

Fire & Rescue Service Headquarters Summergroves Way Kingston upon Hull HU4 7BB
Telephone 01482 565333

To: Members of the Fire Authority	Enquiries to: Gareth Naidoo Email: committeemanager@humbersidefire.go.uk Tel. Direct: (01482) 393206 Date: 22 October 2020
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Dear Member

I hereby give you notice that in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, a **REMOTE MEETING** of **HUMBERSIDE FIRE AUTHORITY** will be held on **FRIDAY, 30 OCTOBER 2020 at 10.30AM.**

To access this remote meeting please visit <<https://zoom.us/join>> and then enter:

Meeting ID: 994 3743 9184

Passcode: 461445

Or telephone 0203 481 5237 and use the above Meeting ID and Passcode

The business to be transacted is set out below.

Yours sincerely



Mathew Buckley
Monitoring Officer & Secretary to Fire Authority

Enc.

A G E N D A

Business	Page Number	Lead	Primary Action Requested
1. Apologies for absence	-	Monitoring Officer/ Secretary	To record
2. Declarations of Interest (Members and Officers)	-	Monitoring Officer/ Secretary	To declare and withdraw if pecuniary
3. Minutes of meeting of the Authority held on 25 September 2020	(pages 1 - 8)	Chairperson	To approve
4. Questions by Members	-	Monitoring Officer/ Secretary	To receive
5. Petitions and Deputations	-	Monitoring Officer/ Secretary	To receive
6. Communications	-	Chairperson and Monitoring Officer/ Secretary	To receive

Business	Page Number	Lead	Primary Action Requested
7. Management Accounts - Period ending 30 September 2020*	(pages 9 - 10)	Executive Director of Corporate Services/S151 Officer	To receive
8. Financial Outlook 2021/22 Onwards	(pages 11 - 15)	Executive Director of Corporate Services/S151 Officer	To receive
9. Secondment of Section 151 Officer Role to Office of the Police and Crime Commissioner	(pages 12 - 18)	Chief Fire Officer/ Chief Executive	To receive
10. Service Performance and Risk Report - Quarter 1 (April - June 2020)	(pages 19 - 31)	Director of Service Improvement	To receive
11. Reduction of Unwanted Fire Signals	(pages 32 - 49)	Director of Service Delivery / Director of Service Delivery Support	To receive
12. HMICFRS Update	Verbal	Director of Service Improvement	To receive
13. COVID-19 Update	Verbal	Chief Fire Officer/ Chief Executive	To receive

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* - Further details are accessible via an electronic link alongside the agenda papers on the Fire Authority's website (www.humbersidefire.gov.uk/fire-authority/fire-authority-documents)

HUMBERSIDE FIRE AUTHORITY

25 SEPTEMBER 2020

PRESENT:

Members

Representing East Riding of Yorkshire Council:

Councillors Chadwick, Jefferson, Smith and West

Representing Hull City Council:

Councillors Chambers, Dad and McMurray

Representing North East Lincolnshire Council:

Councillors Barfield, James and Shepherd

Representing North Lincolnshire Council:

Councillors Briggs (*Chairperson*), Grant, Sherwood and Waltham MBE

Officers of Humberside Fire & Rescue Service

Chris Blacksell - Chief Fire Officer & Chief Executive, Phil Shillito - Deputy Chief Fire Officer/Executive Director Service Delivery, Kevin Wilson - Executive Director of Corporate Services/Section 151 Officer, Christine Cooper - Temporary Director of People and Development, Niall McKiniry - Director of Service Improvement, Ruth Gilmour - Head of Human Resources, Martyn Ransom - Head of Finance, Simon Rhodes - Head of Corporate Assurance, Jamie Morris - Senior Service Improvement Officer, Mathew Buckley - Monitoring Officer/Secretary and Gareth Naidoo - Committee Manager

Auditors

Gavin Barker - External Auditor (Mazars)

ALSO IN ATTENDANCE:

Independent Co-opted Members of the Governance, Audit and Scrutiny Committee

Martin Allingham, Doug Chapman (presented Minute 94/20) and Andrew Smith were in attendance as observers.

HMICFRS

Davinder Johal - Service Liaison Lead (Merseyside FRS, Humberside FRS and Durham & Darlington FRS)

The remote meeting took place via video conference (Zoom).

88/20 APOLOGIES FOR ABSENCE - Apologies for absence were submitted from Councillors Fox, Green, Nicola, Singh and Swinburn, and from Keith Hunter - Police and Crime Commissioner for Humberside Police.

89/20 DECLARATIONS OF INTEREST - No declarations were made.

90/20 MINUTES - Resolved - That the minutes of the meeting of the Authority held on 24 July 2020 be received as a correct record.

91/20 QUESTIONS BY MEMBERS -

(a) Councillor Nicola was permitted to ask the following question:

"Does the Authority intend to appoint a new Director of People and Development and if so, how long is it anticipated that the process of advertising and appointing to the post will take?"

The Chief Fire Officer/Chief Executive replied that the Temporary Director of People and Development would remain in post on a part-time basis until the end of 2020. Some of the responsibilities associated with the post would be assumed by the Deputy Chief Fire Officer in the meantime while the Service determined whether to recruit to the post on a full-time basis or enter into partnership arrangements. The Authority would be kept informed during the following months.

(b) Councillor Dad was permitted to ask the following question:

"Recent research (see below) suggests that schools are at higher risk because of the current legislation on sprinklers. If this is indeed the case, what can we as a Fire Authority do to help address this?"

With reference to the information cited in Councillor Dad's question, the Deputy Chief Fire Officer replied that, in November 2019, a return had been provided to the Minister for Housing, Communities and Local Government consultation on Approved Document B of the Building Regulations regarding 'Sprinklers and other fire safety measures in high-rise blocks of flats'. The consultation provided the opportunity to offer feedback on other premises, and The Service's response highlighted schools as 'high risk' premises. The Service also endorsed the return of the National Fire Chiefs Council (NFCC) to the same consultation, noting the same feedback regarding schools.

During April/May 2019, a call for evidence took place on the technical Building Bulletin 100: Design for Fire Safety in Schools (BB100), again the Service expressed concerns about the loopholes present within document regarding: the fitting of sprinklers, discrepancies between Local Authority schools and academies, and there not being a mandated need for fitting sprinklers in new build (or significantly refurbished) schools. This view was supported in the NFCC response.

The NFCC continued to engage with the Department for Education (DfE) on the progress of BB100. The BB100 was expected to be published for consultation by DfE. However, there had been little stakeholder engagement following the call for evidence. An All Party Parliamentary Group for Fire Safety had been established and had been making contact with the DfE to try and establish their current position.

Resolved - (a) That the Service write to local councils about the benefits of having sprinkler systems in schools, and

(b) that the topic of sprinkler systems in schools be addressed at a subsequent meeting of the Fire Authority or a Member Day.

92/20 PETITIONS AND DEPUTATIONS - No petitions or requests for a deputation had been received under Rule 13, Part 4 of the Constitution.

93/20 COMMUNICATIONS - The following communication was reported:

- (i) **Television Documentaries** - The Service had been featured in a documentary about attacks on emergency service personnel due to be aired on 30 September 2020. Subsequently, the Service had also been contacted in relation to the production of

another documentary focussed on the work of emergency services at night and during the Covid-19 pandemic.

94/20 DRAFT MINUTES OF GOVERNANCE, AUDIT AND SCRUTINY (GAS) COMMITTEE OF 13 JULY 2020 - Doug Chapman, Chairperson of the Governance, Audit and Scrutiny (GAS) Committee, presented the draft minutes of the meeting of the Committee held on 7 September 2020, drawing Members' attention to the following item:

- (i) Health, Safety and Environment - First Quarter 2020/21 (Minute 69/20 refers).
- (ii) Absence Management - First Quarter 2020/21 (Minute 72/20 refers).
- (iii) Effectiveness of the Risk-Based Targeting Strategy (Minute 77/20 refers).

Resolved - That the minutes of the Governance, Audit and Scrutiny (GAS) Committee held on 9 September 2020 be received.

95/20 EXTERNAL AUDIT - FOLLOW UP LETTER TO OUR AUDIT COMPLETION REPORT IN RELATION TO THE 2019/20 AUDIT - Mazars submitted a letter summarising the progress of the external audit.

The external audit for 2019/20 had not yet been concluded as it required the Pension Fund Account audit to have been undertaken. The audit of the Pension Fund Account had been delayed and, in the meantime, the McCloud judgement and proposed remedy had been subject to consultation, which would result in material change to the Service's accounts. The audit of the Pension Fund Account was expected to be completed by the end of October 2020 but, if there were any further material changes before the 2019/20 audit had closed, amended Annual Accounts would need to be approved again. In future years, Mazars would endeavour to have the Pension Fund Account audited earlier in the external audit process.

Resolved - That the letter be received

96/20 ANNUAL STATEMENT OF ACCOUNTS 2019/20 - The Executive Director of Corporate Services/S.151 Officer submitted a report that included the audited version of the Fire Authority's Accounts for the financial year 2019/20.

While the Annual Statement of Accounts 2019/20 had been approved by the Authority at its previous meeting (Minute 79/20 refers), it had been necessary to amend it due to the fact that the Pension Fund Account had not yet been audited (Minute 95/20 refers). It was suggested that, if any further, minor amendments needed to be made to the Annual Statement of Accounts 2019/20 in order to conclude the external audit of 2019/20, the authority to approve them could be delegated to the Chairperson.

Resolved - (a) That the audited Annual Statement of Accounts 2019/20 be approved and signed by the Chairperson of the Authority;

(b) that the authority to approve any subsequent, minor amendments to the Annual Statement of Accounts 2019/20 be delegated to the Chairperson, and

(c) that the Authority's thanks to the Executive Director of Corporate Services/S.151 Officer and his service area for their hard work during the 2019/20 financial year be noted.

97/20 FINANCIAL OUTLOOK 2021/22 ONWARDS - Executive Director of Corporate Services/S.151 Officer submitted a report that summarised the financial outlook for the Authority in 2021/22 and onwards.

The Authority's outturn for 2019/20 had delivered an underspend of £120,000 and a closing level of total revenue reserves of £10.9m. The Authority had set a balanced budget for 2020/21, but the latest budget monitoring projected a minor overspend of £108,000. The UK's exit from the

European Unions, the Comprehensive Spending Review for 2021 onwards and the ongoing financial impact of the Covid-19 pandemic had created significant uncertainty with regard to the future of public finances. The Authority had made the following key assumptions in order to plan for 2021/22 to 2024/25:

	2021/22	2022/23	2023/24	2024/25
Pay Awards	2.50%	2.50%	2.50%	2.50%
External Grant	1.00%	1.50%	1.50%	1.50%
Precept Increase	1.99%	1.99%	1.99%	1.99%
• Rates	3.00%	3.00%	3.00%	3.00%
• Utilities/Fuel	5.00%	5.00%	5.00%	5.00%
• Insurance	5.00%	5.00%	5.00%	5.00%

The broad movements in between the Authority's financial position in February 2020 and September 2020 with regard to the 2021/22 financial year were summarised as follows:

<u>2021/22 Financial Year</u>		
2021/22 Projection - February 2020	£89k	Deficit predicted for 2021/22 before COVID-19
Changes made to our assumptions since February 2020		
Grant Funding Reduction	£85k	Assuming a 1.0% increase now rather than 1.5% due to likely Government austerity in CSR 2021
Business Rates Reduction	£120k	Assuming no growth in our share of locally collected business rates (revised from 3% down to 0%)
Business Rates Deficit from 2020/21	£140k	Assuming a 12% deficit in the current 2020/21 year that will be spread over 2021/22 to 2023/24 inclusive (total impact is £420k)
Council Tax Deficit from 2020/21	£240k	Assuming a 3% deficit in the current 2020/21 year that will be spread over 2021/22 to 2023/24 inclusive (total impact is £720k)
Council Tax Base	£356k	Cautious to assume little or no increase in the Council Tax Base for 2021/22 (revised base growth down from 1.5% to 0%)
Minimum Revenue Provision (MRP)	£200k	Additional MRP due to applying less Revenue Contributions to Capital in 2019/20 than originally planned.
Insurance Premiums	£105k	Casualty premiums have increased due to a hardening in the Insurance market. The Casualty cover was retendered in August 2020 to ensure we achieved value for money.
2021/22 Projection - September 2020	£1.34M	Current deficit predicted for 2021/22

The report also summarised five potential measures that the Authority could take to set a balanced budget for 2021/22, which would require savings of around £1m. These measures presented as options included:

- Reducing the Revenue Contribution to Capital Outlay (RCCO) budget line which is the Authority's revenue budget contribution to funding the Capital Programme. Any reduced RCCO does have a knock-on effect to the Authority's Capital Financing Requirement (CFR) and therefore would increase the Authority's underlying need to borrow to fund capital expenditure. When this borrowing is taken there is clearly a cost of carry which will feed into the Authority's revenue budget;
- A scheduled review of the Authority's method for calculating the Minimum Revenue Provision (MRP) was signaled in the Treasury Management Strategy report for 2020/21. This work will use the annuity method for the calculation and bring the Authority's approach in line with other local authorities. It will likely result in a reduced MRP for the Authority in the short to medium-term. Again, a reduction in the MRP would increase the Authority's underlying need to borrow to fund capital expenditure. When this borrowing is taken there is clearly a cost of carry which will feed into the Authority's revenue budget;
- Non-pay efficiencies – work will be undertaken to assess the possibility of making further efficiencies in the Authority's discretionary non-pay budgets;
- Service-wide efficiencies may also need to be considered which may affect the service we are able to deliver to our communities. These efficiencies are likely to have a longer lead-in time and therefore would need to be agreed so that any benefits could be achieved for the 2022/23 year from 1 April 2022. Assessing the full impact of the COVID-19 pandemic over the next few months will give a better picture of whether these measures may be required. In the short-term across the Service we will continue our practice of challenging vacant posts when they arise and will only fill roles when there is a clear organizational need to do so;
- Reserves – the Authority's reserves remain in a solid position and some application of reserves could be appropriate to ease the Authority through the short to medium-term financial turbulence created by the COVID-19 pandemic.

Also of note was the fact that the Fire Funding Formula Review remained in abeyance, with no further communication having been received by the Service since the Authority approved its comments on the associated consultation. Members considered the Prudent Minimum General Reserve (PMGR) set out within the report and the recommendation to increase it to £6.3m. In order to achieve this, it was proposed that the Capital Programme reserve of £3m be reduced by £700,000 and that this amount be added to the General Reserve. The Authority was advised that an increase in the PMGR would be prudent in the light of the volatility of financial risks at a macroeconomic level in the medium-term.

Resolved - (a) That the financial outlook for the Service through to 2024/25 be noted, and (b) that the Prudent Minimum Level of General Reserves, as set out in the report, be approved.

98/20 CUSTOMER SERVICE EXCELLENCE STANDARD 2020 - The Director of Service Improvement submitted a report summarising the Service's achievement of the Customer Service Excellence Standard in 2019/20.

The assessment for the Customer Service Excellence Standard had been due to be conducted in March 2020, but had been delayed as a result of COVID-19. The assessment had, instead, been conducted remotely in July 2020. This was an assessment against all criteria within

the standard, and the Service was assessed as fully compliant. Nine areas of good practice had been identified during the assessment, which was two more than had been identified during the previous assessment and three areas had been judged as 'compliance plus'.

Resolved - (a) That the Authority acknowledge the retention of the Standard and take assurance from our ongoing commitment to Customer Service Excellence, and

(b) that the Authority congratulate the Service on achieving the Customer Service Excellence Standard for the eleventh year in succession.

99/20 PERFORMANCE REPORTING UPDATE - The Director of Service Improvement submitted a report summarising updates to the Service's performance reporting measures.

Throughout the previous 12-months significant effort had been put into the development of 'Power BI' performance and management dashboards, with the intention that this new approach would start to be used to support reporting of performance data to Members of HFA and GAS, from October 2020. The Service had developed a revised quarterly performance report that highlights how performance is tracked using the new software. Before presenting the revised Quarter One Report to Members it was proposed that a presentation of the new methodology and report format be made at the Member Day 2 October 2020.

Resolved - (a) That Members receive a presentation in relation to the Service's new performance reporting measures at the Member Day due to be held on 2 October 2020, and

(b) that, for 2020 only, the Authority receive the Quarter 1 Performance and Risk Report at its meeting due to be held on 30 October 2020.

100/20 HEALTH, SAFETY AND ENVIRONMENTAL REPORT - QUARTER 1 2020/21 - The Director of Service Improvement submitted a report summarising the Service's performance with regard to health, safety and environment during the first quarter of 2020/21.

The Covid-19 pandemic had reached a peak during the report period, which had reduced the Service's activity and resulted in a reduction in reported health and safety incidents. The Service had recorded 14 accidents that had resulted in some form of personal injury compared to 22 during the same period in 2019/20 and the three-year rolling average of 20. In accordance with the Service's staffing structure and duties, 71 percent of injuries or episodes of ill-health were sustained by full-time firefighters. Overall, incidents had continued to decline in comparison to the three-year rolling average. Accidents resulting from training exercises had reduced by 88 percent compared to the same period in 2019/20. Near miss reporting had decreased by more than 50 percent but the 15 reported had outnumbered reported accidents (14) for the quarter.

Resolved - That the Authority take assurance from the Service's proactive management of health, safety and environmental outcomes.

101/20 OPERATIONAL ASSURANCE REPORT - QUARTER 1 2020/21 - The Director of Service Improvement submitted a report summarising the Operational Assurance Report covering the first quarter of 2020/21.

The Service had seen a reduction in all activity during the Covid-19 pandemic. During the reporting period and in comparison to the same period in 2019/20: Safety Critical Reporting had reduced to zero; Area of Concern reporting had reduced by 79 percent (from 58 to 12); and Exceptional Practice reporting had fallen by 78 percent (from 372 to 80). In the previous quarter, the Service had addressed a large-scale flooding incident and the subsequent tactical debrief had been undertaken on 28 July 2020, meaning that the incident would feature in the second quarter report.

Resolved - That the Authority take assurance from the Service's proactive management of operational assurance.

102/20 ABSENCE MANAGEMENT REPORT - QUARTER 1 2020/21 - The Temporary Director of People and Development submitted a report summarising absence management during the first quarter of 2020/21.

Absence management had continued to be monitored closely by the Service. During the reporting period and in comparison to the same period in 2019/20, the combined number of days of absence had reduced by 56 percent (656 days). During the Covid-19 national lockdown, many employees had worked from home and the improved hygiene promoted to minimise the risks posed by Covid-19 had had the effect of reducing the number of other illnesses. However, the Control Room team's absence figures continued to be affected by long-term absences. The Service had continued to improve its provision in relation to mental health by offering psychotherapy, counselling, relationship advice and legal advice. Musculoskeletal issues continue to feature highly as a result of the physical nature of many roles in the Service. Among all staff there had been four confirmed cases of Covid-19, 68 members of staff had isolated due to symptoms within their households and 53 had isolated due to symptoms within their teams.

Resolved - That the Authority take assurance that absence was being managed fairly, consistently and appropriately in the Service, and that necessary follow up actions were taken to address short and long term absence issues.

103/20 EQUALITY, DIVERSITY AND INCLUSION ANNUAL REPORT 2019/20 - The Director of Service Delivery submitted a report summarising the annual Equality, Diversity and Inclusion Report for 2019/20.

The report, which had been circulated to the Governance, Audit and Scrutiny Committee and addressed at Member Day, explained how the Service met industry standards in relation to equality, diversity and inclusion as set out in the Local Government Association's (LGA) Fire and Rescue Service Equality Framework and the Equality Act (2010).

The Service managed equality, diversity and inclusion through five priorities:

1. Leading by example on equality.
2. Increasing diversity throughout our workforce.
3. Ensuring a safe and fair workplace for all staff.
4. Continue to improve our knowledge of our diverse communities and how we engage with them.
5. Identifying the fire and other emergency risks linked to multiple disadvantage and discrimination.

Resolved - That the report be approved.

104/20 PUBLIC SECTOR EQUALITY DUTY - PUBLIC CONSULTATION ON EQUALITY OBJECTIVES - The Director of Service Delivery submitted a report outlining the Service's request for approval to engage in a six-week public consultation in relation to its equality objectives.

Resolved - (a) That the Service's request to undertake a six-week public consultation on equality objectives be approved, and

(b) that the results of the consultation be reported to the meeting of the Authority due to be held on 7 December 2020.

105/20 HMICFRS INSPECTION UPDATE - The Director of Service Improvement provided the Authority with a verbal update in relation to Her Majesty's Inspectorate of Constabulary and Fire and Rescue Service's (HMICFRS).

HMICFRS had recently been commissioned to undertake a series of thematic inspections in relation to Covid-19. The Service had been preparing in anticipation of this thematic inspection, which was due to be undertaken during the week commencing 12 October 2020. While the thematic

inspections would not result in an official grade, the Service expected them to be referred to when the Inspectorate resumed its normal programme of inspections in 2021.

Resolved - That the update be received.

106/20 COVID-19 UPDATE - The Chief Fire Officer/Chief Executive provided a verbal update on the Service's response to and future plans relating to Covid-19.

The number of positive Covid-19 tests had been increasing nationally since the Authority's previous meeting. While the number of Covid-19 cases was not as high in Humberside as it was in other areas, nor as high as the national average, cases had been increasing locally and laboratory capacity for processing tests was a problem nationally. There were some local testing arrangements in place which were separate from the national scheme.

The Strategic Co-ordination and Tactical Co-ordination Groups had been stood down having, at one point, been meeting daily. However, the groups had begun to meet at least weekly again and the Chief Fire Officer/Chief Executive was due to begin attending national meetings of Local Resilience Forum chairs on a weekly basis.

The NHS's Track and Trace mobile application had been launched on 24 September 2020 and had been downloaded more than one million times on the first day. Widespread use of the application would result in an increase in the number of people self-isolating, which would have an impact on the availability of fire crews and other staff. The Service had considered practical issues such as the phones of two crews being left in adjacent lockers; in this case, the application would register a contact despite the two crews not actually being in contact with one another.

Resolved - (a) That the update be received, and

(b) that the Authority's thanks for the diligent work of the Service's staff during the pandemic be noted.

107/20 EXCLUSION OF THE PRESS/PUBLIC - Resolved - That the press and public be excluded from the meeting for consideration of the following item on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

In making its decision the Authority confirmed that having regard to all the circumstances it was satisfied that the public interest in maintaining the exemption outweighed the public interest in disclosing the information. In addition, all members of staff, except for the Chief Fire Officer/Chief Executive, the Temporary Director of People and Development, the Monitoring Officer/Secretary and the Committee Manager left the meeting.

108/20 SUCCESSION PLANNING - The Chief Fire Officer/Chief Executive submitted a report detailing issues of succession planning and, in particular, the role of Deputy Chief Fire Officer.

While the Deputy Chief Fire Officer had not yet formally submitted his intention to retire, the Authority was asked to consider three options for filling the post when it became vacant. Option A in the report was moved, seconded and subjected to a recorded vote. The motion passed with 15 votes in favour and one against:

Resolved - That the Deputy Chief Fire Officer, following his retirement, be re-appointed on a fixed-term basis until April 2024.

Humberside Fire Authority
30 October 2020

Report by the
Executive Director of Corporate
Services/S.151 Officer

MANAGEMENT ACCOUNTS 2020/21 – BASED ON PERIOD ENDING 30 SEPTEMBER 2020

SUMMARY

1. This report highlights the current financial position based on information to 30 September 2020.
2. The end of year projections are set out below for the revenue budget, the capital programme and the pensions account.

RECOMMENDATIONS

3. That Members take assurance from this report and the Authority's financial position for the period ending 30 September 2020.

PERIOD ENDING 30 SEPTEMBER 2020

4. The summary estimated outturn position for the current financial year based on information to 30 September 2020 is as follows:-

CATEGORY	2020/21 OUTTURN PROJECTION
HFA	
Revenue Budget	£210k underspend
Capital Programme	£4.664m expenditure against the £6.718m allocation
Pensions Account	£11.187m deficit

5. This is the second set of Management Accounts for the 2020/21 financial year and further updates will be brought to the Authority based on the periods ending 31/12/20 and 28/2/21.

COVID-19 UPDATE – FINANCIAL IMPLICATIONS

6. The Service has been responding to the COVID-19 crisis and costs have been incurred on staffing, Personal Protective Equipment (PPE) and also IT equipment to support agile working. Limited costs were incurred before the close of the 2019/20 financial year (£9k).
7. Further costs have been incurred in the current financial year as the Service's response to the crisis has intensified. Spend and commitments up to 30 September 2020 in the current year are £712k to be met from the £919k COVID-19 grant from MHCLG.
8. Further details on all of these areas are available electronically alongside the agenda papers on the Fire Authority's website at <https://humbersidefire.gov.uk/fire-authority/fire-authority-documents>.

STRATEGIC PLAN COMPATIBILITY

9. The production of robust, timely and detailed information in relation to the Authority's financial position contributes to the Strategic Plan objective of a 'Stronger Organisation'. The information specifically underpins good governance and good financial management.

FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS

10. Sound financial management contributes to the achievement of the Authority's objectives.

LEGAL IMPLICATIONS

11. No direct issues arising.

EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS

12. No direct issues arising.

CORPORATE RISK MANAGEMENT IMPLICATIONS

13. The monthly Management Accounts help to ensure that the Authority meets its legal and regulatory requirements.

HEALTH AND SAFETY IMPLICATIONS

14. No direct issues arising.

COMMUNICATION ACTIONS ARISING

15. No direct issues arising.

DETAILS OF CONSULTATION AND/OR COLLABORATION

16. No direct issues arising.

BACKGROUND PAPERS AVAILABLE FOR ACCESS

17. Working papers for 2020/21 Budget Monitoring.

RECOMMENDATIONS RESTATED

18. That Members take assurance from this report and the Authority's financial position for the period ending 30 September 2020.

K WILSON

Officer Contact: Kevin Wilson ☎ 01482 567183
Executive Director of Corporate Services/S.151 Officer

Humberside Fire & Rescue Service
Summergroves Way
Kingston upon Hull

KW

FINANCIAL OUTLOOK 2021/22 ONWARDS

SUMMARY

1. This report provides a further update to Members on the Medium-Term Financial Planning (MTFP) process for 2021/22 onwards building on the report that was considered by Members at the 25 September HFA meeting.

RECOMMENDATIONS

2. That Members note the latest position on the MTFP for 2021/22 to 2024/25 and that a further update report be brought back to the 7 December HFA meeting.

MEDIUM-TERM FINANCIAL PLAN 2021/22 TO 2024/25

3. Members will recall from the 25 September HFA meeting that a circa £1.3M deficit was forecast for 2021/22, mainly as a result of the current and future predicted effects of the COVID-19 pandemic.
4. The analysis below sets out the projection from the 25 September HFA report that showed the movement from the projected position in February 2020 to the projected position in September 2020 for the 2021/22 financial year:-

<u>2021/22 Financial Year</u>		
2021/22 Projection - February 2020	£89k	Deficit predicted for 2021/22 before COVID-19
Changes made to our assumptions since February 2020		
Grant Funding Reduction	£85k	Assuming a 1.0% increase now rather than 1.5% due to likely Government austerity in CSR 2021
Business Rates Reduction	£120k	Assuming no growth in our share of locally collected business rates (revised from 3% down to 0%)
Business Rates Deficit from 2020/21	£140k	Assuming a 12% deficit in the current 2020/21 year that will be spread over 2021/22 to 2023/24 inclusive (total impact is £420k)
Council Tax Deficit from 2020/21	£240k	Assuming a 3% deficit in the current 2020/21 year that will be spread over 2021/22 to 2023/24 inclusive (total impact is £720k)
Council Tax Base	£356k	Cautious to assume little or no increase in the Council Tax Base for 2021/22 (revised base growth down from 1.5% to 0%)
Minimum Revenue Provision (MRP)	£200k	Additional MRP due to applying less Revenue Contributions to Capital in 2019/20 than originally planned.
Insurance Premiums	£105k	Casualty premiums have increased due to a hardening in the Insurance market. The Casualty cover was retendered in August 2020 to ensure we achieved value for money.
2021/22 Projection - September 2020	£1.34M	Deficit predicted for 2021/22

5. Officers were tasked at the September meeting to consider the range of options outlined below as a way of bringing the budget back into balance for 2021/22 and therefore placing less reliance on the Authority's reserves over the life of the MTFP.
6. Options considered to bring the budget back into balance are as follows:-
 - Reducing the Revenue Contribution to Capital Outlay (RCCO) budget line which is the Authority's revenue budget contribution to funding the Capital Programme;
 - A scheduled review of the Authority's method for calculating the Minimum Revenue Provision (MRP) which was signalled in the Treasury Management Strategy report for 2020/21. This work will use the annuity method for the calculation and bring the Authority's approach in line with other local authorities;
 - Non-pay efficiencies – further efficiencies in the Authority's discretionary non-pay budgets;
 - Service-wide efficiencies which may affect the service we are able to deliver to our communities. These efficiencies are likely to have a longer lead-in time and therefore would need to be agreed so that any benefits could be achieved for the 2022/23 year from 1 April 2022;
 - Reserves – the Authority's reserves remain in a solid position and some application of reserves could be appropriate to ease the Authority through the short to medium-term financial turbulence created by the COVID-19 pandemic.
7. The table below shows the latest position for 2021/22 as a result of the measures that have been considered above as well as any other material changes that have occurred since the September HFA report.

<u>2021/22 Financial Year</u>		
2021/22 Projection from 25 September HFA	£1.34M deficit	
Changes to the MTFP since the 25 September meeting		
Reduction in Minimum Revenue Provision	(£0.68M)	**Move the Authority's calculation onto the annuity basis in line with other Local Authorities.
Reduction in Revenue Contribution to Capital Outlay (RCCO)	(£0.20M)	Reduce revenue budget contribution to the funding of the Capital Programme from £1.0M to £0.8M.
Non-pay efficiency savings	(£0.13M)	2% efficiency saving.
Reduction in Government Grant income	£0.17M	Revise Government Grant change down from 1% to 0% due to recent reductions in inflation to below 1%.
2021/22 Projection based on information to late October 2020	£0.50M deficit	

** The move to the annuity basis for the calculation of the Authority's MRP will be brought to Members for formal approval at the 7 December HFA meeting as part of the mid-year Treasury Management Review for 2020/21.

8. Some of the measures outlined in the table at paragraph 7 above (the MRP change and the reduction in the application of RCCO) will result in the Authority's Capital Financing Requirement (CFR) increasing slightly over the short-to-medium term. It is felt that this change is manageable

given the current financial backdrop. Inevitably the Authority's borrowing in the long-term will need to match the CFR which will carry a borrowing cost in the revenue budget and this will be spread over the long-term.

9. Further work will be undertaken on the MTFP before the next update at the Authority meeting on 7 December 2020. More information should be available on various key elements of income and expenditure by this date.
10. Appendix 1 of this report sets out the latest position on the MTFP for 2021/22 to 2024/25 as a result of the changes described in the table above. It shows a reduction in the draw on the Authority's reserves over the life of the Plan and further work will be undertaken to minimise the impact on reserves.
11. Significant volatility and uncertainties will impact on the Authority's MTFP over the coming months and therefore it is considered prudent that options for Service-wide efficiencies are outlined at an upcoming Member Day. This will give Members an initial overview of the options that are available should such a step need to be taken to ensure that the Authority continues to run on a solid financial footing.

STRATEGIC PLAN COMPATIBILITY

12. Sound financial planning enables the Authority to deliver efficiencies in a timely manner and allows focus upon the achievement of the Authority's strategic objectives.

FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS

13. The Authority has a strong track record in dealing with the significant challenges that austerity has brought since 2011 and has delivered £11m of efficiencies as a response to the £11m reduction in funding. This has involved early decision making with regard to efficiencies so that the impact on the Service can be kept to an absolute minimum.

LEGAL IMPLICATIONS

14. The Authority has a statutory duty to set a balanced budget and has consistently complied with this requirement.

EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS

15. Equality Analysis will be undertaken for all efficiency proposals considered over the period to 2025.

CORPORATE RISK MANAGEMENT IMPLICATIONS

16. Managing within austerity has been on the Authority's Strategic Risk Register for some considerable time and the steps suggested in this report should ensure that the Authority continues to mitigate this risk whilst still providing a first-class service to its communities.

HEALTH AND SAFETY IMPLICATIONS

17. No direct issues arising.

COMMUNICATION ACTIONS ARISING

18. The Authority's current MTFP has been published.

DETAILS OF CONSULTATION AND/OR COLLABORATION

19. SLT have been fully engaged in the formulation of the Medium-Term Financial Plan.

BACKGROUND PAPERS AVAILABLE FOR ACCESS

20. Budget report for HFA in February 2020.

RECOMMENDATIONS RESTATED

21. That Members note the latest position on the MTFP for 2021/22 to 2024/25 and that a further update report be brought back to the 7 December HFA meeting.

K WILSON

Officer Contact: Kevin Wilson ☎ 01482 567183
Executive Director of Corporate Services & S.151 Officer

Humberside Fire & Rescue Service
Summergroves Way
Kingston upon Hull

KW
15 October 2020

**HUMBERSIDE FIRE AUTHORITY
REVENUE ESTIMATES 2021/22
ESTIMATE SUMMARY 1.99% PRECEPT INCREASE**

	Budget Proposal 2021/22 £	Budget Proposal 2022/23 £	Budget Proposal 2023/24 £	Budget Proposal 2024/25 £
Community Fire Safety	3,305,701	3,368,370	3,446,426	3,526,457
Fire Fighting & Rescue Operations	29,085,738	29,942,328	30,651,976	31,379,540
Management & Support Services	12,784,389	12,883,068	13,286,779	13,656,824
Corporate & Democratic Core				
Democratic Representation & Management	155,398	156,790	158,197	159,617
Corporate Management	39,495	39,890	40,288	40,691
Net Cost of Service	45,370,721	46,390,446	47,583,666	48,763,129
Interest Payable and Similar Charges	658,379	658,679	623,408	623,408
Less - Interest Receivable	(60,000)	(60,000)	(60,000)	(60,000)
Net Operating Expenditure	45,969,100	46,989,125	48,147,074	49,326,537
Amounts included in the Income & Expenditure Account but required by statute to be excluded when determining the Movement on the General Fund Balance for the year :				
Depreciation and Impairment of Fixed Assets	(1,958,844)	(1,958,844)	(1,958,844)	(1,958,844)
Grants & Contributions Deferred Amortisation	-	-	-	-
Amounts not included in the Income & Expenditure Account but required by statute to be included when determining the Movement on the General Fund Balance for the year :				
Minimum Revenue Provision	967,749	1,295,956	1,345,731	1,429,505
Revenue Contributions to Capital Outlay	800,000	1,000,000	1,000,000	1,000,000
Transfers to or from Fund Balances that are required to be taken into account when determining the Movement on the General Fund Balance				
Contribution to/(from) Earmarked Reserves	-	-	-	-
Contribution to/(from) General Reserve	(510,622)	(822,941)	(761,614)	(335,765)
Budget Requirement	45,267,383	46,503,296	47,772,347	49,461,433
Financed by :				
Grant Funding	17,103,763	17,360,319	17,620,724	17,885,035
Business Rates received from Local Authority	4,003,519	4,003,519	4,123,625	4,247,334
Business Rate Fund Surplus/(Deficit)	(190,000)	(190,000)	(190,000)	(50,000)
Collection Fund Surplus/(Deficit)	60,000	60,000	60,000	300,000
Precept	24,290,101	25,269,458	26,157,998	27,079,064
	45,267,383	46,503,296	47,772,347	49,461,433

SECONDMENT OF SECTION 151 OFFICER ROLE TO OFFICE OF THE POLICE AND CRIME COMMISSIONER

SUMMARY

1. The purpose of this report is to provide Members with an update around the secondment of the Executive Director of Corporate Services, and Head of Finance, for 2 days a week to the Office of the Police and Crime Commissioner.

RECOMMENDATIONS

2. That Members take assurance that the existing arrangements are providing the Authority with suitable financial governance, whilst achieving the anticipated resilience and financial benefits.

BACKGROUND

3. In October 2019 Members approved that the Section 151 Officer for the Authority (a statutory role created by the Local Government Act 1972, which is designated by the Authority to the Executive Director of Corporate Services under article 11.2 of the HFA's Constitution) split their time between Humberside Fire Authority (HFA) and the Office of the Police and Crime Commissioner (OPCC) 3 days a week with HFA and 2 days with OPCC in order to also act in the capacity as the Section 151 Officer for the PCC.
4. Members also approved that the arrangements would be mirrored by the Service's Head of Finance in order to allow the Head of Finance to be the Deputy Section 151 Officer for the PCC.
5. The Police and Crime Panel held a confirmation hearing on 28 November 2019 and approved the appointment of Kevin Wilson to the post of the PCC Chief Financial Officer role in line with the arrangements described.

REVIEW

6. Those arrangements became fully operational in January 2020.
7. This has been an effective working relationship between the OPCC and the Authority for the following reasons:-
 - Seamless induction and ability to demonstrate operational competence from the outset reducing risk to PCC assets.
 - Operational improvements in how the OPCC manage treasury arrangements to build their resilience and reporting templates.
 - Resilience for the OPCC through the availability of a Deputy to cover any leave periods

- Well developed knowledge of working with the same external auditors and the shared membership of the HFA Governance Audit and Scrutiny Committee and the OPCC Joint Independent Audit Committee
 - OPCC deadlines to manage end of year accounts working with key stakeholders in the Force were met.
 - Good working relationships across all stakeholders with no reduction in existing good working relationships within the Service.
 - Weekly update to PCC directly on all matters relating to the finance portfolio, whilst still maintaining weekly Strategic Leadership Team meetings in the Service to ensure that the Chief Fire Officer and other members of that team have the professional financial advice needed to manage the Service.
 - Direct professional financial advice to the Authority and the Chief Fire Officer is still available at a suitably available level.
 - During a challenging financial period, at the same time that operational demand on the Service is increasing due to major incidents such as Covid-19 and D20 (the national management of major winter pressures which include significant potential impacts on HFRS, for example likely flooding incidents) the arrangement has created savings for the Authority which could be re-invested as required.
 - The reduction in the time that the two posts are available to HFRS has been managed by increasing skills and capacity elsewhere in the Service and has therefore increased resilience overall.
8. The OPCC Chief Executive and Chief Fire Officer have an established working relationship and regular contact to discuss the arrangement and any issues that may occur. No negative issues have occurred as yet.
9. The Chief Fire Officer is content that the secondment arrangements are robust enough and provide sufficient time, skills and experience to ensure the interests of the Authority and the Service are protected.

STRATEGIC PLAN COMPATIBILITY

10. The arrangement supports the Service to ensure that it lives within its means and makes appropriate use of public money, whilst at the same time having effective and efficient governance.

FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS

11. Currently there are around £53k savings to the Authority annually, even after the backfilling arrangements to increase resilience. The Chief Fire Officer will make recommendations at a future meeting as to how those savings can now be re-invested to improve Service performance.

LEGAL IMPLICATIONS

12. There are no negative legal impacts to the Authority and all milestones have been achieved in terms of financial governance.

EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS

13. The arrangements are managed through a long term formal secondment agreement.

CORPORATE RISK MANAGEMENT IMPLICATIONS

14. Risks to the Authority are managed appropriately and there appear no negative impacts of these arrangements.

HEALTH AND SAFETY IMPLICATIONS

15. None arising.

COMMUNICATION ACTIONS ARISING

16. Regular meetings between Chief Fire Officer and Chief Executive of the OPCC.

DETAILS OF CONSULTATION AND/OR COLLABORATION

17. Postholders are regularly consulted as to the suitability of the arrangements .

BACKGROUND PAPERS AVAILABLE FOR ACCESS

18. Previous HFA and Police and Crime Panel papers.

RECOMMENDATIONS RESTATED

19. That Members take assurance that the existing arrangements are providing the Authority with suitable financial governance, whilst achieving the anticipated resilience and financial benefits.

C BLACKSELL

Officer Contact: Chris Blacksell ☎ 01482 567417
Chief Fire Officer and Chief Executive

Humberside Fire & Rescue Service
Summergroves Way
Kingston upon Hull

CB/KLD
10th October 2020

SERVICE PERFORMANCE AND RISK REPORT

1st QUARTER 2020 – 2021 (1 April 2020 – 30 June 2020)

1. PERFORMANCE SUMMARY:

Performance Indicator	Quarter 1 Total Number	Quarter 1 Upper Threshold (UCL3)	April		May		June	
			Monthly Total	Threshold Performance	Monthly Total	Threshold Performance	Monthly Total	Threshold Performance
SPI 2.2 Total Deliberate Fires	83	50	27	23 ↓	23	27 ↓	33	17 ↓
SPI 2.3 Accidental Dwelling Fires	110	39	40	1 ↑	47	8 ↑	23	16 ↓
LPI 2.3c Other Accidental Fires	50	17	18	1 ↑	21	4 ↑	11	6 ↓
SPI 2.4 Deliberate Secondary Fires	396	219	111	108 ↓	163	56 ↓	122	97 ↓
SPI 2.5b False Alarms Non- Domestic	205	116	62	54 ↓	59	57 ↓	84	32 ↓

Indicator	Descriptor	Total	Aspirational Targets
SPI 1	Fatalities	0	0
SPI 1.1	Total Casualties	11	0

Response Performance	
First Engine Response	9.15 % better than target
Second Engine Response	1.45 % better than target

Strategic Risk	Update	Risk Level
Further reduction in external financial support <i>A further reduction in external financial support for the 4yrs from 2018/19 to 2021/22. Risk affecting whether the Authority can balance its budget</i>	Additional cost pressures on the Service due to Covid-19 Pandemic.	Critical
Outcome of Grenfell Report <i>Action required by HFRS following the outcomes from the Grenfell Report</i>	Following interruption caused by COVID-19 work on the production on the final report has now recommenced	Critical
Coronavirus Pandemic <i>Risk of critical staff shortage and/or closure of workplace(s) resulting from exposure to Coronavirus from direct infection or cross contamination</i>	Pending a potential second spike in cases, risk reduced in May from Critical to High	High

Strategic Projects Update	
Incident Command Software, Rota & Availability System, Learning & Development Review	Summary of progress for each of the Strategic projects stated is provided in section 5 of this report

Complaints				
Type	Total Number		Upheld	Not Upheld
Driving related	2		2	0
Conduct of employees	0		N/A	N/A
Performance of employees	0		N/A	N/A
Damage to property whilst responding to incidents	2		0	2
Other	1		1	0
Current & Previous Quarter Comparison	Current Quarter (Q1)		Previous Quarter (Q4)	
	3 Upheld	2 Not Upheld	4 Upheld	0 Not Upheld

Compliments & messages of thanks

9 compliments and messages of thanks were received and posted on our Website: [Click here to view](#)

2. RECOMMENDATIONS

That Members consider the report's detail and take assurance from the Service's proactive approach to performance and risk management.

3. BACKGROUND

3.1 Regular performance and risk reviews are undertaken internally to jointly review any issues at Strategic Leadership Team (SLT), and Project level. SLT provide the oversight of Projects and therefore there are two levels of risk register; one for Strategic Risks and separate registers for individual projects.

3.2 Detailed in the below table is the ownership of performance and risk:

Type	Group	Responsibilities
Strategic	Strategic Leadership Team	Strategic Objectives Strategic Risk Register
	Directors	Director Workstream Objectives Directorate Risk Register
Tactical	Heads of Function	Function Workstream Objectives Directorate Risk Register
Tactical & Delivery	Project Owners	Project risks and performance management

3.3 The Strategic Leadership Team in conjunction with the Tactical Leadership Team, Head of Corporate Assurance and GAS Committee provides an internal scrutiny function for Strategic Risks and Service Performance Indicators.

3.4 All performance and risk information is managed through automated systems which enable managers at all levels to have access to information which is as up to date as possible, and in many instances is live information.

3.5 The Strategic Risk Register is publicly accessible via the Service website [Our-performance](#). Members can also view the Action Plans relating to any performance or identified risks electronically at meetings through the Corporate Information Portal.

4. PERFORMANCE SUMMARY NARRATIVE

4.1 The 'World Health Organisation' (WHO) announced on the 11.03.2020 the Coronavirus COVID-19 outbreak as a pandemic, with transmission in the UK first documented on the 28.02.2020. Following the announcement, the Service took quick and decisive action aligned with Government guidelines to protect the welfare of staff, without interruption to our emergency response function. The resulting impact of the pandemic, for quarter 1 reporting, influenced the type and frequencies of activities the Service conducted (Appendix 3). The

Service will be subject to HMICFRS COVID-19 Inspection in the Q3 reporting period.

- 4.2** Accidental fires in dwellings were above the upper threshold during April and May. This was likely due to lockdown when more people were at home than would normally be the case. The majority of the fires were cooking related, and this will have been affected by the closure of restaurants and takeaways meaning that more people were cooking at home. The number of incidents started to reduce as more of these venues opened and some lockdown easing measures took place.
- 4.3** Accidental fires in other primary property types were also higher than the upper threshold during April and May and could also have been impacted by more people being at home. Over 50% of these fires involved sheds and garages and over half of this involved spread from either an accidental or a deliberately lit secondary fire. Secondary fires, in general, were lower during the lockdown period than normal

5. STRATEGIC PROJECTS

5.1 Incident Command Software:

Background Summary: The supplier of the incident command software has been liquidated and engagement with the company who bought the application is proving to be difficult. This leaves the Service with a partially stable system that is not comprehensively supported and maintained and as such there is a likelihood that we may have to revert to a traditional hard copy command system in the event of a failure.

Q1 Update: The supplier of the Incident Command software has been liquidated and engagement with the company who bought the application is proving to be difficult. This leaves the Service with a partially stable system that is not comprehensively supported and maintained and as such there is a likelihood that we may have to revert to a traditional hard copy command system in the event of a failure.

Meetings have taken place with the University of Hull and we are looking at the feasibility of expanding this into a multi-agency Incident Command system. We have also been working with a third-party supplier and looking at how this links into the East Coast & Hertfordshire Control Room Project. Early discussions around the formulating of a business case have taken place.

We are currently in discussion with Hertfordshire on a collaboration for the 3TC Incident Command Product. A meeting is being arranged between ICT, Finance and the legal team to explore how this could be procured through the framework that was created with Hertfordshire. It is hoped that the meeting will take place within the next few weeks; we can then look to move forwards through the next steps towards procuring, if approved.

5.2 Rota and Availability System:

Background Summary: The Service is looking to replace its existing on-call availability application (RETAVA), the spreadsheets for fulltime crewing and FDS employees and bring Green Book employees onto a new Corporate Availability System.

Q1 Update: Full build of On-Call Module progressing very well, final pieces (annual leave accrual and VISION integration) are being built in sprints within August for a launch at the start of September at 3 identified stations. Once we have tested and assured the payroll and rota elements, the roll out will continue

to all On-Call stations. The project has aligned with the On-Call Innovation group from this part of the delivery and we are working with Head of Service Delivery, East Riding as the lead for all Service Delivery requirements. There will be a simultaneous build for FDS, Full time and SLT in the Autumn to be ready for a new year launch.

5.3 Learning & Development Review:

Background Summary: The Learning & Development Hub was launched on April 21, 2020. A Consultation & Engagement Plan was completed with engagement in the following key areas – Staff, Directorate, TLT, Service Delivery, Representative Bodies and External providers.

Q1 Update: An Operational Training Delivery Plan 20-21 has been completed with a revised structure agreed for Training/Organisational Development. The consolidation of retrospective Leadership & Management qualifications has commenced and the concept of FFDP approved for further development and costing. A communications plan and consultation are in development. A dedicated resource has been given the responsibility of NOG and is currently completing a NOG Training gap analysis.

STRATEGIC PLAN COMPATIBILITY

6. This report supports the delivery of all of our Strategic Objectives in the most effective and efficient way and is a key part of the underpinning Governance Framework.

FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS

7. Any area of improvement in performance without an increase in resources adds value for money and the proactive management of risks is important to ensure financial stability.

LEGAL IMPLICATIONS

8. None arising directly.

EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS

9. None arising.

PERFORMANCE AND RISK MANAGEMENT IMPLICATIONS

10. This report details the information for Members to provide assurance as to the proactive management of performance and risk by the Service. This report has previously been before the Governance Audit and Scrutiny Committee.

HEALTH AND SAFETY IMPLICATIONS

11. Performance against the second engine response standard directly contributes to the Health and Safety of operational crews.

COMMUNICATION ACTIONS ARISING

12. None arising.

DETAILS OF CONSULTATION AND/OR COLLABORATION

13. None applicable.

BACKGROUND PAPERS AVAILABLE FOR ACCESS

14. Appendices 1, 2 & 3 accompanying this report.

RECOMMENDATIONS RESTATED

15. That Members consider the report's detail and take assurance from the Service's proactive approach to performance and risk management.

N MCKINIRY

Officer Contact: GM Simon Rhodes ☎ 01482 567479
Head of Corporate Assurance

Humberside Fire & Rescue Service
Summergroves Way
Kingston upon Hull

October 2020

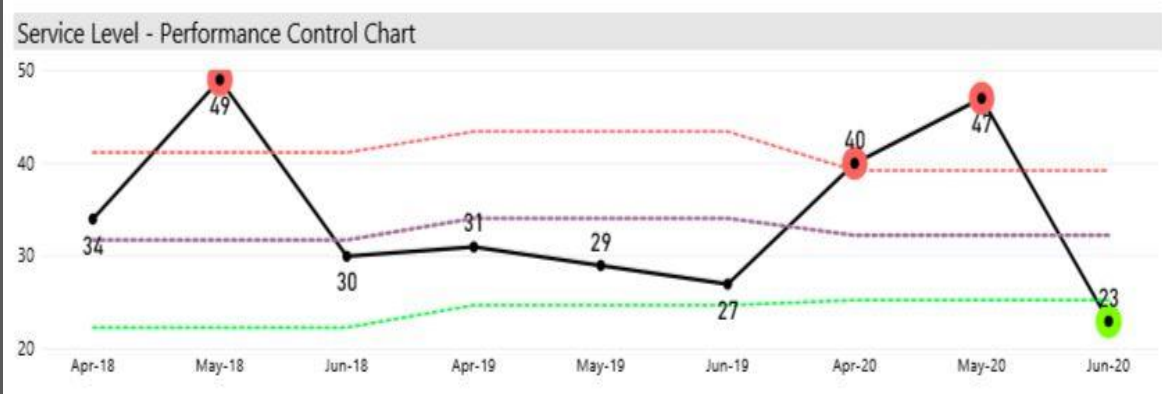
Performance Chart Descriptor

Based on data trends, our performance should be between the red and green lines
 Red circles shows performance is a concern that needs addressing (we need to act)
 Green circles shows performance is positive and should be replicated (we need to learn)
 The Purple line shows the data average

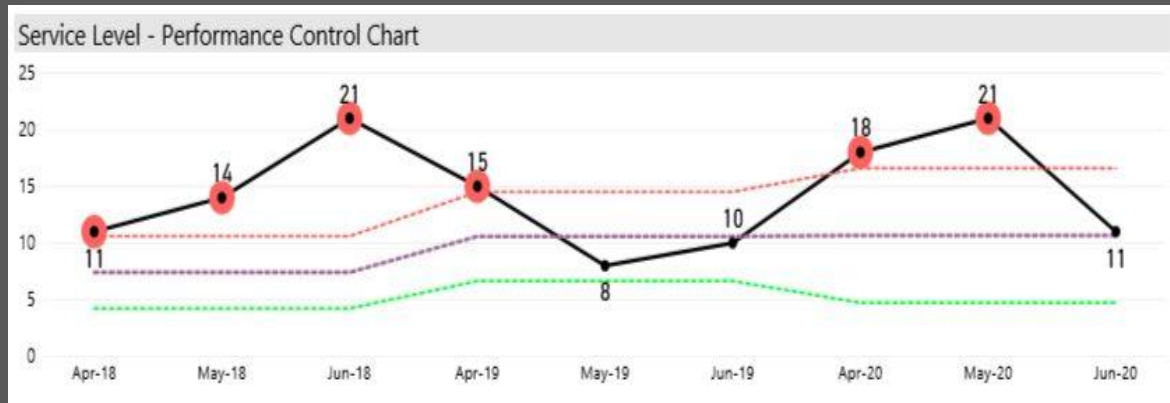
SPI 2.2 Total Deliberate Fires (3year comparison)



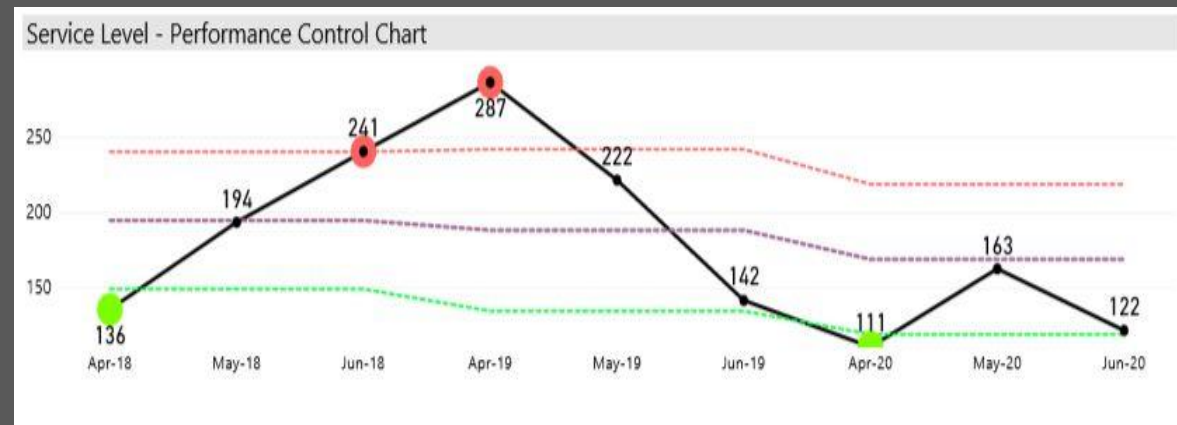
SPI 2.3 Accidental Dwelling Fires (3year comparison)



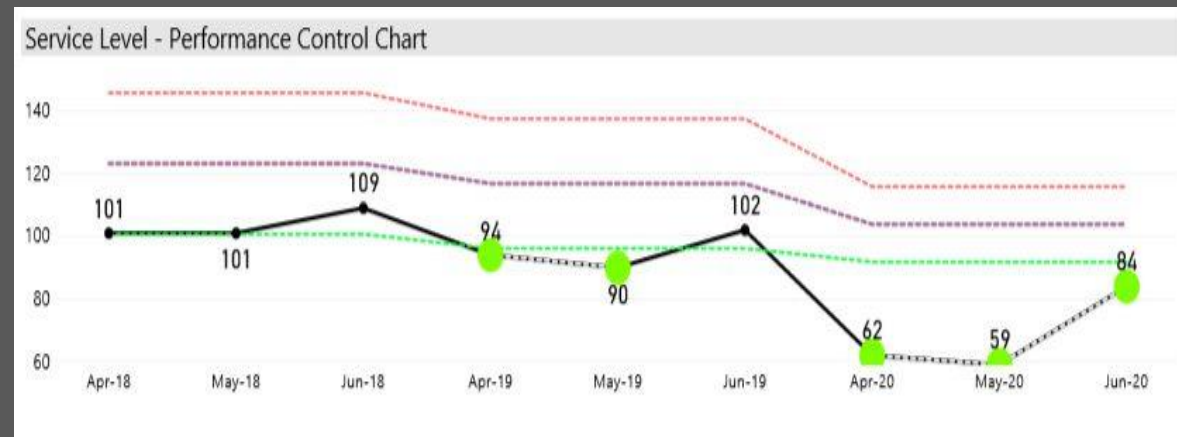
LPI 2.3c Total Other Accidental Fires (3year comparison)



SPI 2.4 Deliberate Secondary Fires (3year comparison)



LPI 2.5b False Alarms (3year comparison)



SPI 1 Total Fatalities

0

SPI 1.1 Total Casualties

11

Response Performance

SPI 2 Standard of 1st Engine in Attendance is met

Actual - 99.15%

Objective - 90%

SPI 2.1 Standard of 2nd Engine in Attendance is met

Actual - 91.45%

Objective - 80%

Average First Engine attendance times for the Service

Average 1st Engine attendance time – Dwellings

Actual – 5 minutes 38 seconds

Average 1st Engine attendance time - RTC

Actual – 7 Minutes 46 seconds

Average Second Engine attendance times for the Service

Average 2nd Engine attendance time – Dwellings

Actual - 7 Minutes 43 Seconds

Average 2nd Engine attendance time – RTC

Actual – 10 minutes 34 seconds

Rescues	
Overall Total Number	186
Type	Rescues
Effecting entry/exit	63
Other (e.g. assisting other agencies and suicides)	24
Other rescue/release of persons (e.g. from height, in machinery)	22
RTCs	20
Removal of objects from people / people from objects	14
PRIMARY FIRE	13
Rescue or evacuation from water	9
Medical Incident - First responder	8
Lift Release (to children/elderly and medical cases)	7
Other Transport incidents (e.g. children locked in vehicles)	6
Medical Intervention	
*Falls Team	371
Emergency First Responder calls attended	333

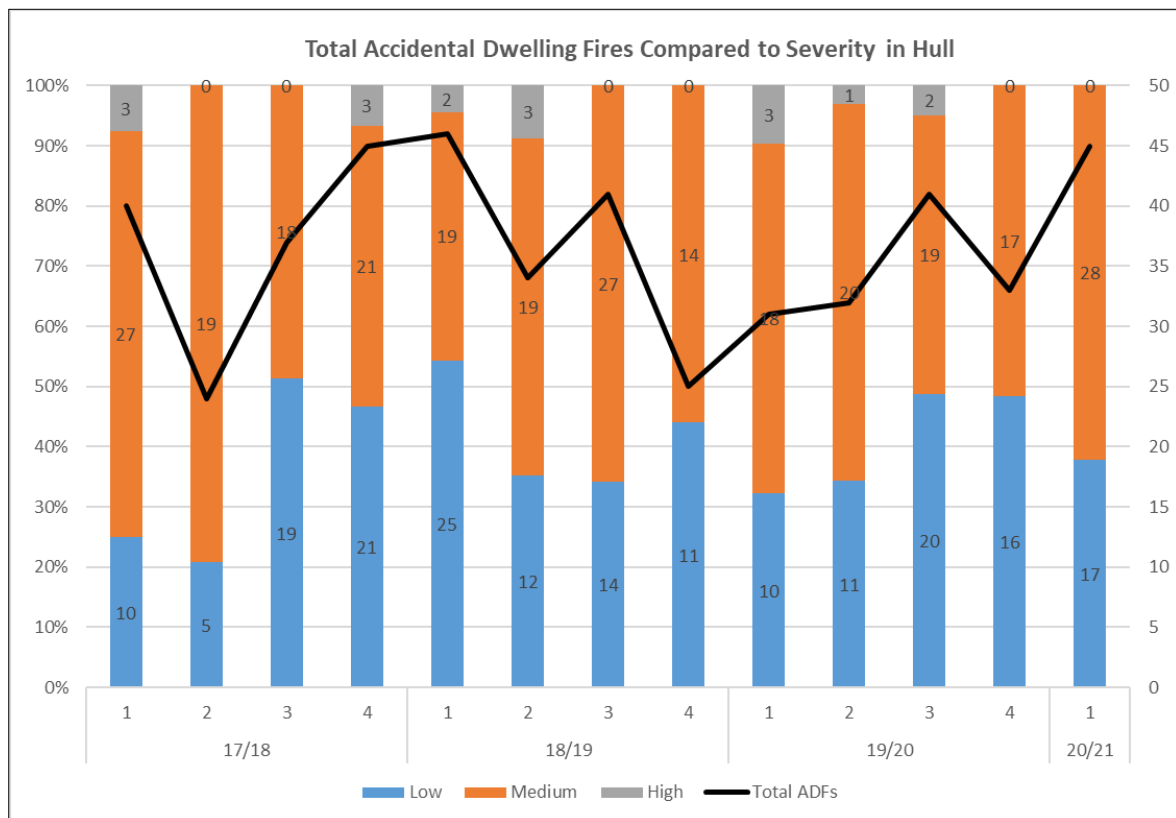
*Please note that Falls Team attend Emergency Fire Responder Incidents also.

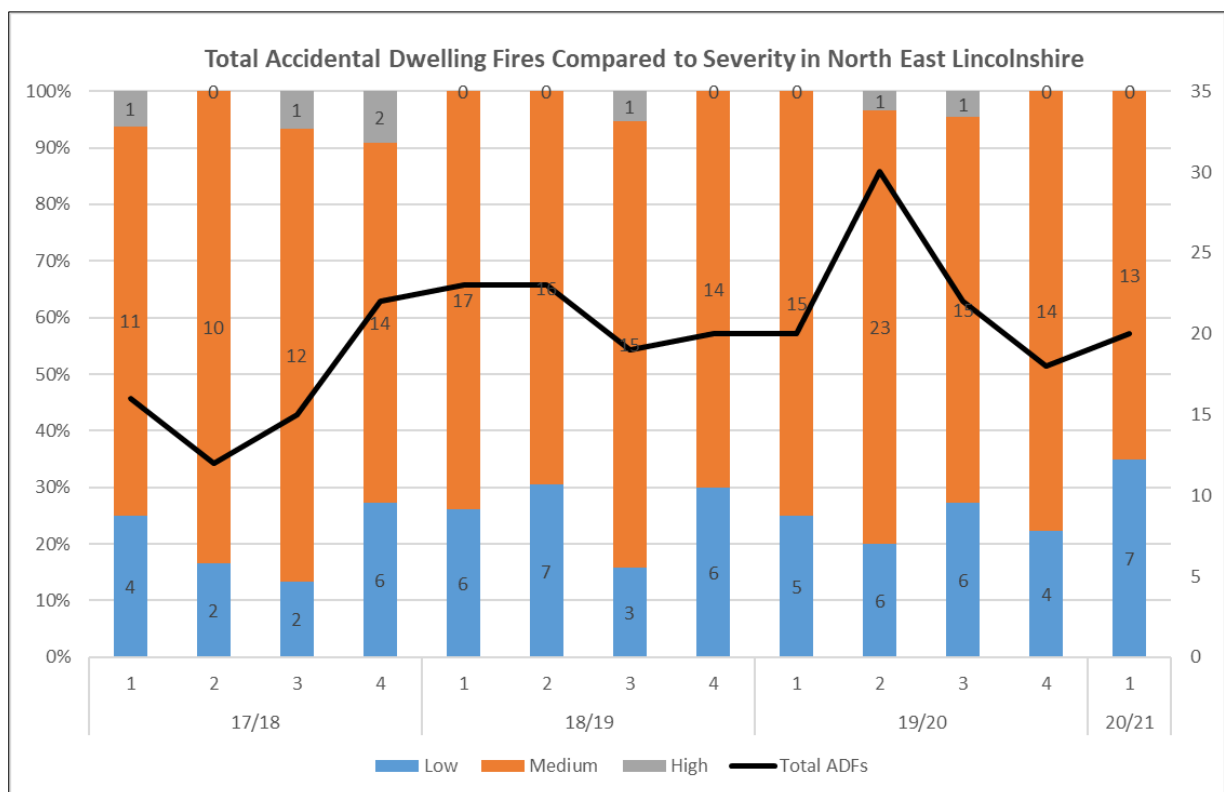
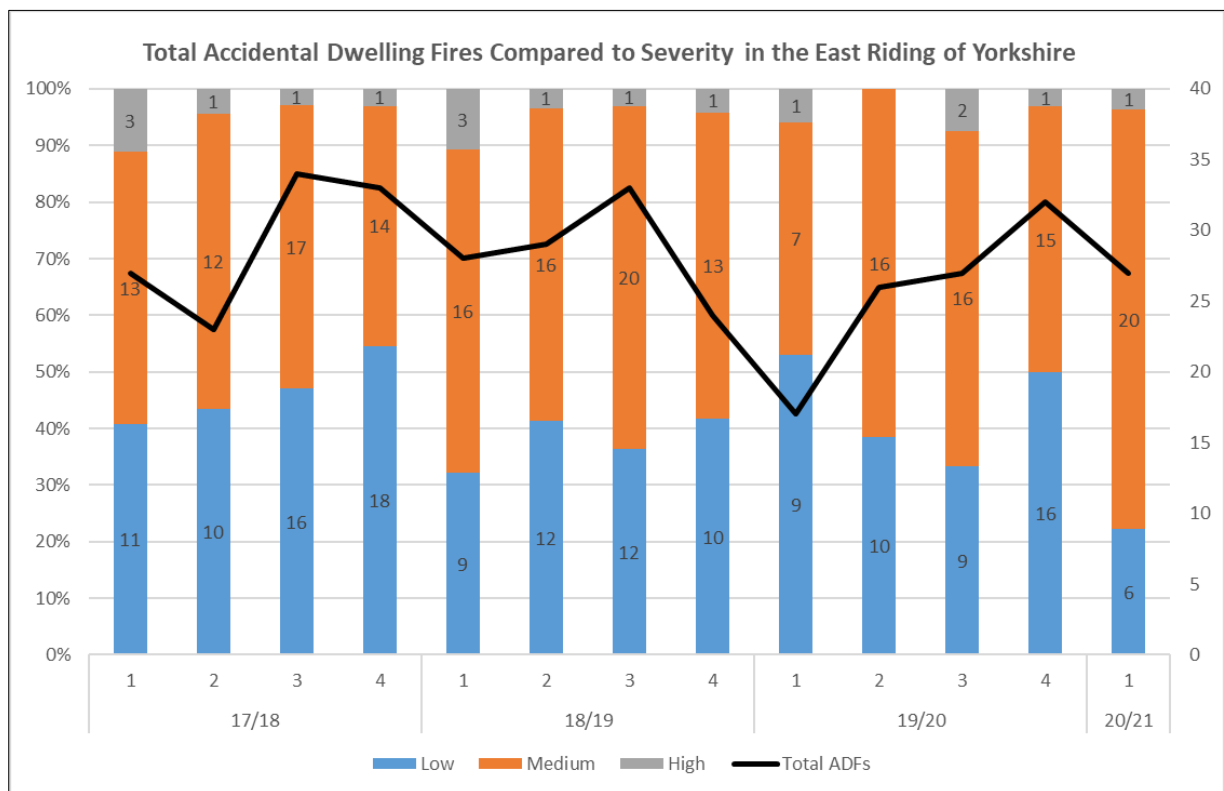
Accidental Dwelling Fires

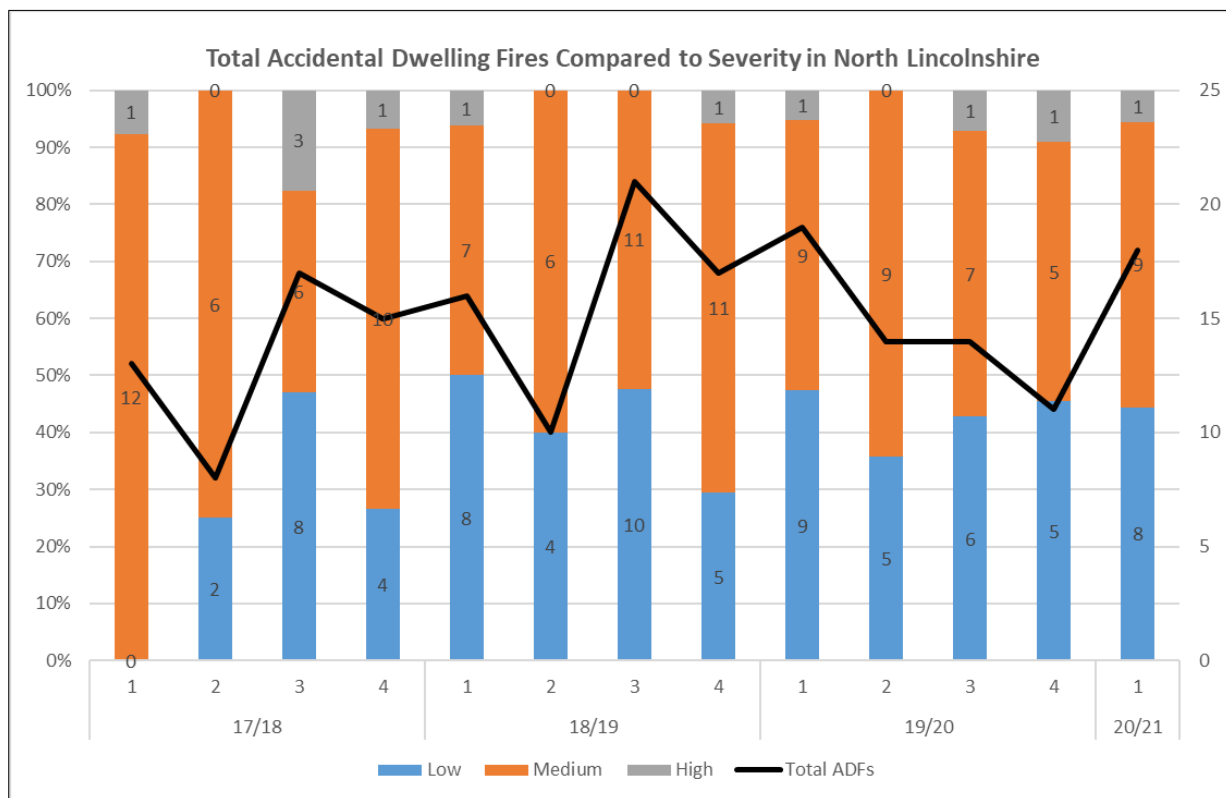
The charts below show the severity level for Accidental Dwelling Fire incidents over the last 3 years. The number of accidental dwelling fires in Hull has been rising over the last few quarters in Hull, though there were no fires of high severity over the last two quarters. The trend has been rising in the East Riding too, though the number recorded in quarter one of 2020/21 was lower and more normal for the quarter. North East Lincolnshire has had a stable trend and a very low rate of high severity fires. The trend for accidental dwelling fires in North Lincolnshire is normal and again, there has been a low rate of those that were high severity.

Across the Service area, the number of high severity dwelling fires during quarter one was very low with only 2 of 110 incidents (2%). 64% of the incidents were of medium severity and 35% were of low severity.

Note: The charts show the number of accidental dwelling fires within each severity category for each quarter of 2017/18, 2018/1, 2019/20 and 2020/21 to Q1.







CORONAVIRUS PANDEMIC

How HFRS is reacting to the pandemic

Data 01/04/2020 to 30/06/2020

Data contained in this Infographic reflects that which was included in the HMICFRS Covid-19 Data Return, including Nil returns where necessary



256 + **660**
MEETINGS ACTIONS



**INNOVATION: NEW
WAYS OF WORKING**

**SUPPORTING
AGENCIES AND
PARTNERS**



COMMUNICATION



PEOPLE



SPOCS



**SUPPORT: FOR OUR
COMMUNITY**



NFCC
National Fire
Chiefs Council

MEETINGS AND ACTIONS

← BACK



	Meetings	Actions
IMT	43	259
BIMT	40	
Control	5	33
LRF SCG	45	258
LRF TCG	51	
Transition Cell	25	110
SPOC	47	



256
MEETINGS
+
660
ACTIONS

SUPPORTING AGENCIES AND PARTNERS

← BACK



VULNERABLE PERSONS - DELIVERY OF ESSENTIAL ITEMS	-	3462
DELIVERY OF PPE AND OTHER MEDICAL SUPPLIES TO NHS AND CARE FACILITIES	-	216
LOCAL RESILIENCE FORUM	-	4
SHIELDING HUB	-	1
TRAINED FOR YAS	-	6 (with 6 in reserve)
STANDBY FOR EMAS	-	5

PEOPLE

← BACK



SELF ISOLATING

174
SYMPTOMS
ABSENCE:
60
NUMBERS
TESTED
70
POSITIVE TESTS
4

A TOTAL OF
22.94%
OF OUR WORKFORCE
HAVE BEEN AFFECTED
TOTAL CLEANERS
FURLOUGHED: **38**

AVERAGE AVAILABILITY

100%
FULL-TIME
97%
ON-CALL
FIRST ENGINE
97%
ON-CALL
SECOND ENGINE

CONTINUED SUPPORT FOR OUR COMMUNITY			
SAFE AND WELL VISITS		BUSINESS SAFETY INSPECTIONS	
TOTAL NUMBER	1051	TOTAL NUMBER	428
Online	0	Had a satisfactory outcome	415
Over the Phone	267	Had an unsatisfactory outcome	13
Face to Face	784		
Other	0		
Of which household contains: at least 1 person aged 65+ and 1 person disabled (can be the same person)	273	By Desktop	0
		Online	0
		Over the Phone	317
		Onsite	111
		Face to Face	0
		Other	0
Of which household contains: at least 1 person aged 65+ but no-one in the household disabled	408		
Of which household contains: all aged under 65 but at least one person disabled	105	Informal Notifications (number)	0
		Alteration Notices served under Article 29	1
		Enforcement Notices served under Article 30 (number)	0
		Prohibition Notices served under Article 31 (number)	0
		Prosecution of Offences under Article 32 (number)	0

INNOVATION: NEW WAYS OF WORKING

← BACK

CREWS ARE RIDING MINIMUM ACROSS THE SERVICE

224 Staff working from home / in a phased return to the office

Sections undertaking a 7 day a week rota

Staff using Teams to keep in touch

Continuous learning and embracing opportunities

79 POLICY CHANGES

COMMUNICATION

← BACK

7 DAYS PER WEEK ROTA FOR ALL MEETINGS

103 DAILY BRIEFS

48 CORONAVIRUS UPDATE

30 SIREN BULLETINS

SOCIAL MEDIA
We've been busy on our social media channels...

59 POSTS

115 TWEETS

55 POSTS AND STORIES

S.P.O.C'S

How HFRS is reacting to the pandemic

← BACK

SPOCs **45**

SPOC BRIEFS: **47**

37 GUIDANCE DOCS + DOCUMENTS CREATED

ONGOING Q&A'S: **2430**

NFCC NATIONAL FIRE CHIEFS COUNCIL

← BACK

83 NATIONAL RETURNS

7 GUIDANCE ADOPTED

Introduced the **#ReadyWillingAble** Campaign

REDUCTION OF UNWANTED FIRE SIGNALS

SUMMARY

1. HFA members approved the implementation of the Unwanted Fire Signal (UWFS) reduction policy. On 01 October 2019, HFRS introduced the policy.

Attendance to Automatic Fire Alarms (AFAs) has decreased and non-attendance has increased. Fire Alarms attended has reduced by 24% over the last 12 months (October 2019 to September 2020). The number of fire alarms not attended has increased by 23% over the same 12 months.

There is a marked increase in the number of safety activities delivered with the extra capacity introduced from reducing false alarms.

Prior to the commencement of the project on the 01 October, 14% of total incident attendance was due to false alarms (Due to Apparatus) in commercial premises. In the six months (October 2019 to March 2020) since the policy was implemented (prior to the impact of COVID 19), this has reduced to 11%.

Due to the impact of COVID 19, the charge levy was suspended with many businesses in lockdown however, engagement activity continued where possible. The charging mechanism was suspended from 01 April 2020 to 01 September 2020.

RECOMMENDATIONS

2. Members note the content and detail of this report which provides an update of the progress prior to and since the implementation date of the Unwanted Fire Signals policy. Members also note the impact of the COVID 19 emergency on this progress.

Members note the intention to review the position further and present options in March 2021.

REPORT DETAIL

3. Prior to the implementation on 01 October 2019 a project timeline was produced and completed. This included;
 - a. Creation of (temporary) software
 - b. Procurement of devices
 - c. Completion of UWFS Standard Delivery Guidance (SDG)
 - d. Completion of engagement materials for crew delivery
 - e. Completion of training presentation for delivery to crews
 - f. Completion and publishing UWFS Position Statement
 - g. Completion of Control Operational Procedure for calls to AFAs

Training was rolled out to all stations during September 2019 with catch up sessions for those who were unavailable during October 2019. All stations have now received training, devices and engagement material.

A Power BI dashboard has been produced and provides details of attendance to AFAs, the completion of UWFS forms, a running total of attendance to premises of three or above incidents, statistical breakdown of trends and finance details of invoices issued.

The dashboard is monitored by the UWFS project lead Station Manager (SM). Three other SMs have access to the dashboard and this is monitored by them in the absence of the SM project lead.

When a premises reaches the threshold for charging, the fourth call and subsequent calls in a rolling 12-month period, the SMs assess each individual call to determine if it is considered chargeable within the parameters of the policy. Finance are informed and an invoice is issued.

Appendix one provides a presentation giving performance information across non-attendance, charging and increased prevention and protection activities by operational crews. Appendix one also contains the impact of the COVID 19 emergency on the policy position.

Since the go live date, invoices have been issued to four premises which have all been paid totalling £3,116.25. One of the invoices was appealed, which was heard by Group Manager Steve Duffield, resulting in the invoice amount being halved. HFRS have not attended the same premises for an Unwanted Fire Signal since the appeal. The cost recovery income from paid invoices is re-invested into the delivery of prevention and protection.

Since the launch, the return of completed UWFS forms was only around 25%. With support, education and monitoring from the SM lead and District SMs this has increased to over 55%. There is potentially a delay in processing the forms via the software which could be contributing to this in which case the return would be higher. A software replacement project is currently underway with a completion date of 31 March 2021, the software will address the processing delays.

The system has clearly identified one particular premises which generates the largest number of UWFS. This has prompted positive engagement with the premises responsible people and with support from HFRS, it is anticipated that a reduction in UWFS will be achieved following the premises director level decisions on fire safety procedures. A full evaluation will be completed once time has been allowed for changes to take effect and data to be analysed.

It is intended to review the policy position (organisationally and publically) and develop options to consider, including but not limited to:

- a. Remain with the current position
- b. Expand on the current non-attendance position
- c. Expand on the current charging position

STRATEGIC PLAN COMPATIBILITY

- 4. This paper supports the Strategic Plan, contributing towards Making our Community Safer and Responding Effectively.

FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS

- 5. It was considered that additional resourcing would be required to produce the invoicing for repeated attendances to false alarms. This has had minimal impact on the Finance section.

A positive impact has been realised in time available to deliver increased safety activities by operational crews.

LEGAL IMPLICATIONS

6. Part two of the Fire and Rescue Services Act 2004, provides a legal basis from which charges may be made, specifically:

... 'there is a persistent problem with false reports of fire at the premises that are made as a direct or indirect result of warning equipment under common control having malfunctioned or being mis-installed'.

Members are invited to note that introduction of a charging mechanism is primarily to encourage behavioural change in business/property owners, and will work in conjunction with advice, engagement and non-attendance approaches to reduce the number of mobilisations to UWFS.

A consultation on the Fire Safety Bill is currently taking place, with the closing date being 12 October 2020. A section of the consultation was aimed at asking how effective charging mechanisms have been in promoting fire safety management and, whether there is sector support to increase the scope of the legal framework for FRS charging capabilities across Unwanted Fire Signals and other areas. A Strategic Leadership Team paper covers the consultation feedback and the Service Support Directorate are tracking progress of any impacting legislative changes.

EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS

7. An Equality Impact Assessment for the Position Statement has been reviewed in October 2020, no adverse impacts are identified.

CORPORATE RISK MANAGEMENT IMPLICATIONS

8. Reputational risk arising from public perceptions of (the potential for) a late attendance to an (unconfirmed) AFA signal that is an actual fire – resulting from the poor management of the fire safety arrangements by the business's legally accountable 'responsible person'. There have been no reported issues in line with this perceived risk.

Reputational risk arising from HMICFRS publicly reporting upon insufficient management of UWFS and wasteful resourcing of operational capability.

HEALTH AND SAFETY IMPLICATIONS

9. No new Health & Safety implications arising.

COMMUNICATION ACTIONS ARISING

10. A communication plan was implemented to inform business communities. The corporate website has also been utilised to communicate the position statement and approach.

The performance reporting framework includes performance on related indicators for false alarms.

Communication internally and externally to review the position and develop further options.

DETAILS OF CONSULTATION AND/OR COLLABORATION

11. Humberside Business Community, January 2017
Public Consultation (Strategic Plan), September 2017
Public Consultation December 2018.
Joint Consultative Committee, December 2018

BACKGROUND PAPERS AVAILABLE FOR ACCESS

12. Unwanted Fire Signals Member Day Presentation 25 February 2019

RECOMMENDATIONS RESTATED

13. Members note the content and detail of this report which provides an update of the progress prior to and since the implementation date of the Unwanted Fire Signals policy. Members also note the impact of the COVID 19 emergency on this progress.

Members note the intention to review the position further and present options in March 2021.

J ASKEW

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Protection Station Manager, Service Delivery

Humberside Fire & Rescue Service
Summergroves Way
Kingston upon Hull

October 2020

Appendix 1 - Presentation to Members
Appendix 2 - UWFS Position Statement

Unwanted Fire Signals (UWFS) Year 1 implementation report

HUMBERSIDE FIRE AUTHORITY



HUMBERSIDE
Fire & Rescue Service

Safer Communities Safer Firefighters

Position Statement

- Outlines the full approach
- Documents and communicates the parameters:
 - 0800-1800 weekdays, non-attendance at non-sleeping premises
 - Confirmation requirements from callers, including ARCs/
 - Some automatic exemptions
 - Charges made for 4th and subsequent false alarms in 12 month rolling period
 - Outline of appeals process
- All publicly available through website



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SUMMARY

On the 1st October 2019, HFRS implemented of the Unwanted Fire Signal (UWFS) reduction position. The first 12 months have seen:

- Attendance to Automatic Fire Alarms decrease
 - Non-attendance increase
 - Invoices issued and paid – the appeals process tested
 - A marked increase in the number of safety activities delivered
-
- Covid-19 has had an impact on outcomes.
 - Charging was suspended during lockdown.



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PROJECT PROGRESS

- Creation of (temporary) software
 - Procurement of devices
 - Completion of UWFS Standard Delivery Guides (SDG)
 - Completion of engagement materials for crew delivery
 - Completion of training presentation for delivery to crews
 - Completion and publishing UWFS Position Statement
 - Completion of Control Operational Procedure for calls to AFAs
 - Training rolled out to all stations September/October 2019.
-
- All stations have received their training, devices and engagement material.



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PROJECT PROGRESS

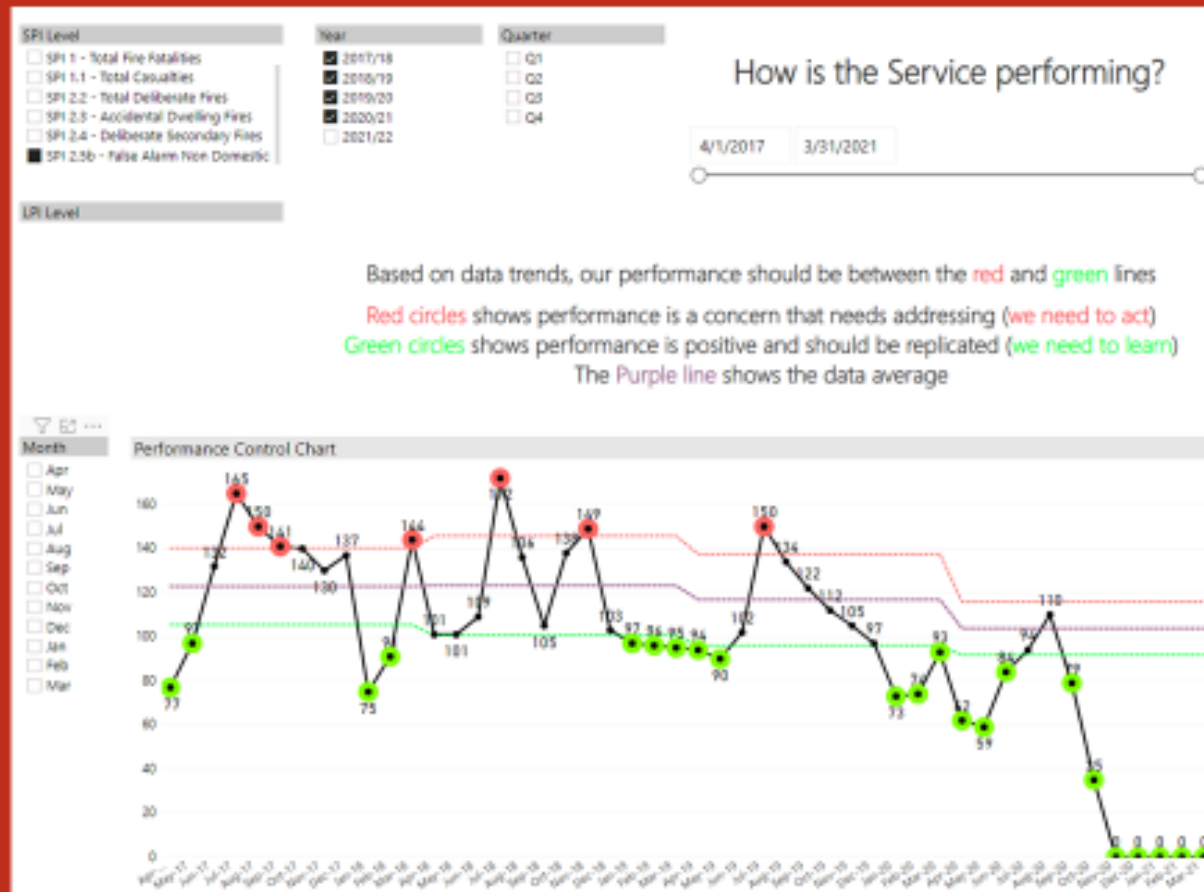
- A Power BI dashboard has been produced and provides details of
 - attendance to AFAs,
 - the completion of UWFS forms,
 - a running total of attendance to premises of three or above incidents,
 - statistical breakdown of trends and finance details of invoices issued.
- The dashboard is monitored weekly by the UWFS project lead SM. Three other SMs have access to the dashboard
- When a premises reaches the threshold for charging, the SMs assess each individual call to determine if it is considered chargeable within the parameters of the policy. Finance are informed and an invoice is issued.



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- Attendance to Automatic Fire Alarms has decreased



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- Non-attendance has increased

False Alarms due to AFA Not Attended					
	2017	2018	2019	2020	Monthly Impact
October	51	42	84	-	100% increase in 2019 compared to 2018
November	42	41	71	-	73% Increase in 2019 compared to 2018
December	39	29	64	-	121% increase in 2019 compared to 2018
January	40	49	32	79	84% increase in 2020 compared to 2019
February	45	38	51	79	55% increase in 2020 compared to 2019
March	42	48	47	54	15% increase in 2020 compared to 2019
April	48	31	54	51	6% decrease in 2020 compared to 2019
May	52	49	56	63	13% increase in 2020 compared to 2019
June	78	51	64	69	8% increase in 2020 compared to 2019
July	63	84	52	59	13% increase in 2020 compared to 2019
August	56	64	50	47	6% decrease in 2020 compared to 2019
September	56	43	61	56	8% decrease in 2020 compared to 2019

NB: Impact of COVID noticeable –
responsible persons not at premises



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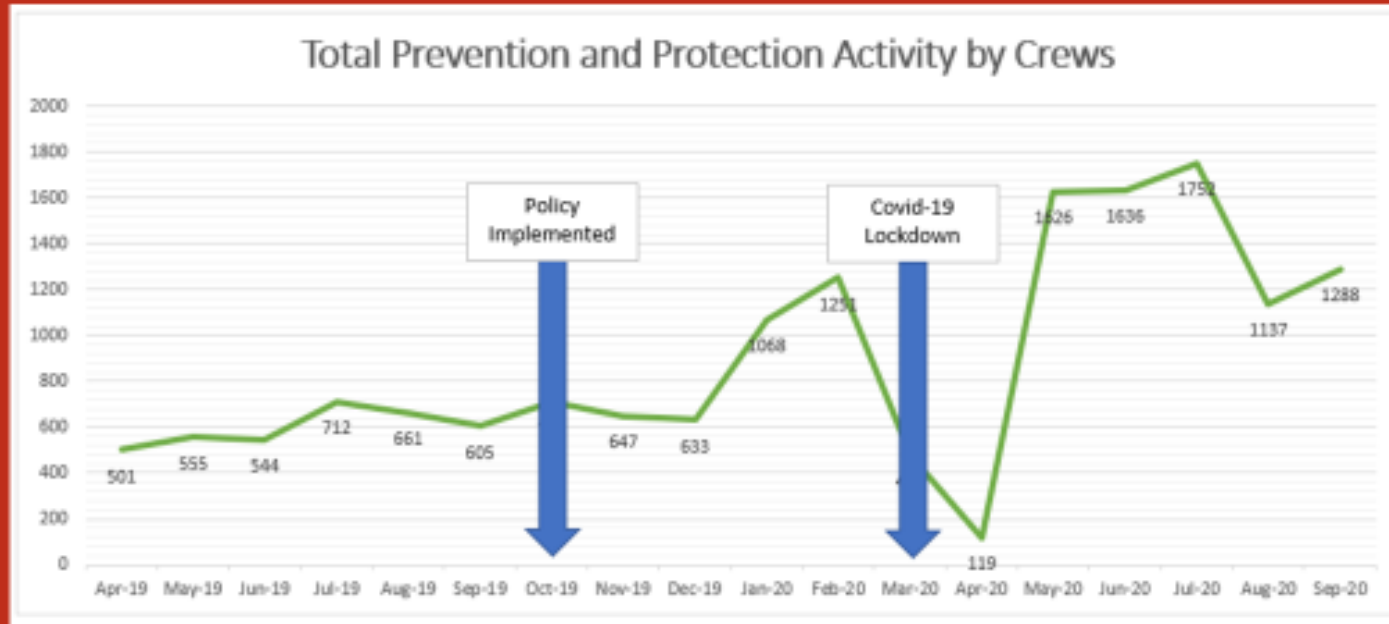
- Invoices have been issued and paid – the appeals process has been tested
- Invoices issued (October 2019 to March 2020)
 - Total Received - £3116.25
- One invoice appeal heard
 - Invoice amount halved
 - NO FURTHER UWFS AT PREMISES
- Charging mechanism suspended April 2020
- Reinstated September 2020



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- There is a marked increase in the number of safety activities delivered



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Next Steps

- Further software development for more efficient procedures (CFRMIS – Chameleon)
- Call challenge process to be considered for ongoing effectiveness during pandemic and beyond
- Further development work into the current parameters of the policy and future options



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Humberside Fire and Rescue Service (HFRS)

Unwanted Fire Signals

Position Statement



To reduce the burden caused by Unwanted Fire Signals HFRS use a **combination of engagement, non-attendance and charging approach**. We will, **within defined parameters**:

- Not attend automated alarm signals unless confirmed as a genuine fire and
- Where we deem it appropriate charge the Responsible Person for persistent false alarms originating from their fire warning equipment.

NON-ATTENDANCE

Upon receipt of an Automated Fire Alarm (AFA) call, HFRS Service Control will use a call challenge procedure as detailed in this position statement (Appendix 1). The purpose of the call challenge process is to obtain accurate information from the caller, enabling the fire control operator to take the most appropriate action.

Between the daytime hours of 0800 – 1800 Monday to Friday we will **not attend non-sleeping premises**, unless the caller at the premises is able to confirm that there is a fire.

Outside of these hours at night 1800 – 0800 non-sleeping risk premises will continue to be subject to a call challenge however if no persons are deemed to be on site an attendance will be mobilised. Fire appliances will be mobilised at normal road speeds to reduce the risk to the public and our personnel. If subsequent information is received, crews will be mobilised under blue light driving procedures.

If the caller **is** based at the premises concerned they will be asked to confirm if there is a fire. If fire is confirmed a full pre-determined attendance will be mobilised.

If the caller cannot confirm the cause of the alarm they will be asked to investigate and will be advised that no response will be made unless they are able to confirm there is a fire. Callers will be informed that should they, during their investigation, discover signs of a fire they should immediately call 999 and an emergency response will be sent.

On occasions where calls are received from **members of the public** who are not connected with the premises concerned, callers will **not be challenged** to investigate, and an attendance will be sent.

If an appliance is mobile to an AFA call and further information confirms it's a **false alarm** the attendance will be cancelled.

**For further information on this and other position statements please visit
www.humbersidefire.gov.uk**

A process map for call handling and mobilising is shown below in Appendix 1. The process map provides guidance of how HFRS will apply this approach however, The Service Control Duty Manager will retain the discretion to vary the attendance based on the information available to them at the time of the call.

Automatic Exemptions

Sleeping risk premises are excluded from this non-attendance approach.

Domestic properties are excluded from this non-attendance approach.

Industrial sites which are licensed under the COMAH Regulations 2015 are excluded from this non-attendance approach due to their significant off-site risk.

Exceptional Exemptions

This position statement gives scope for further exemptions for premises that do not fit the automatic exemptions criteria:

- Your Emergency Plan cannot rely on HFRS responding to investigate fire alarm actuations in order to ensure the safety of occupants however, you may apply for an exceptional exemption. The aim of an exceptional exemption is to allow Responsible Persons a reasonable window of opportunity to address the failings in their fire risk assessment to enable the Emergency Plan to mitigate the risk. If an emergency can be planned for it is not an emergency

Each case is considered on its own merits and must meet the following conditions:

- The onus is on the Responsible Person to submit their case to HFRS
- The case must be based upon high risk to persons resulting from this position statement approach
- Buildings considered to be of exceptional national or community value
- Exemptions will not be granted where HFRS believe that the Responsible Person can take reasonable action to mitigate the risk.
- Exemptions will only be a temporary measure, they will be reviewed within 12 months and HFRS expect the Responsible Person to work towards achieving a permanent satisfactory solution, e.g. upgrading alarm systems to a 'double knock' system, employing staff to manage the risk etc.

Alarm Receiving Centre's (ARCs)

In line with the STANDARD AGREEMENT FOR: ALARM RECEIVING CENTRES AND TELECARE SERVICE PROVIDERS (Appendix 2) it will be the role of ARC to make contact with the premises and confirm if a fire exists prior to informing HFRS control.

**For further information on this and other position statements please visit
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When a call is received by HFRS Service Control from an ARC without the ARC having carried out a call-back to the premises concerned, then the ARC will be requested to make a call-back to the premises and advise the occupiers of the premises to ring 999 should they discover a fire. If a call is received from an ARC which has not been able to make contact with anybody at the premises concerned, then a pre-determined attendance of 1 pump will be mobilised.

CHARGING

A charge will be made for the fourth and subsequent calls received within a 12-month period, from premises where the Regulatory Reform (Fire Safety) Order 2005 applies to either all, or part of the premises. The charge will be based on the current scale of service call charges for each fire appliance for up to one hour plus an administrative fee. Charges can be found on our website.

The charges will be made under Section 18C of the Fire and Rescue Services Act 2004 (as amended), which states a fire and rescue authority may charge a person for responding to report of fire etc. when:

- (i) The report of fire is at premises that are not domestic premises;
- (ii) The report is false;
- (iii) The report is made as a direct or indirect result of warning equipment having malfunctioned or been mis-installed
- (iv) There is a persistent problem with false reports of fire at the premises that are made as a direct or indirect result of warning equipment under common control having malfunctioned or been mis-installed.

Premises producing persistent numbers of chargeable false alarm calls will receive an invoice for the 4th call and subsequent calls in a rolling 12-month period. For the purposes of this position statement, buildings within a site will be considered individually based on their Unique Property Reference Number (UPRN). Should the level of chargeable calls drop below 4 in a rolling 12-month period, a charge will not be issued. Each individual call will be assessed on its own merit to determine if it is considered chargeable within the parameters of this policy.

Chargeable incidents will be based on the numbers of appliances attending a single incident. A single charge will apply for each chargeable incident. A separate invoice will be raised against each incident.

The invoice will be issued to the Responsible Person (RP) as defined under the Fire Safety Order. If this person cannot be readily identified, the invoice may be issued to the owner/operator of the business.

If there is any doubt as to the identity of the Responsible Person, HFRS will identify the RP from existing data. Where this is not available or in doubt, they will investigate the matter to verify who the Responsible Person is.

HFRS will keep a record of sites that have been charged and will provide a monthly report detailing sites that have been issued with an invoice. Invoices are to be raised and issued within 30 days from the date HFRS are aware that an attendance is chargeable.

**For further information on this and other position statements please visit
www.humbersidefire.gov.uk**

Appeals

The Public Safety Group Manager (Central), HFRS has overall responsibility for the monitoring and handling of the appeals process. All applications to appeal must indicate which aspect from the criteria of Section 18C of the Fire and Rescue Services Act 2004 (as amended) is the foundation of the appeal. The appeal must also clearly state why it is believed the incident does not comply with the chargeable criteria detailed in Section 18C. If the appeal does not include this information, it cannot be considered and will be rejected. However, if the appeal contains information that demonstrates the incident was not chargeable, the charge will be cancelled.

Appeals are to be investigated and responded to within 21 days. A letter of acknowledgement will be sent to all those who raise an appeal detailing the time periods involved in the appeals process. Appeals not upheld will result in a written response to advise the charge remains payable. Invoices that contain an administrative error, e.g.: not addressed to the correct person or organisation responsible, are not resolved under an appeal. These are issues that should be resolved through appropriate correction and re-issue of the invoice as necessary.

This document sets out the appeals process and will be available online and a copy will be sent out with every invoice. The HFRS process for charging is shown within this position statement (appendix 3).

Letters and Supporting Documentation

In order to support the implementation of the position statement, the following supporting documents are available:

- i) HFRS Policy for Public Safety, Business Safety Advice
This document is the overarching policy and has been designed to work in conjunction with this document ensuring that all with responsibility for reviewing false alarms and issuing charges apply a consistent approach to the policy.
- ii) Public Advice Note
This document will be handed out by operational crews attending false alarms, the purpose of the advice note is to provide additional information to those responsible for fire alarms on the new position and provides them with basic advice and contact details should they wish to obtain further information.
- iii) Appeals Note - This note will be included upon an invoice being sent to a premises in line with this position statement.

**For further information on this and other position statements please visit
www.humbersidefire.gov.uk**