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**Hampshire  
& Isle of Wight**  
FIRE & RESCUE AUTHORITY

## NOTICE OF MEETING

<i>Meeting</i>	<b>Hampshire and Isle of Wight Fire and Rescue Authority</b>	<i>Clerk to the Hampshire &amp; Isle of Wight Fire and Rescue Authority</i> <b>CFO Neil Odin</b>
<i>Date and Time</i>	<b>Tuesday 12th April, 2022 10.30 am</b>	<i>Fire &amp; Police HQ</i> <i>Leigh Road,</i> <i>Eastleigh</i> <i>Hampshire</i> <i>SO50 9SJ</i>
<i>Place</i>	<b>Room X/Y - Hampshire &amp; IOW Fire &amp; Police HQ, Eastleigh</b>	
<i>Enquiries to</i>	<b><u><a href="mailto:members.services@hants.gov.uk">members.services@hants.gov.uk</a></u></b>	

The Openness of Local Government Bodies Regulations are in force, giving a legal right to members of the public to record (film, photograph and audio-record) and report on proceedings at meetings of the Authority, and its committees and/or its sub committees. The Authority has a protocol on filming, photographing and audio recording, and reporting at public meetings of the Authority which is available on our website. At the start of the meeting the Chairman will make an announcement that the meeting may be recorded and reported. Anyone who remains at the meeting after the Chairman's announcement will be deemed to have consented to the broadcast of their image and anything they say.

## Agenda

### 1 **APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

### 2 **DECLARATIONS OF INTEREST**

To enable Members to disclose to the meeting any disclosable pecuniary interest they may have in any matter on the agenda for the meeting, where that interest is not already entered in the Authority's register of interests, and any other pecuniary or non-pecuniary interests in any such matter that Members may wish to disclose.

### 3 **MINUTES OF PREVIOUS MEETING** (Pages 5 - 10)

To confirm the open minutes of the previous meeting.

### 4 **DEPUTATIONS**

Pursuant to Standing Order 19, to receive any deputations to this meeting

**5 CHAIRMAN'S ANNOUNCEMENTS**

To receive any announcements the Chairman may wish to make.

**6 MEMBER DEVELOPMENTS**

To receive any updates from Members of the Combined Fire Authority.

**7 ANNUAL PAY POLICY STATEMENT (Pages 11 - 18)**

To consider a report from the Chief Fire Officer, which asks that the Hampshire and Isle of Wight Fire and Rescue Authority approve the Pay Policy Statement for publication on Hampshire and Isle of Wight Fire and Rescue Service's website.

**8 RETROSPECTIVE BUILDING DESIGN PRINCIPLES - HEALTHY AND INCLUSIVE WORKPLACES (Pages 19 - 30)**

To consider a report from the Chief Fire Office, which seeks approval for a proposed programme of works across the estate to ensure buildings remain fit for purpose and reflect the requirements of a modern public service.

**9 BLUE LIGHT COLLABORATION (Pages 31 - 38)**

To receive a report from the Chief Fire Officer, which updates the Hampshire and Isle of Wight Fire and Rescue Authority (HIWFRA) on the progress of collaboration of which HIWFRS are a key part of in Hampshire and the Isle of Wight.

**10 OPEN MINUTES FROM THE STAKEHOLDER COMMITTEE - 1 FEBRUARY 2022 (Pages 39 - 40)**

To note the open minutes from the Stakeholder Committee that took place on the 1 February 2022.

**11 OPEN MINUTES FROM THE STANDARDS & GOVERNANCE COMMITTEE MEETING - 11 MARCH 2022 (Pages 41 - 44)**

To note the open minutes from the Standards & Governance Committee meeting that took place on 11 March 2022.

**12 EXCLUSION OF PRESS AND PUBLIC**

To resolve that the public be excluded from the meeting during the following items of business, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items there would be disclosure to them of exempt information within Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons set out in the reports.

**13 EXEMPT MINUTES FROM THE STAKEHOLDER COMMITTEE - 1  
FEBRUARY 2022 (Pages 45 - 46)**

To note the exempt minutes from the Stakeholder Committee that took place on the 1 February 2022.

**ABOUT THIS AGENDA:**

This agenda is available through the Hampshire & Isle of Wight Fire and Rescue Service website ([www.hantsfire.gov.uk](http://www.hantsfire.gov.uk)) and can be provided, on request, in alternative versions (such as large print, Braille or audio) and in alternative languages.

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# Agenda Item 3

AT A MEETING of the Hampshire and Isle of Wight Fire and Rescue Authority of  
HAMPSHIRE COUNTY COUNCIL held at Fire and Police HQ, Eastleigh on  
Tuesday 15th February, 2022

Chairman:

\* Councillor Rhydian Vaughan MBE

- |                                |                             |
|--------------------------------|-----------------------------|
| * Councillor Roz Chadd         | * Councillor David Harrison |
| * Councillor Liz Fairhurst     | Councillor Gary Hughes      |
| * Councillor Jason Fazackarley | * Councillor Derek Mellor   |
| * Councillor David Fuller      | * Councillor Roger Price    |
| * Councillor Jonathan Glen     | * Councillor Ian Stephens   |

Also present with the agreement of the Chairman: Donna Jones, Police and Crime Commissioner

## 65. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Gary Hughes.

## 66. DECLARATIONS OF INTEREST

Members were mindful to disclose at the meeting any disclosable pecuniary interest they may have in any matter on the agenda for the meeting, where that interest is not already entered in the Authority's register of interests, and any other pecuniary or non-pecuniary interests in any such matter that Members may wish to disclose.

## 67. MINUTES OF PREVIOUS MEETING

The minutes of the last meeting were reviewed and agreed.

## 68. DEPUTATIONS

There were no deputations for the meeting.

## 69. CHAIRMAN'S ANNOUNCEMENTS

The Chairman updated the Authority on work with health partners as well as confirming the recent Wholetime firefighter graduation ceremony that took place on 21 January.

It was also confirmed that Basingstoke and Southampton had successfully complete the HIWFRS 12-week Prince's Trust Team Programme. Virtual presentations were held in December where the young people were congratulated on their hard work, dedication and all the achievements they have made since joining the programme.

**70. MEMBER DEVELOPMENTS**

The Chairman had visited Redbridge Fire Station and confirmed that positive progress was being made. Councillors Glen, Harrison and Chadd also spoke in support of the Redbridge Fire Station event and the benefits of the design and improved facilities planned for the station. Officers were thanked for their work in putting the event together.

The Police and Crime Commissioner, Donna Jones, also welcomed it as the first purpose-built Police and Fire Station in Hampshire.

**71. BUDGET AND PRECEPT REQUIREMENT 2022/23 INCLUDING MEDIUM TERM FINANCIAL PLAN**

The Authority considered a report from the Chief Financial Officer (item 7 in the minute book), regarding the 2022/23 forward budget and the Medium Term Financial Plan (MTFP) covering the period 2022/23 – 2024/25.

It was highlighted that an addendum to the report had been circulated and published, which updated financial position and business rates since the publication of the report, following further announcements.

It had been proposed that council tax be increased by the maximum level of £5 (7.10%) for 2022/23 due it helping with the medium term position and the Service having one of the lowest council tax rates in England, but this would only be for one year.

During questions, it was confirmed that the final payment from the Isle Of Wight was yet to be confirmed, as was the general pay increase, which had both been accounted for within the budget.

Councillor Stephens welcomed the plans to improve the infrastructure on the Isle of Wight and help them be more resilient going forward.

The vehicle replacement programme covered a three-year period and whilst officers were confident around the delivery times, there was flexibility if needed and there were going to be set-backs. It was noted that all delivery pressures were scrutinised annually by the Executive Group and would always be brought to the Fire Authority for approval.

**RESOLVED**

The Authority approved:

- a. The additional delivery pressure of £0.218m per annum for contributions to ICT reserves.
- b. The one-off Transformation Reserve draw of £0.250m to support the delivery of the Safety Plan year 3 objectives;

- c. Continuing the suspension of the Immediate Detriment Framework until the Standards and Governance Committee meeting currently scheduled for May 2022.
- d. Delegating authority to the Chief Financial Officer in consultation with the Chairman of the Authority, the Chairman of Standards and Governance and the Chief Fire Officer to make necessary decisions about Immediate Detriment in the interim, including decisions to apply immediate detriment in very exceptional circumstances where significant hardship could be caused by not applying it.
- e. The Revenue Budget, as set out in Appendix A in the Addendum.
- f. The Medium Term Financial Plan, as set out in Appendix B.
- g. The Capital Programme and funding as set out in Appendix C.
- h. The Reserves Strategy as set out in Appendix D.
- i. The Treasury Management Strategy as set out in Appendix E, including the Annual Investment Strategy for 2022/23, (and the remainder of 2021/22).
- j. Delegating authority to the Chief Finance Officer to manage the Fire and Rescue Authority's investments and borrowing according to the Treasury Management Strategy Statement as appropriate.
- k. The Capital and Investment Strategy as set out in Appendix F for 2022/23, (and the remainder of 2021/22).
- l. The Section 25 Report as set out in Appendix G which should be taken into account by the Authority in agreeing the budget and council tax.
- m. The council tax requirement for the Authority for the year beginning 1<sup>st</sup> April 2022 of £53,396,488.
- n. Increasing the Authority's council tax by £5 (7.10%) for the year beginning 1<sup>st</sup> April 2022 and for the properties in each band to be increased by 7.10%, as set out in para 18 of the main report on the agenda:

Band A:	£50.29	Band E:	£92.20
Band B:	£58.67	Band F:	£108.96
Band C:	£67.05	Band G:	£125.72
Band D:	£75.43	Band H:	£150.86

o) Issuing the precepts set out in para 24 of the main report on the agenda, totalling £53,396,488 on the billing authorities in Hampshire, requiring the payment in such instalments and on such dates set by them and previously notified to the Authority, in proportion to the tax base of each billing authority's area as determined by them.

## 72. ISLAND ESTATE INVESTMENT (YEAR 2)

The Authority considered a report from the Chief Fire Officer (item 8 in the minute book) regarding further funding of £1.7 million to deliver the second year

of priority estate improvement works in the 2022/23 financial year.

The report was summarised with paragraph 18 highlighted, which detailed works to date on the Isle of Wight estate. It was confirmed that local jobs were important and local firms were used alongside existing national framework contracts as much as possible.

Councillor Stephens welcomed the proposals and the community use opportunities, which would generate income as well as introduce people to the Service.

RESOLVED

**Option 1** was approved by the Hampshire & Isle of Wight Fire & Rescue Authority and £1.7 million funding to deliver works across the island estate in 2022/23 financial year is allocated from one-off revenue resources in 2022/23 as set out in the Budget Report.

**73. HEALTH, SAFETY AND WELLBEING STATEMENT OF INTENT**

The Authority considered a report from the Chief Fire Officer (item 9 in the minute book), regarding the revised Health, Safety and Wellbeing (HSW) Statement of Intent for the Hampshire and Isle of Wight Fire and Rescue Service (HIWFRS) on the 1<sup>st</sup> April 2022 and for approval ahead of publication.

Some Members were concerned that the statement was too focussed on frontline staff, but were reassured that it was aimed at and addressed all staff within the document.

Indicators were regularly brought to the Authority for monitoring.

RESOLVED

The HSW Statement of Intent was approved by HIWFRA for display from the 1<sup>st</sup> April 2022.

**74. HAMPSHIRE AND ISLE OF WIGHT FIRE AND RESCUE SERVICE SAFETY PLAN YEAR 3 ACTIVITIES**

The Authority considered a report from the Chief Fire Officer (item 10 in the minute book), which presented the third HIWFRA update of the Service annual cycle of continual strategic activities to improve the organisation and services delivered to the public.

Seventeen activities were highlighted within the attached appendix and Members agreed that more lobbying should be done to central government regarding which should be legislative requirements. It was confirmed that National Fire Chiefs Council (NFCC) continued to have an ongoing dialogue on the plan and the expectations within.

RESOLVED

The HIWFRA approved the Year 3 Safety Plan improvements.



**75. MEMBERS ALLOWANCES**

The Authority considered a report of the Monitoring Officer (item 11 in the minute book), which summarised discussions and proposals of the Member Allowances Working Group with regard to the agreement of a new Scheme from April 2022.

It was confirmed that a one year scheme had been set in 2021 ahead of a new scheme being considered and proposed by a Member Allowances Working Group, which had met in December 2021.

Members were happy with the proposals.

**RESOLVED**

The HIWFRA:

a) Noted the outcomes of the review of the Members' Allowances Scheme carried out by the Working Group and agree to implement a new Members' Allowances Scheme for the years 2022/23 – 2025/26 as attached at Appendix 1.

b) Agreed that the Monitoring Officer be given delegated authority to incorporate the new scheme at Appendix 1 into the HIWFRA Constitution.

c) Agreed that any local government pay award made in this period be applied as an index for the adjustment of Member allowances. In doing so retaining the ratio between basic allowance and SRA as set out above. For clarity, the applicable pay award shall be that received by the majority of staff and exclude any additional pay award given to officers on low pay grades.

d) Agreed that any further expenses in relation to being a Member of the Fire Authority (e.g travel or subsistence) continue to be reclaimed from respective appointing Members' local authorities in accordance with their Members' Allowances Schemes.

e) Noted that the appointed Independent Persons receive an annual allowance of £100 which is awarded under separate legislation and therefore not formally part of the Members' Allowances Scheme.

**76. EXCLUSION OF PRESS AND PUBLIC**

The Authority did not go into exempt session.

**77. EXEMPT MINUTE FROM THE 14 DECEMBER 2021 HIWFRA MEETING**

The exempt minute from the 14 December was approved.

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Chairman,





**Hampshire  
& Isle of Wight**  
FIRE & RESCUE AUTHORITY

## **HIWFRA Full Authority**

Purpose: Approval

Date: **12 April 2022**

Title: **ANNUAL PAY POLICY STATEMENT**

Report of Chief Fire Officer

### SUMMARY

1. Relevant authorities are required by section 38(1) of the Localism Act 2011 (openness and accountability in local pay) to prepare a Pay Policy Statement. Hampshire and Isle of Wight Fire and Rescue Service (HIWFRS) falls within the definition of a relevant authority and as such is required to prepare and publish a Pay Policy Statement.
2. Under the terms of the Localism Act, the Pay Policy Statement must be considered at a full meeting of Hampshire and Isle of Wight Fire and Rescue Authority (HIWFRA) and cannot be delegated to any sub-committee.
3. The Pay Policy Statement, attached at Appendix A, is correct at the time of writing for the 2022/23 financial year. It will need to be updated throughout the financial year if there is a pay review/award as this will change the details of the financial content and the corresponding assessment of multiples.

### BACKGROUND

4. Increased transparency about how taxpayers money is used, including in the pay and reward of public sector staff, is now a legislated requirement.

5. A Pay Policy Statement for a financial year must set out the Authority's policies for the financial year relating to:
  - a) the remuneration of its Chief Officers
  - b) remuneration of Chief Officers on recruitment
  - c) the remuneration of its lowest-paid employees, and the relationship between the remuneration of its Chief Officers and the remuneration of its employees who are not Chief Officers
  - d) increases and additions to remuneration for each Chief Officer
  - e) the use of performance-related pay for Chief Officers
  - f) the use of bonuses for Chief Officers
  - g) the approach to the payment of Chief Officers on their ceasing to hold office under or to be employed by the Authority, and the publication of and access to information relating to remuneration of Chief Officers
  - h) the definition of "lowest paid employees" adopted by the Authority for the purposes of the statement, and the Authority's reasons for adopting that definition.
6. For information, the definition of 'Chief Officers' as set out in the Localism Act, is not limited to Heads of Paid Service or statutory Chief Officers. It also includes those who report directly to them, such as the Deputy Chief Fire Officer.
7. The Act sets out the minimum information Authorities are required to include in the Pay Policy Statements. Authorities can consider extending this pending their own structure. Therefore, HIWFRS has extended its Pay Policy Statement to include all those roles within the Executive Group that are directly employed by HIWFRS.
8. Approved Pay Policy Statements must be published on HIWFRS's website as soon as is reasonably practicable after they are approved or amended.

#### SUPPORTING OUR SAFETY PLAN AND PRIORITIES

9. Approval and publication of the Pay Policy Statement discharges our obligations under the Localism Act 2011.

#### CONSULTATION

10. There is no requirement to conduct consultation on the content of the Pay Policy Statement. However, in the interests of being open, transparent and providing accountability in local pay, once approved the Pay Policy Statement must be published on the Service website as soon as is reasonably practicable.

## RESOURCE IMPLICATIONS

11. Other than staff time preparing figures and writing reports, no other resource implications have been identified.

## IMPACT ASSESSMENT

12. The publication of the Pay Policy Statement has no impact on the environment or sustainability.
13. The information contained in this report and the attached Pay Policy Statement which, if approved, will be published on the HIWFRS website, is considered compatible with the provisions of equality and human rights legislation.
14. All employees of HIWFRS are paid in accordance with national pay frameworks and the grades of roles are determined through consistent job evaluation criteria. This ensures there are no adverse impacts for those with protected characteristics.

## LEGAL IMPLICATIONS

15. Under section 38(1) of the Localism Act 2011 (openness and accountability in local pay), HIWFRS is required to prepare and publish a Pay Policy Statement.

## OPTIONS

16. [RECOMMENDED] HIWFRA choose to approve the Pay Policy Statement at Appendix A.
17. Alternatively, HIWFRA choose to make some changes to the Pay Policy Statement at Appendix A, prior to publication. This may delay publication but does not present any other risks.
18. Failure to publish a Pay Policy Statement would be in contravention of the Localism Act. Therefore, this would be of significant risk to HIWFRA and is not a viable option.

## RISK ANALYSIS

19. Approval and publication of the Pay Policy Statement discharges HIWFRA's obligations under the Localism Act 2011. Failure to do so in a timely fashion could result in concerns being raised from stakeholders, such as employees and trade unions, regarding the Service's approach to openness and transparency. This risk can be mitigated by ensuring the

updated Pay Policy Statement is approved and published on the Service website as soon as is reasonably practicable.

### EVALUATION

20. The publication of a Pay Policy Statement ensures that our communities are able to scrutinise the pay of our most senior officers and the pay frameworks for our employees. This requires the Service to take accountability for its policies on pay and reward and enables interested stakeholders to consider the value of our Service to the communities it serves.

### CONCLUSION

21. In accordance with Section 38(1) of the Localism Act 2011 (openness and accountability in local pay), HIWFRS submits the Pay Policy Statement at Appendix A for consideration and approval by HIWFRA.

### RECOMMENDATION

22. That Hampshire and Isle of Wight Fire and Rescue Authority approve the Pay Policy Statement at Appendix A for publication on Hampshire and Isle of Wight Fire and Rescue Service's website.

### APPENDICES ATTACHED

23. Appendix A – Pay Policy Statement 2022/23

Contact: Molly Rowland, Director of People and Organisational Development, 07786 086543, [molly.rowland@hantsfire.gov.uk](mailto:molly.rowland@hantsfire.gov.uk)

## **APPENDIX A TO ANNUAL PAY POLICY STATEMENT**

### **Hampshire and Isle of Wight Fire and Rescue Service**

#### **Pay Policy Statement – 2022/23**

##### **1. Introduction**

- 1.1 The purpose of this Pay Policy Statement is to set out Hampshire and Isle of Wight Fire and Rescue Service's (HIWFRS) pay policies relating to its workforce for the financial year 2022/23, including the remuneration of its Chief Officers and lowest paid employees.
- 1.2 Under the terms of the Localism Act 2011, the Pay Policy Statement must be considered at a full meeting of the Hampshire and Isle of Wight Fire and Rescue Authority (HIWFRA) and cannot be delegated to any sub-committee.

##### **2. Pay Framework**

- 2.1 Pay for all employees of HIWFRS is determined by the Local Government Employers with the Employers' Sides of the National Joint Council for Local Authority Fire and Rescue Services, the Middle Managers' Negotiating Body, and the NJC for Brigade Managers of Local Authority Fire and Rescue Services, the HIWFRA locally and representative bodies nationally. Terms and conditions of employment for HIWFRS employees are set nationally with any variations negotiated and agreed locally.
- 2.2 The HIWFRS pay framework for non-operational ("Green Book") support staff was implemented in April 2019 in line with national guidance, with the grade for each role being determined by a consistent job evaluation process. Pay awards for non-uniformed support employees are determined by the outcome of Local Government Employers' negotiations with the Trade Unions and are applied from April each year.
- 2.3 The HIWFRS pay framework for operational and control staff ("Grey Book") was implemented in December 2003 following a rank-to-role exercise in line with national guidance. Pay awards for uniformed operational employees are determined by the outcome of Local Government Employers' negotiations with the Trade Unions and are applied from July each year.

### **3. Chief Officer Remuneration**

- 3.1 With respect to Chief Officers' pay, this is agreed by the HIWFRA. Taking into account relevant available information, including the salaries of Chief Officers in other comparable Fire and Rescue Services nationally, Chief Officer pay awards are based on NJC recommendations, together with an evaluation of their performance in role as determined locally with the HIWFRA. To support the annual review, information may be provided on inflation, earnings growth and any significant considerations from elsewhere in the public sector. The details of HIWFRS' Chief Officers pay is outlined in Appendix A.
- 3.2 The definition of Chief Officers (as set out in section 43(2)) is not limited to Heads of Paid Service or statutory Chief Officers. It also includes those who report directly to them, such as the Deputy Chief Fire Officer. Roles that form HIWFRS Executive Group receive remuneration based on direct percentage proportions of the Chief Officer's pay and hence any agreed Chief Officer pay award (as described above) will be reflected in the remuneration of these employees. Therefore, these roles within the Executive Group are covered by the Pay Policy Statement and details of their pay is also outlined in Appendix A.
- 3.3 Chief Officer pay may be varied during a financial year (eg, if the incumbent post holder were to leave and a replacement be recruited). Any changes to remuneration (whether increases or decreases), in this situation, (or for any other legitimate reason) must be approved by the HIWFRA. The effects of any changes cascading from any change to other existing Executive Group employees would also require review and HIWFRA approval at that time.

### **4. Remuneration of the lowest paid employee**

- 4.1 HIWFRS define the "lowest paid employee" as that post holder receiving the lowest (FTE) annual salary. This definition has been chosen as the most representative and equitable method for comparison with Chief Officer remuneration.
- 4.2 The lowest salary on the HIWFRS payscale is to employees at Grade A of the HIWFRS Green Book pay framework. The salary at this grade is £18,333pa equivalent to £9.50 per hour which is in line with the National Living Wage (NLW) for workers aged 23 and over. However, there are currently no employees on Grade A. Therefore, the starting salary of the lowest paid employees within HIWFRS is those at Grade B who receive £18,887pa equivalent to £9.79 per hour.



## **5. Average remuneration of employees**

- 5.1 The median average salary of an HIWFRS Green Book FTE post is £30,451. This includes all Green Book posts but excludes incident command unit employees whose earnings vary considerably based on levels of operational activity and the volume of incidents to which they respond.
- 5.2 The median average salary of an HIWFRS Grey Book FTE post is £35,764. This includes all operational posts and Control but excludes retained firefighters whose earnings vary considerably based on levels of operational activity and the volume of incidents to which they respond.

## **6. Relationship between remuneration of Chief Officers and lowest paid employees**

- 6.1 The remuneration of the Chief Officer represents a multiple of 8.9 of the salary at Grade B which is the lowest paid employees' salary. The relationship to the average Green Book staff salary is a multiple of 5.5 and to the average Grey Book staff salary it is a multiple of 4.7. HIWFRS relies on the transparency and equality of application of job evaluation processes to achieve equitable pay rates for all roles. As such, there is no specific policy to set or achieve a particular pay multiple in relation to Chief Officer remuneration compared to the pay levels of other staff.

## **7. Policies relating to remuneration (including pensions)**

- 7.1 There are no special arrangements for Chief Officers in relation to pensions. All staff have the option to join the pension scheme relevant to their role and benefits under each scheme are based on contributions, salary and length of time in the scheme.
- 7.2 Operational employees joining HIWFRS are eligible to join the New Firefighters Pension Scheme (NFPS). Existing operational employees, including Chief Officers, may be members of the previously available Firefighters Pensions Scheme (FPS) or the NFPS. Non-operational employees are eligible to join the Local Government Pension Scheme (LGPS) as are some more senior operational employees who have taken re-employment after retiring from the FPS.
- 7.3 HIWFRS does not routinely award any employees or Chief Officers with additional payments based on their performance or pay any bonuses.
- 7.4 No special payments are made to employees or Chief Officers on leaving HIWFRS.
- 7.5 The management of redundancy in HIWFRS is detailed in the Redundancy Procedure.
- 7.6 HIWFRS does not permit the automatic re-engagement of staff after retirement.

## **Appendix A**

### **Hampshire and Isle of Wight Fire and Rescue Service - Pay Policy Statement 2022/23**

#### **Salary details of Executive Group roles in Hampshire and Isle of Wight Fire and Rescue Service**

<b>Role</b>	<b>Annual Salary</b>
Chief Fire Officer	£167,223
Director of Policy, Planning and Assurance (Deputy Chief Fire Officer)	£133,779
Director of Operations (Assistant Chief Fire Officer)	£125,405
Director of Corporate Services	£100,332



**Hampshire  
& Isle of Wight**  
FIRE & RESCUE AUTHORITY

## **HIWFRA Full Authority**

Purpose: Approval

Date: **12 APRIL 2022**

Title: **RETROSPECTIVE BUILDING DESIGN PRINCIPLES – HEALTHY AND INCLUSIVE WORKPLACES**

Report of Chief Fire Officer

### SUMMARY

1. As part of our commitment to continue to attract and retain individuals from diverse backgrounds, our estate must provide an inclusive and healthy workplace to support all staff.
2. This report seeks approval for a proposed programme of works across our estate to ensure our buildings remain fit for purpose and reflect the requirements of a modern public service. Specific funding for the proposals needs to be developed and will be included in an update to the Medium-Term Financial Plan.

### BACKGROUND

3. In September 2018, the Fire Authority approved five Estate Design Principles as part of the Estates Strategy. These Design Principles are adopted across the estate, with all estate investment works helping achieve these principles, which are:
  - (a) **Our estate will support core Service functionality:** Our estate will be located strategically to provide efficient operational mobilisation and specialist training facilities. Our buildings will provide flexible/drop in office space for all our staff to utilise.
  - (b) **Our estate will enable Partnerships and Income Generation:** Our estate will support and enable partnership working with blue light, local authority, charity and commercial partners while providing opportunity to generate income for the Service.

- (c) **Our estate will provide a Healthy and Inclusive Workplace:** Our estate will support the health and wellbeing of our people by providing clean and safe zoning to manage fireground contamination risk, inclusive rest and wellbeing spaces and by supporting a diverse workforce with the provision of gender-neutral welfare facilities.
  - (d) **Our estate will be Physically Secure:** Our estate will be physically secure by design while supporting community use and engagement with accessible and flexible spaces.
  - (e) **Our estate buildings will be Simple, Robust and Sustainable:** Our estate will be efficiently managed, developed and maintained using simple, robust yet sustainable construction technologies, materials and finishes. Our buildings will be as energy efficient as possible and will embed fire safety and carbon reduction technology.
4. There are 61 fire stations across Hampshire and the Isle of Wight, almost all of which were built in the post war years. The majority of the estate is now over 55 years old.
  5. As the fire stations age, they can become unfit for purpose. Some sites are outdated in terms of meeting current legislation, best practice, inclusivity requirements and providing facilities to appropriately manage the risk from fire ground contamination.
  6. By delivering new, modern facilities the service protects the future financial position while ensuring the buildings support the Service aim of being a modern and inclusive public service. This adaptation will require additional investment in our estate.

#### MAINTAINING THE STATUS QUO

7. A thorough audit and evaluation of all 61 fire stations has been conducted, as part of which, all our buildings were graded against the Design Principle criteria to assess how facilities met the requirements of the Estate Strategy.
8. The audit graded each Design Principle criteria using an assessment scale as summarised below:

<b>1</b>	Meets Design Principle
<b>2</b>	Mostly meets the Design Principle
<b>3</b>	Working towards meeting the Design Principle
<b>4</b>	Meets very few aspects of the Design Principle
<b>5</b>	Does not meet Design Principle at all

9. Although assessed against all five Design Principles, the Healthy and Inclusive Design Principle has been identified as a priority, since this is the area where most stations failed to meet the requirements.
10. The audit grade for the Healthy and Inclusive Design Principle for the 14 wholetime stations can be seen below (On Call sites have been omitted from this summary, see paragraphs 20 and 21):

A Healthy and Inclusive Workplace						
Site	Decontamination Flow	Washing and Drying Facilities	Inclusive Shower / Toilet Facilities	Rest Areas	Quiet Wellebing Areas	SUB-TOTAL
Cosham	5	4	5	5	5	24
Newport	5	5	4	5	4	23
Gosport	4	3	5	5	5	22
Eastleigh	4	4	5	4	5	22
Fareham	4	4	5	5	4	22
Redbridge	4	3	5	5	5	22
St Mary's	4	3	5	5	5	22
Hightown	5	3	5	4	5	22
Southsea	4	3	5	4	5	21
Andover	4	3	5	3	4	19
Havant	2	4	5	3	4	18
Rushmoor	3	3	3	3	4	16
Basingstoke	4	2	3	1	2	12
Winchester	3	2	4	1	2	12

11. The audit found that Cosham Fire Station poses the biggest challenge with least Principles met, which reinforces the previously approved Business Case for capital investment at this site as part of the Station Investment Programme (SIP). Alongside Cosham, Redbridge Fire Station is also subject to a separate investment and has therefore been omitted from the work proposed as part of this paper.
12. Newport Fire Station is also being taken for investment consideration separately since work is currently underway as part of the One Public Estate to explore options for a co-located site in the Newport area with the Constabulary.
13. Facilities across all of our sites remain fully compliant with legislation and provide facilities for both male and female use. However, these existing facilities do not align with our estate Design Principles or with our ambitious Equality, Diversity and Inclusion (EDI) objectives agreed by the Fire Authority or with feedback we have heard from our staff network groups.
14. Maintaining the status quo and not proactively investing will prevent facilities on our fire stations from receiving the improvements they require as quickly as could otherwise be the case. This will result in a delay as to how quickly improvements can be addressed for the management of fireground contamination within our buildings and a delay to providing enhanced facilities to support our diverse workforce.

## RECOMMENDED APPROACH

15. It is the recommendation that investment is made to align the estate with the Healthy and Inclusive Design Principle, following industry best practice.
16. The Healthy and Inclusive Design Principle focuses on three main areas:
  - (a) **Fireground contamination:** Managing risk from fireground contamination by controlling the flow of equipment and people through the building. This will essentially divide stations into separate 'clean', 'transition' and 'dirty' zones.
  - (b) **Wellbeing:** Promoting staff wellbeing by providing facilities for prayer, moments of distress, quiet reflection, menopause and mindfulness. These facilities are particularly important for front-line colleagues to assist with post-incident trauma and recovery.
  - (c) **Equality, Diversity and Inclusion:** Creating buildings which provide accessible facilities for all regardless of age, sexual orientation, gender identity, race or religion. This includes individual rest rooms and individual, gender-neutral showers and toilets.
17. To target investment efficiently, four main priorities to achieve the Healthy and Inclusive Design Principle have been identified:
  - (a) **Priority 1:** Upgrades to decontamination equipment for best practice (washing machines and drying equipment).
  - (b) **Priority 2:** Implement clean, dirty and transition zones, adjusting the layout of the building where required.
  - (c) **Priority 3:** Implement individual, gender-neutral toilets and shower facilities, particularly in conjunction with Priority 2.
  - (d) **Priority 4:** Improve privacy and dignity in shared dormitory areas.
18. The majority of the works in this paper will be targeted at wholetime fire stations. This is due to wholetime stations being identified in the audit as buildings of highest risk when considering the current facilities and intensive use of these buildings.

19. The estimated re-grade for the Healthy and Inclusive Design Principle following the completion of the improvement work for the 14 wholetime stations can be seen below:

Site	A Healthy and Inclusive Workplace - Potential Re-Score Following Works					SUB-TOTAL
	Decontamination Flow	Washing and Drying Facilities	Inclusive Shower / Toilet Facilities	Rest Areas	Quiet Wellbeing Areas	
<u>Fareham</u>	2	2	2	2	2	10
<u>Hightown</u>	2	2	2	2	2	10
<u>Rushmoor</u>	2	2	2	2	2	10
<u>St Mary's</u>	2	2	2	2	2	10
<u>Gosport</u>	2	2	1	2	2	9
<u>Basingstoke</u>	2	2	2	1	2	9
<u>Havant</u>	2	2	1	2	2	9
<u>Southsea</u>	2	2	1	2	2	9
<u>Winchester</u>	2	2	2	1	2	9
<u>Andover</u>	1	2	1	2	2	8
<u>Eastleigh</u>	1	2	1	2	1	7

20. The audit demonstrated that On Call fire stations graded better due to several factors:

- (a) These buildings require no investment to rest areas since they do not have this provision.
- (b) These buildings have benefitted from prior investment to drying facilities and the creation of individual toilet/shower facilities which can easily be converted to gender-neutral as part of business-as-usual maintenance regimes.

21. However, it was identified that On Call stations, including Ryde Fire Station which is to become a 24-hour crewed station, would benefit from improvements in how the building supports the management of fireground contamination, particularly Isle of Wight stations which have not benefited from the previous upgrades applicable to mainland On Call stations. This will be carried out through business-as-usual Asset Management and routine investment.

## REMAINING DESIGN PRINCIPLES

22. Although this proposal focuses solely on the Healthy and Inclusive Design Principle, like all future investment in the estate, all five of the Design Principles are central to our Estate Strategy.
23. Our business-as-usual investment in our estate and facilities will continue to improve how our buildings support the five Design Principles, though it is worth noting that investing in the proposals within this report will have a secondary benefit of improving other Design Principles:

- (a) Investing in improved decontamination facilities will subsequently improve existing processes, readying firefighters to be available for the next call more efficiently and safely. This will support Design Principle 1 (Supporting Core Service Functionality).
- (b) Investing in improved decontamination facilities and creating gender-neutral toilets and shower areas will increase the attractiveness and functionality of our sites for partner and community use. This will support Design Principle 2, Supporting Income Generation and Partnership Working.
- (c) The proposals outlined within this report will be delivered in line with the Fire Authority's Carbon Reduction Pathway, thus these works will improve the sustainability and environmental impact of our sites (for example, new toilets will use less water). This will support Design Principle 5, Simple, Robust and Sustainable Buildings.
- (d) Finally, Design Principle 4, Physically Secure by Design, will not be improved directly by the proposals outlined within this paper, however a separate programme of works is currently underway to improve the security of the estate.

#### SUPPORTING OUR SAFETY PLAN AND PRIORITIES

24. ***Our People:*** *We look after each other by creating great places to work and promoting the health, wellbeing and safety of our people.*

- (a) This proposal will better support our people through Healthy and Inclusive building design, for example providing gender-neutral facilities to provide privacy and dignity for all, helping to address and remove barriers identified in a report by the staff network groups, approved by the Executive Group in February 2021.
- (b) Improvements to decontamination equipment and the introduction of separate 'clean' and 'dirty' zones will provide a healthier and safer workplace by aiding the management of fireground contamination.
- (c) Investment in modern, fit for purpose facilities will better support our people to feel valued while providing more appropriate facilities for teams to undertake their roles.

25. ***Public Value:*** *We plan over the longer-term to ensure our decisions and actions deliver efficient and effective public services.*



- (a) This proposal maximises public value by utilising existing building stock, resulting in longer term viability of our sites and ensuring they meet the needs of a modern fire service.

## CONSULTATION

- 26. The five estate Design Principles were shaped in 2017/18 through an extensive series of workshops with a wide variety of stakeholders, including Heads of Service, Group Managers, Station Managers, Firefighters, Health and Safety, Inclusion and Diversity, Union representatives, the staff networks and others.
- 27. Site visits were conducted as part of the audit with the Estate Team and Station Managers. This allowed for station concerns to be highlighted early before the feasibility process and implemented in the proposals.
- 28. Consultation has taken place around the proposals outlined within this report, with review from the staff network groups. This has ensured we have a diverse input on the requirements for how we can best apply the Healthy and Inclusive Design Principle.

## COLLABORATION

- 29. This proposal works in collaboration with Operational Assets roll-out of a campaign to improve processes and behaviours on fire stations in relation to how fireground contamination is managed.

## RESOURCE IMPLICATIONS

- 30. The estimated cost of the recommended option to make improvements across the estate to better meet the Healthy and Inclusive Design Principle is £4.5m. The costs are summarised below:

<b>Item</b>	<b>Funding Required</b>
Cost of works	£3.15m
Inflation/Contingency Risk	£0.9m
Professional Design & Fees	£0.45m
<b>Total Funding Required</b>	<b>£4.5m</b>

31. This project has no requirement for additional permanent staff resource. Project Management is already provided from the Property & Facilities team following approval of the Station Investment Programme projects.
32. Cost management and specialist detailed design support will be provided externally and funded through the requested budget cost.
33. This recommended option utilises regional and national frameworks for procurement.
34. The Fire Authority receives no capital funding from Government. Therefore, it is likely to be necessary to fund capital investment via a combination of:
  - (a) Planned contributions from revenue budgets
  - (b) Revenue underspends
  - (c) Sale of assets
  - (d) Partner contributions
  - (e) Borrowing.
35. As set out in the budget report in February 2022, the Capital Payments Reserve is fully committed to the existing capital programme. Therefore, it is not possible to commit to funding the required £4.5m from the Capital Payments Reserve.

36. Prudential borrowing for the Redbridge and Cosham Station Investment Programme schemes has been approved but borrowing has not yet been taken out.
37. The Authority is therefore asked to approve the programme of work; however, work will not commence until specific funding for the proposals is brought back to the Authority in an update to the Medium-Term Financial Plan later in the year. The finance and property teams will work over the next few months to refine costs and to assess the options for funding the programme, bringing this back for Fire Authority approval when more is known about the 2022/23 position and the financial settlement for 2023/24.

### IMPACT ASSESSMENTS

38. Impact assessments will be completed on a site-by-site basis in further development stages should the funding for the proposals be approved.

### LEGAL IMPLICATIONS

39. As with all tendering exercises, Contract Standing Orders will be followed to source and secure an appropriate contractor to work with the Service to deliver the improvement works identified.
40. There is no change to the ownership of any of the Authority's assets.
41. Impact to sites with existing partners will be managed in order to avoid legal implications to leasehold tenants.
42. Where a site is leasehold (Fareham), we will engage with the landlord to undertake any works in accordance with the lease.
43. Legal advice confirms that all the proposals outlined within this report are achievable within the delegated powers of the Authority.

### OPTIONS

44. **OPTION 1 – Invest via business-as-usual** – This option maintains the status quo, continuing with the current facilities, running costs and maintenance regime. This approach would result in:
  - (a) Sites being included in the annual business-as-usual Asset Management Plan for upgrades; however, this budget has limited capacity to absorb these projects and therefore works would be completed over the next 5-10 years.

- (b) Maintaining the status quo and not proactively investing will prevent facilities on our fire stations from receiving the improvements they require as quickly as could otherwise be the case. This will result in a delay as to how quickly improvements can be addressed for the management of fireground contamination within our buildings and a delay to providing enhanced facilities to support our diverse workforce.
45. **OPTION 2 – Best Practice (RECOMMENDATION)** – This option provides a commitment to the proposed programme of works, subject to further agreement as to the funding source as outlined within this report. This approach would achieve the following improvements against the 4 priority areas outlined in paragraph 16 within a 1-2 year period:
- (a) **Priority 1:** Most sites will receive upgrades to their decontamination equipment, with additional washing machines introduced to wholetime stations for resilience. The introduction of new drying equipment will also be introduced to wholetime stations pending a trial.
  - (b) **Priority 2:** Create decontamination routes and establish ‘clean’, ‘dirty’ and ‘transition’ zones by adjusting building layouts as necessary.
  - (c) **Priority 3:** Existing male and female gendered facilities will be converted into individual, gender-neutral toilets and shower pods.
  - (d) **Priority 4:** Shared dormitory areas will be divided into individual sleeping pods for privacy and dignity.

## RISK ANALYSIS

- 46. If no investment is made, there is a risk that as we see success in attracting diverse applicants as part of our recruitment campaigns, facilities on fire stations to support this workforce will fall short of expectations. This could result in the Service being unable to retain staff.
- 47. Although national and international research into the risk of fireground contaminants is on-going and currently inconclusive, adopting best practice and improving current processes around how buildings support the management of fireground contamination allows us to future proof the estate.
- 48. Linked risks for the delivery of the programme centre around the unpredictable nature of inflation and the impact on the project costs in future

years, hence a proportional allowance being made within the funding sought.

49. Given the context of paragraph 43, best efforts will be made to group works to achieve the most cost-effective delivery, an element of increased costs due to current cost pressures on materials and labour supply chains has been made in the cost estimates.
50. The UK Exit from the EU continues to have the possibility of impacting project delivery and cost; however, an allowance will be made within the requested funding to help mitigate this.
51. The COVID-19 pandemic continues to have an impact on work delivery in terms of availability of resources (both labour and materials) and varying costs for standard materials. The projects have been carefully packaged to support economies of scale and to provide a more attractive package to potential tendering companies as well as provide value for money for the Service.

## EVALUATION

52. When evaluating the success of delivery of the projects identified, there will be two success factors. Firstly, the increased provision of facilities which support Healthy and Inclusive workplaces for our people. This will be assessed by updating the audit and re-grading facilities upon the completion of the works. Secondly, the reduction of legacy building components which are at risk of failure. This will be assessed by monitoring reactive maintenance requests at sites which have seen investment as part of this proposal.
53. There will be no changes to policy or approach as a result of this paper and the estate will, as currently, be a corporately managed estate working on the remit of being fit for the needs and requirements of the organisation.

## CONCLUSION

54. Our existing stations, although currently adequate for responding to incidents, are not fit for purpose for a modern public service.
55. The recommendation is that the HIWFRA approve the programme of works subject to funding estimated at £4.5m being identified and approved at a later date, to deliver Option 2: Best Practice, to align the estate with the Healthy and Inclusive Design Principle.

## RECOMMENDATIONS

56. That, subject to approval of funding, Hampshire and Isle of Wight Fire and Rescue Authority approves the programme of works set out in **Option 2**, and the principles and priorities set out at paragraphs 15 to 21 to improve facilities to meet the Healthy and Inclusive Design Principle on fire station sites.
57. That Hampshire and Isle of Wight Fire and Rescue Authority note the work will be undertaken by the Finance and Estates teams to develop proposals for funding the programme of works, such proposals to be brought back for approval by the Authority as part of an update to the Medium Term Financial Plan later in the year.

## BACKGROUND PAPERS

*'Station Investment Programme', approved by the Fire Authority, September 2018.*

*'Barriers Identified by Staff Network Groups', approved by EG February 2021.*

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**Hampshire  
& Isle of Wight**  
FIRE & RESCUE AUTHORITY

## **HIWFRA Full Authority**

Purpose: Noted

Date: **12 April 2022**

Title: **BLUE LIGHT COLLABORATION**

Report of Chief Fire Officer

### SUMMARY

1. This report summarises the progress Hampshire and Isle of Wight Fire and Rescue Service (HIWFRS) has made in collaborating with our Blue Light partners. Success in collaboration has occurred when we have had shared vision, trust and understanding between our Blue Light partner organisations.
2. The Policing and Crime Act 2017 placed a duty on Emergency Services to keep collaboration under review in the interest of efficiency and effectiveness. Hampshire now has a well-established programme of collaboration involving Hampshire and Isle of Wight Fire and Rescue Service (HIWFRS), Hampshire Constabulary (HC) and South Central Ambulance Service (SCAS).
3. The purpose of this report is to update the Hampshire and Isle of Wight Fire and Rescue Authority (HIWFRA) on the progress of collaboration of which HIWFRS are a key part of in Hampshire and the Isle of Wight.

### BACKGROUND

4. The Policing and Crime Act 2017 introduced a new duty on Police Forces, Fire and Rescue Services and Ambulance Services to keep collaboration opportunities under review where it is in the interests of efficiency or effectiveness, and to put those collaboration opportunities into practice. The duty is deliberately broad to allow for local discretion so that the emergency services themselves can decide how best to collaborate for the benefit of their own communities.

5. Demand on Blue Light Services is changing, and collaboration provides us with a real opportunity to create innovative responses to these challenges whilst strengthening future resilience, effectiveness and efficiency.
6. Collaboration is well established in Hampshire and the Isle of Wight. Numerous examples have been delivered during the past decade and Hampshire is well regarded with collaboration; evidenced within national summary documents and at national events.
7. This history of positive collaboration has been essential in the response to Covid 19, where HIWFRS have been and continue to support South Central Ambulance Service and the NHS in the response to this crisis.
8. Examples include:
  - a. Sharing of estates by Fire, Police and Ambulance
  - b. Sharing of strategic HQ site by Fire and Police
  - c. Arson Task Force
  - d. Co-responding
  - e. Shared Services, with Fire and Police joining County Council colleagues.
9. Primarily, collaboration in Hampshire and Isle of Wight emergency services exists between HIWFRS, HC and SCAS. However, work also extends to:
  - a. Our Networked Fire Services Partnership (NFSP) partners Dorset and Wiltshire FRS and Devon and Somerset FRS.
  - b. Police Forces such as Thames Valley Police and their Joint Operations Unit with HC.
  - c. Ambulance Services of Isle of Wight Ambulance Service (IWAS) and South East Coast Ambulance Service (SECAMB).

## PROGRESS AND PERFORMANCE

10. The Hampshire Blue Light Collaboration programme has developed the relationship to further both strategic and operational opportunities.
11. The following items set out the current working opportunities which are at various stages including conceptual, through developing to business as usual for HIWFRS. Each opportunity is annotated with their business stage in the title.



12. Co-responder crewing model Emergency Medical Response (Full partnership agreement in place)
  - a. In 2004, the then HFRS set up a co-responder scheme with Hampshire Ambulance Service which later became South Central Ambulance Service NHS Foundation Trust (SCAS). This crewing model uses dedicated response cars in specific rural localities where, due to geographical locations, the Ambulance Service were encountering difficulty in achieving the eight-minute government response target time.
  - b. The co-responder partnership has been running for more than 18 years and accounts for a large percentage of all co-responder calls across the UK. We currently have 22 co-responder stations responding from 15 vehicles. In 2021/22 we attended over 5,000 calls.
  - c. Since the combination of Hampshire and the Isle of Wight FRS, talks are advanced in providing a co-responder scheme on the Island in partnership with the Isle of Wight Ambulance Service (IWAS). We hope to go live in April 2022.
  
13. Gaining entry to patients for the Ambulance Service and the Police Force. (Full partnership agreement in place)
  - a. Our gaining entry work sees HIWFRS being deployed instead of Hampshire Constabulary to assist SCAS and SECAMB, as we have specialist equipment, expertise and legal powers which are readily available. This builds and extends the ad hoc deployments to rescue people.
  - b. HIWFRS have proven a quicker response to these types of calls providing better care to patients. Most notably, by using HIWFRS equipment and expertise, there has been a dramatic reduction in boarding up costs following 'gained entry' processes.
  
14. Cardiac Arrest response (Pilot Memorandum of Understanding (MOU) in place)
  - a. HIWFRS and SCAS have implemented a trial utilising Whitchurch On Call station to respond to incidents where a cardiac arrest is suspected. Our team uses Immediate Emergency Care (IEC) skills and medical equipment to significantly increase a patient's chance of survival by providing a faster response.

15. Assisting Police with searching for High Risk Missing Persons (Full partnership agreement in place)
  - a. Every year, Hampshire Constabulary receives numerous calls relating to incidents where there is a concern for the safety of an individual, where that person/s have gone missing and are vulnerable.
  - b. HIWFRS assist the Police in searching for vulnerable High Risk Missing Persons using the existing skills of our people and the equipment we carry. This formalises our rescue work in this area.
  
16. Non-Injury Mechanical Falls (Pilot Memorandum of Understanding (MOU) in place)
  - a. HIWFRS and SCAS have implemented a trial, utilising three front-line fire engines, to respond to Non-Injury Mechanical Falls incidents. These are falls where people are not injured but are too weak to get themselves up.
  - b. In the pilot, HIWFRS have successfully responded to over 100 people who have had a non-injury fall, improving the patient outcome by delivering a faster response.
  
17. Shared Estates (Agreements and contracts in place)
  - a. HIWFRS have leased available space to Blue Light partners. This move is part of the Police and Crime Commissioner's wider Estate Strategy to replace some Police premises with modern fit for purpose buildings at no extra cost to the taxpayer. It is the first time in the country that a senior police team have moved into a Fire headquarters.

In addition to the Police, we currently collaborate through sharing estates with:

    - a. Border Force
    - b. SCAS
    - c. IWAS
    - d. Coast Guard
    - e. Health NHS.
  - b. The space we provide enables several benefits: collaboration between partners, secure office space and areas for parking appliances and preferential partner rent for affordable accommodation. This also shares in the buildings service charges (water, gas, electricity, etc) and ultimately brings a greater saving to Government by not having multiple under-utilised buildings.

18. Trauma Risk Management (TRiM) (MOU in place)
  - a. All three emergency services in Hampshire use the critical diffusion methodology of Trauma Risk Management (TRiM). The teams communicate and train together and have the resilience of each other to cope with any peak in demand. HIWFRS and Hampshire Constabulary regularly carry out joint training and CPD events and share TRiM staff handbooks and promotional materials.
  
19. Community Safety Prevention (MOU in place)
  - a. HIWFRS and Hampshire Constabulary have established a Community Prevention Group to work together on elements such as working with vulnerable people, working with Children and Young People and sharing data.
  - b. HIWFRS share safety messaging through a Campaign Calendar to ensure a joined approach.
  
20. Operational Assets (Agreements and contracts in place)
  - a. HIWFRS have two joint working agreements, one with Royal Berkshire Fire and Rescue Service for the management and maintenance of their fleet. With Oxfordshire Fire and Rescue Service, we have shared access to an asset management system.
  - b. HIWFRS also regularly take part in a collaborative approach to selected procurement and share technical specification and expertise with other blue light services.
  
21. Supporting the NHS and SCAS during Covid 19 and the winter pressures (Fixed period agreements in place)
  - a. HIWFRS have agreements in place with the NHS and SCAS to support them during the current Covid 19 pandemic and winter pressures. Examples of this work includes:
    - (a) Responding to cardiac arrest calls on fire engines using HIWFRS Immediate Emergency Care skills, equipment and defibrillator to significantly increase a patient's chance of survival by providing a faster response. Since we began providing support to SCAS we have attended 82 incidents and on approximately 45% of occasions, we have been in attendance prior to the first ambulance resource.
    - (b) Providing HIWFRS staff to drive ambulances. This supports SCAS with their increased demand and staffing absences due to the pandemic.

- (c) HIWFRS have supported the vaccination programme through providing vaccinators and support staff at vaccination centres throughout the county. Several of our fire stations have been and continue to be used as vaccination centres.
  - (d) Non-Injury Mechanical Falls utilising a dedicated car positively crewed during peak demand periods to respond to falls where people are not injured but are too weak to get themselves up. This reduces demand on SCAS and the NHS.
- b. These capabilities have been successfully delivered through local, informal agreements. Staff have agreed to work outside the scope of their normal Fire and Rescue Service contracts to deliver these activities. This is not a sustainable nor preferable position for HIWFRS.
  - c. If this risk continues to be prevalent, HIWFRS are likely to be requested to contribute, to ensure lives are saved. Negotiation of amended contractual terms and conditions will be required.

22. Local Resilience Forum (LRF) – Shaping Resilience

- a. HIWFRS have been working with our LRF partners as we look ahead to the future of working together. This subgroup of the LRF Strategic Group is chaired by Chief Fire Officer Neil Odin.
- b. One aspect being considered is the future arrangements of the LRF and how this group continues the strong response to crisis arrangements, whilst balancing improved arrangements with risk prevention work.
- c. We also lead an element of work seeking to build a shared picture of vulnerability. Essentially this will provide knowledge of the people we define as vulnerable and be the platform for greater joint service provision to ease vulnerability together.

SUPPORTING OUR SAFETY PLAN AND PRIORITIES

- 23. Our approach to collaborating with partners supports our priorities as set out in our Safety Plan 2020 – 2025.
- 24. This work aligns to the priorities of the Fire and Rescue National Framework document and the duty to keep collaboration with emergency services under review to increase the efficiency and effectiveness of the service they provide.

## CONSULTATION

25. Each project is subjected to consultation where necessary. It is through this consultation that the Service develops its collaboration ideas in partnership with key stakeholders.

## COLLABORATION

26. All work within the Blue Light Collaboration Programme is collaborating with our blue light and health partners in the interests of efficiency and effectiveness and to put those collaboration opportunities into practice.

## RESOURCE IMPLICATIONS

27. Blue Light Collaboration has become part of normal business under the accountability of the Director of Operations. No additional resources are required.

## IMPACT ASSESSMENTS

28. Each initiative has project management built around it which includes impact assessment. The management of projects are led by the most appropriate organisation as lead and reviewed as a collective.
29. The proposals in this report are considered compatible with the provisions of the equality and human rights legislation.

## LEGAL IMPLICATIONS

30. The Policing and Crime Act 2017 requires Police Forces, Fire and Rescue Services and Ambulance Services to keep collaboration opportunities under review where it is in the interests of their efficiency or effectiveness.
31. The reporting of progress is set out within the HIWFRA Constitution and demonstrates the Authority's commitment to this duty.

## RISK ANALYSIS

32. The risks associated within the Blue Light Collaboration are managed collectively by the three partners, with the HIWFRS Director of Operations, the Deputy Chief Constable and the SCAS Director of Operations meeting on a regular basis.

## CONCLUSION

33. The Hampshire Blue Light Collaboration Programme is well developed and has proved successful in delivering more efficient and effective outcomes for the public of Hampshire and the Isle of Wight.

34. HIWFRS continue to drive the collaboration work in Hampshire and the Isle of Wight. Multiple initiatives and projects have been developed to achieve the outcome of providing better outcomes for the residents of Hampshire and the Isle of Wight.

RECOMMENDATION

35. That progress of HIWFRS working with partners be noted by the HIWFRA Full Authority.

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# Public Document Pack Agenda Item 10

AT A MEETING of the HIWFRA Stakeholder Committee of HAMPSHIRE COUNTY COUNCIL held at Police and Fire HQ on Tuesday 1st February, 2022

Chairman:

\* Councillor Roger Price

\* Councillor Roz Chadd

Councillor Ian Stephens

\* Councillor Jonathan Glen

\* Councillor Derek Mellor

## 11. APOLOGIES FOR ABSENCE

Apologies were noted from Councillor Ian Stephens from the Isle of Wight.

## 12. DECLARATIONS OF INTEREST

Members were mindful of their duty to disclose at the meeting any disclosable pecuniary interest they had in any matter on the agenda for the meeting, where that interest was not already entered in the Authority's register of interests, and their ability to disclose any other personal interests in any such matter that they might have wished to disclose.

## 13. MINUTES OF THE PREVIOUS MEETING

The open minutes from the meeting held on 29 July 2021 were noted and approved.

## 14. DEPUTATIONS

There were no deputations for the meeting.

## 15. CHAIRMAN'S ANNOUNCEMENTS

There were no formal announcements.

## 16. EXCLUSION OF PRESS AND PUBLIC

It was resolved that the public be excluded from the meeting during the following items of business, as it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items there would be disclosure to them of exempt information within Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons set out in the reports.

17. **3SFIRE COMMUNITY INTEREST COMPANY (CIC) STRATEGY 2022-2025**

The Committee considered an exempt report from the Managing Director of 3SFire CIC (Item 7 in the minute book) regarding the strategy for 2022-2025. [SEE EXEMPT MINUTE]

18. **3SFIRE COMMUNITY INTEREST COMPANY BUSINESS UPDATE AND FINANCIAL YEAR PROJECTIONS 2021/22**

The Committee considered an exempt report from the Managing Director of 3SFire CIC (Item 8 in the minute book) regarding a business update and financial projections for 2021/22. [SEE EXEMPT MINUTE]

19. **EXEMPT MINUTE FROM PREVIOUS MEETING**

The Committee approved the exempt minutes from the 29 July 2021 meeting.

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Chairman,



# Agenda Item 11

AT A MEETING of the HIWFRA Standards and Governance Committee held at  
Fire and Police HQ, Eastleigh on Friday, 11 March, 2022

Chairman:

\* Councillor Liz Fairhurst

\* Councillor David Harrison

\* Councillor David Fuller

\* Councillor Jonathan Glen

Councillor Ian Stephens

\* In attendance

Also present with the agreement of the Chairman: Councillor Rhydian Vaughan and  
Councillor Derek Mellor.

## 30. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Stephens

## 31. **DECLARATIONS OF INTEREST**

Members were mindful that where they believed they had a Disclosable Pecuniary Interest in any matter considered at the meeting they must declare that interest at the time of the relevant debate and, having regard to the circumstances described in Part 3, Paragraph 1.5 of the County Council's Members' Code of Conduct, leave the meeting while the matter was discussed, save for exercising any right to speak in accordance with Paragraph 1.6 of the Code. Furthermore Members were mindful that where they believed they had a Non-Pecuniary interest in a matter being considered at the meeting they considered whether such interest should be declared, and having regard to Part 5, Paragraph 2 of the Code, considered whether it was appropriate to leave the meeting whilst the matter was discussed, save for exercising any right to speak in accordance with the Code.

## 32. **MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting were reviewed and agreed

## 33. **DEPUTATIONS**

No deputation requests had been received.

## 34. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman had no announcements on this occasion.

## 35. **INTERNAL AUDIT CHARTER AND INTERNAL AUDIT PLAN 2022/23**

The Standards and Governance Committee considered a report of the Chief Internal Auditor regarding the Internal Audit Charter and Internal Audit Plan

The statutory requirements relating to internal audit and to the Charter were highlighted and it was noted that the Plan was derived from the Charter. Attention was drawn to the updated appendix, which contained adjustments relating to the timescales.

Members were particularly interested in the approach to internal audit and noted that its focus was risk based. Therefore the work changed and adapted to the business in order to be able to give assurance in the most appropriate areas.

The recommendations in the report were considered and it was:

**RESOLVED**

That the Internal Audit Charter and Internal Audit Plan for 2022/23 be approved by Hampshire and Isle of Wight Fire and Rescue Authority Standards and Governance Committee.

### **36. INTERNAL AUDIT PROGRESS REPORT 2021/22**

The Standards and Governance Committee considered a report of the Chief Internal Auditor updating the Committee on the progress of internal audit work.

The report was introduced and it was noted that the limited finding on the prevention referral pathway audit would be addressed in the management actions progress report (Minute 37 refers).

The Committee discussed the impact of the pandemic on internal audit and it was confirmed that in general it had been possible to cover staff absence. Changes to timescales in the internal audit plan were due to staff capacity and prioritisation.

The recommendations in the report were considered and it was

**RESOLVED:**

That the progress in delivering the internal audit plan for 2021/22 and the outcomes to date be noted by Hampshire and Isle of Wight Fire and Rescue Authority Standards and Governance Committee.

### **37. INTERNAL AUDIT MANAGEMENT ACTIONS PROGRESS REPORT**

The Standards and Governance Committee considered a report of the Chief Fire Officer on the progress made towards the implementation of internal audit management actions.

An update on the progress and conclusion of various audits was presented with reference to the report. The limited finding in relation to the prevention referral pathway audit was highlighted and it was noted that 19 actions had been identified, or which 11 were already complete and the remainder were due to be complete by the end of March.

The expenses and allowances amnesty was discussed and it was noted that the scale was relatively low, consisting mostly of allowances that had continued in error and therefore had no tax implications. There was no evidence of expenses being claimed without entitlement. It was confirmed that following the amnesty, repayment arrangements would be put in place for similar situations.

The recommendations in the report were considered and it was

#### RESOVLED

That Hampshire and Isle of Wight Fire and Rescue Authority Standards and Governance Committee notes the progress made towards the implementation of the internal audit management actions and the delivery of the audit plan.

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Chairman,

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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