

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

Director of Legal & Governance, Graham Britten  
Buckinghamshire Fire & Rescue Service  
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**Chief Fire Officer and Chief Executive**

Jason Thelwell

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To: The Chairman and Members of Buckinghamshire  
And Milton Keynes Fire Authority

27 May 2016

**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 Meeting Room 1, Fire and Rescue Headquarters, Stocklake, Aylesbury on **WEDNESDAY 8 JUNE 2015 at 11.00 am** 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

Chairman: Councillor Busby  
Councillors Brunning, Carroll, Clarke OBE, Dransfield, Exon, Glover, Gomm, Huxley, Lambert, Mallen, Marland, Reed, Schofield, Teesdale, Watson and Wilson



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## **Recording of the Meeting**

The Authority supports the principles of openness and transparency. It allows filming, recording and taking photographs at its meetings that are open to the public. Requests to take photographs or undertake audio or visual recordings either by members of the public or by the media should wherever possible be made to [enquiries@bucksfire.gov.uk](mailto:enquiries@bucksfire.gov.uk) at least two working days before the meeting.

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, when members of the public are present, adjourn a Meeting to hear the views 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.

Prior to inviting the public to speak, the Chairman should advise that they:

- (a) raise their hands to indicate their wish to speak at the invitation of the Chairman,
- (b) speak for no more than four minutes,
- (c) 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 and should be confined to times when the views of the public need to be heard.

## **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.

## **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. 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 or by fax*, 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.
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. Election of Chairman**

To elect a Chairman for 2016/17

**2. Appointment of Vice-Chairman**

To appoint a Vice-Chairman for 2016/17

**3. Apologies**

**4. Minutes**

To approve, and sign as a correct record the Minutes of the meeting of the Fire Authority held on 10 February 2016 (Item 4) **(Pages 11 - 26)**

**5. 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.

**6. Chairman's Announcements**

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

**7. Petitions**

To receive petitions under Standing Order SOA6.

**8. Questions**

To receive questions in accordance with Standing Order SOA7.

**9. Membership of the Authority**

Under the Buckinghamshire Fire Services (Combination Scheme) Order 1996 Part III paragraph 12 – Each constituent authority shall, so far as is practicable, appoint such number of representatives to be members of the Authority as is proportionate to the number of local government electors in its area in relation to the number of such electors on the other constituent authority's area.

The electorate for Buckinghamshire County Council is 375,790 as at 1 December 2015 (Office for National Statistics, 24 February 2016) 67.7% (389,414 as at 1 December 2014, Office for National Statistics). The electorate for Milton Keynes Council is 179,328 as at 1 December 2015 (Office for National Statistics, 24 February 2016) 32.3% (181,934 as at 1 December 2014, Office for National Statistics).

Total Number of Members			17	
Buckinghamshire	375,790	(67.7%)	12	(11.509)

Milton Keynes 179,328 (32.3%) 5 (5.491)

This equates to Authority Membership for Buckinghamshire County Council 12 Members and Milton Keynes Council 5 Members.

To note that the Constituent Authorities have appointed the following Members to serve on the Fire Authority for 2016/17:

Buckinghamshire County Council (12)

Councillors Busby, Carroll, Clarke OBE, Glover, Gomm, Huxley, Lambert, Mallen, Reed, Schofield, Teesdale and Watson

Milton Keynes Council (5)

Councillors Brunning, Dransfield, Exon, Marland and Wilson

**10. Committee Matters**

- (a) Local Government and Housing Act 1989 and Local Government (Committees and Political Groups) Regulations 1990.

The Authority is required by the above Regulations to review the basis of allocation of seats amongst the Political Groups either at its Annual Meeting, or as soon as practicable thereafter, or following a change in its Membership. In making its review, the Authority is required, so far as reasonably practicable, to comply with the following principles:

- (i) Not all seats on each Committee are to be allocated to the same Group.
- (ii) The majority of seats is to be allocated to a particular Group if the number of persons belonging to that Group is a majority on the Authority.
- (iii) Subject to the above paragraphs, the number of seats on the Committees allocated to each Group should bear the same proportion to the total of all the seats on the Committees as that borne by the number of Members of that Group to the Membership of the Authority.
- (iv) Subject to paragraphs (i) to (iii) above, that the number of the seats on the body which are allocated to different political groups bears the same proportion to the number of all the seats on that body as is borne by the number of members of that group to the membership of the authority.

Subject to formal notification of the Membership of each Political Group, the allocation of seats on the Authority is as follows:

Conservative Group:	11 seats	(64.7059%)
Liberal Democrat Group:	2 seats	(11.7647%)
Labour Group:	2 seats	(11.7647%)
United Kingdom Independence Party	1 seat	(5.8823%)
Independent Group	1 seat	(5.8823%)

The 1990 Regulations require a notice in writing signed by two or more Members of the Authority to establish a political group. As the United Kingdom Independence Party and the Independent Group only have one Member each on the Authority, those Members cannot be regarded as a political group within the terms of the Regulations. However, the Regulations are modified where Members of the Authority are 'ungrouped'. The effect of the modification is that the political groups represented on the Authority's committees should be proportional to the Groups' membership of the Authority with the remainder of seats on committees to be filled by any ungrouped member(s).

The Authority is asked to note the report.

Contact Officer: Katie Nellist (Democratic Services Officer) - 01296 744633

Background papers: None.

(b) Committee Appointments

To consider making appointments to the Authority's committees.

**Executive Committee**

The Authority is asked to make appointments to the Executive Committee (8 Members).

It is recommended that the seats should be allocated as follows:

Conservative - 5

Liberal Democrat - 1

Labour - 1

Ungrouped member - 1

**Overview and Audit Committee**

The Authority is asked to make appointments to the Overview and Audit Committee (9 Members).

It is recommended that the seats should be allocated as follows:

Conservative - 6

Liberal Democrat - 1

Labour - 1

Ungrouped member - 1

## **11. Calendar of Meetings**

### Fire Authority

Wednesday 19 October 2016 at 11.00am

Wednesday 14 December 2016 at 11.00am

Wednesday 15 February 2017 at 11.00am

Wednesday 7 June 2017 at 11.00am

### Executive Committee

Wednesday 13 July 2016 at 10.00am

Wednesday 21 September 2016 at 10.00am

Wednesday 23 November 2016 at 10.00am

Wednesday 8 February 2017 at 10.00am

Wednesday 15 March 2017 at 10.00am

Wednesday 10 May 2017 at 10.00am

### Overview & Audit Committee

Wednesday 27 July 2016 at 10.00am

Wednesday 14 September 2016 at 10.00am

Wednesday 7 December 2016 at 10.00am

Wednesday 8 March 2017 at 10.00am

## **12. Appointment of Representatives to Outside Bodies**

### (a) Local Government Association Annual Conference

To appoint 1 Member to attend as the Authority's representative at the Local Government Association's Annual Conference.

### (b) Local Government Association Fire Commission

To appoint 1 Member and Standing Deputy to represent the Authority at the Local Government Association's Fire Commission.

### (c) Local Government Association Annual Fire Conference

To appoint 1 Member to attend as the Authority's representative at the Local Government Association's Annual Fire Conference.

### (d) Combined Fire Authorities Conference

To appoint 1 Member to attend as the Authority's representative at the Combined Fire Authorities Conference.

- (e) Thames Valley Fire Control Service – Joint Committee
  - (i) To appoint 2 Representatives to the Thames Valley Fire Control Service – Joint Committee.
  - (ii) To nominate 2 substitute members to the Thames Valley Fire Control Service – Joint Committee (in the event the 2 representatives are unable to attend)

**13. Lead Member Responsibilities**

To consider the allocation of Lead Member Responsibilities. The Lead Member Responsibilities are currently as follows:

<b>Responsibility</b>
Community Protection
Human Resources and Equality and Diversity
Finance, IT, Procurement and Control
Health and Safety and Corporate Risk
Property and Resource Management

The Authority is recommended to approve the allocation of Lead Member Responsibilities.

Background Papers: None

**14. Recommendations from Committees:**

**Executive Committee – 11 May 2016**

**Strategic Training and Delivery Partnership**

“That the Fire Authority receive a version of the presentation at its meeting on 8 June 2016.”

**A copy of the report considered by the Executive Committee on 11 May 2016 is attached (Pages 27 - 36)**

The Authority is advised that the Executive Committee also resolved:

1. that the progress and benefits already realised through the 2015/16 training and delivery partnership be acknowledged;
2. that the training partnership with the Fire Service College procured through the ‘Wider Public Sector Framework’ for a further period of one year be approved.

**15. Equality and Diversity (E&D) Objectives 2016-20, Public Sector Equality Duty and Review of 2012-15 Objectives**

To consider item 15 (Pages 37 - 86)

**16. Health and Safety Firefighter Injuries Family Group Performance Comparisons 2013/14 and 2014/15**

To consider item 16 (Pages 87 - 94)

**17. Thames Valley Cardiac Arrest Response Pilot**

To consider item 17 (**Pages 95 - 112**)

**18. Incident Review Olney and Stony Stratford 1 May 2016**

To consider item 18 (**Pages 113 - 122**)

**19. Junior Firefit Presentation**

To consider item 19 (**Pages 123 - 124**)

**20. Falls Prevention Presentation**

To receive a presentation

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)

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Minutes of the meeting of the BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY held on WEDNESDAY 10 FEBRUARY 2016 at 11.00 am, held at MILTON KEYNES COUNCIL CHAMBER, MILTON KEYNES COUNCIL OFFICES

**Present** Councillors Bendyshe-Brown, Busby (Chairman), Clarke OBE, Dransfield, Exon, Glover, Gomm, Huxley, Lambert, Mallen, Marland, Morris, Reed, Schofield, Vigor-Hedderly, Watson, and Wilson

**Officers:** J Thelwell (Chief Fire Officer), M Osborne (Deputy Chief Fire Officer), G Britten (Director of Legal and Governance), L Swift (Director of People and Organisational Development) D Sutherland (Director of Finance and Assets), J Parsons (Head of Service Development), P Holland (Head of Projects and Transformation), N Boustred (Head of Service Delivery), S Gowanlock (Corporate Planning Manager), M Hemming (Head of Finance [Deputy Director], K Nellist (Democratic Services Officer), F Pearson (Communication and Consultation Manager), A McCallum (Executive Assistant to Chief Fire Officer), G Wylie (Property Manager) D Norris (Fire and Rescue Advisor DCLG)

**Also Present:** Approximately 80 members of the public.

**Apologies:** None.

**FA37 MINUTES**

RESOLVED -

That the Minutes of the meeting of the Fire Authority held on 16 December 2015, be approved and signed by the Chairman as a correct record.

**FA38 DISCLOSURES OF INTEREST**

The Head of Service Development declared an interest in Item 10 Milton Keynes Safety Centre, review of funding agreement, as he was a trustee director of the Safety Centre.

**FA39 CHAIRMAN'S ANNOUNCEMENTS**

Chairman's announcements had been circulated in advance of the meeting. [Appended to these minutes].

The Chairman advised that Agenda Item 7 (Recommendations from Committees) would be taken after Agenda Item 9.

**FA40 PETITIONS**

The Chairman advised that a request to present a petition had been received from Councillor Nolan, Loughton and Shenley Ward, Milton Keynes Council and would be taken under Item 9; and that five Milton Keynes Councillors had requested to make statements relating to Agenda Item 9. The Chairman consented

to their statements being heard once Councillor Nolan had presented her Petition.

**FA41**

### **QUESTIONS**

The Chairman announced that four Questions had been received by the Monitoring Officer: three Questions from Councillor Zoe Nolan Loughton and Shenley Ward Labour, and one Question from Councillor Matthew Clifton Loughton and Shenley Ward Labour; and that printed copies were in front of Members and in the Public Gallery. The Chairman proposed, that as all four Questions related to Agenda Item 9, that the Questions be addressed after the presentation of the Petition and Milton Keynes Councillors' statements.

**FA42**

### **ENABLING CLOSER WORKING BETWEEN THE EMERGENCY SERVICES: CONSULTATION OUTCOMES AND NEXT STEPS**

The Chairman advised Members that as they were aware, from the 1 April 2016, the responsibility for fire policy was moving from the Department of Communities and Local Government (DCLG) to the Home Office and clearly greater collaboration between police and fire was a key item on the Home Office agenda.

The Chairman introduced the Fire and Rescue Advisor who was an employee of Buckinghamshire Fire and Rescue Service but had been seconded to the Fire Resilience and Emergencies Department at DCLG for over two years.

The Fire and Rescue Advisor introduced the report and advised Members that his role was to provide professional advice to ministers and officials across all government departments on a range of matters affecting the fire and rescue service, and the services' contribution to national capabilities and civil contingencies.

The Fire and Rescue Advisor deputises and represents the Chief Fire and Rescue Adviser on a range of current initiatives including; the integration of fire policy into the Home Office; policy development on collaboration including the newly formed Ministerial Board; policy development around assurance and transparency including the outcomes of the PAC on inspection and audit in the fire service; development of the revised Emergency Operations Centre from DCLG to the Home Office and provide support as assistant private secretary to the Minister for Policing, Fire, Criminal Justice and Victims.

The Fire and Rescue Advisor informed Members that the consultation paper was launched on 11 October 2015 and posed 16 questions covering a range of matters seeking to realise the manifesto commitment to '*enable the fire and police services to work more closely together and develop the role of our elected and accountable Police and Crime Commissioners*'. A total of 318 responses were received (fully or partially completed) from a range of organisations and individuals.

The Fire and Rescue Advisor reminded Members that a full and detailed response was considered by the Authority at its meeting on the 14 October last year, and was subsequently submitted. The consultation closed six weeks later and the Government's response to the consultation was released on 26 January 2016. The Government now intends to legislate to introduce a suite of reform measures.

The Authority would be mindful of the progressive work carried out by officers of this service over a number of years which include a refurbished fire station at Broughton with a dedicated and shared space for Thames Valley Police; a long standing arrangement for South Central Ambulance Service (SCAS) to use the Authority's fire stations as mobilisation hubs and to share resources with station staff; officers seconded to roles outside of the service and becoming embedded in areas such as the South East Counter Terrorism unit; the developing role of co-responding across areas within Buckinghamshire; Memorandums of Understanding (MOU's) with Thames Valley fire services and the Police and Crime Commissioner (PCC), as well as this Authority amending its constitution to give the PCC a seat on the Authority and joint procurement of operational equipment with neighbouring services.

The Fire and Rescue Advisor informed Members that the intention of the Government was to introduce radical reform and colleagues from the Home Office were using police reform as a blueprint for fire service reform. There was, however, recognition that the fire service needed to be better understood.

During recent visits to fire services, including a recent, and very successful visit to this Authority, both the Permanent Secretary and the Fire Minister had been focussed and resolute that reform of the fire service and the delivery of benefits for local taxpayers was a Government priority.

RESOLVED:

That the outcomes of the consultation and next steps proposed by HM Government be noted.

**FA43**

**STATION MERGER CONSULTATION: FEEDBACK AND RECOMMENDATION**

The Chairman proposed to adjourn the meeting to allow members of the public to speak, it was seconded by Councillor Morris and put to the vote with all in favour.

The meeting adjourned at 11.21am. [10 members of the public and the Bucks FBU Acting Brigade Secretary spoke against Recommendation 1]

The meeting resumed at 11.51am.

**Petition**

Councillor Nolan presented a petition 'Stop the Closure of Great Holm Fire Station' which she stated had 3,616 signatures. Councillor Nolan gave a statement to Members against the closure of Great Holm Fire Station.

### **Rights to Speak**

Milton Keynes Councillors Nolan, Clifton, Gifford, Bradburn and Long made statements on behalf of their wards against Recommendation 1.

### **Questions**

DCFO Osborne provided answers. [The Questions and responses are appended to these minutes.]

The Head of Projects and Transformation advised Members that the Public Safety Plan (PSP) 2015-20, which the Authority approved unanimously in December 2014, set out the strategic approach to managing risk in its communities over the coming years; that the key risk management strategy proposal in the Public Safety Plan was 'the right number and location of fire stations which may involve moving, merging, closing or co-locating with other blue light services'; and that the Authority already had an example of sharing a site with Thames Valley Police in Milton Keynes at Broughton Fire Station. The PSP also included a number of reviews based upon five geographical risk areas adopting an integrated model in respect of managing risk via a blend of prevention, protection and response elements.

The Head of Projects and Transformation reminded Members that the Authority was required to have due regard to the Fire and Rescue Service National Framework which sets out the need for the Authority's PSP to cover at least three years and to be reviewed regularly and to all foreseeable fire and rescue related risks had been identified. The PSP analysis identified that within Milton Keynes there was a reduction in demand by 54%, and that there was no link between population growth and demand.

The Head of Projects and Transformation made further points in his presentation including that:

- the Authority's vision to make Buckinghamshire and Milton Keynes the safest place in England to live, work and travel was best achieved with a blended approach of prevention, protection and response. Where risk levels remained high, despite the best efforts to engineer and eliminate them, the Authority would provide appropriate high quality response services;
- across Buckinghamshire and Milton Keynes the Authority had 30 traditional pumping fire engines and specialist appliances to support its activity. Flexible resources to cover the whole area of Milton Keynes and Buckinghamshire did not mean it

would only respond in one area, resources could and did get deployed anywhere across the geographical area of Milton Keynes and Buckinghamshire;

- the consultation to merge Bletchley and Great Holm Fire Stations with Thames Valley police into a blue light hub at West Ashland ran for 8 weeks. A range of approaches were used to gather the information for the consultation; public forums of which 46 members of the public from Bletchley, Great Holm and the wider area of Milton Keynes, were questioned over 3 sessions. An independent research company 'Opinion Research Services' facilitated the sessions and provided a feedback report. This gave a diverse group of people from Milton Keynes the opportunity to participate independently by random selection, in line with best practice;
- regular meetings with staff had been held since July 2015. At these meetings a representative from each fire station in Milton Keynes as well as the Fire Brigades Union attended. The meetings had received excellent feedback which had been shared in the consultation;
- there was also an online questionnaire in which there had been 782 completed responses. The results and analysis were included within the report. The results needed to be interpreted carefully as the feedback demonstrated the strength of feeling in certain areas of the community;
- one of the key points was response standards to the north west of Milton Keynes. Since it was introduced in 2008, the service had one of the best response standards in the country and this would continue. The Authority's response standard was to get a fire engine to an incident within 10 minutes and this was achieved on 80% of occasions;
- in addition to community safety activity during the day, identified points across the city would be used to ensure that the Authority consistently provide the best response to those most at risk. Using dynamic management of resources, the nearest fire engine would be sent to an incident, providing flexibility to the response;
- there had been a 24% increase in population in Milton Keynes over the past 15 years, but a 54% reduction in incidents over the same period. This was partly due to the excellent prevention and protection work by the Authority's staff and its partners;
- with regard to the traffic around Milton Keynes on match days, under the Safety of Sports Grounds Act 1975, the service was already involved in planning (including traffic and access issues) for match days and other events;
- the Great Holm site, if it was vacated, would be subject to a planning consultation as part of any planning application.

There would be a need to demonstrate value for money to the public and the money would be re-invested back into the new facility;

- there had been very little feedback regarding Bletchley which indicated support for the need to replace this ageing facility and for the new location at West Ashland;
- there were many examples of fire authorities taking decisions to remove fire engines and reduce fire-fighters whereas the Authority's response was to invest £3m of central Government money into a blue light hub to improve the service to our communities for many years to come; and
- this proposal gave the Authority a tremendous opportunity to develop not just a new site, but much more importantly a new concept in operations and ways of working, alongside other blue light partners in delivering safety services to the communities of Milton Keynes and Buckinghamshire for many years to come.

A Member asked where operational savings were coming from. The meeting was advised that the financial proposal put to the Department of Communities and Local Government (DCLG) was a public document and showed a good business case and that DCLG would not have given the project £2.8M funding if the business case was not feasible. The investment however, does enable revenue savings to be made.

A Member asked why analysis on future traffic growth projections had not been carried out as response times would increase as the level of congestion on the roads in Milton Keynes would grow. The meeting was advised that the Authority consistently monitored its response times and part of that was to move away from station based mobilising to automatic vehicle locating technology (AVLT), which was technology that mobilises the nearest available vehicle.

A Member asked for reassurance regarding the statement 'the intention of this project was to merge the resources across two fire stations in West Milton Keynes into a single facility in a location that has the minimum impact on current response times', taking into consideration the new builds in the area over the coming years and noting that the number of house fires had gone down but the number of road traffic accidents had gone up. The meeting was advised that it was not about the location of fire stations, but the use of fire engines. It was also about trying to prevent the incident from occurring in the first place through prevention and protection activity, but if that should fail, there were excellent response standards in place.

A Member asked why there was a huge peak in the statistics when Great Holm Fire Station opened in 1989, and then dropped by 54% between 2003 and 2015. The meeting was advised that this was before the Authority started undertaking integrated risk

management planning, but from 2004 onwards the Authority had actively been out in the community reducing the risk to members of the public within their homes and businesses and part of the impact of the reduction of incidents was due to that.

A Member asked that within the public safety plan it states that 62% agreed with fire stations merging, and if that was across the whole of Buckinghamshire or just Milton Keynes. The meeting was advised that the Public Safety Plan covered both Buckinghamshire and Milton Keynes and the responses came from a range of areas.

A Member stated that the locations of Great Holm and Bletchley fire stations were based on the original standards of fire cover created in 1947 (69 years ago) and asked if it had been reviewed since then. The meeting was advised that the original standards of fire cover were all based on property risk, not life risk. This was recognised in 2002 when an independent review of the fire service was published and integrated risk management planning was introduced which was based upon life risk and not just property risk.

A Member asked when councils and parish councils had been notified about the consultation. The meeting was advised that letters had been sent out prior to the consultation to all parish councils in the affected area and local councillors for Milton Keynes, advising them about the consultation.

A Member asked a question regarding houses of multiple occupancy (HMOs). The meeting was advised that the Authority had an agreement set up with Milton Keynes Council and carried out joint inspections but the responsibility lay with the local authority.

A Member asked if standby points would be tested before the opening of the new facility and if assurance could be given that average response times would not deteriorate in the area normally served by Great Holm Fire Station. The meeting was advised that standby points would be used and reassurance was given that response standards would be maintained across Buckinghamshire and Milton Keynes, including Great Holm and the western flank.

A Member asked for more information on the consultation forums. The meeting was advised that people had been selected at random for the forums. The people were given additional information on how the Authority functioned and how it was funded. This gave them a broader outline of how a fire and rescue service operated. At the forums a number of people came in with fixed views that they were anti the closure of both fire stations, but when presented with the facts, could understand how the conclusion was reached. Responses included; it made more sense; it saved money; it was a better way of operating across the area the Authority covers.

A Member asked what it would cost to maintain the two existing fire stations at Bletchley and Great Holm. The meeting was advised that essential maintenance work needed to be done to both within the next 12 months, at a cost of £350K for Bletchley and £215K for Great Holm. A full refurbishment for both stations would cost £2-£3M. This was an informed view as a professional assessment had been undertaken.

A Member asked if the co-location went ahead with Thames Valley Police, what discussions were taking place with the ambulance service. It was explained that South Central Ambulance Service was not formally 'on board' with the project, but there had been a considerable amount of work looking at possible site design and inclusions that would allow South Central Ambulance Service to share the site.

A Member asked if there would be any revenue savings or capital cost for Thames Valley Police, as the consultation showed that the Authority would make £600K in revenue savings. It was explained that Thames Valley Police would make revenue savings in the region of £150K per year, which over a ten year period would be £1.5M revenue savings for the public.

A Member asked if closing Great Holm Fire Station would increase response times to emergency calls in Milton Keynes. It was explained that as the service doesn't always respond from fixed locations it would manage the times it was out in the community in different ways and there would be no increase to response times.

A Member asked what had been done in terms of proposals for standby points, and what the definition of a standby point was. It was explained that a standby point was a geographical point that would be identified and would provide specific coverage of an area and would be utilised when crews were not out in the community providing prevention activity. A number of locations had been identified in conjunction with South Central Ambulance Service.

A Member raised concerns about the traffic congestion on the roads in Milton Keynes over the coming years with the increase in population and felt that officers had not addressed this in the consultation. Also, the increase in population and number of new houses being built would, he felt, make demand rise as the population increases. The meeting was advised that the issues raised regarding traffic congestion were of real concern to the Authority, but this strengthened the case of moving away from a fixed location fire station, to utilising fire appliances that are out in the community at peak times. There also needs to be better information links between Milton Keynes Council and the Authority to provide information when incidents occur (i.e. roads closed) so that resources can be moved to ensure response standards can be met and exceeded.

A Member asked what feasibility study had been done regarding sharing standby points with the ambulance service and why no

pre-application process had taken place and no applications for land acquisition on any sites had taken place. It was explained that some standby locations had been identified and should this proposal be approved, the Authority would start to look at proposals around the best locations to have fire appliances should it need to utilise standby points across Milton Keynes.

A Member asked if standard response times were maintained when crews are out in the community, what impact would this have on the community? It was advised that situations change very rapidly in the city and the fire and rescue service had to move to a more mobile adaptive response.

The Lead Member for Community Protection, thanked the members of the public for their input into the consultation and for attending the meeting today. She also advised Members that:

- some officers had been subjected to the most outrageous abuse and untruths for doing their jobs which was totally unacceptable and should have no place in this community.
- the Executive Summary of the report set out the background to the consultation. The decision to endorse mergers was made in the Public Safety Plan which was published and consulted on at the end of 2013, again in 2014 and approved unanimously in December 2014. This consultation looked at the specifics of delivering the plan to merge Bletchley and Great Holm Fire Stations at West Ashland.
- the independent research company advised that it had been a very good consultation, from the people that made the time to attend the independent focus groups, to the excellent input from staff and the larger response to the online questionnaire;
- two of the key issues that came out of the consultation were that the public didn't want the fire service to be seen working closely with the police and that there should be no community use of the new hub. The Authority had already made the decision to work with the police by signing an agreement in July 2015 for property sharing and co-location of the police and fire services in the Thames Valley. Also, as the fire service worked very closely within the community, why wouldn't it invite the community to be involved with the fire station. There would be community facilities, sports facilities and organisations would be able to hold meetings there;
- the new hub would have very good training facilities as unfortunately, at Great Holm training had been reduced after receiving many noise complaints from the nearby public about night time training. Night time is the best time for training as the number of emergency calls are reduced. The new facility would be on an industrial site with no residential neighbours so this would no longer be a problem;

- the two current buildings at Bletchley and Great Holm, were expensive to maintain, no longer entirely fit for purpose and don't meet some new regulations. As already mentioned, they need a significant amount of money spent on them simply to stand still; and
- the decision would not reduce the fire cover across Milton Keynes; it would not reduce the number of fire appliances on the streets of Milton Keynes and it would not reduce the number of firefighters working within the communities of Milton Keynes. The decision would enhance the community safety preventative work; it would ensure that firefighters enjoyed better training; it would support the service in building closer relationships with businesses within the community. The Authority's officers and firefighters were professionals they are passionate about serving the community and delivering the best possible service and outcomes.

The Chief Fire Officer advised Members that it was truly gratifying to know that so many people cared so much about the fire and rescue service in Buckinghamshire and Milton Keynes. The main priority for the proposal was public safety. The Authority must consider how to provide the best possible service to the community with the money it had available. It must take difficult decisions, informed by excellent data, rigorous analysis and professional assessment to ensure that it provided the best possible service, even when finances, risks and populations were changing.

The proposal to build a blue light hub would ensure that the excellent response standard which had been in place since 2008, providing a fire engine in less than 10 minutes on 80% of occasions would still remain and be met. The number of fire engines in Milton Keynes would not decrease and there would be no firefighter redundancies. The proposal would save the taxpayer in the region of £6M over the next 10 years.

The population and diversity of Milton Keynes was changing. It was growing and spreading as the city continued to expand. It had been shown that there was no correlation between the growth in population and an increase in demand. As the population in Milton Keynes had increased, the demand had reduced. Many would choose to make the assumption that less demand equals less fire engines. In this proposal the number of fire engines in Milton Keynes would be protected.

The firefighters in this service continue to do an incredible job. They are a shining example of a modern workforce embracing change. They visit thousands of homes every year, preventing incidents and saving lives through education. They are dementia champions, they help reduce childhood obesity and they have attended emergency medical incidents in their thousands saving more lives in the last two years than ever before. In short, they

make a difference every single day to the community. The proposal was to move to a more flexible mobile response which allows the service to save more lives than ever before.

This proposal would save the taxpayer £6M over the next 10 years, but there would be no less fire engines in Milton Keynes, the excellent response standard would remain and be met and there would be no firefighter redundancies. At times when demand was low, the new facility would ensure there was space and time to train with our partners from the police and ambulance, whilst not disturbing the neighbours, so that the service can provide the best possible response when called upon.

It being proposed by Councillor Wilson supported by at least 2 Members Recommendation 1 was put to a recorded vote.

RESOLVED -

That the resources from Great Holm and Bletchley are relocated and merged into the new 'blue light hub' facility with Thames Valley Police at West Ashland and the existing station premises vacated. The Service will continue to ensure that current response standards are met via its dynamic mobilising system, utilising the fire crews that are out in the community delivering vital life-saving community safety work, or when appropriate utilising standby points strategically located across Milton Keynes, ensuring our communities will always benefit from the quickest possible attendance in an emergency be approved.

Details of the recorded vote are set out below:

	For	Against	Abstained
Bendyshe-Brown	✓		
Busby	✓		
Clarke	✓		
Dransfield	✓		
Exon		✓	
Glover	✓		
Gomm	✓		
Huxley	✓		
Lambert		✓	
Mallen	✓		
Marland		✓	
Morris	✓		

Reed	✓		
Schofield	✓		
Vigor-Hedderly	✓		
Watson	✓		
Wilson		✓	

The Chairman proposed to adjourn the meeting to allow Members to have a break. The meeting adjourned at 2.15pm.

The meeting resumed at 2.30pm.

Councillor Vigor-Hedderly left the meeting.

**FA44**

**RECOMMENDATIONS FROM COMMITTEES:**

**Overview and Audit Committee – 2 December 2015**

The Authority considered the recommendations of the Overview and Audit Committee held on 2 December 2015 relating to:

- Treasury Management Strategy

**(a) Treasury Management Strategy**

The Authority considered the Treasury Management Policy Statement, the Treasury Management Strategy Statement and the Annual Investment Strategy.

The current strategy was operating effectively and outperforming the benchmark targets. There were no significant changes to the proposed strategy for 2016/17.

RESOLVED:

That the Treasury Management Policy Statement, Treasury Management Strategy Statement and the Annual Investment Strategy for 2016/17 be approved.

**Executive Committee – 3 February 2016**

The Authority considered the recommendations of the Executive Committee held on 3 February 2016 relating to:

- The Prudential Code, Prudential Indicators and the Minimum Revenue Provision
- Medium Term Financial Plan (MTFP) 2016/17 – to 2019/20

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

The Authority considered the Prudential Code, the Prudential Indicators and the Minimum Revenue Provision policy statement.

The Authority noted that the Prudential Code had been established to ensure the capital investment plans were affordable, prudent and sustainable, and equated to an acceptable level of risk to the Authority.

The Authority was currently in an over-borrowed position but due to the prohibitive penalties early repayment of borrowing was not an option. The Authority would therefore ensure that no additional borrowing be undertaken for the foreseeable future.

RESOLVED:

That the Prudential Indicators and the Minimum Revenue Provision Policy Statement be approved.

**(c) Medium Term Financial Plan (MTFP) 2016/17 to 2019/20**

The Vice Chairman introduced the report previously presented to the Executive Committee meeting held on 3 February 2016, which included an updated Appendix 1. Last year there was a reduction of 1% in council tax precept, this year the forecast was not as favourable. If the Authority achieved a 1.98% increase it would balance the budget. There was also a recommendation to reduce contingency to a level which should not give the Authority a significant underspend.

A question was asked as to why there was a relatively high amount for fire appliances and equipment for the next two years and then it significantly reduced. It was advised that there was a need for the Authority to reinvest in its vehicles as there had been no new fire appliances purchased for over five years and this recognised the immediate need for four new appliances.

A question was asked as to why contingency needed to be reduced. It was advised that the Authority had consistently underspent over the last few years and wanted to move to a situation where it did not rely on contingency.

RESOLVED:

That the Authority:

1. note and have due regard to the report and Statement of the Chief Finance Officer;
2. approve a Council Tax precept of £59.70 for a band D equivalent property (a 1.98% increase from 2015/16 – equal to 2.2p per week) and the revenue budget as set out in Appendix 1;
3. approve the capital programme as set out in Appendix 2.

Details of the recorded vote are set out below:

	For	Against	Abstained
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Bendyshe-Brown	✓		
Busby	✓		
Clarke	✓		
Dransfield	✓		
Exon	✓		
Glover	✓		
Gomm	✓		
Huxley	✓		
Lambert	✓		
Mallen	✓		
Marland	✓		
Morris	✓		
Reed	✓		
Schofield	✓		
Vigor-Hedderly			
Watson	✓		
Wilson	✓		

**FA45**

**MILTON KEYNES SAFETY CENTRE, REVIEW OF FUNDING AGREEMENT**

The Lead Member for Community Safety advised Members that prevention was a priority of this Authority, and the Safety Centre was an excellent asset to have in the area.

The Head of Service Delivery asked the Authority to note that the current agreement committed the Authority to a grant of £25k per annum for five years (2011-2016) and the proposed renewed arrangement would commit the Authority to £25k per annum for the next three financial years, a total of £75k.

The current agreement commits the Authority to provide a vehicle for five years (2011-2016), a new arrangement had been agreed in principle with the Safety Centre, where a grant was provided for travelling expenses incurred by Safety Centre staff undertaking outreach activities using their own vehicles or public transport. Staff would claim travelling expenses. This grant would be capped at a maximum of £2,000 per annum. This would commit the Authority to a maximum expenditure of £6,000 during the course of the Funding Agreement.

As part of the review of the Funding Agreement, the Safety Centre was subject to a critical examination and report by the Authority's Community Safety Officer. The report recommended a number of improvements to the safety scenarios. The associated improvements had been agreed with the Safety Centre and were now part of an improvement schedule which was detailed in the proposed revised Funding Agreement.

RESOLVED:

That a new funding agreement with the Safety Centre (Hazard Alley) Ltd on the terms set out in the report be approved.

**FA46**

**DATE OF NEXT MEETING**

The Authority noted that the next meeting of the Fire Authority was to be held on Wednesday 8 June 2016 at 11.00am

THE CHAIRMAN CLOSED THE MEETING AT 3.00pm

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# Buckinghamshire & Milton Keynes Fire Authority

<b>MEETING</b>	Executive Committee
<b>DATE OF MEETING</b>	11 May 2016
<b>OFFICER</b>	Lynne Swift, Director of People and Organisational Development
<b>LEAD MEMBER</b>	Councillor Roger Reed
<b>SUBJECT OF THE REPORT</b>	<b>Strategic Training and Delivery Partnership</b>
<b>EXECUTIVE SUMMARY</b>	<p>This report is being presented to Members, in order to provide an overview of the notable benefits that have been realised through the current training &amp; delivery partnership agreement between BMKFA and the Fire Service College (FSC).</p> <p>The attached partnership summary report (Appendix A) details the financial overview for the 2015\16 partnership, which amounted to a programme value of <b>£178,815</b>, as well as the outputs and outcomes that were attained.</p> <p>Furthermore, the report also highlights the principal changes to the 2016\17 partnership that have recently been agreed following a number of meetings held with the FSC, intended to develop and build upon the previous year's achievements. The like for like programme value for the coming year amounts to <b>£163,600</b>.</p>
<b>ACTION</b>	Decision.
<b>RECOMMENDATIONS</b>	<p>It is recommended that members:</p> <ol style="list-style-type: none"> <li>1) Acknowledge the progress and benefits already realised through the 2015\16 training and delivery partnership.</li> <li>2) Approve the training partnership with the Fire Service College procured through the 'Wider Public Sector Framework' for a further period of one year.</li> </ol>
<b>RISK MANAGEMENT</b>	<p>Risk:</p> <p>The professional partner terminating the partnership agreement leaving BMKFRS with limited resources and obvious gaps within the quality assurance and validation elements of the training framework.</p> <p>Mitigation:</p>

	<p>BMKFRS will maintain the required capability in order to continue delivering all elements of training delivered through the training partnership.</p> <p>Risk:</p> <p>A partnership with a national training provider, in this instance the Fire Service College (Capita), would link BMKFRS to this external organisation. This could lead to reputational issues if the professional partner is subject to negative press.</p> <p>Mitigation:</p> <p>The Fire Service College is a well-established and respected trade name within the fire sector. There have been no recorded issues of notable bad press during the initial period of the partnership, however BMKFRS will continue to monitor the relationship with the FSC and if necessary have the option to terminate the partnership, in light of there being a 90 days termination clause contained within the Wider Public Sector Framework.</p> <p>Risk:</p> <p>BMKFRS or the FSC fails to deliver on the requirement of the training partnership.</p> <p>Mitigation:</p> <p>Effective monitoring by the Training Delivery Manager and management of underperformance, against approved key performance indicators by the Training Strategy Group.</p> <p>Risk:</p> <p>Current under establishment of Area Trainers may impact upon BMKFRS ability to fulfil the 320 instructor days at the FSC.</p> <p>Mitigation:</p> <p>Actively seeking expressions of interest for the role of Area Trainer from suitably qualified supervisory commanders. To better utilise the pool of Associate Instructors, ensuring they have the necessary qualifications, as detailed within the partnership agreement.</p>
<p><b>FINANCIAL IMPLICATIONS</b></p>	<p>The total budgeted cost to the Authority for the training partnership, during the period 2015\16 is <b>£178,815</b> per annum.</p> <p>This is funded through a payment of <b>£96k</b> per year to the FSC and the remaining balance of the funds is provided through BMKFRS providing the FSC with training instructors for a minimum of 320 days per year, which equates to <b>£82,815</b>.</p> <p>It is expected that by the end of the first year's partnership agreement, a number of instructor days</p>

	<p>will be outstanding. The FSC have requested <b>243</b> days of which <b>190</b> days been fulfilled by BMKFRS, leaving a difference of <b>53</b> days that are likely to be carried over.</p> <p>The total cost of the 2015\16 partnership is projected to be <b>£165,117</b>.</p> <p>The total cost to the Authority, in respect of the 2016\17 training partnership is <b>£163,600</b> per annum.</p> <p>Yet again this is funded through a direct payment to the FSC of <b>£83,600</b> per year, commencing 1 May 2016. The remaining balance of the funds is again provided by the 320 training instructor days, which for the 2016\17 agreement equates to <b>£80,000</b>.</p>
<p><b>LEGAL IMPLICATIONS</b></p>	<p>The Authority’s Financial Regulations (Regulation E.2) require Executive Committee approval for the renewal of the proposed partnership/joint working initiative.</p>
<p><b>CONSISTENCY WITH THE PRINCIPLES OF COLLABORATION</b></p>	<p>Opportunities for collaboration, in particular with the Thames Valley fire &amp; rescue services, have been sought over the last 12 months. The BMKFA Training Strategy and Framework has been shared with colleagues in each of the Thames Valley fire and rescue services and the FSC continue to promote this model with them and other UK fire and rescue services.</p> <p>The three services have engaged with the FSC with a view to participate in a review of the methods, outcomes and costs of operational training which will be completed in the summer of 2016. This is the first step in identifying options for a more collaborative training delivery model across the three authorities.</p> <p>However any form of collaboration will not be at the detriment of BMKFA being able to safeguard a training delivery model that remains efficient, effective and economical.</p>
<p><b>HEALTH AND SAFETY</b></p>	<p>The Training Delivery Partnership with the FSC has enhanced those systems being operated to address training needs and the reporting mechanisms that improve the overall health, safety and well-being of all employees, at the same time providing improved assurance to the Authority.</p> <p>Through the exceptional facilities provided to BMKFRS by the FSC, staff will have access to realistic scenarios during the validation exercises that will test and develop their operational competencies from both a practical and theoretical knowledge perspective.</p> <p>The external assurance of the BMKFRS Area Trainers and the validation exercises completed by the FSC will also provide assurance to the Authority that maintenance of skills training on stations remains effective and the associated occupational risks to our</p>

	operational staff are being appropriately managed.
<p><b>EQUALITY AND DIVERSITY</b></p>	<p>A PIA has been completed and the partnership agreement with the FSC sets out the equality and diversity requirements expected from the FSC in terms of compliance with the Equality Act 2010, including ensuring reasonable adjustments to remove barriers to disabled employees accessing the FCS training courses.</p>
<p><b>USE OF RESOURCES</b></p>	<p>The project will meet the objectives set out in the BMKFRS Corporate Plan to:</p> <ul style="list-style-type: none"> <li>• Continually invest in our staff to ensure that they are competent, safe and have the skills and knowledge to work effectively with the public and our partners.</li> <li>• Manage all our resources to provide the best value for the residents and businesses of the communities we serve.</li> </ul> <p>The project will meet the following objective set out in the POD Directorate plan:</p> <p>POD5 Organisational design: further review of organisational structures, processes way of working.</p> <p><b>Performance Indicators for Training, Learning &amp; Development</b></p> <ul style="list-style-type: none"> <li>• A report providing evidence of the Return on Investment (ROI) from the training partnership is submitted to the Training Strategy Group (TSG) six monthly. Membership of TSG is made up of managers with the authority to make strategic decisions and set direction of training.</li> <li>• Quarterly performance reports outlining progress of the partnership are provided to the Training Strategy Group before being presented to the Performance Management Board.</li> <li>• Directorate performance indicators for the training partnership are reviewed monthly at the People &amp; Organisational Development Directorate management team meetings.</li> </ul> <p><b>Communication with stakeholders;</b></p> <p>Verbal and written progress reports have been provided to the Training Strategy Group. Regular progress meetings have been held with managers and staff affected by the change introduced by the new training framework.</p> <p><b>The system of internal control;</b></p> <p>The Training Strategy Group is responsible for monitoring progress of the training partnership. Performance and progress reports are reviewed</p>

	<p>quarterly by this group prior to being passed onto the Performance Management Board.</p> <p><b>The arrangements to promote and ensure probity and propriety;</b></p> <p>Meetings have been held with national fire service training providers to develop a quality assurance and validation structure for training. The use of the 'Wider Public Service Framework' enables the Service to procure this training without the need to run through a full procurement exercise.</p> <p><b>Environmental;</b></p> <p>There is a requirement for BMKFRS crews to travel to the FSC to undertake training and development days and attend validation exercises; these are required once every two years. The previous training delivery model required our crews to travel around the county to undertake breathing apparatus, water rescue and incident command training. Due to the move to more localised training as detailed in the approved Training Strategy and Framework the impact of this change is minimal.</p>
<p><b>PROVENANCE SECTION &amp; BACKGROUND PAPERS</b></p>	<p>Training Partnership Proposal Report approved at March 2015 Fire Authority Executive Committee Meeting</p> <p><a href="#">2015 Training Partnership Proposal report</a></p> <p><a href="#">Financial Regulations, June 2014</a></p>
<p><b>APPENDICES</b></p>	<p>Appendix A - Training &amp; Delivery Partnership Financial Overview, Outcomes &amp; Outputs.</p>
<p><b>TIME REQUIRED</b></p>	<p>15 minutes.</p>
<p><b>REPORT ORIGINATOR AND CONTACT</b></p>	<p>Steve Wells</p> <p><a href="mailto:swells@bucksfire.gov.uk">swells@bucksfire.gov.uk</a></p> <p>01296 744426</p>

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## Appendix A

### Strategic Training and Delivery Partnership Background

#### Partnership Agreement 2015\16

The innovative approach toward the delivery of operational training, in partnership with the Fire Service College, has not only proven to be financially intelligent, but also enabled the operational competencies of all front-line to be realistically challenged, whilst at the same time been subjected to independent assessment and scrutiny.

Although introduced as a 'pilot' in May 2015 the 2015\16 partnership has already realised notable benefits, not only in terms of the training outcomes, but also toward the continual enhancement of the Authority's professional reputation, from the point of view that it has been BMKFRS employees delivering what are essentially FSC courses, to both national and international delegates.

#### 2015\16 Training & Delivery Partnership Financial Overview

AGREED Partnership costs for first year delivery:

Element	Price (£)	Commentary
Validation Training	162,500	For up to 25 courses, based on a price of £6,500 per course.
Instructor Assurance Programme	6,225	Provided at 50% of standard price
Instructor Development Programme	10,090	Provided at 50% of standard price
<b>Programme Value</b>	<b>178,815</b>	
Discount against agreed 320 BMKFRS instructor days to FSC	<b>-82,815</b>	
<b>Total Discounted Programme Value</b>	<b>96,000</b>	Agreed charge of <b>£96,000</b> p.a. from May 2015.

#### OUTCOMES & OUPUTS from the 2015\16 Training & Delivery Partnership

Validation Exercises 2015\16		
	To Date	Total By end of training year (if all those booked attend)
Exercises	23	25
NIGHT Exercises	15	15
WEEK DAY Exercises	3	3
WEEKEND Exercises	5	7

Operational Staff Attended	214*	232
Supervisory Commanders Assessed for Incident Command Level1	76 (of which 1 fail)	84
Operational staff assessed for BA	212 (of which 3 failed and re-assessed later**)	230
Safety Events Reported	5***	

\* 1 persons sustained minor injury on the first scenario and was not assessed for Incident Command or BA and will be assessed at a later date.

\*\* 3 BA fails: 2 re-assessed at Great Holm, 1 re-assessed on a later validation date - all passed.

\*\*\* 1 injury sustained during a BA exercise, 1 injury reported on return to station, 1 staff member reporting sick during validation date, 1 injury sustained demounting the appliance and 1 equipment damage.

In accordance with the 2015\16 partnership agreement between BMKFRS and the Fire Service College (FSC), of the **243** days the college have requested, BMKFRS Area Trainers have delivered **190** 'instructor' days that have involved the facilitation of a range of courses on behalf of the FSC.

<b>Instructor Schedule at the Fire Service College</b>	
<b>COURSE</b>	<b>INSTRUCTOR DAYS*</b>
Area Trainer Development (AVA Award and POD operator)	10
Fire Behaviour Training Instructors	30
Tactical Ventilation Instructors	10
Breathing Apparatus Instructors	39
Breathing Apparatus Initial	7
Road Traffic Collison Instructors	11
HART - USAR	28
Breathing Apparatus: NARU (HART)	2
Fire Behaviour Training: NARU (HART)	2
International (Qatar) Tactical Ventilation	8
Fire Behaviour Training: for BAE systems	2
Fire fighter development programme	6
NFPA- accreditation development	35
<b>TOTAL:</b>	<b>190</b>

\* Days requested by the FSC totals 243.

## Partnership Agreement 2016\17:

The content of this year's forthcoming agreement contains a number of notable adaptations, which are detailed below:

- The 20% discount for open programme prices purchased as part of the initial TNA is extended to those booked as part of the quarterly partnership meetings.
- The development and trial of a FF development programme suitable for FF apprentices. This will involve the joint development and adaptation of the existing FSC FF development programme to meet the following objectives:
  - Be deliverable both in residential (FSC) and non-residential (BMKFRS) locations.
  - Be suitable for both delegates with no RPL (new apprentices) and those with varying degrees of RPL (existing On-Call fire fighters).
  - Be deliverable in a modular format to allow for consolidation of learning by delegates.
- Introduction of training and development days for operational staff.
- Greater clarity around the instructor booking mechanism and accessibility to college accommodation, in order to create greater efficiency in respect of the positive hours spent toward delivering training at the FSC, rather than travelling to and from the venue.
- Re-instating the front loaded instructor schedule credits, albeit at a lower figure than previous.
- Reduction in the current **£6,500** price associated with the validation exercises to a figure of **£4,090**.
- Insertion of venue sharing\satellite venue arrangements, thereby promoting the greater utilisation of BMKFRS facilities, in order to deliver principally FSC courses.

It is anticipated that the term of the 2016\17 agreement will again be 11 months, commencing the **1 May 2016** until **31 March 2017**.

### 2016\17 Training Delivery Partnership Financial Overview

Element	Price (£)	Commentary
Validation Training	102,250	For up to 25 courses, based on a price of £4090 per course.
Training & Development Days	46,750	For up to 25 courses, based on a price of £1870 per course.
Instructor Development Programme	12,000	Provided at 50% of standard price.
Instructor accommodation	2,600	1 week's accommodation single en-suite, food not included.
<b>Programme Value</b>	<b>163,600</b>	

Discount against agreed 320 BMKFRS instructor days to FSC	<b>-80,000</b>	BMKFRS instructor rate training credit of £250.
<b>Total Discounted Programme Value</b>	<b>83,600</b>	Agreed charge of <b>£83,600</b> p.a. commencing 1 May 2016.

\*In addition to the financial costs above there is also a carryover of an additional **53** instructor days in total relating to the 2015/16 agreement.

## Summary

Though the relationship that has been progressively established with the Fire Service College it has been possible to reach agreement upon certain notable alterations being incorporated into the 2016\17 Training & Delivery Partnership.

This has enabled the introduction of training and development day that will allow operational staff to improve and acquire new skills, creating a greater balance between learning and assessment.

The total discounted programme value for the 2016\17 partnership, generates a **£12,400** saving, thereby ensures BMKFRS continues to be capable of providing credible and realistic operational training that is independently assessment, whilst remaining both effective and economical.



# Buckinghamshire & Milton Keynes Fire Authority

<b>MEETING</b>	<b>Fire Authority</b>
<b>DATE OF MEETING</b>	8 June 2016
<b>OFFICER</b>	Lynne Swift, Director of People and Organisational Development
<b>LEAD MEMBER</b>	Councillor Roger Reed
<b>SUBJECT OF THE REPORT</b>	<b>Equality and Diversity (E&amp;D) Objectives 2016-20, Public Sector Equality Duty and Review of 2012-15 Objectives</b>
<b>EXECUTIVE SUMMARY</b>	<p>Buckinghamshire and Milton Keynes Fire Authority (BMKFA) is subject to the specific duties as laid out in the Equality Act (Specific Duties) Regulations 2011. This is in addition to the general equality duty as laid out in the Equality Act 2010. These duties together are commonly known as the Public Sector Equality Duty (PSED), the aim of which is to ensure that fairness is at the heart of public bodies' work and that public services meet the needs of different groups.</p> <p>This report sets out how the Authority will comply with the Public Sector Equality Duty (PSED) and uses the Equality Framework for Local Government (EFLG) as a guide.</p> <p>This purpose of this paper is to set the Authority's future four yearly objectives under the PSED (Appendix 1) and to update on progress since 2012 (Appendix 2).</p> <p>This report contains an update on the key internal performance areas as follows: Workforce Strategy, Workforce Monitoring, Equality Analysis/Impact assessment, Employee Engagement, Promoting an Inclusive Working Environment, Equal Pay, Harassment and Bullying, Appraisal and Training Learning and Development. The report also contains an update on the key external performance areas Working with our Communities as follows: Knowing Communities, Involving Communities and Responsive Services and Customer Care.</p> <p><b>Appendix 1</b> of the report sets out the Objective for 2016 to 2020.</p> <p><b>Appendix 2</b> of the report provides a review of 2012 - 15 Equality and Diversity work plan set at the Authority's Executive Committee on 16 May 2012.</p> <p><b>Appendix 3</b> displays the workforce diversity in the</p>

	<p>form of charts and tables and provides commentary where it can be identified that people who share protected characteristics are under-represented in the Authority's workforce in comparison to the census data for the population of Buckinghamshire and Milton Keynes.</p> <p><b>Appendix 4</b> of the report provides the Equality and Diversity Measures to be set for years 1-2 and years 3-4 between 2016-2020 in order to meet our objectives.</p>
<b>ACTION</b>	Decision and information.
<b>RECOMMENDATIONS</b>	<p>It is recommended that:</p> <ol style="list-style-type: none"> <li>1) The contents of the report <b>Annex A, Appendices 2, 3 and 4</b> are noted.</li> <li>2) The new 2016 to 2020 E&amp;D objectives set out in this paper at <b>Appendix 1</b> are approved and published.</li> <li>3) The progress against objectives are monitored annually by update reports to the Authority.</li> </ol>
<b>RISK MANAGEMENT</b>	<p>A significant identified risk is the Authority's ability to deliver a more diverse workforce within the funding and recruitment constraints against a background of changing demographics. This report and the objectives contained within the appendices and proposed monitoring aim to mitigate these risks</p> <p>Discrimination in the workplace may give rise to a claim through the employment tribunal. In general, failure to comply with the statutory duties may give rise to a claim for compensation for injury to feelings and costs may be awarded on such a claim if it is successful. There is also a risk to reputational damage.</p> <p>The Authority's People Strategy and well developed policies and procedures aim to mitigate these risks wherever possible.</p>
<b>FINANCIAL IMPLICATIONS</b>	The Equality and Diversity action plan for 2016/20 will be delivered from within existing budgets and will help to move the provision of equality and diversity to a more integrated provision within public safety work.
<b>LEGAL IMPLICATIONS</b>	The Fire Authority is subject to the general and specific duties set out in the Equalities Act 2010. The general duty requires the Authority when carrying out its functions, to have due regard to the need to: 1) eliminating unlawful discrimination, harassment and victimisation; and 2) the advancement of equality of opportunity between different groups and foster good relations between different groups.

	<p>Specific duties are set out in regulations made under Equalities Act 2010 bringing together existing race, disability and gender duties and also covering sexual orientation, age, religion or belief, pregnancy and maternity and gender reassignment. The specific duties are intended to help public bodies to meet the requirements of the general duty.</p> <p>The Equality Act 2010 (Specific Duties) Regulations 2011 (SI 2011/2260) requires, since 31 January 2012, the Authority to: 1) publish information to demonstrate compliance with the general duty (above); and to prepare and publish one or more equality objectives that should achieve one or more of the aims set out in the general duty. Guidance on how and what to publish is provided in the "Equality information and the equality duty: A guide for public authorities" (ECHR, Revised (second) edition, 19 December 2011).</p>
<p><b>CONSISTENCY WITH THE PRINCIPLES OF COLLABORATION</b></p>	<p>The duty applies to each Authority separately. As part of the Thames Valley MOU, each collaboration programme will be assessed to determine if there are any E&amp;D matters that can be implemented through collaboration.</p>
<p><b>HEALTH AND SAFETY</b></p>	<p>There are no implications with regards to health and safety.</p>
<p><b>EQUALITY AND DIVERSITY</b></p>	<p>The service has a statutory obligation under equality legislation to eliminate unlawful discrimination. The Authority's people strategy, policies and procedures aim to support us in meeting our requirements. If our policies and practices are fair and consistent then our service users will approach us and have greater levels of satisfaction. If we have greater representation of our diverse communities then we will be able to find solutions to barriers in relation to employment and accessing services.</p> <p>The key benefits are in relation to a healthy and productive workforce and services that meet the needs of the people, improving their quality of life.</p> <p>The relevant workforce equality data is included in Appendix 3.</p>
<p><b>USE OF RESOURCES</b></p>	<p><b>Communication with stakeholders;</b> A comprehensive communication and consultation programme has been initiated both internally and with external partners to ensure the Authority is best placed to move this agenda forward in a positive and co-ordinated way. This report has been written taking the views of the employee and Trade Union representatives into account. Once approved, the objectives will be shared with all stakeholders and updated and discussed regularly at the Join</p>

	<p>Consultation Forum.</p> <p><b>The system of internal control;</b> Monitoring arrangements will include an annual update to the Performance Management Board and SMB.</p> <p><b>The medium term financial strategy;</b> It is intended that the achievement of the objectives for 2016/20 can be met within the existing budget.</p> <p><b>The balance between spending and resources;</b> There are no cost implications of this report. The Authority's philosophy is to embed E&amp;D in everything we do internally and externally and to work in partnership to ensure a consistent approach to delivering equality and diversity, where possible reducing and sharing the cost of activities. Much of the work described in this update involves other public service providers, the voluntary and community sector and the communities themselves.</p> <p><b>The management of the asset base;</b> There are no identified impacts on the asset base.</p> <p><b>The arrangements to promote and ensure probity and propriety;</b> This report promotes Equality and Diversity and is intended to comply with the Public Sector Equality Duty.  This report fulfils the Authority's legislative requirements under the Equality Act (Specific Duties) Regulations 2011 and complements the Authority's strategic objectives.</p> <p><b>Environmental;</b> There are no impacts on the environment identified as part of the report or its objectives.  The relevant workforce equality data at Appendix 3 and the objective contained in Appendix 1 is to be published on the external website in line with the PSED.</p>
<p><b>PROVENANCE SECTION &amp; BACKGROUND PAPERS</b></p>	<p><b>Background</b></p> <p>Paper to Executive Committee 3 February 2016 - The Authority's People Strategy 2016 to 2020. Optimising the contribution and well-being of our people: <a href="http://bucksfire.gov.uk/files/3614/5528/0478/ITEM_8_People_Strategy_Executive_paper_final_Appendices.compressed.pdf">http://bucksfire.gov.uk/files/3614/5528/0478/ITEM_8_People_Strategy_Executive_paper_final_Appendices.compressed.pdf</a></p> <p>Paper to Executive Committee – Equality and Diversity Annual Update 2011/2012 including the Equality and Diversity work plan for 2012/15: <a href="http://bucksfire.gov.uk/files/6714/0631/1307/16051_2Executive.pdf">http://bucksfire.gov.uk/files/6714/0631/1307/16051_2Executive.pdf</a></p>

	<p>The Equality Act 2010</p> <p>“Equality information and the equality duty: A guide for public authorities”(ECHR, Revised (second) edition, 19 December 2011):</p> <p><a href="http://www.equalityhumanrights.com/sites/default/files/documents/EqualityAct/PSED/ehrc_psed_equality_information_web.pdf">http://www.equalityhumanrights.com/sites/default/files/documents/EqualityAct/PSED/ehrc_psed_equality_information_web.pdf</a></p> <p>Equality and Human Rights Commission Guidance; Equality information and the equality duty: A guide for public authorities:</p> <p><a href="http://www.equalityhumanrights.com/sites/default/files/documents/EqualityAct/PSED/ehrc_psed_equality_information_web.pdf">http://www.equalityhumanrights.com/sites/default/files/documents/EqualityAct/PSED/ehrc_psed_equality_information_web.pdf</a></p> <p>The Equality Framework for Local Government:</p> <p><a href="http://www.local.gov.uk/equality-frameworks/-/journal_content/56/10180/3476575/ARTICLE">http://www.local.gov.uk/equality-frameworks/-/journal_content/56/10180/3476575/ARTICLE</a></p> <p>“Older Firefighters: A Problem to be managed or a Resource to be valued?” Dr Anita Pickerden November 2014</p> <p><a href="https://www.google.co.uk/url?url=https://ira.le.ac.uk/bitstream/2381/28490/1/2013PICKERDENAPhD.pdf&amp;rct=j&amp;frm=1&amp;q=&amp;esrc=s&amp;sa=U&amp;ved=0OahUKewjmrNbV_JDMAhWFuhoKHUvrCLYQFgggMAI&amp;usq=AFOjCNGp6WnspqwMWjsorTVtHjyLEFUkyg">https://www.google.co.uk/url?url=https://ira.le.ac.uk/bitstream/2381/28490/1/2013PICKERDENAPhD.pdf&amp;rct=j&amp;frm=1&amp;q=&amp;esrc=s&amp;sa=U&amp;ved=0OahUKewjmrNbV_JDMAhWFuhoKHUvrCLYQFgggMAI&amp;usq=AFOjCNGp6WnspqwMWjsorTVtHjyLEFUkyg</a></p> <p>Office of national statistics Integrated Household Survey:</p> <p><a href="http://www.ons.gov.uk/ons/rel/integrated-household-survey/integrated-household-survey/january-to-december-2012/stb-integrated-household-survey-january-to-december-2012.html#tab-Sexual-identity">http://www.ons.gov.uk/ons/rel/integrated-household-survey/integrated-household-survey/january-to-december-2012/stb-integrated-household-survey-january-to-december-2012.html#tab-Sexual-identity</a></p> <p>Gender Identity Research and Education Society:</p> <p><a href="http://www.gires.org.uk/prevalence.php">http://www.gires.org.uk/prevalence.php</a></p>
<p><b>APPENDICES</b></p>	<p><b>Annex A</b> – Report: Equality and Diversity Objectives 2016-20, Public Sector Equality Duty and Review of 2012 -16 Objectives.</p> <p><b>Appendix 1</b> - BMKFA E&amp;D Objectives 2016/2020</p> <p><b>Appendix 2</b> – Update and review of the Equality and Diversity work plan for 2012/15.</p> <p><b>Appendix 3</b> - Equality monitoring data – graphs and chart.</p> <p><b>Appendix 4</b> – Measures we need to take to meet the objectives.</p>
<p><b>TIME REQUIRED</b></p>	<p>10 Minutes.</p>

<b>REPORT ORIGINATOR AND CONTACT</b>	Mark Ridder, Employee Relations Manager <a href="mailto:mrider@bucksfire.gov.uk">mrider@bucksfire.gov.uk</a> 01296 744634
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## **Equality and Diversity Objectives 2016-20, Public Sector Equality Duty and Review of 2012-15 Objectives**

### **1.0 Introduction**

Buckinghamshire and Milton Keynes Fire Authority (BMKFA) is fully committed to Equality and Diversity. The Authority recognises that we must make fairness and inclusion fundamental to everything we do in order to achieve our aim of making Buckinghamshire and Milton Keynes one of the safest areas in England in which to live, work and travel.

The Authority believes that a workforce who better reflect the diversity of the local working population will create a stronger, more enriched and well informed organisation, able to meet the expectations for a modern Fire and Rescue Service.

Under the Equality Act 2010, Public Sector organisations are expected to use this understanding to demonstrate 'due regard' to the Public Sector Equality Duty (PSED) to:

- Eliminate discrimination, harassment and victimisation and any other conduct that is prohibited by, or under, the Act.
- Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it.
- Foster good relations between people who share a relevant protected characteristic and those who do not share it.

The aim of the PSED is to embed equality considerations into the day to day work of public authorities so that they tackle discrimination and inequality and contribute to making society fairer.

The Equality duty covers the following protected characteristics:

- Age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

It also applies to marriage and civil partnership, but only in respect of the requirement to have due regard to the need to eliminate discrimination.

### **2.0 Executive Summary**

Buckinghamshire and Milton Keynes Fire Authority (BMKFA) is subject to the specific duties as laid out in the Equality Act (Specific Duties) Regulations 2011. This is in addition to the general equality duty as laid out in the Equality Act 2010. These duties together are commonly known as the Public Sector Equality Duty (PSED), the aim of which is to ensure that fairness is at the heart of public bodies' work and that public services meet the needs of different groups.

The PSED requires public bodies to publish, at least annually, data on equality in the workforce and to set objectives to further one or more of the aims set out in the general equality duty, but is not prescriptive in what data may be published. Each organisation is free to publish such data as is relevant and meaningful to them.

This purpose of this paper is to set the Authority's future four yearly objectives under the PSED (Appendix 1) and to update on progress since 2012 (Appendix 2).

This report sets out how the Authority will comply with the Public Sector Equality Duty (PSED) and uses the Equality Framework for Local Government (EFLG) as a guide.

This report contains an update on the key internal performance areas as follows: Workforce Strategy, Workforce Monitoring, Equality Analysis/Impact assessment, Employee Engagement, Promoting an Inclusive Working Environment, Equal Pay, Harassment and Bullying, Appraisal and Training Learning and Development. The report also contains an update on the key external performance areas Working with our Communities as follows: Knowing Communities, Involving Communities and Responsive Services and Customer Care.

**Appendix 1** of the report sets out the Objective for 2016 to 2020.

**Appendix 2** of the report provides a review of 2012-15 Equality and Diversity work plan set at the Authority's Executive Committee on 16 May 2012.

**Appendix 3** displays the workforce diversity in the form of charts and tables and provides commentary where it can be identified that people who share protected characteristics are under-represented in the Authority's workforce in comparison to the census data for the population of Buckinghamshire and Milton Keynes.

**Appendix 4** of the report provides the Equality and Diversity Measures to be set for year 1-2 and years 3-4 between 2016–2020 in order to meet our objectives.

### **3.0 Workforce Diversity**

In order to comply with the PSED the Authority will publish the information contained in **Appendix 3** and include information relating to people who share a relevant protected characteristic who are:

- Employees
- People affected by policy and practice e.g. service users

The latest public data available is from the census conducted in 2011. The charts provide a comparison of the diversity within BMKFA in February 2016 to the

census data of the communities it serves within Buckinghamshire and Milton Keynes.

The Authority employ 538 people. Operational employees make up 78 per-cent of the entire workforce. It is important to note there is low turnover of Whole-time fire fighters mainly as a result of pension arrangements. There has been a Whole-time Firefighter recruitment freeze and a decline in the overall numbers of operational staff employed. As a result of this there has been limited opportunity to recruit; therefore it has been historically difficult to change the composition of the workforce in terms of diversity in order to better reflect the communities served. The last recruitment for Whole-time Operational Firefighters was in 2009.

### **3.1 Ethnicity census data compared to BMKFA employees**

Proportionally Black and Minority Ethnic (BME) employees are under-represented within BMKFA compared to the population ethnicity of both Milton Keynes and Buckinghamshire.

Black and ethnic minority community employees are under-represented within Support employees, On Call and Whole-time employees.

### **3.2 Gender census data compared to BMKFA employees**

15 per cent of the entire BMKFA workforce is female compared with 49 and 51 per cent of Milton Keynes and Buckinghamshire respectively.

Females account for 56 per cent of Support employees.

Females are under-represented within On Call employees (2.8 per cent) and Whole-time employees (3.1 percent).

### **3.3 Age census data compared to BMKFA employees**

86 per cent of BMKFA employees are between 30 and 59 years of age in comparison to 43 per cent of the Milton Keynes population and less for Buckinghamshire.

Under 30 year olds are under-represented within Support employees, On Call and Whole-time employees.

### **3.4 Sexual orientation and gender reassignment**

Data around sexual orientation (heterosexual, lesbian, gay, bisexual) and gender reassignment was not collected as part of the Census 2011. However, there are a number of national pieces of research which can help understand potential population statistics:

The Integrated Household Survey data collected from January 2012 – December 2012 indicated that 1.1% of those that were surveyed identified themselves as Gay or Lesbian with 0.4 per cent as Bisexual.

GIRES (the Gender Identity Research and Education Society) puts the number of people living with some form of 'gender variance' in the UK as approximately 13 per cent.

Many employees at BMKFA have not provided equality information which has resulted in a high percentage of unknowns.

### **3.5 Religion and belief**

The predominant religion in both Buckinghamshire (60 per cent) and Milton Keynes (52 per cent) is Christian.

'Other religions' Muslim: Milton Keynes (4.8 per cent) and Buckinghamshire (5.1 per cent). Hindu: Milton Keynes (2.8 per cent) and Buckinghamshire (1.2 per cent).

The number of unknowns and no religion (58%) within the workforce data makes objective setting a challenge.

### **4.0 People Strategy**

Our aim is to maintain a skilled and committed workforce and to have a variety of employees to reflect the diverse communities we serve.

We recognise more work is needed to attract Black and Minority Ethnic (BME) and female employees into our service.

Our overall strategic objective is to employ the best people. We will do this by:

- Recruiting, engaging and retaining the most high-performing, highly motivated people regardless of race, age, sex, gender, disability, sexual orientation, gender reassignment, pregnancy/maternity and marriage/civil partnership.
- Aiming, over time, to employ a workforce that is more representative of the County's working-age population.

In support of our workforce diversity aims we have developed clear objectives over the next 4 years to:

- Promote and increase the number of females employed with a focus on operational employees by promoting the employment of females and providing fair access to opportunities where there is one i.e On Call recruitment and the intention to create more opportunities for flexible working as a retention tool.

- We will encourage and actively promote employment applications from all groups in the community. Our aim is to increase the number of BME's employed to better reflect the proportion of the community we serve.
- We will aim to better reflect the age profiles of the community we serve. We will do this through our three year apprenticeship programme and by focusing on the aging workforce aspects of our people strategy.
- Ensuring that our recruitment and selection processes are non-discriminatory and encourage applications from all groups in the community.
- Ensure all employees have fair access to learning and development opportunities.
- Provide a safe and accessible working environment that values and respects the identity and culture of each person.
- Ensure that access to information and data is as open and transparent as possible.
- Create a culture and working environment free from discrimination, harassment and violence.
- Ensure effective communication with and involvement of all employees.
- Ensure that pay and benefits are applied consistently and free from any form of bias.
- Encourage and support employees to reach their potential.
- Make E&D training compulsory for new employees at their induction and review at two-yearly intervals.
- Ensure that 100 per cent of employees evidence delivery of their specific E&D improvements via the appraisal process within 2 years. Audit a minimum of 10 per cent to ensure consistency and benchmarking.
- Ensure all line managers complete performance management training in appropriate procedures and best practice in; Discipline, Anti Bullying and Harassment, Grievance and Capability.
- We will review processes and update the People Impact Assessment (PIA) Procedure and provide training to those responsible for improve workforce profile statistics by improving existing rates of reporting completing PIAs.
- We will improve workforce profile statistics by improving existing rates of reporting.
- Further the engagement of employees, identify and train Diversity Champions to form an E&D Advisory Group containing members who either have a protected characteristic or an active interest in E&D.

## **5.0 Workforce Monitoring**

The monitoring information set out in this report has mainly been collected from the Authority's management information system (currently SAP) and from monitoring information collected by employees in HR.

The data recorded in SAP is based on information provided by employees during recruitment and throughout their employment. Employees are also encouraged to update their personal information by notifying HR.

It is recognised that there are still some employees that do not have access to SAP and a self-service facility is not yet available. Data collection for these employees is an area for review. Some employees have not provided equality information which has resulted in a high percentage of unknowns in the report. We continue to look for ways to build confidence about declaring and decreasing these numbers.

A data cleanse exercise is planned as part of the introduction of a new HR System in 2016/2017 and this will happen in conjunction with an employee census. It is expected to result in a number of changes to equality self-declarations.

We understand that we have a duty under the Equality Act and PSED to monitor our workforce. To do this effectively we plan to develop and improve monitoring systems for race, gender (including sex, marital status and gender reassignment), age, disability, sexuality and religion or belief.

In order to meet our legislative requirements and ensure that no group is disadvantaged in applying and undertaking employment, we will monitor:

- Recruitment and selection
- Numbers of employees in post
- Training
- Promotions
- Harassment and discrimination complaints and other grievances
- Disciplinary proceedings
- Starters and leavers
- Performance management

It is acknowledged that there may be gaps in our internal data. We will therefore take steps to update our information as part of our objectives.

## **6.0 Equality Analysis/Impact assessments**

We will ensure that equality and diversity is at the heart of all we do by conducting a People Impact Assessment (PIA) at the inception and prior to implementation of any change project. PIAs are an essential criteria (i.e. added to meeting paper template) for all papers submitted to management board meetings.

A PIA is a systemic way of finding out whether any of the Fire Authority's policy, procedure or activities, or proposed policy, procedure or activities affects different groups of people in different ways.

PIAs look at both service delivery and workforce matters and will be undertaken for:

- Service we provide
- Policy we implement
- Strategy we write
- Procedure we follow

The aim of the PIA process is to ensure that any negative consequences for a particular group or sector of the community are identified and eliminated, minimised or counterbalanced by other measures.

Impact assessments can also be used to establish good practices as a result of positive consequences and can be the starting point for establishing equality objectives and measures.

PIAs will be followed up by the lead officer responsible for the policy, service, strategy or project, and monitored at six months and twelve months from implementation to verify that there have been no negative impacts on E&D and the evaluation will be recorded.

Our target is to achieve 100 per cent PIA compliance for change programmes, management board papers and procedural implementation or amendment. We will update the PIA procedure as required to reflect up to date best practice.

## **7.0 Employee Engagement**

We will carry out on-going communication and consultation with employee groups and Trade Union representatives. We will use the views and experiences of employees and respond sensitively to employees needs and to inform policy development.

We will actively oppose all forms of discrimination carried out in the workplace and within the services we provide on the grounds of race, gender (including sex, marital status and gender reassignment), age, disability, sexuality and religion or belief.

Trade unions – on-going engagement with the trade unions occurs on a regular basis via informal meetings and discussions and more formal meetings including the Joint Consultation Forum. Trade unions are regularly consulted on new and updated policies and projects and engaged in equality analysis.

The service involves representative bodies on equality issues in order to develop a constructive and collaborative working relationship. For this purpose E&D is a standing item at the Joint Consultation Forum.

Representative bodies are encouraged to fulfil a positive role in delivering a wide range of corporate service and workforce objectives.

## **8.0 Promoting an Inclusive Working Environment**

The recent publication of our Code of Conduct clearly sets out Buckinghamshire & Milton Keynes Fire Authority's required standards as a publicly accountable body which manages Buckinghamshire & Milton Keynes Fire and Rescue Service on behalf of the communities it serves.

The Authority aims to:

- Ensure that all employees are aware of the vision, values and behaviours expected within the workplace;
- Improve the Authority's performance through building the skills of a diverse workforce that reflect the community;
- Ensure employees have an understanding of how the Service operates, in order to be as effective as possible within their role.  
We will do this by:
  - Promoting E&D by recognising exceptional contribution to promoting positive values as a category award for employees in the annual Safe Awards process.

Diversity is important from a legal and moral standpoint. Diversity makes business sense – the commercial aspect – effective partnerships and community working is good business practice.

- We will promote and facilitate each department having an Equality and Diversity Champion to promote E&D both internally and externally, and recognise those who excel in this field.
- Identify and train Champions to form an E&D Advisory Group who have a wide diversity representation and an active interest in E&D. The group's terms of reference will include challenging the Authority to strive for future improvements in E&D.
- Challenging behaviours that are not consistent with the Authority's values and taking appropriate action in line with internal procedures, such as the Anti-Bullying and Harassment Procedure when inappropriate behaviours are identified.
- Identify and implement improvement action plans for any learnings taken from cases where we have not met the high standards expected.

### **8.1 CFOA ageing workforce research participation**

Our Head of Human Resources is a member of the CFOA working group, tasked to research the future of an ageing workforce. The research sets out to face the issues and will include, but is not limited to:

- Support to maintain fitness in older workers.
- Support for psychological wellbeing for older workers.
- Support through the menopause, particularly for operational employees.
- Support for employees with responsibilities for both children and elderly parents.
- Intergenerational working.
- Planning for retirement.
- Impact of shift work on older workers.
- Management and motivation of older workers.

We will consider the outcomes of this research which will shape the content of future policies and procedures.

## **9.0 Recruitment**

We can only get the fully diverse skills, competencies and experiences that the fire and rescue service needs by employing a variety of employees from all the communities we serve. We will do this by ensuring that our recruitment practices align to the following principles:

- Advertising of vacancies – target areas which will reach under-represented groups including BME's, females and young people.
- Provide alternative language promotional material, if appropriate.
- Blind-sifting of applicants to remove any unconscious bias.
- Ensure that any alternative access needs are identified before individuals arrive for role-related testing and interview.
- Implementing any reasonable adjustments required through the identification and assessment of disability.

### **9.1 Developing and engaging younger employees**

Buckinghamshire and Milton Keynes Fire Authority (BMKFA) have approved the introduction of an Authority-wide Apprenticeship scheme. Our equality objectives are included in the recruitment strategy for this scheme.

Having an ageing operational workforce is an emerging concept for us, as traditionally Firefighters and Officers have been financially tied to leave the

Service after 30 years. The changes to the Fire Fighter Pension Regulations 2015 means that firefighters will need to work until they are older if they want to avail themselves of a full pension. We therefore need to adapt, ensuring we can harness the skills of an older generation of operational employees.

We are committed to the Government's pledge to reduce numbers of young people who are not in education, employment or training (NEET) and will look to engage with young people wherever we can.

### **10.0 Equal Pay**

An Equal pay Audit of Support employees was completed in 2013. The outcome was not a risk to the Authority. We will publish the gender pay gap reporting requirements within BMKFA in line with the outcome of the Government Equality Office, Consultation on Mandatory Gender Pay Gap Reporting.

### **11.0 Harassment and Bullying**

New Anti-Bullying and Harassment, Whistleblowing and Code of Conduct procedures have recently been published along with procedures on how to deal with grievances and discipline cases that may arise from time to time.

We monitor advisor cases relating to the Discipline, Dignity at Work and Grievance procedures to ensure that the full abilities and attributes of all employees are recognised based on their competence, not who they are and to ensure that we tackle discrimination and inequality. The Authority's policies and procedures make it clear that discrimination is totally unacceptable and must be eliminated.

### **12.0 Appraisal**

To develop and support employees, recognise achievement and as part of the process, encourage them to become role models across the organisation, all employees are required to undergo an annual appraisal where their commitment to E&D is an essential element. The appraisal process contains an evaluation to ensure employees are delivering an improvement on equality and diversity, based on individual annual performance reviews.

### **13.0 Training Learning and Development**

Our approach will be to mainstream equality and diversity issues into all training programmes, including management development activities. For employees undertaking reviews and impact assessments of policies, specific training and support will be offered.

Additional training programmes will include:

- Operational briefings for all employees which will incorporate aspects of impact on individuals or groups in the community.

- A range of self-managed learning resources such as workbook and computer-based learning resources and the testing of knowledge following the use of such resources.
- Understanding and complying with Equalities legislation – a programme to enhance managers' capabilities and confidence in working across diversity and progressing equalities in the workplace, including anti-discrimination legislation and the Authority's role as a provider of high quality services, and being an employer of choice.

It is vital that we encourage all employees to take responsibility for their own learning so they own the discussion of their learning and career needs with their line manager. We want to encourage line managers to ensure that appraisal discussions are meaningful and help each individual identify the learning and support they need. It is important that all employees feel they have an equal chance to take the opportunities available for learning and personal and career development.

We will strive to eliminate all forms of discrimination taking place during any development opportunity.

We will:

- Ensure that any alternative access needs are identified before the individual arrives for training.
- Ensure that training material does not contain any biased assumptions.
- Ensure that language used is not racist, sexist, homophobic, or offensive to anybody.
- Take responsibility to positively promote equal opportunities in all situations.
- Provide alternative language training materials if appropriate.
- Challenge discriminatory language or behaviour during training events.
- Implement any reasonable adjustments required through the identification and assessment of disability.

Every effort will be made to use venues with facilities for accommodating people's individual needs. We will make training opportunities accessible to all.

All training courses will be evaluated using feedback from attendees, and this will be used to inform future training and development programmes.

The start and finish times of courses are selected to enable the fullest amount of training to take place in the time available. We appreciate the course programme times can sometimes cause problems for participants, particularly those with care responsibilities. We will however provide advance notice of

course arrangements to allow employees to make alternative plans for the duration of the course.

## **14.0 Working with our Communities**

We will ensure we understand the needs of our communities and we will base our decision-making, policies and procedures upon the analysis of relevant information.

### **14.1 Knowing communities**

We will identify where we can best provide services to improve inequalities which lead to increased risk from fire. Every opportunity will be used to share data with partners to improve general and specific gaps across the communities. Our structure will support local delivery of appropriate services to the most vulnerable people. Appreciating the need to deliver relevant support and knowing that 'one size does not fit all' will be key to our success.

We will ensure we work with businesses and understand their needs. We will support businesses though giving appropriate advice and guidance and work with other regulators to decrease unnecessary bureaucracy on effective managers. We will ensure less able managers are supported or compelled to comply with legislation to maintain the safety of their employees and the public.

'Knowing your communities' includes three elements within the framework. These are:

- **Collecting information**  
We have been collecting data from Home Fire Risk Checks, operational incidents and other initiatives which helps understand our communities and their needs.
- **Analysing and using information**  
We appreciate that having the information is only as useful as the analysis applied to it.
- **Sharing information between partners**  
We know that vulnerability to fire comprises a number of complex and inter-connected factors e.g. social isolation, smoking, use of alcohol and drugs, mobility, etc. and whilst we hold a great deal of information, we need to share information with partners to gain as full a picture as possible. This is a reciprocal process where the information we share with others helps ameliorate wider inequalities.

## **15.0 Involving communities**

We work to ensure that we listen to our communities and involve them in shaping our service delivery. Whether that is in creating focus groups in schools to help create fire safety talks to children, or inviting members of the public to participate in establishing healthy living programmes delivered from fire stations. It was only through talking to children at Key Stage 1 that we understood how important pets were when families consider their escape plans. Discussing with the public healthy living messages made us realise that people often found this communication to be patronising and alienated some people.

Working with partners to involve the public will help us understand community needs and the best methods for service delivery. The Fire Service is a trusted 'brand' and this allows us access to the public in ways which other organisations cannot even consider.

'Community engagement and satisfaction' comprises three main elements within the framework:

- **Engagement structures**  
We will ensure we have appropriate methods in place to capture the views of the public.
- **Effective engagement**  
We will ensure communities from across the protected groups are actively participating in and influencing decision-making.
- **Participation in public life**  
We will ensure people feel they have been listened to. We will deliver programmes with people and not merely deliver them to people.

## **16.0 Responsive services and customer care**

We will meet the diverse needs of our local communities and individuals. We appreciate that communities and their needs are dynamic and we know that we need to have a flexible approach mixing short, medium and long-term objectives.

We will always treat our communities with dignity and respect. Our station-based employees will build positive and pro-active relationships with our communities and our partners and feed lessons learned back into the organisation.

'Responsive services and customer care' within the framework comprises the following main elements:

- **Equality analysis/impact assessment**  
We will demonstrate improvements in equality outcomes are being delivered as a result of effective equality analysis/impact assessment, and can demonstrate how negative impacts have been mitigated.
- **Integration into business planning and delivery**  
We will demonstrate that improvements and equality outcomes are being delivered across the business.
- **Accessible services**  
There is increased satisfaction with services amongst all users, including those with protected characteristic.
- **Human rights**  
We will take steps to safeguard the human rights of individuals where these have been threatened.

## **Equality & Diversity Objectives 2016 – 2020**

Buckinghamshire and Milton Keynes Fire Authority are fully committed to Equality and Diversity. The Authority recognises that we must make fairness and inclusion fundamental to everything we do in order to achieve our aim of making Buckinghamshire and Milton Keynes the safest place to live, work and travel.

The Authority believe that a workforce, who better reflects the diversity of the local population, will create a stronger, more enriched, and well informed organisation, more able to meet the expectations for a modern fire and rescue service.

We aim to be an employer of choice, attracting, recruiting, retaining and developing staff from diverse backgrounds, to reflect the communities we serve.

We will provide a more diverse range of services to better protect the communities we serve.

Our employment offer will be inclusive and embrace flexibility to support improved diversity representation across the service.

Our culture will engage and value diversity and difference to enhance our service offering to the public.

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**Update on the Equality and Diversity work plan for 2012/15**

<b>Action</b>	<b>Outcome</b>
<p>Continue to develop a consultation and engagement programme through a review of our existing plans with partners and stakeholders.</p>	<p>Improved outcomes are being delivered for at risk communities as a result of efficient and effective community engagement. This will be measured through feedback from service users, improved engagement and fire safety awareness.</p> <p>At risk communities are involved (where possible) in the design and delivery of interventions that deliver improved outcomes.</p> <p><b>Falls prevention</b> In Milton Keynes, BFRS is working with the NHS Falls Prevention Team and Age UK: MK to undertake joint training and joint assessment of those most at risk from falling. Initially this has been focussed upon raising awareness but this potentially could lead to operational crews installing falls mitigation equipment. This approach is being mirrored in Bucks with the NHS.</p> <p><b>Trading Standards</b> BFRS has identified an innovative way to reduce the risk to people in our communities from the potential of being 'scammed' by criminals. Working with Trading Standards in South Bucks, the operational crews are installing cameras in the doorways of those people who may be at risk from doorstep crime. The intention is to evaluate this approach and roll it out across Bucks and MK. In return this allows the two organisations to share data to best identify those most at risk members of our communities.</p>
<p>Develop the actions necessary to deliver upon the requirements of the Public Sector Duties of the Equality Act 2010, and the potential for the challenge of local indicators around equality.</p>	<p>Action is taken to implement the commitments within the Public Sector Equality Duty.</p> <p><b>Use of Data</b> Each station has the autonomy to create a station plan based upon the risk faced in its communities. The Information Team at headquarters provides the stations with current and accurate information on a monthly basis e.g. each station is given the number of accidental dwelling fires each month and the time they most commonly</p>

	<p>occur. This information then helps the stations employees assess the type of advice and guidance they deliver to occupants in those areas.</p> <p>This data also feeds into the planning process so each station identifies specific initiatives and campaigns to best support its communities.</p>
<p>Embed the improvements achieved so far in the Fire and Rescue Service Equality Framework and strive towards 'excellence' through a Peer Challenge.</p>	<p>Although the service has not undertaken the peer challenge during the review period the service can demonstrate success in achieving a range of outcomes for employees and at risk communities, which are reviewed on a regular basis.</p> <p><b>Strategic Alignment</b> BFRS has been involved in the planning for the 'Safer and Stronger Partnership Boards', in both MK and Bucks to ensure our activities are aligned to those of our partners to optimise outcomes for our communities.</p> <p><b>Safeguarding</b> This Service actively notifies partner agencies when a person is encountered who is identified as being at risk. This forms part of the Service's 'Safeguarding' arrangements, where BFRS employees raise concerns over any child or adult with the appropriate social service. This Service holds regular meetings with partner agencies where the type and number of referrals are discussed to ensure BFRS employees are suitably trained to raise effective concerns.</p>
<p>Contribute and support the development and delivery of a training and development plan for employees within existing resources to include managerial training around discrimination, harassment, grievance, discipline and appraisals.</p>	<p>The service can demonstrate it has knowledgeable and well trained employees who are better equipped to meet diverse needs of the local communities. During the review period a training strategy group has been set up and the strategic approach to Training Needs Analysis includes initiatives to continuously develop the workforce.</p> <p>Training has been provided for Middle and Supervisory management in harassment, grievance, discipline and appraisals.</p> <p>A mandatory online course about E&amp;D has been developed and is being rolled out across the entire workforce.</p> <p>Training records are centralised and held electronically.</p>

Appendix 2 - Equality and Diversity – Public Sector Equality Duty

	<p>Appropriate action is taken to address the issues identified in relation to inappropriate behaviour as demonstrated by specific cases both informally and formally.</p> <p>Case management data is tracked for equality purposes to ensure no protected group is adversely affected.</p> <p>All employees are delivering improvements on equality objectives based on individual annual performance reviews.</p> <p>A revised performance review process has been rolled out across the service for all employees.</p>
<p>Celebrate diversity through a programme of activities, agreed with partners where appropriate.</p>	<p>The service and partners are able to identify how communities are changing and the impact this may have on at risk communities and service planning and delivery.</p> <p>The service has achieved measurable improvements arising from partnership engagement.</p>
<p>Support the delivery of an authority wide Equal Pay Audit and review Green Book terms and conditions i.e. provide quality assurance throughout the project.</p>	<p>The Service has undertaken equal pay audit and reviewed Support Book terms and conditions.</p> <p>Equal Pay Audit was carried out in conjunction with an on-going review of 'Green Book' employee remuneration and conditions of service in 2013. Outcomes from the equal pay audit was positive and included the identification of only one potential risk to the Authority: When applying the EHRC guidelines which recommend that any gender difference in pay plus or minus 3% should be further investigated; the Audit highlighted only one case. Further investigation found this difference was due to the current pay incremental process, and therefore not a risk to the Authority.</p>
<p>Identify, through legislation and People Impact Assessments, the priority issues in relation to cohesion and equalities.</p>	<p>The service has good quality information of the equality profile of its communities and their changing needs, which is regularly updated and used to inform planning and monitor outcomes.</p> <p>The service can demonstrate it mitigates risks as a result of equality analysis and monitors outcomes from its decision-making.</p>

	<p>The service can demonstrate year-on-year improvements in outcomes for employees and at risk communities as a result of implementing the Equality Act 2010 as follows:</p> <p><b>Healthy Living</b> BFRS chairs the Healthy MK working group which has brought together a diverse number of public and voluntary sector organisations to work together to promote healthier living across MK with the intention of reducing the number of people diagnosed with diabetes. The FRS has been identified as a key partner in accessing those at risk from diabetes with firefighters seen as positive role models in the community.</p> <p><b>Automatic Fire Alarms (AFAs)</b> Whilst many FRSs have decided to minimise their involvement in dealing with AFAs, this Authority has taken the opposing view and has identified this as an opportunity to interact positively with the business sector and to improve public safety. Whilst discussing AFAs with business, there is an opportunity to discuss business continuity and better fire safety management, rather than mere reliance upon the technology. By discussing the fire safety arrangements and improving the use of the fire alarm system, the occupants can have more confidence in the system and are more likely to understand their role in any real fire situation. BFRS is able to highlight this agenda nationally, as a BFRS officer chairs the national CFOA group.</p>
<p>Identify and implement a range of actions including crosscutting, service and local area based actions for the Area and Station Risk Management Plans.</p>	<p>Service planning and outcomes are reviewed and evaluated regularly at a corporate level.</p> <p>Clear organisation equality and diversity priorities have been set and are owned, understood and delivered at area and station level.</p> <p><b>Increasing Physical Activity in Young People</b> Buckingham and Wycombe Fire Station employees have implemented fitness and healthy living classes aimed at those young people who are not involved in physical activities. This has promoted community cohesion and developed the confidence, fitness and self-esteem of the young people</p>

	<p>involved.</p> <p><b>Road Safety</b> Between 2012 and 2016, the BFRS Road Safety Officer has delivered 327 presentations to 16,998 students, sixth formers and apprentices, explaining the dangers and positive behaviours required to successfully become a driver. This 'Learn &amp; Live' road safety presentation has been running alongside the 'Safe Drive, Stay Alive' presentations, which between 2012 and 2015 were delivered to 4,807 students in MK and 12,677 students in schools and colleges in Bucks.</p> <p><b>Road Safety</b> Between 2012 and 2016 BFRS has worked with TVP to deliver 114 'Biker Down' presentations to 1277 motorcyclists (who make up only 1 per cent of road users but are 20 per cent of those injured or killed on the roads).</p> <p><b>Bus Safety Campaign</b> Employees from this organisation created a bus safety campaign aimed at improving the safety of children when travelling to and from school. This was recognised as best practice at a national level and the two members of staff responsible were recognised on behalf of BFRS.</p> <p><b>Water Safety</b> Following the tragic death in 2014 of a teenager in Marlow, who died when attempting to swim in the Thames, Beaconsfield Fire Station employees began fund-raising for the child's family and also initiated a water safety campaign aimed at school age children in that area. CFOA is about to start a Water Safety / Drowning Awareness campaign aimed at reducing deaths nationally and this will form part of the station plans for those stations with known water risks.</p>
<p>Continue to support partnership initiatives (where deemed effective) on equality, diversity and community cohesion through the Milton Keynes Strategic Partnership, Bucks Strategic Partnership and Local Strategic Partnerships.</p>	<p>The service can demonstrate success in working with a range of partners to deliver outcomes for at risk communities, which are reviewed on a regular basis.</p> <p>Information and data is mapped, disaggregated and used with partners, to identify at risk communities and inform service planning at corporate, area and</p>

	<p>station levels.</p> <p><b>Fire setter Intervention</b>                  This Service works with other partner agencies to support those individuals who have become involved with deliberate acts of fire setting. Suitably trained Support and Operational employees work with young people, to help them understand and identify the cause of their actions and reduced the risk of future re-offending. To date no person who has undertaken this process has been convicted of a further similar offence.</p> <p><b>Community Cohesion</b>                  Bletchley Fire Station has worked in co-ordination with the Red Cross to allow people to bring furniture and goods to the station which have then been given to Syrian refugees who have moved into MK.</p> <p><b>Memorandum of Understanding with Chinese Community</b>                  The Protection department has established a memorandum of understanding with the Chinese community centred upon advice and guidance for restaurateurs.</p>
<p>Undertake equality profiling of our communities and their changing needs to inform planning and monitoring outcomes.</p>	<p>The service has good quality information of the equality profile of its communities and their changing needs and this informs and influences the Corporate Plan, Area and Station plans.</p> <p><b>Home Fire Risk Checks (HFRCs)</b>                  This Service has conducted HFRCs over a number of years which has helped decrease the number of domestic fires across our communities. In June 2016 this Service will apply award-winning risk analysis techniques to identify those most at risk from fire according to a variety of datasets. This will allow this Service to prioritise our resources most effectively to ensure we are targeting those most at risk from fire. This data incorporates the use of the Exeter Database, issued through a national agreement between NHS England and CFA. This data relates to over 65s and supports our approach to identifying those at risk from fire.</p> <p><b>Sprinkler Installation</b>                  This Service recognises that domestic fire safety advice must be matched to the needs</p>

	<p>of the individual. Those unable to respond to a smoke detector require a higher level of support and so this Authority agreed to part-fund sprinkler installations throughout Bucks and MK linked to life safety. This was agreed in 2015 and will be rolled-out from April 2016.</p> <p><b>National Guidance</b>          BFRS chairs a national working group tasked with clarifying guidance for premises where there is domestic accommodation above commercial premises. Traditionally this type of premises is occupied by minority groups and this guidance is intended to ensure that the safety of the occupants, employees and the public can be improved whilst also ensuring a higher level of legal compliance.</p> <p>Bucks helped establish this group after its Protection team issued enforcement against two premises of this type. Rather than merely continuing to enforce, the decision was made to attempt to better support our communities through national collaboration.</p>
<p>Continue working with representative bodies and actively encourage them to take a positive role in delivering a wide range of corporate service and workforce objectives.</p>	<p>The service involves representative bodies on equality issues in order to develop a constructive and collaborative working relationship.</p> <p>Representative bodies are encouraged to fulfil a positive role in delivering a wide range of corporate service and workforce objectives.</p> <p>E&amp;D Objectives are a standing item at the Joint Consultation Forum. Employee Representatives meet to contribute to the development and prioritisation of equality objectives.</p>
<p>Ensure equality matters are fully considered, monitored and reviewed during the procurement of goods and services.</p>	<p>The service can demonstrate that equality matters are fully considered during the procurement of goods and services.</p> <p>As part of our tendering process we ask that all suppliers agree to our terms and conditions of which there is an Equality &amp; Diversity clause which they must agree with. This will then apply to themselves and any sub-contractors that they may be using.</p> <p>Our contracts include a clause around Equality &amp; Diversity, as above all suppliers must agree to this clause and apply it to</p>

Appendix 2 - Equality and Diversity – Public Sector Equality Duty

	<p>themselves and any sub-contractors.</p> <p>The service ensures that the procurement process is regularly monitored and reviewed and that procurement processes are contributing to its equality related priorities.</p> <p>The Head of Procurement periodically monitors the activities of suppliers and contractors to ensure that they are meeting all current Equality &amp; Diversity legislation as detailed within any contracts that they have signed up to with us.</p>
<p>Assess employment procedures and take necessary action to mitigate any adverse impact identified and to promote equality of opportunity.</p>	<p>The service’s workforce strategy identifies key equality issues to be addressed.</p> <p>A range of innovative processes are in place which deliver equality outcomes for the whole workforce.</p> <p>The service uses effective processes for the employment, development and promotion of a diverse workforce, including understanding its local labour market.</p> <p>Our Equality and Diversity Objectives include:</p> <ul style="list-style-type: none"> <li>• To be an employer of choice.</li> <li>• To have a variety of employees and to reflect the diverse communities we serve.</li> <li>• To develop employees and supply role models for the community.</li> <li>• To employ the best people.</li> <li>• We can only get the fully diverse skills, competencies and experiences that the fire and rescue service needs by employing a variety of employees from all the communities we serve.</li> </ul>
<p>Take appropriate action to address issues identified in relation to inappropriate behaviour.</p>	<p>The service has policies and systems in place to identify, prevent and deal effectively with inappropriate behaviour in the workplace.</p> <p>Incidents are regularly monitored, analysed and acted upon.</p> <p>Action is taken to address the issues identified in relation to inappropriate behaviour.</p> <p>The recent publication of our Code of Conduct sets out Buckinghamshire &amp; Milton</p>

Appendix 2 - Equality and Diversity – Public Sector Equality Duty

	<p>Keynes Fire Authority as a publicly accountable body which manages Buckinghamshire &amp; Milton Keynes Fire &amp; Rescue Service on behalf of the communities it serves.</p> <p>The Authority aims to;</p> <ul style="list-style-type: none"> <li>• Ensure that all employees are aware of the vision, values and behaviours expected within the workplace.</li> <li>• Improve the Authority’s performance through building the skills of a diverse workforce that reflect the community.</li> <li>• Ensure employees have an understanding of how the Service operates, in order to be as effective as possible within their role.</li> </ul>
<p>Ensure employees are delivering an improvement on equality and diversity based on individual annual performance reviews.</p>	<p>Annual individual performance reviews, based on the relevant role for all employees include a behavioural review of the employees’ performance equality.</p> <p>All employees are expected to deliver improvements on these behavioural objectives based on individual annual performance reviews Employees are required to demonstrate commitment to diversity and integrity and promote and managing diversity, demonstrate a fair and ethical approach in all situations and have trust and respect for all.</p>
<p>Sustain the ‘achieving’ level of the Equality Framework and continue the work in order to aim for ‘excellent’.</p>	<p>The service has gained a reputation within the community and among key partners for championing and achieving equality outcomes and fostering good relations.</p> <p>The service creates and develops good practice. Other organisations look to it for information and advice.</p> <p><b>Working with Schools</b>  A review was undertaken in 2014 of all fire safety programmes delivered in schools across Bucks and MK. This review involved working with teachers and children in Key Stage (KS) 1, 2 &amp; 3. This resulted in generic fire safety advice packages available on the BFRS website, as well as more specialist advice e.g. special educational needs safety lessons delivered by BFRS employees based around the needs of the specific children. A safety package was also made freely</p>

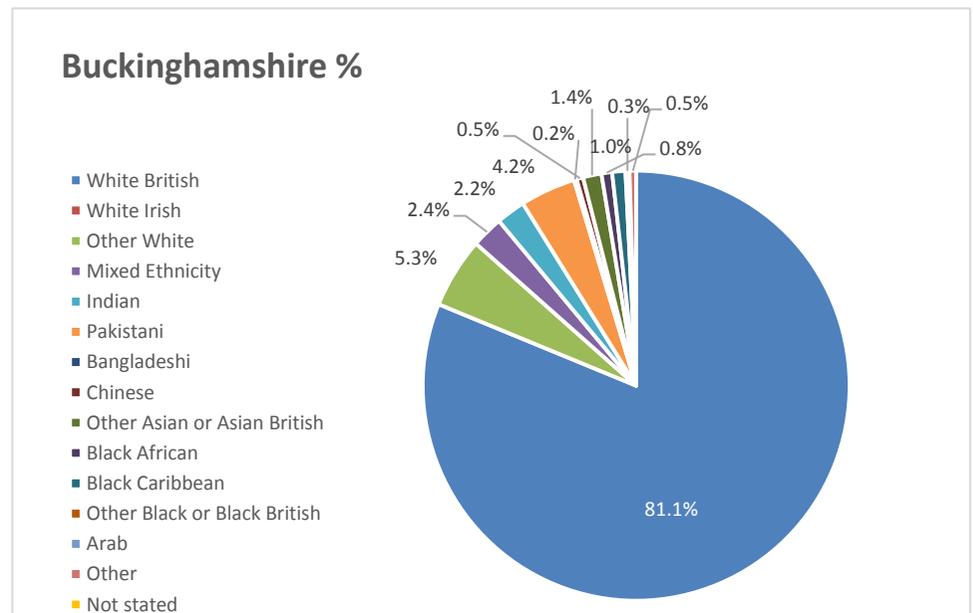
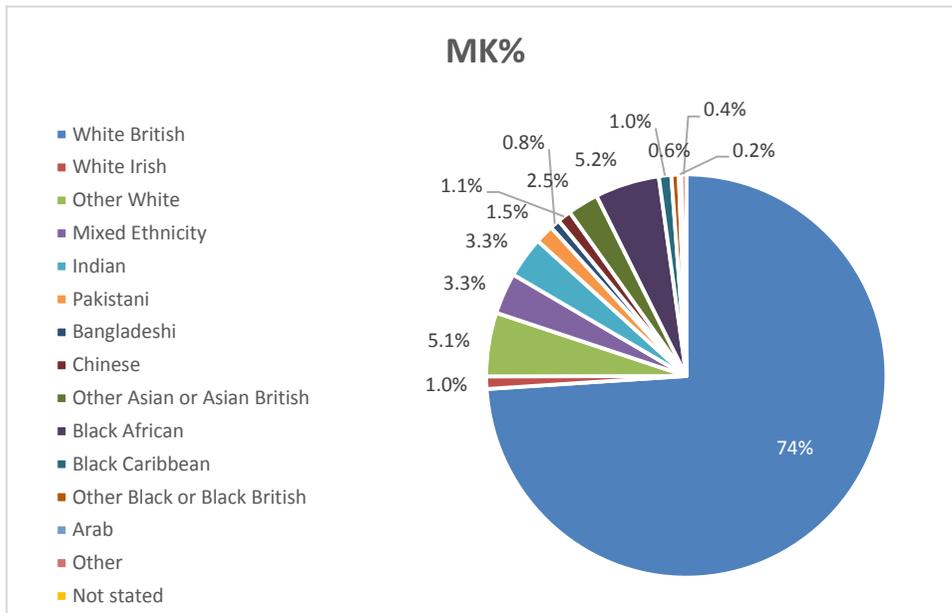
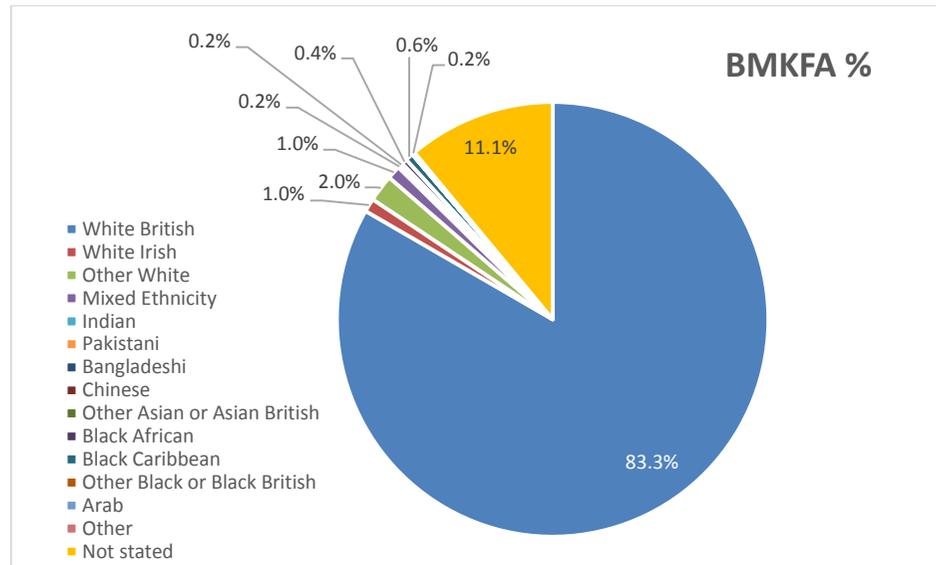
	<p>available to Makaton (sign language) users, for children as well as their families and carers.</p> <p><b>MK Safety Centre</b>                  This Service supports the MK Safety Centre financially, with resources and AC Julian Parsons is a Trustee. This allows children to identify everyday hazards and develop safe strategies to deal with potential emergencies, changing their behaviour to keep themselves and others safe.</p> <p><b>Halloween Costumes</b>                  This Service actively supported the national CFOA campaign to raise awareness over the potential fire risk posed by costumes designed for children at Halloween. This organisation was referenced by the national media as being at the forefront of bringing this issue to the public’s attention.</p> <p><b>Primary Authority Scheme (PAS)</b>                  Under the government delivery of Better Regulation, this organisation has established itself as a member of the Primary Authority Scheme. Businesses have been critical of the inconsistent approach taken by different FRSs when using the same fire safety legislation. The intention of PAS is to allow businesses to work with a single FRS to agree policies and procedures. Should a different FRS then disagree with the applied policy or procedure, the FRS and the PAS FRS will discuss the matter.</p>
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# Appendix 3 - Equality and Diversity Data February 2016

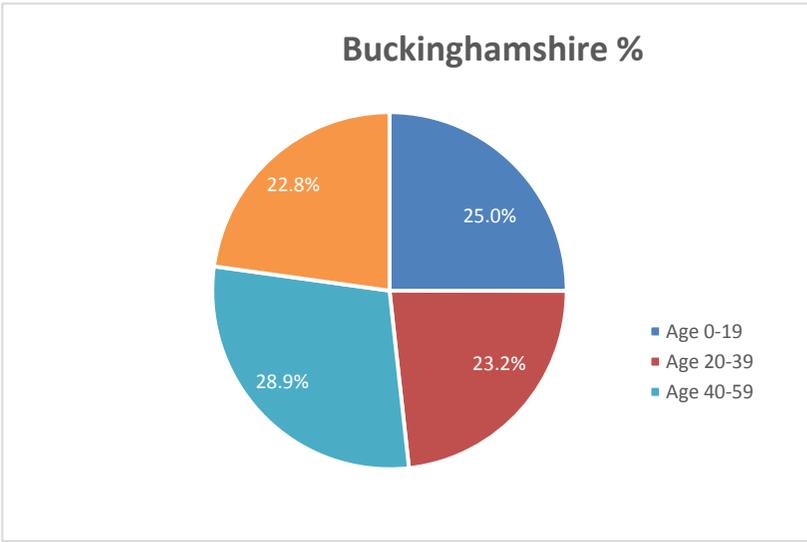
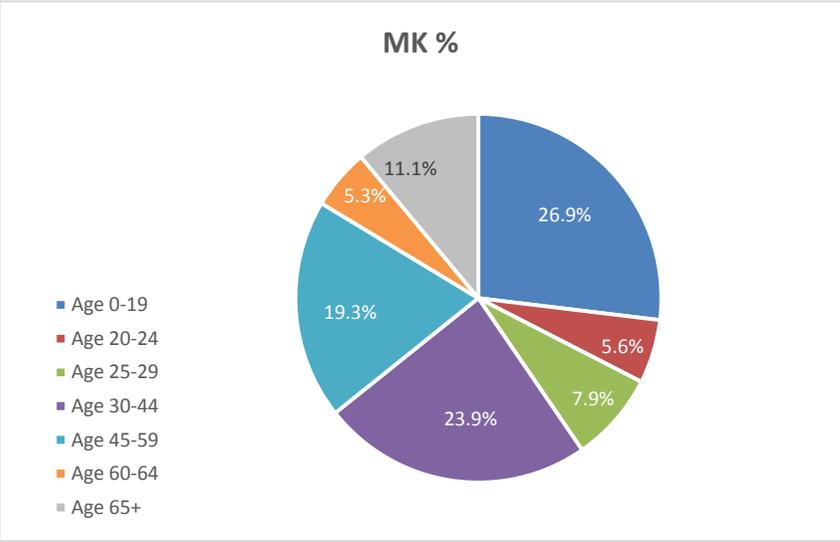
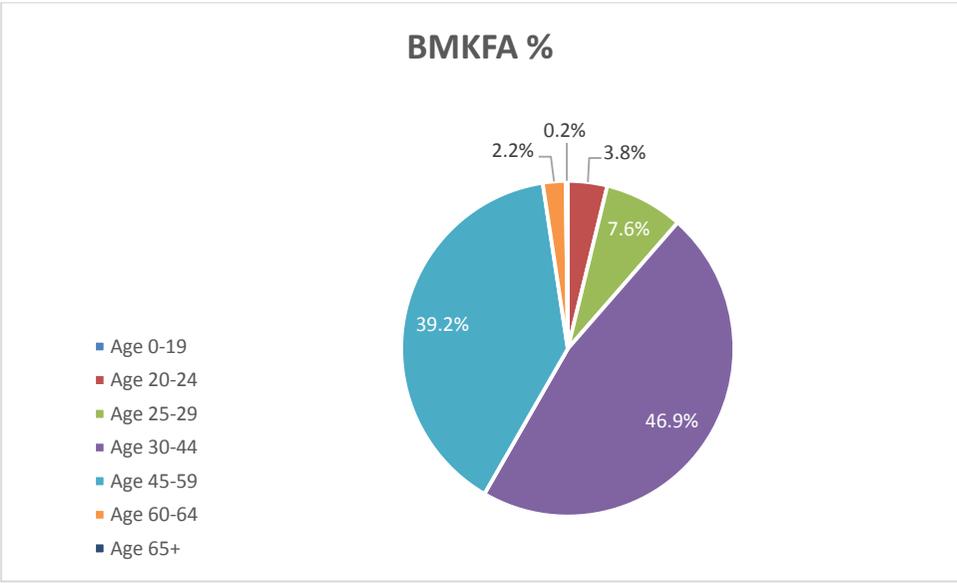
## **Buckinghamshire and Milton Keynes Fire Authority**

The Authority employ 538 people. Operational employees make up 78 per-cent of the entire workforce. It is important to note there is low turnover of Whole- time fire fighters mainly as a result of pension arrangements. There has been a Whole- time Firefighter recruitment freeze and a decline in the overall numbers of operational staff employed. As a result of this there has been limited opportunity to recruit; therefore it has been historically difficult to change the composition of the workforce in terms of diversity in order to better reflect the communities served. The last recruitment for Whole-time Operational Firefighters was in 2009.

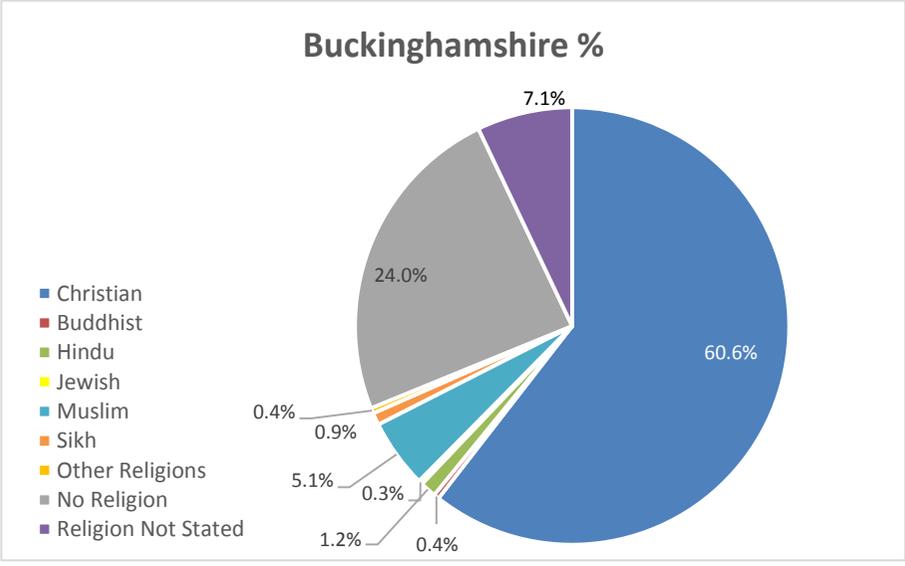
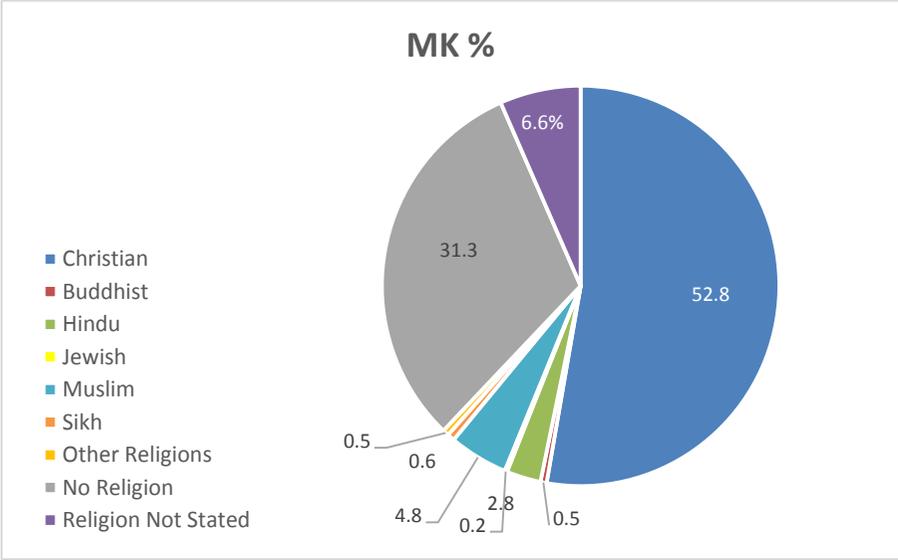
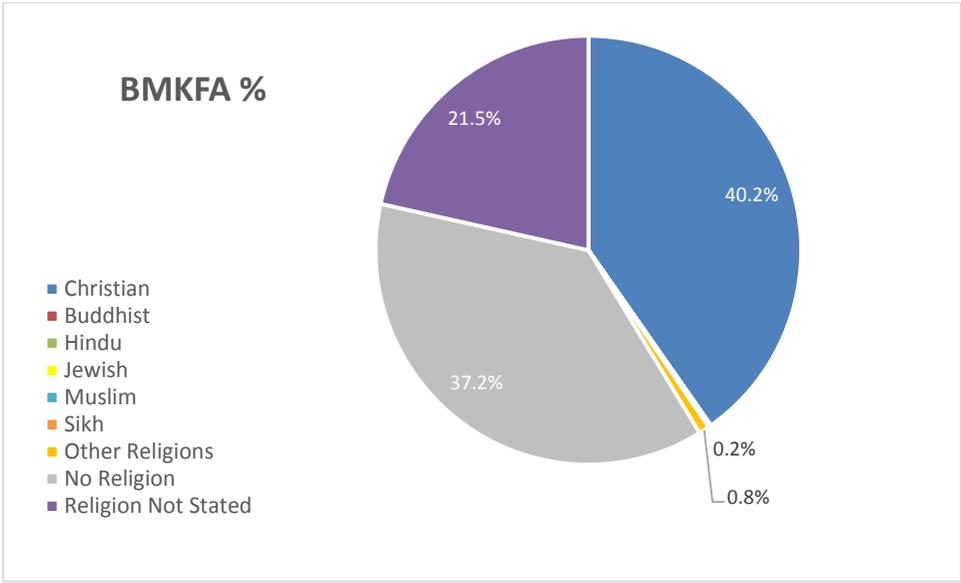
**Ethnicity compared to County Census**



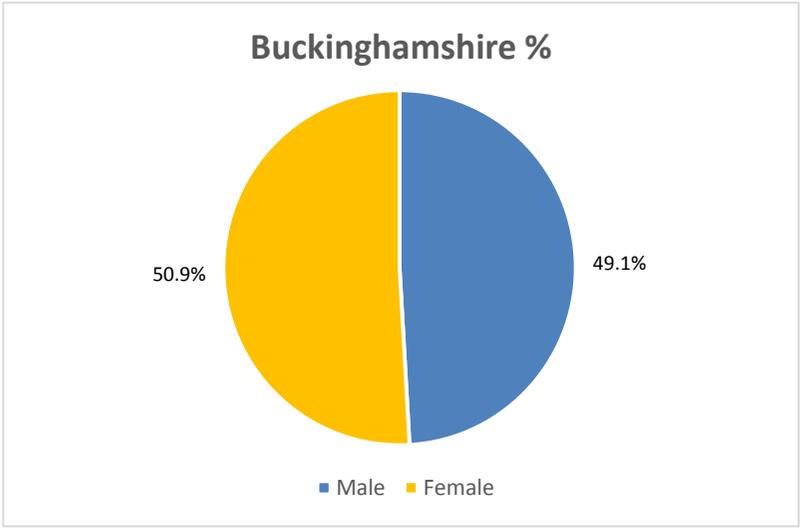
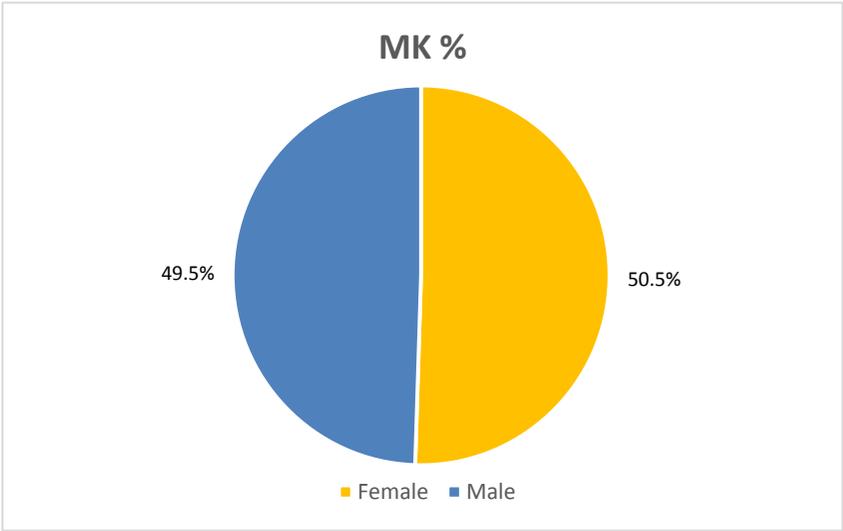
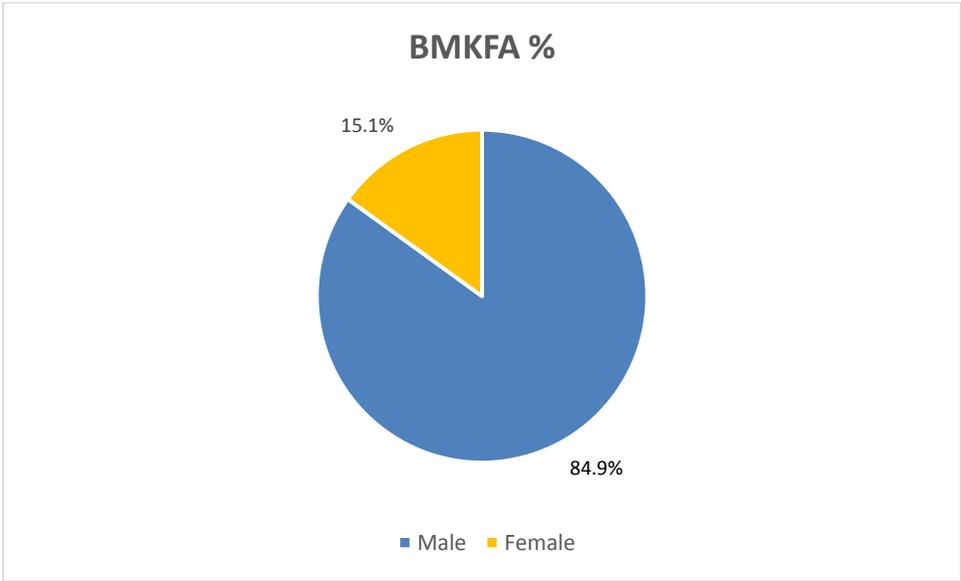
**Age ranges compared to County Census**



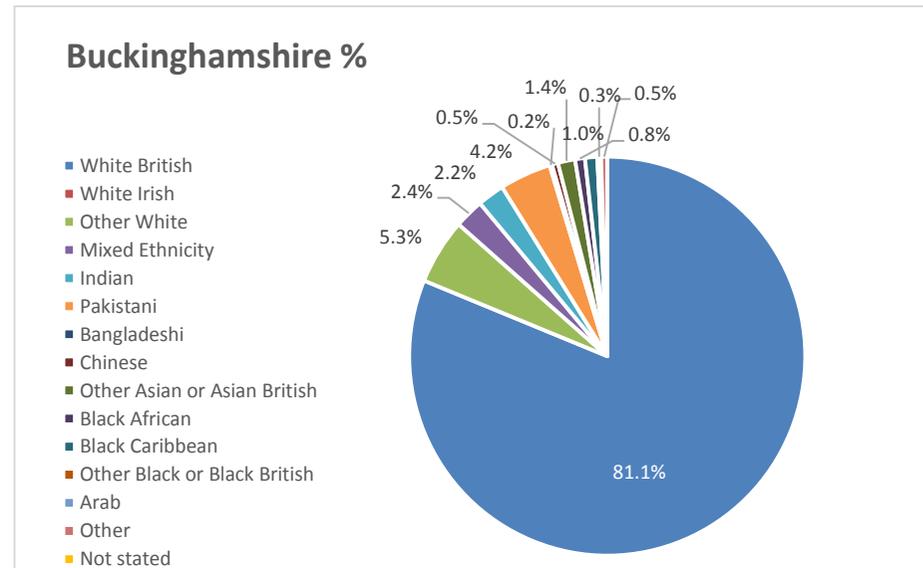
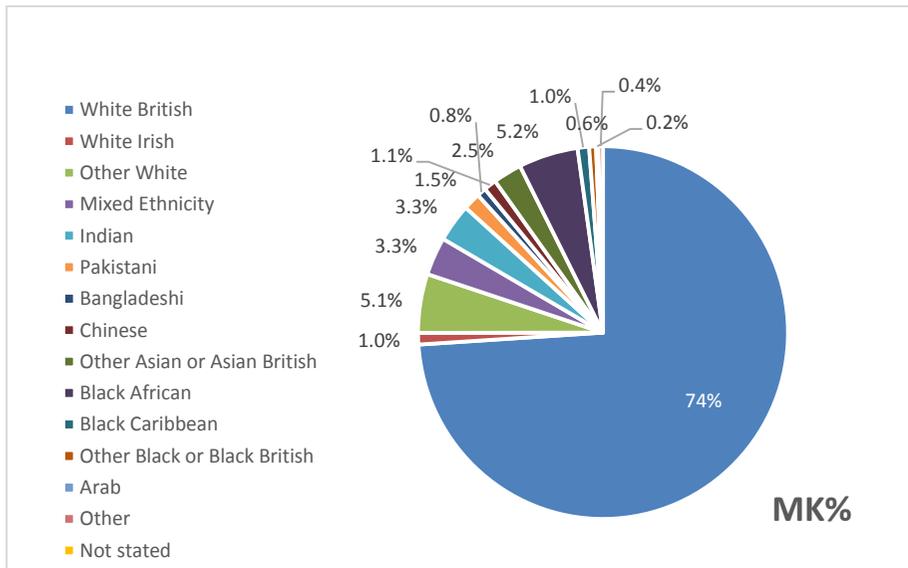
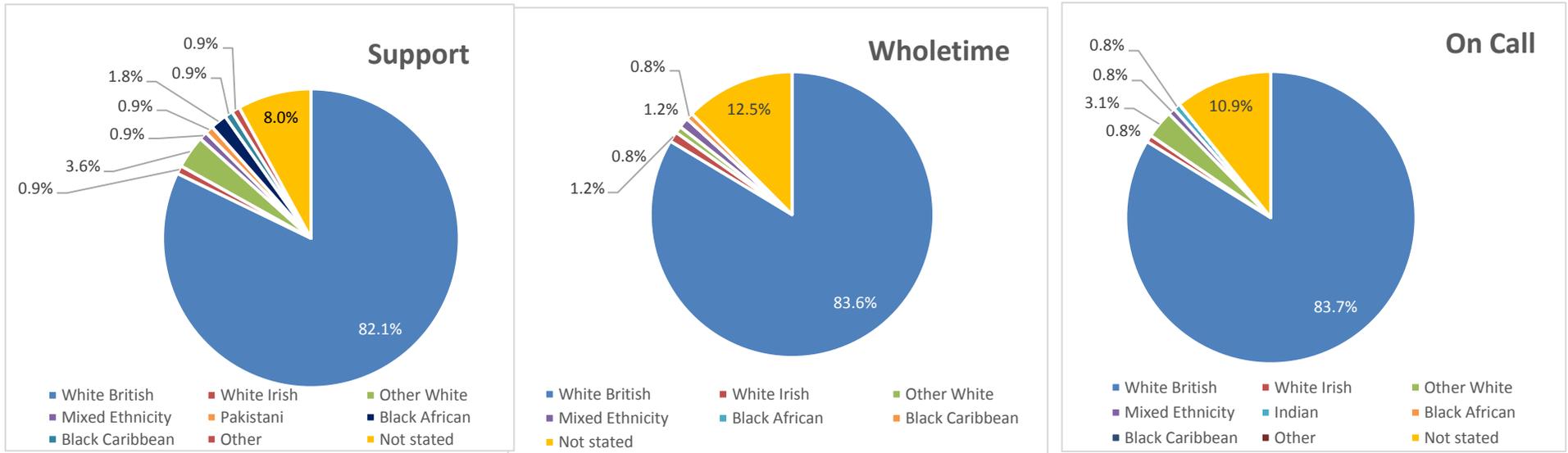
**Religious Denomination compared to County Census**



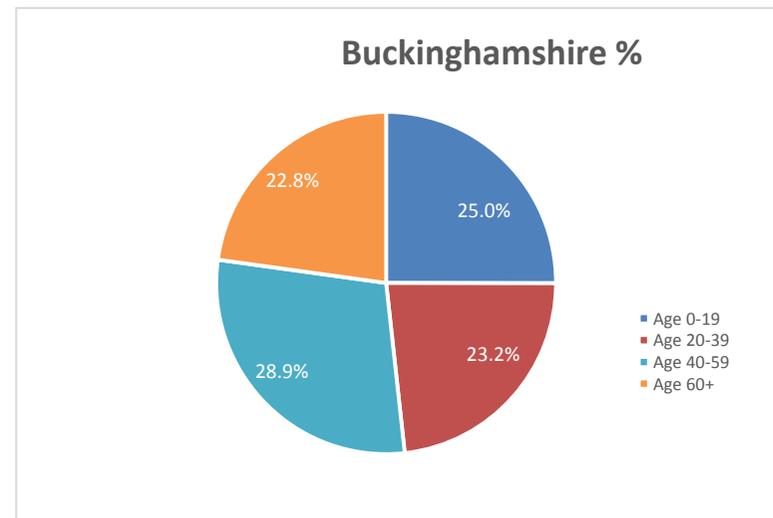
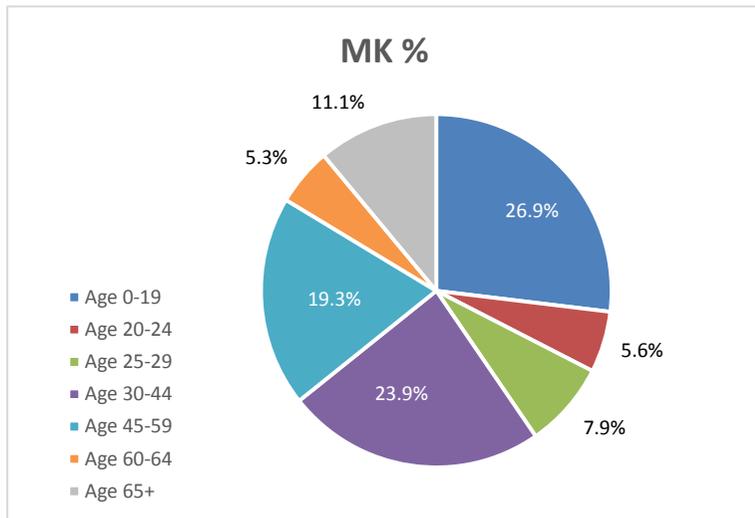
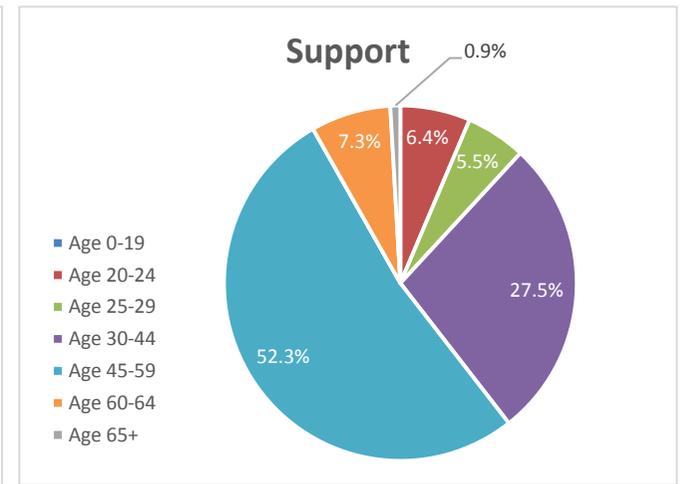
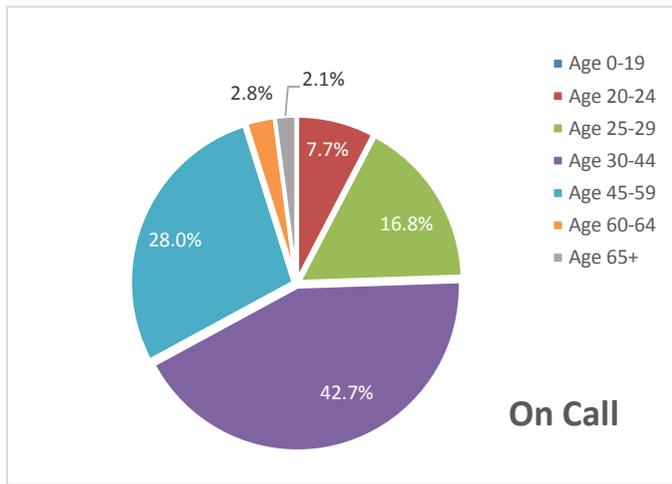
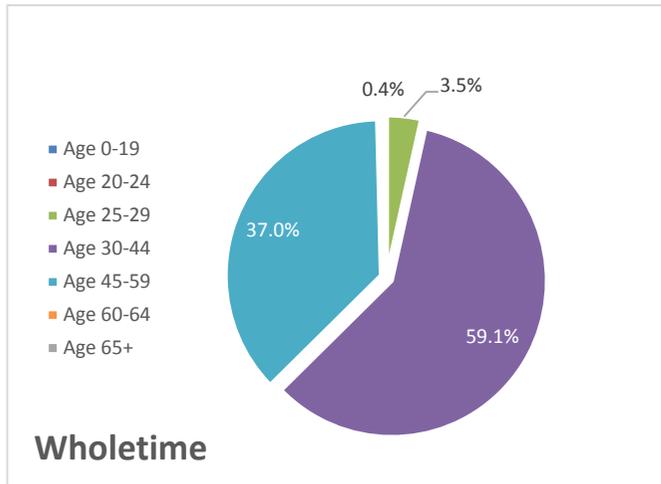
**Gender compared to County Census**



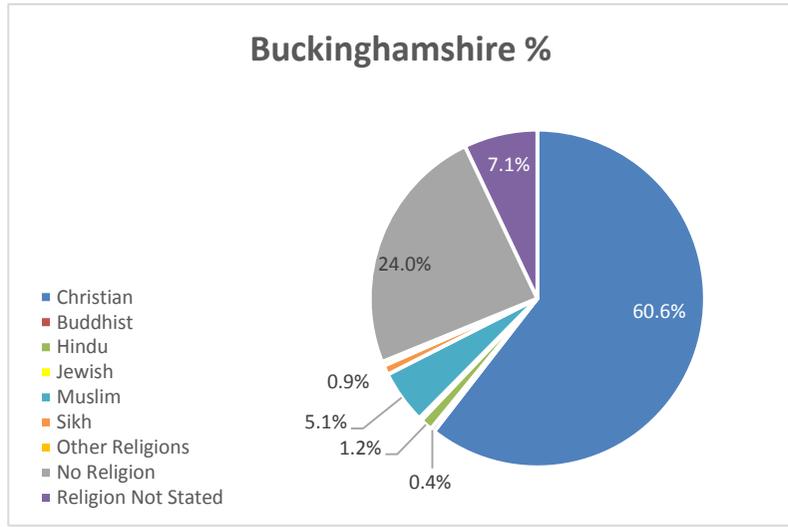
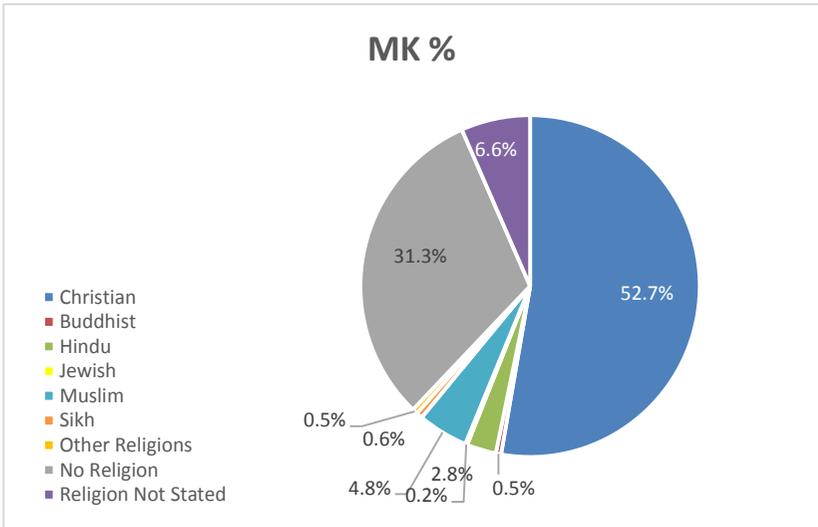
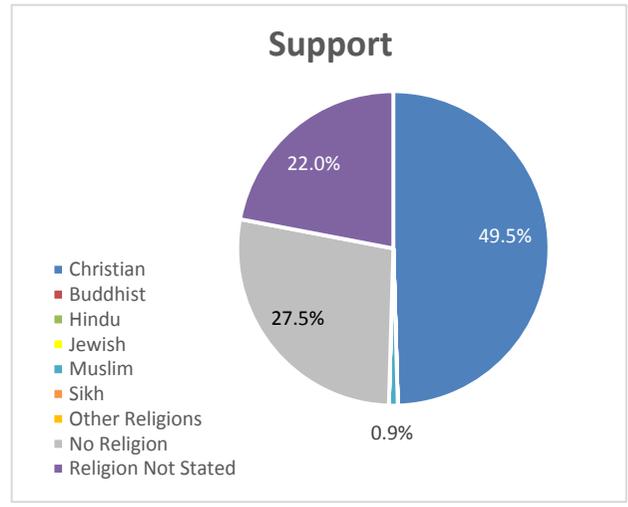
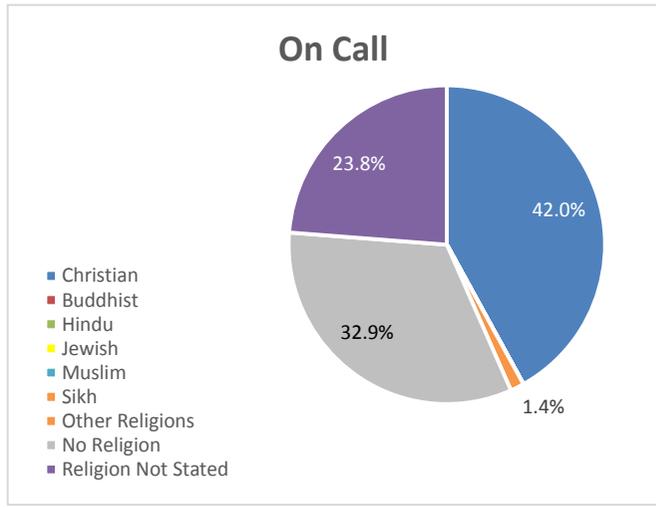
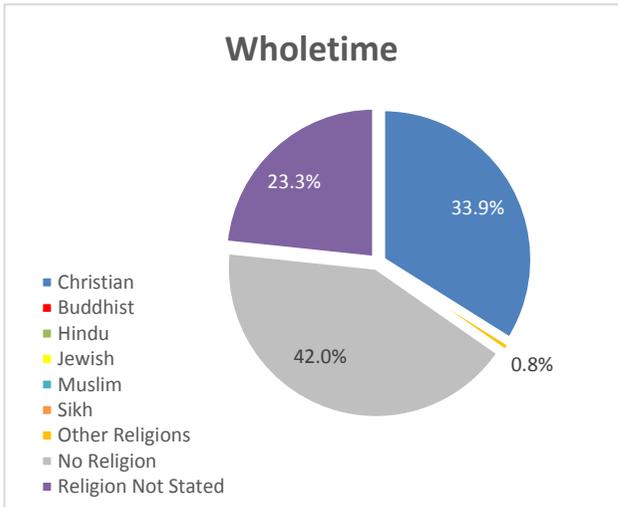
**Ethnicity compared to County Census**



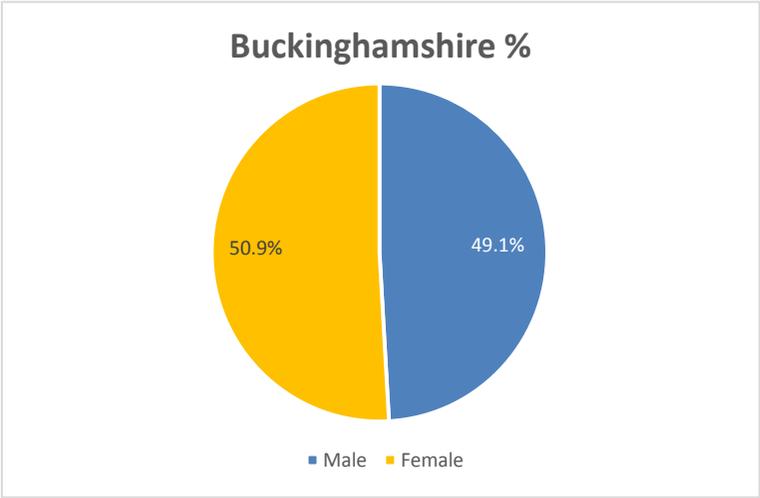
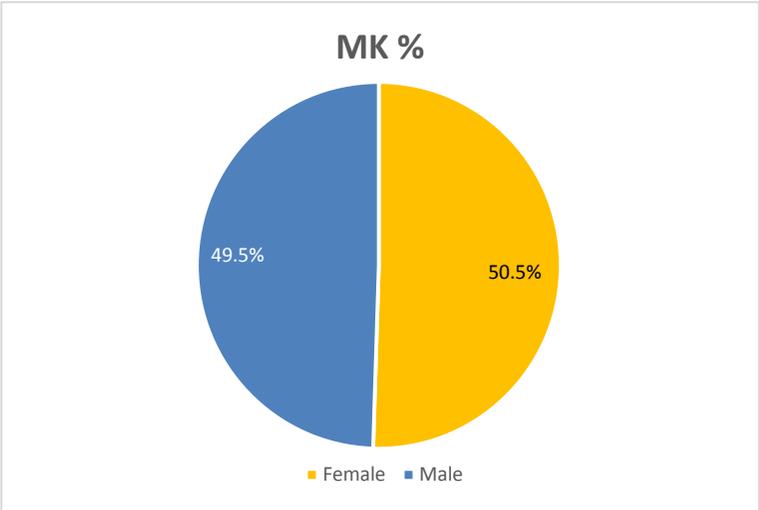
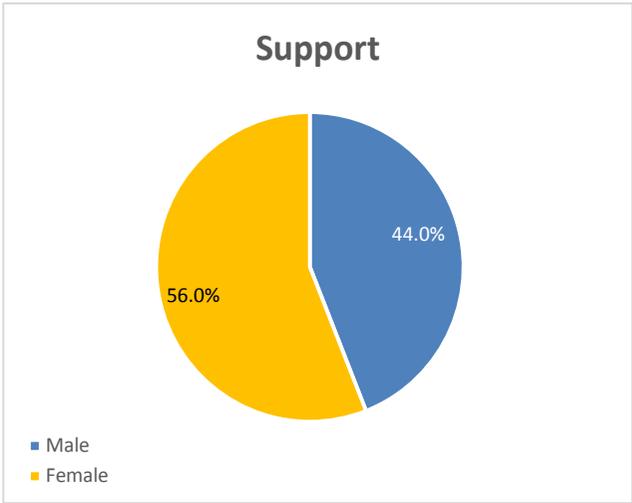
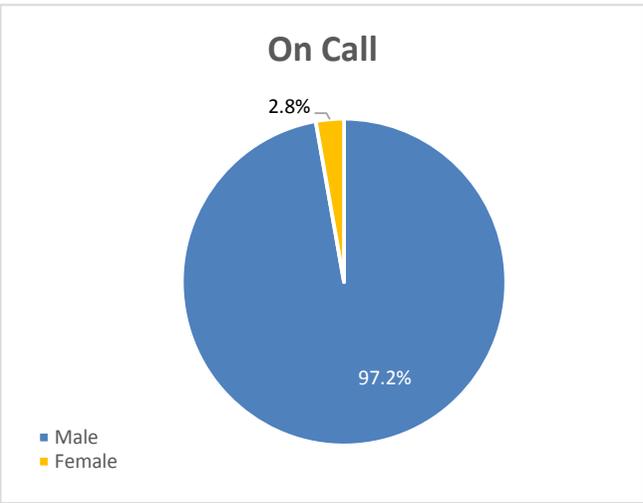
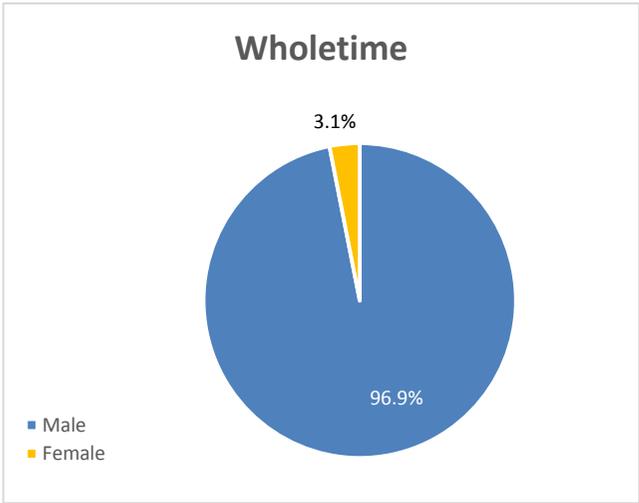
**Age ranges compared to County Census**



**Religious Denomination compared to County Census**



**Gender compared to County Census**



**Breakdown of BMKFA data**

\* Less than 10

Age	Wholetime	% of Wholetime	On Call	% of On Call	Support	% of Support	ALL BMKFA	%
Age 0-19		0.0%		0.0%		0.0%		
Age 20-24		0.0%	12	9.3%	*	6.3%	19	3.8%
Age 25-29	*	3.5%	23	17.8%	*	5.4%	38	7.6%
Age 30-44	149	58.2%	53	41.1%	31	27.7%	233	46.9%
Age 45-59	97	37.9%	39	30.2%	59	52.7%	195	39.2%
Age 60-64	*	0.4%	*	1.6%	*	7.1%	11	2.2%
Age 65+		0.0%		0.0%	*	0.9%	*	0.2%

\* Less than 10

Ethnic Origin	Wholetime	% of Wholetime	On Call	% of On call	Support	% of Support	ALL BMKFA	%
White British	214	83.6%	108	83.7%	92	82.1%	414	83.3%
White Irish	*	1.2%	*	0.8%	*	0.9%	*	1.0%
Other White	*	0.8%	*	3.1%	*	3.6%	10	2.0%
Mixed Ethnicity	*	1.2%	*	0.8%	*	0.9%	*	1.0%
Indian		0.0%	*	0.8%		0.0%	*	0.2%
Pakistani		0.0%		0.0%	*	0.9%	*	0.2%
Bangladeshi		0.0%		0.0%		0.0%		0.0%
Chinese		0.0%		0.0%		0.0%		0.0%
Other Asian or Asian British		0.0%		0.0%		0.0%		0.0%
Black African		0.0%		0.0%	*	1.8%	*	0.4%
Black Caribbean	*	0.8%		0.0%	*	0.9%	*	0.6%
Other Black or Black British		0.0%		0.0%		0.0%		0.0%
Arab		0.0%		0.0%		0.0%		0.0%
Other		0.0%		0.0%	*	0.9%	*	0.2%
Not stated	32	12.5%	14	10.9%	*	8.0%	55	11.1%

\* Less than 10

### Appendix 3 - Equality and Diversity - Public Sector Equality Duty

Religion	Wholetime	% of Wholetime	On Call	% of On Call	Support	% of Support	ALL BMKFA	%
Christian	87	34.0%	58	45.0%	55	49.1%	200	40.2%
Buddhist		0.0%		0.0%		0.0%		0.0%
Hindu		0.0%		0.0%		0.0%		0.0%
Jewish		0.0%		0.0%		0.0%		0.0%
Muslim		0.0%		0.0%	*	0.9%	*	0.2%
Sikh		0.0%		0.0%		0.0%		0.0%
Other Religions	*	0.8%	*	1.6%		0.0%	*	0.8%
No Religion	107	41.8%	46	35.7%	32	28.6%	185	37.2%
Religion Not Stated	60	23.4%	23	17.8%	24	21.4%	107	21.5%

\* Less than 10

Gender	Wholetime	% of Wholetime	On Call	% of On Call	Support	% of Support	ALL BMKFA	%
Male	247	96.5%	125	96.9%	50	44.6%	422	84.9%
Female	*	3.5%	*	3.1%	62	55.4%	75	15.1%

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## **Equality & Diversity Objectives 2016–2020 – Workforce Measures**

### **Years 1-2**

**The workforce objective is designed to underpin our People Strategy to deliver our public safety plan and to meet the requirements of the equality duty in the exercise of our functions in order to:**

- **Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.**
- **Advance equality of opportunity between people who share a protected characteristic and those who do not.**
- **Foster good relations between people who share a protected characteristic and those who do not.**

### **1/ Advancement of the equality of opportunity**

#### **Ethnicity**

We will encourage and actively promote employment applications from all groups in the community. This is because proportionally, Black and Minority Ethnic (BME) employees are under-represented within BMKFA compared to the population ethnicity of both Milton Keynes and Buckinghamshire. Our aim is to increase the number of BMEs employed to better reflect the proportion of the community we serve. We will do this by developing stronger relationships with the equalities community infrastructure (specifically in respect of BME communities) that represent the voices and diversity of Bucks and Milton Keynes.

#### **Gender**

We will encourage and actively promote employment applications from females and provide fair access to opportunities. This is because only 15 per cent of the entire BMKFA workforce is female compared with 49 and 51 per cent of the population of Milton Keynes and Buckinghamshire respectively. We will promote the retention and recruitment of female employees and aim to increase the number of females employed, with a focus on operational employees to ensure this better reflects the proportion within the community we serve i.e. On-Call recruitment and the intention to create more opportunities for flexible working as a recruitment and retention tool. We will also review duty systems and ways of working to promote flexible working practices that are more attractive to female employees and those with family commitments.

## **Age**

Because 86 per cent of BMKFA employees are between 30 and 59 years of age in comparison to 43 per cent of the Milton Keynes population and less for Buckinghamshire, we will aim to better reflect the age profiles of the community we serve. We will do this through an annual apprenticeship programme for the next three years and by focusing on the ageing workforce aspects of our People Strategy.

### **2/ Eliminate discrimination, harassment and victimisation**

In order to ensure that (high level) equality considerations are given to all service plans across the Authority through People Impact Assessment's, we will review processes and update the People Impact Assessment (PIA) Procedure and provide training to those responsible for completing PIAs.

In order to inculcate consistent knowledge of E&D, ensure 100 per cent completion of compulsory E&D training (e.g. online) for existing employees and for new employees at their induction. We will refresh this at two-yearly intervals.

Unconscious bias training will be undertaken for key employees and managers in order to improve self-awareness and an understanding of how experience shapes thought and personality. The aim is to increase trust across the workforce as people come to realise that others react to them on a level that is natural to them and their experience.

### **3/ Address issues that affect those with protected characteristics**

In order to address issues that affect those with protected characteristics we will conduct an E&D workforce census in order to improve our data relating to the protected characteristics of our employees. We will act on the results and maintain accurate up to date E&D data on our employees. This work will form part of the introduction of the new HR System in April 2017.

Our aim is to improve workforce profile statistics by improving existing rates of reporting of protected characteristics captured about the workforce, particularly for Sexual Orientation, Gender Reassignment, Religion and Belief and Marriage /Civil partnership. We will do this by encouraging a culture where employees feel comfortable to provide this information.

### **4/ Fostering good relations between people who share a relevant protected characteristic and those who don't**

In order to further embed E&D into every area of the service, ensure that all employee objectives include a specific reference to embedding E&D across the service. The aim is for 100 per cent of employees to evidence delivery of their specific E&D improvements via the appraisal process within 2 years. Audit a minimum of 10 per cent to ensure consistency and benchmarking.

To further the engagement of employees, identify and train Diversity Champions to form an E&D Advisory Group containing members who either have a protected characteristic or an active interest in E&D. The group's terms of reference will include challenging the Authority to strive for future improvements in E&D.

### **Years 3-4**

#### **1/ Fostering good relations between all employees particularly between people who share a relevant protected characteristic and those who don't**

Taking the trends from any cases identified and reports from the E&D Advisory Group, identify initiatives and develop further objectives from years 3 to 4.

#### **2/ Eliminate discrimination, harassment and victimisation**

Working with the results of the workforce census, further embed an inclusive workplace for the minority groups identified.

Review new appointments to promotion to ensure all line managers complete performance management training in appropriate procedures and best practice in; Discipline, Anti Bullying and Harassment, Grievance and Capability.

#### **3/ Advancement of the equality of opportunity**

We will publish the gender pay gap within BMKFA in line with the of the Government Equality Office guidance, once this has been received. We will audit in advance of the expected 2018 implementation date for compliance.

#### **4/ Public sector equality duty**

Review the impacts of partnership and collaboration, review the diversification of services and the impacts on our workforce and service to identify initiatives to further improvements in equality and diversity.

In order to benchmark against best practice in other similar organisations and to verify progress against these objectives we will seek independent assurance and communicate and act on the findings of this review.

## **Equality & Diversity Objectives 2016 – 2020 – Community Measures**

### **Years 1-2**

**The Authority's objective is designed to enhance community safety and meet the requirements of the general equality duty as defined by the public sector equality duty as follows:**

- **Removing or minimising disadvantages suffered by people due to their protected characteristics.**
- **Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.**
- **Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.**

#### **1/ Removing or minimising disadvantages suffered by people due to their protected characteristics**

The elderly and those with physical and mental impairments, which stop them being able to respond to a fire situation are the most likely to be killed in fires, so we will ensure our Prevention targeting reflects this. We will measure the number of over 80 year olds and those with permanent or temporary impairments who receive 'Safe & Well' visits.

#### **2/ Taking steps to meet the needs of people from protected groups where these are different from the needs of other people**

Whilst the Fire Service has a great deal of data relating to the elderly and those with physical and mental impairments, we will work with partners to ensure our collective databases are robust. We will ensure the data is quality assured annually and that the data is consistent across our service delivery teams.

#### **3/ Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low**

Statistics indicate that young people are at risk from being injured in fires. The Service will interact with young people using different media to communicate appropriate safety messages. We will monitor the number of youth engagement events and we will gain feedback from young people using focus groups and questionnaires on an annual basis.

#### **4/ Removing or minimising disadvantages suffered by people due to their protected characteristics**

This Service has a duty to enforce fire safety legislation to ensure public safety and also has a duty to comply with the Regulators' Code. We will give advice and guidance to businesses, focusing on small and medium enterprises to promote economic growth in our communities. We will measure the advice and guidance

given to all businesses and we will invite feedback from the community on this approach.

### **Years 3-4**

#### **1/ Removing or minimising disadvantages suffered by people due to their protected characteristics**

Building upon the quality-assured data established in years 1 & 2, this Service will ensure fire service prevention measures are targeted according to risk and the most vulnerable members of our communities are supported appropriately. Robust reciprocal arrangements between partner agencies will ensure any person at risk will be dealt with by the most appropriate agency, whether that risk is from fire, from falling, or from any form of neglect. We will measure all inter-agency referrals and record outcomes to identify development areas.

#### **2/ Taking steps to meet the needs of people from protected groups where these are different from the needs of other people**

Building on the data from prevention activities and from the incident recording system information, built up in years 1 & 2, we will ensure that should any sector of our communities be disproportionately at risk from fire, we will target resources accordingly. We will measure this every year looking at those involved in fire-related incidents by their protected characteristics.

#### **3/ Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low**

To ensure our communities feel we are meeting their needs, we will undertake community engagement on an annual basis. In years 3 & 4 this will involve creating a peer challenge comprising members of the public and members of partner agencies to assure the public that we represent them equally. We will measure this by the levels of satisfaction and working towards identifying and reducing any areas where the public feels we need to do things differently.

#### **4/ Removing or minimising disadvantages suffered by people due to their protected characteristics**

This Service will work with local authority partners who also have a duty to enforce legislative compliance, to share data and target intervention resources at those businesses who are considered to pose a higher risk to employees and the public. We will reduce interactions with well-managed premises and concentrate enforcement and support on those who most need that help. We will measure this by recording the number of businesses considered not to require intervention and those that do. We will also record the type of intervention to prove that the interaction has created an improvement, or had led to enforcement where it was not possible to support.

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# Buckinghamshire & Milton Keynes Fire Authority

<b>MEETING</b>	Fire Authority
<b>DATE OF MEETING</b>	8 June 2016
<b>OFFICER</b>	Head of Service Development, Julian Parsons
<b>LEAD MEMBER</b>	Councillor David Schofield
<b>SUBJECT OF THE REPORT</b>	<b>Health and Safety Firefighter Injuries Family Group Performance Comparisons 2013/14 and 2014/15</b>
<b>EXECUTIVE SUMMARY</b>	<p>This report shows the performance comparisons between Buckinghamshire Fire and Rescue Service (BFRS) and fire and rescue services with similar numbers of employees and demographics.</p> <p>The comparisons show BFRS in a favourable light as BFRS has improved or remained in the same position in all but one category. In most categories BFRS features in the top three and is the best performing service in one category.</p> <p>BFRS has consistently outperformed the other Thames Valley Fire and Rescue Services (TVFRS).</p> <p>Another high performing service is Durham Fire and Rescue Service, and our Health and Safety Manager has been discussing and sharing best practice with this service.</p>
<b>ACTION</b>	Information.
<b>RECOMMENDATIONS</b>	That Members note the report.
<b>RISK MANAGEMENT</b>	The management of our health, safety and well-being is a crucial part of our overall corporate risk management strategy. The performance of our strategies are routinely monitored and reported on through the Performance Management Board and the Health, Safety and Well-being Committee.
<b>FINANCIAL IMPLICATIONS</b>	A successful health, safety and well-being strategy provides significant savings for the organisation in terms of reducing sickness levels, injuries and equipment losses.
<b>LEGAL IMPLICATIONS</b>	There are significant statutory duties in relation to health, safety and well-being which BFRS strive to meet through a robust and successful policy and strategy and proactive management.

<p><b>CONSISTENCY WITH THE PRINCIPLES OF COLLABORATION</b></p>	<p>BFRS collaborates regularly with our TVFRS partners. We currently collaborate with Royal Berkshire Fire and Rescue Service on the CCTV capital programme, and we have common systems and procedures in many areas.</p> <p>Discussions are ongoing in relation to sharing BFRS's e-safety system (safety event reporting and investigation).</p> <p>The South East regional fire and rescue services use BFRS's Analytical Risk Assessment Form (ARA).</p> <p>BFRS is part of the South East regional health and safety management system audit process and also plays a leading role in developing the new FRS specific health and safety audit system.</p> <p>The Health and Safety Manager is leading on West Sussex's health and safety audit in October 2016.</p>
<p><b>HEALTH AND SAFETY</b></p>	<p>The Health and Safety department continue to work on reducing the number of firefighter injuries through improving safety behaviour; the review of associated health and safety policies and procedures and the review of associated risk assessments.</p>
<p><b>EQUALITY AND DIVERSITY</b></p>	<p>Health, safety and well-being policies and procedures are subject to people impact assessments to ensure no persons are unfairly affected or disadvantaged.</p>
<p><b>USE OF RESOURCES</b></p>	<p>Health and Safety performance is reported quarterly to the Performance Management Board and to the Health, Safety and Well-being Committee.</p>
<p><b>PROVENANCE SECTION &amp; BACKGROUND PAPERS</b></p>	<p><b>Background</b></p> <p>Following the presentation of the annual Health and Safety report at the Fire Authority meeting in December 2015 a request was made by a Fire Authority Member for performance comparisons between BFRS and fire services of a similar size and demographic.</p>
<p><b>APPENDICES</b></p>	<p>Appendix 1: Performance comparison tables.</p>
<p><b>TIME REQUIRED</b></p>	<p>15 minutes.</p>
<p><b>REPORT ORIGINATOR AND CONTACT</b></p>	<p>Ali Chart <a href="mailto:achart@bucksfire.gov.uk">achart@bucksfire.gov.uk</a> 01296 744490</p>

# **Buckinghamshire & Milton Keynes Fire Authority**



## **Health & Safety Firefighter Injuries Family Group Performance comparison tables 2013/14 and 2014/15**

# Family peer group performance comparison tables 2013/14 and 2014/15

## **Introduction**

The Health and Safety department are required to report on Buckinghamshire Fire and Rescue Service (BFRS) end of year accident statistical returns to the Department of Communities and Local Government (DCLG) on 31 May each year for the period 1 April to 31 March the previous year.

The Health and Safety Department provide returns for injuries to firefighters in the following categories:

**HS1-** Injuries during operational incidents, split into Whole-time and On-Call categories and sub divided for accidents at fires, at road traffic collisions and at other special service calls.

**HS2-** Injuries during training and routine activities also split into Whole-time and On-Call categories and sub divided for accidents during operational training, fitness training and routine activities.

**VE1-** Vehicle accidents displayed as a comparison against our peer group.

Following the presentation of the annual health and safety report at the December 2015 Fire Authority meeting, a request was made for statistical data, in the above areas, to be compiled for the years 2013/14 and 2014/15, relating to the performance of BFRS compared with other fire services with the same number of employees in the above areas.

The findings are detailed below in Appendix 1.

# Appendix 1

## Findings:

### Total number of injuries:

For the year 2013/14 BFRS was 3<sup>rd</sup> in the peer table with 26 injuries and for the year 2014/15, 2<sup>nd</sup> place with 22 injuries.

### Major injuries:

For the year 2013/14 BFRS was 1<sup>st</sup> in the peer table with 0 major injuries and for the year 2014/15, the same.

### RIDDOR over 7 day injuries:

For both years 2013/14 and 2014/15 BFRS was in 2<sup>nd</sup> place in the league table with 2 reportable injuries.

### Injuries at fires:

In 2013/14 BFRS came top of the peer table with 3 injuries. 2014/15 saw an increase of 4 totalling 7 injuries resulting in 4<sup>th</sup> place.

### Special Service calls including Road Traffic Collisions:

For both years BFRS was in 5<sup>th</sup> place in the league table with 3 injuries.

### Routine activities:

In 2013/14 BFRS was in 6<sup>th</sup> place with 10 injuries and in 2014/15, 3<sup>rd</sup> place with 4 injuries.

### Training activities:

For both years BFRS was in 3<sup>rd</sup> place with 10 injuries in 2013/14 and 8 injuries in 2014/15.

### Vehicle accidents:

In 2013/14 BFRS was in 7<sup>th</sup> position with 46 accidents and in 2014/15, 5<sup>th</sup> place with 30 accidents.

This data is clearly depicted in the tables below:

<b>Total Number of Persons Injured</b>	<b>2013/14</b>	<b>Total Number of Persons Injured</b>	<b>2014/15</b>
Durham	19	Durham	12
Cleveland	19	Buckinghamshire	22
Buckinghamshire	26	Cumbria	27
Cumbria	32	Shropshire	29
Wiltshire	41	Cleveland	31
Shropshire	47	Wiltshire	34
Northamptonshire	53	Oxfordshire	40
Bedfordshire	55	Northamptonshire	49
Oxfordshire	61	North Yorkshire	55
Berkshire	73	Bedfordshire	59
North Yorkshire	83	Berkshire	68
Cambridgeshire	134	Cambridgeshire	89

<b>At fires total</b>	<b>2013/14</b>		<b>2014/15</b>
Buckinghamshire	3	Durham	3
Cumbria	4	Cleveland	5
Cleveland	5	Shropshire	6
Durham	5	Buckinghamshire	7
Wiltshire	5	Bedfordshire	7
Shropshire	10	Wiltshire	9
Bedfordshire	13	Cumbria	9
Northamptonshire	14	Oxfordshire	11
Berkshire	15	North Yorkshire	12
North Yorkshire	15	Northamptonshire	19
Oxfordshire	27	Berkshire	23
Cambridgeshire	29	Cambridgeshire	29

<b>At SSC</b>	<b>2013/14</b>		<b>2014/15</b>
Cleveland	0	Cleveland	1
Oxfordshire	2	Oxfordshire	1
Shropshire	2	Cumbria	2
Wiltshire	2	Northamptonshire	3
Buckinghamshire	3	Buckinghamshire	3
Durham	4	Durham	3
Bedfordshire	5	Berkshire	4
Cumbria	8	Wiltshire	6
North Yorkshire	8	Shropshire	6
Northamptonshire	8	North Yorkshire	9
Berkshire	14	Bedfordshire	13
Cambridgeshire	15	Cambridgeshire	15

<b>Routine activity</b>	<b>2013/14</b>		<b>2014/15</b>
Durham	5	Durham	2
Cumbria	7	Shropshire	3
Oxfordshire	8	<b>Buckinghamshire</b>	<b>4</b>
Shropshire	9	Cumbria	6
Berkshire	10	Wiltshire	8
<b>Buckinghamshire</b>	<b>10</b>	Oxfordshire	8
Wiltshire	10	Northamptonshire	11
Cleveland	11	North Yorkshire	11
North Yorkshire	11	Berkshire	12
Northamptonshire	12	Bedfordshire	14
Bedfordshire	15	Cleveland	18
Cambridgeshire	40	Cambridgeshire	21

<b>Training Activity</b>	<b>2013/14</b>		<b>2014/15</b>
Cleveland	3	Durham	4
Durham	5	Cleveland	7
<b>Buckinghamshire</b>	<b>10</b>	<b>Buckinghamshire</b>	<b>8</b>
Cumbria	13	Cumbria	10
Northamptonshire	19	Wiltshire	11
Bedfordshire	22	Shropshire	14
Oxfordshire	24	Northamptonshire	16
Wiltshire	24	Oxfordshire	20
Shropshire	26	North Yorkshire	23
Berkshire	34	Cambridgeshire	24
North Yorkshire	49	Bedfordshire	25
Cambridgeshire	50	Berkshire	29

<b>Major injuries</b>	<b>2013/14</b>		<b>2014/15</b>
<b>Buckinghamshire</b>	<b>0</b>	<b>Buckinghamshire</b>	<b>0</b>
Bedfordshire	0	Cumbria	0
Shropshire	0	Bedfordshire	0
Durham	0	Shropshire	0
North Yorkshire	0	Oxfordshire	0
Cleveland	0	Durham	0
Northamptonshire	0	North Yorkshire	0
Cambridgeshire	0	Berkshire	1
Cumbria	1	Wiltshire	2
Berkshire	1	Cleveland	4
Wiltshire	1	Northamptonshire	6
Oxfordshire	2	Cambridgeshire	13

<b>RIDDOR over 7 days</b>	<b>2013/14</b>		<b>2014/15</b>
Cleveland	0	Cleveland	<b>0</b>
<b>Buckinghamshire</b>	<b>2</b>	<b>Buckinghamshire</b>	<b>2</b>
Shropshire	4	Shropshire	<b>3</b>
Northamptonshire	7	Cumbria	<b>5</b>
Cumbria	8	Durham	<b>5</b>
Durham	8	Bedfordshire	<b>7</b>
Bedfordshire	8	Northamptonshire	<b>8</b>
Wiltshire	8	Oxfordshire	<b>8</b>
Berkshire	9	North Yorkshire	<b>8</b>
Cambridgeshire	10	Wiltshire	<b>10</b>
Oxfordshire	12	Berkshire	<b>10</b>
North Yorkshire	15	Cambridgeshire	<b>20</b>

<b>Vehicle damage</b>	<b>2013/14</b>		<b>2014/15</b>
Cleveland	19	Cumbria	<b>14</b>
Durham	21	Durham	<b>17</b>
Cumbria	29	Berkshire	<b>26</b>
Cambridgeshire	38	Bedfordshire	<b>27</b>
Bedfordshire	40	<b>Buckinghamshire</b>	<b>30</b>
Berkshire	46	Cambridgeshire	<b>34</b>
<b>Buckinghamshire</b>	<b>46</b>	Shropshire	<b>37</b>
Shropshire	47	Cleveland	<b>44</b>
Northamptonshire	54	Oxfordshire	<b>49</b>
Wiltshire	55	Wiltshire	<b>50</b>
Oxfordshire	63	Northamptonshire	<b>58</b>
North Yorkshire	86	North Yorkshire	<b>60</b>

The comparison between 2013/14 and 2014/15, highlights improved performance in three areas; total injuries, routine activities and vehicle accidents.

There has been a deterioration in one area; injuries at fires with an increase of 4.

Performance has remained consistent in four areas; training activities, special service calls, major injuries and RIDDOR over 7 day injuries.

Work is continuing to reduce the number of injuries still further through improved proactive monitoring – increased numbers of hazard and ‘near-miss’ reports and establishing the current health and safety behavioural culture through a survey due to be conducted this summer.

# Buckinghamshire & Milton Keynes Fire Authority



<b>MEETING</b>	Fire Authority
<b>DATE OF MEETING</b>	8 June 2016
<b>OFFICER</b>	Neil Boustred, Head of Service Delivery
<b>LEAD MEMBER</b>	Community Protection
<b>SUBJECT OF THE REPORT</b>	<b>Thames Valley Cardiac Arrest Response Pilot</b>
<b>EXECUTIVE SUMMARY</b>	<p>The purpose of this report and presentation is to apprise the Authority of:</p> <ul style="list-style-type: none"> <li>a) the pilot scheme which has been commenced to extend the established co-responding scheme to include the deployment of Buckinghamshire Fire &amp; Rescue Service (BFRS) assets, complete with an Automatic External Defibrillator (AED) and Oxygen Therapy to confirmed Cardiac Arrest incidents; and</li> <li>b) the feedback received from BFRS employees to the staff consultation conducted in advance of the commencement of pilot.</li> </ul>
<b>ACTION</b>	Information.
<b>RECOMMENDATIONS</b>	That the report be noted.
<b>RISK MANAGEMENT</b>	The pilot meets the objectives of the 2015-2020 Corporate Plan; to provide a timely and proportionate response to incidents by allocating our assets and resources in relation to risk and demand.
<b>FINANCIAL IMPLICATIONS</b>	The total outlay for this pilot will be covered within the existing service delivery budget.
<b>LEGAL IMPLICATIONS</b>	<p>The ambulance service owes a duty of care to members of the public as part of the health service and is in a different category from the fire service or the police (Kent v Griffiths [2001] QB 36, Court of Appeal). Any corporate liability arising from this distinction will be dealt by way of indemnities agreed between SCAS and the Authority.</p> <p>BFRS employees remain fully indemnified by the Authority from personal liability whether participating in the existing or in the pilot scheme.</p>
<b>CONSISTENCY WITH THE PRINCIPLES OF</b>	A collaborative approach has been taken throughout development; Royal Berkshire, Oxfordshire and

<p><b>COLLABORATION</b></p>	<p>Buckinghamshire fire and rescue services are working in partnership with SCAS to develop this pilot across the Thames Valley.</p>
<p><b>HEALTH AND SAFETY</b></p>	<p>Risk assessments have been completed.</p>
<p><b>EQUALITY AND DIVERSITY</b></p>	<p>A People Impact Assessment has been completed.</p>
<p><b>USE OF RESOURCES</b></p>	<p><b>Communication with stakeholders;</b></p> <p>The staff consultation lasted for three weeks, between March 7 and March 29 2016. Representative bodies were fully involved by first signing a letter to demonstrate their support for this scheme and then by assisting to develop the questions for the online survey and developing the initial draft guidance document circulated for wider consultation.</p> <p>Representatives of the Fire Brigades Union, Fire Officers Association and elected representatives of non-trades union affiliated employees have been consulted through the Joint Consultation Forum and support the pilot.</p> <p>The feedback from staff was cross sectional, representative and very positive (see Appendix 1)</p> <p>Regular meetings with SCAS have taken place to develop the pilot in a way that best suit their needs.</p> <p>Regular meetings with the other Thames Valley FRS's have taken place to ensure a collaborative approach is taken in regard to this pilot.</p> <p><b>The system of internal control;</b></p> <p>The pilot will be subject to regular review within the six month period and should any new risks or issues be identified they will be managed appropriately.</p>
<p><b>PROVENANCE SECTION &amp; BACKGROUND PAPERS</b></p>	<p><b>Background</b></p> <p>This simultaneous deployment, alongside our colleagues in South Central Ambulance Service (SCAS) aims to achieve faster interventions and better outcomes for victims of out of hospital Cardiac Arrest.</p> <p>It is well documented that the community response to out of hospital Cardiac Arrest plays an important part in improving patient outcomes; where defibrillation within 3–5 min of collapse can produce survival rates as high as 50–70%. In the UK, fewer than 2% of victims currently have an AED deployed before the ambulance arrives, (Source: Resuscitation Council Guidelines, 2015) and we aim to improve this statistic.</p> <p>Approval by the Authority to a BMKFA/SCAS Co-responding Scheme Agreement</p> <p><a href="#">Meeting of the Fire Authority 15 September 2010</a></p>

	<p><a href="#">Minute FA 19</a></p> <p>Update to the Authority BMKFA/SCAS Co-responding Scheme</p> <p><a href="#">Meeting of the Fire Authority 8 June 2011 Minute FA 13</a></p>
<b>APPENDICES</b>	Appendix 1: Thames Valley Cardiac Response Pilot Presentation
<b>TIME REQUIRED</b>	20 minutes.
<b>REPORT ORIGINATOR AND CONTACT</b>	<p>Simon Tuffley</p> <p><a href="mailto:stuffley@bucksfire.gov.uk">stuffley@bucksfire.gov.uk</a></p> <p>07766781389</p>

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# Thames Valley Cardiac Arrest Response Pilot

A collaborative approach to saving more lives

# Background



Buckinghamshire & Milton Keynes Fire Authority  
**MAKING YOU SAFER**  
PREVENTING PROTECTING RESPONDING  
[WWW.BUCKSFIRE.GOV.UK](http://WWW.BUCKSFIRE.GOV.UK)

- Developing the Co-Responder partnership with SCAS
- Aligned to the Authority's vision
- Resuscitation Council Guidelines 2015

# Project so far

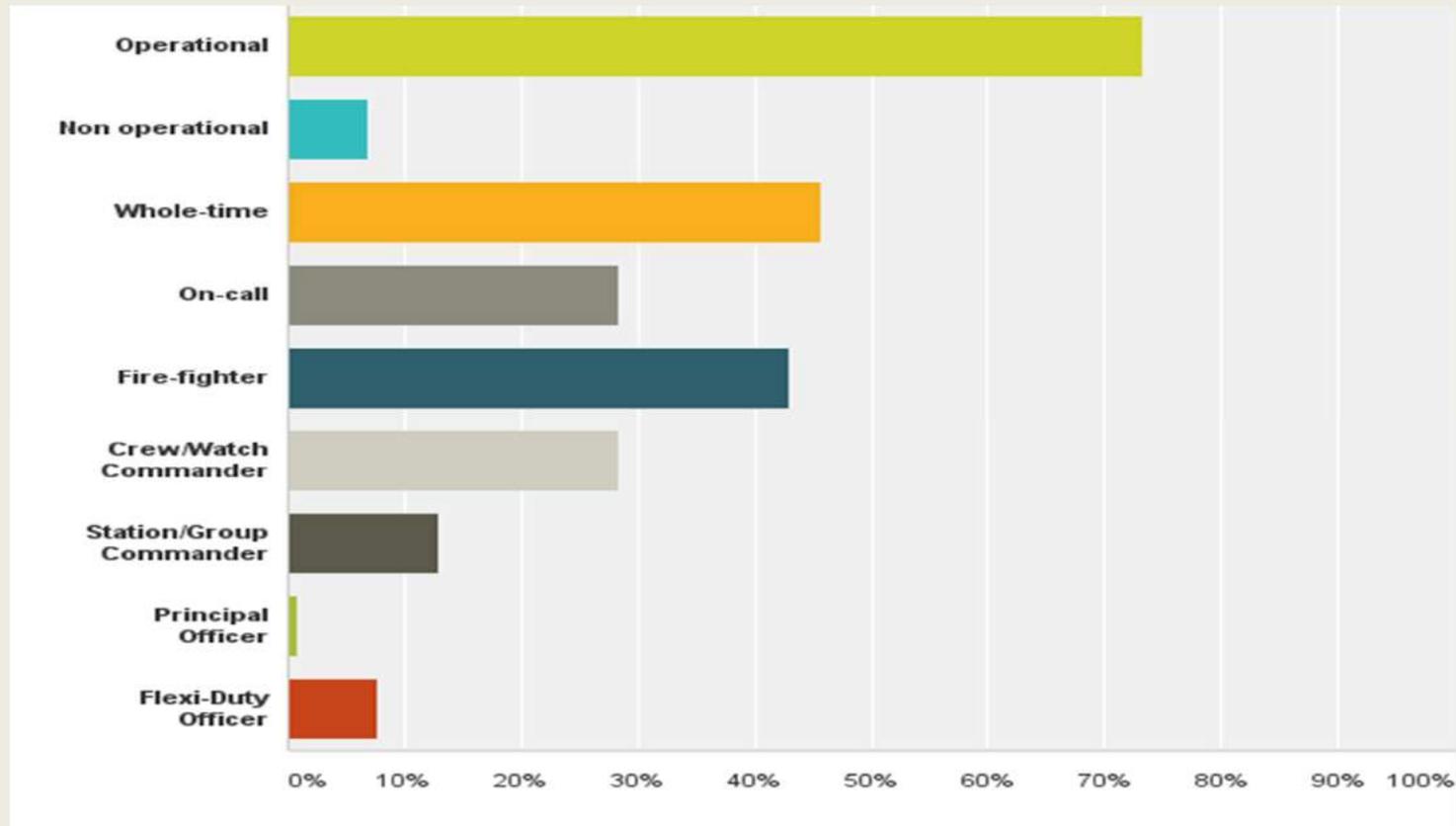


Buckinghamshire & Milton Keynes Fire Authority  
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- Rep Body support
- Staff engagement and consultation
- 118 responses to the on-line survey
- Six month pilot approved

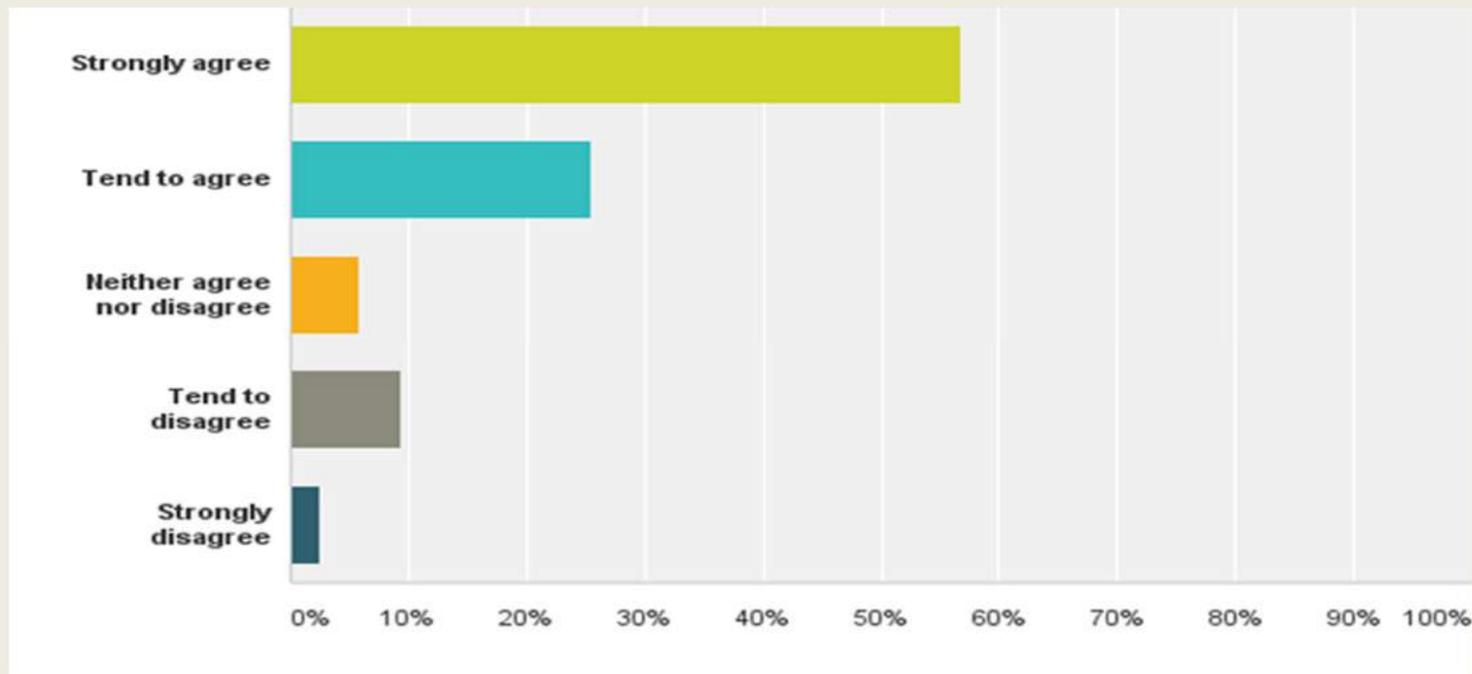


The response was cross-sectional and representative



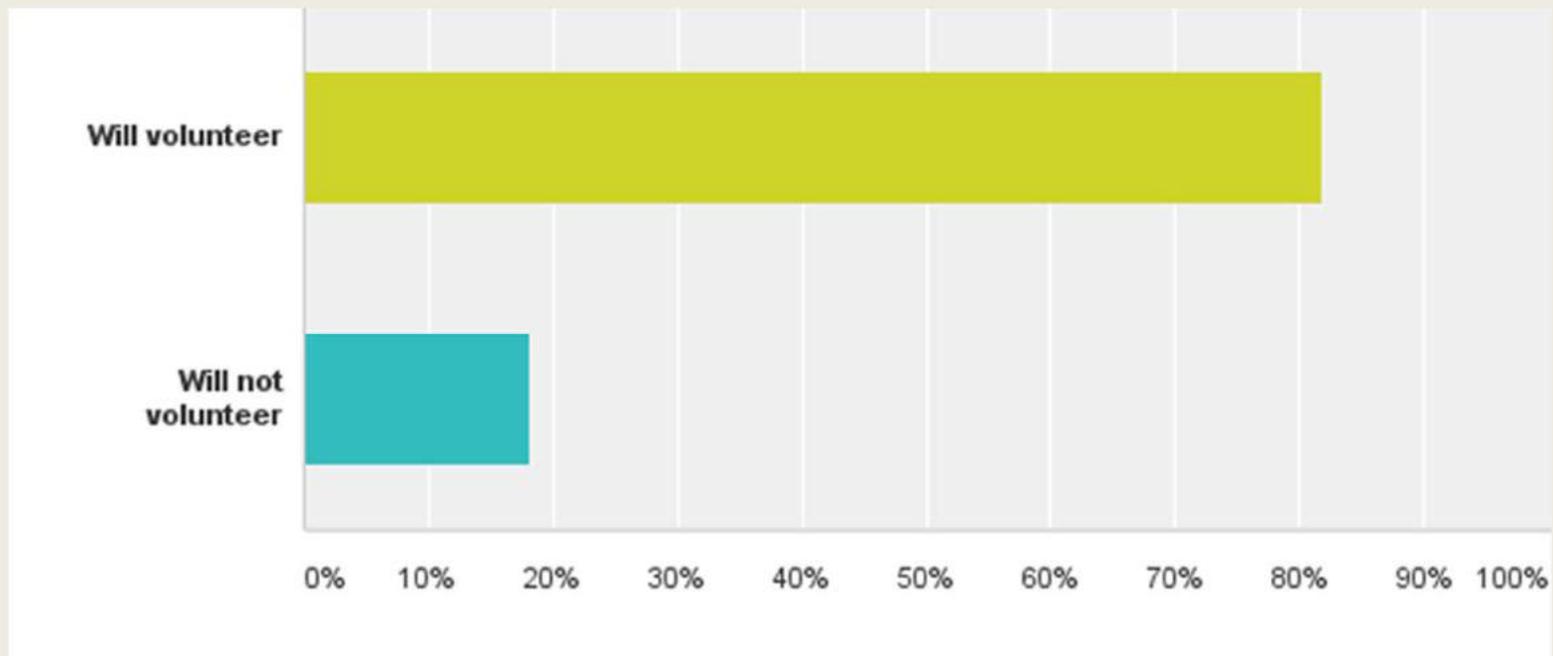


82% agree that there should be a trial to assist South Central Ambulance Service when attending Cardiac Arrest incidents



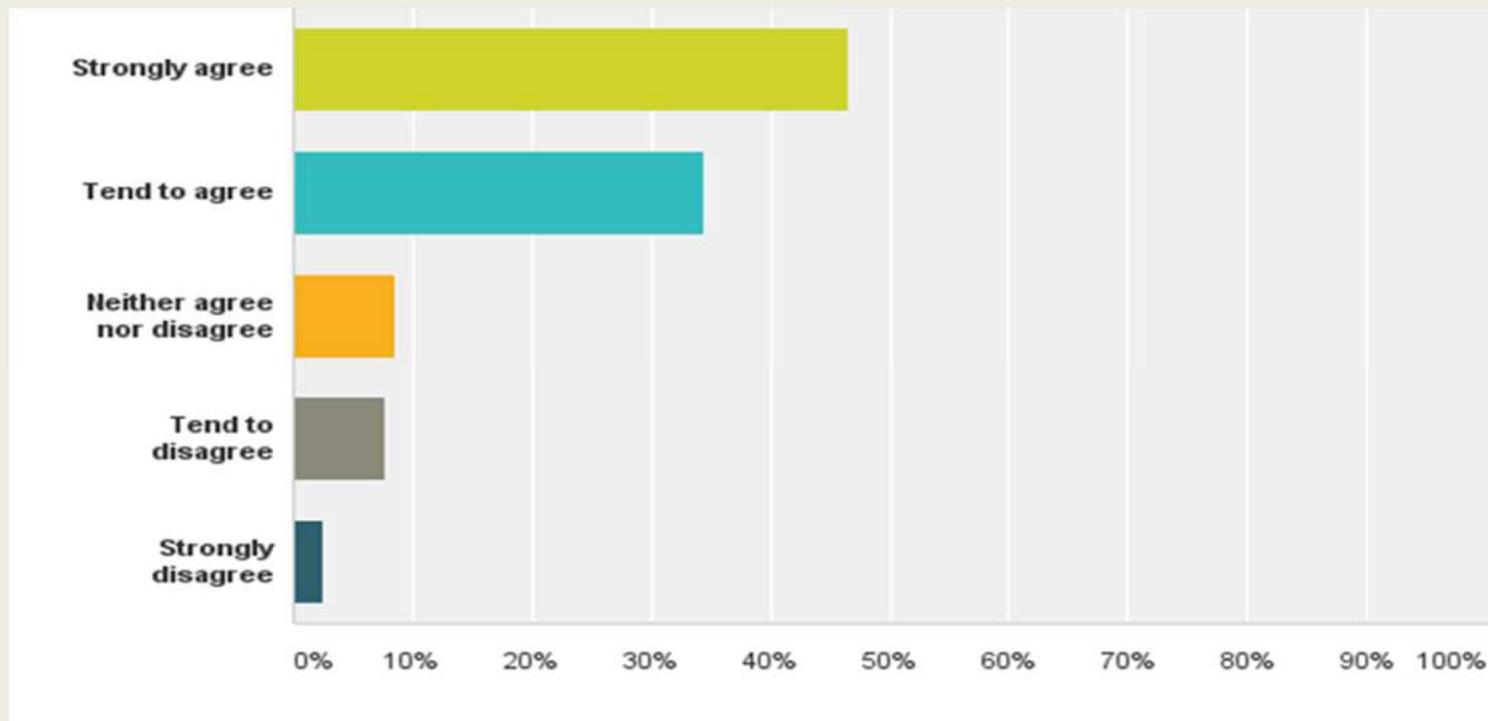


82% would volunteer to take part in a Service-wide trial to attend Cardiac Arrest incidents in partnership with South Central Ambulance Service



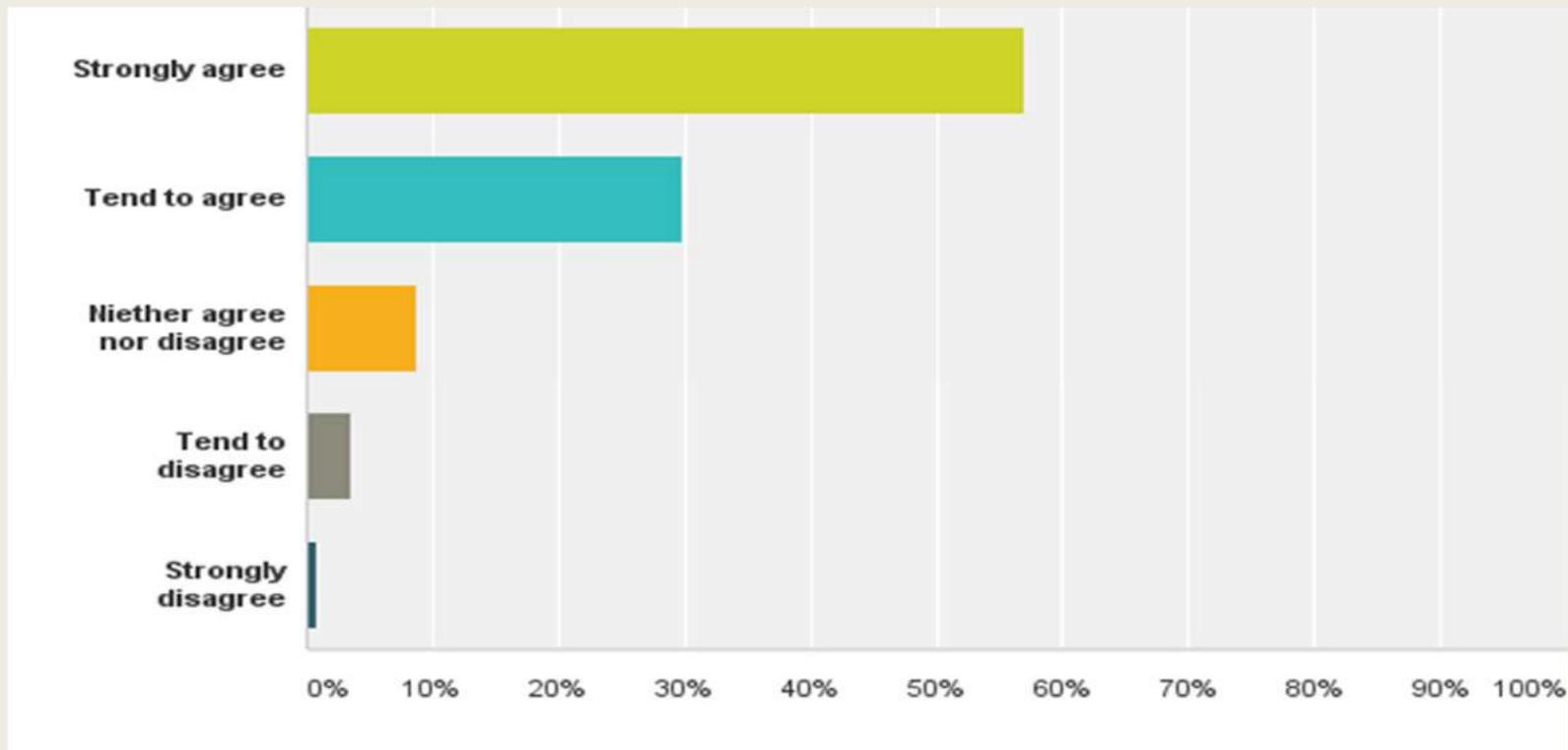


81% of crews agree that they have the required basic skills to make an intervention at a Cardiac Arrest incident before the arrival of an Ambulance.





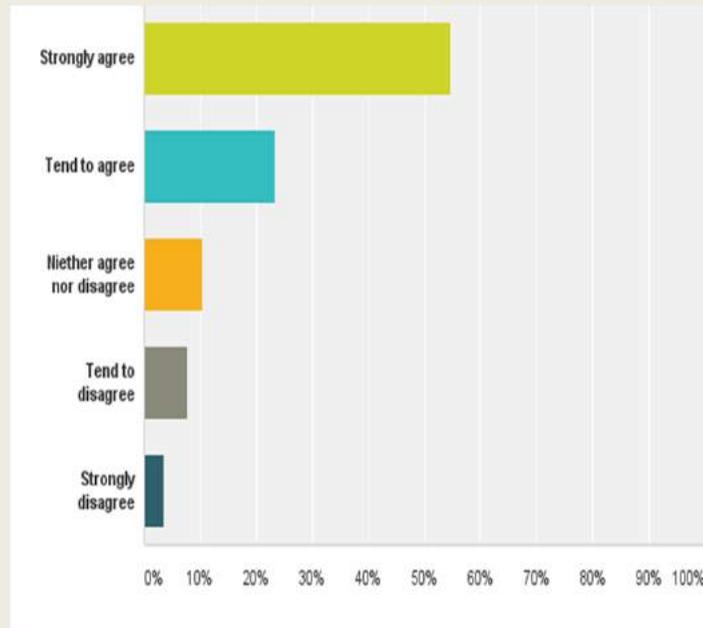
87% of respondents agree that our appliances carry the basic essential equipment required to make an intervention at a Cardiac Arrest incident before the arrival of an Ambulance.



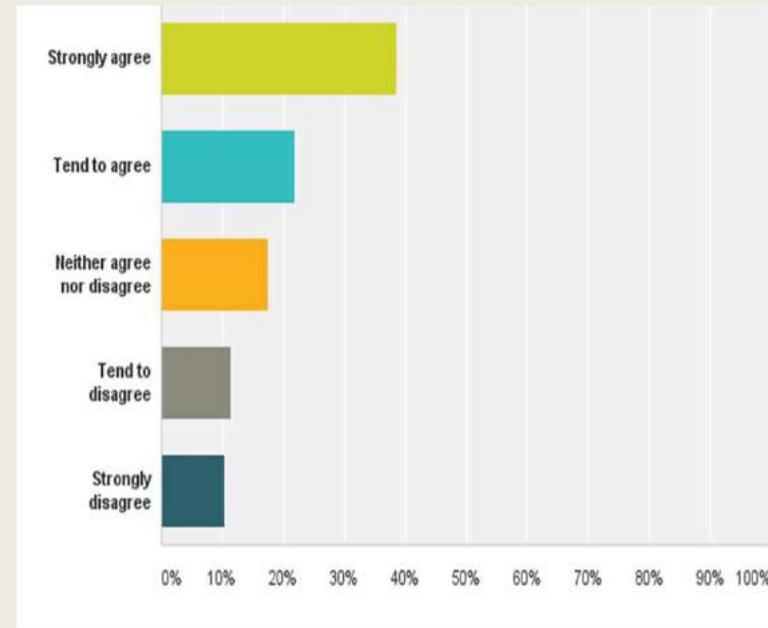


There was also support for an Officer scheme and Support Services employees being involved

Officer scheme



Support Services scheme



# Staff Comments



Buckinghamshire & Milton Keynes Fire Authority  
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“This is a fantastic opportunity for BMKFRS to add another string to our bow, and show our willingness to adapt and move with the times of the modern fire service. If we can save more lives and ease the pressure on the Ambulance service it has to be a good thing”

“This will save people’s lives, as fire-fighters we are here to save lives and this is another opportunity to do this in our community”

# Next steps



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- A new Memorandum Of Understanding
- Collate list of BFRS volunteers
- Enhanced DBS
- Robust refresher training to SCAS agreed standard
- Commence trial in Q2 2016

# 2016-17



Buckinghamshire & Milton Keynes Fire Authority  
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- A Service-wide response to the most serious incidents that SCAS face
- Expansion of Co-Responder schemes across Buckinghamshire & Milton Keynes
- Improved mobilisation to Co-Responder incidents
- Enhanced and standardised equipment
- The Immediate Emergency Care Qualification



Buckinghamshire & Milton Keynes Fire Authority

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# Questions

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# Buckinghamshire & Milton Keynes Fire Authority

<b>MEETING</b>	Fire Authority
<b>DATE OF MEETING</b>	8 June 2016
<b>OFFICER</b>	Neil Boustred, Head of Service Delivery
<b>LEAD MEMBER</b>	Community Protection
<b>SUBJECT OF THE REPORT</b>	<b>Incident Review Olney and Stony Stratford 1 May 2016</b>
<b>EXECUTIVE SUMMARY</b>	<p>This presentation is to provide Members with an overview of the two noteworthy incidents that occurred simultaneously in Olney and Stony Stratford on the afternoon of 1 May 2016. The incident at Olney began around 1pm and involved a fire that started in the courtyard of an old inn and hotel and rapidly spread, causing damage to the 1st, 2nd and roof of the premises. At around 3pm, whilst still dealing with the incident at Olney, Buckinghamshire and Milton Keynes Fire and Rescue Service (BMKFRS) received another call to a fire in Stony Stratford that had started in commercial premises and which caused significant damage to the whole building including an adjoining property.</p>
<b>ACTION</b>	Information.
<b>RECOMMENDATIONS</b>	That the presentation is noted.
<b>RISK MANAGEMENT</b>	<p>This presentation also explains the processes and procedures that are carried out remotely from incidents to maintain the required cover of resources during periods of high demand.</p> <p>Our resources are located across Buckinghamshire and Milton Keynes on a daily basis to reflect our local risks and demand. If an incident occurs, Thames Valley Fire Control (TVFC) will mobilise the nearest available resources that are required for the type of incident. If the incident requires further resources then our dynamic mobilising will again mobilise the nearest available resources, whether these are full time or part time crewed appliances, or from a neighbouring county through mutual agreements. This ensures that the nearest appliances are mobilised to resource the incident as quickly as possible.</p> <p>TVFC will simultaneously move other resources around the county to ensure that an even spread of cover is maintained while the incident is still on-going.</p>

	BMKFRS also utilises a recall to duty system to increase the number of available personnel on duty if required to maintain cover across the whole area. This procedure is carried out as Business as Usual.
<b>FINANCIAL IMPLICATIONS</b>	Not applicable to this presentation. Any financial implications from these incidents are addressed within BNKFRS Service Delivery budgetary processes.
<b>LEGAL IMPLICATIONS</b>	Not applicable to this presentation. Any actions as part of these incidents were carried out within relevant legislation.
<b>CONSISTENCY WITH THE PRINCIPLES OF COLLABORATION</b>	During these incidents some support was received from neighbouring FRS. This is carried out within the Fire and Rescue Services Act 2004 Section 13/16.
<b>HEALTH AND SAFETY</b>	During these incidents personnel operated within BMKFRS policies and procedures that reflect current Health and Safety legislation.
<b>EQUALITY AND DIVERSITY</b>	During these incidents personnel operated within BMKFRS policies and procedures that reflect current Equality legislation.
<b>USE OF RESOURCES</b>	<p>These incidents utilised resources from Thames Valley Fire Control Service, BMKFRS Resource Management Team and operational fire crews from across the north of Buckinghamshire, supported by some personnel and resources from neighbouring fire and rescue services.</p> <p>These incidents also generated numerous media enquiries which were dealt with by our Communications team.</p>
<b>PROVENANCE SECTION &amp; BACKGROUND PAPERS</b>	Not applicable to this presentation.
<b>APPENDICES</b>	Appendix 1: Presentation review of incidents at Olney and Stony Stratford
<b>TIME REQUIRED</b>	15 minutes.
<b>REPORT ORIGINATOR AND CONTACT</b>	<p>Neil Boustred, Head of Service Delivery</p> <p><a href="mailto:nboustred@bucksfire.gov.uk">nboustred@bucksfire.gov.uk</a></p> <p>07768 367 484</p>



# Olney and Stony Stratford Incidents 01 May 2016





Bull Hotel, 9 Market Place, Olney

T.O.C. 13:10:37

<u>Callsign</u>	<u>Alerted</u>	<u>Mobile</u>	<u>On Scene</u>
JC14P1	13:12:30	13:15:57	13:24:11
JC13P1	13:12:30	13:13:43	13:23:13
JC11P1	13:12:30	13:13:32	13:27:58





Timeline:

- 13:23 Inf Building well alight
- 13:31 Priority Make pumps 4, make Turntable Ladders 1
- 13:53 Priority Make pumps 6, Incident now sectorised, sector 1 and 3 in operation
- 14:14 Inf 6BA in use, 1 TTL in use, PPV, 3 HR's, 1 Main Jet
- 15:11 **TVFCS** Call received – fire at 73 High Street, Stony Stratford
- 15:51 Stop Building consisting of 3 floors, 20m x 10m, used as a hotel and public house, 6BA, 3 HR, 1 Main Jet, PPV, TTL and 10.5m ladder in use
- 16:15 **TVFCS** 21C7 will be required to attend incident in Stony Stratford





- Crews remained on scene until late evening
- Re-inspections every 2hrs throughout the night
- Cause – Fire in pizza oven



# RMT, TVFCS Actions

- Resilience GC stood up.
- 2 x SC Recall.
- On Call SMS; Ble On Call stood up.
- Winslow, Aylesbury, Beds pump to MK area during Olney inc.
- Waddesdon, Ble On Call to MK area during Stony inc.

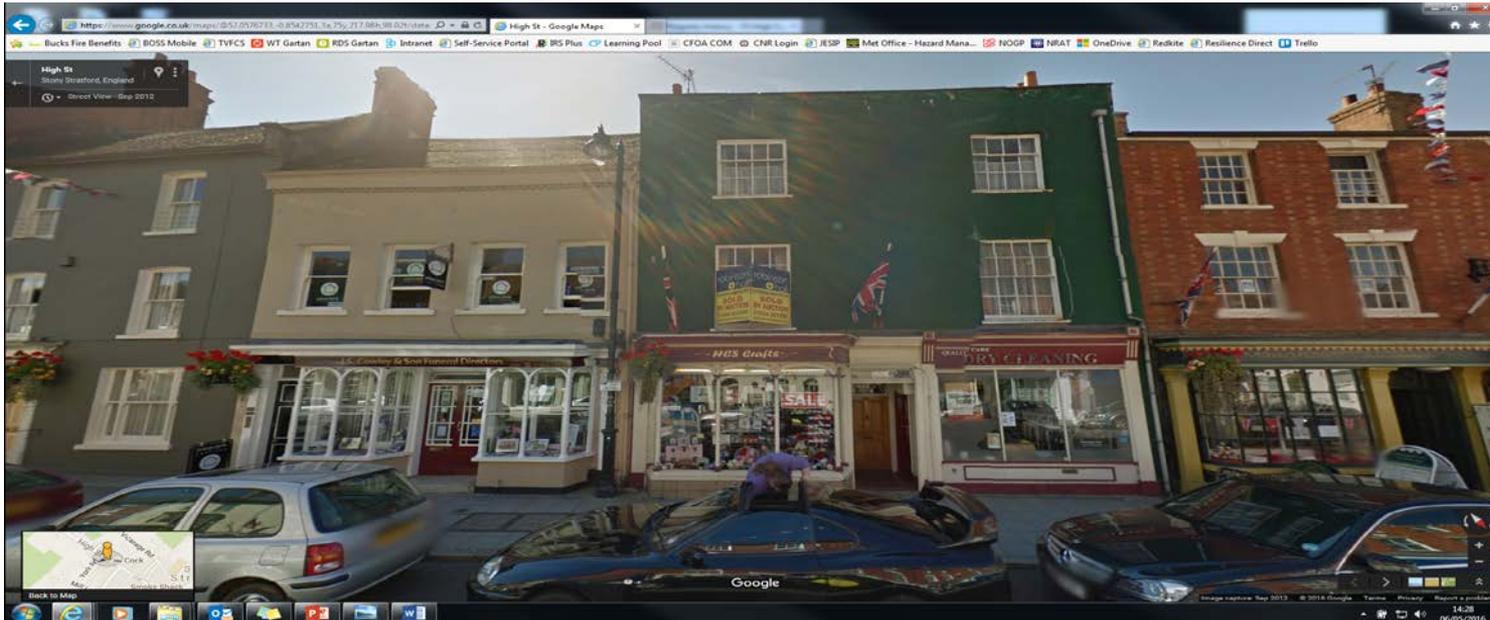


73 High Street, Stony Stratford

T.O.C. 15:11:06

<u>Callsign</u>	<u>Alerted</u>	<u>Mobile</u>	<u>On Scene</u>
22P1	15:12:51	15:14:00	15:23:42
23P1	15:12:51	15:14:17	15:27:22
21P1	15:19:55	15:20:56	15:32:56

(3rd appliance – Beds)





Timeline:

- 15:24 Inf Building well alight, crews fully committed
- 15:29 Priority Make pumps 4, Turntable Ladders 1
- 15:34 Priority Make pumps 6
- 15:58 Inf 3 Storey building, approx. 10m x 30m, 1st and 2nd floor well alight, fire has spread to roof, 4 BA, 4 HR's 13:53
- 16:35 Inf 3 Storey building, residential and commercial, no's 71, 73, 75 and 77, approx. 10m x 30m, 1<sup>st</sup> 2<sup>nd</sup> and roof well alight, 1 BA, 1 TTL, 3 main jets
- 18:00 Partial collapse of roof





## 18:00 Partial collapse of roof/front face of building



- Crews remained on scene throughout the night
- Incident was handed over to MK Council and Highways – Monday midday



Supported by:



## ITEM 19

### **FIRE AUTHORITY MEETING – 08.06.16**

**Crew Commander Adam Burch**

#### **Introduction**

I will briefly introduce myself, my role and the project. Highlighting the following points that I will discuss:

- **Project Objectives**
- **Course Delivery**
- **Partnership working & project funding streams**
- **Evaluation process & Initial Feedback**
- **Moving forward**
- **Questions**

#### **The projects objectives**

I will discuss the projects **vision** and **aims**, followed by a four-minute video explain how Junior FireFit sets out to achieve these.

***Our Vision** is to transform the lives of young people who currently do not actively participate in physical education. We aim to trigger changes in behaviour, improving confidence and self-esteem.*

*Ultimately we wish to develop young people's understanding of the importance of living a healthier and more active lifestyle. Using the role of a Firefighter as inspiration, incorporating the delivery of key fire safety messages.*

#### ***Our Aims -***

- ***Build*** a more active, inclusive and healthier Community
- ***Create*** a safer community through important educational messages and improves social interaction
- ***Inspire*** and raise aspirations by enabling continued participation, supporting physical, educational and personal development



## **Course delivery**

I will discuss how the course is structured, including a breakdown of the individual sessions. Detailing the key fire safety messages that are incorporated and how the course is designed to maximise physical activity and involvement over a six week period.

## **Partnership working & project funding streams**

LEAP, Sports England & Sportivate's support and involvement in the project, how the funding was secured and spent.

The support we have received from local businesses, maximising the use of local facilities to help deliver the health and wellbeing message.

## **Evaluation process and initial feedback**

A look at how we are evaluating the course from initial involvement through to a sustainable exit route

The feedback we have received from the pupils and teachers.

The benefit of diverse working streams and improved interaction with a diverse community.

Explain what we have learnt from the pilot and how we aim to improve the cost efficiency of future delivery, ensure project sustainability

## **Moving Forward**

A look at the opportunities the pilot course has opened including:

- Additional Sportive funding and future projects
- Access to sponsored qualifications
- Training, mentoring and discounted development seminars and lectures
- Future Income generation
- Local business engagement

## **Questions**