



DEVON & SOMERSET FIRE & RESCUE AUTHORITY

**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, 10 November, 2021

A meeting of the Devon & Somerset Fire & Rescue Authority will be held on the above date, **commencing at 10.00 am in The Committee Rooms, Devon & Somerset Fire & Rescue Service Headquarters** to consider the following matters.

M. Pearson
Clerk to the Authority

SUPPLEMENTARY AGENDA No. 1

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

7 Minutes of Committees

b Audit & Governance Committee (Pages 1 - 4)

The Chair of the Committee, Councillor Healey MBE, to **MOVE** the Minutes of the meeting held on 28 October 2021 attached.

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

c Community Safety Committee (Pages 5 - 10)

The Chair of the Committee, Councillor Chesterton, to **MOVE** the Minutes of the meeting held on 2 November 2021 attached.

RECOMMENDATIONS

- (i). that any recommendation in relation to the draft Community Risk Management Plan 2022-2027 be considered in conjunction with item 8 below; and
- (ii). that, subject to (i) above, the Minutes be adopted in accordance with Standing Orders.

MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

Membership:

Councillors Randall Johnson (Chair), Best, Biederman, Bown, Brazil, Dr. Buchan, Chesterton, Clayton, Coles, Corvid, Drean, Hannaford, Healey MBE, Long, McGeough, Napper, Parker-Khan, Peart, Prowse, Radford, Randall Johnson (Chair), Redman, Roome, Scott, Shayer, Thomas (Vice-Chair) and Vijeh.

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 the person listed in the “Please ask for” section at the top of this agenda.

2. **Reporting of Meetings**

Any person attending a meeting may report (film, photograph or make an audio recording) on any part of the meeting which is open to the public – unless there is good reason not to do so, as directed by the Chair - and use any communication method, including the internet and social media (Facebook, Twitter etc.), to publish, post or otherwise share the report. The Authority accepts no liability for the content or accuracy of any such report, which should not be construed as representing the official, Authority record of the meeting. Similarly, any views expressed in such reports should not be interpreted as representing the views of the Authority.

Flash photography is not permitted and any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chair or the Democratic Services Officer in attendance so that all those present may be made aware that is happening.

3. **Declarations of Interests at meetings (Authority Members only)**

If you are present at a meeting and you are aware that you have either a disclosable pecuniary interest, personal interest or non-registerable interest in any matter being considered or to be considered at the meeting then, unless you have a current and relevant dispensation in relation to the matter, you must:

- (i) disclose at that meeting, by no later than commencement of consideration of the item in which you have the interest or, if later, the time at which the interest becomes apparent to you, the existence of and – for anything other than a “sensitive” interest – the nature of that interest; and then
- (ii) withdraw from the room or chamber during consideration of the item in which you have the relevant 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 an interest of a sensitive nature. You must still follow (i) and (ii) above.

Where a dispensation has been granted to you either by the Authority or its Monitoring Officer in relation to any relevant interest, then you must act in accordance with any terms and conditions associated with that dispensation.

Where you declare at a meeting a disclosable pecuniary or personal interest that you have not previously included in your Register of Interests then you must, within 28 days of the date of the meeting at which the declaration was made, ensure that your Register is updated to include details of the interest so declared.

	NOTES (Continued)
4.	<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>
5.	<p><u>Substitute Members (Committee Meetings only)</u></p> <p>Members are reminded that, in accordance with Standing Orders, 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>
6.	<p><u>Other Attendance at Committees)</u></p> <p>Any Authority Member wishing to attend, in accordance with Standing Orders, a meeting of a Committee of which they are not a Member should contact the Democratic Services Officer (see “please ask for” on the front page of this agenda) in advance of the meeting.</p>

AUDIT & GOVERNANCE COMMITTEE (Devon & Somerset Fire & Rescue Authority)

28 October 2021

Present:

Councillors Coles (vice Napper), Healey MBE (Chair), Brazil, Dr. Buchan, Prowse (Vice-Chair), Randall Johnson (vice Parker-Khan), Roome, Shayer and Vjeh

Apologies:

Councillors Napper and Parker-Khan

* **AGC/21/8** **Minutes**

RESOLVED that the Minutes of the meeting held on 30 July 2021 be signed as a correct record.

* **AGC/21/9** **Internal Audit Progress Report 2021-22 - Quarter 2**

The Committee received for information a report of the Director of Governance & Digital Services (AGC/21/6) on progress as at Quarter 2 of the current (2021-22) financial year against the previously-approved internal audit plan for that year.

Although recruitment issues had delayed commencement of the approved Plan, it remained on tract for full completion by the end of the financial year. The report provided information on:

- Light Support Fleet final internal audit report. At present, there was limited assurance. Progress had been made and the associated action plan to address issues identified was being progressed, albeit that some of the actions were outside agreed timescales;
- Fitness Testing Assurance draft internal audit report. At present, there was limited assurance albeit that good progress had been made (and continued to be made) between the initial inspection by Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HIMCFRS) in 2019 and the subsequent revisit. The Service was optimistic that the cause for concern on fitness testing would be lifted following the recent inspection.

The report also identified planned work to be undertaken during the 2021-22 financial year, either by the internal audit team or by the Devon Audit Partnership.

The Director of Finance & Resourcing (Treasurer) enquired as to when the audit of Personal Protective Equipment (PPE) might be undertaken as this was a fundamental element for the Service and needed to be pursued. The Committee was advised that this work was due for completion in December 2021.

While progress against the approved Internal Audit Plan would be reported to future meetings of this Committee, assurance against those areas identified in the Plan would be addressed and monitored by the respective Committees (e.g. firefighter fitness by the People Committee; effective use of light support fleet by the Resources Committee), in accordance with the revised governance arrangements approved by the Authority at its annual meeting on 29 June 2021.

* **AGC/21/10** **Corporate Risk Register**

The Committee received for information a report of the Director of Governance & Digital Services (AGC/21/7) providing an update on the Corporate Risk Register. The Register captured and described the most significant risks, both internally and externally, facing the Devon & Somerset Fire & Rescue Service (“the Service”), with a focus on cross-cutting risks and major projects. The risk management process included the identification, assessment and recording of risks together with mitigating activities.

The Service risk profile had changed significantly since the last reported. The Corporate Risk Register now identified a total of 23 risks, with eight escalated from local risk registers. Two risks on the previous iteration had subsequently been de-escalated to local or thematic risk registers.

Since the last report, the Service had introduced new risk management software (Sharpcloud). This had provided much greater visibility across local, thematic and corporate risk registers and reduced duplication in risks, controls and actions. The benefits of this included automated action tracking, the ability to view the relationships between different risks, controls and actions and the real-time reporting of risk data. This would support the ability of the organisation to use accurate risk information to inform decision making.

The Corporate Risk Register was subject to monthly review by the Service Executive Board and six-monthly review by this Committee.

The Committee asked a number of questions in respect of the Corporate Risk Register, notably on how the Service dealt with its top, large scale risks such as Information Technology (IT) and digital scamming and also on how rising costs were being addressed. The Risk Manager advised that the significant risks such as IT were monitored regularly by Executive Board. The Director of Finance and Resourcing (Treasurer) added that Executive Board was also monitoring the position on inflation and supply chains closely but that some forward purchasing of items such as fuel had given a degree of protection.

The Committee also congratulated the Risk Manager on the work undertaken on the six health and safety corporate risks as identified in paragraphs 7.1 to 7.3 of the report and asked if further workshops were planned. The Risk Manager replied that the operational side of the organisation was closest to the risks and that as a result, the thematic risks were reviewed monthly with the health and safety teams and bi-monthly with the Strategic Safety Committee. It was noted that the addition of a flowchart and/or timelines would assist the Committee in understanding how the Committee managed its risks and the Risk Manager undertook to include this in future reports.

It was also requested that risk management was added as a subject for a future Members' Forum.

* **AGC/21/11 Devon & Somerset Fire & Rescue Authority Financial Statements 2020-21**

The Committee considered:

- (a). a report of the Director of Finance & Resourcing (Treasurer) (AGC/21/8) to which was appended the Authority's Financial Statements (including a narrative statement and Statement of Accounts) for the financial year ended 31 March 2021; and
- (b). a supplementary report of the Director of Finance & Resourcing (Treasurer) (AGC/21/9) to which was appended revised pages to the Financial Statements identifying minor amendments as required by the external auditor.

RESOLVED

- (a). that the amendments to the Authority's final Financial Statements for the year ended 31 March 2021, as shown highlighted in the appendix to report AGC/21/9 and as highlighted by the external auditor at the meeting, be noted; and
- (b). that, subject to incorporation of the amendments, the final Financial Statements be approved and published on the Authority's website alongside the external auditor's final findings, in accordance with the provisions of Regulation 10(1) (as amended by Regulation 10(2)(b)) of the Accounts & Audit Regulations 2015 (as amended).

(See also Minutes *AGC/21/12 and *AGC/21/13 below)

* **AGC/21/12 Audit Findings for the Devon & Somerset Fire & Rescue Authority 2020-21**

The Committee received for information a report from the external auditor (Grant Thornton) on its final audit findings on the Authority's Financial Statements for the year ended 31 March 2021. The report updated the findings previously reported to the Committee meeting held on 30 July 2021 (Minute *AGC/21/3 refers).

Barrie Morriss, representing Grant Thornton, drew attention to the points highlighted at Appendix B of the report in terms of audit adjustments made. He advised that the outstanding issue on the letter of assurance from the Devon Pension Fund had been received now although this had highlighted one issue which had been accepted as an unadjusted error.

Attention was also drawn to the point that the Service had made an advance of £403k as additional pension covering a 3 year period and this should have been accounted for in the General Fund and then released to offset against the Fund as a prepayment but there was a mismatch as this had not happened for two years. As a result, there was £269k overstated in the General Fund. This was below the materiality level and thus, would not impact on the auditor's opinion on the financial statements.

The external auditor anticipated, based on its findings, that it would issue the Authority with an unmodified audit report and that its opinion was that the Authority's Financial Statements:

- gave a true and fair view of the financial position of the Authority as at 31 March 2021 and of its expenditure and income for the year;
- had been properly prepared in accordance with the CIPFA/ALASAAC code of practice on local authority accounting in the United Kingdom; and
- had been prepared in accordance with the requirements of the Local Audit and Accountability Act 2014.

Appendix E of the Audit Findings also set out the letter explaining the reason for the delay in submission of the Value for Money (VFM) work and Auditor's Annual Report in accordance with the 2020 Code of Audit of Practice. It was anticipated that this work would be completed by 31 December 2021 and thus the report would be submitted to the next meeting of the Committee in January 2022.

*(See also Minute *AGC/21/11 above and *AGC/21/13 below).*

* **AGC/21/13** **2020-21 Letter of Representation**

The Committee considered the Letter of Representation (included with the agenda for the meeting) on the Authority's financial statements for the year ended 31 March 2021.

RESOLVED that the Committee Chair and the Director of Finance & Resourcing (Treasurer) be authorised to sign, on behalf of the Authority, the Letter of Representation to the external auditor (Grant Thornton) on the Authority's financial statements for the year ended 31 March 2021.

*(See also Minutes *AGC/21/11 and *AGC/21/12 above).*

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

COMMUNITY SAFETY COMMITTEE

(Devon & Somerset Fire & Rescue Authority)

2 November 2021

Present:

Councillors Chesterton (Chair), Coles (vice Corvid), Biederman, Parker-Khan, Radford (Vice-Chair), Randall Johnson (vice McGeough) and Redman

Apologies:

Councillors Corvid and McGeough.

* **CSC/21/5** **Minutes**

RESOLVED that the Minutes of the meeting held on 26 July 2021 be signed as a correct record subject to amendment as follows:

- Minute CSC/21/2 – to add a further bullet point in the third paragraph to reflect that “The Committee asked to look in more depth at areas such as P4A, roving appliances, removal of the P3 appliances together with information on station/appliance availability as part of the Forward Plan”; and
- Minute CSC/21/3 – to add a further bullet point under the third paragraph to reflect – “that the Service should also reach out to other local authorities and partners to seek wider involvement in the fitting of domestic sprinklers and/or other fire suppression systems.

* **CSC/21/6** **Strategic Priority 1 and 2 Performance Measures: Quarter 1 2021/22**

The Committee considered a report of the Director of Service Delivery (CSC/21/3) that set out a set of Key Performance Indicators (KPIs) in order to measure the Service’s performance against Strategic Priorities for quarter 1 of 2021-22.

The Director of Service Delivery advised the Committee that the performance measures were based on the following criteria:

- Succeeding – the KPI was achieving its target;
- Near target – the KPI was less than 10% away from achieving its target; and
- Needs improvement – the KPI was at least 10% away from achieving its target.

In terms of Priority 1, the Service was succeeding in 7 KPIs, near target in 10 KPIs and needing improvement in 2 KPIs. On Strategic Priority 2, the Service was succeeding in 4 KPIs, near target in 4 KPIs and none needed improvement.

The Director of Service Delivery reported that the two KPIs needing improvement were:

- KPI 1.1.4.1 – number of home fire safety visits completed (-33.9%); and
- KPI 1.2.4.1 – number of fire safety checks completed (-10.8%).

Both of these areas had been subject to review and an action plan had been instigated to bring performance back on target.

The Committee made reference to the following points (amongst others) in discussion on this item:

- A breakdown of the number of home fire safety visits into who had undertaken them, i.e., wholetime, On Call or technicians was requested in future reports;
- Whether the performance under KPI 1.2.4.1 had improved to September 2021 and whether the target was likely to be hit at year end;
- Whether the Service was confident in its partnership approach for the referral of vulnerable people for home fire safety visits.

The Director of Service Delivery, in response to these points, advised that he would enquire if the report could be amended in future to provide the breakdown requested above. He added that the Service had completed 6400 home fire safety visits to the end of October 2021 so it was still behind on this target but the action plan instigated should deliver improvements by the year end. The Service would need to consider the target for future years then based on performance and factors such as the community risk profile. He also advised that the referral process requesting home fire safety visits from partners for vulnerable people was simple with the majority of this process being undertaken by the Service.

In terms of areas of focus at future meetings, the Committee requested reports on the following areas:

- Risk and incident types;
- Appliance/station availability (linked to the Pay for Availability system);
- Home Fire Safety Visits;
- Forward Plan of other areas of work.

The Committee expressed its thanks to officers and staff for the quality of the performance report presented.

RESOLVED

- (a) That the areas of focus for performance as set out in the bullet points above be agreed as a focus for the next meeting; and
- (b) Subject to (a) above, the report, including the exception reports for KPIs 1.1.4.1 and 1.2.4.1, be welcomed and noted.

* **CSC/21/7 Overview of Devon & Somerset Fire & Rescue Service's Collaboration Activity**

The Committee considered a report of the Director of Service Delivery (CSC/21/4) that provided an overview of the collaboration activity undertaken by the Service, together with the legislative requirements, the emerging national picture within the fire and rescue sector and the agenda for reform.

The Director of Service Delivery advised the Committee that the Service had saved in the region of 150 lives through its collaboration activity. Current collaboration activity included (amongst others):

- Co-responding;
- Ambulance driving;
- Police and Fire Community Support Officers;
- Community Responders; and
- Safeguarding.

Reference was made to the following points:

- The work of the Police and Fire Community Support Officers and the potential to increase the numbers from 3 whilst still aligning to the new system under Pay for Availability;
- The work undertaken in developing the collaborative approach with the South West Ambulance Service and paragraph 4.5 of this report in particular which was commended; and
- Whether the staff undertaking ambulance driving were delayed by waiting times at hospital accident and emergency departments.

The Chief Fire Officer advised that the Service was working through the best way to increase the numbers of Police and Fire Community Support Officers in conjunction with Devon & Cornwall Police. The Director of Service Delivery added that staff driving ambulances were not available to the Service so they did not delay turn out times of fire engines. It was recognised that ambulance waiting times did impact on the Service and this was being discussed with partners along with the instigation of training for staff in respect of the prognosis of the casualty and encouraging people to take themselves to hospital but it was an ongoing issue.

The Committee also raised the point of cost recovery for collaboration work undertaken by the Service. The Director of Service Delivery confirmed that the Service had cost recovery arrangements in place for all aspects of collaboration.

Councillor Redman **MOVED** (seconded by Councillor Biederman):

“the addition of an additional recommendation at (a) to reflect that the Committee acknowledged the great work undertaken on by staff on collaboration activity and particularly during the Covid-19 pandemic”.

Upon a vote, the motion was **CARRIED** unanimously.

RESOLVED

- (a) That the Committee acknowledged the great work undertaken on by staff on collaboration activity and particularly during the Covid-19 pandemic; and
- (b) subject to (a) above, the report be noted.

* CSC/21/8

Progress Regarding Outcomes from the Grenfell Tower Fire Inquiry

The Committee considered a report of the Director of Service Delivery (CSC/21/5) that set gave an overview of the actions the Service had taken to respond to the recommendations and changes in legislation arising from the Grenfell Tower Inquiry.

The report addressed, amongst other matters:

- The response by Government following the Inquiry;
- The immediate actions taken by the Service following the fire;
- The independent review of Building Regulations and Fire Safety;
- Fire Safety legislation, notably the Fire Safety Act 2021 and the Building Safety Bill;
- The Buildings Risk Review;
- Additional grant that had been received by Fire and Rescue Services;
- The Grenfell Tower Inquiry;
- The progress made with recommendations arising from the Grenfell Tower Inquiry.

The Director of Service Delivery drew attention to the point that the Service had undertaken a survey of all residential blocks in its areas with 6 floors and above and 3 residential towers had been identified in Plymouth with flammable cladding that did not resist the spread of fire to the standard required in Building Regulations. Additional measures were put into place and this work was now completed and the tower locks were now a much better place to reside as a result. He added that, in terms of the Building Risk Review, 85 of 92 premises had been inspected now and the Service was on track to complete this work in accordance with the Home Office requirements. The Service had experienced incidents since the Grenfell Tower fire where poor construction methods had resulted in fire spread between new build properties which was a concern.

In terms of funding, the Service had received a number of grants to support investment in staff and technology to improve protection capability. Notably, £60k had been provided to the Service as a grant to resource specialist teams to carry out the work on the Building Risk Review. Further money had been used to support the recruitment of Business Safety Officers and Apprenticeships had been established to ensure that there was a career pathway for staff employed in the fire safety role.

In response to a question, the Director of Service Delivery confirmed that a new Building Safety Regulator had been appointed by Government who would be responsible for actions once the Building Safety Bill was enacted. The National Fire Chiefs Council (NFCC) had a Protection Policy Reform Unit set up to understand how fire and rescue services could undertake this work in future. The Service had seconded some of its staff to work in this Unit already so was well placed to contribute and to see what may emanate from this. The Committee requested a six monthly update on progress with Grenfell to be included within the Forward Plan.

Councillor Coles **MOVED** (seconded by Councillor Parker-Khan):

“the addition of a recommendation to express thanks to the Director of Service Delivery and his staff in continuing, at pace, to protect the residents of Devon and Somerset”.

Upon a vote, the motion was **CARRIED** unanimously.

Councillor Randall Johnson stated that fire safety prosecutions should be covered within this report in future whereupon she **MOVED** (seconded by Councillor Coles):

“the addition of a further recommendation that the Authority continues to support the Service in the delivery of fire safety enforcement action”.

Upon a vote, the motion was **CARRIED** unanimously.

RESOLVED

- (a) That thanks be expressed to the Director of Service Delivery and his staff in continuing, at pace, to protect the residents of Devon and Somerset;
- (b) that the Authority continues to support the Service in the delivery of fire safety enforcement action; and
- (c) that subject to (a) and (b) above, the report be noted.

CSC/21/9 Draft Community Risk Management Plan 2022-2027

The Committee considered a report of the Chief Fire Officer (CSC/21/6) setting out the proposed draft Community Risk Management Plan (CRMP) for 2022-27 together with a Strategic Risk Analysis.

During consideration of the draft CRMP, the following amendments were requested by the Committee:

- To take account of the points raised by Councillor Buchan in her email to the Chief Fire Officer recently;
- Under “About Us” to reference the additional work undertaken by the Service which was outside of its statutory duties;
- In terms of the protection work undertaken, to add relevant statistics;
- Under “Looking Back” to show the impact and/or outcomes of the changes made;

- To reference the Emergency Response standards;
- To remove reference to the precept which would sit elsewhere in Fire & Rescue Authority documents; and
- To make reference to holiday let premises which may be unregulated and a risk if subdivided into numerous rooms.

The Committee requested a further version of the draft CRMP showing the changes discussed at the meeting as above. The Chief Fire Officer undertook to provide this but commented that it may be difficult to produce this version in time for publication with the Authority agenda for its meeting on 10 November 2021.

RESOLVED that, subject to incorporation of the amendments referred to at the Community Safety Committee meeting on 2 November 2021 as annotated above, the Authority be recommended to approve the draft Community Risk Management Plan for 2022-27 for public consultation.

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

The Meeting started at 10:00hours and finished at 12:10hours