

# SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

## ORDINARY MEETING

24 JUNE 2019

PRESENT: Councillor R Taylor (Chair)  
Councillor T Damms (Vice-Chair)  
Councillors: S Ayris, A Buckley, R Frost, P Haith, C Hogarth,  
C Ransome, S M Richards, C Ross and Dr A Billings

CFO J Courtney, QFSM, DCFO A Johnson, ACO T Carlin,  
L Murray, S Booth, AM S Helps, S Slater, S Locking and  
S Gilding  
(South Yorkshire Fire & Rescue Service)

A Frostdick, M McCarthy, N Copley, M Potter, L Noble and  
M McCoolle  
(Barnsley MBC)

Apologies for absence were received from Councillor T Cave,  
Councillor P Price and M Buttery

### 1 APOLOGIES

Apologies for absence were noted as above.

### 2 ANNOUNCEMENTS

None.

### 3 URGENT ITEMS

None.

### 4 ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS

None.

### 5 DECLARATIONS OF INTEREST BY INDIVIDUAL MEMBERS IN RELATION TO ANY ITEM OF BUSINESS ON THE AGENDA

None.

### 6 REPORTS BY MEMBERS

Councillor Haith referred to two fire station visits where she had accompanied station officers to listen to crews' views on IRMP, HMI and various other issues. She expressed her thanks to the crews for the frankness of their opinions provided.

7 RECEIPT OF PETITIONS

None.

8 TO RECEIVE ANY QUESTIONS OR COMMUNICATIONS FROM THE PUBLIC, OR COMMUNICATIONS SUBMITTED BY THE CHAIR OR THE CLERK AND TO PASS SUCH RESOLUTIONS THEREON AS THE STANDING ORDERS PERMIT AND AS MAY BE DEEMED EXPEDIENT.

None.

9 MINUTES OF THE AUTHORITY MEETING HELD ON 8 APRIL 2019

Councillor Hogarth highlighted a typographical error within the minutes at page 6, which should be amended to read Aston Park Fire Station as one of the former Close Proximity Crewing sites.

Councillor Ayris referred to the previous Chair to the Authority, who had given Members clear reassurance that as soon as the financial costs of the Close Proximity Crewing legal cases were known, that the information would be made public through the reports submitted to the Authority.

A Frosdick stated that at present there was no additional information to be provided, as final negotiations continued. An interim report had been submitted to the previous Authority meeting.

RESOLVED – That subject to the above amendment, the minutes of the meeting held on 8 April 2019 be signed by the Chair as a correct record.

10 APPOINTMENT OF CLERK TO THE AUTHORITY

Members noted that Diana Terris, Clerk to the Authority and the Chief Executive of Barnsley MBC, had retired at the end of May 2019.

A report of the Monitoring Officer to the Fire and Rescue Authority was submitted recommending the appointment of Sarah Norman, the new Chief Executive, with effect from 8 July 2019.

RESOLVED – That Members confirmed the appointment of Sarah Norman, Chief Executive of Barnsley MBC, as Clerk to the Authority.

11 REVIEW OF BMBC 2018/19 SERVICE LEVEL AGREEMENT

A report of the Treasurer and Monitoring Officer was presented providing the Authority with an update on the Barnsley Metropolitan Borough Council (BMBC) Service Level Agreement (SLA) for 2018/19 and to enable Members to consider any proposed changes to the existing arrangements for the forth coming year.

A review of the provision of services provided to the Authority by BMBC had been undertaken in 2017/18, and had been approved by the Authority subject to receiving an annual update. A revised SLA had been implemented from April 2018.

A Frosdick referred to the historic agreement between the Authority and BMBC which had commenced from the establishment of the Authority. Since 2014 those functions had been discharged directly through BMBC and not the South Yorkshire Joint Secretariat. A Frosdick had responsibility of those functions as Executive Director for Core Services within BMBC. Costs and procedures had been reviewed over this period and the recharge had progressively been reduced.

Members had periodically commented as to whether the SLA contract should be put out to tender. The report also included the option to tender the Internal Audit service provided by BMBC, due to there being a clear market for the provision of such services, for Members consideration.

Councillor Ransome expressed concern, following a question that she had asked at the last Authority meeting, as to whether the Authority would be legally compliant by not going out tender on such a large contract. At that meeting A Frosdick had stated that a report would shortly be presented to the Authority on the whole SLA. He had also stated at that time that the Authority had entered into a contract with BMBC, which was legally compliant, and would continue until a decision was made otherwise. Councillor Ransome queried whether the Authority would be legally compliant based upon the 2015 European Law.

A Frosdick commented that he had stated at the last Authority meeting that it would be helpful for the Authority to be provided with a report on the SLA in order to explore the whole issue. When the Authority had entered into the contract with BMBC in 1986 there had been no regulations in place regarding the provision of such services. The regulations had been introduced in 1993 and had included exemptions where services were being delivered between one public authority and another. The regulations were last updated in 2015 to which those exemptions still broadly applied. Therefore the contract remained legally compliant until the Authority decided to look towards other arrangements.

Councillor Hogarth considered that the Authority received both good value and best value for money from BMBC. He also considered that BMBC provided a good service, and that the Authority would be foolish to look elsewhere.

Councillor Ross queried those roles that were carried out as part of the SLA that were specialist in nature.

A Frosdick commented that should the Authority decide to go elsewhere, it would need to engage with another local authority which delivered services around the corporate governance of local authorities, which was a relatively specialist market. Other local authorities would not have the direct experience or continuity that BMBC had been able to provide to the Authority.

Councillor Ross referred to the substantial saving of £105,000 that had been delivered on the 2018/19 SLA in comparison to 2017/18. He queried why those savings had not been delivered earlier and whether the Authority had been overpaying in previous years.

A Frosdick stated that since he had taken responsibility of those functions as Executive Director for Corporate Services within BMBC, he had ensured to continue to provide greater transparency and value for money with reduced costs than had been provided in the past. He was confident that BMBC had not been overcharging the Authority.

Councillor Ransome considered that due to the large cost amount involved within the SLA and the European Law, that it was important to go out to tender. She proposed that the whole SLA be taken out to tender.

Councillor Ayris commented that when looking at alternative providers, it would be very difficult for the Authority to know whether they were receiving a good service from BMBC without testing the market. He was inclined to support the proposal to undertake market testing.

Councillor Damms stated that he was happy with the service provided by BMBC. He queried the cost implications if it was agreed to undertake market testing.

A Frosdick stated that himself or BMBC colleagues would not be permitted to have any involvement in any market testing. CFO Courtney's staff would need to seek procurement advice in order to prepare a tender package; consultancy engagement may also be required.

S Booth commented that if the Authority decided to specifically tender for Internal Audit services, that recent examples within the Sheffield City Region would be made available in relation to writing tender specifications, to which those pro-formas could be utilised to reduce time implications; he did not consider this to be of significant cost.

CFO Courtney stated that from an SYFR perspective, he would have concerns in losing the degree of experience that had been built up within BMBC over the years, in terms of SYFR and Authority related issues. There could be a potential to ascertain another local authority to provide the service at a lesser cost, but he did not believe that this would achieve the same level of quality in the first instance as provided by BMBC. SYFR had enjoyed the support provided by BMBC over the years.

Dr Billings stated that this issue had been considered when the possibility of the Police and Crime Commissioner role becoming the Police and Fire Commissioner; it had not been progressed as it was felt non-proactive to upset an arrangement that was working well. He acknowledged that further savings might be achieved by obtaining the services from another local authority, but this would be traded off against a relationship that was mature and working well.

A Frosdick commented that BMBC had been providing under the original 1986 agreement ongoing support to the Authority, and the Council was happy to continue to do so, but ultimately it was a commissioning decision for the Authority. The matter would periodically be brought to the Authority for determination.

Dr Billings considered that it would be helpful for Members to be provided with further clarity around the roles undertaken by BMBC and SYFR, to ensure that Members were clear about the services provided and by whom.

S Booth referred to the current charge and split between the Authority and SYFR, and the services SYFR received from BMBC which were principally finance and legal services; no legal officers were employed at SYFR. The amount of associated costs with the support received from BMBC had been reduced, which was largely around the Statement of Accounts from the support provided by N Copley and his team, and treasury management. It was anticipated that if SYFR went independent, an appointment would be required for a specialist officer in relation to treasury matters and for a contract to be entered into with a third party professional advisor. He considered it sensible to utilise the skills available from BMBC. SYFR had provided BMBC and N Copley with a 3 year commitment to provide support in relation to the Statement of Accounts. SYFR had appointed a new Financial Services Manager, S Slater, who had commenced in post in February 2019. Discussions would be held with N Copley after this time, with a view to taking that role back in-house, but this would require the appointment of finance officers to undertake those roles at SYFR.

A Frosdick stated that if the Authority made a decision to move away from the current contract, there would be a two year notice period to take effect, and therefore the earliest contractual date that this could take effect would be from April 2022. Should the Authority wish to test the market, he anticipated that BMBC would consider the position as to whether to hold the Authority to that notice period. In the meantime, if the Authority did not wish to make an immediate decision as to the future of the contract, BMBC would continue to provide the services to the Authority so there was no particular time pressure to reach a definitive decision.

Councillor Richards suggested that the matter could be discussed further at the Audit and Governance Committee. She considered that the Authority should accept the recommendations within the report submitted.

Councillor Haith considered that the service provided by BMBC to the Authority was best value for money; and raised the issue as referred to in the report whether consideration to be given to market testing for the Internal Audit services, as an exercise which would frame future procurement exercises.

Councillor Taylor proposed that further consideration of market testing for the Internal Audit Services be considered further at the Audit and Governance Committee.

Councillor Taylor referred to the proposal made by Councillor Ransome to take the whole SLA out to tender. He requested Members to vote on this decision.

**Councillors Ransome, Ayris and Ross voted in favour of the proposal to take the whole SLA out to tender.**

**All other Members voted against the proposal to take the whole SLA out to tender.**

Therefore, the Authority decided not to accept Recommendation C of the report.

A Frosdick sought clarification whether the Authority considered that there would be some benefits to market test the Internal Audit services from 2020/21. He sought Members support to undertake further work on the issue to be the subject of further consideration at the Audit and Governance Committee.

RESOLVED – That Members:-

- i) Noted the key deliverables against the 2018/19 BMBC SLA as set out at 2.3-2.4 of the report.
- ii) Requested the Audit and Governance Committee give further consideration to the issue of continuing with the existing arrangements for BMBC to deliver support services to the SYFRA.
- iii) Approved that further consideration be given to the option for going out to market for Internal Audit services from 2020/21 on a 'proof of concept' basis to help inform and frame a procurement strategy for other support services and that the issue be the subject of a further report to the Audit and Governance Committee.

## 12 YEAR END OUTTURN REPORT 2018/19

A report of the Chief Fire Officer, Chief Executive, Clerk and Treasurer to the Fire and Rescue Authority was presented informing Members as to the final revenue and capital outturn position for the financial year ended 31 March 2019. The report also provided an updated total reserves position alongside a narrative commentary to help explain the key financial changes that had led to the year-end position, when compared to the approved revenue and capital budgets.

Members noted that the 2018/19 revenue budget totalled £50.112m, which included a £0.227m approved budget carry forward (25 June 2018). The approved Capital Programme for 2018/19 totalled £2.501m, with £2.058m actual spend for the year. The total reserves position at the year-end was £22.893m (split Earmarked Reserves of £17.289m, General Reserves of £5.604m).

Councillor Ayris referred to the premises overspend of £0.427m, and he queried whether anything was being undertaken to reduce that amount.

S Booth stated that since he had commenced at SYFR in February 2018, the Authority had been provided with reports regarding Property Services, Estates and Facilities Management. The amount of £0.427m was largely within expectation, and planned preventative strategies were being implemented which was hoped to result in a reduction in the day to day running costs of the Service.

Councillor Ransome raised concerns regarding the reserves, in particular the ongoing year on year increase in general reserves which was £5m at the start of the year and £5.64m at the end of the year. She queried how Members could justify the increase in general reserves to the council tax payers.

S Booth stated that the general reserves was an amount that was held in accordance with the reserves strategy the Authority had approved. The increase in 2018/19 had resulted from the planned surplus that was expected when the budget was set. Overall, SYFR's reserves were reducing. The Authority had been provided with reports on the Medium Term Financial Plan and the budget setting process which showed that reserves would continue to reduce and are estimated to be circa £7m to £8m by the end of this Medium Term Financial Plan (2022). Members had also been provided with the information at the Extra Ordinary Fire Authority meeting held on 14 June 2019.

Dr Billings queried the ICT development and the operational equipment budgets of £0 for 2020/21. He also queried whether the reserves included capital receipts.

S Booth stated that the ICT development was a natural progression, which had focused upon digital matters as approved by the Authority. S Locking was developing the future ICT programme from 2021 onwards. S Booth referred to the previous financial management reports submitted to the Authority, which had highlighted the need to develop longer term asset management plans. The plans had started to be developed for property and transport for a 10 year plans, ICT for a 3 – 5 year plan, and operational equipment for a 10 year plan. The plans would now be firmed up to form part of the updated Medium Term Financial Plan, to be presented to the Authority post summer 2019. In relation capital receipts, there had been one sale of Maltby Fire Station during the year which totalled £295,000.

RESOLVED – That Members:-

- i) Approved and endorsed the positive revenue operating outturn position of £0.156m underspend when compared to the budget, funding and movement on reserves.
- ii) Agreed the capital expenditure outturn of £2.058m.
- iii) Agreed the summary statement of reserves (section C) which showed total reserves of £22.893m, split Earmarked Reserves £17.289m and General Reserves of £5.604m for the year ended 31 March 2019.
- iv) Approved the carry forward requests as set out in section D of £0.104m into 2019/20.

13 HMICFRS UPDATE

A report of the Chief Fire Officer/Chief Executive was presented to provide Members with an update on the progress of Her Majesty's Inspectorate for Constabularies and Fire and Rescue Services (HMICFRS) project.

Members noted that the HMICFRS had completed the four day discovery visit to SYFR, which had generated the Key Lines of Enquiry (KLOE's). The SYFR strategic brief had been provided to the HMI Phil Gormley and his inspection team. The full inspection week was scheduled to commence on 15 July 2019, which would involve visits to all SYFR wholetime fire stations and focus groups for operational and support staff at all levels. Initial findings would be available as part of the hot debrief on 26 July 2019.

Councillor Ayris queried whether the HMICFRS inspectors would request to meet with Members.

DCFO Johnson commented the HMICFRS inspectors would meet with the Chair of the Authority. She added that the inspection did not include the governance of the Authority, but that any issues identified regarding the governance and decision making process may fall within a future inspection.

Dr Billings queried whether the telephone interviews held with partner agencies, as part of the discovery visit on 22 April 2019, had included South Yorkshire Police (SYP).

DCFO Johnson stated that a SYP Business Improvement Director had taken part in the telephone interviews, together with trade union representatives; the discussions would form part of the inspection results. SYFR was producing a pod cast on the strategic briefing.

Members noted that the Tranche 2 report, and the reports from the Fire and Rescue Services that were visited during that round of inspection, were available on the HMIC website.

RESOLVED – That Members noted the contents of the report and the dates for further inspection.

14 ANNUAL CORPORATE PERFORMANCE REPORT FOR 2018/19

A report of the Chief Fire Officer and Chief Executive/Clerk to the Fire and Rescue Authority was submitted to provide Members with information on how SYFR performed against the Local Performance Indicators (LPis) during 2018/19, to enable Members to comment upon the performance and explore in more detail the work behind the statistics. The report would also be presented to the Performance and Scrutiny Board on 18 July 2019 to enable a more detailed discussion and review.

Members noted that during 2018/19, only one of the nine LPIs that were monitored using 'tolerance levels' was above the upper tolerance level being LPI 1.7(b) – Secondary Arson Incidents. During 2018/19 there had been 72 fewer primary fires in comparison to 2017/18 including primary arson which was also lower, 59 fewer accidental dwelling fires in comparison to 2017/18 including the number of cooking related fires had also reduced, and 92 fewer false alarms that had been caused by automatic fire detection in non-domestic properties in comparison to 2017/18.

Councillor Ayris referred to a question asked by Councillor Hogarth at the last Authority meeting regarding when the information would be available in relation to LPI 2.8 'percentage of time that there were five firefighters available on station to ride the first available pump (wholtime only)'. He sought clarification as to what the Riding 5 report was.

CFO Courtney referred to a previous Corporate Advisory Group Meeting held at Fire Headquarters, where data had been shared regarding the extent to which SYFR was riding with 5 person crews which was the aspiration at that time, and the extent to which SYFR was riding with either 4 or 6 person crews. At that meeting Members had been informed, from a management perspective, that to have more than 5 firefighters on duty at a one pump station was a waste of resources. The collective view agreed by all attendees at that meeting was to put the optimum number of 5 person crews onto the fire appliance at all times and collectively a system was required to enable this to be managed. CFO Courtney had requested the SYFR Statistics Department and IT Department to produce a report to indicate how often the optimum of 5 person crewing had been achieved, and the number of occasions where there had been more than 5 firefighters on duty at a one pump station or multi-pump equivalent, in order to establish the extent of the problem to implement suitable steps to deal with the issue. Ultimately the individual watch managers could be relied upon at those stations to manage the resources to ensure there was not more people on duty than required to provide that 5 person response. The report had been difficult to produce due to the technology that was available at that time. There had been an aspiration over the last 2 years or more to ultimately provide a mechanism whereby from a management perspective, checks could be made to ascertain how many people were put onto a fire appliance and to seek to manage the situations whereby there were more people on duty than required to staff a fire appliance; efforts had gone into producing the report on a regular basis.

By virtue of the IRMP proposals, moves had now gone beyond that issue, albeit SYFR still required its managers to continue to manage to ensure that the correct amount of firefighters crewed an appliance and to ensure that there was not more individuals on duty than required to provide that response.

Councillor Ayris referred to the last Authority meeting where the previous Chair had stated that the data on the RMS system would be available to the June or July Authority meetings. He queried whether this information would be relevant to considerations following the conclusion of the IRMP consultation.

CFO Courtney stated that there was still a requirement for a system to be in place to monitor how the resources were managed. Further information was continually being made available due to the advancement of technology. Traditionally the time taken for the first appliance to arrive at an incident was monitored, to which the Government had also focused attention. For certain incidents more than one appliance would be required at an incident. It would be useful to monitor the time taken for the full attendance to arrive at an incident. SYFR had stated that it would provide greater focus on the second and third pump response times to be reported back to the Authority, if riding 4 person crews. All of the data collected would be useful in terms of SYFR management and the scrutiny of the Authority.

Councillor Richards queried the reason for the reduction in cooking related incidents. She also queried whether the 19 more accidental dwelling fire injuries that had been incurred during 2018/19 had occurred due to a particular reason, together with the causes of secondary arson incidents.

AM Helps reported that over the past few years SYFR had constantly targeted efforts and resources into reducing accidental dwelling fires; kitchen fires attributed to 50% annually of all accidental dwelling fires. Various comprehensive campaigns had been run and well received, and were focused at various times of the year where there was known spikes in dwelling fires. SYFR had invested in further technology, and it was the only Fire and Rescue Service within the country to install heat alarms as part of the home safety checks, which were best provided in kitchens. SYFR had undertaken a focused effort to reduce the number of kitchen fires and accidental dwelling fires.

DCFO Johnson would provide Members with the information regarding the 19 accidental dwelling fire injuries that had occurred during 2018/19.

Councillor Buckley referred to the questions raised by Councillor Richards, to which he suggested the detailed information could be presented to the Performance and Scrutiny Board to enable further scrutiny, to be reported to the Authority if deemed appropriate.

Councillor Ransome referred to the 60% increase in accidents that had occurred to SYFR firefighters, the majority of which were minor in nature and had not resulted in work loss days. She queried whether health and safety reporting had improved, and she requested the definition of minor incidents.

DCFO Johnson commented that staff were encouraged to report all incidents i.e. a slip, as all small incidents could potentially lead to a larger incidents. Such reporting enabled trends to be identified and training to be implemented to prevent further incidents. SYFR had a Health and Safety Committee, to which every accident was investigated however minor in nature. Campaigns were created in an attempt to reduce accident levels.

Councillor Haith queried whether Doncaster still had the highest number of primary arson incidents. She welcomed the station plans and she queried whether the Authority would be provided with a review of the station plans in targeting the hot spots.

DCFO Johnson stated that a 6 monthly update on the station plans would be provided to the next Authority meeting. She suggested that the station plans and dashboards be considered at the Performance and Scrutiny Board. The number of prison incidents in Doncaster had been driven down, although Doncaster continued to have the highest number of primary arson incidents in South Yorkshire.

AM Helps referred to the significant spike in non-domestic fires in Doncaster which demonstrated that the issues in the prisons remained, and this was reflected into the primary arson incidents.

Councillor Frost referred to the SYFR's sickness level which was much higher than its target. He queried whether this has been the same year on year and how it compared with other Fire and Rescue Services.

DCFO Johnson commented that SYFR's sickness level had increased steadily, to which SYFR had one of the highest sickness levels in comparison to the other Fire and Rescue Services. In order to tackle the sickness level a Health and Wellbeing Strategy had been implemented following appointment of the new Head of HR in 2018. Greater improved mental health support was now available to staff, critical incident training was underway, and an employee assistant scheme was being procured to provide 24 hour support for all SYFR staff with an independent person, to cover a whole range of issues. The Occupational Health Department was now fully staffed and improvements were being made to the department's computer systems. Training had been implemented for managers to support staff whilst on sick leave, and focus was being given to those individuals who needed greater support whilst on sickness absence.

Councillor Richards queried whether the sickness levels related predominately to mental health issues or physical injuries related to the work undertaken.

Members noted that sickness absence resulting from mental health issues had increased over the years, although there had been a reduction during 2018/19. There had been an increase in muscular skeletal injuries during the period, which had been contributed to by the number of fires that had occurred during the particularly hot summer of 2018.

Councillor Richards suggested that the matter be looked into and monitored by the Performance and Scrutiny Board.

DCFO Johnson stated that the Performance and Scrutiny Board had already reviewed the level of sickness absence, but that would be presented to the Board regularly to ensure that the Health and Well Being Strategy was operating correctly.

RESOLVED – That Members:-

- i) Endorsed the contents of the report.
- ii) Scrutinised and commented on the information presented in the attached report.

- iii) Noted that eight out of the nine performance measures that are measured using tolerance levels, were within tolerance.
- iv) Noted that there were 19 more accidental dwelling fire injuries in 2018/19, than in the previous year. Eight of these were thought to be serious and the other 49 were perceived as slight.
- v) Noted that there were 660 more secondary arson incidents in 2018/19, than in the previous year.

15 ANNUAL REVIEW OF RISK MANAGEMENT 2018/19

A report of the Chief Fire Officer and Chief Executive and Clerk to the Fire and Rescue Authority was submitted setting out the Authority's and SYFR's arrangements for managing risk in accordance with the Authority's Corporate Risk Management Policy and Strategy. The report also provided information on the Governance arrangements around Corporate Risk Management and risk management developments during the year. On 4 December 2018, the annual Member's session on Risk Management and Effective Audit Committee had taken place.

Councillor Taylor informed Members that A Hunt, who had worked at Barnsley MBC for over 14 years, would shortly be leaving. He expressed his thanks, on behalf of the Authority to A Hunt for all of his work, help and support provided to the Authority, and wished him the very best for the future.

RESOLVED – That Members considered the Risk Management Annual Report, and the assurance provided, as part of its overall consideration of the Fire and Rescue Authority's control framework for the purposes of the Annual Governance Statement (AGS).

16 SYFRS PEOPLE STRATEGY - YEAR ONE EVALUATION

A report of the Chief Fire Officer and Chief Executive was presented providing a year one evaluation of the SYFR People Strategy, in order to indicate how far SYFR had progressed in meeting its' people priorities and objectives set out in the strategy.

Members noted that levels 3 and 5 of the CMI management programmes had been successfully completed by 30 staff during the last year. A new Workforce Planning Board had been established, which met on a quarterly basis to discuss SYFR staff roles and vacancies. Collaborative working had been undertaken with the Fire and Rescue Services in the Yorkshire and Humber region, together with Women in the Fire Service (WFS) UK to develop a women's pilot mentoring scheme for individuals who wanted to develop and progress within the Fire and Rescue Services.

DCFO Johnson stated that SYFR had adopted the new National Fire Chiefs Council (NFCC) Leadership Framework, to which those leadership behaviours were being embedded into all aspects of work. The Nolan Principles for standards in public life had been encompassed within the new Code of Conduct for all SYFR employees. The Maintenance of Competence (MOC) arrangements were currently being reviewed for operational staff; a new MOC for staff in Control had been developed and a middle manager MOC was currently under development.

Councillor Ayris queried whether the SYFR People Strategy would be revisited once the new Integrated Risk Management Plan (IRMP) had been resolved and implemented.

DCFO Johnson stated that there would be a requirement to review any policy which may be impacted upon by the IRMP.

Councillor Haith requested information on the Additional Engagement Policy. She volunteered at her local library, which always sought additional support from volunteers.

DCFO Johnson stated that the Additional Engagement Policy had been revised in order to provide SYFR staff with the opportunity to partake in voluntary or unpaid activity within SYFR.

RESOLVED – That Members noted the contents of the report for information only as the People Strategy 2018 – 2022 remained relevant and appropriate.

## 17 ANNUAL SCRUTINY REVIEW AND UPDATE

A report of the Clerk to the Fire and Rescue Authority was submitted providing Members with a summary of key scrutiny activity undertaken in the past year (June 2018 – June 2019).

Members noted that throughout the year, the Board had continually reviewed the proposed scrutiny projects and its work programme. It was anticipated that the Board would continue to focus its attention on performance during 2019/20, together with areas of improvement arising from the HMICFRS inspection to be undertaken in July 2019.

RESOLVED – That Members:-

- i) Noted the Board's scrutiny activity from June 2018 to the present.
- ii) Supported the continuing process for the referral of any topic or area from other Authority Committees / Boards etc. to the Performance and Scrutiny Board as appropriate.
- iii) Continued to support scrutiny and challenge across the full range of Fire Authority meetings.

18 INFORMATION, COMMUNICATIONS AND TECHNOLOGY STRATEGY

A report of the Chief Fire Officer/Chief Executive was submitted to present the 2019-2022 Information, Communications and Technology (ICT) Strategy.

The ICT function had been the subject of a number of external reviews that had suitably informed the Director of Support Services and the ICT Manager to put forward and propose a new ICT Strategy and roadmap for the Service. SYFR has received two accreditations from the National Cyber Security Centre (NCSC) together with Cyber Essentials Plus.

Members noted that the Digital Transformation Roadmap Review undertaken in 2018 had concluded that the ICT infrastructure was well managed and modern, which placed SYFR in the upper quartile of what was found in the public sector. The review did however highlight a requirement for the way in which SYFR conducted its business to be modernised, and to improve the governance for developing and acquiring ICT business applications.

Councillor Ransome expressed her thanks for the excellent report presented.

RESOLVED – That Members approved the 2019-2022 ICT Strategy.

19 PROGRESS REPORT ON BARNESLEY FIRE STATION, STATION IMPROVEMENTS AND THE ESTATE IMPROVEMENTS PROGRAMME

A report of the Chief Fire Officer and Chief Executive was presented providing Members with details on the progress of the Barnsley Fire Station new build project and the station and estate improvements programme being undertaken across the portfolio. The report also provided an update on the work undertaken and projected programmes to bring the projects to a conclusion. Upon completion, the projects would positively contribute towards significantly improving the assets and facilities on fire stations and help better support operational effectiveness and efficiency.

L Murray reported that Stage 2 of design process for the new Barnsley Fire Station was complete. Consideration had been given to a number of recommendations from Barnsley MBC's Planning Department which had resulted in the project being redesigned and value-engineered to ensure that it was within budget, which had been classed as Stage 2A for audit purposes and had now been signed off. Stage 3 was now underway which would enable the designs to be developed in greater detail to enable planning permission to be applied for. Six contractors had expressed an interest following a Meet the Contractor Event and had provided timescales and cost information. Consideration was being given to the Fit Out and the Community/Prince's Trust building which would be subject to a separate report in relation to the budget as a separate tender process and contract in due course.

It had not been possible to site the temporary accommodation on an adjacent site; a tender process was underway to progress temporary accommodation on the existing site. Consultation had been undertaken internally and externally with local community groups including the Asset Management Team at Barnsley MBC and Greenacre School for the inclusion of a fully accessible changing suite in the

community building, which was currently under consideration. Due to the changes made and value-engineering undertaken, it was projected to commence works in December 2019 with a practical completion scheduled by late October 2020.

Detailed improvement works would be undertaken to Edlington, Lowedges, Tankersley and Aston Park Fire Stations. The works would be progressed in two phases i.e. Phase 1 – Edlington and Lowedges Fire Stations and Phase 2 – Tankersley and Aston Park Fire Stations; slight changes had been made to the proposed works since last reported to Members. Subject to tender, the current estimated cost for both phases of work was circa £3.13m. The design process up to Stage 4 was now complete, with works ready to commence on site for Phase 1, and Phase 2 of the design process had commenced on 17 June 2019. The tender for Phase 1 had been issued and the returns were currently being evaluated. The tender period for Phase 2 would commence on 26 August 2019 following completion of the Stage 3/4 design. The completion of the second and final phase of works was forecast for 20 August 2020. Work was underway to procure the temporary accommodation through the Yorkshire Purchasing Organisation (YPO) framework, which formed one of the elements of the additional amount requested.

The Estates Improvement Programme was a general improvement works across the SYFR estate to ensure that the portfolio was fit for purpose and to realise the benefits from the Hard FM. Phase 1 had now been completed, with the larger tranches within Phases 2 and 3 had been planned and costed and ready to be implemented subject to the procurement process. Work was underway for the heating and cooling systems at Fire Headquarters, with an estimated completion date of September 2019; the tender for the works had been let on a cost plus basis with an additional funding request identified within the report. Members noted the other work programmes which were highlighted within the report.

Councillor Ayris queried whether the additional amount requested would still fall within the cost envelope of £4m that had been previously agreed.

S Booth stated that the £4m cost envelope related to the new Barnsley Fire Station, to which no additional monies had been requested today. The additional funding request related to the Station and Estates Improvement Programme. Members had approved a programme some 12 months ago, at which stage emerging messages and information from the condition surveys had begun to be received, and a Hard FM provider was not in place. The monies identified had always been brought to Members' attention which was the Capital Investment Reserve which was now £1.6m uncommitted to which Members had requested to receive additional reports.

Councillor Ayris referred to the long term maintenance of the new Barnsley Fire Station, and he queried whether green technology would be incorporated within the proposals.

L Murray stated that this would be developed as part of the Stage 3 design process, taking account of the comments received from the Planning Department at Barnsley MBC and SYFR's aspirations for the site. She would provide a general update and further information to the Authority meeting in September 2019.

Councillor Ross requested an indication as to what the significant extra costs related to in relation to the new Barnsley Fire Station, and by whom the Stage 2A design been accepted. He considered it entirely sensible to look to maintain and upgrade stock to ensure greater efficiency, which he regarded as invest to save. Councillor Ross suggested that the best technology should be used when making the upgrades, to ensure efficiency in both heating and power usage etc.

L Murray commented that the fluctuation in costings had related to the requirements from the pre-planning advice, which had deemed that the height of the building would be higher than originally intended which had resulted in a significant overall increase to the cost of the build. Pre-planning advice had also sought that the access to the site should be altered onto Broadway, which would have resulted in additional costing; after further negotiations this proposal had been reversed and the costings had been removed in order to work on the original access as planned. Other elements of the design had been altered in order to manage costings in the most value for money manner. The design consultation process has been accepted by the Executive Team. She envisaged that the design would be presented to the Authority again in the future.

S Booth stated that SYFR had been very keen to ensure best value on the new Barnsley Fire Station build. Turner Townsend Project Management had indicated that SYFR had value-engineered £3/4m of cost savings. Additional work was underway to ascertain further cost reductions without compromising quality and design. Two visits had been made to neighbouring fire and rescue services to observe their new fire stations to assist with the design, with a particular focus on cost which had provided assurance that SYFR's costings were similar at this stage. The construction companies that had attended the engagement day, had confirmed the current costings. S Booth was keen to provide detailed cost comparisons when next reporting to the Authority, to demonstrate and provide assurance to Members that SYFR had tried to ensure best value for the Authority and to the residents of South Yorkshire for the new build. An approvals process had been undertaken which included the Barnsley Watch Managers and Watches, Station Managers, District Managers at Barnsley, the Function Heads to be represented in Barnsley and the Executive Team.

Councillor Richards queried why new showers, changing and toilet facilities would be installed at the new Parkway Fire Station, and what lessons could be learnt from this.

L Murray commented that the work at the new Parkway Fire Station was to include additional facilities that had not been included initially when the station had been developed. This had resulted in a rigorous process being undertaken for the new Barnsley Fire Station to ensure that the needs and future plans were understood, and to ensure that the capacity was in place to fulfil the requirements of the firefighters.

RESOLVED – That Members:-

- i) Noted the contents of the report.
- ii) Approved the identified supplementary budgetary and financing requirements of £1.869m to deliver the ongoing station and estate improvement programme outlined in the report.

20 SSCR RESIDUAL FUNDS

A report of the Deputy Clerk/Chief Fire Officer and Chief Executive was presented providing Members with information around the potential uses for the SSCR residual funding (c. £463,802.78 as of 6 June 2019). Members were provided with the following two funding opportunities, to which the total funding ask exceeded the unallocated amount:-

- Safer Homes South Yorkshire (SHSY) - £414,792.60.
- Referral Partnerships - £308,913.

AM Helps stated that following a previous Corporate Advisory Group (CAG) meeting, a request had been made for a suggestion to be brought forward to strengthen the current partnership referral process. SYFR had established the Safe and Well referral scheme to reflect the broader home safety offer. A total 238 partners had signed up to the scheme, which had resulted in just over 9,500 referrals being made over the past 3 years. He highlighted the need to strengthen that partnership arrangement, for the SYFR Partnership Manager to be supported over a 3 year period with two partnership officers, an additional high risk co-ordinator and an administrator to ensure that after the 3 year period that the system was sustainable.

S Booth stated that if approval was given to fund both funding opportunities, a funding mechanism of £260,000 would need to be identified; there was a total of £5.604m within the general reserves. Both funding opportunities had been considered at a previous CAG meeting, where he had made Members aware of the opportunity to utilise the £604,000 surplus in year for 2018-19 to fund this additional functionality, without compromising the current reserves strategy.

RESOLVED – That Members:-

- i) Approved the funding of the Safer Homes South Yorkshire initiative from unallocated SSCR residual funding as a priority measure.
- ii) Considered what other funding options might be used to fund the Referral Partnerships initiative.
- iii) Noted the rigour of the tendering process applied in recommending the approval of Yorkshire Children’s Centre as approved contractor to deliver a 3 year Safer Homes South Yorkshire programme.

- iv) Approved the use of £415K from SSCR remaining funds to deliver the programme.
- v) Noted the implications for partnership working between Yorkshire Children's Centre and SYFR.

21 TRANSPORT WORKSHOP STOCK REPORT

A report of the Chief Fire Officer/Chief Executive was submitted outlining the details of the issues found following a full stock take at the SYFR Eastwood Workshop, together with the value of the stock differences and actions taken to rectify the issues. The full stock take had been undertaken following the transfer of the responsibility of workshop stores from Procurement to Fleet Services, which had identified a number of differences that required further enquiry and review.

Members noted that recruitment had recently been made to the position of Workshop/Stores Driver, whose responsibility would include providing cover to the Storekeeper position during their absence. Internal Audit had carried out a full independent audit on Fleet Workshop Stores during the first quarter of 2019/20, which had suggested from the emerging findings that no significant control recommendations would be made.

RESOLVED – That Members noted:-

- i) The stock difference of £4,169.38.
- ii) The value of obsolete stock to be disposed of £22,561.77.

22 JOINT COMMUNITY SAFETY DEPARTMENT FUNCTIONAL AGREEMENT

A report of the Police and Fire Delivery Board was submitted outlining the progress made with regard to legal arrangements to support the Joint Community Safety Department which serves South Yorkshire Fire and Rescue and South Yorkshire Police.

ACO Carlin reassured Members that the Joint Community Safety Department Functional Agreement, had been presented to the Police and Fire Governance Board and provided clarity on the firm basis of the day to day running of the department.

Councillor Ransome stated that the Joint Community Safety Department Functional Agreement committed both the Authority and the Police and Crime Commissioner who were jointly responsible for the Lifewise Centre. She queried whether an extra financial contribution would be sought from the Authority.

CFO Courtney stated that this would form part of the subject of an ongoing debate, but that no further financial contribution was sought at this stage. On a number of occasions the Police and Crime Commissioner had voiced a degree of frustration in the amount of time taken for some of the collaborative arrangements to become up and running. He added that the two previous Chairs to the Authority had not felt

able to take on the responsibility of signing matters off on behalf of the Authority, and they had consistently insisted that all issues be brought back to the Authority; therefore Members had approved the progress in the areas to date.

RESOLVED – That Members:-

- i) Noted the Joint Community Safety Department Functional Agreement.
- ii) Noted that the Chair to sign the agreement on behalf of the Fire and Rescue Authority Members.

23 WEBCASTING OF SY FIRE AUTHORITY AND AUDIT AND GOVERNANCE COMMITTEE

A report of the Monitoring Officer to the Authority was submitted seeking approval to renew the contract to webcast Authority meetings and its sub-committees, which would expire at the end of August 2019. During the previous contract period, there had been a total of 1,785 live and archived viewings of Authority meetings.

The overall cost for the Authority's webcasting contract, which was held with South Yorkshire webcasting partners i.e. the Authority, Pensions Authority and the Police and Crime Panel, was calculated as a proportion of the total number of hours that had been webcast.

RESOLVED – That Members agreed to enter into a webcasting contract for a 3 year period at a cost to the Authority of £7,665 per annum.

24 DRAFT MINUTES OF THE YORKSHIRE AND HUMBER EMPLOYERS ASSOCIATION HELD ON 26 MARCH 2019

RESOLVED – That Members noted the draft Minutes of the Yorkshire and Humber Employers Association held on 26 March 2019.

25 DRAFT MINUTES OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 13 MAY 2019

RESOLVED – That Members noted the draft Minutes of the Audit and Governance Committee held on 13 May 2019.

26 DRAFT MINUTES OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 29 MAY 2019

RESOLVED – That Members noted the draft Minutes of the Audit and Governance Committee held on 29 May 2019.

CHAIR