fire Authority Meeting 19 December 2012 http://www.bucksfire.gov.uk/NR/rdonlyres/0A2255BE-5D72-40AB-A89D-9D1383B1454E/0/FireAuthority19December2012.pdf</p> <p>Scheme for Members' Allowances 2013/14: http://www.bucksfire.gov.uk/NR/rdonlyres/09F04836-</p>

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APPENDICES	Annex A Scheme for Members' Allowances 2014/15.
TIME REQUIRED	10 Minutes.
REPORT ORIGINATOR AND CONTACT	Katie Nellist knellist@bucksfire.gov.uk 01296 744633



**BUCKINGHAMSHIRE AND MILTON
KEYNES FIRE AUTHORITY**

***MEMBERS' SCHEME OF ALLOWANCES
2014/15***

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THE BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY

MEMBERS' SCHEME OF ALLOWANCES

Introduction

1. This Scheme is governed by the Local Authorities (Members' Allowances)(England) Regulations 2003 and the Local Authorities (Members' Allowances)(England) (Amendment) Regulations 2003 – “the regulations.”
2. Elected Members of the Buckinghamshire and Milton Keynes Combined Fire Authority may claim basic allowances, special responsibility allowances, travelling allowances and subsistence allowances for approved duties in accordance with the provisions of this scheme.
3. Appointed (non elected) members may claim co-optees allowance, travelling allowances and subsistence allowances for approved duties specified in this scheme.
4. "Year" means the 12 months ending with 31 March.
5. The Scheme has four Schedules attached which are:
 - (a) Schedule 1 - Special Responsibility Allowances
 - (b) Schedule 2 - Payment of Travelling and Subsistence Allowances
 - (c) Schedule 3 - Duties Excluded from the Allowances Scheme
 - (d) Schedule 4 - Rates of Allowances

Creation and Amendment of the Scheme

6. This scheme comes into effect on 1 April 2014.
7. For subsequent changes in basic allowances, special responsibility allowances and co-optees allowances, new rates will be payable from the date the amendment takes effect as set out either in this scheme or the Regulations.
8. The Fire Authority will be responsible for amending the scheme and in doing so will have regard to any recommendations to its constituent councils of the independent remuneration panels set up by them.

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Basic Allowances

9. The Fire Authority will pay equally to each Member of the Authority a basic allowance of an amount specified in Schedule 4.
10. Where the term of office of a Member begins or ends in the course of a financial year entitlement will be apportioned in accordance with the Regulations. The apportionment will not take place where a Member's term of office lasts less than one month.
11. Basic Allowances are payable monthly and are subject to tax and national insurance deductions.

Special Responsibility Allowances

12. The Fire Authority will pay each year to the Members of the Fire Authority who have special responsibilities by reason of the office(s) they hold the special responsibility allowances set out in Schedule 1.
13. Where a Member takes up or relinquishes any post that carries a special responsibility allowance in the course of a financial year the entitlement will be apportioned in accordance with the Regulations. The apportionment will not take place where a Member's term of office lasts less than one month.
14. Special responsibility allowances are payable in monthly installments and are subject to tax and national insurance deductions. Where a Member is eligible for more than one special responsibility allowance (whether payable by the Fire Authority or another authority for Fire Authority duties) only the highest one will be payable, with the exception that a Lead Member may claim one Lead Member's Allowance in addition to one other Special Responsibility Allowance payable.

Approved Duties

15. Travelling and Subsistence Allowances are payable monthly and are only payable to Elected Members of the Fire Authority for the approved duties set out in Schedule 2.

Co-optees Allowance

16. A Co-optees Allowance may be paid to appointed members (i.e. non-Elected Members whether voting or not) for the performance of any approved duty as defined by this document.
17. The allowance will be payable in monthly installments and are subject to tax and national insurance deductions.

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Travelling and Subsistence Allowances

18. The term "Member" for the purpose of travelling and subsistence allowances applies to any person who is a Member of the Fire Authority, or who is a member of any committee, sub-committee or panel of the Fire Authority, and so includes appointed non-elected members of those bodies. The payment of these allowances is dependent upon the performance of an "approved duty" which is an attendance as a member at a meeting, or the carrying on of a duty, set out in Schedule 2.
19. The rates for travel and subsistence allowances are specified in Schedule 4.

Allowances are Maxima

20. The scales for all allowances are maxima and there is no obligation on any Member to claim any or all of the allowances.
21. A Member shall give notice in writing to the Treasurer that he/she elects to forego any part of his/her entitlement to an allowance under the scheme.

Social Functions and Occasions

22. Elected Members on occasions are invited, or feel it necessary to attend functions, or occasions which have a social element. No allowances are paid to Members of the Fire Authority on these occasions unless the Member is undertaking the performance of a positive duty and one of significant size, e.g. making a speech or distributing prizes when travel and subsistence allowances may be paid. Merely to attend because the member is interested or represents people in the district is insufficient to justify payment of any allowances.

Conference Expenses

23. If attendance at a conference has been approved by the Authority, conference expenses which are obligatory and outside the control of the Member, will be paid in advance on request or will be reimbursed. These expenses will include the conference fee. The actual cost of accommodation, meals and the like, will only be met or reimbursed if it is part of the inclusive charge for the conference or it is a requirement of the conference or its organisers that the Member should stay at a particular hotel.
24. Travel and subsistence allowances are payable where appropriate.

Telephones

25. A mobile phone will be provided to the Chairman of the Fire Authority, with the cost of supply, rental and business calls being met by the Fire Authority.

Avoidance of Duplication

26. A claim for an allowance under this scheme must include, or be accompanied by, a statement signed by the claimant that no other claim has been, or will be made for the matter to which the claim relates.

Records of Payments

27. Records of payments made to Members are available for inspection free of charge by any local government elector of the Fire Authority.
28. A person entitled to inspect a record may make a copy of any part of it.
29. Details of total payments made to each Member for allowances under this scheme will be published as soon as practicable after the end of the year to which they relate.

Claim Forms

30. All information requested on the claim form must be provided, including details of start and finish times, journeys made and meetings attended. (It is always advisable for Members to make contemporaneous notes in their diary to assist in the completion of claims).
31. Claims for expenses should only be made when actually incurred, ie rail/bus, taxis, hotel accommodation. Receipts should be provided.
32. Claims for the same expenses (mileage, travel and subsistence etc) must not be made from more than one body.
33. Claim forms should be completed and submitted to the Treasurer, preferably within seven working days after the end of each calendar month.
34. Payments for basic and special responsibility allowances will be paid monthly in arrears and travel and subsistence payments will be paid monthly in arrears on the submission of a claim form.
35. No claim from a Member for traveling or subsistence allowances which is submitted more than three months after the costs were incurred and no later than the end of April for the preceding financial year will be entertained.

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES FROM APRIL 2014

Special Responsibility Allowance per annum

• Position	£
• Chairman	11,738
• Vice-Chairman	3,933
• Chairman – Executive Committee	4,843
• Chairman – Overview and Audit Committee	3,172
• Chairman – Human Resources Sub-Committee	1,588
• Group Leaders	3,522
• Lead Members	3,060

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SCHEDULE 2

PAYMENT OF TRAVELLING AND SUBSISTENCE ALLOWANCES

The duties in this Section have been approved for the payment of travel and subsistence allowances:

- (a) Attendance at a meeting of the Fire Authority;
- (b) Attendance at a meeting of any committee or sub-committee of the Fire Authority;
- (c) Attendance at a meeting of any section, panel, working party or other meeting authorised by the Fire Authority or a committee or sub-committee of the Fire Authority or a joint committee of the Fire Authority and one or more other authorities to which the member has been specifically appointed provided that it is a meeting to which Members of at least two political groups have been invited.
- (d) Attendance at a meeting of an association of authorities of which the Fire Authority is a member and to which the member has been appointed by the Fire Authority to represent it.
- (e) Attendance at ad hoc meetings with other authorities, organisations or bodies authorised by a committee or sub-committee of the Fire Authority, or the Director of Legal and Governance on the advice of the relevant Chairman or Vice-Chairman if this is not practicable.
- (f) Attendance at briefing meetings to which Members of at least two political groups have been invited authorised by a committee or sub-committee of the Fire Authority, or the Director of Legal and Governance on the advice of the relevant Chairman or Vice-Chairman if this is not practicable.
- (g) Attendance at seminars and conferences arranged by the Fire Authority, a committee or sub-committee of the Fire Authority, or the Director of Legal and Governance on the advice of the relevant Chairman or Vice-Chairman if this is not practicable, about any of its functions.
- (h) Attendance at specific visits arranged by the Fire Authority, a committee or sub-committee of the Fire Authority, or the Director of Legal and Governance on the advice of the relevant Chairman or Vice-Chairman if this is not practicable, about any of its functions and where Members of at least two political groups have been invited.
- (i) Attendance at a meeting of any body or authority upon which the member has been appointed by the Fire Authority or a committee or sub-committee of the Fire Authority to represent it.

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- (j) Attendance in connection with the discharge of any function of the Fire Authority conferred by or under any enactment and empowering or requiring the Fire Authority to inspect or authorise the inspection of premises.
- (k) Attendance at meetings of bodies where the Fire Authority makes appointments, where the Fire Authority has a major influence at national, regional, county or district level. These bodies are listed below:
- (i) Local Government Association
 - (ii) Fire Commission
- (l) Attendance at any disciplinary, grievance, dismissal or appeals sub-committee or panel.
- (m) The following duties if approved by the Fire Authority or a Committee:
- Attendance at briefing meetings held for the purpose of, or in connection with, the discharge of the functions of the Fire Authority or any of its committees or sub-committees.
 - Attendance at the official opening of new Fire Authority establishments or projects.
 - Attendance by the Chairman and Vice-Chairman of the Fire Authority and of committees at official functions in a representative capacity.
 - Duties undertaken by Chairmen and Vice-Chairmen of the Fire Authority, committees or subcommittees acting in an official capacity.
 - Members' delegations to Government Departments.
 - Town Centre Management Meetings and Parishes.
- (n) Meetings organised by the Chief Fire Officer, Treasurer or Director of Legal and Governance or their nominated representatives with external bodies or persons to further the business and aims of the Fire Authority which the relevant officer certifies requires the attendance of members on the grounds of urgency which prevents approval being obtained from the Fire Authority, a committee or sub-committee

Note: In authorising attendances in accordance with the above, no member, official or officer of the Fire Authority shall act in a discriminatory manner reflecting party political preference. Members, officials and officers should take care to ensure that their actions can not be construed as having been discriminatory.

SCHEDULE 3

DUTIES EXCLUDED FROM THE ALLOWANCES SCHEME

The duties in this Section are those for which the Fire Authority has decided that no allowances will be paid.

- Members' surgeries
- Political activities

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SCHEDULE 4

RATES OF ALLOWANCES

From April 2014 the following rates of allowances will apply

Basic Allowance:

£1,175 per annum

Special Responsibility Allowances:

See Schedule 1

Co-optees Allowance

£294 per annum

Travel Allowances

(a) Car

The rate for travel by a Member's own private motor vehicle, or one belonging to a member of his/her family or otherwise provided for his/her use, other than a solo motor cycle, shall be 45 pence for the first 10,000 miles and 25 pence for each mile after that.

(b) Motorcycle

The rate for travel by a Member's own motorcycle, or one belonging to a member of his/her family, or otherwise provided for his/her use, shall be 24 pence per mile.

(c) Bicycle

The rate for travel by a Member's own bicycle, or one belonging to a member of his/her family, or otherwise provided for his/her use, shall not exceed 20p a mile.

(d) Public Transport

Members can claim the full cost of travelling on public transport at standard class rates whilst carrying out Approved Duties, provided a valid receipt, bus ticket etc is produced to substantiate the claim.

Subsistence

The rate of subsistence allowance shall not exceed the amounts which can be claimed under the Buckinghamshire County Council Members Allowances Scheme applicable at the time when the cost is incurred.

Uplift for Inflation

Basic, Special Responsibility and Co-optees allowances will be adjusted for inflation each year until, but not beyond 1 April 2015, in line with the pay award for the Authority's staff on National Joint Council for Local Authorities' Fire and Rescue Services, Scheme of Conditions of Service (Grey Book).

xxxxx 2013

Travel and Subsistence allowances will be adjusted for inflation each year in line with the Buckinghamshire County Council Members Allowances Scheme applicable at the time when the cost is incurred.

DRAFT

xxxxx 2013

Buckinghamshire & Milton Keynes Fire Authority



MEETING	Fire Authority
DATE OF MEETING	18 December 2013
OFFICER	David Skinner, Director of Finance and Assets & Treasurer
LEAD MEMBER	Councillor Andy Dransfield
SUBJECT OF THE REPORT	Medium Term Financial Plan (MTFP) 2014/15 – 2017/18
EXECUTIVE SUMMARY	<p>Attached at Appendix A is the summary of the first draft medium term financial plan (MTFP) 2014/15 to 2017/18.</p> <p>There are three tables in the summary representing three different council tax options;</p> <ul style="list-style-type: none"> (i) Council tax freeze; (ii) 2% Council tax increase each year; (iii) 1% Council tax decrease each year <p>Each model assumes a 0.75% increase in council tax base each year.</p> <p>Assumptions have been made for pay and inflation increases and future years' government grants based on latest information received from CLG. See Appendix B.</p> <p>The savings and growth bids identified by officers are summarised in Appendix C and D. These have been scrutinised by members of the business transformation board and strategic management board as part of the budget challenge process.</p> <p>The first draft of the capital budget has been agreed by the business transformation board and strategic management board as part of the budget challenge process and is summarised at Appendix E.</p> <p>It is envisaged the final CSR announcement will be made in early January but final dates are not yet known.</p>
ACTION	Information.

<p>RECOMMENDATIONS</p>	<p>Members are asked to:</p> <ol style="list-style-type: none"> 1. Consider the draft revenue budget and three different council tax options for 2014/15 to 2017/18 as set out in Appendix A. 2. Consider the savings and growth bids at Appendix C and Appendix D. 3. Consider the draft capital budget for 2014/15 to 2017/18 at Appendix E.
<p>RISK MANAGEMENT</p>	<p>Management of our financial resources is a key risk to the Authority. By projecting forward and monitoring our financial plans, we are in a better position to avoid and mitigate the risk of adverse financial consequences.</p>
<p>FINANCIAL IMPLICATIONS</p>	<p>Included in the appendices.</p>
<p>LEGAL IMPLICATIONS</p>	<p>The Local Government Act 2003 gives the responsible finance officer, namely the Treasurer of the Combined Fire Authority under Section 112 of the Local Government Finance Act 1988, the responsibility to report to members of the Authority on their assessment of the robustness of the estimates used within the budget and on the adequacy of reserves. This helps to inform members of the issues to be considered in advance of the budget decisions in February 2014.</p>
<p>HEALTH AND SAFETY</p>	<p>No implications.</p>
<p>EQUALITY AND DIVERSITY</p>	<p>No implications.</p>
<p>USE OF RESOURCES</p>	<p>The medium term financial plan identifies the financial resources required projected into the future based on the delivery of specific aims and objectives of the Authority as set out in the Public Safety Plan (PSP).</p> <p>Members, Senior Management Team and many staff will be involved in agreeing priorities and the budget setting process over the forthcoming months in line with the timetable.</p>
<p>PROVENANCE SECTION & BACKGROUND PAPERS</p>	<p>Background MTFP 2013/14 to 2016/17 - February 2013 CFA; Guidance issued to Cost Centre Managers on MTFP 2014/15 to 2017/18.</p>

<p>APPENDICES</p>	<p>Appendix A – Summary of first draft MTFP 2014/15 to 2017/18;</p> <p>Appendix B – Funding, pay and inflation increase assumptions;</p> <p>Appendix C – Summary of savings bids</p> <p>Appendix D – Summary of growth bids</p> <p>Appendix E – Draft capital budget 2014/15 to 2017/18</p>
<p>TIME REQUIRED</p>	<p>15 minutes.</p>
<p>REPORT ORIGINATOR AND CONTACT</p>	<p>Graham Young gyoung@bucksfire.gov.uk 01296 744429</p>

Appendix A

Medium Term Financial Plan 2014/15 to 2017/18 (Council Tax Freeze with 0.75% growth in council tax base)

	2013/14 £000	2014/15 £000	2015/16 £000	2016/17 £000	2017/18 £000
Base Budget	28,463	28,988	28,768	28,250	28,443
Pay & Inflation Adjustment	160	234	176	481	266
Savings	-1,584	-260	-231	-3	0
Previous year saving adjustments	-173	-666	-55	-45	0
Precept growth and collection fund surplus	411				
Growth	238	383	-4	-307	0
Previous year growth adjustments		-35	35	68	0
Revenue Contribution to Capital	1,035	124	-439		
Net Operating Budget	28,550	28,768	28,250	28,443	28,709
Specific Projects	1,181				
Contribution to/(from) Reserves - Capital	438				
Contribution to/(from) Reserves - Asset Management	-115				
Contribution to/(from) Reserves - Vehicle Replacement	18				
Contribution to/(from) Reserves - New Burdens	-84				
Contribution to/(from) Reserves - Control Room	-1,000				
Net Budget Requirement	28,988	28,768	28,250	28,443	28,709
Govt Funding*	-6,934	-6,000	-4,926	-4,028	-3,414
Business Rates*	-4,495	-4,689	-4,854	-5,024	-5,201
Council Tax Support Grant					
Council Tax Receipts Surplus/Deficit	-188	-190			
Council Tax Freeze Grant 11/12					
Council Tax Freeze Grant 13/14					
Specific Grants (S.31)	-1,166	-1,186	-1,186	-1,186	-1,186
Council Tax Receipts	-16,205	-16,327	-16,449	-16,572	-16,696
Total Funding Available	-28,988	-28,392	-27,415	-26,810	-26,497
Shortfall for year	0	376	835	1,633	2,212
Cumulative savings requirement	0	376	1,211	2,844	5,055

* 2013/14 funding figures have been restated to allow for changes to funding breakdown

Medium Term Financial Plan 2014/15 to 2017/18 (2% Council Tax increase with 0.75% growth in council tax base)

	2013/14	2014/15	2015/16	2016/17	2017/18
	£000	£000	£000	£000	£000
Base Budget	28,463	28,988	28,768	28,250	28,443
Pay & Inflation Adjustment	160	234	176	481	266
Savings	-1,584	-260	-231	-3	0
Previous year saving adjustments	-173	-666	-55	-45	0
Precept growth and collection fund surplus	411	0	0	0	0
Growth	238	383	-4	-307	0
Previous year growth adjustments	0	-35	35	68	0
Revenue Contribution to Capital	1,035	124	-439	0	0
Net Operating Budget	28,550	28,768	28,250	28,443	28,709
Specific Projects	1,181				
Contribution to/(from) Reserves - Capital	438				
Contribution to/(from) Reserves - Asset Management	-115				
Contribution to/(from) Reserves - Vehicle Replacement	18				
Contribution to/(from) Reserves - New Burdens	-84				
Contribution to/(from) Reserves - Control Room	-1,000				
Net Budget Requirement	28,988	28,768	28,250	28,443	28,709
Govt Funding*	-6,934	-6,000	-4,926	-4,028	-3,414
Business Rates*	-4,495	-4,689	-4,854	-5,024	-5,201
Council Tax Support Grant	0	0	0	0	0
Council Tax Receipts Surplus/Deficit	-188	-190	0	0	0
Council Tax Freeze Grant 11/12	0	0	0	0	0
Council Tax Freeze Grant 13/14	0	0	0	0	0
Specific Grants (S.31)	-1,166	-1,186	-1,186	-1,186	-1,186
Council Tax Receipts	-16,205	-16,653	-17,111	-17,581	-18,065
Total Funding Available	-28,988	-28,718	-28,077	-27,819	-27,866
Shortfall for year	0	50	173	625	844
Cumulative savings requirement	0	50	223	848	1,691

* 2013/14 funding figures have been restated to allow for changes to funding breakdown

Medium Term Financial Plan 2014/15 to 2017/18 (1% Council Tax decrease with 0.75% growth in council tax base)

	2013/14 £000	2014/15 £000	2015/16 £000	2016/17 £000	2017/18 £000
Base Budget	28,463	28,988	28,768	28,250	28,443
Pay & Inflation Adjustment	160	234	176	481	266
Savings	-1,584	-260	-231	-3	0
Previous year saving adjustments	-173	-666	-55	-45	0
Precept growth and collection fund surplus	411	0	0	0	0
Growth	238	383	-4	-307	0
Previous Year growth adjustments	0	-35	35	68	0
Revenue Contribution to Capital	1,035	124	-439	0	0
Net Operating Budget	28,550	28,768	28,250	28,443	28,709
Specific Projects	1,181				
Contribution to/(from) Reserves - Capital	438				
Contribution to/(from) Reserves - Asset Management	-115				
Contribution to/(from) Reserves - Vehicle Replacement	18				
Contribution to/(from) Reserves - New Burdens	-84				
Contribution to/(from) Reserves - Control Room	-1,000				
Net Budget Requirement	28,988	28,768	28,250	28,443	28,709
Govt Funding	-6,934	-6,000	-4,926	-4,028	-3,414
Business Rates	-4,495	-4,689	-4,854	-5,024	-5,201
Council Tax Support Grant	0	0	0	0	0
Council Tax Receipts Surplus/Deficit	-188	-190	0	0	0
Council Tax Freeze Grant 11/12	0	0	0	0	0
Council Tax Freeze Grant 13/14	0	0	0	0	0
Specific Grants (S.31)	-1,166	-1,186	-1,186	-1,186	-1,186
Council Tax Receipts	-16,205	-16,163	-16,122	-16,080	-16,039
Total Funding Available	-28,988	-28,228	-27,087	-26,318	-25,840
Shortfall for year	0	540	1,163	2,125	2,870
Cumulative savings requirement	0	540	1,703	3,829	6,698

* 2013/14 funding figures have been restated to allow for changes to funding breakdown

Appendix B

Assumptions

Notes	Expenditure/Income	2014/15 %	2015/16 %	2016/17 %	2017/18 %
1	Council Tax (Model 1)	+0.0	+0.0	+0.0	+0.0
2	Council Tax (Model 2)	+2.0	+2.0	+2.0	+2.0
3	Council Tax (Model 3)	-1.0	-1.0	-1.0	-1.0
4	Formula Grant	-13.5	-17.9	-18.2	-15.2
5	Business Rates	+4.3	+3.5	+3.5	+3.5
6	Grey book Employees	+1.0	+1.0	+1.0	+1.0
7	Green book Employees	+0.0	+0.0	+0.0	+0.0
8	Employers National Insurance	+0.0	+0.0	+3.4	+0.0
9	Employers Pension Costs	+0.0	+0.0	+0.0	+0.0
10	General Inflation	+1.9	+1.9	+2.0	+2.0
11	Utilities	+5.0	+5.0	+5.0	+5.0
12	Fuel	+6.0	+6.0	+6.0	+6.0
13	Rates	+1.9	+1.9	+1.9	+2.0

- 1 Council Tax Model 1 - Budget with council tax freeze in 2014/15 (0.75% increase in council tax base each year)
- 2 Council Tax Model 2 - Budget with 2% council tax increase in 2014/15 onwards (0.75% increase in council tax base each year)
- 3 Council Tax Model 4 - Budget with 1% council tax decrease in 2014/15 onwards (0.75% increase in council tax base each year)
- 4 Formula Grant - Assumptions based on latest detail from DCLG
- 5 Business Rates - Assumed growth in base
- 6 Employee increase of 1% has been applied to grey book staff in 2014/15
- 7 Continued pay freeze has been applied to green book staff
No notification of NI rates received for 2014/15. From 2016/17, the large increase shown
- 8 for pay and inflation in the MTFP summary is due to the loss of the 3.4% employers NI rebate.
- 9 No change for employers costs of pension for Fire-fighters or LGPS
- 10 1.9% general inflation has been assumed for 2014/15
- 11 Gas and electricity charges assumed increase of 5% for 2014/15
- 12 Fuel rates constant at 6% per year
- 13 Rates - a 1.9% increase has been assumed in line with previous years

Appendix C

Savings Bids 2014/15 to 2017/18

Dept	Amount				Comments
	2014/15	2015/16	2016/17	2017/18	
Public Safety	26,550	26,550	26,550	26,550	Response, protection & prevention admin restructure
Public Safety	10,000	10,000	10,000	10,000	Fire safety prevention printing
Public Safety	47,000	47,000	47,000	47,000	Lease payments adjustment
Public Safety	20,000	20,000	23,017	23,017	Provision for catering at incidents
Public Safety	77,000	308,000	308,000	308,000	Staffing crewing arrangements
Grand total for Public Safety	180,550	411,550	414,567	414,567	
Personnel & Organ.Development	25,000	25,000	25,000	25,000	Staffing restructure
Grand total for Personnel & Organ. Development	25,000	25,000	25,000	25,000	
Finance & Assets	16,380	16,380	16,380	16,380	Workshops - vacant post deletion
Finance & Assets	28,000	28,000	28,000	28,000	Contracts team restructure
Grand total for Finance & Assets	44,380	44,380	44,380	44,380	
Total Savings Bids	249,930	480,930	483,947	483,947	
Minor Savings below £10k	10,000	10,000	10,000	10,000	
Increase in Savings from previous year	259,930	231,000	3,017	0	

Appendix D

Growth Bids 2014/15 to 2017/18

Dept	Amount				Linked to Savings Bid (Give detail)?	Comments
	2014/15	2015/16	2016/17	2017/18		
Public Safety	217,700	217,700				Operational resource management
Public Safety	22,680	6,480	6,480	6,480		Subscription & electronic scanning
Grand total for Public Safety	240,380	224,180	6,480	6,480		
Personnel & Organ.Development	12,000	12,000			Linked to Savings Bid SAPD04	e-learning
Personnel & Organ.Development	5,560	4,370	4,370	4,830		Fitness standards
Grand total for POD	17,560	16,370	4,370	4,830		
Finance & Assets		13,280	13,280	13,280	Linked to Capital Bid	Telemetry maintenance - dependent on capital bid
Finance & Assets	30,850	30,850	30,850	30,850	Linked to SAFA13	BA maintenance - total care package
Finance & Assets	9,000	9,000	9,000	9,000		Asset management system
Finance & Assets	8,000	8,000	8,000	8,000	Linked to SAFA12	Driving licence & document checks
Finance & Assets	77,380	77,380				Property review
Grand total for Finance & Assets	125,230	138,510	61,130	61,130		
Total Growth Bids	383,170	379,060	71,980	72,440		
Increase/(Decrease) in Growth from previous year	383,170	-4,110	-307,080	0		

Appendix E

Capital Programme 2014/15 to 2017/18

	2014/15	2015/16	2016/17	2017/18
	Budget Requests £	Budget Requests £	Budget Requests £	Budget Requests £
Property Total	550,000	600,000	-	-
Fire Appliances & Equipment Total	490,350	779,160	657,150	657,150
Support Total	136,700	100,000	100,000	100,000
Total Spend	1,177,050	1,479,160	757,150	757,150



Buckinghamshire & Milton Keynes Fire Authority

MEETING	Fire Authority
DATE OF MEETING	18 December 2013
OFFICER	Denis O'Driscoll, Head of Service Development
LEAD MEMBER	Councillor Adrian Busby
SUBJECT OF THE REPORT	Industrial Action, costs and considerations
EXECUTIVE SUMMARY	<p>To update the Authority on the costs incurred as a consequence of the Fire Brigades Union strike action on 25 September 2013 between 10 am and 2 pm and to provide guideline costs for subsequent and future strike action.</p> <p>A further ballot of Fire Brigades Union members, including Control staff, on action short of strike closed on 4 December 2013. A verbal update on the outcome of this will be provided at the meeting.</p> <p>The Authority is asked to consider and decide on a range of options to mitigate the costs of the Fire Brigades Union industrial action.</p>
ACTION	Decision.
RECOMMENDATIONS	<p>It is recommended that the Authority:</p> <ol style="list-style-type: none"> 1. adopts the position of not accepting partial performance from any member of staff participating in lawful industrial action. 2. notes the costs incurred by the 4-hour strike on 25 September 2013 3. notes the potential costs of subsequent industrial action. 4. approves the position as set out in appendix A due to the on-going cost of the industrial action.
RISK MANAGEMENT	The Authority is required by the Fire and Rescue Service Act 2004 and the Civil Contingencies Act 2004 to plan and implement arrangements to maintain its business at all times.
FINANCIAL IMPLICATIONS	Costs to the Authority of the Fire Brigades Union industrial action include "one-off" costs incurred in preparation for it and on-going costs that are likely to be

	<p>incurred for each period of industrial action.</p> <p>One-off preparation:</p> <p>The following costs were incurred in preparing the service for industrial action totalling £69k:</p> <ul style="list-style-type: none">a) CCTV at all whole-time shift stations to protect assets and staff £55kb) Body worn CCTV to protect staff and gather decision making at incidents £5kc) Equipment to set up Operations Support room £2kd) Training and exercising of officers and staff to prepare for industrial action £7k <p>On-going costs:</p> <p>Costs incurred on the 25 September which provide an indicator as to how much further periods of strike action will cost:</p> <ul style="list-style-type: none">a) Additional payments to staff who provided resilience cover to the service on 25 September £4.4kb) Expenditure incurred for both transport and catering, on the 25 September. These costs will be incurred for each period of industrial action:<ul style="list-style-type: none">i) Transport hire and catering £2kii) We may also receive additional charges from the Ministry of Defence for the use of Territorial Army centres. <p>The deduction of salaries and allowances from those who took action on 25 September has been calculated at £3k.</p> <p>The Authority is also able to recover costs incurred to provide maintenance of national resilience vehicles. This figure currently stands at just over £5k and an invoice will be issued to the Ministry of Defence.</p> <p>As a rough guide, it is estimated that on average the planning for each period of industrial action costs around £13k, plus £2k per hour for the duration of the strike period.</p> <p>It should be noted that the period of strike action that took place on 25 September occurred in the middle of a normal working day. As such, additional costs were marginally reduced as most of the staff utilised to provide emergency fire cover were already on duty. This will not always be the case and further costs may be incurred to pay staff for out-of-hours cover which cannot be covered from existing revenue budgets.</p>
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<p>LEGAL IMPLICATIONS</p>	<p>Going on strike, since it involves the unilateral withdrawal of an employee’s labour, will amount to a breach of contract by the employee. Industrial action short of strike will usually constitute a breach of contract, for example the disruption to the Authority's business and refusal to co-operate are likely to constitute a breach of the obligation of fidelity or good faith.</p> <p>If employees are on strike (that is, refusing to work at all), the Authority need not pay them for the periods during which they are not working.</p> <p>Where a strike period relates to only part of a shift, or if the industrial action is action short of strike, the Authority can chose not to accept partial performance of an employee’s contract.</p> <p>Even if the employer accepts partial performance, the employee will nevertheless be in breach of contract for which the employer may claim damages. The courts allow some form of deduction from the employee's wages. If economic loss cannot be quantified, a deduction may be based on the loss of the employee's services and costs of alternative provision.</p> <p>An employee who has participated in industrial action cannot bring a tribunal claim for unlawful deduction of wages, if the industrial action is the reason for the deduction. In such cases, if the employer has deducted more than it was entitled, the employee would have to bring an action for debt or breach of contract in the civil courts.</p>
<p>HEALTH AND SAFETY</p>	<p>It is intended that whilst the response to incidents may need to be reduced, actions of staff attending incidents will comply with service Health and Safety policies. An additional risk assessment has been completed for industrial action.</p>
<p>EQUALITY AND DIVERSITY</p>	<p>A People Impact Assessment has been completed.</p>
<p>USE OF RESOURCES</p>	<p>BFRS achieved the staffing of 17 appliances, an Aerial appliance, Water Carrier, Incident Response Unit and Urban Search & Rescue appliances throughout the strike on the 25 September by efficiently utilising those staff available.</p>
<p>PROVENANCE SECTION & BACKGROUND PAPERS</p>	<p>Two previous national strikes have impacted upon the service area in 1977 and 2002. During these periods, fire cover was provided by the military, using “Green Goddess” fire appliances, operating from Army bases. This is no longer possible in 2013, as the military no longer have the resources to provide such a response</p>

	<p>and that ageing fleet of "Green Goddess" appliances has been sold off.</p> <p>Executive Committee</p> <p>18 September</p> <p>Item 12: <u>Employer Pension Contribution options during Strike Action.</u></p> <p>Item 13: <u>Trade dispute between Department for Communities and Local Government and the Fire Brigades Union.</u></p> <p>17 July</p> <p>Item 9: <u>Trade dispute between Department for Communities and Local Government and The Fire Brigades Union.</u></p>
APPENDICES	Appendix A - Position in relation to Industrial Action leading to partial performance of duties.
TIME REQUIRED	15 Minutes.
REPORT ORIGINATOR AND CONTACT	<p>Ian Taylor</p> <p>itaylor@bucksfire.gov.uk</p> <p>07810656059</p>

Appendix A

Position in relation to Industrial Action leading to partial performance of duties:

Employees are not able to select which parts of their contract they are willing to undertake, if they choose to take part in industrial action, be that "a strike" or "action short of strike", i.e. partial performance, they are refusing to undertake their full contractual duties.

Any employees involved in partial performance are deliberately refusing to undertake their full, normal contractual duties and are therefore in breach of their contracts. The employer has discretion to either accept partial performance and pay staff for any duties undertaken during the shift in which industrial action has been undertaken; demand that participating employees comply with their contracts in full or stay away from work or treat participating employees as unpaid volunteers.

Due to the cost implications of making alternative provision of services, Buckinghamshire and Milton Keynes Fire Authority adopt the position that it does not accept partial performance of contract by any member of staff.

The Authority gives discretion to the Chief Fire Officer to accept partial performance on a case by case basis, taking into account the associated cost implications in applying this position.

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Buckinghamshire & Milton Keynes Fire Authority

MEETING	Fire Authority
DATE OF MEETING	18 December 2013
OFFICER	Denis O'Driscoll, Head of Service Development
LEAD MEMBER	Councillor Andy Dransfield
SUBJECT OF THE REPORT	Thames Valley Fire Control Service (TVFCS) Programme
EXECUTIVE SUMMARY	<p>To update Fire Authority Members on key aspects of the Thames Valley Fire Control Service Programme, including slippage of delivery until the last quarter of 2014 and the outline financial impact of the slippage.</p> <p>To gain approval for the use of budget set aside during the FiReControl Project and from the DCLG grant to support the delivery of BFRS local retention arrangements.</p>
ACTION	Decision.
RECOMMENDATIONS	<p>It is recommended that the Authority:</p> <ol style="list-style-type: none"> 1. note progress to date, including the programme slippage and outline financial impact of the slippage; 2. approve the use of the earmarked reserve to fund the retention package; 3. approve delegation to the Chief Fire Officer to determine the detailed allowances for the retention package within the total budget of £150k and £255k.
RISK MANAGEMENT	<p>There is a risk that there could be a significant shortfall in the numbers of Control staff available to carry out their duties in the Buckinghamshire Fire and Rescue Service (BFRS) Control up to the cutover to the Thames Valley Fire Control Service (TVFCS).</p> <p>The establishment figure for BFRS Control is 23 staff yet the current number carrying out full time Control duties has reduced to 14. Three staff provide cover on a part-time basis and a number of staff who have secured roles elsewhere within the service provide additional support.</p> <p>A Control staffing degradation plan has been</p>

	<p>developed and Control staff are currently working with officers to research alternative ways of crewing Control. Control staff have been extremely proactive in providing additional cover and duty exchanges to ensure that cover is maintained at an adequate level. However, there is a risk that this will impact on the ability of staff to provide cover over a prolonged period. The delay to programme delivery has done nothing to reduce this risk.</p> <p>The retention proposal outlined would mitigate the risk to the Authority of not being in a position to maintain sufficient crewing within the BFRS Control until cutover to TVFCS.</p> <p>Due to the delays with the award and signing of the contract for the mobilising system, the Programme Sponsoring Group has agreed to delay the delivery of the programme to the last quarter of 2014.</p> <p>The signing of the contract has now been completed and detailed discussions between all parties have commenced to develop a Detailed Implementation Plan (DIP) for the completion of the mobilisation system delivery.</p> <p>The delay to the Programme has been communicated to affected staff and representative bodies in all three services.</p> <p>The effect of this delay to the programme delivery is being analysed and documented and more detail will be available once the DIP is complete.</p> <p>In order to mitigate against the risk of Control staffing levels reaching critical levels, it is considered that a retention package should be agreed. BFRS has a statutory duty to consult on measures with representative bodies with a view to seeking their agreement to the intended measures prior to the transfer of BFRS staff to the TVFCS.</p> <p>It should be noted that allocation of a retention bonus is outside the scope of the programme and is therefore a local BFRS arrangement.</p> <p>It should also be noted that any other TUPE related financial arrangements such as travel related payments and accommodation expenses are separate from this work and are to form part of the steady state finance agreement of the Programme.</p> <p>Further detail on progress of the programme is attached in Appendix A.</p>
<p>FINANCIAL IMPLICATIONS</p>	<p>In order to support the proposed arrangements for a BFRS Control staff retention package and any other</p>

	<p>TUPE related financial arrangements, Members are requested to approve the use of earmarked budget of £150 k allocated during the FiReControl Project. In addition, £255k from the DCLG grant has been allocated for the purpose of finalising local arrangements.</p> <p>An outline of the possible financial impact of the delay to the programme and overview of the budget spend to date is shown in Appendix B attached.</p>
LEGAL IMPLICATIONS	<p>None directly arising from the recommendations. The relationship between the three TVFCS authorities remains governed by the agreement made between them on 22 March 2013.</p>
HEALTH AND SAFETY	<p>It has been identified that the provision of additional shifts by Control Room staff may have a negative impact and alternative arrangements are being implemented.</p>
EQUALITY AND DIVERSITY	<p>An initial Person Impact Assessment has been undertaken as part of the initial Fire Control Project plan.</p>
USE OF RESOURCES	<p>It should be noted that the core delivery team within BFRS has now been reduced to two members. The loss of the dedicated ICT resource was considered to be a risk but a replacement ICT Project Manager has been recruited and started employment with BFRS on 11 November.</p> <p>The dedicated administration support provided on a fixed term contract has now ended, however it is envisaged that the team will carry out its own admin tasks and source additional support from the Central Administration Team as necessary. This situation is to be monitored.</p> <p>The transfer of the Vision FX Data Manager to the Asset Management project creates further challenges for the team. The Project Manager is currently investigating other ways in which this support can be delivered utilising Control staff.</p>
PROVENANCE SECTION & BACKGROUND PAPERS	<p>Background</p> <p>TVFCS Update Briefing to SMT – April 2013.</p> <p>TVFCS Consultation Documentation – May 2013.</p>
APPENDICES	<p>Appendix A Progress update.</p> <p>Appendix B Outline potential financial impact and spend to date.</p>

TIME REQUIRED	15 minutes.
REPORT ORIGINATOR AND CONTACT	GM Marie Crothers mcrothers@bucksfire.gov.uk 01296 744490

Appendix A

Progress Update

Mobilising System

A preferred supplier and system for the TVFCS mobilising system has now been identified, the Capita Fortek Vision DS. This system is the next generation of that currently utilised by BFRS, the Vision FX.

Contractual queries from the legal teams of OFRS and RBFRS had delayed the contract award but this has now been resolved. However, these delays have meant that the contract was not signed until late November.

Governance

Regular meetings continue with Oxfordshire County Council (OCC) Internal Audit team for programme and financial audit purposes. OCC Internal Audit has confirmed they are happy with the governance arrangements in place for the programme.

Work has yet to commence on a steady state legal agreement. Priority work for the mobilising system contract and SAN H legal agreement has meant that there could be little progress on the steady state legal agreement until the liabilities under that prime SANH contract had been established. A draft constitution for the proposed joint committee had been prepared and submitted by BFRS to OFRS and RBFS, but has been in abeyance while the other agreements were finalised.

Technical / Technical & Ops Collaboration

SAN H 5-way Partnership

Further meetings of the SAN H 5 way partnership, including Warwickshire and Northamptonshire FRSSs, have taken place and discussions regarding the legal agreement are underway. The fall-back 'Controlink' procurement has been delayed slightly whilst questions around liability were explored and solutions sought. A preferred solution has now been taken back to FRS legal teams for approval.

Work to achieve Airwave Code of Connection approval for BFRS to connect data systems via Airwave is well underway and BFRS are making good progress to be in a position to connect once the networks have been established.

Ops Alignment and Training

Good progress is being made by the Operational Alignment workstream to develop common working practices for all three services in preparation for the cutover to the TVFCS provision. Key areas of work have been:

- Aligning incident types and attendances
- Status messaging
- Developing Action Plans and Call Prompts for use within the mobilising system
- Developing a draft Training Plan
- Ascertaining Operational Support arrangements that will be required within BFRS post cutover to the TVFCS

HR – TVFCS

Consultation

The formal Consultation period closed on 13 June 2013. There were two consultation events held in each FRS for staff and representative bodies to ask questions and present feedback. These were attended by the TVFCS HR workstream lead and Senior Responsible Owners from each FRS. Individual staff consultation meetings have also taken place with all directly affected staff.

The HR workstream has undertaken analysis of consultation responses received and produced a summary report of the consultation received. A full report will be written containing the final proposals once these have been agreed. It is envisaged that all feedback received will be taken into account when making final decisions regarding the structure and design of the TVFCS and this will be approved by the TVFCS Programme Sponsoring Group.

Due to the delay in the signing of the contract to procure the mobilising system, it has been agreed to pause the consultation work period until early February whilst the DIP is completed and its impact on the HR workstream is known.

HR – BFRS

BFRS delivery arrangements

The BFRS HR team continues to contribute to the work of the programme HR workstream as outlined in the previous section.

Appendix B

Outline potential financial impact and spend to date

Control Room Costs

	Monthly	Quarterly	Apr-Nov	Full Year
Control Room Costs (As is costs)	73,127	219,381	585,016	877,524
Savings unachieved	43,083	129,250	344,664	517,000
Project Team Costs (PM/OPS/HR/ICT)	18,217	54,651	145,736	218,604
Total	134,427	403,282	1,075,416	1,613,128

Control Room Project expenditure to date

Control project spend for 12/13 and 13/14 to date as follows;

	2012/13	2013/14*
Employees	265,461	144,659
Agency Staff/Consultancy	140,114	-
Travel/Subsistence	1,369	1,445
Supplies & Services	8,908	-
Total	415,851	146,104

*spend to end of Oct 2013

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Buckinghamshire & Milton Keynes Fire Authority



MEETING	Fire Authority
DATE OF MEETING	18 December 2013
OFFICER	Lynne Swift, Director of People and Organisational Development
LEAD MEMBER	Councillor Roger Reed
SUBJECT OF THE REPORT	Attendance Management Performance Improvements and Trends
EXECUTIVE SUMMARY	<p>This report sets out the current position of the Authority in respect of attendance management and the key improvements that have been made to date to reduce non-attendance caused by sickness absence.</p> <p>The primary reasons for the Authority's continually improving attendance management performance are due to focused and consistent management interventions, supported by more robust data capture and reporting processes, underpinned by revised employee welfare and occupational health arrangements.</p> <p>These are summarised in Annex A of this report.</p> <p>Although the Authority's overall performance trends demonstrate significant improvement, in-house analysis and benchmarking comparisons confirm that further improvements are possible through a combination of targeted absence prevention measures, earlier response to absence trends and recognition of exemplary attendance.</p> <p>On-going actions, plans for the next 6 months and considerations of longer term strategy and priorities are also outlined in Annex A to ensure that the improvement is sustained.</p>
ACTION	Information.

<p>RECOMMENDATIONS</p>	<p>It is recommended that:</p> <ol style="list-style-type: none"> 1. The Authority's recorded attendance management performance trends, absence reductions to date, and plans for further improvements as detailed in Annex A are noted.
<p>RISK MANAGEMENT</p>	<p>There are several risks to the Authority of high absence levels with the main ones being potential adverse impacts on operational resilience, higher than budgeted employee costs, inaccurate recording, employee morale and resource hungry case management.</p> <p>These risks are mitigated by consistent use of the Authority's attendance management procedures, improved reporting and earlier intervention.</p> <p>The lack of a robust attendance management IT system which integrates with HR and resource planning systems is part of the Authority's ICT strategy and will support improved reporting and</p>

	earlier intervention in cases.												
FINANCIAL IMPLICATIONS	<p>The total cost of sickness payments for BMKFA, made to employees for 2012/13 was £574K, equivalent to 3.25% of the total pay bill for that year.</p> <p>For the first two quarters of 2013/14 the comparable amount is £168K, which is equivalent to 1.92% of total paybill. The incidence of sickness absence is not evenly distributed over the whole year and therefore a simple multiplication of this figure would not be accurate. However, even if account is taken of this it is reasonable to deduce that the indicative trend is one of reducing incidence and cost of sickness to the Authority.</p> <p>The Chartered Institute for Personnel Development (CIPD) Absence Management Survey indicates that the median direct cost of public sector sickness absence is £647 per employee for 2012 and £726 for 2013.</p> <p>If these figures are extrapolated and applied to BMKFA headcount, then the comparative position is as follows:</p> <table border="1"> <thead> <tr> <th>Year</th> <th>BMKFA Average Headcount (headcount varies month by month)</th> <th>BMKFA Cost of Sickness Absence</th> <th>Comparative Public Sector Median Cost of Sickness Absence</th> </tr> </thead> <tbody> <tr> <td>2012</td> <td>712</td> <td>£574k</td> <td>£460k</td> </tr> <tr> <td>2013</td> <td>632</td> <td>¹£400k</td> <td>£458k</td> </tr> </tbody> </table> <p>The BMKFA direct costs of interventions, Welfare Officer, Occupational Health, Employee Assistance Programme etc. is approximately £100k.</p>	Year	BMKFA Average Headcount (headcount varies month by month)	BMKFA Cost of Sickness Absence	Comparative Public Sector Median Cost of Sickness Absence	2012	712	£574k	£460k	2013	632	¹ £400k	£458k
Year	BMKFA Average Headcount (headcount varies month by month)	BMKFA Cost of Sickness Absence	Comparative Public Sector Median Cost of Sickness Absence										
2012	712	£574k	£460k										
2013	632	¹ £400k	£458k										
LEGAL IMPLICATIONS	There are no direct legal implications arising from these recommendations in the report.												
HEALTH AND SAFETY	Absences due to accidents are incorporated into the total statistics. Safety event statistics are reviewed quarterly at the Health Safety & Welfare Committee.												
EQUALITY AND DIVERSITY	A recent initial analysis of sickness absence statistics in relation to protected characteristics of employees absent in 2012/13 compared to the total workforce characteristics for the same period has highlighted one potential issue that warrants further investigation.												

¹ This figure has been adjusted from the first two quarters total to take account of seasonal variations in sickness absence patterns

	<p>Whilst females account for 20% of the workforce, they accounted for 33% of the recorded sickness absence in 2012/13.</p> <p>Further analysis work is planned for December 2013 to determine reasons for this apparent anomaly.</p> <p>Other known protected characteristics; primarily age, ethnicity and disability show expected alignment.</p>
<p>USE OF RESOURCES</p>	<p>This report provides the first full year of relevant absence data 2012/13 and the half year 2013/14. Both for Authority employees and a comparison to other fire and rescue services. As trend data continues to build, it will inform employee health and well-being strategies and ensure value for money investment in occupational health and welfare support, which aligns with business priorities.</p> <p>Absence tracking and recording was initially resource hungry due to bureaucratic processes, multi recording methods and inadequate systems. Actions already taken and further initiatives are underway to improve data capture.</p> <p>Retained Duty System attendance management processes have been subject to a wider review, following the part time worker regulations outcomes in relation to sick pay and revised procedures are now in place.</p> <p>Absence levels are published for managers and form part of agendas for departmental management meetings.</p> <p>Absence prevention measures have been introduced to compliment direct management interventions; eg: the Authority moving to a 'smoking free' workplace. The new occupational health services contract, awarded in August 2013 is geared to balance response to absence with prevention and for 2014/15 prevention measures will align more closely with the top 5 reasons for non-attendance.</p>

<p>PROVENANCE SECTION & BACKGROUND PAPERS</p>	<p>Improving attendance management is a corporate priority as set out in the 2013/2014 Corporate Plan.</p> <p>High absence levels impact adversely on operating costs and performance levels; this at a time of reduced funding wastes valuable resources which could be used for service delivery and community safety improvements.</p> <p>A coordinated integrated approach is being taken to reducing absence levels as quickly and as effectively as possible.</p> <p>The aims are to:</p> <ul style="list-style-type: none"> • Minimise sickness absence levels • Reduce costs • Operate efficient, effective occupational health services to support return to work and absence prevention • Benchmark and set stretching targets to continually improve performance <p>CIPD Absence Management Surveys 2012 and 2013 http://www.cipd.co.uk/research/absence-management</p> <p>Health at Work – An independent review of sickness absence; Dame Carol Black and David Frost 2011 https://www.gov.uk/government/publications/review-of-the-sickness-absence-system-in-great-britain</p>
<p>APPENDICES</p>	<p>Annex A Attendance Management report Appendix 1 Attendance Management trend graphs Appendix 2 BMKFA sick pay graph</p>
<p>TIME REQUIRED</p>	<p>15 minutes.</p>
<p>REPORT ORIGINATOR AND CONTACT</p>	<p>Geoff Bottle gbottle@bucksfire.gov.uk 01296 744464</p>

Attendance Management Performance Improvement and Trends

1. Overview

Improving attendance through reducing sickness absence levels is an on-going priority corporate objective, with a significant increase in management focus from early 2012. Historically managing attendance relied heavily on manual systems, somewhat ambiguous procedures and inconsistent management actions with ad hoc human resources (HR) advice and occupational health management.

Between 2010 and early 2012, the laying of sound foundations for sustainable improvement became the primary focus, with the main examples being:

- Implementation of integrated HR and payroll systems to improve data capture, accuracy and speed
- Development of managers to provide them with the necessary tools to manage performance, organisational change and staff attendance in a consistent and timely manner
- Introduction of standard definitions for reasons for absence and recording mechanisms, to establish accurate absence data which could be easily compared across fire and other sectors
- Introduction of a fit for purpose policy and procedure relating to attendance management
- Review of the Authority's occupational health arrangements to improve effectiveness and value for money

The foundations listed above were delivered, although the introduction of the new attendance management related policy and procedure was delayed until October 2012. The procedure set out clear guidance for managers and employees and now one year on from introduction; there is a significant reduction in sickness absence levels. Table 1 on page three of this document demonstrates that this positive change in the trend can be clearly linked in part to the publication of these documents.

It should be noted that the policy aims to provide support and clear guidance in relation to employee health and welfare. Through the implementation of robust procedures, clear guidelines and appropriate management of employees, the authority is now well placed to provide reports and undertake monitoring and effective management of sickness absence.

Table 1 (please see page 3) shows our absence levels by month from April 2012 to September 2013 and highlights the time points of the main HR/line management interventions. These planned interventions laid the foundations described earlier to progress absence reduction at pace.

There were a number of challenges raised following the introduction of the new procedures.

Following a series of briefings plus employee correspondence and actual reporting evidence, employees are beginning to appreciate the aims of the procedures are to:

- Help staff return to work as soon as possible
- Provide appropriate welfare and occupational health support
- Help to prevent absence

Attendance management is also part of a wider national agenda. For example improving workplace health and wellbeing is a key concern for both Government and employers alike. Responding to Dame Carol Black and David Frost's 2011 report "*Health at work – an independent review of sickness absence in Great Britain*"; the Government has committed to delivering a health and work assessment and advisory service by the end of 2014 as well as publishing revised fit note guidance and possibly consult on tax exemptions for health-related interventions.

Also absence/sickness management has been given increased priority within the Fire and Rescue Sector after the Fire Minister identified a number of areas in which he believes further savings can be found; one of which included improved sickness management.

Table 1 Headline BMKFA attendance management statistics and trends for the 18 month period from April 2012 to September 2013 across a range of measures:

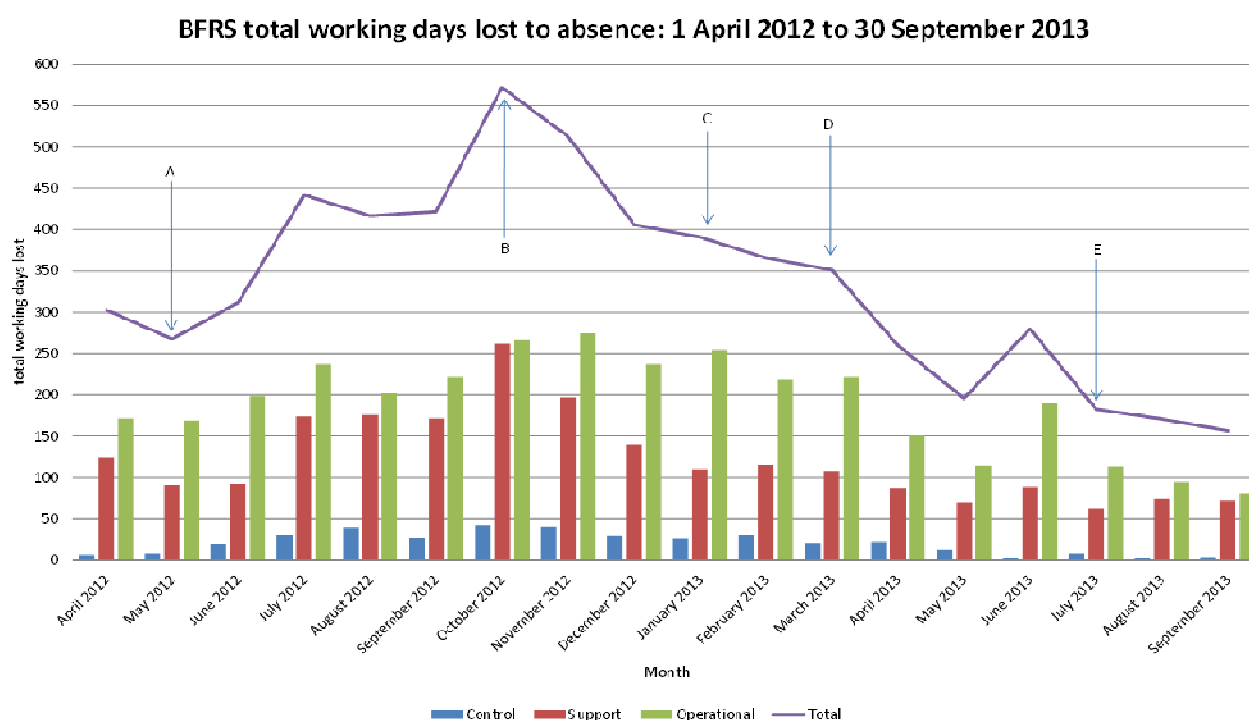
Attendance Management Statistics		Comments
Total days Lost 2012/13 per person	10.5 days per person	Compares to 7.3 days per person for 2012 across the public sector and 8.0 days for Local Government
Total days Lost 2013/14, quarter 1 and 2, one half year	2.7 days per person	The 2013 benchmarking exercise suggests that all sectors are reporting increased absence levels for 2013 to date. For example Local Government is predicting an increase from 8.0 to 9.0 days per person The absence rate for BMKFA is reducing (Q1 being 1.4 days and Q2 being 1.3) BMKFA is therefore predicting a reduction in comparison to last year
Percentage short term sickness absence 2012/13	39%	Short term = any absence shorter than 4 weeks
Percentage Long term sickness 2012/13	61%	Long term = any absence of 4 weeks or longer
Percentage short term sickness 2013/14(first half year)	44%	Although improving the ratios remain at odds with all other sectors, except the Fire & Rescue Service where ratios are similar to BMKFA .Short term sickness ranges from 67% in the public sector and 88% in the private sector.
Percentage Long term sickness 2013/14 (first half year)	56%	The average long term sickness percentage is 33% across the public sector and 12 % in the private sector, based on CIPD 2013 benchmarking data
Top 2 reasons for current sickness absence	Mental Health/Stress, Musculoskeletal	Compares and in line with top two reasons across other sectors, including the Fire & Rescue Service

The continued improvement in reporting and monitoring of sickness absence levels has led to significant reduction in employee absence during the past 12 months. The improvements shown since March 2013 show the power of robust and sustained managerial interventions and the challenge now is to make the new, lower figures the norm. Section 4 of this report shows a more detailed comparison of BFMKA absence compared to other organisations.

2. Overall attendance management trends since April 2012

Table 2, below, shows BMKFA absence levels by month from April 2012 to September 2013 and highlights the time points of HR/ Line management interventions which laid the foundations to tackle absence reduction at pace.

TABLE 2 Displays total working days lost to absence with lettered arrows highlighting the points at which key HR/line management interventions took place.



- A.** Introduction of consistent reasons for absence and single corporate self-certification procedures and associated documentation
- B.** New attendance management policy and procedure implemented
- C.** First report of **accurate** statistics produced
- D.** Start of management actions for exceptional cases
- E.** Eight of ten exceptional cases fully resolved

Prior to April 2012 procedures were in place for monitoring absence, although SMB had significant concerns relating to the consistency and accuracy of the data. It was also a key fact that a small number of cases had not been actively managed over a number of years; the latter giving rise to exceptional cases.

Between April 2012 and October 2012 the Human Resources Department ensured that a more robust recording mechanism was in place, linked to an improved HR recording database. In addition it was identified that the policy and accompanying procedure for managing attendance were no longer fit for purpose. These were updated as a matter of urgency and following consultation the new versions published for staff to comply with, leading to more accurate reporting achieved from March 2013 which subsequently enabled managers to commence actions to deal with exceptional cases.

3. Key achievements and improvements

Whilst Table 2 (page 3) demonstrates significant improvement from a below standard starting point, it is early days and there is no room for complacency. Managers are now taking more responsibility for managing attendance. This is helping to both consolidate the position and deliver further on going improvements in attendance rates.

The improvements shown since March 2013 show the power of robust and sustained managerial intervention and the challenge now is to make continually improving attendance management performance the norm. The Authority already provides excellent support in terms of occupational health, welfare and managerial intervention; however, despite this we have had to make these changes to improve the position on attendance.

Since 31 March 2013, focused attendance management has already achieved the substantial reduction in sickness absence levels as demonstrated in table 2 on page 3 of this document.

The main reasons for the improvements to date are:

- Managers at all levels are taking ownership of attendance management issues; a significant culture shift.
- Earlier intervention made possible by improved data systems and reporting which allows cases and trends to be flagged to managers
- Improved case management procedures and controls
- Integrated HR, occupational health and welfare support to facilitate management ownership of attendance management.

In addition to the main reasons highlighted above, other initiatives brought into place at a similar time which underpin the improvement in attendance rates include:

- Increased training to managers on dealing with attendance management
- Health and welfare interventions e.g stop smoking campaigns
- Increased manual handling instruction
- Occupational health initiatives to reduce short term absences

In addition, to demonstrate our commitment to recognising exemplary performance of our employees, a number of staff who had minimal periods of absence over the past ten years (that being just one period of absence or no absence), were presented with a certificate and letter from the Chief Fire/Chief Executive Officer recognising this achievement and thanking them for their contribution through their positive attendance.

4. Comparison with other Fire and Rescue Services

Tables 4 to 9 in Appendix 1 compare BMKFA's absence figures for the 2012/13 financial year and Quarters 1 and 2 of the 2013/14 financial year, with that of 25 of our 45 counterpart fire and rescue services for 2012/13 and 27 of 45 for 2013/14. Not all fire and rescue services as yet provide sector benchmarking data.

The tables are split to show the comparison figures for:

Wholetime fire fighters (Tables 4 and 5 Appendix 1)

Support staff (Tables 6 and 7 Appendix 1)

Control staff (Tables 8 and 9 Appendix 1)

Table 3

	Days lost due to Sickness per person				Comments
	BMKFA	Other FRS Average	BMKFA	Other FRS Average	
	2012/13	2012/13	Q1 & Q2 2013/14	Q1 & Q2 2013/14	
Whole time Firefighters	8.01	6.18	2.34	3.17	From Tables 4 and 5
Support staff	14.1	9.14	3.68	4.24	From Tables 6 and 7
Control	12.96	9.67	2.5	4.34	From Tables 8 and 9

Headline attendance management improvement trends are:

Wholetime firefighters

The full data for the year 2012/13 (Table 4 Appendix 1) saw the service as the third worst performing service of those providing figures, with an average of 8.01 days lost per whole time post compared to an average of 6.18 (Table 4 Appendix 1).

The figures for the first two quarters of 2013/14 following full management intervention (Table 5 Appendix 1) has seen the service improve and we are now positioned in twenty-first place with an average of 2.34 days lost per whole time post, below the average of 3.17 (Table 5 Appendix 1). Please note for comparison purposes based on the way the figures are presented; the higher the number, the better BMKFA performance is ie: twenty-first is better than third.

Support staff

Data for the year 2012/13 saw the service again as third worst performing service of those providing figures, with an average of 14.1 days lost per staff member as compared to an average of 9.14 (Table 6 Appendix 1). The first two quarters of 2013/14 following full management intervention (Table 7 Appendix 1) has seen the service improve to be positioned in fifteenth place, with an average of 3.68, again below the average of 4.24 (Table 7 Appendix 1).

Control staff

Control staff figures are also showing similar improvement. Data for the year 2012/13 (Table 8 Appendix 1) saw the service as fourth worst performing service of those providing figures, with an average of 12.96 days lost per staff member as compared to an average of 9.67 (Table 8 Appendix 1). The first two quarters of 2013/14 following full management intervention (Table 9 Appendix 1) has seen BMKFA improve to nineteenth position with an average of 2.5, well below the average of 4.34 (Table 9 Appendix 1).

5 Comparison with other sectors

The 2013 Chartered Institute of Personnel & Development (CIPD) benchmarking data shows that BMKFA sickness absence is now 1.4 days per person greater than the average annual public sector absence, compared to 2.6 days higher from the 2012 CIPD data.

The average number of days lost per employee per year in Public Services has increased from 7.9 to 9.1 for 2013. Local Government has also increased from 8.0 to 9.0 days per person. By comparison the average private sector absence is slightly lower at 8.8 days, but this is a significant increase from 6.6 days in 2012. This increase in absence levels is seen throughout the 2013 CIPD report, following 3 years of absence reduction trends across all sectors.

The ratio of BMKFA's long to short term sickness absence has moved to 56%:44% for Quarters 1 & 2 of 2013/14 (it was 61%:39%). It does however remain significantly at odds with all sectors; the average long- term sickness percentage is 33% in the public sector and 12% in the private sector based on 2013 CIPD benchmarking. An analysis of this is being undertaken to establish any underlying causes and design interventions. Within the Fire & Rescue sector long term absence ranges from 55% to 67%, similar to BMKFA.

6. BMKFA Reasons for sickness absence and comparisons

The top two reasons for sickness absence within BMKFA over the last 18 months are musculoskeletal and mental health including stress related absence. This is in line with national trends across all sectors which have seen absence through mental health reasons, including stress related absence increase.

According to the 2013 and 2012 Chartered Institute of Personnel & Development (CIPD) Absence Surveys; minor illness, including flu, stomach upsets, headaches and migraine, is the most common cause of short term absence.

The most common causes of long term absence (four weeks or more) are stress, acute medical conditions (for example stroke, heart attack and cancer), mental health (for example depression and anxiety), musculoskeletal injuries (for example neck strain) and back pain.

The 2013 CIPD Absence Survey reports that two-fifths of organisations report an increase in stress related absence over the past year, rising to more than half of public sector organisations. The top causes of stress within the workplace are reported to be workloads and management style.

During 2012 an Employee Welfare Survey was carried out based on the Health and Safety Executive's (HSE) approach to risk assessment relating to stress. The HSE survey includes workloads and management style. The Employee Welfare Survey responses highlighted a small number of potential 'hotspot' areas for further investigation. These were investigated and actions taken included improved appraisal process management and improved employee communications. This has proved helpful in managing cases and led to clear and decisive management actions. It is proposed to repeat elements of the survey within the next 12 months.

In the meantime BMKFA continue to use a range of methods to identify and reduce stress-related sickness absence; the majority of which is not work related.

As trend data builds relating to reasons for absence, BMKFA will continue to identify appropriate priority interventions to both prevent and further reduce absence levels, working in conjunction with the Occupational Health Service.

7. BMKFA Employee Diversity - impacts on attendance management

An initial analysis of employee protected characteristics of those absent compared to the total employee characteristics has highlighted that for the majority of protected characteristics there is alignment.

In summary, the initial analysis has highlighted that females account for 20% of the workforce and 33% of the absence. More in depth analysis will commence from December 2013 when more trend data will be available, to determine if there are any underlying reasons for this.

It is also proposed to carry out more general in depth absence analysis, to determine if there are any protected characteristic related trends.

8. Priorities and plans for further improvement

In order to continue to improve BMKFA's attendance management performance and embed the progress to date, action plans are in place for the remainder of the 2013/14 financial year and the medium term. The main elements are as follows:

a) Short term priorities

- Review the Attendance Management policy and procedure after one full year of operation and learns from cases.
- In depth analysis of male/female absence ratios and wider characteristics, for example age as outlined in section 7 of this report.
- Management training on the new on line Occupational Health attendance management processes. This will enable speedier reporting and lay foundations for further value for money reviews.
- Review BMKFA's position on fitness including standards and revise policy and procedures.
- Implement interim electronic case management arrangements using existing "service desk" software.

b) Medium term priorities 2014/15

- Sustain the improvements seen over Q1 and Q2 in 2013/14
- Roll out phase 2 of the Occupational Health provision improvement process
- Analyse top 5 causes of absence (from two years of accurate data available from May 2014) and adapt occupational health support required, increasing value for money through more targeted interventions.
- Implement Government reporting/other requirements as per outcomes of the Dame Black report referred to in section 1 of this report.
- Follow up the 2012 employee welfare survey as referred to in section 6 of this report
- Analyse the on-going ratios of long to short term sickness in order to identify underlying causes and design interventions.

c) Current strategic considerations

- Building in factors to limit sickness absence into design of future work patterns as part of the IRMP process.
- Reviewing occupational health, health and welfare support investment and consider different ways of utilising the investment, for example combining employee assistance packages with "mini medical insurance packages".
- Considering a "recognition menu" and peer involvement approach to attendance management; where exemplary records are recognised and peer group have appropriate levels of control of work arrangements to ensure resilience and minimise absence.
- Transferring administration and initial data capture to Occupational Health services to provide immediate recording and triage system relating to reasons. This would radically improve Retained Duty System data capture.
- Reviewing sick pay principles to ensure they are fit for purpose.

Progress against the current and medium term priorities will be covered in a future Attendance Management report to members. The strategic considerations will form part of a revised Workforce Strategy during 2014, which will align with the IRMP.

Appendix 1 Comparison of BMKFA with other Fire and Rescue Services

Table 4

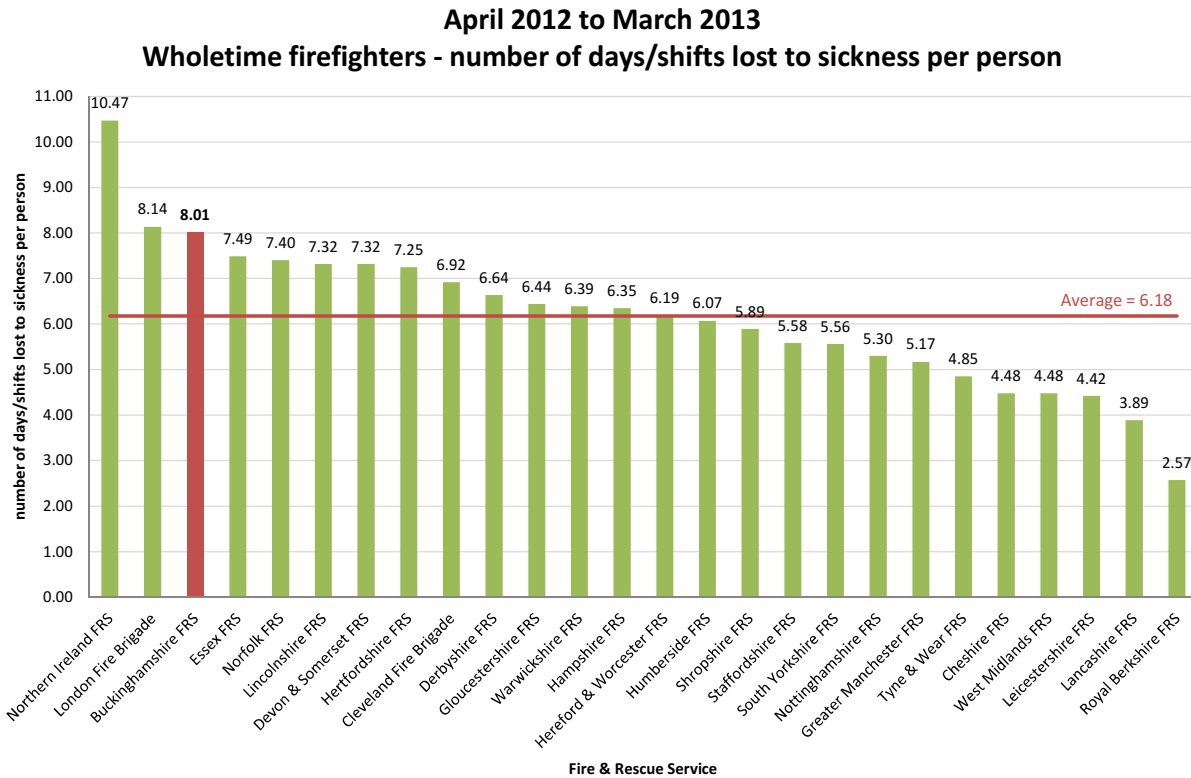


Table 5

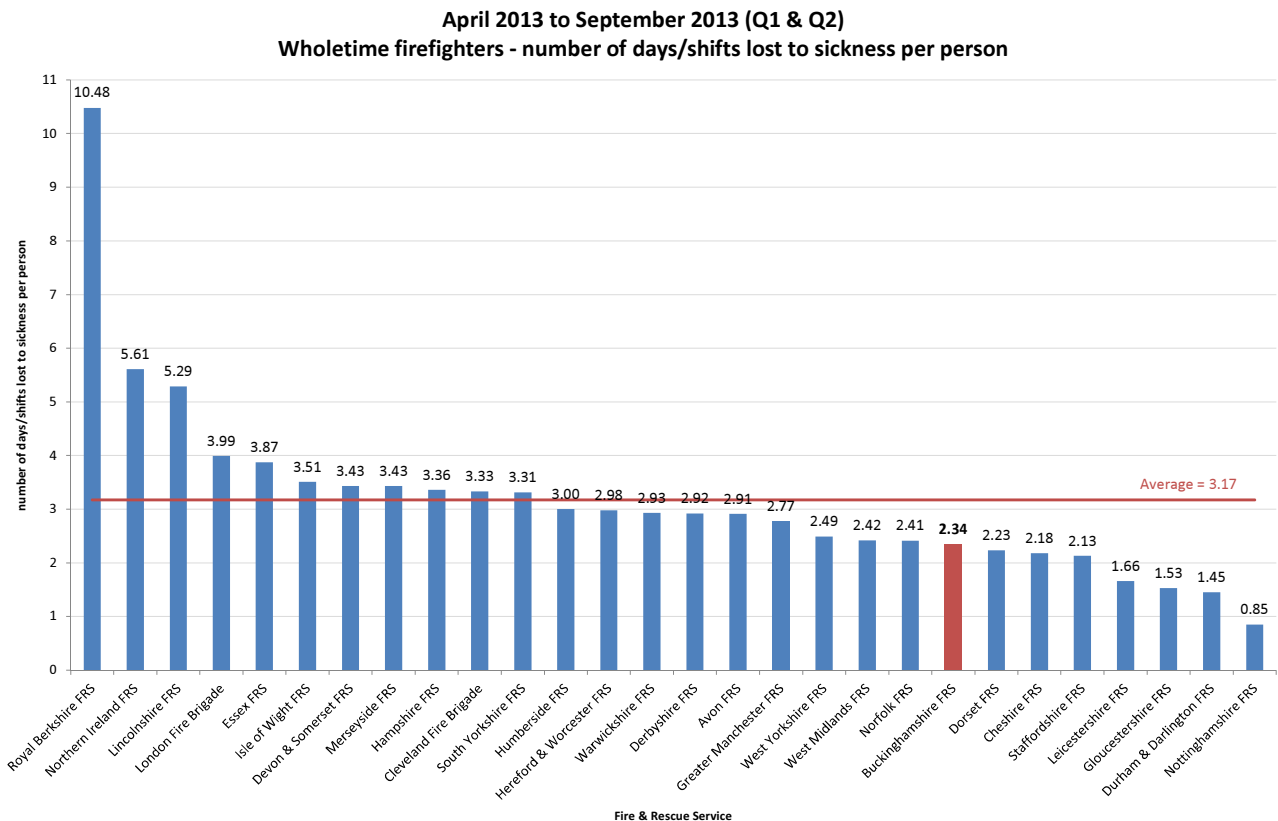


Table 6

**April 2012 to March 2013
Support staff - number of days/shifts lost to sickness per person**

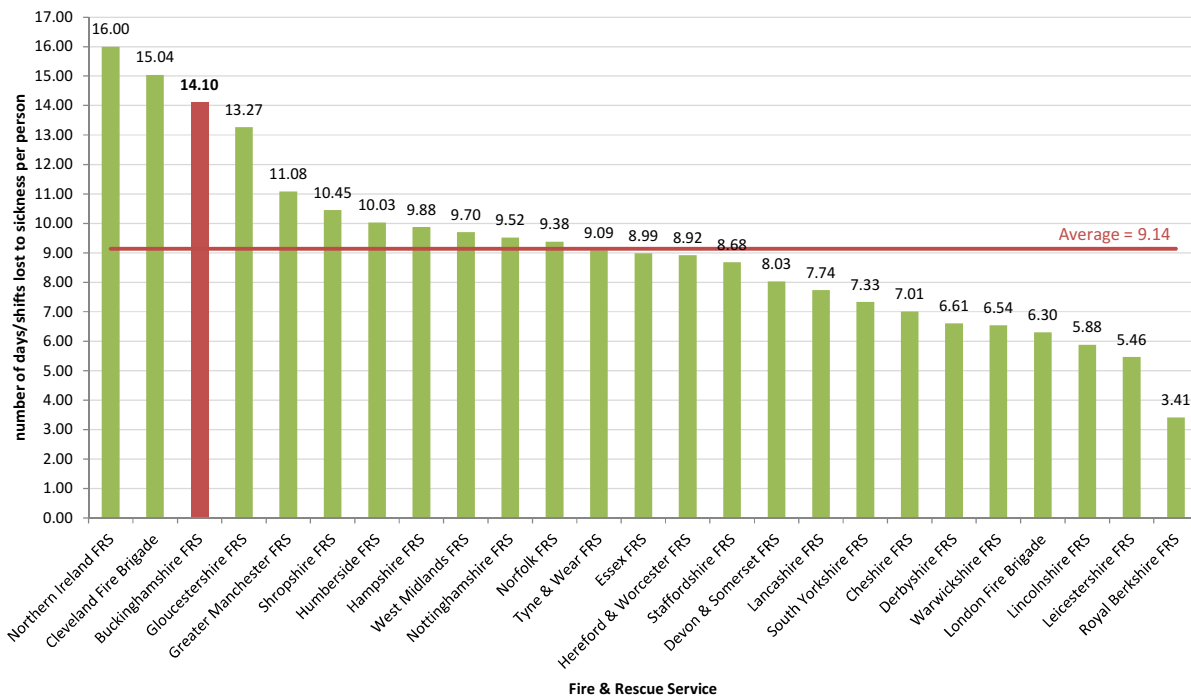


Table 7

**April 2013 to September 2013 (Q1 & Q2)
Support staff - number of days/shifts lost to sickness per person**

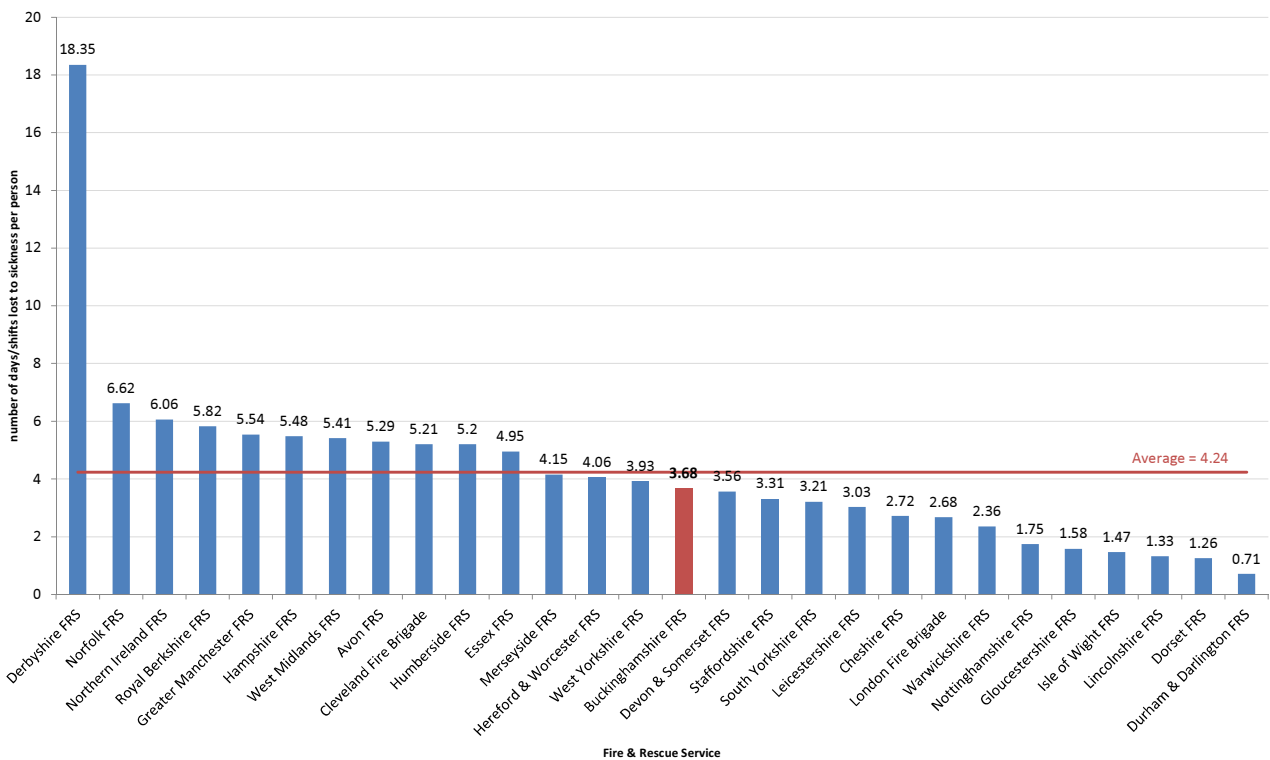


Table 8

**April 2012 to March 2013
Control - number of days/shifts lost to sickness per person**

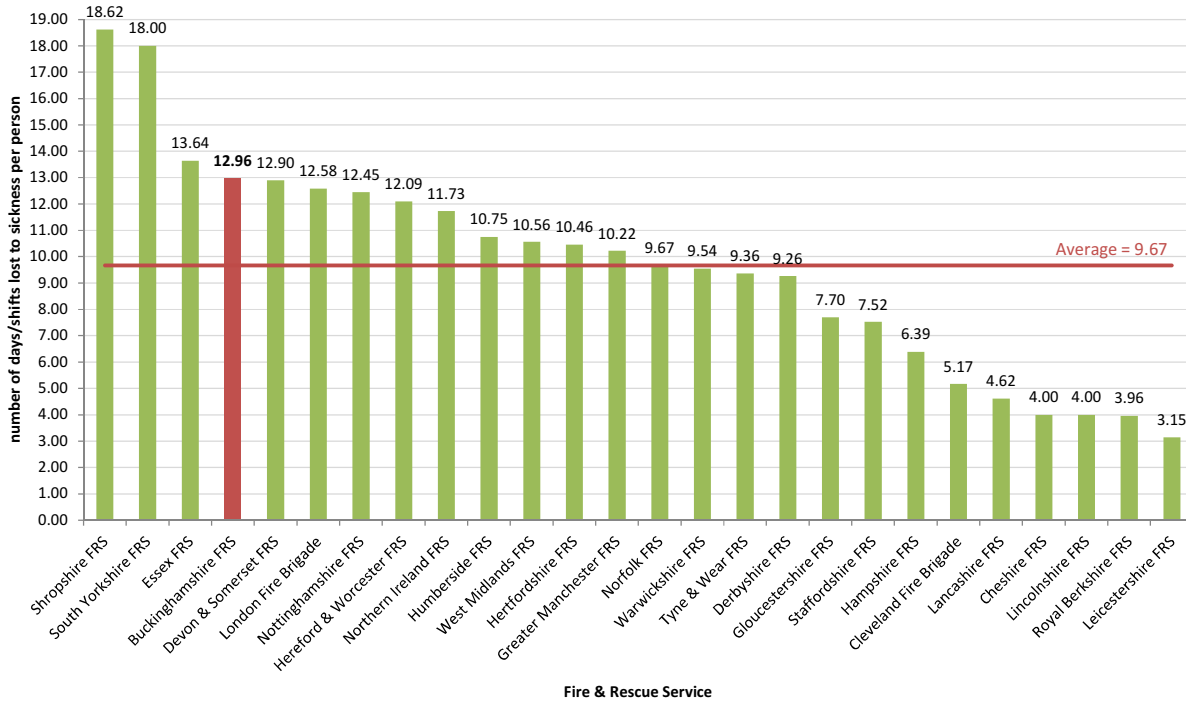
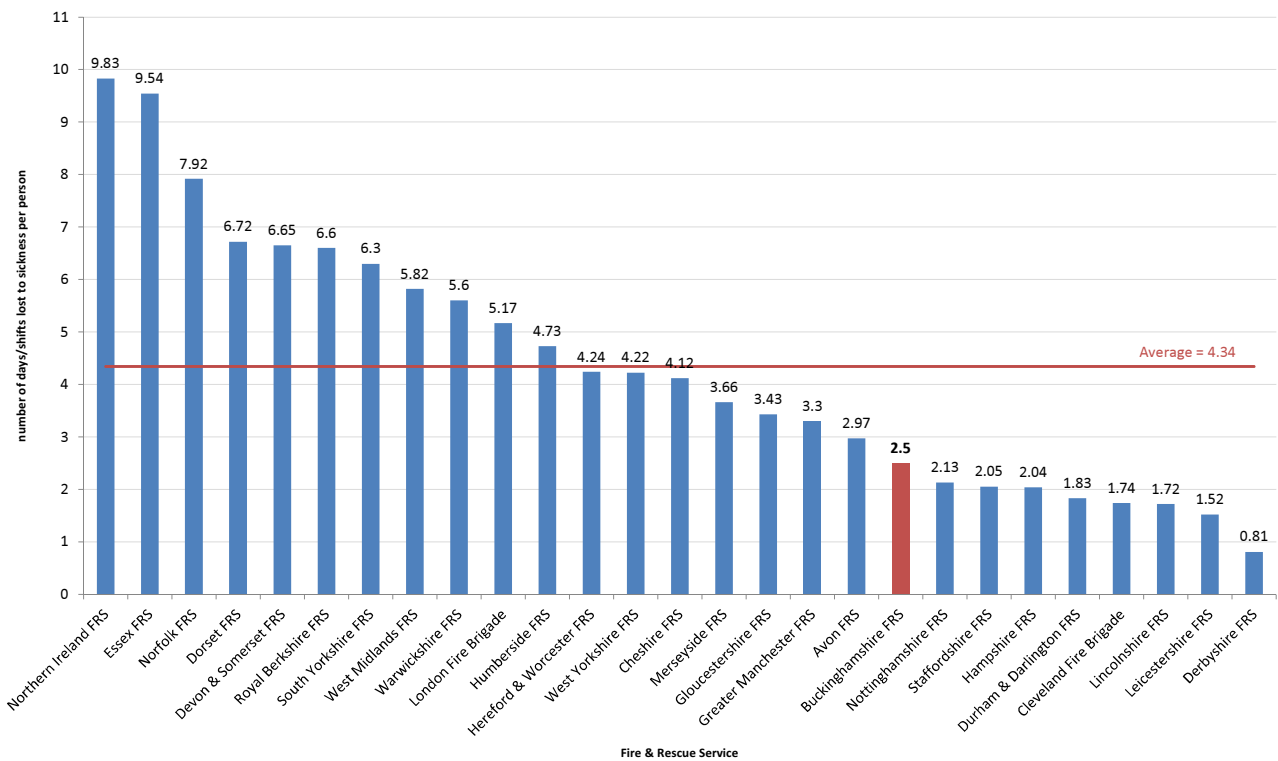
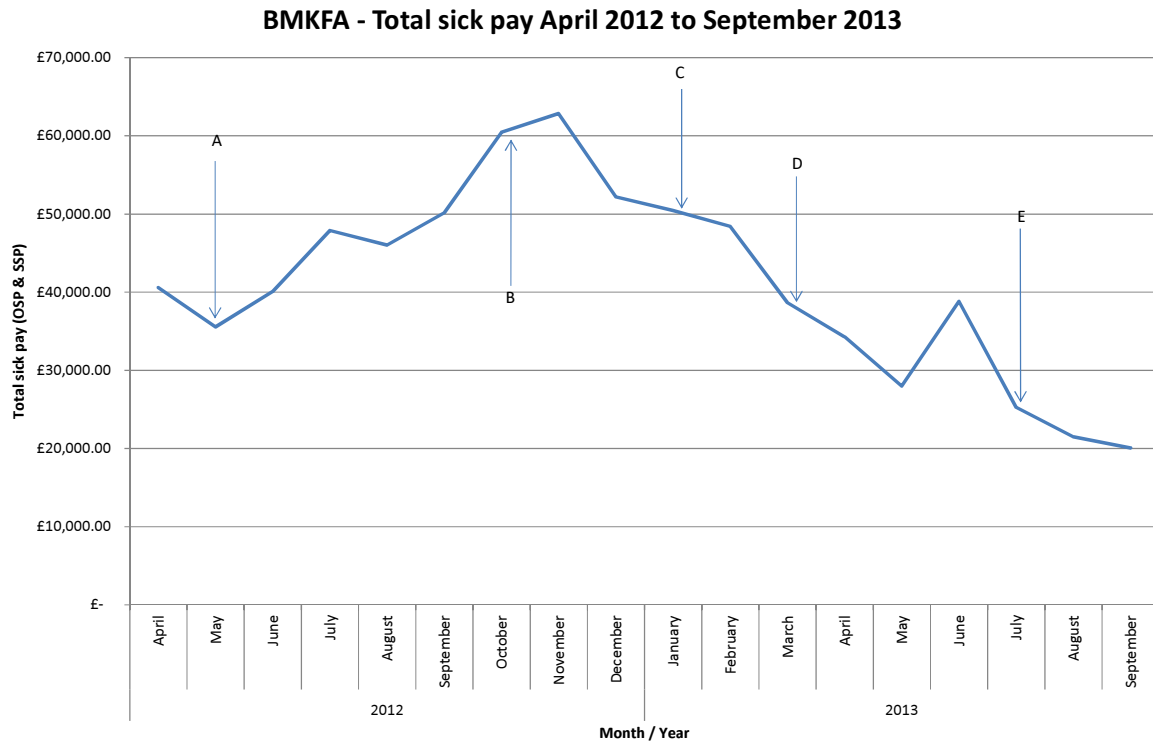


Table 9

**April 2013 to September 2013 (Q1 & Q2)
Control - number of days/shifts lost to sickness per person**



Appendix 2



- A.** Introduction of consistent reasons for absence and single corporate self-certification procedures and associated documentation
- B.** New attendance management policy and procedure implemented
- C.** First report of **accurate** statistics produced
- D.** Start of management actions for exceptional cases
- E.** Eight of ten exceptional cases fully resolved

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Buckinghamshire & Milton Keynes Fire Authority



MEETING	Fire Authority
DATE OF MEETING	18 December 2013
OFFICER	Lynne Swift, Director of People and Organisational Development
LEAD MEMBER	Councillor Roger Reed
SUBJECT OF THE REPORT	Equality and Diversity Progress Report
EXECUTIVE SUMMARY	<p>This report summarises the outcomes of the Public Sector Equality Duty (PSED) Review and also provides a mid-year progress update on delivering the Authority's equality and diversity priorities. Annex A of this report details findings of the PSED review. The review arose from the government's Red Tape Challenge and was established to examine whether the Duty is operating as intended.</p> <p>Following the Authority's successful attainment of the 'Achieving' level of the Fire and Rescue Service Equality Framework, the emphasis during 2013/14 is to fully embed equality and diversity considerations within the day to day activities of the Authority. This so called 'mainstreaming' of equality and diversity considerations in the Public Safety Plan, Community Safety and Workforce Strategies, Area and Station plans ensures that an holistic approach is taken to achieving the Authority's strategic objectives.</p> <p>Appendix 1 of this report provides a mid-year progress update on embedding equality and diversity within the Authority and therefore how it is discharging its responsibilities under the PSED.</p>
ACTION	Information.
RECOMMENDATIONS	<p>Members are asked to note:</p> <ol style="list-style-type: none"> 1. The outcomes of the Public Sector Equality Duty Review as set out in Annex A of this report. 2. Mid-year progress in relation to embedding equality and diversity within the authority as outlined in Appendix 1.

<p>RISK MANAGEMENT</p>	<p>Discrimination in the workplace may give rise to a claim through an employment tribunal and there is no upper limit on the amount of compensation that can be awarded if a claim is successful.</p> <p>The service's equality, diversity and community cohesion programme aims to reduce litigation risk, improve fire safety and reduce risk for everyone within Buckinghamshire and Milton Keynes, and those who visit or travel through the area. It aims to improve the working environment for our staff, increasing satisfaction and motivation at work. It will also increase confidence within the organisation as well as raising the profile and engagement with the community.</p> <p>Other identified risks include organisational change programmes, equal pay audit and new policies. The authority's change policies are all impact assessed and the equal pay programme is supported by external experts and subject to internal quality assurance.</p>
<p>FINANCIAL IMPLICATIONS</p>	<p>The Equality and Diversity action plan for 2013/14 will be delivered from within existing budgets.</p> <p>Outcomes of the PSED review will not have any additional financial implications.</p>
<p>LEGAL IMPLICATIONS</p>	<p>The Equality Act 2010 (Specific Duties) Regulations 2011 (SI 2011/2260) currently requires, since 31 January 2012, the Authority to: publish information to demonstrate compliance with the general duty to have due regard to the need to:</p> <ul style="list-style-type: none"> a) eliminating unlawful discrimination, harassment and victimisation; and b) the advancement of equality of opportunity between different groups and foster good relations between different groups; and to prepare and publish one or more equality objectives that should achieve one or more of the aims set out in the general duty. <p>Guidance on how and what to publish is provided in the "Equality information and the equality duty: A guide for public authorities" (ECHR, Revised (second) edition, 19 December 2011).</p> <p>The Review of the Public Sector Equality Duty: Report of the Independent Steering Group (6th September 2013) discussed in Annex A concluded that there is considerable uncertainty as to the meaning of "due</p>

	<p>regard" which in many cases has resulted in public bodies adopting an overly risk adverse approach to managing legal risk; that the EHRC produce bespoke guidance for public bodies on the minimum requirements placed on them under the PSED; that public bodies ensure that they adopt a proportionate approach and do not seek to "gold-plate" the PSED; and that the government ensures that public bodies are proportionate in publishing information.</p>
<p>HEALTH AND SAFETY</p>	<p>There are no implications with regards to employee health and safety.</p>
<p>EQUALITY AND DIVERSITY</p>	<p>The service has a statutory obligation under equality legislation to have regard to the need to eliminate unlawful discrimination. If we have greater representation of our diverse communities then we will be able to find solutions to barriers in relation to employment and accessing services.</p> <p>Valuing diversity in the Service and Community is also one the Authority's core values.</p>
<p>USE OF RESOURCES</p>	<p>The authority aims to improve services for everyone within the community, ensuring that there is appropriate access to services to meet identified needs; thereby ensuring that resources are targeted effectively</p> <p>The Area Management structure as introduced in 2011 as part of the Moving Forward organisational change programme and refined in 2013 is now focusing clearly on area based community safety initiatives; ensuring planned activities reflect local challenges and demands.</p> <p>The authority has adopted a "golden thread" approach, translating Equality and Diversity objectives from the corporate plan through the appraisal system and provision of appropriate training. This is ensuring that all staff are involved in delivering equality and diversity objectives of the Service.</p> <p>Progressing and embedding equality and diversity within the authority follows the general format of the Equality Framework for the Fire and Rescue Service so that achievements and progress can be linked against a clear corporate framework, which sets out our future direction. The central aim of the authority's approach to equality, diversity and cohesion is to secure better outcomes for individuals and communities in Buckinghamshire and Milton Keynes.</p>
<p>PROVENANCE SECTION</p>	<p>BACKGROUND PAPERS</p>

<p style="text-align: center;">&</p> <p>BACKGROUND PAPERS</p>	<ul style="list-style-type: none"> ▪ The Equality Act 2010 ▪ "Equality information and the equality duty: A guide for public authorities"(ECHR, Revised (second) edition, 19 December 2011) ▪ Home Office, Equality reforms cut burden on business (15 May 2012) http://homeoffice.gov.uk/media-centre/news/red-tape-challenge ▪ Home Office Review of public sector Equality Duty https://www.gov.uk/government/policy-advisory-groups/123
<p>APPENDICES</p>	<p>Annex A: Outcomes of the Public Sector Equality Duty Review.</p> <p>Appendix 1: Embedding equality and diversity within the authority- mid-year progress update November 2013</p>
<p>TIME REQUIRED</p>	<p>10 minutes.</p>
<p>REPORT ORIGINATOR AND CONTACT</p>	<p>Shaz Choudhry, Equality and Diversity Manager schoudhry@bucksfire.gov.uk 01296 744625</p>

Summary of the Public Sector Equality Duty Review

Introduction

The review arose from the government's Red Tape Challenge and was established to examine whether the Public Sector Equality Duty (PSED) is operating as intended. A key aim of the PSED was to sensitise public bodies to equality while addressing the bureaucracy associated with the previous duties on race, disability and gender.

The government appointed an independent Chair, Rob Hayward OBE, and Steering Group to oversee the review. Over the course of 2013, supported by government officials, they have led an extensive programme of engagement and evidence gathering, including a series of roundtables with experts, site visits to public bodies, an open call for evidence and independent qualitative research.

Background to the Duty

The first public sector equality duty related to race and was introduced in 2001 in response to the Stephen Lawrence Inquiry Report. Since then, duties on disability (2006) and gender (2007) have followed, and more recently via the Equality Act 2010, a Single Duty was introduced encompassing all of the characteristics protected under the Act.

The PSED consists of a general duty, with three main aims (set out in s149 of the Equality Act 2010). It requires public bodies to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010;
- Advance equality of opportunity between people from different groups;
- Foster good relations between people from different groups.

The general duty is underpinned by a number of specific duties, set out in secondary legislation to accompany the Equality Act 2010, which provide a framework to help bodies meet the general duty. The specific duties commenced in England in September 2011 and require public bodies to:

- Set and publish equality objectives, at least every four years;
- Publish information to show their compliance with the Equality Duty, at least annually. The information published must include information relating to employees (for public bodies with 150 or more employees) and information relating to people who are affected by the public body's policies and practices.

Methodological Issues

The terms of reference for the review specified that it should "explore the impact of the Duty in terms of costs, burdens and a range of benefits (including policy improvements, efficiencies and equality outcomes)."

There have been four key methodological issues:

- **Separating the requirements of the Duty from wider equality work**

The review found it difficult to establish whether action taken is directly in response to the PSED or driven by other factors. The conclusions and recommendations reached through the review may therefore go beyond the operation of the PSED to examine wider equality practice. The review has tried to distinguish where possible between the requirements of the Duty and the interpretation of these requirements by public bodies.

- **Lack of evidence on costs and benefits**

There was little understanding of costs and benefits even by those most closely involved in implementing the Duty. Despite the current financial climate, the review has not found any public bodies that have sought to monetise either the costs or benefits of applying the Duty as a whole (although some have been able to monetise certain aspects of compliance). To some extent this is unsurprising as public bodies found this similarly difficult under the previous equality duties, where research suggested that they did not have the data to enable them to do so, particularly because of the thrust towards "mainstreaming".

- **Engagement with business**

Recognising that the review arose from the Red Tape Challenge, the Steering Group were keen to engage with the business community to explore how burdens related to the PSED may be passed on to those organisations that bid for and deliver public contracts. Despite the best efforts of review team, there has been very limited engagement by the business community as a whole to the review.

- **Engagement with E&D practitioners**

By contrast, the greatest engagement by far has been with E&D practitioners who generally champion the PSED and promote its value to public bodies and the community. The balance of evidence received reflects the views of those individuals and organisations who responded to the review.

Context

The Steering Group believes it is important to recognise that some of these implementation challenges are a direct result of the broader political, economic and legal context and related uncertainties. For example:

- **Political context**

There has been a change of government since the Equality Act received Royal Assent in April 2010. The coalition Government has a different approach to equalities, with a focus on equal treatment and equal opportunities.

- **Economic context**

The earlier equality duties were introduced at a time of public sector expansion, but the PSED has been introduced at a time of austerity when all public bodies have faced and will continue to face reductions in spending.

- **Legal context**

Although the number of Judicial Reviews (JRs) brought under the PSED is low, it is still a significant proportion of the overall number of JRs and there have been several high profile cases. In all the cases, the PSED is just one of a number of grounds, which suggests that these JRs would have arisen even in the absence of a PSED. Central and local government are particularly sensitised to the risk of legal challenge and the impact on a public body facing a legal challenge can be significant.

The review has found that, even where decisions are overturned due to non-compliance with the PSED, it is not uncommon for the initial decision in question to remain unchanged following further work by the authority to demonstrate they had discharged the duty effectively. It is not clear how this benefits anyone.

- **Guidance**

The right guidance has not always been available at the right time to enable public bodies to implement the PSED effectively. The Equality and Human Rights Commission (EHRC) has produced a range of guidance, including technical guidance that was published during the course of this review, which may mean some respondents engaging with the review were not yet aware of it. However, this is intended for courts and tribunals when interpreting the law, and lawyers, advisers, trade union representatives, human resources departments and others who need to apply the law. Public bodies reported a need for clear, more tailored guidance on how to comply with the PSED that is specific to their sector, function and circumstances. The Steering Group suggested that more could be done around sign-posting, practical examples (including examples where a public body has considered equality but still prioritised other considerations such as budgets, the needs of other groups etc.), inclusion of case law (e.g. meaning of 'due regard', the Brown principles and how to balance effectively different protected characteristics), suggested alternatives to EIAs, and light-touch ways of reviewing and monitoring the on-going impact of policies.

One of the leading cases, *Brown -v- Secretary of State for Work and Pensions* (2008) set out some general principles. Mrs Brown was disabled and lived with her husband in Sussex. She could not stand or walk for long periods without acute pain. In late 2007, she discovered that the government was proposing to shut down a number of post offices in Sussex, including the branch in her village. Because of her disability, this would make it very difficult for her to access another post office further away.

In a legal challenge to the decision, Mrs Brown claimed that the government had failed to comply with its duties under the Disability Discrimination Act 2005, in particular its duty to pay due regard to the equality duties as it had not carried out a disability equality impact assessment of the closure proposal. She was unsuccessful.

Recommendations

Based on the conclusions drawn by the Steering Group and suggestions for improvements raised by participants in the review, the Steering Group developed the following recommendations:

For the Equality and Human Rights Commission (EHRC):

- Guidance must be clearer on the minimum requirements placed on public bodies. Building on its technical guidance, the EHRC should produce shorter, more bespoke guidance clearly setting out what is necessary for compliance.
- Sector regulators have an important role in supporting implementation. Regulators, inspectorates and relevant ombudsmen services should integrate the PSED in their core functions and collaborate closely with the EHRC with respect to compliance action. In some cases there may be a case for co-production of tailored sector-specific guidance where required, although it is recognised that some functions are so broad as to make such guidance virtually impractical.
- Public bodies should not collect diversity data unless it is necessary for them to do so. The EHRC and Information Commissioner should work together to provide greater clarity on the role of data and its collection, the use to which data is put, and what is necessary for compliance with the PSED. In respect of both data collection and procurement, public bodies should take a genuinely proportionate approach.

For public bodies:

- Public bodies must ensure they adopt a proportionate approach to compliance and not seek to “gold plate”. Public bodies should seek to benchmark their processes for compliance with the PSED with their peers, with a view to reducing unnecessary paperwork.
- Public bodies must reduce the burdens placed on small employers. Public bodies should remove Pre-Qualification Questionnaires (PQQs) for contracts below £100k and utilise the government’s core PQQ, which does not include equality requirements, for contracts over this amount.
- Public bodies should not impose onerous or disproportionate requirements on contractors delivering services (particularly those with fewer than 50 employees) to provide equality data on workforce and service users.

For contractors:

- Public bodies should be challenged where their procurement processes creates barriers for small businesses and charities. Private and voluntary sector employers in England should refer any potentially inappropriate equality requirements that have been applied to a particular procurement exercise to the Cabinet Office Mystery Shopper scheme.

For Government:

- Public bodies must be proportionate in publishing information. Although consensus was not reached in the Steering Group on the effectiveness of the specific duties, the Chair's view is that these do not serve their intended purpose and that the Government should consider their removal or modification.
- Enforcement of the PSED needs to be proportionate and appropriate. In light of the findings around Judicial Review, the Government should consider whether there are quicker and more cost-effective ways of reconciling disputes relating to the PSED.
- It is too early to make a final judgement about the impact of the PSED. Government should consider conducting a formal evaluation of the Duty in three years' time. This would enable the PSED to embed more thoroughly and should consider whether the Duty is an effective means of achieving the goal of sensitising public bodies to equality issues and what alternatives there might be. This work could also be informed by the EHRC's medium-term work on how the PSED and the more prescriptive specific duties operate in Scotland and Wales.

Conclusion

The review has not considered repeal of the PSED. The Government agreed with the reviews conclusion that a full evaluation should be undertaken in 2016 when the Duty will have been in force for five years. The review has however identified a number of issues associated with the implementation of the PSED and makes recommendations for the Equality and Human Rights Commission, for contractors, for public bodies and for Government. The Government has pledged to see these recommendations implemented fully by all relevant parties, in particular to reduce procurement gold-plating by the public sector.

In relation to the specific duties which apply in England, the Government notes that there was not consensus from the Steering Group but nonetheless accept the Chair's recommendation to consider the operation and effectiveness of these duties. Public authorities must be transparent about their objectives and performance on equality and it is vital that the specific duties support this aim. The Government will keep these duties under review and work closely with the EHRC as it conducts its more detailed assessment of the specific duties.

The Government accepted the recommendation to consider what complementary or alternative means, other than judicial reviews, there may be to enforce the PSED. Recognising that many of the concerns of this recommendation in the wider work, led by the Justice Secretary, to ensure that disputes are resolved in the most proportionate way possible and in the most appropriate setting.

The Minister for Women and Equalities (Rt Hon Maria Miller MP) has pledged to work closely with all her Ministerial colleagues to reduce the impact of red tape on the public sector, and to ensure that their Departments, and the sectors for which they are responsible, respond urgently and positively to the review's findings and recommendations.

Embedding Equality & Diversity within the Authority – mid-year progress update November 2013

A selection of recent achievements

Below is a selection of our current achievements and progress, the annual report to the Authority in April 2014 will bring together the range of achievements on equality and diversity during 2013/2014 as we progress our journey of becoming a fully inclusive organisation, championing equality and diversity in all aspects of our work.

IDENTIFIED PRIORITY ACTION	KEY ACTIONS AND OUTCOMES
Pay and Remuneration	<p>Equal Pay Audit complete</p> <p>Review of support staff (local 'Green Book') terms and conditions of service and pay, grading and reward structure underway.</p>
Bullying and Harassment management development	<p>Bullying and harassment is incorporated into the Authority's leadership development programme to enable managers to recognise the signs and deal with issues in a fair, consistent and supportive manner to both parties.</p>
Workforce Monitoring	<p>The SAP HR system provides accurate and secure people data and management reports. This enable management to make appropriate people related evidence based decisions.</p>
Performance Management	<p>Improvements to the existing appraisal process to ensure all staff have clear objectives aligned to the Authority's priorities.</p> <p>Appraisals ensure development plans give all staff equal opportunities for progression.</p> <p>All staff have an objective to embed equality and diversity across the Authority.</p>
Change Management	<p>All proposed change management programmes are subject to appropriate consultation and people impact assessment in accordance with relevant Authority policies and procedures.</p> <p>Continued restructuring and reduction in workforce delivered with minimum adverse impact on the Authority and every effort made to avoid compulsory redundancies.</p>

Equality and Diversity training and education	On-going training for managers and staff as part of induction, leadership development programmes and appraisal process.
Community Engagement/ Initiatives	<p>On-going community engagement activities being delivered across the Authority, these include home fire risk checks, action on hearing loss partnership, school education programme, blue light courses, road safety events, arson reduction, the fire setters invention scheme.</p> <p>Front line staff continue to be trained in undertaking future engagement activities ensuring due regard to protected characteristics.</p>

Summary

The above summary brings together a selection of achievements on equality and diversity during 2013 as we progress our journey of becoming a fully inclusive organisation, championing equality and diversity in all aspects of our work.

This report demonstrates the commitment of Buckinghamshire and Milton Keynes Fire Authority to increase the pace of cultural change, to deliver equality of opportunity and respect within the Service, and greater engagement, understanding and vitality, a more effective and inclusive service for all our communities.

Working closely with our partners we will encourage and nurture change through effective leadership and sound policies. Together we want to continue to proactively tackle discrimination and inequality and in doing so embed a culture across the Service which values equality and celebrates diversity.

Whilst progress has been made, considerable challenges still lie ahead. A key objective of the Service is to achieve effective, meaningful engagement with all sections of our community, helping to continue drive down fire deaths.

Buckinghamshire & Milton Keynes Fire Authority



MEETING	Fire Authority
DATE OF MEETING	18 December 2013
OFFICER	Jason Thelwell, Chief Operating Officer
LEAD MEMBER	Councillor Catriona Morris
SUBJECT OF THE REPORT	Public Consultation – Pre-IRMP “Listening & Engagement” research
EXECUTIVE SUMMARY	<p>Officers are about to embark on the development work needed to produce the next Integrated Risk Management Plan (IRMP) which will succeed the current 2012-17 Public Safety Plan. It is envisaged that the new IRMP will take effect from April 2015.</p> <p>The National Framework requires that, amongst other things, the IRMP “<i>reflect effective consultation throughout its development and at all review stages with the community, its workforce and representative bodies, and partners</i>”.</p> <p>To meet this requirement a two stage consultation process has been planned, parts of which have already been implemented, which will embrace the general public, Authority staff and other stakeholders:</p> <ol style="list-style-type: none"> 1. An initial ‘listening and engagement’ phase with the public which will explore: <ul style="list-style-type: none"> • perceptions of, attitudes towards and tolerance for risk; • perceptions of the Authority and the services it offers and any expectations in relation to these; • awareness of the issues and challenges facing the Authority and general feelings about potential ways of responding to these; • what really matters to the public and other stakeholders as we seek to effect changes in order to respond to the challenges faced by the Authority. 2. A formal consultation on specific proposals arising out of the IRMP development process. <p>The Authority participates in a national arrangement</p>

	<p>for the procurement of expert consultation advice and services via the Fire Services Consultation Association (FSCA). Accordingly Officers briefed the FSCA appointed agency, Opinion Research Services (ORS), to conduct phase 1 of the consultation process which consists of five ‘Citizen Engagement’ focus groups with up to 12 participants in each group. These were held in the following locations during the period 25 November to 4 December 2013 to capture both urban and rural perspectives: Milton Keynes, Buckingham, Aylesbury, Chesham, Wycombe.</p> <p>A report on the outcomes of this initial research will be submitted to the February CFA meeting.</p> <p>Also there is scope to re-recruit the same participants again in phase 2, when specific IRMP proposals will be consulted on, which means that they will be able to consider them from a more informed perspective than would be possible with fresh groups of people drawn from the wider public.</p>
ACTION	Information.
RECOMMENDATIONS	That the report be noted.
RISK MANAGEMENT	<p>A detailed risk assessment was carried out with ORS at the project planning stage and a risk log established within the Project Initiation Document (PID) & appropriate measures identified to control the identified risks.</p> <p>The key corporate risks arising out of the research process include:</p> <ul style="list-style-type: none"> • That the range of views expressed are not typical of the public as a whole; • That the research is poorly executed and fails to meet the specified requirements. <p>Both of these risks could impair the decision making process in relation to the development of the IRMP were they to crystallise.</p> <p>The first risk is controlled via the participant recruitment process which is designed to ensure that a representative sample of the public is selected by using quotas for age, gender, social group, ethnicity and geographic factors. The second, via ORS’ training and research methods which are fully accredited to relevant British, ISO and IQCS standards. ORS are also a Market Research Society (MRS) Company Partner and are fully compliant with the MRS Code of Conduct.</p>
FINANCIAL	The cost of Phase One of the research is c. £14,000

IMPLICATIONS	<p>(including follow on research with Authority staff planned for the new year). This will be met from existing revenue budget resources.</p> <p>The cost of the second phase of the research which will take place in the next financial year (2014/15) is to be established but likely to be similar to Phase One.</p>
LEGAL IMPLICATIONS	<p>The approach complies with National Framework requirements by ensuring that consultation is undertaken at appropriate points in the IRMP development process.</p> <p>The outcomes of the consultation are not binding on the Authority. However it is required to have regard to them in reaching decisions associated with the integrated risk management planning process where relevant.</p>
HEALTH AND SAFETY	<p>No direct implications arising from this initial consultation work.</p>
EQUALITY AND DIVERSITY	<p>The participant selection process is designed to ensure that a representative sample of the public is consulted as detailed in the risk management section above.</p>
USE OF RESOURCES	<p>The consultation work is being resourced from within existing budgets and staff capacity. The outcomes of the consultation work will be used to help inform decision making in relation to future Authority resource allocation.</p>
PROVENANCE SECTION & BACKGROUND PAPERS	<p>Fire and Rescue National Framework for England (2012): https://www.gov.uk/government/publications/fire-and-rescue-national-framework-for-england</p>
APPENDICES	<p>None</p>
TIME REQUIRED	<p>10 Minutes</p>
REPORT ORIGINATOR AND CONTACT	<p>Stuart Gowanlock, Corporate Planning Manager sgowanlock@bucksfire.gov.uk 01296 744435</p>

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Buckinghamshire & Milton Keynes Fire Authority

MEETING	Fire Authority
DATE OF MEETING	18 December 2013
OFFICER	Mark Jones, Chief Fire Officer
LEAD MEMBER	Councillor David Schofield
SUBJECT OF THE REPORT	Annual Health and Safety Report 2012/13
EXECUTIVE SUMMARY	Buckinghamshire Fire and Rescue Service (BFRS) Health and Safety performance report 1 April 2012 to 31 March 2013 including; <ul style="list-style-type: none"> • BFRS H&S achievements • Statistical overview
ACTION	Information.
RECOMMENDATIONS	Members are asked to note the continued good performance of BFRS in this vital area of work.
RISK MANAGEMENT	This report details progress made by BFRS in its health and safety performance over the period stated above.
FINANCIAL IMPLICATIONS	BFRS's budget has reduced by several thousand pounds whilst performance continues to improve.
LEGAL IMPLICATIONS	As mentioned in the Health and Safety section below.
HEALTH AND SAFETY	Demonstrates BFRS compliance with health and safety legislation.
EQUALITY AND DIVERSITY	There are no people impacts arising from this report.
USE OF RESOURCES	No use of resources implications.
PROVENANCE SECTION & BACKGROUND PAPERS	This is the health and safety report compiled each year to summarise performance and progress.
APPENDICES	Annual Health and Safety Report 2012/13
TIME REQUIRED	15 minutes.

REPORT ORIGINATOR AND CONTACT	Alison Chart, Health and Safety Manager achart@bucksfire.gov.uk 01296 744490
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Buckinghamshire Fire & Rescue Service

Health and Safety Annual Report 2012/13



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1 Foreword

"Buckinghamshire Fire & Rescue Service takes the management of safety very seriously and, as we continue our drive to ensure Buckinghamshire is the safest place in the country in which to live, work, and travel, we are mindful of the risks faced by our staff.

The safety and welfare of our employees remains our highest priority and I am delighted to learn that our drive to improve staff welfare has dramatically impacted in a positive manner upon sickness levels. This annual report identifies the work undertaken during the past year, and demonstrates to members the commitment of our Service to ensure the wellbeing of everyone within our organisation. It is particularly pleasing to note that, when we respond to emergency incidents, our firefighters continue to be among the least likely among our peer group to suffer an injury. This is testament to the practices, procedures and dedicated staff we have in place, and I congratulate all in the Service for the success we have achieved.

We have a new team leading the services health and Safety Management System and their early progress has been encouraging and very effective. The fact that so much continued improvement is noted is testament to their professionalism and hard work. "

Mark Jones
Chief Fire Officer
Buckinghamshire Fire & Rescue service

"I am pleased to have continued as the lead member for Buckinghamshire & Milton Keynes Fire Authority in Health and Safety matters and I welcome this annual report which sets out the service's achievements. I am pleased that members are kept aware of important matters such as these and feel that our oversight helps to contribute to ensuring that both our employees and the communities we serve are safe and protected.

Although the service has not pitched for any health and safety awards in this, transitional, year, I am clear that their performance continues in a positive direction and that our crews are as protected as they can be in undertaking often difficult jobs".

Cllr David Schofield
Buckinghamshire & Milton Keynes Fire Authority Lead Member for
Health and Safety

"My recent assessment of Buckinghamshire Fire & Rescue Service (BFRS) identified no critical areas of concern in BFRS managing its insurable risk exposures and found good standards were achieved.

I evidenced a structured approach to managing risk and avoiding/defending claims, developed and implemented risk management processes and a dedicated Health and Safety Team with relevant personnel formally trained and professionally registered in terms of health and safety risk management."

Stephen Moger
Senior Risk Manager
Travelers Insurance Company Limited

2 Executive summary

2.1 The primary role of the Buckinghamshire Fire & Rescue Service (BFRS) Health and Safety Department is to develop, implement, review and maintain appropriate and effective health and safety policies, procedures, systems and managerial practices. This is achieved through following the safety management system adopted by the organisation – The Health and Safety Executive's Guide: HSG65.

We see our role as being essential to support the delivery of services to the public whilst ensuring that our staff and those affected by our activities remain safe from injury and harm. The role of the health and safety department, along with genuine commitment to health and safety from Senior Managers, assists in developing and maintaining a positive health and safety culture which is and continues to be embedded across the organisation.

2.2 BFRS has set high standards for the health, safety and welfare of all its employees. Historically we have performed well in audits, an outcome of which has seen a steady and sustained improvement in health and safety performance. Following reviews by accredited organisations such as the British Safety Council and the Royal Society for the Prevention of Accidents, our safety management system was evaluated and benchmarked against other public sector services and private companies. We were pleased to have gained awards from those accredited organisations in 2011 and 2012 respectively but performance and the safety of our staff are more important.

2.3 Collaborative working between BFRS and the other South East region fire and rescue services continues, with the implementation of common analytical risk assessment forms, inter service audits, and the regular participation in the regional health and safety working groups. In 2013, managers from our health and safety department have regularly attended the national health and safety working groups which considered: the harmonisation of operational practices, advising on national incident type risk assessments, standard operating procedures and associated training packages. Work is commencing within the region, in collaboration with the West Midlands region, to set up and implement a benchmarking process utilising the RoSPA "Quality Safety Auditing" methodology which BFRS has utilised for some time.

2.4 With new staff taking over the health and safety department in February 2013, it was decided not to pursue an award or accreditation this year to allow time for them to settle in to their new roles. However, in 2012 BFRS was awarded the Royal Society for the Prevention of Accidents (RoSPA) Gold award, at its first attempt, in recognition of its commitment to accident and ill health prevention in the workplace. Following a regional RoSPA QSA audit in early 2014, consideration will be given to whether further accreditation would be of value to the authority.

2.5 The organisational Health and Safety Development programme continues and the service trains its Supervisory Managers to the "Institute

of Occupational Safety and Health" (IOSH) certificate level and Middle Managers to "National Examination Board in Occupational Safety and Health" (NEBOSH) general certificate level as part of BFRS's commitment to ensure a safe environment in all workplace, including at operational incidents. This year, 23 managers successfully undertook these qualifications. Other health and safety training and regulatory requirements, such as "Control of Substances Hazardous to Health" (COSHH), Accident Investigation, ladder training for support staff such as ICT technicians, First Aid and Fire Wardens, are met on an ad hoc basis as required.

2.6 At our request, the Service's insurers, "Travellers Insurers" provided a further course in health and safety awareness for senior and middle managers in early 2013 as a follow on from the training previously given to members of the Buckinghamshire & Milton Keynes Fire Authority. This was approved and carried out to support the strategic direction of health and safety management at all levels. Most importantly, the authority's insurers maintain that we are comparatively *low risk* due to the safety management system and managerial styles used.

2.7 The statistical analysis for 2012/13, detailed in this year's report provides valuable comparisons with last year's DCLG returns and with our fire and rescue services' peer group. This enables readers to, benchmark our performance in health and safety and the figures serve to demonstrate the on-going achievements of the service's Health and Safety Department in raising safety standards, embedding health and safety into core business activities and furthering our aim to provide the safest working environment in the UK Fire Service.

2.8 In accordance with our Management of Road Risk policy our workforce are required to agree to and complete an annual driving licence check mandate. This allows their licence details to be checked against the DVLA database. Compliance is closely monitored and 2012/13 has seen this process add greatly to our management of road safety.

2.9 With the commencement of industrial action amongst those operational staff who are members of the Fire Brigades Union (FBU), the health and safety department have been heavily involved in planning for and implementing contingency arrangements. It is pleasing to note that despite these periods of industrial action there has been no change in accident levels.

3. Summary

3.1 Health and safety training

BFRS continues to lead on the development of "Analytical Risk Assessments" (ARA) in the South East region, with its ARA methodology now being adopted by the region's other eight Fire & Rescue Services as the standard format. The form has been released to all other FRS's within the region and the training package released to those services that requested it. In seeking to promote best practice, BFRS sought to have the form adopted nationally through the CFOA Health and Safety forum,

however the decision taken was to allow FRS's to have the autonomy to use their existing forms rather than adopt BFRS's form.

The revised ARA form went live in May 2013, following the release, in March, of a training package which was issued to all watch managers for watch-based training. The health and safety department also provided supplementary ARA training where requested. To provide quality assurance, the department have subsequently monitored the quality of ARAs completed during incidents and it is evident that training needs to be provided to both firefighters and Supervisory Managers in the identification of hazards, risk factor scoring and appropriate control measures. To this end the department have set up a working group to devise a training plan which can be set up and implemented early 2014.

Through quality assurance monitoring it has also become evident that there are further development requirements to improve the completion of accident investigations amongst level 1 investigators in addition to a variance in the standard of accident investigation in both level 1 and level 2 investigators. The health and safety department have created templates and *aides memoire* for each type of safety event to assist and to ensure consistent standards of completion. In 2014 training will be provided internally (for all level 1 investigators)) and externally (for level 2 investigators) either as a refresher for those already trained or initial for those new to role.

Safety events attract a risk factor score being the rate of likelihood of such an event occurring again X the severity of the event. For those events attracting a risk factor score between 1 to 6 the investigation will be carried out locally as part of a level one investigation and those scoring risk factors 8 to 25 (level 2) will be investigated by a dedicated Accident Investigator from the level two Accident Investigation team.

We believe that the continued provision of health and safety training for Supervisory and Middle managers, and the resulting organisational competence, is a major contributory factor in the low number of injuries to our firefighters at operational incidents and signifies a high quality approach to health and safety management. Despite this we are not complacent and observers will note a refreshed and dedicated intention to continue our performance improvement.

3.2 Management of Risk

BFRS continue to spend a considerable amount of time and resources in further developing and maintaining its approach to the management of risk. Having recognised gaps in our information and communication system, this year has seen the introduction and implementation of a process for ensuring the "loop is closed" after recommendations made by accident investigators following a safety event. Previously, whilst recommendations had been made, there was no process in place for ensuring those recommendations had either been carried through or a rationale provided if not. The health and safety department require the investigator to allocate an 'owner' of the actions along with an approximate timeframe for completion, when completing their accident

report. The health and safety department then follow up on progress and report back to the investigator.

This year saw the publishing of the report '*Fire-fighting – a risky business?*' With many changes to the fire and rescue service over the past decade with falling call rates to fires, a greater complexity of incidents, more public scrutiny and a more litigious society, along with notable incidents that have attracted criticism on decision making, a piece of research was commissioned by six fire and rescue services which examined how operational FRS staff understand and manage risk and make decisions at emergency incidents within the context of health and safety management. BFRS was one of those services and provided a financial contribution and active support. The consultants examined how operational and health and safety management duties in the FRS co-exist with organisational policies and procedures and the duties of the health and safety management. The consultants considered whether firefighters and Officers were becoming more risk averse. The report makes interesting reading and is available via <http://www.belvidereconsults.co.uk/root/images/Final%20Full%20May%202013.pdf>

A number of health and safety policies and procedures have been reviewed during 2012/13 including the Management of Road Risk (where work is underway to separate the existing policy into an overarching policy and procedure notes). This simplifies the process when amendments to procedures are necessary. A new policy and procedure notes have been developed in relation to 'Death in the Workplace' whether this be operational staff, support staff, visitors or contractors. This work was undertaken by the health and safety department and human resources and took several months of commitment, expertise and liaison with other bodies such as CFOA and the Fire Brigades Union (FBU).

The most obvious risk for BFRS is the risks presented to crews attending operational incidents; following extensive training and a programme of individual personal fitting, in May 2013, the Service saw the go-live of the *Drager PS7000* Breathing Apparatus (BA) sets; a decision taken in 2012 enabling the Authority to provide the best equipment and ensure the continuing safety of our operational crews. Included in the contract is a 'total care' package of inspection and maintenance by the manufacturer. The adoption of these sets in BFRS also assists in interoperability during collaborative cross border working at incidents attended by our neighbouring services as many also use the same model of BA sets.

In order to ensure a holistic approach, the health and safety department work closely with many other departments including those responsible for Property and Procurement, particularly in relation to property defects affecting our sites and vehicle accident costs and insurance claims in a concerted effort to reduce risk to our employees and others affected by our activities. The management of asbestos in the workplace policy and procedure is now firmly embedded within the Service and refresher training for employees is due to be delivered early next year. The department also worked alongside Human Resources (HR) in the tendering and selection process for the Service's new Occupational Health provider to ensure that changes to legislation such as the Control of

Asbestos Regulations 2012 and the requirement for 2 yearly medicals are taken into account.

A further example of joint working between the health and a safety department and HR is the commitment to reducing sickness amongst our staff through the introduction of an organisational scoring methodology and active monitoring. The past year has seen a dramatic reduction in sickness levels providing further evidence of a safe and healthy workforce.

The department remains active in promoting and modernising the service's approach to risk assessment and an aspiration for 2014 is the implementation of an electronic recording system for risk assessments that can be viewed by all.

We continue to carry out proactive monitoring, auditing and reviewing, which are requirements under HSG65. An example of this is the annual site/station health and safety audits completed by NEBOSH qualified site/station managers, supplemented further by inspections carried out by the Health and Safety team at chosen sites. As part of an organisational restructure the Health and Safety department now sit alongside the Performance and Evaluation department. This allows both departments to work closely together in both proactive and reactive monitoring of health and safety matters. This year the Performance and Evaluation team has included health and safety in their performance and thematic reviews both from an operational/training and routine activities perspective as dictated by national events and information provided by the health and safety department on safety event trend analysis.

3.3 Regional collaboration working

BFRS continues to maintain and develop close working relationships with our regional and other national FRS colleagues in order to achieve best practice and value for money. This is evidenced through our active engagements with CFOA Health and Safety meetings and conferences at both national and regional level; partnership working on the devising of a regional safety event reporting and investigation process; safety event cost comparators for bench marking purposes; Collaborative Partnership work in the consultation of national Standard Operating Procedures, Specific Incident Procedures, Additional Hazard Information Sheets, risk assessments and training packages. In addition, the RoSPA QSA Audit process in existence regionally is supported by BFRS with the Health and Safety Manager assisting with an audit in both Royal Berkshire and Oxfordshire this year alone.

3.4 Operational Assurance Peer Review

BFRS has signed up to the national Operational Assurance Peer Review. The aim of this peer challenge is to provide external challenge to the self- assessment produced by BFRS against the Operational Assessment Toolkit. In addition the Fire Peer Challenge will focus on leadership, corporate capacity and how the FRS meets the diverse needs of the communities they serve, because these are

key factors in performance and improvement. The abolition of the inspection and regulatory regime and the national performance framework has meant there is a shift to local accountability for performance and improvement. Self-regulation for fire and rescue Services, as part of the local government family, has sector-led improvement through peer challenge at its heart.

The Peer Review Team known as the Local Government Group improvement team is made up of Members and officers who will provide external challenge in reviewing BFRS's performance and improvement agenda.

A key part of the review process is the self-assessment which BFRS has produced through work carried out by the Key Assessment Areas (KAA) leads including Health and Safety. Through this process BFRS will be driving its own improvement. The self-assessment is open and honest and involved a range of staff and partners in order to gain the maximum benefit from the peer challenge process. The self-assessment will guide the review team on areas to focus on in the on-site activity.

The peer challenge involves the gathering of information by the team from a range of key sources, such as the self-assessment, documents, interviews and focus groups, which is then assessed against the Operational Assessment Toolkit.

As part of preparation for the review, the Health and Safety Manager has had to gather a range of information from a range of key sources, along with evidence of fulfilling the set criteria of each key assessment area and decide whether the Service is 'developing', 'established' or 'advanced' in that particular area. This evidence and decision is detailed in brief evidence sheets which the Peer Review team will have access to prior to the review. This will then be followed up with interviews led by the Peer Review team.

The review is likely to be undertaken in mid-2014.

3.5 Directors Health & Safety health check

During the summer months the Health and Safety Manager was tasked with carrying out a 'Directors Health and Safety' health check by answering the following questions and providing the evidence to substantiate the answer. The purpose of this exercise was to benchmark the Service's current position with regard to compliance with 'HSG 65 - Successful health and safety management' at Director Level and to see if and where we can improve our performance. HSG 65 states that 'Organisations with a positive health and safety culture are characterised by communications founded on mutual trust, by shared perceptions of the importance of safety and by confidence in the efficacy of preventive measures'. The evidence collated from this task clearly shows that BFRS has a positive health and safety culture with genuine commitment from senior management.

BFRS has an excellent safety record; however this should not lead to complacency as this could lead to a downturn in performance and a potential increase in the number of safety events. It is therefore, imperative that we as an organisation continue to monitor and review our performance and identify ways in which we can improve.

The 'Directors' checklist':

The set of questions posed below are from the 'Institute of Directors and HSE 'Leading health & safety at work – leadership actions for directors and board members – Indg417' document.

Health and Safety Directors' leadership checklist

1. How does the board demonstrate its commitment to health and safety management?
2. What is done to ensure board level review of health and safety?
3. What has been done to ensure the board and the organisation at all levels receives competent health and safety advice?
4. How does the organisation ensure that all staff, including the board, are sufficiently trained and competent in their health and safety responsibilities?
5. How confident is the board that the workforce, particularly health and safety representatives, are consulted properly on health and safety matters and that their concerns are reaching the appropriate level, including, where necessary, the directors?
6. What systems are in place to ensure that the organisation's risks are assessed and that it has sensible risk-control measures?
7. How well does the board know what is happening day to day and what audits and assessments are undertaken to inform the board about what the organisation and contractors and suppliers do in practice?
8. What health and safety information (such as performance data and reports on injuries and ill-health) does the board review regularly?
9. What targets has the board set to improve health and safety performance and does it benchmark performance against others in the sector or beyond?

10. Have any changes in working arrangements have significant health and safety implications/ were they identified and considered whilst effecting the change?

Recommendations

As part of reviewing organisational performance in this area, consideration should be given to the following recommendations identified which may assist in improving health and safety performance throughout the organisation including SMT involvement. Each recommendation is listed with the outcomes.

- **The setting of specific health & safety objectives/targets linked in with the corporate plan. Could include the introduction of some of the recommendations below and i.e. a reduction in the number of work days lost through absence; a reduction in the number of vehicle accidents for the health & safety department/organisation to achieve.**

Outcome: The setting of health and safety objectives assists in focussing and maintaining 'peoples' minds' on health and safety matters throughout the organisation. It will also provide specific targets for relevant persons to aim for. Monitoring of success to be monitored through SMT. This is particularly important for measuring, auditing and reviewing performance.

- **Inclusion of health & safety in the employee appraisal process and the ADC process as health and safety is the 'golden thread' that runs through the activities of all personnel within the service.**

Outcome: The inclusion of health and safety in the appraisal process further embeds it at all levels throughout the organisation. On analysis of safety events it is becoming apparent that 'behavioural safety' is a contributory factor. The inclusion within the ADC process is based on evidence obtained through the exercise programme via the Performance and Evaluation team and incident debriefs, where areas of health and safety including ARAs have been identified as falling below expected standards. Inclusion in the ADC process will provide an assessment of health and safety knowledge and ability to apply it in the workplace and operationally.

- **Introduce 'health & safety tours' for members of SMT to conduct at various sites (could be incorporated into station visits, observation of drills etc.) once every one or two months.**

Outcome: The purpose of such tours primarily is to enhance 'visible leadership' to those 'on the ground'. To be carried out by the COO and/or the Area Managers whilst conducting station visits, observing drills/exercises and on Service headquarters site during the day. The remit would be to observe health and safety practices within stations/departments, talk to personnel about their awareness of health & safety within the service and their

responsibilities; seek their opinions and if necessary highlight and report any short comings. Consideration will be given as to whether this could be seen as 'disempowering managers', although this could be managed through effective communication.

- **In 2014 initiate, from SMT, a health & safety attitude & behaviour survey such as the HSE climate survey to benchmark where we currently are.**

Outcome: Whilst we are due a RoSPA QSA audit next year which will benchmark our position regarding compliance with HSG65 , it may be prudent to undertake an organisational health and safety attitude and behaviour survey. This will be completed by all employees and will provide information on how staff views our health and safety culture. This will assist in benchmarking and provide ideas for improvement.

- **Add a sentence to the Health & Safety policy senior management consistently and visibly demonstrates its commitment to.....'**

Outcome: This is a 'quick win' and will be implemented. The addition of this sentence to our health and safety policy will enhance our HSG65 compliance and provide greater points in the RoSPA QSA audit which is considered best practise throughout the south east region and beyond.

- **Identify a 'Director of health & safety'.**

Outcome: The identification of a director for health and safety will further demonstrate senior management commitment at the highest level to the rest of the organisation. It is also a recommendation under HSG65. This action would not detract from the health and safety responsibilities of the other members of SMT.

- **Health & safety to appear on all management JDs and be a standard part of the recruitment and placement process.**

Outcome: As there is a considerable requirement for HR and health and safety to work together in the development of policies and procedures particularly with regard to the employees of BFRS, it would be prudent for health and safety to be a feature in the recruitment and placement process. For example, obtaining an understanding of the prospective/ established employees' knowledge of health and safety along with health and safety related interview question(s). Health and safety features strongly in managerial roles and should appear on management JDs. This assists in further embedding it into the culture and provides further evidence of the organisation's commitment. Whilst Health and safety features in the role description of all senior managers, it is made more explicit in the job descriptions of the CFO and the COO for these purposes.

- **Some SMT involvement in the ADC process.**

3.6 Health and Safety Department

The role of the Health and Safety department is to ensure health and safety is and continues to be firmly embedded with the Service in a positive manner through effective and efficient policies and procedures; provide advice and guidance to managers in all health and safety matters which have the potential to impact on their staff and all those affected by the activities of the Service; to ensure continued compliance with legislation; to provide or facilitate the provision of high quality safety training for all staff including those of the health and safety team.

Keeping abreast of changes to health and safety legislation is vital to ensure the organisation maintains compliance. An awareness of the current legislative framework is also necessary for members of the Fire Authority and to this end an appendix detailing the legislative changes for 2012/13 can be found at the end of this report.

Effective communication is key to the continued positive health and safety culture seen within BFRS. Various communication media is use internally by the Health and Safety department including watch visits, use of the I:DRIVE via the Intranet and via attendance at meetings including the Health, Safety and Welfare Committee meetings. Externally, BFRS communicates with other Services and Partner agencies via the Fireorg – <http://www.fireorg.net> and Huddle <http://collaborativepartnership.huddle.net> websites allowing the sharing of information, learning and best practise.

Another example of strategic commitment to the importance of health and safety within BFRS is the continuation of the Health and Safety department to sit at a corporate level reporting directly to the Chief Fire Officer for all health and safety matter along with the appointment of Cllr. David Schofield as the lead member of the Fire Authority for health and safety. This very clear message of commitment shows an organisation that takes extensive measure to ensure the health, safety and welfare of its workforce, firmly embedding it throughout the organisation resulting in a positive culture.

4 Forward planning

4.1 Budgetary Impacts

As approved by the authority in 2011 under the "Moving Forward" programme, early 2013 saw the health and safety department evolve from two "grey book" posts (costing the authority £84,276 in salaries plus on costs) to two "green book" posts (costing the authority £63,094 plus on costs making a saving of £21,182 plus on costs). Financial efficiencies continue to be a priority with the Health and Safety department continuing to provide value for money through careful budgetary management. The annual budget has been reduced to £106, 000 and it is anticipated that the end of the financial year in April 2014 will see the budget break even or, better still, an under-spend.

During the next year there will be a greater emphasis on the cost of 'safety events' with costs of safety events being highlighted to SMT and

those involved, in a concerted effort to make positive changes to behavioural safety' within the Service. Regionally, work is commencing to produce a set of cost comparators for common safety events providing the opportunity to benchmark our performance against that of our peers.

Whilst the change of staff naturally brings a period of adjustment, BFRS Health and Safety Department continues to remain efficient and effective. With only two in the team, the Health and Safety department is the same size as Oxfordshire but smaller than Royal Berkshire's, yet supports a greater number of staff, over six hundred and fifty, with a better employee safety record making us one of the safest fire and rescue services in the country.

4.2 Additional targets 2012/13

The Authority's vision is 'that Buckinghamshire and Milton Keynes is the safest place in England in which to live, work and travel'. To support this vision the Corporate Plan 2012/15 sets out five strategic aims. Whilst health and safety runs through all of them it is clearly stated in 'Response, People and Resources' in priorities 1, 2 and 3; 1 and 2; and 1 and 2 respectively. The Corporate Plan can be accessed via the link below.
[Buckinghamshire Fire and Rescue - corporate plan 2012 to 2015](#)

To assist in delivering these priorities the following objectives were set for the Health and Safety department.

The achievement of reaching these targets has ensured improvement in workplace safety and development of a safety aware culture assisting in the reduction of costs associated with safety events and insurance premiums. These targets included:

- 4.2.1 Revision of safety event reporting process to include reporting, investigating, training and delivery
- 4.2.2 Work with the Service Delivery and Service Support to review and provide advice on risk assessments and legislation affecting the nominal crewing of appliances with four.
- 4.2.3 Support the go-live and bedding in processes for the new Drager Breathing Apparatus.
- 4.2.4 The continued promotion of health and safety awareness across the service to drive down the number of safety events in the workplace, making us safer, more cost efficient and ensuring we remain compliant with current legislation.
- 4.2.5 Encourage the reporting of 'near misses' to ensure lessons learnt before a safety event occurs. This is essential in continued development of a positive health and safety culture.
- 4.2.6 Implementation for succession planning and the identification of suitably competent persons to take on the roles in the Health & Safety Department

- 4.2.7 With the introduction of the Occupational Road Risk Policy the Health and Safety Department continued to focus on the reduction of vehicle accidents, our biggest accident causation, and the adoption of vehicle licensing checks, campaigns and monitoring of trends.
- 4.2.8 Directors' health and safety check – carry out check and review current performance at strategic level.
- 4.2.9 Support to Collaborative Partnership in national ways of working through Standard Operating Procedures, Specific Incident Procedures, Additional Hazard Information Sheets, risk assessments and training packages
- 4.2.10 Completion of RoSPA audit training to ensure we were able to meet our obligations in regards to the collaborative working agreements in the CFOA South East Region.
- 4.2.11 Continued development of the accident reporting database for the foreseeable future as a standalone database, with refresher training for Health and Safety Department personnel to use the system efficiently.

Objectives for the Health and Safety department for the coming year are yet to be determined but will form part of the appraisal process for the team members.

5 Audits and Inspections

5.1 Revision and amendment to safety event recording forms

This year has seen the review and amendment of "safety event reporting forms" to assist in capturing more specific data needed by the investigating officer in their investigation. It also allows for the investigating officer to assign a role to carry out any recommendations made with an approximate timeframe, therefore 'closing the loop' following the investigation. In addition, aide memoires for each type of safety event have been developed and implemented in order to bring a standard of consistency to the investigating and reporting process.

The second review was for the Exposure to Hazardous Substances form, which also was simplified from a four copy form to two. This improves the process of notification between departments of possible exposure by firefighters to hazardous substances, ensuring an audit trail from the point of occurrence to the initialisation by the Occupational Health Department of health surveillance, where necessary.

5.2 RoSPA QSA audit of Royal Berkshire Fire & Rescue Service

BFRS, in line with the Memorandum of Understanding (MOU) with the South East region Health & Safety group, assisted in January in the health and safety audit of Royal Berkshire Fire & Rescue Service, along with health and safety managers from Kent, Surrey and Oxfordshire FRS. Alison Chart our service's new Health and Safety Manager attended prior to taking up role as an observer but also soon undertook an active role in the audit.

In August Alison also attended an internal RoSPA audit of Oxfordshire FRS as part of their preparations for their audit in 2014. These activities demonstrate how this service assists others gain the improvements it has already undergone.

5.3 Internal Audits

The Health & Safety Department collates the annual workplace audits from Fire Stations and other Service sites and enters any potential health and safety issues onto an excel spread sheet which is then forwarded to the department responsible for rectification. Progress is then fed back to the department and on resolution the issue is closed.

The Health and Safety Department is working closely with Driving Centre to look at how we can reduce the number of safety events associated with driving activities such as vehicle damage or accidents. We are also working with HR on the development of an Occupational Health policy; Work related Stress policy and a procedure for monitoring night workers including the provision of a health questionnaire and access to medicals if required on a voluntary basis.

In early 2014 work will commence on ensuring that a robust process is put in place to measure 'hours worked' for every member of staff to ensure compliance with the Working Time Directive unless the member of staff has signed to opt out of the directive.

With the new Drager BA sets now six months into their use, the department has been working closely with Training Centre and Response Policy to resolve 'teething issues' and refine procedures. This work is near completion.

The latest version of the Analytical Risk Assessment form went live in May and since then the department has been monitoring their use and completion. Work is commencing on developing the form further to make the layout more 'user friendly' and on a training package to assist in the identification of hazards, risk factor scoring and appropriate control measures.

6 Appendices

Detailed below are three appendices which provide information and data on the following:

- Buckinghamshire Fire and Rescue Service Safety event comparisons for 2012/13
- Family peer group performance comparison table 2011/12 and 2012/13
- Changes to health & safety legislation, approved codes of practise and guidance

Appendix 1- Annual health and safety statistics

Report on BFRS end of year accident statistical returns submitted to the Department of Communities and Local Government (DCLG) on 31st May 2013 for the period 1 April 2012 to 31 March 2013.

DCLG has requested returns for operational employee safety events only and therefore there will be a difference compared to the full report that will be presented in appendix 1, which will include all BFRS safety event figures.

Summary:

The Health and Safety Department provided returns for;

HS1- Injuries during operational incidents, split into wholetime and RDS categories and sub divided for accidents at fires, at Road Traffic Collisions and at other Special Service Calls.

HS2- Injuries during training and routine activities also split into wholetime and RDS categories and sub divided for accidents during operational training, fitness training and routine activities

VE1-Vehicle accidents divided into three categories, fire appliances, cars and vans and other, each one sub divided into on blue light or off blue light.

Findings:

HS1- personnel injured at operational incidents down six on last year. A 40% reduction on last year's accidents

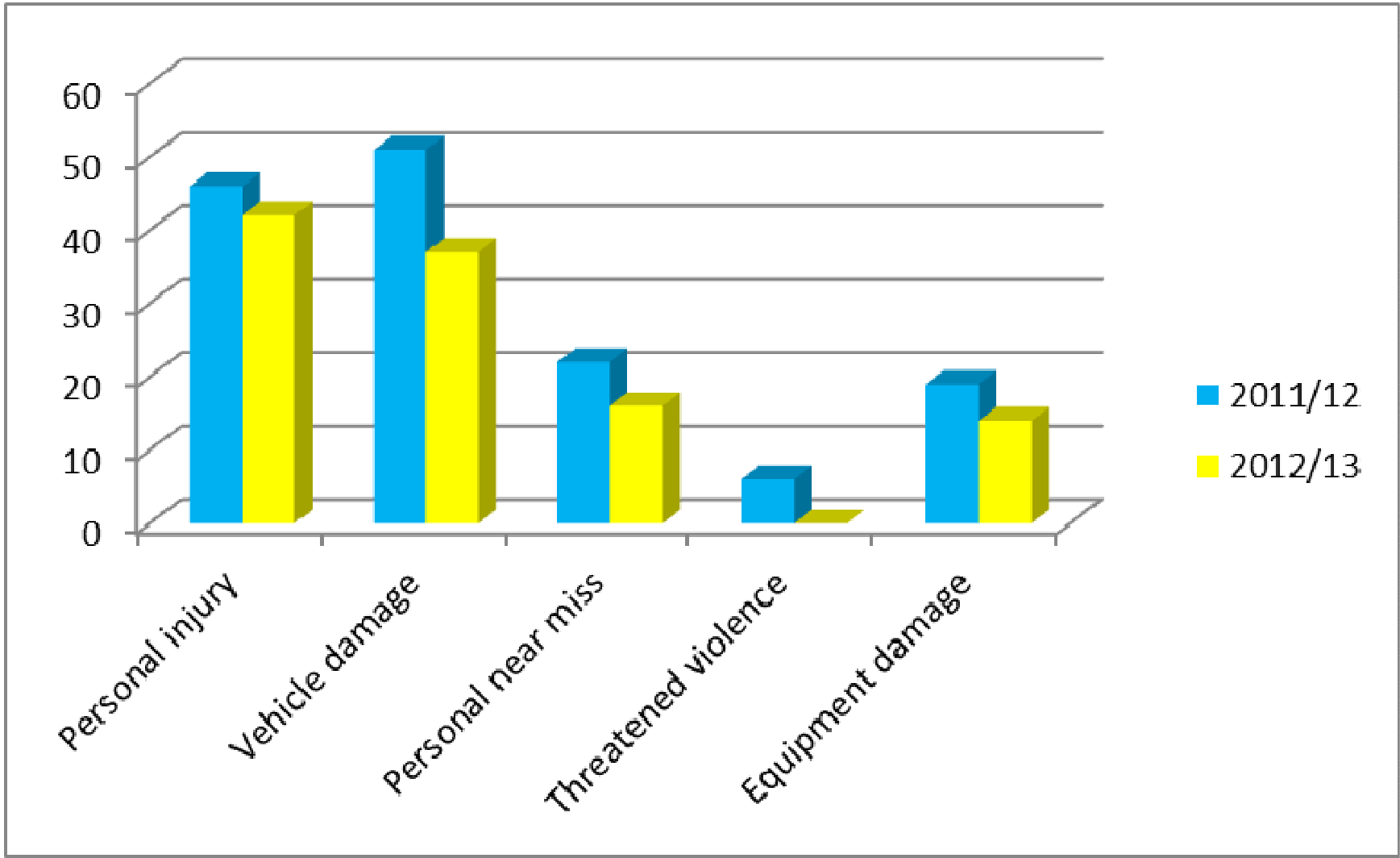
Reason: Active use of the Intranet by the department to communicate safety messages more efficiently.

HS2- All training and routine safety events overall down to eighteen; a 40% reduction.

Reason: proactive drive by H&S Department targeting all employees to raise awareness of the need to report all accidents in the workplace, resulting in a slight increase in numbers of minor safety events reported but a decrease in shift days lost.

VE1- Fire appliance, cars and vans accidents, on blue and off blue lights, are all down, with 14 fewer accidents than last year. A 27% reduction

Reason: H&S Department working closely with Driving Centre to raise awareness of low speed manoeuvring accidents, targeting vehicle accident trends and providing advice.



Appendix 2

Family peer group performance comparison tables 2011/12 and 2012/13

In addition to the DCLG yearly statistical returns the health and safety report includes comparisons against the family peer group of 11 similar sized fire and rescue services for this year and those carried out in 2011/12

Total Number of Persons Injured	2011/12	Total Number of Persons Injured	2012/13
Wiltshire	42	Buckinghamshire	24
Buckinghamshire	50	West Sussex	42
West Sussex	68	Wiltshire	44
Berkshire	73	Northamptonshire	45
Bedfordshire	87	Suffolk	56
Dorset	94	Bedfordshire	63
Oxfordshire	91	Oxfordshire	64
Suffolk	99	Berkshire	67
Norfolk	105	Norfolk	80
Cambridgeshire	120	Dorset	83
East Sussex	123	Cambridgeshire	96
Northamptonshire	132	East Sussex	98

BFRS proactive training has reduced the number of accidents both at operational training and during training.

Total Number of injuries at fires	2011/12	Total Number of injuries at fires	2012/13
Buckinghamshire	8	Buckinghamshire	4
Wiltshire	8	West Sussex	7
Berkshire	11	Berkshire	11
Bedfordshire	13	Dorset	13
West Sussex	16	Wiltshire	13
Dorset	19	Northamptonshire	14
Norfolk	22	Suffolk	16
East Sussex	24	Bedfordshire	18
Oxfordshire	26	Norfolk	19
Suffolk	26	East Sussex	21
Cambridgeshire	28	Oxfordshire	21
Northamptonshire	35	Cambridgeshire	24

Total Number of injuries at Special Services	2011/12	Total Number of injuries at Special Services	2012/13
Suffolk	0	Buckinghamshire	2
Buckinghamshire	2	Wiltshire	2
Berkshire	2	Suffolk	3
Bedfordshire	2	Bedfordshire	4
Oxfordshire	3	Berkshire	4
Wiltshire	3	Northamptonshire	4
West Sussex	4	West Sussex	6
Cambridgeshire	5	Oxfordshire	8
Dorset	7	Norfolk	9
Norfolk	7	Cambridgeshire	13
East Sussex	11	Dorset	13
Northamptonshire	11	East Sussex	16

BFRS has maintained the number of injuries to firefighters attending special service calls over the last two years.

Total Number of injuries during routine activities	2011/12	Total Number of injuries during routine activities	2012/13
West Sussex	8	Oxfordshire	7
Buckinghamshire	9	Wiltshire	7
Wiltshire	9	Buckinghamshire	8
Oxfordshire	9	Suffolk	13
Suffolk	13	Bedfordshire	14
Bedfordshire	16	Northamptonshire	14
Norfolk	19	Dorset	15
Dorset	20	West Sussex	15
East Sussex	20	Norfolk	19
Northamptonshire	23	East Sussex	21
Berkshire	27	Cambridgeshire	23
Cambridgeshire	28	Berkshire	27

BFRS has reduced its numbers of routine activity accidents, but has slipped to third in the family peer group performance tables.

Total Number of injuries during Training	2011/12	Total Number of injuries during Training	2012/13
Wiltshire	11	Buckinghamshire	10
Northamptonshire	17	Northamptonshire	13
Berkshire	20	West Sussex	14
West Sussex	20	Wiltshire	22
Buckinghamshire	21	Suffolk	24
Dorset	22	Berkshire	25
Oxfordshire	24	Bedfordshire	27
Cambridgeshire	26	Oxfordshire	28
Norfolk	28	Norfolk	33
East Sussex	33	Cambridgeshire	36
Suffolk	34	East Sussex	40
Bedfordshire	41	Dorset	42

Training accidents has seen a significant decrease during the past year raising BFRS to top position in the peer group comparison tables.

Total Number of Major injuries	2011/12	Total Number of Major injuries	2012/13
Bedfordshire	0	Buckinghamshire	0
Cambridgeshire	0	Suffolk	0
Dorset	0	West Sussex	0
East Sussex	0	Wiltshire	0
Norfolk	0	Bedfordshire	1
Northamptonshire	0	Berkshire	1
Wiltshire	0	East Sussex	1
Buckinghamshire	1	Norfolk	1
Suffolk	1	Northamptonshire	1
West Sussex	1	Oxfordshire	1
Berkshire	2	Dorset	2
Oxfordshire	2	Cambridgeshire	9

This year has seen the number of major injuries reduce from 1 to 0, a pleasing result.

Total Number of over 3 day injuries	2011/12	Total Number of over 7 day injuries	2012/13
Oxfordshire	4	Cambridgeshire	0
Suffolk	4	Suffolk	3
Wiltshire	7	West Sussex	5
Dorset	8	Oxfordshire	6
Cambridgeshire	8	Buckinghamshire	7
Northamptonshire	9	Wiltshire	7
Berkshire	9	Bedfordshire	10
Buckinghamshire	11	Dorset	11
West Sussex	11	Northamptonshire	11
Bedfordshire	15	Berkshire	12
East Sussex	16	East Sussex	13
Norfolk	25	Norfolk	16

With the change in legislation for RIDDOR reporting go from 3 day duration to 7, BFRS has had a reduction of 4 incidents.

Annual Incidence Rate			
Fire & Rescue Service	Total Number of employees	Total number of safety events	Incident Rate
Buckinghamshire	642	24	3738
West Sussex	749	42	5607
Wiltshire	597	44	7370
Norfolk	837	63	7527
Northamptonshire	570	45	7894
Suffolk	664	64	9638
Bedfordshire	558	56	10036
Berkshire	624	67	10737
Dorset	718	83	11560
East Sussex	788	96	12183
Oxfordshire	623	80	12841
Cambridgeshire	712	98	13764

The comparison tables show fire and rescue services of comparable size in numbers of employees to Buckinghamshire Fire & Rescue Service, however there are still variances of up to 100 employees.

To obtain a truer performance figure the Annual Incidence Rate is used and calculated by the number of reportable injuries in financial year divided by the average number employed during the year x 100,000, giving the number of injuries per 100,000 workers.

Appendix 3

Changes to Health & Safety legislation, approved codes of practice and guidance

Background:

In 2010, the government pledged to reduce the burden of health and safety bureaucracy and red tape. It commissioned two independent reviews of the operation of the UK's health and safety legal framework. The outcome of those two reviews (by Lord Young in 2010 and Professor Ragnar Lofstedt in 2011) was a set of recommendations for improving the perception of health and safety, and consolidating, simplifying and reducing health and safety laws and guidance. This appendix is to advise of recent legislative changes and planned changes to Approved Codes of Practice (ACOPs) and Guidance. The following is a summary of those changes and proposed changes to date, which impact on BFRS.

Health and Safety at Work Act 1974 – Removal of Strict Liability

On 1st October 2013, Section 69 of the Enterprise and Regulatory Reform Act 2013 amended Section 47 of the Health and Safety at Work etc. Act 1974, and removed the right for employees to bring a claim for damages against their employer for breaches of statutory duties. This means that in pursuing damages for injury or ill-health, employees will have to prove that their employer was negligent. Employees, who are pregnant, have recently given birth or are breast-feeding, are exempt from this change.

Regulations

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

RIDDOR 2013 came into effect on 1st October 2013, replacing RIDDOR 1995. The main changes are:

- The classification of 'major injuries' has been replaced with a shorter list of 'specified injuries'

The existing schedule of 47 types of industrial disease has been replaced with

- Eight categories of reportable work-related illness.
- Fewer types of 'dangerous occurrence' require reporting.

The outcome for BFRS is likely to be a reduction in the number of RIDDOR reportable injuries and dangerous occurrences.

Health and Safety (First Aid) Regulations 1981

These Regulations have been amended to remove the requirement for HSE to approve first aid training and qualifications. The outcome for BFRS is that we are no longer required to use an 'HSE approved centre' for the delivery and awarding of first aid qualifications.

Approved Codes of Practice

The purpose of ACOPs is to help employers understand and comply with their duties under health and safety law. ACOPs have a special legal status, meaning that if the employer follows the ACOP in the relevant circumstances, they can be confident that they are complying with the law.

In 2012, HSE consulted on proposals to revise, consolidate or withdraw 15 ACOPs by the end of 2013, and make minor revisions or no changes to 15 others by the end of 2014. One over-arching proposal was to limit the length of all ACOPs to 32 pages.

Progress on ACOPs to Date

Following consultation, HSE are going forward with their proposed changes. It was decided however that the length of ACOPs should be decided on a case by case basis rather than limit to 32 pages as originally planned. According to HSE, the changes, which include simplifying the language and removing out of date requirements, are designed to make it easier for employers to understand and meet their legal obligations (note that the Regulations themselves have not changed).

The following ACOPs are being significantly revised and updated (by end of 2013)

- Work with asbestos materials
- Control of substances hazardous to health (COSHH)
- Workplace (health safety and welfare)
- Control of Legionnaires' disease
- Dangerous substances and explosive atmospheres
- Installation and use of gas systems and appliances

The following ACOPs are being subject to minor revisions (by end of 2014)

- Safe use of work equipment
- Safe use of lifting equipment
- Work in confined spaces
- Safety of pressure systems

The following ACOP has been withdrawn (July 2013)

- Management of Health and Safety at Work

This ACOP has been replaced by a new suite of guidance, available on HSE's website.

The outcome of these ACOP revisions for BFRS is that all of the associated policies and procedures will need to be reviewed.

Guidance

One significant change is to HSE's guidance 'Successful Health and Safety Management', widely known as HSG 65. A revised on-line version of this document was published on 1st August. 2013. This revised guide moves away from the previous model known as POPIMAR (policy, organising, planning, measuring performance, auditing and review) to a 'plan, do, check act' approach. Health and Safety Department policies are based on the POPIMAR model. The outcome of this revision is that the Health and Safety Department will review its policies against the new model when they are due for routine review. At the same time as this change in HSE guidance, the Department for Communities and Local Government (DCLG) also published a guidance document for Fire and Rescue Authorities, called 'Health, Safety and Welfare Framework for the Operational Environment'. This DCLG guidance is based on the POPIMAR model. The following four guidance documents have been superseded by 'the framework' and are now withdrawn:

1. Volume 1 A guide for Senior Officers
2. Volume 2 A guide for Managers Modules 1-17
3. Volume 2 A guide for Managers Module 18 Health and Safety Audit
4. Dynamic management of risk at operational incidents – a fire service guide.

The Health and Safety department have conducted a gap analysis of our current procedures which utilise the above documents now withdrawn against the national framework document. The findings will be discussed at the next Health, Safety and Welfare Committee meeting on 12th December 2013.

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Buckinghamshire & Milton Keynes Fire Authority



MEETING	Fire Authority Meeting
DATE OF MEETING	18 December 2013
OFFICER	Mark Jones, Chief Fire Officer
LEAD MEMBER	Councillor Roger Reed
SUBJECT OF THE REPORT	The Firefighters Charity and its relevance to Buckinghamshire & Milton Keynes Fire Authority (BMKFA)
EXECUTIVE SUMMARY	To share with members the work of "The Firefighters Charity" and to seek support for its activities within this Authority's area.
ACTION	To note the report and give authorisation to the Chief Fire Officer (CFO) to continue to support the charity and it's fund raising activities.
RECOMMENDATIONS	It is recommended that the Authority: <ol style="list-style-type: none"> 1. Note the activities of the Firefighters Charity and the staff of Buckinghamshire Fire and Rescue Service (BFRS) in respect of the charity. 2. Give continued support for the fund raising efforts and encourage the CFO to give as much support as possible to this worthwhile cause which assists with firefighter rehabilitation and recuperation.
RISK MANAGEMENT	There are no risks associated with these proposals.
FINANCIAL IMPLICATIONS	Although it is difficult to quantify, the Service provides a small amount of officer time and permits the use of its facilities for fund raising activities. These costs have not been calculated but are held to be negligible.
LEGAL IMPLICATIONS	None.
HEALTH AND SAFETY	None.
EQUALITY AND DIVERSITY	Not applicable.
USE OF RESOURCES	No implications.

PROVENANCE SECTION & BACKGROUND PAPERS	None.
APPENDICES	Background report Appendix 1 – Firefighters Charity Information sheet.
TIME REQUIRED	10 minutes.
REPORT ORIGINATOR AND CONTACT	Elizabeth Andrews eandrews@bucksfire.gov.uk 01296 744434

The Firefighters Charity and its relevance to BMKFA

Report to Buckinghamshire and Milton Keynes Fire Authority, 18 December 2013

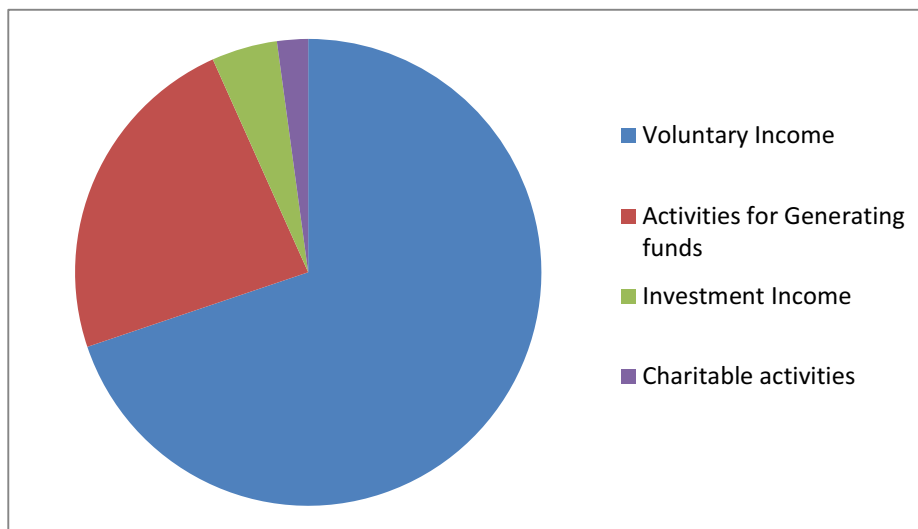
Background

The Firefighters Charity (FFC) potentially confers its benefits to all of the Fire Authority's staff and their immediate families. Whilst the acute need for its services is thankfully rare, the fact that they are readily available and simply accessed renders them as extremely valuable in rehabilitating injured staff and helping those with difficulties to find assistance. An information sheet is attached (Appendix 1).

Size of the charity and its funds

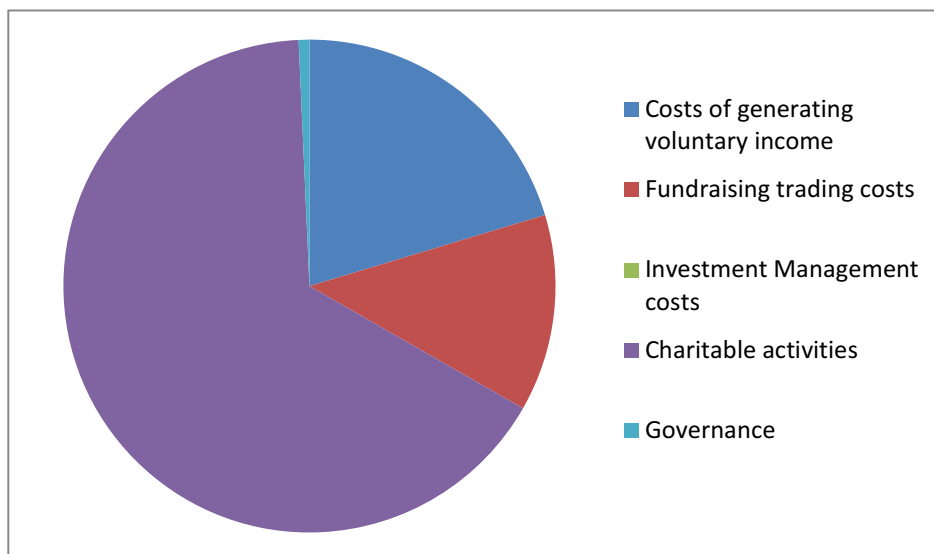
It currently costs £9 million a year to keep the charity running, it does not receive any government funding so is completely reliant upon the generosity and enthusiasm of its supporters.

In 2011/12 the FFC's income was £8,389,803. The pie chart below details the various income sources.



The Firefighters Charity and its relevance to BMKFA

In 2011/12 the FFC's expenditure was £8,067,468. The pie chart below details the expenditure.



Charitable expenditure is budgeted to increase by a further £1m over the coming years so that the FFC can increase the quality, quantity and availability of services to its beneficiaries.

Its Services and beneficiary base

The FFC is the UK's leading provider of services that enhance quality of life for the fire and rescue community, including serving and retired fire fighters, fire service personnel and their dependants.

There are three centres which are based in Devon, Cumbria and West Sussex. The centres offer a range of physiotherapy, nursing and psychological support programmes. They also offer one or two week breaks designed to help those who are recovering from injury, illness, stress or bereavement.

There is also a free confidential helpline to members of the fire and rescue service community where advisors are trained to provide impartial advice, guidance and support on a wide range of concerns.

A Child & Family Programme runs alongside these services and offers a week's activity break for families with one or more children with special care needs.

How many people benefit each year?

In 2011/12 the FFC supported 4,581 firefighters, retired firefighters, support staff and their families to get better after injury, illness and emotional turmoil.

The helpline has responded to 5,981 calls relating to a range of queries including work-related issues, relationships, bereavement, mental health concerns and addiction.

The Firefighters Charity and its relevance to BMKFA

As well as supporting Fire and Rescue Service staff in their times of need, one of the most important other roles played by the Charity is speeding up recuperation and thus allowing staff to return to full duties following injuries than might not have been the case solely by using NHS services.

How much is raised within BMKFA each year (include payroll giving)?

The funds raised for the charity in BMKFA for the years ending March 2012 and 2013 were £74,438 and £71,868 respectively. The charity helped 22 beneficiaries in this area in the year to March 2012 and 32 beneficiaries in the year ending March 2013.

These funds are directly donated from members of the service or raised through a variety of fund raising activities including social events, sporting activities and station open days.

How much benefit is derived by people in this Service's area?

Numbers for Bucks for 2012/13	
Helpline cases	1
Referred cases	5
Recuperation pack requests	17
Rehabilitation pack requests	9
Numbers for Bucks for 2011/12	
Helpline cases	0
Referred cases	6
Recuperation pack requests	11
Rehabilitation pack requests	5

The services detailed above are explained as follows:

- Helpline cases – dealt with directly by the helpline – not referred anywhere else.
- Referred cases – have come in from third parties with the knowledge of the beneficiary – e.g. a home visitor or social visitor referral for assistance – they may have ended up at a centre. Alternatively they may have been dealt with via beneficiary support co-ordinator activity.
- Packs requested – these are direct requests via the helpline for applications for either rehabilitation or recuperation. They are completed by the requesting beneficiary and then processed via the centres. The majority of cases are new cases, however some are from individuals requesting a second attendance.

The volunteering undertaken by Service staff and their friends and families does much to enhance the Authority's image within our communities and the effects on morale should not be overlooked. Our crews have proved enthusiastic and competitive when seeking ideas for

The Firefighters Charity and its relevance to BMKFA

fund raising and they utilise activities such as car washes and open days to raise funds as well as to spread the Authority's safety message.

This Service has been recognised nationally as one of the best at supporting the Charity's interests and in recent years, both Broughton and Bletchley have made it to the shortlist of the final 4 stations in successive national "Station of the year" contests. Many of our staff also donate to the charity directly from their pay in the form of "Payroll giving" or by direct donation from their current accounts.

The achievements of the staff of this Service are even more remarkable when it is noted that the Firefighters Charity is not the only charity supported by our crews and staff. They also raise monies for many national and local charities and for the Red Cross and Help for Heroes to name two prolific examples.

ACCESS OUR SERVICES

Telephone: 0800 389 8820

WE EXIST TO HELP YOU!



Royal Patron Her Majesty The Queen

WE ARE HERE TO HELP YOU!

Every year The Fire Fighters Charity helps thousands of people from the fire community.

PEOPLE JUST LIKE YOU.

We are able to help because we understand the pressures and demands of your profession – physically, emotionally and mentally. So we're here to offer information and support whenever you need us.

This handy information leaflet will give you an overview of all the services available to both you and your dependants, and is conveniently sized to keep in your wallet or purse.

If you need us, we're only a phone call away!

AM I ENTITLED TO USE THE CHARITY'S SERVICES?

Our services are available to each and every member of the fire & rescue service...along with their eligible dependants.

This includes support staff, wholetime and retained fire fighters, airport, MOD and works fire fighters and retired* or medically discharged members of the UK's Fire & Rescue Service.



ELIGIBILITY CHECK?

You are eligible to use our services if you fit into one of the groups below:

- **Serving personnel** (uniformed and support staff plus fire service Chaplains and Faith Leaders)
- **Former fire service personnel***
- **Works Firefighter** (or former works firefighter*)
- **Individuals engaged with a Fire Services Youth Scheme** (or assisting with the management of a scheme)
- **Eligible dependant of these beneficiaries**

*Please note: eligibility criteria applies to former and dependant categories and the helpline can advise on whether you or your family meet the criteria.

HOW CAN YOU HELP ME?

If you are eligible for our services, there are a number of ways in which we can help you.

By calling our Freephone number you will receive instant assistance from our friendly and impartial advisors. They are fully trained to offer advice, guidance and sign-posting on a wide range of issues.



If you or an eligible dependant are living with a long-term condition, have been injured or are recovering from illness or surgery, then you may be able to benefit from our rehabilitation programme.

Get your life back on track!

Life can sometimes become difficult and problems can seem overwhelming. Whether you are recovering from illness, injury or other problems that have put a strain on your life, we give you the opportunity to convalesce by taking a recuperation break at one of our centres. Our staff can also visit you at home if solving your problem needs a more in-depth approach and we may be able to provide specialist equipment or bespoke assistance if needed.

THE BEST WAY TO CONTACT US

Your first port of call will always be our Freephone helpline.

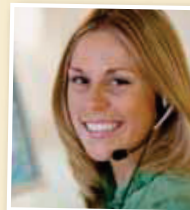
Our confidential, impartial and friendly advisors are available to assist you during your time of need by providing advice and information.

They are also able to refer you on to our regional beneficiary support team or send you out an application pack for rehabilitation or recuperation at one of our centres.

Many day-to-day pressures in life can cause you sleepless nights. We offer guidance and support on a wide range of issues that can affect members of the fire service and their families.

Here are just some of the issues our trained team can advise or sign-post on:

- **Financial hardship**
- **Welfare benefits**
- **Employment issues**
- **Housing**
- **Bereavement**
- **Disability issues**
- **Adaptations**



Call us on **0800 389 8820**

Our lines are open 9am-5pm, Monday – Friday.

HOW CAN I DO MY BIT TO SUPPORT?



It costs around £1,200 for us to provide a week's rehabilitation programme for a member of the fire service community in their time of need.



We offer this service to everyone who is eligible regardless of whether they support the Charity or not. However, with no government funding we rely heavily on the generosity of our supporters - in time, money and energy!

A monthly donation from your payroll or by direct debit could go a long way in allowing us to support more people when they need us most. Alternatively, why not join our lottery scheme and be in with a chance of winning a monthly jackpot of up to £25,000, or take on a fundraising challenge such as trekking the incredible Namibian wilderness? The choices are endless!



Picture Credit: Southern Daily Echo

If you feel you could spare some time to volunteer for the Charity, we are always looking for people to support our cause.

Please do take a minute to browse our website and see how you could help The Fire Fighters Charity.

www.firefighterscharity.org.uk

CAN WE HELP YOU?

- **Advice and Signposting**
- **Beneficiary Services**
- **Rehabilitation**
- **Recuperation**

www.firefighterscharity.org.uk

HEALTH AND WELLBEING



Rehabilitation

Working in the fire & rescue service can be tough, regardless of your role.

We support thousands of individuals that have suffered injuries and illnesses during their career, whether at work or in their personal lives. This ranges from long term wear-and-tear to specific trauma.

The Charity takes a holistic approach to the provision of rehabilitation. Our programmes are residential with an emphasis on improving or managing the individual's injury or condition, enabling that person to take full control of their recovery process once they are home.

Bespoke 4,7 or 10 day programmes are offered to beneficiaries which may, depending on individual needs, encompass the following areas:

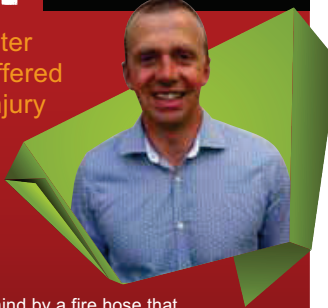
- Physiotherapy
- Exercise therapy
- Hydrotherapy
- Health promotion
- Nursing & personal care
- Mental health and wellbeing



RICK CLARKE

Case Study

Suffolk Firefighter Rick Clarke suffered a serious leg injury whilst tackling a forest fire in Mildenhall.



"I was struck from behind by a fire hose that had snapped its coupling and sustained a fractured tibia and damage to 3 ligaments in my left knee. Doctors said that I may not ever be able to return to operational duties, however I was determined to prove them wrong so contacted the Charity for help. After two weeks of intensive rehabilitation at Harcombe House and an individual exercise programme to follow once home, I made a full recovery and was able to return to operational duties just 15 months after the accident.

It's really important all fire service personnel know that if they or their families are struck down by illness, they are not on their own...the Fire Fighters Charity will be there for them."



I THOUGHT I WOULD NEVER NEED THE CHARITY'S HELP, BUT I WAS PROVED WRONG AND I AM SO GRATEFUL THEY WERE THERE FOR ME!



HOW DO I APPLY FOR REHABILITATION AND RECUPERATION?

Call 0800 389 8820 to speak to one of our trained helpline advisors, or visit our website www.firefighterscharity.org.uk

Once you have received an application pack, there is a section which will need to be completed by a medical practitioner. This can be a GP, consultant, specialist physiotherapist or other medical advisor. After receiving your completed application form, we will review your specific requirements and, if appropriate, allocate you a date to come to one of our centres based on your medical requirements and current waiting lists.

Each time you require the Charity's rehabilitation or recuperation services, you will need to complete a new form.

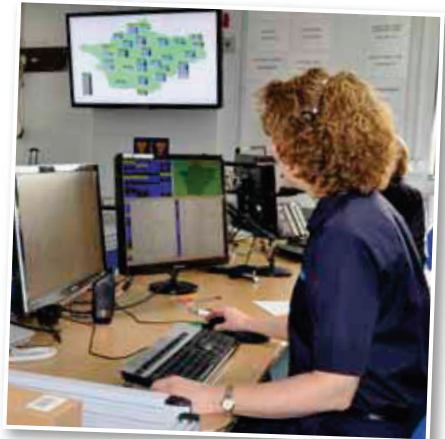


Recuperation

People react in different ways to traumatic events in their lives.

Our recuperation breaks give you and your family the chance to rebuild your life, recovering from illness, injury, stress or other difficult life situations through rest and relaxation.

We provide tranquil surroundings to give you the opportunity to get your life back on track through emotional and physical recovery in a self-help environment.



SARAH

Case Study

Sarah, a telephone operator from Glasgow, attended a two-week recuperation break at Marine Court.

"My brother was diagnosed with a terminal illness at the same time as my partner was made redundant from his job. I felt under enormous pressure to keep the family together and was well aware that life should still function as normally as possible for our three children.

A colleague suggested that I give The Fire Fighters Charity a call. The Helpline team were amazing and instantly put me at ease. The advisor recommended that the whole family should spend some time at Marine Court in West Sussex. It was the best thing we could have done.

We were able to step back from everything and reassess our paths, without the additional pressures of everyday life getting in the way."