

Fire & Rescue Service Headquarters Summergroves Way Kingston upon Hull HU4 7BB
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To: Members of the Governance, Audit and Scrutiny Committee	Enquiries to: Samm Campbell Email: committeemanager@humbersidefire.go.uk Tel. Direct: (01482) 393205 Date: 6 November 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 the **GOVERNANCE, AUDIT AND SCRUTINY COMMITTEE** will be held on **MONDAY, 16 NOVEMBER 2020 at 10.00AM.**

To access this remote meeting please visit <<https://zoom.us/join>> and then enter:
Meeting ID: 950 6759 4549
Password: 229574

Or telephone +44 203 901 7895 and use the above Meeting ID and Password

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
<u>Procedural</u>			
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 the meeting of 7 September 2020	(pages 1 - 8)	Chairperson	To approve
4. Matters arising from the Minutes, other than on the Agenda	-	Chairperson	To raise

Business	Page Number	Lead	Primary Action Requested
<u>Governance</u>			
5. Update: Matters Arising/ Feedback from Fire Authority	verbal	Chairperson and Monitoring Officer/ Secretary	To consider and make any recommendations to the HFA
<u>Audit</u>			
6. External Audit Progress Update	verbal	External Audit (Mazars)	To consider and make any recommendations to the HFA
7. Internal Audit Progress Update	verbal	Internal Audit (TIAA)	To consider and make any recommendations to the HFA
<u>Performance, Risk and Programme Management</u>			
8. Health, Safety and Environment - Quarter 2	(pages 9 - 19)	Director of Service Improvement and Director of People and Development	To consider and make any recommendations to the HFA
9. Performance and Risk - Quarter 2	papers to follow	Director of Service Improvement	To consider and make any recommendations to the HFA
10. Operational Assurance - Quarter 2	(pages 20 - 33)	Director of Service Improvement	To consider and make any recommendations to the HFA
11. Absence Management - Quarter 2	(pages 34 - 39)	Director of People and Development	To consider and make any recommendations to the HFA
12. Treasury Management Mid-year Update	(pages 40 - 47)	Head of Finance	To consider and make any recommendations to the HFA
13. Management Accounts Period Ending 30 September 2020	(pages 48 - 57)	Head of Finance	To consider and make any recommendations to the HFA
14. HMICFRS Inspection Update	verbal	Director of Service Improvement	To consider and make any recommendations to the HFA
<u>Scrutiny Programme</u>			
15. Development and Delivery Plans to Support the Health and Wellbeing of Staff	(pages 58 - 62)	Temporary Director of People and Development	To consider and make any

* - 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

Business		Page Number	Lead	Primary Action Requested
				recommendations to the HFA
16.	GAS Committee Scrutiny Programme 2020/21	(pages 63 - 67)	Monitoring Officer/Secretary	To approve
16.1	Update in relation to the Emergency Medical Response Cost Recovery Model (Scrutiny Programme 2019/20)	verbal	Director of Service Delivery	To consider and make any recommendations to the HFA
17.	Any Other Business	-	All Members	To raise

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HUMBERSIDE FIRE AUTHORITY
GOVERNANCE, AUDIT AND SCRUTINY COMMITTEE

7 SEPTEMBER 2020

PRESENT: Independent Co-opted Members Mr D Chapman (Chairperson), Mr M Allingham, Mrs P Jackson, Mr A Smith, Mrs M Thomlinson and Mr C Vertigans.

Councillor Briggs and Councillor Green attended as observers.

Paul McCourt - Director of Service Delivery, Steve Topham - Director of Service Delivery Support, Simon Rhodes - Head of Corporate Assurance, Martyn Ransom - Head of Finance, Pete Allman - Acting Head of Service Support/Health, Safety and Environment, Ruth Gilmour - Head of Human Resources Mathew Buckley - Monitoring Officer/Secretary, Samm Campbell - Committee Manager, Gavin Barker - External Audit (Mazars), Ross Woodley - External Audit (Mazars) and Andrew McCulloch - Internal Audit (TIAA) were also present.

The meeting was held remotely via video-conference (Zoom). The meeting commenced at 10.00 a.m.

PROCEDURAL

62/20 APOLOGIES FOR ABSENCE - Apologies for absence were received from Mr J Doyle.

63/20 DECLARATIONS OF INTEREST - There were no declarations of interest.

64/20 MINUTES - *Resolved* - That the minutes of the meeting of the Committee held on 13 July 2020 be confirmed as a correct record.

65/20 MATTERS ARISING FROM THE MINUTES, OTHER THAN ON THE AGENDA - Minute 59/20 - The Committee had received scrutiny training from Professor John Cade of University of Birmingham on 5 August 2020 and agreed that it had been beneficial.

GOVERNANCE

66/20 UPDATE: MATTERS ARISING/FEEDBACK FROM FIRE AUTHORITY - The Monitoring Officer/Secretary provided feedback on items considered by the Fire Authority at its meeting of 24 July 2020.

Resolved - That the update be received.

Audit

67/20 EXTERNAL AUDIT UPDATE - Gavin Barker and Ross Woodley (Mazars) delivered an external audit progress update.

At the Committee's previous meeting (Minute 48/20 refers), the Mazars had presented the Audit Completion Report which was due to be finalised following the receipt of the assurance from the auditor of the pension fund. However, this assurance had been delayed until mid-October 2020, meaning that the external audit process remained open and subject to ongoing changes, including the proposed remedy relating to the McCloud judgment (Minute 21/19 refers). As a result, the Service's accounts would need to be amended to reflect material changes and be approved again by the Fire Authority before the

external audit could be completed. The Service planned to present its revised statement of accounts to the HFA at its meeting due to be held on 25 September 2020. A Member asked whether the delays would result in the application of additional charges to the Service and it was confirmed that additional charges would be applied.

Resolved - That the update be received.

68/20 INTERNAL AUDIT UPDATE - Andrew McCulloch (TIAA) presented a report summarising progress in relation to the internal audit.

Following the deferral of a number of internal audit activities as a result of the COVID-19 pandemic, activity had resumed and TIAA anticipated that the remainder of the internal audit programme would be undertaken as planned.

Resolved - a) That the update report be received, and
b) that the TIAA briefing note, Cyber Threats using the COVID-19 Pandemic, be circulated to the Committee.

PERFORMANCE, RISK AND PROGRAMME MANAGEMENT

69/20 HEALTH, SAFETY AND ENVIRONMENT - FIRST QUARTER 2020/21 - The Acting Head of Service Support/Health, Safety and Environment submitted a report summarising the Service's performance 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.

A Member asked about the number of staff working from home during the COVID-19 pandemic. At the beginning of the national lockdown, around 300 members of staff had worked from home. Due to the Service's leading role in the Local Resilience Forum (LRF), many of members of staff had been quickly redeployed to undertake other work, such as managing the distribution of personal protective equipment. In recent weeks, around 50 percent of office-based staff had been working from home each day.

Resolved - That the report be received.

70/20 PERFORMANCE REPORTING UPDATE - The Director of Service Delivery Support provided an update in relation to performance reporting.

The Service had begun to use new software to track its performance which would significantly change the way in which performance was reported. The Service was due to explain the new system to members of both the Fire Authority and the Committee at a Member Day due to be held on 2 October 2020.

A Member asked how the Service had been monitoring appliance-mounted CCTV during the pandemic. The Service had been working to establish a system whereby CCTV

footage could be downloaded remotely and had begun to trial the system at its Bransholme station.

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

(b) that, in future, changes of this calibre be communicated to the Committee further in advance.

71/20 OPERATIONAL ASSURANCE - FIRST QUARTER 2020/21 - The Acting Head of Service Support/Health, Safety and Environment submitted a report summarising the Service's performance during 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 report be received.

72/20 ABSENCE MANAGEMENT - FIRST QUARTER 2020/21 - The Head of Human Resources 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.

A Member asked about the Service's anti-bullying campaign. The campaign had been running since 2019. An anonymous survey had been conducted to seek feedback on the campaign, but only two responses had been received. However, feedback was obtained through the Service's grievance process, which involved full investigations.

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

(b) that the Service seek further feedback from its employees in relation to its anti-bullying campaign.

73/20 MANAGEMENT ACCOUNTS - PERIOD ENDING 30 JUNE 2020 - The Head of Finance submitted the Management Accounts for the period ending 30 June 2020.

In June 2020, the Service had projected an overspend, but the pay award for firefighters had been resolved at two percent and the pay award for support staff had been resolved at 2.75 percent while the Service had budgeted for 2.5 percent for each. Council tax collection in the current year was expected to be affected by COVID-19 and the Home

Office had permitted fire and rescue services to spread the anticipated deficit across the following three years in order to mitigate its effects.

Resolved - That the Management Accounts be received.

74/20 ANNUAL UPDATE REPORT ON THE DECLARATION AND REGISTRATION OF INTERESTS BY MEMBERS - The Monitoring Office/Secretary provided an update on the declaration and registration of interests by Members.

While this report would normally be presented in September, the COVID-19 pandemic had meant that some of the constituent authorities had deferred their annual general meetings by up to a year. When each authority had conducted its annual general meeting, the Fire Authority would conduct its own and the register of interests would be updated.

Resolved - That the update be received.

75/20 CUSTOMER SERVICE EXCELLENCE - The Head of Corporate Assurance submitted a report summarising the Service's assessment for the Customer Service Excellence Standard.

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. The Service had retained the Standard for a third year, meaning that the Service had been assessed against the full set of criteria. 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 report be received, and

(b) that the Committee congratulate the Service on achieving the Customer Service Excellence Standard for a third year.

76/20 HMICFRS INSPECTION UPDATE - The Head of Corporate Assurance provided the Committee with a verbal update in relation to Her Majesty's Inspectorate of Constabulary and Fire and Rescue Service's (HMICFRS).

HMICFRS was expected to undertake a series of thematic inspections (Minute 55/20 refers) in relation to COVID-19, but it had not yet been officially commissioned to undertake them. The Service had been preparing in anticipation of this thematic inspection. 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.

SCRUTINY PROGRAMME

77/20 EFFECTIVENESS OF THE PROTECTION RISK-BASED TARGETING STRATEGY - The Director of Service Delivery Support submitted a report in response to the Committee's scope relating to the effectiveness of the Service's protection risk-based targeting strategy.

The Service had begun to change its approach to fire safety inspections in 2018, establishing a new Risk-Based Inspection Programme (RBIP), which had been the subject of the Committee's scrutiny in February 2020 (Minute 28/20 refers). The RBIP's two-tier system

had been shared with the National Fire Chiefs Council (NFCC) as it was in the process of developing a national framework for fire and rescue services.

The RBIP provided the Service with the means to conduct its inspection programme in a targeted way, but also to be reactive by training operational staff to engage with businesses in relation to fire safety, thereby providing the Service with intelligence and forwarding concerns to the inspection team. The data used to prioritise inspections took into account many more risk factors than previously and, in response to the Committee's advice at its meeting of 21 February 2020, the Service had reverted to categorising its visits as either A or B, rather than B or C (Minute 28/20 refers). The Service was due to replace the software it used to collect and collate fire safety inspection data.

The effectiveness of the RBIP had been evaluated and the Service had:

- found more businesses that had been judged 'unsatisfactory' according to fire safety inspection criteria;
- issued more enforcement, prohibition and alteration notices during 2019/20 than in previous years (except for 2017/18, during which numerous cladding-related notices were issued following the Grenfell Tower Tragedy);
- engaged with more businesses than in previous years;
- received more referrals from operational crews than in previous years, resulting in an increase in enforcement actions and in operational crews' involvement in gathering evidence and building prosecution cases.

Under the new competency framework, all inspectors would have level 4, accredited diplomas and the Service was working to obtain accreditation for the training undertaken by operational crews in order to support the inspection team. During the COVID-19 pandemic, the Service had adapted the way in which it delivered its inspection programme and had maintained the number of inspections by conducting more of the process remotely. However, a significant number of businesses had not been contactable during the lockdown.

A Member asked about the Service's efforts to verify its approach through academic research. The Service had been working with the University of Hull, but the student who had agreed to undertake the research was no longer at the University. The Service would endeavour to continue this work late in 2020.

A Member queried whether the training available to full time firefighters was available to on-call firefighters. The Service had not yet made the relevant training available to on-call firefighters, but planned to in future.

Resolved - (a) That the report be received;

(b) that the Service be commended for its work in developing its Risk-Based Inspection Programme;

(c) that the Committee be updated in six months in relation to the uptake of fire safety inspection training among on-call firefighters, and

(d) that the Committee be updated in six months in relation to the Service's work with the University of Hull.

78/20 GAS COMMITTEE SCRUTINY PROGRAMME 2020/21 - The Committee Manager submitted a report summarising the Committee's Scrutiny Programme 2020/21.

In accordance with the Committee's recommendation at its meeting of 11 November 2019 (Minute 65/19 refers), the Director of Service Delivery provided an update in relation to the Emergency Cost Response Cost Recovery Model. The review of the cost recovery model relating to East Midlands Ambulance Service (EMAS) had not been undertaken as planned due to the COVID-19 pandemic. A meeting between the Service and EMAS had taken place in July 2020 and a further meeting was planned for October 2020, at which it was expected that a resolution would be reached.

Resolved - That the updates be received.

79/20 ANY OTHER BUSINESS - EQUALITY, DIVERSITY AND INCLUSION - The Director of Service Delivery addressed the Equality, Diversity and Inclusion report which had been circulated to the Committee prior to the meeting.

While the Equality, Diversity and Inclusion report could not be formally received by the Committee prior to its submission to the Fire Authority at its meeting due to be held on 25 September 2020, the Committee noted that it had been circulated for information and that the Service's intentions regarding the vacant substantive Director of People and Development post would be discussed at a Member Day due to be held on 18 September 2020.

Resolved - That the update be received.

The meeting closed at 12pm.

Date	Item	Minute	Resolution	Responsible	Brief summary of outcome
13 July 2020	Internal Audit Update	49/20	Resolved - b) that the Committee be updated in relation to TIAA's assessment of key financial controls at a future meeting.	TIAA	
13 July 2020	Draft Annual Performance Report 2019/20	51/20	Resolved - b) that the report be revised, taking into account the Committee's suggested amendments, prior to its receipt by the Fire Authority on 24 July 2020.	Director of Service Improvement	
13 July 2020	LGA Consultation on Draft Code of Conduct	54/20	Resolved - That the Committee respond to the consultation collectively through Mandy Tomlinson.	Mandy Tomlinson	
13 July 2020	GAS Committee Scrutiny Programme 2020/21	56/20	Resolved - That the Scrutiny Programme 2020/21 be approved subject to the addition of scoping questions agreed by the Committee.	Committee Manager	Scrutiny Programme updated.
13 July 2020	AOB - Action Schedule	58/20	Resolved - That the Committee receive an action schedule tracking its recommendations at future meetings.	Committee Manager	Action schedule created.
7 September 2020	Internal Audit Progress Update	68/20	Resolved - that the TIAA briefing note, Cyber Threats using the COVID-19 Pandemic, be circulated to the Committee.	TIAA	COMPLETED
7 September 2020	Performance Reporting Update	70/20	Resolved - that, in future, changes of this calibre be communicated to the Committee further in advance.	Director of Service Improvement	ONGOING
7 September 2020	Absence Management Q1	72/20	Resolved - that the Service seek further feedback from its employees in relation to its anti-bullying campaign.	Director of People and Development	
7 September 2020	Effectiveness of the Protection Risk-Based Targeting Strategy	77/20	Resolved - (b) that the Service be commended for its work in developing its Risk-Based Inspection Programme;	Director of Service Delivery Support	

			<p>(c) that the Committee be updated in six months in relation to the uptake of fire safety inspection training among on-call firefighters, and</p> <p>(d) that the Committee be updated in six months in relation to the Service's work with the University of Hull.</p>		
7 September 2020	Update in relation to the Emergency Medical Response Cost Recovery Model (Scrutiny Programme 2019/20)	78/20	Resolved - That the updates be received.	Director of Service Delivery	Reschedule for further update.

**Governance, Audit and Scrutiny Committee
16 November 2020**

**Report by the Director of Service
Improvement**

HEALTH, SAFETY AND ENVIRONMENTAL QUARTERLY REPORT 2nd QUARTER 2020/2021

**July – September
2020**

REPORT EXECUTIVE SUMMARY

This is the 2nd Quarter 2020/21 performance report on Health, Safety and Environment. Appendix 1 provides a summary of the statistical data.

During this reporting period, the Service was still dealing with government restrictions due to the global Covid-19 pandemic. This changed the delivery of Service-wide activities in all sections, leading to a reduction in reported health and safety events. There were 16 accidents recorded (Figs 1 & 2) that resulted in some form of personal injury compared to 21 for the same period last year. This is a decrease of just under 24%. It is also significantly below the three-year rolling average of 22 for quarter two.

It is the lowest number of reported injuries or ill-health for quarter two in the last three years (Fig 3). However, this should be taken in the context of the Service operating in an exceptional environment where the delivery of Service function has adapted in response to the Covid-19 pandemic.

Due to the make-up of the workforce, most of the injuries or ill-health episodes, over 87%, were sustained by Fulltime and On-Call firefighters. This is representative of our employees and the more hazardous nature of the activities carried out by operational staff. It also reflects the essential work that service delivery and operational training both continued to deliver during the Covid-19 restrictions.

As can be seen from the three-year rolling average (Fig 3), the long-term accident trend continues to fall, which is representative of progressive health and safety performance. Accidents relating to Routine Activities make up the highest number of the total injuries reported. This is equal to the same amount reported during the same quarter last year (7). Training activity accidents were down for the second quarter in a row. They have reduced by just over 62% compared to the same quarter last year. Injuries arising from Fire activities have increased but not significantly. There has been a reduction in accidents relating to physical training activities compared to the previous year. Activities involving Special Services and Road Traffic Collisions (RTC) have remained statistically consistent.

Near miss, reporting has decreased by under 50%. Still, at 16 for the quarter, it is equal the number of reported accidents which is a positive indicator of a proactive and responsible safety culture. Even though the Service has been working in new and flexible ways due to Covid-19 restrictions, it is positive to see staff are still reporting both accidents and near misses. The Health, Safety and Environment Section are resuming health and safety training during to reaffirm with staff the importance of reporting near miss events across the Service.

RECOMMENDATIONS

1. That the Committee considers this report and makes any recommendations to the Fire Authority as necessary.

BACKGROUND

2. Reported injuries and illness during routine activities are the same as during the same period last year. There was no common theme to the accidents relating to routine activities across the Service. It included a range of cleaning activities, standard testing and the carrying of hot food or drinks. All injuries occurring during this type of activity were minor, leading to first aid treatment only in the worst case. There was no lost work time from any of these injuries.
3. All other categories of reported accidents or ill-health were comparable to the same quarter last year and saw no significant increase. This is welcomed by the Health, Safety and Environment Section it is recognised that the Service has been operating differently to comply with Government Covid-19 restrictions. The Section aims to identify some of the measures which are having a positive effect on safety and encourage these to continue post Covid-19 restrictions.
4. There has been an increase in injuries relating to “Musculoskeletal” and “injured whilst handling, lifting or carrying” leading to these been the top two reported causes of injury during this period. Four of these occurrences were due to manual handling issues during either routine activities or training activities, and two of them were reported both as “Musculoskeletal” and “injured whilst handling, lifting or carrying” being factors in the injury. This is an aspect of our electronic reporting system; whereby multiple causes can be recorded for the same event. One of the injuries happened during physical training which is a reduction from the previous quarter. The others were either during operational fire activities or whilst responding to operational incidents.
5. Three injuries were related to “Cut on/by a sharp object” all three of these occurred during routine activities. Two of the three were linked to vehicle maintenance issues, these have been raised with Emergency Services Fleet Management (ESFM) to prevent reoccurrence where possible. There were two occurrences related to “Exposed to fire or heat” one of these was minor, arising due to a spilt cup of hot water the other related to a reddening of a Firefighter’s hands at a significant road tanker fire but still did not cause any sickness absence. The latter event has been fully investigated, and the Watch have undertaken a development session around thermal radiation and identification of the effects on the body. There was one occurrence of a firefighter being “Injured by an animal” this occurred when performing the rescue of a dog which was trapped in an RTC.
6. A firefighter was hit by some loose equipment when opening a locker of a fire engine during standard testing. This was recorded as “Hit by a moving, flying or falling object”. The occurrence where someone “Slipped, tripped or fell on the same level” was related to an individual being injured at a water rescue training site. This injury resulted in a RIDDOR being reported due to the length of absence.
7. The two injuries which were reported to the Health and Safety Executive under RIDDOR 2013 both occurred in the previous quarter with the resultant sickness periods over seven days for both individuals’ days crossing over into quarter two. They were reported in this quarter due to one of the absences carrying into the start of this quarter. For this quarter, there was no reported sickness related to accidents at work, the only absences reported was due to the two RIDDORS from the previous quarter.
8. Although near miss reports (Fig 6) have decreased by just under 50% in comparison with the same quarter for last year; they remain equal to the number of reported

accidents. Despite the ongoing Covid-19 pandemic and government restrictions during this period, the reporting of near misses is indicative of a positive safety culture within HFRS with the emphasis on identifying events that have the potential to cause injury before they do. As an area promoted continuously by the Health, Safety and Environment Section, near misses are treated with an equal degree of seriousness as accidents. They are investigated accordingly to enable proactive control measures to be implemented. Resumption of health and safety training for all staff will support the identification and appropriate reaffirming of the importance of near miss reports across the Service.

9. The Health, Safety and Environment Section continue to undertake research in several areas reflecting the Services positive approach. These include:
 - Covid-19 pandemic response – The Health, Safety and Environment Section continues to be heavily involved with supporting the Service's response to the ongoing Covid-19 pandemic. The Section is working closely with Occupational Health to develop and review documented guidance for all staff. The continual review of Covid-19 specific risk assessments is undertaken to support Service Delivery with operational activities and to assist partner agencies, for example offering aid to Yorkshire Ambulance Service in patient transport and the provision of staff to help local authorities delivering essential items. The reviews also reflect the continual changes to how the Service delivers frontline functions whilst ensuring HFRS staff are protected from infection.
 - During this quarter, the Health, Safety and Environment Section has restarted the delivery of training courses to all staff in a Covid-secure environment. This is an essential part of maintaining the positive culture we are developing in HFRS by providing staff with the knowledge and information to identify hazards and risks whilst taking appropriate actions to control and report the issues. This has been supported by the development of two e-learning modules one around the induction for new starters prior to them attending their initial mandatory health and safety training and the other is around the use of Portable Appliance Testing equipment on station.
 - Humberside Police – The Joint Health and Safety Service (JHSS) continues to offer guidance and advice to Humberside Police during the Covid-19 pandemic. The JHSS has been working with numerous sections to develop a better understanding of the operational requirements of Humberside Police; using this information to formulate ways of improving the health and safety culture in Humberside Police.
 - Sustainability and environmental management – on the back of the successful roll-out of thermal water bottles to all staff, the Health, Safety and Environment Section is working with Emergency Preparedness in the delivery of a new Welfare policy ensuring it is delivered in an environmentally-friendly way. The Section is continuing to investigate how the Service can become involved with the "One Hull of a Forest" project. The project aims to plant trees and increase woodland cover in Hull and the East Riding. This work has been delayed due to the Covid-19 pandemic affecting both parties.
10. Details of the Service's Health, Safety and Environment outcomes for this quarter 2020/21 are contained in Appendix 1

STRATEGIC PLAN COMPATIBILITY

11. The monitoring of Health, Safety and Environmental information is a key part of the Strategic Plan to:
 - Maintain a positive health and safety environment, compliant with legislation and

- provide operational assurance.
- Implement measures to ensure environmental sustainability.

FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS

12. None.

LEGAL IMPLICATIONS

13. None.

EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS

14. None.

CORPORATE RISK MANAGEMENT IMPLICATIONS

15. None.

HEALTH AND SAFETY IMPLICATIONS

16. This report provides the opportunity for an additional level of scrutiny of Health and Safety information.

COMMUNICATION ACTIONS ARISING

17. None.

DETAILS OF CONSULTATION AND/OR COLLABORATION

18. None.

BACKGROUND PAPERS AVAILABLE FOR ACCESS

19. Health and Safety Policy Statement.

RECOMMENDATIONS RESTATED

20. That the Committee considers this report and makes any recommendations to the Fire Authority as necessary.

N McKINIRY

Officer Contact: Niall McKiniry ☎ 01482 567166
Director of Service Improvement

Humberside Fire & Rescue Service
Summergroves Way
Kingston upon Hull

NM/11/2020

2nd Quarter (July – September 2019) H, S, & E Performance *Snap-shot*

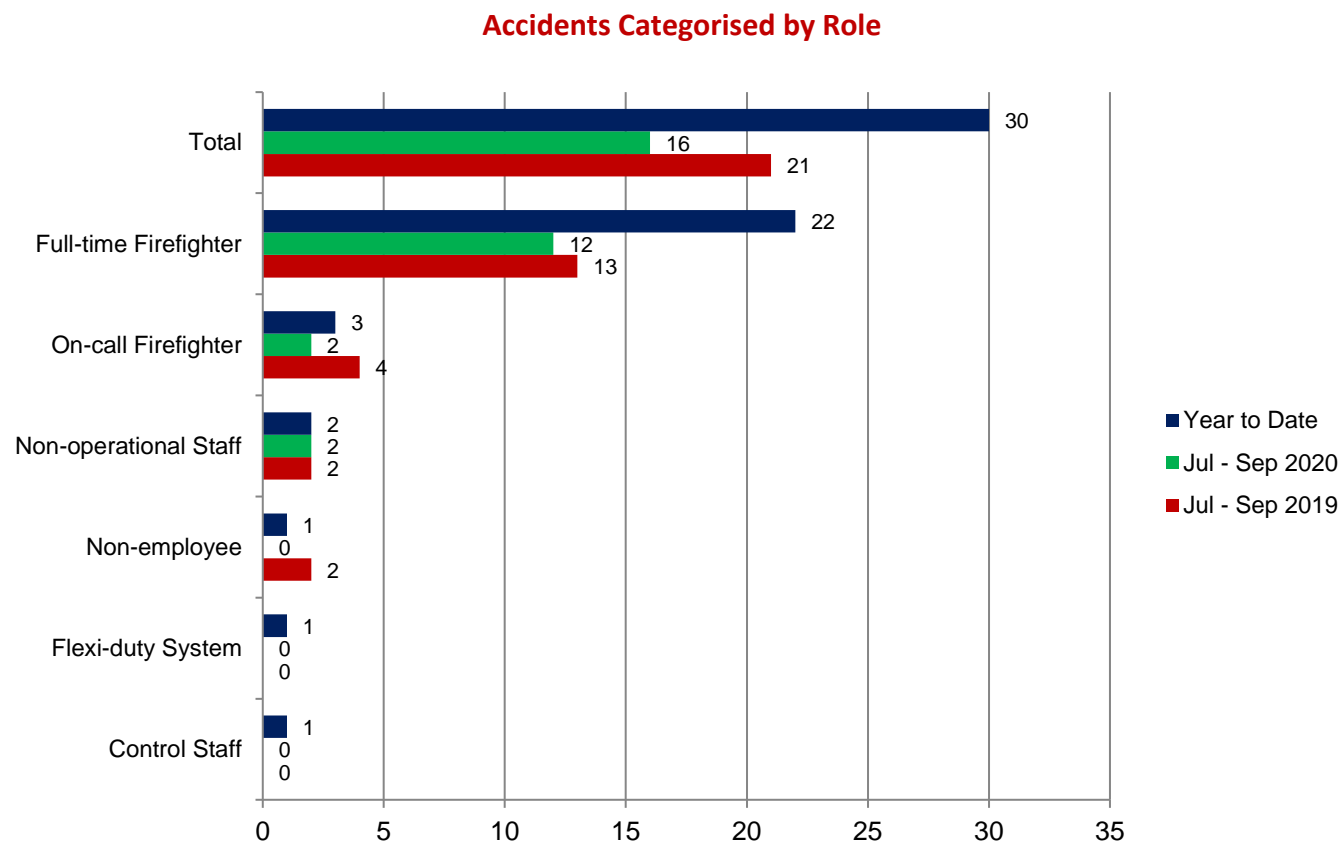


Figure 1

The chart above shows the *role* of those involved in accidents, for this period (July – September 20) alongside a comparison for the same quarter from the previous year and a year to date total. The total number of reported accidents for the quarter (16) is 24% lower than the previous year (21). There has been a 50% reduction in accidents involving On-Call Firefighters and accidents involving Full-Time Firefighters has dropped by one compared to last year. remain the same

N.B. The data for this quarter should be read in the context of focussed essential activities due to the Covid-19 pandemic

2nd Quarter (July – September 2019) H, S, & E Performance *Snap-shot*

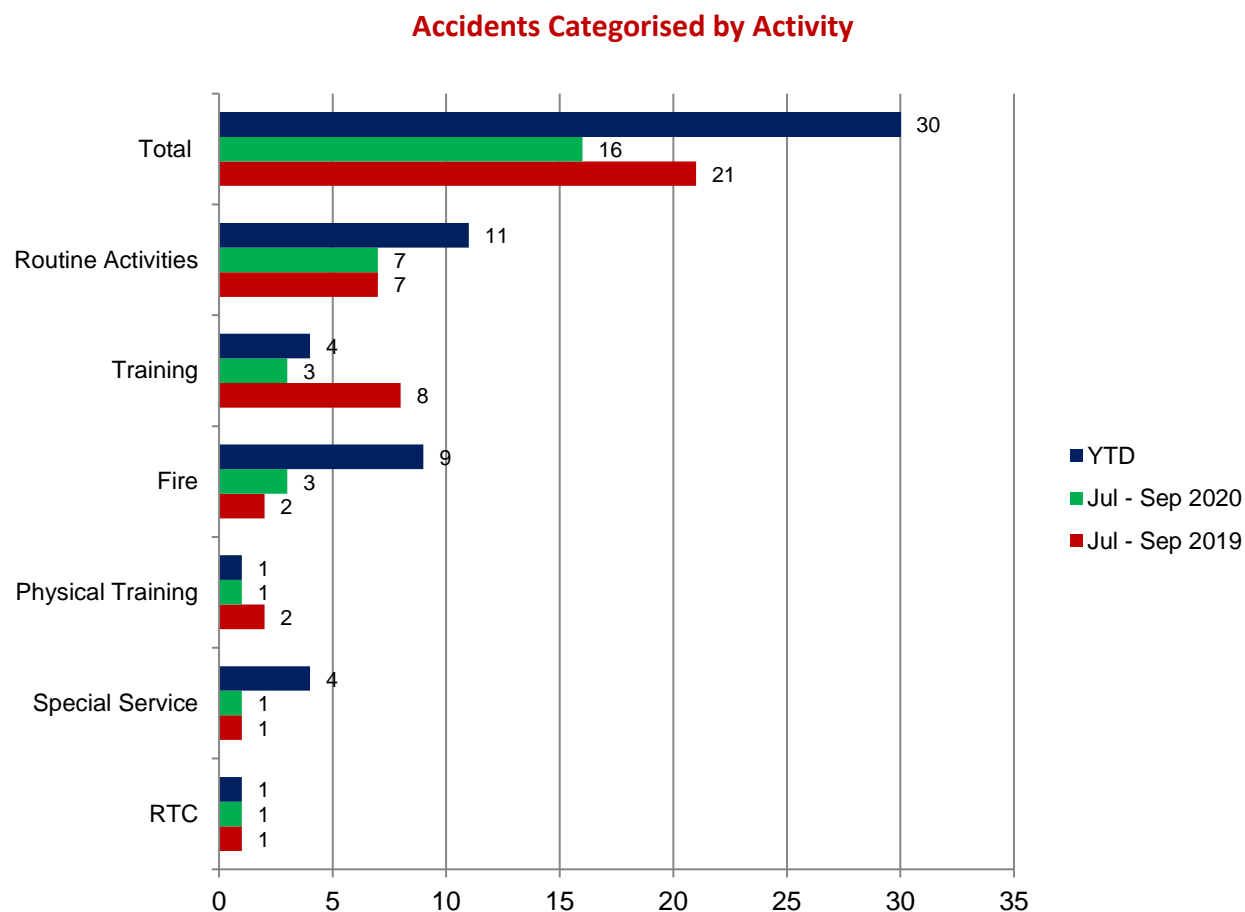


Figure 2

The chart above relates to the activities undertaken at the time of the recorded accident. Reported injuries or ill-health during routine activities were the most common in this quarter though this figure is exactly the same as the same quarter last year. Positively, training accidents were not the highest number reported in terms of activity; showing a significant decrease of more than 62% in comparison to the same quarter for last year.

2nd Quarter (July – September 2019) H, S, & E Performance *Snap-shot*



Average of Q2 Accidents for the Past Three Years



Figure 3

Encouragingly, reported accidents (16) are more than 27% below the three-year rolling average (22) and at the lowest level for the previous three years' quarter two data. This indicates considerable and consistent health and safety performance improvement.

2nd Quarter (July – September 2019) H, S, & E Performance *Snap-shot*

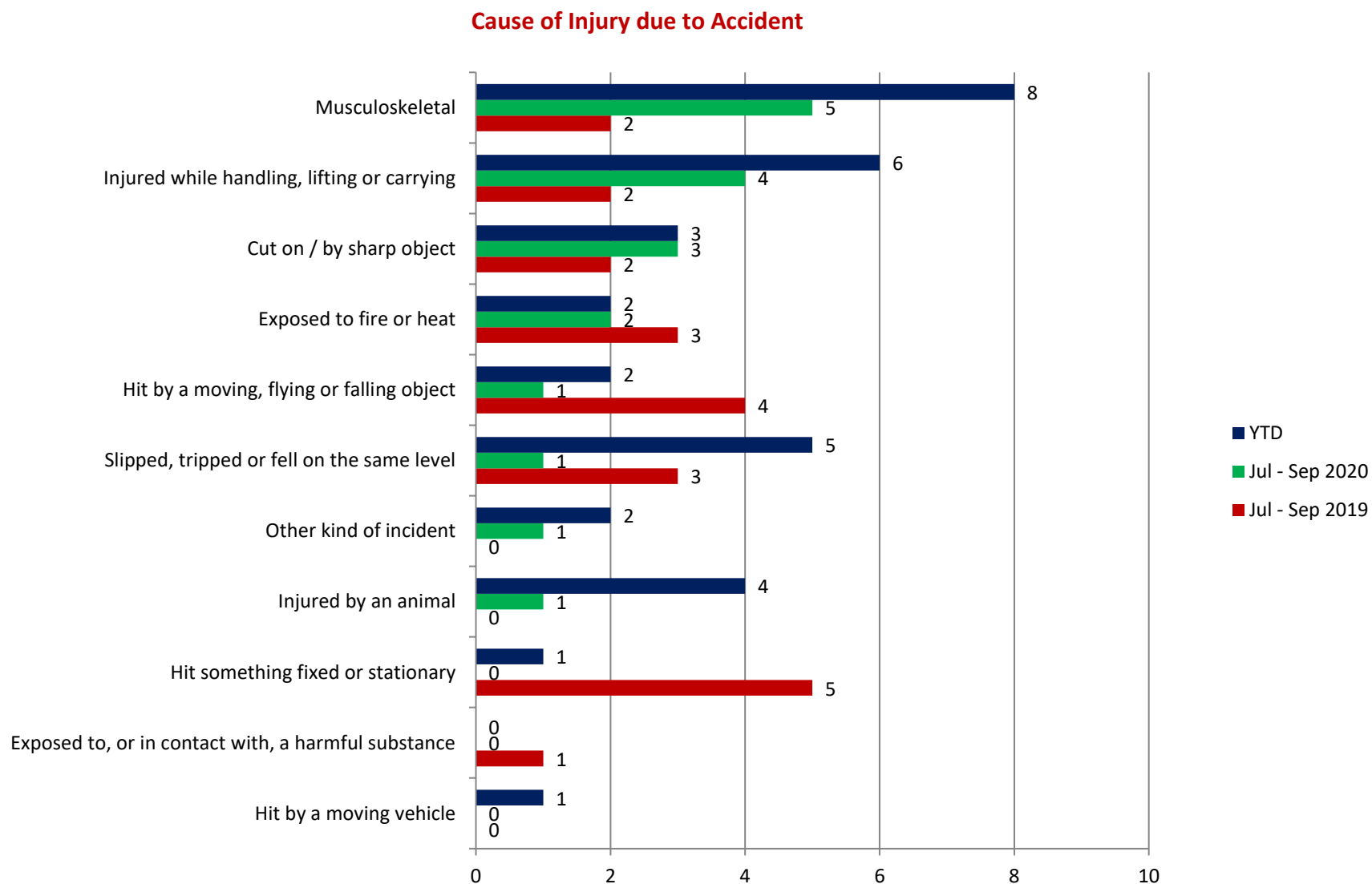


Figure 4

2nd Quarter (July – September 2019) H, S, & E Performance *Snap-shot*



Figure 4, on the previous page shows the cause of accidents for this quarter compared against the same period from the previous year. The most common cause of injuries is “Musculoskeletal” with “Injured whilst handling, lifting or carrying” the next most prevalent. Three of these occurrences were recorded as both “Musculoskeletal” and “Injured while handling, lifting or carrying” and occurred during Fulltime Firefighters performing routine activities.

N.B. Injured persons can record multiple causes on the initial reporting form; hence the cumulative total is more than 21.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

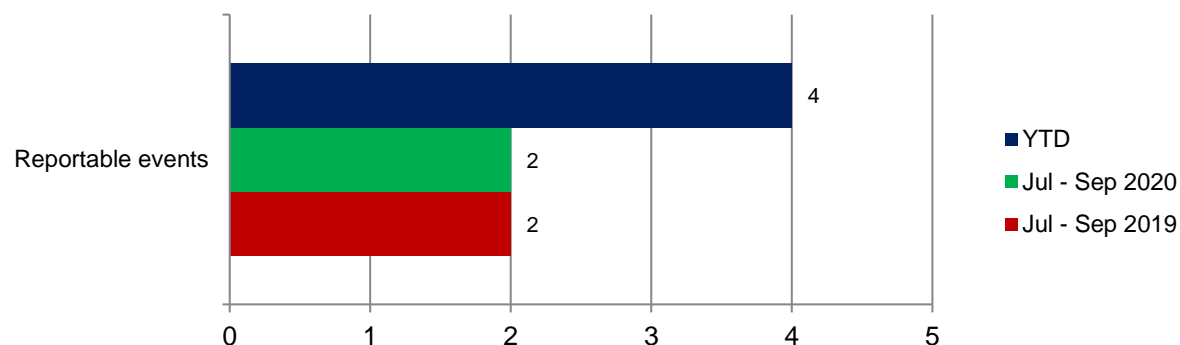


Figure 5

During this quarter, there have been two accidents reportable under RIDDOR 2013 due to them resulting in sickness absences of more than seven days for the two individuals concerned. Both were sustained by Full-time operational staff; one during training activities and the other whilst conducting a rescue at a road traffic collision. The required online reports to the Health and Safety Executive were made within the appropriate timescales and investigated accordingly. The Health, Safety and Environment Team continue to react to such events by implementing modified and improved control measures wherever possible to try and reduce future incidents of this type.

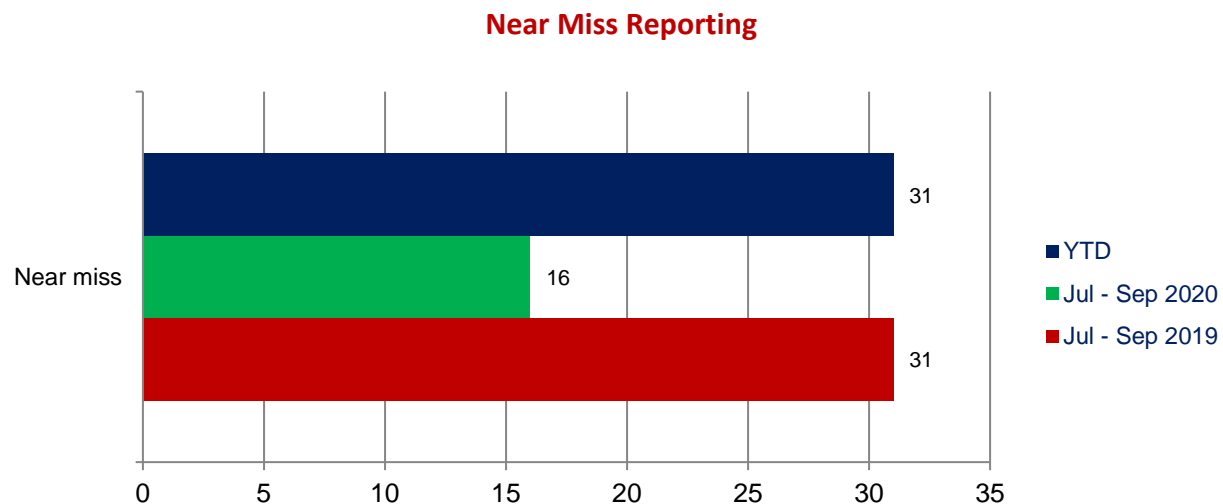


Figure 6

Near miss reports are encouraged to proactively identify potentially harmful events before any injury occurs. Although they have decreased by just under 50% in comparison to the same period last year, there has been an equal amount of near miss events reported to accidents for this quarter (16). This demonstrates a positive reporting culture in Service, although the reduction in near miss reports is concerning. The Health, Safety and Environment Team are resuming health and safety training during the next two quarters of the year to reaffirm with staff the importance of reporting near miss events across the Service.

Forward Look

Key current areas being addressed are:

- The continual provision of professional guidance and support for both Humberside Fire and Rescue Service and Humberside Police in relation to the Covid-19 pandemic.
- Ongoing reviews of risk assessments and guidance in relation to the Covid-19 pandemic.
- Continued investigation of how the Service can be involved with the One Hull of a Forest project, the project aims to increase the number of trees planted in our Service area.
- Development of new e-learning packages to support starter inductions and on station Portable Appliance Testing.
- Recommencement of health and safety training packages across the Service.
- Creation of user guides for all staff on how to use the new version of the health and safety reporting software.
- Progression and roll out of a Covid station audits across all site with the support of the FBU.
- Conducting an in-depth review of policies with Humberside Police, looking to identify areas for improvement.
- Attending Public Order, Officer Safety, Firearms and Taser training events and visiting custody suites to develop our understanding of different activity areas for Humberside Police.
- Forging a partnership with Humberside Police Officer Safety Training to develop training methodology, integrate health and safety and promote a positive safety culture across the Force.

**Governance, Audit and Scrutiny Committee
16 November 2020**

**Report by the Director of Service
Improvement**

OPERATIONAL ASSURANCE QUARTERLY REPORT

2nd QUARTER 2020/21

July – September 2020

REPORT EXECUTIVE SUMMARY

This is the 2nd Quarter 2020/21 report on Operational Assurance. Appendix 1 provides a summary of the statistical data.

In the 1st quarter of 2020/21, the Operational Assurance team released interim guidance to FDS officers regarding the importance of completing the hot debrief section of the assessments that they complete on PDRPro (IT based recording system). This would appear to have had the desired effect as the section has seen a dramatic rise in this area. In this quarter 95% of OA assessments received had an appropriately completed hot debrief section. This is a stark improvement on previous quarters as well as a 15% improvement on the same quarter of the previous year. The OA team has facilitated three tactical debriefs in this quarter. All three have been carried out using Microsoft Teams in order to reduce the risk of transmission and infection of the Coronavirus. A debrief report which captures the recommendations from the debriefs has been created in all three instances.

Each assessment undertaken is broken down into three key areas: safety critical (SCC), areas of concern (AOC) and exceptional practice (EP). Safety critical reporting reduced to zero and area of concern reporting reduced by 54% (54 to 25). Exceptional practice returns also fell with a 24% reduction in reporting (202 to 154). The Health, Safety and Environment (HS&E) team continually strives for greater numbers of near miss reports and fewer of accidents. The OA section (as an integral part of the HS&E team) similarly, endeavours for greater areas of concern reports and fewer of safety critical concerns. The figures that the team can report in this quarter represent a positive reporting culture that can be attributed to the extensive collaborative work between the sections towards the improvement of organisational culture. Station exercises have resumed in this quarter and as a result the section can report a significant increase in operational assessments regarding practical exercises.

In this quarter the OA team carried out a tactical debrief for the large-scale flooding incident that affected Snaith and East Cowick. This included representatives from National Resilience which allowed the Service to gain an external view of its procedures. The recommendations have been formulated as part of the tactical debrief report and it is the intention of the section to use these to form the basis for a thematic review. During this quarter, the Health, Safety and Environment team will be launching the fire contaminants policy and procedures so it would also be beneficial to carry out a thematic review of these procedures once they have been implemented throughout the Service.

As the team strives to continually improve OA and therefore, firefighter safety, they plan to visit watches and stations in order to promote the OA process. As the section has now welcomed a new Station Manager to the team this has bolstered the capacity to prepare for and carry out these visits. However, due to the current resurgence in Covid-19 cases these visits may be put on hold temporarily. In the previous quarter's report, the section planned to carry out peer reviews of exercises. In this quarter the OA team have attended two multi-agency marauding terrorist attack exercises. The section has been heavily involved in all stages of the exercises and will be carrying out a tactical debrief to identify the lessons learned.

The second edition of the NOL Newsletter, provisionally titled "Operational News" has now been completed. This new innovation will include various information regarding the Service's water assets, drone capabilities, new equipment, fire contaminants, and a HS&E incident. The NOL info notes that the team has received will also be included in the publication. The final amendments are currently being made prior to it being released by the end of October. The team have considered all info and action notes that they have received from both National Operational Learning and Joint Organisational Learning, and some have been posted to PDRPro and others have been looked at in terms of procedural changes for the Service. The OA section has also submitted one incident case study to NOL regarding the use of operational discretion to make a lifesaving intervention at a road traffic collision for them to review and disseminate nationally in this quarter.

In this quarter the OA team has drafted and published the terms of reference (TOR) for the Change Team meetings. This TOR provides information on the aims, objectives, membership, frequency of meetings, expectations, reporting arrangements, deliverables and review and evaluation. This provides the Service with the framework that is required to successfully implement this nationally recognised best practice innovation. The TOR has also been published via a SIREN Communication from Corporate Communications to ensure all staff are aware of this all-important new team. The next meeting is scheduled to take place in November.

RECOMMENDATIONS

1. That Members take assurance from the Service's proactive management of Operational Assurance outcomes

BACKGROUND

2. For further details on the 4th quarters operational assurance assessment data please see the snapshot report at Appendix 1.

3. STRATEGIC PLAN COMPATIBILITY

The monitoring of operational assurance information is a crucial part of the Strategic Plan; Maintain a positive health and safety environment, compliant with legislation and provide operational assurance. The Service must also capture and share organisational learning as part of the strategic plan as well as ensuring firefighter competency is maintained (operational preparedness) and that the Service continues to work seamlessly with other emergency services (through multi-agency debriefs).

4. FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS

None.

5. LEGAL IMPLICATIONS

None.

6. EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS

None.

7. CORPORATE RISK MANAGEMENT IMPLICATIONS

None.

8. HEALTH AND SAFETY IMPLICATIONS

This report provides the opportunity for an additional level of scrutiny of Health and Safety information.

9. COMMUNICATION ACTIONS ARISING

None.

10. DETAILS OF CONSULTATION AND/OR COLLABORATION

None.

11. BACKGROUND PAPERS AVAILABLE FOR ACCESS

Health and Safety Policy Statement.

12. RECOMMENDATIONS RESTATED

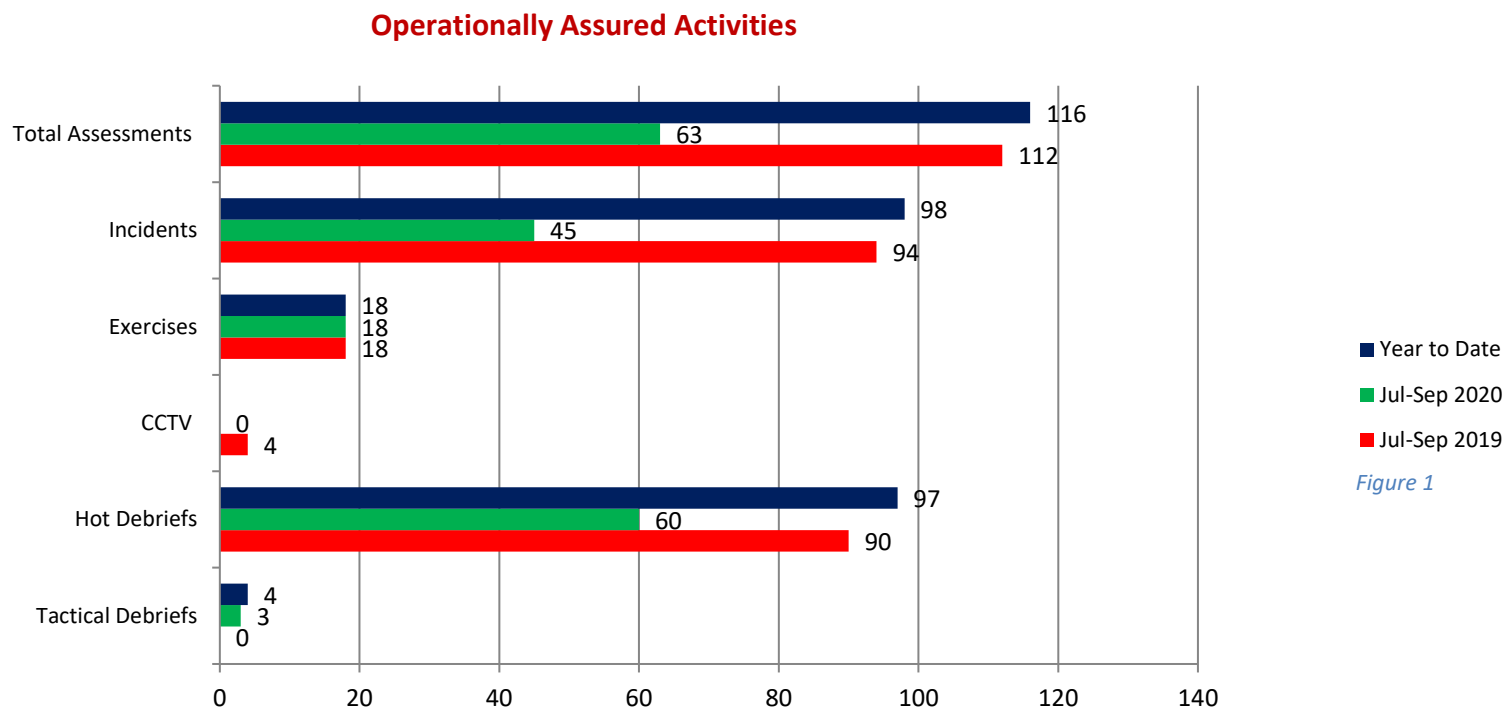
That the Committee considers this report and makes any recommendations to the Fire Authority as necessary.

N. McKiniry

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2nd Quarter (July – September 2020) Operational Assurance Performance Snapshot



The chart above shows the number of incidents and debriefs that have been assured, for this period (July - September 2020) alongside a comparison for the same quarter of the previous year. The total number of activities assured has decreased by 45% compared to last year's quarter, this once again, is due largely to the fact there were more incidents across the Service in the same quarter of the previous year. Station exercises have been reinstated in this quarter, and as a result, the OA team has seen a rise in assessments of this area. In the previous quarter, the OA team sent out an interim communication to FDS officers reminding them of the importance of completing the hot debrief section of the OA assessment. As evidenced by the chart above, out of 63 assessments assured by the team between July and September, 60 had fulfilled their obligation to complete and evidence a hot debrief at the incident or exercise. This accounts for 95% of assessments received and is an improvement on the same quarter of the previous year by 15%. The OA team, although pleased by this improvement will continue to strive towards reaching 100% in this area by increasing the awareness of the importance of the hot debrief.

2nd Quarter (July – September 2020) Operational Assurance Performance Snapshot



Breakdown of Key Areas

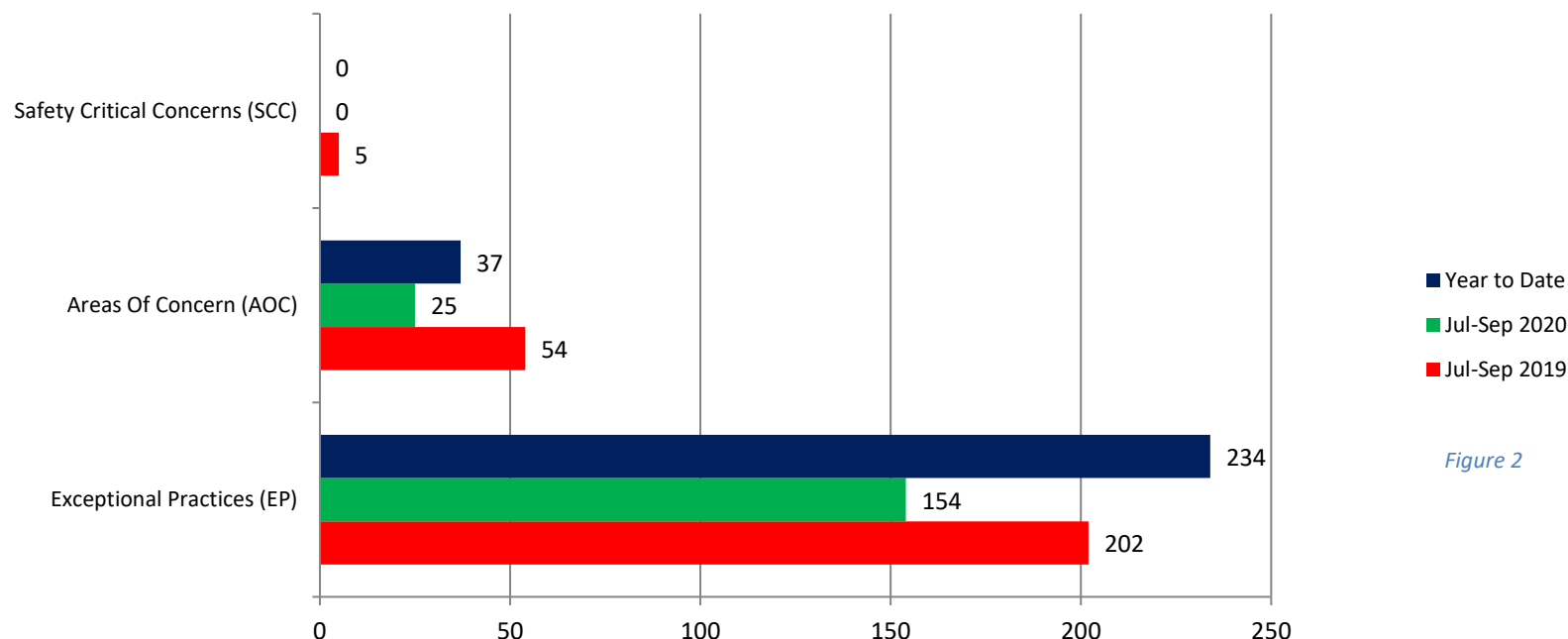


Figure 2

Assurance activities are broken down into three areas: safety critical concerns, areas of concern and exceptional practice. All three of these areas have decreased. The decrease in safety critical and areas of concern along with a large number of exceptional practices would indicate that HFRS is performing well operationally as an organisation. However, it must be noted that the reduction in the number of incidents will have also contributed to these lowered statistics. As the Health, Safety and Environment (HS&E) team strive for higher near miss reports and lower accident reports, the OA section (as an embedded part of the HS&E team) strives for low safety critical concerns and high areas of concern. The OA section continues to highlight to our personnel that operational assurance is a process that exists to promote learning and to improve firefighter safety. It is not designed to place them under scrutiny or blame.

2nd Quarter (July – September 2020) Operational Assurance Performance Snapshot



Further Breakdown of Key Areas

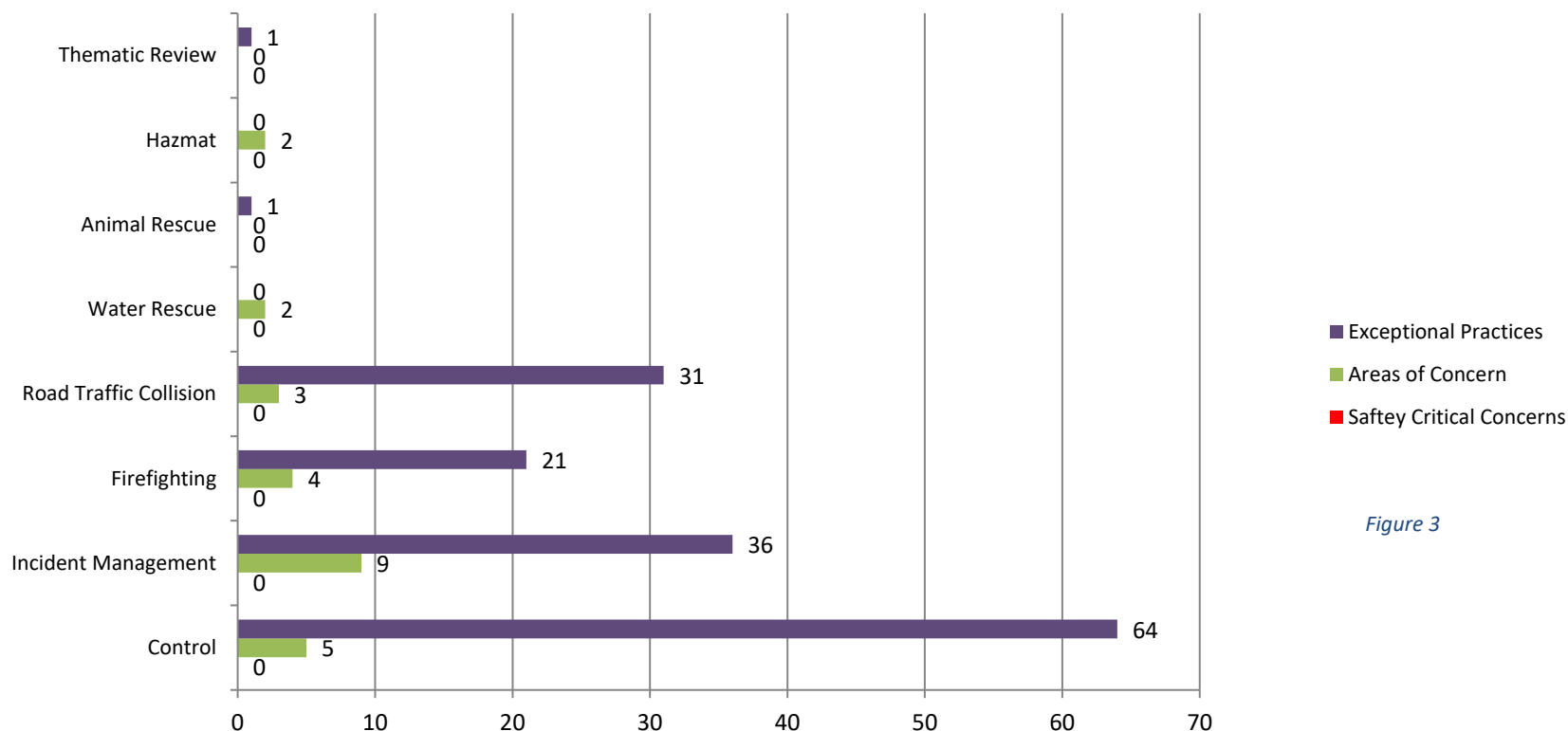


Figure 3

The section has not received any safety critical concern returns for this quarter. The areas of concern largely related to fire engine siting, an incident commander's PPE and the lack of drainage information available at an LGV fire. Service Control continues to produce the highest number of exceptional practice returns. This suggests that improved interpretation and consistency in reporting may be necessary to facilitate collation of the most accurate data in future. This will take place once the section is able to provide training to watches and crews once the new Station Manager is fully embedded into the team.

2nd Quarter (July – September 2020) Operational Assurance Performance Snapshot



Internal Learning

Operational Assurance Assessment Learning

- I. A15 Elsham – The assessment for this incident identified that information regarding drainage pathways and receptors was not made available by North Lincs Council. The Station Manager who completed the assessment also recommended that those carrying out the WM support role from Control would greatly benefit from undertaking structured training provided through a hazmat course. The issue regarding drainage pathways has been taken to the operational data team, and the recommendation regarding the WM support role was shared with GM Plunkett and SM Peat as part of the ongoing Incident Command review.

Exercises

The OA section has attended two multi-agency marauding terrorist attack (MTA) exercises involving neighbouring FRS, Police and Ambulance colleagues in this quarter. This will provide the section with a firm understanding of the exercises which will assist when facilitating the tactical debrief after the final training event.

2nd Quarter (July – September 2020) Operational Assurance Performance Snapshot



Tactical Debriefs

In this quarter the OA section facilitated three Tactical debriefs for the Service; Snaith and East Cowick flooding, Hatfield Moors fire and the Covid-19 interim debrief. All debriefs during this period were held via Microsoft Teams to reduce the risk of transmission of Covid-19.

Snaith & East Cowick Flooding

During the tactical debrief for the flooding a number of key themes were discussed including decision logs, communications, other agencies and interoperability, SCG/TCG's, recall to duty and welfare, incident command, and community pods. The points raised by National Resilience when they carried out their debrief of this incident were included and discussed. To that end, a number of representatives were also invited. The Service would like to thank Nigel Allbutt, Richard Morgan and James Groves for endeavouring to partake in our debrief and providing an all-important external view of the events to assist us in promoting organisational learning. It is worth highlighting from both our own questionnaires and the NR debrief returns, that the Service received fifteen reports of "good practices" which accounted for 36% of the items received.

Hatfield Moors

The Hatfield Moors incident lasted roughly nine days and had an extensive impact on resources, stretching Service availability throughout this period. Crews from across HFRS attended at a multitude of points during this time frame and contributed to the immense effort to tackle a difficult moorland fire. It is important to recognise that of the sixty points raised and discussed at the tactical debrief; twenty-six were good or exceptional practices. This equates to 43% of the items received.

Covid-19 Interim Debrief

The Covid-19 interim debrief focussed on a number of themes that were prevalent throughout to enable an initial overview of the response and allow for quick identification and implementation of the lessons that can be drawn thus far. In the long term, a more detailed debrief report can then be compiled covering the full response, transition and recovery phases. There are areas for improvement identified, but the overall consensus is that the HFRS response to COVID-19 was positive and well managed. Staff have worked flexibly in a collaborative way to ensure core functions were delivered and that the wider Service Delivery was supported. The COVID-19 emergency is an unprecedented event that raises a wide range of issues not considered in previous pandemic planning. These issues need to be captured as learning for inclusion in the revised plans so they can be quickly implemented into future response/recovery phases.

A report was created after each of these tactical debriefs; the recommendations from which will be taken to the next Change Team meeting to be allocated to the appropriate personnel.

2nd Quarter (July – September 2020) Operational Assurance Performance Snapshot



External Learning

NOL Info Notes

In total the section received six NOL info notes in this quarter. These pertained to:

- Injury from an out of control branch exercise.
- Explosive deployment of Takata branded airbag.
- Incident Command online learning.
- Gas explosion near miss – ejection of double-glazed unit.
- Freezing of CAFS to a BA set.
- Solvent spill.

All information notes from this quarter have been recorded for any subsequent necessary action; these will be discussed during the upcoming Change Team meeting.

2nd Quarter (July – September 2020) Operational Assurance Performance Snapshot



NOL Newsletter

The joint collaboration between OA and Emergency Preparedness (EP) has produced the second edition of the newsletter which is provisionally titled “Operational News”. This publication will include the NOL information notes to be disseminated to crews along with information regarding the Service drone assets, Service Water Support capabilities, the new battery grinder (now on all front line appliances), an update on the Fire Contaminants project and information on a Health and Safety incident involving the hydraulic rescue cutters. This publication will also include a competition as an extra attempt to engage with crews with prizes being awarded to the winning watch or station. This will be released in November.

NOL Submission

Within the last quarter, the OA section has submitted an incident to NOL for them to review and disseminate nationally. This incident involved the use of operational discretion to make a life-saving intervention at a complex and unusual RTC. This incident was submitted as part of our compliance with the NOL good practice guide, which requires all uses of operational discretion to be disseminated to promote learning nationally.



2nd Quarter (July – September 2020) Operational Assurance Performance Snapshot



JOL Action Notes

The Service received two JOL action notes in this quarter which were directly linked to the recommendations from the Grenfell Tower enquiry. These pertained to National Police Air Service and Police helicopter systems as well as the Inter-Control talk group. Both action notes have been disseminated to both Service Control and the Service Grenfell team for them to record and action. The OA Watch Manager, as the JOL single point of contact for the Service, will monitor the implementation and ultimately be responsible for providing the Service response to JOL.

JOL Lessons Identified

During the last three months, the OA team received one JOL lesson identified. This was submitted by the Ambulance Service and pertained to some of the risks posed by oxygen cylinders.

Posted Learning Notifications

The Operational Assurance Team have captured learning outcomes and communicated appropriate actions where necessary through notifications on the PDRPro competence recording system. This method provides an accountable record of understanding which every individual must confirm. The following examples highlighted the following areas;

- Airbag Incidents and Motorcyclist Airbag Vests – This learning notice was created through joint working with the Training Section RTC lead. It covered the learning points from two NOL info notes as well as additional information regarding motorcyclist airbag vests.

2nd Quarter (July – September 2020) Operational Assurance Performance Snapshot



- Drone Support – This notification was produced alongside the Emergency Preparedness Watch Managers and provided information regarding the capabilities, limitations and uses of the two Service drones.
- Hazards of Organic Dust – This was posted after the Service had received a NOL info note regarding this subject as well as a Health and Safety incident of a similar nature. It detailed the correct PPE to be worn at incidents of this nature.
- IEC Algorithm – Published in conjunction with the Training Section IEC lead, this showcased the new algorithm for the immediate emergency care of casualties.
- Water Rescues Involving or Likely to Involve Submerged Casualties – This was created by the OA section in collaboration with Emergency Preparedness as a result of a NOL action note. The learning notice was created to give crews a better understanding of the use of operational discretion at water rescue incidents and that water rescue PPE should always be worn as an absolute minimum. It also detailed some options for the rescue of submerged casualties.
- Stroud Crescent East Case Study – This case study was created by the OA team as a result of the Stroud Crescent East tactical debrief. This showcased the incident as well as some of the lessons the Service has learned as a result.

Forward Look

- The planned roll-out of Operational Assurance refresher training is currently being planned. The section has now welcomed a new Station Manager who has greatly aided the capacity of the team to create and deliver a meaningful update and training package. This update of what Operational Assurance is will take place in the coming months. The intention is still to provide crews with an update on what Operational Assurance (OA) is and does and how to best utilise it as well as embedding the need for near misses to be reported to improve firefighter safety. During these visits, the team will also collate feedback to establish the new thematic review and reiterate the need to complete an OA assessment for station exercises. If the team cannot carry these out by attending stations, then they plan to deliver sessions over Microsoft Teams.

2nd Quarter (July – September 2020) Operational Assurance Performance Snapshot



- The introduction of the new Station Manager has meant that the OA team has been able to fully assess and update the action log. To this end, the section will also be publishing the learning action log shortly, which will present every piece of learning that the Service receives and what action has been taken based on the information obtained. This will be available to all personnel.
- The OA team will be releasing the second publication of the NOL Newsletter, provisionally titled “Operational Times”. This will cover the NOL info notes that the Service has received as well as important information regarding Service water resources, drones, health and safety incidents and new resources. The section hopes to have this released within the month of November.

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ABSENCE MANAGEMENT UPDATE

SUMMARY

1. This report provides an update to the Committee with regard to absence management for the period 1st July 2020 to 30th September 2020. In keeping with the previous approach, absence remains a key area of focus for the Service.

RECOMMENDATIONS

2. That the Committee note the content of the report and take assurance that absence is being managed fairly, consistently and appropriately in the Service and necessary follow up actions are taken to address short and long term absence issues.

ABSENCE MANAGEMENT REPORTING

3. Table 1 below shows the performance during this period against target by staff group with 3 staff groups being significantly below target and 1 area of focus slightly above target due to long term absence in that area.
4. It is worth noting that this 2nd quarter period included the Covid-19 'released from lockdown' period and the managed return to the 'Covid safe' workplace and as such may well have influenced the absence levels for this 2nd Quarter period compared to the 2nd quarter of 19/20. Covid related absence is provided at Table 5. The impact of this on the absence levels has been limited due to actions taken to protect the workforce and maintain service delivery through 'Covid Safe' measures being put into place at all of our premises and through safe working processes. Strict protocols of self isolation have been adopted when there has been a risk that employees have been exposed to any persons either symptomatic or testing positive.
5. Table 1 below shows the sickness absence by contract type and it is clear to see that in this 2nd quarter of 20/21 there continues to be a significant decrease overall, and in each contract group of sickness absence. In total there have been 1536.75 fewer days absent compared to the same period in 19/20, which is a total decrease in absence of 60.54%.
6. Table 2 shows that both full time attendance at 96.61% (against a target of 95%) and Support Staff attendance at 98.03% (against a target of 97%) are both ahead of target, meaning that the majority of the workforce during this period have had full attendance.
7. Whilst the level of absence in control is a concern as far as the headline figures refer in Table 1 and Table 2, this is due to small amount of staff having long term absence issues. As there are only 29.21 staff on the Control establishment, long term absence can quickly skew the figures disproportionately. That said, 94.84% of control staff had full attendance during this period which is a 4.8% improvement on the same quarter last year.

Table 1

	Sum of Days Lost	Establishment	Average Duty Days Lost per person	2020/21 annual target per person	YTD (annual divided by 12 x current month number)
Control	138.00	29.21	4.72	8.70	4.35
Fire Staff	446.98	174.29	2.56	10.00	5.00
On Call	396.90	348	1.14	7.00	3.50
Full Time	1376.00	443.5	3.10	7.00	3.50
total	2357.88	995	2.37		

Table 2

	2 nd Quarter	2 nd Quarter	2 nd Quarter	Target attendance
	2018/19	2019/20	2020/21	
Full time	96.55%	95.69%	96.61%	95%
Control	97.41%	88.26%	94.84%	95%
Fire Staff	96.94%	94.85%	98.03%	97%

8. Table 3 shows the top four reasons for absence for all staff groups during the period and shows that, once again, mental health conditions are the top reason for absence. Work continues by the Service in raising awareness of mental health and encouraging staff to be open about the impact of mental ill health on individuals. Staff may well be more prepared to declare that their ill health is related to mental conditions, rather than mask with other conditions due to stigma.
9. The Service continues to support staff experiencing mental health conditions with initiatives such as the Blue Light Champions, Critical Incident Support and publicising potential internal and external routes where staff may seek support.
10. Occupational Health has established a new interactive portal and worked with a clinical psychologist to develop a staff wellbeing toolkit as well as resources around psychological wellbeing. In September 2020 the Service launched an Employee Assistance Programme which is accessible to all staff for financial, legal and relationship advice as well as wellbeing and provision of counselling. In a recent staff survey 97% of staff said they were aware of the OH portal and didn't require any additional welfare support at this time.
11. Table 3 shows the comparison of long-term and short-term absence against the top four reported medical conditions and shows that mental ill health continues to account for the highest levels of long term absence. As referred to in paras 8, 9 and 10 above, work continues to address this issue.
12. Table 3 also shows a number of staff are suffering from back, knee and lower limb musculoskeletal conditions which are often inherent in an aging workforce undertaking work of a physically demanding nature. All of these issues are being managed and supported as appropriate to each individual case.

Table 3

CLG Category	Short Term days lost	Long Term days lost	Total duty days lost
Mental Health Anxiety/Depression	16.05	685.58	701.63
Musculo Skeletal Back	23.10	262.68	313.36
Musculo Skeletal Knee	63.42	249.94	285.78
Musculo Skeletal Lower Limb	21.26	169.96	191.22

13. Table 4 shows the number of employees by group who have been affected by Covid19, both directly and indirectly. Absences due to Covid19 are still low compared with other FRS, largely due to the measures instigated by HFRS at the outset of the lockdown to protect our staff and preserve service delivery standards. Where staff have tested positive for Covid19, we have been able to minimise the spread by following our protocols closely, thus limiting the impact on service delivery to our communities. It is also worth noting that with the exception of front line staff, the majority of employees who have needed to self isolate and quarantine have been able to work from home.

Table 4

	No of employees	No of employees	No of employees	No of employees	No of employees
	Confirmed Covid	Self Isolation Symptoms of Covid	Self Isolation – Household symptoms	Self isolation – team or watch symptoms	Quarantine – returning to UK from affected area
Control	1	2	3	0	1
Fire Staff	4	9	15	1	0
On Call	12	13	27	15	1
Full Time	16	31	56	37	1
Total	33	55	101	53	3

DISTRICT AND DEPARTMENT CASE REVIEW PROCESS

14. The Case Review Board has been replaced by a more dynamic department and district focused review system empowering managers to both seek support and manage their own local absence issues more appropriately and effectively.
15. Managers are supported by HR Service Partners and OH advisors who provide assistance to review and progress cases on a monthly basis. This tri-partite approach provides regular focused management of absence cases and ensures all parties are appropriately supported.
16. Monthly summary meetings are held with the Head of HR on all absence and modified duties to ensure a consistent approach is adopted across the service and to provide opportunity to identify common themes.
17. Occupational Health services, internal support for maintaining operational fitness and counselling services are all utilised according to individual need. This integrated approach seeks to make best use of all available health resources, support staff during periods of ill health and support their return to work (where possible) in the most effective way. The OH Physician is now being more effectively utilised to help with complex long term cases.

COMPARISON WITH THE SAME PERIOD LAST YEAR

18. Table 5 shows a comparison of absence in the same period last year with this year and it is clear to see that in this 1st quarter of 20/21 there has been a significant decrease in sickness absence in each contract group.
19. In total there have been 1536.75 fewer days absent compared to the same period in 19-20, which is a total decrease of 60.54%.
20. It is likely that both the conclusion of three long term ill health cases and the Covid19 situation have continued to have a significant and positive impact upon the overall

absence rates. The Service has recently completed the third round of individual staff impact assessments and these have all indicated that many staff have enjoyed working at home and have enjoyed a better work life balance as a result; it is reasonable to assume that this may have had a positive impact on staff health. As we return to a blended approach of home and office working, the absence percentage will continue to be measured and over time we will be able to assess whether this is a lasting positive impact.

21. A further area of positive impact is likely to be the increased focused attention that Managers, supported by the HR Service Partners are bringing to bear on long term sickness absence and other staff who have been on modified duties for extended periods of time.
22. The Absence Policy is also under review and will provide a clearer, more consistent framework for managers and employees on the services available and the processes that will be followed to support employees back to work and full operational duties in a timely manner; particularly in respect of managed periods of modified duties.

Table 5

	2020/21 Sum of Duty Days Lost	Establishment as of 30/09/2020	2020/21 Average Duty Days Lost Per Person per Contract Type	2019/20 Sum of Duty Days Lost	Establishment as of 30/09/2019	2019/20 Average Duty Days Lost Per Person per Contract Type	difference between contract groups 20/21 – 19/20
Control	138.00	29.21	4.72	317.00	29.5	10.75	-179
Support Staff	446.98	174.29	2.56	1175.43	174.82	6.72	-728.45
On-Call	396.90	348	1.14	556.20	343	1.62	-159.30
Full-Time	1376.00	443.5	3.10	1846.00	468	3.94	-470
Grand Total	2357.88	995	2.37	3894.63	1015.32	3.84	-1536.75
Number of sickness absence days difference to 19/20	1536.75						

23. The biannual fitness testing process aims to identify and support all operational staff with general fitness and muscular skeletal issues. An additional member of staff has been appointed to support both the fitness testing program and the range of remedial support that can be offered to staff to regain their operational fitness. OH have reviewed and secured an improved physiotherapy/rehabilitation service provision for staff to support recovery and rehabilitation.
24. Whilst this program was interrupted by Covid19, a number of essential return to work fitness tests were carried out remotely, observing the need to preserve social distancing measures. Full fitness testing resumed in September 2020.
25. The new Employee Assistance Program (EAP) was launched to provide all staff with a valuable range of counselling and supportive services which will in turn assist with mental health issues and related absence. This replaces the previous ad hoc approach to accessing external counselling where demand has increased significantly since the mental health agenda was given more prominence. It will also be a more targeted yet economical approach in the way we support our staff.
26. Training for Critical Stress Incident Management (which was postponed due to Covid19) was launched in August 2020 and continues. This will allow a diverse cadre of trained staff from across the service who will be able to debrief and defuse following incidents and situations which employees may have found traumatic. This is another

service that we can provide to staff that is expected to have a positive impact on mental health and related absence.

27. HR continues to work closely with Occupational Health and managers to support all staff during periods of absence and modified duties.

STRATEGIC PLAN COMPATIBILITY

28. Effective management of sickness absence is a key enabler towards achieving all of our Strategic Objectives and supports the Value Our People workstream.

FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS

29. Management of sickness absence and the retention of personnel through effective attendance have a positive impact on both the finances of the Service and the resources available for deployment.

LEGAL IMPLICATIONS

30. The fair management of absence with a consistent approach to the management of cases and the use of reasonable adjustments to support staff back into the workplace decreases the risk of Employment Tribunals being brought against the Authority and the loss of these cases when they happen.

EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS

31. The fair management of absence cases supports the delivery of equality of opportunity and ensures that staff suffering from ill health are treated equally regardless of gender, disability and other protected characteristics.
32. The introduction of new ways of consistently managing absence represents the use of HR best practice across the Service.

CORPORATE RISK MANAGEMENT IMPLICATIONS

33. Appropriate management of absence reduces the risk of related corporate issues being raised.

HEALTH AND SAFETY IMPLICATIONS

34. Appropriate management of absence reduces the risk of negative health and safety implications.

COMMUNICATION ACTIONS ARISING

35. Managers are being regularly communicated with in relation to absence through a coaching approach by the HR Service Partners and regular meetings with the Director of HR and the DCFO.

DETAILS OF CONSULTATION

36. None directly arising.

BACKGROUND PAPERS AVAILABLE FOR ACCESS

37. None.

RECOMMENDATIONS RESTATED

38. That the Committee note the content of the report and take assurance that absence is being managed fairly, consistently and appropriately in the Service and that actions taken are having a positive impact on absence management figures.

C COOPER

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Temp Director of People and Development

Humberside Fire & Rescue Service
Summergroves Way
Kingston upon Hull

CC
03 November 2020

16 November 2020

TREASURY MANAGEMENT MID-YEAR UPDATE REPORT 2020/21

SUMMARY

1. This report provides an update on the Authority's treasury management activities for the first half of the financial year 2020/21.

RECOMMENDATIONS

2. That Members consider the treasury management activities undertaken during the first half of 2020/21 and the Prudential Indicators as outlined in paragraphs 14 and 15 and detailed in Appendix 1 and note the method for calculating the Minimum Revenue Provision (MRP) as outlined in paragraphs 16 to 18 of this report.

BACKGROUND

3. Treasury Management, as defined by the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice 2009 is:

"The management of the organisation's investments and cash-flows, its banking, money market and capital market transactions, the effective control of the risks associated with those activities and the pursuit of the optimum performance consistent with those risks."
4. The Authority on 13 March 2020 approved the annual 2020/21 Treasury Management Policy Statement and agreed a range of Prudential Indicators aimed at ensuring effective treasury management and affordability of capital plans.
5. This report ensures compliance with recommended practice as outlined in the Code, by providing Members with an update on treasury management undertaken since the beginning of the financial year and highlighting key Prudential Indicator information.

INVESTMENT ACTIVITY

6. The Authority's temporary investments totalled £13.0m as at 30 September 2020.

Table 1 – Investment income earned April to September 2020

Interest Earned April to September 2020	Rate of return April to September 2020	Benchmark return at 30 September 2020*	Difference (Favourable) April to September 2020
£14k	0.16%	-0.06%	(0.22%)

* Benchmark set as 7 day compounded LIBID

7. The Authority's rate of return pleasingly has exceeded the benchmark return provided by Link Asset Services.

BORROWING

Short-Term Borrowing

8. The Authority has not taken any short-term borrowing in the first six months of the year. The Authority is unlikely to undertake short-term borrowing in the second half of the financial year.

Long-Term Borrowing

9. Long-term loans are taken out either to replace existing loans which have matured or to fund capital expenditure. Under the Prudential Regime there are no longer centrally imposed limits on borrowing, but individual Authorities are required to determine themselves what is a sustainable and affordable level of borrowing as an integral part of their Medium-Term Financial Planning processes.
10. The Authority's level of borrowing was £13.6m as at 30 September 2020, with an equated average rate of interest payable at 4.00%. An expected £576k of interest is projected to be payable on external debt for 2020/21.
11. The Authority has not undertaken any new long-term borrowing so far this financial year but this position will be reviewed in the second half of the financial year against the backdrop of interest rate changes and projections.

PRUDENTIAL INDICATORS

12. Appendix 1 details the Prudential Indicators agreed by Members at the Fire Authority on 13 March 2020 and shows for comparison the actual figures as at 30 September 2020.
13. During the period April to September 2020, the Authority operated wholly within the limits approved.

Capital Expenditure

14. The S.151 Officer considers the current capital programme to be affordable and sustainable with the revenue effects of capital investment built into the Medium-Term Financial Plan. Through the Medium-Term Financial Planning Process the Authority has ensured alignment of its capital resources to key strategic priorities.

Treasury Management

15. External debt is currently £16.6m below the agreed authorised limit for 2020/21 and the maturity structure for both borrowing and investments remain within the approved upper and lower limits. Subsequent borrowing or re-scheduling will take in to account prevailing interest rates on offer from the Public Works Loans Board, the current maturity structure of loans, balanced with the need to reduce capital risk by maintaining prudently low levels of cash-balances.

MINIMUM REVENUE PROVISION (MRP)

16. Members will recall that in the Treasury Management Strategy Statement that was approved by the Fire Authority on 13th March 2020 it was stated that following guidance that had recently been issued, a review would be undertaken during 2020/21 to assess the impact of the Authority adopting the annuity method when calculating MRP. The annuity method is now widely used as it makes provision for an

annual charge to revenue that takes account of the time value of money (whereby £100 in 10 years' time is less of a burden than paying £100 now). The charges produced by the annuity method result in a consistent charge over the life of the asset taking into account the real value of the annual charges when they fall due. The method also reflects the fact that assets deteriorate and deterioration is slower in the early years and accelerates towards the latter end of the life of the assets. The annuity calculation method results in lower MRP payments in the early years but higher payment in later years but has the advantage of linking MRP to the flow of benefits from an asset where these are expected to be in later years.

17. This review has now been undertaken and if adopted, which would bring us in line with other the approach undertaken by other Local Authorities, then the Authority could reduce its MRP by £760k, £680k, £490k and £430k in 2020/21, 2021/22, 2022/23 and 2023/24 respectively.
18. If this approach is adopted it must be noted that this would impact on the Authority's Capital Financing Requirement (CFR). The table below shows the impact that this would have on the CFR.

	2020/21	2021/22	2022/23	2023/24
	£'000	£'000	£'000	£'000
Current CFR Projection (as per Appendix 1)	20,305	23,025	21,453	21,764
Revised CFR Projection	21,065	24,465	23,383	24,124
Increase/(Decrease) in CFR	760	1,440	1,930	2,360

STRATEGIC PLAN COMPATIBILITY

19. Treasury management is an integral part of the financial management of the Authority. Utilising approved borrowing and investment strategies will maximise investment income whilst minimising exposure to liquidity and market risks.

FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS

20. The Authority's approach to investment of surplus funds is designed to further mitigate against potential losses as a consequence of counterparty failure and reflects a prudent approach to treasury management activity.

LEGAL IMPLICATIONS

21. The Authority must comply with the requirements of the CIPFA Code of Practice on Treasury Management and the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008. This report ensures such compliance.

EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS

22. No direct issues arise from this report.

CORPORATE RISK MANAGEMENT IMPLICATIONS

23. The application of and regular monitoring thereafter of a prudent Treasury Management Policy and related Prudential Indicators ensures that the Authority effectively manages financial risks such as exposure to interest rate changes, liquidity and market risk whilst minimising borrowing costs and maximising investment income. As an integral part of the financial planning process, it ensures that the financial plans upon which the Authority's Strategic Plan is based are effective and robust.

HEALTH AND SAFETY IMPLICATIONS

24. No issues arising.

COMMUNICATIONS ACTIONS ARISING

25. No direct issues arising.

DETAILS OF CONSULTATION

26. The Authority's current approved Treasury Management Strategy reflects guidance and market information supplied by the Authority's treasury management advisors.

BACKGROUND PAPERS

27. 'Treasury Management and Capital Expenditure Prudential Indicators, Treasury Management Policy Statement 2020/21 and Minimum Revenue Provision for 2020/21' – Report to Fire Authority 13 March 2020.
CIPFA Code of Practice on Treasury Management 2009
CIPFA Treasury Management Guidance - March 2009

RECOMMENDATIONS RESTATED

28. That Members consider the treasury management activities undertaken during the first half of 2020/21 and the Prudential Indicators as outlined in paragraphs 14 and 15 and detailed in Appendix 1 and note the method for calculating the Minimum Revenue Provision (MRP) as outlined in paragraphs 16 to 18 of this report.

M RANSOM

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Humberside Fire & Rescue Service Headquarters
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2 November 2020

Prudential Indicators as at 30 September 2020

Indicator 1 - Capital Expenditure

The actual capital expenditure for the current year compared to the original estimate and revised budget, together with estimates of expenditure to be incurred in future years are shown below:

	2019/20	2020/21	2020/21	2021/22	2022/23	2023/24
	Actual	Budget	Revised	Estimate	Estimate	Estimate
	£k	£k	£k	£k	£k	£k
Total Capital expenditure	2,260	6,766	4,664	3,612	1,422	3,502

The revised 2020/21 figure reflects the latest estimate of spend, as reported to members in the monthly 'Management Accounts' report in September 2020.

Indicator 2 - Capital Financing Requirement

The capital financing requirement for 2020/21 and estimates for future years are as follows:-

	Actual	Estimate	Estimate	Estimate	Estimate
	31/03/20	31/03/21	31/03/22	31/03/23	31/03/24
	£k	£k	£k	£k	£k
Capital Financing Requirement	16,905	19,354	22,089	20,534	20,864
Lease - Integrated Care Centre	966	951	936	919	900
Total CFR	17,871	20,305	23,025	21,453	21,764

The capital financing requirement measures the Authority's need to borrow for capital purposes. In accordance with best professional practice, the Humberside Fire Authority does not associate borrowing with particular items or types of expenditure. The Authority has, at any point in time, a number of cash flows both positive and negative, and manages its treasury position in terms of its borrowings and investments in accordance with its approved Strategy. In day to day cash management, no distinction can be made between revenue cash and capital cash. External borrowing arises as a consequence of all the financial transactions of the authority and not simply those arising from capital spending. In contrast, the capital financing requirement reflects the Authority's underlying need to borrow for a capital purpose.

A key indicator of prudence under the Prudential Code is: -

"In order to ensure that over the medium term net borrowing will only be for a capital purpose, the local authority should ensure that net external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years".

The S151 Officer reports that the Authority has had no difficulty meeting this requirement during the course of this financial year and no difficulties are envisaged in future years.

This takes into account current commitments, existing plans and the proposals contained in the Medium Term-Financial Plan.

Indicator 3 – Core Funds and Expected Investment Balances

The table below shows the estimates of the year-end balances for each resource and anticipated day-to-day cash flow balances.

	2020/21 Original £k	2020/21 Revised £k	2021/22 Estimate £k	2022/23 Estimate £k	2023/24 Estimate £k
Total Core Funds	10,141	11,345	8,669	7,896	7,330
Expected Investments	2,148	4,388	(852)	31	(864)

The actual total investments held as at 30th September 2019 is £13.0m. This is higher than the expected investments due to the Pensions grant of which 80% was received in July 2020 which is drawn upon each month.

Indicator 4 - Operational Boundary for External Debt

The proposed operational boundary for external debt is based on the same estimates as the authorised limit but reflects directly the S151 Officer's estimate of the most likely, prudent but not worst case scenario, without the additional headroom included within the authorised limit to allow for example for unusual cash movements, and equates to the maximum of external debt projected by this estimate. The operational boundary represents a key management tool for in year monitoring by the S151 Officer.

	2020/21 Boundary £k	Actual As at 30/09/20 £k	2021/22 Boundary £k	2022/23 Boundary £k	2023/24 Boundary £k
Borrowing	21,600	13,530	21,600	21,600	21,600
Other Long Term Liabilities	3,500	966	3,500	3,500	3,500
	25,100	14,496	25,100	25,100	25,100

The S151 Officer confirms that borrowing in the year has not exceeded the operational boundary at any point within the year to date and is not expected to do so over the course of the next period based on information currently available.

Indicator 5 - Authorised Limit for External Debt

The table below shows the Authorised limit for External Debt for 2020/21 and subsequent three year period as approved by Members, compared to the actual level of borrowing as at 30 September 2020.

	2020/21	Actual as at 30/09/20	2021/22	2022/23	2023/24
	Limit £k	£k	Limit £k	Limit £k	Limit £k
Borrowing	27,600	13,530	27,600	27,600	27,600
Other Long Term Liabilities	3,500	966	3,500	3,500	3,500
	31,100	14,496	31,100	31,100	31,100

The Authorised Limit reflects the Authority's projected long and short term borrowing requirements, together with any other long-term liabilities it may have. The figures are based on the estimate of most likely, prudent but not worst case scenario, with sufficient headroom over and above this to allow for operational management of, for example unusual cash movements.

The S151 Officer confirms that the Authorised Limit has not been approached at any point during the first half of the year, nor is it likely to during the remaining six months of 2020/21.

Indicator 6 - Ratio of Capital Financing Costs to Net Revenue Stream

The ratio of financing costs to net revenue stream for the current year and estimates for future years are as follows: -

	2019/20 Actual %	2020/21 Original %	2020/21 Revised %	2021/22 Estimate %	2022/23 Estimate %	2023/24 Estimate %
Ratio of Financial Costs to Net Revenue Stream	4.28	5.56	6.28	6.56	6.66	6.65

These ratios indicate the proportion of the net budget of the Authority that is required to finance the costs of capital expenditure in any year. Estimates of financing costs include current commitments and the proposals contained in the capital programme of the Authority.

In calculating the ratio, Net Revenue Streams in any year have been taken to exclude any element of the net budget requirement that is intended to provide reserves for the Authority.

The projected increase in the ratio over the period reflects the increase in capital financing costs resulting from the capital allocations approved as part of the medium-term financial plan.

Indicator 7 – Upper and Lower Limits for the maturity structure of borrowings

This indicator seeks to ensure the Authority controls its exposure to the risk of interest rate changes by limiting the proportion of debt maturing in any single period. Ordinarily debt is replaced on maturity and therefore it is important that the Authority is not forced to replace a large proportion of loans at a time of relatively high interest rates.

“The Authority will set for the forthcoming financial year both upper and lower limits with respect to the maturity structure of its borrowings. The prudential indicators will be referred to as the upper and lower limits respectively for the maturity structure of borrowing and shall be calculated as follows:

Amount of projected borrowing that is fixed rate maturing in each period expressed as a percentage of total projected borrowing that is fixed rate;

Where the periods in question are:

- Under 12 months
- 12 months and within 24 months
- 24 months and within 5 years
- 5 years and within 10 years
- 10 years and above”

	Actual as at 30/09/20	Upper Limit	Lower Limit
	%	%	%
Under 12 Months	4.69	15	0
12 months and within 24 months	6.11	15	0
24 months and within 5 years	26.91	30	0
5 years and within 10 years	54.90	60	0
10 years and above	7.39	80	0

The S151. Officer confirms that the maturity structure of external debt as at 30/09/20 is within the upper and lower limits approved by the Authority.

Management Accounts for the period ending 30th September 2020



HUMBERSIDE Fire & Rescue Service

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Key To Traffic Light System

The elements of the Traffic Light system being used in the report to highlight significant outturn variances / issues are as follows:-

Status Column - indicates, using a colour reference whether an issue is:-

Red **Potentially detrimental** to the finances of the Authority

Green **In line with budget or potentially advantageous** to the finances of the Authority.

HUMBERSIDE FIRE & RESCUE SERVICE
COMMENTARY ON THE MANAGEMENT ACCOUNTS
For the period 1 April 2020 to 30 September 2020

The following statements represent a summary of the financial activity of the Service for the period stated above.

Each statement is accompanied with notes, referenced to specific lines on that statement where significant variances have been forecasted or where further explanation of information shown is necessary.

Revenue Statements

These statements show the actual and committed revenue expenditure, in summary subjective heading format (Table 1) as at 30 September 2020 compared to the profiled 2020/21 budget for the same period. The report also shows the forecasted outturn for the full year based on current levels of income and expenditure and any known variations to the end of the financial year.

Table 1

HUMBERSIDE FIRE & RESCUE SERVICE
REVENUE MONITORING SUMMARY STATEMENT 2020/21
1 April 2020 to 30 September 2020 (Period 06)

	Original Budget £'000	Revised Budget £'000	30 September 2020		Projection £'000	Full Year		Status	Note
			Profile £'000	Actual & Committed £'000		Variance £'000	%		
Employees									
Wholtime Firefighters	25,127	25,186 *	12,655	12,443	25,036	(150)	(0.60)	Green	1
On-Call Firefighters	4,798	4,864 *	2,221	2,109	4,847	(17)	(0.35)	Green	1
Non-Operational	6,810	6,816 *	3,404	3,410	6,742	(74)	(1.09)	Green	2
Other Employee Expenses (Training, Occ Health, Insurance)	1,517	1,517	700	585	1,727	210	13.84	Red	3
Total Pay & Pensions	38,252	38,383	18,980	18,547	38,352	(31)	(0.08)		
Premises	2,660	2,678 *	2,600	2,604	2,620	(58)	(2.17)	Green	4
Transport	1,744	1,744	1,095	1,060	1,659	(85)	(4.87)	Green	5
Supplies & Services	3,850	4,163 *	2,554	2,317	3,908	(255)	(6.13)	Green	6
Support Services	204	204	103	44	274	70	34.31	Red	7
Total Expenditure	46,710	47,172	25,332	24,572	46,813	(359)	(0.76)		
Income	(4,001)	(4,779) *	(4,150)	(4,149)	(4,779)	-	-	Green	
Net Expenditure (Ex Capital Charges)	42,709	42,393	21,182	20,423	42,034	(359)	(0.85)		
Interest Payable	661	661	331	15	661	-	-	Green	
Interest Receivable	(60)	(60)	(30)	(14)	(40)	20	(33.33)	Red	8
Accounting Adjustments	1,915	2,101 *	-	-	2,230	129	6.14	Red	9
Contributions to / (from) Reserves	44	174 *	-	-	174	-	-	Green	
Net Budget Requirement	45,269	45,269	21,483	20,424	45,059	(210)	(0.46)	Green	
Financed By									
Business Rates	(3,915)	(3,915)	(1,957)	(2,371)	(3,915)	-	-		
National Non Domestic Rates	(17,104)	(17,104)	(9,748)	(9,748)	(17,104)	-	-		
Precepts	(24,250)	(24,250)	(12,360)	(12,361)	(24,250)	-	-		
	-	-	(2,582)	(4,056)	(210)	(210)	-		

*budgets increased to reflect additional spend and grant received from Government in relation to COVID19

Notes

1. This projected underspend is primarily due to the pay award for both wholetime and on-call firefighters being lower than anticipated.
2. This projected underspend is due to a higher than anticipated pay award for support staff which is offset by a number of vacant support roles.
3. This projected overspend is due to a higher level of ill health contribution to the Firefighters' Pension Fund as well as higher insurance costs.
4. This projected underspend is due to lower than anticipated Business Rate charges on our properties combined with lower property insurance premiums.
5. This projected underspend is due to BP offering free fuel to blue light services during the COVID19 pandemic. In addition to this there has been a lower level of officer travel as training courses and meetings have moved to a virtual delivery.
6. This projected underspend is due to spending less on issue, cleaning, repairs and replacement of uniforms due to not having a new recruits intake this year as well as lower incidents during COVID19 pandemic. In addition to this it is projected that the smoke alarm and hydrant maintenance budgets will not be fully utilised due to having a sufficient stock of smoke alarms and less hydrant maintenance required.
7. This projected overspend is due to ongoing mesothelioma claims.
8. This variance is due to lower interest rates than anticipated.
9. This overspend is due to a higher level of Minimum Revenue Provision (MRP).

Capital Statement

This report shows the actual and committed capital expenditure as at 30 September 2020 compared with the adjusted profiled 2020/21 budget for the same period. This report also shows the forecasted outturn for the full year based on current levels of expenditure and any known variations to the end of the financial year.

Table 2

HUMBERSIDE FIRE & RESCUE SERVICE
CAPITAL MONITORING STATEMENT 2020/21
 1 April 2020 to 30 September 2020 (Period 06)

	Original Budget	Revised Budget	30 September 2020		Projection	Full Year		Traffic Light	Note
			Profile	Actual & Committed		Variance		Status	
			£'000	£'000		£'000	%		
<u>SCHEME</u>									
Building Works									
Invest to Save	260	402	161	-	402	-	-	Green	
Goole	-	387	155	-	200	(187)	(48.32)	Green	1
Scunthorpe	-	464	186	-	464	-	-	Green	
Bridlington	100	516	206	516	516	-	-	Green	
BA Training Refurbishment	-	18	7	-	18	-	-	Green	
Furniture & Equipment	-	87	35	-	87	-	-	Green	
HQ OTC	-	34	14	-	34	-	-	Green	
Dignity Works	-	168	67	-	168	-	-	Green	
Industrial Training Centre	-	657	263	657	657	-	-	Green	
Co-Location	-	97	39	-	15	(82)	(84.54)	Green	1
Cleethorpes	-	36	14	-	36	-	-	Green	
Howden	200	395	158	-	10	(385)	(97.47)	Green	1
Calvert	100	100	40	-	100	-	-	Green	
	660	3,361	1,345	1,173	2,707	(654)	(19.46)		
Vehicles									
Operational Vehicles	70	372	149	113	372	-	-	Green	
Support Vehicles	400	487	195	48	487	-	-	Green	
Equipment	227	278	111	-	278	-	-	Green	
PPE	400	1,400	560	-	-	(1,400)	(100.00)	Green	2
Information Technology	600	820	328	459	820	-	-	Green	
	2,357	6,718	2,688	1,793	4,664	(2,054)	(30.57)		

Notes

1. These works will not be completed until 2021/22.
2. The new PPE is unlikely to be rolled out during 2020/21.

Pensions Account Statement

The Authority has a revised budgeted deficit of £11.255m on this account for 2020/21. The deficit for the year is now projected to be £11.187m. This is a result of:

1. A higher level of ill health pension contributions.
2. A lower pay award has resulted in lower employee and employer pension contributions.

The deficit on this account is financed through the Pensions Top-up Grant given by the Home Office, of which 80% of the grant was received in July of this financial year. The Authority has to stand any cash flow losses until the balance of the grant is paid in full in July 2021.

Table 3

**HUMBERSIDE FIRE & RESCUE SERVICE
PENSIONS ACCOUNT STATEMENT 2020/21
1 April 2020 to 30 September 2020 (Period 06)**

	Revised Budget £'000	30 September 2020 Profile £'000	Actual £'000	Projection £'000	Full Year Variance		Note
					£'000	%	
<u>Expenditure</u>							
Pension payments	16,670	9,724	9,697	16,670	-	-	
Commutations	2,855	1,427	1,186	2,855	-	-	
Transfer Values	100	50	-	100	-	-	
Total Pensions Expenditure	19,625	11,201	10,883	19,625	-	-	
<u>Income</u>							
Contributions							
Ill Health	(186)	(93)	-	(297)	(111)	59.68	1
Employee's	(2,462)	(1,231)	(1,202)	(2,449)	13	(0.53)	2
Employer's	(5,622)	(2,811)	(2,745)	(5,592)	30	(0.53)	2
	(8,270)	(4,135)	(3,947)	(8,338)	(68)	0.82	
Transfer Values	(100)	(50)	(75)	(100)	-	-	
Total Pensions Income	(8,370)	(4,185)	(4,022)	(8,438)	(68)	0.81	
Net Pensions Deficit/(Surplus) To be financed by HO grant	11,255	7,016	6,861	11,187	(68)	(0.60)	

Treasury Management

Borrowing & Lending Activity

This statement shows the borrowing and lending activities undertaken by the Corporate Finance section of Hull City Council, on behalf of the Service, for the period 1 April 2020 to 30 September 2020 under the terms of the SLA. It also shows any variation between the actual interest received from the temporary investment of surplus monies and the budgeted interest.

Table 4

HUMBERSIDE FIRE & RESCUE SERVICE
BORROWING AND LENDING ACTIVITY STATEMENT
 For the Period Ending 30 September 2020

Ref.	Company	Investment £	From	To	%	Returned	
						Interest £	Investment £
MMF	Deutsche Managed Sterling Fund	1,000,000.00					
MMF	Aberdeen (SL) Liquidity Fund	1,000,000.00					
MMF	Goldman Sachs Liquid Reserve Fund	1,000,000.00					
301695	East Dunbartonshire Council	2,000,000.00	02/04/2020	02/07/2020	0.40	1,994.52	2,000,000.00
301705	DMO	1,000,000.00	21/07/2020	31/07/2020	0.01	2.74	1,000,000.00
301707	DMO	5,000,000.00	28/07/2020	31/07/2020	0.01	4.11	5,000,000.00
301708	DMO	3,650,000.00	28/07/2020	19/08/2020	0.01	22.00	3,650,000.00
301699	Thurrock Council	2,000,000.00	26/05/2020	26/08/2020	0.45	2,268.49	2,000,000.00
301706	Calderdale	1,000,000.00	27/07/2020	27/08/2020	0.02	16.99	1,000,000.00
301709	BOS	1,000,000.00	28/07/2020	28/08/2020	0.01	8.49	1,000,000.00
301710	DMO	2,750,000.00	19/08/2020	28/08/2020	0.01	6.78	2,750,000.00
301713	DMO	2,500,000.00	21/09/2020	30/09/2020	0.01	6.16	2,500,000.00
301712	Bank of Scotland	1,000,000.00	28/08/2020	28/10/2020	0.01	16.71	-
301704	Thurrock Council	2,000,000.00	26/08/2020	30/10/2020	0.12	427.40	-
301701	Royal Borough of Windsor & Maidenhead	2,000,000.00	19/08/2020	19/11/2020	0.09	453.70	-
301711	Bank of Scotland	1,000,000.00	27/08/2020	27/11/2020	0.05	126.03	-
301702	Cornwall Council	2,000,000.00	31/07/2020	30/11/2020	0.04	267.40	-
301703	Surrey County Council	2,000,000.00	31/07/2020	30/11/2020	0.04	267.40	-
						5,888.92	

Total Investments at 30 September 2020

13,000,000.00

Summary of Interest Receipts

		Projection	Actual	Variance under/(over)	%
		£	£	£	
Accumulated interest on Investments to :	30/09/2020	30,000	13,704	16,296	54.32

Temporary Loans

Investment £	From	To	%	Interest £
-				-

The total amount temporarily invested at 30 September 2020 is £13.000m.

Movement in Revenue Reserves

This statement shows the movements on the revenue reserves for the period 1 April 2020 to 30 September 2020.

This statement also gives a projected value of revenue reserves at 31 March 2021 based on the projections in Table 1.

Table 5

**HUMBERSIDE FIRE & RESCUE SERVICE
MOVEMENT IN REVENUE RESERVES
as at 30 September 2020**

	As at 1 April 2020 £'000	In Year Movements £'000	Projected Balance at 31 March 2021 £'000
General Reserve	5,758	254 *	6,012
Earmarked Reserves			
Insurance	500	-	500
The Ark - National Flood Resilience Centre	1,000	-	1,000
Capital Programme	3,000	-	3,000
Resilience Reserve	300	-	300
ESMCP	373	-	373
COVID	-	130	130
	10,931	384	11,315

*In year contribution to the General Reserve is based on the budgeted contribution to the reserve plus any estimated under/overspend as at 30th June 2020.

Budget Virements (transfer between lines) Processed

There were no budget virements processed during the period to 30th September 2020.

<p>Governance, Audit and Scrutiny Committee 16 November 2020</p>	<p>Report by The Head of Occupational Health and Wellbeing</p>
<p style="text-align: center;">DEVELOPMENT AND DELIVERY PLANS TO SUPPORT THE HEALTH AND WELLBEING OF STAFF</p> <p>REPORT EXECUTIVE SUMMARY</p> <p>This paper summarises the Development and Delivery Plans to Support the Health and Wellbeing of Staff.</p>	

RECOMMENDATIONS

1. That Members consider and acknowledge the developments and improvements in health and wellbeing provision to HFRS staff in the last 12 months.

PUBLIC SCRUTINY PROCESS

2. Public scrutiny is a corporate process undertaken by the GAS Committee, appointed by the Fire Authority for its breadth of professional experience.
3. Four areas for scrutiny were identified by the Committee for its 2020/21 programme which relate to the health and wellbeing of staff:

3.1 How have matters improved since the Service's previous HMICFRS inspection?

The appointment of the Head of Occupational Health and Wellbeing (OH&WB) was made in October 2019. The team is now fully established with substantive staff, with the addition of a new post – assistant fitness manager.

At the beginning of the year, we worked with our local NHS partners to offer NHS 'health checks' to HFRS staff. Several of these health checks were taken up by staff at SHQ and on a number of fire stations in Hull. The plan to roll them out to staff in other districts was suspended due to Covid 19.

The OH and WB team also embarked on an ambitious programme of 'wellbeing roadshows' due to take place during the Spring/Summer, the aim being to raise the profile of health and wellbeing and allow both current and retired staff to find out about services local to them. We had planned and arranged 5 roadshows throughout Humberside working with many public, private and voluntary sector organisations, but unfortunately these had to be postponed due to the pandemic.

A number of new OH policies have been written, which have been fully consulted with staff. These include: Menopause, Health Surveillance, Critical Incident Stress Management and the updating of the Physical Fitness policy. These policies have led to several new initiatives within the Service to support and improve the health and wellbeing of all staff.

The Health Surveillance policy now incorporates 3 yearly asbestos medicals, anxiety and depression screening, a blood pressure protocol, skin surveillance and hand and arm vibration assessment.

The most significant change to support mental wellbeing has come with the introduction of the Critical Incident Stress Management policy. This has been introduced alongside specialist training delivered by Professor S Regal, an expert in psychological trauma support, to enable us to develop our 'peer support' teams of defusers and de-briefers. The 2 training courses were completed early November and we have a diverse staff team of 18, now trained to deliver interventions to support the mental wellbeing of HFRS staff who have been exposed to traumatic and/or stressful events/situations at work or at home which could have the potential to impact on their physical, cognitive, behavioral and emotional health.

During the course of the year we have continued to work with MIND and have been working hard to not only expand the Blue Light Champion network, but to support the role with a training structure, peer support and governance arrangements. MIND is supporting the delivery of 'emergency services resilience training' with our control room staff, who we have started some targeted wellbeing support for.

As part of an ongoing commitment to employee wellbeing, in October we launched our brand-new Employee Wellbeing Programme. HFRS now offer all employees free access to emotional and practical support through a Confidential Care service.

The service is provided by CiC, an external organisation, who are entirely independent, so support and advice are completely confidential. The service is available 24 hours a day, 7 days a week, 365 days a year and is accessed by calling a freephone number.

In terms of physical wellbeing, we are now working with a new physiotherapy provider who aim to see every referred employee within 48 hours of a report received from the Occupational Health manager or advisor, the key aims being:

- Reduce sickness absence
- Increase workplace productivity
- Facilitate a manageable return to work or modified duties
- Help in preventing further injuries
- A fast acting, cost effective service for employers

We have also paired up with a new software provider, Pro Analytics, meaning we can now track individual fitness progress and map trends across the organisation. The Fitness Team introduced the Watt Bike as part of the fitness testing this year which has been very well received. We plan to eventually have a Watt bike on every fire station.

At the start of the year, the OH & WB building underwent a much-needed refurbishment, meaning it is now not only a much nicer environment for the team to work in, it is also a calmer, much more pleasant environment for staff to visit who probably already feel anxious about attending.

The Health and Wellbeing Steering Group has been 're-freshed' and undergone a review of its terms of reference, with Head of OH & WB as the Chair and the DCFO as the executive sponsor. The Group will produce quarterly reports to SLT.

Finally, as a support service to FRS, it is important that we recognise the needs of the service user and ensure we continue to improve and listen to the staff. The team introduced a 'user feedback survey' at the start of the year which we now collate as part of our quarterly performance data, to date 98% of attenders are 100% satisfied with the service they receive. Below are some of the comments we have received:

"Really professional, friendly approach"

"Listened and gave honest answers"

"Put me at ease"

"Welcoming and informative"

"Patient Centred"

3.2 What support has the Service put in place for staff in the light of the significant challenges posed by COVID-19?

The Head of OH & WB played a pivotal role in the organisational communications and support for staff during the first wave, making several videos and podcasts to keep staff updated on current guidance and how/where to seek help and support. We also ran '5 minute fitness videos' and using technology, were able to carry out fitness tests remotely.

During the crisis we went live with our new interactive 'OH Portal' which included all the updated guidance and information on Covid-19.

We also commissioned some expert clinical psychology support to help with the development of a Covid Wellbeing Toolkit for staff and to also provide 1:1 clinical supervision for the Team during this difficult time.

The Team provided access to individual support and advice as well as welfare contacts to all those staff that were shielding and were able to work in partnership with local NHS providers to secure CV-19 antigen testing before these became more widely available.

Working closely with Health and Safety, we developed in-house training programmes on PPE, Covid Secure guidance, symptoms and testing.

In recognition of the significant impact Covid-19 has had on senior decision makers, we are continuing to work with clinical psychologists in a 'reflective group practice' to support the psychological wellbeing of the senior team.

3.3 What has the Service learned from the health and wellbeing initiatives in other areas?

The OH&WB team are members of the Yorkshire and Humber regional Health and Safety and OH Committee and team members regularly meet with their counterparts from other FRS to share good practice and learn. National networking with other FRS is conducted through a Workplace social media platform.

During the Covid pandemic, the Head of OH&WB has been a member of the Humber LRF Covid Test and Trace Cell and part of the Yorkshire FRS network, working with Public Health England to implement the Joint Working Agreement.

Staff wellbeing strategies from Police, Ambulance and NHS Trusts have been shared to enable the development of a HFRS strategy and learn best practice and initiatives from other areas.

Work is currently underway to look at the possibility of a joint approach between Ambulance and Fire to support emergency first responders with psychological wellbeing.

3.4 What have been the main challenges to supporting the health and wellbeing or staff?

The geographical diversity of the service, the shift patterns and the on-call workforce make it a challenge to engage and support all staff. There are elements of health surveillance that are required by HSE for operational staff and this can be difficult to manage given the above.

The OH & WB team are still developing as a team, and whilst the 're-active' function (managed by 2 OH nurses) of the service is very responsive and efficient, the 'pro-active' function of wellbeing, prevention and health promotion is very new with limited resource.

The most significant challenge without a doubt has been the pandemic. As a 'health' crisis the service turned to the OH & WB for specialist advice and guidance, as well as providing all the additional psychological support for the workforce, meaning several other workstreams being put on hold.

STRATEGIC PLAN COMPATIBILITY

6. This paper supports the achievement of Strategic Plan 2018/21 through the People Pillar

FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS

7. EAP cost savings. Cost implications for others etc
Physio

LEGAL IMPLICATIONS

8. None directly arising.

EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS

9. None

CORPORATE RISK MANAGEMENT IMPLICATIONS

10. Scrutiny of performance provides an assurance that arising risks are being mitigated.

HEALTH AND SAFETY IMPLICATIONS

11. None directly arising.

COMMUNICATION ACTIONS ARISING

12. GAS Committee papers are publicly available via the HFRS Website.

DETAILS OF CONSULTATION AND/OR COLLABORATION

13. Health and Wellbeing was the single topic item discussed at the Autumn Leadership Forum. Staff engaged in a workshop to consult on what a 'wellbeing plan' might look like and to feedback ideas for delivering 'health and wellbeing' awareness training for staff and managers. The Health and Wellbeing Steering Group has been reviewed following consultation and revised Terms of Reference.

SLT have approved the report.

RECOMMENDATIONS RESTATED

14. That Members acknowledge the developments made the provision of health and wellbeing services for HFRS, not only in response to Covid-19 but overall service improvements in the last 12 months.

Officer Contact: Lisa Smith ☎ 01482
Head of Occupational Health and Wellbeing

Humberside Fire & Rescue Service
Summergroves Way
Kingston upon Hull

November 2020

<p>Governance, Audit and Scrutiny Committee 16 November 2020</p>	<p>Report by the Monitoring Officer/Secretary</p>
<p style="text-align: center;">GAS COMMITTEE SCRUTINY PROGRAMME 2020/21</p> <p style="text-align: center;">REPORT EXECUTIVE SUMMARY</p> <p>This paper summarises the Governance, Audit and Scrutiny Committee's Scrutiny Programme 2020/21. Each year, the Committee will programme four specific, defined scrutiny items complete with scopes in order that relevant officers can focus their reports. Appendix 1 to this report will serve as a point of reference for report-writers and as a 'living document' during the year for the Committee as it considers the scopes for its scrutiny items.</p>	

RECOMMENDATIONS

1. That Members consider and approve the Scrutiny Programme 2020/21.

PUBLIC SCRUTINY PROCESS

2. Public scrutiny is a corporate process undertaken by the GAS Committee, appointed by the Fire Authority for its breadth of professional experience.
3. Four areas for scrutiny were identified by the Committee for its 2020/21 programme:
 - Effectiveness of the protection Risk-Based Targeting Strategy
 - Development and Delivery Plans to Support the Health and Wellbeing of Staff
 - Safety Protection - Engagement with the Commercial/Business Community
 - Diversity and Recruitment - Progress and Plans

STRATEGIC PLAN COMPATIBILITY

6. This paper supports the achievement of Strategic Plan 2018/21 through the provision of independent scrutiny of activity.

FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS

7. Independent scrutiny contributes towards efficiency review activity.

LEGAL IMPLICATIONS

8. None directly arising.

EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS

9. None directly arising.

CORPORATE RISK MANAGEMENT IMPLICATIONS

10. Scrutiny of performance provides an assurance that arising risks are being mitigated.

HEALTH AND SAFETY IMPLICATIONS

11. None directly arising.

COMMUNICATION ACTIONS ARISING

12. GAS Committee papers are publicly available via the HFRS Website.

DETAILS OF CONSULTATION AND/OR COLLABORATION

13. SLT regarding scrutiny topics.

RECOMMENDATIONS RESTATED

14. That Members consider and approve the Scrutiny Programme 2020/21.

**S CAMPBELL
M BUCKLEY**

Officer Contact: Samm Campbell
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Secretary/Monitoring Officer

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Humberside Fire & Rescue Service
Summergroves Way
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SC
July 2020

GAS Committee Scrutiny Programme 2020/21			
Meeting Date	Responsible Officer	Item and Scope	Follow-up
7 September 2020	Director of Service Delivery Support	Effectiveness of the Protection Risk-Based Targeting Strategy. <ul style="list-style-type: none"> • How is public protection activity targeted according to risk and intelligence? • What systems does the Service use to undertake its risk-based targeting activities? • How does the Service gather the intelligence necessary to target intervention effectively? • How does the Service respond to referrals for intervention that would not necessarily result in action according to the Risk-Based Targeting Strategy? • What impact has COVID-19 had on the Risk-Based Targeting Strategy? 	
16 November 2020	Director of People and Development	Development and Delivery Plans to Support the Health and Wellbeing of Staff <ul style="list-style-type: none"> • How have matters improved since the Service's previous HMICFRS inspection? • What support has the Service put in place for staff in the light of the significant challenges posed by COVID-19? • What has the Service learned from the health and wellbeing initiatives in other areas? • What have been the main challenges to supporting the health and wellbeing of staff? 	
25 January 2021	Director of Service Delivery Support	Safety Protection - Engagement with the Commercial/Business Community <ul style="list-style-type: none"> • What has the Service changed about the way it prioritises its engagement with the commercial/business sector in the light of the previous HMICFRS 	

		inspection? <ul style="list-style-type: none"> • How has the Grenfell Tower Inquiry affected the Service's business safety work? • What have been the main challenges in relation to engaging the commercial and business communities? 	
12 April 2021	Director of People and Development	Diversity and Recruitment - Progress and Plans <ul style="list-style-type: none"> • How diverse is the Service's workforce currently? • Does this reflect the level of diversity in the local population? • How does the level of diversity compare at different levels within the organisation? • How can the Service increase the diversity of its workforce? • Update on training, promotion and development (Minute 62/19 refers). • What have been the main challenges to increasing diversity in the organisation? 	