

**M. Pearson
CLERK TO THE AUTHORITY**

**To: The Chair and Members of the
Devon & Somerset Fire & Rescue
Authority**

(see below)

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DEVON & SOMERSET FIRE & RESCUE AUTHORITY

Wednesday 19 December 2012

A meeting of the Devon & Somerset Fire & Rescue Authority will be held on the above date, **commencing at 10:00 hours in the Conference Rooms 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. Apologies

2. Nepal Firefighter Training

Report of the Chief Fire Officer (DSFRA/12/28) attached (page 1).

3. Minutes of the meeting held 5 November 2012 attached (page 3).

4. Items Requiring Urgent Attention

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

PART 1 – OPEN COMMITTEE

5. Questions and Petitions by the Public

In accordance with Standing Orders, to consider any questions and petitions submitted by the public. Questions must relate to matters to be considered at this meeting of the Authority. Petitions must relate to matters for which the Authority has a responsibility or which affects the Authority. Neither questions nor petitions may require the disclosure of confidential or exempt information. Questions and petitions must be submitted in writing or by e-mail to the Clerk to the Authority **by midday on Friday 14 December 2012**

6. Addresses by Representative Bodies

To receive addresses from representative bodies requested and approved in accordance with Standing Orders.

7. Questions by Members of the Authority

To receive and answer any questions submitted in accordance with Standing Orders.

8. Minutes of Committees

(a) Commercial Services Committee

The Chair of the Committee, Councillor Healey, to **MOVE** the Minutes of the meeting held on 2 November 2012 attached (page 7).

RECOMMENDATION that, in accordance with Standing Orders, the Minutes be adopted.

(b) Human Resources Management and Development Committee

The Chair of the Committee, Councillor Bown, to **MOVE** the Minutes of the meeting held on 15 November 2012 attached (page 9)

RECOMMENDATION that, in accordance with Standing Orders, the Minutes be adopted.

(c) Audit and Performance Review Committee

The Chair of the Committee, Councillor Radford, to **MOVE** the Minutes of the meeting held on 29 November 2012 attached (page 11)

RECOMMENDATION that, in accordance with Standing Orders, the Minutes be adopted.

(d) Community Safety and Corporate Planning Committee

The Chair of the Committee, Councillor Leaves, to **MOVE** the Minutes of the meeting held on 7 December 2012 attached (page 14)

RECOMMENDATION that, in accordance with Standing Orders, the Minutes be adopted.

9. Change and Improvement Programme - Budget Virement Request

Report of the Treasurer (DSFRA/12/29) attached (page 17)

10. 2013/14 Council Tax Precept Consultation

Report of the Treasurer (DSFRA/12/30) attached (page 20)

11. Local Government Finance Settlement 2013/14

Treasurer to report.

12. **Chairman's Announcements**
13. **Chief Fire Officer's Announcements**

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 Healey(Chair), Gribble (Vice Chair), Bakewell MBE, Bown, Brooksbank, Burrige-Clayton, Mrs. Chugg, Dyke, Eastman, Foggin, Fry, Gordon, Horsfall, Hughes OBE, Knight, Leaves, Mills, Radford, Randall Johnson, D Smith , J Smith, Way, Woodman and Yeomans

NOTES	
1.	<p><u>Disclosable Pecuniary Interests (Authority Members only)</u></p> <p>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:</p> <ul style="list-style-type: none"> (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. <p>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.</p>
2.	<p><u>Part 2 Reports</u></p> <p>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.</p>
3.	<p><u>Substitute Members (Committee Meetings only)</u></p> <p>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.</p>
4.	<p><u>Access to Information</u></p> <p>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.</p>



DEVON & SOMERSET FIRE & RESCUE AUTHORITY

REPORT REFERENCE NO.	DSFRA/12/28
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
DATE OF MEETING	19 DECEMBER 2012
SUBJECT OF REPORT	NEPAL FIREFIGHTER TRAINING
LEAD OFFICER	Chief Fire Officer
RECOMMENDATIONS	<i>That the report be noted</i>
EXECUTIVE SUMMARY	<p>This report outlines the provision by Devon & Somerset Fire & Rescue Service staff of training to a multi-agency audience in Kathmandu, Nepal, in support of the establishment of a self-sustaining fire and rescue capability for that country.</p> <p>As a mark of thanks, the Chief Fire Officer will receive on behalf of the Service a framed Letter of Appreciation at the meeting.</p>
RESOURCE IMPLICATIONS	Nil.
EQUALITY RISKS AND BENEFITS ASSESSMENT	Not applicable
APPENDICES	Nil.
LIST OF BACKGROUND PAPERS	Nil.

1. During October and November of this year four members of the Devon & Somerset Fire & Rescue Service undertook a 6 week trip to Kathmandu, Nepal, to deliver a basic fire fighting course to 30 multi-agency participants to assist the country in developing a self-sustaining emergency response provision both by direct training and in helping identify trainers and instructors for the future.
2. The course, held at the Police Training Academy in Kathmandu, was attended by members from the Nepal Army, Police, Armed Police and Kathmandu Municipal Fire fighters and the syllabus covered, amongst other things, ladders, firefighting appliances and the use of breathing apparatus. The course, which was the first of its kind in the history of the Nepalese Fire Service, was funded from the United Nations Development Programme (UNDP).
3. During its time in Nepal, the Service team attended many meetings and provided training and advice on wide range of issues necessary to progress the organisation of a Fire Service throughout Nepal, including:
 - equipment;
 - types of appliances required;
 - ways to procure appliances;
 - mobilising and communications strategies;
 - information gathering;
 - educational programmes; and
 - changing legislation to support a National Fire Service infrastructure and its long term sustainability.
4. Members of the team will attend the Fire Authority meeting to present a framed Letter of Appreciation and will be available to discuss the trip and outline potential future opportunities.

LEE HOWELL
Chief Fire Officer

DEVON & SOMERSET FIRE & RESCUE AUTHORITY

5 November 2012

Present:-

Councillors Healey (Chairman), Bakewell MBE, Bown, Brooksbank, Burrige-Clayton, Mrs. Chugg, Dyke, Eastman, Foggin, Fry, Gordon, Gribble, Horsfall, Hughes OBE, Leaves, Mills, Radford, Randall Johnson, D Smith, J Smith, Woodman and Yeomans.

DSFRA/31. Minutes

RESOLVED that the Minutes of the meeting held on 30 July 2012 be signed as a correct record.

DSFRA/32. Minutes of Committees, Working Parties etc.

(a) Commercial Services Committee

The Chair of the Committee, Councillor Healey, **MOVED** the Minutes of the meetings of the Committee held on 31 July and 12 September 2012 which had considered, amongst other things:

31 July 2012 meeting

- a commercial services budget monitoring report for Quarter 1, 2012/13;
- information on commercial services governance arrangements;
- a commercial services outline business plan for 2013 – 17;
- a detailed commercial services business plan for 2013/14; and
- updates on commercial matters and Training Academy courses and initiatives.

12 September 2012 meeting

- business cases in relation to commercial consultancy, fleet services, firefighter recruitment/agency bank, out-of-hours call handling and product sales; and
- an update on commercial matters.

RESOLVED that, in accordance with Standing Orders, the Minutes be adopted.

(b) Human Resources Management and Development Committee

The Vice-Chair of the Committee, Councillor Brooksbank, **MOVED** the Minutes of the meeting of the Committee held on 5 September 2012 which had considered, amongst other things:

- establishment of the Firefighters' Pension Scheme Internal Disputes Resolution Panel for the 2012/13 municipal year; and
- a presentation on the Human Resources Improvement Project aimed at refining processes to enhance service delivery in that department.

RESOLVED that, in accordance with Standing Orders, the Minutes be adopted.

(c) Audit and Performance Review Committee

The Chair of the Committee, Councillor Radford, **MOVED** the Minutes of the meeting of the Committee held on 24 September 2012 which had considered, amongst other things:

- a progress report on issues being addressed by the Audit Commission;
- the Audit Commission Annual Governance Report 2011/12, which included a draft (subsequently confirmed) unqualified opinion on the Authority's Statement of Accounts for 2011/12;
- the Authority's Annual Governance Statement for 2011/12;
- a report on progress against the Authority's approved internal audit plan, particularly in relation to assurance work on procurement, purchase cards and the provision and use of work equipment; and
- a report on performance by the Service during April to June 2012 against those measures contained in the approved Corporate Plan.

RESOLVED that, in accordance with Standing Orders, the Minutes be adopted.

(d) Community Safety and Corporate Planning Committee

The Chair of the Committee, Councillor Leaves, **MOVED** the Minutes of the meeting of the Committee held on 5 October 2012 which had considered, amongst other things:

- a report on a proposal for the Service to establish a charitable arm (**NOTE:** a copy of the report as considered by the Committee was circulated with the agenda for this meeting); and
- a report on the Service position in relation to the National Fire Kills Campaign Annual Report 2011/12.

RESOLVED

- (i) that the recommendation at Minute CSCP/14 (Establishment of a Charitable Arm) be approved;
- (ii) that, subject to (i) above and in accordance with Standing Orders, the Minutes be adopted.

(e) Resources Committee

The Vice-Chair of the Committee, Councillor Woodman, **MOVED** the Minutes of the meeting of the Committee held 19 October 2012 which had considered, amongst other things:

- a report on performance as at Quarter 2, 2012/13, against agreed financial targets; and
- a report on performance as at Quarter 2, 2012/13, against the Authority's approved Treasury Management Strategy for that financial year (**NOTE:** a copy of the report as considered by the Committee was circulated with the agenda for this meeting).

RESOLVED that, in accordance with Standing Orders, the Minutes be adopted.

DSFRA/33. Networked Fire Control Solution Project (NFCSP) - Update and Partnership Agreement

The Authority considered a report of the Chief Fire Officer (DSFRA/12/25) on progress with the National Fire Control Solution Project (NFCSP) – a partnership arrangement between the Devon & Somerset, Dorset, Hampshire and Wiltshire Fire & Rescue Services to secure a new command and mobilising system. Under the arrangement, which had received funding of £1.8m from the Department for Communities and Local Government (CLG), each service would retain its own Control Room but would benefit from a state-of-the-art interoperable and highly resilient system.

The report identified that a formal Partnership Agreement, endorsed by the legal advisers to each Service, had been drafted. The report also identified the indicative procurement process for the new system and provided an update on developments in relation to establishment of new Control Room facilities for the Devon & Somerset Fire & Rescue Service.

RESOLVED

- (a) that this Authority enter into the formal Partnership Agreement with those of the Dorset, Hampshire and Wiltshire Fire and Rescue Services to provide an interlinked resilient fire command and mobilising system;
- (b) that, subject to (a) above, the remainder of report DSFRA/12/25 updating on progress with the project be noted.

DSFRA/34. Proposed Changes to Authority Approved Calendar of Meetings 2012/13

The Authority considered a report of the Clerk to the Authority (DSFRA/12/26) on proposed changes to the approved Calendar of Meetings 2012/13 designed to facilitate a special meeting to consider approval of the next iteration of the Corporate Plan in draft form for consultation purposes. The special meeting would allow the draft Plan to reflect any considerations that may be required as a result of the 2013/14 local government finance settlement which was now not anticipated until late December 2012.

RESOLVED

- (a) that a special Authority meeting, to approve draft Corporate Plan for consultation purposes, be held at 10.00hours on Friday 18 January 2013, to be followed by a Members' Forum already scheduled for that date;
- (b) that the Clerk be authorised, following consultation with the Chair and Members of the Human Resources Management & Development Committee, to re-arrange the meeting of the Committee initially scheduled for Friday 18 January 2013.

DSFRA/35. Community Right to Challenge (Localism Act 2011)

The Authority considered a report of the Clerk to the Authority (DSFRA/12/27) to which was appended a proposed policy and procedure for the administration of any expressions of interest submitted by relevant bodies under the Community Right to Challenge introduced by the Localism Act 2011.

The policy and procedure reflected both legislative requirements and statutory guidance. In line with the latter, it was proposed that a defined period – namely the month of August – be determined for receipt of any expressions of interest which, if approved, would need to be published as a minimum on the Authority's website.

RESOLVED

- (a) that the Policy and Procedure as appended to report DSFRA/12/27 for determining Expressions of Interest submitted under the Community Right to Challenge introduced by the Localism Act 2011 be approved;
- (b) the wording for publicising the window for submission of Expressions of Interest as set out at paragraph 4.5 of the report, be approved for publication on the Authority's website, in accordance with the requirements of the Act;
- (c) that the policy and procedure be reviewed after twelve months and revised as necessary in light of actual experience in determining expressions of interest.

DSFRA/36. Chairman's Announcements

The Chairman circulated a list of events attended and activities undertaken on behalf of the Authority since its last meeting and drew particular attention to:

- attendance in support of the Service at the Bridgwater Carnival on 3 November during which some £3,000 was raised for those affected by the M5 tragedy; and
- attendance at the M5 memorial event on 4 November.

DSFRA/37. Chief Fire Officer's Announcements

The Chief Fire Officer reported on three fire fatalities which had occurred since the last Authority meeting. The Chief reminded the Authority of the introduction by the Service of the fatal fire review process aimed at capturing lessons learned from all fatal fires and promoting enhanced inter-agency co-operation with a view to driving down numbers of fire deaths.

Additionally, the Chief Fire Officer promoted the Service Christmas Carol Concert which would this year be held at Exeter Cathedral on Tuesday 18 December commencing at 19.30hours.

The meeting started at 10.00hours and finished at 10.41hours.

COMMERCIAL SERVICES COMMITTEE
(Devon and Somerset Fire and Rescue Authority)

2 November 2012

Present:-

Councillors Healey (Chair), Dyke, Mills, Randall Johnson, D. Smith and Woodman

Apologies:-

Councillor Gribble

***CSC/21. Minutes**

RESOLVED that the Minutes of the meeting held on 12 September 2012 be signed as a correct record.

***CSC/22. Budget Monitoring Report 2012/13 - Quarter 2**

The Committee received for information a report of the Treasurer to the Authority (CSC/12/22) on the position for the second quarter of the current (2012/13) financial year of the budget for commercial activities. The Treasurer confirmed that the commercial service activities were making a profit for the service. The approach of seeking to generate income during difficult times currently being faced by all private and public sector organisations was commended by the Committee.

The report forecast a total income from commercial activities for 2012/13 of £0.951m, some £0.276m less than the budgeted income target for the year of £1.277m. Savings from other commercial budget heads totalling £0.016m would, however, reduce the overall shortfall to £0.260m and it was further recognised that the forecast position could well change by the year end. In any event the total forecast shortfall in income would be more than offset by savings elsewhere in the Service Training budget.

The £1.277m income target for 2012/13 was based on income generated during the previous year and an assumption that existing business would grow. The current economic climate had, however, impacted detrimentally on the training budgets of other fire and rescue services resulting in the anticipating growth in income proving more problematic to secure.

Since setting the 2012/13 commercial services budget an overarching five-year business plan (2013 – 17) and detailed business plan for 2013/14 had been developed and approved by the Committee. Both plans identified levels of up-front investment costs associated with establishing a start-up company such as Red One Ltd. and reflected all other relevant costs. The plans had also been informed by sound market research indicating significant financial growth over a five year period in a range of existing and new market segments.

***CSC/23. Exclusion of the Press and Public**

RESOLVED that, in accordance with Section 100A(4) of the Local Government Act 1972 the press and public were excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A (as amended) to the Act, namely information relating to the financial and business affairs of the Authority and other companies.

***CSC/24. Establishment Of FalckDS**

(At item taken in accordance with Section 100A(4) of the Local Government Act 1972 during consideration of which the press and public were excluded from the meeting).

The Chief Fire Officer apprised the Committee on latest developments in relation to the proposed joint venture between the Service and Falck, specifically the drafting of appropriate contractual documentation agreeable to both parties. Once finalised, the documentation would be submitted to a future Authority meeting for approval.

***CSC/25. Update on Commercial Matters (including current Commercial Leads and Opportunities)**

(At item taken in accordance with Section 100A(4) of the Local Government Act 1972 during consideration of which the press and public were excluded from the meeting).

The Committee received for information a verbal update on:

- commercial ventures being progressed in collaboration with Falck; and
- other commercial opportunities being explored or progressed.

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

The meeting started at 10:00hours and finished at 11:20hours.

HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT COMMITTEE

(Devon and Somerset Fire and Rescue Authority)

15 November 2012

Present:-

Councillors Bown (Chair), Brooksbank (Vice Chair), Burrige-Clayton, Chugg, Knight and J D Smith

Apologies:-

Councillor Horsfall

***HRMDC/12. Minutes**

RESOLVED that the Minutes of the meeting held on 5 September 2012 be signed as a correct record.

***HRMDC/13. Absence Management and Health of the Organisation**

The Committee received for information a report of the Director of People and Organisational Development (HRMDC/12/9) that set out the Service's performance in respect of sickness absence for the period 1 April 2012 to 30 September 2012 as measured against the targets within the Corporate Plan for 2012/13 to 2015/16.

The Human Resources Manager reported that the actual performance for the first half of 2012 was 3.86 days or shifts lost per person as compared with 3.96 days or shifts in 2011/12. He drew attention to the point that further analysis of the sickness absence statistics using a rolling 12 month period showed that performance had remained at a rate of just over 8 days or shifts lost per person since March 2011. He added that the overall profile of long term sickness matched that of short term sickness over this period.

Reference was made to the Service's performance as compared with other fire and rescue services in the United Kingdom for Quarters 1 and 2 in 2012 as set out within national benchmarking data. This showed that Devon and Somerset Fire and Rescue Service compared less favourably to 9 other fire and rescue services participating in the national benchmarking exercise on sickness absence and had performed better in only 4 cases. The Committee enquired as to whether there was any pattern to this and any lessons that the Service could learn to improve its performance. The Human Resources Manager replied that he felt that the Service was taking every possible step to address sickness absence within the organisation and he highlighted some key areas of action. The Director of People and Organisational Development added that the Service did look for examples of good practice amongst other fire and rescue services.

The Committee recognised that the Service had been working on reducing sickness absence over a number of years now and acknowledged that performance was going in the right direction. It was indicated, however, that the Committee needed to maintain oversight of the position in respect of sickness absence levels in the future.

***HRMDC/14. Equality Strategy - 6 Monthly Monitoring Report: May to October 2012**

The Committee received for information a report of the Director of People and Organisational Development (HRMDC/12/10) that provided an update in respect of performance against the Service's Equality Strategy for the period 1 May 2012 to 31 October 2012.

The Director of People and Organisational Development reported that the new Equality Strategy "Safer Lives, Brighter Futures" was approved by the Devon and Somerset Fire and Rescue Authority in May 2012 (Minute DSFRA/xx refers) following extensive internal and external consultation. From this and a review of the previous Strategy, a detailed plan was set out with actions for completion at various stages between 2012 and 2016 to enable the Authority to move towards the achievement of the "Excellent" level in accordance with the Fire and Rescue Service Equality Framework. The report circulated set out the progress that had been made in achieving the actions to date in 2012 and indicated that this was very good and there were no areas of concern at present.

It was noted that a report on progress would be submitted to this Committee to monitor the progress made every six months.

***HRMDC/15. RoSPA - Audit Outcomes, Health & Safety**

The Committee received for information a presentation given at the meeting by the Deputy Chief Fire Officer.

The presentation set out the processes that had been put into place to enable the organisation to monitor how health and safety had been embedded within the Service and explained how the Royal Society for the Protection of Accidents (RoSPA) had been utilised to audit the Authority's progress in achieving this.

The Deputy Health and Safety Manager advised the Committee that in 2012, the Service had received the highest award possible from RoSPA which was its Diamond award for the improvement that had been shown in terms of health and safety improvement and its management systems. This meant that the Service was now in the top 5% of organisations in the United Kingdom. Notably, the Service had achieved a 37% reduction in personal injuries from 2009 to 2012 which was commended.

The Committee extended its congratulations and thanks to the Health and Safety Team and all involved in this on an excellent achievement. The Director of People and Organisational Development commented that this needed to be fed into the Chief Fire Officers' Association in addition and that these results would also assist the Authority in its forthcoming audit under the EFQM programme in 2013.

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

The meeting started at 10.00hours and finished at 10.55hours

AUDIT AND PERFORMANCE REVIEW COMMITTEE

(Devon and Somerset Fire and Rescue Authority)

29 November 2012

Present:-

Councillors Radford (Chair), Burridge-Clayton, Dyke, Gribble and J D Smith.

Apologies:-

Received from Councillors Mills and Way.

In attendance:

Alun Williams and David Bray – representing Grant Thornton
Rob Hutchings – representing Devon Audit Partnership

***APRC/49. Minutes**

RESOLVED that the Minutes of the meeting held on 24 September 2012 be signed as a correct record.

***APRC/50. Planned External Audit Fee 2012/13**

The Committee received for information a copy of a letter from Grant Thornton (successors to the Audit Commission) setting out the work programme and scale of fees proposed by the Audit Commission for this Authority in 2012/13. The letter also set out the scope and timing of the proposed work and details of the team to undertake it.

It was noted that the audit fee was part of a five year contract and thus was fixed for that period at £45,000 per annum.

***APRC/51. Audit & Review 2012-13 2nd Quarter Progress Report**

The Committee received for information a report of the Audit & Review Manager (APRC/12/12) that set out the progress made against the 2012/13 Audit & Review Plan, detailing in particular the key findings of the audits on:

- Contract management
- Risk management
- Commercial Services
- Gartan

The assurance statement for both contract management and risk management indicated that improvements were required in these areas. In terms of contract management, it was noted that work was ongoing in respect of the development of a Procurement Strategy and that within this, a sub strategy for managing contracts would be defined. It was envisaged that this would ensure the delivery of the expected audit control improvements and organisational benefits.

The audit of the Service's risk management arrangements had indicated that there was a lack of strategy and unconfirmed level of risk tolerance which impacted on its ability to provide a structured and coherent approach to identifying, assessing and managing its risks. A revised policy and new process map had already been developed and would be rolled out shortly, followed by the population of one Corporate Risk Register that would incorporate all corporate, operational, programme and project risks in one central location.

The progress made in each of these areas would be reported to a future meeting.

***APRC/52. Devon & Somerset Fire & Rescue Service Performance Report: April - September 2012**

The Committee received for information a report of the Deputy Chief Fire Officer (APRC/12/13) setting out the Service's performance during the period April to September 2012 against those measures contained within the approved Corporate Plan for 2012/13 to 2015/16. The following issues were highlighted:

- **Measure 1 (Deaths from fire where people live):** although there had been more deaths from fire (5 compared to 3 in the same period last year), the overall target to maintain a downward trend was on track with the numbers concerned being very small;
- **Measure 2 (Injuries from fire where people live):** performance in this area was not to target currently (to achieve a long term downward trend). As there had been only 24 incidents recorded between April and September 2012, however, as compared with 26 for the same period in 2011/12, the statistics showed a slight improvement so far this year;
- **Measure 3 (fire incidents where people live):** although there had been a slight decrease in performance compared to the same period in 2011/12, the overall target to maintain a downward trend in fire incidents where people live was on track;
- **Measures 4, 5 and 6 (deaths in places where people work or visit):** In terms of measure 4, there had been one fatality in September 2012 which involved a car fire and this was being treated by the Police as a murder. The other two measures were on target, with a downward trend being maintained;
- **Measures 7 (first attendance in ten minutes at fires where people live) and 8 (first attendance in fifteen minutes at road traffic collisions):** performance against these targets had dropped for the period April to September 2012 as compared with the same period in 2011/12 (72.32% to 63.89% for first attendance in 10 minutes) and this had continued to be an area of focus for the Service. Although it had been predicted that there may be a drop in performance as a result of the merger of the Devon and Somerset Control rooms into one control room in April 2012, it had not been envisaged that this decline would continue in the longer term as increased familiarity of staff with processes, procedures and equipment would have, in time, delivered improvements in performance. Further detailed analysis revealed 2 issues with the accuracy of the statistics recorded due to systems not updating correctly. These issues were now being addressed and it was envisaged that this would result in an improvement in performance of around 10% as a result. It was stressed that this flaw in the statistics had only impacted on the timings recorded within the performance monitoring systems and had in no way affected the service provided to the community;

- **Measure 9 (publicly available and current Local Community Plan for each station):** it was noted that all of the local Community Plans had been completed for 2012/13 and work was on track for completion and publication of the Plans for 2013/14;
- **Measure 10 (EFQM assessment score):** one of the strategic goals of the Service was to move towards being an excellent organisation by 2014. The EFQM model was used to assess the Service's progression towards this and it was noted that the first formal external assessment of this would be undertaken early in 2013;
- **Measure 11 (staff survey results):** it was envisaged that a report on the key findings of the survey would be available by the end of 2012.

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

The meeting started at 10.00hours and finished at 10.55hours

COMMUNITY SAFETY AND CORPORATE PLANNING COMMITTEE

(Devon and Somerset Fire and Rescue Authority)

7 December 2012

Present:-

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

Apologies:-

Councillors Brooksbank, Fry and Healey

***CSCPC/16. Minutes**

RESOLVED that the Minutes of the meeting held on 5 October 2012 be signed as a correct record.

***CSCPC/17. Charitable Status - Update**

The Committee received for information an update report on the intention of the Service to establish a charitable arm to access otherwise unavailable funding streams to support community safety initiatives. The proposal had been approved both in principle and fully by the Committee and full Authority respectively at their last meetings (Minutes CSCPC/14 and DSFRA/32(d)(i) refer).

The Service would shortly be submitting an application to establish a 'Charitable Incorporated Organisation' and in January would be advertising for the post of fund raising officer. It was hoped to be able to launch the new Charitable Incorporated Organisation in March 2013. The Committee was also informed that the Service had already received an approach from a large employer in the region interested in promoting the new Charity as its annual charity in 2014.

***CSCPC/18. Success of the "Honest Truth" Campaign**

The Committee received for information an update on the success of this innovative campaign at securing four awards at a recent national awards ceremony. The Chartered Institute of Public Relations had awarded the campaign a Gold Award in each of the following categories:

- Best "Not for Profit" Campaign;
- Best Campaign Costing £10,000 and under;
- Best External Publication; and
- Best Use of Measurement and Evaluation

The Honest Truth partnership, between the Service and other public and private sector organisations, provided teaching resources and promotional material for use by driving instructors in conveying the key risks of the road to young drivers. The campaign, which featured distinctive "animal head" themed branding and used social media such as Facebook and "QR" codes to reach its target audience, had already been adopted by some 350 instructors across Devon and Cornwall, with the AA expressing interest in the possibility of promoting it nationally.

***CSCPC/19. Fatal Fire Review - Update**

The Committee received for information an update on progress with this initiative initially reported to the Authority at its last meeting on 5 November 2012 (Minute DSFRA/37 refers). The review process is instigated in instances where the Service considers that other agencies might under other circumstances influence the outcome of a fire.

Two reviews had been undertaken since its introduction with very positive results in that the care agencies concerned would, going forwards:

- train their staff in undertaking a preliminary fire risk assessment. Any significant issues discovered from this would be referred through to the Service for a home safety visit; and
- have staff test smoke alarms on a weekly basis and record these results. As with the preliminary fire risk assessment, any issues relating to the effectiveness/adequacy of the smoke detectors would be referred to the Service as necessary.

The above results from the first two reviews were highly promising and the South West Peninsular Coroners had commended the approach and invited the Service to present on the initiative at its forthcoming Annual General Meeting.

***CSCPC/20. "Firemark" - National Campaign**

The Committee received for information a presentation on the development by the Service of a national programme to engage with landlords in the private sector to promote fire safety. The initiative, which had arisen in the aftermath of the Ellacombe Church Road Fire, Torbay, and following the failure of the private Members Bill promoted by Adrian Saunders to receive assent, featured an assessment and inter-active presentation highlighting fire risks around the home and measures available to address these.

***CSCPC/21. Fire Safety Product**

The Committee received for information a demonstration of a simple but innovative tool developed by the Service to help people undertake the routine weekly task of testing smoke alarms. The product would be manufactured locally and the manufacturers were confident of the national and international potential and had agreed to provide the Service with either 5% or 10% of sales profits, depending on the number of units sold. The product would be launched nationally in February.

***CSCPC/22. Tier 3 Response Vehicles**

The Committee received for information a presentation on the types and locations of Tier 3 (specialist) appliances used in support of the main fleet as part of the Tiered Response approach to match appropriate resources to identified risk. The Tiered Response concept involved:

- Tier 1 – initial response by a light rescue pump;
- Tier 2 – enhanced support as necessary by a “medium” rescue pump (traditional fire appliance);
- Tier 3 – strategic support (special appliances); and
- Tier 4 – Resilience support (e.g. Urban Search and Rescue specialist deployment).

Tier 3 appliances included:

- Incident Command Vehicles;
- Aerial appliances;
- Rescue tenders (with cutting tools, airbags etc);
- Bulk water/foam carriers;
- Light 4x4 Pumps;
- Hose layers;
- Incident Support Units;
- Specialist Rescue Vehicles; and
- Specialist Wildfire vehicles.

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

The meeting started at 10.00hours and finished at 11.10hours.

DEVON & SOMERSET FIRE & RESCUE AUTHORITY



REPORT REFERENCE NO.	DSFRA/12/29
MEETING	DEVON AND SOMERSET FIRE AND RESCUE AUTHORITY
DATE OF MEETING	19 DECEMBER 2012
SUBJECT OF REPORT	CHANGE AND IMPROVEMENT PROGRAMME – BUDGET VIREMENT REQUEST
LEAD OFFICER	Treasurer to the Authority
RECOMMENDATIONS	<i>That a budget virement of £284,000, as outlined in paragraph 2.3 of this report, be approved.</i>
EXECUTIVE SUMMARY	<p>Financial Regulations require any request for a transfer (virement) of budget between subjective budget heads in excess of £150,000 to be approved by the full Authority.</p> <p>This report provides details of a request from the Change and Improvement Portfolio Board for £284,000 to fund new priority projects.</p>
RESOURCE IMPLICATIONS	This request can be funded from within existing budgets and subject to approval will still ensure that a significant underspend is presented at year end to assist in meeting budget pressures in 2013 onwards.
EQUALITY RISKS AND BENEFITS ASSESSMENT (ERBA)	An initial assessment has not identified any equality issues emanating from this report.
APPENDICES	None
LIST OF BACKGROUND PAPERS	None.

1. **BACKGROUND**

- 1.1 This report identifies a request for additional revenue spending of £284,000 in the current financial year to provide further investment funding towards the delivery of key enabling projects identified within the Change and Improvement Programme. Whilst this additional spending can be funded from within the existing revenue budget, it will require a transfer (virement) of budget between subjective budget heads.
- 1.2 The Authority's Financial Regulations require any request for a budget virement between subjective budget heads in excess of £150,000 to be approved at a meeting of the full Authority. Members are asked to approve this request.
- 1.3 Members will be aware of the new way of doing business within the organisation which requires all new project work to be considered and approved through the Change and Improvement Programme. This process ensures that any new project is aligned to our key strategic objectives and will contribute to the need to deliver efficiency savings.
- 1.4 At its last meeting on 27 November 2012, the Service's Change and Improvement Portfolio Board approved, in principle, the next batch of key projects subject to Authority approval of the associated funding. This follows the identification of additional opportunities to deliver against Service Strategic Objectives. These opportunities have been identified in year through planned analysis and exploratory Process Improvement work, and hence were not budgeted for earlier. All these pieces of work are seen as key to enabling the Service to prepare for the future challenges it faces and the delivery of estimated savings of £1m per annum from Service support functions.
- 1.5 Each of these projects will be looking to deliver a more efficient and effective organisation with root and branch reviews of key supporting functions and their supporting processes and systems. These include:
- Estates
 - ICT
 - Stores
 - Operational Asset Management (Fleet).
 - Finance Management Information to support more effective Budget Management
- 1.6 Other projects are focussed on key supporting systems required to deliver more effective management information to support Fire Fighter and Community safety. These include:
- Human Resources and associated integrated systems such as Availability and Training Records.
 - New process and system to support Health & Safety Accident reporting
 - Piloting of recently updated technology infrastructure (SharePoint) to deliver more effective access to our key HR & Community Safety data via electronic means rather than paper.
- 1.7 In addition, the Service is in the process of changing its printer contract to both provide more appropriate facilities to meet current and expected future demands and to reduce contract and on-going operating costs. This will deliver both financial savings and reduce environmental impact.

2. **BUDGET VIREMENT REQUEST**

2.1 The Authority is asked to approve the transfer of £284,000 budget from the current year underspend in the Service Revenue budget towards the Change & Improvement budgets in year.

2.2 At its last meeting on 18 October 2012, the Resources Committee considered the latest monitoring report on expenditure against the approved budget in the current financial year. This report identified a projected underspend of £1.4m, largely attributable to the instruction given by the Chief Fire Officer and Senior Management Board to all budget holders across the organisation to trim costs wherever possible with a view to reducing their areas of budget responsibility and secure savings wherever possible. It is forecast that savings of £1m will have been identified from this instruction which is available to provide further investment in the Change and Improvement Programme.

2.3 It is therefore recommended that the request for additional funding of £284,000 be funded from those budget headings where budget savings have already been secured. Table 1 below provides details of the requested budget virement.

TABLE 1 – REQUEST FOR BUDGET VIREMENT

Budget Line	From £000	To £000	Reason
Equipment and Furniture	(100)		To provide additional investment of £284,000 towards key projects identified by the Change and Improvement Portfolio Board.
Travel and subsistence	(100)		
Capital charges	(84)		
Non-uniformed staff costs		184	
External Fees and Services		100	
TOTAL	(284)	284	

KEVIN WOODWARD
Treasurer to the Authority



DEVON & SOMERSET FIRE & RESCUE AUTHORITY

REPORT REFERENCE NO.	DSFRA/12/30
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
DATE OF MEETING	19 DECEMBER 2012
SUBJECT OF REPORT	2013/14 COUNCIL TAX PRECEPT CONSULTATION
LEAD OFFICER	Treasurer to the Authority
RECOMMENDATIONS	<i>That the proposal as outlined in this report to consult more widely on proposed level of 2013/14 council tax precept by including the public in a telephone survey, in addition to the legislative requirement to consult the business community on the proposed level of Authority expenditure in 2013/14, be endorsed.</i>
EXECUTIVE SUMMARY	It is a legislative requirement that the Authority consults the business community on the level of council tax precept. In setting the 2012/13 level of council tax the members of the public were also consulted. The same approach is proposed for consulting on the 2013/14 level of council tax.
RESOURCE IMPLICATIONS	Survey costs will be met from within existing resources.
EQUALITY RISKS AND BENEFITS ASSESSMENT (ERBA)	No potentially negative impact sufficient enough to warrant a full impact assessment has been identified in the content of this report.
APPENDICES	Nil.
LIST OF BACKGROUND PAPERS	The Local Government Finance Act 1992.

1. INTRODUCTION

1.1 It is a legislative requirement that the Authority sets a level of revenue budget and council tax for the forthcoming financial year. There is a need to set the level before 1 March in order that it can inform each of the 15 council tax billing authorities within Devon and Somerset of the level of precept required from the Authority for 2013/14.

1.2 Section 65 of the Local Government Finance Act (1992) requires precepting authorities to consult non-domestic ratepayers on its proposals for expenditure. The Authority has previously fulfilled this requirement by the use of telephone surveys.

2. CONSULTATION PROPOSAL

2.1 In setting the 2012/13 revenue budget the consultation was extended to include members of the public. It was deemed appropriate to include the public's views on the option of increasing Council Tax at a time of economic difficulty. The proposal is to again to consult both businesses and the public on their views of the proposed levels of council tax precept for 2013 / 14.

2.2 The methodology for the proposal is to conduct a telephone survey. This methodology is particularly appropriate as it will secure statistically meaningful results when the timescale between conducting the research and reporting the results back to the Authority could otherwise be too short for other types of consultation. The key specifications for the survey are:

- To ask a small group of key questions plus demographic information;
- To collect answers to both "closed" and "open" questions;
- To provide a representative sample of 400 business and 400 members of the public by constituent authority area (Devon County Council; Plymouth City Council; Somerset County Council; and Torbay Council).

2.3 The results of the survey will be reported back to the Authority on 18 February 2013 to inform the considerations in relation to budget setting for 2013/14 and any associated precept level.

KEVIN WOODWARD
Treasurer to the Authority