



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)

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

Your ref :
Our ref : DSFRA/SJS/SB
Website : www.dsfire.gov.uk

Date : 11 December 2024
Please ask for : Samantha Sharman
Email : ssharman@dsfire.gov.uk

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

DEVON & SOMERSET FIRE & RESCUE AUTHORITY

Thursday, 19th December, 2024

A meeting of the Devon & Somerset Fire & Rescue Authority will be held on the above date, **commencing at 2.00 pm 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

AGENDA

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

1 Apologies

2 Minutes (Pages 1 - 8)

of the previous meeting held on 31 October 2024 attached.

3 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

4 Questions and Petitions from 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 is responsible, or which affect 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 (e-mail address: clerk@dsfire.gov.uk) **by midday on 16 December 2024.**

5 Addresses by Representative Bodies

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

6 Questions from Members of the Authority

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

7 Minutes of Committees

a Appointments & Disciplinary Committee (Pages 9 - 10)

The Chair of the Committee, Councillor Coles, to **MOVE** the Minutes of the meeting held on 6 November 2024.

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

b Resources Committee (Pages 11 - 14)

The Chair of the Committee, Councillor Peart, to **MOVE** the Minutes of the meeting held on 22 November 2024.

RECOMMENDATION

- (a). That, in relation to the recommendation at Minute RC/24/7, the Devon & Somerset Fire & Rescue Authority be recommended to approve the budget transfers shown in Table 3 of report RC/24/18 and reproduced overleaf for ease of reference:

Line Ref	Description	Debit £m	Credit £m
	<i>Movement of the ESMCP reserve into the Change & Improvement Reserve. The delay in the project for the replacement radio network has meant this reserve is better allocated to the Invest to Improve reserve.</i>		
	Increase Change & Improvement Reserve	0.480	
	Decrease ESMCP Reserve		(0.480)
	<i>Transfer some of the reported underspend into the Capital Reserve to ensure borrowing is delayed further in the future.</i>		
32	Transfer to Earmarked Reserve	1.000	
4	Professional & Technical		(0.500)
28	Investment income		(0.500)
		1.480	(1.480)

(b). That, subject to (a). above, the Minutes be adopted in accordance with Standing Orders.

c Audit & Governance Committee (Pages 15 - 18)

The Chair of the Committee, Councillor Roome, to **MOVE** the Minutes of the meeting held on 29 November 2024.

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

d Community Safety Committee

The Chair of the Committee, Councillor Hendy, to **MOVE** the Minutes of the meeting held on 13 December 2024. *TO FOLLOW.*

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

8 Medium Term Financial Plan Update 2024-25 - Quarter 3 (Pages 19 - 26)

Report of the Head of Finance (Treasurer) (DSFRA/24/38) attached.

9 Devon & Somerset Fire & Rescue Authority Performance Report 2024-25: Quarter 2 (Pages 27 - 54)

Report of the Director of Service Delivery (DSFRA/24/39) attached.

10 Appointment to Outside Body (Pages 55 - 56)

Report of the Clerk to the Authority (& Monitoring Officer) (DSFRA/24/40) attached.

11 Local Pension Board - Amendment to Terms of Reference (Pages 57 - 68)

Report of the Clerk to the Authority (& Monitoring Officer) (DSFRA/24/41) attached.

12 Exclusion of the Press and Public

RECOMMENDATION that, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public 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);

13 Restricted Minutes of the Appointments & Disciplinary Committee held on 6 November 2024 (Pages 69 - 70)

The Chair of the Committee, Councillor Coles, to **MOVE** the Restricted Minutes of the meeting held on 6 November 2024.

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

14 Red One Ltd. Financial Consideration (Pages 71 - 72)

Report of the Head of Finance (Treasurer) (DSFRA/24/42) attached.

MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

Membership:-

Councillors Atkinson, Best, Biederman (Vice-Chair), Brazil, Carter, Chesterton, Clayton, Coles (Chair), 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>

DEVON & SOMERSET FIRE & RESCUE AUTHORITY

(Devon & Somerset Fire & Rescue Authority)

31 October 2024

Present:

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

Apologies:

Councillors Best, Fellows, Roome and Trail BEM

DSFRA/24/29 Minutes

RESOLVED that, subject to an amendment on page 4 under Minute DSFRA/24/22 in the fourth paragraph to correct the typographical error “Gren” to “Green”, the Minutes of the meeting held on 31 July 2024 be signed as a correct record.

DSFRA/24/30 Minutes of Committees

a Community Safety Committee

The Chair of the Committee, Councillor Hendy, **MOVED** the Minutes of the meeting held on 4 September 2024 which had considered, amongst other things:

- A report on performance as at Quarter 1 of the current (2024-245) financial year against those Key Performance Indicators (KPIs) falling within the remit of the Committee and aligned to Authority-approved Strategic Priorities 1 and 2;
- A review of the performance target setting measures for 2024-25 to provide an assurance that the Service had appropriate and challenging measures in place;
- An update on the position with regard to the backlog in the number of Home Fire Safety Visits completed;
- An update on the project underway in respect of the response to automatic fire alarms which was aimed at improving efficiency and reducing costs; and
- A report on progress against the Action Plan to address Areas for Improvement falling within the remit of this Committee and as identified by His Majesty’s Inspectorate of Constabulary & Fire & Rescue Services following its last inspection of the Service.

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

b **Audit & Governance Committee**

The Vice Chair of the Committee, Councillor Kerley, **MOVED** the Minutes of the meeting of the Audit & Governance Committee held on 30 September 2024 which had considered, amongst other things:

- The Fraud and Corruption Strategy and Annual Review of cases 2023-24;
- The annual review of the Authority's Policy for the Regulation of Investigatory Powers Act (RIPA) 2000; and
- The Local Pension Board Annual report 2023-24.

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

c **Resources Committee**

The Chair of the Committee, Councillor Peart, **MOVED** the Minutes of the meeting held on 30 September 2024 which had considered, amongst other things:

- A report on Treasury Management performance for quarter 1 of the current (2024-25) financial year together with a summary of annual performance as compared to the treasury management strategy;
- The financial performance for quarter 1 of 2023-24 as measured against the agreed performance indicators together with details of forecast spending to the year end (31 March 2025) and explanations of any major variations against budget;
- An update on the progress being made towards key aspects of the Environmental Strategy and associated Action Plan.

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

d **Appointments & Disciplinary Committee**

The Chair of the Committee, Councillor Coles, **MOVED** the Minutes of the meetings held on 15 October 2024 which had considered matters relating to the appointment of the Deputy Chief Fire Officer.

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

e **Shareholder Committee**

The Chair of the Committee, Councillor Cook-Woodman, **MOVED** the public Minutes of the meeting held on 17 October 2024 which had considered, amongst other things:

- the financial performance of Red One Ltd. during Quarter 2 of the 2023-24 financial year (to 31 August 2024); and

- A report on Red One Ltd and future options.

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

NB. Minute DSFRA/24/38 below also refers.

f **People Committee**

The Chair of the Committee, Councillor Clayton, **MOVED** the Minutes of the meeting held on 18 October 2024 which had considered, amongst other things:

- A report as at Quarter 2 of the 2024-25 financial year on performance against those Key Performance Indicators agreed by the Committee against its three strategic priorities as approved by the Authority, and specifically an in-depth review of performance on:
 - Operational core competencies;
 - Health and safety issues, including reportable incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR), accidents, personal injuries, vehicle incidents and near misses;
 - Sickness and the main reasons for absence with a focus on mental health and musculoskeletal issues;
 - Strategic workforce planning including staff turnover and attrition for all staff categories; and
 - An overview of the People Services System project.

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

DSFRA/24/31 Medium Term Financial Plan Update: Quarter 2 2024-25

The Authority received for information a report of the Treasurer (DSFRA/24/33) which provided an update against the Medium-Term Financial Plan for the Authority's funding, income and expenditure forecasts for the next five years (2024-25 to 2028-29), as required by the Fire & Rescue National Framework for England.

The Treasurer advised upon the impact of the recent announcement by Government as part of its Autumn budget statement of an increase in employers' national insurance contributions. Employers' contributions would increase by 1.2% to 15% from 1 April 2025, coupled with a drop in the threshold from which businesses were required to pay national insurance from £9,100 to £5,000. This would result in an additional burden of £1m taking the forecast budget gap in 2025-26 to £2.9m.

The Authority sought confirmation of the likely burden of pay pressures in 2025-26. The Treasurer responded that the budget assumptions for 2025-26 included a 2% pay increase for all staff groups. He added that the Extended Leadership Team would be meeting on 4 November 2024 to discuss budget proposals for 2025-26 and the impact on the Medium Term Financial Plan. In response to a point raised, the Treasurer also advised that an assumption had been made for budget purposes of the receipt of an additional £1.5m as a result of the council tax on second homes. He clarified that such income was unlikely to be utilised for the provision of housing in Devon and Somerset since the powers to do this extended to other local authorities did not apply to fire and rescue authorities.

DSFRA/24/32 Devon & Somerset Fire & Rescue Authority Performance Report: Quarter 1 2024-25

The Authority received for information a report of the Director of Service Delivery (DSFRA/24/34) on performance to the end of Quarter 1 of the 2024-25 financial year against Key Performance Indicators (KPIs) aligned to Authority-approved Strategic Policy Objectives.

In particular, the report focussed on those measures in exception (i.e. requiring improvement) and the outcome of scrutiny undertaken by the respective committees in relation to these.

The Authority sought an assurance that the issues that had been experienced in respect of the backlog on home fire safety visits (KPI. 1.4) had been resolved. The Director of Service Delivery advised that, whilst this matter had been in exception in quarter 1 of 2024-25 as set out within the report circulated, this had moved back on target in quarter 2. The team had been supported with the provision of additional resources which had assisted in moving this back on track and the instigation of a new information technology system should ensure that this did not regress again in future.

In respect of KPI 1.10. - number of fire safety checks completed - the target for checks reported had not been met due to an administration review which resulted in two of the geographical operational groups, Taunton and Bridgwater, not being issued Fire Safety Checks. This had since been resolved and the Authority noted the figures were now back on target.

In relation to KPI 2.2. (percentage of level four operational risk sites in date for revalidation) which had also been in exception in quarter 1, the Director of Service Delivery reported that performance in this area had improved in quarter 2 and this measure was no longer in exception.

Reference was made to the target for the percentage of risk dependent pumping appliances (KPI. 2.8) which was also in exception and had been for some time. The Director of Service Delivery responded that, whilst this measure was in exception, this was likely to continue in future due to the issues experienced with the availability of On Call staff. The point was made that, despite not hitting this target, the Service was responding with first and second appliances and had not had any fire deaths for almost 12 months which was significant.

DSFRA/24/33 Proposed Amendments to Scheme of Delegations & Terms of Reference of Appointments & Disciplinary Committee

The Authority considered a joint report of the Chief Fire Officer and Clerk to the Authority (& Monitoring Officer) (DSFRA/24/35) proposing amendments to both the Scheme of Delegations (for the Chief Fire Officer) and Terms of Reference for the Appointments & Disciplinary Committee as set out within Appendix A of the report circulated.

The Clerk to the Authority advised that the proposed amendments, which involved delegating chief officer appointments to the roles of Assistant Chief Fire Officer (operational), Director and Assistant Director (non-operational) within the new Executive Board structure endorsed by the Authority on 31 July 2024 (Minute DSFRA/24/22 refers) to the Chief Fire Officer, subject to consultation with the Chair and Vice Chair on the preferred candidate. Research had been undertaken into the level of delegation in place for chief officer appointments at other fire and rescue authorities, including Avon, Dorset & Wiltshire, Hampshire & Isle of Wight and Kent & Medway as also indicated in the report circulated. The Clerk advised that the recommendation set out in the report provided a pragmatic and efficient way forward for this Authority in light of the need to align with the move towards operational independence as elicited within the White Paper on Fire Reform issued in 2023.

During a lengthy debate on the proposed delegation to the Chief Fire Officer, the Authority questioned whether this was the right approach to be taking at this time and whether an element of favouritism could be inferred by a candidate should this recommendation be approved. During this debate, the following points were made:

- That it was recognised that every effort needed to be made to encourage applications from women and appointment thereof to senior roles within the organisation and to avoid discrimination in any way;
- that the Chief Fire Officer had the utmost integrity in his approach to all aspects of his role; and
- that, despite the White Paper on Fire Reform not having moved forward into legislation at this point, the Home Office was expecting to see fire & rescue authorities move towards operational independence for their Chief Fire Officer.

It was noted that the Authority had an opportunity through the appraisal of its Chief Fire Officer (undertaken by a panel of the Appointments & Disciplinary Committee) to both set clear objectives and to measure performance accordingly. Issues regarding performance in any area, including that of recruitment, should be raised via this mechanism.

RESOLVED

- (a). That authority be delegated to the Chief Fire Officer to determine the appointments of Assistant Chief Fire Officer and Director and Assistant Director roles (non-operational) subject to consultation with the Authority Chair and Vice Chair on the preferred candidate for appointment; and
- (b). that the Clerk to the Authority (& Monitoring Officer) be authorised to make the requisite changes to both the Scheme of Delegations and the Terms of Reference for the Appointments & Disciplinary Committee accordingly as set out at Appendix A of report DSFRA/24/35.

DSFRA/24/34 His Majesty's Inspectorate of Constabulary & Fire & Rescue Services (HMICFRS) Action Plan Update

The Authority received for information a report of the Chief Fire Officer (DSFRA/24/36) on the progress that had been made against the 14 Areas for Improvement (AFIs) and one Cause of Concern highlighted by HMICFRS in its inspection report of July 2022.

Since the inspection report, two national thematic reports had been published by HMICFRS. The first, published on 31 March 2023, examined the values and culture in fire and rescue services. The second, published on 1 August 2024, examined standards of behaviour and the handling of misconduct in fire and rescue services.

A new approach had been implemented for all remaining AFIs from the 2021/22 inspection report and national recommendation from HMICFRS. This approach aligned the actions from each improvement area with the relevant Fire Standards criteria. This would provide continued assurance of the outcomes over time.

The key highlights of the report were:

- All actions under the Cause of Concern have now been marked as completed. The recommendation for closure was approved by the Executive Board on 19/03/2024. The Cause of Concern has now been transitioned into Service business as usual. Progress on improving organisational culture will continue to be an area of focus.
- Three areas for improvement were currently marked as 'In Progress – Off Track'. This was due to the recruitment policy which was now out for consultation and expected to be published by 30 November 2024.

DSFRA/24/35 Community Risk Management Plan (CRMP) Review/Emergency Fire Cover Review 2024

The Authority received for information a report of the Assistant Director, Corporate Services (DSFRA/24/37) on the work undertaken to refresh the Community Risk Management Plan for 2024 together with an overview of the Emergency Fire Cover Review which was underway and a timeline for the review of these important elements of work to April 2027.

DSFRA/24/36 Exclusion of the Press and Public

RESOLVED that 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 involved the likely disclosure of exempt information as defined in Paragraphs 1, 2, 3 and 5 of Part 1 of Schedule 12A (as amended) to the Local Government Act 1972, namely:

- information relating to an individual;
- information likely to reveal the identity of an individual; and
- the financial or business affairs of any particular person (including the authority holding that information).

DSFRA/24/37 Restricted Minutes of the Authority held on 31 July 2024

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

Councillors Brazil and Radford each declared a non-pecuniary interest in this matter by virtue of being Authority-appointed non-executive directors on the Board of Red One Ltd. and neither spoke nor voted thereon.

RESOLVED that the Restricted Minutes of the Meeting held on 31 July 2024 be signed as a correct record.

DSFRA/24/38 Restricted Minutes of the Shareholder Committee held on 17 October 2024

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

Councillors Brazil and Radford each declared a non-pecuniary interest in this matter by virtue of being Authority-appointed non-executive directors on the Board of Red One Ltd. and neither spoke nor voted thereon.

The Chair of the Committee, Councillor Cook-Woodman, **MOVED** the Restricted Minutes of the meeting held on 17 October 2024 which had considered, amongst other things:

- the financial performance of Red One Ltd. during Quarter 2 of the 2024-25 financial year (to 31 August 2024); and
- a report on Red One Ltd. future options.

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

NB. Minute DSFRA/24/30e above also refers.

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

The Meeting started at 2.00 pm and finished at 3.50 pm

This page is intentionally left blank

APPOINTMENTS & DISCIPLINARY COMMITTEE

(Devon & Somerset Fire & Rescue Authority)

6 November 2024

Present:

Councillors Coles (Chair), Cook-Woodman, Hendy and Randall-Johnson

* **ADC/24/5**

Minutes

RESOLVED that the Minutes of the meeting held on 6 November 2024 be signed as a correct record.

* **ADC/24/6**

Exclusion of the Press and Public

RESOLVED that, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public 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 Paragraphs of Part 1 of Schedule 12A (as amended) to the Act, namely:

- Paragraph 1 (information relating to an individual); and
- Paragraph 2 (information likely to reveal the identity of an individual); and

* **ADC/24/7**

Appointment of Deputy Chief Fire Officer

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

The Committee interviewed four candidates for the post of Deputy Chief Fire Officer in accordance with the process approved on 15 October 2024 (Minute ADC/24/4b refers).

Following the post interview discussion, Councillor Coles **MOVED** (seconded by Councillor Hendy):

“that no appointment be made to the post of Deputy Chief Fire Officer”.

Upon a vote, the motion was declared **CARRIED** whereupon it was.

RESOLVED that no appointment be made to the post of Deputy Chief Fire Officer.

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

The Meeting started at 9.15 am and finished at 4.30 pm

This page is intentionally left blank

RESOURCES COMMITTEE

(Devon & Somerset Fire & Rescue Authority)

22 November 2024

Present:

Councillors Best (Vice-Chair - in the Chair), Coles (vice Carter) Gilmour and Sully

In attendance (via Teams, non-voting):

Councillors Luggier, Peart and Power

* **RC/24/5 Minutes**

RESOLVED that the Minutes of the meeting held on 30 September 2024 be signed as a correct record.

* **RC/24/6 Treasury Management Performance 2024-25: Quarter 2**

NB. Adam Burleton, the Service's Treasury Management adviser (Link Group) was in attendance for this item.

The Committee received for information a report of the Head of Finance (Treasurer) (RC/24/17) on the Treasury Management activities of the Authority for 2024-25 (to the end of September 2024) in accordance with The Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice.

The report provided an economics update, setting the scene for the reporting period, highlighting the following points:

- The Bank of England had initiated an interest rate cut to 5% in August 2024. This had since been reduced to 4.75% in November 2024;
- The Government's cost of borrowing had been falling during this reporting period but had since risen due to the Government's Budget announcement of 30 October 2024;
- Inflation was anticipated to increase from current rates, 2.3% in October 2024, due to government increases in spending. Consequently, interest rate cuts were now expected to slow and possibly settle around 3.5%; and
- The effect of significant election outcomes in the United States of America, and unknowns around its new government's policy decisions, were yet to be observed.

Regarding Investments and Borrowing, the following was highlighted:

- The Authority's investment strategy remained unchanged with priority given to security of capital, liquidity and yield

- The Service had achieved slightly under the Sterling Overnight Index Average (SONIA) benchmark by 0.01bp. with investment interest of £0.028m in quarter 2. The Service was on track to achieve its investment strategy and target investment return of £1.2m by the end of the 2024/25 financial year;
- Reflecting on the Public Work Loans Board rates, it was recommended that any additional borrowing be undertaken on a short-term basis, should this be required; and
- During Quarter 2, the Prudential Indicators had not been breached and the Service had not undertaken any borrowing in advance of need.

The Committee welcomed the positive report understanding that the Authority was in a relatively good position with regards to external borrowing, and that the Service was making effective use of its existing revenue budgets to meet planned expenditure.

* **RC/24/7 Financial Performance Report 2024-25: Quarter 2**

The Committee considered a report of the Head of Finance (Treasurer) (RC/24/18) setting out the second quarter performance against agreed financial targets for the current financial year. The report provided a forecast of spending against the 2024-25 revenue and capital budget along with explanations for any major variations.

The following was highlighted to the Committee:

- There was a current forecast underspend of £2.251m against the 2024/25 financial year (net of the £1m proposed transfer to reserves set out in table 3 of this report) representing 2.4% of total budget;
- Pay Awards: Since the report had been published pay awards for 2024/25 had been confirmed at less than anticipated resulting in a £0.8m saving against the Revenue budget. The Committee expressed concern for colleagues whose existing government funded In-Work benefits could be detrimentally impacted by receipt of a lump sum pay award and was pleased that the Service was investigating possibilities for mitigating against this;
- Equipment and furniture underspend: A contract between three Fire Service partners had been agreed against the Network Fire Services Project resulting in a saving of £0.5m;
- Hot Villa Development: A £0.5m saving had been redirected towards developing the Hot Villa to a high standard without the need to use reserves. Plans were also progressing towards creation of a new state of the art training facility, for specialist training, and hub training sites where training could be delivered locally; and
- Investment income: Early receipt of a £20m government grant to cover anticipated cash flow issues associated with the On-Call Firefighters Pension Scheme remedy had been invested until needed resulting in an over-recovery of £0.273m.

The Treasurer referred to the proposed budget transfers set out at Table 3 of the report, and resulting from the underspend highlighted above, which he commended to the Authority for approval.

The report further highlighted:

- there had been no breaches of prudential indicators for this reporting period; and
- The Service was comfortable with the current level of outstanding debt of £0.017m.

The Treasurer provided an update on the Medium Term Financial Plan (MTFP) which had been adjusted since publication of this report due to National Insurance (NI) increases announced in the Government's Autumn Budget. Budget meetings with all Service Departments had taken place to review future spending needs which, combined with the increases in NI, had resulted in a forecast budget deficit of £4.4m for 2025-26. As a result, the Service Leadership Team had agreed the following;

- A vacancy margin of £1.7m for Whole time colleagues, £0.500m for On Call Colleagues (increase from £0.250), and £1.0m for Professional and Technical staff (increase from £0.295m); and
- An increase in the target for Treasury Management interest returns by £0.200m to £1.2m.

The revised forecast deficit for 2025-26 was £2.0m. The grant settlement announcement by Government was not expected until 19 December 2024 at which point further assessment of any budgetary deficit could be undertaken.

RESOLVED:

- (a). That the Devon & Somerset Fire & Rescue Authority be recommended to approve the budget transfers shown in Table 3 of report RC/24/18 and reproduced overleaf for ease of reference;

Line Ref	Description	Debit £m	Credit £m
	<i>Movement of the ESMCP reserve into the Change & Improvement Reserve. The delay in the project for the replacement radio network has meant this reserve is better allocated to the Invest to Improve reserve.</i>		
	Increase Change & Improvement Reserve	0.480	
	Decrease ESMCP Reserve		(0.480)
	<i>Transfer some of the reported underspend into the Capital Reserve to ensure borrowing is delayed further in the future.</i>		
32	Transfer to Earmarked Reserve	1.000	
4	Professional & Technical		(0.500)
28	Investment income		(0.500)
		1.480	(1.480)

- (b). That the monitoring position in relation to projected spending against the 2024-25 revenue and capital budgets be noted;
- (c). That the performance against the 2024-25 financial targets be noted.

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

The Meeting started at 10.00 am and finished at 11.05 am

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

29 November 2024

Present:

Councillors Kerley (Vice Chair – in the Chair), Biederman, Coles (vice Roome), Fellows, Kendall and Prowse

Co-opted, Independent Members:

Messrs. Perks and Turkington

Apologies:

Councillors Clayton and Sproston

* **AGC/24/13** **Minutes**

RESOLVED that the Minutes of the meeting held on 30 September 2024 be signed as a correct record.

* **AGC/24/14** **External Audit 2023-24 update**

Nathan Coughlin, Audit Partner at Bishop Fleming, was in attendance for this item.

The Committee received for information a report of the Authority's external auditor, Bishop Fleming, setting out work undertaken so far against the 2023-24 audit and the judgements made. The work was being carried out in accordance with the National Audit Office's Code of Practice and International Standards on Auditing.

The Committee's receipt of 2023-24 audit documents, to include a Final Statement of Accounts and Statement of Assurance, had been delayed due to a recommended material adjustment in the accounts, at 4%, against the value of the Service's land and buildings. The audit had progressed well since and Bishop Fleming was on track to render the final accounts at the Audit and Governance Committee meeting of 20th January 2025, ahead of the 28th February 2025 deadline. After seeking assurance, it was confirmed to the Committee that there were no negative consequences from this delay.

Upon enquiry, the Committee was appraised of the following audit updates:

- The Management Override had not raised anything significant;
- The audited accounts of the Authority's trading company, Red One Ltd., had been received and Bishop Fleming was comfortable with the position; and

- Against the Pensions Liability, Bishop Fleming was comfortable with the assumptions used by the Actuary. There was a small difference in accounts which would be taken forward as an adjusted difference.

* **AGC/24/15** **Internal Audit 2024-25 Progress Report**

Joanne McCormick, Deputy Head of Devon Assurance Partnership, was in attendance for this item.

The Committee received for information a report of the Head of Devon Assurance Partnership (DAP) (AGC/24/20) that provided an update on the progress made against the approved Internal Audit Plan for 2024-25, and the items of work left to do. The DAP anticipated confirming its overall audit opinion to the Committee at its July 2025 meeting.

Based on the audit work undertaken so far, and previous experience of the Service, the DAP was working towards a final audit opinion of Reasonable level of assurance. The report highlighted that three of the planned fourteen audits had been completed with opinion outcomes ranging from reasonable assurance to limited assurance. The direction of travel against all three of those risk areas was “A” given that the reports were in draft and actions plans were in the process of agreement. The DAP had no concerns at this time.

Noting an anticipated overall opinion of reasonable assurance, the Committee enquired what steps the Service might next take to achieve an audit opinion of substantial assurance. It was recognised that reasonable assurance was a positive outcome and that the Service had a proven upwards trajectory in the opinions it had achieved over recent years. Substantial assurance would be challenging to achieve for three reasons:

- The Service’s current finance systems required upgrading. A replacement system had been identified with the Service on track to complete a switch over during Quarter 3 of 2025;
- The Cyber Security risk landscape was continually evolving and would likely always be a risk to any organisation; and
- Ongoing Pensions challenges presented a continued risk into the foreseeable future.

Referencing page 15 of the report and the Service’s commitment to undertake development of a professional standards approach aligned to the Fire Standards, the Committee enquired whether this undertaking was complete. The Committee was advised that evidencing the shift from a point of compliance with the Fire Standards to a point of assurance marked a significant piece of work. It was, however, confirmed to the Committee that the Service was moving in the right direction.

An enquiry was made about how the Service reviewed efficiencies within the Prevention and Protection risk area and the Committee understood that the related Key Performance Indicators were monitored by the Community Safety Committee.

* **AGC/24/16** **Internal Audit Follow Up Report**

The Committee received for information a report of the Assistant Director, Corporate Services (AGC/24/21) which provided updates on the actions taken to address the findings of those internal audits with an opinion of “limited assurance” together with explanations where actions had been extended by more than 12 months.

The following was highlighted for the Committee:

- The Applications of Learning audit report had been approved for closure;
- The number of overdue actions had decreased by 92% since the last Committee meeting;
- 36 of the 84 high and medium priority risk actions were on target to complete with publication of key policies during December and January; and
- Where action time frames had been extended, this was attributed to resource and capacity challenges within the Service which the Service Leadership Team kept under regular review.

Referencing the reported seven priority risk areas due to be completed at the end of November 2024, with the publication of the Recruitment Policy, the Committee enquired if this was on track. Officers confirmed that the policy consultation period had passed and the final review and publication was expected imminently.

Identifying the Service’s increasing use of data solutions, the Committee sought assurance that systems and processes were in place to mitigate IT failures. The Committee was advised that data solutions were simplified wherever possible and training was in place to upskill colleagues in their use.

Concern was expressed about the overdue actions resulting from the audit of Personal Protective Equipment (PPE) 2021/22. The Committee was apprised that training was in place to ensure PPE was worn appropriately by staff. Some staff had not completed the training in the requisite time frame due to competing statutory training requirements and other workload priorities. The Committee was assured that the existing PPE was compliant with regulations and funding had been allocated within the Medium-Term Financial Plan.

Mr Perks queried the reasons for the reported delays against the Contamination Project. The Committee understood that this was a national issue relating to older stations not meeting modern regulations. The Service had identified actions to ensure compliance was achieved.

The Service undertook to provide the Committee with an interim update against Action PPE 2021/22 and to submit a formal progress report at its next meeting on 20th January 2025. The Service also undertook to include greater detail in future Committee reports about the reasons and mitigations for overdue actions.

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

The Meeting started at 10.00 am and finished at 11.04 am

Agenda Item 8

REPORT REFERENCE NO.	DSFRA/24/38
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
DATE OF MEETING	19 DECEMBER 2024
SUBJECT OF REPORT	MEDIUM-TERM FINANCIAL PLAN UPDATE 2024-25: QUARTER 3
LEAD OFFICER	Head of Finance (Treasurer)
RECOMMENDATIONS	<i>That the report be noted.</i>
EXECUTIVE SUMMARY	<p>The requirement to produce and publish a Medium-Term Financial Plan (MTFP) is included in the current iteration of the Fire & Rescue National Framework for England.</p> <p>This review updates Members on the current position of the MTFP and monitors the progress of the four main initiatives presented to the Devon & Somerset Fire & Rescue Authority on 11 December 2023. As a reminder, these were:-</p> <ul style="list-style-type: none"> • A change to wholtime duty systems; • Changes to the operating model for specialist rescue capability; • Amendments to the Pay for Availability remuneration agreement; and • Amendments to the policy and practice for dealing with unwanted fire signal. <p>Progress against the Medium-Term Financial Plan is presented quarterly to the Fire Authority.</p> <p>The Service understands the revenue budget requirement for 2025/26. At the time of drafting this paper, the Service was awaiting confirmation from Central Government to determine the amount of grant funding that will be received, coupled with the maximum increase in Council Tax the Authority is permitted to approve.</p>
RESOURCE IMPLICATIONS	None.
EQUALITY RISKS AND BENEFITS ANALYSIS	The contents of this report are considered compatible with existing Equalities and Human Rights legislation.
APPENDICES	None

BACKGROUND PAPERS	Strategic Business Change Plan – Tranche One – presented to the Fire Authority on 11 December 2023. Medium-Term Financial Plan Fire Authority meeting 16 February 2024.
--------------------------	---

1. INTRODUCTION

- 1.1. The Medium-Term Financial Plan (MTFP) was presented to the Devon & Somerset Fire & Rescue Authority (hereinafter referred to as “the Authority”) as part of the budget setting papers on 16th February 2024.
- 1.2. The MTFP outlines funding, income and expenditure forecasts for the next five years. The MTFP is updated annually as part of the budget setting process and will be refreshed more frequently if information which makes a material difference becomes available, understanding the Authority’s finances is key when making decisions about the future. This document should be read alongside the Authority’s Community Risk Management Plan and Reserves Strategy together with the change Programme.
- 1.3. The MTFP is monitored, and reported on, quarterly to the Authority for noting.
- 1.4. The relevant Director and the Treasurer have met with all the budget holders which has enabled the Service to understand the revenue budget requirement for 2025-26. At the time of drafting this paper, the Service was awaiting confirmation from Central Government to determine the amount of grant funding that will be received, and the maximum Council Tax increase the Authority is permitted to approve for 2025-26.

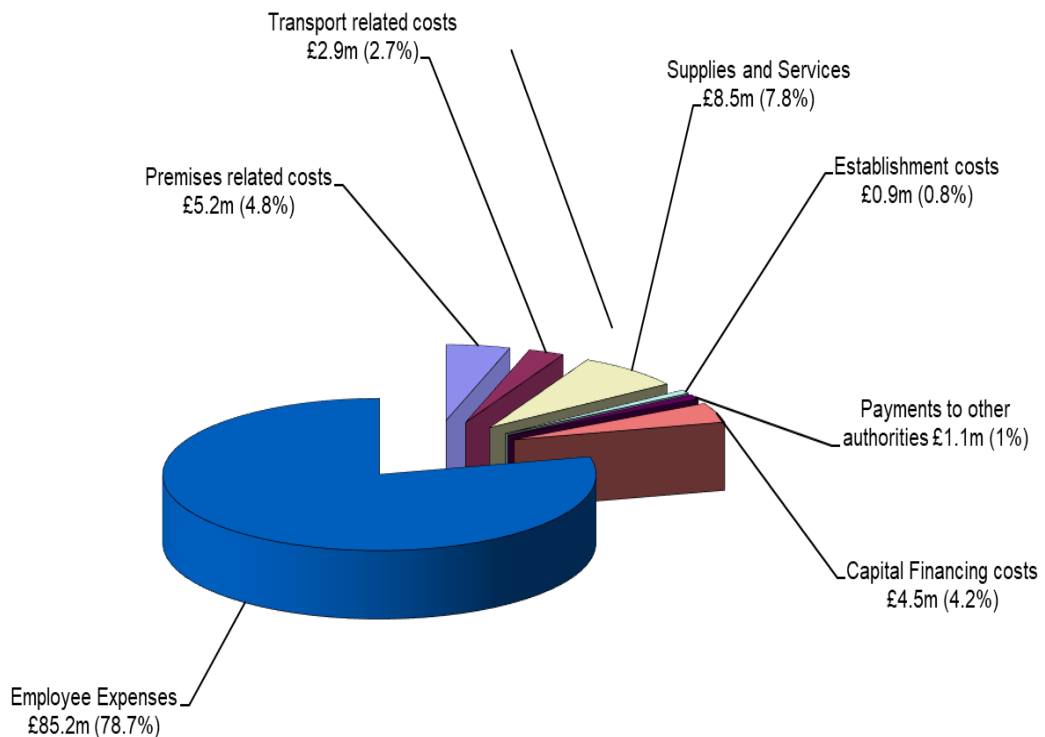
2. FUNDING AND INCOME

- 2.1. The Authority has three main sources of revenue funding, namely:
 - Council Tax Precept;
 - National Non-Domestic Rates Scheme; and
 - Revenue Support Grant.
- 2.2. Additionally, income from one-off grants, recharges and services is offset against expenditure in order to reach the “net revenue budget” in each year.

3. EXPENDITURE

- 3.1. Assumptions are made about forecast expenditure. The Authority can control some of its costs by managing its budget effectively; other elements are dependent on national drivers such as inflation, superannuation (pension) costs and pay awards. Expenditure is shown in the chart overleaf which highlights that 78.7% of Service costs are related to employees, meaning that increases in this area can have a significant impact on the budget.

Devon & Somerset Fire & Rescue Authority - Analysis of Spending 2024/25



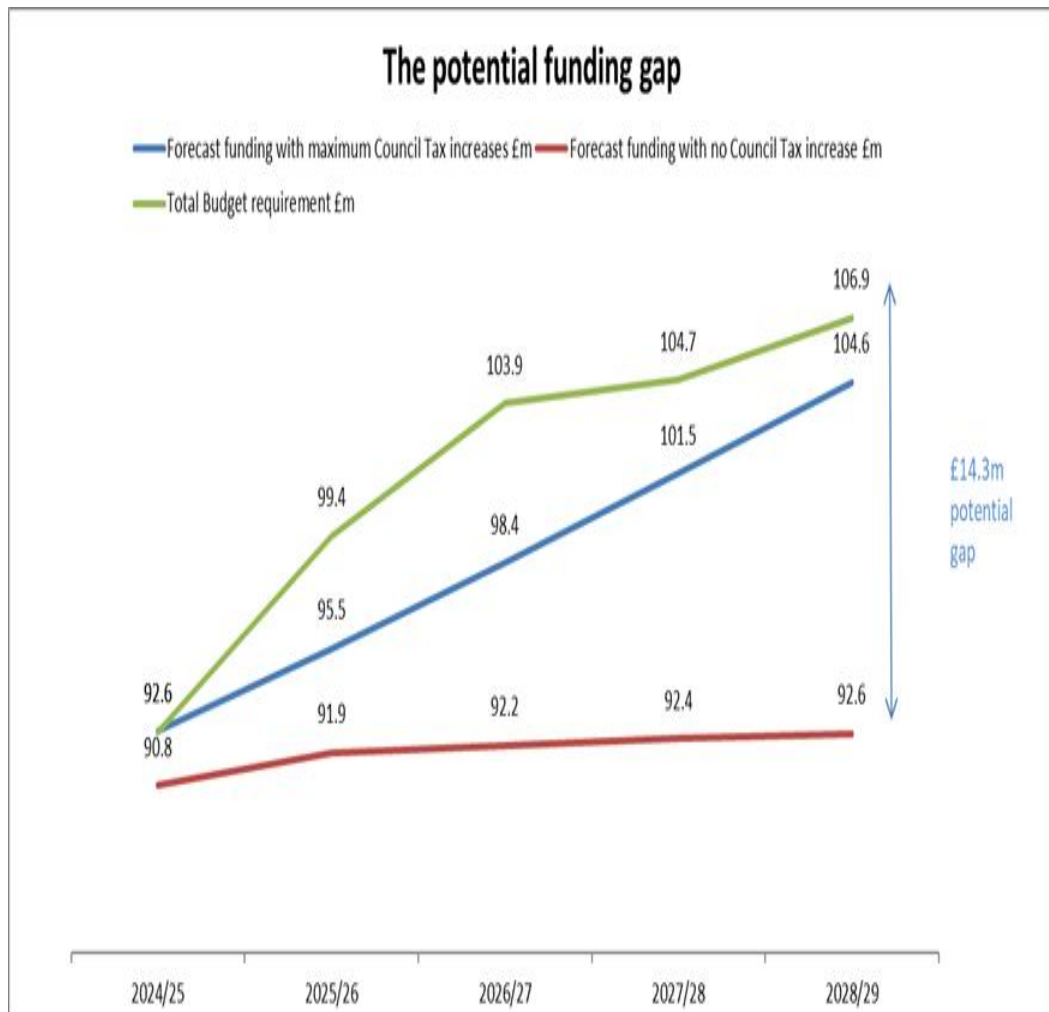
Cost Pressures

3.2. The medium-term financial forecast identifies the following cost pressures within the next five years which are added to the current budget to reach the future budget requirement:

- Pay increases;
- Inflation;
- Pension increases;
- Reduction to one-off grant income; and
- Capital investment.

Savings targets and the Target Operating Model

3.3. The chart overleaf shows the gap between potential funding available versus the budget requirement, including cost pressures. This is known as the funding gap. Over five years, the funding gap could reach £14.3m if Council Tax is frozen, falling by £12.0m if increased in line with assumed referendum limits (i.e. 1.99%) set by HM Treasury.



4. **FOUR MAIN PROJECTS INITIATED TO FIND THE SAVINGS.**

- 4.1. The Service reported to the Authority on 11 December 2023 (Minute DSFRA/23/29 refers) with the four main initiatives that were being implemented to reduce the gap within the MTFP. These remain to be:
- 4.2. **Annualised Hours:** Following extensive research and engagement from the respective working groups, the business case was approved at Service Delivery Board on 15 July 2024 and was then agreed by the Executive Board. To ensure that the Service is not over established, vacancies are being held, at a manageable level, so as not to impact on the ability to respond to emergencies. Working alongside Stations, working groups will be formed to identify the detail within the annualised hours project to ensure it is Grey-Book compliant. Wellbeing of wholetime staff is being prioritised during this period of change.
- 4.3. **Technical Rescue Team** (formally referred to as Specialist Rescue Team): As above, this business case was approved by Service Delivery Board and subsequently agreed by the Executive Board. Formal consultation with those affected will begin early January 2025 and will last approximately 2 months.

- 4.4. **Pay for Availability (P4A):** The Industrial Relations 1 (IR1) was completed some time ago and submitted to the Representative Bodies. Responses have been received from the Fire Brigades Union (FBU) and Fire and Rescue Services Association (FRSA). Analysis has been completed comparing the revised P4A offer with the new National Joint Council (NJC) on-call pay deal. The analysis was submitted to the Representative Bodies a few weeks ago.
- 4.5. **Unwanted fire Signals:** The full business case was agreed at the Portfolio Board in November 2024. The proposal is scheduled to go out for 12 weeks public consultation on 13 January 2025.

5. REDUCTION IN THE BUDGET WHICH HAVE BEEN FACTORED IN

- 5.1. The Extended Leadership Team met in November 2024 and agreed to the following changes for the 2025/26 budget:
- The vacancy margin for wholetime pay will be £1.7m to reflect the establishment required for the new rostering project. Vacancies are currently being held at this level;
 - Increase in vacancy margin for on-call from the current £0.250m to £0.500m to reflect the current spend profile;
 - Increase in the vacancy margin for Professional and Technical posts from the current £0.705m to £1.0m to reflect the delays in recruiting into vacant posts; and
 - Increase the target for investment income from £1.0m to £1.2m resulting from the slow-down of interest rate reductions.

6. CURRENT MEDIUM-TERM FINANCIAL PLAN (MTFP)

- 6.1. The current MTFP is suggesting a potential £1.8m gap for 2025-26 which includes the savings identified in paragraph 4.6 above. This then ramps up further for 2026-27 and beyond:

2. FINANCIAL PLANNING MODELLING			
	2025/26	2026/27	2027/28
CORE REVENUE BUDGET	£99,404,000	£103,248,000	£105,304,000
REVENUE SUPPORT GRANT	£11,901,628	£12,127,759	£12,358,187
TARRIF TOP-UP	£11,550,528	£11,781,538	£12,017,169
NNDR	£5,375,324	£5,482,830	£5,592,487
COUNCIL TAX BASE	647,157	657,512	668,032
ANTICIPATED INCREASE IN CT INCOME RESULTING FROM SECOND HOMES	£1,507,265	£1,507,265	£1,507,265
COUNCIL TAX COLLECTION FUND SURPLUS	£864,551	£873,196	£881,928
COUNCIL TAX - BAND 'D' %	£102.66	£104.70	£106.78
COUNCIL TAX - BAND 'D' 0%	£99.68	£99.68	£99.68
3. SAVINGS REQUIRED TO MEET COUNCIL TAX FIGURE			
REDUCTION REQUIRED TO BASE BUDGET (CUMULATIVE)	(1,767,351)	(5,649,589)	(4,626,974)

- 6.2. There are many assumptions built-in to the MTFP (inflation, the rate of increase of Government Grants, the increase to the tax base and the maximum permitted increase to the Council Tax). The draft notification of these will not be released until late December 2024.
- 6.3. For 2025-26, the Service is expecting a one-year settlement. For 2026-27 onwards, the Service is hopeful for a multi-year settlement of at least 2 years which will really help with planning for the medium-term.
- 6.4. The Authority has an excellent history of achieving savings targets, with over £23.1m saved over the years since 2011-12 to 2023-24.
- 6.5. Given the challenge posed by the funding gap and the need to reform the Service, plans have been approved to future-proof the organisation and deliver budget savings. The Community Risk Management Plan will define the Service High-Level Strategy alongside the published Target Operating Model (TOM) and the Fire Cover review which will align the Service workforce in the most efficient and effective way.

ANDREW FURBEAR
Head of Finance (Treasurer)

This page is intentionally left blank

REPORT REFERENCE NO.	DSFRA/24/39																									
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY																									
DATE OF MEETING	19 DECEMBER 2024																									
SUBJECT OF REPORT	DEVON & SOMERSET FIRE & RESCUE AUTHORITY PERFORMANCE REPORT 2024-25: QUARTER 2																									
LEAD OFFICER	DCFO GERALD TAYLOR, DIRECTOR OF SERVICE DELIVERY																									
RECOMMENDATIONS	<p>(a). That the Authority requests reports on areas of performance in relation to agreed strategic objectives; and</p> <p>(b). That, subject to (a) above, the report be noted.</p>																									
EXECUTIVE SUMMARY	<p>To make sure that the Service is delivering the best possible service to the communities of Devon and Somerset and its visitors, performance should be monitored regularly.</p> <p>This report covers the period up to the end of quarter two of the 2024/25 financial year and focuses on a selection of key performance indicators (KPIs), aligned to our four service priorities.</p> <p>Performance summary:</p> <p>Table 1: KPI performance status overview 2024-25 Quarter 2 with change from previous report:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 20%; background-color: #008000; color: white;">Succeeding (✓)</th> <th style="width: 20%; background-color: #FFA500;">Near target (•)</th> <th style="width: 20%; background-color: #FF0000; color: white;">Requires improvement (✖)</th> <th style="width: 25%; background-color: #A9A9A9;">Monitoring only</th> </tr> </thead> <tbody> <tr> <td>Priority 1</td> <td>15 (+1)</td> <td>4 (-)</td> <td>1 (-1)</td> <td>0</td> </tr> <tr> <td>Priority 2</td> <td>1 (-)</td> <td>5 (-)</td> <td>2 (-)</td> <td>0</td> </tr> <tr> <td>Priority 3</td> <td>13 (-2)</td> <td>6 (+1)</td> <td>1 (+1)</td> <td>5</td> </tr> <tr> <td>Priority 4</td> <td>5</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Quarter 2 2024-25 saw <u>four indicators in exception</u>, these were:</p> <ul style="list-style-type: none"> KPI 1.8. - Number of persons requiring hospital treatment due to a non-domestic premises fire; KPI 2.2. - Percentage of level four operational risk sites in date for revalidation; 		Succeeding (✓)	Near target (•)	Requires improvement (✖)	Monitoring only	Priority 1	15 (+1)	4 (-)	1 (-1)	0	Priority 2	1 (-)	5 (-)	2 (-)	0	Priority 3	13 (-2)	6 (+1)	1 (+1)	5	Priority 4	5	0	0	0
	Succeeding (✓)	Near target (•)	Requires improvement (✖)	Monitoring only																						
Priority 1	15 (+1)	4 (-)	1 (-1)	0																						
Priority 2	1 (-)	5 (-)	2 (-)	0																						
Priority 3	13 (-2)	6 (+1)	1 (+1)	5																						
Priority 4	5	0	0	0																						

	<ul style="list-style-type: none"> • KPI 2.8. - Percentage availability of risk dependant pumping appliances; and • KPI 3.16. - Operational competence: percentage of staff competent in safety at height and confined spaces (SHACS). <p>Where a performance exception is identified, further analysis is provided. Exceptions are reported through to the relevant Committees for scrutiny.</p> <p>Priority one and two: Community Safety Committee</p> <p>Priority three: People Committee</p> <p>Priority four: Resources Committee.</p> <p>Due to the timing of the respective Committee meetings, an update on discussions cannot be provided in this report, however, this will be covered during the presentation to the Fire & Rescue Authority.</p>
RESOURCE IMPLICATIONS	Existing budget and staffing are sufficient to deliver required improvements.
EQUALITY RISKS AND BENEFITS ANALYSIS	N/A
APPENDICES	A. Devon & Somerset Fire & Rescue Authority Performance Report 2024-25 Quarter 2
BACKGROUND PAPERS	<p>Community Safety Committee: Strategic Priority 1 and 2 Performance Measures: Quarter 2 2024-25</p> <p>People Committee: Performance Monitoring Report 2024-25: Quarter 2</p> <p>Resources Committee: Financial Performance Report 2024-25: Quarter 2</p>



Fire Authority Performance Report – Q2 2024/25

April 2024 to September 2024 Performance

This report summarises performance of the Devon and Somerset Fire and Rescue Service corporate key performance indicators (KPIs).

Where a KPI is assessed as requiring improvement, an exception report is provided. These provide additional information relating to the indicator and details of any actions that have been put in place to improve performance.

Alice Murray, Strategic Analyst

December 2024

Contents

Introduction	4
Performance summary	5
Priority one performance	6
Objective one: we will work with partners to target our prevention activities where they have the greatest impact on the safety and wellbeing of our communities.	6
Exception report: 1.8. Number of persons requiring hospital treatment due to a non-domestic premises fire.....	8
Objective two: we will protect people in the built environment through a proportionate, risk-based approach to the regulation of fire safety legislation.	9
Priority two performance	10
Objective one: we will maintain accurate, timely and relevant risk information, enabling our operational crews to understand and be prepared to respond to the demand and risks present in their local communities.	10
Exception report: 2.2. Percentage of level four operational risk sites in date for revalidation	11
Objective two: We will monitor changes in risk to ensure that our resources are most available in the locations necessary to mitigate them.	12
Objective four: we will support the effective delivery of our frontline services by seeking improvements to our operational resourcing, mobilising and communications functions.	13
Exception report: 2.8. Percentage availability of risk dependant pumping appliances	14
Priority three performance.....	17
Objective one: we will ensure that the workforce is highly trained and has the capability and capacity to deliver services professionally, safely and effectively. .	17
Exception Report: 3.16. Operational competence: percentage of staff competent in safety at height and confined spaces (SHACS)	19
Objective two: we will 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.	21
Objective three: we will recognise and maximise the value of all employees, particularly the commitment of on-call firefighters, improving recruitment and retention.....	23
Priority four performance.....	24
Appendix A: glossary.....	25

Introduction

To make sure that we are delivering the best possible service to the communities of Devon and Somerset and its visitors, we need to regularly monitor our performance.

Our Key Performance Indicators are aligned to our **corporate objectives** and support us to deliver our **strategic priorities**. This report focuses on priority one and two:



Priority one: our targeted prevention and protection activities will reduce the risks in our communities, improving health, safety and wellbeing and supporting the local economy.



Priority two: our operational resources will provide an effective emergency response to meet the local and national risks identified in our Community Risk Management Plan.



Our Service is recognised as a great place to work. Our staff feel valued, supported, safe and well trained to deliver a high performing fire and rescue service.



We are open and accountable and use our resources efficiently to deliver a high performing, sustainable service that demonstrates public value.

Our assessment method varies based on the type and nature of the data that a KPI uses.

If a KPI has a status of “requires improvement”, an exception report will be provided which will contain further analysis and identify whether any action needs to be taken to drive improvement. Updates on progress against actions will be provided in future reports until they are closed.

KPIs that are “near target” will be monitored by the lead manager to assess whether performance is likely to improve and where appropriate implement tactical changes to influence the direction of travel. No further information will be provided within this report.

Performance summary

Table 1: performance status overview 2024/25 Q2

	Succeeding (✓)	Near target (•)	Requires improvement (✗)	Monitoring only
Priority 1	15 (+1)	4 (-)	1 (-1)	0
Priority 2	1 (-)	5 (-)	2 (-)	0
Priority 3	13 (-2)	6 (+1)	1 (+1)	5
Priority 4	5	0	0	0

KPIs requiring improvement	Exception report
KPI 1.8. Number of persons requiring hospital treatment due to a non-domestic premises fire	Page 8
KPI 2.2. Percentage of level four operational risk sites in date for revalidation	Page 11
KPI 2.8. Percentage availability of risk dependant pumping appliances	Page 14
KPI 3.16. Operational competence: percentage of staff competent in safety at height and confined spaces (SHACS)	Page 19

Priority one performance



Our targeted prevention and protection activities will reduce the risks in our communities, improving health, safety and wellbeing and supporting the local economy.

Objective one: we will work with partners to target our prevention activities where they have the greatest impact on the safety and wellbeing of our communities.

Key:	✓ Succeeding	• Near target	✘ Requires improvement
------	-----------------	------------------	---------------------------

Table 2: KPIs requiring improvement - priority one, objective one.

KPI	Period	Actual	Target	% Diff.	Aim
1.8. Number of persons requiring hospital treatment due to a non-domestic premises fire	Rolling-12 ✘	14	9	55.6%	↓

Table 3: KPIs near target – priority one, objective one.

KPI	Period	Actual	Target	% Diff.	Aim
1.4. Number of home fire safety visits completed	YTD •	8,893	9,000	-1.2%	↑
1.18. Number of false alarms due to apparatus attended in dwellings	Rolling-12	3,329	3,297	1.0%	↓

Table 4: KPIs succeeding - priority one, objective one.

KPI	Period	Actual	Target	% Diff.	Aim
1.1. Number of fire-related deaths in dwellings	Q2 '24 ✓	0	0	0.0%	↓
	Rolling-12 ✓	1	7	-83.9%	
	On target				
1.2. Number of persons requiring hospital treatment due to a dwelling fire	Rolling-12 ✓	54	73	-25.8%	↓
1.3. Number of primary dwelling fires	Rolling-12 ✓	824	866	-4.8%	↓

Fire Authority Performance Report: April 2024 to September 2024

KPI	Period	Actual	Target	% Diff.	Aim
1.5. Number of targeted home fire safety visits completed to households with more than one high risk factor	YTD ✓	62.1%	60.0%	2.1 pp	↑
1.13. Number of fire-related deaths in vehicles or outdoor locations	Q2 '24 ✓	0	0	0.0%	↓
	Rolling-12 ✓	1	1	0.0%	
	On target				
1.14. Number of persons requiring hospital treatment due to a vehicle or outdoor location fire	Rolling-12 ✓	14	14	0.0%	↓
1.15. Number of primary vehicle or outdoor location fires	Rolling-12 ✓	684	721	-5.1%	↓
1.16. Number of secondary fires	Rolling-12 ✓	1,332	1,759	-24.3%	↓
1.17. Number of deliberate fires	Rolling-12 ✓	1,028	1,228	-16.3%	↓
1.19. Number of false alarms due to apparatus attended in non-domestic premises	Rolling-12 ✓	2,445	2,527	-3.2%	↓
1.21. Number of road traffic collisions attend by the fire service	Rolling-12 ✓	759	773	-1.8%	↓
1.22. Number of persons killed or seriously injured at road traffic collisions attended by the fire service	Rolling-12 ✓	409	452	-9.5%	↓

Exception report: 1.8. Number of persons requiring hospital treatment due to a non-domestic premises fire

This KPI reports on the number of persons that were injured and required hospital treatment as a result of a fire in a non-domestic premises. All injuries are reported irrespective of whether they are deemed to be fire related.

Analysis

The KPI is in exception due to the number of persons injured being more than 25% above the five-year average.

Table 5: KPI 1.8. Number of persons requiring hospital treatment due to a non-domestic premises fire.

KPI	Period	Actual	Target	% Diff.	Aim
1.8. Number of persons requiring hospital treatment due to a non-domestic premises fire	Rolling-12 ✘	14	9	55.6%	↓

Thankfully, the number of injuries sustained in non-domestic premises fires is very low. However, where there is an increase of more than 25% compared to the five-year average, further investigation is warranted.

Of the 14 injuries:

- all bar two were sustained at distinct incidents; six were deliberate and seven were accidental.
- Of the six deliberate incidents, three were set in prison with all victims were rescued by a third party.
- Only one of the 14 victims was rescued by fire service personnel.
- The recorded nature of injury comprised:
 - overcome by gas, smoke or toxic fumes – six victims
 - burns – five victims
 - breathing difficulties – two victims
 - other physical injury – one victim.
- Two of the injuries sustained were recorded as severe, this means that the victim required treatment at hospital as an inpatient. The remaining victims were recorded as sustaining slight injuries, this means that hospital treatment was required as an outpatient.

While the indicator is in exception, performance is the same as previous year and there are no concerning patterns emerging at this time. No further action is recommended beyond continuing to monitor performance over the coming months.

Objective two: we will protect people in the built environment through a proportionate, risk-based approach to the regulation of fire safety legislation.

Key:	✓ Succeeding	• Near target	✘ Requires improvement
------	-----------------	------------------	---------------------------

Table 6: KPIs requiring improvement – priority one, objective two.

KPI	Period	Actual	Target	% Diff.	Aim
No KPIs currently require improvement					

Table 7: KPIs near target – priority one, objective two.

KPI	Period	Actual	Target	% Diff.	Aim
1.9. Number of primary non-domestic premises fires	Rolling-12 •	448	432	3.7%	↓
1.12. Percentage of building regulation and licensing jobs completed on time	YTD •	95.7%	100.0%	-4.3 pp	↑

Table 8: KPIs succeeding – priority one, objective two.

KPI	Period	Actual	Target	% Diff.	Aim
1.7. Number of fire-related deaths in non-domestic premises	Q2 '24 ✓	0	0	0.0%	↓
	Rolling-12 ✓	0	1	-100.0%	
	On target				
1.10. Number of fire safety checks completed	YTD ✓	1,289	1,250	3.1%	↑
1.11. Number of fire safety audits completed	YTD ✓	410	350	17.1%	↑

Priority two performance



Our operational resources will provide an effective emergency response to meet the local and national risks identified in our Community Risk Management Plan.

Objective one: we will maintain accurate, timely and relevant risk information, enabling our operational crews to understand and be prepared to respond to the demand and risks present in their local communities.

Key:	✓ Succeeding	• Near target	✗ Requires improvement
------	-----------------	------------------	---------------------------

Table 9: KPIs requiring improvement – priority two, objective one.

KPI	Period	Actual	Target	% Diff.	Aim
2.2. Percentage of level four operational risk sites in date for revalidation	YTD ✗	85.7%	96.0%	-10.3 pp	↑

Table 10: KPIs near target – priority two, objective one.

KPI	Period	Actual	Target	% Diff.	Aim
No KPIs currently near target					

Table 11: KPIs succeeding – priority two, objective one.

KPI	Period	Actual	Target	% Diff.	Aim
2.1. Percentage of level three operational risk sites in date for revalidation	YTD ✓	98.7%	92.0%	6.7 pp	↑

Exception report: 2.2. Percentage of level four operational risk sites in date for revalidation

This KPI reports on the percentage of premises with a level 4 tactical plan that are in date for revalidation.

A site or premises that is classified as level 4 requires the completion of a Tactical Plan. This may be in addition to an SSRI, but an SSRI is not a pre-requisite to produce a Tactical Plan. A Tactical Plan is a detailed document with information relevant to Level 2 and 3 Incident Commanders about the response to an incident at a specific site should it be likely to be complex or protracted.

Analysis

The KPI is in exception due to the percentage of sites that are in date for revalidation being more than 10% below target. As at the 30 September 2024, five of 34 level four risk sites were overdue revalidation.

Table 12: performance status – percentage of level four operational risk sites in date for revalidation, as at the 30 September 2024

KPI	Period	Actual	Target	% Diff.	Aim
2.2. Percentage of level four operational risk sites in date for revalidation	As at end Q2 '24 ✘	85.7%	96.0%	-10.3 pp	↑

Several level four tactical plans required revalidation by the same date, this led to the indicator going into exception.

Work is underway to review our approach with a view to consolidating and simplifying plans to ensure that crews can access key information quickly and easily. This will reduce the number of distinct plans on large sites, such as Devonport Dockyard, improving efficiency for Operational Risk Technicians producing the plans and crews looking to access the information.

As at the 31 October 2024, all level four risk sites were in date for revalidation.

Action Reference	Action description	Lead officer
2024.2.2.A	Complete review and consolidation of level four tactical plans. <i>Work is ongoing</i>	Area Manager Prevention and Protection

Objective two: We will monitor changes in risk to ensure that our resources are most available in the locations necessary to mitigate them.

Key:	✓ Succeeding	• Near target	✘ Requires improvement
------	-----------------	------------------	---------------------------

Table 13: KPIs requiring improvement – priority two, objective two.

KPI Ref	KPI Description	Current	Target	% Diff.	Aim
Currently, no KPIs assessed as requiring improvement.					

Table 14: KPIs near target – priority two, objective two.

KPI	Period	Actual	Target	% Diff.	Aim
2.4. Percentage of dwelling fire incidents attended within 10 minutes of call answer	YTD •	73.4%	75.0%	-1.6 pp	↑
2.5. Percentage of road traffic collision incidents attended within 15 minutes of call answer	YTD •	70.2%	75.0%	-4.8 pp	↑

Table 15: KPIs succeeding – priority two, objective two.

KPI Ref	KPI Description	Current	Target	% Diff.	Aim
Currently, no KPIs assessed as succeeding.					

Objective four: we will support the effective delivery of our frontline services by seeking improvements to our operational resourcing, mobilising and communications functions.

Key:	✓ Succeeding	• Near target	✘ Requires improvement
------	-----------------	------------------	---------------------------

Table 16: KPIs requiring improvement – priority two, objective four.

KPI	Period	Actual	Target	% Diff.	Aim
2.8. Percentage availability of risk dependant pumping appliances	YTD ✘	56.8%	85.0%	-28.2 pp	↑

Table 17: KPIs near target – priority two, objective four.

KPI	Period	Actual	Target	% Diff.	Aim
2.5. Percentage availability of priority pumping appliances	YTD •	91.5%	98.0%	-6.5 pp	↑
2.6. Percentage availability of standard pumping appliances	YTD •	77.2%	85.0%	-7.8 pp	↑
2.9. Percentage of emergency calls handled within target time	YTD •	87.3%	90.0%	-2.7 pp	↑

Table 18: KPIs succeeding – priority two, objective four.

KPI	Period	Actual	Target	% Diff.	Aim
No KPIs currently succeeding					

Exception report: 2.8. Percentage availability of risk dependant pumping appliances

This KPI reports on the proportion of time that risk dependant availability (RDA) appliances (fire engines) were available to respond as a percentage of the total required time. All RDA appliances are crewed by on-call personnel on two pump stations, where one appliance will always aim to be available. RDA appliances are required to be available to respond during periods when risk is deemed highest.

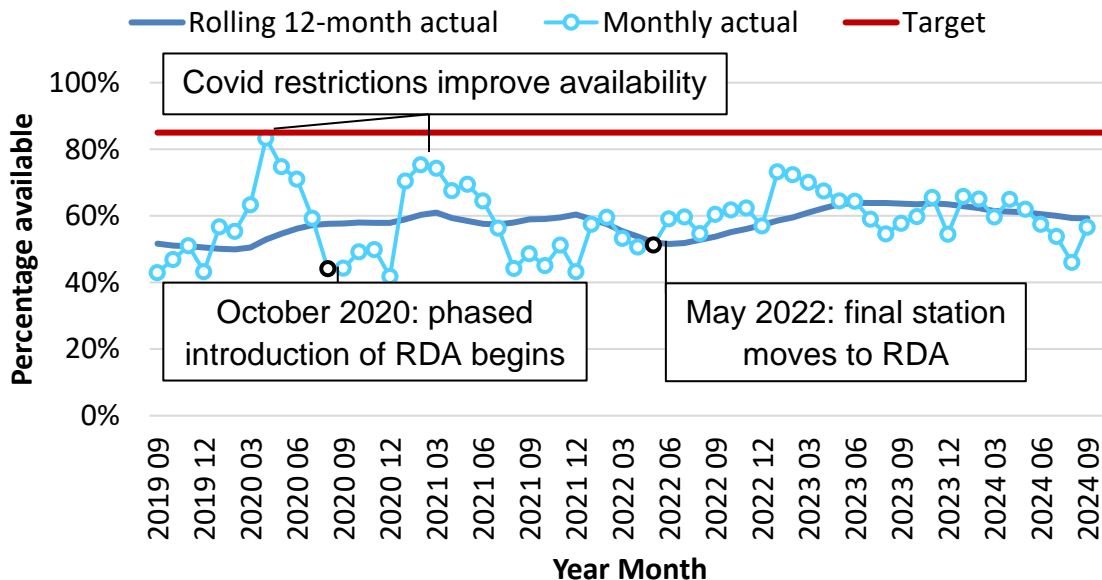
Analysis

The KPI is in exception as availability is more than 10 percentage points (pp) below target. The expectation is that RDA appliances should be available for at least 85.0% of the required hours, the same proportion as a standard on-call appliance (which is required to be available 24 hours a day, 7 days a week).

Table 19: performance status – percentage of level four operational risk sites in date for revalidation, as at 30th September 2024

KPI	Period	Actual	Target	% Diff.	Aim
2.8. Percentage availability of risk dependant pumping appliances	YTD ✘	56.8%	85.0%	-28.2 pp	↑

Table 20: risk dependant availability by month and rolling 12-month average, September 2019 to September 2024



The indicator has consistently been in exception, and it is likely that this will continue. Peaks in availability during 2020 and 2021 were a result of periods of COVID-19 lockdown, during which on-call availability increased significantly.

Table 21: risk dependant availability performance during Q2 2024/25 by station and comparison against previous quarter and previous year.

Appliance	2024/25 Q2	vs 2024/25 Q1	vs 2023/24 Q1
KV02P2: Ilfracombe	25.4% (Exception)	-5.8 pp (31.2%)	9.4 pp (16.0%)
KV13P2: Okehampton	77.7% (Near target)	-8.1 pp (85.8%)	-16.2 pp (93.9%)
KV21P2: Brixham	36.2% (Exception)	-26.2 pp (62.4%)	0.2 pp (35.9%)
KV24P2: Dartmouth	3.0% (Exception)	0.1 pp (2.8%)	2.8 pp (0.2%)
KV30P2: Teignmouth	72.9% (Exception)	-9.3 pp (82.2%)	2.0 pp (70.9%)
KV40P2: Honiton	88.9% (Succeeding)	-1.7 pp (90.6%)	0.7 pp (88.2%)
KV43P2: Sidmouth	80.4% (Near target)	0.0 pp (80.4%)	13.2 pp (67.1%)
KV44P2: Tiverton	82.2% (Near target)	-5.0 pp (87.3%)	-12.2 pp (94.4%)
KV57P2: Tavistock	41.7% (Exception)	-26.2 pp (67.9%)	-32.3 pp (74.0%)
KV71P2: Williton	56.9% (Exception)	-11.3 pp (68.2%)	-4.8 pp (61.7%)
KV83P2: Wells	7.9% (Exception)	-9.4 pp (17.3%)	-17.8 pp (25.7%)
Overall	52.1% (Exception)	-9.4 pp (61.5%)	-5.0 pp (57.1%)

As shown in table 21, of the 11 RDA appliances, only Honiton achieved the 85.0% target during Q2 2024, three appliances were near target and seven were in exception.

There has been a general worsening in performance compared to quarter one, however, this is not unexpected over the summer period due to increased leave. However, there has also been a decline in overall performance of 5.0% compared to Q1 of 2023/24.

Generally, RDA crews will be mobilised in support of the first appliance, simultaneous attendance at different incidents is unusual. The speed of first attendance is the most critical element of response, however, any delay in additional resources is less than ideal.

Workforce planning on on-call stations can be particularly challenging and this can be a more significant problem on quieter two pump stations, such as those where RDA is in operation.

Not only is recruitment a challenge but maintaining sufficient personnel with the skills such as driving and incident command can be difficult. For a crew to mobilise, there must be a competent driver and incident commander, therefore if personnel with these skills leave the Service or move to another location it can have a significant impact on performance.

Priority three performance



Our Service is recognised as a great place to work. Our staff feel valued, supported, safe and well trained to deliver a high performing fire and rescue service.

Objective one: we will ensure that the workforce is highly trained and has the capability and capacity to deliver services professionally, safely and effectively.

Key:	✓ Succeeding	• Near target	✗ Requires improvement
------	-----------------	------------------	---------------------------

Table 22: KPIs requiring improvement – priority three, objective one.

KPI	Period	Actual	Target	% Diff.	Aim
3.16. Operational competence: percentage of staff competent in safety at height and confined spaces (SHACS)	Rolling-12 ✗	89.3%	95.0%	-5.7 pp	↑

Table 23: KPIs near target – priority three, objective one.

KPI	Period	Actual	Target	% Diff.	Aim
3.10. Operational competence: number of competencies with 90% of staff competent	As at: Sep 24 •	85.7%	100.0%	0 pp	↑
3.15. Percentage of operational personnel requiring skill competent in maritime rescue	As at: Sep 24 •	92.9%	95.0%	2.1 pp	↑

Table 24: KPIs succeeding – priority three, objective one.

KPI	Period	Actual	Target	% Diff.	Aim
3.2. Total number of safety events	Rolling-12 ✓	211	254	-16.9%	↓
3.3. Number of RIDDOR safety events	Rolling-12 ✓	6	7	-14.3%	↓
3.5. Number of safety events involving vehicles	Rolling-12 ✓	120	158	-24.1%	↓

KPI	Period	Actual	Target	% Diff.	Aim
3.6. Number of safety events involving injuries	Rolling-12 ✓	45	64	-29.7%	↓
3.11. Operational competence: percentage of staff competent in breathing apparatus (BA)	As at: Sep 24 ✓	97.8%	95.0%	2.8 pp	↑
3.12. Percentage of operational personnel requiring skill competent in casualty care	As at: Sep 24 ✓	97.0%	95.0%	2.0 pp	↑
3.13. Percentage of operational personnel requiring skill competent in response driving	As at: Sep 24 ✓	98.6%	95.0%	3.6 pp	↑
3.14. Percentage of operational personnel requiring skill competent in incident command	As at: Sep 24 ✓	98.3%	95.0%	3.3 pp	↑
3.17. Percentage of operational personnel requiring skill competent in water rescue	As at: Sep 24 ✓	95.9	95.0%	0.9 pp	↑

Table 25: KPIs monitoring only, priority three, objective one

KPI	Period	Actual	Target	% Diff.	Aim
3.1.1 Rate of shifts/working days lost due to sickness absence per fte wholetime and support services	Q2 '24	2.75	2.68*	2.6%	↓
3.1.2. Rate of shifts / working days lost due to sickness absence per fte – on-call	Q2 '24	3.83	5.64*	-32.1%	↓
3.4. Number near miss events	Rolling-12	51	77	-33.8%	↑

*Q2 previous year

Exception Report: 3.16. Operational competence: percentage of staff competent in safety at height and confined spaces (SHACS)

This KPI reports on the proportion of operational personnel that are competent in skills relating to safe working at height and in confined spaces. The target for this indicator is 95%, with a lower exception threshold of 90%.

Analysis

This KPI is in exception due to being more than five percentage points below the exception threshold.

Table 26: 3.16. Operational competence: percentage of staff competent in safety at height and confined spaces (SHACS) performance Q2 2024/25

KPI	Period	Actual	Target	% Diff.	Aim
3.16. Operational competence: percentage of staff competent in safety at height and confined spaces (SHACS)	Rolling-12 ✘	89.3%	95.0%	-5.7 pp	↑

There are three levels of SHACs qualification, with level one being the most basic and level three the most complex.

Table 27: Performance by SHACs Level Q2 2024/25

	Target	Percentage Competent	Difference	Performance Status
Level 1	95.0%	93.0%	-2.0 pp	Monitor
Level 2	95.0%	78.2%	-16.8 pp	Exception
Level 3	95.0%	88.1%	-6.9 pp	Exception

The greatest impact on overall performance comes from SHACS level 2, which is nearly 17 percentage points below target.

All SHACs are lower than last quarter due to changes in the reporting system to transition from the previous SHAC's qualification standard to the new SHAC's competence standards. This change means that personnel that are in-date for the previous standard but are yet to qualify against the new standard will show as not yet competent on the system. This will continue to affect figures until all staff have acquired the new SHACs standard.

The new reporting system enables more accurate reporting when staff are fully integrated and provide much easier access to competence standards for managers to manage performance.

At the time of publication, further work is underway to review all data relating to SHACs competencies and to identify any issues that are affecting the delivery of training and uptake of courses. A paper will be provided to People Committee which will fully outline any findings and provide a robust plan to resolve any issues with a view to improving performance.

It should be noted that the figures submitted above may be subject to change following this investigation.

Objective two: we will 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.

Key:	✓ Succeeding	• Near target	✘ Requires improvement
------	-----------------	------------------	---------------------------

Table 28: KPIs requiring improvement – priority three, objective two.

KPI	Period	Actual	Target	% Diff.	Aim
Currently, no KPIs assessed as requiring improvement.					

Table 29: KPIs near target – priority three, objective two.

KPI	Period	Actual	Target	% Diff.	Aim
3.31.2. Percentage of senior leaders that are female: wholetime	Dec '23 (•)	11.1%	11.1%	0.0 pp	↑
3.33. Percentage of on-call firefighters that are from an ethnic minority background	Dec '23 (•)	2.7%	2.8%	-0.1 pp	↑
3.34.1. Percentage of senior leaders from an ethnic minority background: wholetime	Dec '23 (•)	0.0%	0.0%	0.0 pp	↑
3.34.2. Proportion of personnel from an ethnic minority background in senior roles: professional and technical services	Dec '23 (•)	9.1%	9.1%	0.0 pp	↑

Table 30: KPIs succeeding – priority three, objective two.

KPI	Period	Actual	Target	% Diff.	Aim
2.29. Percentage of wholetime firefighters that are female	Dec '23 (✓)	7.7%	6.9%	0.8 pp	↑

Fire Authority Performance Report: April 2024 to June 2024

KPI	Period	Actual	Target	% Diff.	Aim
2.30. Percentage of on-call firefighters that are female	Dec '23 (✓)	6.2%	6.0%	0.2 pp	↑
3.31.2. Percentage of senior leaders that are female: professional and technical services	Dec '23 (✓)	45.5%	36.4%	9.1 pp	↑
3.32. Percentage of wholetime firefighters that are from an ethnic minority background	Dec '23 (✓)	4.0%	3.7%	0.3 pp	↑

Objective three: we will recognise and maximise the value of all employees, particularly the commitment of on-call firefighters, improving recruitment and retention.

Key:	✓ Succeeding	• Near target	✗ Requires improvement
------	-----------------	------------------	---------------------------

Table 31: KPIs requiring improvement – priority three, objective three.

KPI	Period	Actual	Target	% Diff.	Aim
Currently, no KPIs assessed as requiring improvement.					

Table 32: KPIs near target – priority three, objective three

KPI	Period	Actual	Target	% Diff.	Aim
Currently, no KPIs assessed as near target					

Table 33: KPIs succeeding – priority three, objective three

KPI	Period	Actual	Target	% Diff.	Aim
Currently, no KPIs assessed as succeeding					

Table 34: KPIs monitoring only, priority three, objective three

KPI	Period	Actual	Target	% Diff.	Aim
3.18. Staff turnover: wholetime	As at Sep '24	11.0%	TBC		+/-
3.19. Staff turnover: on-call	As at Sep '24	10.3%	TBC		+/-
3.20. Staff turnover: professional and technical services	As at Sep '24	10.0%	TBC		+/-

Priority four performance



We are open and accountable and use our resources efficiently to deliver a high performing, sustainable service that demonstrates public value.

Key:	✓ Succeeding	• Near target	✘ Requires improvement
------	-----------------	------------------	---------------------------

Table 35: KPIs requiring improvement – priority four, objective one

KPI	Period	Actual	Target	% Diff.	Aim
Currently, no KPIs assessed as requiring improvement.					

Table 36: KPIs near target – priority four, objective one

KPI	Period	Actual	Target	% Diff.	Aim
Currently, no KPIs assessed as near target					

Table 37: KPIs succeeding – priority four, objective one

KPI	Period	Actual	Target	% Diff.	Aim
4.6. Forecast outturn spending against agreed revenue budget	As at Jun '24 (✓)	£90.372 million	£92.622 million	-2.4%	↓
4.6.1. Forecast outturn general reserve balance as % of total revenue budget (minimum)	As at Jun '24 (✓)	5.01%	5.00%	1 bp	↑
4.7. Forecast outturn spending against agreed capital budget	As at Jun '24 (✓)	£5.914 million	£7.648 million	-22.1%	↓
4.13. Forecast outturn external borrowing within Prudential Indicator limit	As at Jun '24 (✓)	£27.432 million	£29.490 million	-6.98%	↓
4.14. Forecast outturn debt ratio (debt charges over total revenue budget)	As at Jun '24 (✓)	1.99%	5.00%	-301 bp	↓

Appendix A: glossary

Most terms and definitions can be found within the Home Office Fire Statistics Definitions document: <https://www.gov.uk/government/publications/fire-statistics-guidance/fire-statistics-definitions>

Some other terms are listed below:

Operational risk information: this information is focused on location specific risks posed to firefighters.

Site specific risk information (SSRI): this information is captured for locations that are particularly complex and pose greater levels of risk to our fire-fighters. Visits are made to these locations, hazards identified and plans made on how to respond if an incident occurs.

Risk prioritised pump: there are 33 priority fire engines in areas that present higher levels risk or demand which are essential to enabling us to effectively manage risk levels. There is an expectation that each of these appliances will be available to respond a minimum of 98% of the time.

Standard pump: there are 89 fire engines located in areas of lower risk or lesser demand, but which are still key to ensuring that we are keeping our communities safe. These are all crewed by on-call or volunteer firefighters and there is an expectation that each fire engine will be available at least 85% of the time.

Home fire safety visits: these are visits that are carried out at people's homes by our home safety technicians and wholetime firefighters.

Fire safety checks: FSCs are delivered by our operational crews and provide a basic assessment of fire safety standards within businesses. Where potential issues are identified premises will be referred for a fire safety audit that is conducted by one of our professional fire safety officers.

This page is intentionally left blank

Agenda Item 10

REPORT REFERENCE NO.	DSFRA/24/40
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
DATE OF MEETING	19 DECEMBER 2024
SUBJECT OF REPORT	APPOINTMENT TO OUTSIDE BODY
LEAD OFFICER	Clerk to the Authority (& Monitoring Officer)
RECOMMENDATIONS	<i>That the Vice Chair of the Audit & Governance Committee, Councillor Kerley, be appointed as the Authority's representative on the Management Committee of the Devon Assurance Partnership until the Authority's Annual General Meeting in June 2025.</i>
EXECUTIVE SUMMARY	<p>The Devon Assurance Partnership (DAP) has also asked the Audit & Governance Committee to nominate a representative to Chair its Managements Committee.</p> <p>It is standard expectation that the Audit Committee Chair and Vice Chair join the DAP Committee when a Partner joins but this matter was overlooked when the Authority moved to the new arrangement in 2023. The DAP rotates the Chair and Vice Chair annually so that each Partner shares the roles.</p> <p>The Fire & Rescue Authority will provide the Vice Chair in 2024-25, that will move to Chair in 2025/26 and then back to committee member in 2026-27. Usually this would be the Chair of the Authority's Audit & Governance Committee but in view of the external commitments of the existing Chair, it has been agreed that the Vice Chair will take on this role.</p> <p>This appointment will be reconsidered at the Authority's Annual General meeting in June 2025 (when the role will be to Chair the DAP Management Committee).</p>
RESOURCE IMPLICATIONS	Nil.
EQUALITY RISKS AND BENEFITS ANALYSIS	Not applicable
APPENDICES	None.
BACKGROUND PAPERS	None.

SAMANTHA SHARMAN
 Clerk to the Authority (& Monitoring Officer)

This page is intentionally left blank

REPORT REFERENCE NO.	DSFRA/24/41
MEETING	DEVON & SOMERSET FIRE & RESUCE AUTHORITY
DATE OF MEETING	19 DECEMBER 2024
SUBJECT OF REPORT	LOCAL PENSION BOARD – AMENDMENT TO TERMS OF REFERENCE
LEAD OFFICER	Clerk to the Authority (& Monitoring Officer)
RECOMMENDATIONS	<i>That the amendment to the Terms of Reference of the Local Pension Board set out at Appendix A of this report be approved.</i>
EXECUTIVE SUMMARY	The Local Pensions Board seeks to mandate, by amending its Terms of Reference, a minimum attendance requirement for its members to assure quorum can be achieved at its quarterly meetings.
RESOURCE IMPLICATIONS	None.
EQUALITY RISKS AND BENEFITS ANALYSIS	An initial assessment has not identified any equality issues emanating from this report.
APPENDICES	A. Revised Terms of Reference for the Local Pension Board
BACKGROUND PAPERS	None.

1. **INTRODUCTION**

- 1.1. The Public Services Pension Act 2013 (“the Act”) enshrines many of the reforms of public service pension schemes recommended following the independent review of public service pension schemes led by Lord Hutton.
- 1.2. In particular, the Act provides for the governance of public sector pension schemes whereby pension regulations must provide for the administration of each public service pension to become the responsibility of a Scheme Manager, a local Pension Board and a Scheme Advisory Board.
- 1.3. The Firefighters’ Pension Scheme (England) Regulations 2014 provided, amongst other matters, for:
 - Introduction of the latest firefighters’ pension scheme on 1 April 2015; and
 - making the Authority the Scheme Manager for the latest and, by virtue of Section 4(6) of the Act, previous firefighters’ pension schemes (Regulation 4).
- 1.4. The Authority, as Scheme Manager, is responsible for the management and administration of the firefighter’s pension schemes. Specifically, Scheme Managers will be responsible for the key areas of governance and administration including:
 - managing risks and ensuring there are adequate internal controls
 - keeping records and ensuring the quality of member data
 - ensuring the correct contributions are paid to the scheme
 - managing conflicts of interest
 - publishing information about the board
 - communicating information to members
 - resolving disputes and reporting certain breaches of the law.
- 1.5. The day-to-day administration and management of the firefighters’ pension schemes is formally delegated to the Head of People Services.
- 1.6. The Authority’s Local Pension Board (the Firefighters Pensions Schemes Local Pensions Board) was established in 2015. The Board comprises an equal number of employer and member representatives with a minimum requirement of no less than four in total. The Authority, as Scheme Manager, appoints four employer representatives to the Board, currently Councillor Simon Coles, the Assistant Director (Corporate Services) – Chair – and Andrew Furbear (Treasurer). Four scheme member representatives are appointed in addition to this together with an Independent member. The Board meets quarterly with a quorum of 50% of the total membership (i.e., four) to comprise at least one employer and one member representative.

1.7. This report has been submitted as the Local Pension Board wishes to make changes to the Terms of Reference which is a matter reserved to the Authority for approval.

2. PROPOSED, REVISED TERMS OF REFERENCE FOR THE BOARD

2.1. At its meetings of 11 September 2024, the Board discussed issues it had experienced and, in particular, challenges with meeting the quorum for attendance due to the availability of some Board members. The Board discussed the opportunities available to mitigate this happening. Attendance at Board meetings was important to aid in maintaining the requisite knowledge and experience.

2.2. As a result, and to try to assist in reaching the quorum at meetings, the Board proposed to add the following to its Terms of Reference document:

“2 (d): be present at a minimum of one meeting per a meeting cycle (municipal year)”.

2.3. Since that meeting, there have been discussions about amending the suggestion in paragraph 2.2 above to read as follows, which would better meet the Board’s requirements for attendance:

“2 (d): be present at a minimum of 50% of meetings per municipal year”

2.4. There were two vacancies for Scheme Member representatives currently which did not assist with this matter. An expression of interest advert will be published on the Services’ vacancy page shortly to address this element.

2.5. The proposed, revised Terms of Reference for the Board taking account of the amendment at paragraph 2.3 above are set out at Appendix A of this report.

2.6. As this matter is reserved to the Authority, approval is sought to amend the Board’s Terms of Reference to include the provisions set out at paragraph 2.2 above.

SAMANTHA SHARMAN
Clerk to the Authority (& Monitoring Officer)

This page is intentionally left blank

DEVON AND SOMERSET FIRE AND RESCUE AUTHORITY

LOCAL PENSION BOARD - TERMS OF REFERENCE

Statement of Purpose

1. The purpose of the Board is to assist Devon and Somerset Fire and Rescue Authority (the Authority) in its role as a scheme manager of the Firefighters Pension Scheme. Such assistance is to:
 - (a) secure compliance with the Regulations, any other legislation relating to the governance and administration of the Scheme, and requirements imposed by the Pensions Regulator in relation to the Scheme; and
 - (b) ensure the effective and efficient governance and administration of the Scheme.

Duties of the Board

2. The Board should at all times act in a reasonable manner in the conduct of its purpose. In support of this duty Board members should:
 - (a) act always in the interests of the scheme and not seek to promote the interests of any stakeholder group above another;
 - (b) demonstrate standards of conduct based on the seven “Nolan” Principles of Public Life, modified accordingly and as appended to this document;
 - (c) be able to demonstrate their capacity to attend and complete the necessary preparation for meetings and participate in training as required; and
 - (d) be present at a minimum of 50% of meetings per municipal year

Membership

3. The Board will comprise an equal number of employer and member representatives with a minimum requirement of no less than four in total.
 - (a) **Member representatives**
 - i) Four member representatives shall be appointed to the Board.
 - ii) Member representatives shall either be members of the scheme administered by the Authority or have experience of representing pension scheme members in a similar capacity.
 - (b) **Employer representatives**
 - i) Four employer representatives shall be appointed to the Board

- ii) Employer representatives shall be Members of the Devon & Somerset Fire & Rescue Authority or senior officers of the Authority, or have experience of representing scheme employers in a similar capacity. Officers of the Authority with delegated responsibility for discharging the scheme manager function of the Authority may not serve as employer representatives.
- iii) Employer representatives shall be appointed by the Authority in a manner which it considers best promotes the purpose of the Board.

(c) Other invitees

- i) The Board reserves the right to appoint advisers at its discretion. In the first instance, this will be a representative of West Yorkshire Pension Fund, to attend meetings as requested by the Board;
- ii) Any other appointments shall have regard to the best interests of the purpose of the Board.

(d) Appointment of Chair

- i) The Board will appoint a Chair from its members annually at the first meeting of the Board following the Authority's Annual Meeting.
- ii) The duties of the Chair should be in accordance with the duties of a Chair within the Authority.

4. Substitute representatives are not permitted because of the nature of the Board, the need for appropriate knowledge and skills and the management of conflicts of interests.

Notification of appointments

5. On appointment to the Board, the Authority shall publish the name of the appointees, the process followed in the appointments together with the way in which the appointments support the effective delivery of the purpose of the Board.

Conflicts of interest

6. All members of the Board must declare to the Authority on appointment, and at any such time as their circumstances change, any potential conflict of interest arising as a result of their position on the Board.
7. On appointment to the Board and following any subsequent declaration of potential conflict the Authority shall ensure that any potential conflict is effectively managed in line with both the internal procedures of the Authority and the requirements of the Pensions Regulator's Codes of practice 14: Governance and administration of public service pension schemes.

Knowledge and understanding (including Training)

8. Knowledge and understanding must be considered in light of the role of the Board to assist the Authority in line with the requirements outlined in section 2 above. The Board should establish and maintain a policy and framework to address the knowledge and understanding requirements that apply to Board members. That policy and framework shall set out the degree of knowledge and understanding required as well as how knowledge and understanding is acquired, reviewed and updated.
9. Board members shall attend and participate in training arranged in order to meet and maintain the requirements set out in the Board's knowledge and understanding policy and framework.
10. Board members shall participate in such personal training needs analysis or other processes that are put in place in order to ensure that they maintain the required level of knowledge and understanding to carry out their role on the Board.

Term of Office

11. The term of office for Board Members will be four years, with two positions on the Board (ideally one employer and one member representative) being subject to appointment every year so as to maintain continuity of knowledge and experience.
12. To maintain continuity of knowledge and experience built up by the inaugural members of the Board, after the first four years only two positions will be considered for appointment, i.e. year 5 is first new appointment process, year 6 is second new appointment process etc. This will have the potential effect that two Board members could serve for five years and a further two for 6 years before their initial term ends.
13. There will be no restriction on existing Board Members being re-appointed to the Board following the end of their initial (or subsequent) term of office.
14. Board membership may be terminated prior to the end of the term of office in the event of:
 - (a) A member representative appointed on the basis of their membership of the scheme no longer being a member of the scheme;
 - (b) A member representative no longer being a member of the body on which their appointment relied;
 - (c) An employer representative no longer holding the office or employment or being a member of the body on which their appointment relied;
 - (d) The representative no longer being able to demonstrate their capacity to attend and prepare for meetings or to participate in required training.

Notice Periods

15. Except at the end of their term of office, Board members are to give three months' notice of their resignation from the Board.

Meetings

16. The Board shall meet quarterly.

17. The Chair of the Board may call additional meetings subject to giving appropriate notice in light of the matter(s) to be considered. Urgent business of the Board between meetings may, in exceptional circumstances, be conducted via communications between members of the Board including telephone conferencing and e-mails.

Quorum

18. The total number of members required to be present for a meeting to be quorate is 50% of the total membership (i.e. four attendees), to comprise at least one employer and one member representative.

Voting

19. The Chair shall determine when consensus has been reached.

20. Where consensus is not achieved this should be recorded by the Chair.

Support for Core Functions

21. In support of its core functions the Board may:

- (a) make a request for information to a relevant officer of the Authority with regard to any aspect of the scheme manager function. Any such a request should be reasonably complied with in both scope and timing; and
- (b) make recommendations to the Authority, which should be considered and a response made to the Board on the outcome within a reasonable period of time.

Reporting

22. The Board will produce an annual report for the Authority. The report will: highlight any areas of concern; provide details of any statutory breaches; identify any improvements required and highlight good practice.

23. The annual report will also include information on the number of retirements (natural and ill health), new starters, membership numbers and 'opt out' numbers.

Interpretation

24. In these terms:

- (a) 'the Scheme' means the Firefighters' Pension Scheme; and
- (b) 'Regulations' means the Firefighters' Pension Scheme 1992 (as amended), the Firefighters' Pension Scheme 2006 (as amended) and the Firefighters' Pension Scheme Regulations 2014 (as amended) and includes the Pension Regulators Codes of Practice (as they apply to the Scheme Manager and Pension Board) and any other relevant legislation applying to the Scheme.

APPENDIX A TO LOCAL PENSIONS BOARD TERMS OF REFERENCE

STANDARDS OF CONDUCT

The Board should at all times act in a reasonable manner in the conduct of its purpose. In support of this duty Board members:

- (a) Should act always in the interests of the scheme and not seek to promote the interests of any stakeholder group above another.
- (b) Should demonstrate standards of conduct based on the seven “Nolan” Principles of Public Life (modified accordingly below) and consistent with the Core Values of the Devon & Somerset Fire & Rescue Service (as set out at Appendix B).

1. Selflessness

The Board should act solely in terms of assisting the Scheme Manager to discharge its obligations under the various pension legislation or regulations as may be in force. They should not act in order to gain financial or other material benefits for themselves, their family, or their friends.

2. Integrity

The Board members must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work.

3. Objectivity

The Board must act and make recommendations impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

The Board members are accountable to the Devon & Somerset Fire & Rescue Authority (as Scheme Manager) for their actions and must submit themselves to any scrutiny requirements as may from time to time be required by the Authority.

5. Openness

The Board members should act in an open and transparent manner.

6. Honesty


The Board members should be truthful.

7. Leadership

The Board members should demonstrate and promote the above principles by leadership and example.

APPENDIX B - DEVON & SOMERSET FIRE & RESCUE SERVICE CORE VALUES


WE ARE PROUD TO HELP



We show this by...

- Doing what we say we will do and seeing things through to the end
- Demonstrating high standards
- Working hard and doing our best to get the right outcomes
- Being motivated, keen and willing to give things a go

WE ARE HONEST



We show this by...

- Being open, clear, and realistic
- Admitting and learning from mistakes
- Showing trust and being trustworthy
- Being responsible and accountable

WE ARE RESPECTFUL



We show this by...

- Being consistent and giving credit where it's due
- Always being polite, considerate and treating people fairly
- Genuinely listening, involving and engaging others
- Being inclusive to all

WE ARE WORKING TOGETHER



We show this by...

- Understanding others needs and appreciating their demands
- Positively challenging, sharing ideas and giving feedback
- Supporting others and giving practical help and advice
- Being willing to adapt and change to get the best results

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank