



Buckinghamshire & Milton Keynes Fire Authority

MEETING	Fire Authority
DATE OF MEETING	12 February 2020
OFFICER	Dave Norris, Head of Service Delivery
LEAD MEMBER	Councillor Lesley Clarke OBE
SUBJECT OF THE REPORT	HMICFRS Inspection Findings - Action Plan
EXECUTIVE SUMMARY	<p>At its meeting on 12 December 2018 the Authority resolved that the HMICFRS full inspection report relating to Buckinghamshire Fire and Rescue Service be received by the Authority following publication; and that the Overview and Audit Committee monitor progress with post-publication actions plans addressing any recommendations arising from the report.</p> <p>Accordingly, at its Extraordinary Meeting on 23 January 2020 the Authority received the HMICFRS report, and requested an Action Plan to address matters raised.</p> <p>The HMICFRS inspection methodology considers fire and rescue service performance against three pillars (effectiveness, efficiency and people) for each of which a judgement is given; outstanding, good, requires improvement or inadequate. There is no overall judgement covering service performance.</p> <p>This Service was judged:</p> <p>Effectiveness – requires improvement Efficiency – requires improvement People – good</p> <p>Depending on the severity of matters found HMICFRS may provide suggested areas for improvement, causes for concern and recommendations. A recommendation will always accompany a cause for concern.</p> <p>The report for this Service identifies 11 areas for improvement, one cause for concern accompanied by two recommendations. The Action Plan (Appendix A) details the proposed approach to addressing these matters.</p> <p>The Service has been notified of dates for the next inspection; w/c 21 June 2021 for Discovery week, w/c 12 July 2021 for inspection fieldwork.</p>

ACTION	Decision
RECOMMENDATIONS	<p>It is recommended that:</p> <ol style="list-style-type: none"> 1. the HMICFRS Inspection Findings Action Plan (Appendix A) be approved; and 2 progress against the Action Plan be reported regularly to the Overview and Audit Committee, and onwards to the Authority.
RISK MANAGEMENT	<p>This Service has built an effective relationship with HMICFRS. Matters raised in the HMICFRS report will be addressed through internal governance structures and reported to Members through the Overview and Audit Committee.</p> <p>A lack in continuity of membership on the Authority is a risk to the ongoing monitoring and challenge required to ensure delivery of the action plan to address areas of improvement in time for the next HMICFRS inspection in 2021.</p>
FINANCIAL IMPLICATIONS	<p>Fire and rescue services receive no additional funding for the additional workload placed by an HMICFRS visit, including preparation for and resourcing of an inspection team. The current inspection programme is funded entirely by Home Office. The HMICFRS inspections of Police forces are funded through top-slicing government grants.</p> <p>The future finding of fire and rescue service inspections beyond round 2 remains to be decided.</p>
LEGAL IMPLICATIONS	<p>The current Fire and Rescue Service National Framework issued under section 21 of the Fire and Rescue Services Act 2004, to which the Authority must have regard when carrying out its functions, states as follows at paragraph 7.5:</p> <p>‘Fire and rescue authorities must give due regard to reports and recommendations made by HMICFRS and – if recommendations are made – prepare, update and regularly publish an action plan detailing how the recommendations are being actioned. If the fire and rescue authority does not propose to undertake any action as a result of a recommendation, reasons for this should be given.’[emphasis added]</p> <p>It continues: ‘When forming an action plan, the fire and rescue authority could seek advice and support from other organisations, for example, the National Fire Chiefs Council and the Local Government Association’</p>
CONSISTENCY WITH THE PRINCIPLES OF THE DUTY TO	<p>Officers have developed our approach to inspection with our Thames Valley Fire and Rescue Service partners, and with ‘peer’ support from Thames Valley</p>

COLLABORATE	and Gloucestershire Police Forces.
HEALTH AND SAFETY	There are no Health, Safety or Wellbeing implications from this report.
EQUALITY AND DIVERSITY	There are no Equality and Diversity implications as part of the report.
USE OF RESOURCES	<p>Prior to this Service’s inspection, a preparation plan was devised for the Service and presented to the Authority on 14 February 2018 with a number of updates prior to inspection.</p> <p>The on-going relationship with HMICFRS and future HMICFRS inspections preparations are being led by the Head of Service Delivery, as the designated Service Liaison Officer.</p> <p>Communication with stakeholders;</p> <p>Engagement and briefings have regularly been carried out and points of communication with Members and staff have been programmed.</p> <p>The system of internal control;</p> <p>Specific areas identified for service improvement have been identified through a number of workshops. These are being captured in relevant departmental plan. These will be reported in the usual way and ultimately to the Overview and Audit Committee.</p> <p>The medium-term financial strategy;</p> <p>No direct implications for the strategy are identified at this time. There may be future implications depending on the long-term funding model for HMICFRS.</p> <p>The balance between spending and resources;</p> <p>No new capability requirements have been identified as being required to prepare for, and support an inspection. The Corporate Planning Manager oversees preparation of evidence gathering with support from the Service’s Resilience and Business Continuity Manager. The Viper system has been designed to capture evidence on an ongoing basis. This allows managers to provide evidence as part of their usual reporting process. Performance Management Board provides further scrutiny of progress towards the delivery of the corporate plan.</p> <p>The ethos of the Service will be to continue to deliver the Service’s vision and strategic aims and gather the relevant evidence for the HMICFRS on a business as usual basis, rather than as an extra burden. While we develop an understanding of the inspection process and monitor the experience and effect on other Services, we will revisit the resourcing needs. We have identified that preparations for aspects of the new Public Safety Plan (PSP), due later this year, are to be</p>

	<p>closely aligned with preparations for the HMICFRS. This is reflected in the PSP.</p>
<p>PROVENANCE SECTION & BACKGROUND PAPERS</p>	<p>Background</p> <p>Chapter four of the Policing and Crime Act 2017 established the legal framework for the inspection of English Fire and Rescue Services. Wales and Scotland have their own mechanisms for assuring Services. The Home Office subsequently awarded a contract to Her Majesty’s Inspectorate of Constabulary and consequently they changed their name to Her Majesty’s Inspectorate of Constabulary and Fire and Rescue Services.</p> <p>Fire and rescue national framework for England, Home Office, May 2018</p> <p>23 January 2020 – Post-inspection report Fire Authority paper</p> <p>13 February 2019 – Fire Authority preparation update</p> <p>Minutes of the Meeting of the Fire Authority,12 December 2018</p> <p>14 November 2018 O & A preparation update</p> <p>14 February 2018 – Fire Authority Paper</p>
<p>APPENDICES</p>	<p>Appendix A – HMICFRS Inspection Findings Action Plan</p>
<p>TIME REQUIRED</p>	<p>15 minutes</p>
<p>REPORT ORIGINATOR AND CONTACT</p>	<p>David Norris – Head of Service Delivery 01296 744627 dnorris@bucksfire.gov.uk</p>



**HMICFRS INSPECTION REPORT – ACTION PLAN
JANUARY-MARCH 2020**

Report Reference	Inspection Pillar	HMICFRS inspection report item	Improvement Activity
Page 11	Prevention – Area for improvement	The service should evaluate its prevention work, so it understands the benefits better.	<p>An evaluation methodology has been developed, and designed to provide broad and robust assessment of prevention activity.</p> <p>A refreshed methodology will be introduced during Spring, with the results considered as part of on-going improvement work.</p>
Page 11	Prevention - Area for improvement	The service should understand the reasons for its reducing number of prevention visits and consider how it can better target those who are most at risk to fire.	<p>An evaluation exercise is underway which will inform a refresh of our prevention activity targeting.</p> <p>The Service continues to engage with colleagues and partners to understand better vulnerability and risk to the public.</p> <p>The new Corporate plan sets out clear Service Delivery objectives for the development and integration of risk intelligence and activity.</p>
Page 14	Protection - Area for improvement	The service should ensure it allocates enough resources to a prioritised and risk-based inspection programme.	<p>An evaluation methodology has been developed, and designed to provide broad and robust evaluation of the risk-based inspection programme.</p> <p>The protection team has recently secured additional funding to support more personnel, and this expansion linked to an evaluation of the current ways of working to develop an improved approach protection, aligned with better integration across Service Delivery.</p> <p>A recent successful growth bid led to the increase in the Protection Team by 4 FTEs, and introducing a Team Leader role and two further FTEs into the Prevention Team.</p> <p>The Service remains in regular contact with colleagues in other FRSs developing a similar approach.</p>

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Page 14	Protection - Area for improvement	The service should review its response to false alarms to ensure operational resources are used effectively (termed 'unwanted fire signals').	<p>An evaluation of the Thames Valley Fire and Rescue Services Automatic Fire Alarm policies is shortly to commence, led by the BFRS Head of Service Delivery.</p> <p>The initial meeting with colleagues in Oxfordshire and Royal Berkshire will take place towards the end of February. Once the scope is agreed, the evaluation project will commence.</p>
Page 14	Protection - Area for improvement	The service should ensure it works with local businesses and large organisations to share information and expectations on compliance with fire safety regulations.	<p>The protection team has recently secured additional funding to support more personnel, and this expansion linked to an evaluation of the current ways of working to develop an improved approach protection, aligned with better integration across Service Delivery.</p> <p>The Service remains in regular contact with colleagues in other FRSs developing a similar approach.</p>
Page 16	Response – Area for Improvement	The service should ensure it has a sustainable system to provide its operational response model.	<p>Following a review of the Resourcing Model, the Service has commenced work to improve further availability of appliances and disposition of staff. The introduction of new staff contracts has led to a better employment proposition for staff, which in turn provides resilience and opportunity.</p> <p>Total staffing numbers remain low, and the review has identified a range of areas in which efficiency can be improved. These efficiencies will be supported by the introduction of 20 additional firefighters to the establishment following a recent successful growth bids.</p> <p>The Service has clear plans for the recruitment and introduction of these new staff, which will have a significant and positive impact to appliance availability, and corresponding reduction in the use of Bank Shifts over the next two years.</p>
Page 16	Response – Area for Improvement	The service should improve the availability of its on-call fire engines to	Following a review of the Resourcing Model, the Service has commenced work to improve further availability of appliances and disposition of staff.

		respond to incidents.	<p>The introduction of new on-call contracts has led to a better employment proposition for staff, which in turn provides resilience and opportunity.</p> <p>Recruitment activity has focussed on identified stations, and this will be sustained over the coming years. The Service is considering alternative ways to use on-call staff including the development of second and third line availability. This provides a further way through which further resilience of the Resource Model can be achieved and through which the impact and demand on the primary employment, and personal circumstances, of On-call staff can be minimised</p>
Page 23	Efficiency – Recommendation	Ensure it has the capacity and capability to support its activity in its public safety plan;	<p>Officers adopted a zero-based budget approach when developing the budget proposal for 2020/21. This approach has been developed alongside the new Public Safety Plan and feedback from our recent inspection report from HMICFRS. Although our report noted that the inspectorate “would like to see improvements in the year ahead, but without increased funding, it is difficult to see where progress can be made” the zero-based budget approach has identified some key opportunities within the current budgetary constraints:</p> <ul style="list-style-type: none"> • Increasing the wholetime establishment by up to 20 firefighters in 2020/21, with the potential to increase by a further 10 in the following year (depending on the outcome of the comprehensive spending review) • Increasing the Protection Team by 4 FTEs and introducing a Team Leader role and two further FTEs into the Prevention Team. • Introducing a Head of Technology, Transformation and Programme Management Office (PMO) to manage the actions required following our inspection report.
Page 23	Efficiency – Recommendation	Consult with the people of Buckinghamshire and Milton Keynes on options to have the most effective and efficient response against the financial environment in which it operates.	<p>The 2020-2025 Public Safety Plan (PSP) was approved for public consultation at the Authority’s 18 September 2019 meeting. The consultation was open for an eight-week period from 23 September to 18 November 2019. Officers will proceed with the further development of the strategy proposals set out in the PSP having regard to the consultation feedback as they are progressed and to undertake further consultations with stakeholders</p>

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			potentially affected by any specific changes arising from their implementation.
Page 25	Efficiency – Area for Improvement	The service should use sound financial management to ensure all additional costs such as pension liability are accounted for and that there is a contingency plan.	<p>The zero-based budgeting approach adopted for 2020/21 reviewed all costs to ensure that the right amount of money is being spent in the right places.</p> <p>The Medium Term Financial Plan (MTFP) for 2020/21 to 2024/25 shows two scenarios, one with the continuation of the pension grant funding and the other showing the impact if it were to cease after 2020/21.</p> <p>Further work will be undertaken to develop a longer-term financial strategy following approval of the PSP. This will include the development of alternative scenarios and contingency plans.</p>
Page 31	People –Area for Improvement	The service should put in place an achievable succession plan, for the whole organisation.	<p>The Service has established Strategic Workforce and Succession Planning processes, incorporating Public Safety Plan and future external and internal challenges. These are being refreshed to ensure they provide the necessary Service resilience.</p> <p>This provides the opportunity to refresh the workforce through the identification of people; internal and where required external to fill identified key positions.</p>
Page 33	People – Area for Improvement	The service should plan to be more ambitious in its efforts to attract a more diverse workforce which better reflects the community it serves.	<p>Recruitment and inclusion strategies are regularly refreshed to ensure our workforce is representative of our communities.</p> <p>There is increasing focus on positive action for female and BAME recruitment. We operate open, fair recruitment and selection processes for staff and new applicants. HR staff provide support during recruitment and selection to minimise the risk of discrimination and we are commencing training on unconscious bias, initially for recruiting managers.</p> <p>Ongoing engagement with the community, including careers fairs, and have-a-go days, are in place to encourage female and BAME groups to apply for roles in the organisation, and understand the diverse range of careers available to them.</p>

			The Equality, Diversity and Inclusion (EDI) group are currently working on the objectives for the next 6, 12, 18 months.
Page 34	People – Area for Improvement	The service should put in place an open and fair process to identify, develop and support high-potential staff and aspiring leaders.	<p>Established staff development and succession plans exist to improve our ability to identify leadership potential. These are being further enhanced.</p> <p>The introduction of the ‘Aspiring Leaders Pathway (ALP)’ process, available to all staff, is more inclusive and transparent for talent identification.</p> <p>The Authority’s talent management programme, continues to ensure replenished development pools at each level.</p> <p>A pilot scheme to identify and develop future leaders in the Service was successfully employed to recruit an interim replacement for the Head of Service Development, and a programme to support and develop newly recruited or promoted managers is ongoing.</p>

2020-2021 Growth bids:

Growth Bid	Amount
Increase Wholetime Establishment by up to 20 Firefighters	£709,655
Increase Wholetime Bank Budget	£613,830

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Protection – Increase FTE by Four	£203,902
Increase 13/16 Mutual Assistance Budget	£123,400
Prevention – Increase FTE by Three	£118,259
Programme Management Office	£84,057
ICT Computer Software	£129,000
Apprentice Support Officer	£36,499
Health & Safety Assistant (1 Year Only)	£33,187
Operational Support Officer (1 Year Only)	£31,530