

**BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY**  
**BUCKINGHAMSHIRE FIRE AND RESCUE SERVICE**

Director of Legal & Governance, Graham Britten  
Buckinghamshire Fire & Rescue Service  
Brigade HQ, Stocklake, Aylesbury, Bucks HP20 1BD  
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**Chief Fire Officer and Chief Executive**

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To: Members of Buckinghamshire and Milton Keynes Fire Authority

5 February 2024

**MEMBERS OF THE PRESS**  
**AND PUBLIC**

Please note the content of  
Page 2 of this Agenda Pack

Dear Councillor

Your attendance is requested at a **MEETING** of the **BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY** to be held in **THE OCULUS, THE GATEWAY OFFICES, GATEHOUSE ROAD, AYLESBURY, BUCKS, HP19 8FF** on **14 FEBRUARY 2024** at **11AM** when the business set out overleaf will be transacted.

Yours faithfully

A handwritten signature in black ink that reads 'Graham Britten'.

Graham Britten  
Director of Legal and Governance

**Health and Safety:**

There will be limited facilities for members of the public to observe the meeting in person. A recording of the meeting will be available after the meeting.

Chairman: Councillor Rouse

Councillors: Adoh, Bagge, Carr, Carroll, Chapple OBE, Christensen, Darlington, Exon, Fuller, Hall, Hussain, Lambert, McLean, Stuchbury, Waite and Walsh



**MAKING YOU SAFER**



## **To observe the meeting as a member of the Press and Public**

The Authority supports the principles of openness and transparency. To enable members of the press and public to see or hear the meeting this meeting will be recorded. Please visit:

<https://www.youtube.com/channel/UCWmIXPWAscxl3vIiv7bh1Q>

The Authority also allows the use of social networking websites and blogging to communicate with people about what is happening, as it happens.

## **Adjournment and Rights to Speak – Public**

The Authority may adjourn a Meeting to hear a member of the public on a particular agenda item. The proposal to adjourn must be moved by a Member, seconded and agreed by a majority of the Members present and voting.

A request to speak on a specified agenda item should be submitted by email to [gbritten@bucksfire.gov.uk](mailto:gbritten@bucksfire.gov.uk) by 4pm on the Monday prior to the meeting. Please state if you would like the Director of Legal and Governance to read out the statement on your behalf, or if you would like to be sent a 'teams' meeting invitation to join the meeting at the specified agenda item.

If the meeting is then adjourned, prior to inviting a member of the public to speak, the Chairman should advise that they:

- (a) speak for no more than four minutes,
- (b) should only speak once unless the Chairman agrees otherwise.

The Chairman should resume the Meeting as soon as possible, with the agreement of the other Members present. Adjournments do not form part of the Meeting.

## **Rights to Speak - Members**

A Member of the constituent Councils who is not a Member of the Authority may attend Meetings of the Authority or its Committees to make a statement on behalf of the Member's constituents in the case of any item under discussion which directly affects the Member's division, with the prior consent of the Chairman of the Meeting which will not be unreasonably withheld. The Member's statement will not last longer than four minutes. Such attendance will be facilitated if requests are made to [enquiries@bucksfire.gov.uk](mailto:enquiries@bucksfire.gov.uk) at least two clear working days before the meeting. Statements can be read out on behalf of the Member by the Director of Legal and Governance, or the Member may request a 'team's meeting invitation to join the meeting at the specified agenda item.

## **Petitions**

Any Member of the constituent Councils, a District Council, or Parish Council, falling within the Fire Authority area may Petition the Fire Authority.

The substance of a petition presented at a Meeting of the Authority shall be summarised, in not more than four minutes, by the Member of the Council who presents it (as above). If the petition does not refer to a matter before the Authority, it shall be referred without debate to the appropriate Committee.

## **Questions**

Members of the Authority, or its constituent councils, District, or Parish Councils may submit written questions prior to the Meeting to allow their full and proper consideration. Such questions shall be received by the Monitoring Officer to the Authority, *in writing*, at least two clear working days before the day of the Meeting of the Authority or the Committee.

## COMBINED FIRE AUTHORITY - TERMS OF REFERENCE

1. To appoint the Authority's Standing Committees and Lead Members.
2. To determine the following issues after considering recommendations from the Executive Committee, or in the case of 2(a) below, only, after considering recommendations from the Overview and Audit Committee:
  - (a) variations to Standing Orders and Financial Regulations;
  - (b) the medium-term financial plans including:
    - (i) the Revenue Budget;
    - (ii) the Capital Programme;
    - (iii) the level of borrowing under the Local Government Act 2003 in accordance with the Prudential Code produced by the Chartered Institute of Public Finance and Accountancy; and
  - (c) a Precept and all decisions legally required to set a balanced budget each financial year;
  - (d) the Prudential Indicators in accordance with the Prudential Code;
  - (e) the Treasury Strategy;
  - (f) the Scheme of Members' Allowances;
  - (g) the Integrated Risk Management Plan and Action Plan;
  - (h) the Annual Report.
  - (i) the Capital Strategy
3. To determine the Code of Conduct for Members on recommendation from the Overview and Audit Committee.
4. To determine all other matters reserved by law or otherwise, whether delegated to a committee or not.
5. To determine the terms of appointment or dismissal of the Chief Fire Officer and Chief Executive, and deputy to the Chief Fire Officer and Chief Executive, or equivalent.
6. To approve the Authority's statutory pay policy statement.

## AGENDA

### Item No:

**1. Apologies**

**2. Minutes**

To approve, and sign as a correct record the Minutes of the meeting of the Fire Authority held on 6 December 2023 (item 2) **(Pages 9 - 24)**

**3. Matters Arising from the Previous Meetings**

The Chairman to invite officers to provide verbal updates on any actions noted in the Minutes from the previous meeting.

**4. Disclosure of Interests**

Members to declare any disclosable pecuniary interests they may have in any matter being considered which are not entered onto the Authority's Register, and officers to disclose any interests they may have in any contract to be considered.

**5. Chairman's Announcements**

To receive the Chairman's announcements (if any).

**6. Petitions**

To receive petitions under Standing Order SOA6.

**7. Questions**

To receive questions in accordance with Standing Order SOA7.

**8. Recommendations from Committees:**

**Executive Committee – 8 February 2024**

**The recommendations below are recommendations from officers to the Executive Committee. Revisions by the Executive Committee, if any, will follow.**

**(a) The Medium Term Financial Plan (MTFP) 2024/25 - 2028/29**

"It is recommended that:

(a) the report and Statement of the Chief Finance Officer (see Section 8 of Annex A) be

noted.

(b) a Council Tax precent of £79.46 for a band D equivalent property (equal to an increase of approximately 4p per week) and the revenue budget as set out in Appendix 1 be approved.

(c) the capital programme as set out in Appendix 2 be approved.” (Pages 25 - 40)

**(b) The Prudential Code, Prudential Indicators and Minimum Revenue Provision (MRP)**

“That the Authority be recommended to approve:

1. The prudential Indicators for 2024/25
2. The Minimum Revenue Provision policy statement”. (Pages 41 - 52)

**(c) His Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) - Buckinghamshire Fire and Rescue Service )BFRS) 2023 Update**

“That the Authority note the BFRS HMICFRS 2023 Update.” (Pages 53 - 64)

**(d) Performance Management - Q2 2023/24**

“it is recommended that the Performance Management – Q2 2023/24 be noted.” (Pages 65 - 118)

**9. Treasury Management Strategy 2024/25**

To consider item 9 (Pages 119 - 138)

**10. Pay Policy Principles and Statement 2024/25**

To consider item 10 (Pages 139 - 154)

**11. Members' Allowances**

To consider item 11 (Pages 155 - 172)

**12. Automatic Fire Alarm (AFA) Mobilising Policy Review**

To consider item 12 (Pages 173 - 178)

**13. Exclusion of Press and Public**

To consider excluding the public and press representatives from the meeting by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as the report contains information relating to the financial or business affairs of a person (including

the Authority); and on these grounds it is considered the need to keep information exempt outweighs the public interest in disclosing the information.

**14. Industrial Action Planning**

To consider item 14

**15. Date of Next Meeting**

To note that the next meeting of the Fire Authority will be held on Wednesday 12 June (Annual Meeting) 2024 at 11 am at Milton Keynes City Council, 1.02 Suite, 1 Saxon Gate East, Milton Keynes, MK9 3EJ.

If you have any enquiries about this agenda please contact: Katie Nellist (Democratic Services Officer) – Tel: (01296) 744633 email: [knellist@bucksfire.gov.uk](mailto:knellist@bucksfire.gov.uk)



## **BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY**

### **ROLE DESCRIPTION**

#### **LEAD MEMBERS**

1. To take a lead role in providing support and constructive challenge to senior officers in the development of strategies and plans and contributing towards the strategic direction of the Authority, within the Authority's overall policy objectives.
2. To act as a 'sounding board' for senior officers on issues within the portfolio, and be supportive in dealing with any problems at a strategic level.
3. To review, in conjunction with senior officers, the service within the portfolio.
4. To keep abreast of related developments and policies at national, regional and local level.
5. To take the lead in reporting to the Authority, one of its committees, or panels on issues within the portfolio.
6. To attend the Overview and Audit Committee, at its request, in connection with any issues associated with the portfolio which is the subject of scrutiny.
7. To act as a spokesperson for the Authority on issues within the portfolio.
8. To represent the Authority on bodies, at events and at conferences related to the portfolio, as appointed by the Executive Committee and to feedback to the Authority any issues of relevance / importance.

(Approved 8 June 2007)

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# Buckinghamshire & Milton Keynes Fire Authority

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MINUTES OF THE MEETING OF THE BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY HELD ON WEDNESDAY 6 DECEMBER 2023 AT 11 AM.

**Present:** Councillors Adoh (part), Bagge (part), Carr, Chapple OBE, Darlington, Exon, Fuller, Hall, Hussain, McLean, Rouse (Chairman), Stuchbury and Walsh

**Officers:** L Harrison (Chief Fire Officer), M Osborne (Deputy Chief Fire Officer), G Britten (Director of Legal and Governance), A Carter (Head of Technology, Transformation and PMO), D Buchanan (Head of Protection, Assurance and Development), M Hemming (Director of Finance and Assets), D Cadwell (Health and Safety Advisor), M Burn (Group Commander Technical), M Crothers (Programme Manager), Katie Nellist (Democratic Services Officer) and C Wycherley (FBU Brigade Secretary)

**Remotely:** A Stunell (Head of Human Resources), A Hussain (Deputy Director of Finance and Assets), S Tuffley (Head of Prevention, Response and Resilience), P Mould (Head of Response and Resilience (T)) and P Scanes (Head of Prevention and CRMP)

**Apologies:** Councillors Carroll, Christensen, Lambert and Waite

The Chairman advised that although members of the public were able to attend and observe in person, following the meeting, a video recording would be uploaded to the Authority's YouTube Channel.

<https://www.youtube.com/channel/UCWmIXPWAscxpL3vliv7bh1Q>

## **FA37** MINUTES

RESOLVED –

That the Minutes of the meeting of the Fire Authority held on 11 October 2023, be approved, and signed by the Chairman as a correct record.

## **FA38** MINUTES

RESOLVED –

That the Minutes of the meeting of the Fire Authority held on 24 October 2023, be approved, and signed by the Chairman as a correct record.

**FA39** MATTERS ARISING FROM THE PREVIOUS MINUTES

The Chairman advised that there were the following matters arising from the previous minutes dated 11 October 2023:

FA19 – Matters Arising - The Operational Assurance Improvement Plan which included recommendations from Grenfell and Manchester Arena would be presented at the next Authority meeting in October – This had been deferred to the December Meeting and was on the agenda today.

A Member asked if the slides from the presentation by the Group Commander Community and Business Safety Policy to the Annual Meeting could be circulated to Members – this had been done.

FA26 – 2025-30 CRMP Listening and Engagement Consultation Outcomes - The Chairman asked for a report on the on call strategy to be brought to a future Executive Committee meeting and then Fire Authority meeting – The Interim Chief Fire Officer advised that this would come to Members next year via a Members’ Workshop.

(Cllr Adoh joined the meeting)

FA27 – People Strategy 2020-2025 Year Three Update – The Chairman requested that consideration be given to having the staff survey later in the calendar year as it has been noted in some sectors surveys in January can produce more negative responses - the Head of Technology, Transformation and PMO advised that this would be deferred until later in the calendar year.

FA28 – Extend The Time Period of the BFRS Response Strategy - The Chairman asked if there was an awareness campaign that the Service could run about storage of solar panels etc. and provide advice to people on how they best protect themselves – the Head of Protection, Assurance and Development advised - the Service do not provide specific advice in relation to solar panels during safe and well visits. Incident data confirms numbers are very low, and there has only been one reported incident in Buckinghamshire over the last year, with solar panels being identified as the cause. Our crews have operational guidance and training to support responding to fires in which they are involved.

**FA40** DISCLOSURES OF INTERESTS

None.

**FA41** CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that Louise Harrison was attending her first meeting of the Authority since her appointment as Chief Fire Officer. Louise commenced employment on Monday 4 December. Louise has over 30 years of experience working in public safety, most recently working at Executive level as the Director of Operations within the Civil Nuclear Constabulary.

On 21 November, HMI Wilsher wrote to the Chairman inviting him to attend the Fire Performance Oversight Group (FPOG) in February/March 2024, along with the Chief Fire Officer. This was alongside a notification to the interim Chief Fire Officer that HMICFRS had decided to move the Service into its 'engage' phase of monitoring. The FPOG will assist the Service in addressing the causes of concern raised during the recent HMI report and includes representatives from HMICFRS, Home Office, NFCC and LGA.

On 1 November, the Chairman attended an HMICFRS event for Chairs and Chief Fire Officers. The event covered overall themes from recent findings, a speech from the Policing and Fire Minister and discussions on priorities for future thematic reviews.

The Artificial Intelligence (AI) Safety Summit (AISS) 2023 took place on the 1 and 2 November at Bletchley Park, Milton Keynes Buckinghamshire. A significant location in the history of computer science development and once the home of British Enigma codebreaking. The AISS brought together international governments, leading AI companies, civil society groups and experts in research to consider the risks of AI, especially at the frontier of development, and discuss how they can be mitigated through internationally coordinated action. BFRS were tasked with providing critical support for the operation put in place to organise the AI Safety Summit. This operation required meticulous coordination, resource allocation and engagement with a wide range of stakeholders. BFRS assembled a dedicated team of experts within our service, each responsible for a specific aspect of the support required, tasking roles to over 20 members of staff. To help facilitate the multi-agency operation, the Blue Light Hub was transformed into a Gold Multi-Agency Command Centre, where strategic leaders and important

participants from Thames Valley Police (TVP), South Central Ambulance Service (SCAS), Department for Science, Innovation and Technology (DSIT), and Milton Keynes City Council (MKCC) co-located. Making effective use of meeting spaces, breakout areas, and the surrounding station premises.

Work is now well underway at Service headquarters to exit the leased Unit 7 building. Meeting room 1 has been temporarily reconfigured into office space, to progress adaptations within the headquarters building itself. Thank you to Members of the Authority for agreeing to convene the Authority meeting here at the Blue Light Hub, and special thanks for the patience of all staff who will experience disruption whilst the necessary works take place at the headquarters site.

There was a recent completion of a full hardware technical refresh of the Vision Mobilising system in the Thames Valley Fire Control Service. This replaces the equipment installed from the initial go live in 2015 and sustains the control room until 2030. Special thanks to Megan Carroll for her hard work to ensure BFRS had a smooth transition.

The Long Service Awards Ceremony was held on Thursday 16 November at the Gateway in Aylesbury. The event was well attended with family, friends, Members of the Fire Authority, the senior leadership team and our newly appointed Chief Fire Officer, all celebrating the achievements of those receiving their Long Service and Good Conduct medals and Long Service Certificates. The Awards were presented by Countess Howe, His Majesty's Lord Lieutenant of Buckinghamshire, who gave a moving speech highlighting some of the achievements of the Service.

On Saturday 18 November, the Blue Light Hub hosted a visit from the Chancellor of the Exchequer, the Rt Honourable Jeremy Hunt MP, who was accompanied by the Chief Secretary to the Treasury, Laura Trott MBE MP. Both Treasury Ministers met in private with senior leaders from Thames Valley Police, South Central Ambulance Service and Buckinghamshire Fire and Rescue Service (Mark Hemming our Director of Finance and Assets). After a cup of tea and a chat with front line staff from all three services, they were given a tour of the Hub and had a look around some of the emergency appliances. Both Ministers were really engaged with those that they met, discussing productivity and how to

remove burdensome processes, such as administrative tasks, to create greater capacity, this ahead of delivering the Government's Autumn Statement.

Five employees attended the Asian Fire Service Association (AFSA) winter conference hosted by West Yorkshire Fire and Rescue Service in Leeds on 22 and 23 November. Speakers from the Police, Fire, HMICFRS and private sector organisations – Getaway Girls, Black Solicitors, Motorola, Happy Eva After as well as individuals speaking about their personal struggles/addictions. They spoke about their EDI journey, Values and Culture, lived experience, how they have made a difference to organisations, support and how delegates can make a difference too. There were opportunities for networking, sharing best practice and attending workshops on accessibility, purpose, employment vetting, LGBT staff networks, challenging bullying, harassment and discrimination and workplace culture. The fifteenth Annual Personal Fair and Diverse awards dinner celebrated AFSA members in the following areas – Equality role model, Partnerships, EDI Champion, Positive Action, Addressing Health Inequalities, Going the Extra Mile, Charity, Service to AFSA, Shining Light and Special Recognition. AFSA have produced an employee resource on "Working Life during Ramadan Month" it is packed full of useful information, we have a copy for each station and HQ and plan to distribute them soon.

Saturday 25 November was national White Ribbon Day and this is followed by '16 Days of Activism'. The Service achieved White Ribbon accreditation in August of this year and since then, a small group has been planning a schedule of activities around White Ribbon Day and the subsequent fortnight. Members of staff have held a number of events so far, these have included inviting representatives and their children from Wycombe Women's Aid into High Wycombe station for a visit; an engagement session as the M40 Service area at Beaconsfield where we invited members of the public to make the White Ribbon promise; input into training events and drop-in sessions at Aylesbury fire station. Attendance has also been made at the White Ribbon Vigil held at the MK Gallery and MK Rose and at various other external events including dialling into national podcasts. Work will begin to develop our Service three year action plan in the New Year. In the meantime, I would encourage anyone who has

not already done so, to make the White Ribbon Promise and wear the White Ribbon badge.

A reminder that the annual Christmas Carol Service takes place tomorrow night (Thursday 7 December) at 7.30pm, at St Mary's Church in Aylesbury, all are welcome to attend.

In answer to a question from a Member about the costs to the Authority of supporting the White Ribbon campaign the Chairman advised that the costs were approved by the Executive Committee; and that a copy of the approved bid submission would be provided to the Member.

Director of  
Finance &  
Assets

#### **FA42** FIREFIGHTERS MANIFESTO PRESENTATION

The Fire Brigades Union (FBU) Brigade Secretary gave Members an overview of 'the Firefighters' Manifesto'. The Manifesto was the national position in terms of the union's demands for the current and any future government.

(Cllr Bagge joined the meeting)

The FBU Brigade Secretary also gave Members details of the FBU's Improvement Agenda 2024 for Buckinghamshire Fire and Rescue Service. This centred around continued investment and no further cuts to the service. The main headings were:

1. Decontamination;
2. Retained recruitment retention and availability;
3. Extreme weather planning and prevention;
4. Crewing;
5. Equality, diversity and inclusion;
6. Commitment to industrial relations;
7. Pay and conditions;
8. Infrastructure planning stations and training;
9. Infrastructure;
10. Firefighters 'fit for the future'.

The Chairman advised Members that the Authority would formally respond to the Improvement Agenda 2024 which would come back to a future meeting.

A Member asked about cancer screening and what was the Service's current position.

The FBU Brigade Secretary advised that it was being looked into by the Service. The FBU would like to see firefighters

have a yearly blood test to identify early cancer and then get the necessary treatment.

A Member asked about housing in places where there were vacancies and the need to recruit. As Members sit on authorities that deal with housing and planning, perhaps it was something they should be looking at. Would that be of assistance?

The FBU Brigade Secretary advised that it would, specifically around day crewing stations, where they had to live within a certain parameter.

The Lead Member for Finance and Assets, Information Security, IT stated that he would visit Newport Pagnell fire station in light of the concern raised by the FBU Brigade Secretary about facilities there.

The Chairman thanked the FBU Brigade Secretary for his presentation, and advised he would respond back on each point at a future meeting of the Authority and make it a regular part of Authority meetings to track progress on the Improvement Agenda and an invitation to the FBU Brigade Secretary to attend a future meeting.

The Chairman advised that there would be a quick response on the Station issues so they could be addressed.

Chairman and Chief  
Fire Officer

Director of Finance &  
Assets

#### **FA43 HEALTH AND SAFETY POLICY**

The Health and Safety Advisor advised Members that this policy detailed the Safety Management System in place within the organisation. The policy provided the overall framework, within which a suite of health and safety procedures had been developed to provide further clarification of how the commitments within the policy would be met in order to comply with legislation. The policy would ensure full reporting and investigation of all safety events, hazards and work related ill health. This policy document had been long standing within the Service and had been updated to reflect the current content in place relevant to the organisation.

A Member asked having just received a presentation of the FBU Firefighters, Manifesto, were there any points raised within the report that should be picked up; and whether the policy drafted before the HMICFRS Inspection report.

The Health and Safety Advisor, advised Members that the policy was drafted prior to the HMICFRS report, and the majority of the content was similar to the previous policy, but there were certain parts that were out of date and had been updated.

With regard to the FBU Firefighters' Manifesto, the policy detailed the audit process which would pick up things such as the decontamination process.

The Head of Protection, Assurance and Development advised Members that the HMICFRS Inspection report recognised that the Service had a good health and safety culture and good practices around health and safety and this policy provided the framework.

A Member asked if there was an action plan that builds more into themes such as mental health, cancer care, wildfire risks etc.

The Deputy Chief Fire Officer advised Members that there was a Health, Safety and Wellbeing Committee, and the FBU were represented on it and a lot of these actions were captured within it.

RESOLVED –

That Members approve the Health and Safety Policy.

**FA44 HEALTH, SAFETY AND WELLBEING ANNUAL REPORT 2022-23**

The Health and Safety Advisor advised Members that this report focuses on the key projects that had been on going or implemented during the financial year. The BA replacement project, the new Health and Safety reporting system, employee wellbeing and contaminants update.

The Health and Safety Advisor advised Members that the dates on the table on the last page were incorrect. The first column should state 2021/22 and the second column 2022/23.

A Member asked around mental health first aiders being the first step but was there further intervention and support for individuals.

Members agreed to the suggestion from the Deputy Chief Fire Officer that the Authority receive a presentation from the Welfare Officer at a future meeting on the support that was in place and the referral process.

RESOLVED –

Deputy Chief Fire Officer



That Members note the health, safety and wellbeing performance as detailed in the Health, Safety and Wellbeing Annual Report for 2022/23

**FA45** PROTECTION STRATEGY 2023-2025

The Head of Protection, Assurance and Development advised Members that the Community Risk Management Plan 2025-30 (CRMP) would shape future considerations relating to service provision. However, in recognition of changing legislation, new guidance from the National Fire Chiefs Council (NFCC) and the findings from the Service's inspection report, it was appropriate and prudent to review and realign the Protection Strategy with immediate effect. This proposed Protection Strategy was for a shorter period than usual, noting a requirement to align future strategy with the Community Risk Management Plan (CRMP).

This revised strategy was designed to ensure the Service were giving due consideration to legislative requirements and that the activities in respect of protection were considered and targeted to manage those premises considered to be highest risk and/or low compliance. The introduction of a risk-based interventions programme would provide clarity on how the Service would prioritise resource against planned and demand led activity.

A Member asked for reassurance that the Service was moving fast enough with this, as it was one of the key areas in the HMICFRS inspection report. Does the Service have enough legal support and other support to allow pressure to be put on developers to make improvements happen, as per the regulations following Grenfell.

The Head of Protection, Assurance and Development advised Members that the strategy was designed to set the principals, of how the Service operates in fire protection. In terms of capability, the HMICFRS Inspection report acknowledged that the Service did have well trained people, and the right number of people, but needed to target their activity.

With regard to some of the more difficult buildings, the creation of the building safety regulations and the Building Safety Act, would tackle some of those more challenging buildings going forward.

A Member asked about the most vulnerable people living in social housing, whether the Authority worked with its

partners within Milton Keynes and Buckinghamshire to identify those properties and share the information.

The Head of Protection, Assurance and Development advised Members that the Service worked very closely with its partners, and partnership boards within Buckinghamshire and Milton Keynes. Some of the challenges come under both Prevention and Protection. Prevention would pick up those that lived in private dwellings, and the protection side would be looking at legislative requirements around the building.

The Chairman advised Members that the HMICFRS report does refer to the team as being well resourced and well trained, but they did look at a decrease in confidence to take prosecution activity; and asked where the team were now with regard to increasing that confidence.

The Head of Protection, Assurance and Development advised that actual enforcement numbers compared to audit numbers were quite healthy and non-satisfactory outcomes, were quite positive. Staff did have the confidence to take enforcement measures, but when it came to the prosecution side, where specific knowledge was needed, the outcome of the recommendation and Action Plan was that some bespoke training was needed so everything was covered.

The Deputy Chief Fire Officer advised that the National Fire Chiefs Council (NFCC) were in the process of setting up a central enforcement prosecution team to assist with complex buildings, as it was such a bespoke area, and a lot of Services were in the same situation.

The Chairman asked that on the Equality Impact Assessment, question 7 referred to an ongoing issue relating to evacuation of those with disabilities from high rise residential buildings that had still not been fully resolved and what the issue was.

The Head of Protection, Assurance and Development advised Members that the responsibility sat with the Responsible Person of the building, being able to evacuate vulnerable people from the building, but in a lot of cases, they would not have the provision to do it.

The Deputy Chief Fire Officer advised Members there had been two consultations an initial consultation following Grenfell with a recommendation around evacuation plans, however the government chose not to legislate to mandate that Responsible Persons should have Personal Emergency Evacuation Plans (PEEP) in place.

RESOLVED -

That the Protection Strategy be approved by the Authority.

**FA46 OPERATIONAL LEARNING AND ASSURANCE: PROGRESS AGAINST GRENFELL AND MANCHESTER ARENA INQUIRY RECOMMENDATIONS**

The Group Commander Technical advised Members that this report outlined the Service's approach to Operational Learning and Assurance, accounting for local, sector and multi-agency events from which it can identify and implement improvement. Focus of the report was to update on progress against two significant inquiry recommendations, those being Grenfell Tower and Manchester Arena. It was incumbent on the Service to take learning from all areas and ensure it was embedded into the Service.

As a result of the Grenfell Tower inquiry, the Service undertook a significant amount of work to enhance how it managed the risk associated with large, complex buildings across the service delivery functions of protection and prevention and response, and much of the work had been done in collaboration with partners to ensure operational alignment. 46 actions were adopted from the Grenfell Tower Inquiry Phase One report, and to date 37 were complete, with 9 outstanding actions. Of those 9, 5 sat with Thames Valley Fire Control Service (TVFCS) and 3 of the remaining 4 had been adopted into the Command Support Project, being run by Royal Berkshire Fire and Rescue Service.

The second external inquiry was the Manchester Arena Inquiry. The Manchester Arena Inquiry made 149 recommendations, and those recommendations would be incorporated into a dedicated improvement plan. Following a gap analysis, 50 of the recommendations were for standalone fire and rescue services, and 24 apply across multi agency environment (including fire and rescue services). Officers had been working closely with Thames Valley fire and rescue service colleagues and also partners within the local resilience forum to ensure there was an appropriate and cohesive response to the recommendations.

Monthly Thames Valley Manchester Arena Inquiry Working Group meetings commenced with representations from the three Thames Valley fire and rescue services and Thames Valley Fire Control Service colleagues. A single Action Plan had been created to ensure alignment in progress and response to recommendations. The Action Plan delivery was

monitored by the Joint Emergency Services Interoperability Principles Strategic Group which feeds into the Local Resilience Forum.

In terms of what can be seen being delivered already, there was a new set of Marauding Terrorist Attack Joint Operating Principles being implemented for the three blue light services. The primary intent being emergency responders making quicker interventions of these kind of scenarios or incidents. Secondly the triage system, with 'Ten Second Triage' had been signed off by NHS England and was now in the process of being implemented into the various trusts across the country. This was designed to be utilised by all emergency responders as a single system.

A Member asked about the funding within the report.

The Head of Protection, Assurance and Development advised Members there was an initial fairly crude distribution of funding based on the number of high rise buildings in each different Service area, to help with some of the recommendations. What that became was Protection Grant Funding and the Service still received an annual allocation.

At the recent NFCC Prevention and Protection Conference, the expectation was that funding would continue for another year, possibly two, but ultimately the Home Office position would be over a period of time, the Service should be able to build its capability, to meet its needs within its current base budget.

The Chairman asked what Members should be concerned about, where not enough progress was being made, or where additional support should be provided.

The Group Commander Technical advised that some of the actions from the Grenfell Tower report not being met was more of a national picture. The Service was waiting for national operational guidance for the control room function, and some of the actions could not be completed until it comes out. It could delay the process.

The Head of Protection, Assurance and Development advised Members that from an operational perspective, the Service was in much better shape than it was pre Grenfell in terms of some of the learning recommendations. There was at least one example in Buckinghamshire where the Responsible Person was not doing what they needed to do quickly enough, and the longer that continued, the longer people

were at risk, including firefighters, should the Service get called to such incidents.

From a Manchester Arena perspective, the Service was doing a lot of great work, although there was currently a national representative body challenge around the role of a firefighter and non-specialist response.

The Chairman asked, about the Responsible Person, and how Members could help to address it.

The Head of Protection, Assurance and Development advised that engagement and lobbying MPs to push the matter as strongly as possible in Parliament. Also, influencing with some of the local authority CEOs to give support as key partners. Their influence would be really helpful putting pressure on building companies to speed things up.

The Chairman advised that he and the Chief Fire Officer were due to meet with all the local MP's over the next few weeks, and asked if officers could provide a briefing paper of what was needed.

A Member asked if there was anything specific from the Manchester Arena Inquiry that could be implemented at Milton Keynes Stadium.

The Group Commander Technical advised that some of the recommendations within the report do not apply to fire and rescue services but to stadiums in terms of their preparedness for this kind of incident and the contractors they employ to staff those events. Where it crosses over would be the site specific risk information the Service holds. One of those would be stretchers and having multiple stretchers available and how the Service would store that information and how firefighters would access the facilities already on site.

A Member asked that when events take place by a promoter, for example at the Milton Keynes Bowl, was the Service informed of these events.

The Group Commander Technical advised that the Service was advised and engaged at the earliest opportunity and one of the outcomes of the Manchester Arena Inquiry was the introduction of operational response plans which were shared with all partners.

RESOLVED –

That the report be noted.

Head of Protection,  
Assurance and  
Development

**FA47** INPUT TO THE ANNUAL ASSESSMENT OF FIRE AND RESCUE AUTHORITIES IN ENGLAND 2023

The Chairman advised that the response, which had been submitted to meet the deadline set by the HMICFRS, was consistent with what was agreed as the submission from the Authority to the White Paper.

RESOLVED -

That the Authority note the response provided to His Majesty's Chief Inspector of Fire and Rescue Services.

**FA48** HIS MAJESTY'S INSPECTORATE OF CONSTABULARY AND FIRE AND RESCUE SERVICES (HMICFRS) BUCKINGHAMSHIRE FIRE AND RESCUE SERVICE (BFRS) 2023 ACTION PLAN

The Head of Technology, Transformation and PMO advised Members that on 17 October, the Service received its 2023-2025 Round 3 HMICFRS Inspection report. The report was presented at the Extraordinary Fire Authority meeting on 24 October with input from HMI Wilsher. One of the recommendations at this meeting was that the Interim Chief Fire Officer, be delegated to prepare and publish an Action Plan on behalf of the Authority, in consultation with the Chairman and Vice-Chairman.

The approach being taken with the round 3 Action Plan was the plan being prioritised on the actions needed to meet the recommendations. That the actions were clear, measurable and achievable. The plan was being built with feedback from the Chairman, Vice-Chairman, the NFCC and other partners. The Action Plan had been signed off by the Chairman and Interim Chief Fire Officer and submitted to HMICFRS on 15 November 2023.

In a letter received on 21 November 2023, HMICFRS informed the Service that it would now be entering the supportive engage progress process. The focus of the engage process was to assist officers in finding ways to improve and resolve identified causes of concern and provide a better service to the public. All services in the engage process were discussed at the Fire Performance Oversight Board, which would take place in February 2024.

To ensure focus on the HMICFRS Action Plan, and the engage process, the Service was setting up an HMI Improvement Board. Ongoing updates would be shared with the Overview and Audit Committee and the Fire Authority to ensure ongoing scrutiny. The Service was already working hard to

address the issues raised in the recent inspection and welcomed the support of HMICFRS, NFCC and other partner organisations assisting the Service with its improvement journey.

The Chief Fire Officer advised Members that she had already had a meeting with HMI Wilsher, advising him of the intention to stand up an Improvement Board immediately. The Chief Fire Officer would chair the Improvement Board which would track and monitor progress against the Action Plan. There was a lot of good work going on, which would be reported to Members regularly. The Chief Fire Officer was confident the Service was on track and had the support it needed to achieve it.

A Member asked if the FBU were being consulted.

The Chief Fire Officer advised that a meeting was already in the diary with the FBU Brigade Secretary. This was a very important piece of work and would not be done in isolation.

A Member said in the action plan workplace facilities was green, should this be reconsidered. There was only £25k put away for improvements station by station, what work was needed and what budget was needed.

The Director of Finance and Assets advised it was green because it was on track. This was a long term project until March 2025, to get a standard across all stations. The £25k a year was for immediate work, but when any work was done on station, ways to improve equality, diversion and inclusion was included as part of it. There was a five year programme approved as part of the property strategy. There was also a transformation reserve, as some of these issues were identified.

The Chairman felt it would be helpful for Members to have a station by station assessment of what the actions were.

The Chairman also asked that the HMICFRS Action Plan be brought to every Fire Authority meeting.

The Chairman advised Members that due to the Fire Performance Oversight Group taking place on Wednesday 7 February 2024, the Executive Committee meeting would need

Director of Finance  
and Assets

Democratic Services  
Officer

to be moved from its scheduled date of Wednesday 7 February 2024.

RESOLVED –

That the Authority note the BFRS HMICFRS 2023 Action Plan (Appendix 1)

**FA49** WHITE RIBBON PRESENTATION

The Programme Manager updated Members on the White Ribbon application and the work completed so far. The Authority noted the plaque which had been awarded in recognition of the Service's White Ribbon Accreditation on 14 August 2023. In answer to a request from Members it was advised that the video made by officers would be uploaded to the Authority's YouTube Channel.

Programme Manager

**FA50** EXCLUSION OF PUBLIC AND PRESS

RESOLVED –

It was moved and resolved that the public and press representatives be removed from the meeting by virtue of Paragraph 1 of Part 1 of Schedule 12a of the Local Government Act 1972, as the minutes contains information relating to any individual; and Paragraph 3 of Part 1 of Schedule 12a of the Local Government Act 1972, as the minutes contain information relating to the financial or business affairs of a person (including the Authority); and on these grounds it is considered the need to keep information exempt outweighs the public interest in disclosing the information.

**FA51** EXEMPT MINUTES

RESOLVED –

That the Exempt Minutes of the meeting of the Fire Authority held on 11 October 2023, be approved, and signed by the Chairman as a correct record.

**FA52** DATE OF NEXT MEETING

To note that the next meeting of the Fire Authority will be held on Wednesday 14 February 2024 at 11 am.

THE CHAIRMAN CLOSED THE MEETING AT 13.11





# Buckinghamshire & Milton Keynes Fire Authority

**Meeting and date:** Executive Committee, 8 February 2024

**Report title:** Medium Term Financial Plan (MTFP) 2024/25 to 2028/29

**Lead Member:** Councillor Matthew Walsh

**Report sponsor:** Mark Hemming, Director of Finance and Assets

**Author and contact:** Asif Hussain, [ahussain@bucksfire.gov.uk](mailto:ahussain@bucksfire.gov.uk), 01296 744421

**Action:** Decision

## Recommendations:

That the recommendations below be approved for submission to the Authority:

1. It is recommended that:
  - (a) the report and Statement of the Chief Finance Officer (see section 8 of Annex A) be noted.
  - (b) a Council Tax precept of £79.46 for a band D equivalent property (equal to an increase of approximately 4p per week) and the revenue budget as set out in Appendix 1 be approved.
  - (c) the capital programme as set out in Appendix 2 be approved.

## Executive summary:

The main report (Annex A) presents the proposed revenue and capital Medium Term Financial Plan (MTFP) for the financial years 2024/25 to 2028/29. The MTFP is closely linked to the Financial Strategy which is the link between the organisation's long-term service objectives and its financial capacity. Buckinghamshire Fire and Rescue Service (BFRS) long-term service objectives are set out in the Public Safety Plan (PSP) and Corporate Plan.

On 5 December 2023, the Government published the local government finance policy statement 2024-25, which sets out the intentions for the local government finance settlement for the upcoming year. The provisional settlement was announced on 18 December 2023, which detailed the funding allocations that have been incorporated into the MTFP. Final confirmation of the settlement is expected in February 2024 and any changes in the provisional to final settlement will be presented in a revised Appendix 1 at the meeting.

In the previous two years, the government has allowed additional precept flexibilities for Fire and Rescue Authorities (FRAs) to increase the precept by £5. This year, the referendum threshold has reverted back to 3% for FRAs. The Authority had lobbied alongside the National Fire Chiefs Council for £5 precept flexibility in 2024/25 to deal with the continuous inflationary pressures being faced by FRA's. Unfortunately, this was not successful, and the referendum threshold remains at 3%.

Revenue Support Grant (RSG) will increase in line with Consumer Price Index (CPI) as at September 2023 whilst the Firelink grant will reduce by 20%. The pension grant funding of £1.206m has been rolled into the RSG on a flat-cash basis but will be uplifted with CPI from 2025/26 onwards. The service has seen a significant reduction in Services Grant which reduced by 84%. The reduction is significantly higher than anticipated. The service had provisionally assumed a 50% reduction only. The revised grant has been updated in the MTFP workings. The 2023/24 allocation was £0.208m and this will reduce to £0.033m, a reduction of £0.175m in funding.

With the introduction of the Non-Domestic Rating Act 2023, this has given ministers the power to set the small and standard business rating multipliers separately from one another. Until 2023-24, these two multipliers had to be increased (or frozen) by the same percentage. Local authorities will continue to be compensated for the freeze in the Business Rates Multipliers in 2024/25, seeing the sum of Baseline Funding Levels (BFLs) and an increase in compensation grant for under indexation of the Business Rates Multiplier rise in line with CPI.

The Service has previously been notified that the grant funding for the Urban Search and Rescue (USAR) capability hosted at Aylesbury will end on 31 March 2025. This will reduce the amount of fire specific grant funding from 2025/26 onward by a further £817k per annum, meaning no fire specific grant funding will be received from 2026/27 onwards. With the support of the local MPs, the Fire Authority continue to challenge this decision to reinstate the funding for USAR to ensure this capability beyond 2024/25.

Key assumptions are detailed in Section 4 of Annex A and are based on information received to date.

The Department for Levelling Up, Housing and Communities (DLUHC) had previously committed to carry out a review of the distribution of formulas and a reset of accumulated business rates growth but have now confirmed that these will not be implemented in this Spending Review period.

The Services grant which is an unringfenced grant will continue to be distributed to all tiers of the government, however it has reduced from £483m to £77m. The distribution methodology will remain the same and the reduction in grant funding relates to the government's decision to reallocate funds to other settlement grants and equalisation of the adult social care precept. This grant will be unringfenced with local authorities best placed to understand local priorities. Provisional figures published 18 December 2023 show that Buckinghamshire Fire and Rescue Service will receive £0.033m, which has been reflected within the projections under the heading Services Grant. The longer-term future of this grant remains uncertain so the current assumption is that this grant will remain in place for 2024/25 only.

Council tax collection funds have been improving since the start of the pandemic where they were adversely impacted, and the tax base reduced. Last year the council tax base increased by 2.15% and council tax base figures for 2024/25 show another year of continued growth averaging at 1.6%.

This year the budget setting process involved the Executive Members who were provided with the overview of the budget and assumptions. The budget setting process was

scrutinised by Officers and Executive Members to ensure only proposals which added value for money and in line with the Corporate Plan and PSP priorities were approved.

The revenue budget for 2024/25 and indicative figures for future years are shown in Appendix 1.

It should also be noted that the figures for council tax and business rates are provisional. The statutory deadline for the billing authorities to provide this information to the Authority is 31 January 2024. Any changes to the figures will be presented in a revised Appendix 1 at the meeting.

Appendix 2 shows the latest summary of the capital programme for 2024/25 and approved schemes for the following years.

Appendix 3 provides further detail on the level of council tax chargeable for each band if the Authority accepts the recommendation to increase the band D by 2.98%.

**Financial implications:** All financial implications are shown in the main body of the report.

**Risk management:** Management of Financial resources is a key risk to the Authority. By projecting forward and monitoring the financial plans, we are in a better position to avoid and mitigate the risk of adverse financial consequences.

**Legal implications:** The Local Government Act 2003 gives the responsible finance officer, namely the Chief Finance Officer of the Combined Fire Authority under s112 of the Local Government Finance Act 1988, the responsibility to report to Members of the Authority on their assessment of the robustness of the estimates used within the budget and on the adequacy of reserves.

Members must have regard to the report of the Chief Finance Officer in respect of the above and the highlighted associated risks before considering the recommendations as set out in the report.

**Privacy and security implications:** No direct impact.

**Duty to collaborate:** No direct impact.

**Health and safety implications:** No direct impact.

**Environmental implications:** No direct impact.

**Equality, diversity, and inclusion implications:** No direct impact.

**Consultation and communication:** None.

**Background papers:**

Medium Term Financial Plan (MTFP) 2022/23 to 2026/27 and Revised Appendices, Fire Authority, 16 February 2022:

<https://bucksfire.gov.uk/documents/2022/02/fa-item-9b-16022022.pdf/>

<https://bucksfire.gov.uk/documents/2022/09/fa-160222-item-9b-revised-appendices-1-and-2.pdf/>

Appendix	Title	Protective Marking
Annex A	Medium Term Financial Plan 2023/24 to 2027/28	None
Appendix 1-4	Appendix 1 – MTFP Budget Model and Reserves Position Appendix 2 – Capital Programme Summary Appendix 3 – Council Tax Rates Appendix 4 – Risk Assessment of the Adequacy of General Reserves	

## **Annex A – Medium Term Financial Plan (MTFP) 2024/25 to 2028/29**

### **1. Introduction**

- 1.1. The purpose of this report is to present the proposed revenue and capital Medium Term Financial Plan (MTFP) 2024/25 to 2028/29.
- 1.2. The MTFP is closely linked to the Financial Strategy which is the link between the organisation's long-term service objectives and its financial capacity. BFRS long-term service objectives are set out in the Public Safety Plan (PSP) and Corporate Plan. The PSP sets out the strategic approach to the management of risk in the communities the service serves. The Corporate Plan sets out how the service intend to equip and develop the organisation and its people to meet the challenges faced by the service. The MTFP details the resources available to facilitate these plans.
- 1.3. As part of the Fire Authority's Terms of Reference and MTFP, the Authority reviews and sets a balanced budget each year in line with corporate priorities. The MTFP is expressed as a detailed annual budget for the first year, with outline indicative budgets for the following four years.
- 1.4. Under Section 25 of the Local Government Act 2003 the Chief Finance Officer (as S.112 Chief Finance Officer of the Local Government Finance Act 1988) is required to report to Members on:
  - The robustness of the estimates made for the purposes of the calculations of the budget
  - The adequacy of the proposed financial reserves
- 1.5. The Local Government Act 2003 requires that Members have regard to the report in making their decisions (see section 8).
- 1.6. Section 42A of the Local Government Finance Act 1992 also requires the Authority to have regard to the level of reserves for meeting estimated future expenditure when calculating the net budget requirement.

### **2. Local Government Finance Settlement 2024 to 2025**

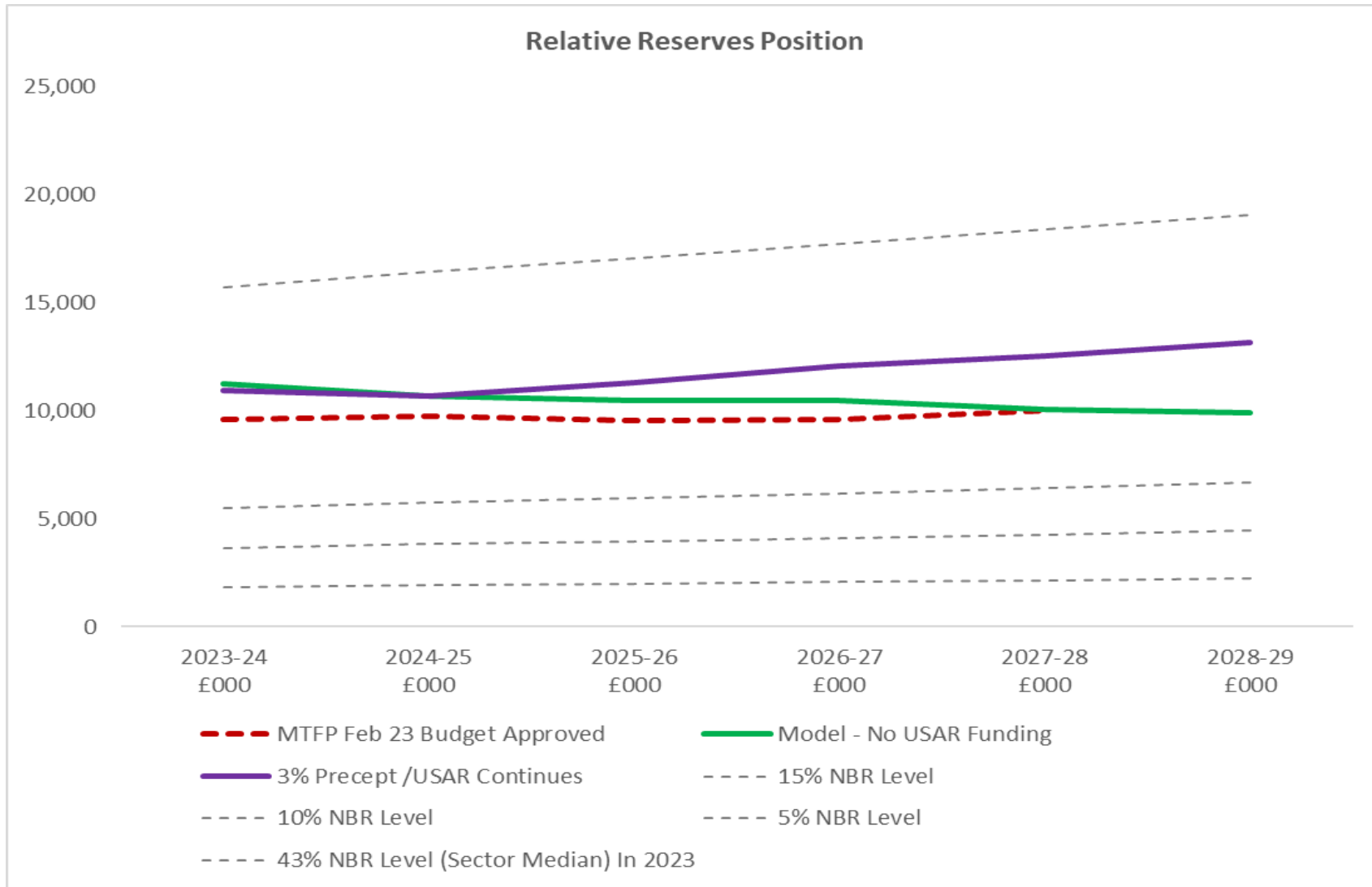
- 2.1. The Revenue support grant will increase in line with the change in the Consumer Price Index (CPI) between September 2022 and September 2023 which is 6.7%. The pension grant will be incorporated into the RSG on a flat cash basis for 2024/25 but will be increased in line with CPI in future years.
- 2.2. With the introduction of the Non-Domestic Rating Act 2023, this has given ministers the power to set the small and standard business rating multipliers separately from one another. Until 2023-24, these two multipliers had to be increased (or frozen) by the same percentage. Local authorities will continue to be compensated the difference between the freeze and the increase expected in line with CPI. The Department for Levelling Up, Housing and Communities (DLUHC) had previously committed to carry out a review of the distribution of formulas and a reset of accumulated business rates growth but have now confirmed that these will not be implemented in this Spending Review period.
- 2.3. The Services grant which is a unringfenced grant will continue to be distributed to all tiers of the government, however it has reduced from £481m to £77m. The distribution methodology will remain the same and the reduction relates to the

government's decision to reallocate funds to other settlement grants and equalisation of the adult social care precept. This grant will be unringfenced with local authorities best placed to understand local priorities. Provisional figures published 18 December 2023 show that Buckinghamshire Fire and Rescue Service will receive £0.033m, which has been reflected in the projections under the heading Services Grant. The longer-term future of this grant remains uncertain so the current assumption is that this grant will remain in place for 2024/24 only.

- 2.4. With these reductions in grants, it results in the service's core spending power increase being less than 3% before any decisions are made on Council Tax. To offset this, the Service will now receive additional funding guarantee grant, which ensures the services' core spending power increases by at least 3%. 31 out of 44 FRAs will receive this funding in 2024-25. This grant has been factored within the settlement funding assessment line.
- 2.5. 2020 Valuation – Firefighters' Pension Scheme (England) - On 21 December 2023 the Government announced that the Government Actuary Department had completed its valuation of Firefighters' Pension Scheme (England) and published the results of the 2020 Valuation. The actuarial report shows that the employer contribution rate will rise to 37.6% of pensionable pay from 1 April 2024 to 31 March 2027. The Treasury have confirmed the increase in cost will be fully funded in 2024/25 with future years allocation still to be confirmed. The costings and funding for this is yet to be published and therefore will be included in the revised appendix 1.
- 2.6. As part of this year's announcement, the Government published headline changes in core spending power between 2023/24 and 2024/25 for every authority. The headline change published for Buckinghamshire Fire and Rescue Service was an increase of 5.0% in cash terms.
- 2.7. This is based on the assumption that the Authority will increase its Band D council tax in 2024/25 by 2.98%.

### **3. Council Tax and Business Rates**

- 3.1. In publicly declaring core spending power figures, the Government has clearly set an expectation that local authorities will continue to increase council tax every year by the maximum amount permissible.
- 3.2. The chart below illustrates the different reserves positions at the end of the MTFP depending on receiving the USAR grant or not beyond 2024/25 (both scenarios assuming council tax is increased by 2.99% every year).



- 3.3. The Council tax was increased by £5 in 2022/23 and 2023/24. For 2024/25, the referendum threshold has reverted back to 3%. The Authority had lobbied with the National Fire Chiefs Council for £5 precept flexibility in 2024/25 to deal with the continuous inflationary pressures being faced by FRA's which was not successful.
- 3.4. The Authority currently sets a band D equivalent precept of £77.16 per annum (approx. £1.48 per week). This is significantly below the national average and one of the lowest precepts of any combined fire authority.
- 3.5. Council tax chargeable for each band should the Authority resolve to increase the band D by 2.98% is shown in Appendix 3.

#### **4. Risk Factors in Budget Assumptions**

- 4.1. The budget proposed for 2024/25 at Appendix 1 has been compiled by looking in detail at current spending and future plans.
- 4.2. This year the budget setting process involved the Executive Members who were provided with the detailed budget and assumptions. The budget setting process was scrutinised by Officers and Members to ensure only proposals which added value for money and in line with the Corporate Plan and Public Safety Plan priorities were approved.
- 4.3. Included within the budget is the increase in revenue contribution to the Thames Valley Fire Control Service (TVFCS) which is a joint control room operated by the three Thames Valley FRS. Buckinghamshire FRS contribution towards the revenue expenditure for the TVFCS has increased by £82k per annum (£1.000m for 2024/25) which has been included in the MTFP.
- 4.4. The Service has previously been notified that the grant funding for the Urban Search and Rescue (USAR) capability hosted at Aylesbury will end on 31 March 2025. This will reduce the amount of fire specific grant funding from 2025/26 onward by a further £817k per annum, meaning no fire specific grant funding will be from 2026/27 onwards. With the support of the local MPs, the Fire Authority will be challenging this decision to reinstate the funding for USAR to ensure this capability beyond 2024/25.
- 4.5. Uncertainty continues to persist regarding the level of inflation that the Service will be subject to over the coming years. Given that almost three-quarters of the budget relates to direct employee costs, pay inflation has a hugely significant impact on the Services budget.
- 4.6. Areas where budgets have changed significantly from previous years have been subject to a series of challenges by Officers and Members. Risks which have been identified are to be covered from the reserves.



- 4.7. The detailed costs and funding are based on the updated budget requirement including the annual uplift assumptions below:

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Council tax increase	6.94%	2.98%	2.99%	2.99%	2.99%	2.99%
Council tax base	2.15%	1.6%	1.6%	1.6%	1.6%	1.6%
Settlement Funding Assessment	10.1%	6.7%	4%	3%	2%	2%

## 5. Capital

- 5.1. The revenue impact of the capital programme has been factored into the base revenue budget requirement. This includes an annual revenue contribution to capital (RCCO), details of which are shown in Appendix 1.
- 5.2. The table at Appendix 2 details the approved capital programme for 2023/24, the estimated provisional outturn position and any proposed slippage to the programme. Any slippage is then added to the new budget requests for 2024/25 to give a total capital budget requirement of £2.8m for 2024/25.
- 5.3. The Authority should also take cognisance of the prudential indicators when approving the capital programme (submitted as a separate paper at this meeting).

## 6. Scrutiny and Challenge Process

- 6.1. All budget changes have been determined based on a series of challenge panels held by officers and then Members during the MTFP process.
- 6.2. As part of the scrutiny process, the service has been able reallocate resources and use the additional precept flexibility/funding to invest in the following areas;
- EDI
  - Operational Training
  - Operational Resourcing
  - ICT Training
  - Workwear
  - Marketing and Communications
  - Development of the Learning Management System.

## 7. Adequacy of Reserves

- 7.1. The Reserves Strategy is now incorporated within the Financial Strategy which was approved by the Fire Authority at its meeting on 9 December 2020 (<https://bucksfire.gov.uk/documents/2020/11/item-7c-fire-authority-9-december-2020.pdf/>). Given the significant uncertainty that persists around inflation and other subsequent events that have occurred, the level of the General Fund has been reviewed. The current calculation of the risk assessed amount can be seen in Appendix 4.

7.2. The latest forecast balances and reserves at year-end 2023/24 are:

- General Fund Balance - £1.6m
- Earmarked Reserves - £3.8m\*
- Capital Reserves - £5.5m

\* The earmarked reserves balance excludes the amount held by Oxfordshire County Council relating to the Thames Valley Fire Control Service.

## **8. Statement of the Chief Finance Officer**

8.1. The purpose of this statement is to comply with the requirements of the Local Government Act 2003 whereby the Chief Finance Officer, in the Fire Authority's case the Director of Finance and Assets and Chief Finance Officer, must report on:

- The robustness of the estimates made for the purposes of the calculations of the budget and;
- The adequacy of the proposed financial reserves;
- In recommending the budget to the Authority, Members must have regard to this report when making decisions in connection with which it is made.

8.2. Given the level of the General Fund Balance and earmarked reserves available, the prudent approach to the budget setting process for the next financial year and the controls for budget management, it is my conclusion as Chief Finance Officer for the Authority that, subject to approval of recommendation 1(b), there is sufficient capacity in the reserves to cope with the financial risks the Authority faces for 2024/25 and future years and that the methodology applied provides the necessary assurance to the Authority about the robustness of the estimates used in constructing the budget.

## Appendix 1 – MTFP Model

The model below is based on the assumptions detailed in Sections 3 and 4 and all significant budget movements have been subjected to Officer and Member scrutiny as noted in Section 6.1. The statutory deadline for the billing authorities to provide Council Tax and business rates information to the Authority is 31 January 2024. Any changes to these figures will be presented in a revised Appendix 1 at the meeting.

Directorate	2023/24 Approved Budget £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	2028/29 £000
Base Budget	0	36,450	38,194	39,627	41,164	42,712
Inflation Adjustment	0	1,021	1,622	1,239	1,284	1,328
Corporate Core	1,063	-269	255	245	0	0
Statutory Accounting	1,459	-1,007	0	0	0	0
Delivery, Corporate Development & Planning	24,751	1,802	403	25	25	8
Human Resources	540	72	0	0	0	0
Finance & Assets	6,767	381	-120	-55	0	0
RCCO	1,870	-256	-728	83	238	276
<b>Net Budget Requirement</b>	<b>36,450</b>	<b>38,194</b>	<b>39,627</b>	<b>41,164</b>	<b>42,712</b>	<b>44,324</b>
Settlement Funding Assessment	-11,338	-10,500	-10,913	-11,243	-11,470	-11,697
Services Grant	-199	-33	0	0	0	0
Council Tax Receipts Surplus/Deficit	-335	-94	-150	-150	-150	-150
Fire Specific Grants	-989	-933	-57	0	0	0
Council Tax Receipts	-24,859	-26,091	-27,299	-28,563	-29,884	-31,269
Pension Grant Funding	-1,208	-1,208	-1,208	-1,208	-1,208	-1,208
Transfers to/(from) Reserves	2,478	665	0	0	0	0
<b>Total Funding Available</b>	<b>-36,450</b>	<b>-38,194</b>	<b>-39,627</b>	<b>-41,164</b>	<b>-42,712</b>	<b>-44,324</b>
Shortfall/(Surplus) for Year	0	0	0	0	0	0

## Appendix 1a – Reserves Position

Reserves Position	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	2028/29 £000
General Fund Balance	-1,625	-1,625	-1,625	-1,625	-1,625	-1,625
Other Earmarked Reserves (excluding Control Room Res.)	-3,798	-4,463	-4,463	-4,463	-4,463	-4,463
Earmarked Capital Reserves	-5,796	-4,573	-4,381	-4,358	-3,971	-3,797
<b>Total</b>	<b>-11,219</b>	<b>-10,661</b>	<b>-10,469</b>	<b>-10,446</b>	<b>-10,059</b>	<b>-9,885</b>

## Appendix 2 – Capital Programme

The table below summarises the capital programme from 2023/24 through to 2028/29 and is based on the revenue contribution to capital levels shown in Appendix 1:

Capital Programme	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	2028/29 £000
Property	1,139	701	469	407	219	250
Hydraulic Equipment	65	70	75	80	85	90
Operational Equipment	90	95	100	105	110	115
Operational Red Fleet Vehicles (Fire Appliances)	750	887	0	311	326	343
Operational Red Fleet Vehicles (Specials)	0	440	350	0	760	760
Operational White Fleet Vehicles	37	0	0	0	0	0
BA and Associated Equipment	0	90	0	0	0	0
ICT	156	160	85	90	95	100
Slippage (Approved July 2022 Executive Committee)	1,100					
In-year Movements	270					
Current Year Slippage Forecast	-394	394				
Forecast Overspend	33					
<b>Total Expenditure</b>	<b>3,246</b>	<b>2,837</b>	<b>1,079</b>	<b>993</b>	<b>1,595</b>	<b>1,658</b>
Funding b/fwd	-3,359	-5,521	-4,298	-4,106	-4,083	-3,696
In Year Funding	-5,683	-1,614	-887	-970	-1,208	-1,484
<b>Funding (Available)/Deficit</b>	<b>-5,796</b>	<b>-4,573</b>	<b>-4,381</b>	<b>-4,358</b>	<b>-3,971</b>	<b>-3,797</b>

Note 1 – Figures highlighted in BLUE are currently only indicative and are not being considered at this stage of the process.

Note 2 – Figures highlighted in GREEN indicate capital bids submitted for this stage of the process.

Note 3 – Figures highlighted in GOLD contain amounts that have been previously approved, plus capital bids submitted for this stage of the process

### Appendix 3 – Council Tax Rates

If the band D equivalent council tax were increased by 2.98% for 2024/25, the following rates would apply to properties in each band:

Bands	Proportion of Band D Charge	Per Week (£)	Per Month (£)	Per Year (£)
A	6/9	£1.02	£4.41	£52.97
B	7/9	£1.19	£5.15	£61.80
C	8/9	£1.35	£5.89	£70.63
D	9/9	£1.52	£6.62	£79.46
E	11/9	£1.86	£8.09	£97.12
F	13/9	£2.20	£9.57	£114.78
G	15/9	£2.54	£11.04	£132.43
H	18/9	£3.05	£13.24	£158.92

This would represent an annual increase of £1.53 per annum on a band A, £2.30 per annum on a band D and £4.60 per annum on a band H property.

The following table shows the increase in each band (rounded to the nearest pence).

Bands	Per Week (£)	Per Month (£)	Per Year (£)
A	0.03	0.12	1.53
B	0.04	0.15	1.79
C	0.03	0.17	2.04
D	0.04	0.19	2.30
E	0.05	0.23	2.81
F	0.06	0.28	3.33
G	0.07	0.32	3.83
H	0.09	0.38	4.60

## Appendix 4 – Risk Assessment of the Adequacy of General Reserves

The table below shows the calculation of the amount required to be held in the General Fund:

Budget Assumptions	Financial standing and management assessment/impact	Comments	Amount Required £000
The treatment of inflation and interest rates	The overall financial standing of the authority (level of borrowing, debt outstanding, council tax collection rates etc.). Rises in the prices of some commodities, e.g. fuel, highlight the relevance of using a number of inflation rates in the budget and financial strategy, and considering whether general reserves are adequate to deal with unexpected increases. Volatility in the financial markets also points to the need to consider investment and borrowing risks and their impact on income.	Significant uncertainty persists regarding the level of inflation (both pay and non-pay). Amount required to be held in general reserve estimated as circa 2% of net budget requirement	765
Estimates of the level and timing of capital receipts	The authority's track record in budget and financial management including the robustness of the medium-term plans. Authorities will also need to take into account changes in the property market and adjust estimates and assumptions for reserves accordingly.	This amount is based on 10% of the average capital receipts received in the previous 3 years.	120
The treatment of demand led pressures	The authority's capacity to manage in-year budget pressures, and its strategy for managing both demand and service delivery in the longer term.	An amount has been set aside to help fund any recommendations that may come from the Grenfell Tower inquiry or the McCloud/Sargeant judgement.	100
The treatment of planned efficiency savings/productivity gains	The strength of the financial information and reporting arrangements. The authority should also be in a position to activate contingency plans should the reporting arrangements identify that planned savings or gains will either not be achieved or be delayed.	A key future efficiency within the Medium-Term Financial Plan is the property saving associated with consolidating the current property portfolio. This is the amount required if planned savings are delayed by one year.	165

<b>Budget Assumptions</b>	<b>Financial standing and management assessment/impact</b>	<b>Comments</b>	<b>Amount Required £000</b>
The financial risks inherent in any significant new funding partnerships, major outsourcing arrangements or major capital developments	The authority's virement and end of year procedures in relation to budget under/overspends at authority and department/directorate level. Risk management measures in relation to partnerships, including consideration of risk allocation. Contract provisions designed to safeguard the authority's position in the event of problems arising from outsourcing arrangements.	This amount is based on circa 15% of the total estimated expenditure on the capital programme for 2024/25. There is a specific risk in relation to vehicles and potential increases in import tariffs.	425
The availability of reserves, government grants and other funds to deal with major contingencies and the adequacy of provisions	The adequacy of the authority's insurance arrangements to cover major unforeseen risks. When considering insurance cover, the structure of the cover as well as the overall level of risk should be taken into account. Risk assessments should be used when balancing the levels of insurance premiums and reserves.	The insurance excess is set at £5,000 for the majority of claims. There is a risk that there may be a large number of high value claims. This value assumes ten claims over £5,000 in any one year.	50
<b>Total Required</b>			<b>1,625</b>





# Buckinghamshire & Milton Keynes Fire Authority

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**Meeting and date:** Executive Committee, 8 February 2024

**Report title:** The Prudential Code, Prudential Indicators and Minimum Revenue Provision (MRP)

**Lead Member:** Councillor Matthew Walsh

**Report sponsor:** Mark Hemming, Director of Finance and Assets

**Author and contact:** Marcus Hussey [mhussey@bucksfire.gov.uk](mailto:mhussey@bucksfire.gov.uk)

**Action:** Decision.

**Recommendations:** That the Executive Committee approve the recommendations below for submission to the Fire Authority.

That the Authority be recommended to approve:

1. the Prudential Indicators for 2024/25
2. the Minimum Revenue Provision policy statement

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## **Executive summary:**

This report is being presented as the Prudential Indicators and Minimum Revenue Provision policy statement are required to be approved by the Fire Authority and to support the Medium-Term Financial Plan (MTFP).

The Authority has already made sufficient revenue provision to cover the repayment of its gross borrowing. Historically, due to prohibitive penalties the early repayment of this borrowing has not been an option. However, due to the recent rises in interest rates, during 2023/24 the Authority took the opportunity to make early repayment on a loan totalling £627k. The Authority has no plans for additional borrowing in the foreseeable future, according to the current MTFP.

It is recommended that the Authorised Limit for 2024/25 continues to be set at £2m higher than the Operational Limit to allow for the effective management of cashflow.

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## **Financial implications:**

The decision on the prudential indicators sets out the financial limits within which the Authority will operate in future years.

The minimum revenue provision is a statutory charge against the General Fund, estimated at £47k for 2024/25 (no change from 2023/24).

The impact of the Prudential Code will allow the Authority to make informed choices between revenue and capital financing of procured services, to encourage invest to save schemes and will only allow capital investment to proceed where the Authority can fund projects within prudential limits.

Making sufficient minimum revenue provision ensures that when borrowing matures, cash is available to make the repayment. This ensures that the Authority does not need to borrow additional money to repay existing loans.

**Risk management:**

The Prudential Code was established to ensure that capital investment plans are affordable, prudent and sustainable, and that treasury management decisions are taken in accordance with good professional practice. The indicators presented here demonstrate that the current plans for capital investment meet these criteria and present an acceptable level of risk to the Authority.

Minimum revenue provision is a statutory charge to the General Fund, which ensures that an Authority has sufficient cash balances to repay borrowing upon maturity, reducing the refinancing risk.

There are no direct staffing implications.

**Legal implications:**

The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, SI 2003/3146 make provision for capital finance and accounts under the Local Government Act 2003 requiring the authority to have regard to the 'Prudential Code for Capital Finance in Local Authorities' when determining, under the Local Government 2003 Act, how much money it can afford to borrow; and require the Authority to determine for the current financial year an amount of minimum revenue provision which it considers to be prudent.

**Privacy and security implications:**

No direct impact.

**Duty to collaborate:**

No direct impact.

**Health and safety implications:**

No direct impact.

**Environmental implications:**

No direct impact.

**Equality, diversity, and inclusion implications:**

No direct impact.

**Consultation and communication:**

No direct impact.

**Background papers:**

Realignment of Reserve Balances to Facilitate the Medium Term Financial Plan,  
Executive Committee, 18 November 2015, agenda item 6:

[https://bucksfire.gov.uk/documents/2020/03/181115\\_exec\\_committee\\_papers.pdf/](https://bucksfire.gov.uk/documents/2020/03/181115_exec_committee_papers.pdf/)

<b>Appendix</b>	<b>Title</b>	<b>Protective Marking</b>
1	The Prudential Code, Prudential Indicators and MRP	

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**Buckinghamshire**  
**FIRE & RESCUE SERVICE**  
*we save lives*

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# **The Prudential Code, Prudential Indicators and Minimum Revenue Provision**

2024-2025

## Contents

<b>Prudential Indicators</b>	<b>Page 2</b>
<b>Summary Table of Prudential Indicators</b>	<b>Page 6</b>
<b>Minimum Revenue Provision (MRP) Policy Statement</b>	<b>Page 7</b>

## Prudential Indicators

### 1.0 Indicators for Affordability

#### 1.1 The ratio of financing costs to net revenue stream

This indicator measures the percentage of the net revenue funding used to finance external debt. As no future borrowing is planned and a decision was made to reallocate reserves to reduce the capital financing requirement in 2015/16, the ratio of financing costs to net revenue stream will remain consistently low:

Indicator	Actuals 2022/23	Estimate 2023/24	Estimate 2024/25	Estimate 2025/26	Estimate 2026/27
Ratio of financing costs to net revenue stream	0.02%	-1.72%	-1.28%	-0.61%	0.02%

### 2.0 Indicators for Prudence

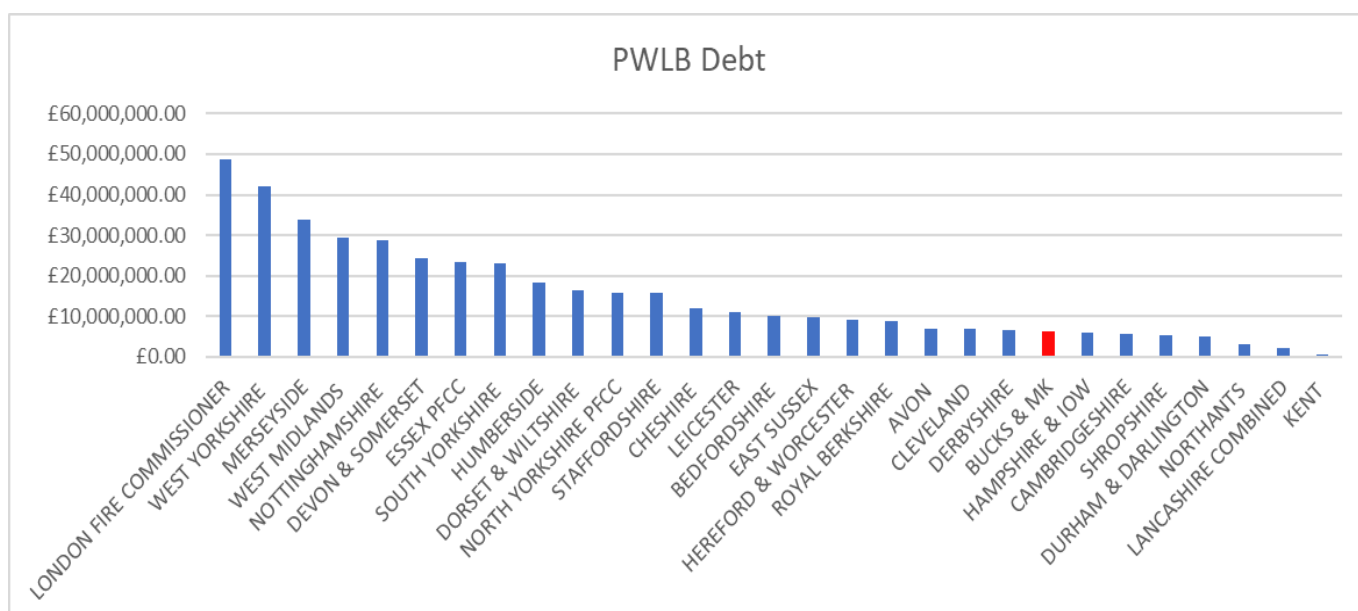
#### 2.1 Gross borrowing and the Capital Financing Requirement

The table below shows gross borrowing and the capital financing requirement (CFR). The Authority should ensure that gross borrowing does not, except in the short term, exceed the CFR. However, due to the reallocation of reserves to reduce the CFR (excluding finance lease) to zero (see Provenance Section & Background Papers) gross borrowing will exceed CFR for the medium to long-term. This situation will exist until borrowing is repaid.

Gross borrowing at the start of 2022/23 financial year was £6.797m. The figures shown below indicate the maximum level of borrowing during the year (i.e. repayments will reduce the limit for the following year):

Indicator	Actuals 2022/23	Estimate 2023/24	Estimate 2024/25	Estimate 2025/26	Estimate 2026/27
Gross borrowing (£000)	6,797	6,177	4,550	4,550	4,550
Capital financing requirement (£000)	1,496	1,449	1,402	1,355	1,308

The graph below provides an overview of gross borrowing from Public Works Loan Board across Fire Services in England as of 31<sup>st</sup> March 2023.



### 3.0 Indicators for Capital Expenditure

#### 3.1 Capital Expenditure

This indicator shows the expected level of capital expenditure for future years:

Indicator	Actuals 2022/23	Estimate 2023/24	Estimate 2024/25	Estimate 2025/26	Estimate 2026/27
Capital expenditure (£000)	2,774	3,337	2,443	1,079	993

#### 3.2 Capital Financing Requirement (CFR)

The CFR reflects the Authority's underlying need to borrow. This figure was reduced down to the level of the finance lease by the reallocation of reserves (see Background Papers). No additional borrowing is planned in the medium term. The CFR should be looked at in relation to gross borrowing, as detailed in Section 2.1:

Indicator	Actuals 2022/23	Estimate 2023/24	Estimate 2024/25	Estimate 2025/26	Estimate 2026/27
Capital financing requirement (underlying need to borrow for a capital purpose) (£000)	1,496	1,449	1,402	1,355	1,308

### 4.0 Indicators for External Debt

#### 4.1 Authorised Limit

This is the maximum limit on borrowing and other long-term liabilities (currently limited to the finance lease at Gerrards Cross). This amount cannot be exceeded without approval from the Fire Authority:

Indicator	Actuals 2022/23	Estimate 2023/24	Estimate 2024/25	Estimate 2025/26	Estimate 2026/27
Authorised limit for borrowing (£000)	8,797	8,177	6,550	6,550	6,550
Authorised limit for other long-term liabilities (£000)	1,496	1,449	1,402	1,355	1,308
Authorised limit for external debt (£000)	10,293	9,626	7,952	7,905	7,858

#### 4.2 Operational Boundary

This indicator shows the most likely estimate of debt for future years:

The actual external debt for the year ending 31 March 2023 was **£8.293m**.

Indicator	Actuals 2022/23	Estimate 2023/24	Estimate 2024/25	Estimate 2025/26	Estimate 2026/27
Operational boundary for borrowing (£000)	6,797	6,177	4,550	4,550	4,550
Operational boundary for other long-term liabilities (£000)	1,496	1,449	1,402	1,355	1,308
Operational boundary for external debt (£000)	8,293	7,626	5,952	5,905	5,858



## 5.0 Indicators for Treasury Management

### 5.1 Adoption of CIPFA’s Treasury Management in the Public Services: Code of Practice and Cross-Sectorial Guidance Notes

The aim is to ensure that treasury management is led by a clear and integrated forward treasury management strategy, and a recognition of the pre-existing structure of the Authority’s borrowing and investment portfolios.

### 5.2 Upper limit on fixed interest rate exposures

This indicator shows the Authority’s upper limit of the net exposure to fixed interest rates. Currently all borrowing is at a fixed rate of interest:

Indicator	Actuals 2022/23	Estimate 2023/24	Estimate 2024/25	Estimate 2025/26	Estimate 2026/27
Upper limit on fixed interest rate exposures	100%	100%	100%	100%	100%

### 5.3 Upper limit on variable interest rate exposures

This indicator shows the Authority’s upper limit of the net exposure to variable interest rates:

Indicator	Actuals 2022/23	Estimate 2023/24	Estimate 2024/25	Estimate 2025/26	Estimate 2026/27
Upper limit on variable interest rate exposures	20%	20%	20%	20%	20%

### 5.4 Maturity structure of fixed rate borrowing

This shows the repayment profile of fixed rate borrowing. All loans are repayable on maturity:

Indicator	Actuals 2022/23		Estimate 2023/24		Estimate 2024/25		Estimate 2025/26		Estimate 2026/27	
	Lower Limit	Upper Limit	Lower Limit	Upper Limit	Lower Limit	Upper Limit	Lower Limit	Upper Limit	Lower Limit	Upper Limit
<b>Maturity structure of fixed rate borrowings</b>										
Under 12 months	0%	16%	0%	0%	0%	0%	0%	0%	0%	0%
12 months and within 24 months	0%	0%	0%	0%	0%	0%	0%	0%	0%	22%
24 months and within five years	0%	16%	0%	19%	0%	22%	0%	22%	0%	14%
five years and within 10 years	0%	22%	0%	27%	0%	30%	0%	30%	0%	16%
10 years and within 20 years	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
20 years and within 30 years	0%	36%	0%	42%	0%	48%	0%	48%	0%	48%
30 years and within 40 years	0%	10%	0%	12%	0%	0%	0%	0%	0%	0%
40 years and above	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

### 5.5 Total principal sums invested for periods longer than 365 days

The purpose of this indicator is for the Authority to contain its exposure to the possibility of loss that might arise as a result of it having to seek early repayment or redemption of principal sums invested. The Authority currently has no investments over a period longer than 365 days.

Indicator	Actuals 2022/23	Estimate 2023/24	Estimate 2024/25	Estimate 2025/26	Estimate 2026/27
Total principal sums invested for periods longer than 365 days (£000)	0.00	0.00	0.00	0.00	0.00

### 5.6 Credit Risk

The duration of any investment with a counterparty will be restricted as advised by the Authority's treasury management advisors, Link Asset Services. The advisors will base their assessment of credit risk based on credit ratings provided by the major agencies, as well as reviewing credit default swaps (a proxy measure for the markets perceived risk of default).

## Summary Table of Prudential Indicators

For reference, the following table summarises the key indicators detailed in Appendix 1 in a single table:

	Indicator	Actuals 2022/23	Estimate 2023/24	Estimate 2024/25	Estimate 2025/26	Estimate 2026/27
<b>Indicators for Affordability</b>						
1.1	Ratio of financing costs to net revenue stream	0.02%	-1.72%	-1.28%	-0.61%	0.02%
1.2	The incremental impact of capital investment decisions on the council tax	0.00	0.00	0.00	0.00	0.00
<b>Indicators for Prudence</b>						
2.1	Gross borrowing (£000)	6,797	6,177	4,550	4,550	4,550
<b>Indicators for Capital Expenditure</b>						
3.1	Capital expenditure (£000)	2,774	3,337	2,443	1,079	993
3.2	Capital financing requirement (underlying need to borrow for a capital purpose) (£000)	1,496	1,449	1,402	1,355	1,308
<b>Indicators for External Debt</b>						
4.1	Authorised limit for external debt (£000)	10,293	9,626	7,952	7,905	7,858
4.2	Operational boundary for external debt (£000)	8,293	7,626	5,952	5,905	5,858
<b>Indicators for Treasury Management</b>						
5.2	Upper limit on fixed interest rate exposures	100%	100%	100%	100%	100%
5.3	Upper limit on variable interest rate exposures	20%	20%	20%	20%	20%
5.5	Total principal sums invested for periods longer than 364 days (£000)	0.00	0.00	0.00	0.00	0.00

The actual external debt for the year ending 31 March 2023 was £8.293m. The projected external debt for the year ending 31 March 2024 is £7.626m (both figures include the finance lease liability).

The following indicators are not shown above:

- 5.1 – the Authority has adopted CIPFA’s Treasury Management Code
- 5.4 – details of the maturity structure of fixed rate borrowing
- 5.6 – narrative regarding credit risk

## Minimum Revenue Provision (MRP) Policy Statement

The two methods for calculating prudent provision are set out below and were approved by members in 2008/09. Regulation 28 of the 2003 Regulations (as amended by regulation 4 of the 2008 Regulations) requires a local authority to calculate for the current financial year an amount of MRP which it considers to be prudent. The Secretary of State recommends that, for the purposes of regulation 4 the prudent amount of provision should be determined in accordance with one of four options, two of which were agreed by members in 2008/09 and are outlined below.

The broad aim of prudent provision is to ensure that debt is repaid over a period that is reasonably commensurate with that over which the capital expenditure provides benefits (asset life).

(a) CFR Method

MRP is equal to 4% of the Capital Financing Requirement (CFR) at the end of the preceding financial years. Since the CFR (excluding finance lease) is now at zero, this method is no longer applicable (for finance leases, the MRP requirement is regarded as met by a charge equal to the element of the rent that goes to write down the Balance Sheet liability).

(b) Asset Life Method

Since 1 April 2008, where capital expenditure on an asset is financed wholly or partly by borrowing or credit arrangements, MRP is to be determined by reference to the life of the asset, based on an equal instalment method. This amount is projected to be nil for 2024/25.

Where assets have been purchased utilising Capital grants or Revenue Contributions no MRP calculation is required. Only assets purchased utilising borrowing require an MRP charge.

The asset life method calculation requires estimated useful lives of assets to be input in to the calculations. These life periods will be determined by the Director of Finance and Assets & Treasurer, with regard to the statutory guidance and advice from professional valuers.



# Buckinghamshire & Milton Keynes Fire Authority

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**Meeting and date:** Executive Committee, 8 February 2023

**Report title:** His Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) – Buckinghamshire Fire and Rescue Service (BFRS) 2023 Update

**Lead Member:** Councillor Simon Rouse, Chairman

**Report sponsor:** Chief Fire Officer, Louise Harrison

**Author and contact:** Anne-Marie Carter, Head of Technology, Transformation and PMO – [Acarter@bucksfire.gov.uk](mailto:Acarter@bucksfire.gov.uk)

**Action:** Noting

**Recommendations:** That the report be recommended for submission to the Authority:

That the Authority note the BFRS HMICFRS 2023 update.

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## **Executive summary:**

In July 2017, HMICFRS extended its remit to include inspections of England's fire and rescue service. They assess and report on the efficiency, effectiveness and people of the 44 fire and rescue services in England.

HMICFRS published the BFRS Round 3/2023-2025 report on 19 October 2023. The report can be found here: [BFRS 2023-2025 - HMICFRS](#)

This report sets out HMICFRS inspection findings for Buckinghamshire Fire and Rescue Service following the inspection during May and June 2023.

The latest report for this Service identifies three causes of concern, accompanied by 10 recommendations, and 26 areas for improvement. The report was noted at the Extraordinary Fire Authority meeting on 24 October 2023.

As per requirements set out in the report covering letter to the Chairman and Chief Fire Officer on 17 October 2023, a copy of the action plan detailing how the Service will address the recommendations must be submitted to HMICFRS within 28 days of the report. A copy of the action plan was sent to HMICFRS within 28 days of the report publication; on the 15 November 2023.

On 21 November 2023, HMICFRS informed the Service that it will now be entering the supportive Engage process. The Engage process provides additional scrutiny and support from the Inspectorate.

Key Progress to highlight is:

#### *Fire Performance Oversight Group (FPOG)*

An internal HMICFRS Improvement Board has been set up and meeting on a regular basis. The Board is chaired by the Chief Fire Officer, attended by the relevant strategic leads and other subject matter experts when needed. The terms of reference for the HMICFRS Improvement board can be found in Appendix 1.

Officers have also engaged with and held a number of separate meetings with key partners and peers to assist in both developing and monitoring the action plan including.

- National Fire Chiefs Council (NFCC) Chair
- Chief Fire Officer of Derbyshire Fire & Rescue Service, the current NFCC Protection Committee Chair
- Buckinghamshire Council – EDI Policy Support
- London Fire Commissioner
- Home Office Officials
- Local Government Association

Preparations are well underway for the Chief Fire Officer and Chairman to present to the Fire Performance Oversight Group on 7 February 2024

#### *Revisit*

The Service's revisit has been confirmed to take place week commencing 20<sup>th</sup> May 2024. The revisit will include desktop reviews, interviews and reality testing. It will focus on the Round 3 causes of concern.

#### *Action Plan*

As at the end of December 2023 the Service has made the following progress against the HMICFRS action plan:

	<b>Prevention</b>	<b>Protection</b>	<b>EDI</b>
Complete	1	3	
In Progress/On Track	4	4	8
Risk to progress		3	1
Not started	2	2	12

The action plan will be managed as part of the Portfolio Management Office (PMO), with regular reporting through internal governance structures. As stated in the recommendation at the Extraordinary Fire Authority meeting on 24 October 2023, the Authority will be kept informed of progress in delivering against the HMICFRS

Action Plan via regular reporting to both the Overview and Audit Committee and full Authority.

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**Financial implications:**

The prioritisation of improvements to address the specific recommendations raised within the causes of concern may introduce additional financial implications, either through reprioritisation of other projects, or through new workstreams.

Consideration will be given to ensure associated costs, both direct and indirect, are fully understood and managed effectively.

**Risk management:**

There remains reputational corporate risks to the organisation. The Service continues to take steps to mitigate this through having extensive internal and external audits of a number of areas of the Service, in addition to the HMICFRS inspections. The internal audit plan for 23/24 can be found here: [Internal Audit Report – Internal Audit Strategy and Annual Internal](#)

**Legal implications:**

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:

‘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.’

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’.

**Privacy and security implications:**

No privacy or security implications have been identified that are directly associated with this report or its appendices.

The report and its appendices are not protectively marked.

**Duty to collaborate:**

Each fire and rescue service is inspected individually. However, the latest report includes findings relating to the Service’s ability to collaborate effectively with partners. The report states: “We were pleased to see the service meets its statutory duty to collaborate. It continues to consider opportunities to collaborate with other emergency responders.”

### **Health and safety implications:**

The HMICFRS report states:

- The service provides good well-being provisions to its workforce, but work-related stress is not being fully addressed
- The service has a positive health and safety culture

The areas for improvement relating to working hours and secondary contracts will feed into the health, safety and wellbeing group.

### **Environmental implications:**

The HMICFRS report states:

“The service didn’t identify all the potential climate impacts and mitigation measures required in its 2020–2025 public safety plan. This is what it calls its integrated risk management plan. It has now recognised that it needs a different range of equipment to be ready to respond to this risk both now and in the future.”

### **Equality, diversity, and inclusion implications:**

The Service has been judged as ‘requires improvement’ in the area relating to ensuring fairness and promoting diversity, along with a cause of concern and four recommendations relating to equality, diversity and inclusion. All the findings from the HMICFRS round three inspection report have been fully considered and prioritised to ensure continual improvement is established and maintained.

The Authority’s equality, diversity, and inclusion objectives 2020-2025 – year 3 progress was presented to the Fire Authority on 14 June 2023.

### **Consultation and communication:**

Specific areas identified for Service improvement are being captured in relevant plans and will be reported on in line with the recommendations.

### **Background papers:**

HMICFRS BFRS Home Page: [Buckinghamshire - His Majesty’s Inspectorate of Constabulary and Fire & Rescue Services \(justiceinspectorates.gov.uk\)](https://www.justiceinspectorates.gov.uk/buckinghamshire-his-majesty-s-inspectorate-of-constabulary-and-fire-rescue-services/)

16 February 2022 – Fire Authority: Her Majesty’s Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) – Buckinghamshire Fire and Rescue Service (BFRS) Inspection Report 2021

<https://bucksfire.gov.uk/documents/2022/02/fa-item-10-16022022.pdf/>

20 January 2023 - State of Fire and Rescue: The Annual Assessment of Fire and Rescue Services in England 2022

[State of Fire and Rescue: The Annual Assessment of Fire and Rescue Services in England 2022 - HMICFRS](https://www.justiceinspectorates.gov.uk/state-of-fire-and-rescue-the-annual-assessment-of-fire-and-rescue-services-in-england-2022-hmicfrs/)



24 October 2023 – Extraordinary Fire Authority: His Majesty’s Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) – Buckinghamshire Fire and Rescue Service (BFRS) Inspection Report 2023

[bucksfire.gov.uk/documents/2023/10/extraordinary-fire-authority-meeting-24-october-2023-item-9-hmicfrs-inspection-report.pdf/](https://bucksfire.gov.uk/documents/2023/10/extraordinary-fire-authority-meeting-24-october-2023-item-9-hmicfrs-inspection-report.pdf/)

<b>Appendix</b>	<b>Title</b>	<b>Protective Marking</b>
1	BFRS HMICFRS Improvement Board Terms of Reference	N/A
2	HMICFRS Timeline	N/A

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## **HMICFRS Improvement Board Terms of Reference**

### 1. Objective

- The primary objective of the Improvement Board is to address and rectify the causes of concern and areas for improvement (AFI's) highlighted in the recent 2023 HMICFRS inspection report, aiming for substantial enhancements in the overall performance and quality of Buckinghamshire Fire & Rescue Service.
- To drive improvements within the Service in line with the action plan and present progress and outcomes to the HMICFRS Fire Performance Oversight Group (FPOG).

### 2. Membership

- A designated chair, the Chief Fire Officer/Chief Executive (CFO) will lead the board and ensure effective coordination among members.
- The other members of the Improvement Board will be:
  - Deputy Chief Fire Officer/ Chief Executive
  - Director of Finance and Assets
  - Director of Legal and Governance
  - Interim Assistant Chief Fire Officer
  - Head of Protection & Assurance
  - Head of Human Resources
  - Service Liaison Lead
- The Improvement Board may invite other guests or observers to attend its meetings as appropriate, such as subject matter experts, external consultants or advisers and the Chairman and relevant Lead Members.

### 3. Accountability and Responsibilities

- Review the detailed findings of the inspection report and identify specific areas requiring improvement.
- Develop a comprehensive action plan with clear, measurable objectives and timelines to address causes of concern and areas for improvement.
- Regularly monitor and evaluate the progress of the implementation of improvement measures against the action plan and areas for improvement within the report.
- Review risks and opportunities elevated from sponsors for each improvement area and consider strategic investment, or transformational change proposals that mitigate risk, maintain momentum and take account of identified opportunities
- Ensure effective communication channels are established to disseminate information regarding improvement initiatives to all stakeholders.
- Act as the final point of review for all papers being submitted to the FPOG
- Ensure the People, Culture and Equality aspects are considered for all areas of the action plan and ensure these are documented, scrutinised and reviewed on a regular basis

### 4. Implementation

- Establish strategic leads and work groups as necessary, to focus on specific aspects of improvement identified in the inspection report and action plan.
- Allocate resources, including personnel, budget, and technology, to support the implementation of improvement initiatives.
- Collaborate with relevant internal and external entities to leverage expertise and best practices.

## 5. Reporting (Internal and external)

- Provide regular progress reports to the Fire Authority and Overview and Audit Committee and other stakeholders.
- Reports should include, where relevant, progress against actions identified in HMICFRS thematic reports (e.g. culture and values)
- Relevant Lead Members should be provided with (at least) quarterly updates on progress against their areas of responsibility.
- Progress updates from strategic leads.
- Include key performance indicators (KPI's), metrics, risks and milestones in reports where appropriate, to demonstrate tangible improvements.
- Highlight any challenges and propose solutions.

## 6. Review and Assessment

- Conduct periodic reviews of the improvement plan's effectiveness and make necessary adjustments based on feedback and changing circumstances.
- Review timetable and any actions.
- Foster a culture of continuous improvement within the Service.

## 7. Timeline

- Define a realistic timeline for the implementation of improvement measures, taking into consideration the urgency of certain issues.
- The Improvement Board will meet on a fortnightly basis; the dates will be agreed in advance and sent to the members of the Board; further meetings will be arranged as appropriate to ensure all actions are on track

## 8. Documentation

- Maintain detailed records of improvement initiatives, including meeting minutes, action plans / logs, and progress reports.
- Develop framework for FPOG presentations.

## 9. Governance

- Adhere to established governance structures within the Fire Authority and organisation, while ensuring the Improvement Board has the necessary authority to make impactful decisions.

## 10. Communications

- Develop internal communications plan.
- Good news and good practice.

## 11. Conclusion

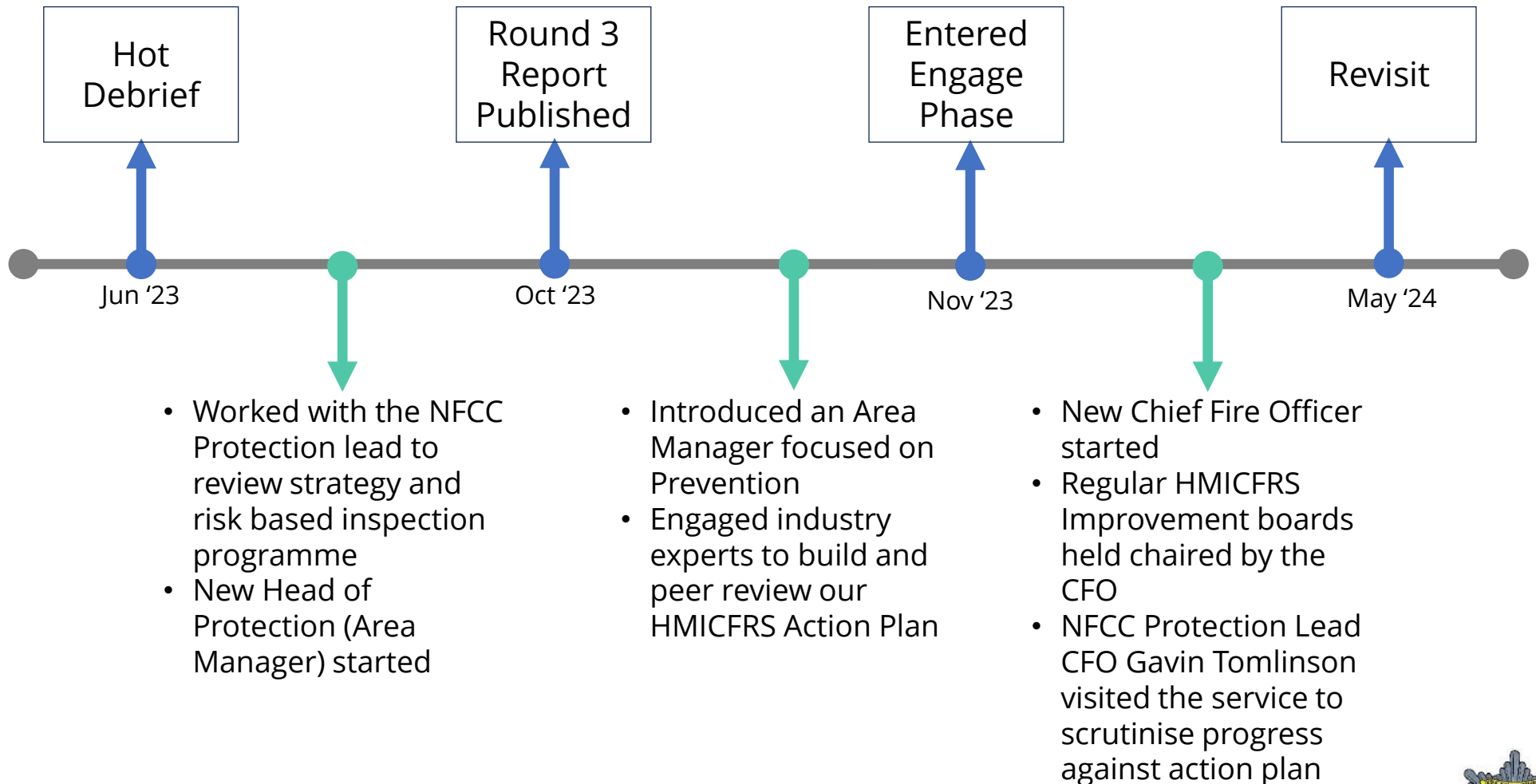
- The Improvement Board will strive to instil a culture of excellence, accountability, and continuous improvement within Buckinghamshire Fire & Rescue Service, ensuring that the expectations of HMICFRS are met and future inspections reflect positive advancements.

This Terms of Reference document is subject to review and amendment as deemed necessary by the Improvement Board.

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# HMICFRS Round 3 Timeline & Activity

We have worked with a wide range of industry experts, on our journey, throughout the last 8 months



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# Buckinghamshire & Milton Keynes Fire Authority

**Meeting and date:** Executive Committee, 8 February 24

**Report title:** Performance Management – Q2 2023/24

**Lead Member:** Councillor Simon Rouse

**Report sponsor:** Mick Osborne, Deputy Chief Fire Officer/Chief Operating Officer

**Author and contact:** Craig Newman, Data Intelligence Team Manager,  
[cnewman@bucksfire.gov.uk](mailto:cnewman@bucksfire.gov.uk)

**Action:** Noting

**Recommendation:** That the report and recommendation below be approved for submission to the Authority:

1. It is recommended that the Performance Management – Q2 2023/24 be noted.

**Executive summary:**

This report details the suite of 69 performance measures split across 4 quadrants:

- 1) Public Impact
- 2) Response
- 3) Great Place to Work
- 4) Public Value

This report comprises of the Service performance against these measures for Q2 2023/24, see Appendix 1, containing the following:

- 1) Performance Measures Overview – each quadrant on one page
- 2) Performance Measures Details – shows actual performance alongside relevant trend information and where needed commentary.

At the end of Q2, 55 measures reported with a Blue, Green, Amber or Red status, nine are for information, five are awaiting information.

BRAG	Number		Total	%
	Target	Monitor		
B	13	3	16	25%
G	24	3	27	42%
A	10	0	10	16%
R	8	3	11	17%

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**Financial implications:** A detailed understanding of the Service’s performance allows informed decision making in relation to future resource allocation. The balance of measures also allows an understanding of the Service’s financial performance and enables a view to be formed of its overall value for money compared with others.

**Risk management:** Performance and risk information is designed and presented to assist the Authority in the strategic decision-making through understanding the communities we serve and associated risk profiles. Performance management information is a major contributor to service improvement and to the effective prioritisation of resources.

**Legal implications:** There are no legal implications arising directly from this report.

**Privacy and security implications:** There are no Privacy and Security implications arising from this paper.

**Duty to collaborate:** There are no opportunities to collaborate directly from this report.

**Health and safety implications:** There are no specific Health, Safety and Wellbeing implications arising from this paper. Performance reports on Health, Safety and Wellbeing is subject to separate scrutiny and performance reporting.

**Environmental implications:** There are no environmental implications arising directly from this report. Performance measures will be developed during the year to provide reassurance that the Service is making progress against its recently approved Environment and Climate action plan.

**Equality, diversity, and inclusion implications:** There are no specific Equality, diversity and inclusion implications arising from this paper. Performance reports on Equality, diversity and inclusion are subject to separate performance reporting.

**Consultation and communication:** We aim to provide performance information incorporating stakeholder contributions. The report will be circulated throughout the organisation for information and awareness.

Board	Date	Outcome
Senior Management Team	21 November 2023	Approved to go to SMB
Strategic Management Board	16 January 2024	Approved to go to Executive Committee

**Next steps -**

- The performance measures will be reported quarterly
- Indicators and targets will be reviewed annually

## Background papers:

Overview and Audit Committee, 8 November 2023: 2022-23 Annual Performance Monitoring

[bucksfire.gov.uk/documents/2023/10/overview-and-audit-committee-8-november-2023-item-16-performance-monitoring-report.pdf/](https://bucksfire.gov.uk/documents/2023/10/overview-and-audit-committee-8-november-2023-item-16-performance-monitoring-report.pdf/)

Executive Committee, 13 September 2023: Performance Management – Q1 2022/23

[bucksfire.gov.uk/documents/2023/09/executive-committee-13-september-2023-item-7-q123-24-performance-management-report.pdf/](https://bucksfire.gov.uk/documents/2023/09/executive-committee-13-september-2023-item-7-q123-24-performance-management-report.pdf/)

Fire Authority, 14 June 2023: Performance Management – Q4 2022/23

[bucksfire.gov.uk/documents/2023/06/fire-authority-annual-meeting-14-june-2023-item-19-performance-management-q4-2022-23.pdf/](https://bucksfire.gov.uk/documents/2023/06/fire-authority-annual-meeting-14-june-2023-item-19-performance-management-q4-2022-23.pdf/)

Executive Committee, 22 March 2023: Performance Management – Q3 2022/23

<https://bucksfire.gov.uk/documents/2023/03/executive-committee-22-march-2023-item-8-performance-management-q3-2022-23.pdf/>

Fire Authority, 7 December 2022: Performance Management – Q2 2022/23

<https://bucksfire.gov.uk/documents/2022/11/item-14-fire-authority-meeting-7-december-2022-performance-management-q2-2022-23.pdf/>

Special Meeting of the Executive Committee, 7 October 2022: Performance Management – Q1 2022/23

[\(Public Pack\)Agenda Document for BMKFA Executive Committee, 14/09/2022 10:00 \(bucksfire.gov.uk\)](https://bucksfire.gov.uk/documents/2022/09/public-pack-agenda-document-for-bmkfa-executive-committee-14-09-2022-10-00.pdf/)

Appendix	Title	Protective Marking
1	BFRS Key Performance Measures: Q2 – 23/24	N/A

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# KEY PERFORMANCE MEASURES - 2023-2024

## QUARTER 2 (JUL - SEP)

### Introduction

This Key Performance Measures report has been designed as a rounded and balanced picture of how the Service is performing at a local level.

Due to the regular frequency of this report being produced, most indicators used within each measures represent change within the Service and does not always represent good or bad performance. For example, Accidental Dwelling Fires could increase, yet still have the fewest number within the country (relative). This level of detail will be covered in annual reports and ad-hoc reports when requested, as most national data is published annually.

It's worth noting, the report contains many types of targets and methods of comparison. Some targets are aspirational, some are there to ensure minimum standards are met and others are there to identify exceptions within trends, allowing us to identify possible needs for change/reaction.

	Monthly (in most cases)	Cumulative (in most cases)
Better than expected	B	B
As expected (within trend/target)	G	G
Worse than expected	A	A
Considerably worse than expected	R	R

For monitoring purposes	B
For monitoring purposes	G
For monitoring purposes	A
For monitoring purposes	R
No reporting for this pattern	-
Information not received	?

# HIGHLIGHTED MEASURES - 1 of 2

## PI.1.01 - Number of Accidental Dwelling Fires (ADF)

## PUBLIC IMPACT—IN THE HOME

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Prev 5 year	23	26	23	19	22	24	24	24	27	25	24	19	<b>B</b> <10%
	<b>2023/2024</b>	<b>28</b>	<b>25</b>	<b>23</b>	<b>18</b>	<b>13</b>	<b>15</b>							<b>G</b> Within 10%
	Status	<b>R</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>B</b>	<b>B</b>							<b>A</b> >10%
														<b>R</b> >20%
Cumulative	Prev 5 year	23	49	72	91	112	136	161	184	212	237	261	280	What is good
	<b>2023/2024</b>	<b>28</b>	<b>53</b>	<b>76</b>	<b>94</b>	<b>107</b>	<b>122</b>							Less is better
	Status	<b>R</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>B</b>							

Ref	PI.1.01	Number of dwelling fires where the cause of the fire was recorded as accidental. Dwelling fires are fires in properties that are a place of residence i.e. places occupied by households such as houses and flats, excluding hotels/ hostels and residential institutions.
Owner	Response	
Comparison	Previous five year average	
Source	BFRS IRS	

The lowest number of ADFs attended during Q1 & Q2 since incident reporting changed in 2009.

It is also pleasing to see that the number of dwelling fires listed with the cause as unknow was also at an all time low (PI.1.05).

As a result of fewer ADF's the number of serious ADFs and injuries recorded at ADFs have also seen lower numbers.

The Service continues to prioritise it's prevention activities in the home, with the aim of reducing the number of ADFs even further.

# HIGHLIGHTED MEASURES - 2 of 2

## PI.2.08 - Fire Safety Audits

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Target	20	20	20	20	20	83	83	83	83	83	83	<b>B</b> > 29 Per month	
	<b>2023/2024</b>	<b>33</b>	<b>15</b>	<b>28</b>	<b>24</b>	<b>17</b>	<b>30</b>						<b>G</b> > 19 Per month	
	Status	<b>B</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>A</b>	<b>B</b>							<b>A</b> < 20 Per month
Cumulative	Target	20	40	60	80	100	120	203	286	369	452	535	618	What is good
	<b>2023/2024</b>	<b>33</b>	<b>48</b>	<b>76</b>	<b>100</b>	<b>117</b>	<b>147</b>							More is better
	Status	<b>B</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>							

Ref	PI.2.08	Number of Fire Safety Audits Completed. A fire safety audit is an examination of the premises and relevant documents to ascertain how the premises are being managed with regards to fire safety. Occupants will need to demonstrate to our officers that they have met the duties required by the Fire Safety Order.
Owner	Protection	
Comparison	Target	
Source	PRMS	

The target number of audits identified for the period 2023/24 was achieved during quarter two. However, the service acknowledge the HMICFRS feedback in respect of protection, both in relation to the requirements to have a clearly identified risk based inspection programme and the need to make more effective use of our protection staff.

The new Protection strategy provides the framework for planned activity, with a key focus on high risk targeting. The revised risk based inspection programme (undertaken during Q3) has identified an audit schedule for very high and high risk premises types, which will require a significant increase in planned audit activity. A new in year target of 1000 planned audits will be introduced from Q3. This a stretched target and it is likely that it will take some time to adjust ways of working and re-balance ways of working, so less time is apportioned to demand led interventions.

# PUBLIC IMPACT

## IN THE HOME

Ref	Description	Monthly (in most cases)	Cumulative (in most cases)	Page
PI.1.01	Number of Accidental Dwelling Fires (ADFs)	B	B	9
PI.1.02	Number of serious ADFs	G	B	9
PI.1.03	ADFs - Fire related fatalities	G	G	10
PI.1.04	ADFs—Fire related serious injuries	G	G	10
PI.1.05	Dwelling fires - Cause not known	B	B	11
PI.1.06	Dwelling fires - Deliberate	B	A	11
PI.1.07	False Alarms in the home	R	R	12
PI.1.08	Home Fire Safety Visits	G	G	12
PI.1.09	Home Fire Safety Visits - Vulnerable	B	B	13

## IN THE WORKPLACE

Ref	Description	Monthly (in most cases)	Cumulative (in most cases)	Page
PI.2.01	Non-domestic property fires - Accidental	B	B	14
PI.2.02	Non-domestic property fires - Deliberate	G	G	14
PI.2.03	Non-domestic property fires - Not Known	G	G	15
PI.2.04	Non-domestic property fires - Serious	B	B	15
PI.2.05	Non-domestic property fires - Fire related fatalities	G	G	16
PI.2.06	Non-domestic property fires - Fire related injuries - Serious	G	G	16
PI.2.07	Non-domestic property fires - False Alarms	G	G	17
PI.2.08	Fire Safety Audits	B	G	17
PI.2.09	Prison Fires	R	R	18

## TRAVEL

Ref	Description	Monthly (in most cases)	Cumulative (in most cases)	Page
PI.3.01	Road Traffic collisions (RTCs) - Attended	G	G	19
PI.3.02	RTC Fatalities	G	A	19
PI.3.03	RTC Injuries - Serious	A	G	20
PI.3.04	RTC Injuries - Slight	R	R	20

## COMMUNITIES

Ref	Description	Monthly (in most cases)	Cumulative (in most cases)	Page
PI.4.01	Deliberate Secondary Fires (to other's property)	B	B	21
PI.4.02	Deliberate Primary Fires (to other's property)	G	G	21



# RESPONSE

## INCIDENTS

Ref	Description	Monthly (in most cases)	Cumulative (in most cases)	Page
R.1.01	Total incidents (exc co-responders)	G	B	23
R.1.02	Co-responder incidents	B	B	23
R.1.03	Effecting Entry incidents	G	R	24
R.1.04	Average attendance time to all incidents (exc co-responder)	R	A	24
R.1.05	Average attendance time to accidental dwelling fires	B	G	25

## RESPONSE MODEL

Ref	Description	Monthly (in most cases)	Cumulative (in most cases)	Page
R.2.01	Availability - Wholetime Appliances	A	R	26
R.2.02	Availability - On-call Appliances	R	R	26
R.2.03	Response Model - Wholetime Appliances	G	G	27
R.2.04	Response Model - On-call Appliances	R	R	27
R.2.05	Over The Border Mobilisations into BFRS	G	G	28
R.2.06	Over The Border Mobilisations out of BFRS	B	B	28

## OPS RESILIENCE

Ref	Description	Monthly (in most cases)	Cumulative (in most cases)	Page
R.3.01	Maintenance of Competencies	-	B	29
R.3.02	Hydrant Availability	?	?	29
R.3.03	High Risk Site Information	G	G	30

# A GREAT PLACE TO WORK

## PEOPLE

Ref	Description	Monthly (in most cases)	Cumulative (in most cases)	Page
GP.1.01	Actual vs Establishment - Wholetime	G	G	33
GP.1.02	Actual vs Establishment - On-Call	R	R	33
GP.1.03	Actual vs Establishment - Support	A	A	34
GP.1.04	Staff Turnover	A	A	34
GP.1.05	Absence	A	B	35
GP.1.06	Employee Assistance Programme	-	-	35
GP.1.07	Employee Engagement	-	R	36
GP.1.08	Appraisal & Objectives Completion	R	R	36
GP.1.09	Mandatory E-Learning Completed	G	A	37
GP.1.10	Grievance & Disciplines	G	G	37

## HEALTH & SAFETY

Ref	Description	Monthly (in most cases)	Cumulative (in most cases)	Page
GP.2.01	Injury Rate	B	-	38
GP.2.02	Workplace Injuries	G	G	38
GP.2.03	Near Miss Events Recorded	G	G	39
GP.2.04	Vehicle Incidents	R	R	39
GP.2.05	RIDDOR Reportable Injuries	G	A	40
GP.2.06	Attacks on members of staff	A	A	40
GP.2.07	Equipment damage	A	A	41

# PUBLIC VALUE

## FINANCE

Ref	Description	Monthly (in most cases)	Cumulative (in most cases)	Page
PV.1.01	Forecast - Outturn	G	-	43
PV.1.02	Bank Cost	G	G	43
PV.1.03	Fraud	-	G	44

## COMPLIANCE

Ref	Description	Monthly (in most cases)	Cumulative (in most cases)	Page
PV.2.01	Data Breaches	-	G	45
PV.2.02	FOIs responded to within timescales	G	-	45

## ENGAGEMENT

Ref	Description	Monthly (in most cases)	Cumulative (in most cases)	Page
PV.3.01	Compliments & Complaints	-	B	46
PV.3.02	Social Media Engagements	B	B	46
PV.3.03	Website Engagements	B	G	47

## ICT

Ref	Description	Monthly (in most cases)	Cumulative (in most cases)	Page
PV.4.01	Service Desk Response	G	G	48
PV.4.02	Network Uptime	?	?	48

## PROJECTS

Ref	Description	Monthly (in most cases)	Cumulative (in most cases)	Page
PV.5.01	Internal Audits	-	A	49
PV.5.02	Projects	-	B	49

## ENVIRONMENT

Ref	Description	Monthly (in most cases)	Cumulative (in most cases)	Page
PV.6.01	Carbon Emissions	-	-	50
PV.6.02	Printing	-	-	50



# PUBLIC IMPACT

**PI.1.01 - Number of Accidental Dwelling Fires (ADF)**

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Prev 5 year	23	26	23	19	22	24	24	24	27	25	24	19	<b>B</b> <10%
	<b>2023/2024</b>	<b>28</b>	<b>25</b>	<b>23</b>	<b>18</b>	<b>13</b>	<b>15</b>							<b>G</b> Within 10%
	Status	<b>R</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>B</b>	<b>B</b>							<b>A</b> >10%
Cumulative	Prev 5 year	23	49	72	91	112	136	161	184	212	237	261	280	<b>R</b> >20%
	<b>2023/2024</b>	<b>28</b>	<b>53</b>	<b>76</b>	<b>94</b>	<b>107</b>	<b>122</b>							What is good
	Status	<b>R</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>B</b>							Less is better

Ref	PI.1.01	Number of dwelling fires where the cause of the fire was recorded as accidental. Dwelling fires are fires in properties that are a place of residence i.e. places occupied by households such as houses and flats, excluding hotels/ hostels and residential institutions.
Owner	Response	
Comparison	Previous five year average	
Source	BFRS IRS	

The lowest number of ADFs attended during Q1 & Q2 since incident reporting changed in 2009.

It is also pleasing to see that the number of dwelling fires listed with the cause as unknow was also at an all time low (PI.1.05).

For more information, please see the highlighted measure section of the report.

**PI.1.02 - Number of Serious ADFs**

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Prev 5 year	8.2	7	7.8	6.8	6.6	7.8	7.8	8	8.4	8.2	7	8.6	<b>B</b> <20%
	<b>2023/2024</b>	<b>11</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>2</b>	<b>7</b>							<b>G</b> Within 20%
	Status	<b>R</b>	<b>G</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>G</b>							<b>A</b> >20%
Cumulative	Prev 5 year	8.2	15.2	23	29.8	36.4	44.2	52	60	68.4	76.6	83.6	92.2	<b>R</b> >30%
	<b>2023/2024</b>	<b>11</b>	<b>17</b>	<b>22</b>	<b>26</b>	<b>28</b>	<b>35</b>							What is good
	Status	<b>R</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>B</b>	<b>B</b>							Less is better

Ref	PI.1.02	Number of accidental dwelling fires where the fire spread from the item that had first ignited. Fire spread is in relation to heat or flame damage. This does not include smoke damage.
Owner	Response	
Comparison	Previous five year average	
Source	BFRS IRS	

Of the 35 serious ADFs:

- 23 were limited to the room of origin.
- 8 were limited to the floor of origin
- 3 involved more than one floor (this may include roof space)
- 1 resulted in whole building being damaged by fire.

The average attendance time to the incidents listed above was 8:23 (eight minutes and 23 seconds)

**PI.1.03 - ADF Fire-Related Fatalities**

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Prev 5 year	0	0	0.4	0	0.2	0	0.4	0	0	0.2	0	0.2	<b>B</b>
	<b>2023/2024</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>							<b>G</b> 0
	Status	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>							<b>A</b> > 0 a year
														<b>R</b> > 3 a year
Cumulative	Prev 5 year	0	0	0.4	0.4	0.6	0.6	1	1	1	1.2	1.2	1.4	What is good
	<b>2023/2024</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>							Less is better
	Status	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>							

Ref	PI.1.03
Owner	Response
Comparison	Previous five year average
Source	BFRS IRS

Number of fire related fatalities recorded at accidental dwelling fires. In general, 'fire-related deaths' are those that would not have otherwise occurred had there not been a fire.

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**PI.1.04 - ADF Fire Related Serious Injuries**

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Prev 5 year	0	0	0.2	0.4	0.6	0	0	0	0.6	0.8	0	0.4	<b>B</b>
	<b>2023/2024</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>							<b>G</b> < 3 a year
	Status	<b>A</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>							<b>A</b> > 2 a year
														<b>R</b> > 4 a year
Cumulative	Prev 5 year	0	0	0.2	0.6	1.2	1.2	1.2	1.2	1.8	2.6	2.6	3	What is good
	<b>2023/2024</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>							Less is better
	Status	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>							

Ref	PI.1.04
Owner	Response
Comparison	Previous five year average
Source	BFRS IRS

Number of fire related serious injuries recorded at accidental dwelling fires. In general, 'serious injury' can be defined as: at least an overnight stay in hospital as an in-patient.

No serious fire related injuries were recorded at ADFs during Q2.
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**PI.1.05 - Dwelling Fires - Cause Not Known**

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Prev 5 year	1.8	1.6	1.6	0.8	0.6	2.4	1.4	1	1	1.2	0.6	2	<b>B</b> < 1 per month
	<b>2023/2024</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>							<b>G</b> 1-2 per month
	Status	<b>G</b>	<b>G</b>	<b>B</b>	<b>G</b>	<b>G</b>	<b>B</b>							<b>A</b> > 2 per month
Cumulative	Prev 5 year	1.8	3.4	5	5.8	6.4	8.8	10.2	11.2	12.2	13.4	14	16	What is good
	<b>2023/2024</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>5</b>							Less is better
	Status	<b>G</b>	<b>G</b>	<b>B</b>	<b>B</b>	<b>G</b>	<b>B</b>							

Ref	PI.1.05
Owner	Response
Comparison	Previous five year average
Source	BFRS IRS

Number of dwelling fire incidents attended where the cause of the fire was recorded as 'Not Known'.  
 Not known is recorded when there is general uncertainty about the cause or motivation of the fire. 'Not Known' should only be used if absolute necessary.

As mentioned, the number dwelling fires listed with an unknow cause during Q1 and Q2 is at its lowest since incident data was changed in 2009.  
 The service continues to support it's officers in establishing a motive/cause of fire at properties.

**PI.1.06 - Deliberate Dwelling Fires**

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Prev 5 year	1.2	1.4	1.4	2.6	2.8	0.4	2.8	2	1	1.2	1.8	0.6	<b>B</b> < 2 per month
	<b>2023/2024</b>	<b>2</b>	<b>6</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>							<b>G</b> 2 per month
	Status	<b>G</b>	<b>R</b>	<b>A</b>	<b>A</b>	<b>G</b>	<b>B</b>							<b>A</b> > 2 per month
Cumulative	Prev 5 year	1.2	2.6	4	6.6	9.4	9.8	12.6	14.6	15.6	16.8	18.6	19.2	What is good
	<b>2023/2024</b>	<b>2</b>	<b>8</b>	<b>12</b>	<b>15</b>	<b>17</b>	<b>18</b>							Less is better
	Status	<b>G</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>							

Ref	PI.1.06
Owner	Response
Comparison	Previous five year average
Source	BFRS IRS

Number of dwelling fires where the fire was started deliberately by someone other than the owner/occupant.  
 This includes derelict properties - derelict are buildings which are unfit for further use.

PI.1.07 - False Alarms in the Home

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Prev 5 year	91	103	95	116	122	114	120	100	100	89	85	81	<b>B</b> <5%
	<b>2023/2024</b>	<b>95</b>	<b>100</b>	<b>116</b>	<b>139</b>	<b>123</b>	<b>148</b>							<b>G</b> Within 5%
	Status	<b>G</b>	<b>G</b>	<b>R</b>	<b>R</b>	<b>G</b>	<b>R</b>							<b>A</b> >5%
Cumulative	Prev 5 year	91	193	289	405	527	641	761	861	961	1050	1135	1216	<b>R</b> >10%
	<b>2023/2024</b>	<b>95</b>	<b>195</b>	<b>311</b>	<b>450</b>	<b>573</b>	<b>721</b>							What is good
	Status	<b>G</b>	<b>G</b>	<b>A</b>	<b>R</b>	<b>A</b>	<b>R</b>							Monitor

Ref	PI.1.07
Owner	Response
Comparison	Previous five year average
Source	BFRS IRS

Number of incidents attended in dwellings that were recorded as a False Alarm. These could have been fire related or a special service i.e. flooding. However, this does not include where we attended as a co-responder.

In contrast to accidental dwelling fires, false alarms in the home has seen its highest number across Q1 and Q2 since incident data changed in 2009. At the time of incident, crews take the opportunity to educate, engage and where appropriate, provide or replace appropriate equipment, such as smoke detectors.

These interactions prevent callouts to the same address.

	2023/2024	23-24 %
Apparatus - Contaminants	42	5.8%
Apparatus - External Factors	12	1.7%
Apparatus - Human	238	33.0%
Apparatus - Faulty	128	17.8%
Apparatus - Other (incorrect positioning/unsuitable)	26	3.6%
Apparatus - unknown	118	16.4%
Good Intent - Fire	110	15.3%
Good Intent - Special Service	31	4.3%
Malicious	16	2.2%

PI.1.08 - Home Fire Safety Visits

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Target	400	400	400	400	400	400	400	400	400	400	400	<b>B</b> > 10%	
	<b>2023/2024</b>	<b>340</b>	<b>342</b>	<b>457</b>	<b>436</b>	<b>583</b>	<b>408</b>						<b>G</b> Within 10%	
	Status	<b>R</b>	<b>R</b>	<b>B</b>	<b>G</b>	<b>B</b>	<b>G</b>							<b>A</b> < 10%
Cumulative	Target	400	800	1200	1600	2000	2400	2800	3200	3600	4000	4400	4800	<b>R</b> < 20%
	<b>2023/2024</b>	<b>340</b>	<b>682</b>	<b>1139</b>	<b>1575</b>	<b>2158</b>	<b>2566</b>							What is good
	Status	<b>R</b>	<b>R</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>							More is better

Ref	PI.1.08
Owner	Prevention
Comparison	Against Target
Source	BFRS PRMS

Number of Home Fire Safety Visits (HFSVs) completed monthly by operational crews and the Community Safety delivery team. This includes targeted addresses, referrals, post incidents and hot-strikes.

HFSVs were particularly high in August where operational crews were provided with lists of referrals to be contacted as part of a drive to address an administrative backlog.

The reduced number of HFSVs completed in September reflects the impact of targeted work by operational crews being suspended to free capacity for the administration teams to book appointments to resolve the referral backlog. The number of HFSVs actually booked was impacted by staff capacity and the conversion rate from referral to appointment being reduced due to the time from referral receipt to first contact.



**PI.1.09 - Home Fire Safety Visits - Vulnerable**

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Monthly	Target	70%	70%	70%	70%	70%	70%	70%	70%	70%	70%	70%	<b>B</b> > 80%
	<b>2023/2024</b>	<b>90%</b>	<b>99%</b>	<b>92%</b>	<b>88%</b>	<b>93%</b>	<b>90%</b>						<b>G</b> > 70%
	Status	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>						<b>A</b> > 59%
Cumulative	Target	70%	70%	70%	70%	70%	70%	70%	70%	70%	70%	70%	<b>R</b> < 60%
	<b>2023/2024</b>	<b>90%</b>	<b>95%</b>	<b>94%</b>	<b>93%</b>	<b>92%</b>	<b>92%</b>						What is good
	Status	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>						Higher is better

Ref	PI.1.09	Number of Home Fire Safety Visits (HFSVs) completed successfully, where at least one vulnerable person was resident. Vulnerability to fire fatality or fire injury is defined in the prevention strategy but includes; age 65 or over, frailty (mobility), disability, dementia, medical equipment use, alcohol or substance use. These align to the categories identified for Home Office reporting.
Owner	Prevention	
Comparison	Against Target	
Source	BFRS PRMS	

Our focus on targeting the vulnerable remains as our visits increase.

Due to work commenced in Quarter 2 to address a referral backlog, the proportion of HFSVs linked to referrals to targeted HFSVs shifted which had a negative impact on the proportion of recipients who met the vulnerability threshold. This particularly impacted September (& October not yet shown) where targeted HFSVs were placed on hold to release capacity for the referral backlog to be booked into operational calendars.

**PI.2.01 - Non-domestic Property Fires - Accidental**

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Prev 5 year	10	12.8	11.2	13.2	9	9.4	12.2	10.2	9	11.6	8.2	9.8	<b>B</b> < 10%
	<b>2023/2024</b>	<b>14</b>	<b>8</b>	<b>8</b>	<b>10</b>	<b>11</b>	<b>5</b>							<b>G</b> Within 10%
	Status	<b>R</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>R</b>	<b>B</b>							<b>A</b> > 10%
Cumulative	Prev 5 year	10	22.8	34	47.2	56.2	65.6	77.8	88	97	108.6	116.6	126.4	What is good
	<b>2023/2024</b>	<b>14</b>	<b>22</b>	<b>30</b>	<b>40</b>	<b>51</b>	<b>56</b>							Less is better
	Status	<b>R</b>	<b>G</b>	<b>B</b>	<b>B</b>	<b>G</b>	<b>B</b>							

Ref	PI.2.01
Owner	Response
Comparison	Previous five year average
Source	BFRS IRS

Number of fires in non-domestic properties where the cause was recorded as accidental.  
 This excludes derelict properties (unless four or more pumps were needed) and Prisons.

Like ADFs, accidental non-domestic property fires were at their lowest during Q1 & Q2.  
 Like ADFs, the number of non-domestic property fires with a cause listed as not known was also at an all time low (PI.2.03).

**PI.2.02 - Non-domestic Property Fires - Deliberate**

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Prev 5 year	1.8	1.8	1.6	3	2.8	2	2.4	0.6	2.2	2	1.8	3.2	<b>B</b> < 1 per month
	<b>2023/2024</b>	<b>2</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>1</b>							<b>G</b> < 3 per month
	Status	<b>G</b>	<b>G</b>	<b>R</b>	<b>G</b>	<b>G</b>	<b>G</b>							<b>A</b> > 2 per month
Cumulative	Prev 5 year	1.8	3.6	5.2	8.2	11	13	15.4	16	18.2	20.2	22	25.2	What is good
	<b>2023/2024</b>	<b>2</b>	<b>3</b>	<b>8</b>	<b>9</b>	<b>11</b>	<b>12</b>							Less is better
	Status	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>							

Ref	PI.2.02
Owner	Response
Comparison	Previous five year average
Source	BFRS IRS

Number of fires in non-domestic properties where the cause was recorded as deliberate (where the fire was started deliberately by someone other than the owner/occupant).  
 This excludes derelict properties (unless four or more pumps were needed) and Prisons.

**PI.2.03 - Non-domestic Property Fires - Not Known**

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Prev 5 year	2	1.2	1.2	2	2	1.6	1	0.6	0	0.8	0.4	1.2	<b>B</b> < 1 per month
	<b>2023/2024</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>1</b>							<b>G</b> 1-2 per month
	Status	<b>B</b>	<b>G</b>	<b>G</b>	<b>A</b>	<b>B</b>	<b>G</b>							<b>A</b> > 2 per month
Cumulative	Prev 5 year	1.8	3.6	5.2	8.2	11	13	15.4	16	18.2	20.2	22	25.2	<b>R</b> > 4 per month
	<b>2023/2024</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>5</b>	<b>6</b>							What is good
	Status	<b>B</b>	<b>B</b>	<b>B</b>	<b>G</b>	<b>G</b>	<b>G</b>							Less is better

Ref	PI.2.03
Owner	Response
Comparison	Previous five year average
Source	BFRS IRS

Number of fires in non-domestic properties where the cause was recorded as 'Not Known' This excludes derelict properties (unless four or more pumps were needed) and Prisons.  
 Not known is recorded when there is general uncertainty about the cause or motivation of the fire. 'Not Known' should only be used if absolute necessary.

BFRS now forms part of the Thames Valley Fire Investigation Team. This team delivers additional training (including forensic training) to Junior Officers (level 1 fire investigators). Crews also have access to support from Level 2 Fire Investigators should they need it during an incident.  
 This additional training and access to support should help reduce the number of not known causes reported at fires.

**PI.2.04 - Non-domestic Property Fires - Serious**

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Prev 5 year	8.4	7.6	7.4	11.4	6.8	6.4	5.2	5.6	5.8	4.8	6.2	7.2	<b>B</b> < 10%
	<b>2023/2024</b>	<b>7</b>	<b>3</b>	<b>10</b>	<b>10</b>	<b>5</b>	<b>4</b>							<b>G</b> Within 10%
	Status	<b>B</b>	<b>B</b>	<b>R</b>	<b>B</b>	<b>B</b>	<b>B</b>							<b>A</b> > 10%
Cumulative	Prev 5 year	8.4	16	23.4	34.8	41.6	48	53.2	58.8	64.6	69.4	75.6	82.8	<b>R</b> > 20%
	<b>2023/2024</b>	<b>7</b>	<b>10</b>	<b>20</b>	<b>30</b>	<b>35</b>	<b>39</b>							What is good
	Status	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>							Less is better

Ref	PI.2.04
Owner	Response
Comparison	Previous five year average
Source	BFRS IRS

Number of fires in non-domestic properties where the fire spread from the item that first ignited. This excludes derelict properties (unless four or more pumps were needed) and Prisons.  
 Fire spread is in relation to heat or flame damage. This does not include smoke damage.

**PI.2.05 - Non-domestic Property Fires - Fire Related Fatalities**

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Monthly	Prev 5 year	0	0	0	0	0	0	0	0	0	0	0	<b>B</b>
	<b>2023/2024</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>							<b>G</b> 0 per year
	Status	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>						<b>A</b>
													<b>R</b> > 0 per year
Cumulative	Prev 5 year	0	0	0	0	0	0	0	0	0	0	0	What is good
	<b>2023/2024</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>						Less is better
	Status	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>						

Ref	PI.2.05
Owner	Response
Comparison	Previous five year average
Source	BFRS IRS

Number of fire related fatalities recorded at non-domestic property fires. In general, 'fire-related deaths' are those that would not have otherwise occurred had there not been a fire. These numbers exclude incidents in Prisons.

**PI.2.06 - Non-domestic Property Fires - Fire Related Injuries - Serious**

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Monthly	Prev 5 year	0	0.2	0	0.2	0	0	0	0	0	0	0	<b>B</b>
	<b>2023/2024</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>						<b>G</b> < 2 per year
	Status	<b>A</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>						<b>A</b> > 1 per year
													<b>R</b> > 2 per year
Cumulative	Prev 5 year	0	0.2	0.2	0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.4	What is good
	<b>2023/2024</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>						Less is better
	Status	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>						

Ref	PI.2.06
Owner	Response
Comparison	Previous five year average
Source	BFRS IRS

Number of serious fire related injuries recorded at non-domestic property fires. In general, 'serious injury' can be defined as: at least an overnight stay in hospital as an in-patient. These numbers exclude incidents in Prisons.

PI.2.07 - Non-domestic Property False Alarms

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Prev 5 year	112	125	120	143	136	151	157	142	144	134	116	118	<b>B</b> < 10%
	<b>2023/2024</b>	<b>119</b>	<b>114</b>	<b>132</b>	<b>138</b>	<b>164</b>	<b>157</b>							<b>G</b> Within 10%
	Status	<b>G</b>	<b>G</b>	<b>A</b>	<b>G</b>	<b>R</b>	<b>G</b>							<b>A</b> > 10%
Cumulative	Prev 5 year	112	237	357	500	636	787	944	1086	1230	1364	1480	1598	<b>R</b> > 20%
	<b>2023/2024</b>	<b>119</b>	<b>233</b>	<b>365</b>	<b>503</b>	<b>667</b>	<b>824</b>							What is good
	Status	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>							Less is better

Ref	PI.2.07	Number of incidents attended in non-domestic properties that were recorded as a False Alarm. These could have been fire related or a special service i.e. flooding. However, this does not include where we attended as a co-responder. These numbers do not include incidents in Prisons.
Owner	Response	
Comparison	Previous five year average	
Source	BFRS IRS	

The increase in False Alarms in non-domestic properties during August doesn't appear to be related to any specific property type. Residential homes did see an increase from an average of 14 incidents to 27 incidents. However, these were spread out over 23 properties and were also spread across the month.

PI.2.08 - Fire Safety Audits

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Target	20	20	20	20	20	83	83	83	83	83	83	<b>B</b> > 29 Per month	
	<b>2023/2024</b>	<b>33</b>	<b>15</b>	<b>28</b>	<b>24</b>	<b>17</b>	<b>30</b>						<b>G</b> > 19 Per month	
	Status	<b>B</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>A</b>	<b>B</b>						<b>A</b> < 20 Per month	
Cumulative	Target	20	40	60	80	100	120	203	286	369	452	535	618	<b>R</b> < 11 Per month
	<b>2023/2024</b>	<b>33</b>	<b>48</b>	<b>76</b>	<b>100</b>	<b>117</b>	<b>147</b>							What is good
	Status	<b>B</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>							More is better

Ref	PI.2.08	Number of Fire Safety Audits Completed. A fire safety audit is an examination of the premises and relevant documents to ascertain how the premises are being managed with regards to fire safety. Occupants will need to demonstrate to our officers that they have met the duties required by the Fire Safety Order.
Owner	Protection	
Comparison	Target	
Source	PRMS	

The target number of audits identified for the period 2023/24 was achieved during quarter two. However, the service acknowledge the HMICFRS feedback in respect of protection, both in relation to the requirements to have a clearly identified risk based inspection programme and the need to make more effective use of our protection staff.

The new Protection strategy provides the framework for planned activity, with a key focus on high risk targeting. The revised risk based inspection programme (undertaken during Q3) has identified an audit schedule for very high and high risk premise types, which will require a significant increase in planned audit activity. A new in year target of 1000 planned audits will be introduced from Q3. This a stretched target and it is likely that it will take some time to adjust ways of working and re-balance ways of working, so less time is apportioned to demand led interventions.

PI.2.09 - Prison Fires

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	2022/2023	4	5	3	9	10	1	1	10	6	6	9	4	<b>B</b> < 10%
	2023/2024	<b>3</b>	<b>6</b>	<b>10</b>	<b>14</b>	<b>18</b>	<b>23</b>							<b>G</b> Within 10%
	Status	<b>B</b>	<b>A</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>							<b>A</b> > 10%
														<b>R</b> > 20%
Cumulative	2022/2023	4	9	12	21	31	32	33	43	49	55	64	68	What is good
	2023/2024	<b>3</b>	<b>9</b>	<b>19</b>	<b>33</b>	<b>51</b>	<b>74</b>							Less is better
	Status	<b>B</b>	<b>G</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>							

Ref	PI.2.09	Number of fires attended in prisons. All causes i.e. accidental/deliberate were included within these figures. All damage levels are included within these figures.
Owner	Response	
Comparison	Previous year	
Source	BFRS IRS	

The majority of the above incidents continue to be associated with the same location, HMP Woodhill.

Over this quarter, prevention and engagement activity has been undertaken with this site, however, incidents have continued to increase. A review is now underway, including levels of response.

PI.3.01 - Number of RTCs attended

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Prev 5 year	35	38.8	45.8	44.8	44.6	48	50.2	56	48.6	49.8	38.6	35.6	<b>B</b> < 10%
	<b>2023/2024</b>	<b>38</b>	<b>52</b>	<b>54</b>	<b>41</b>	<b>45</b>	<b>44</b>							<b>G</b> Within 10%
	Status	<b>G</b>	<b>R</b>	<b>A</b>	<b>G</b>	<b>G</b>	<b>G</b>							
Cumulative	Prev 5 year	35	73.8	119.6	164.4	209	257	307.2	363.2	411.8	461.6	500.2	535.8	What is good
	<b>2023/2024</b>	<b>38</b>	<b>90</b>	<b>144</b>	<b>185</b>	<b>230</b>	<b>274</b>							Less is better
	Status	<b>G</b>	<b>R</b>	<b>R</b>	<b>A</b>	<b>A</b>	<b>G</b>							

Ref	PI.3.01
Owner	Response
Comparison	Previous five year average
Source	BFRS IRS

Total number of Road Traffic Collisions (RTCs) attended. This includes all RTCs, from those where an extrication was performed to those where BFRS only provided support with scene safety.

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PI.3.02 - RTCs - Fatalities

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Prev 5 year	1.2	1	1.2	0.2	2.6	0.6	0.6	0.6	0.6	1.2	0.6	0.4	<b>B</b> < 1 per month
	<b>2023/2024</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>							<b>G</b> 1 per month
	Status	<b>R</b>	<b>R</b>	<b>G</b>	<b>B</b>	<b>B</b>	<b>G</b>							
Cumulative	Prev 5 year	1	2	3	4	6	7	7	8	9	10	10	11	What is good
	<b>2023/2024</b>	<b>3</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>8</b>							Less is better
	Status	<b>R</b>	<b>R</b>	<b>R</b>	<b>A</b>	<b>A</b>	<b>A</b>							

Ref	PI.3.02
Owner	Response
Comparison	Previous five year average
Source	BFRS IRS

Total number of fatalities recorded at RTCs. It is worth noting that these numbers only reflect where BFRS were requested and attended. It does not represent all RTC related fatalities within Buckinghamshire & Milton Keynes.

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PI.3.03 - RTC Injuries - Serious

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Prev 5 year	5.8	8.2	10.6	5.8	8.2	5.2	6.6	8.4	4.2	8.2	6	5.4	<b>B</b> <10%
	<b>2023/2024</b>	<b>6</b>	<b>17</b>	<b>8</b>	<b>4</b>	<b>7</b>	<b>6</b>							<b>G</b> Within 10%
	Status	<b>G</b>	<b>R</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>A</b>							<b>A</b> >10%
Cumulative	Prev 5 year	6	14	25	30	39	44	50	59	63	71	77	83	What is good
	<b>2023/2024</b>	<b>6</b>	<b>23</b>	<b>31</b>	<b>35</b>	<b>42</b>	<b>48</b>							Less is better
	Status	<b>G</b>	<b>R</b>	<b>R</b>	<b>A</b>	<b>G</b>	<b>G</b>							

Ref	PI.3.03	<p>Total number of serious injuries recorded at RTCs.</p> <p>In general, 'serious injury' can be defined as: at least an overnight stay in hospital as an in-patient.</p> <p>It is worth noting that these numbers only reflect where BFRS were requested and attended.</p>
Owner	Response	
Comparison	Previous five year average	
Source	BFRS IRS	

PI.3.04 - RTCs Injuries - Slight

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Prev 5 year	14.2	18.2	20.2	19.2	19.4	20.6	19.6	22.2	17	22.4	19.4	13.4	<b>B</b> < 10%
	<b>2023/2024</b>	<b>13</b>	<b>25</b>	<b>17</b>	24	29	27							<b>G</b> Within 10%
	Status	<b>G</b>	<b>R</b>	<b>B</b>	<b>R</b>	<b>R</b>	<b>R</b>							<b>A</b> > 10%
Cumulative	Prev 5 year	14	32	53	72	91	112	131	154	171	193	212	226	What is good
	<b>2023/2024</b>	<b>13</b>	<b>38</b>	<b>55</b>	79	108	135							Less is better
	Status	<b>G</b>	<b>A</b>	<b>G</b>	<b>A</b>	<b>A</b>	<b>R</b>							

Ref	PI.3.04	<p>Total number of slight injuries recorded at RTCs in BFRS grounds.</p> <p>In general, 'slight injury' can be defined as: at attending hospital as an outpatient.</p> <p>It is worth noting that these numbers only reflect where BFRS were requested and attended.</p>
Owner	Response	
Comparison	Previous five year average	
Source	BFRS IRS	



**PI.4.01 - Deliberate Secondary Fires (to other's property)**

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Prev 5 year	41	37.6	38.8	56.6	57	40.8	22	19.2	13.2	13.6	19	22.4	<b>B</b> < 10%
	<b>2023/2024</b>	<b>18</b>	<b>35</b>	<b>52</b>	<b>26</b>	<b>38</b>	<b>13</b>							<b>G</b> Within 10%
	Status	<b>B</b>	<b>G</b>	<b>R</b>	<b>B</b>	<b>B</b>	<b>B</b>							<b>A</b> > 10%
Cumulative	Prev 5 year	41	79	117	174	231	272	294	313	326	340	359	381	<b>R</b> > 20%
	<b>2023/2024</b>	<b>18</b>	<b>53</b>	<b>105</b>	<b>131</b>	<b>169</b>	<b>182</b>							What is good
	Status	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>							Less is better

Ref	PI.3.05
Owner	Response
Comparison	Previous five year average
Source	BFRS IRS

Number of secondary fires that were deliberately started by somebody that wasn't the owner. Secondary fires are generally small outdoor fires, not involving people or property. These include refuse fires, grassland fires and fires in derelict buildings or vehicles, unless these fires involved casualties or rescues, or five or more pumping appliances attended.

**PI.4.02 - Deliberate Primary Fires (to other's property)**

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Prev 5 year	13.2	14.2	16.0	20.6	19.0	16.0	12.8	10.4	9.0	10.2	9.2	13.0	<b>B</b> < 10%
	<b>2023/2024</b>	<b>10</b>	<b>14</b>	<b>19</b>	<b>23</b>	<b>17</b>	<b>15</b>							<b>G</b> Within 10%
	Status	<b>B</b>	<b>G</b>	<b>A</b>	<b>A</b>	<b>B</b>	<b>G</b>							<b>A</b> > 10%
Cumulative	Prev 5 year	13.2	27.4	43.4	64.0	83.0	99.0	111.8	122.2	131.2	141.4	150.6	163.6	<b>R</b> > 20%
	<b>2023/2024</b>	<b>10</b>	<b>24</b>	<b>43</b>	<b>66</b>	<b>83</b>	<b>98</b>							What is good
	Status	<b>B</b>	<b>B</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>							Less is better

Ref	PI.3.06
Owner	Response
Comparison	Previous five year average
Source	BFRS IRS

Number of Primary fires that were deliberately started by somebody that wasn't the owner. Primary fires are potentially more serious fires that harm people or cause damage to non-derelict property such as buildings, vehicle or (some) outdoor structures. Prison Fires have been excluded from these numbers.



# RESPONSE

R.1.01 - Total Incidents (exc co-responders)

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Prev 5 year	573	602	604	742	710	638	599	568	566	528	490	503	<b>B</b> < 2.51%
	<b>2023/2024</b>	<b>526</b>	<b>592</b>	<b>678</b>	<b>609</b>	<b>656</b>	<b>647</b>							<b>G</b> Within 2.5%
	Status	<b>B</b>	<b>G</b>	<b>R</b>	<b>B</b>	<b>B</b>	<b>G</b>							<b>A</b> > 2.51%
Cumulative	Prev 5 year	573	1175	1779	2521	3231	3869	4468	5036	5602	6129	6619	7122	<b>R</b> > 10%
	<b>2023/2024</b>	<b>526</b>	<b>1118</b>	<b>1796</b>	<b>2405</b>	<b>3061</b>	<b>3708</b>							What is good
	Status	<b>B</b>	<b>B</b>	<b>G</b>	<b>B</b>	<b>B</b>	<b>B</b>							Monitor

Ref	R.1.01	Total number of incidents attended within Buckinghamshire and Milton Keynes (excluding co-responder incidents).
Owner	Response	
Comparison	Previous five year average	
Source	BFRS IRS	

R.1.02 - Co-Responder Incidents

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Prev 5 year	54	52	55	66	66	67	57	65	76	60	57	58	<b>B</b> < 2.51%
	<b>2023/2024</b>	<b>29</b>	<b>50</b>	<b>60</b>	<b>49</b>	<b>50</b>	<b>43</b>							<b>G</b> Within 2.5%
	Status	<b>B</b>	<b>B</b>	<b>A</b>	<b>B</b>	<b>B</b>	<b>B</b>							<b>A</b> > 2.51%
Cumulative	Prev 5 year	54	105	160	226	292	360	417	482	558	618	675	733	<b>R</b> > 10%
	<b>2023/2024</b>	<b>29</b>	<b>79</b>	<b>139</b>	<b>188</b>	<b>238</b>	<b>281</b>							What is good
	Status	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>							Monitor

Ref	R.1.02	Total number of co-responder incidents attended within Buckinghamshire and Milton Keynes
Owner	Response	
Comparison	Previous five year average	
Source	BFRS IRS	

R.1.03 - Effecting Entry Incidents

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Prev 5 year	18.8	19.4	15	15.4	18.4	17	17.8	19.8	24	18.2	24.8	20.8	<b>B</b> < 10%
	<b>2023/2024</b>	<b>27</b>	<b>28</b>	<b>18</b>	<b>20</b>	<b>22</b>	<b>18</b>							<b>G</b> Within 10%
	Status	<b>R</b>	<b>R</b>	<b>A</b>	<b>R</b>	<b>A</b>	<b>G</b>							<b>A</b> > 10%
Cumulative	Prev 5 year	19	38	53	69	87	104	122	142	166	184	209	229	<b>R</b> > 20%
	<b>2023/2024</b>	<b>27</b>	<b>55</b>	<b>73</b>	<b>93</b>	<b>115</b>	<b>133</b>							What is good
	Status	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>							Monitor

Owner	R.1.03
Lead Member	Response
Comparison	Previous five year average
Source	BFRS IRS

Total number of incidents where BFRS were requested to support South Central Ambulance Service in gaining access to a property or room for a medical emergency.

R.1.04 - Average Attendance Time to all Incidents (exc Co-Res)

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Prev 5 year	08:22	08:25	09:08	08:51	08:54	08:42	08:43	08:42	08:38	08:25	08:17	08:29	<b>B</b> < 10 Sec
	<b>2023/2024</b>	<b>08:48</b>	<b>08:41</b>	<b>09:31</b>	<b>08:44</b>	<b>08:33</b>	<b>09:26</b>							<b>G</b> Within 10 sec
	Status	<b>A</b>	<b>A</b>	<b>A</b>	<b>G</b>	<b>B</b>	<b>R</b>							<b>A</b> > 10 Sec
Cumulative	Prev 5 year	08:22	08:24	08:39	08:42	08:45	08:44	08:44	08:44	08:43	08:42	08:40	08:39	<b>R</b> > 30 seconds
	<b>2023/2024</b>	<b>08:48</b>	<b>08:44</b>	<b>09:02</b>	<b>08:57</b>	<b>08:52</b>	<b>08:58</b>							What is good
	Status	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>G</b>	<b>A</b>							Less is better

Ref	R.1.04
Owner	Response
Comparison	Previous five year average
Source	BFRS IRS

The average attendance time to all incidents (excluding co-responding incidents).  
The average time is the minutes and seconds elapsed from the time the first appliance was assigned to the incident, to the arrival of the first appliance at the incident.

Looking at September’s attendance times, there were seven incidents that took over 29 minutes to attend. The longest attendance time took 52minutes and 25 seconds. This incident was a request by TVP for specific equipment to support with entry into a crime scene. The second longest was call challenged based on flooding and was attended by an officer after the caller was advised that this would be a long response time. The remaining incidents all related to being unable to initially locate the incident based on the callers details, or unable to locate any incident. These are usually RTCs.  
It is also worth noting that September saw pockets of flooding, which can lead to numerous calls in a single station ground.

R.1.05 - Average Attendance Time to ADFs

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Monthly	Prev 5 year	07:42	07:30	07:54	08:22	08:12	08:24	08:20	08:27	07:26	08:26	07:44	08:07
	<b>2023/2024</b>	<b>08:38</b>	<b>08:26</b>	<b>08:03</b>	<b>07:40</b>	<b>07:50</b>	<b>07:14</b>						
	Status	<b>R</b>	<b>R</b>	<b>G</b>	<b>B</b>	<b>B</b>	<b>B</b>						
Cumulative	Prev 5 year	07:42	07:35	07:41	07:50	07:54	07:59	08:02	08:05	08:00	08:03	08:01	08:02
	<b>2023/2024</b>	<b>08:38</b>	<b>08:32</b>	<b>08:24</b>	<b>08:15</b>	<b>08:12</b>	<b>08:05</b>						
	Status	<b>R</b>	<b>R</b>	<b>R</b>	<b>A</b>	<b>A</b>	<b>G</b>						

<b>B</b>	< 10 Sec
<b>G</b>	Within 10 sec
<b>A</b>	> 10 Sec
<b>R</b>	> 30 seconds

What is good
Less is better

Ref	R.1.05
Owner	Response
Comparison	Previous five year average
Source	BFRS IRS

The average attendance time to Accidental Dwelling Fires.  
 The average time is the minutes and seconds elapsed from the time the first appliance was assigned to the incident, to the arrival of the first appliance at the incident.

### R.2.01 - Availability - Wholetime

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Monthly Target	98%	98%	98%	98%	98%	98%	98%	98%	98%	98%	98%	98%
Monthly 2023/2024	92%	90.9%	88.2%	94.3%	95.1%	97.4%						
Monthly Status	R	R	R	R	R	A						
Cumulative Target	98%	98%	98%	98%	98%	98%	98%	98%	98%	98%	98%	98%
Cumulative 2023/2024	92.0%	91.5%	90.4%	91.4%	92.1%	93.0%						
Cumulative Status	R	R	R	R	R	R						

<b>B</b>	99% - 99.9%
<b>G</b>	98% - 98.9%
<b>A</b>	96% - 97.9%
<b>R</b>	<96%

What is good
Higher is better

Ref	R.2.01
Owner	Response
Comparison	Target
Source	TVFC Vision

The availability of BFRS pumps to respond to incidents. This measure reflects when pumps are “on the run”. With this in mind, should an appliance be at an incident, it would still be recorded as being available.  
Reasons for an appliance being “off the run” include, crew/skill deficient, vehicle defects and decontamination.

Availability continues to improve inline with firefighter numbers.  
The continuing challenge is ensuring the skillsets are available and maintained to ensure maximum wholetime appliance availability.

### R.2.02 - Availability On-Call

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Monthly Target	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%
Monthly 2023/2024	9.7%	7.1%	7.6%	9.0%	6.8%	7.6%						
Monthly Status	R	R	R	R	R	R						
Cumulative Target	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%
Cumulative 2023/2024	9.7%	8.4%	8.1%	8.3%	8.0%	8.0%						
Cumulative Status	R	R	R	R	R	R						

<b>B</b>	>55%
<b>G</b>	>29%
<b>A</b>	> 16%
<b>R</b>	< 17%

What is good
Higher is better

Ref	R.2.02
Owner	Response
Comparison	Target
Source	TVFC Vision

The availability of BFRS pumps to respond to incidents. This measure reflects when pumps are “on the run”. With this in mind, should an appliance be at an incident, it would still be recorded as being available.  
Reasons for an appliance being “off the run” include, crew deficient, vehicle defects and decontamination.

On-call recruitment continues alongside the CRMP Resource Review.  
The latest campaign has resulted in 14 new on-call recruits that are currently awaiting training.  
A large challenge to keeping on-call appliances on the run is the need for certain skills such as driving and incident command.  
In-line with CRMP recommendations, any future recruitment campaigns will be targeted as appropriate.

R.2.03 - Wholetime - Response Model

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Day	Target	11	11	11	11	11	11	11	11	11	11	11	<b>B</b>	> 11
	2023/2024	10.8	10.7	10.5	11.2	11.0	11.3						<b>G</b>	> 10
	Status	A	A	A	G	G	G						<b>A</b>	> 10
Night	Target	11	11	11	11	11	11	11	11	11	11	11	<b>R</b>	< 10
	2023/2024	11.4	11.3	10.9	11.7	11.5	11.7							
	Status	G	G	A	G	G	G							

What is good
Higher is better

Ref	R.2.03
Owner	Response
Comparison	Target
Source	BFRS Fire Service Rota

The average number of Whole Time pumps available at the beginning of each shift, broken down my day shift and night shift.

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R.2.04 - On-Call - Response Model

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Day	Prev 5 year	3	3	3	3	3	3	3	3	3	3	3	<b>B</b>	> 5
	2023/2024	0.7	0.5	0.6	0.8	0.7	0.6	0.3					<b>G</b>	> 3
	Status	R	R	R	R	R	R	R					<b>A</b>	< 3
Night	Prev 5 year	3	3	3	3	3	3	3	3	3	3	3	<b>R</b>	< 2
	2023/2024	1.1	0.7	1.0	0.9	0.4	0.5	0.7						
	Status	R	R	R	R	R	R	R						

What is good
Higher is better

Ref	R.2.04
Owner	Response
Comparison	Previous five year average
Source	BFRS IRS

The average number of On-Call pumps available at the beginning of each shift, broken down my day shift and night shift.

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R.2.05 - OTB Mobilisations into BFRS Grounds

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Prev 5 year	118	132	134	226	189	144	143	125	131	110	94	103	<b>B</b> < 10%
	<b>2023/2024</b>	<b>166</b>	<b>137</b>	<b>206</b>	<b>160</b>	<b>164</b>	<b>158</b>							<b>G</b> Within 10%
	Status	<b>R</b>	<b>G</b>	<b>R</b>	<b>B</b>	<b>B</b>	<b>G</b>							<b>A</b> > 10%
Cumulative	Prev 5 year	118	251	384	610	799	943	1086	1212	1342	1453	1547	1649	<b>R</b> > 20%
	<b>2023/2024</b>	<b>166</b>	<b>303</b>	<b>509</b>	<b>669</b>	<b>833</b>	<b>991</b>							What is good
	Status	<b>R</b>	<b>R</b>	<b>R</b>	<b>G</b>	<b>G</b>	<b>G</b>							Less is better

Ref	R.2.05	Number of mobilisations of appliance from Over The Border (OTB) into BFRS grounds
Owner	Response	
Comparison	Previous five year average	
Source	BFRS IRS	

R.2.06 - OTB Mobilisations out of BFRS Grounds

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Prev 5 year	45	50	47	69	65	42	51	33	50	39	31	33	<b>B</b> < 10%
	<b>2023/2024</b>	<b>41</b>	<b>49</b>	<b>43</b>	<b>53</b>	<b>47</b>	<b>47</b>							<b>G</b> Within 10%
	Status	<b>G</b>	<b>G</b>	<b>G</b>	<b>B</b>	<b>B</b>	<b>B</b>							<b>A</b> > 10%
Cumulative	Prev 5 year	45	94	141	210	275	317	368	401	541	490	521	554	<b>R</b> > 20%
	<b>2023/2024</b>	<b>41</b>	<b>90</b>	<b>133</b>	<b>186</b>	<b>233</b>	<b>250</b>							What is good
	Status	<b>G</b>	<b>G</b>	<b>G</b>	<b>B</b>	<b>B</b>	<b>B</b>							Within range is better

Ref	R.2.05	Number of mobilisations of appliance from BFRS into Over The Border (OTB) grounds.
Owner	Response	
Comparison	Previous five year average	
Source	BFRS IRS	

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### R.3.01 - Maintenance of Competencies

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Target	24%	48%	72%	96%
<b>2023/2024</b>	<b>38%</b>	<b>59%</b>		
Status	<b>B</b>	<b>B</b>		

<b>B</b>	> 5%
<b>G</b>	Within 5%
<b>A</b>	< 5%
<b>R</b>	< 10%

What is good
Higher is better

Ref	R3.01
Owner	Response
Comparison	Target
Source	BFRS IRS

Progress against maintenance of competencies completed by wholetime firefighters and junior officers.

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### R.3.02 - Hydrant Availability

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Target	500	500	500	500	500	500	500	500	500	500	500	500
<b>2023/2024</b>												
Status												
Target	500	1000	1500	2000	2500	3000	3500	4000	4500	5000	5500	6000
<b>2023/2024</b>												
Status												

<b>B</b>	< 10%
<b>G</b>	Within 10%
<b>A</b>	> 10%
<b>R</b>	> 20%

What is good
Higher is better

Ref	R.3.02
Owner	Water Officer
Comparison	Target
Source	Hydra

The number of Hydrants serviced each month.  
 Our water officers maintain hydrants located in Buckinghamshire and Milton Keynes to ensure crews have appropriate access to water when responding to an emergency.  
 The target ensures that all hydrants are serviced within a two year period.

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R.3.03 - High Risk Site Information

Level 4

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Target	90%	90%	90%	90%	90%	90%	90%	90%	90%	90%	90%	90%
<b>2023/2024</b>	<b>81%</b>	<b>89%</b>	<b>89%</b>	<b>89%</b>	<b>89%</b>	<b>88%</b>						
Status	<b>A</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>						
Prev 5 year	75%	75%	75%	75%	75%	75%	75%	75%	75%	75%	75%	75%
<b>2023/2024</b>	<b>73%</b>	<b>73%</b>	<b>74%</b>	<b>73%</b>	<b>73%</b>	<b>74%</b>						
Status	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>						

<b>B</b>	> 5%
<b>G</b>	Within 5%
<b>A</b>	> 5%
<b>R</b>	> 10%

Level 3

What is good
Higher is better

Ref	R.3.03
Owner	Response
Comparison	Target
Source	BFRS SSRI

Site Specific Risk Information (SSRI) for high-risk sites is updated in accordance with the current risk review process.  
 The level of detail obtained is relevant to the level of risk at each site.  
 Site visits to maintain records and training is dependent on both crew and business cooperation and availability.

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**A GREAT PLACE  
TO WORK**

GP.1.01 - Actual vs Establishment - Wholetime

		Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Monthly	Target	300	300	300	300	300	300	300	300	300	300	300	300	<b>B</b> >100%
	<b>2023/2024</b>	<b>288</b>	<b>288</b>	<b>285</b>	<b>292</b>	<b>293</b>	<b>298</b>							<b>G</b> > 94.9%
	Status	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>							<b>A</b> < 95%
														<b>R</b> < 90%
Average YTD	Target	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	What is good
	<b>2023/2024</b>	<b>96%</b>	<b>96%</b>	<b>96%</b>	<b>96%</b>	<b>96%</b>	<b>97%</b>							Higher is better
	Status	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>							

Ref	GP.1.01
Owner	HR
Comparison	Target
Source	iTrent

Total number of people in Wholetime roles v's budgeted establishment

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GP.1.02 - Actual vs Establishment - On-Call

		Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Monthly	Target	96	96	96	96	96	96	96	96	96	96	96	96	<b>B</b> > 95%
	<b>2023/2024</b>	<b>65.8</b>	<b>65.4</b>	<b>61.4</b>	<b>60.4</b>	<b>61.3</b>	<b>59.9</b>							<b>G</b> > 89.9%
	Status	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>							<b>A</b> < 90%
														<b>R</b> < 85%
Average YTD	Target	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	What is good
	<b>2023/2024</b>	<b>68.5%</b>	<b>68.4%</b>	<b>66.9%</b>	<b>65.9%</b>	<b>65.5%</b>	<b>65.0%</b>							Higher is better
	Status	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>							

Ref	GP.1.02
Owner	HR
Comparison	Target
Source	iTrent

Total number of people in On-Call roles v's budgeted establishment (FTE).

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GP.1.03 - Actual vs Establishment - Support

		Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Monthly	Target	133	133	133	133	133	133	133	133	133	133	133	133	<b>B</b> >100%
	<b>2023/2024</b>	<b>126</b>	<b>126</b>	<b>125</b>	<b>123</b>	<b>127</b>	<b>125</b>							<b>G</b> > 94.9%
	Status	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>G</b>	<b>A</b>							<b>A</b> < 95%
														<b>R</b> < 90%
Average	Target	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	What is good
	<b>2023/2024</b>	<b>94.7%</b>	<b>94.7%</b>	<b>94.5%</b>	<b>94.0%</b>	<b>94.3%</b>	<b>94.2%</b>							Higher is better
	Status	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>							

Ref	GP.1.03	Total number of people in Support roles v's budgeted establishment.
Owner	HR	
Comparison	Target	
Source	iTrent	

All but one vacancy is currently being recruited for, one of which is proving more challenging than others. The one vacancy that is not currently being recruited for is due to a job/role evaluation.

GP.1.04 - Staff Turnover

		Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Monthly	Prev 5 year	< 1%	< 1%	< 1%	< 1%	< 1%	< 1%	< 1%	< 1%	< 1%	< 1%	< 1%	< 1%	<b>B</b>
	<b>2023/2024</b>	<b>0.6%</b>	<b>3%</b>	<b>1.5%</b>	<b>0.2%</b>	<b>0.8%</b>	<b>1%</b>							<b>G</b> < 1%
	Status	<b>G</b>	<b>R</b>	<b>A</b>	<b>G</b>	<b>G</b>	<b>A</b>							<b>A</b> < 2%
														<b>R</b> > 1.9%
Average	Prev 5 year	< 1%	< 1%	< 1%	< 1%	< 1%	< 1%	< 1%	< 1%	< 1%	< 1%	< 1%	< 1%	What is good
	<b>2023/2024</b>	<b>0.6%</b>	<b>1.8%</b>	<b>1.7%</b>	<b>1.3%</b>	<b>1.2%</b>	<b>1.2%</b>							Less is better
	Status	<b>G</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>							

Ref	GP.1.04	Percentage of employees who leave the Service, expressed as a percentage of the total workforce.
Owner	HR	
Comparison	Target	
Source	iTrent	

GP.1.05 - Absence

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Wholetime	226	226	226	226	226	226	226	226	226	226	226	226	<b>B</b> < 20%
Target	226	226	226	226	226	226	226	226	226	226	226	226	<b>G</b> < 0%
2023/2024	75.5	147	147.5	187.5	141.5	237.5							<b>A</b> > 0%
Status	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>A</b>							<b>R</b> > 10%
Support	103	103	103	103	103	103	103	103	103	103	103	103	What is good
Target	103	103	103	103	103	103	103	103	103	103	103	103	Less is better
2023/2024	81.2	81.4	71	23	70	49							
Status	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>							

Ref	GP.1.05
Owner	HR
Comparison	Target
Source	iTrent

The number of working days (shifts) lost per month due to sickness. This covers short and long term sickness.  
 The target within the measure is based on the sector average in 2019/2020, as detailed within the National Fire and Rescue Service Sickness Absence Report. The 2019/2020 report was used as not to reflect the impact of Covid 19.

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GP.1.06 - Employee Assistance Programme

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Monthly	13.7	19.7	14.3	7.3	18.0	51.7	31.7	27.7	18.7	21.0	13.3	8.7	<b>B</b>
Prev 3 year	13.7	19.7	14.3	7.3	18.0	51.7	31.7	27.7	18.7	21.0	13.3	8.7	<b>G</b> Within 50%
2023/2024	11	23	42										<b>A</b> > 50% difference
Status	<b>G</b>	<b>G</b>	<b>A</b>										<b>R</b>
Cumulative	13.7	33.3	47.7	55.0	73.0	124.7	156.3	184.0	202.7	223.7	237.0	245.7	What is good
Prev 3 year	13.7	33.3	47.7	55.0	73.0	124.7	156.3	184.0	202.7	223.7	237.0	245.7	Monitor
2023/2024	11	34	76										
Status	<b>G</b>	<b>G</b>	<b>A</b>										

Ref	GP.1.06
Owner	HR
Comparison	Previous three years
Source	Health Assured

The number of times our Employee Assistance Programme (EAP) has been contacted via phone or online.

*Awaiting figures from 3rd party*													
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### GP.1.07 - Employment Engagement

	2017	2020	2022	
Target	65%	65%	65%	65%
Actual	<b>21%</b>	<b>32%</b>	<b>24%</b>	
Status	<b>R</b>	<b>R</b>	<b>R</b>	

<b>B</b>	> 65%
<b>G</b>	55-65%
<b>A</b>	45-55%
<b>R</b>	< 45%

What is good
Higher is better

Ref	GP.1.07
Owner	HR
Comparison	Target
Source	Supplier of Staff Survey

Most Effective employees are both highly engaged and enabled.

Culture Survey supplier tender specification written, and procurement process started. Supplier evaluation to take place in October with the contract awarded shortly after.

The Employee engagement group continues to look at other activities including a review of the People Awards that took place in June.

### GP.1.08 - Appraisal & Objectives Completion

	Q1	Q2	Q3	Q4
Target	75%	95%	95%	95%
<b>2023/2024</b>	<b>58%</b>	<b>63%</b>		
Status	<b>A</b>	<b>R</b>		
Target	75%	95%	95%	95%
<b>2023/2024</b>	<b>47%</b>	<b>66%</b>		
Status	<b>R</b>	<b>R</b>		

<b>B</b>	>95%
<b>G</b>	Within 10%
<b>A</b>	< 10% of target
<b>R</b>	< 20% of target

What is good
Higher is better

Ref	GP.1.08
Owner	Learning & Development
Comparison	Target
Source	iTrent

The percentage of all staff that have received their 2022/2023 end of year review and their 2023/2024 objectives.

Throughout this year, face to face and virtual training sessions were held for anyone learn more about the appraisal process. These sessions encouraged discussion around the barriers to appraisal completion and gave guidance on how to carry out effective appraisals and talked about how to facilitate an appraisal discussion.

During the month of November, SMT are supporting the OD Team with a drive for all outstanding appraisals to be completed. Regular appraisals are essential to improving staff engagement and providing clear direction and expectation in the form of objectives . They are also an opportunity for all employees to discuss career development, and this is why appraisal completion is one of our key organisational performance measures. Reports sent will be up to date as of Monday 30 October and will then be run again on the 1 December to see that all outstanding appraisals have been completed.

We continue to engage with employees to break down the barriers to completion and to educate on the appraisal process and its benefits to employees and the organisation.



GP.1.09 - Mandatory E-Learning Completed

Wholetime

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Target	10%	20%	30%	40%	50%	60%	70%	80%	90%			
2023/2024	16%	29%	33%	38%	43%	52%						
Status	G	G	G	G	G	G						

<b>B</b>	
<b>G</b>	Within 10%
<b>A</b>	< 10 %
<b>R</b>	< 20 %

Support

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Prev 5 year	10%	20%	30%	40%	50%	60%	70%	80%	90%			
2023/2024	12%	23%	30%	37%	43%	45%						
Status	G	G	G	G	G	A						

What is good
Higher is better

Ref	GP.1.09
Owner	Learning & Development
Comparison	Target
Source	BFRS IRS

All BFRS staff are required to complete a number of mandatory e-learning packages every year. These packages cover three main subjects across Health & Safety, Equality Diversity & Inclusion and Data Protection. Within the subjects, there are packages such as Safety Event Reporting, ED&I in the Workplace and Responsible for Information.

Mandatory E-Learning packages are required to be completed by all staff on an annual basis. Subjects include but are not limited to; Health & Safety, Equality Diversity & Inclusion and Data Protection. These mandatory packages do not include the Operational requirements for Maintenance of Competence, which is reportedly on separately. All managers within the organisation have access to a manager progress report within the Hub of Education and Training (HEAT) system, which details their direct reports and which packages have not been completed. To provide more emphasis on the need for completing these, the Organisational Development Team will start providing managers with quarterly reports to allow them to take the necessary action.

GP.1.10 - Grievance & Disciplines

Grievances

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2022/2023	0	1	0	3	1	4	3	0	1	1	0	0
2023/2024	0	0	0	4	1	0						
Status	G	G	G	R	G	G						

<b>B</b>	
<b>G</b>	< 2 per month
<b>A</b>	2 per month
<b>R</b>	> 2 per month

Disciplines

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2022/2023	0	0	0	0	0	0	0	0	4	4	1	1
2023/2024	1	2	1	2	0	1						
Status	G	A	G	A	G	G						

What is good
Monitor

Ref	GP.1.10
Owner	HR
Comparison	Target
Source	HR

The number of new grievances and disciplines recorded each month. Figures include both informal and formal grievances. Where an informal grievance is escalated to being a formal grievance, this will be counted twice.

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GP.2.01 - Injury Rate

Quarterly

	Q1	Q2	Q3	Q4
Prev 3 year	19.0	15.6	22.6	25.8
<b>2023/2024</b>	<b>18.67</b>	<b>12.0</b>		
Status	<b>G</b>	<b>B</b>		

<b>B</b>	< 15
<b>G</b>	< 23
<b>A</b>	> 22
<b>R</b>	> 30

What is good
Less is better

Ref	GP.2.01
Owner	Health & Safety
Comparison	Previous three year average
Source	H&S Reporting System

The injury rate give the number of people injured over a quarter based on a group of 1,000 employees or workers.

Injury rates are inline with usual outcomes, both local and national.

GP.2.02 - Workplace injuries

Quarterly

	Q1	Q2	Q3	Q4
Prev 3 year	9.0	7.3	10.7	12.3
<b>2023/2024</b>	<b>9</b>	<b>6</b>		
Status	<b>G</b>	<b>G</b>		

<b>B</b>	< 5 per qtr
<b>G</b>	< 11 per qtr
<b>A</b>	> 10 per qtr
<b>R</b>	> 15 per qtr

Cumulative

Prev 3 year	9.0	16.3	27.0	39.3
<b>2023/2024</b>	<b>9</b>	<b>15</b>		
Status	<b>G</b>	<b>G</b>		

What is good
Less is better

Ref	GP.2.02
Owner	Health & Safety
Comparison	Previous three year average
Source	H&S Reporting System

The number of workplace injuries reported across the Service. This includes operational staff, support staff, agency and visitors.

Of the six workplace injuries, three were minor and three were moderate.  
 The moderate injuries were recorded at the following:  
 One during an incident (while moving heavy goods). One during driver training and the last was recorded at a fire investigation (involving a sharp object).  
 At the time of writing this report, the investigations were still ongoing, with actions yet to be agreed.

GP.2.03 - Near Miss Events Recorded

	Q1	Q2	Q3	Q4
Quarterly Prev 3 year	12.3	9.7	7.3	9.3
<b>2023/2024</b>	<b>13</b>	<b>8</b>		
Status	<b>A</b>	<b>G</b>		
Cumulative				
Prev 3 year	12.3	22.0	29.3	38.7
<b>2023/2024</b>	<b>13</b>	<b>21</b>		
Status	<b>A</b>	<b>G</b>		

<b>B</b>	< 5 per qtr
<b>G</b>	< 11 per qtr
<b>A</b>	> 10 per qtr
<b>R</b>	> 15 per qtr

What is good
Monitor

Ref	GP.2.03
Owner	Health & Safety
Comparison	Previous three year average
Source	H&S Reporting System

Number of near miss events recorded across the Service.  
 A near miss is where a safety event (an accident or incident) occurs, but no personal injury, damage or financial loss results.

Five near miss events were recorded as minor, the remaining three were recorded as moderate.  
 The moderate near misses were recorded as\*\*\*\*\*

GP.2.04 - Vehicle Incidents

	Q1	Q2	Q3	Q4
Quarterly Prev 3 year	9.7	8.3	10.0	12.3
<b>2023/2024</b>	<b>20</b>	<b>15</b>		
Status	<b>R</b>	<b>R</b>		
Cumulative				
Prev 3 year	9.7	18.0	28.0	40.3
<b>2023/2024</b>	<b>20</b>	<b>35</b>		
Status	<b>R</b>	<b>R</b>		

<b>B</b>	< 7 per qtr
<b>G</b>	< 13 per qtr
<b>A</b>	> 12 per qtr
<b>R</b>	> 15 per qtr

What is good
Less is better

Ref	GP.2.04
Owner	Health & Safety
Comparison	Previous three year average
Source	H&S Reporting System

Number of reported vehicle incidents involving BFRS vehicles. These numbers include third party liability and all levels of damage.

9 minor, 5 moderate & 1 Major  
 The one major involved an overturned water tanker while training on public roads. A list of actions have been identified following a thorough investigation.  
 The five moderate incidents included, one vehicle failure (warning lights) during training. One was a collision in which a member of the public's car collided with back of the appliance (RTC). One involved an HGV clipping an out-rig light on a trailer light bar. One involved a jockey wheel that detached from its housing during transport. The final incident involved a trailer bar dropping and causing damage to other equipment.

GP.2.05 - RIDDOR reportable Injuries

	Q1	Q2	Q3	Q4
Quarterly Prev 3 year	2.0	0.7	1.0	3.7
Quarterly <b>2023/2024</b>	<b>3</b>	<b>0</b>		
Quarterly Status	<b>A</b>	<b>G</b>		
Cumulative				
Cumulative Prev 3 year	2.0	2.7	3.7	7.3
Cumulative <b>2023/2024</b>	<b>3</b>	<b>3</b>		
Cumulative Status	<b>A</b>	<b>A</b>		

<b>B</b>	
<b>G</b>	< 1 per qtr
<b>A</b>	=> 1 per qtr
<b>R</b>	=> 3 per qtr

What is good
Less is better

Ref	GP.2.05
Owner	Health & Safety
Comparison	Previous three year average
Source	H&S Reporting System

Number of staff who suffered RIDDOR reportable injuries at work. RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable injuries are generally considered to be serious injuries to staff and visitors. The definition of RIDDOR injuries can be found on HSE's website.

GP.2.06 - Attacks on Members of Staff

	Q1	Q2	Q3	Q4
Quarterly Prev 3 year	0.7	0.3	1.0	1.3
Quarterly <b>2023/2024</b>	<b>2</b>	<b>1</b>		
Quarterly Status	<b>A</b>	<b>A</b>		
Cumulative				
Cumulative Prev 3 year	0.7	1.0	2.0	3.3
Cumulative <b>2023/2024</b>	<b>2</b>	<b>3</b>		
Cumulative Status	<b>A</b>	<b>A</b>		

<b>B</b>	
<b>G</b>	< 1 per qtr
<b>A</b>	=> 1 per qtr
<b>R</b>	=> 3 per qtr

What is good
Less is better

Ref	GP.2.06
Owner	Health & Safety
Comparison	Previous three year average
Source	H&S Reporting System

Number of incidents in which there was a verbal or physical attack on a member of staff. An incident is recorded if the attack was within the employees working hours, or during work related travel. These figures would also include attacks on visitors while on site.

Verbal abuse during phone call in relation to fire safety

GP.2.07 - Equipment Damage

		Q1	Q2	Q3	Q4
Quarterly	Prev 3 year	10.7	15.3	9.7	12.7
	<b>2023/2024</b>	<b>20</b>	<b>16</b>		
	Status	<b>A</b>	<b>A</b>		
Cumulative	Prev 3 year	10.7	26.0	35.7	48.3
	<b>2023/2024</b>	<b>20</b>	<b>36</b>		
	Status	<b>A</b>	<b>A</b>		

<b>B</b>	< 5 per qtr
<b>G</b>	< 15 per qtr
<b>A</b>	> 14 per qtr
<b>R</b>	> 20 per qtr

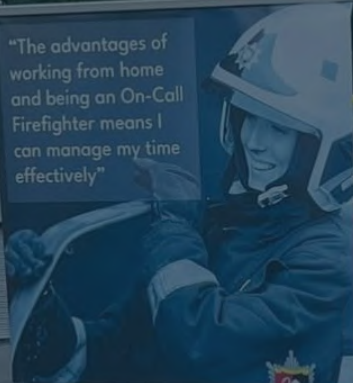
What is good
Less is better

Ref	GP.2.07
Owner	Health & Safety
Comparison	Previous three year average
Source	H&S Reporting System

Number of reported incidents where an item of equipment was damaged. This includes everything from office equipment to demountable equipment on operational appliances. Please note, this does not include damage to vehicles or premises.

14 minor, 2 moderate  
 One moderate was recorded at a drill in which cabling for the BA board was damaged from the heat. The second also involved a charging cable for a BA board, in which parts of the housing cable were found to have broken off. These were not at the same location.

"The advantages of working from home and being an On-Call Firefighter means I can manage my time effectively"



### What are On-Call Firefighters?

An On-Call Firefighter is someone employed by a fire and rescue service who is paid to be 'on call' to respond to a range of emergencies and to engage with their community.

They have everyday lives and jobs, until their alerter sounds - then they become professional firefighters.

### What's in it for you?

- Great way of meeting new people.
- Retainer fee, plus hourly rate when you attend incidents.
- Learn new skills such as firefighting, wearing breathing apparatus, working at heights.
- Opportunities to achieve qualifications in other transferable skills, such as leadership and management, large goods vehicle driving, first aid, trauma care and health and safety.

[bucksfire.gov.uk/on-call-firefighter](http://bucksfire.gov.uk/on-call-firefighter)

MAISONVILLE



**Buckinghamshire**  
FIRE & RESCUE SERVICE  
*We care for you*

# PUBLIC VALUE

PV.1.01 - Forecast - Outturn (£000's)

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Target	36,450	36,450	36,450	36,450	36,450	36,450							<b>B</b>	Within 0.5%
													<b>G</b>	Within 1.0%
Forecast	36,450	35,938	35,772	35,749	36,109	36,131							<b>A</b>	Within 2.0%
% Difference	0	-1.4%	-1.9%	-1.9%	-0.9%	-0.9%							<b>R</b>	> 2% difference
Status	B	A	A	A	G	G								

What is good
Closer to Target

Ref	PV.1.01
Owner	Finance
Comparison	Target
Source	BFRS IRS

The financial measure compares the approved revenue budget (target) against the forecast revenue outturn position (forecast). Negative % difference indicates an underspend whereas positive % difference indicating an overspend.

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PV.1.02 - Bank Shift Cost (£)

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
Monthly	Prev 3 year	105K	95K	99K	104K	114K	114K	130K	120K	101K	59K	77K	82K	<b>B</b>	
	2023/2024	105k	101k	92K	90K	113K	89K							<b>G</b>	< 0%
	Status	A	A	G	G	G	G							<b>A</b>	> 0%
Cumulative	Prev 3 year	105K	200K	299K	403K	517K	631K	761K	881K	982K	1041K	1118K	1200K	<b>R</b>	> 10%
	2023/2024	105k	206k	298K	388K	502K	591K								
	Status	A	A	G	G	G	G								

What is good
Less is better

Ref	PV.1.02
Owner	Response
Comparison	Previous three year average
Source	BFRS Accounts

The total cost of Bank shifts. Bank shifts are paid to cover shortfall in operational staff or skills at wholetime and day crewed stations.

--	--	--	--	--	--	--	--	--	--	--	--	--	--

PV.1.03 - Fraud

Annual

	17/18	18/19	19/20	20/21	21/22	22/23
Target	0	0	0	0	0	0
<b>2023/2024</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Status	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>

<b>B</b>	
<b>G</b>	0
<b>A</b>	
<b>R</b>	> 0

What is good
Less is better

Ref	PV.1.03
Owner	Finance
Comparison	Target
Source	BFRS Accounts

The number of confirmed cases of fraud.



PV.2.01 - Reportable Data Breaches

Annual		17/18	18/19	19/20	20/21	21/22	22/23	23/24
	Target	0	0	0	0	0	0	0
	<b>2023/2024</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Status	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>

<b>B</b>	
<b>G</b>	0
<b>A</b>	
<b>R</b>	> 0

What is good  
Less is better

Ref	PV.1.03
Owner	Legal & Governance
Comparison	Target
Source	

A data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. A reportable data breach is one that triggers a requirement for notification to the Information Commissioner’s Office (ICO) where a breach is likely to result in a significant risk to an individual to whom the data relates.

--

PV.2.02 - FOIs Responded to Within Timescales

Monthly		Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
		-	-	-	-	-	-	-	-	-	-	-	-
	No of FOIs	9	6	7	10	10	5						
		-	-	-	-	-	-	-	-	-	-	-	-
	Target	0	0	0	0	0	0	0	0	0	0	0	0
	Not in time-scales	1	2	0	1	1	0						
Status	<b>A</b>	<b>R</b>	<b>G</b>	<b>A</b>	<b>A</b>	<b>G</b>							

<b>B</b>	
<b>G</b>	0
<b>A</b>	1
<b>R</b>	> 1

What is good  
Lower is better

Ref	PV.2.02
Owner	Legal & Governance
Comparison	Target
Source	Legal & Governance

The number of Freedom of Information (FOI) requests responded to within the statutory timescales.  
The FOI Act requires that a response to an FOI request be provided within 20 working days from receipt.

The FOI in July was 4 days late and the Requestor required a list of invoices that were not paid within 30 days for the last 6 financial years which would feed into the Regulation 113 Notice you are required to publish each year as part of your obligations under The Public Contracts Regulations 2015.

The FOI in August was 1 day late, the Requestor required The Fire Safety (England) Regulations 2022, came into force on 23 January 2023. Since its implementation, how many up-to-date electronic building plans and information on the design and materials of external walls have you received in relation to high rise buildings in your jurisdiction? How many up-to-date electronic building plans and information on the design and materials of the external wall did you receive in relation to high rise buildings in your jurisdiction in 2022?

PV.3.01 - Compliments and Complaints

Compliments

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	-	-	-	-	-	-	-	-	-	-	-	-
<b>2023/2024</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>						
Status	-	-	-	-	-	-	-	-	-	-	-	-

<b>B</b>	0
<b>G</b>	1
<b>A</b>	> 1
<b>R</b>	> 2

Complaints

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	-	-	-	-	-	-	-	-	-	-	-	-
<b>2023/2024</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>						
Status	<b>G</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>B</b>	<b>B</b>						

What is good
Monitor

Ref	PV.3.01
Owner	Legal & Governance
Comparison	Monitor
Source	

Number of compliments and complaints received each month.  
This does not identify if the complaints were upheld.

--

PV.3.02 - Social Media - Engagement (000's)

Monthly

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2022/2023	23.5	3.1	3.6	39.1	12.3	4.7	2.9	3.7	11.7	10.5	15.0	34.8
<b>2023/2024</b>	<b>14.1</b>	<b>13.5</b>	<b>19.9</b>	<b>16.0</b>	<b>18.9</b>	<b>16.7</b>						
Status	<b>R</b>	<b>B</b>	<b>B</b>	<b>R</b>	<b>B</b>	<b>B</b>						

<b>B</b>	> 10%
<b>G</b>	Within 10%
<b>A</b>	< 10%
<b>R</b>	< 20%

Cumulative

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2022/2023	25.5	26.7	30.3	69.4	81.7	86.3	89.2	92.9	104.6	115.1	130.2	165.0
<b>2023/2024</b>	<b>14.1</b>	<b>27.6</b>	<b>47.5</b>	<b>63.6</b>	<b>82.5</b>	<b>99.2</b>						
Status	<b>R</b>	<b>G</b>	<b>B</b>	<b>G</b>	<b>G</b>	<b>B</b>						

What is good
Higher is better

Ref	PV.3.02
Owner	MarComms
Comparison	Previous year
Source	Social Media Platforms

Total number of unique engagements with our social media content across Facebook, Instagram, Twitter and LinkedIn.

--

PV.3.03 - Website Visits (000's)

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Monthly	Prev 5 year	13.7	12.5	15.7	21.2	16.8	14.5							<b>B</b> > 10%
	<b>2023/2024</b>	<b>13.2</b>	<b>13.4</b>	<b>17.6</b>	<b>14.5</b>	<b>15.9</b>	<b>16.6</b>							<b>G</b> Within 10%
	Status	<b>G</b>	<b>G</b>	<b>B</b>	<b>R</b>	<b>G</b>	<b>B</b>							<b>A</b> < 10%
														<b>R</b> < 20%
Cumulative	Prev 5 year	13.7	26.1	41.9	63.1	79.9	94.4							What is good
	<b>2023/2024</b>	<b>13.2</b>	<b>26.5</b>	<b>44.2</b>	<b>58.7</b>	<b>74.6</b>	<b>91.2</b>							Monitor
	Status	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>							

Ref	PV.3.03	Our website is our biggest public communication and engagement channel. Website traffic is monitored for user analyse. Currently, we monitor this superficially due to capacity and conflicting priorities. However it enables us to react, when required, yielding valuable insights to help identify audience, improve the customer experience and website performance.
Owner	MarComms	
Comparison	Monitor	
Source	Google Analytics	

--

### PV.4.01 - Service Desk Response

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Monthly	Target	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	<b>B</b> > 99%
	<b>2023/2024</b>	<b>97.2%</b>	<b>97.6%</b>	<b>98%</b>	<b>98%</b>	<b>99.2%</b>	<b>97.7%</b>						<b>G</b> > 95%
	Status	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>B</b>	<b>G</b>						<b>A</b> > 90%
Cumulative	Target	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	What is good
	<b>2023/2024</b>	<b>97.2%</b>	<b>97.4%</b>	<b>97.6%</b>	<b>97.7%</b>	<b>98%</b>	<b>98%</b>						Higher is better
	Status	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>	<b>G</b>						

Ref	PV.4.01
Owner	ICT
Comparison	Target
Source	Vivantio

The percentage of ICT Helpdesk tickets responded to within Service Level Agreement. These tickets include items such as account unlocks, password resets, CCTV retrieval and accommodating the business needs in relation to starters, leavers and transfers. The ICT team can expect to receive up to 1000 tickets per month.

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### PV.4.02 - Network Uptime

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Monthly	Target	?	?	?	?	?	?						<b>B</b>
	<b>2023/2024</b>	<b>?</b>	<b>?</b>	<b>?</b>	<b>?</b>	<b>?</b>	<b>?</b>						<b>G</b>
	Status	<b>?</b>	<b>?</b>	<b>?</b>	<b>?</b>	<b>?</b>	<b>?</b>						<b>A</b>
Cumulative	Target	?	?	?	?	?	?						What is good
	<b>2023/2024</b>	<b>?</b>	<b>?</b>	<b>?</b>	<b>?</b>	<b>?</b>	<b>?</b>						Higher is better
	Status	<b>?</b>	<b>?</b>	<b>?</b>	<b>?</b>	<b>?</b>	<b>?</b>						

Ref	PV.4.02
Owner	ICT
Comparison	Target
Source	Buckinghamshire Council

Network uptime is a measure of how well the computer network—whether a local area network (LAN) or a wide-area network (WAN)—can respond to the connectivity and performance demands placed on it. This information is monitored and managed by Buckinghamshire Council

Buckinghamshire Council have investigated the network uptime reporting issue and this will be in place and reported on in Q3.
---

PV.5.01 - Internal Audits

	Feb-21	Jun-21	Oct-21	Feb-22	Jun-22	Sep-22	Feb-23	Jun-23				
Number	-	-	-	-	-	-	-	-	-	-	-	-
	<b>19</b>	<b>23</b>	<b>22</b>	<b>21</b>	<b>22</b>	<b>29</b>	<b>12</b>	<b>13</b>				
	Status	-	-	-	-	-	-	-	-	-	-	-
Percentage	Target	10%	10%	10%	10%	10%	10%	10%				
	<b>2023/2024</b>	<b>14%</b>	<b>7%</b>	<b>29%</b>	<b>19%</b>	<b>22%</b>	<b>30%</b>	<b>13%</b>	<b>14%</b>			
	Status	<b>A</b>	<b>G</b>	<b>R</b>	<b>A</b>	<b>R</b>	<b>R</b>	<b>A</b>	<b>A</b>			

<b>B</b>	< 5%
<b>G</b>	5% - 9.9%
<b>A</b>	10% - 20%
<b>R</b>	> 20%

What is good
Less is better

Ref	PV.5.01	Number of overdue audits actions following internal audits. This is then compared with the total number of actions.
Owner	PMO	
Comparison	Target	
Source	Audit Providers - (BC)	

--

PV.5.02 - Projects

	Q1	Q2	Q3	Q4	
In Progress	-	-	-	-	
	<b>15</b>	<b>13</b>			
	-	-	-	-	
Off Track	Target	<3	<3	<3	<3
	<b>2023/2024</b>	<b>0</b>	<b>0</b>		
	Status	<b>B</b>	<b>B</b>		

<b>B</b>	0 off track
<b>G</b>	< 3 off track
<b>A</b>	< 5 off track 10%
<b>R</b>	> 4 off track

What is good
Less is better

Ref	PV.5.02	The number of projects the service has in progress, and the number of those deemed to be 'at project status red' (off track - not recoverable). This excludes projects in relation to property.
Owner	PMO	
Comparison	Target	
Source	PMO	

2 projects have moved to complete, evaluations will now be completed.
---

PV.6.01 - Carbon Emissions—Tonnes of CO2

	2022/2023	2023/2024	2024/2025	2025/2026
Target	-	-	-	-
<b>Tonnes</b>	<b>978</b>			
Status	?			

B	
G	
A	
R	

What is good
Less is better

Ref	PV.6.01
Owner	Finance & Property
Comparison	Target
Source	

Scope 1 and 2 carbon emissions (comprising gas, electricity and diesel). This will be an annual measure due to the seasonal nature of consumption, and even then a particularly mild or cold winter or high or low number of incidents could have a large impact on the figures.

--

PV.6.02 - Printing

	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2022/2023	-	-	-	-	-	-	-	-	-	29.4k	45.3k	41.8k
<b>2023/2024</b>	<b>32.8k</b>	<b>42.8k</b>	<b>41.8k</b>									
Status	-	-	-	-	-	-	-	-	-	-	-	-
2022/2023	-	-	-	-	-	-	-	-	-	-	-	-
<b>2023/2024</b>	<b>33k</b>	<b>75k</b>	<b>117k</b>									
Status	-	-	-	-	-	-	-	-	-	-	-	-

B	< 10%
G	< 5%
A	> 0%
R	> 5%

What is good
Less is better

Ref	PV.6.02
Owner	Finance
Comparison	Previous year
Source	ICT & 3rd Party Printers

The number of printed sheets of paper (sides), per month, both internally and by 3rd party suppliers. Historical information for this measure was not available. With this in mind, most of 2023/2024 will be used to collect benchmark information for 2024/2025.

\*awaiting 3rd party figures\*



# Buckinghamshire & Milton Keynes Fire Authority

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**Meeting and date:** Fire Authority, 14 February 2024

**Report title:** Treasury Management Strategy 2024/25

**Lead Member:** Councillor Matthew Walsh

**Report sponsor:** Mark Hemming, Director of Finance & Assets

**Author and contact:** Marcus Hussey [mhussey@bucksfire.gov.uk](mailto:mhussey@bucksfire.gov.uk)

**Action:** Decision.

**Recommendations:** That the Authority approve the Treasury Management Policy Statement, Treasury Management Strategy Statement and the Annual Investment Strategy for 2024/25

---

## Executive summary:

This report is being presented as the Fire Authority is required to approve the Treasury Management Policy Statement, Treasury Management Strategy Statement and the Annual Investment Strategy. These documents (Appendix 1) all support the Medium-Term Financial Plan.

The current strategy has been operating effectively and outperforming the benchmark targets. The Bank of England's Monetary Policy Committee has increased the interest base rate on fourteen occasions since December 2021. This has resulted in an increase in the level of returns from investments for the Authority. Therefore, the investment returns budget for 2024/25 will increase from £0.350m to £0.700m.

During 2023/24 the Authority took the opportunity to repay a PWLB borrowing early. This borrowing was for £0.627m and was due to be repaid in 2056. The Authority was able to repay this loan at a discount of £0.046m. This resulted in a repayment of £0.589m, which included interest of £0.008m.

There is no significant change from the previous strategy. The Authority will continue to invest surplus funds in short-term deposits, maturing on a frequent basis, while ensuring the Authority is able to maintain adequate liquidity and meet short-term expenditure requirements.

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## Financial implications:

The proposed budget for 2024/25 is £0.700m. It is anticipated that the budget will be met. Detailed information is shown within Appendix 1.

**Risk management:**

Making investments in the Authority's own name means that the Authority bears the risk of any counterparty failure. This risk will be managed in accordance with the strategy and with advice from external treasury management advisors.

The Director of Finance and Assets will act in accordance with the Authority's policy statement; treasury management practices and CIPFA's Standard of Professional Practice on Treasury Management.

The risk of counterparty failure is monitored on the directorate level risk register within Finance and Assets.

There are no direct staffing implications.

**Legal implications:**

The Authority is required by section 15(1) of the Local Government Act 2003 to have regard to the Department for Levelling Up, Housing and Communities Guidance on Local Government Investments; and by regulation 24 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 [SI 3146] to have regard to any prevailing CIPFA Treasury Management Code of Practice.

Under section 12 of the Local Government Act 2003 the Authority has the power to invest for "any purpose relevant to its functions" and "for the purposes of the prudent management of its financial affairs".

However, it must exercise its investment power in accordance with its fiduciary duty, analogous to that of a trustee, owed to those who contribute to the funds of the Authority.

**Privacy and security implications:**

No direct impact.

**Duty to collaborate:**

No direct impact.

**Health and safety implications:**

No direct impact.

**Environmental implications:**

In discussion with the treasury advisors the Authority have invested £2m in sustainable investments in 2023/24. Officers will continue to explore sustainable investments, which are sustainable deposits that allow customers to have their capital referenced against sustainable assets, whether existing now or in the future, as verified through the green and sustainable product framework on a net positive basis.

**Equality, diversity, and inclusion implications:**



No direct impact.

**Consultation and communication:**

No direct impact.

**Background papers:**

CIPFA Code of Practice for Treasury Management in the Public Services (CIPFA Code)

Department for Levelling Up, Housing and Communities Guidance on Local Government Investments (DLUHC Guidance)

<b>Appendix</b>	<b>Title</b>	<b>Protective Marking</b>
1	Treasury Management Strategy 2024-25	

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**Buckinghamshire**  
**FIRE & RESCUE SERVICE**  
*we save lives*

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# Treasury Management Strategy

2024-2025

## Contents

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## Treasury Management Policy Statement

This Authority defines its treasury management activities as:

The management of the Authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.

This Authority regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation, and any financial instruments entered into to manage these risks.

This Authority acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable comprehensive performance measurement techniques, within the context of effective risk management.

The investment policy objective for this Authority is the prudent investment of its treasury balances. The Authority's investment priorities are the security of capital and liquidity of its investments so that funds are available for expenditure when needed. Both the CIPFA Code and DLUHC guidance require the Authority to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The generation of investment income to support the provision of local authority services is an important, but secondary, objective.

The Authority's borrowing objectives are to minimise the revenue costs of debt whilst maintaining a balanced loan portfolio. The Authority will set an affordable borrowing limit each year in compliance with the Local Government Act 2003 and will have regard to the CIPFA Prudential Code for Capital Finance in Local Authorities when setting that limit.

CIPFA defines treasury management as:

*"The management of the local authority's borrowing, investments and cash flows, including its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."*

## Treasury Management Strategy Statement

### Current Portfolio Position

The Authority's overall treasury portfolio position as at 31 December 2023 are shown below for both borrowing and investments:

#### Borrowing Portfolio:

Counterparty	Total Borrowing	Average rate of interest %	Annual Interest Payable
Public Works Loans Board	£5.550m	4.79%	£0.259m
Other Borrowing	-	-	-
<b>Total Borrowing</b>	<b>£5.550m</b>	<b>4.79%</b>	<b>£0.259m</b>

The Authority during 2023/24 repaid a PWLB borrowing early. This was for a value of £0.627m and was due to mature in 2056. The next loan maturity is March 2024, for a value of £1.000m.

Therefore, at the start of 2024/25 the overall borrowing position will be **£4.550m** with maturity between 2 – 28 years.

The repayments do not directly affect the revenue budget, as they simply reflect the use of cash accumulated by setting aside the appropriate minimum revenue provision (MRP) to settle the outstanding liability.

#### Investment Portfolio:

Counterparty	Total Investment
Banks*	£12.000m
Building Societies*	£3.000m
Money Market Funds	£3.175m
Current Account	£1.747m
<b>Total Investment</b>	<b>£19.922m</b>

\*Average Rate of interest received during period 01 April 2023 and 31 December 2023 was 4.82%.

The investments have various terms and mature on a frequent basis to ensure the Authority can maintain sufficient liquidity and meet short term expenditure requirements. By 31 March 2024, the investments will be circa £13m, plus Money Market Funds and current account balances.

### Borrowing Strategy

The Authority has sufficient reserves set aside to repay the PWLB borrowing when due. This was done as part of the realignment of reserves balances to facilitate the Medium Term Financial plan in November 2015.

The Authority's borrowing objectives are:

- To minimise the revenue costs of debt whilst maintaining a balanced loan portfolio

- To manage the Authority's debt maturity profile, leaving no one future year with a disproportionate level of repayments

No additional borrowing is forecast to take place during the duration of the medium-term financial plan.

### **Investment Strategy**

The Authority's investments will be made with reference to the cash flow requirements and the outlook for short-term interest rates (i.e., rates for investments up to 12 months). Greater returns are usually obtainable by investing for longer periods.

Accordingly, while most cash balances are required in order to manage day to day ups and downs of cash flow, where surplus cash can be identified that could be invested for longer periods closer to 12 months, investments will be carefully assessed.

The Authority will continue to use Money Market Fund accounts in order to gain instant access to funds and also benefit from the compounding of interest.

Investment of the Authority's funds is in accordance with the Annual Investment Strategy.

### **Debt Rescheduling**

The potential for debt rescheduling is monitored in light of interest rate movements.

Any rescheduling will be in accordance with the borrowing strategy. The reasons for rescheduling include:

- The generation of cash savings at minimum risk
- Fulfilment of the borrowing strategy
- Enhancement of the maturity profile of the borrowing portfolio

Historically with low levels of interest rates, the level of penalties on the early repayment of borrowing has made it difficult to restructure debt effectively. However, with the significant rise in interest rates since December 2021, this makes it more viable to look at restructuring debt. The Authority took the opportunity to repay a PWLB borrowing early. This borrowing was for £0.627m and was due to be repaid in 2056. The Authority was able to repay this loan at a discount of £0.046m. This resulted in a repayment of £0.589m, which included interest of £0.008m. It is recommended that Officers continue to review the Authority's debt structure with the treasury advisors in 2024/25 and if the opportunity arises again, further work be undertaken to investigate debt restructuring and/or early repayment.

## Annual Investment Strategy (AIS)

### Investment Policy

The Department for Levelling Up, Housing and Communities (DLUHC - this was formerly the Ministry of Housing, Communities and Local Government (MHCLG)) and CIPFA have extended the meaning of 'investments' to include both financial and non-financial investments. This report deals solely with treasury (financial) investments, (as managed by the treasury management team). Non-financial investments, essentially the purchase of income yielding assets and service investments, are covered in the Financial Strategy, (a separate report).

The Authority's investment policy has regard to the following: -

- DLUHC's Guidance on Local Government Investments ("the Guidance")
- CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2021 ("the Code")
- CIPFA Treasury Management Guidance Notes 2021

A prudent investment policy has two objectives (as defined by the DLUHC guidance):

- achieving first of all security (protecting the capital sum from loss);
- and then liquidity (keeping the money readily available for expenditure when needed);
- only once proper levels of security and liquidity are determined, it will then be reasonable to consider what yield can be obtained consistent with those priorities.

In accordance with guidance from the DLUHC and CIPFA, and in order to minimise the risk to investments, the Authority has clearly stipulated below the minimum acceptable credit quality of counterparties for inclusion on the lending list. The creditworthiness methodology used to create the counterparty list fully accounts for the ratings, watches and outlooks published by all three ratings agencies with a full understanding of what these reflect in the eyes of each agency. Using the Link ratings service potential counterparty ratings are monitored on a real time basis with knowledge of any changes notified electronically as the agencies notify modifications.

Continuing regulatory changes in the banking sector are designed to see greater stability, lower risk and the removal of expectations of Government financial support should an institution fail. This withdrawal of implied sovereign support has had an effect on ratings applied to institutions. This will result in the key ratings used to monitor counterparties being the Short Term and Long Term ratings only. Viability, Financial Strength and Support Ratings previously applied have effectively become redundant. This change does not reflect deterioration in the credit environment but rather a change of method in response to regulatory changes.



As with previous practice, ratings will not be the sole determinant of the quality of an institution and that it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To this end the Authority will engage with its advisors to maintain a monitor on market pricing such as credit default swaps (CDS) and overlay that information on top of the credit ratings. This is fully integrated into the credit methodology provided by the advisors, Link in producing its colour coding which show the varying degrees of suggested creditworthiness.

Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.

The aim of the strategy is to generate a list of highly creditworthy counterparties which will also enable diversification and thus avoidance of concentration risk.

The intention of the strategy is to provide security of investment and minimisation of risk.

### **Creditworthiness Policy**

This Authority applies the creditworthiness service provided by Link. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:

- Credit watches and credit outlooks from credit rating agencies
- CDS spreads to give early warning of likely changes in credit ratings;
- Sovereign ratings to select counterparties from only the most creditworthy countries.

This modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads. The end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes have been used by the Authority to determine the suggested duration for investments.

It is recommended that the Authority continues to use Link's colour codes plus an additional six months for UK counterparties only. It would be beneficial if the Authority could lend to existing counterparties for a longer duration. This will increase the risk slightly but will potentially offer increased returns.

The Authority will therefore use counterparties within the following durational bands:

<b>Colour Rating (UK Counterparties)</b>	<b>Colour Rating (Non-UK Counterparties)</b>
Yellow - 5 Years and 6 Months	Yellow - 5 Years
Purple – 2 Years and 6 Months	Purple – 2 Years
<b>Colour Rating (UK Counterparties)</b>	<b>Colour Rating (Non-UK Counterparties)</b>
Blue – 1 Year and 6 Months (only applies to nationalised or semi nationalised UK Banks)	Blue – 1 Year
Orange – 1 Year and 6 Months	Orange – 1 Year
Red – 1 Year	Red – 6 Months
Green – 9 Months	Green – 3 Months
No colour not to be used (except for building societies on the counterparty list which the Authority can invest with for a maximum duration of 365 days limited to a maximum investment of £2 million per counterparty)	No colour not to be used

The Link creditworthiness service uses a wider array of information than just primary ratings. Furthermore, by using a risk weighted scoring system, it does not give undue preponderance to just one agency's ratings.

Typically, the minimum credit ratings criteria the Authority use will be a short-term rating (Fitch or equivalent) of short-term rating F1, long term rating A-, viability rating of A-. There may be occasions when the counterparty ratings from one rating agency are marginally lower than these ratings but may still be used. In these instances, consideration will be given to the whole range of ratings available, or other topical market information, to support their use. Credit rating definitions can be seen on page 15.

All credit ratings will be monitored on a regular basis. The Authority is alerted to changes to ratings of all three agencies through its use of the Link creditworthiness service.

- If a downgrade results in the counterparty/investment scheme no longer meeting the Authority's minimum criteria, its further use as a new investment will be withdrawn immediately.
- In addition to the use of credit ratings the Authority will be advised of information in movements in Credit Default Swap spreads against the iTraxx benchmark and other market data on a regular basis, provided by Link. Extreme market movements may result in downgrade of an institution or removal from the Authority's lending list.

Sole reliance will not be placed on the use of this external service. In addition, this Authority will also use market data and market information, information on any external support for banks and the credit ratings of that bank to help support its decision making process.

## Country Limits

The Authority determined that it would not only use approved counterparties based within the United Kingdom but allowed any counterparty (UK or non-UK based) rated at least 'Green' by Link. Although no counterparty outside UK was used during 2023/24, these will remain on the lending list for 2024/25. The primary purpose of this is not to increase yield, but to provide additional diversity to the portfolio to effectively manage risk. Several non-UK banks are ranked higher than some of the UK banks on the Authority's current counterparty list. Therefore, the Authority proposes to limit the duration of all non-UK investment in line with Link's recommended limits. A list of the proposed non-UK based Counterparties is shown in on page 11.

## Counterparty Limits

As per the AIS, the Authority has determined that the maximum balance that can be invested with a single counterparty at any point in time will be no more than 30% of the portfolio, up to a limit of £5 million.

The two exceptions to this limit in the AIS will continue to be Lloyds, where the maximum balance that can be invested will be a limit of £7.5 million. Of this £7.5 million, no more than £5 million will be invested in non-instant access (call) accounts.

The rationale for this is that Lloyds are the Authority's main banking provider. This means that:

- The officer time taken to move money between the Authority's main bank account and other instant access account is reduced
- The banking charges associated with the movement of the money between accounts is reduced
- The additional risk exposure to the Authority is minimal as all amounts over the current £5 million limit would be available for withdrawal immediately should circumstances require

The other exception relates to building societies on the counterparty listing whereby the maximum balance that can be invested will be limited to £2 million for a maximum duration of 365 days.

## Investment Security

Due care will be taken to consider the exposure of the Authority's total investment portfolio. Investments are defined as being in one of two categories:

- Specified investments – these are investments with high security and high liquidity. All specified investments are in sterling and have a maturity of no more than one year. They will be with the UK government, a local authority, a parish council or with an investment scheme or body of "high credit quality" (as judged against the Creditworthiness Policy detailed earlier in this paper)
- Non-specified investments – any type of investment that does not meet the specified investment criteria. A maximum of £5 million will be held in aggregate in non-specified investments for longer than 364 days – up to a maximum of five years and 6 months as denoted by the yellow banding on the Link creditworthiness policy detailed earlier in this paper. In addition, property funds are also classified as non-specified investments and a maximum of £3 million will be held in aggregate.

### **Investment Training**

Relevant training and updates will be provided to relevant officers by the external treasury management advisors. This will be supplemented by additional training from CIPFA where necessary.

### **Investment of Money Borrowed in Advance of Need**

The Authority does not currently have any money that has been borrowed in advance of need. No further borrowing is planned over the medium term financial plan.

### **Investment Liquidity**

In consultation with external treasury advisors, the Authority will review its balance sheet position, level of reserves and cash requirements in order to determine the length of time for which investments can be prudently committed. Investments will be placed at a range of maturities, including having money on-call in order to maintain adequate liquidity.

### **Treasury Management Monitoring**

The Authority reports on its treasury management activities to the Authority's Overview and Audit Committee on a regular basis.

## Provisional Counterparty List

This list is based on information provided by Link as at 29 December 2023. Please note that all colours indicated refer to Link's creditworthiness policy (see Appendix 1):

### UK Based Counterparties

UK Based Counterparties	Counterparty	(as rated by Link)
UK	Bank of Scotland PLC (RFB)	Red - 6 mths
UK	Barclays Bank PLC (NRFB)	Red - 6 mths
UK	Barclays Bank UK PLC (RFB)	Red - 6 mths
UK	Close Brothers Ltd	Red - 6 mths
UK	Clydesdale Bank PLC	Green - 100 days
UK	Co-operative Bank PLC (The)	No colour - 0 mths
UK	Goldman Sachs International Bank	Red - 6 mths
UK	Handelsbanken Plc	Orange - 12 mths
UK	HSBC Bank PLC (NRFB)	Orange - 12 mths
UK	HSBC UK Bank Plc (RFB)	Orange - 12 mths
UK	Lloyds Bank Corporate Markets Plc (NRFB)	Red - 6 mths
UK	Lloyds Bank Plc (RFB)	Red - 6 mths
UK	National Bank Of Kuwait (International) PLC	Red - 6 mths
UK	NatWest Markets Plc (NRFB)	Red - 6 mths
UK	Santander Financial Services plc (NRFB)	Red - 6 mths
UK	Santander UK PLC	Red - 6 mths
UK	SMBC Bank International Plc	Red - 6 mths
UK	Standard Chartered Bank	Red - 6 mths
UK	Debt Management Office	Yellow - 60 mths
UK	Other Local Authorities	Yellow - 60 mths
UK	Royal Bank of Scotland Group	Blue - 12 mths
UK	National Westminster Bank	Blue - 12 mths

*\* This is the duration suggested by Link. As per the updated Creditworthiness Policy (see page 6) these will all be extended by six months, except for building societies rated 'Green', which will have a maximum duration of 12 months for up to £2m.*

The Authority will also have the ability to invest in AAA rated money market funds (MMFs) and enhanced money market funds.

Non-UK Based Counterparties

As noted in Appendix 1, the duration of all non-UK investments will be in line with Links' duration limits.

<b>Non-UK Based Counterparties</b>	<b>Country Counterparty</b>	<b>(as rated by Link)</b>
Australia	Australia and New Zealand Banking Group Ltd.	Orange - 12 mths
Australia	Commonwealth Bank of Australia	Orange - 12 mths
Australia	Macquarie Bank Ltd.	Red - 6 mths
Australia	National Australia Bank Ltd.	Orange - 12 mths
Australia	Westpac Banking Corp.	Orange - 12 mths
Belgium	BNP Paribas Fortis	Red - 6 mths
Belgium	KBC Bank N.V.	Orange - 12 mths
Canada	Bank of Montreal	Orange - 12 mths
Canada	Bank of Nova Scotia	Orange - 12 mths
Canada	Canadian Imperial Bank of Commerce	Orange - 12 mths
Canada	National Bank of Canada	Red - 6 mths
Canada	Royal Bank of Canada	Orange - 12 mths
Canada	Toronto-Dominion Bank	Orange - 12 mths
Denmark	Danske A/S	Red - 6 mths
Finland	Nordea Bank Abp	Orange - 12 mths
Finland	OP Corporate Bank plc	Orange - 12 mths
France	BNP Paribas	Orange - 12 mths
France	Credit Agricole Corporate and Investment Bank	Orange - 12 mths
France	Credit Agricole S.A.	Orange - 12 mths
France	Credit Industriel et Commercial	Orange - 12 mths
France	Societe Generale	Red - 6 mths
Germany	Bayerische Landesbank	Red - 6 mths
Germany	Commerzbank AG	Red - 6 mths
Germany	Deutsche Bank AG	Red - 6 mths
Germany	DZ BANK AG Deutsche Zentral-Genossenschaftsbank	Orange - 12 mths
Germany	Landesbank Baden-Wuerttemberg	Red - 6 mths
Germany	Landesbank Berlin AG	Orange - 12 mths
Germany	Landesbank Hessen-Thueringen Girozentrale	Orange - 12 mths
Germany	Landwirtschaftliche Rentenbank	Purple - 24 mths
Germany	Norddeutsche Landesbank Girozentrale	Green - 100 days
Germany	NRW.BANK	Purple - 24 mths
Netherlands	ABN AMRO Bank N.V.	Red - 6 mths
Netherlands	Bank Nederlandse Gemeenten N.V.	Purple - 24 mths
Netherlands	Cooperatieve Rabobank U.A.	Orange - 12 mths
Netherlands	ING Bank N.V.	Orange - 12 mths
Netherlands	Nederlandse Waterschapsbank N.V.	Purple - 24 mths
Norway	DNB Bank ASA	Orange - 12 mths
Qatar	Qatar National Bank	Red - 6 mths
Singapore	DBS Bank Ltd.	Orange - 12 mths
Singapore	Oversea-Chinese Banking Corp. Ltd.	Orange - 12 mths
Singapore	United Overseas Bank Ltd.	Orange - 12 mths
Sweden	Skandinaviska Enskilda Banken AB	Orange - 12 mths
Sweden	Svenska Handelsbanken AB	Orange - 12 mths
Sweden	Swedbank AB	Orange - 12 mths
Switzerland	Credit Suisse AG	Green - 100 days
Switzerland	UBS AG	Orange - 12 mths

United Arab Emirates	First Abu Dhabi Bank PJSC	Orange - 12 mths
United States	Bank of America N.A.	Orange - 12 mths
United States	Bank of New York Mellon, The	Purple - 24 mths
United States	Citibank N.A.	Orange - 12 mths
United States	JPMorgan Chase Bank N.A.	Orange - 12 mths
United States	Wells Fargo Bank, NA	Orange - 12 mths

### [Counterparties Rated 'No Colour' by Link](#)

As noted in Appendix 1, sole reliance will not be placed on the use of Link ratings. The Authority will also use market data and market information, information on government support for banks and the credit ratings of that supporting government. The Authority added four building societies to its counterparty list in 2014/15, at which time they were all rated 'No Colour'. These are all now rated by Link and appear on the Provisional Counterparty Listing above. In 2018/19 the Authority increased the number of building societies in the counterparty list to ten. The top-ten building societies (by net assets) were added to the counterparty list. The duration of investment will continue to be limited to 365 days and the maximum amount invested with any building society at any point in time will not exceed £2 million.

<b>UK Based Counterparties</b>	<b>Country Counterparty</b>	<b>(as rated by Link)</b>
UK	Coventry Building Society	Red - 6 mths
UK	Cumberland Building Society	No colour - 0 mths
UK	Leeds Building Society	Green - 100 days
UK	Nationwide Building Society	Red - 6 mths
UK	Newcastle Building Society	No colour - 0 mths
UK	Nottingham Building Society	No colour - 0 mths
UK	Principality Building Society	No colour - 0 mths
UK	Skipton Building Society	Red - 6 mths
UK	West Bromwich Building Society	No colour - 0 mths
UK	Yorkshire Building Society	Green - 100 days

## Prospects for Interest Rates

The Authority will continue with Link Asset Services (Link) as its external treasury management advisor. Part of Link's service is to assist the Authority to formulate a view on interest rates. Link's view of the prospects for bank and PWLB interest rates can be seen below:

Interest Rate Forecasts								
Bank Rate	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25
Link	5.25%	5.25%	5.25%	5.00%	4.50%	4.00%	3.50%	3.25%
Cap Econ	5.25%	5.25%	5.25%	5.25%	4.75%	4.25%	3.75%	3.25%
<b>5Y PWLB RATE</b>								
Link	5.00%	4.90%	4.80%	4.70%	4.40%	4.20%	4.00%	3.80%
Cap Econ	4.60%	4.50%	4.40%	4.30%	4.20%	4.10%	3.90%	3.80%
<b>10Y PWLB RATE</b>								
Link	5.10%	5.00%	4.80%	4.70%	4.40%	4.20%	4.00%	3.80%
Cap Econ	4.60%	4.60%	4.50%	4.40%	4.30%	4.30%	4.20%	4.10%
<b>25Y PWLB RATE</b>								
Link	5.50%	5.30%	5.10%	4.90%	4.70%	4.50%	4.30%	4.20%
Cap Econ	5.10%	4.90%	4.80%	4.60%	4.40%	4.40%	4.50%	4.50%
<b>50Y PWLB RATE</b>								
Link	5.30%	5.10%	4.90%	4.70%	4.50%	4.30%	4.10%	4.00%
Cap Econ	4.70%	4.60%	4.50%	4.50%	4.40%	4.40%	4.40%	4.40%

Since the two unprecedented emergency interest rate cuts in March 2020 to a base rate record low of 0.10%. The Bank of England's Monetary Policy Committee (MPC) has voted to increase the interest base rate at 14 of the last 18 meetings, with no increase at the four most recent meetings. The interest base rate as of 03 January 2024 was 5.25% and current inflation rate of 3.9%. The Authority has been able to benefit from the interest base rate increases in both short-term investment deals and Money Market Funds. This has resulted in the Authority overachieving against the interest investment target set for 2023/24.

For 2024/25, the Authority has set to set a benchmark rate of return of 4.50%. Based on this interest rate the Authority would achieve an annual return of circa £0.700m on an average portfolio of £15.500m. As at 31 December 2023, the total projected investment return for 2023/24 is in the region of £0.900m.

Since the treasury management function has been managed in-house from 1 April 2013, the Authority have over-achieved regularly against the investment returns budget. 2020/21 was the only year the Authority did not achieve its annual investment target, due to the Covid-19 Pandemic outbreak and the impact it had on the interest rates.

For any type of investment there is a downside risk to the level of return the Authority would obtain due to the uncertainty in the markets and the negative impact they have on the interest rates and therefore historical rates of return may not always provide a realistic indication of returns for the future. This will be closely monitored and reported to Members if the position changes from what Officers are currently projecting.

Link's notes on the 'Interest Rate Forecasts' table:

- Link now expect the MPC will keep Bank Rate at 5.25% for the first half of 2024 to combat on-going inflationary and wage pressures. Link do not think that the MPC will increase Bank Rate above 5.25%, but it is possible.
- Link expect rate cuts to start when both the CPI inflation and wage/employment data are supportive of such a move, and that there is a



likelihood of the overall economy enduring at least a mild recession over the coming months, although most recent GDP releases have surprised with their on-going robustness.

- Naturally, timing on this matter will remain one of fine judgment: cut too soon, and inflationary pressures may well build up further; cut too late and any downturn or recession may be prolonged.
- In the upcoming months, Link's forecasts will be guided not only by economic data releases and clarifications from the MPC over its monetary policies and the Government over its fiscal policies, but also international factors such as policy development in the US and Europe, the provision of fresh support packages to support the faltering recovery in China as well as the on-going conflict between Russia and Ukraine, and Gaza and Israel.
- On the positive side, consumers are still anticipated to be sitting on some excess savings left over from the pandemic, which could cushion some of the impact of the above challenges and may be the reason why the economy is performing somewhat better at this stage of the economic cycle than may have been expected. However, as noted previously, most of those excess savings are held by more affluent households whereas lower income families already spend nearly all their income on essentials such as food, energy and rent/mortgage payments.

## Credit Rating Definitions

Below are the rating definitions for each rating agency:

Fitch:

Short Term	Long Term	Rating Definition
F1	AAA, AA, A	Highest Credit Quality
F2	A, BBB	Good Credit Quality
F3	BBB	Fair Credit Quality
B	BB, B	Speculative Credit Quality
C	CCC, CC, C	High Default Risk
RD	RD	Restricted Default
D	D	Default

Moody's:

Short Term	Long Term	Rating Definition
P-1	Aaa, Aa, A	Superior ability to repay debt obligation
P-2	A, Baa	Strong ability to repay debt obligation
P-3	Baa	Acceptable ability to repay debt obligation
NP	Ba, B, Caa, Ca, C	do not fall within any prime rating

Standard & Poor's:

Short Term	Long Term	Rating Definition
A1	AAA, AA, A	Extremely Strong
A2	A, BBB	Satisfactory
A3	BBB	Adequate
B	BB, B	Vulnerable and has significant speculative characteristics.
C	CCC, CC, C	Vulnerable to non-payment
D	RD	Restricted Default
D	D	Default



# Buckinghamshire & Milton Keynes Fire Authority

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**Meeting and date:** Fire Authority, 14 February 2024

**Report title:** Pay Policy Principles and Statement 2024/25

**Lead Member:** Councillor Shade Adoh, Lead Member - People, Equality and Diversity and Assurance

**Report sponsor:** Mark Hemming, Director of Finance and Assets

**Author and contact:** Faye Mansfield; HR Advisory and Development Manager

**Action:** Decision

**Recommendations:**

The Pay Policy Principles and Statement as set out in Appendix one, as the statutory Pay Policy Statement for 2024/25, is approved for publication.

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**Executive summary:**

The Authority is required to approve the Pay Policy Principles and Statement before the end of March immediately preceding the financial year to which it relates.

It is proposed the attached draft (Appendix one) be the Authority's revised Pay Policy Principles and Statement for 2024/25. It is based on the Authority's current approved Pay Policy Principles and Statement for 2023/24. Amendments have been made to the annually updated data, and the section on employee merit award payment setting scheme and process has been removed as a non-statutory aspect of the Statement. The opportunity for merit award payments continues and a review of the process will be undertaken.

The Pay Policy Principles and Statement will continue to support and enhance a range of employment opportunities. This will continue to be utilised on a voluntary basis across some roles and functions to offer a more resilient, enhanced and flexible resource, focused on meeting demand and offering the very best service to the public.

Within the last six Pay Policy Principles and Statement cover reports, a note was made to the introduction of a public sector exit payment cap termination payment for high earners.

Since the Restriction of Public Sector Exit Payment (Revocation) Regulations 2021 (the Revocation Regulations), the Government continues to discuss exit payments and the importance of delivering value for the taxpayer. HM Treasury released consultation on Public Sector Exit Payments during 2022, to seek views on proposed

guidance and processes prescribing additional reporting requirements for two exit payment processes. The Government's intention is to allow for increased scrutiny and assurance of exit decisions to reduce the use of large exit payments in the public sector, thereby improving consistency and accountability of decision making.

The government has yet to publish its response to the consultation (which closed October 2022) and there is no confirmed date for when new administrative controls relating to public sector exit payments will take effect. The Authority will continue to wait details of any Regulation changes and implementation dates.

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### **Financial implications:**

There are no direct financial implications arising from the Pay Policy Principles and Statement. Any financial impact of subsequent decisions will be factored into the Medium-Term Financial Planning process and scrutinised and challenged by Members. Any in-year impacts will be considered and reported through the budget monitoring process and any resource re-allocation will be subject to the usual virement approvals and limits as set out in the Financial Regulations.

### **Risk management:**

The Fire Authority is required to adopt and publish an annual Pay Policy Principles and Statement.

Developing and maintaining good employee morale is key to instilling loyalty and maintaining a productive workplace. By being fair, transparent and accountable in what employees are paid for and why, and being consistent, systematic and clear in applying reward practices for all employees, the Authority is living its values and showing best practices with its reward and recognition needs.

### **Legal implications:**

Section 38 of the Localism Act 2011 places a requirement on the Authority to prepare annually, a Statement setting out the Authority's policies on the remuneration of its Chief Officers, the remuneration of its lowest paid employees and the relationship between the remuneration of its Chief Officers and the remuneration of its employees who are not Chief Officers. Chief Officers are the most senior Officers of the Authority. Authorities are required to state the definition of lowest paid employees they have adopted in the Statement and explain the reasons for adopting that particular definition. The Statement may also set out the Authority's policies relating to other terms and conditions applying to its Senior Officers. In preparing this Statement, the Authority must have regard to any guidance issued or approved by the Secretary of State.

The 2024/25 Pay Policy Principles and Statement must be approved by the full Fire Authority before 31 March 2024. Approval cannot be delegated to any committee, sub-committee, or officers.

The Pay Policy Principles and Statement may be amended by the full Fire Authority during the financial year to which it applies.

Section 41 of the Localism Act 2011 requires the Authority to comply with its Pay Policy Principles and Statement for the relevant financial year when making a determination that relates to the remuneration, or other terms and conditions of a senior officer of the Authority.

The Pay Policy Principles and Statement must include the Authority's policies in relation to senior pay on:

- a) the level and elements of remuneration
- b) remuneration on recruitment
- c) increases and additions to remuneration
- d) the use of performance related pay
- e) the use of bonuses
- f) the approach to payment on their ceasing to be employed by the Authority, and
- g) the publication of and access to information relating to remuneration

The statutory guidance gives discretion as to whether the Authority wishes to mirror these headings in its Pay Policy Principles and Statement in respect of its other employees.

**Privacy and security implications:**

The purpose of the Pay Policy Principles and Statement is to provide transparency with regards to the Authority's approach to setting the pay of its employees.

**Duty to collaborate:**

All Authorities are required to have a Pay Policy Principles and Statement. At this time our Thames Valley partners have separate Statements, however an aligned approach may be appropriate in the future, particularly to support collaborative working, sharing of resources and working across boundaries.

**Health and safety implications:**

There are no health and safety implications arising from this report.

**Environmental implications:**

There are no environmental implications arising from this report.

**Equality, diversity, and inclusion implications**

An Equality Impact Assessment has been completed as part of the update. There are no identified adverse impacts on any protected characteristics.

Any pay decisions will be subject to the demands of equal pay processes.

The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 and approved by Parliament in 2016 and came into force in 2017. The obligation under the Regulations requires prescribed gender pay gap information to be published within ‘the period of 12 months beginning with the data snapshot date’ (Regulation 2(2)). The snapshot data for public sector employers is 31 March each year.

The intention of the Regulation is to highlight differences in pay between male and female employees, therefore showing greater transparency within the workplace, and encourage employers to consider what more can be done to close any pay gaps. The Authority will continue to work on closing the Gender Pay Gap and a separate report will be presented to the Executive Committee in March 2024.

### **Consultation and communication**

Adoption of the annual Pay Policy Principles and Statement ensures statutory compliance. However, as the legislation permits in-year changes there is scope for the Authority to revisit certain elements to reflect the needs of the Service and any relevant reform outcomes from a national perspective.

Adherence to the Pay Policy Principles and Statement is controlled via strict establishment and pay change approval process controls and annual reporting. In addition, reports are submitted on key reward areas as appropriate.

Following approval of the Pay Policy Principles and Statement, communication will be via the normal policy publication and amendment process. This will include engagement with members of the Joint Consultation Forum.

### **Background papers:**

BMKFA Pay Policy Principles and Statement 2023/24:

<http://bucksfire.gov.uk/authority/pay-policy-statement/>

The Localism Act 2011:

<http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>

Openness and accountability in local pay: guidance. Published 2012:

<https://www.gov.uk/government/publications/openness-and-accountability-in-local-pay-guidance>

Openness and accountability in local pay: supplementary guidance. Published 2013:

<https://www.gov.uk/government/publications/openness-and-accountability-in-local-pay-supplementary-guidance>

<b>Appendix</b>	<b>Title</b>	<b>Protective Marking</b>
1	Pay Policy Principles and Statement 2024/25	



## **BMKFA Pay Policy Principles and Statement 2024/25**

### **1.0 Introduction**

The Pay Policy Statement (the 'Statement') sets out Buckinghamshire & Milton Keynes Fire Authority's (the Authority) approach to pay in accordance with the requirements of Section 38 of the Localism Act 2011. The purpose of the Statement is to provide transparency with regards to the Authority's approach to setting the pay of its employees by identifying:

- the method by which salaries of all employees are determined
- the details and level of remuneration of its most senior employees, i.e. Chief Officers, as defined by the relevant legislation

Following approval of the Fire Authority, the Statement will be effective from 1 April 2024. It will be subject to an annual approval and in accordance with any new or proposed legislation to ensure it remains relevant and effective.

As detailed within the Authority's Reward and Recognition policy, and the Statement of Principles, the Authority aims to:

- Be fair, transparent and accountable in what employees are paid for and why, and to be consistent, systematic and clear in applying reward practices for all employees
- Adhere to affordability; ensuring all decisions on pay represents value for money for the taxpayer
- Reward and recognise employees for their knowledge, skills and contribution in the roles they are performing
- Adopt practices which will focus on enabling the recruitment, engagement and retention of the right calibre of people at all levels to deliver its corporate priorities
- Provide effective financial management of the total pay bill in order to inform all of its reward practices and approaches in making the most effective use of resources
- Have appropriate mechanisms in place to review terms and conditions of service
- Meet legislative requirements; ensuring remuneration practices comply with all legal obligations

### **2.0 Accountability and decision making**

Decisions on pay policies will be taken by elected members - those who are directly accountable to local communities. All democratically accountable



members will have input into how decisions on pay are made and there will be openness about the policies that determine those decisions.

The annual Statements and any amendments will be considered by a meeting of the Fire Authority and will not be delegated to any sub-committee. All decisions on pay and reward for Chief Officers must comply with the current Statement.

### **3.0 Transparency**

On an annual basis, the approved Statement will be published on the external website.

Although there is no requirement to use the Statement to publish specific numerical data on pay and reward, consideration will be given to how the information within the Statement fits with data on pay and reward published separately.

This includes data required to be published under the Local Government Transparency Code 2015 and Annual Statement of Accounts.

### **4.0 Legislation**

In applying the Statement, the Authority will work to eliminate any elements which may, directly or indirectly, discriminate unfairly on the grounds of sex, race, colour, nationality, ethnic or national origin, age, marital status, having dependents, sexual orientation, gender reassignment, religion or belief, trade union activity, disability or any other factors.

Part-time employees will receive the same pay and remuneration as full-time employees undertaking the same role on a pro-rata basis.

Under the Equality Act 2010, it is unlawful for an employer to discriminate between men and women in terms of their pay and conditions where they are in the same employment and are doing the same or similar work, work rated as equivalent, or work of equal value. Undertaking an equal pay audit demonstrates the Authority's commitment as an employer to remove unfair pay practices. The last equal pay audit was undertaken in 2020, and no areas of concern were identified as a result of this audit.

The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 that came into effect in 2017 requires public sector organisations with 250 or more employees to carry out gender pay gap reporting. In accordance with the Regulations, the Authority is required to annually publish six pieces of prescribed data about the pay and bonuses of male and female workers





within the Authority. On an annual basis the Authority publishes a Gender Pay Gap report, containing information relating to pay inequalities in line with gender pay gap reporting requirements.

## **5.0 Responsibility and scale**

The Authority is directly responsible for an establishment budget of £26,973,790, and for a budgeted establishment of 126.08 full-time equivalent (FTEs) for Support Services employees, 300 FTE Wholetime employees and 96 FTE On-Call employees (details as at December 2023).

## **6.0 Determining levels of pay**

The Authority recognises its employees are a vital factor in the efficient and effective operation of the Service. In this respect the Authority is committed to ensuring employees are valued and rewarded for their contribution to the Authority.

The Authority is committed to establishing the right working arrangements and conditions of employment for all its employees, and understands the benefits of the employment package in promoting and encouraging employee engagement, which in turn improves organisational performance.

The Authority is committed to effectively supporting day to day service delivery, transforming the Authority into a value for money, outcome driven and high performing organisation through, amongst other interventions, appropriate reward and recognition mechanisms.

The Authority is committed to ensuring its reward and recognition practices are conducted in a fair, open and transparent manner that is effective, efficient and responsive, promoting good practice with all its reward and recognition needs.

## **7.0 Pay structure**

The pay structure reflects the different roles, duties and responsibilities undertaken by employees within the Authority. This is reflected in pay differentials between different employee groups and between employees within the same employee group. The pay bands established are based on nationally applied role maps (Operational employees) or graded bands established through role profiles (Support Services employees).



## **Operational roles**

For the majority of Operational roles, appointments are offered under the National Joint Council for Local Authority Fire and Rescue Services Scheme of Conditions of Service (known as the Grey Book) and any other local terms and conditions, which the Authority may, from time to time, adopt in relation to the appointment, save where such provisions are amended by a contract of employment.

Any National pay award is as agreed through the National Joint Council (NJC) and notified to Fire Authorities. The last pay award was agreed as five per cent, effective 01 July 2023.

The pay framework was reviewed in 2003 following a rank-to-role exercise in line with National Guidance, with the grades for each role determined by a consistent job evaluation process. Where appropriate, National role maps are used to determine responsibilities and accountabilities within roles.

For Grey Book employees, rates of pay are set out in circulars issued by the NJC and entitlements are governed by Part B of the Grey Book. However, the Authority recognises new employees may be employed on terms and conditions outside of the Grey Book. This includes the operation of the 'Bank System'.

The Authority also recognises employees in existing Firefighter roles may want to agree rates of pay outside of the Grey Book for the protection of services and provision of enhanced resilience, including agreement to not participate in industrial action.

In addition, and in line with retention and succession planning, the Authority does agree enhanced remuneration outside of the Grey Book for specific roles, such as Area Commanders, Group Commanders and Station Commanders.

## **Support Services roles**

Appointments for Support Services roles are determined in accordance with local terms and conditions of Buckinghamshire & Milton Keynes Fire Authority Scheme of Conditions of Service for Support Services employees and any other local terms and conditions, which the Authority may, from time to time, adopt in relation to appointments, save where such provisions are amended by a contract of employment.

Any pay award is locally agreed by the Strategic Management Board (SMB). The last pay award was agreed as five per cent, effective 01 July 2023.

For Support Services employees, the pay structure takes the form of pay scales, which was reviewed in 2014 to two pay points; development and



competent. This is with the exception of employees in post prior to September 2014, who retain three-point scales (until they move posts or are subject to regrading) and those employed within Fleet Management and Driving Training Centre.

The grades for Support Services roles are determined using an analytical job evaluation process, that systematically ranks each role objectively and fairly. This job evaluation system (Korn Ferry (Hay) Methodology) is a recognised best practice non-discriminatory method of ranking roles against a pre-determined scale.

## **Senior Manager roles**

Appointments for a limited number of Senior Managers are offered under the National Joint Council for Brigade Managers of Local Authority Fire and Rescue Services (known as the Gold Book) as adopted locally and as amended or supplemented by agreement between the Chief Fire Officer/Chief Executive and the employee, or in the case of the Chief Fire Officer/Chief Executive, or equivalent, between the Fire Authority and the employee. Employment is also subject to other terms and conditions of service as determined by the Authority from time to time.

This group of Senior Managers consists of:

- Chief Fire Officer/CE
- Chief Operating Officer/DCFO
- Director of Finance and Assets
- Director of Legal and Governance
- Head of Prevention, Response and Resilience
- Head of Protection, Assurance and Development

There is a twin-track approach for determining levels of pay for Gold Book roles. At National level, the NJC annually reviews the level of pay increase applicable to these roles covered by the National Agreement. Any increases agreed by the NJC are communicated to Fire Authorities via circulars. Decisions about pay and remuneration are taken by the Fire Authority, who will review salary levels on an annual basis.

For 2023 a pay award was locally agreed by the Fire Authority. The last pay award was agreed as five per cent, effective 01 January 2023.

For Gold Book roles, pay arrangements are locally determined and the level of pay fixed and designed to cover the full range and scope of the role.



## **8.0 Remuneration on Appointment**

Remuneration will be based on the evaluated rate for the role, either nationally or locally set.

Base salary is one of a number of components of the employment package and by no means the only factor that influences the Authority's ability to recruit and retain employees.

New employees will usually be appointed to the minimum pay level for the relevant grade (trainee or development rate), unless relevant supporting experience can be identified and appropriately evidenced.

All new Gold Book appointments are subject to Fire Authority approval. The Fire Authority will be offered the opportunity to vote before salary packages (£100,000 plus) are offered in respect of a new appointment. For this purpose, salary packages should include salary, fees or allowances routinely payable to the appointee and any benefits in kind to which the Officer is entitled as a result of their employment.

## **9.0 Pay Progression**

For Operational roles, rates of pay are determined by the role the employee is undertaking, and whether the employee is in the 'Trainee', 'Development' or 'Competent' stage of that role. The time it will take an employee to demonstrate competence will depend on the specific requirements of the employee, accessibility to assessments and the opportunities available. Employees can move between roles through successfully completing a promotion assessment process.

For Support Services roles, progression through the pay grade will be based on evidenced performance, and at least six months in post, attaining training and qualifications associated with the role, and the maximum grade for the post not being exceeded. Progression may be withheld if performance is not to the required standard. Employees can move between roles through completing a promotion assessment process.

For SMB members, progression through the pay grade will be based on evidenced performance, and at least six months in post. Any increase or additions to remuneration will require approval of the appropriate committee of the Authority.



## 10. Other allowances and payments

**Allowances:** There are a number of allowances paid to employees, where specific circumstances require this and where it can be justified. These allowances are in accordance with National agreement or have been locally set in order to meet the demands of service delivery.

**Market rate supplement:** The Authority recognises the pay structure and job evaluation process does not normally consider factors such as market pay rates relating to specific roles or fluctuating demand for skills in the market place. Whilst the use of market rate supplements will not be the norm, there may be occasions where the Authority is unable to attract candidates to specific roles due to the fluctuations in the local labour market. In addition, existing employees may leave, citing the reason of being offered the 'market rate' for the role. When this occurs consideration may be given to awarding a market rate supplement in addition to the approved job evaluated grade for the role. Any payment will be time limited and reviewed annually.

**Expenses:** The Authority recognises employees may incur reasonable expenses whilst undertaking their role and will ensure employees are not financially disadvantaged or advantaged because of genuine business expenses. Unless a prior arrangement is in place, employees will be responsible for the payment of expenses incurred and will be reimbursed in accordance with the Authority's procedures relating to expenses.

**Car lease schemes:** Some employees participate in lease car arrangements, either as an essential car user, lease car user, or via a provided car scheme. The criteria are dependent on the requirements of the role or in accordance with terms and conditions of employment.

**Relocation expenses:** Upon appointment, where relocation expenses are incurred, the Authority may reimburse the individual in accordance with the Authority's Relocation Expenses Scheme. Members of the Fire Authority will determine the specific application in respect of a SMB appointment and SMB will determine the application of the scheme to all other appointments. The scheme is applied at the discretion of the Authority and normally only applies to external appointees.

**Additional Responsibility Allowance (ARA):** These payments are used to reward increased responsibilities and duties beyond the normal remit of the role for specific periods, for example to cover managed vacancies for short to medium term periods, enabling successful change management with minimal risk. These payments apply to employees on Grey Book terms and conditions.

**Honorarium payments:** These can be given to Support Services employees when they are asked to undertake part of the duties at a higher graded post or



duties outside the scope of their post, which is particularly onerous. Where the payment relates to an employee undertaking a proportion of the duties of a higher graded post, the calculation of the payment will normally link to the pay scale of the duties of the higher graded post being undertaken. For duties outside the scope of the employee's role, the amount of the payment will be determined by estimating the relative worth of the task in comparison to the employee's substantive grade. These payments are for Support Services employees.

An ARA or Honorarium payment requires approval via a business case.

For SMB members, any increase or additions to remuneration will require approval of the appropriate committee of the Authority.

**Performance payment/merit award:** One-off performance payments/merit awards may be considered linked to evidenced and scrutinised delivery of performance management objectives.

**Pension Schemes:** The Authority operates two pension schemes:

- 2015 Firefighters Pension Scheme
- 2014 Local Government Pension Scheme

Subject to meeting the qualifying conditions, employees have a right to belong to a pension scheme. All new employees will be automatically entered into the relevant occupational pension scheme as defined by their terms and conditions of employment. Qualifying employees will be automatically re-enrolled every three years during their employment if they have opted out of the scheme.

The Authority makes an employer contribution to the Firefighters Pension Scheme of 28.8 per cent of pensionable pay (2015 Scheme), and 17.4 per cent of pensionable pay (LGPS Scheme).

The employee contributes of between 11 per cent and 14.5 per cent of pensionable pay (2015 Scheme) and 5.5 per cent and 12.5 per cent of pensionable pay (LGPS Scheme).

The Authority is obliged to publish its adopted pension discretions for the Firefighters' Pension Schemes and Local Government Pension Scheme, and the Authority's current policies in respect of discretionary payments are detailed on the external [website](#).



## 11. Pay Multiple

The pay multiple is the ratio between the highest paid salary and the median (average) salary of the Authority's workforce. The average salary level is defined as the total of all regular payments made to an individual.

The definition of lowest paid employees are those who are paid at rates maintained in line with the National Living Wage and the lowest rate will be that applicable for workers aged 23 and over.

As at 01 December 2023:

- The lowest paid salary is £20,103 (FTE)
- The highest paid salary is £172,701 (FTE)
- The median salary is £36,226 (FTE)

The Authority's pay multiple: the ratio between the highest paid employee and the median average salary figure for all employees in the Authority.

Pay multiple between the highest salary and lowest salary is 8.59:1 (this essentially means the lowest salary goes into the highest salary 8.59 times).

Pay multiple between the highest salary and median salary is 4.77:1 (this essentially means the median salary goes into the highest salary 4.77 times).

Year	Highest pay : Lowest pay	Highest pay : Median pay
2024/25	8.59:1	4.77:1
2023/24	8.39:1	4.77:1
2022/23	8.94:1	4.77:1
2021/22	9:1	4.77:1
2020/21	9.37:1	4.77:1
2019/20	9.64:1	4.77:1
2018/19	9.86:1	4.77:1
2017/18	10.17:1	4.77:1
2016/17	10.71:1	4.72:1
2015/16	11.04:1	4.77:1
2014/15	11.5:1	4.87:1
2013/14	11.72:1	4.9:1
2012/13	12.7:1	5.0:1

It is the intention that salary multiples do not reach the 1:20 ratio referred to in the Hutton Report.



## **12. Payment on termination of employment**

There may be a number of circumstances where early retirement or voluntary redundancy payments may be paid to employees on ceasing to hold office. This can relate to individual circumstances, for example ill health, or can be the result of organisational change or in the interests of the efficiency of the Authority.

In the event of any redundancies, redundancy payments will be calculated in accordance with statutory requirements as modified by the Authority's agreed policies and in accordance with any extant statutory guidance.

The Authority does not make payments to senior staff members in addition to entitlements under its redundancy procedure who leave, other than to those who are leaving for the purposes of improved efficiency.

Where other severance payments are appropriate, such payments will be approved by the Director of Legal and Governance and the Director of Finance and Assets and will be subject to a settlement agreement and in accordance with any extant statutory guidance.

## **13. Re-employment and Pension Abatement**

This applies where an individual retires from the Authority, draws their pension benefits and is subsequently re-employed into the same or other role within the Authority.

The Authority will consider re-employment of retired employees in accordance with the relevant pension scheme regulations and governance arrangements. There is no automatic right to be re-employed. The decision will be strictly based on organisational need and will normally follow an open and fair selection process.

The Fire and Rescue National Framework for England, published in May 2018, stated that Fire Authorities must not re-appoint principal fire officers (at Brigade Manager or Area Manager level or those with comparable responsibilities to those roles) after their retirement to their previous or similar role, save for in exceptional circumstances when such a decision is necessary in the interest of public safety. Any such appointment must be transparent, justifiable and time limited, with the reason for the decision published and the pension abated until the contract ends. Such a decision will be subject to prior approval at a meeting of the Fire Authority in open session.

Where an employee has taken their pension benefits (either as a former employee or employee from another public section organisation), and is then re-employed, an abatement check will be undertaken. Pension will be adjusted so





the combination of pension and new salary does not exceed the individual's salary at the time of their retirement.

There is no age limit on abatement, and this continues for the full period of re-employment. When the re-employment ends, the pension will be reinstated to the full amount.

The Authority operates a flexible retirement process for employees in the Local Government Pension Scheme. This allows an employee to take their pension benefits and remain employed on reduced hours or at a lower grade without abatement of pension. This complies with the provisions of the Local Government Pension Scheme.

## 14. Equality Impact Assessment (EIA)

An Equality Impact Assessment should be included to identify any issues which may result in a group being disadvantaged by the process.

To complete the table, tick  the likely impact. If an EIA action plan is necessary, this can be downloaded from the intranet.

Assessment of impact on groups in **bold** is a legal requirement. Assessment of impacts on groups in *italics* is not a legal requirement, however it will help to ensure that your activity does not have unintended consequences.

Protected characteristic	Positive	Negative	Neutral	Rationale for decision ( <i>use action plan if necessary</i> )
<b>Individuals of different ages</b>			<input checked="" type="checkbox"/>	No specific impacts identified
<b>Disabled individuals</b>			<input checked="" type="checkbox"/>	No specific impacts identified
<b>Individuals transitioning from one gender to another</b>			<input checked="" type="checkbox"/>	No specific impacts identified
<b>Individuals who are married or in civil partnerships</b>			<input checked="" type="checkbox"/>	No specific impacts identified
<b>Pregnancy, maternity and new parents</b>			<input checked="" type="checkbox"/>	No specific impacts identified
<b>Individuals of different race</b>			<input checked="" type="checkbox"/>	No specific impacts identified
<b>Individuals of different religions or beliefs</b>			<input checked="" type="checkbox"/>	No specific impacts identified



<b>Individual's gender identity</b>			✓	Pay and gender addressed via the annual Gender Pay Gap Report
<b>Individual's sexual orientation</b>			✓	No specific impacts identified
<i>Individuals living in different family circumstances</i>			✓	No specific impacts identified
<i>Individuals in different social circumstances</i>			✓	No specific impacts identified
<i>Different employee groups</i>			✓	No specific impacts identified
<i>Other</i>				No specific impacts identified

### Data Protection Impact Assessment (DPIA) screening questions

If the document includes any personally identifiable information (PII) a Data Protection Impact Assessment (DPIA) will be required. This should be discussed with the Data Protection Officer and the DPIA file location referenced at this point in your document.

Where no PII is involved it should be stated at this point in your document.

The Data Protection Officer holds the master copies of all completed DPIA in N:Common/Information Assets/DPIAs.

The DPIA needs to be reviewed periodically to ensure that any PII is adequately considered.

The DPIA template and guidance can be found [here](#).



# Buckinghamshire & Milton Keynes Fire Authority

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**Meeting and date:** Fire Authority, 14 February 2024

**Report title:** Members' Allowances

**Lead Member:** Councillor Simon Rouse, Chairman

**Report sponsor:** Graham Britten, Director of Legal and Governance

**Author and contact:** Katie Nellist [knellist@bucksfire.gov.uk](mailto:knellist@bucksfire.gov.uk)

**Action:** Decision

**Recommendations:**

It is recommended that the Scheme for Members' Allowances for 2024/25 be approved.

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**Executive summary:**

The proposed Scheme of Allowances 2024/25 is based on the principle agreed by the Authority in February 2023 that indexation with the preceding year's Grey Book pay award be maintained. **Appendix 1** includes additional information showing the effect of the indexation for illustrative purposes.

The Authority agreed at its meeting on 14 December 2011 that the index linking for the period 2012/13 to 2014/15 – for basic and special responsibility (and co-optee) allowances – be the pay award for the Authority's staff on National Joint Council (NJC) for Local Authorities' Fire and Rescue Services, Scheme of Conditions of Service (Grey Book) for the preceding year. The application of this index linking had been endorsed annually by the Authority since 2014/15 until 2021/22.

Although there had been a Grey Book 2% pay award effective from 1 July 2020, the Authority agreed in February 2021 to suspend the indexation for the year 2021/22, resulting in a 0% increase in Members' allowances. The indexation with the preceding year's Grey Book pay award, was re-established for 2022/23 by a decision of the Authority; and by a decision of the Authority at its meeting on 15 February 2023 when it resolved 'That a Scheme of Members' Allowances for 2023/24 be adopted, index linked to the 2022/23 'Grey Book' pay award.'

The 2022/23 Grey Book pay award (7%) was subsequently published on 6 March 2023; as unusually, simultaneously, was the 2023/24 Grey Book pay award (5%). The draft Scheme of Allowances for 2024/25 is attached at **Appendix 1** with the 2023/24 figures included for illustration of the 5% increase in line with the NJC employers' Grey Book pay award.

Paragraphs 20 and 21 of the Scheme of Allowances provide that:

“20. The scales for all allowances are maxima and there is no obligation on any Member to claim any or all of the allowances.

21. A Member shall give notice in writing to the Chief Finance Officer that he/she elects to forego any part of his/her entitlement to an allowance under the scheme.”

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**Financial implications:** The current budget for Members’ Allowances (Basic and Special Responsibility Allowances) is £71k. With Members’ allowance assumptions index linked to Grey book pay award, the proposed budget provides for a 5% increase in April 2024, which would increase the budget for Members’ Allowances to £74k.

Costs will be incurred in publishing a notice that the Authority has made a Scheme of Members’ Allowances in a newspaper circulating in its area. The cost is estimated to be in the region of £800.

**Risk management:** The recommendation will have no adverse effect on the Authority’s business.

**Legal implications:**

The Authority is required to adopt a Scheme of Members’ Allowances before 1 April each year and, in so doing, have due regard to the recommendations of the Independent Remuneration Panels (IRP) of the constituent authorities [links are included the background papers section below<sup>1 2</sup>] when considering its own Scheme of Members’ Allowances and confirm that it has done so when it gives public notice of the Scheme of Allowances.

The making or amendment of the Members’ Scheme of Allowances is a function reserved to a meeting of the Authority. An amendment may be made by the Authority in year. Regulation 10(4) of Local Authorities (Members’ Allowances) (England) Regulations 2003 provides that “A scheme may make provision for an annual adjustment of allowances by reference to such index as may be specified by the authority and where the only change made to a scheme in any year is that effected by such annual adjustment in accordance with such index the scheme shall be deemed not to have been amended.”

**Privacy and security implications:** No issues arising from the recommendations.

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<sup>1</sup> Milton Keynes City Council’s IRP met on 5 January 2024. Its recommendation was to uprate all allowances by 4.48 percent which is the median officer increase for 2023/24 as it has historically indexed to its employees’ pay awards from the preceding year. However there had been no single percentage pay settlement agreed for officers for 2023/24

<sup>2</sup> Buckinghamshire Council’s extant IRP recommendations from 9 January 2020 included annual indexation to officers’ annual pay award or by CPI, whichever is lower.

**Duty to collaborate:** The making of a scheme of allowances is the responsibility of each individual authority defined in the Local Authorities (Members’ Allowances) (England) Regulations 2003. The methodology for doing so is prescribed exclusively by those regulations.

**Health and safety implications:** No issues arising from the recommendations.

**Environmental implications:** No issues arising from the recommendations.

**Equality, diversity, and inclusion implications:** The Authority’s Scheme of Members’ Allowances does not include any element for meeting costs incurred by a Member who has to arrange care in order to carry out their function as a Member of the Fire Authority.

The Local Authorities (Members’ Allowances) (England) Regulations 2003 exclude the Authority from including such a provision in its Scheme. However, with the exception of co-opted members, all Members are appointed by either Buckinghamshire Council or Milton Keynes City Council and are entitled to claim “dependent carers’ allowances” from their appointing authority. There are currently no co-opted members on the Authority.

**Consultation and communication:** A notice that the Authority has made a Scheme of Members Allowances will be published in a local newspaper and the updated Scheme of Members’ Allowances can also be inspected at Headquarters, during standard office hours. Copies of the Scheme may be purchased at a cost of £2.50 or downloaded for free at [www.bucksfire.gov.uk](http://www.bucksfire.gov.uk)

**Background papers:**

[NJC 1/23 - Pay award 2022](#)

[NJC 3/23 - Pay award 2023](#)

[Minutes](#) of the meeting of the Executive Committee (Wednesday 8 February 2023)

[Minutes](#) of the meeting of the Authority (Wednesday 15 February 2023)

[Buckinghamshire Council Report of the Independent Remuneration Panel 9 January 2020](#)

[MKCC Report to full Council 24 January 2024](#)

[Executive Committee Minutes \(9 February 2022\),](#)

[Fire Authority minutes \(16 February 2022\)](#)

Appendix	Title	Protective Marking
1	Draft Scheme for Members’ Allowances 2024/25 (showing the 2023/24 figures and increases for illustrative purposes).	None

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**BUCKINGHAMSHIRE AND MILTON  
KEYNES FIRE AUTHORITY**

**DRAFT**

***MEMBERS' SCHEME OF ALLOWANCES  
2024/25***

# THE BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY

## MEMBERS' SCHEME OF ALLOWANCES

### Introduction

1. This Scheme is governed by the Local Authorities (Members' Allowances)(England) Regulations 2003 and the Local Authorities (Members' Allowances)(England) (Amendment) Regulations 2003 – “the regulations.”
2. Elected Members of the Buckinghamshire and Milton Keynes Combined Fire Authority may claim basic allowances, special responsibility allowances, travelling allowances and subsistence allowances for approved duties in accordance with the provisions of this scheme.
3. Appointed (non elected) members may claim co-optees allowance, travelling allowances and subsistence allowances for approved duties specified in this scheme.
4. "Year" means the 12 months ending with 31 March.
5. The Scheme has four Schedules attached which are:
  - (a) Schedule 1 - Special Responsibility Allowances
  - (b) Schedule 2 - Payment of Travelling and Subsistence Allowances
  - (c) Schedule 3 - Duties Excluded from the Allowances Scheme
  - (d) Schedule 4 - Rates of Allowances

### Creation and Amendment of the Scheme

6. This scheme comes into effect on 1 April 2024.
7. For subsequent changes in basic allowances, special responsibility allowances and co-optees allowances, new rates will be payable from the date the amendment takes effect as set out either in this scheme or the Regulations.



8. The Fire Authority will be responsible for amending the scheme and in doing so will have regard to any recommendations to its constituent councils of the independent remuneration panels set up by them.

### **Basic Allowances**

9. The Fire Authority will pay equally to each Member of the Authority a basic allowance of an amount specified in Schedule 4.
10. Where the term of office of a Member begins or ends in the course of a financial year entitlement will be apportioned in accordance with the Regulations. The apportionment will not take place where a Member's term of office lasts less than one month.
11. Basic Allowances are payable monthly and are subject to tax and national insurance deductions.

### **Special Responsibility Allowances**

12. The Fire Authority will pay each year to the Members of the Fire Authority who have special responsibilities by reason of the office(s) they hold the special responsibility allowances set out in Schedule 1.
13. Where a Member takes up or relinquishes any post that carries a special responsibility allowance in the course of a financial year the entitlement will be apportioned in accordance with the Regulations. The apportionment will not take place where a Member's term of office lasts less than one month.
14. Special responsibility allowances are payable in monthly instalments and are subject to tax and national insurance deductions. Where a Member is eligible for more than one special responsibility allowance (whether payable by the Fire Authority or another authority for Fire Authority duties) only the highest one will be payable, with the exception that a Lead Member may claim one Lead Member's Allowance in addition to one other Special Responsibility Allowance payable.

### **Approved Duties**

15. Travelling and Subsistence Allowances are payable monthly and are only payable to Elected Members of the Fire Authority for the approved duties set out in Schedule 2.

### **Co-optees Allowance**

16. A Co-optees Allowance may be paid to appointed members (i.e. non-Elected Members whether voting or not) for the performance of any approved duty as defined by this document.
17. The allowance will be payable in monthly instalments and are subject to tax and national insurance deductions.

### **Travelling and Subsistence Allowances**

18. The term "Member" for the purpose of travelling and subsistence allowances applies to any person who is a Member of the Fire Authority, or who is a member of any committee, sub-committee or panel of the Fire Authority, and so includes appointed non-elected members of those bodies. The payment of these allowances is dependent upon the performance of an "approved duty" which is an attendance as a member at a meeting, or the carrying on of a duty, set out in Schedule 2.
19. The rates for travel and subsistence allowances are specified in Schedule 4.

### **Allowances are Maxima**

20. The scales for all allowances are maxima and there is no obligation on any Member to claim any or all of the allowances.
21. A Member shall give notice in writing to the Chief Finance Officer that he/she elects to forego any part of his/her entitlement to an allowance under the scheme.

### **Social Functions and Occasions**

22. Elected Members on occasions are invited, or feel it necessary to attend functions, or occasions which have a social element. No allowances are paid to Members of the Fire Authority on these occasions unless the Member is undertaking the performance of a positive duty and one of significant size, e.g. making a speech or distributing prizes when travel and subsistence allowances may be paid. Merely to attend because the member is interested or represents people in the district is insufficient to justify payment of any allowances.

### **Conference Expenses**

23. If attendance at a conference has been approved by the Authority, conference expenses which are obligatory and outside the control of the Member, will be paid in advance on request or will be reimbursed. These expenses will include the conference fee. The actual cost of accommodation, meals and the like, will only be met or reimbursed if it is part of the inclusive charge for the conference or it is a requirement of the conference or its organisers that the Member should stay at a particular hotel.
24. Travel and subsistence allowances are payable where appropriate.

### **Telephones**

25. A mobile phone will be provided to the Chairman of the Fire Authority, with the cost of supply, rental and business calls being met by the Fire Authority.

### **Avoidance of Duplication**

26. A claim for an allowance under this scheme must include, or be accompanied by, a statement signed by the claimant that no other claim has been or will be made for the matter to which the claim relates.

### **Records of Payments**

27. Records of payments made to Members are available for inspection free of charge by any local government elector of the Fire Authority.
28. A person entitled to inspect a record may make a copy of any part of it.
29. Details of total payments made to each Member for allowances under this scheme will be published as soon as practicable after the end of the year to which they relate.

### **Expense Claims**

30. All information requested for the expense claim must be provided, including the number of miles, the locations travelled from and to and the reason for travel. (It is always advisable for Members to make

contemporaneous notes in their diary to assist in the completion of claims).

31. Claims for expenses should only be made when actually incurred, i.e. rail/bus, taxis, hotel accommodation. Receipts must be provided.
32. Claims for the same expenses (mileage, travel and subsistence etc) must not be made from more than one body.
33. Payments for basic and special responsibility allowances will be paid monthly in arrears and travel and subsistence payments will be paid monthly in arrears on the submission of a claim through the HR and Payroll Portal.
34. No claim from a Member for traveling or subsistence allowances which is submitted more than three months after the costs were incurred and no later than the end of April for the preceding financial year will be entertained, except in exceptional circumstances and approved in writing by the Chief Finance Officer.

## **SCHEDULE 1**

### **SPECIAL RESPONSIBILITY ALLOWANCES FROM APRIL 2024**

#### **Special Responsibility Allowance per annum**

<b>Position</b>	<b>April 2023 £</b>	<b>April 2024* £</b>
Chairman	13,802	14,492
Vice-Chairman	4,626	4,857
Chairman - Executive Committee	5,695	5,980
Chairman - Overview and Audit Committee	3,730	3,917
Chairman - Human Resources Sub Committee**	1,867	1,960
Group Leaders	4,141	4,348
Lead Members	3,599	3,779

**\*5% increase**

**\*\*If constituted by the Executive Committee**

## **SCHEDULE 2**

### **PAYMENT OF TRAVELLING AND SUBSISTENCE ALLOWANCES**

The duties in this Section have been approved for the payment of travel and subsistence allowances:

- (a) Attendance at a meeting of the Fire Authority;
- (b) Attendance at a meeting of any committee or sub-committee of the Fire Authority;
- (c) Attendance at a meeting of any section, panel, working party or other meeting authorised by the Fire Authority or a committee or sub-committee of the Fire Authority or a joint committee of the Fire Authority and one or more other authorities to which the member has been specifically appointed provided that it is a meeting to which Members of at least two political groups have been invited.
- (d) Attendance at a meeting of an association of authorities of which the Fire Authority is a member and to which the member has been appointed by the Fire Authority to represent it.
- (e) Attendance at ad hoc meetings with other authorities, organisations or bodies authorised by a committee or sub-committee of the Fire Authority, or the Director of Legal and Governance on the advice of the relevant Chairman or Vice-Chairman if this is not practicable.
- (f) Attendance at briefing meetings to which Members of at least two political groups have been invited authorised by a committee or sub-committee of the Fire Authority, or the Director of Legal and Governance on the advice of the relevant Chairman or Vice-Chairman if this is not practicable.
- (g) Attendance at seminars and conferences arranged by the Fire Authority, a committee or sub-committee of the Fire Authority, or the Director of Legal and Governance on the advice of the relevant Chairman or Vice-Chairman if this is not practicable, about any of its functions.
- (h) Attendance at specific visits arranged by the Fire Authority, a committee or sub-committee of the Fire Authority, or the Director of Legal and Governance on the advice of the relevant Chairman or Vice-Chairman if this is not practicable, about any of its functions and where Members of at least two political groups have been invited.

- (i) Attendance at a meeting of any body or authority upon which the member has been appointed by the Fire Authority or a committee or sub-committee of the Fire Authority to represent it.
- (j) Attendance in connection with the discharge of any function of the Fire Authority conferred by or under any enactment and empowering or requiring the Fire Authority to inspect or authorise the inspection of premises.
- (k) Attendance at meetings of bodies where the Fire Authority makes appointments, where the Fire Authority has a major influence at national, regional, county or district level. These bodies are listed below:
  - (i) Local Government Association
  - (ii) Fire Commission
- (l) Attendance at any disciplinary, grievance, dismissal or appeals sub-committee or panel.
- (m) The following duties if approved by the Fire Authority or a Committee:
  - Attendance at briefing meetings held for the purpose of, or in connection with, the discharge of the functions of the Fire Authority or any of its committees or sub-committees.
  - Attendance at the official opening of new Fire Authority establishments or projects.
  - Attendance by the Chairman and Vice-Chairman of the Fire Authority and of committees at official functions in a representative capacity.
  - Duties undertaken by Chairmen and Vice-Chairmen of the Fire Authority, committees or subcommittees acting in an official capacity.
  - Members' delegations to Government Departments.
  - Town Centre Management Meetings and Parishes.
- (n) Meetings organised by the Chief Fire Officer, Chief Finance Officer or Director of Legal and Governance or their nominated representatives with external bodies or persons to further the business and aims of the Fire Authority which the relevant officer certifies requires the attendance of members on the grounds of urgency which prevents approval being obtained from the Fire Authority, a committee or sub-committee.

*Note: In authorising attendances in accordance with the above, no member, official or officer of the Fire Authority shall act in a discriminatory manner reflecting party political preference. Members, officials and officers should take care to ensure that their actions can not be construed as having been discriminatory.*



### **SCHEDULE 3**

#### **DUTIES EXCLUDED FROM THE ALLOWANCES SCHEME**

The duties in this Section are those for which the Fire Authority has decided that no allowances will be paid.

- Members' surgeries
- Political activities

## **SCHEDULE 4**

### **RATES OF ALLOWANCES**

From April 2024 the following rates of allowances will apply

#### **Basic Allowance per annum:**

<b>April 2023</b>	<b>April 2024*</b>
<b>£</b>	<b>£</b>
1,381	1,450

**\*5% increase**

#### **Special Responsibility Allowances:**

See Schedule 1

#### **Co-optees Allowance per annum:**

<b>April 2023</b>	<b>April 2024*</b>
<b>£</b>	<b>£</b>
346	363

**\*5% increase**

#### **Travel Allowances (in line with HMRC Mileage Allowance Payments)**

##### **(a) Car**

The rate for travel by a Member's own private motor vehicle, or one belonging to a member of his/her family or otherwise provided for his/her use, other than a solo motor cycle, shall be 45 pence for the first 10,000 miles and 25 pence for each mile after that.

##### **(b) Motorcycle**

The rate for travel by a Member's own motorcycle, or one belonging to a member of his/her family, or otherwise provided for his/her use, shall be 24 pence per mile.

##### **(c) Bicycle**

The rate for travel by a Member's own bicycle, or one belonging to a member of his/her family, or otherwise provided for his/her use, shall not exceed 20p a mile.

**(d) *Public Transport***

Members can claim the full cost of travelling on public transport at standard class rates whilst carrying out Approved Duties, provided a valid receipt, bus ticket etc is produced to substantiate the claim.

**Subsistence**

The rate of subsistence allowance shall not exceed the amounts which can be claimed under the Buckinghamshire Council Members' Allowances Scheme applicable at the time when the cost is incurred.

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# Buckinghamshire & Milton Keynes Fire Authority

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**Meeting and date:** Fire Authority, 14 February 2024

**Report title:** Automatic Fire Alarm (AFA) mobilising policy review

**Lead Member:** Councillor Simon Rouse (Chairman)

**Report sponsor:** Deputy Chief Fire Officer Mick Osborne

**Author and contact:** Assistant Chief Fire Officer Simon Tuffley

**Action:** Decision

**Recommendations:**

It is recommended that:

1. The commencement of an Automatic Fire Alarm (AFA) mobilising policy review project be approved, to include a six-month pilot trial during Q1 to Q3 of 2024.
2. It be noted that the pilot trial will be a trial of one of the suite of options A-E.
3. The Chief Fire Officer be delegated the authority which option to pilot.
4. It be noted that data obtained through the pilot trial period will be used to inform proposals for the Authority's 2025-2030 Community Risk Management Plan (CRMP).

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**Executive summary:**

The Authority's [2025-30 Public Safety Plan](#), (PSP) which came into effect from 1 April 2020, included the following:

*'We may change how we mobilise to incidents, the capabilities we use, and where we mobilise from. Specifically, we will review our approach to attending reports of automatic fire alarm (AFA) systems operating.'*

*'If the outcome of the review recommends significant changes to our current policy, we will consult with affected stakeholders before making any decisions.'*

At the time of the PSP's publication Buckinghamshire Fire & Rescue Service (BFRS) was one of only two fire and rescue services that routinely attend such reports, which are predominantly found to be false alarms.

The perceived benefit from reviewing this policy was primarily to free up capacity to deal with an increase in higher risk incident types. However, since publication of the PSP, further potential benefits have been identified, which include but are not limited to; improved utilisation of work time for activities such as Prevention, Protection and Training, reduced inherent road risk from fewer blue-light appliance

movements, reduced costs and environmental impacts through fewer appliance movements and reduced use of over the border appliances, as well as applying more efficient and effective business rules within the joint Thames Valley Control Service.

To help facilitate this project and to effectively evaluate future proposals, a pilot period to obtain sufficient data for assessment would be beneficial in future decision making, to consider a long-term solution to the identified risk. Therefore, approval is being sought to run a six-month pilot.

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### **Financial implications:**

It is anticipated that any direct costs associated with the project will be met by existing budgetary provision.

Any identified financial savings and other success criteria will be captured as part of the project evaluation.

Financial savings are unlikely to be significant and the main success criteria will instead be the extent to which staff time can be redirected to more productive activities.

### **Risk management:**

High risk buildings

No changes are proposed for high-risk buildings. For these buildings a fire appliance would still be sent to an AFA activating. However, should the building occupiers confirm to us that it is a false alarm before our arrival, resources would be stood down before arrival.

High  
Risk

High risk buildings are those that specifically house vulnerable people or provide sleeping accommodation for people or, they represent a critical community asset that would be locally, nationally or internationally damaging if lost or seriously damaged by fire. High risk buildings are also those that might pose a significant risk to firefighter or community safety or to the safety of animals and the environment. High risk buildings include:

- Private homes/dwellings including residential flats
- Residential care homes, nursing homes, children's homes
- Sheltered housing for more vulnerable persons
- School boarding accommodation
- Secure facilities including prisons, young offender institutions and detention centres
- Hospitals and hospices

	<ul style="list-style-type: none"> <li>➤ Hotels</li> <li>➤ Buildings housing animals such as kennels or veterinary surgeries</li> <li>➤ High profile heritage buildings such as Blenheim Palace</li> <li>➤ Buildings that we have determined represent a high or very high risk due to the potential impact on the environment, local community or economy.</li> <li>➤ Critical community infrastructure such as telecoms and utilities infrastructure (e.g., pumping stations, substations, exchanges)</li> </ul>
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**Medium risk and low risk buildings**

For medium risk and low risk buildings, officers are proposing a policy of non-fire appliance attendance, either during the daytime (9am to 6pm) or on a 24-hour basis, unless the Service receives confirmation of a fire or because there are signs of fire. The Service would consider more than one smoke detector activating, visible flame/smoke or smell of burning to constitute a sign of fire.

Medium risk and low risk buildings are defined as per the below:

Medium Risk	<p>Medium risk buildings are those that are considered to be important community assets. Medium risk buildings include:</p> <ul style="list-style-type: none"> <li>➤ Police &amp; ambulance stations</li> <li>➤ School and pre-school education</li> <li>➤ Health centres</li> <li>➤ Local and central government buildings</li> <li>➤ Major transport hubs such as train stations</li> </ul>
Low Risk	<p>Low risk buildings include those that do not house people sleeping and which do not otherwise pose a significant risk to firefighter or community safety or to the safety of animals and the environment. Low risk buildings include:</p> <ul style="list-style-type: none"> <li>➤ Commercial buildings (unless classified as a medium or high risk for another reason)</li> <li>➤ Further education buildings</li> <li>➤ Major sporting stadia</li> <li>➤ Entertainment buildings such as cinemas, theatres and night clubs</li> </ul>

➤ Other buildings not classified elsewhere in this table

For these types of buildings, officers have developed four options to consider which present slightly different approaches to when the Service would apply call challenge. Each has a different estimated impact on how much it will reduce the number of false alarms that the Service attends.

Options

Please note that the anticipated false alarm reductions below are based on Oxfordshire fire and rescue statistics, so are for illustrative purposes only.

A	<ul style="list-style-type: none"> <li>Attend automatic fire alarm activations in higher-risk and medium-risk buildings.</li> <li>Not attend low-risk buildings between 9am and 6pm unless there is a fire or there are signs of fire.</li> <li>Attend automatic fire alarm incidents in low-risk buildings outside of these times unless the building is occupied and there are no signs of fire.</li> </ul>	28% reduction in attendance to false alarms
B	<ul style="list-style-type: none"> <li>Continue to attend automatic fire alarm activations in higher-risk and medium-risk buildings.</li> <li>Not attend low-risk buildings 24 hours a day unless there is a fire or there are signs of fire.</li> </ul>	49% reduction in attendance to false alarms
C	<ul style="list-style-type: none"> <li>Continue to attend automatic fire alarm activations in higher-risk buildings.</li> <li>Not attend both low and medium-risk buildings between 9am and 6pm only unless there is a fire or there are signs of fire.</li> <li>Attend automatic fire alarm incidents in low and medium-risk buildings outside of these times unless the building is occupied and there are no signs of fire.</li> </ul>	32% reduction attendance to in false alarms



D	<ul style="list-style-type: none"> <li>• Continue to attend automatic fire alarm activations in higher-risk buildings.</li> <li>• Not attend low risk buildings 24 hours a day unless there is a fire or there are signs of fire.</li> <li>• Not attend medium-risk buildings between 9am and 6pm only unless there is a fire or there are signs of fire.</li> <li>• Attend automatic fire alarm incidents in medium-risk buildings outside of these times unless the building is occupied and there are no signs of fire.</li> </ul>	53% reduction in attendance to false alarms
E	<ul style="list-style-type: none"> <li>• Continue to attend automatic fire alarm activations in higher-risk buildings.</li> <li>• Not attend automatic fire alarm systems for both low and medium-risk buildings 24 hours a day unless there is a fire or there are signs of fire.</li> </ul>	59% reduction in attendance to false alarms

**Legal implications:**

When a public authority has stated that it will engage in consultation before making a specific decision or a specific type of decision, the public authority is required to comply with that stated intention. ([Council for Civil Service Unions v Minister for the Civil Service \[1985\] AC 374](#)).

**Privacy and security implications:**

None identified directly by this report. Implications will be considered throughout implementation of the project.

**Duty to collaborate:**

Responding to AFAs has been identified by the Thames Valley Collaboration Steering Group as a priority workstream and collaborative opportunity.

Officers have been working closely with colleagues in Oxfordshire and Royal Berkshire Fire and Rescue Services to identify opportunities and develop an aligned proposal for consideration as a collaborative Thames Valley AFA mobilising policy.

An agreed position has been reached across the three services in relation to categorising premises by low, medium, or high risk, and a range of options for

amending the mobilising policy have also been developed in collaboration, and for consideration by respective Authorities.

#### **Health and safety implications:**

There remains a low risk that during the pilot period, the Service does not respond to an AFA activation as it would have under its current mobilising policy, which subsequently turns out to be a real fire. This could mean that firefighters are called to a fire later than they would normally, which could have developed further and be more severe. This could present a higher risk to firefighters and the public. The risk to the public is further mitigated by the risk categorisation of premises to ensure higher risk premises continue to receive a normal response following an AFA activation.

There is also potential for reducing the inherent risk associated with emergency response driving, for firefighters and the public, due to fewer appliances being deployed to false alarms under emergency conditions.

#### **Environmental implications:**

The anticipated environmental benefit from attending fewer incidents is a reduction in fuel emissions and reduced wear and tear on vehicles. The full environmental impact can be assessed as part of the pilot period.

#### **Equality, diversity, and inclusion implications:**

Consideration has been given to ensure that premises most likely to be occupied by more vulnerable people in the community continue to receive an emergency response throughout the pilot.

A full equality impact assessment will be completed as part of the project.

#### **Consultation and communication:**

The pilot seeks to obtain suitable and sufficient data to inform the consultation on the Authority's next CRMP, which is scheduled to run alongside the pilot period.

The project will consider the appropriate level of business engagement, to ensure local business stakeholders are aware of the pilot period and are able to feed into the consultation process.

The collaborative theme will also feature, and partners will be encouraged to feed back into the consultation.

#### **Background papers:**

[2025-30 CRMP](#)