

**M. Pearson
CLERK TO THE AUTHORITY**

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

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

Wednesday 19 June 2013

A meeting of the Community Safety and Corporate Planning Committee will be held on the above date, **commencing at 09:30 hours in Conference Room B in Somerset House, Service Headquarters** to consider the following matters.

M. Pearson
Clerk to the Authority

AGENDA

PLEASE REFER TO THE NOTES AT THE END OF THE AGENDA LISTING SHEETS

1. **Election of Chair**
2. **Apologies**
3. **Minutes** of the meeting held on 6 February 2013 attached (Page 1).
4. **Items Requiring Urgent Attention**

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

5. **Election of Vice Chair**

PART 1 – OPEN COMMITTEE

6. **Safe South West Update and Appointment of Trustees**

Report of the Director of Service Support (CSCPC/13/3) attached (page 4)

7. **Response and Resilience Issues**

Presentations to be given by the Director of Service Support on the following areas:

- Light Rescue Pumps (LRPs) & Tiered Approach;
- Emergency planning and Local Resilience Forums (LRFs);
- Specialist Capabilities;
- Integrated Risk Management Planning (IRMP), data based evidence and Sir Ken Knight's review of the Fire and Rescue Service in England.

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 Bown, Mrs. Colthorpe, Eastman, Ellery, Leaves, Mrs. Owen and Mrs. Prior-Sankey.

NOTES

1. Disclosable Pecuniary Interests (Authority Members only)

If you have any disclosable pecuniary interests (as defined by Regulations) in any item(s) to be considered at this meeting then, unless you have previously obtained a dispensation from the Authority's Monitoring Officer, you must:

- (a) disclose any such interest at the time of commencement of consideration of the item in which you have the interest or, if later, as soon as it becomes apparent to you that you have such an interest;
- (b) leave the meeting room during consideration of the item in which you have such an interest, taking no part in any discussion or decision thereon; and
- (c) not seek to influence improperly any decision on the matter in which you have such an interest.

If the interest is sensitive (as agreed with the Monitoring Officer), you need not disclose the nature of the interest but merely that you have a disclosable pecuniary interest of a sensitive nature. You must still follow (b) and (c) above.

2. Part 2 Reports

Members are reminded that any Part 2 reports as circulated with the agenda for this meeting contain exempt information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s). Members are also reminded of the need to dispose of such reports carefully and are therefore invited to return them to the Committee Secretary at the conclusion of the meeting for disposal.

3. Substitute Members (Committee Meetings only)

Members are reminded that, in accordance with Standing Order 35, the Clerk (or his representative) must be advised of any substitution prior to the start of the meeting. Members are also reminded that substitutions are not permitted for full Authority meetings.

4. 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 the person listed in the "Please ask for" section at the top of this agenda.

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

6 February 2013

Present:-

Councillors Leaves (Chair), Mrs. Bakewell MBE, Brooksbank, Foggin and Healey.

Apologies:-

Councillor Fry

***CSCPC/23. Minutes**

RESOLVED that the Minutes of the meeting held on 7 December 2012 be signed as a correct record.

***CSCPC/24. Receipt of National Award**

(An item of urgent business taken in accordance with Section 100B(4)(b) of the Local Government Act 1972).

The Chairman determined that this should be considered as a matter of urgency to enable the Committee to be apprised of a recent development at the earliest opportunity.

The Community Safety Manager advised the Committee that, at its annual meeting on 5 February 2013, the Market Analysis Segmentation Toolkit organisation had awarded the Devon & Somerset Fire & Rescue Service a national award to recognise innovative use by the Service of data in seeking to reduce road traffic casualties.

The Committee asked to have placed on record its congratulations for this achievement.

***CSCPC/25. Fire 999 DVD - Plymouth People First**

The Committee received for information a report of the Director of Service Support (CSCP/13/1) together with a presentation from Plymouth People First (a self-advocacy organisation for adults with a learning disability) on production of the organisation, in partnership with the Devon & Somerset Fire & Rescue Service, of a fire safety DVD – “Fire 999”. Adults with a learning disability were directly involved in the planning and performance of the 30 minute film which, in discreet sections, covered night time routines, what to do in the case of a house fire and how to book a home fire safety check. The DVD also featured an interactive element on how to spot a fire hazard.

The accessible nature of the film made it appropriate for many different community and protected characteristic groups. To date, some 500 copies had been dispersed in the Plymouth area and feedback indicated considerable success in promoting fire safety awareness particularly amongst adults with a learning disability.

Wider plans for use of the DVD included making it an e-learning package for sale to other UK fire and rescue services, with the income generated being reinvested to facilitate adults with a learning disability delivering appropriate training alongside Service advocates, thereby providing meaningful employment while promoting fire safety prevention to numerous vulnerable groups.

***CSCPC/26. Specialist Rescue Provision Update**

The Committee received for information a report of the Director of Service Support (CSCP/13/2) together with a presentation on the specialist rescue provision currently available within the Devon & Somerset Fire & Rescue Service. There were currently four specialist rescue facilities currently located at Barnstaple, Plymouth, Exeter and Bridgwater. Each was equipped to deal with incidents involving safe working at heights and confined spaces, large animal rescues and water rescues with the facilities being strategically located with the intention of providing a specialist response, if required, within 40 minutes. Supporting this was a network of 23 Specialist Rescue Advisors – flexible duty response officers specially trained to support the Specialist Rescue Teams in their operational activities.

The report highlighted partnership working with a number of organisations, including the British Equine Veterinary Association, the police, ambulance and coastguard services and the Royal National Lifeboat Institution. The Service's water rescue resources (which featured 3 Type B powered rescue boat teams and 4 Type C swift water rescue teams) were each declared on the Department for the Environment, Food and Rural Affairs (DEFRA) National Assets Register established following the widescale floods of 2007 to hold details of all assets trained and equipped to a national standards and available for national deployment.

Future developments for the Specialist Rescue capability included the introduction of an additional water rescue provision at Exmouth fire station together with joint training exercises with partner organisations to secure a full understanding of inter-agency working.

***CSCPC/27. Promotion of Domestic Sprinklers**

The Committee received for information a presentation on Service activities to promote the installation of both domestic and commercial sprinklers. Rather than adopt a traditional lobbying route, the Service stance was to seek ways to directly influence the community to educate, inform and promote the installation of sprinklers in both commercial and domestic premises. To do this, the Service had produced a series of innovative posters, leaflets and DVDs and was currently engaged in a project with a social housing provider initially to install sprinkler systems in two properties identified as being most vulnerable, with a view to then using this as a model to promote further installations.

The aim of the Service was to encourage all social housing organisations to:

- either fit all existing properties with sprinkler systems; or
- fit sprinkler systems into all new-builds or significant refurbishments; or
- to fit sprinkler systems in the most vulnerable properties.

Additionally, the Service was seeking to encourage the National House Building Council to promote the fitting of sprinklers in all new builds as a way for that organisation to demonstrate a commitment to enhancing community safety.

The presentation highlighted the benefits associated with sprinkler systems (which included both a reduction in fire deaths and fire related injuries and reduced risk to operational crews), debunked certain myths around sprinkler systems (e.g. that a fire would cause all sprinkler heads to actuate; or that systems resulted in considerable water damage) and indicated that the cost of fitting sprinkler systems had, in recent times, reduced considerably to approximately £1,500 to £2,000 for fitting a system in a standard, “two up, two down” residence.

***CSCPC/28. Job Centre Plus - Building on Success**

The Service received for information a presentation on the next steps in taking forward its innovative initiative with Job Centre Plus. The initiative, aimed at unemployed people between the ages of 18 to 24, had a number of defined “hard” outcomes (e.g. achieving, on completion, a job, interview or access to another Job Centre initiative; achieving a qualification) together with “soft” outcomes such as increased motivation, self-esteem, attitude etc.

To date the Service had delivered 20 programmes involving 240 participants. Of the 216 participants having completed a programme, all had secured three qualifications, with 60% gaining employment and 40% other Job Centre Plus programmes.

Going forward, the Service had secured a commercial contract with Job Centre Plus to deliver, in 2013-14, 48 programmes reaching approximately 600 unemployed 18 – 24 year olds, of which it was anticipated some 300 – 400 would secure employment at the end of the programmes.

While this required an increase in support afforded by the Service to the initiative, this increase was more than off-set by the value of the contract which should see the Service secure a profit and provide deliver an invaluable opportunity to deliver community safety messages to one of its prime target audiences.

***CSCPC/29. Marketing Update**

The Service received for information a presentation on the Service Christmas 2012 fire safety campaign together with the proposed 2013 campaign aimed to coincide with the national Fire Kills initiative.

The Christmas 2012 campaign had featured the use of posters with “quick response” (“QR”) codes which, when scanned, directed the viewer to a fire safety message on the Service website. Distribution of the poster had been targeted at those locations where a positive response to this approach had been received during the 2011 campaign.

The 2012 campaign also featured the production of a video, inspired by the corporate advertising of a well-known high street store, focused on the prevention of cooking related fires (which accounted for approximately 50% of all domestic fires attended, some 70% of which were caused by human distraction).

The spring 2013 campaign would focus on promoting the testing of smoke alarms for which the Service, in conjunction with a local distributor, had recently launched an innovative tester. Orders for the testing device had already been placed by both the Mid and West Wales and Humberside Fire & Rescue Services, with the Service receiving a percentage of sales made.

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

The meeting started at 10.00hours and finished at 12.20hours.



DEVON & SOMERSET FIRE & RESCUE AUTHORITY

REPORT REFERENCE NO.	CSCPC/13/3
MEETING	COMMUNITY SAFETY & CORPORATE PLANNING COMMITTEE
DATE OF MEETING	19 JUNE 2012
SUBJECT OF REPORT	SAFE SOUTH WEST UPDATE AND APPOINTMENT OF TRUSTEES
LEAD OFFICER	DIRECTOR OF SERVICE SUPPORT
RECOMMENDATIONS	<p>(a) That the Authority be recommended to approve the appointment of the Chair and Vice Chair of Community Safety and Corporate Planning Committee as Ex Officio Trustees for SAFE South West, with the Charity Commission then being notified accordingly;</p> <p>(b) That, subject to (a) above, the report be noted.</p>
EXECUTIVE SUMMARY	<p>On 5 October 2012, it was agreed by Community Safety and Corporate Planning Committee that a recommendation to establish a charitable arm and employ a fundraising post be taken to the Fire and Rescue Authority. On 5 November 2012, the recommendation was agreed by the Fire and Rescue Authority.</p> <p>The application for the establishment of SAFE South West is in progress and is likely to be approved for charitable status late July. The initial application to the Charity Commission has been made with a board of trustees established from senior Community Safety Officers. To ensure the community is represented by the charity SAFE South West would like to offer the opportunity for two Fire and Rescue Authority Members to sit on the board of trustees.</p>
RESOURCE IMPLICATIONS	None
EQUALITY IMPACT ASSESSMENT	None
APPENDICES	None
LIST OF BACKGROUND PAPERS	<p>Report to the Community Safety and Corporate Planning Committee on 5 October 2012 (Minute CSCPC/14 refers)</p> <p>Fire Authority - 5 November 2012 (Minute DSFRA/35 refers)</p>

1. **BACKGROUND**

- 1.1 Against the backdrop of diminishing funding to support Community Safety across both the public sector and through partnership sources, the Community Safety Department looked to alternative funding models. With some exceptions, such as Job Centre Plus, the Authority has had limited success in securing external funding to support Community Safety activities. However, limited capacity within existing staff, a lack of fundraising expertise and the status of the Authority as a statutory body were inhibiting opportunities to access external funding.
- 1.2 Research identified that opportunity existed to develop a charitable arm of the service. By employing a fundraising officer the service could support and develop the delivery of Community Safety in a cost effective and sustainable way.
- 1.3 On 5 October 2012, it was agreed by Community Safety and Corporate Planning Committee that a recommendation to establish a charitable arm and employ a fundraising post be taken to Fire Authority. On 5 November 2012 the recommendation was agreed by Fire Authority.

2. **UPDATE**

- 2.1 The Charity Constitution has been complete and agreed with the DSFRA solicitor. As approved by DSFRA, the constitution is for a Charitable Incorporated Organisation (CIO). The constitution along with the trustee declaration is in the process of being submitted to the Charity Commission (CC) which will take up to 40 working days to approve the application for CIO status.
- 2.2 As part of its constitution the charity must set its 'Objects' in order to establish its charitable principle, these have been set as:
- To promote, for the benefit of the public, the efficiency of the delivery of community safety.
 - To educate the community by fostering their awareness of safety issues in everyday life.
 - To promote good citizenship and greater public participation for the safety and resilience of the local community.
 - To develop the capacity and skills of local communities in such a way that they are better able to identify, and help meet their needs and to participate more fully in the safety and resilience of their community.
- 2.3 Initial work was undertaken to establish the potential for partnership appetite to sit on the board of trustees. Although time consuming this work has engaged partners with the creation of the charity. After consultation with these partners it has been decided to establish the board of trustees from within DSFRS whilst maintaining contact with partners to provide details of the charities progress. The partners contacted were Devon County Council, Plymouth City Council, Somerset County Council, Torbay Council, Avon and Somerset Police Constabulary, Devon and Cornwall Police, and the South West Forum (an umbrella organisation for the voluntary sector).

- 2.4 In order to make an application to the CC, a bank account has been opened with Unity Trust Bank (an ethical Bank) and a loan transferred from the DSFRA accounts as agreed by the Committee at its meeting on 5 October 2012 (Minute CSCPC/14 refers) . The loan will initially allow SAFE South West to register with the Charity Commission, then will be used as 'match funding'. Occasionally funding boards will only give grants where the charity can partially or fully match the amount given by the funding boards. This initial investment will open up additional grants to SAFE South West.
- 2.5 A successful recruitment process was undertaken to employ a Charity Co-ordinator with a substantial background in the voluntary sector. This person is now in post and has started work to support the establishment of the charity and research some initial sources of funding. The post has been appointed on a fixed term contract for 2013/14; the post will initially be reviewed on an annual basis against the success of the charity. It is anticipated that the initial investment into the salary of the post will be offset by the amount of additional funding generated by the post.
- 2.6 The brand name of 'SAFE South West' (Safety, Advice, Funding & Education) has been chosen for the charity after engagement and feedback from the networks established by the DSFRS Officer for the Voluntary Sector
- 2.7 Whilst the application is being considered by the CC work will now be undertaken to create a brand and complimenting webpages, complete paperwork for some initial funding applications and prepare for an official launch.

3. **COMPOSITION OF THE BOARD OF TRUSTEES**

- 3.1 The CC provides a wide range of information and advice regarding the role of Trustees, number of Trustees, appointment etc. However, in the main this is advice and each charity has considerable discretion regarding the number of Trustees, period for which they are appointed and the overall composition of the Board. All of this is set within a framework which includes some overall legal obligations e.g. ensuring the charity complies with charity law, remains solvent and that they act with integrity. The CC advocates establishing a Board of Trustees that is manageable in size, a minimum of 3 and a likely maximum of 9 members that have the necessary skills and knowledge to promote trust and can communicate with the communities we serve. Whilst the initial setting up of the Board is an important step, it should be remembered that the composition can be changed (by the Trustees) to reflect experience gained by and the development of the charity, the changing needs of the charity and of local communities.
- 3.2 Initially it is felt that the Board of Trustees should be appointed from within the Service and Authority. As stated above, if at a future date it is considered sensible to widen representation / bring in new skills e.g. financial expertise, then this can be done.
- 3.3 The Trustees will be Ex Officio these means they are appointed by the role they hold within an organisation. When they are appointed to that role as part of an organisation they will automatically qualify as trustee. When they are appointed to that role they can decline in writing and that space will remain vacant on the board of trustees until they leave that role and a new person is appointed.

- 3.4 The initial application to the CC has been made with the following Ex Officio Trustees;
- ACFO Director of Service Delivery Support (Chairman)
 - Area Manager Community Safety (Clerk)
 - Group Manager Community Safety Prevention
 - Community and Workplace Equalities Manager
- 3.5 To ensure the community is represented by the charity room has been left for two Authority Members to join the board of trustees, again as Ex Officio posts. At this stage it is proposed that this should be the Chair and Vice Chair for Community Safety and Corporate Planning Committee.
- 3.6 It is important that Area Commands with a responsibility for service delivery are linked to the charity. However, to maintain an effective Trustee Board (as detailed in 2.1) Area Commands will be represented along with Community Safety Managers based at SHQ on a sub-committee which will focus on project delivery. This will free trustees to focus solely on the governance alongside financial legislative requirements of the charity.

TREVOR STRATFORD
Assistant Chief Fire Officer, Service Support