

**M. Pearson  
CLERK TO THE AUTHORITY**

---

**To: The Chair and Members of the  
Community Safety and Corporate  
Planning Committee  
(see below)**

**SERVICE HEADQUARTERS  
THE KNOWLE  
CLYST ST GEORGE  
EXETER  
DEVON  
EX3 0NW**

---

Your ref :  
Our ref :  
Website : www.dsfire.gov.uk

Date : 2 September 2008  
Please ask for : Sam Sharman  
Email : ssharman@dsfire.gov.uk

Telephone : 01392 872200  
Fax : 01392 872300  
Direct Telephone : 01392 872393

**COMMUNITY SAFETY AND CORPORATE PLANNING COMMITTEE**  
(Devon and Somerset Fire and Rescue Authority)

**4 September 2008**

A meeting of the Community Safety and Corporate Planning Committee will be held on the above date, **commencing at 14:00 hours in Conference Room A in Somerset House, Service Headquarters** to consider the following matters.

M. Pearson  
Clerk to the Authority

**AGENDA**

1. **Apologies**
2. **Minutes** of the previous meeting of the Authority/Committee held on [previous meeting date] attached (Page 1).
3. **Items Requiring Urgent Attention**

Items which, in the opinion of the Chair, should be considered at the meeting as matters of urgency.

4. **Declarations of Interest**

Members are asked to consider whether they have any **personal/personal and prejudicial interests** in items as set out on the agenda for this meeting and declare any such interests at this time. *Please refer to the Note 2 at the end of this agenda for guidance on interests.*

**PART 1 – OPEN COMMITTEE**

**5. Community Safety Department Plan**

To review the Plan for 2008/09 (page numbered and attached separately) and to receive a presentation thereon given by the Assistant Chief Fire Officer (Community Safety).

**6. Community Safety - Targetting Of Resources**

Report of the Assistant Chief Fire Officer (Community Safety) (CSCPC/08/3) attached (page 5)

**7. Retained Duty System (RDS) Employers'**

**8. Co-Responder**

**PART 2 – ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF THE PRESS AND PUBLIC**

Nil

**MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER**

Membership:-

Councillors Fry (Chair), S. Hughes (Vice Chair), Dyke, Foggin, Leaves, M. Phillips, Tully

**Substitute Members**

Members are reminded that, in accordance with Standing Order 30, the Clerk (or his representative) MUST be advised of any substitution prior to the start of the meeting.

## **NOTES**

### **1. ACCESS TO INFORMATION**

Any person wishing to inspect any minutes, reports or lists of background papers relating to any item on this agenda should contact Sam Sharman on the telephone number shown at the top of this agenda.

### **2. DECLARATIONS OF INTERESTS BY MEMBERS**

#### ***What Interests do I need to declare in a meeting?***

As a first step you need to declare any personal interests you have in a matter. You will then need to decide if you have a prejudicial interest in a matter.

#### ***What is a personal interest?***

You have a personal interest in a matter if it relates to any interests which you must register, as defined in Paragraph 8(1) of the Code.

You also have a personal interest in any matter likely to affect the well-being or financial position of:-

- (a) you, members of your family, or people with whom you have a close association;
- (b) any person/body who employs/has employed the persons referred to in (a) above, or any firm in which they are a partner or company of which they are a director;
- (c) any person/body in whom the persons referred to in (a) above have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of which you are a Member or in a position of general control or management and which:-
  - you have been appointed or nominated to by the Authority; or
  - exercises functions of a public nature (e.g. a constituent authority; a Police Authority); or
  - is directed to charitable purposes; or
  - one of the principal purposes includes the influence of public opinion or policy (including any political party or trade union)

**more** than it would affect **the majority** of other people in the Authority's area.

Anything that could affect the quality of your life (or that of those persons/bodies listed in (b) to (d) above) either positively or negatively, is likely to affect your/their "well being". If you (or any of those persons/bodies listed in (b) to (d) above) have the potential to gain or lose from a matter under consideration – to a **greater extent** than **the majority** of other people in the Authority's area - you should declare a personal interest.

#### ***What do I need to do if I have a personal interest in a matter?***

Where you are aware of, **or ought reasonably to be aware of**, a personal interest in a matter you must declare it when you get to the item headed "Declarations of Interest" on the agenda, or otherwise as soon as the personal interest becomes apparent to you, **UNLESS** the matter relates to or is likely to affect:-

- (a) any other body to which you were appointed or nominated by the Authority; or
- (b) any other body exercising functions of a public nature (e.g. membership of a constituent authority; other Authority such as a Police Authority);

of which you are a Member or in a position of general control or management. In such cases, provided you do not have a prejudicial interest, you need only declare your personal interest if and when you speak on the matter.

#### ***Can I stay in a meeting if I have a personal interest?***

You can still take part in the meeting and vote on the matter unless your personal interest is also a prejudicial interest.

#### ***What is a prejudicial interest?***

Your personal interest will also be a **prejudicial** interest if **all** of the following conditions are met:-

- (a) the matter is not covered by one of the following exemptions to prejudicial interests in relation to the following functions of the Authority:-
  - statutory sick pay (if you are receiving or entitled to this);
  - an allowance, payment or indemnity for members;
  - any ceremonial honour given to members;

- setting council tax or a precept; **AND**
- (b) the matter affects your financial position (or that of any of the persons/bodies as described in Paragraph 8 of the Code) or concerns a regulatory/licensing matter relating to you or any of the persons/bodies as described in Paragraph 8 of the Code); **AND**
- (c) a member of the public who knows the relevant facts would reasonably think your personal interest is so significant that it is likely to prejudice your judgement of the public interest.

***What do I need to do if I have a prejudicial interest?***

If you have a prejudicial interest in a matter being discussed at a meeting, you must declare that you have a prejudicial interest (and the nature of that interest) as soon as it becomes apparent to you. You should then leave the room unless members of the public are allowed to make representations, give evidence or answer questions about the matter by statutory right or otherwise. If that is the case, you can also attend the meeting for that purpose.

You must, however, leave the room **immediately after you have finished speaking (or sooner if the meeting so decides)** and you cannot remain in the public gallery to observe the vote on the matter. Additionally, you must not seek to **improperly influence** a decision in which you have a prejudicial interest.

***What do I do if I require further guidance or clarification on declarations of interest?***

If you feel you may have an interest in a matter that will need to be declared but require further guidance on this, please contact the Clerk to the Authority – preferably before the date of the meeting at which you may need to declare the interest. Similarly, please contact the Clerk if you require guidance/advice on any other aspect of the Code of Conduct.

COMMUNITY SAFETY AND CORPORATE PLANNING COMMITTEE  
(DEVON AND SOMERSET FIRE AND RESCUE AUTHORITY)

18 JUNE 2008

Present:-

Councillors Dyke, Foggin, Fry, S Hughes, Leaves, Phillips and Tully.

**Election of Chair**

**RESOLVED** that Councillor Fry be appointed Chair of the Committee until its first meeting after the Annual Meeting of the Authority in 2009.

**Minutes**

**RESOLVED** that the Minutes of the meeting held on 18 April 2008 be agreed and signed by the Chair.

**Declarations of Interest**

Members of the Committee were invited to declare any personal or personal and prejudicial interests they may have in any item(s) to be considered at the current meeting in accordance with the Authority's approved Code of Conduct.

No interests were declared.

**Election of Vice Chair**

**RESOLVED** that Councillor S Hughes be appointed Vice Chair of the Committee until its first meeting after the Annual Meeting of the Authority in 2009.

**Operations and Resilience Department Plan**

The Committee received for information a copy of the Operations and Resilience Department Plan for 2008/09 together with a presentation given by the Assistant Chief Fire Officer (Operations). The presentation covered the following areas:

- Implementation of Emergency Response Standards
- Distribution of Emergency Response Resources – Review
- Review Working Practices at Station Level
- Review Staffing Arrangements in Support of Community Safety and Training Activity
- Review and Harmonise Provision of Operational Risk Information Systems
- Co-Responder Update.

Reference was made in particular to the position in respect of Co-Responder. The Assistant Chief Fire Officer (Operations) reported that combination had provided the opportunity to review the arrangements. The service was now implementing the use of light vehicles instead of a fire appliance at seven stations undertaking Co-Responder, with crewing restricted to 5 to be alerted and 2 to ride at any time.

Discussions with the South West Ambulance Trust regarding additional support for the scheme was proving successful and the new initiative would create an improved level of service whilst reducing the associated costs.

## **Community Safety Department Plan**

**RESOLVED** that this item be deferred for consideration at the next meeting.

### **Retained Duty System Review**

The Committee received for information a presentation given by the Assistant Chief Fire Officer (Operations) in respect of the Retained Duty System (RDS) Review. The main objectives of the review had been to decide how the service would resource and deliver the service in rural areas, the range of work that RDS employees would undertake within the community or in specialist roles and how RDS stations would be managed and supported, along with improvements to recruitment and retention.

The Review had entailed undertaking work via an employee and partner questionnaire (ORS), retained salary scheme questionnaire, discussion groups, data and information gathering.

The findings included the need to address

- Recruitment and retention
- Training
- Help and support
- Work life balance
- Working time and pay
- Contractual arrangements
- Integration of Wholetime and RDS arrangements
- Use of RDS employees in specialist roles
- Additional activities to achieve the Service Plan.

A more detailed report on the proposed way forward would be submitted to the Committee in due course.

Reference was made at this point to the perspective of the employer of RDS staff and whether any consideration had been given to promoting the scheme to employers. Councillor S Hughes commented that in Devon, the service used to instigate evenings for employers to come along to learn more about the RDS and he moved (and was seconded by Councillor Tully) that these be reinstated and that arrangements be made as appropriate..

### **RESOLVED**

- (a) that the evenings for employers to learn more about the RDS be reinstated;
- (b) that, subject to (a) above, the presentation be received and noted.

## **Local Resilience Forum (LRF) Structures and Roles**

The Committee received for information a presentation given by the Assistant Chief Fire Officer (Operations) that set out a background to Local Resilience Forums and their structures. The presentation covered the provisions in the Civil Contingencies Act 2004, which took effect from 1st April 2005. The Act imposes a series of duties on local bodies in England and Wales, Scotland and Northern Ireland, the overall objective being to modernise outdated Civil Defence legislation from 1948. The main change entailed the division of bodies into two groups, namely Category 1 and Category 2 responders. The presentation covered service's responsibilities as a category 1 responder as follows:

- The need to have Local Resilience Forum (LRF) structures in place to enhance co-ordination and working effectively to address multi-agency planning;
- To have co-operation and information sharing mechanisms in place between Category 1 and 2 responders;
- To develop and have Business Continuity Management plans in place;
- To assess the risk of emergencies occurring, producing a Community Risk Register and using the information to inform contingency planning as appropriate;
- Emergency plans to be in place and published as appropriate;
- To put in place agreed arrangements for public awareness and informing;
- Advice and assistance to the commercial sector and voluntary organisations.

The Assistant Chief Fire Officer (Operations), in response to a question, stated that there was a fire and rescue national co-ordination centre in the event of flooding and that local/regional resources were available to meet this developing risk. He added that there had been a tremendous amount of work behind the scenes to deal with the terrorist threat and in addition, work was ongoing in respect of the Regional Control Centre and Firelink projects.

**\* DENOTES DELEGATED MATTER WITH POWER TO ACT**

The meeting started at 14.15hours and concluded at 15.50hours.



# DEVON & SOMERSET FIRE & RESCUE AUTHORITY



<b>REPORT REFERENCE NO.</b>	<b>CSCPC/08/3</b>
<b>MEETING</b>	<b>COMMUNITY SAFETY &amp; CORPORATE PLANNING COMMITTEE</b>
<b>DATE OF MEETING</b>	<b>4 SEPTEMBER 2008</b>
<b>SUBJECT OF REPORT</b>	<b>COMMUNITY SAFETY – TARGETING OF RESOURCES</b>
<b>LEAD OFFICER</b>	<b>Assistant Chief Fire Officer (Community Safety)</b>
<b>RECOMMENDATIONS</b>	<ol style="list-style-type: none"> <li><b>1. To note the content of this paper</b></li> <li><b>2. To endorse the bid to support further targeted CS prevention work in retained areas.</b></li> <li><b>3. To endorse, in principle, the future procurement of a technical solution to improve targeting.</b></li> </ol>
<b>EXECUTIVE SUMMARY</b>	<p>The Fire &amp; Rescue Authority approved funding in February 2008 to increase Community Safety delivery by £60,000 for the purpose of supporting the growing preventative work of stations, especially retained stations. The collective bids far outweighed the available funding. The bids were provisionally approved on the basis that this work strongly supports the Corporate Priorities and Targets, and Group Commanders encouraged to identify more efficient ways to deliver the service to our communities.</p> <p>This has been achieved through the introduction of Community Safety Action Teams (CSAT), partnerships and increasing the focus on hard to reach groups. However, a significant gap still exists between the available funding and the planned activities and a recent review of Group budgets has shown that current expenditure for community safety delivery activity is exceeding the budget provision. This report therefore sets out a request for the Committee to support further funding and the reasons behind this.</p>
<b>FINANCIAL IMPLICATIONS</b>	<p>£161,000 to support the delivery of CS activities across the service</p> <p>This is subject to approval by the Resources Committee to vire funds from the existing retained pay lines for this financial year, therefore there will be a net nil impact on the budget</p> <p>Funding for subsequent years is the subject of a MTFP bid</p>
<b>APPENDICES</b>	None
<b>LIST OF BACKGROUND PAPERS</b>	None



## 1. **BACKGROUND**

- 1.1 Members will be aware that the Fire & Rescue Authority approved funding in February 2008 to increase Community Safety delivery by £60k for the purpose of supporting the growing preventative work of stations, especially retained stations. This increased the total delivery budget for the 12 Groups at the commencement of this fiscal year to £232k. Prior to April this year the Group Commanders were asked to submit financial bids based on their proposed activities as projected in their Group Plans. These bids were subsequently considered and the funding was apportioned with emphasis very firmly placed on delivering effective but cost efficient activities. As a result, the Group Commanders generally employ more efficient methods of delivery, such as; employing lone workers whenever possible, using alternative delivery options such as secondary contracts, and applying more efficient time management with regard to co-ordinating journey times and so on.
- 1.2 However, the collective bids far outweighed the available funding. The bids were provisionally approved on the basis that this work strongly supports the Corporate Priorities and Targets, and Group Commanders encouraged to identify more efficient ways to deliver the service to our communities.
- 1.3 This has been achieved through the introduction of Community Safety Action Teams (CSAT), partnerships and increasing the focus on hard to reach groups. However, a significant gap still exists between the available funding and the planned activities and a recent review of Group budgets has shown that current expenditure for community safety delivery activity is exceeding the projected out-turn; hence, the Committee is now being asked to support this paper's findings and the subsequent financial demand. The alternative to this will be to reduce community safety activities back to levels that will ensure no significant overspend on the budget line.
- 1.4 Members will also be aware of the continuing improvement in the reduction of all emergency calls, including those to domestic property fires, across the service. This has made a significant contribution to the current underspend due to reduced turnout and attendance fees, which could be used to meet the increased need for community safety activity.

## 2. **SERVICE PERFORMANCE**

- 2.1 Whilst the Service's performance for reducing fire fatalities and injuries is improving there are certain indicators that are showing that these 'hard to reach' and 'hard to influence' groups are not receiving the attention of our employees.
- 2.2 Members will be aware of the indicator regarding smoke alarm activations <sup>1</sup> (reported to the Authority's Audit and Performance Review Committee on 30 June 2008) which shows that although the number of dwelling fires is reducing compared to last year (by more than 10%) there are an increasing percentage of dwelling fires that are not being identified as having a smoke alarm that activated at the time of the fire. This may be that there was no smoke alarm fitted or may be the result of a lack of awareness on the part of the incident commander that a smoke alarm was even fitted. This latter point is being addressed by the Group Support Teams through awareness and training for all station-based crew and watch commanders.

---

<sup>1</sup> BVPI 209 (i) Percentage of fires attended in a dwelling where a smoke alarm activated

2.3 This indicator is more likely to be negatively affected by our employees successfully visiting the homes of many elderly and vulnerable people but not being able to penetrate the more difficult to reach groups who are known to be experiencing fires in their home. Consequently there is a need to undertake more targeted work to identify their approximate location and lifestyle habits and to subsequently reverse this negative indicator.

### 3. **TARGETING CRITERIA AND TOOLS**

3.1 The criteria for targeting risk groups is set out within the Home Safety policy document which makes it clear that the following groups have been identified through national research and should receive our full attention with an advisory visit and the installation of a ten year smoke alarm on all levels of the property;

- Residents living as part of a single adult household
- A lone parent to young children
- On a low income / unemployed / never worked
- Impaired as a result of substance abuse or physical / mental / age-related.

3.2 Furthermore, local studies by Devon and Somerset Fire and Rescue Service (DSFRS), Dorset FRS and the University of Exeter have more accurately described the risk groups as being;

- Older people living alone, as households without children, or, where the household contains at least one person with a long-term illness.
- Those who live in relatively densely populated areas, where a high percentage of men and women are working in service industries.
- Younger people in education living independently, many of whom may be non-UK residents.
- People co-habiting in converted, often rented, accommodation where in general all occupants are employed.

3.3 Whilst these are considered to be 'at risk' there are a percentage within these groups who constitute the highest risk to themselves, to our employees and to our communities. Smarter targeting can allow us to predict the profile and possible location of our next fire victim, but if we are to achieve this then our targeting process will need to be further refined and our resources aligned to meet these needs without losing sight of the existing 'at risk' members of our communities.

3.4 Targeting is able to be improved by mapping various data sets such as fire, crime, demographics, health data and social lifestyle activities. This will provide a more focussed risk profile for stations and groups, but much of this data is not yet available to the Service. Other responsible authorities (such as Police, Local Authority, Primary Care Trust) are duty bound to provide data that supports the Crime & Disorder Act 1998, but as yet have been unable to share critical information in an intelligible format for targeting use. This is being worked on and will soon be available to the Service.

- 3.5 Additionally, there are commercially available technical solutions yet to be employed by the Service. One such solution (MOSAIC) combines over 400 separate data sources and divides the UK adult population into 61 different types and eleven groups covering the full spectrum of British society. Data sources include the 'edited' electoral roll, lifestyle information, house price data, council tax returns, consumer credit behaviour and 'Office of National Statistics' local area data. This solution alone will not provide us with a full appreciation of the risk groups and their locations but it will add to the overall risk landscape if overlaid with fire data and the previously mentioned data from our significant partners.
- 3.6 This solution is widely used in the public sector and by some Fire & Rescue Services and is able to focus on the socio-economic compositions of neighbourhoods and single households.
- 3.7 Clearly the ability to execute effective targeting is only one part of a larger solution if we are seeking to further reduce fire fatalities and injuries, and make a positive impact on smoke alarm ownership within our highest risk groups.

#### 4. **RESOURCES**

- 4.1 Over the fiscal year 2007/08 there were 13 fire fatalities (includes accidental and deliberate) in domestic dwellings across the Service area, and only 3 of these occurred in wholtime station areas. This clearly shows the rural nature of our communities and emphasises the need to promote preventative work amongst our retained firefighters, but naturally this comes at a cost.
- 4.2 A further improvement to the way in which we target our resources will be the use of our own data on the occurrence of fire combined with the information provided by partners and the targeting solution. To accomplish this, a restructure of existing staff within the community safety team will be carried out, this will be reported to Members as a separate report.
- 4.3 If we are to effectively act on the targeted information coming to stations over the next 6 month period then we need to invest in the salaries of our retained firefighters, therefore ensuring that Groups are able to fully implement their proposed activities for the current year.
- 4.4 By shifting resources from emergency response budget lines into the delivery of community safety we are clearly meeting the expectations of the National Framework and our Corporate plan.

#### 5. **RECOMMENDATIONS**

- 5.1 To note the content of this paper
- 5.2 To endorse the bid to support further targeted CS prevention work in retained areas.
- 5.3 To endorse, in principle, the future procurement of a technical solution to improve targeting.

**PETE SMITH**  
**ASSISTANT CHIEF FIRE OFFICER (COMMUNITY SAFETY)**