

# SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

11 JANUARY 2021

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

CFO A Johnson, DCFO C Kirby, ACO T Carlin, S Booth,  
S Locking, S Kelsey, AM S Nicholson, A Mills and  
GM Rowland (South Yorkshire Fire & Rescue Service)

M McCarthy, N Copley, M Potter, L Noble and M McCoole  
(Barnsley MBC)

M Buttery  
(Office of the South Yorkshire Police and Crime Commissioner)

Apologies for absence were received from Councillor P Price,  
Councillor S M Richards, S Norman and A Mullen

## 1 APOLOGIES

Apologies for absence were noted as above.

## 2 ANNOUNCEMENTS

Councillor Taylor informed the Authority of the passing of Councillor Peter Rippon prior to Christmas 2020. A number of the Members would pay their respects at his funeral to be held today.

Councillor Rippon had been a Member of Sheffield City Council for over 17 years and he had been the Lord Mayor in 2014. In 2008, he had commenced a three year term on the Authority, and he had been committed and dedicated to his role. He had attended the Local Government Associations (LGA) Annual Fire Conference on more than one occasion and he had been one of the first Members to have attended the LGA Fire Leadership Programme. The Authority was indebted to the contributions made by Councillor Rippon.

Councillor Taylor, on behalf of the past and present Members of the Authority and the Joint Authorities, wished to offer his sincere condolences to Councillor Rippon's family.

## 3 URGENT ITEMS

None.

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

RESOLVED – That agenda item 18 entitled ‘Sargeant Immediate Detriment’ be considered in the absence of the public and press.

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

None.

6 REPORTS BY MEMBERS

Councillor Haith expressed her thanks to DCFO Kirby and S Booth for the presentation given at the recent Doncaster Metropolitan Borough Council full Council Meeting in relation to the Integrated Risk Management Plan. She also wished to thank J Patrick for the Power Bi training, which she considered would be very useful to Members.

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 23 NOVEMBER 2020

RESOLVED – That the minutes of the Authority meeting held on 23 November 2020 be signed by the Chair as a correct record.

10 COVID-19 UPDATE

Members were provided with an update on SYFR’s response and recovery to the COVID-19 pandemic.

It was noted that, with the increase of the local and national measures that had been enforced by the Government, and the hard work of SYFR staff to follow the guidance both inside and outside of the workplace, staff absences had begun to fall in the run up to Christmas 2020. During w/c 7 December 2020 the Service had less than 10 COVID-19 related absences, in comparison to more than 80 COVID-19 related absences at the beginning of November 2020. Since the Christmas 2020 period, which had included a relaxation of the COVID-19 rules on Christmas Day, there had been an increase in the number of community transmission rates. The Service had observed a slight increase in the staff profile absence numbers, but this was currently manageable. As at 11 January 2021, the Service had nine Operational members of staff with confirmed COVID-19, which had resulted in 20 members of staff having to self-isolate for various reasons.

The Service provided reports to the National Fire Chiefs Council (NFCC) on the number of staff that had been COVID-19 tested and the number of confirmed positive cases. Through staff communication and compliance checks across the organisation, the Service continued to reinforce the key behaviours that staff were requested to follow in order to keep the organisation running throughout the winter months i.e. wearing approved face masks whilst travelling in a Service vehicle. All staff were currently required to wear a face mask at work at all times whilst in close proximity to others until further notice. General hygiene arrangements i.e. keeping hands clean and the regular washing of surfaces was also required, which were being managed and monitored through the regular compliance checks.

During the latest lockdown period, the Government had issued guidance on education and child care arrangements. Fire and rescue service staff, including support staff had been listed as critical workers and could therefore send their children to school. The Department for Education had updated the guidance on 8 January 2021, to suggest that any critical workers should continue to work from home wherever possible and to also keep their children at home. The Service would continue to monitor and follow the national guidance around the critical worker and key worker status.

The Service continued to follow a set of operational parameters which explained how prevention, protection and emergency response activities would be delivered during the pandemic. There had been little change in how the Service operated from the Tier 3 arrangements that South Yorkshire had been placed in prior to the current lockdown period. Face-to-face delivery of the home safety prevention visits had been suspended in all but the very highest risk cases. Business fire safety activity was largely being conducted remotely by the dedicated Business Fire Safety Team, but visits would continue to be carried out for high risk business premises.

The Service's 999 response remained unchanged, with the exception of slight changes to operational procedures for staff in line with the COVID-19 risk assessments. Attendance continued to every 999 emergency response call received, and restricted access continued to the Control Room. Support staff had received a further update to work from home during the national lockdown period and to continue to do so until further notice, unless it was essential for them to come into the workplace.

DCFO Kirby hosted the Service's Recovery Group which met on a monthly basis. A workshop would be held in February 2021 to discuss and agree the Service's strategic direction moving forwards regarding how the workforce would operate post -pandemic. The Joint Committee on Vaccination and Immunisation had provided a list of phase one profiles of individuals that would be prioritised for the vaccine. The Service's staff had not been specifically identified for this, unless they were over a certain age or had specific vulnerabilities. It was anticipated that the whole workforce would be prioritised for the vaccine during the second phase of the pandemic. The only exception to this would be any members of staff that were seconded on a voluntary arrangement to another organisation and would be placed at a higher risk i.e. driving ambulances. Such matters were under discussion with partners at the Local Resilience Forum.

CFO Johnson co-chaired the Local Resilience Forum. Over the past few months, a number of officers had looked at various sites for mass testing and mass COVID-19 vaccinations; some of those sites were now in use. The Service had received a number of initial requests to support agencies, and a volunteer cell was available to provide support when required. In relation to the tripartite agreement, risk assessments had been reviewed and the employer would shortly make a decision. Consultation had been undertaken with the representative bodies. CFO Johnson hoped that confirmation on the new risk assessments would be received imminently.

Members noted that Sheffield City Council had made a decision not to undertake mass testing at the moment.

Councillor Taylor expressed his thanks to the Service for the sterling efforts undertaken during this extraordinary period.

RESOLVED – That Members noted the update.

#### 11 INTEGRATED RISK MANAGEMENT PLAN 2021 TO 2024

A report of the Chief Fire Officer and Chief Executive was submitted to present the final Integrated Risk Management Plan (IRMP) 2021 to 2024, incorporating feedback following a twelve week consultation period that had commenced following the Fire and Rescue Authority Meeting held on 14 September 2020. The IRMP described the steps that the Service had undertaken to update its understanding of local risk for South Yorkshire, as well as introducing a new set of risk based response times for responding to emergencies across South Yorkshire.

Members had been provided with a number of IRMP updates and briefings at the Corporate Advisory Group meetings and at previous Authority meetings. It was necessary for all fire and rescue services across the country to produce an IRMP.

It was noted that the risk methodology section within the IRMP now described how the Service had revised the way in which it analysed risk throughout the county. The Service was linked in with the National Fire Chiefs Council (NFCC) which was developing a community risk programme. DCFO Kirby was confident that the work undertaken by the Service in terms of its assessment of risk would meet and become compliant with the NFCC's community risk programme. The IRMP would be constantly under review by the IRMP Programme Board to ensure that it remained fit for purpose, to consider all relevant information in assessing risk and how the Service developed its service delivery activity in terms of the strategies.

The Service had contracted and utilised the services of an external risk management specialist in the development of the IRMP, who had commented on the risk methodology operated by the Service. This had provided confidence that the Service operated within best practice across the fire sector.

Members noted a critical change to the IRMP for the proposal of a new set of risk based response times for responding to emergencies across the county. The Service would always endeavour to arrive at all emergency incidents as fast as

practicably possible. The introduction of a set of response times, which were aligned to community risk and the severity of incidents attended, would allow the Service to monitor its performance. This would enable improvements to be made to the response times where necessary and to ensure that response resources were delivered against an agreed criteria for response. The IRMP did not propose to change any response resources within South Yorkshire.

DCFO Kirby expressed his thanks to all of the members of the IRMP Programme Board and their respective teams for the work undertaken in reaching this point. He recognised that the work had been undertaken during extreme circumstances during the COVID-19 pandemic. He also wished to thank the key stakeholders which included the Service's staff, staff trade union representatives, Authority Members and members of the public who had provided the Service with the respective challenge, feedback and engagement throughout the design of the IRMP.

A Mills commented that the Service had expected to receive a formal response on the IRMP from each of the local authority areas. Instead, DCFO Kirby and S Booth had received a series of questions at the briefing sessions that they had held at the local authorities' full council meetings, where they had provided responses.

RESOLVED – That Members:-

- i) Noted the contents of the IRMP, risk model methodology, equality analysis and consultation outcomes.
- ii) Approved the IRMP for adoption and publication.

## 12 ANNUAL SERVICE PLAN 2021

A report of the Chief Fire Officer/Chief Executive was submitted to present the final version of the Service's Annual Service Plan for 2021. Following the corporate planning events that had involved senior leaders and Authority Members, the Annual Service Plan had been designed to identify the Service's short and medium term priorities.

Following the instruction of Members at the Authority meeting held on 14 September 2020, the Service had commenced a six week staff consultation on the contents of the draft Annual Service Plan. The consultation had not raised any feedback which would significantly change the contents of the plan.

Dr Billings referred to Priorities 8 and 10 within the Annual Service Plan. In relation to Priority 8, he queried whether reference should be made to the collaborative working with other partners across the estate i.e. South Yorkshire Police, and to also refer to the one whole public estate. He queried whether Priority 10 should reflect the changing workforce mix as a result of the very good preventative work undertaken by the Service.

AM Nicholson would liaise with A Mills on the points raised by Dr Billings, with a view to updating the Annual Service Plan.

RESOLVED – That Members approved the Service’s Annual Service Plan for 2021.

13 SERVICE IMPROVEMENT UPDATE

A report of the Chief Fire Officer and Chief Executive was presented which provided an update on the progress made against the actions on the Service Improvement Plan and Majesty’s Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) inspection activity.

GM Rowland provided Members with an updated position on the Service Improvement Plan, which was continuously reviewed and updated. A total of 106 areas for improvement had been identified through the HMICFRS Inspection report including the Service’s Grenfell Tower Inquiry report, the State of Fire and Rescue report and the Service’s COVID-19 response. Since the production of the report, a total of seven high priority areas for improvement had been identified for the Service through the HMICFRS, four of which had now been completed and three actions were on schedule. In relation to the Grenfell Tower report actions, the procurement of smoke hoods action was now complete, five actions were on schedule and one action was ahead of schedule. With regard to the State of Fire and Rescue, all three of the identified areas for improvement were on schedule, none of which had yet been completed which was largely due to the lack of legislation provided and the work of the National Fire Chiefs Council, which was taking longer than planned. All five high priority areas that had been identified through the Service’s COVID-19 Response Group had been actioned. A further twenty actions for improvement had been identified since the production of the report, and they would be presented to the Service Improvement Board, with a view to being signed off as completed.

The HMICFRS intended to restart Round 2 of the inspections during Spring 2021. It was anticipated that the Service’s field work inspection would be held during the Spring and Summer 2022 as part of Tranche 3, with the final report being published during the latter stages of 2022.

The Service had recently received the HMICFRS Covid-19 letter/report for pre-publication checks. The Service considered this to be positive and a true reflection of the current position, although the Service had requested a number of minor alterations due to factual inaccuracies or information which could mislead members of the public.

Members noted that Sir Tom Winsor had planned to publish the second State of Fire and Rescue Report in February 2021, which would result in a number of areas to be included in the Service’s Improvement Plan.

GM Rowland was pleased to report that the Service’s internal improvement plan system had now been completed and was fully utilised. The Service had recently received the evaluation undertaken by Rose Regeneration.

Councillor Ayris referred to ‘AFI: The Service should ensure it has effective arrangements for providing specialist protection advice out of hours’, and he queried whether Business Fire Safety was a matter for discussion at the Joint Liaison Forum.

GM Rowland stated that the Trades Union representatives were involved with the job descriptions for the out of hours provision as an ongoing piece of work.

Members noted that Business Fire Safety would be discussed at a future Joint Liaison Forum Meeting.

RESOLVED – That Members noted the contents of the report and provided further scrutiny and support to enable continual service improvement.

14 DIGITAL AND ICT DEVELOPMENT PLAN UPDATE

A report of the Chief Fire Officer/Chief Executive was submitted to provide Members with a further update to the report that had been presented to the Authority Meeting held in July 2020. Following a review of the processes within the Service by Shaping Cloud (2019), and the undertaking and significant completion of Digital Transformation Phase 1 (DT1), the Service was now partly through the next phase of innovation in Digital and ICT 2020 to 2021 Development Plan.

The digital transformation programme had continued to progress throughout the COVID-19 pandemic, and positive benefits for the Service had been observed.

Members noted that the Resource Management System for On-Call staff and Officers to manage availability more effectively was now 'live' and it would provide excellent availability information, standardisation and consistency across all of the systems. Equipment tracking was currently being finalised for rollout during January 2021 for asset registering and tagging all fire appliance equipment. The Fire Safety Audit + was a new procedure to transfer the Operational Risk information from the fire crews to the Mobile Display Terminals within the fire appliances.

RESOLVED – That Members endorsed the latest update of the Digital and ICT Development Plan 2020 – 2021 as a key enabler for modernising and facilitating improvements in the efficiency and effectiveness of SYFR, acknowledging the benefits of DT1 and proposed DT2 benefits yet to be realised.

15 KEY ISSUES ARISING FROM THE PERFORMANCE AND SCRUTINY BOARD HELD ON 19 NOVEMBER 2020

Members were presented with the key issues paper arising from the Performance and Scrutiny Board Meeting held on 19 November 2020.

RESOLVED – That Members noted the key issues paper arising from the Performance and Scrutiny Board Meeting held on 19 November 2020.

16 MINUTES OF THE POLICE AND FIRE COLLABORATION BOARD HELD ON 12 NOVEMBER 2020

RESOLVED – That Members noted the minutes of the Police and Fire Collaboration Board held on 12 November 2020.

17 DRAFT MINUTES OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 23 NOVEMBER 2020

RESOLVED – That Members noted the draft minutes of the Audit and Governance Committee held on 23 November 2020.

18 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act and the public interest not to disclose information outweighs the public interest in disclosing it.

19 SARGEANT IMMEDIATE DETRIMENT

A report of the Clerk to the Fire and Rescue Authority was submitted to provide Members with an update following the 2018 Court of Appeal judgement in Sargeant. An interim order had been made by the Employment Tribunal on 18 December 2019, which had provided that members who had brought claims (claimants) were entitled to be treated as if they had remained in the FPS 1992 (with further specific requirements).

RESOLVED - That members noted the content of the report and agreed to maintain the current position.

Actions Table

No.	Action	Timescale	Officer(s)	Status/ Update
1	To present information to Members over the next 12 months to enable the Performance Management Framework to be shaped, prior to Authority approval.	CAG	ACO Carlin	<p>On the CAG agenda for 9 November 2020 (provisional date) <i>(NB: slipped from 8<sup>th</sup> Sept CAG due to IRMP)</i></p> <p><b><u>Update 24-11-20</u></b></p> <p>Members received a presentation on the proposed revisions to the performance management framework.</p> <p>The Service will liaise with Cllrs Buckley and Cave</p>



**Fire and Rescue Authority**  
**Monday 11 January 2021**

No.	Action	Timescale	Officer(s)	Status/ Update
				<p>on the detail with a view to a discussion at a CAG in the New Year.</p> <p><b><u>Update 21-1-21</u></b> A further meeting with Cllrs Buckley and Cave will be held on 23 Feb 2021.</p>
2	To provide Members with an update on Power Bi at a future CAG meeting.	CAG	J Patrick	<p>On the CAG agenda for 9 November 2020 (provisional date) <i>(NB: slipped from 8<sup>th</sup> Sept CAG due to IRMP)</i></p> <p><b><u>Update 24-11-20</u></b></p> <p>Members received an update on the roll-out of Power Bi and the training for Members. <i>NB: Training for 12 Members of the FRA fixed for w/c 23<sup>rd</sup> November 2020.</i></p> <p><b>ACTION DISCHARGED</b></p>
3	To provide sufficient detail on apprentices within the Financial Performance Reports.		S Booth	
4	Digital and ICT Development Plan 2020-2021 Update.	FRA 11-01-21	S Locking	<b>ACTION DISCHARGED</b>
5	Workforce Development Strategy Report.	Future FRA meeting		

**Fire and Rescue Authority**  
**Monday 11 January 2021**

<b>No.</b>	<b>Action</b>	<b>Timescale</b>	<b>Officer(s)</b>	<b>Status/ Update</b>
6	To present the final version of the IRMP.	FRA 11-01-21	DCFO Kirby	<b>ACTION DISCHARGED</b>
7	To present a final Annual Service Plan to Members for approval.	FRA 11-01-21	DCFO Kirby	<b>ACTION DISCHARGED</b>
8	To provide a final report on the SSCR Round 3 funding.	FRA 26-04-21 (Provisional)	M McCarthy	
9	To provide further transparency to the figures in future Procurement Service reports to enable Members to identify whether real budgetary revenue savings had been made, savings on the capital investment programme, cost avoidance or artificial savings.		S Booth and D Nichols	
10	To liaise with A Mills on the points raised by Dr Billings at the FRA 11-01-21, with a view to updating the Annual Service Plan.	ASAP	AM Nicholson	<b><u>Update 22-01-21</u></b>  The Annual Service Plan has been updated.  <b>ACTION DISCHARGED</b>

11	To discuss Business Fire Safety at a future Joint Liaison Forum meeting.	JLF 22-02-21	ACO Carlin and AM Dunker	
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CHAIR

Please follow the link below for further information on the updates of the actions arising from the Fire and Rescue Authority meetings:-

<https://meetings.southyorks.gov.uk/ecSDDisplayClassic.aspx?NAME=SD1250&ID=1250&RPID=402996&sch=doc&cat=13039&path=13039&zTS=D>