



DEVON & SOMERSET FIRE & RESCUE AUTHORITY

**S.J. Sharman
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, 31st July, 2024

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, Somerset House, Devon & Somerset Fire & Rescue Service Headquarters, Clyst St George, Exeter** to consider the following matters.

S.J. Sharman
Clerk to the Authority

SUPPLEMENTARY AGENDA

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

7 c People Committee (Pages 1 - 4)

The Chair of the Committee, Councillor Clayton, to **MOVE** the Minutes of the meeting held on 26 July 2024 (attached).

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

11 Exclusion of the Press and Public

RECOMMENDATION that, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public (with the exception of Officers of Red One Ltd.) be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the following Paragraph(s) of Part 1 of Schedule 12A (as amended) to the Act:

- Paragraph 1 (information relating to an individual);
- Paragraph 2 (information likely to reveal the identity of an individual);
- Paragraph 3 (information relating to the financial and business affairs of any particular person – including the authority holding that information);
- Paragraph 5 (information in respect of which a claim to legal professional privilege could be maintained in legal proceedings);

13 Restricted Minutes of the Shareholder Committee held on 22 July 2024 (Pages 5 - 8)

The Chair of the Committee, Councillor Cook-Woodman, to **MOVE** the Restricted Minutes of the meeting held on 22 July 2024 (attached).

RECOMMENDATIONS

- (a). That the recommendation at Minute SC/24/5 (Red One Ltd. Financial Performance 2024-25: Quarter 1 (to 31 May 2024)) be approved; and.
- (b). Subject to (a). above, the Restricted Minutes of the Shareholder Committee held on 22 July 2024 be adopted in accordance with Standing Order.

14 Red One Ltd. - revised Articles of Association (Pages 9 - 40)

Report of the Clerk to the Authority (& Monitoring Officer) (DSFRA/24/31) attached.

MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

Membership:-

Councillors Coles (Chair), Biederman (Vice-Chair), Atkinson, Best, Brazil, Carter, Chesterton, Clayton, Cook-Woodman, Fellows, Gilmour, Hendy, Kendall, Kerley, Lugger, Randall-Johnson, Peart, Power, Prowse, Radford, Roome, Sellis, Sproston, Sully and Trail BEM

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>

PEOPLE COMMITTEE

(Devon & Somerset Fire & Rescue Authority)

26 July 2024

Present:

Councillors Clayton (Chair), Carter, Coles, Kendall, Peart and Trail BEM (Vice-Chair)

Apologies:

Councillor Atkinson

* **PC/24/1** **Minutes**

RESOLVED that the Minutes of the meeting held on 24 April 2024 be signed as a correct record.

* **PC/24/2** **Performance Monitoring Report 2024-25: Quarter 1**

The Committee received for information a report of the Assistant Director - Corporate Services (PC/24/8) detailing performance as at Quarter 1 of 2024-25 against those Key Performance Indicators agreed by the Committee for measuring progress against the following three strategic priorities as approved by the Authority:

- 3(a). Ensure that the workforce is highly trained and has the capability and capacity to deliver services professionally, safely and effectively;
- 3(b). Increase the diversity of the workforce to better reflect the communities we serve, promoting inclusion and developing strong and effective leaders who ensure that we have a fair place to work where our organisational values are a lived experience; and
- 3(c). Recognise and maximise the value of all employees, particularly the commitment of on-call firefighters, improving recruitment and retention.

In particular, the report provided information on performance against each of the following key measures:

- operational core competence skills (beathing apparatus; incident command; water rescue; safety when working at heights or in confined spaces; maritime; driving; and casualty care);
- fitness testing (including support offered for red and amber groups);

- health and safety (a general overview of the work undertaken on station audits and the risk from contaminants, accidents [including near misses]; personal injuries; vehicle incidents (together with the correlation to appliance mobilisation) and reporting against the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR));
- sickness and absence (including musculoskeletal, mental health and other absence) for wholetime, on-call, support, Control and casual staff, proportion of sickness absence per reason, details of the health and wellbeing support offered by the Service;
- summary on capability, disciplinary and grievance cases over the past 12 month period, and a comparison to the previous year;
- strategic workforce planning including details of staff turnover and attrition in all categories of the workforce; and
- an overview of the People Services Systems project.

These areas were expanded upon in more depth at the meeting as follows:

- operational core competencies - all performance measures were on or above target of 95% (green) with the exception of Working at Height (WAH) and Confined Spaces (SHACS) which was at 91.9% (amber). The Academy was about to separate out old WAH qualification standards from the existing figures and fully migrate to the new SHACS standards which should impact reporting of performance in this area making it more accurate;
- fitness - it was noted that 1504 staff had been tested as of 11 July 2024 and 1448 (96%) had met the required standard with 15 staff failing to meet the required fitness level with 8 staff on long term sickness. The question was raised as to the age groups of those failing the test and whether the tests were fit for purpose. The Clerk to the Authority advised that a presentation on fitness would be given at a future Members' Forum to provide such information;
- health and safety – following a Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) incident at the Academy Breathing Apparatus facility, the Health and Safety Executive (HSE) had visited the site, reviewed the facility and accident investigation report and issued the Service with a notice of contravention. This had been acted upon swiftly by the Service and the requisite response had been issued to the HSE by 19 July 2024 which had been deemed suitable and sufficient;
- Accidents - there had been a decrease in the overall trend for accidents during the 12-month rolling period although the quarter 1 accident numbers for 2024-25 were up by 2 on the previous quarter and down 30 for the same quarter in 2023-24. There was 1 level 3 safety event which related to the RIDDOR report above;

- There were 13 near misses in Quarter 1 of 2024-25, representing a 13% (2 events) reduction in reporting from the previous quarter. The benefits of near miss reporting continued to be communicated by the Health and Safety Team;
- Personal injuries- there were 9 in quarter 1 of 2024-25 which showed an 18% reduction on the previous quarter. The injury figures in general remained low with the trend line showed a continuous reduction over the 12 month period;
- Vehicle accidents – there were 32 vehicle incidents in quarter 1 of 2024-25, an increase of 7 over the previous quarter. There were 7,136 mobilisations in the same period with 0.4% resulting in a vehicle related safety event with Medium Rescue Pumps more frequently involved in accidents than other appliance types;
- RIDDOR – there had been 2 reports during quarter 1 of 2024-25, 1 of which was an over 7 days” injury event and the other the reportable event at the Academy referred to above. The report also set out a 2 year comparison of RIDDOR reporting types compared against the final total for 2023-24. A five year comparison was also included which showed a notable downward trend since 2020-21;
- Sickness absence – the Cleveland report for 2023-24 had been published now and showed an increase in sickness absence at national level for different staff groups as follows:
 - On Call – 10% increase;
 - Wholetime – 13% increase; and
 - Support staff/Green Book – 24% increase.

Devon & Somerset Fire & Rescue Service was reported at an average of 11.09 days/shifts lost as compared to the national average of 9.54. Musculoskeletal (31.5%), mental health (19.5%) and “other” (29.2%) absence formed the main reasons for sickness absence within the Service. This reflected the enormous amount of work that had been undertaken by the Service to impact this area of concern with the number of cases at its lowest since August 2023;

- Health and wellbeing support – the report set out the breadth of support available including (but not limited to) physiotherapy, counselling, occupational health and wellbeing champions. There had been 44 physiotherapy referrals in quarter 1 of 2024-25 and it had been noted that there had been a slight increase in manual handling issues which was being investigated further;
- Capability, disciplinary and grievance cases were covered in depth for the 2023-24 year with the following noted:
 - 19 formal capability cases;
 - 17 disciplinary cases; and
 - 25 grievances.

The report set out the reasons behind the cases in each of these areas;

- The report provided an overview of the work being undertaken on diversity and inclusion issues within the Service;
- An update on strategic workforce planning was also included which set out an analysis of turnout and attrition rates together with starters and leavers. The Committee asked about the average length of time that On Call staff stayed with the Service which the Head of People Services indicated could be included in future reports.

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

The Meeting started at 10.00 am and finished at 11.55 am

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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of the Local Government Act 1972.

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